

## **DRAFT Summary Meeting Minutes of the Chancellor's Council on Graduate Studies**

Ohio Department of Higher Education  
25 South Front Street  
7<sup>th</sup> Floor Main Conference Room #7-001  
Columbus, Ohio 43215

**July 22, 2016**

### **CALL TO ORDER:**

The meeting was called to order at approximately 9:30 a.m. by Chair Sal Sanders of Youngstown State University. The following universities were represented: University of Akron, Bowling Green State University, Cleveland State University, Miami University, Ohio State University, Ohio University, Shawnee State University, University of Toledo, Wright State University, and Youngstown State University. The representatives for Case Western Reserve University, Central State University, University of Cincinnati, University of Dayton, Kent State University, and Northeast Ohio Medical University were absent.

### **MINUTES:**

The minutes of the May 20, 2016 meeting were unanimously endorsed. The motion was put forward by University of Akron and it was seconded by Miami University.

### **RETREAT DISCUSSION:**

There was a brief discussion about the upcoming CCGS retreat before presentations began. Members recommended that guidelines revision be put on the retreat agenda. Members felt that revisions should be done on a more frequent basis (at least yearly) to avoid a massive overhaul that would be necessary if done less frequently. A special focus should be on revising the process for programs that want to operate online.

### **REQUEST FOR NEW DEGREE PROGRAMS:**

**Ohio State University Master of Arts in Bioethics:** Faculty from Ohio State University presented the Master of Arts in Bioethics degree program, an entirely online program. Following the presentation and a round of questions and answers, there was a motion to approve the proposal, and it was moved and seconded. CCGS members voted unanimously in favor of the program in a 10 "Yes," zero "No" vote. The representatives from Case Western Reserve University, Central State University, University of Cincinnati, University of Dayton, Kent State University, and Northeast Ohio Medical University were absent.

Associate Vice Chancellor, Dr. Stephanie McCann of the Chancellor's staff, will take the Ohio State University's Master of Arts in Bioethics program request to the Chancellor for final approval.

**Ohio State University Master of Arts in Film Studies:** Faculty from Ohio State University presented the Master of Arts in Film Studies degree program. Following the presentation and a round of questions and answers, there was a motion to approve the proposal, and it was moved and seconded. CCGS members voted unanimously in favor of the program in a ten “Yes,” zero “No” vote. The representatives from Case Western Reserve University, Central State University, University of Cincinnati, University of Dayton, Kent State University, and Northeast Ohio Medical University were absent.

Associate Vice Chancellor, Dr. Stephanie McCann of the Chancellor’s staff, will take Ohio State University’s Master of Arts in Film Studies program request to the Chancellor for final approval.

**University of Akron Master of Studies in Law:** Faculty from the University of Akron presented the Master of Studies in Law degree program. Following the presentation and a round of questions and answers, discussion ensued regarding the program’s lack of a capstone experience, which the CCGS Guidelines require. The wording in the guidelines is quite broad (“Integrated Learning Experience”) and members felt that a capstone experience could include a comprehensive exam or other experience that is incorporated directly into the coursework of the degree.

Wright State University put forward a motion to vote for contingent approval, and the motion was seconded by Bowling Green State University. CCGS members voted unanimously in favor of contingent approval of the program in a ten “Yes,” zero “No” vote. The representatives from Case Western Reserve University, Central State University, University of Cincinnati, University of Dayton, Kent State University, and Northeast Ohio Medical University were absent.

University of Akron must work a capstone experience into the program and then notify the CCGS chair. As soon as the Chair is notified of the inclusion of a capstone experience, Associate Vice Chancellor, Dr. Stephanie McCann of the Chancellor’s staff, will take University of Akron’s Master of Studies in Law program request to the Chancellor for final approval.

**University of Dayton Master of Professional Accountancy:** Faculty from University of Dayton presented the Master of Professional Accountancy degree program. Following the presentation and a round of questions and answers, there was a motion to approve the proposal, and it was moved and seconded. CCGS members voted unanimously in favor of the program in a ten “Yes,” zero “No” vote. The representatives from Case Western Reserve University, Central State University, University of Cincinnati, University of Dayton, Kent State University, and Northeast Ohio Medical University were absent.

Associate Vice Chancellor, Dr. Stephanie McCann of the Chancellor’s staff, will take University of Dayton’s Master of Professional Accountancy program request to the Chancellor for final approval.

