

Graduate Faculty Council (GFC)

April 28, 2020

1:30 to 3 p.m.

Meeting minutes

Present: Amy Lee, Alex Galazyuk, Ashley Myer, Christian Ritter, Jennifer Gay, Julie Aultman, Kris Baughman, Matthew Smith, Natalie Bonfine, Sam Crish, Scott Wisneski, Steve Schmidt, Stacey Schneider, Vahagn Ohanyan, Nona Hose, Phil Jenkinson, Kelly Shrock, Greg Koman, Chelsea Luli, Guests: Lesley Tabler and Sara Briechele

Absent: Angelo DeLucia, Chris Vinyard, Moses Oyewumi, Priya Raman

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	
2. Approval of February 18, 2020 meeting minutes	Dr. Schmidt requested a motion for approval for the February 18, 2020 GFC minutes. Dr. Baughman made the motion to approve the minutes and Dr. Aultman seconded the motion. The minutes were approved.	
3. Chancellor's Council on Graduate Studies (CCGS)	Dr Ritter shared that the CCGS will meet next on May 22, 2020. There has been much turnover within the council. The CCGS continues to focus on micro-credentialing including certificates, badges, and sections of courses. Dr. Ritter also shared that he has been working with Deborah Loyet to streamline the new program approval process.	
4. Old business:	Dr. Ritter provided an update and history of the Art in Science project. The project has repeatedly been put off for various reasons, but he will continue to push to see it come to fruition.	
a. Art in Science update		
b. Meeting with Kent State University's BMS Program administration	Dr. Ritter also shared with the council that a meeting had been scheduled for NEOMED and KSU's BMS administrative team to meet and discuss the partnership program this past January. The meeting was canceled, and it was communicated that Dr. Jim Blank's office would reschedule the meeting at a later date, but this has not been done yet.	
c. Dual Enrollment Advisement policy	Phil Jenkinson provided an update on this policy. The question was raised at the February GFC meeting about program directors being able to know which students in their programs are dual enrolled and whether or not this would be considered a violation of FERPA. He spoke to the Registrar and learned that it is not a violation of FERPA, and this feature will be available in an updated version of Banner. The update is set to take place this summer. The policy does not need to be revised to reflect this change.	Phil will send the policy draft to the GFC for electronic approval.
5. New business:	Dr. Schmidt introduced Lesley Tabler and Sara Briechele to the GFC. They have been assisting with the development of a job description for COGS Program Directors.	Dr. Schmidt will meet with Sara as follow up to today's meeting.
a. Program Director time and effort	Sara shared with the council the scope of work she and Lesley are doing at NEOMED which includes identifying activities and quantifying how faculty are spending their time. This will aid in developing a list of activities performed by the program directors enabling them to develop an actual job description for these positions. The council reviewed the handouts provided and suggested edits to the categories and specific tasks within each category. The goal is to ensure Program Directors are capturing their time appropriately depending on which role they are working under: Program Director versus faculty roles. The next step is to create a reporting matrix for	

	the time spent in each role.	
b. COGS representatives on University committees	<p>Dr. Schmidt informed the committee there were four COGS' representative positions on University committees set to expire in June of 2020. All four of the individuals currently serving on these committees have agreed to renew their terms. They are as follows:</p> <p>Scott Wisneski - Chair University Nominating and Membership Committee</p> <p>Julie Aultman – Chair CAPP-COGS – COGS Program Director</p> <p>Alex Galazyuk CAPP-COGS – GFC Member</p> <p>Scott Wisneski CAPP-COGS – GFC Member</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.
e. New graduate certificates in Public Health	<p>Dr. Lee presented three new public health graduate certificates to the council: Public health, Public health research, and Public health administration. The MPH Governing Council has elected to take existing elements of the program and bundle them as certificates. This will allow students to be able to earn a certificate in the event they cannot or do not want to complete the entire master's program.</p> <p>None of the certificate tracks will require CCGS approval. Additional faculty will not be required. Students will be able to use the courses they have taken in a certificate program towards the master's program if they choose. The only additional administrative task will be tracking the students through the certificate programs.</p>	

	<p>Dr. Baughman made a motion to approve the MPH certificate programs. Dr. Smith seconded the motion. The certificate programs were approved.</p>	
f. New graduate certificate program: Health Research Certificate	<p>Dr. Schmidt shared with the council members that this proposal is coming forward from a suggestion Dr. Aultman made regarding the Summer Research Fellowship Program. The suggestion was made to provide a meaningful experience for students in the program who are not able to work in the laboratories because of COVID-19 restrictions. It would be value added to the students' experience and two of the three courses that would be included are already taught in the summer.</p> <p>Dr. Aultman added this could be an opportunity to have a multi-track certificate that would include all of COGS. The proposal is based on courses that already exist.</p> <p>Dr. Schmidt thought it would be a simple task to waive the tuition for the summer fellows to be able to participate in this program, but it has come with pushback from the Chancellor's office. We cannot even offer a discounted rate. He asked a group of M1s if they would be willing to pay >\$6,000 and obtain a certificate over the summer, but there were no takers. Now that Step One is pass/fail there may be more interest amongst the M1's in dual enrolling to distinguish themselves. We need to determine the best way to place the certificate. Work will continue this certificate program and it will be brought back to the GFC at a later date as a more robust program.</p> <p>Dr. Aultman asked the council to think about other tracks and courses that could be beneficial to students as a certificate program. Please forward ideas to Dr. Aultman.</p>	
g. MEH Graduate Certificate change notification	<p>Dr. Aultman informed the council that the MEH graduate certificate program has undergone some changes due to the Foundations course being split into two courses. Each certificate track in the MEH certificate program now consists of a 3-credit required course and 7 credits of electives.</p> <p>Dr. Crish made a motion to approve the changes to the certificate program. Dr. Galazyuk seconded the motion and the changes were approved.</p>	
h. Course approval for MEH	<p>Dr. Aultman presented two new courses for approval in the MEH program: Health Humanities as Craft which focuses on the elements of writing and Topics in Medical Ethics and Humanities which is the new foundations course emphasizing the basics of research ethics and required skills to be successful.</p> <p>Dr. Lee made a motion to approve the courses. Ashley Myers seconded the motion. The courses were approved.</p>	Nona Hose will send new course information to Enrollment Services.
i. Course approvals for IPM for AY20-21	<p>Dr. Smith presented the cohort of courses for approval to the GFC. There are eleven courses total. Seven of the courses are existing courses being taught by NEOMED faculty at NEOMED through the professional programs and/or the BMS program; one course is new; and the other three are existing courses that have credit hour changes.</p> <p>Dr. Lee inquired if there are syllabi to review for the courses. The GFC should see the syllabi for all courses coming for approval. She stated she will defer to Dr. Schmidt and staff regarding the process.</p>	

	<p>Dr. Galazyuk asked if the BMS courses will be the same or are they changing. He added that the CMN course is taught by Kent State <i>and</i> NEOMED faculty.</p> <p>Dr. Smith will send the course approvals to the GFC with syllabi for approval electronically.</p>	
j. Course modification for HSPA	<p>Dr. Wisneski presented a request to change the name of a course entitled Medication Use Systems to Pharmacy Leadership and Operations Management to the council. The syllabus and course content are the same just the title was changed.</p> <p>Dr. Smith made a motion to approve the title change. Dr. Aultman seconded the motion. The title change was approved.</p>	Nona Hose will submit the change to Enrollment Services.
6. Program Reports	There were no program reports due to the interest of time.	
Additional item of discussion	There were no additional items of discussion.	
	The meeting was adjourned.	