

**Approved Minutes
Graduate Council
October 19, 2007
303C DEV**

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

Elected Student Representatives Present: R. Rogers, 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

I. Call to Order

M. Luttenton called the meeting to order at 9:00 AM.

II. Approval of Agenda

Action: M. Staves moved to approve the agenda. C. Coviak seconded. Agenda approved.

III. Approval of Minutes

Action: C. Coviak moved to approve the Graduate Council minutes of October 5, 2007 with corrections. M. Staves seconded.

IV. Report of the Chair

M. Luttenton reported that Provost Davis is on the Graduate Council agenda on November 2 from 9-10, to address graduate faculty issues, and Lee VanOrsdel, Dean of University Libraries, from 10-11. Regular business will be conducted after a break at 11 AM. P. Kimboko's office will provide lunch. Questions for the Provost and Library Dean should be sent to M. Luttenton.

Graduate faculty concerns are a top priority with the NCA. P. Kimboko will contact Julie Guevara for NCA criteria for graduate faculty.

V. Report of the Dean

Graduate Students Celebration

The Grad Students Celebration and Awards will be held on November 30 in Hager-Lubbers Exhibition Hall and Loosemore Auditorium beginning at 5:30 PM.

The Midwest Association of Graduate Schools gives an award for outstanding master's thesis. There is a \$500 award and \$500 for travel support. She would like to submit last year's winning thesis to the competition, but the awardee and his faculty mentor have since left GVSU and the area.

WGVU-Graduate Studies Challenge Grant

This event was successful. Sixteen pledges came in the hour that P. Kimboko was on the radio. Two fifteen second spots have begun running on WGVU.

Graduate Student Communication

K Wildeboer is posting announcements on the Grad Student Blackboard site. She is also creating a more user friendly setup. The Blackboard site has not been updated with currently enrolled students due to a problem with the feed from Banner. IT is working on it.

P. Kimboko asked grad directors to provide their processes of communication with students in the admissions and registration processes.

NCA Challenge 4

A 4-page summary document was submitted to Julie Guevara for the NCA report. A draft of the NCA report will be available in November for feedback from the campus community. The NCA reps will be at GVSU in one year, October 2008.

P. Kimboko informed the GC that the President and Provost supported the Graduate Business Plan, but not the idea of a Graduate College. They asked that the document not be distributed. P. Kimboko will ask the Provost for permission to distribute the business plan to the GC.

VI. Curriculum Subcommittee Report

C. Coviak reported that many proposals will be coming in the near future, including a program change for the Physician's Assistant Studies program.

The GC-CC needs to vote on these proposals in the next few weeks. She reminded the GC that proposals not related to program changes can go straight to UCC after a GC-CC vote, but those associated with a program change must be voted on by the full Graduate Council.

There has been minor editing on the curriculum standards document. The document will be distributed after the edits and clarifications are made.

UCC is taking feedback on the Roles and Responsibilities document. One of the committee members has created a helpful checklist for those working on new programs and program changes. Some of the criteria for program review include ensuring that it is coherent, that the changes make sense to obtain the outcomes for that unit, do they meet CGS best practices, and do the changes help the student achieve a higher level of learning, critical thinking, synthesis, and so on.

Per N. Giardina, online courses, and online degree and certificate programs are an issue in need of discussion. NCA has to approve GVSU to offer online degrees and certificates, but online courses do not require their approval. Currently KCON and COE offer online courses. The US Dept. of Education is surveying higher education institutions about

online/distance learning. The survey frames out 5-7 areas that look at how distance vs. online are defined. GVSU has an Asynchronous Task Force Report from 2003 with regard to online policies, but nothing has been implemented at this time. It is a governance document rather than administrative.

COE will be putting forth a Prospectus for a graduate program, but issues such as tech support, equipment, and so on, need to be addressed.

Due to the considerable number of proposals coming through, the subcommittees may temporarily restructure to give GC-CC more people to review the documents. The current workload is atypical in part, because of the changes in PAS, the DNP coming through.

Both subcommittees will meet together after today's Graduate Council meeting to discuss a new approach of reviewing curriculum.

VII. Report of the Policy Subcommittee

M. Luttenton reported on the last GC-PC meeting. Revisions have been made to the GA Policy per the Deans Council's comments. The GA Policy will now go to ECS.

ECS asked the Graduate Council to address capstone courses. There are no standardized requirements at the present time. The GC-PC will review current capstone courses, look at programs, and create guidelines for proposals.

VIII. Report of GPSA

R. Rogers reported that GPSA will meet this Saturday in the Pere Marquette Room in Kirkhof Center from 5-7 PM. GPSA leaders are creating a nomination form and press release to nominate faculty mentors for an award, which will be part of the Graduate Students Celebration on November 30th.

The SCB Graduate Students Advisory Board contacted GPSA to ask that they participate in a book drive for the Santa Claus Girls. Receptacles will be placed at various locations for new children's books to be donated.

The National Association of Graduate and Professional Students is holding its national meeting in November. R. Rogers, K. Wildeboer, and G. Baraza will attend.

GPSA would like to get the graduate program student representatives in place by the end of the semester.

A student is interested in developing a GPSA website outside the GVSU domain. One drawback to this is that there would not be IT support.

IX. New Business

P. Kimboko reported that she made a request to the Provost for professional level staff on the graduate studies side of GSGA. She has permission to hire an associate dean.

V. Long reported that Pat Parker is on permanent medical leave. She is not expected to return to work.

K. Wildeboer asked GC members to let their students know that Campus Dining is taking a survey and they should send their comments.

X. Adjournment

Action: C. Coviak moved to adjourn. M. Staves seconded. Meeting adjourned at 10:58 AM.

Minutes approved at the Graduate Council meeting on November 2, 2007.