The University of Akron
Minutes of the Graduate Faculty
April 18, 2007

Dr. George Newkome called the meeting to order at 3:06 p.m.

Present: Aigbe Akhigbe, Heather Blake, NJ Brown, Michael D'Amico, Roger Durbin, Marlene Huff, Therese Lueck, Mark Tausig, and David Witt

Absent with Notice: Lonnie Lowery, Mary Jo MacCracken, Renee Mudrey, Harvey Sterns, and Kathleen Tusaie,

1. Dr. Michael D'Amico moved to approve the minutes of the 2006 Graduate Faculty meeting. Dr. David Witt seconded the motion; the minutes were approved.

2. Reports

    Dr. Michael D'Amico, Vice Chair of Graduate Council, shared his report from the Graduate Council. A copy of the report is attached.

    Dr. Roger Durbin, Associate Dean of University Libraries, provided a report to those graduate faculty members present. An outline of his report is attached.

    ➢ Paperless inter-library loan and local document delivery services has really shortened turn-around time – faculty and graduate students are heaviest users of this mechanism
    ➢ Nathional Endowment for the Humanities (NEH) grant awarded in the amount of $5,000
    ➢ University Libraries has made a budget request to cover the increasing costs of serial subscriptions
    ➢ Library fee assessed to undergraduate and graduate students supports new research collections. New research collections include Art Store, 19th Century Newspapers, and American History and Culture Online

    Mr. Jim Sage, Vice President for Information Technology Services, was unable to attend. A report on his behalf was provided by Michael Giannone. A copy of that report is attached.

    There was no report provided for the Graduate Student Government.

    Dr. Mark Tausig, Associate Dean of the Graduate School, provided a report to the graduate faculty.

    ➢ Dr. Mark Tausig, Associate Dean of the Graduate School, said that the transition to the Apply Yourself online application system is now complete
    ➢ Full- and part-time graduate enrollment is up

- ➢ Graduate School has produced a new brochure that will be used for recruitment at local graduate fairs
- ➢ There are currently 83 Industrial/Community assistantships across campus. Graduate School would like to increase this number by securing long-term commitments from local industries and agencies.
- ➢ Graduate Assistantship budget will not be determined until the Board of Trustees approved the 07-08 budget. Departments were told that they could plan on 80% to 90% of their last year's assistantship budget. An increase of 5% was requested for graduate assistantships.
- ➢ Graduate program reviews have been completed for the first 14 programs, five of them doctoral programs, and final reports have been submitted to the Provost. Eight programs will be reviewed next academic year. At the end of four years all graduate programs will have been reviewed.
- ➢ Twelve doctoral programs were evaluated as part of the National Research Council Assessment of Doctoral programs. This is done every ten years. Such assessment creates benchmarks and ranks programs. Data will be shared when it becomes available.
- ➢ Conference on Undergraduate and Graduate Student Research (CUGSR) held on February 14 this year. This is the third year for the conference, and it seems to be growing each year.
- ➢ Graduate School is considering the Responsible Conduct of Research, an initiative proposed by the Council of Graduate Schools designed to enhance the training of graduate students in the ethics of research. Must consider how this should be implemented at UA. This will be something that will be undertaken in the coming year.

3. Action Items Referred from Graduate Council

There were no action items referred from Graduate Council.

4. Old Business

There was no old business for discussion.

5. New Business

There was no new business for discussion.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Heather A. Blake
Graduate School

Report of the Vice Chair

2007 Graduate Faculty Meeting
Wednesday, April 18, 2007

Since the beginning of the academic year, the Graduate Council has had seven meetings.

- The Curriculum Committee, chaired by Dr. Terry Hallett, has reviewed, approved, and recommended 148 curriculum proposals to Graduate Council so far this year. Graduate Council approved all 148 proposals as recommended by the Committee.

- The Graduate Faculty Membership Committee, chaired by Dr. Hillary Nunn has reviewed, approved, and recommended 64 applications for graduate faculty membership to Graduate Council so far this year. Graduate Council approved all 64 applications as recommended by the Committee.

- The Student Policy Committee, chaired by Dr. Brian Bagatto, worked on the development of a policy statement for student delay of publication of a thesis or dissertation, revision of the English Language Proficiency Requirements for international graduate students, and a policy statement to be included in the *Guidelines for Preparing a Thesis or Dissertation* that pertains to the use of copyrighted material in a thesis or dissertation..

    Graduate Council approved the policy for Delay of Electronic Publication of a Thesis or Dissertation.

    Graduate Council approved revision of the English Language Proficiency Requirements for international graduate students which will allow students to demonstrate English language proficiency through submission of documentation from an institution outside the United States certifying that all administrative functions and instruction are conducted in English. Also, this revision eliminates the Michigan English Language Assessment Battery (MELAB) an option to demonstrate English proficiency.

