

Graduate Faculty Council (GFC)

November 14, 2017

1:30 to 3 p.m.

Meeting minutes

Present: Amy Lee, Christian Ritter, Emily Hazlett, Julie Aultman, Paul Hartung, Steve Schmidt, Yanqiao Zhang, Nona Hose, guest: Kelly Shrock

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	N/A
2. Approval of September 19, 2017 meeting minutes	Dr. Aultman made a motion to approve the minutes as written. Dr. Lee seconded the motion.	Minutes approved by the members present. Nona will send out minutes to absent members of the council for a vote.
3. Old business: a. COGS handbook update	Dr. Ritter provided the council with an update of the progress on the COGS student handbook. Phil Jenkinson began work on the handbook about three months ago and noticed there were discrepancies in the content of the handbook. The main discrepancies were within the bylaws. At the January 2018 GFC meeting the council will have a discussion around revising the bylaws to reflect current practices within the college.	
b. Update regarding health insurance for NEOMED students who receive a stipend	At the September 2017 GFC meeting Emily Hazlett sked that a provision be made for graduate students who are being paid a stipend where their healthcare costs were concerned. Upon further investigation into this topic, it was discovered that currently students who receive a stipend are subsidized 100% of their healthcare premiums. While this is a great benefit for our students, it raised more questions: <ol style="list-style-type: none">1. Will this subsidy continue as the number of students in the program grows?2. Where is the money coming from to pay for the subsidy?3. Is there a written policy in place that premiums are 100% subsidized? The funding used to pay for the subsidy, termed doctoral set aside, is provided by the government. Continuance of the provision for students is currently contingent upon the generosity of the state in providing it. NEOMED currently does not have a policy in place that addresses the issue of subsidizing healthcare premiums for students on stipends in the event that the state discontinues its funding.	
c. GFC student representatives update	Dr. Schmidt informed the council that both Emily and Assraa have agreed to continue to serve on the GFC for another one-year term. The bylaws do not designate a length of terms for student representatives; however, one year terms with the option to renew one time would be appropriate.	
d. Update regarding recruitment of new GFC members	Dr. Ritter shared that four of our current council members will cycle off in July 2018: Paul Hartung, Gary Meszaros, Faye Safadi and Yanqiao Zhang. The bylaws state that departing members are to make up a nominating committee to recommend faculty to replace them. The new faculty members will be from the same department as the retiring member. Those who are cycling off of the council will received a letter regarding this process along with a list of eligible faculty members from their departments.	Dr. Schmidt and Ritter to compose letter to send to retiring members of the GFC.

<p>e. Propose new course numbers and subject codes for COGS programs</p>	<p>Dr. Schmidt shared that he has met with Heidi Terry regarding this topic. She stated that the list provided was a suggestion and not intended to be all-inclusive. Phil Jenkinson and Kelly Shrock were asked to meet with their program directors and compile a list of codes and numbers to present at a future meeting with Enrollment Services.</p> <p>Dr. Ritter added that we need to create a framework and logic counter argument that is student-centric and present it to Heidi.</p> <p>Dr. Lee stated a framework with objectives would be nice to have. Guidelines regarding length of numbers and codes given the fields allowed would be beneficial as well.</p>	
<p>4. New business: a. New course or IPM: Molecules to Cells</p>	<p>Kelly Shrock presented the course Molecules to Cells for the IPM program on behalf of Dr. Inman. This is one of the founding courses for the program and has never been formally approved by the GFC. There is a discrepancy with the credit hours. Pharm D students who are dual enrolled in the IPM program can transfer 6 credits for Molecules to Cells. Traditional COGS students in the IPM program receive 7.5 credits for taking the course. Enrollment Services is aware of the discrepancy and will review the course and resolve this issue at the end of the semester. The goal is to have the course be worth 6 credit hours for all students.</p> <p>Dr. Schmidt stated that a credit hour discrepancy is something the approval of the course would need to be contingent upon. He would not approve a course with such a discrepancy. A motion was made by Dr. Hartung to approve Molecules to Cells as a graduate level course contingent upon the total number of credit hours being 6. Dr. Aultman seconded the motion. The course was approved by those in attendance and will go out for electronic vote to those who were not at the meeting.</p>	<p>Nona to send information to GFC members not in attendance regarding the course and request their vote on the course.</p>
<p>b. COGS student assessment, progression to degree and graduation rate</p>	<p>Dr. Ritter shared that the COGS strategic plan is currently being updated. Sa a part of the plan, there is a need to develop a college-based process for tracking student progression through their programs. There will need to be meetings to determine how to best collect the information. This along with program assessment are priorities of the Higher Learning Commission (HLC). Dr. Lee stated she has questions regarding student counts: who are included in the count? She also has a template that the MPH consortium uses for accreditation purposes that she will share with the GFC members and program coordinators. Emily Hazlett stated that having masters and PhD students in the same chart on the handout to GFC members for the meeting was confusing.</p>	
<p>c. Proposal to create a subcommittee of the GFC to review faculty appointments</p>	<p>Dr. Ritter proposed that a sub-committee of the GFC be formed to review faculty appointments in a more timely manner (the last cohort of applicants took 77 days to be approved). The committee will consist of four NEOMED program directors, one associate director for BMS program, one student representative and one GFC faculty member who has doctoral advising status. A motion was made by Dr. Ritter to form a subcommittee as outlined above. Dr/ Hartung seconded the motion. The formation of a sub-committee was approved by the members present and will be sent to absent members soliciting their votes as well.</p>	<p>Nona will request a vote from absent members of the GFC regarding the formation of a sub-committee for faculty appointment review.</p>
<p>d. Better utilization of Enrollment Services as related to curriculum development/transition to semester calendar</p>	<p>Dr. Schmidt shared that there have been some challenges working with Enrollment Services in the past. These challenges have been multi-faceted. Many are Banner-related due to updates that have not been done on the system. Other issues include transition of staff in Enrollment Services, and level of detail and number of reports required to the state. Historically</p>	

