

# Oakland University

## GRADUATE COUNCIL MINUTES

Wednesday, December 18, 2013 – Meeting #8

Location: 100 KL

Meeting Time: 2:00-4:00 pm

Approved: 01/22/2014

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**Present:** Dan Aloj, Frank Lepkowski (*Ex Officio*), Karl Majeske, Robert Noiva, Linda Pavonetti, Claire Rammel (*Ex Officio*), Cheryl Riley-Doucet, Brad Roth, Darlene Schott-Baer (Chair)

**Absent:** Tamara Hew-Butler (excused), Dae-Kyoo Kim (excused), Meir Shillor (excused), and Carol Swift (excused)

**Staff:** Julie Delaney, Tina Tucker (Secretary)

The meeting was convened by Darlene Schott-Baer, Chair, at 2:00 PM.

### I. APPROVAL OF MINUTES

*Mr. Lepkowski made a motion to approve the minutes of the November 6, 2013, Graduate Council Meeting as written. Mr. Aloj seconded the motion. Motion passed unanimously.*

### II. REPORT OF THE CHAIR

Graduate Council Secretary has had a name and email change. Her new email address is [tinatucker@oakland.edu](mailto:tinatucker@oakland.edu).

Brad Roth and Meir Shillor will be on a sabbatical Winter Semester 2014. Two replacements will be made for their seats on the Graduate Council during the Winter Semester.

### III. OLD BUSINESS

**Definition of Online Courses.** Mr. Aloj began by saying that a subcommittee of himself, Dae-Kyoo Kim, and Meir Shillor met to discuss the definition of online courses. Mr. Aloj stated that the subcommittee felt the program definitions were okay and that it was the course definitions they had some issue with. He distributed a chart to the council members that represented the subcommittee's recommendation. The subcommittee's recommendation for course definitions is as follows:

- |                            |  |
|----------------------------|--|
| 1. Fully Online Course     | 100% of the course meetings are delivered online. No campus instruction permitted.   |
| 2. Partially Online Course | 75% or greater but less than 100% of the course meetings are delivered online. Remaining course meetings are face-to-face. |

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3. Hybrid Course 75% or less but greater than 0% of the course meetings are delivered online. Remaining course meetings are face-to-face.
4. Campus/On-site Course 0% of the course meetings are delivered online. Any online technology does NOT reduce face-to-face meetings.

The Council had discussion in regard to how some professors change their teaching strategy each semester, defining a course as completely online one semester and partially online the following semester. This raised questions of who and how monitors these situations? It was agreed that the university wide definitions need to be put in place first then determine how to track the courses. The Council agreed the definitions developed by the subcommittee are ready to forward to the university level committee as the Graduate Council's recommendation. ***Ms. Riley-Doucet moved to approve the task force's recommended definitions of online courses. Mr. Lepkowski seconded the motion. Motion passed unanimously.*** Ms. Schott-Baer said that she will forward the Graduate Councils approved suggested definitions to the university level committee.

**Zero Credit Courses.** Ms. Schott-Baer and Ms. Rammel, looked for all zero credit graduate courses offered by the University, and they all appeared to be in Music. Ms. Rammel distributed a list of the courses to the Council members. There is currently no tuition and/or fee associated with the zero credit courses. The issue with zero credit courses, with no remuneration to the university, is faculty time and expertise used with no compensation. Although transcribed, zero credit courses do not count towards the degree. The Council determined that representation from the Music Department, Registrar, and Financial Aid should attend a Graduate Council Meeting to explain how the zero credit courses impact the music programs and financial aid. Ms. Schott-Baer said that she will arrange to have the representatives attend a future meeting.

**Master of Arts in Teaching in Digital Literacies and Learning Program Proposal.** Reviewers: Frank Lepkowski and Cheryl Riley-Doucet

**First Reading:** Debatable, amenable, but not eligible for final vote at this meeting.

**Motion:** ***Approve the Master of Arts in Teaching in Digital Literacies and Learning Program Proposal.***

Ms. Riley-Doucet presented the proposal. She stated that her first question was if the certificate program would be discontinued because, to her, it seems that it will compete with the Master's course? Ms. Pavonetti said that the certificate will remain active explaining that many school systems give a salary increase with the completion of the certificate.

