

Graduate Faculty Council (GFC)

December 15, 2020

1:30 to 3 p.m.

Meeting minutes

Present: Amy Lee, Alex Galazyuk, Angelo DeLucia, Christian Ritter, Chris Vinyard, Jodie Turosky, Kris Baughman, Matthew Smith, Natalie Bonfine, Priya Raman, Sam Crish, Steve Schmidt, Vahagn Ohanyan, Nona Hose, Phil Jenkinson, Kelly Shrock, Greg Koman, Chelsea Luli

Absent: Scott Wisneski, Ashley Myer, Julie Aultman, Gabbie Frame

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	
2. Approval of October 20, 2020 meeting minutes	Dr. Schmidt requested a motion for approval of the October 20, 2020 GFC meeting minutes. Dr. Baughman made the motion to approve the minutes and Dr. Bonfine seconded the motion. The minutes were approved.	
3. Chancellor's Council on Graduate Studies (CCGS)	Dr. Ritter informed the council that the CCGS will be meeting monthly for 60-minutes as opposed to every other month. Items of discussion currently include annual reporting and standardization of micro credentials. Beginning July 1, 2021, Dr. Ritter will chair the council for one year.	
4. Old business: a. Open discussion/comments: continued discussion regarding exceptional student experience from the June meeting	<p>Dr. Schmidt reminded the council that Dr. Bonfine had shared discussions with students that came at the end of a NEOMED Mental Health and Wellness Committee meeting in June of 2020. The topic of the discussion was college-level communication among the colleges.</p> <p>Dr. Bonfine shared that she has reported back to the students on the committee that the issue is being addressed by the GFC. No further discussion has come up since then.</p> <p>Dr. Schmidt stated that the COGS will continue to examine ways the COGS can promote and deliver better communication to its students. It is important for us to improve communication and engage our students in a more college-centric manner. Dr. Schmidt asked the GFC members if any of them were serving on the People Pillar of the University's Strategic Plan related to the exceptional student experience. COGS Program Coordinator, Kelly Shrock, is in this group.</p> <p>Dr. Bonfine suggested the COGS utilize other areas of the strategic plan to improve communication such as student interest groups and engaging alumni as student mentors.</p> <p>Dr. Galazyuk shared that his former student, Inga Kristaponyte, told him her NEOMED email address will terminate after one year of her defense. The COGS office will investigate this.</p>	
b. Update regarding program under development: <ul style="list-style-type: none">• Master of Medical Science in Anesthesia (MMSA)• Master of Leadership in Health Systems Science (MLHSS)	Dr. Schmidt shared with the council that the MMSA program was presented to and reviewed by the CCGS in November. It was approved by the CCGS and was posted for public comments, of which none were received. The program is currently awaiting signature from the Chancellor. Currently, documents are being prepared to send to the HLC for approval	

	<p>this week. The program director position has been posted. A space in the CMU has been identified to use for simulation.</p> <p>Dr. Ohanyan shared that the program is posted on the website with incorrect information.</p> <p>It seems it is linked to the HSPA program page – Greg Koman will work with Thundertech to take it down.</p> <p>Dr. Schmidt shared that the MLHSS has been posted to the CCGS one drive for comments by January 4, 2021. There have been no comments to date. If no comments are received, it will be voted on electronically. The program description has been posted on AIMS for the GFC to review. A special meeting of the GFC has been called for January 12, 2021 to discuss and approve this program.</p>	
<p>c. Program approval process, electronic workflow capabilities update</p>	<p>Dr. Ritter updated the council regarding the electronic workflow capabilities for program approval. He is meeting with the IT Advisory Committee in January to discuss this more.</p>	
<p>d. COGS Appendix A revision update</p>	<p>Dr. Schmidt informed the council that the COGS Appendix A was reviewed and revised to add COGS faculty appointments, promotion, and reappointments. As the college grows it is important that the COGS have its own faculty that do not have a primary appointment in COM or COP.</p> <p>Dr. Lee suggested the wording in item 4 which is service related to COGS, profession of community be changed. It should read “Service to community on program-related topics” instead of “biomedical topics.”</p> <p>Dr. Smith suggested adjuncts can serve on a master’s committee as a member, but not solely directing a thesis. Dr. Ritter suggested changing it to read “co-direct”.</p> <p>Dr. Schmidt pointed out that the tenure track and non-tenure track faculty timelines are different, but they are in line with the other colleges.</p> <p>A motion was made to approve the revisions to Appendix A by Dr. Baughman. Dr. Galazyuk seconded the motion. The revisions were approved by the council.</p>	
<p>e. Appendix G section 4, mandatory outside member versus non-mandatory</p>	<p>Appendix G section 4 describes the graduate program advisory committees’ membership as requiring one Non-NEOMED member. Dr. Smith suggested it should be optional for programs to include a non-NEOMED member.</p> <p>Dr. Galazyuk shared that historically the non-NEOMED member would be present to ensure the meetings were run properly and to provide transparency.</p> <p>Dr. Schmidt suggested using alumni to serve as the outside member of the advisory committee. He also recommends that the council does not make a decision about this at today’s meeting and that the COGS working group will revisit it with each program director to develop satisfactory language for this section.</p>	
<p>f. Health Research certificate update</p>	<p>Dr. Smith shared with the council that this was originally presented as a 14-credit certificate program. Discussions since the last GFC meeting decided the certificate should be made up of the ten required credits only to align with the other certificate programs. The core curriculum which is worth six credits plus an additional four credits of elective offerings.</p>	

