

## MEMORANDUM

Date: May 13, 2020

To: Faculty Senate

From: Paul Loikith, Graduate Council Chair

Re: Report of the Graduate Council for the 2019-2020 Academic Year

Per the Faculty Governance Guide, the Graduate Council's charge is to:

- (1) Develop and recommend University policies and establish procedures and regulations for graduate studies, and adjudicate petitions regarding graduate regulations.
- (2) Recommend to the Faculty Senate or to its appropriate committees and to the Dean of Graduate Studies suitable policies and standards for graduate courses and programs.
- (3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.
- (4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing graduate programs and courses with regard to quality and emphasis. Suggest needed graduate program and course changes to the various divisions and departments.
- (5) Advise the Senate concerning credit values of graduate courses.
- (6) Act in liaison with appropriate committees.
- (7) Report at least once a year to the Senate, including a list of programs and courses reviewed and approved.

The Graduate Council has been composed of the following members during the past year:

Member	Years Served	College / School
Andrew Black	2019-20	MECES
Amy Donaldson	2018-20	CLAS-SS
John Eckroth	2018-20	SB
Emily Ford	2019-20	LIB
Rachael Godlove	2017-20	SPH
G.L.A. Harris	2019-20	CUPA
Ericka Kimball	2017-20	SSW
Paul Loikith - Chair	2016-20	CLAS-SS
Christina Luther	2019-20	AO
John Nimmo	2019-20	COE
Sarah Read	2019-20	CLAS-AL
Lynn Santelmann	2017-20	CLAS-AL
Linnea Spitzer	2017-20	OI
Wayne Wakeland	2019-20	CLAS-SCI
Madeline Frisk	2019-20	student
D.J. Garcia-Dwyer	2019-20	student

We would also like to acknowledge the ongoing assistance provided by the Council's consultants from the Graduate School and from the Office of Academic Affairs: Rossitza Wooster, Andreen Morris, Courtney Ann Hanson, Beth Holmes, and Roxanne Treece.

The Graduate Council has met approximately twice per month during the academic year to address graduate policy issues, and to review proposals for new graduate programs, program changes, new courses, and course changes. Teams of Council members have also read and recommended on the disposition of graduate petitions.

### **I. Graduate Policy and Procedures**

During this academic year the Graduate Council has considered a significant number of proposals, policies and issues that relate to graduate education on campus.

- In order to achieve compliance with the requirements set by the Northwest Commission on Colleges and Universities, PSU must publicly provide student learning outcomes for all graduate programs. However, there are some programs in the College of Liberal Arts and Sciences that are defunct in that they no longer have faculty associated with them, nor are they part of an academic department. If the defunct programs are to remain in existence, someone would have to provide student learning outcomes for these programs. Therefore, it would be more beneficial to have the programs officially eliminated. However, without associated faculty or departments, there is no body to submit a program elimination proposal. The Graduate Council decided that it would review and vote on program elimination proposals for such defunct programs if they were submitted by the appropriate college curriculum committee to alleviate this issue.
- Following a discussion from last year, the concept of forming a Graduate Faculty was introduced to the Council by Dean Wooster. The Council discussed the idea and shared some thoughts and concerns. Concerns included the need for consideration of flexible criteria when determining who would be included in the Graduate Faculty across different disciplines as well as the potential for the Graduate Faculty to overlap with the responsibilities of the Graduate Council. While it was moved to recommend that the Graduate School begin to formally explore developing a Graduate Faculty, the motion was not voted on and no further discussion was held on the subject during the 2019-2020 academic year.
- Despite recent clarification on the two required entries regarding diversity, equity, and inclusion for new course and program proposals, the Graduate Council members agreed that some proposals continue to make it to the Council for review without adequate responses to these entries. The Graduate Council agreed that further vetting of proposal responses to these entries by the college curriculum committees would expedite the review process and improve the quality of the proposals, as well as student success. To facilitate this, the Graduate Council has coordinated with the Undergraduate Curriculum Committee to draft a memo to provide guidance and motivation for departmental and college curriculum committees to thoroughly review proposal entries for the diversity, equity, and inclusion proposal questions. This effort aligns with the new Faculty Senate resolution on diversity, equity, and inclusion and it was broadly agreed upon by the Council members that this is a place where the Graduate Council can contribute to the positive change that is emphasized as needed in the Faculty Senate resolution. The materials and coordination with the UCC are still ongoing, however it is anticipated that guidance materials regarding this matter will be completed and shared with curriculum committee's college-wide shortly.
- The Graduate Council has contributed to an effort, led by the Educational Policy Committee, to better define the role of faculty governance in the elimination of programs process. This issue came to the Council's attention from the EPC. The initial motivation stemmed from the specific case of the impending defacto elimination of the Systems Science program due to CLAS's plan to not replace the upcoming retirements of the program's two faculty members. The driving question this discussion and following effort aimed to address is: In the case of a

