

## Graduate Faculty Council (GFC)

June 16, 2020

1:30 to 3 p.m.

### Meeting minutes

Present: Amy Lee, Alex Galazyuk, Angelo DeLucia, Ashley Myer, Christian Ritter, Chris Vinyard, Julie Aultman, Kris Baughman, Matthew Smith, Natalie Bonfine, Sam Crish, Scott Wisneski, Steve Schmidt, Vahagn Ohanyan, Nona Hose, Phil Jenkinson, Kelly Shrock, Greg Koman, Chelsea Luli

Absent: Stacey Schneider, Jennifer Gay, Moses Oyewumi, Priya Raman

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	
2. Approval of April 28, 2020 meeting minutes	Dr. Schmidt requested a motion for approval for the April 28, 2020 GFC minutes. Dr. Galazyuk made the motion to approve the minutes and Dr. Baughman seconded the motion. The minutes were approved.	
3. Chancellor's Council on Graduate Studies (CCGS)	<p>Dr Ritter shared that the CCGS will meet next on July 24, 2020. A change request for the Modern Anatomical Sciences curriculum will be voted on at the July meeting. There were no comments from members of the CCGS, so it is likely the request will be approved. The Council has been having meetings every Wednesday since the Coronavirus began. Dr. Ritter also shared that several master's programs have come forward for approval but not many PhD programs. There may be an additional meeting in June to accommodate the number of proposals submitted.</p> <p>Has there been any discussion about starting classes in the fall at the state level?</p> <p>Most universities have not made formalized decisions at this point and are being cautious to re-open.</p>	
4. Old business:		
a. Certified Anesthesiology Assistant program update	Dr. Schmidt provided an update to the council regarding the Certified Anesthesiology Assistant program. This is a Master's degree in Anesthesiology. NEOMED has engaged the services of a Certified Anesthesiology Assistant from Ohio State University, Paul Krupa-Wilson, to assist in the development of this program. It is important that NEOMED understand the requirements and processes for accreditation of the program and to be able to engage clinical partners as training sites for students. The curricular needs of the program have been analyzed and a pro forma is being developed to determine the needs of the University to be able to carry it out. The Wasson Center will be engaged. Tuition for this program will be the same as that of the College of Medicine, so the program will provide additional revenue to the University. There is also the potential to develop additional programs such as pathology assistant and radiology assistant.	
b. Program Director time and effort	The post-it notes that Sara had created helped to create a description of responsibilities for program directors. This was sent to Charity in Human Resources for comments.	CR will follow up with Charity
c. Policy Revision: Repeat Course	Phil Jenkinson provided an update on this policy. He reached out to the program directors with the draft policy. Updates were made to the policy based on their feedback and the revised policy was submitted to General Counsel for review.	

d. Policy revision from the Registrar's office: Semester Credit Definition	Phil Jenkinson shared that he communicated the concerns of the GFC regarding this policy with the registrar and has not yet received a reply. As soon as the COM curriculum has been updated completely we will know how the COGS will be affected.	Phil will provide an update at the August GFC meeting.
e. New Graduate Certificates: Public Health Certificates follow up	Dr. Lee shared that the Public Health Certificate program proposal is in the queue at the other consortium universities and she is hoping for a Fall approval from them. The goal is to be able to offer these certificate beginning Fall of 2021.	
f. New Graduate Certificate proposal: Health Research update	Dr. Schmidt reminded the council that the Health Research Certificate was a program he was hoping to be able to offer to students participating in the Summer Research Fellowship Program; however, that did not work out. The certificate program will be moved forward and will be presented as a new COGS program.	
g. Program approval process	<p>Dr. Ritter shared with council members that this process had been confusing in the past, but two years ago he began working with Deborah Loyet in the VPAA's office to make the process clearer and easier to follow. This prompted the VPAA's office to revise the University's policy for program approval as well. Included in the GFC's meeting packet is a calendar of meeting dates that provide direction for developing a timeline for new program approval. Dr. Ritter asked members of the council to share this information with anyone who may be interested in developing a new program.</p> <p>Dr. Bonfine asked how this could be transferred to an electronic system and would Kuali be able to serve as a platform for this.</p> <p>Dr. Ritter shared that he had asked Rebecca Hayes in the Office of Research and Sponsored Programs about this and will follow up with her. Jordan Cinderich in the VPAA's office also has a program in mind to use.</p>	Dr. Ritter will follow up with Rebecca Hayes regarding using Kuali for tracking the Program Approval process.
h. BMS Meeting to meet the new Dean at KSU	Dr. Ritter shared that the administrative team for the BMS graduate program at NEOMED (himself, Drs. Schmidt, S. Crish and J. Young) will be meeting with the new Dean of the College of Arts and Sciences at Kent State University and Dr. Ernie Freeman on July 16. There were several items that were brought up when Dr. Freeman came to campus last August that need to be discussed. We are hoping to make some progress with the new dean.	
i. Art in Science update	Dr. Schmidt shared that he has been working with Elaine in Public Relations and Marketing to complete this initiative. There have been competing priorities given COVID-19 but Elaine is still working to be able to display graduate student research images as artwork at the University.	
5. New business:		
a. Student representatives to the GFC	Dr. Schmidt announced that Ashley Myer has agreed to continue for an additional one-year term on the GFC as a student representative. Jennifer Gay is stepping off as she will be defending and graduating soon, so Gabrielle "Gabbie" Frame from the BMS program will join the council beginning July 1, 2020.	
b. IPM Course modifications: Introduction to Pharmaceutical Sciences, Pharmaceutical Medicine Seminar, and Patient Care for the MD/PhD	Dr. Smith presented the modifications to three courses in the IPM program. Introduction to Pharmaceutical Sciences is required for all IPM students. It is a course that was built in and approved by the COP curriculum. IPM Students will only be completing Modules 1 and 2. The Course Directors determined that Module 3 is not applicable to IPM students. The IPM students will have additional goals, assignments and evaluations making this course suitable for graduate students.	

