

**Approved Minutes
Graduate Council
February 29, 2008
303C DEV**

Faculty Members Present: D. Armstrong, C. Coviak, P. Jorgensen, V. Long, M. Luttenton, P. Ratliff-Miller, D. Ross, M. Staves, R. Wilson

Absent: D. Cannon, C. Grapczynski, R. Smith

Elected Student Representatives Present: C. Teerling, 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

Guest Present: S. Korzinek

I. Call to Order

M. Luttenton called the meeting to order 9:05 AM.

II. Approval of Agenda

Action: M. Staves motioned to approve the agenda. R. Wilson seconded. Agenda approved.

III. Approval of Minutes

Action: D. Armstrong moved to approve the Graduate Council minutes of February 8, 2008 with corrections. V. Long seconded. Minutes approved.

IV. Prerequisite Processing

S. Korzinek discussed the prerequisite tracking process. The Banner system has been updated to accommodate prerequisite information. When students register, there is a column next to the course showing that a prerequisite is required. Students can drill down to see the course description and why there is a prerequisite. Co-requisites and class standings are not listed in the column, but students will get an “error” message if they try to register for pre- or co- requisites or when they do not meet class standing criteria. Prerequisites are coded in multiple ways, based on what is listed in catalog. Students can submit all classes at once when they register. They will receive an “error” message only for the class or classes that require prereqs. Students may go to their department or college for permission to take the class. Each college has advisors who are designated to override the system. The Registrar’s office is no longer accepting paper permission forms for prerequisites, co-requisites, or closed classes. The system does not flag the 12-credit limit for non-degree graduate students.

The Registrar maintains a master list of people in each college who are authorized to override the system. Students wanting to take courses from another college must have that college override the system. For example, if a nursing student wants to take a course in BMS, they must get permission from the BMS advisor rather than their advisor in KCON.

Colleges will have “back-up” people in place if the primary advisor is unavailable. Grad advisors can contact the authorized person on the student’s behalf. An announcement can be placed on Blackboard to inform grad students to contact their program office if they need assistance.

Other items noted: Graduation audits still need to be completed by people rather than the system, Banner does not have a way to track unaccredited institutions. Rather, departments should catch these during the admissions process. Undergraduates who want to take a graduate course must follow the paper process for permission. Students who sign up for and then drop a course that is a prerequisite for another course will be able to register for courses requiring that dropped course. When a student drops or fails that course, the college dean will receive a report. The faculty member teaching the course must remove the student from the course for which they are registered, but did not meet the prereq due to failing or dropping. If the student does not drop it willingly, the faculty may request their college dean to have the Registrar drop the student from the course.

V. Report of the Chair

M. Luttenton reported that the Honors College is holding a meeting in early April and has requested information on GVSU graduate programs. M. Luttenton plans to attend, but if another member of Grad Council would like to attend, they may go in his place.

VI. Report of the Dean Associate Dean Search

Graduate Council and Graduate Directors will have opportunities to meet the candidates during the interview process.

Catalog Committee

P. Kimboko found examples of a good graduate catalog, both online and in print.

National Graduate and Professional Students Appreciation Week

NAGPS appreciation week runs from Friday, March 28, through April 4th. On March 28th, the Graduate Studies office is hosting a “Breakfast with the Dean” from 8-9 AM. Grad Council and Grad Directors are welcome to attend.

CGS and Peterson’s are offering an Award for Innovation in Promoting an Inclusive Graduate Community. Applications are due September 5. P. Kimboko suggested that the GC meeting with Jeanne Arnold to discuss possible strategies to promote inclusive reforms in graduate education at GVSU.

The Graduate Studies office is accepting applications for special projects GAs.

Nominations for Dean's Citations for Academic Excellence are being accepted.

VII. Report of the Curriculum Subcommittee

C. Coviak provided handouts and minutes from the January 25, 2008 and February 8, 2008 GC-CC meetings. Approval of the minutes was tabled until the next Graduate Council meeting.

A Q & A document for the COE online program was provided.

The DNP chair will attend today's GC-CC meeting. The subcommittee may begin reviewing course change proposals at the meeting as well.

A prospectus for a Master of Arts degree in history was submitted to ECS without GC review. Per N. Giardina, if a prospectus is to be distributed for information purposes only, it would go to the President, Provost, ECS, and UCC chair. Except for the UCC chair, it would not go to any committees. The prospectus would go to the Graduate Council only after the UCC chair recommends to ECS that the prospectus go forward for review. Inclusion of the GC in the 'information only' review would be a policy change rather than a curriculum item.

The GC discussed the Asynchronous Task Force report and how it relates to the COE prospectus. Per D. Armstrong, the purpose of the task force originally was to address intellectual property issues with online courses. Those issues were resolved, therefore, the report does not speak to current issues such as the quality of online courses, how to connect students, best practice standards, and how these standards meet NCA criteria. Some practices, such as distance advising, are already in place.

VIII. Report of the Policy Subcommittee

The graduate faculty qualifications document draft was discussed. The current document includes a compilation of policies and guidelines from peer institutions. The levels of graduate faculty have varying degrees of responsibility, qualifications, and involvement. For example, a faculty member who teaches a 400 level course that may count toward graduate credit may not be active in graduate education in other ways. Such a faculty member may be resistant to the requirement to provide evidence of qualifications to teach at the graduate level, as stated in the procedures section.

S. Lipnicki noted that the procedures should be taken out of the policy document. Additionally, the document should empower the graduate dean or designee to allow for the new associate dean of graduate studies to have authority.

IX. Report of GPSA

GPSA is accepting applications for mini-grants. The deadline is March 7th. GPSA will host a wine-tasting social on March 14th. Breakfast with the Graduate Dean and Graduate Council will be held on March 28th at 8 AM.

GPSA will hold another meeting with President Haas. This will cover a broader range of topics and is open to anyone who would like to attend.

GPSA will sponsor a presentation, "Beyond the Masters Degree," focusing on the College of Community and Public Service.

The Graduate Student Survey is still live. It was sent to approximately 3,600 graduate students. So far over 700 responses have been returned.

The "My Announcements" page on the graduate students Blackboard site is now functioning.

The Midwest GPSA conference is scheduled for March 14-16. Registration ends March 7th.

X. New Business

P. Kimboko reminded the GC that data collection for the Peterson's survey is underway.

XI. Adjournment

Action: C. Coviak moved to adjourn. Not sure who seconded. Meeting adjourned at 10:48 AM.

Minutes approved at March 14, 2008 Graduate Council meeting.