

Graduate Faculty Council

October 18, 2022

1:30 to 3:00 p.m.

Meeting Minutes

Present: Bernhard Fassl, Julie Aultman, Scott Wisneski, Rebecca Fischbein, Angelo DeLucia, Erin Franks, Matthew Smith, Vivian von Gruenigen, Amy Lee, Nate Flath, Kelly Schrock, Greg Koman, Phil Jenkinson, Carli Toth, Nicholas Osborne, Natalie Bonfine, Kathrine Miranda, Jodie Turosky, Priya Raman, Vahagn Ohanyan

Absent: Lynda McPhail, Vahagn Ohanyan, Jason Constable.

Agenda Item	Discussion	Action
1. Call to Order	Dr. Aultman, call to order at 1:31 p.m.	
2. Approval of September 27, 2022, meeting minutes	The September 27, 2022, meeting minutes were approved by the GFC first by Scott Wisneski and second by Jodie Turosky all members were in favor.	Vote
3. Old business: a. IPM Name Change	The CCGS meeting was on October 14, 2022, and the previous IPM program has been approved by the state and is now <i>Basic and Translational Biomedicine</i> . Next steps, we will find out from HLC and information will be brought forth when it is known. The Global Health Program approval may just be an e-vote because no questions have been brought forth about the program to date. If there are comments, Dr. Aultman will forward them to Dr. Fassl.	Informational
4. New business: A. Curriculum Approvals a. Subject Codes & Course Approvals b. ANES c. MEH d. MFM e. Leadership f. Global Health g. BTB h. Course Deactivations i. Syllabus j. Roles k. Next Steps l. Updates	<p><i>Subject Codes</i></p> <p>a. Current subject codes will be aligned with SIP codes and content moving forward. New subject codes include ANAT, BMS, DATA, PUBH, PHRM, and PHYS. New course numbers have been created as well as the college begins to grow. Every course needs a “home program” for review and approval. A poll vote was sent out via Zoom and the GFC members voted “yes” to approve the subject codes.</p> <p><i>University Course Modifications and New Course Approval Forms</i></p> <p>MPH has a separate approval process and come through at a later date.</p> <p>b. (ANES) No major changes to the program, focusing on Curriculum Development, and Assessment Mapping. Five Course approval forms for mod. of subject codes. New cohort will start in January 2023. A poll vote was sent out via Zoom and the GFC members and they voted a unanimous “yes” to approve the MMSc-A changes.</p> <p>c. (MEH) No major changes to the program, focusing on reducing the number of electives offered and increasing course enrollment. They have three shared courses and four course approval forms. A question was brought forth about a shared course and coding. If PhD student took the course, would it still be coded as a master’s level course, the answer is yes. On the course approval form, it is noted that PhD and master level students can both take the course and the Registrar’s Team codes the course for student record. A poll vote was sent out via Zoom and the GFC members voted a unanimous “yes” to approve the changes.</p> <p>d. (MFM) No major changes, focusing on curriculum development and program growth. There are nine course approval/modification forms including name change alignment and subject codes changes. Subject codes have been moved from MAS to BMS (Basic Medical Sciences) for alignment. A poll vote was sent out via Zoom and the GFC members and they voted unanimously “yes” to approve the MFM changes.</p> <p>e. (MLHSS) The program plans to move to a more in-person delivery. 20% blended, 40%online, and 40% in person for AY 2023-24. Due to COVID 19 it</p>	Vote

was not previously over 50% online. MLHSS is focusing on curriculum revisions, they have 5 course approval forms-2 subject code changes, 3 credit hour changes, and one course title change. A poll vote was sent out via Zoom and the GFC members and they voted a unanimous “yes” to approve the MLHSS changes.

f. (GLBH) Certificate program is currently running with six students and one student is set to complete their immersion experience shortly. The master’s program is set to have CCGS approval in November, HLC approval in April, Admission to being in May/June, and the first cohort to start in August 2023. There are also 13 new graduate faculty appointments that have been submitted for approval as well. The Program Directors in the meeting all voted to approve the GLBH graduate faculty appointments using the Zoom poll with a unanimous “yes” vote.