	<p>Dr. Baughman made a motion to approve the course modification. Dr. Aultman seconded the motion. The course modification was approved.</p> <p>Pharmaceutical Medicine Seminar is required course for all IPM students as well. The only change to this course is the credit hour distribution. The course is changing from 1-year, 1-credit course to two 0.5-credit course taken Fall &amp; Spring semesters. The registrar's office requested this change to allow credit and grade to be given at the end of each semester and not spanning across semesters.</p> <p>Dr. Galazyuk made a motion to approve the course modification. Dr. Ohanyan seconded the motion. The course modification was approved.</p> <p>Patient Care for the MD/PhD is only required for students who are dual enrolled in the COM to keep them up to date on basic skills while they are pursuing their PhD. The course is changing from 1-year, 1-credit course to two 0.5-credit course taken Fall &amp; Spring semesters. The registrar's office requested this change to allow credit and grade to be given at the end of each semester and not spanning across semesters.</p> <p>Dr. Baughman made a motion to approve this course modification. Dr. Galazyuk seconded the motion. The course modification was approved.</p> <p>Dr. Schmidt shared with the GFC that in the future course approvals will be done in real time as changes become known. Council members will be surveyed regarding their experience using AIMS and also their need for training,</p>	
c. Policy Revision: Repeat Course	<p>Phil Jenkinson presented a potential revision to the Repeat Course policy to the council. The policy makes a reference to a minimum grade received in "core courses" being a B or higher. Is this being enforced in the COGS programs? Should it be enforced?</p> <p>Dr. Wisneski stated the HSPA program enforces this policy.</p>	Phil Jenkinson will send revisions to this policy to the Program Directors for review.
d. Policy revision from the Registrar's office: Semester Credit Definition	<p>Phil Jenkinson shared that the Registrar's office is developing more clarity in moving from contact hours to credit hours. This change is specifically in reference to research and laboratory course work.</p> <p>Dr. Schmidt added that the revision is of a policy from 2017 that is rooted within the curriculum changes to the M1 curriculum. There is concern that the overall credit hours will be lowered because of fewer contact hours, so laboratory hours are being weighted more heavily.</p> <p>Dr. Smith asked if Med Neuro or other courses will have labs in the new curriculum</p> <p>Dr. Galazyuk shared that the proposal that went forward included labs, but it has not been approved yet.</p> <p>The council had concerns regarding practicums and internships being defined as unpaid as these are sometimes paid positions for students in the COGS.</p>	Phil Jenkinson will report the concerns of the GFC to the Registrar and send the policy out for an electronic vote if need be.
6. Program Reports a. MAS	<p>Dr. Vinyard reported that they have been working on the new curriculum. They are meeting today to review three additional students. The program will enroll 16 students to start in July.</p>	

b. MPH	<p>Dr. Lee reported that the MPH program just had their Spring Celebration virtually. It was a fun event that was well attended.</p> <p>The program has received 22 applications for Fall. Fourteen of them have been accepted and five have been admitted to date.</p>	
c. BMS	<p>Dr. Crish reported that onboarding for the Fall 20 cohort of students has begun. Ten new students will be admitted into the program – three of them will be funded by NEOMED beginning in year one of their program. The College of Medicine’s curricular oversight committee will determine the Teaching Assistant needs for the new curriculum. The program’s committee is working on budgeting needs and formalizing policies.</p>	
d. HSPA	<p>Dr. Schmidt shared that the HSPA program has undergone its program review this year. The review committee has completed their report of the program. The committee was thorough and thoughtful and has come up with 34 recommendations for the program. The program is now reviewing and prioritizing the recommendations and developing an action plan in which to address the recommendations.</p> <p>Kelly reported there will be four new admissions in the Fall.</p>	
e. MEH	<p>Dr. Aultman reported there are 15 students taking Research Ethics this summer. The program will be online this fall.</p>	
f. IPM	<p>Dr. Smith stated there is nothing new to report for the IPM program at this time.</p>	
g. Program Coordinators	<p>The compass has been published. All of the program coordinators worked together to make updates to its content where COGS was concerned.</p> <p>Dr. Langell has requested the University look into a new Learning Management System to replace AIMS. Currently the University is looking into Canvas.</p>	
Additional item of discussion – University Mental Health Committee discussion	<p>Dr. Bonfine shared with the GFC that she is the COGS representative on the University’s Mental Health Committee. Many students attend the meetings aside from the committee’s student representatives from each college. At the last meeting there was a discussion around communication within each of the colleges. COGS students shared that they feel there aren’t many opportunities or avenues of communication across the COGS’ programs, individually and as a college. For example, student research, celebrating defenses and other student successes.</p> <p>The college of Medicine has a Dean’s time via Zoom with Dr. Young. Dr. Schmidt has participated in that recently.</p> <p>Ashley Myer shared that a Noon to 1 p.m. timeframe would work best and a Dean’s time would be nice. She also shared that the students enjoy seeing the humanity behind the people who are responsible for running the University and Colleges, the deans, president, VPs, etc.</p> <p>Dr. Aultman suggested having a check-in to update students of things coming up and provide face-to-face interactions.</p> <p>Dr. Lee suggested we engage students via social media.</p>	

	Dr. Galazyuk suggested creating topics of discussion that are of interest to people in general. What are your hobbies? Who is the most interesting person you've ever met?	
Adjournment	The meeting was adjourned at 3:00 p.m..	