Students who hold the certificate and choose to continue in the master's level program will be able to use the credits earned in the certificate program, so long as it is done within six years.

Mr. Lepkowski stated that the budget generously increases the number of students in the program each year and wondered where this number comes from?

Ms. Riley-Doucet noted that new courses were added, with the exception of 6 additional electives that would bring the program to a master's level. Her concern was with the terminal project. She was under the impression that a terminal project was required to be a thesis or dissertation and asked if a project was sufficient for the master's level? Ms. Rammel confirmed that a project is an approved exit option. She explained that this is one of the oldest graduate certificate programs and, when the certificate policy was implemented, this certificate program was grandfathered in.

After continued discussion, Ms. Schott-Baer said that she will compile a list of the questions from the Council's discussion and forward to Ms. Pavonetti to proof and forward to Ledong Li. She will also invite him to the next Graduate Council Meeting to address the questions/concerns with the council.

The list of questions/comments are as follows:

1. There are questions about this proposal being more of a modification rather than a new program. Please clarify how this proposal meets the requirement for a new program.
2. Why is a new degree necessary to update digital and technology content? Why not update/upgrade the content and technology of the current courses and use as a concentration or electives?
3. The budget shows a rapid increase in students with an emphasis on the relationship between OU and a university in China. Please explain how recruitment will be done with this population of students? Discussion of survey data on page 36 is weak. International students usually are not interested in on-line programs and are not allowed to take online if they come to US. Who is the domestic market for this program and what evidence do you have that it will materialize?
4. Please supply additional discussion on the evolution of the certificate program into a new master's program. Page one speaks to cross-disciplinary approach, however, all of the courses are in the same DLL rubric. How is reading incorporated into this degree content since this is out of the reading department? Is digital literacy considered an aspect of reading? Need a historical background on how IST and DLL were combined to create the new masters.
5. It sounds like a student can start with either the certificate courses in DLL then go into a master's degree program or come with a master's in education then take the certificate for the DLL. Please explain how this program and courses interact with others in SEHS.
6. Budget: no faculty salaries are in the budget. If this is a new program, some salaries would need to be assigned to this program. If faculty were actually teaching these courses previously, under another rubric, wouldn't those salaries need to be assigned to the new program?
7. 0-100% on-line. Too wide of a range. If these are already being taught, what is the current online percentage? A hybrid or face-to-face is more attractive to international students.
8. Graduate tuition in the budget needs to be updated to the current rate of \$617.50/credit.

#### IV. NEW BUSINESS

**Request from Diane Underwood.** The council approved the request from Diane Underwood (Coordinator for Activities and Programs, e-learning and Instructional Support) to attend Graduate Council Meetings as a guest. This will allow Ms. Underwood to be updated on business involving online programs, enabling her to be prepared to assist faculty.

**Graduate Grading System—School of Medicine Grades Modification Proposal.** Presenter: Rober Noiva

**First Reading: First Reading:** Debatable, amenable, but not eligible for final vote at this meeting.

Mr. Noiva presented the proposal to modify the Graduate Grading System in the School of Medicine. The School of Medicine is requesting to convert from a three interval grading range defined as Honors/Pass/Fail to a four interval grading range defined as Honors/High Pass/Pass/Fail, which also includes “I” (Incomplete) and “W” (Withdraw) grades. Effective date is to be Fall 2013.

Currently, the School of Medicine is unable to reflect excellence in either medical knowledge or patient care, unless the student receives Honors in both evaluation categories. The grade High Pass would be used in the case where students receive Honors in either the NBME written examination or the Clinical Performance Evaluation, but not both.

This new grading policy would bring the grading policy more in line with other U.S. medical schools and provide residency programs evaluating OU medical school graduates for selection in their post-graduate programs, with criteria more comparable to graduates from other U.S. medical schools.

***Ms. Riley-Doucet moved to waive the 2<sup>nd</sup> reading of the School of Medicine Grade Modification Proposal. Mr. Aloï seconded the motion. Motion passed unanimously.***

***Ms. Pavonette made the motion to approve the School of Medicine Grades Modification Proposal to include the grade of High Pass. Mr. Roth seconded the motion. Motion passed unanimously.***

#### V. GOOD AND WELFARE

No report

#### VI. ADJOURNMENT

With no further business, the meeting adjourned approximately 3:25 PM.