

Graduate Faculty Council (GFC)

September 19, 2017

1:30 to 3 p.m.

Meeting minutes

Present: Alex Galazyuk, Amy Lee, Denise Inman, Emily Hazlett, Fayez Safadi, Gary Meszaros, Julie Aultman, Paul Hartung, Scott Wisneski, Steve Schmidt, Terrilyn Richardson, Yanqiao Zhang, Nona Hose, guests: Kelly Shrock and Phil Jenkinson

Agenda Item	Discussion	Action
1. Call to Order	Dr. Schmidt called the meeting to order.	N/A
2. Approval of June 19, 2017 meeting minutes	Dr. Wisneski made a motion to approve the minutes as written. Dr. Meszaros seconded the motion.	Minutes approved
3. Old business: a. COGS new student orientation and Poster Day update	<p>Dr. Schmidt thanked Dr. Denise Inman, Dr. Julie Aultman, Phil Jenkinson, Kelly Shrock and Nona Hose for their work during COGS new student orientation and Poster Day. New student orientation went very well this year, Dr. Schmidt liked the day overall and was very pleased with the way it turned out. The timing could be tightened up a bit for next year.</p> <p>Regarding Poster Day, there was a lot of energy in the room. There was not much participation from COGS students and not enough faculty were present. Dr. Inman suggested letting faculty know that if they benefited from the Summer Research Fellowship Program, then they should be involved with Poster Day. Dr. Lee suggested taking "Summer Research Fellowship Program" out of the title and just call the event "Poster Day." Dr. Schmidt suggested scheduling it when students are on campus and have the key note speaker at the beginning of the event.</p>	
4. New business a. Handbook update	<p>A draft copy of the COGS student handbook was distributed to GFC members prior to the meeting. The idea is to set guidelines separate from the University's. Policies that differentiate COGS from NOEMED. Phil Jenkinson asked members of the council to have suggestions and edits to the handbook to him by the end of next week.</p> <p>Initial suggestions from the council included changing the wording regarding TOEFL scores to read, "TOEFL scores may vary program to program." There are also a variety of deadlines for admission program-to-program. Suggestions included clustering like deadlines and adding "Deadlines vary by program."</p> <p>Emily Hazlett asked the council to consider providing NEOMED students who receive stipends assistance regarding their health insurance. Often health insurance is not affordable to students on stipends. She suggested increasing the amount of the stipend to cover the insurance or subsidizing the health premiums for those who get a stipend. Kent State University students on stipends receive a 70% discount on their health insurance.</p>	<p>GFC to have additional edits and suggestions to Phil by September 29.</p> <p>Meet with Juleen Payne in HR to discuss options.</p>
b. Recruitment of new GFC members, transition of membership.	Dr. Schmidt reviewed the current membership terms with the council. Four current members' terms will end in 2018. According to the current COGS bylaws, members cannot renew after serving two terms. Student terms are one year.	Check bylaws concerning student terms

	Can these be extended? Dr. Schmidt will talk with each student individually to see if they would be interested in serving an additional term. Dr. Schmidt asked the council for suggestions of faculty who may be interested in serving on the GFC.	
5. New business		
a. Enrollment Services' proposed new course numbering and subject codes policy and credit definition policy	<p>The council reviewed new policies from Enrollment Services regarding course numbering and subject codes. The course numbers do not work for the IPM and MPH programs. Drs. Inman and Lee stated they had talked with Heidi Terry about their concerns and were told, "Tough," stating it aligned with Kent State University's framework. The framework is set up so that if a program ceases to exist, courses could be absorbed.</p> <p>Dr. Schmidt asked what program directors would like to see in regard to the course numbers and subject codes. Does Heidi Terry need to come to the next GFC meeting? Drs. Inman and Wisneski stated they could make suggestions to add additional numbers and codes. Program directors will send their suggestions to Dr. Schmidt. Phil Jenkinson will talk with Dr. Aultman about codes and course numbers for the Ethics programs.</p> <p>Dr. Schmidt stated that he is concerned that COGS isn't included in the development of these policies.</p>	Program Directors to send suggestions for course codes and numbers to Dr. Schmidt. Phil Jenkinson will speak with Dr. Aultman regarding these things for the Ethics programs.
b. Announcements/Congratulations (Emily Hazlett, Jennifer Sensor, Gina Wilson, Rebecca Curry, Matthew Smith, and Paul Lin)	<p>Dr. Schmidt congratulated Emily Hazlett on being accepted to participate in the American Association for the Advancement of Science's (AAAS) Science Diplomacy & Leadership Workshop in September. Emily shared that the experience was fantastic. She had the opportunity to meet with representatives from federal and international agencies including NASA, UNESCO and the State Department.</p> <p>Emily was asked how she learned of the opportunity. She stated she has an interest in science policy and was listening to a pod cast being given by the head of the organization when the speaker announced applications were being accepted that same day.</p> <p>Dr. Schmidt also announced that Paul Lin would be defending his master's thesis on Thursday, September 21. He encouraged members of the council to attend.</p>	
c. QM Ohio Infographic	<p>Dr. Amy Lee presented information to the council regarding Quality Matters, a toll used as guidelines for formatting and developing online courses. The cost of the program is \$1,600.00 annually for Ohio and national membership and affords low cost or free training as well as a bartering system for reviewing courses with other universities.</p> <p>Dr. Scott Wisneski shared that he had purchased an individual membership for \$160.00. The rubric is complicated but helpful and the certification is recognized nationally. Dr. Lee stated the University should purchase the program. She also suggested partnering with Academic Technology Services and have a coordinator for the program. Kelly Shrock stated that she had already gathered funds from various areas on campus to purchase the program.</p>	
d. New course for HSPA: Integrated Business Strategy	Dr. Wisneski presented a new course to the council for the HSPA program. The three credit course will be offered to second year students at NEOMED in the Spring. This course was originally offered by Cleveland State University. When HSPA courses moved to Kent State University, this course is only offered in the Fall, which does not work with the HSPA	Nona to send course information and approval forms to Enrollment Services to be added to the catalog.

