

Graduate Faculty Council (GFC)  
September 20, 2016  
2:30 to 4 p.m.  
Meeting Minutes

Present: Steve Schmidt, Chris Ritter, Sue Bruce, Julie Aultman, Alex Galazyuk, Denise Inman, Amy Lee, Gary Meszaros, Terrilyn Richardson, Yanqiao Zhang, Nona Hose, Faye Safadi (called in)

Dr. Schmidt called the meeting to order and asked for a motion to approve the meeting minutes from the July GFC meeting. Dr. Zhang made a motion to approve them. Dr. Lee seconded the motion and the minutes were approved.

Dr. Schmidt congratulated Dr. Ritter on his new role of Vice Dean of the College of Graduate Studies (COGS). Dr. Ritter will be dedicating 20% of his time to support the COGS.

Dr. Schmidt provided a high level overview from his current perspective of the direction of the GFC and COGS for members. We are currently trying to find the documentation supporting the founding of the college to refer to where it is now and how to best move forward. He shared a document of the enrollment history of the COGS with GFC members that he received from Enrollment Services. There seems to be a discrepancy between the number of students actually sitting in classes and the number of students in the system as being enrolled. The Kent State BMS students are not included in the report as they are not enrolled through NEOMED.

Dr. Ritter stated there is a need to know the general increase and decrease of enrollment in each program in order to track enrollment over time.

Dr. Schmidt added that the information is needed to know where the college started and where it has gone over time regarding enrollment in order to best identify opportunities for growth of the college and individual programs. How have the numbers changed over time?

Dr. Lee requested that the enrollment numbers needed each year be defined (number of new students to the program versus total number of enrolled and active students, for example).

Dr. Ritter pointed out the enrollment numbers should be report to the COGS office annually.

Dr. Schmidt continued there is a need to determine the essence of the college. Define the services we provide centrally versus services provided by the other colleges (COM and COP). Decide if the COGS needs to be more centralized in terms of services and support or remain the way it is now. For example in terms of faculty support – what does the COGS office need to do to best support the needs of our programs and students?

Dr. Ritter added that there is a need to determine what we are doing now and what we want to do moving forward. What do programs need to do now to support their future growth.

Dr. Ritter opened a discussion regarding the CAPP for COGS policy. There are three issues that need addressed in order for the policy to be approved:

1. Leave of Absence policy – COGS already has a policy for this. Dr. Lee stated that we need to define what a leave of absence in the COGS looks like. She also stated that a Leave of Absence may not apply to students in the MPH program.
2. “Professional Behavior” – code of conduct, use current university policy.
3. Good standing policy – individual programs can have standards that are higher than this, but not lower.

Another issue to consider is do we really want the COGS’ CAPP Committee to be this large (GFC = CAPP Committee)? Would the student members be included? Would they be voting or nonvoting?

Dr. Lee provided the GFC with an update regarding the MPH accreditation visit. The site visit will be October 3 and 4. Self-study report and external resource files are available. Site visits are every seven years.

Dr. Aultman provided an update on the new Master of Arts in Medical Ethics and Humanities program. The Full Proposal (FP) is complete and will be sent to the Chancellor’s Council on Graduate Studies (CCGS). Drs. Ritter and Schmidt are going to their first CCGS meeting Friday and will deliver the FP and schedule Dr. Aultman’s presentation to the CCGS for November 18, 2016. They will also get information on the process for submitting new program proposals.

Dr. Schmidt opened a discussion regarding GFC membership. The current non-program director members will remain on the GFC until 2018 at which time their terms will end. **Dr. Denise Inman and Dr. Alex Galazyuk will each find a student from their programs to serve as student representatives for the remainder of the 2016-2017 academic year.**

Dr. Ritter stated that adding to the membership would be beneficial in terms of continuity when terms end.

Dr. Schmidt will request recommendations of faculty to serve on the GFC from the department chairs. Dr. Aultman suggested Victor Torres, the University’s new director of global engagement, be asked to join the GFC.

Dr. Aultman shared with the GFC that she has been asked to lead a course in Florence, Italy next summer. The courses have been approved through Kent State University. She suggested that NEOMED add two more credits to the curriculum and it could be a certificate for NEOMED students. If this is something the GFC would endorse, she needs to move on it sooner than later. **Dr. Aultman will bring all of the syllabi to the GFC for approval at the November meeting as well as the certificate proposal. If the GFC will endorse the program, then it can go before the Board of Trustees for approval.**

The meeting was adjourned.