

**Approved Minutes
Graduate Council
September 21, 2007
303C DEV**

Faculty Members Present: R. Adams, L. Blose, C. Coviak, C. Grapczynski, L. Konecki, V. Long, M. Luttenton, D. Ross, R. Smith, M. Staves, R. Wilson

Absent: S. IsHak

Elected Student Representatives Present: K. Wildeboer

Absent: R. Rogers

Administrative Ex-Officio Present: C. Bajema, B. Cole, I. Fountain, T. James-Heer, P. Kimboko, J. Montag

Absent: S. Lipnicki, W. Widmaier

Ex-Officio Students Present: G. Baraza, Meredith Care

I. Call to Order

M. Luttenton called the meeting to order at 9:07 AM.

II. Approval of Agenda

Action: C. Grapczynski moved to approve the agenda. L. Blose seconded. Agenda approved.

III. Approval of Minutes

Action: L. Konecki moved to approve the Graduate Council minutes of September 7, 2007 with corrections. R. Smith seconded. Minutes approved.

IV. Report of the Chair

M. Luttenton discussed a memo from the Provost to UAS that she has approved the graduate certificate program and wants it implemented immediately.

The Faculty Teaching and Learning Center has requested that a GC representative serve on the Outstanding Teaching Award Committee. M. Luttenton will get more information on the position prior to appointing a volunteer to serve.

Jerry Montag, the Registrar, was introduced. The 2007-08 catalog was distributed.

V. Report of the Dean

Graduate Marketing Plan

The graduate marketing plan was positively received by Matt McLogan and Rhonda Lubberts. Institutional Marketing will work with the Graduate Studies office and may assist with expenses. GC members were asked to provide brief statements about student successes in their programs, either as students or in their careers.

Enrollment Management, Planning and Assessment Committee

P. Kimboko's meeting with the President Haas was positive with regard to the Business Plan. However, the President does not want a separate Graduate College. P. Kimboko

was asked to serve on the Enrollment Management Committee to add a voice for graduate priorities. Chick Blue is the chair.

The GC discussed the 'reach' that GVSU graduate programs have. Programs are now serving more than the original three-county area. Programs such as Nursing and Health Professions reach beyond that and go where there is a need.

Graduate Student Summit

Eastern Michigan University is hosting the Michigan Graduate Student Summit on Saturday, September 29. Frank Foster, Student Senate President, is scheduled to speak on behalf of graduate students. K. Wildeboer, R. Rogers, and G. Baraza plan to attend.

The Michigan Council of Graduate Deans is meeting at the same time. P. Kimboko is developing an Institutional Profile for the meeting.

Grad Director Orientation.

A New Graduate Directors Orientation will be held today to help with understanding some of the roles they will have and how the Graduate Studies Office can assist. C. Bajema will assist with the presentation. The GC may want to consider developing a standard set of expectations for Grad Directors.

N. Giardina reported that a committee has reviewed non-traditional undergraduate student advising. They are now looking at graduate student advising

Graduate Strategic Plan

The GC was asked to review the Graduate Strategic Plan so it can be updated and ensure that it is tied to the Business Plan, to include tactics and strategies, and timelines and completion dates, and who is responsible for each. The Graduate Strategic Plan is available on the Grad Council BlackBoard site and in the binders GC received at the first meeting.

The GC discussed various colleges' strategic plans. Some will have separate sections that address graduate vs. undergraduate issues. It is possible to develop some uniform language that units can use, with regard to graduate education.

NCA Documents

The GC was asked to thoroughly review the draft NCA Report when it is available to ensure that graduate education is properly and fully represented. The draft will be posted in November.

Assessment

GSGA/R & D and the Autism Education Center have been added to assessment calendar. This unit had been excluded in prior assessment rounds.

VI. Report of the Curriculum Subcommittee

Approval of the last GC-CC minutes was tabled so that the subcommittee can review the minutes at today's subcommittee meeting. The GC-CC will discuss Accounting proposals and will look at their upcoming workload at the next meeting.

P. Kimboko suggested that the GC-CC review learning outcomes as there are none mentioned in the program accreditation. The subcommittee may review those at its October 5 meeting.

The GC discussed various curriculum issues, such as removing prerequisite requirements in certain courses, and course changes as separate from simple language changes.

N. Giardina reported that all curriculum submissions that reached the Provost level have now gone to the Registrar. Changes to the catalog with regard to courses that no longer require prerequisites will be in the SS 2008 catalog.

VII. Report of the Policy Subcommittee

The GC-PC had no report. They will meet after today's GC and will break into smaller groups to address several issues.

VIII. Report of GPSA

GPSA is holding a general assembly meeting in the UClub today, Sept. 21, at 5 PM. The newsletter will be available at the event.

GPSA will participate in an intercultural festival that will be held this academic year.

No decision has been made yet on GPSA having its own web site.

Officers would like to plan a community service project and are seeking ideas from grad students.

Students are concerned about the lack of a computer lab in Eberhard Center. COE has requested to have one as well. P. Kimboko suggested inviting Jayne Disette to a meeting.

N. Giardina suggested that, with budget requests underway, a request should be made for a lab that could be supported by the programs in EC. Space needs, cost, and so on would need to be assessed.

IX. New Business

Banner

The GC discussed Banner issues. GC members are concerned about Banner in relation to graduate students and programs.

J. Montag reported that there are a number of issues his office will address, such as prerequisites and co-requisites. Faculty are now able to report grades directly into the system, beginning with this semester's midterm grades.

Training is available to the campus community. Departments may hold training sessions for their own faculty and staff or attend training sessions currently scheduled.

GC members are to let M. Luttenton know who they would like to have invited to GC meetings. The Provost will be invited to GC but no date has been set yet.

Graduate Dean Citations and Other Awards

P. Kimboko reminded GC to let her know of any possible nominations for Graduate Dean Citations. The Graduate Student Celebration will be held on November 30, 2007.

Per N. Giardina, There is a new outstanding advising award for which there is a monetary award. N. Giardina will distribute the nominating criteria to the GC.

A faculty event will be held in early February to recognize faculty accomplishments.

P. Kimboko would like all graduate student awards to be moved to the Graduate Student Celebration. The Student Scholarship event is getting too big to be manageable.

Grad Student Financial Aid

P. Kimboko noted that with the exception of international students, there is no financial support for graduate students other than tuition assistance for graduate assistantships.

P. Kimboko met with University Development in the past but seeking donors for graduate student scholarships was not a priority at that time. The Enrollment Management Committee will be discussing the matter. L. Konecki suggested placing an emphasis on graduate student financial aid in the Graduate Strategic Plan.

XI. Old Business

Faculty Load

C. Grapczynski opened a discussion on faculty load and resources with regard to teaching graduate courses.

The university does not have a policy on the 'weight' of graduate courses vs. undergrad, but individual colleges may have their own policy. Colleges could be surveyed to see if there is consensus in some areas. Another issue that affects workload is the cancellation of classes for low enrollment.

Faculty workload could be reduced by having clerical or professional staff available to handle the administrative duties of running graduate programs so that faculty can focus on their area of expertise.

Other related concerns include hiring adjuncts to fill positions, programs getting approved without adequate funding for faculty to teach, faculty advisors and the credit ratio for faculty who do more than teach classes. P. Kimboko suggested that the Enrollment Management Committee can address some of these items.

XII. Adjournment

Action: C. Coviak moved to adjourn. GC adjourned at 11:02 AM.

Minutes approved at Graduate Council meeting of October 5, 2007.