## **LUNCHTIME DISCUSSION:**

### **Retreat**

Discussion continued regarding the CCGS retreat scheduled for October 27-28, 2016. Members felt that each section of the guidelines should be assigned to members before the retreat so that members can review each section in advance and identify areas where discussion or clarification is needed. Retreat has typically taken place every two years; members questioned whether meeting annually would be helpful, especially in terms of revising the guidelines. Members will finalize retreat topics at the September 23, 2016 CCGS meeting.

### **Program Duplication**

Members discussed the need for clarification surrounding program duplication, low enrollment, and competition. What is ODHE's philosophy on duplication and how does this fit into low enrollment?

### **HLC**

Members need to come up with a list of questions for HLC, and Chair Sanders will initiate the discussion with HLC.

### **CCGS as Advisory Board**

Members discussed whether CCGS could be utilized not only for program approval but also for broader discussion and feedback to the state on higher level issues in higher education. Members agreed the group could be used as an advisory board on issues related to higher education.

### **Guidelines**

Some members felt a final checklist should be included in the guidelines that highlights key elements programs must include (an executive summary or reminder list). It was pointed out that old programs must be in compliance with existing guidelines and this needs to be stated (or highlighted) in the guidelines.

## **INFORMATION ITEMS FOR ENDORSEMENT:**

### **REQUEST FOR ONLINE DELIVERY FORMAT:**

Case Western Reserve University request to offer the existing Master of Arts in Financial Integrity in an Online or Blended/Hybrid Delivery Format **\*Endorsed by CCGS on July 22, 2016**

Kent State University request to offer the existing Executive MBA in an Online or Blended/Hybrid Delivery Format **\*Endorsed by CCGS on July 22, 2016**

Kent State University request to offer the existing MBA in an Online or Blended/Hybrid Delivery Format **\*Endorsed by CCGS on July 22, 2016**

University of Cincinnati request to offer the existing Occupational Health Nursing MSN in an Online or Blended/Hybrid Delivery Format **\*Endorsed by CCGS on July 22, 2016**

**REQUEST FOR PROGRAM INACTIVATION:**

Miami University request to inactivate the Master of Population and Social Gerontology program  
**\*Endorsed by CCGS on July 22, 2016**

**REQUEST FOR SUSPENSION OF ADMISSIONS:**

University of Akron request for suspension of admissions to the existing MS in Geology – Geophysics  
**\*Endorsed by CCGS on July 22, 2016**

University of Akron request for suspension of admissions to the existing MS in Nutrition and Dietetics  
**\*Endorsed by CCGS on July 22, 2016**

University of Dayton request for suspension of admissions to the existing Master of Music Education  
**\*Endorsed by CCGS on July 22, 2016**

**CONFIRMATION OF ITEMS RECOMMENDED FOR APPROVAL VIA E-VOTE:**

Ohio State University request for new Master of Applied Economics (12 votes – all YES votes)  
**\*Confirmed by CCGS on July 22, 2016**

University of Akron request for new Master of Polymer Science and Polymer Engineering (12 votes – all YES votes) **\*Confirmed by CCGS on July 22, 2016**

**NEW BUSINESS:**

**Graduate Deans – Single Point of Contact**

CCGS Graduate Deans should be the single point of contact at their institution for all departments seeking to create new programs and process change requests. If someone contacts ODHE directly, they will be referred back to the graduate dean. ODHE will update the website to redirect all inquires back to the graduate deans.

**Reactivation Form**

The reactivation form was revised during the meeting. ODHE will make requested changes and upload the revised form to the CCGS google drive.

**Youngstown State MFA**

YSU's MFA received provisional approval at the May 20, 2016 meeting. They have received NASAD's preliminary approval. ODHE needs the second approval from NASAD (after students have gone through the program) before removing *provisional* from the approval designation.

**CALL FOR September 23, 2016 FORMAL PRESENTATIONS FOR NEW DEGREE REQUESTS**

Chair Sanders asked if there are requests for new degree presentations for the September 23, 2016 CCGS meeting. The following programs are requested for presentation:

- Wright State University – Master of Science in Organizational Studies
- Ohio University – MFA in Communications
- Bowling Green State University – CMA in European Studies

**ADJOURNMENT:**

With no other business at hand, the meeting was adjourned at 1pm.