	Dr. Baughman made a motion to accept the changes to the Health Research certificate credits requirement. Dr. DeLuca seconded the motion. The changes to the certificate program were accepted.	
5. New business:	Dr. Emerick and Amy Furey-Ligan joined the meeting at 2:00 p.m. to discuss and inform the GFC of revisions made to the student conduct policy. Dr. Emerick shared that the University has had this policy and procedure in place but did not use it often, utilizing CAPP instead. It has recently been found prudent to expand this policy and procedure. Amy explained the reason for the policy revision to the council while Dr. Emerick explained the process. Dr. Emerick also shared and explained the conduct process workflow to the council members. She stated the policy revisions have been approved by the Deans.	
a. Student Conduct policy revision with Dr. Sandra Emerick and Amy Furey-Ligan	Dr. Galazyuk asked what jurisdiction the policy has. Dr. Lee stated the student's home institution's policies would have jurisdiction.	
b. Enrollment policy revision	Phil Jenkinson shared that the revisions to this policy include re-defining enrollment status based on the number of credits students are enrolled in per semester. Full time enrollment is at least eight credits, half time enrollment is equal to four credits, and less than half time enrollment is less than four credits per semester. Dr. Galazyuk made a motion to approve the policy revision. Dr. Smith seconded the motion. The revisions were approved.	
c. Transition to Canvas from AIMS	Kelly Shrock shared with the GFC that she had posted the timeline for transitioning to Canvas in AIMS. She reviewed the timeline with the GFC. She will lead the process with the assistance of Chelsea Luli and the COGS Spring intern Grayson. Dr. Galazyuk asked how much lead time does the COGS need for a new course to be built out? For example, a new special topics course. Kelly stated that new course for 2023 need to be received by summer of 2022.	
d. MOU between COGS and COM	Dr. Schmidt shared that there has been a lot of discussion around issues related to COGS/COM interface with regard to faculty hires, expertise in Anatomy, and faculty for MMA teaching. Dr. Langell recommended to the Dean of the COM to develop a MOU between COM and COGS to outline details of shared needs as programs are added to the COGS. This gives permission to individuals to solve problems that may arise by developing new programs. It should not affect the way we do business other than allowing the individuals to work together who need to. Dr. Galazyuk stated that the faculty compensation policy is under development, but it does not include compensation for teaching graduate courses. Dr. Schmidt stated that the category of teaching does include graduate education courses.	
6. Program Reports	Dr. Lee shared that she is still working with COP to allow students who do not have a bachelor's degree to enroll in graduate programs. Grades are due and MPH is receiving enrollment applications for fall.	

a. IPM	Dr. Smith shared there are two new students starting in the Spring.	
b. MAS	Dr. Vinyard shared that the students are doing well. One is struggling, but the others are in track.	
c. BMS	Dr. Crish shared that the new committee starts in January. The COM will fund a portion of TA stipends as part of their course budgets. Working with COP to do the same thing.	
d. Program Coordinators	Grades are due by Noon on December 17	
Adjournment	The meeting was adjourned at 3:00 p.m..	