defacto program elimination due to budgetary decisions, what is the appropriate role of faculty governance? Working with the EPC, the Graduate Council contributed to a revised set of guidelines, clarifying the process to program elimination, and identifying the role of faculty governance and administration in this process. Efforts are currently ongoing, led by the EPC, to bring these guidelines to Faculty Senate and the Graduate Council chair and some volunteer members continue to advise and offer support and guidance to this effort from the perspective of elimination of graduate programs whether initiated by academic units, the Dean's office, as a result of budget reductions rendering a program defunct, or from other sources.

- Following the closure of Concordia University, the Graduate Council took up the issue of transfer students from closed regional universities. The Graduate School asked the Graduate Council to formalize allowances on transfer credits for students impacted by the previous closure of Marylhurst University. The allowances are: 1) Master's students can transfer excess credits without the need for a graduate petition but will be required to complete one full-time term (at a minimum of 9 credits) at PSU and apply those full-time credits to their degree. Department are welcome to be more restrictive if they choose. 2) This allowance is extended to other colleges and universities that are accredited by NWCCU that close with little notice. This way a separate set of allowances does not need to be voted on for each instance. 3) The School of Public Health is excluded as students do not register at PSU for these courses and OHSU would need to set their own set of allowances. These allowances were approved by the Graduate Council.

The following additional allowances for PhD students were approved: 1) PhD students that had already passed their proposal defense prior to transferring to PSU would need to form a dissertation committee at PSU via a GO-16D form. Once the committee is approved, the student and committee would need to meet for a post-proposal assessment in order for the student to bring their committee up to speed on their progress. 2) PhD students must be advanced at PSU to candidacy via the GO-23 form after either a post-proposal assessment as outlined in (1) or a proposal defense. 3) PhD students must complete the PSU requirement of 27 credits of 603 Dissertation for a PhD or 18 credits of 603 Dissertation for an EdD. A graduate petition would be required if a student would like to request a reduction in these credits due to being close to completion. 4) As for Master's students, the School of Public Health is excluded from these PSU Graduate Council approved set of allowances.

- OHSU does not have omnibus registration like PSU does and as a result courses that are shared with the School of Public Health sometimes have omnibus numbers at PSU, but discrete course numbers at OHSU. These courses would not go through Graduate Council review, but *would* go through OHSU curriculum review. To address this discrepancy, the Graduate Council was willing to forego review of such courses with the caveat that if Andreen Morris runs into challenges regarding any particular course that she will bring the issue to Council.
- The Graduate Council approved changes to the OCMS forms as presented by Andreen Morris. The changes improve the flow of the forms and make the process more intuitive.
- The Graduate Council approved an end to the prohibition on sharing courses between graduate certificates. The previous policy, which did not allow sharing of courses between graduate certificates, was set by OUS in 1998. The motivation for this change came from the identification that there may be some students who are within six credits of receiving a graduate certificate and will be notified as such, but may find out after this notification that they are indeed further than six credits due to the restriction on sharing courses. While this possibility exists and the new policy would address this restriction, the Graduate School

found very few current scenarios where students would run into course sharing restrictions so it is not expected to be common. The revised policy would further require the Graduate School to screen all new graduate certificate proposals for potential overlap with existing certificates and the Graduate Council will be notified of the overlap for proposal review.

