

## Graduate Faculty Council (GFC)

March 13, 2019

1:30 to 3 p.m.

### Meeting minutes

Present: Alex Galazyuk, Amy Lee, Angelo DeLucia, Chris Vinyard, Denise Inman, Julie Aultman, Kris Baughman, Natalie Bonfine, Sam Crish, Scott Wisneski, Simran Batra, Steve Schmidt, Nona Hose, Phil Jenkinson, Kelly Shrock

Absent: Christian Ritter, Jennifer Gay, June Yun, Stacey Schneider

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	N/A
2. Approval of November 14, 2018 meeting minutes	Dr. Crish made a motion to approve the minutes from the January 16, 2019 meeting with no corrections. Dr. Wisneski seconded the motion.	Minutes approved.
3. Chancellor's Council on Graduate Studies (CCGS)	<p>Dr. Schmidt shared there is a new Chancellor in place named Randy Gardner. He is from the Bowling Green area and is a strong advocate for education. Dr. Schmidt would like for him visit NEOMED to establish a rapport and to familiarize him with the university.</p> <p>Changes to the MPH consortium with regard to the University of Akron leaving is on the agenda for the March meeting of the CCGS.</p>	
4. Old business:		
a. MPH program review update	The review of the MPH program is continuing. Dr. Lee submitted the self-study at the end of January. Dr. Margarita Kokinova's office is managing the process. A survey has been distributed to MPH students, faculty and alumni. The survey results will be given to the review committee next Monday. The review committee will meet the end of March and the final report is due to the dean by May 13, 2019.	
b. Bylaws revision update	Dr. Schmidt reported that the bylaws are being formatted in to Appendix G and A. Appendix G is under review and Appendix A is still being reviewed.	
c. COGS Representatives: Two for CAPP Executive Committee and one for SPAIC Committee	Dr. Schmidt shared that there is a need for two COGS representatives to serve on the CAPP Executive Committee and one COGS representative for the SPAIC committee. Dr. Schmidt asked the council to notify him if they have an interest in serving on either of these committees.	
d. Charge from President for clarity in structure and culture needed to support the COGS.	Dr. Gershen has issued a charge to the dean of COGS to provide information to him that clarifies the structure and culture that is needed at NEOMED to grow the COGS. A six-member taskforce has been established, including Dr. Alex Galazyuk to submit a report to Dr. Gershen by September 1, 2019. The report must be informative of the priorities of the growing college, faculty recognition of effort invested in teaching students and supporting their research. Dr. Gershen will share the report with the new President in October of 2019. Utilizing the COGS strategic plan and in concert with NEOMED's strategic plan, the committee will develop recommendations for the required elements needed for the growth of the college. The Lake Erie College of Osteopathic Medicine (LECOM) will be used as a model because of their high funding and robust graduate program.	

	<p>Dr. DeLucia inquired as to the kind of graduate program LECOM has. Dr. Schmidt shared they have many programs focused on health professionals – mostly master’s degree programs and leadership programs.</p>	
<p>5. New business: a. Research Methods Course</p>	<p>Dr. Schmidt informed the council there were approximately 20 new/changed courses submitted for approval for this meeting. A decision was made to triage them and only do those that are being offered in the summer today. The others will need to be approved before April 15.</p> <p>Dr. Scott Wisneski shared that the research methods course was originally targeted to the HSPA program. The question was posed could resources be combined to develop a course to be utilized across the college? A course was developed to include students from HSPA, IPM and the Ethics programs. The shell and model from the HSPA program will be used and the course will be offered online. Dr. Inman has added content that will meet the IPM students needs. There is still some work left to do with the assessments to ensure all three programs’ needs are being met.</p> <p>Dr. Aultman asked council members if there is a template available to indicate the different needs of different students for course completion that could be incorporated into the syllabus.</p> <p>Dr. DeLucia pointed out that some topics are required by NIH and some are recommended – will this be indicated in the syllabus? The answer is no, this information will not be on the syllabus, but it will be in the course catalog.</p> <p>The council was asked to please share any additional comments regarding the course with Scott Wisneski.</p>	
<p>b. New courses for MAS</p>	<p>Dr. Vinyard presented two new courses for the MAS program. The first course is titled Foundation of Human Development. This course is a 4-week, 3 credit hour course and is one of the core courses for the COM curriculum that will be cross-listed for graduate students. It is an opportunity for graduate students to take course content they should have gotten in their undergraduate experience, but they may not have. The course offers a hybrid of lectures, small group learning, and Histology lab experience.</p> <p>The second course presented by Dr. Vinyard was titled Introduction to Anatomical and Biomedical Imaging Modalities. The course will focus on methods of imaging and takes an application-based approach.</p> <p>Clarification is needed regarding assessment due dates, the grading mode is incorrect, and the credit hours need to be corrected on the syllabus.</p> <p>A motion was made to approve both courses with the suggested corrections by Simran Batra. The motion was seconded by Dr. Sam Crish.</p>	<p>The courses were approved pending the corrections identified by the council. Nona Hose will submit the course information to Enrollment Services once correction have been received.</p>
<p>c. Changes to the COGS grading scale</p>	<p>Dr. Vinyard addressed the council regarding the current COGS grading scale, particularly in the case of the Human Development and Structure course. For COM students, if a student achieves a 70%, they earn an A, if they achieve a 90%, they earn honors in medical school. Could this approach be adopted for COGS students that are taking interdisciplinary</p>	<p>The COGS grading scale for interdisciplinary courses with COM and COP will be modified.</p>

