



**Graduate Council  
Annual Report  
July 1, 2003 - June 30, 2004**

**I. NEW GRADUATE PROGRAMS**

**A. ENGLISH A SECOND LANGUAGE ENDORSEMENT**

The Department of Linguistics has received approval from the State of Michigan Board of Education to offer an ESL Endorsement for teacher certification. To enroll in the endorsement program, students must already be certified teachers in the State of Michigan. The program will consist of 20 credits taken in five successive semesters. The first cohort is scheduled to begin classes in Winter 2004.

**Approved by the Graduate Council on October 8, 2003.**

**B. RN TO MSN PROGRAM**

The new RN to MSN sequence will meet the requirements for both the undergraduate and graduate courses by combining related content in selected basic areas. Students will be admitted to the R.N. - M.S.N. program and matriculate more easily from undergraduate to graduate classes. The program involves the development of "transition" courses that would satisfy the undergraduate and graduate requirements and allow students to matriculate directly to graduate education.

**Approved by the Graduate Council on February 11, 2004.**

**C. MASTER OF ARTS IN TEACHING: NEW TRACK IN ELEMENTARY EDUCATION**

The School of Education and Human Services currently offers a Master of Arts in Teaching (MAT) in Secondary Education with Initial Teacher Certification and a Post-Baccalaureate Certification in Elementary Education. As a result of normal program review, it was determined that SEHS should change the MAT so that the elementary and secondary tracks are aligned and remove those aspects of the MAT degree that could give the impression that it is equivalent to a Master in Education (MEd).

**Approved by the Graduate Council on May 12, 2004. Provost reviewing**

**D. POST MASTER'S CERTIFICATE FOR ADULT/GERONTOLOGICAL NURSE PRACTITIONER**

This program prepares the advanced practice nurse as a primary care provider for adult, older adult, and frail elder clients in a variety of settings. The curriculum focuses on culturally sensitive care, incorporating health promotion and management of acute and chronic health problems. Graduates are prepared to take an Adult Nurse Practitioner national certification examination and/or a Gerontological Nurse Practitioner national certification examination. The program requires no new courses, no new faculty and is budget neutral.

**Approved by the Graduate Council on December 10, 2003.**

**II. REACTIVATION OF GRADUATE PROGRAM**

**MASTER OF SCIENCE IN NURSING ACUTE CARE**

Dean Linda Thompson reported that Henry Ford Hospital has expressed an interest in an acute care program. She suggested the reactivation of the old MSN in Nursing Adult Health program, with some minor revisions, including changing the name of the track to Master of Science in Nursing Acute Care. The program will prepare an acute care (adult) clinical nurse specialist prepared to practice in the hospital setting.

The acute care program will be offered as an off-campus incentive program. Formation of a minimum cohort will be required before specialty courses can be offered. Students will take the foundation and clinical core courses with the students in the existing Family Nurse Practitioner, Adult/Gerontological Nurse Practitioner and Nursing Education programs.

**Approved by the Graduate Council on December 10, 2003.**

**III. GRADUATE PROGRAM CHANGES**

**A. GRADUATE CERTIFICATE IN HIGHER EDUCATION**

The Graduate Certificate Program in Higher Education is designed for practicing university or college administrators who may already possess a doctoral degree, or who do not wish to pursue a doctoral degree at the present time, but wish to update and advance their professional knowledge and skills. The program will also serve mid-career professionals in other related work (college and university faculty, K-12 school administrators, etc.) who wish to explore a career change. The courses are already taught as part of the PhD in Education - educational leadership program. The program change is budget neutral.

**Approved by the Graduate Council on October 8, 2003.**

**B. MASTER OF TRAINING AND DEVELOPMENT**

The existing MTD program requires 44 credit hours, and includes a requirement for a Master's project. It also requires applicants to take the Graduate Record Examination (GRE). The approved program revision reduces the number of required credit hours to 36, eliminates the requirement for a Master's project, and no longer requires applicants to complete the GRE. Mr. Giverson, representing, MTD, stated that the changes are minor and are needed to address competition from other programs, to focus the curriculum more specifically on advances in the field, and to move back to a cohort-based program.

**Approved by the Graduate Council on April 28, 2004.**

**C. MASTER OF ARTS IN TEACHING - NAME CHANGE**

Change in name from MAT in Secondary Education to Master of Arts in Teaching.

**Approved by the Graduate Council on May 12, 2004. Provost reviewing**

**D. DOCTOR OF SCIENCE IN PHYSICAL THERAPY (DScPT)**

The School of Health Sciences requested a reduction of the number of credits required for completion of the Doctor of Science in Physical therapy (DScPT) from 90 to 75. The post-professional DScPT program is designed for physical therapists that received a bachelor's or master's degree in physical therapy and are interested in obtaining an advanced clinical doctorate.

