

**Graduate Council**  
**November 21, 2008**  
**303C DEV**  
**Draft Minutes**  
 Approved

**Faculty Present:** D. Cannon, C. Coviak, J. Houston, P. Leidig, V. Long, M. Luttenton, C. Mader, M. Staves, D. Vaughn, R. Wilson  
**Absent:** D. Cannon, J. Houston

**Administrative Ex-Officio Present:** Claudia Bajema, B. Cole, I. Fountain, N. Giardina, P. Kimboko, S. Lipnicki, J. Montag, J. Stevenson

**Elected Student Reps Present:** M. Gray, M. Soltis  
**Ex-Officio Students Present:** T. Valdez, K. Wildeboer

AGENDA ITEM	DISCUSSION	ACTION/DECISION
<b>I. Call to Order</b>	M. Luttenton called the meeting to order at 9:06 AM.	
<b>II. Approval of Agenda</b>	J. Montag requested an addition to the agenda under new business to discuss the catalog.	<b>Motion:</b> R. Wilson moved to approve the agenda with the addition. M. Staves seconded. Agenda approved.
<b>III. Approval of Minutes of October 24, 2008</b>		<b>Motion:</b> C. Coviak moved to approve the Graduate Council minutes of October 24, 2008, with a correction. P. Leidig seconded. Minutes approved.
<b>IV. Report of the Chair</b>	<p>M. Luttenton reported that the proposal for qualifications for non-tenure track faculty teaching graduate courses will be on the agenda at the next UAS meeting on December 5<sup>th</sup>. ECS reviewed it and made minor modifications such as language to accommodate how professionals, such as attorneys, would qualify.</p> <p>ECS approved the new Graduate Assistantship Policy.</p> <p>Standards for tenure-track faculty will be acted upon and should be</p>	

<p><b>V. Report of the Dean</b></p>	<p>approved by the end of the semester.</p> <p>Items on the Dean's Report handout included:  Follow-up on the Graduate Education Fora  Strategic Enrollment Management (EDPAC)  Graduate Student Celebration  Graduate Student Presidential Research  Academic Affairs Town Hall  Reviewers for MAGS Distinguished Master's Thesis Award</p>	
<p><b>VI. Curriculum Subcommittee Report</b></p>	<p><b>A) Approval of GC-CC Minutes</b></p> <p><b>B) Proposal for Revision of Curricular Proposal Review Process and GC-CC Membership</b></p> <p><b>1) GC-CC Membership</b></p> <p>C. Coviak submitted handouts for inclusion in the GC minutes. She noted that the proposal recommends changing the name of the GC-CC to the Graduate Curriculum Committee (GCC).</p> <p>N. Giardina suggested that the committee could include an IT representative for review of online graduate programs. Per C. Coviak, IT reviews every proposal, and those coming through with a Final Plan receive more scrutiny.</p> <p>The GC discussed increasing the number of faculty representatives on the GCC. Per C. Coviak, it is difficult to get people interested and there is concern that seats could go unfilled. However, if program offerings greatly increase in any college it would be appropriate to add seats. Per P. Kimboko, the current GC membership is based on representation. With proportional representation, it has to be reviewed every year. Not every college is represented on either of the GC subcommittees.</p> <p>If the GCC members are elected separately from GC, they would automatically serve on GC.</p>	<p><b>Motion:</b> C. Coviak moved to approve the GC-CC minutes of October 10, October 17, and November 7, 2008. R. Wilson seconded. Minutes approved.</p>

Stevenson suggested staggering elections so there is continuity. R. Wilson noted that, before GCC can proceed, the GC-PC would probably have to be restructured as well. P. Kimboko noted that electing representatives to the subcommittees would help structure the GC more equitably. GC should also request that one member from GPSA service on the GCC.

C. Coviak will attend UCC on December 3 to discuss the proposals.

**2) Proposal for Changes in Approval Routes**

C. Coviak explained the proposal, and noted that the proposal is not in language for bylaws changes.

N. Giardina suggested using the terms "extensive" and "minimal" changes rather than "major" and "minor" changes.

The GC discussed proposals for dual numbered courses. The proposal has to be clear that the grad student is doing more rigorous work.

The proposals, once approved, will move forward to the UCC for discussion.

**A) Academic Review Policy**

R. Wilson opened the discussion on the Academic Review Policy. He noted that the policy should allow for earlier intervention to inform students of academic inadequacies.

Dismissal appeals would first go to the appropriate graduate program director but individual college deans are not included in the process. The final decision is made by the graduate dean. This provides oversight of all graduate related policies by the graduate dean. The policy would not dictate how appeals would be handled within colleges, however.

The term "completed" should be used rather than "attempted."

**Motion:** C. Coviak moved to approve both the Proposal for Revision of Curricular Proposal Review Process and to Restructure the GC-CC Membership. R. Wilson seconded. Motion passed.

**VII. Policy Subcommittee Report**

	<p>J. Montag asked to table the discussion in order to consider how the Registrar's office is affected, such as implications for Banner, time frames for incompletes reverting to "F's".</p> <p>In the Student Code, the student is provided with various levels of appeals, which includes appealing to the Provost. However, the graduate appeal process does not include college deans in the process nor the Provost's office, and there is no policy for non-degree seeking graduate students.</p> <p>P. Kimboko explained that she had been designated by Glenn Neimeyer to handle graduate appeals. This is a best practice at peer institutions wherein the graduate dean handles them. Consistency and oversight is important for the student. It doesn't make sense from a student fairness standpoint to have to appeal the decision with the person who made the initial decision.</p> <p>The discussion was tabled for further review of the policy.</p>	
<p><b>VIII. Report of GPSA</b></p>	<p>M. Gray provided copies of the GPSA newsletter.</p> <p>The Graduate Student Celebration and Dean's Citations for Academic Excellence will be held this evening. A faculty mentor award will be given.</p> <p>GPSA is working on new ideas to connect with more graduate students.</p> <p>GPSA is collaborating with the SCB graduate and undergraduate advisory board for a children's book collection for Santa Girls. Donations are appreciated.</p>	
<p><b>IX. New Business</b></p>	<p><b>GVSU Catalog</b></p> <p>J. Montag discussed the GVSU catalog. He is serving on a committee with N. Giardina, and has been looking at ways to improve the catalog. The index lacks information, and not all policies and procedures are included. This may be, in part, because GVSU does not have policies in some areas that it should</p>	

	R. Wilson noted that colleges and academic units sometimes have policies that conflict with one another because there is no central policy for all graduate related items. Graduate and undergraduate policies should be in separate parts of the catalog.	
<b>X. Old Business</b>	There was no old business.	
<b>XI. Adjournment</b>		<b>Motion:</b> P. Leidg moved to adjourn. M. Staves seconded. Meeting adjourned at 11:00 AM.

Please note that the referenced handouts will be attached to the final approved minutes when they are posted on the website and on Blackboard.