	<p>program's course track. Requirements of the course will include a strategic plan project and presentation.</p> <p>Dr. Terrilyn Richardson made a motion to approve the course. The motion was seconded by Dr. Lee. The course was approved.</p>	
e. Courses for BMS students to take here: Intro to Pharmacology and Current Research in Auditory Neurobiology	<p>These courses belong to Kent State University as a part of the Biomedical Sciences Program. They are being taught at NEOMED. Enrollment Services needs to have a course approval form in order to enter them as courses here at NEOMED for BMS students to take. The GFC does not have to approve these courses. There will be other courses that will need to be given to Enrollment Services for the purpose of being able to let them know that KBMS students will be taking them here on campus.</p>	<p>Nona to send course information and approval forms to Enrollment Services to be added to the catalog.</p>
f. New course for MEH: Medical Rhetoric	<p>Dr. Aultman presented a new course for the MEH program titled Medical Rhetoric. This three credit course will be taught by Brian Harrell from The University of Akron. This course is a requirement of the humanities track of the NEH program. The course will have required textbooks and will follow a traditional classroom lecture format. Dr. Lee inquired about breaks for students during the class time as it is from 5:30 to 8 p.m. Dr. Aultman stated there would be breaks.</p> <p>Dr. Scott Wisneski made a motion to approve the course. Dr. Alex Galazyuk seconded the motion. The course was approved.</p>	<p>Nona to send course information and approval forms to Enrollment Services to be added to the catalog.</p>
g. Online course credit hour calculations	<p>Dr. Lee provided an overview of her concerns regarding online course credit hour calculations. Courses are approved by the GFC then forwarded to Enrollment Services. Enrollment Services returned the syllabus to the course director stating there were not enough hours. Enrollment Services isn't allowing for time spent on work outside of class time for online courses.</p> <p>Heidi Terry is requiring 135 hours of contact time per three credit hour course instead of total time spent on course. Dr. Lee suggests creating a tracking sheet to include reading time, writing notes, papers, etc. Dr. Aultman stated that Heidi Terry should not be able to push back once the GFC has approved a course.</p> <p>Dr. Schmidt will have a conversation with Heidi Terry. He is concerned she does not understand the expectation of the 135 hours. Drs. Inman, Lee and Wisneski will join the conversation.</p>	
6. Program Reports a. Ethics programs	<p>Dr. Aultman reported there are forty students enrolled in the Ethics programs. 34 are in the certificate program and six are in the Master's program.</p>	
b. BMS	<p>Dr. Galazyuk reported that we are still working to revise the MOU with KSU. No dramatic changes are expected. The revised version of the MOU is currently in their court.</p> <p>He attended a meeting with PARTA to discuss the feasibility of having a bus route from KSU to NEOMED several times per day. PARTA's quote for the bus service was \$200,000 per year. KSU is being asked to come up with half and NEOMED the other half.</p>	
c. HSPA	<p>Dr. Wisneski reported that there are nine students enrolled in the HSPA program. Three of them will graduate in May 2018. He will be meeting with the VPAA to move the program online.</p>	

d. IPM	Dr. Inman reported the IPM program currently has four students enrolled. The IPM Advisory Committee has begun the self-study for program review which is due in January.	
e. MPH	<p>Dr. Lee reported there are 29 students enrolled in the MPH program throughout the entire consortium. She has to report how the new criterion for accreditation will be addressed by January 15, 2018.</p> <p>The program will be incorporating new core competencies into syllabi.</p>	
	The meeting was adjourned.	