GLBH is focusing on the approval of the master’s program, there are four course modifications-three subject code and two course title changes. As well as six new course approvals. Due to a technical malfunction, Dr. Fassl explained more in-depth the vision of the master’s program, the six syllabi were sent out via email to GFC members to review. The poll was re-launched with a vote of unanimous “yes” to approve the changes.

g. (BTB) Focusing on name change and aligning curriculum from IPM to BTB which was approved. The program will be moving to tracks and they have been focusing on the track curriculum which included nine new course approval forms (six cardiovascular tracks courses, 3 core and 3 electives. As well as three neuroscience track courses, 3 core courses). The program will also have new Graduate Faculty appointment application for the new courses. The exciting courses will have 14 course modifications (14 subject code, 6 course number, and 2 name changes). Subject code is moving from PEMD to BMS. A new faculty member will need to be named from the Research Methods course by February 2023. The poll was sent to GFC members and it with a unanimous “yes” to approve changes.

d. (Course Deactivations 2023-24) After working with Program Directors on courses that have not been ran in several years, a list of courses was compiled to deactivate. The courses and the content still exist but are not on the list in the Registrar’s office. If the course is needed again, the course will go through the approval process to reactivate. Due to some courses having a low enrollment, students can be added to them as a “special topics or Independent Study” course. This is an easier process then carrying the course and subject code every term until curriculum changes have been solidified. Another question was brought forth about “special topics” course and the number of times it can be offered, the answer is three times before it needs to be approved. Independent study is often used for course substitutions or curriculum/program changes. Processes are in place to adhere to any of these changes in the Registrar’s Office. A poll vote was sent to GFC members and a unanimous “yes” was voted to approve the course deactivations.

i. *Syllabi*

(*COGS Syllabus Template Updates*) As of now, the syllabus only requires that course goals and objectives are listed. They are not required to be mapped to the course learning objectives or other accrediting bodies. In order to meet goals for HLC, the college is pushing to align course objectives with program objectives. The college will work with programs to align objectives using a new format/template for mapping for 2023-24.

(*Grading Scales*) COGS has three grading scales, Pass/Fail, the COGS grading scale, and shared professional course scale. The Shared Professional Courses grading scale was developed for COGS students enrolled in

	<p>professional courses would have a curve. As programs are changing, COGS Assessments have adjusted for professional courses as well. It should be noted that in those courses, directors should not have both the shared professional courses grading scale and adjusted COGS assessments. The college will be reviewing this matter as courses/programs change and potentially bring the shared professional courses grade scale to the GFC to review and determine if it is still needed.</p> <p><i>(COGS Diversity Statement)</i> Diversity was a large topic in the HLC review. There are three options for the syllabi to change. 1. Include the links, 2. Have the COGS Diversity statement list and include a link to NEOMED Diversity, Equity, and Inclusion, 3. Have the Inclusive Learning Environment Statement and include the links. A poll was launched for the GFC members to vote, the first option with the links was the majority vote of 70%</p> <p>j. (Roles) The roles of program Advisory Committees, Dean, and the GFC were reviewed. A poll was sent out stating; “Do you approve the credit hour changes moving to Dean approval?” The poll vote came back with a unanimous “yes” by GFC voting members. The second poll titled “Do you approved course deactivations moving Dean approval?” was sent out to GFC members, 70% stated “yes” and it was approved. The last poll questions were, “Do you approved course pre-requisites moving to Dean approval?” A unanimous “yes” was voted and it was approved.</p> <p>k. (Next Steps) Section information due on February 1, 2023, for AY 23-24 including, identifying course directors, course schedules, required textbooks, as well as syllabus and schedule. Syllabus and Schedule updates that are due: i.e., module updates etc. Summer 2023: April 1, 2023 Fall 2023: June 1, 2023 Spring & Maymester: October 1, 2023 We have an intern in Spring and Fall '23 and will be recruiting for more interns in November at the KSU Intern Fair.</p> <p>l. (Updates) New quizzes will eventually be the new format for Canvas quizzes. Canvas will not support Classic quizzes and it will eventually disappear (that date will be announced in the future). Global Announcements are great for communicating reminders in Canvas. Kelly can help you to build them out if you have questions.</p>	
5. Open discussion (if time permits)	Time did not permit for an open discussion; meeting was adjourned at 3:14 p.m.	Discussion