It was explained that, at the program's inception, it was the first of its kind being offered in the country, and the department was unsure about the caliber of the applicants. However, the students who enrolled in the program have extensive clinical experience and numerous continuing education courses. The School now feels that the program's goals can be accomplished with fewer credits. The OU program is experiencing competition from other universities now offering this post-professional clinical doctorate degree for fewer credits. Currently, OU offers the only DScPT program in Michigan; however, Central Michigan and Wayne State are working on proposals.

**Approved by the Graduate Council on May 12, 2004.**

**E. PH.D. IN READING EDUCATION PROGRAM REVISIONS**

Department of Reading and Language Arts proposed program changes, which will provide students a significantly updated emphasis on research skills and experiences. The revised program will include existing doctoral core courses, a new research component and a new Reading and Language arts component, without a change to the existing number of credit hours or a change in budget.

**Approved by the Graduate Council on May 12, 2004.**

**F. MASTER OF ACCOUNTING PROGRAM REVISIONS**

The School of Business Administration proposes the Master of Accounting program be changed from a 33-credit hour minimum requirement to a 30-credit hour minimum. The only students who will be affected are students who already have a Bachelor's in Accounting; other students will still need 33 to 57 credit hours. These changes are being requested to remain competitive with Master of Accounting programs at other universities, e.g., Michigan State University and Wayne State University.

The proposed changes include the addition of several new courses, an increase of required accounting and business courses, and the requirement that a student without a business undergraduate degree must take more courses (57 credits versus 54). There are no budget implications. It is expected that the proposed changes will improve both the quality of the program and confidence about enrollment.

**Approved by the Graduate Council on May 12, 2004.**

**IV. GRADUATE POLICIES**

**A. COMMENCEMENT CEREMONY - GRADUATE STUDENT ELIGIBILITY**

**Effective Term - Fall 04**

Due to changes in commencement ceremony dates, it has become necessary to solidify commencement participation dates for doctoral students. Claire Rammel explained that although there is a distinct difference between *graduation* and *commencement*, there is considerable confusion among students between the two.

The semester of *graduation* refers to the term in which the student files an application for degree. This is typically the semester in which the student completes degree requirements. *Commencement* ceremonies are held twice each year.

A chart was distributed to Council members, outlining the proposal as follows:

**May (Spring) Ceremony Participation**

Winter semester doctoral degree candidates, who have completed all degree requirements, as defined in the Current Graduate dissertation/Thesis Processing Requirements Policy, by the published Office of Graduate study deadlines, are eligible to participate in May (Spring) ceremony.

Winter and spring semester master's degree candidates are eligible to participate in May (spring) ceremony.

**December (Fall) Ceremony Participation**

Fall, Spring and summer semester doctoral degree candidates, who have completed all degree requirements, as defined in the Current Graduate dissertation/Thesis Processing Requirements Policy, by the published Office of Graduate study deadlines, are eligible to participate in December (Fall) ceremony.

Summer and Fall semester master's degree candidates are eligible to participate in December (fall) ceremony.

**Approved by the Graduate Council on October 8, 2003.**

**B. GRADUATE APPLICATION REQUIREMENTS FOR STUDENTS WITH FOREIGN EDUCATIONAL CREDENTIALS**

Effective term - Fall 04

Graduate Admissions, proposed minimizing institutional application requirements for students with foreign academic credentials and allowing individual graduate programs to determine which application requirements are needed to admit these students. Currently, all students with foreign academic credentials need to submit a course-by-course transcript evaluation, which is produced by a third party. GRE scores are also required. Some departments require a course-by-course transcript evaluation; however, other departments do not need a detailed version of the transcript evaluation, in order to make an admit decision. The general report is needed minimally as an institutional requirement to 1) provide equivalency of the degree in a U.S. bachelor institution and 2) provide authenticity of documentation.

The new policy eliminates the course-by-course transcript evaluation as an institutional requirement and replaces it with a general foreign transcript evaluation. Departments may choose to require the GRE exam as an additional application requirement. Official transcripts and English translations will still be required. According to Ms. Grabowski, the cost to the student would be greatly reduced.

**Approved by the Graduate Council on November 12, 2003.**

## **V. OTHER BUSINESS**

### **A. THOMAS M. COOLEY LAW SCHOOL**

As of Fall 2003, Thomas M Cooley Law School (TMC) is primarily located in multiple floors of O'Dowd Hall. Their library has been established on the second floor of O'Dowd Hall, in the former Learning Resource Center. It is open to Oakland University faculty, staff and students. The faculty offices are on the third floor of O'Dowd, while administrative offices are on the fourth floor. OU and TMC partnered this summer to renovate 202 O'Dowd Hall. This classroom was redesigned into three smaller classrooms. Each classroom can accommodate approximately 90 people. Thomas M Cooley Law School will operate from 202A and 202B O'Dowd Hall.