- It was recognized in spring 2019 that a substantial number of OHSU courses that were approved as part of the joint PSU-OSHU School of Public Health had never received formal PSU Graduate Council review and were not approved formally by PSU Faculty Senate. In 2019, the Graduate Council decided to review all such courses for overlap issues and seek Faculty Senate approval. A bulk of these retroactive approvals were accomplished in 2019, however a number of courses remained going into the 2019-2020 academic year. This year, the Graduate Council approved the remaining courses and associated graduate programs. All remaining retroactive courses were also approved by Faculty Senate. More detailed background on this issue can be found in last year’s GC Annual Report.

## **II. New Programs and Program Changes**

Tables 1 and 2 summarize the proposals for new programs and program changes recommended for approval by the Council and subsequently approved by the Faculty Senate (except where noted). Many of these proposals were returned to the proposing unit for modifications during the review process. Proposals that are still under review are noted later in this report.

**Table 1. New Programs**

<b>Program</b>	<b>Unit</b>
MS in Emergency Management and Community Resilience	CUPA
Graduate Certificate in Emergency Management and Community Resilience	CUPA
MS in Applied Data Science for Business	SB
Graduate Certificate in Music Performance	COTA

**Table 2. Program Changes**

<b>Program</b>	<b>Change</b>	<b>Unit</b>
Graduate Certificate in Biostatistics	Revise core, reduce core, elective and total credits	SPH
MA/MS in Speech and Hearing Sciences	Minor revision to core requirements	CLAS
MA/MS in Economics	Revise/increase core requirements and decrease electives	CUPA
PhD in Health Systems and Policy	Slight revisions to core requirements, total credits from 104 to 103	SPH
PhD in Community Health	Revise health and methods core	SPH
MA/MS Counselor Education	Remove requirement from specialization, increase electives	COE
MA in English	Remove tracks, add oral field exam and optional extended essay	CLAS

**Table 2** continued

<b>Program</b>	<b>Change</b>	<b>Unit</b>
MA/MS in Mathematics	Create two options for completing requirements	CLAS
MA in History	Create thesis and exam tracks, minor revisions to Public History and World History concentrations	CLAS
MPH in Environmental Systems and Human Health	Slight change to two requirements	SPH
MPH in Epidemiology	Slight change to two requirements	SPH
MPH in Health Promotion	Slight change to two requirements	SPH
MPH in Biostatistics	Slight change to two requirements	SPH
MPH in Health Management and Policy	Slight change to two requirements	SPH
PhD in Health Systems and Policy	Replace old course requirement with new course requirement	SPH
MS in Mechanical Engineering	Remove graduate-level math requirement	MCECS
MA/MS in Political Science	Drop the MA option, revise course requirements	CUPA
MA/MS in Sociology	Create a non-thesis option	CLAS
MA/MS in Anthropology (pending June FS)	Add new track, reduce credit totals of existing tracks	CLAS

### **III. Course Proposals**

Table 3 summarizes information on the new course and course change proposals submitted by the various units. Through late April, a total of 42 new course proposals were reviewed and recommended to the Senate for approval, along with 59 proposals for changes to existing courses. Many course proposals were returned to the proposing unit for modifications as part of the review process, most of which in turn were received back and processed during the year.

**Table 3.** Proposals by College and School

<b>Unit</b>	<b>New Courses</b>	<b>Course Changes</b>
CLAS	5	20
COE	3	8
SB	5	0
COTA	5	2
SSW	0	2
MCECS	2	4
CUPA	13	5
SPH	9	18

## IV. Petitions

Teams of three Council members reviewed 67 petitions for exceptions to PSU policies pertaining to graduate studies and issued decisions. The distribution of these petitions among the various categories is presented in Table 4. Due to the exceptional circumstances of the closure of all in-person activities during the COVID-19 pandemic, Graduate Council chair Paul Loikith was the sole reviewer of petitions reviewed after March 11.

