

# Faculty Senate

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## Graduate Council

2003-2004 Annual Report

**TO:** Stella Coakley, President  
Faculty Senate

**FROM:** Lynda Ciuffetti, Chair  
Graduate Council

**RE:** 2003-2004 Annual Report: Graduate Council

**Membership on the Graduate Council for the academic year 2003-2004** included 11 voting members (Lynda Ciuffetti, Chair, Science; Tony Collins, Pharmacy; Marty Fisk, Oceanic and Atmospheric Sciences; Hal Koenig, Business; Luiz Bermudez, Veterinary Medicine; Barbara Bond, Forestry; John Selker, Agricultural Sciences; Elaine Pedersen, Health and Human Sciences; Dale Pehrsson, School of Education; Brent Steel, Liberal Arts; Prasad Tadepalli, Engineering) and 3 Ex-Officio members (Sally Francis, Dean of the Graduate School; Bruce Rettig, Associate Dean of the Graduate School; Eileen Waldschmidt, Graduate Admissions Committee). Mary Strickroth, Coordinator of Graduate Student Services, and Nancy Lasater, Assistant to the Dean attended the meetings. Becky Warner was the Faculty Senate Executive Committee Liaison.

### Awards Subcommittees included:

- Sports Lottery Scholarship: Tony Collins, Brent Steel, and Luiz Bermudez
- Bayley/Yerex Fellowships: Elaine Pedersen, Martin Fisk, and Hal Koenig
- Frolander Outstanding GTA Award: Hal Koenig and Prasad Tadepalli
- CGS/UMI Dissertation and WAGS/UMI Thesis Awards: Prasad Tadepalli and Lynda Ciuffetti

**Category II Subcommittee included (throughout summer 2004):** John Selker, Barbara Bond, and Dale Pehrsson

### The Council reviewed and approved the following Category 1 proposals:

- Rename the Department of Apparel, Interiors, Housing and Merchandising (AIHM) to the Department of Design and Human Environment (DHE) (approved unanimously)
- Terminate the Degree of Master of Software Engineering Degree (approved unanimously)
- Initiation of a New Graduate Instructional Program in Water Resources (approved unanimously)
- Initiation of a Graduate Certificate in Geographic Information Science (approved with one abstention)
- Initiation of a Master of Engineering (MENG) Degree (approved conditionally; final approval was given following requested changes)
- Initiation of a Master of Health Physics in Radiation Health Physics (MHP) (approved conditionally; final approval was given following requested changes)
- Initiation of a Graduate Certificate in Health Care Administration (approved unanimously)
- Terminate the Master of Engineering in Manufacturing Engineering Degree (approved unanimously)
- Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL) (approved unanimously)

### The Council reviewed and approved the following Category II proposals:

- New Graduate Minor in Sport and Exercise Psychology (approved unanimously)

### The Graduate Council conducted and approved the following Program Reviews:

- Environmental Health and Occupational Safety Management (EHOSM) Graduate Program (accepted as written)
- Forest Engineering Graduate Programs (accepted as written)
- Environmental and Molecular Toxicology Graduate Programs (accepted as written)
- Computer Science Graduate Programs (accepted as written)
- Civil Engineering Graduate Programs (accepted conditionally; final acceptance was given following requested changes)

**The Graduate Council conducted and approved the following Program Follow-up Reviews:**

- Apparel, Interiors, Housing, and Merchandising (AIHM) Graduate Programs (accepted as written)
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- Forest Resources Graduate Programs (accepted with addendum)
- Agricultural and Resource Economics Graduate Program (accepted as written)
- Physics Graduate Program (Final action on the follow-up report was tabled until further information was obtained)
- Electrical and Computer Engineering Graduate Programs (accepted conditionally; final acceptance was given following requested changes)
- Economics Graduate Programs (accepted with cover letter addressing recommendation 5)

**Additional Items Discussed and/or Action Taken by the Council:**

**1. Admission Task Force Recommendations on Alternatives to TOEFL**

Two years ago Dean Francis established a task force on graduate admission standards. In its report dated May 22, 2002, several recommendations were made. The Graduate Council accepted that report on November 14, 2002 and agreed to review this and other recommendations at a later time. Deborah Healey (Director of the English Language Institute) visited the Council on Oct 23, 2003 to describe some of the limitations of the TOEFL (Test of English as a Foreign Language) and to provide an overview of alternatives to the TOEFL that are accepted for admission of undergraduate international students. Following discussion, the Council approved a motion to add IELTS (International English Language Testing System), with a minimum score of 7.0, as an approved alternative to the TOEFL.