As part of a Cooley Law School update, Ms. Rammel advised the council members that Cooley would meet with Oakland again to discuss a "branch" agreement, which is the final step towards moving the entire law school to the Oakland Campus. This final move will allow students to obtain the complete degree on this campus. Under the current "satellite" agreement, the number of credits a Cooley student can take, away from the Lansing campus, is limited. The first cohort of Cooley students will be ready to enroll under a "branch" agreement in fall 2004.

Continuing the Cooley Law School update, Ms. Rammel reported that the resident dean for Cooley Law School, John Nussbaumer, has met with most of the deans to discuss how Cooley and Oakland can integrate programs and degrees to respond to community needs. One of the community services that approached Cooley was the Pontiac Women's Survival Center. In this particular instance, Mr. Nussbaumer met with Dean Mary Otto, Dean Linda Thompson and Luellen Ramey to discuss counseling and health service opportunities.

### **B. GRADUATE ASSISTANTSHIP AGREEMENT**

The legal department has finished their review and approval of the graduate assistant agreement and letter of offer. The contract language has been removed from the letter of offer and a separate contract agreement was created to outline University expectations. The tuition paragraph of the contract was written to satisfy the language of the IRS—using the term "tuition reduction" therefore allowing it to be non-taxable. The both documents now comprise a three-part package: letter of offer, graduate assistant agreement and optional worksheet to detail award. There can be NO alterations to the graduate assistant agreement and the first two paragraphs of the new letter. The deans or academic units may customize the remainder of the letter to reflect a more scholarly and academic tone.

Inclusion of the worksheet is not mandatory. It was developed at the request of the School of Engineering and Computer Science to provide a potential graduate assistant with a detailed breakdown of the offer. Using this worksheet, the student can make a good market comparison, i.e., comparing our offer to an offer from Wayne State or other institutions.

Because Oakland has never had a formal description for graduate assistants, the deans requested research of this particular topic. At present, the three categories of graduate assistants are teaching, research or administrative, and each work unit is asked to report their status. Upon further review by the legal department, it has been decided that graduate assistants will now be divided into only two categories: teaching assistants or research assistants.

#### **C. THESIS/DISSERTATION SUBCOMMITTEE**

A subcommittee of Graduate Council was appointed to review the very old and limited, two-page format guideline for thesis and dissertation. The subcommittee must define the OU format requirements to conform to the requirements of University Microfilms International (UMI). The subcommittee was comprised of Council members and outside faculty members that included representatives from large dissertation-producing departments. The members were Bhushan Bhatt, Julie Delaney, Lynette Folken, Lisa Hawley, Sherri Oden, Dawn Pickard, Fiki Shillor, Toni Walters and Claire Rammel (Chair). The new format guidelines were submitted to the Graduate Council and approved. The Graduate Council will review the document again this summer before the Graduate Study and Lifelong Learning website goes "live" at the start of Fall semester.

#### **D. MINIMUM CREDIT REQUIREMENT FOR GRADUATE PROGRAMS**

The topic of the 32-credit hour degree requirement and the possibility of offering a 30-hour master's program were raised. Currently, no master's degrees at OU require less than 32 credits; however, no policy exists to mandate. The Council was asked if they should make a statement to formally endorse the minimum level at 32 credits. In reply, it was decided not to establish a minimum credit level requirement. The Council has been meeting the practiced standard and has not delivered programs below the practiced minimum credit requirement. All members concurred. Academic units may bring new graduate programs before the council for less than the current practiced standard, but will be required to justify. Based on actions brought forth from academic units, the Graduate Council reserves the right to establish a minimum credit requirement.

**E. COMMENCEMENT PARTICIPATION FOR DOCTORAL STUDENTS**

Many graduate faculty advisers have raised concerns that the printer deadline for publishing the commencement program are preventing doctoral students from participating in the ceremony: the present commencement program PRINTER deadlines are so far in advance of the doctoral dissertation defense, that most doctoral students must wait up to three terms to participate in a ceremony. After lengthy discussion, a suggestion was made to develop a distinctive addition to the printed commencement program for doctoral students. Claire Rammel will take this suggestion to the Provost for his support. Graduate Council will review this topic again at a later date.

