

Graduate Faculty Council (GFC)

January 16, 2018

1:30 to 3 p.m.

Meeting minutes

Present: Alex Galazyuk, Amy Lee, Christian Ritter, Emily Hazlett, Faye Safadi, Denise Inman, Paul Hartung, Steve Schmidt, Yanqiao Zhang, Nona Hose, guests: Angelo DeLucia, Kris Baughman, Natalie Bonfine, Stacey Schneider, Chris Vinyard, Dana Peterson

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order. He thanked everyone for attending and explained new members have been invited to attend meetings as non-voting members so they can become acclimated to the role of the GFC and gain a sense of the scope of work done at the meetings. Their official terms will begin July 1, 2018.	N/A
2. Approval of November 14, 2017 meeting minutes	Dr. Lee made a motion to approve the minutes as written. Dr. Hartung seconded the motion.	Minutes approved.
3. Old business: a. GFC membership update	Dr. Ritter provided the council with an update regarding GFC membership. He gave a brief explanation of how the new membership is structured. He also shared that there were concerns regarding the current process. These concerns will be considered as the council reviews the bylaws for revisions in the near future. New members introduced themselves to the council. Dr. Schmidt stated that new members will be sent a copy of the COGS bylaws as well as other documents to be used as resources for the committee's work.	Nona will send copy of current bylaws and CCGS guidelines to new GFC members to use as resources to the committee's work.
b. Faculty Appointment Subcommittee update	Dr. Ritter provided an update to the council regarding the faculty appointment subcommittee of the GFC. He summarized the old process and need to change it and explained the new process to members. Dr. Lee asked if there will be criteria provided to the subcommittee. Dr. Ritter stated that the criteria for selection to graduate faculty is an item of discussion for the GFC meeting today and that any changes to the criteria will be approved by the GFC as a whole and then given to the subcommittee to use when reviewing applicants.	
c. COGS bylaws revision update	Dr. Ritter reiterated the need to update the current COGS bylaws for new members. The GFC will be reviewing and revising them in the near future.	
d. COGS Strategic Plan update	Dr. Ritter shared that the 2017 COGS Strategic Plan was submitted to the Board of Trustees at their December 2017 meeting. The Board of Trustees has endorsed the plan. The next step is to provide the GFC with actions that have taken place over the last six to nine months regarding the strategic plan. Dr. Ritter will review these items at the next GFC meeting.	Dr. Ritter to provide list of actions that have taken place over the last nine months related to the strategic plan.
e. Modern Anatomical Sciences program PDP Presentation	Drs. Dana Peterson and Chris Vinyard presented the Program Development Plan for the Modern Anatomical Sciences program. This program will offer two degree options, a one-year Master of Arts degree in Modern Anatomical Sciences or a two-year Master of Science degree in Modern Anatomical Sciences.	

The one-year MA program will consist of 30 credit hours and will include a capstone project. The target market for students applying to this program includes individuals who have an interest in the degree content and/or those students who did not get into medical school and have to wait a year before they can reapply.

The two-year MS program will consist of 60 hours and will include a thesis. This program is targeted towards individuals looking to become trained in Modern Anatomical Sciences.

The program is capped at a total of 20 students – ten in each degree. The program will require a new full time faculty member with the title “Medical Imaging Specialist” and a part time graduate student employee. According to calculations, the program’s financial projections estimate it will break even by year three and be making a profit by year four.

Course content for the new program will involve the approval of some new courses as well as utilizing current courses taught through the College of Medicine. Case Western and Ohio State University are the only other institutions offering a similar program, so there is no concern for duplication of programs. The new program will provide teaching assistants for medical school courses. It will utilize administrative support that is currently in place and is not expected to add too much to current workloads.

Q & A:

Dr. Lee – Is there an accrediting body that the program will have to report to?

A – Not for the program specifically.

Dr. Galazyuk – Will international students be able to apply or just American?

A – There have been no restrictions placed on the program regarding enrollment. The program offers a broad-based anatomy foundation, but it does not guarantee a seat in the medical school upon completion.

Dr. DeLucia – Are students expected to pay for the program, even if teaching?

A – Yes, they are. This is due to the type of pedagogy they are receiving, which is more of a practicum experience.

Dr. Safadi – Could students receive a stipend?

A – No. The practicums will include instructional materials as well – not like a typical TA at NEOMED. They get to teach, but they will be being trained to be a teacher.

Emily Hazlett – Will the MS students’ thesis be on pedagogy versus science?

A – The thesis can be either qualitative or quantitative. The program does not want to limit the students’ interests.

Dr. Galazyuk – Stated he can see conflicts between these students and the Biomedical Sciences students. Biomedical Sciences students get paid to TA as opposed to having to pay for it.