**Table 4.** Petition Decisions, May 2019 through April 2020

Code	Petition Category	Total	Approved	Denied	% Total Petitions	% Approved
<b>A</b>	<b>INCOMPLETES</b>					
A1	Waive one-year deadline for Incompletes	9†	9	0	12.3	100
<b>B</b>	<b>SEVEN YEAR LIMIT ON COURSEWORK</b>					
B1	Waive seven-year limit on coursework	12†	10	2	16.4	83
<b>D</b>	<b>DISQUALIFICATION</b>					
D2	Extend probation	4	3	1	5.4	75
D3	Readmission one year after disqualification	1	1	0	1.3	100
<b>F</b>	<b>TRANSFER CREDITS</b>					
F1	Accept more transfer or pre-admission credit than allowed	5†	5	0	6.8	100
F3	Accept reserved credits not within last 45 credits of bachelor's degree	1	1	0	1.3	100
F4	Accept non-graded transfer or pre-admission credits	3†	3	0	4.1	100
F5	Accept miscellaneous transfer credits	3†	3	0	4.1	100
F8	Waive bachelors+masters limits	2†	2	0	2.7	100
<b>H</b>	<b>REGISTRATION PROBLEMS</b>					
H3	Retroactive drop/withdrawal	1†	1	0	1.3	100
<b>J</b>	<b>PhD &amp; DISSERTATION PROBLEMS</b>					
J4	Extend 5 years from admission to comps	6	5	1	8.2	83
J5	Extend 3 years from comps to advancement	15	15	0	20.5	100
J6	Extend 5 years from advancement to graduation	7†	7	0	9.5	100
J7	Waive residency requirement	1	1	0	1.3	100
J8	Waive continuous enrollment	1†	1	0	1.3	100
	<b>UNIVERSITY LIMITS ON COURSE TYPES</b>					
K1	Waive limit on 501 & 505 credits	2	2	0	2.7	100
	<b>TOTAL</b>	<b>73</b>	<b>69</b>	<b>4</b>		<b>95</b>

† indicates more than one request category on a single petition; total reflects 73 decisions on 67 petitions

Over forty percent of all graduate petitions were for doctoral time limit issues. Since these policies have become fully implemented, a high volume of petitions for these issues has become the new normal. The Council hopes that doctoral programs will increase efforts to mentor their students through the degree process in a timely fashion.

Excluding doctoral time limit petitions, the total number of petitions is consistent with last year, which was a decrease from previous years. The Council interprets this as a sign of careful graduate advising in the respective academic units as well as close scrutiny of petitions by departments before they are forwarded to Graduate Council.

**Table 5.** Historical Overview: Petitions, Approvals, and Degrees

Academic Year	Total Petitions	Percent Approved	Grad Degrees Awarded	Approved Petitions, Percent of Degrees
2019-20	67	95%	[n.a.]	[n.a.]
2018-19	62	94%	1709	3.6
2017-18	81	90%	1756	4.6
2016-17	93	92%	1673	5.5
2015-16	108	95%	1546	6.7
2014-15	97	97%	1677	5.8
2013-14	106	95%	1627	6.5
2012-13	69	90%	1820	3.7
2011-12	56	91%	1642	3.4
2010-11	43	93%	1812	2.0
2009-10	50	100%	1674	3.0
2008-09	51	80%	1645	2.5
2007-08	54	71%	1550	2.5
2006-07	75	69%	1675	3.1
2005-06	86	71%	1494	4.1
2004-05	71	72%	1565	3.3
2002-03	56	93%	1331	3.9
2001-02	78	81%	1218	5.2
2000-01	79	78%	1217	5.1
1999-00	102	92%	1119	8.4

**V. Program Proposals in Progress**

- Graduate Certificate in Collaborative Governance
- MPH in Public Health Practice
- Graduate Certificate in Engineering Geology
- Graduate Certificate in Environmental Geology
- Graduate Certificate in Hydrogeology

**VI. Future Graduate Policy**

- The Graduate Council will continue to facilitate successful and thoughtful responses to the entries on diversity, equity, and inclusion in new course and program proposals. The memo and other educational and informative materials being prepared by the Graduate Council and the UCC will be disseminated soon, but the Council anticipates having to continue to pay careful attention to this issue.