

**Approved Minutes
Graduate Council
January 25, 2008
303C DEV**

Faculty Members Present: D. Armstrong, D. Cannon, C. Grapczynski, V. Long, M. Luttenton, P. Ratliff-Miller, M. Staves, R. Wilson

Absent: C. Coviak, D. Ross, Robin Smith

Elected Student Representatives Present: K. Wildeboer

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

Ex-Officio Students Present: G. Baraza, C. Tierling

Guests Present: E. Eldridge

I. Call to Order

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

II. Approval of Agenda

Action: K. Wildeboer moved to approve the agenda with the date corrected. D. Cannon seconded. Agenda approved.

III. Approval of Minutes – January 11, 2008

Action: D. Armstrong moved to approve the minutes of January 11, 2008. C. Grapczynski seconded. Minutes approved.

IV. Report of the Chair

M. Luttenton reported that ECS and the Provost requested that the DNP be a priority for the GC. The GC discussed the DNP review process. Items for discussion included reviewing the proposal for evidence of cross-college communication because of shared clinical rotations, internship placement, etc., collaboration with Spectrum and MSU's presence, timing with the NCA accreditation visit, and the small size of the program vs. its cost.

M. Luttenton reported that the GC-CC chair has received the amended PAS program documents as requested. The COE online program will be coming. The Masters in Safety and Health has been withdrawn. It will be revised and resubmitted at a later date.

M. Luttenton will meet this afternoon with an IT staff person regarding the certificate program policy. He wants to ensure that the process for tracking grad students is in place.

The Faculty Salary and Budget Committee (FSBC) chair is seeking a volunteer from the GC for a task force to address workload. An issue for the GC is that faculty are not compensated for graduate-related responsibilities. R. Wilson volunteered to serve on the task force.

V. Report of the Dean

Graduate Education Visibility

P. Kimboko reported that WGVU will begin new TV spots on January 28th. She will hold another pledge drive in April, beginning at 7 AM on a to-be-determined date.

Graduate Directors.

The Grad Directors are meeting this afternoon at 1 PM in Kennedy. Discussion will focus on international graduate student issues. Key Admissions and International Center staff will discuss admissions related issues. GC members were invited to attend.

Graduate Enrollment Management Group (GEM)

P. Kimboko provided a roster of GEM members. She noted that Charlie Standridge was recently added to provide a voice for graduate directors as he had been in that role and had been part of GC. GEM has identified tasks and broken into subgroups to address a number of graduate issues. As a result of J. Montag's November meeting with the Grad Directors, the complete student record can be viewed online. Prior to this change, grad directors making admission decisions could not view the whole record. P. Kimboko invited GC members to attend GEM meetings or serve on subcommittees.

The graduate application is being updated. It will include the new certificate admissions policy. The GEM subcommittee has asked for input.

Midwest Association of Graduate Schools

The second round of theses has arrived for review, bringing the total number of GVSU reviewed theses to 24.

The CGS/GRE survey is complete. CGS will report on the results and it will show GVSU's standing nationwide.

Michigan Association of Graduate Deans

The Graduate Student Week is still in process.

Miscellaneous

The GSGA office recently added a new staff member, Jennifer Wildey. The GSGA office has two searches underway, one for Associate Dean of Graduate Studies, and the other is a grants and contracts specialist. There are also searches underway for two critical GA positions in HRRC and grants administration. She would like to hire new

grad students to work on an hourly basis later this semester to learn the position, and then be hired as GAs in the fall.

The Provost's office has approved funding for a total of 24 special project GAs for next year. An announcement will be sent in the near future.

Grad Student policy exceptions, such as the 8-year time limit, need to be in by February 1 for Fall 07 graduates. Otherwise their degree will not be granted until April.

A catalog task force has been created at Jon Jellema's request. Rhonda Lubberts and J. Montag are co-chairs. P. Kimboko serves on the task force as well. Her role is to review the catalog and pull out pieces that should be in a graduate catalog. The GC discussed the curriculum approval process and implications for including new programs and courses in the catalog.

VI. Report of the Curriculum Subcommittee

C. Grapczynski reported that the PAS proposals will be reviewed to ensure the requested amendments are in place.

Approval of GC-CC Minutes:

Action: R. Wilson moved that the GC-CC minutes of November 2 13, 16, and 30, 2007, December 7, 2007, and January 11, 2008 be approved. M. Staves seconded. Minutes approved.

The GC discussed the COE online proposal. D. Armstrong noted that the State of Michigan will require all teacher candidates at secondary level, by 2010, to know how to deliver online instruction. GVSU needs to be prepared for this change. COE's programs have gone through an extensive review and were designed with the expectation that they would be offered online. The Educational Technology experts have developed guidelines and standards to make sure the caliber of instruction is the same as other modalities. Instruction is individualized but students are not isolated as best practices will be in place to connect students. The GC will be receiving the documents for review.

The GC discussed the need for COE's online program to be more appealing to potential students than other online education programs. There were concerns that NCA would hesitate to approve it if it is strictly an applied practice program rather than theory-based, as other universities are offering. There needs to be a balance between practice and theory.

VII. Report of the Policy Subcommittee

R. Wilson reported that the GC-PC is working on a number of topics as noted in the minutes. He noted that the university does not have a policy to determine a student's eligibility to take a graduate course. For example, non-degree students do not undergo a transcript review to take a class; therefore they may not be capable of doing the work.

GC-PC is reviewing GVSU's current practices on admissions, degree completion, and other matters. R. Wilson will draft a paper for the Graduate Directors to review and perhaps have a representative from the Registrar's office assist.

Some items for discussion include qualifications of students, and faculty hires as well, who take programs or entire degrees online, and whether or not the institutions are accredited.

Another area for discussion is the current policy that allows undergraduate students to take graduate courses. Undergrads are allowed to take a grad course if they have completed 90 percent of their program, and fill out a form to request a course. They must indicate if they are taking the course for graduate or undergraduate credit. If the student elects to have the course count toward their undergrad degree, it cannot be counted in their graduate GPA. Probation and dismissal policies need to be reviewed as well.

VIII. Report of GPSA

K. Wildeboer reported that new students attended the last GPSA meeting. Cynthia Tierling is interested in the GC student rep position.

S. Lipnicki noted that President Haas had suggested that GPSA consider its legacy to grad students and to create a strategic plan to ensure the group's continuity. The plan should be in place for the next GPSA leaders.

New GPSA members are all from CSAL. They would like more diversity in membership and have students from other programs join as well. Previously, GC officers had discussed trying to get at least one student from each program or college, but this has not yet occurred.

The graduate student Blackboard site continues to have problems. K. Wildeboer is working with IT to get the issues resolved.

GPSA will start rotating its meeting locations and hold them in EC, CHS, and Allendale, besides DeVos.

IX. Adjournment

Action: D. Cannon moved to adjourn. M. Staves seconded. Meeting adjourned at 11:00 AM.

Minutes approved at Graduate Council meeting of February 8, 2008.