**F. AWARDING GRADUATE CERTIFICATES DURING THE COMMENCEMENT CEREMONY**

The School of Health Sciences, requested students receiving a graduate certificate are awarded during the commencement ceremony. It was suggested that an individual ceremony, hosted by the Schools or College, might be an appropriate forum for recognizing certificate awards. There was a lack of support from the Graduate Council. In summation, Mr. Sudol stated that the main purpose of commencement is to award degrees. Graduate certificates are more professional in nature, relating to careers and licensing. Graduate Council did NOT support request.

**GRADUATE NOMENCLATURE**

Claire Rammel provided a historical need for the proposed graduate nomenclature. Graduate Council agreed the lack of nomenclature was a source of confusion for them, when reviewing programs, and for the academic units, when writing program proposals. Graduate Council will begin reviewing nomenclature in Fall04.

**G. POLICY RECOMMENDATION - APPEAL OF GRADE DEADLINE**

The Registrar reported a considerable increase in students seeking an appeal of course grades assigned several years after initial grading of the course and requested a policy recommendation from UCUI and the Graduate Council for a grade appeal deadline. The proposed deadline should be associated with the semester in which the grade was earned. If the action receives support, the recommendation will probably be passed to Academic Council before being presented to Senate for consideration.

Claire Rammel agreed with the Registrar's assessment and stated Graduate Study has observed an increasing number of grade appeals, including many late appeals that date several years past the semester in which the grade was earned. This is causing considerable problems for all participants in the process. She also pointed out that if the council members agreed with the idea of a deadline for appeal of grade, a retention



policy would have to be developed for the retention of course material through the end of the appeal deadline. Ms. Rammel distributed copies of two policy recommendations: *Amendment to Grade Appeal Process* and *Student Final Exam, Term Paper, Projects Retention Policy*.

During the discussion that ensued, those present agreed that students should have a legitimate period of time to appeal their grade, and they should have time to review materials to make a decision about the final grade. The following suggestions were put forward:

- A statement should be introduced allowing departments to have more stringent deadlines.
- Oakland should be obligated to respond to the student's appeal within a certain period of time.
- A change should be made to the amendment to read *Course Grade Appeal Process* to clarify that the student is appealing a final grade.
- To be official, an appeal form should be developed and sent from the instructor to the department chair.
- Clarification of the meaning of "unclaimed/non-reviewed" materials should be given.

Graduate Council will return to this topic during Fall04.

#### **H. DISCUSSION OF GRADUATE PROGRAM REVIEW GUIDELINES**

Claire Rammel redistributed the proposed program review guidelines completed last year by a subcommittee of Graduate Council. She stressed the importance of approving and initiating them as soon as possible.

#### **I. WEB COURSE DEFINITION**

The Vice Provost of Undergraduate Education provided a definition of on-line classes for the Graduate Council to consider and approval before the document is taken to Academic Council.

At present, there is no consistency when courses are entered into the schedule of classes as web-enhanced or on-line. With input from the Registrar, UCUI, and Graduate Council, it is recommended that two different designations be used for all on-line classes—graduate and undergraduate—listed in the *Schedule of Classes*:

- On-line class. Class is taught almost exclusively using on-line resources in place of in-class time.

- Web-enhanced class. Ten to forty percent of contact hours (in-class time) are replaced with on-line activities.

**Recommendation approved by Graduate Council on April 28, 2004**

**J. FALL TERM GRADUATE STUDENT DISMISSALS**

The Council considered the problems encountered when dealing with student dismissals. Currently, fall term grades roll right before the December break. Graduate committees return in January and must evaluate those graduate students with grades below 3.0. After identifying academic problems, the departments make recommendations to Graduate Study and Lifelong Learning for dismissal. As a result, the University is dismissing students who are a month into their next classes in winter term. This is causing problems for both the students and administrative units, such as Financial Aid and the Registrar.

**K. GRADUATE COUNCIL APPOINTEES TO THE RESEARCH COMMITTEE**

The Graduate Council's appointees are Lawrence Lilliston, Department of Psychology and Charles Marks, School of Health Sciences.

**L. REESTABLISHMENT OF GRADUATE COUNCIL POLICY SUBCOMMITTEE**

Claire Rammel proposed the re-establishment of a policy subcommittee to work on projects involving policy, such as grade appeals, theses and dissertations, etc. Two council members, Lisa Hawley (SEHS) and Darlene Schott-Baer (SON), are willing to serve on the committee. The subcommittee represents a core group and additional individuals will be added, depending on the policy issue.

**M. ADMIN 701**

Both Graduate and Undergraduate Admission areas are reviewing a product called Admin.701. Admin.701 is a stand alone, full life cycle solution with modules for prospecting and admissions application management. It is designed to specifically address the greatest need of the higher education admissions market: streamlining the collection and management of admissions applications and the related supporting documents.

Graduate Council members were invited and attended a presentation made by Admin701 to Oakland University.

