

**UNIVERSITY OF OKLAHOMA
GRADUATE COUNCIL MEETING
October 5, 2016 MINUTES
Farzaneh Hall, Room 142**

All actions taken by the Graduate Council will have a twenty-one (21) day faculty protest period except for new courses, course changes, and petitions, which will be considered approved by the Graduate Faculty if no written protest is received in the Graduate College within seven (7) days.

Present: Randall Hewes, Janis Paul, Jennifer Kisamore, Sally Beach, Shane Connelly, Phil Gibson, Tohren Kibbey, Nina Livesey, Hollie Mackey, Mark Meo, David Moxley, Mark Raymond, Charles Warnken

Absent: Peter Gade, Ahmad Ghassemi, Changwook Kim, Martin Montminy, Sanna Pederson, Susan Walden, Pradeep Yadav

Guests: Laku Chidambaram, Joe Dulin, Leehu Loon, Jennifer Peck (HSC), Sara Vaughan (GC)

Description of General Business

- The minutes from the September 7, 2016 meeting were unanimously approved.

Program Modifications and Proposals

- The **Master of Accountancy** option addition was unanimously approved.
- The **Master of Accountancy** existing program online delivery request was unanimously approved.
- The **Master of Landscape Architecture** option addition was unanimously approved.
- The **Literacy Specialist Graduate Certificate (ILAC)** new embedded graduate certificate was unanimously approved.

Discussion Items

- **Ms. Jessica Reynolds, incoming Director of the English Assessment Program**
 - Jessica Reynolds has been appointed as the incoming Director of the English Assessment Program. She will be responsible for administering the English assessment program and will be a resource to the University for matters involving English proficiency. Jessica comes to the Graduate College from the Center for English as a Second Language (CESL) at OU. While there, she created the OU Track program, which helps with the academic and cultural transition for international students from CESL to OU.
- **Task Force on Graduate Education**
 - The Task Force on Graduate Education is working on a draft report for the OU community. The Task Force is reaching out for answers to several questions:
 - How does graduate education contribute to the mission of OU as a comprehensive research institution?
 - How does graduate education at OU contribute to the greater good?
- **Departmental Offer Letters for Incoming Graduate Teaching/Research Assistants**
 - Concerns have been expressed about what information is communicated to incoming GRAs and GTAs regarding fees. The Office of Graduate Admissions does not provide details about fees because departments are the ones offering the students the financial support. There is a GRA/GTA offer letter template for departments' use on the Graduate College website—perhaps an update to the template is warranted to help students better

understand this piece of their financial obligation. The Graduate College is also looking into the issue of the impact of fees on international students.

Subcommittee Reports

- Dr. Ben Holt submitted the following report of the Academic Program Review Committee meeting on October 3, 2016:
 - We had our first meeting of the Fall 2016 semester today and it was largely organizational. We will be reviewing the Colleges of Fine Arts, Business, and Journalism and Mass Communication. Note that the College of Business will have a somewhat expedited/simplified review process because they just completed a large national accreditation process (i.e., much of the evaluative process has just been completed and we will work with that material where possible).
 - Committee members cannot be from the Colleges under review and, as such, come from the following departments this academic year:
 - Microbiology and Plant Biology, Biology, Geography and Environmental Sustainability, International and Area Studies, Biological Survey, Communication, Liberal Studies, Law, Physics and Astronomy, Political Science, Provost, Vice Provost for Faculty Development, and Director of Assessment
 - At the October 3 meeting, individual faculty from the above units were assigned Review Chair responsibilities for the individual units or departments within the colleges under review.
 - Currently, individual departments are completing their Self Studies. Faculty and student satisfaction surveys were completed in the Spring. Visits with external reviewers for each unit are expected to take place in late 2016/early 2017.
- Dr. David Moxley provided the following report of the Faculty Senate Meeting on September 12, 2016:

In addition to general matters involving university business, the agenda incorporated items pertaining to upcoming faculty seminars, ticket packages from the Athletics Department, and announcements of the Sooner Junior Kids Club. The senate also addressed matters regarding pre-finals week reform proposed by the University of Oklahoma Student Government Association.

Items

- The United Way Campaign is now underway. Faculty are asked to contribute to the campaign and alert their colleagues about the importance of supporting the United Way. Faculty have received e-pledge information and can commit their pledge using the online e-pledge form.
- Members of the University of Oklahoma Student Government Association proposed reform of pre-finals week policies prohibiting examinations or quizzes during pre-finals week. They made a proposal to revise Section 4.10 of the Faculty Handbook to reflect the following:
 - a. No exams or quizzes allowed during pre-finals week.
 - b. Added a chain of approval for Special Cases Deviating from the policy, due to the ability of a chair or dean being the professor of a course.
 - c. Added a clause requiring that the pre-finals policies be placed in the course syllabus.
 - d. Changed the name of the Student Government Association, to properly reflect the change in name from UOSA to SGA.
- There was some discussion of the budget of the university and the efforts of the university's administration to raise additional revenue mindful of upcoming shortfalls in state funding. The present strategy is to increase revenue from (1) increasing retention of

- students, (2) increasing the general student population of the university, and (3) increasing on-line offerings.
- Some senators raised issues about campus climate and human resource actions taking place over the summer of 2016. These include:
 - a. University climate involving diversity and inclusion. There is a sense that the university is making progress in becoming a more inclusive campus.
 - b. Reclassification of some personnel from salaried to hourly status. This was announced by Human Resources over the summer.
 - c. Movement of some non-faculty positions at the departmental or college levels from 12-month appointments to 9-month appointments.
 - d. Rewriting of some job descriptions resulting in change in job duties from diversity to financial analysis.
 - e. Reduction of diversity training taking place at Camp Crimson.
- Dr. Jennifer Peck from the Health Sciences Center campus gave the following report from the September HSC Graduate Council:
 - The Council discussed the online Ph.D. Nursing program, which had been administered for a period of time, and offered their support for the program.
 - Master's and Ph.D. students are required to take a one-credit, one-semester Responsible Conduct of Research course. It was determined that three different variations of the course had developed due to differing research needs. The Council looked for any overlap and whether their resources could be consolidated; they will continue to review the course.
- Dr. Jennifer Kisamore from the OU-Tulsa campus reported that Canvas training was to take place at their faculty informational meeting.

Course Changes

The following course changes and proposals have been approved by the Graduate Council and will be forwarded to the Academic Programs Council for further approval after the seven (7) day protest period. Only brief information regarding approved changes follows; however, original course change proposals will be on file in the Graduate College through the seven-day protest period if you have questions or concerns about any of the following. Please contact the Graduate Council Secretary, Linda Kelly, at 325-3106, if you wish to review any of these materials.

ARCH 5323. Addition of slashlisting number.
 GEOG 5593. Addition of slashlisting number. Change in prerequisites. Change in semester.
 JMC 5353. Course addition.
 JMC 5473. Course addition.
 METR 5423. Course addition.
 METR 5433. Course addition.
 MULI 5242. Course addition.
 MUTE 5212. Course addition.
 P E 5433. Change in description. Change in semester.
 P E 5523. Change in description. Change in semester.
 P E 5553. Change in description.
 P E 5583. Change in description.
 P E 6573. Change in title. Change in description. Change in semester.
 P E 6583. Change in description.

With no further business, the meeting adjourned at 3:56 p.m. The next regularly scheduled meeting will be November 2, 2016.

DISTRIBUTION DATE: October 6, 2016

For an electronic copy of these minutes and more information about the
Graduate Council, please visit our website at:

http://www.ou.edu/content/gradweb/faculty_resources/graduate_council.html