

**Approved Minutes
Graduate Council
Meeting
February 9, 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, B. Cole, I. Fountain, N. Giardina, T. James-Heer, P. Kimboko,
Absent: S. Lipnicki, W. Widmaier

I. Call to Order

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

II. Approval of Agenda

III. Approval of Minutes:

a) November 17, 2006

Action: C. Coviak motioned to approve the Graduate Council minutes of Nov. 17, 2006, with changes. C. Grapczynski seconded. Minutes approved.

b) Dec. 8, 2006

Action: M. Staves motioned to table approval of the Dec. 8, 2006 Graduate Council minutes for further review. C. Coviak seconded. Motion passed. Minutes will be posted on the GC Blackboard for review.

c) January 19, 2007

Action: C. Coviak motioned to approve the Graduate Council minutes of January 19, 2007. C. Coviak seconded. Minutes approved.

IV. Report of the Chair

D. Cannon reported that he met with Frank Foster, the Student Senate President. With regard to GPSA, he recommended that GPSA remain an organization under the Student Senate, but to have its own budget and be autonomous.

V. Report of Dean

Graduate Assistantships

P. Kimboko reported that the Provost approved 10 graduate assistantships for special projects to be paid from the GSGA working budget. A call for applications will be forthcoming in early March.

In the 06-07 academic year, there are 121 full-time (20 hours/week), and 53 half-time (10/hour/week) assistantships in Academic Affairs, of which 109.5 were base-funded, 9 grant-funded and 27 department funded, for a total of 174 GA's. In addition there are five GA positions in other Divisions, for a grand total of 179.

Update on Graduate Education Status Report for President Haas

P. Kimboko handed out the table of contents for the report to the President. The meeting with the President and Provost is scheduled for Monday, Feb 19. P. Kimboko will propose preliminary solutions that derive from the Strategic Plan for Graduate Education to include recommendations to redirect reporting lines for key staff in recruitment, admissions, marketing, student services, career services, IT; reconfigure reporting lines and authority for decisions and planning related to graduate students, particularly exceptions to university-wide policies. Recommend standards for number of regular faculty required to offer a degree program and/or emphasis (tied to number of majors anticipated); Look at a benchmark for ratio of regular to adjunct faculty and standards for adjuncts teaching in graduate programs; involve graduate dean and graduate council in review of credentials of faculty (current & new) teaching and advising at the graduate level; support creation of a graduate student senate; a separate graduate commencement ceremony in April, and a summer graduate commencement ceremony; more graduate content in marketing materials, web design, catalog, and so on.

Changes would need to be phased in, with support from the GC as well as the Provost and President.

Documents for the presentation will be on the GC Blackboard site for review. Please send comments to P. Kimboko.

Commencement News

Due to the overcrowding at Van Andel in winter commencement, the GVSU plans to hold two commencements this April. The plan at this point is to combine 4 Colleges (CHP, SCB, CCPS, KCON) in the morning, the other 3 colleges (COIS, CLAS & Education) in the afternoon. This is a one-semester solution and reflects the lack of attention to graduate students. In spite of the fact that they constitute 25% of the graduating class, graduate students do not represent 25% of those who participate in commencement. A summer commencement would be a good solution as some programs have a large number of summer graduates, such as COE.

Accreditation News:

NCA has approved GVSU's application for the Educational Specialist and found the application to be an exemplar in terms of the materials submitted. Congratulations to the College of Ed for this good work.

Miscellaneous

Kristine Wildeboer, one of the GC student reps, was hired by GSGA to work on communication issue with grad students, the web site, Blackboard, and so on.

VI. Curriculum Subcommittee Report

January 19, 2007 GC-CC Minutes

The minutes included a recommendation to approve the CIS practicum after amendments were made. The GC-CC has been working on a curriculum white paper.

Action: C. Grapczynski motioned to approve the GC-CC minutes of January 19, 2007. Minutes approved.

February 2, 2007 GC-CC Minutes

The meeting included a discussion on a set of proposals COE had submitted. The minutes included an action to move the proposals forward as they completed the requested amendments.