    Graduate Council approved the policy statement for the *Guidelines for Preparing a Thesis or Dissertation* which clarifies appropriate use of copyrighted material in a thesis or dissertation.

- Upon the recommendation from the University Library Graduate Council approved reinstatement of the requirement that all doctoral students submit a copy of their dissertation to UMI.

During the 2006-2007 academic year, as Vice Chair of the Graduate Council, I chaired two meetings in the absence of Dr. Newkome. My report is simply this, over the course of the year everything went splendidly. Dr. Tausig's encyclopedic knowledge of the workings of the Graduate School and familiarity with what is being done in other universities is both impressive and most useful. Dr. Newkome's chairing of the Council was most respectful and perceptive. Though I did miss one meeting due to impossibility of parking I must say that things could not have gone better during the year. I was very impressed with the work of the three Council committees. Their thoroughness and excellent reports kept matters on track and moving along. Lastly, the presence of Ms Heather Blake is, as all know, invaluable.

Respectfully submitted,

Dr. Michael D'Amico, Professor
College of Business Administration
Vice Chair, Graduate Council

University Libraries
Report to the Graduate Faculty
April 18, 2007

I.   Paperless ILL and local document delivery services

II.   NEH preservation assessment and planning grant

III.   New materials funds to sustain holdings in FY 07

IV.   Return on investment for local and OhioLINK journals and database

V.   New research collections

The University of Akron

Information Technology Services

Report to the Graduate School
April 2007

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Information Technology Services

April 18, 2007

On behalf of Jim Sage, VP & CIO, this is a brief look into the activities initiated or completed by Information Technology Services.

If you have questions about this report, please feel free to contact:
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The University's Public-facing Web Site – UAKRON.edu

ITS is working with Dotmarketing to complete the information assessment of the website, www.uakron.edu. The internal assessment, planning and documentation phase of the website review has begun. The assessment team is now meeting with the University's key audiences to understand strategic objectives and how those audiences use our website. Dotmarketing (www.dotmarketing.com) is also meeting with colleges and departments to better assess their content to ensure that our target audience gets to the desired content in as few clicks as possible.

Intranet

University communication and ITS meetings with faculty and staff stakeholders have revealed that these groups are interested in expanding the available tools for communication with students and with each other. Ideas under investigation include:
- Web logging software (blogs)
- Electronic newsletters
- Instant messaging

Podcasting

The University of Akron branded site on Apple's iTunesU server is in development. ITS hopes to have the site ready by the end of this semester so it can be used for summer classes.

Faculty Laptop Refresh

Plans are underway for the laptop refresh program. A committee comprised of faculty, staff, and IT personnel is reviewing technical issues, considering computer specifications for Tablets, PCs and Macs, and developing a distribution plan.

As plans are finalized and a timeline is developed, information will be communicated to campus and posted on the laptop website at http://www.uakron.edu/its/laptop.php. This site will be updated as new information is available.

Wireless access using Vista OS

Upgrades to the wireless next work now may it possible for students running Microsoft Vista to log onto our wireless network. Information about how to log onto the wireless network using Vista is available at https://support.uakron.edu/wiki/index.php/Vista_Wireless_Config.

Learning Management

The process for selecting a new Learning Management System (LMS) to replace WebCT is underway. IT's Design & Development Services is evaluating different LMSs to see what will best meet the University's needs. The selection process is soliciting opinions and guidance from all members of the University community impacted by a new LMS. The new software is expected to provide tools for faculty to efficiently manage course content, instructional delivery, and interaction with students.

Student Portal

The student portal, ZipLine, underwent an upgrade improves the ability to supply students with improved services. This change allows the University to consider services from third parties as well as the ability to create and deliver services that combine information and functionality from diverse sources on campus. Although initially transparent to users, the technology upgrade will allow new features to be delivered to the campus in successive projects.

Web Site – online directory

The Online campus directory, which gives visitors the ability to look up faculty and staff, underwent an upgrade in design and functionality. The ability to find people based on their department or building has been added. Results of an inquiry now contain more information, are up to the minute, and easier to read.

Security: Access to UA's Network

Pilots of Cisco's and Mirage's Network Access Control products have been completed. Review of Bradford Network's solution is in progress. Upon completion of the final pilot a recommendation of the preferred solution will be drafted for approval.

Security: Pointsec Encryption

Security and protection of sensitive information is more critical today than ever before. As a proactive step in securing sensitive data, The University of Akron deployed Whole Hard Disk Encryption software to faculty and staff laptops this semester. Encryption software will protect all data on the laptop if it is stolen or lost. Encryption software is another layer in The University of Akron overall security plan. Encryption is the process of using advanced algorithms to convert data to a form that is indistinguishable from random data without the key.

Admissions: Nolij

The Nolij product is now being used to upload the backlog of applications from the law school application process.