	<p>courses with COM and COP? The grading scale in this case would be as follows:  A – 90-100%  B – 70-89%  C – 65-69%  F – 64% and below</p> <p>A motion was made to modify the grading scale for interdisciplinary courses by Dr. Crish. The motion was seconded by Dr. Baughman .</p>	
6. Program Reports		
a. MPH	<p>Dr. Lee shared that the MPH consortium admissions committee has met and ten students have been accepted into the program to date. The MPH program is applying for a grant to expand social media networks between local health departments. The program will be represented in a conference about teaching prevention and integrating community-based projects into coursework.</p> <p>Dr. Schmidt shared that NEOMED employees have had interest in enrolling in the MPH program and were unable to enroll through NEOMED based on the current tuition reimbursement policy. They would have to enroll through one of the consortium universities. Drs. Schmidt and Lee met with Andre Burton and were able to change this for the MPH program. The change will also apply to any other consortium program in the future.</p>	
b. BMS	<p>Dr. Crish shared that the BMS Executive Council met and have made eleven offers to students as a result of Interview Weekend. The BMS Graduate Program Committee is working on policy updates and getting them on the website. There are still discussions going on with KSU with regard to the MOU. Four students will be funded by NEOMED from the year of entry into the program.</p>	
c. HSPA	<p>Dr. Wisneski reported that six students will graduate in May. Admission is open for Fall, with a robust marketing campaign accompanying it. The HLC asked if the approval for the program to go 100% online had been approved by the state, which it has not. Dr. Margarita Kokinova’s office is composing a letter to the HLC explaining why this didn’t happen.</p>	
d. MEH	<p>Dr. Aultman shared that the Ethics programs will begin recruiting for Fall by way of video and handouts. The program just completed a nice addition to the ethics course with the Wasson Center. Students were able to conduct simulated ethics consultations and attend simulated ethics committee meetings. The standardized patients were great.</p> <p>Simran shared that she thoroughly enjoyed this experience.</p>	
e. IPM	<p>Dr. Inman reported that one M.S. student will graduate in May. Seed money grants worth \$2,000 each are available for IPM students to apply for. The annual faculty advisor meeting will take place to discuss policies and other elements of the program. The first advisory committee new membership election will take place in the near future.</p>	
f. MAS	<p>Dr. Vinyard shared that he is heavily involved in course development currently. The program is also working to develop a website, hire a coordinator and advertise the program. The application for enrollment is available.</p>	
g. Program Coordinators	<p>Kelly Shrock shared that the Compass is being reviewed and edited. Program directors will review it from March 28 through April 8. The RAICE committee is developing a new policy related to space for classrooms and meeting rooms. The COGS has purchased a license to Burning Glass to be used to direct</p>	

	marketing strategies, program changes, curriculum changes and program development. The program can also assist with career advisement.	
	Dr. Schmidt shared that fifteen degrees and eleven certificates will be conferred at this year's commencement ceremonies. This is the largest number of CGOS graduates to date.	
7. Open discussion/comments regarding COGS curriculum review	<p>Dr. Schmidt opened the discussion regarding the need for curriculum review in the COGS. The COM reviews their curriculum annual, the COP reviews curriculum every three years. Curriculum review in the COGS will presumably engage faculty outside of the GFC.</p> <p>Dr. Aultman shared that the Ethics programs have a group that reviews and evaluates courses before they come to the GFC for approval.</p> <p>Dr. Wisneski stated that the COP has a very sophisticated process for course approval and review.</p> <p>Dr. Vinyard shared that from the COM perspective it is very inefficient, so he doesn't recommend following that model.</p> <p>Dr. DeLucia asked what the course content is. He said he is incapable of reviewing the content of courses not aligned with areas of expertise.</p> <p>Dr. Schmidt stated that there is a need to identify triggers that would make a course be re-reviewed by the GFC or a curriculum committee. Need to identify the best practices around course review.</p> <p>A standardized template would be a good start and very helpful. The programs' current committees should review the course for content and make recommendations to the GFC.</p> <p>Do individual programs' committees discuss curriculum?  IPM – no  MEH – yes  MPH - yes  HSPA – yes  MAS – didn't think of that</p> <p>Moving forward, there needs to be a standardized checklist developed and used for each course when it is reviewed to ensure all elements are present.</p> <p>Currently, there are approximately 17 courses that need to be approved for Fall 2019 before April 15. The programs' curriculum/executive committees are the experts. The GFC will need to vote to approve the course electronically.</p>	<p>Program coordinators will work with their individual programs to submit courses for the GFC's electronic approval.</p> <p>Nona will submit all approved courses to Enrollment Services.</p>
	The meeting was adjourned.	