

**Approved Minutes
Graduate Council
October 5, 2007
303C DEV**

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

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

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

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

III. Approval of Minutes

Action: S. IsHak moved to approve the Graduate Council meeting minutes of September 21, 2007, after clarification of several items. C. Coviak seconded. Minutes approved.

IV. Report of the Chair

M. Luttenton reported that the Provost will attend the November 2 GC meeting. She will discuss her charge to the GC to address graduate faculty qualifications. GC members were asked to submit questions and topics for discussion to M. Luttenton prior to the meeting.

Lee Van Orsdel, Dean of University Libraries, will attend a future GC meeting to discuss the repository, thesis issues, and other library issues the GC would like addressed.

Other possible guests for future GC meetings include Mark Schaub, Padnos International Center, to address international student concerns, University Development to discuss scholarships and financial assistance for graduate students, Jodi Chycinski or another rep from Admissions regarding international student recruitment/admissions, Institutional Marketing and University Relations, and a rep from IT to address the lack of computer labs in EC.

The Pew FTLC committee requested that a GC member be appointed to its committee. S. IsHak volunteered.

M. Luttenton met with the Deans Council to discuss the GA Policy draft. He addressed their questions and concerns about the GA's instructional role, including: Grad assistants are not to be the instructor of record, nor do they assign grades, and they are required to have a faculty supervisor, but that supervisor does not have to be present when the GA is instructing students

The GC-PC will revise the policy to address the Deans Council's concerns. After the GC passes the revised policy it will go to faculty governance for approval.

The GC discussed conducting a survey of faculty to confirm their perceptions of graduate education. However, because graduate policies are being supported and endorsed by faculty governance and at the executive level, it was decided that a faculty survey is not necessary at this time

V. Report of the Dean Graduate Marketing Plan

P. Kimboko reported that the grad marketing plan with WGVU begins October 15th and will run on a 13 week cycle. GC members were asked to send stories/anecdotes about student successes academically or in their careers. P. Kimboko is sponsoring a challenge grant on WGVU radio on Oct. 16, beginning at 5 PM.

Graduate Student Communications Study/Plan

P. Kimboko met with Lynn Blue and the Provost to discuss graduate student admissions processing within the Records office. The Records office will work more closely with Grad Directors to make the admissions processes more transparent and to facilitate needed improvements. P. Kimboko will meet monthly with L. Blue and select Records office staff.

Michigan Council of Graduate Deans

P. Kimboko attended the meeting of Graduate Deans on September 29 at EMU. The deans agreed to take on an advocacy role to promote graduate education as being important to Michigan's future.

P. Kimboko received institutional profiles from several universities and provided the graduate deans with a profile of GVSU.

The GVSU library sent out a survey as part of a national survey. GC members are encouraged to take the survey.

Prerequisites

P. Kimboko reported that the Deans Council discussed Banner and prerequisites at its last meeting.

J. Montag reported that some enhancements have been made to Banner and issues with prerequisites were discussed at UCC. A task force will look at courses to determine if

they need prerequisites, and if prerequisites are removed, this will change the course demand which in turn affects faculty teaching and budgets, among other things.

The challenges with Banner are mainly process issues rather than programming. Most colleges have a standardized process for courses. The Provost may be asked to address this at the November 2 GC.

The GC discussed graduate degree audits. Currently the Banner system will conduct automated audits for undergrads, but this feature is not available for graduate programs.

VI. Curriculum Subcommittee

C. Coviak gave the report. UCC made recommendations on the Curriculum White Paper. One was to more clearly articulate the idea of a knowledge base being discussed in the syllabus of record, under the "Usual Textbooks" section. Another issue is how the GC would go about publicizing the document. Ideas include placing it on the web, in the Faculty Handbook, and asking Grad Directors to distribute it. The GC-CC will address this further. The White Paper will go forward to ECS/UAS for action.

A curriculum document, UCC draft, "Roles and Responsibilities," was scheduled for UCC review. However, the full committees of GC and the General Ed Subcommittee have not reviewed it yet. C. Coviak asked the GC to review and provide feedback.

The GC-CC will review the chemistry program in Education at today's GC-CC meeting, as well as look at themes and priorities in the Graduate Strategic Plan. C. Coviak is developing a template for 680 and 780 special topics courses. There are currently few models to use for guidance.

VII. Report of the Policy Subcommittee

The GC-PC had no report. They will meet after today's GC meeting.

VIII. Report of GPSA

R. Rogers reported on the Graduate Student Summit at Eastern Michigan University. GPSA members heard ideas on how to go about creating a graduate student senate as well as how to recruit more members. For example, colleges may appoint students to sit on GPSA. A Michigan Graduate Students Association will be created to lobby for graduate education in Michigan. Each participating school is to write a 'state of graduate education' report and these will become part of the new organization's first publication.

Less than 2% of graduate students participate in GPSA. Funding comes from the Student Senate, the Grad Studies office funds some events, and GPSA can go to the appropriations committee to request more funding. In the 06-07 academic year, D. Cannon requested money from each of the college deans, but only one dean contributed.

GPSA will become a member of the Midwest region Graduate-Professional Students Association and will send representatives to the national meeting in Texas.

GPSA will co-sponsor the faculty mentor award.

The GC discussed health insurance for graduate students. As GVSU is a member of the National Association of Graduate-Professional Students, a health insurance policy is available to any graduate student. They also offer auto insurance. The policy GVSU offers covers only catastrophic illness and has a very high deductible.

Health insurance benefits are part of the benefit package offered to graduate assistants at many universities. At a minimum, an adequate policy could be offered for purchase by students at GVSU.

IX. New Business

K. Wildeboer requested that those wanting their names added to the Graduate Students Blackboard to please contact her.

S. Lipnicki will send the graduate students' survey to the GC.

M. Staves mentioned a that a bill is going through Congress with funds earmarked for states that have a lower than average number of college and graduate school educated residents. Per P. Kimboko, Michigan will qualify for these funds and this will give GVSU an opportunity to grow its masters programs.

X. Adjournment

Action: C. Coviak moved to adjourn. K. Wildeboer seconded. Meeting adjourned at 11:08 AM.

Minutes approved at Graduate Council meeting of October 19, 2007.