

**Approved Minutes
Graduate Council
Meeting
February 23, 2007**

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

Elected Student Representatives Present: R. Rogers, K. Wildeboer
Ex-Officio Student Representatives Present: K. Drake, N. Farr

Administrative Ex-Officio Present: C. Bajema, I. Fountain, N. Giardina, T. James-Heer, S. Jonaitis for B. Cole, P. Kimboko,
Absent: B. Cole, S. Lipnicki, W. Widmaier

I. Call to Order

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

II. Approval of Agenda

Action: C. Coviak motioned to approve the agenda. R. Wilson seconded. Agenda approved.

III. Approval of Minutes

a) December 8, 2006 Minutes

Action: C. Coviak motioned to table approval of the December 8, 2006 Graduate Council minutes. R. Wilson seconded. Motion passed.

b) Approval of February 9, 2007 Minutes

Action: C. Coviak motioned to approve the February 9, 2007 Graduate Council minutes with corrections. D. Armstrong seconded. Minutes approved.

IV. Report of the Chair

D. Cannon reported that ECS passed the GC bylaws change at its last meeting. ECS continues to question the rationale keeping the GC curriculum & policy together rather than split into two separate committees. With the GC bylaws change to curriculum, the GC-CC workload should be reduced.

D. Cannon requested GC input on the white paper, particularly to cite how the current GVSU system causes challenges to graduate programs.

V. Report of the Dean

Meeting with President Haas

P. Kimboko reported that she had met with President Haas on February 19th. She gave him a draft report on the current status of graduate education and summary of the Council of Graduate Schools' best practices for the organization and administration of graduate programs. Pres. Haas requested that she create an action/business plan/analysis of how GVSU can be brought in line with CGS's best practices.

NCA Challenge 4 Subcommittee

P. Kimboko serves on the NCA Challenge 4 Subcommittee, which addresses graduate studies and grants administration. The subcommittee is developing a report that will establish a baseline of GVSU as it was in 1999 at NCA's last visit. It will include actions taken since then, dynamics and cultural factors contributing to or deterring progress, the current state of graduate education, and remaining challenges. P. Kimboko provided a handout of the executive summary and table of contents of the report. The whole report will be posted on the GC Blackboard site. Members were asked to review and comment.

GC members would like to see the President address funding resources for graduate education. P. Kimboko will meet with Institutional Marketing (IM) to discuss increased marketing of graduation programs.

P. Kimboko noted that the faculty senate had discussed graduate faculty at their last meeting. GVSU needs to look at graduate faculty requirements. Much of the report on Challenge 4 is based on CGS best practices, which covers all aspects of graduate education throughout the country.

The Graduate Studies office participates in several surveys, including CGS and Peterson's. The data obtained for these surveys will be used for future reports.

Graduate Assistantships

A call for Special Project Assistantships for the 2007-2008 academic year has been drafted. Requests are due in the GSGA office by March 26. Guidelines will be posted on Blackboard and the GSGA website.

VI. Report of the Curriculum Subcommittee

C. Coviak reported that the GC-CC met this morning to discuss the prospectus in Safety Management. She noted that a prospectus had been submitted two years ago. The authors revised the prospectus and resubmitted, but activity had been suspended until now. At their next meeting, GC-CC will review the minutes from their last meeting, and make final edits to the curriculum white paper. These items will move forward for approval at next meeting. GC members were asked to review the document and place comments on the GC Blackboard Discussion Board.

VII. Report of the Policy Subcommittee

M. Luttenton had spoken with the Records office regarding the certificate policy, whether or not Records has the ability to flag students who take twelve credit hours without being admitted to a certificate program.

The GC discussed the challenges of the Banner student records system with regard to graduate policies. The Banner system should be able to accommodate the policy, rather than the policy being written contingent to what the system can do. For example, the system will not enforce a maximum of 12 credit hours for non-degree seeking students. The Banner system will not have this in place for a year, even though 70% of GVSU courses require a prerequisite.

Other items noted were that summer courses will be registered on SIS, but beginning in the fall, courses will be registered on Banner. There will no longer be a printed version of the schedule.

The graduate assistantship policy will be ready for full GC review at the next meeting.

VIII. Report of GPSA

R. Rogers reported that the Student Senate allocated \$900 to GPSA for the next academic year, which is much less than was requested. The travel fund was retained, but much else was cut. GPSA will need to find other sources for funds, such as from the deans. Student Life will take requests for additional funds for specific projects.

GPSA members are looking at building and sustainability and ways to get more graduate students involved. They would like more feedback from students as to what they would like GPSA to offer.

The Employer Panel will be held on February 28th from 6-7:30 PM in the Loosemore Auditorium. Meijer, Piper Products, Deloitte & Touche, and others will participate. The focus is on upward mobility and networking rather than entry level positions. N. Farr suggested posting questions and responses on the GPSA Blackboard.

GPSA will be holding elections but first will clarify the roles of officers and the Constitution. Officer applications are being accepted.

A GPSA website is under development. It was suggested that GPSA get its own URL rather than have a GVSU address.

P. Kimboko noted that Kristine Wildeboer is working on communications with graduate students, reviewing the website, Blackboard sites, newsletter, and other communication devices and how these can better serve graduate students. A GPSA website would be part of this review.

IX. New Business

M. Luttenton discussed Proquest. He found that theses placed on a searchable digital archive in the library are not considered to be published as they are not circulating. Academic journals will accept papers from Proquest, but students have to pay for the copyright to be changed. Students should be informed that if they choose to get published elsewhere they lose their ability to be published on Proquest.

Thesis Review for Dean's Citations

P. Kimboko would like volunteers to review thesis submissions for the Graduate Dean Citations. P. Kimboko would like to nominate one for the regional awards through CGS. Reviewers should develop criteria with which to evaluate the theses.

Graduation

K. Wildeboer has talked to students who have not been informed if their graduation is in the morning or the afternoon on April 28th. The information needs to be distributed.

X. Adjournment

Action: C. Coviak motioned to adjourn. M. Staves seconded. Meeting adjourned at 11:25 AM.

Minutes approved at the Graduate Council meeting of March 30, 2007.