Action: C. Coviak motioned to approve the GC-CC minutes of February 2, 2007. Minutes approved.

Other GC-CC Business

The most recent updates on the GC-CC white paper are on the main Blackboard discussion board. GC members were asked to review the document and make comments on the discussion board. A final edit will be complete by February 23rd to be acted upon and moved to the next level of review with UCC.

VII. Report of the Policy Subcommittee

The subcommittee met after the last GC meeting to discuss the grad assistant policy. Modifications have not yet been sent out for review. The subcommittee will meet today after GC.

M. Luttenton opened a discussion on ECS comments regarding new policies for graduate education. ECS had suggested that, as new grad policies develop, undergrad policies will be affected and will have to be revised as well, otherwise, there may be two policies on the books. Points were made that most revisions are minor and do not change entire policies, and that many current policies only apply to undergrad. Policies created by GC go directly to UAS/ECS for approval. It would be up to those committees to appoint a task force to address undergraduate policies.

It was suggested that the handbook could be revised to have different sections for graduate and undergraduate policies to make it easier for students to find what they need. It was noted that the online faculty handbook does not include all the sections that are included in the printed version.

M. Luttenton indicated that ECS was also concerned about the number of credit hours a grad student can take before declaring a certificate program, getting admitted to the program, and so on. Currently there is a 12 credit hour limit for non-degree seeking students. Per P. Kimboko, the Provost supports the policy that students must be admitted

and that there is a place on the application to allow students to be admitted into a certificate program. The certificate policy needs to include an expedited process for new certificates to be approved that do not require new faculty, costs, and so on.

P. Kimboko suggested the GC review the graduate policy manual from James Madison University as it is a good example of what GVSU could have.

D. Cannon suggested a GC task force on graduate policies to compare GVSU's with James Madison University.

M. Luttenton reported that the course numbering policy was passed by ECS. GC had UCC's support on this from the beginning.

VIII. Report of GPSA

K. Wildeboer gave the report. The upcoming employer panel will have information about non-clinical positions in a health care environment as well as adjunct teaching opportunities at community colleges for masters level graduates. The deadline for mini-grants for student travel to conferences is February 23rd. The Blackboard sites for GPSA and grad students will be combined. Right now there is a 3-step process to gain access to the GPSA site. Election of GPSA officers will be held the beginning of March. They will work on further defining roles and requirements of being an officer. There will be a separate panel on general job opportunities for graduate school graduates.

IX. New Business

Graduate Education Status Report

The GC discussed P. Kimboko's upcoming meeting with the President on graduate education. P. Kimboko noted that current GVSU employees in Records, Financial Aid, and other departments are generalists and not experts in graduate education. Many of the decisions and advice they offer is based on their understanding of undergraduate policies. P. Kimboko would like to devote a core group of people to work with the graduate office, to set priorities, look at policies such as recruitment, career services, and so on, to develop their expertise on graduate education at GVSU. This way, problems such as what recently occurred with the international grad student scholarships can be avoided. She would like to see it endorsed and stipulated by administration and the president's office. Such a plan would best serve graduate students in that they would be able to obtain accurate answers and be provided the services they need to be successful students.

Some suggestions for P. Kimboko's report included discussion of the NCA review in 1999 to illustrate that there continues to be a need to support graduate education, support can include such things as additional staff in the graduate studies office, support and empowerment to the graduate dean's position; create a benchmark report of the typical staff levels of a graduate office and the lines of authority, based on a comparable graduate student body, and based on an external review (NCA), this is what is expected of a graduate office; and making sure the collective graduate student voice is heard. P. Kimboko will provide the GC with an executive summary of her report.

The GC discussed decentralization of graduate program admissions. Many universities use a model where review of applications are handled by the department, and recommendations for admission are made by the department, often to the graduate school. GVSU could institute a model wherein specific people stay where they are, e.g., in Records/Registration or Admissions, but are the experts in their departments on graduate education, and go to the graduate dean's office for exceptions.

X. Adjournment

Action: C. Grapcynski motioned to adjourn. M. Luttenton seconded. Meeting adjourned at 11:40 Am.

These minutes were approved at the Graduate Council meeting of February 23, 2007.