**2. Discussion on the OSU Strategic Plan**

The Council unanimously approved a motion that the Dean of the Graduate School should report directly to the Provost and that the Dean should report at the same level and have the same involvement in university governance as the Vice Provost for Research. Lynda Ciuffetti sent an email to President Ray supporting an earlier message from Dean Francis and emphasizing the concerns of the Council on this issue.

**3. OSU Cascades Campus Graduate Education**

Jay Casbon (Campus Executive Officer) and James Foster (Chief Academic Officer for the OSU Cascades Campus) joined the Council meeting by phone on December 11, 2003 to discuss the process for offering OSU graduate programs at the Cascades campus. A document was provided and used as a platform for discussion. Casbon said that the Cascades Campus would follow the protocol exactly as part of Oregon State University. The protocol was approved as presented; Dean Francis will share this protocol with Provost White.

**4. Proposal to Offer the Master of Science in Counseling at the OSU Cascades Campus**

The School of Education presented a proposal at the January 22, 2004 Council Meeting. Faculty and administrators from both the School of Education and the Cascades Campus attended the Council Meeting. Following discussion, the Council approved the proposal unanimously.

**5. Final Examination Procedures for the Master of Public Health (MPH)**

Donna Champeau (Graduate Coordinator in the Department of Public Health) and Ray Tricker (also from Public Health) visited the Council on February 12, 2004 to present a request that the MPH students who elect an internship be allowed to take a written examination instead of the current oral examination. Following discussion, the Council approved the request with one abstention.

**6. Final Examination Procedures for the Master of Business Administration**

Written background information was provided by Hal Koenig (Business) for the request to change final examination procedures for this Degree at the February 12, 2004 Council Meeting. Following discussion, the Council approved the request with one abstention.

**7. Process for Approving Delivery of OSU Programs to the Cascades Campus**

Bruce Rettig (Associate Dean, Graduate School) introduced a proposal from the Curriculum Council for a process for approving the delivery of OSU degree programs to the Cascades Campus. Sally Francis (Dean, Graduate School) said the purpose of this proposal is to have one generic process for both undergraduate and graduate degree programs. Following discussion of issues previously approved by the Graduate Council (see #3 above) for graduate programs proposed to be delivered to the Cascades Campus, the Council members made several motions to amend the document provided by the Curriculum Council. The Graduate Council approved the revised document unanimously.

**8. Approval Process for Non-Credit Certificate Programs**

The Graduate Council was asked by the Curriculum Council to review their proposal for the review of non-credit certificates and to note any concerns. The Graduate Council expressed concern about the potential that the public might confuse non-credit certificates with graduate certificates, although non-credit certificates are not transcript visible. The Council was informed that the non-credit certificates have a history that precedes the creation of graduate certificate programs and decided not to pursue this issue at this time, but Council was willing to do so if problems arise in the future. The Graduate Council approved the process unanimously as submitted by the Curriculum Council.

**9. Minimum Credits for a PhD in Chemistry**

Doug Keszler (Chemistry) visited the Council on June 3, 2004 and presented background information and rationale for the request. The request states that the minimum number of regular non-blanket course work for a PhD in Chemistry at OSU be 27 credits rather than 36 credits. Following discussion the Council approved the request unanimously.