	the COGS has not engaged Enrollment Services in our work along the way. He has met with Heidi Terry and Katherine Miranda a couple of times and they will meet with Phil, Kelly and Nona in the future to keep the conversation going and open an work together to meet all of our goals together.	
e. Process to centralize course and program exit evaluations in the COGS.	Dr. Aultman proposed the idea of having a centralized process across the college though Academic Services for course and program evaluations. This would be beneficial for HLC accreditation and the college in general. Bob Larson in Academic Services has been integral as far as student evaluations of courses are concerned. The evaluation tool could be comprised of standard questions as well as program-specific questions. The program directors and coordinators will work together to develop an exit evaluation and bring it back to the GFC to discuss.	Program Directors and coordinators to develop exit evaluation tool for GFC to discuss at a future meeting.
f. COGS standardized syllabus template	Kelly Shrock presented a draft of a standardized syllabus template that aligns with COM and COP to be used across programs in the COGS. Dr. Lee stated that the MPOH consortium has its own approved template and stated it included all of the same information on the proposed template. Dr. Aultman likes the proposed template and shared that adjunct faculty have asked about a template in the past. A motion was made by Dr. Hartung to approve the syllabus template to be used by all COGS programs with the exception of the consortium MPH program. The motion was seconded by Dr. Zhang. The syllabus template was approved by those in attendance.	Nona to send information to absent members and ask for their vote on the topic.
5. Program Reports		
a. BMS	Dr. Schmidt shared that the MOU between NEOMED and KSU is still underway. Dr. Galazyuk is concluding his six years of service as the Associate Director of the BMS program. Ernie Freeman was on campus last week to discuss the BMS program.	
b. HSPA	Dr. Schmidt shared that there have been meetings around sorting through a strategy for online course delivery for the HSPA program. The group is meeting regularly and learning along the way. They are currently evaluating the management of scope of work – in house vs. utilizing a vendor vs. partnering with one of our university partners. Dr. Lee asked that she be invited to these meetings. Dr. Ritter shared that the immediate need is the HSPA program because Cleveland Clinic is interested and could grow the program. The focus is initially on the HSPA program, but there will be opportunities to broaden the scope later. Dr. Lee and Dr. Aultman offered feedback from an end-user standpoint.	
c. IPM	Things seem to be going well.	
d. MPH	Dr. Lee reported that she and Dr. Schmidt attended the MPH Governing Council meeting today. A proposal will go to the CCGS for approval Friday to put the program over 50% online. She is also preparing to submit the plans for meeting the new accreditation requirements.	
e. Ethics	Dr. Aultman shared that enrollment was opened for spring in the MAMEH program. She is expecting eight students to start in the Spring. These new students will put total enrollment for the two ethics programs at 56-57 students. She also shared that the first interview with a faculty candidate to replace Dr. Michael Blackie went well. The next candidate is scheduled for interviews on Thursday. A third candidate will be interviewed in December. She will also submit a proposal to change the name of the Bioethics Certificate Program to MEH Certificate.	
	The meeting was adjourned.	