

**Approved Minutes
Graduate Council
Meeting
November 17, 2006**

Faculty Members Present: S. Berlin, D. Cannon, C. Grapczynski, S. IsHak
L. Konecki, M. Luttenton, P. Parker, J. Ray, M. Staves, R. Wilson
Absent: C. Coviak, D. Ross

Elected Student Representatives Present: R. Rogers, T. VanHaitsma

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, S. Lipnicki
Absent: W. Widmaier

I. Call to Order

D. Cannon called the meeting to order at 9:40 AM.

II. Approval of Agenda

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

III. Approval of Minutes of October 6, 2006

Discussion: Questions concerning the tenure/tenure track faculty and graduate student statistics, stated in the minutes, will be addressed New Business.

Action: S. IsHak moved to approve the minutes of October 6, 2006. L. Konecki seconded. Minutes approved.

IV. Report of the Chair

D. Cannon reported that he had met with K. Mullendore, co-chair of UAS, and L. Goossen, chair of UCC. They discussed several items, including GC-CC workload and creating a stand-alone graduate curriculum body. However, because the GC-CC also works with policy related issues, it is too soon to split the committee. They discussed the electronic curriculum submission system. It needs to have a step added to include review at the GC-CC level. They had discussed the GC bylaws change as well.

D. Cannon noted that Master of Science in Safety and Health proposal was recently approved by UCC and had been placed on the ECS agenda. However, the GC had sent the document back for revision in the 2004-05 academic year. It needed considerable revision at the time. The proposal will be sent back to the GC-CC for review.

There had also been an issue with PSM new course proposals. They were submitted on paper before the electronic curriculum system was available, but the proposals required revision. Per M. Staves the proposals were approved, with minor changes, and are now in the catalog.

D. Cannon and R. Wilson have developed a framework for the white paper on the role of graduate education. The document will identify problems and issues and present evidence

that they exist. D. Cannon has requested information from each program as to its history, graduation requirements, and other pertinent information.

D. Cannon reported that there had been an issue at UAS with the new biology emphasis and using faculty from AWRI to sit on or chair thesis committees. They were hired under different criteria than regular faculty. This relates to the GC issue of qualifications to teach graduate courses.

Some deans have agreed to contribute funds to GPSA, based on the number of graduate students in their colleges. D. Cannon is sending a letter to those he has not met with. A new account has been created for GPSA that will roll funds over each year rather than go back to the Provost's office.

IV. Report of the Dean

Update on NCA

P. Kimboko is on Subcommittee 6 which is charged with responding to the NCA challenges from the 1999 report. She is charged with responding to Challenge 4, which deals with both graduate education and grants administration. She asked GC members to review the summary table handout and to contact her with any additional activities, initiatives, outcomes, future plans, and so on to be added to the document.

The NCA sent its preliminary report regarding the Ed. Specialist visit to GVSU, to which the university has responded. P. Kimboko has not yet reviewed it.

Report on Graduate Education

P. Kimboko's report on graduate education will include program descriptions, and the current status of graduate education. It is to be descriptive of graduate education, not to analyze it. She welcomes input from the GC.

Graduate Student Celebration

Nominations for student awards and recognition have been coming in. She asked the GC to encourage their students to attend the event. President Haas will be speaking. Twenty to 30 students will receive awards.

She noted that there are students graduating every semester, but there are no universitywide deadlines for filing for graduation, finishing a thesis, and so on. The GC could begin to discuss reasonable deadlines and work with Records & Registration.

New CGS Materials

New materials from CGS include "Graduate Education in the Responsible Conduct of Research;" and "On the Right Track: A guide for Research Mentors."

P. Kimboko would like to do a graduate student symposium. One area of focus would be an outstanding thesis category. The Midwest Assn. of Graduate Schools has a thesis competition. The winner receives a monetary award and the best students are invited to present.

VI. Curriculum Subcommittee Report

C. Grapczynski reported that the GC-CC met this AM. The MS in biology has been tabled. The following actions were taken: PA 670, and ACC 690 were approved,

Graduate Studies in Education program change was approved, a title change for an ED course was approved, NUR 622, 623, and 530 for MSN in Nursing Administration, were dropped, a change in prerequisites for MKT 654, a nursing program change to drop NUR 400 as a requirement in the MSN Admin track, needs to be resubmitted as a program change, a biology program change was approved, a title change for ED 651 was approved.

Action: L. Konecki moved to approve the actions of the GC-CC. J. Ray seconded. Motion approved.

VII. Report of the Policy Subcommittee

M. Luttenton reported that the GC-PC met electronically and will meet today. The subcommittee is focusing on four initiatives. 1) Faculty qualifications for graduate education. At today's meeting the GC-PC will look at norms and patterns of peer institutions to see what distinguishes graduate faculty from undergrad faculty; 2) revision of the graduate assistantship policy to allow the GA to participate in a formally recognized instructional role; 3) a thesis policy that includes university guidelines that accommodate individual departments' current policies; 4) the faculty handbook, which is inconsistent regarding language and procedures for handling issues relating to graduate education.

The certificate policy has gone to UCC and will be moving on to the next step in faculty governance.

VIII. GPSA Report

T. VanHaitsma reported on the Grad Student Celebration scheduled for Dec. 1. President Haas will do a welcome. The president would like to participate in the end-of-winter event as well.

GPSA members will assist with grad student orientation on January 3rd.

GPSA would like to begin brining in speakers from the community to discuss the job market for those with graduate degrees. Career Services has mostly entry level positions. GPSA would like to see more activity for mid-level positions.

GPSA is struggling with memberships. Without more students involved, it will not be able to take on any more projects. The members have been brainstorming ideas and would like to see the deans appoint someone from each college to serve on GPSA.

IX. New Business

Faculty Teaching Grad Courses

S. IsHak noted the percentage of adjunct faculty that teach graduate courses, as stated in the October 6 minutes, is 43 percent, which appears to be high.

Per P. Kimboko, the Provost had discussed this at one of the first GC meetings. It is a concern and a major priority for the Provost. Budget issues and GVSU's growth have a role in this.

N. Farr will research the number of credit hours that tenure/tenure-track faculty teach, vs. adjuncts.

Action: L. Konecki moved to put the adjunct faculty item on the next GC agenda when the data can be presented. J. Ray seconded. Motion approved.

Another issue related to this is faculty workload. N. Giardina invited GC members to attend the UAS meeting where there will be an open discussion on this topic.

Reporting Numbers of Graduate Students

GC discussed the purpose for tracking grad student numbers using fall enrollment statistics and unduplicated head count. The FTE represents the number of credit hours students are enrolled in, which is what decisions are based on. P. Kimboko uses those figures because it takes more contacts and more faculty to serve that FTE. Using the unduplicated head count, 25 percent of students at GVSU are graduate students.

One potential problem is that all students who are accepted at GVSU stay in the database as being admitted, even if they do not enroll. Undergraduate admissions has a policy that if students do not come to orientation, they are deactivated. This item may be added to the next GC meeting agenda.

A question was raised regarding tracking prerequisites. There is not been a comprehensive review of prerequisites across curriculum. UAS and UCC may address this issue.

X. Old Business

Bylaws Change

The approved bylaws changes went to ECS. They suggested some minor changes which D. Cannon presented to the GC.

Action: J. Ray moved to accept the changes. M. Luttenton seconded. Bylaws approved with changes.

XI. Adjournment

Action: J. Ray moved to adjourn. M. Luttenton seconded. Meeting adjourned at 11:40 AM.

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