

**Approved Minutes
Graduate Council
February 8, 2008
303C DEV**

Faculty Members Present: D. Cannon, C. Coviak, C. Grapczynski, S. Hipp (for D. Armstrong), P. Jorgensen, V. Long, M. Luttenton, P. Ratliff-Miller, R. Smith, M. Staves, R. Wilson

Absent: D. Armstrong, D. Ross

Elected Student Representatives Present: C. Teerling, K. Wildeboer

Administrative Ex-Officio Present: C. Bajema, B. Cole, I. Fountain, N. Giardina, P. Kimboko, J. Montag

Absent: T. James-Heer, S. Lipnicki

Ex-Officio Students Present: G. Baraza, M. Care

Guest Present: E. Eldridge

I. Call to Order

M. Luttenton called the meeting to order 9:08 AM.

II. Approval of Agenda

Action: D. Cannon moved to approve the agenda. P. Ratliff-Miller seconded. Agenda approved.

III. Approval of Minutes January 25, 2008

Action: C. Coviak moved to approve the Graduate Council minutes of January 25, 2008, with corrections. M. Staves seconded. Minutes approved.

IV. Report of the Chair

M. Luttenton reported that he met with IT and Registrar's office staff regarding the graduate certificate policy to create a category for students to be admitted to a certificate program rather than a degree.

GC members discussed reorganizing the GC meetings to better accommodate the subcommittee meetings, as the workloads of both the GC-PC and GC-CC have increased.

Action: M. Luttenton moved to shorten GC meetings to a maximum of one and a half hours to give the subcommittees more time to meet afterwards. C. Grapczynski seconded. Motion passed.

M. Luttenton and R. Wilson reported on the FSBC task force regarding credit for 399 and 499 courses, and will include a discussion on 695 and 699 courses as well. The task force will conduct a survey on these courses and include thesis as well.

V. Report of the Dean

Associate Dean of Graduate Studies

P. Kimboko reported that the Associate Dean of Graduate Studies position has been posted and advertised in the Chronicle of Higher Education and several other publications and websites.

Graduate Directors Meeting

The Graduate Directors met on January 25th. Representatives from PAC, Admissions, and Records presented information on international graduate student issues. Grad Directors will meet again on Friday, Feb. 29, at 1 PM in 330 KEN.

Graduate Enrollment Management (GEM)

This committee has created smaller subcommittees to handle key issues. P. Kimboko is chairing the communication plan group. All Grad Directors have been asked to provide copies of their standard correspondence and other communication documents which they send to graduate students.

Catalog Committee

The purpose of the Catalog Committee is to change the catalog to make it user-friendly and organized. Issues such as a disconnection between the online, print, and PDF versions of the catalog are under review. P. Kimboko is working on benchmarking to see what information should ideally be included in a graduate version of the catalog.

Prerequisite Checking

IT and Records are setting up systems in Banner to institute a process for prerequisite checking. This should be in place for registration for Spring/Summer 08. GC members may inform faculty in their colleges and make students aware that they will not be allowed to register for classes with prerequisites unless they have completed those prerequisites. Only key people will be allowed to access Banner to override the system.

Characteristics of a Good Graduate Program

P. Kimboko received a video on this topic and will discuss it with GEM and Grad Directors.

Graduate Education Week

The Michigan Legislature was not receptive to creating a Graduate Education Week statewide. GVSU could possibly plan its own, in conjunction with GPSA.

Graduate Assistantships

The GSGA office is seeking two good candidates for a GA position with the Grants Development and Administration, and the HRRC. Current undergrads will be starting their graduate program in the fall would be ideal candidates as they can work for two

years in the position as well as train as a student worker in the spring/summer. GC members were asked to refer potential candidates to the GSGA office.

Special Project GAs

The Provost has authorized a budget for thirteen additional special project GA positions, in addition to the existing twelve, bringing the total number of special project GAs for the 2008-09 academic year to 24.

Gerontology Conference

The GSGA office is hosting the Art & Science of Aging conference on February 22nd. The theme is “Civic Engagement in the Second Half of Life.”

P. Kimboko extended condolences on behalf of the GC to Brian Cole for the loss of his mother in the past month.

King-Chavez-Parks Future Faculty Fellowships

The KCP program has changed its criteria to comply with Proposal 2. Applicants must be master’s degree seeking, admitted to a program, Michigan resident, and disadvantaged or underrepresented in higher education. Application deadline is March 15th.

VI. Report of the Curriculum Subcommittee

C. Coviak reported that the GC-CC received the PAS proposals that had been sent back to the authors for revisions. The remaining PAS proposals that were received later are being reviewed. GC-CC will meet today after the Grad Council meeting. They will also meet next week to discuss the DNP Final Plan and the COE Prospectus for online programs. The online curriculum system asks for a comment from the library as to how the each course impacts the library. This may be a problem as it asks for comments with each course rather than the entire Final Plan.

C. Coviak would like one of the GC members from SCB serve on the GC-CC. Currently both P. Ratliff-Miller and D. Cannon serve on the GC-PC.

VII. Report of the Policy Subcommittee

R. Wilson reported that the GC-PC met after the last GC meeting. Minutes will be available at the next GC on February 29th. They are working on several items simultaneously, as noted in the last GC minutes. He noted that GVSU’s admissions policy states students “will” be admitted pending satisfactory compliance to a program rather than they will be considered for admission. R. Wilson will bring this document to the next meeting and ask for a motion for a minor word change.

VIII. Report of GPSA

C. Teerling is the new GC student rep, replacing Ruqaiyah Rogers. GPSA is accepting applications for mini-grants. The announcement will be placed on Blackboard. GPSA will meet in open areas around the university to recruit new members. They are asking that every program appoint a student to be a point of contact person. The next meeting is in the new lounge in EC on Valentine’s Day.

IX. New Business

With regard to class registration, J. Montag clarified that undergraduate students are not able to register for classes requiring graduate standing.

University Closing/Cancellation of Classes

Incidents such as class cancellation and “snow days” do not affect academic policies. Therefore, withdrawal dates and other aspects of the academic calendar will be unchanged. Additionally, faculty cannot require students to attend a makeup class.

K. Wildeboer requested that those who have the authority to cancel classes do so beginning at 3 PM rather than 4:00 PM.

NAGPS

The Midwest Association of Graduate and Professional Associations meeting is at MSU. The deadline for proposals for presentations is February 15. This is posted on the Graduate Students Blackboard.

Grad Students Blackboard

The Blackboard problem that allowed mass emails to be sent has been fixed. Blackboard administrators have not updated the list of currently enrolled graduate students.

GC-CC White Paper

Per C. Coviak, UCC sent the GC-CC White Paper forward at the end of last semester or early this semester. It is now under review at ECS. ECS first must vote to accept it, and then it will go to UAS. The policy then may be placed in the Faculty Handbook and should also appear on the online curriculum site with other curriculum standards and guidelines.

X. Motion to Adjourn

Action: D. Cannon moved to adjourn. M Staves seconded. Meeting adjourned at 10:15 AM.

Minutes approved at the February 29, 2008 Graduate Council meeting.