

**Approved Minutes
Graduate Council
Meeting
January 19, 2007**

Faculty Members Present: D. Armstrong, S. Berlin, L. Blose, D. Cannon, C. Coviak, C. Grapczynski, M. Luttenton, D. Ross, M. Staves, R. Wilson

Absent: P. Parker, J. Ray

Elected Student Representatives Present: R. Rogers, K. Wildeboer

Ex-Officio Student Representatives Present: K. Drake, N. Farr

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

Absent: S. Lipnicki, W. Widmaier

I. Call to Order

D. Cannon called the meeting to order at 9:44 AM. New GC members Dorothy Armstrong (COE), Larry Blose (SCB), and Kristine Wildeboer (student rep) were introduced.

II. Approval of Agenda

Action: D. Cannon requested motion to approve the agenda. Motion passed.

III. Approval of Minutes

Discussion: The December 8, 2006 minutes are unavailable due to a technological problem.

Action: C. Coviak motioned to table approval of the December 8, 2006 GC minutes. C. Grapczynski seconded.

C. Coviak requested corrections to the November 17, 2006 GC minutes.

IV. Report of the Chair

D. Cannon would like a draft of the white paper on graduate education to be complete by the next GC meeting. This white paper will identify systemic issues and problems. P. Kimboko is working on a report on graduate education as well.

V. Report of the Dean

Graduate Enrollment

P. Kimboko reported that W07 enrollment is at 3,867, F06 was 3,717, and W06 was 3,781. The W07 enrollment is the highest ever for graduate students.

New Registrar

She met with the new Registrar, Jerry Montag. He is an ex-officio member of the GC, and has worked with fully developed graduate policies and offices at his previous

institutions. He agreed to work with GC and the Grad Studies Office on policy and system changes.

Acalog

P Kimboko reviewed the online catalog, Acalog. It has a seven page long section on Graduate Academic Policies and Procedures. She noted that it is difficult to find specific policies.

It was noted that undergrad program degree audits are linked to a template, but nothing like this currently exists for graduate programs. A function may be added later to allow online guidance on degree progress. N. Giardina will look into this issue.

Report on Graduate Education

P. Kimboko will submit the report table of contents to the president for his review. The entire report is now 100 pages, and includes department program descriptions. The GC will have an opportunity to review and make suggestions before it is presented to the president.

Graduate Assistantships

In the 2006-7 academic year, there are 121 full time and 53 half time graduate assistantships in Academic Affairs. 109.5 were based funded, 9 grant-funded, and 27 department funded, for a total of 174 graduate assistants. In addition there are five GA positions in other divisions, for a total of 179 this year.

Research Integrity

P. Kimboko referred to an article in the US Office of Research Integrity Newsletter, citing a study published in the *Academy of Management Learning and Education*. It discussed a high percentage of graduate students who admitted to cheating at least once in the previous year.

International Grad Student Tuition

P. Kimboko opened a discussion on the full tuition scholarships being offered by the Admissions office for international graduate students. Students receiving the scholarships were required to maintain a 2.8 GPA. However, graduate student policies require graduate students to maintain a 3.0; therefore, students under this scholarship program would be placed on academic probation and subsequently dismissed if they were to follow the scholarship requirements.

GC members discussed evaluation of graduate level foreign credentials. Students are being accepted to GVSU without the admitting department having knowledge of how the foreign grading systems work. GVSU has one person handling recruiting, evaluation, and assessment, which places considerable accountability on one person. GC members would like to have a discussion with Admissions and the Padnos Intl. Center to improve accuracy and the flow of information.

P. Kimboko noted that the scholarships are for one year only, thus the students may not have the support to complete their degree. Students then seek graduate assistantships and other types of support that are not available. N. Giardina and T. James-Heer will follow up on these issues on behalf of the GC.

VI. Report of the Curriculum Subcommittee

C. Coviak reported that the GC-CC is working on a white paper for curriculum. Graduate level expectations, syllabus of record, how to put rigor in the proposal are areas of concerns. The document can be viewed on the GC Blackboard site.

Some action items coming forward to GC-CC are a computer science program proposal and KCON program change.

D. Cannon clarified that the GC-CC white paper will cover ways to evaluate curriculum, graduate standards and expectations. The GC white paper covers university wide issues.

VII. Report of the Policy Subcommittee

M. Luttenton reported that the GC-PC met in December, and discussed changes to the graduate assistantship policy. The GC-PC meets today after the GC meeting. The subcommittee will address the thesis guidelines this semester as well. M. Luttenton attended the ECS meeting on Dec. 12, 2006 because the certificate policy was on the agenda, but it was tabled.

The certificate policy is on today's ECS agenda. D. Cannon and M. Luttenton will attend.

VIII. Report of GPSA

R. Rogers reported that 12 students attended the last GPSA meeting. Kristine Wildeboer is a new GPSA member as well as GC student rep. GPSA is accepting mini-grant applications through Feb. 23, 2007. GPSA is hosting a career event for grad students on February 28th. This is an employee/employer panel focusing on expectations and requirements employers have of employees who are completing graduate programs.

The GPSA budget request for 07-08 is due January 31st. They are submitting a request for \$6,750, which is \$4,000 more than the current budget. With the increased budget, GPSA officers want to offer more programs that are of interest to graduate students as well as get more money for sustainability.

The grad student end-of-year celebration and Dean's Citations for Excellence will be held on April 20.

IX. New Business

Academic Advising

N. Giardina had three points to discuss: 1) academic advising cell study; the 05-06 results of undergraduate advising is complete, and the focus is now on grad student data. This will be shared with GC for their input and direction; 2) she is looking closely at grad student support services needs. The intent is to step up instructional support and to meet

other needs of graduate students; 3) the web page will have an advising link under “majors and programs” for undergrads, and a link for graduate student advising can be included as well. GC members recommended that grad students be advised to look at individual programs, as grad student advising is different. A link should also be included for the Graduate Studies Office as the graduate dean assists students with problem situations and can direct students to the proper resources.

GC discussed graduate advising issues, such as confusion with the 8-year time limit. Policies need to be in the catalog and easy to locate. N. Giardina suggested having advisor training for graduate level advisors. She will address the graduate program directors at their next meeting for their input. Please email N. Giardina with questions or comments.

X. Motion to adjourn:

Action: C. Coviak motioned and C. Grapczynski seconded. Meeting adjourned at 11:12 AM.

These minutes were approved at the Graduate Council meeting of February 9, 2007.