**10. Graduate Level Learning**

The Graduate Council spent a considerable amount of effort and time on issues related to graduate level learning. Discussion and action on Graduate Level Learning can be found in the minutes of the Graduate Council Meetings (Nov. 13, 2003; Dec. 11, 2003; Jan. 22, 2004; Feb. 12, 2004; Feb. 26, 2004; May 6, 2004; May 20, 2004).

Background Information and Action Taken Related to Slash Courses:

In Fall 2001, using the final report of the Task Force on Graduate Level Learning as a basis, the Graduate Council began to develop policies that would: 1) ensure a graduate level learning experience in every graduate course; 2) address expressed dissatisfaction with slash courses, and consider the needs/constraints of academic units; and 3) be responsive to recommendation #7 of the accreditation report. Following a campus-wide survey and two open forums (April 17 & 21, 2003) to discuss proposed policies, the Council took the following actions during 2002-03:

1. Revised the criteria for differentiation of the 500 component of slash courses to include specification of graduate level learning outcomes.
2. Established the "50% Rule"- Effective Fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand alone courses. The remaining credits may be the 500 component of 400/500 slash courses. Also, effective Fall 2005, the number of blanket-numbered credits allowed on a 45-credit MA or MS degree program will increase from 6 to 9. This policy directly responded to campus feedback heard in the open forums in 3 important ways:
  - a. Applied the 50% calculation to all credits on the program of study, as per accreditation standard 2.F.4 (footnote 1 below), instead of separating out capstone and other blanket numbered courses.
  - b. Delayed implementation for two years until fall, 2005.
  - c. Increased the number of blanket-numbered credits on master's programs from 6 to 9.

The Graduate Council met with and presented this policy to the Faculty Senate Executive Committee on March 2, 2004. The Executive Committee forwarded it for consideration to the Curriculum Council.

The Curriculum Council of the Faculty Senate reviewed and endorsed the policy on April 1, 2004.

Dean Sally Francis (Graduate School), Jack Drexler (Curriculum Council), and Lynda Ciuffetti (Graduate Council) met on April 27, 2004 with Dr. Pat Miltenberger, evaluator for the Northwest Association of Schools, Colleges and Universities. The 50% rule, criteria for graduate level learning, and the upcoming Faculty Senate process were discussed and Dr. Miltenberger met these with support.

Lynda Ciuffetti (Chair, Graduate Council) presented the revised criteria for differentiation of the 500 component of slash courses and the establishment of the "50% Rule" as a Discussion Item at the Faculty Senate on May 13, 2004.

At the Graduate Council Meeting on May 20, 2004 the Council addressed concerns voiced at the May 13, 2004 Faculty Senate meeting regarding the 50% Rule on Graduate Level Learning. In an effort to respond to faculty concerns with the implementation deadline, the Graduate Council approved the following: Departments or Programs that are unable to meet this policy for Graduate Programs beginning Fall 2005 may submit a Transition Plan that will address how the unit will move towards compliance with the policy.

The revised policy was presented as an Action Item at the June 10, 2004 Faculty Senate Meeting and approved by the Faculty Senate (motion #04-596-16).

#### Use of Upper Division Undergraduate Credits on Graduate Programs of Study

Included in the Task Force final report (June 12, 2001) on Graduate Level Learning was the recommendation that 6 to 12 credits of 4XX-level courses be permitted on a graduate program of study. For various reasons, the action to allow 4XX-level credits on programs of study was rescinded by the Council on February 14, 2002. On December 11, 2003 the Council revisited this recommendation and spent a considerable amount of time discussing this issue. On January 22, 2004 Council members presented responses from their constituents regarding the use of 4XX-level credits on programs of study. Because the Council felt that additional liaison was needed, the Council decided that a message and questionnaire would be drafted and opinions would be sought from graduate program coordinators and department administrators. In addition to the questionnaire, the Council felt it would be important to hold two Faculty Forums to get feedback and discussion on this policy. These were held on March 4, 2004. Following input from the faculty forums, responses to the questionnaire, and input from the Council members, the Council was split on their decision to implement this change. The Council decided to terminate further action on the allowance of 4XX-level credits on programs of study for this year.

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