Emily Hazlett suggested having the research option contain clear pedagogy so there is a difference between the two programs and experiences.

Dr. Schmidt – Will the buildout of the Gross Anatomy lab include engagement of representatives from this program? For example, imaging needs?

A – Up to this point, Drs. Peterson and Vinyard have not been invited to those conversations.

Dr. Schmidt – With regard to professional students taking the courses with Modern Anatomical Sciences students, will there be expectations regarding workload for the MA and MS students?

A – There is no expectation that these students will be interested in attending medical school at NEOMED. If it turns out they are, this would have to be taken in to consideration.

Dr. Schmidt – There needs to be clear differentials and expectations between the two cohorts of students.

Dr. Ritter stated that this is a question that would be of specific interest to the CCGS.

Dr. Lee – Are there additional facilities requirements needed?

A – It would be nice if these students could have a room to work out of. This could be a part of the Gross Anatomy lab expansion.

Dr. Ritter – This need (as well as online instruction) could move other things happening on campus forward as a more urgent matter.

Dr. Schmidt – Has there been any focus on new course development?

A – This is a question that was going to be asked of the GFC – What is the process for new course approval?

Dr. Inman explained the process for new course approvals in the COGS – including the use of the new standardized syllabus template.

Dr. Zhang – Will students join faculty labs in year one?

A – Not in year one. By the end of year one, they need to decide what direction they want to take for year two.

The PDP has been approved by the department and the Dean's Leadership Group. If the GFC approves the program, it will go to the office of the Vice President for Academic Affairs (VPAA). The GFC's action will be given to the program initiators and the VPAA.

	Dr. Lee made a motion to approve the PDP for Modern Anatomical Sciences. Dr. Galazyuk seconded the motion. The program was approved to move to the next level of review.	
4. Program Reports a. IPM	<p>Dr. Inman shared that she submitted the self-study for program review to the Dean of the College of Graduate Studies.</p> <p>The self-study process has been changed in that it will be overseen by Dr. Margarita Kokinova's office. All aspects of the review will remain the same except chairing the review committee will be done by Dr. Kokinova's office.</p> <p>The application for the 2018-2019 academic year is February 1, 2018. Six applications have been received to date.</p>	
b. MPH	Dr. Lee shared that all schools and programs had to submit a compliance report showing completion of competencies on January 9, 2018. The program also submitted for a \$10,000 inter-partner research proposal to incorporate community-based projects into the program.	
c. BMS	<p>Dr. Galazyuk shared that the admission cycle has begun at Kent State University. Applications are being reviewed. Students will be invited for Recruitment Day in late February or March.</p> <p>First-year students recruited last year will be invited to come to NEOMED again. There are five students who have not yet selected a lab to work in yet. The date is unknown, but will likely be at the end of January.</p> <p>Dr. Schmidt added that we are still working with Kent State to revise the MOU.</p>	
d. HSPA	Dr. Schmidt reported that Dr. Wisneski and his team are still working on online course delivery. They have opted to work with Kent State University to discuss sharing resources.	
e. MEH	Dr. Schmidt reported that Dr. Aultman is managing a large number of students. She is also actively recruiting an additional faculty member for the programs.	
5. New Business a. Discussion of creating new policies regarding Auditing Courses, Retroactive Withdrawal, and Incomplete/in Progress	<p>Dr. Lee opened the discussion by stating she has been approached by several individuals who would like to audit courses. The COGS does not have a policy on course auditing.</p> <p>Dr. Schmidt pointed out that here is a paragraph in the University's catalog referring to course auditing in COGS.</p> <p>Dr. Lee also shared that NEOMED does not have a policy on Retroactive Withdrawal, as do other universities in the consortium.</p> <p>Incomplete versus In Progress is another policy that is lacking. An incomplete turns to an "F" at the end of one year. Sometimes there are circumstances beyond the student's control that make it impossible for them to complete a course in a year. In-Progress allows the student to complete a project in more than a year.</p> <p>The university has definitions of these items in the university catalog as well. The committee will need to look at these to make sure the verbiage matches.</p>	Revisit at March GFC meeting

	In the interest of time, this agenda item will be revisited at the next GFC meeting in March.	
b. Criteria for Graduate Faculty Status	<p>Dr. Inman opened a discussion regarding the criteria for obtaining a faculty appointment in the COGS. Currently individuals can apply for graduate faculty status or graduate faculty with doctoral advising status. The latter only applies to individuals working within the IPM program. Dr. Inman suggests there are two questions that need to be considered: How are the current criteria working for the institution? and Is there a need to be more explicit moving forward?</p> <p>Dr. Ritter suggested the current process be reversed. The department should recommend the appointments to the GFC.</p>	Dr. Ritter and Dr. Inman will meet and discuss further.
	The meeting was adjourned.	