

# Oakland University

## GRADUATE COUNCIL MINUTES

Wednesday, September 25, 2013 – Meeting #2

Location: 100 KL

Meeting Time: 2:00-4:00 pm

Approved: 10/09/2013

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**Present:** Tamara Hew-Butler, Frank Lepkowski (*Ex Officio*), Karl Majeske, Robert Noiva, Linda Pavonetti, Claire Rammel (*Ex Officio*), Cheryl Riley-Doucet, Brad Roth, Meir Shillor, Darlene Schott-Baer (Chair), Carol Swift

**Absent:** Dan Aloï (excused), Gary Barber (excused); Dae-Kyoo Kim (effective October 2013)

**Staff:** Julie Delaney, Tina Muncy (Secretary)

The meeting was convened by Darlene Schott-Baer, Chair, at 2:00 PM.

### I. APPROVAL OF MINUTES

***Ms. Swift made a motion to approve the minutes of the September 11, 2013, Graduate Council Meeting as corrected. Mr. Shillor seconded the motion. Motion passed unanimously.*** Correction made to minutes: Move member, Gary Barber, from Present to Absent.

### II. REPORT OF THE CHAIR

**Program Modification Request Form.** The proposed revised version was distributed to Council members, which is also on eSpace. The proposed revised form allows for side by side table comparison. Ms. Rammel went through the revisions made to the form. She was able to reduce the tables for current courses versus deleted courses and combine into one table that shows what action has been taken; sometimes courses added to a program are not new courses, but existing courses that are newly offered to a program. Getting the course action form simultaneously with the program modification request form helps eliminate other table requirements that were more for Graduate Study's purpose than for the Council. The questions on the form were slightly modified. For Table #3, the information can be copied from Acalog and pasted into the table, providing current program description; to show proposed revisions, underline dialog that is added and strike through dialog to be deleted. There was some discussion as to repetitiveness still existing in the proposed form. Ms. Rammel explained that the set up allows people to visually see the changes and allows for comparison and justification. Ms. Schott-Baer explained that some of the information that may seem repetitive is necessary for use in Graduate Study and makes the process more efficient. Ms. Rammel will make suggested revisions that will clarify instructions and use of the form. Program modification requests on the revised form will be submitted electronically. Ms. Schott-Baer stated that the Council will vote on the proposed form at the October 9<sup>th</sup> meeting.

### III. OLD BUSINESS

**Definition of credit hour.** Council members have not had an opportunity to speak with their areas at this time. There was some discussion among the Council members about the difficulty of measuring time spent on assignments online versus the same assignment in the classroom. Mr. Noiva spoke of the difficulty the Medical School is having writing descriptions for the electives because the elective clerkships have almost no didactic content, yet the students put in ninety to one-hundred hours in a week. It's been difficult to justify the credit hours in those situations.

**Definition of online courses.** Council members have not had an opportunity to speak with their areas at this time. Ms. Schott-Baer stated that there is not a problem defining a course/program 100% online when it is entirely online, and the same with defining a course/program that is entirely in the classroom. The

confusion comes when, according to HLC's requirements for a program, 50% of a program is comprised of required courses that are 75% online then it is considered an online program. Ms. Schott-Baer said that it would seem to be less confusing and cleaner, since HLC seems to use 75% as a definitive mark, to define any course with less than 75% online instruction as a classroom course, any course that utilizes 75% to 99% online instruction would be defined as a hybrid course, and 100% online instruction be defined as an online course. She asked the Council members to think about this definition. The Council members also had much discussion about the numerous programs that have the potential to be taught both completely in the classroom and partially or completely online. There was concern how these situations would be monitored and reported, and the affect there would be for financial aid, program budgeting and accreditation.

**University Research Committee Appointment.** Steve Wright of Mathematics and Statistics.

**Leave of Absence Policy—Graduate.** It was decided that since there is already a Leave of Absence Policy in place for doctoral students, rather than trying to create one policy for both doctoral and graduate students, develop a second policy for all other graduate students was a better approach. This document is specific to graduate students, excluding doctoral students. The Council had discussion about active duty students, and other students who need a leave of absence in an emergency situation. The Council suggested that the policy differentiate in the document an emergency leave of absence from the regular leave of absence. Ms. Schott-Baer said she and Ms. Rammel will revise the policy as recommended by the Council and resubmit for approval at the October 9<sup>th</sup> meeting.

#### **IV. NEW BUSINESS**

##### **School of Nursing—Graduate Certificate in Forensic Nursing Proposal.**

Ms. Schott-Baer assigned Ms. Hew-Butler and Mr. Noiva to review the proposal and provide the first reading at the October 9<sup>th</sup> Graduate Council Meeting.

It is policy that all graduate certificates must be associated with a graduate degree program where, the certificate courses are comprised primarily from courses already present in the degree curriculum. Nursing wants to bring this certificate through as a free-standing graduate certificate. The School of Nursing closed and reported to their accrediting body the two nursing degree programs that would be logical to associate with this graduate certificate, Nursing Education and Clinical Nurse Specialist Programs. The two degree programs remaining, Nurse Practitioner and Nurse Anesthesia Programs, are advance practice programs, however, this graduate certificate program would not be considered advanced clinical practice. As a result, this proposed graduate certificate program will be treated like a new degree program. Because this proposal does not comply with normal policy, the Council will need to be sure the proposal meets the necessary requirements; it will need to go to Senate Planning and Senate Budget Subcommittees; Senate; and the Higher Learning Commission for special approval.

#### **V. GOOD AND WELFARE**

No report

#### **VI. ADJOURNMENT**

With no further business, the meeting adjourned approximately 3:30 PM.