

**Approved Minutes
Graduate Council
Meeting
March 30, 2007**

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

Elected Student Representatives Present: K. Wildeboer
Elected Student Representatives Absent: R. Rogers

Administrative Ex-Officio Present: C. Bajema, I. Fountain, N. Giardina, T. James-Heer, 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: R. Wilson motioned to approve the agenda. C. Coviak seconded. Agenda approved.

III. Approval of Minutes

Action: The December 8 Graduate Council meeting minutes were tabled.

Action: R. Wilson motioned to approve the Graduate Council meeting minutes of February 23, 2007. C. Grapczynski seconded. Minutes approved.

IV. Report of the Chair

D. Cannon reported that the approval process for the GC bylaws change is complete.

He will approve the curriculum proposals that were approved by the GC-CC after 12:00 PM if no objections are received by then. Paper curriculum proposals that have not yet been acted on will be automatically withdrawn on April 21st. After that, all proposals will be electronic. GC-CC had approved the PA 670 proposal with changes. If the changes have been complete it will be sent to UCC.

V. Report of the Dean

Graduate Assistantships

P. Kimboko received 24 applications for GSGA funded assistantships. She was able to fund all but one. Open positions will be posted on the GSGA website.

Graduate Student Presidential Research Grants

Three research proposals have been submitted for summer. The deadline for fall applications is April 15th.

Graduate Student Celebration:

President Haas will not be able to attend. The Provost will give the welcome, and has asked for talking points.

The thesis review committee has made its recommendation for the outstanding thesis award. The award will be presented at the Graduate Student Celebration.

Graduate Dean Projects

P. Kimboko met with Michael Walenta and learned that WGVU can help publicize graduate education in a number of ways. A couple of ideas are to feature individual graduate programs, and perhaps have grad directors come on WGVU radio to talk about their programs. She had spoken with an undergrad student, a faculty member, and a staff member, none of whom were aware of the extent of GVSU's graduate programs.

The Provost has authorized the Graduate Studies office to bring in graduate deans from peer institutions for consulting.

NCA Report

P. Kimboko has been working on the NCA report. She provided a handout with a list of resources, initiatives, outcomes, and plans for future. She created an organization chart of what she envisioned a graduate school at GVSU to look like. GC members suggested to color code items based on priorities and to include areas of responsibility that fall outside a graduate school. Documents for the NCA report are posted on the GC Blackboard site.

The GC discussed how new programs are evaluated after they are in place for a few years. Evaluation may include reviewing student outcomes, and looking at accreditation and budget. Some programs may need to be discontinued if there is low enrollment or not enough faculty to support them.

C. Coviak recommended that external accreditation standards be used for internal reviews in programs that require them.

R. Wilson inquired as to the ability of the university to figure out the total cost of preparing for the NCA review. Per N. Giardina, there are ways to measure costs, such as looking at committees and subcommittees, faculty/staff time serving on those committees, and the expense of bringing in teams.

VI. Report of the Curriculum Subcommittee

C. Coviak asked the GC to disregard her email concerning review of a proposal. There are two proposals that are being sent back to the authors for revision. She hopes the GC-CC can review them prior to UCC's deadline so they can get done before the end of the academic year. Minutes from the March 16 GC-CC meeting are not yet available. The

GC-CC white paper will be ready for full GC vote at the next full meeting of the GC. The final version will be posted on Blackboard.

C. Grapczynski reported on the GC-CC meeting of March 23. B. Reinken's COE proposals were reviewed. Minor changes were requested in four of the proposals, and two were assessment courses required by the State of Michigan for elementary and secondary education, which passed with changes. A new course in cell and molecular biology was reviewed. C. Grapczynski and C. Coviak will review the remainder of curriculum items and all will be ready to move forward at the next GC meeting. GC members can see most of the documents on Blackboard.

GC passed the biology program changes and they have gone through UCC.

N. Giardina discussed the upgrades being made to the online curriculum system. As of Monday, April 2, a filtering process will be added. It will filter by log number and date, and will also filter by grad programs under each college, and separate grad from undergrad, and will filter by the nature of the proposal. Curriculum flow will be included as well, for example, a box will show that a proposal's next step is to go to GC-CC. She noted that email will be used to prompt actions during every step of the curriculum process.

Linda Goossen will be in touch with the GC-CC. She will hold a debriefing meeting of all curriculum committees.

Format Change for Graduate Course

D. Cannon opened a discussion on recent curriculum item where a format change was requested, from a 15 week course to two intense weeks. There is no policy prohibiting this from being done. He was concerned that, if he sent it back with a comment that this type of format change did not require approval, it could establish a precedent for other courses to go through format changes, particularly those that should not be condensed in such a way.

The GC discussed potential problems that could arise from condensed courses such as: students may not have enough time to synthesize and internalize content, whether the course is skills-based vs. theoretical, and if the content can be mastered in such a short time. It was noted that this particular course is "tech" related and not theoretical.

The GC agreed that D. Cannon would send the proposal back with an explanation that there is no GC policy at the present time requiring review of a format change, and that such a format may not be appropriate for other courses.

VII. Report of the Policy Subcommittee

M. Luttenton reported that the GC-PC will meet after the GC meeting to discuss the new graduate assistantship policy. It will be available for full review at the next GC meeting.

Per D. Cannon, ECS had reviewed the certificate policy and questioned how Banner would handle the policy. The certificate policy will go forward based on best practices guidelines rather than what the Banner system can do.

M. Luttenton discussed the IT issues concerning nondegree seeking students. One of the problems is that nondegree seeking students do not get progress reports, so there is no way to “tag” them in the system. He noted that ECS is concerned that changes in graduate policy may affect undergrad policy.

M. Luttenton noted that he is on the committee to review theses for the outstanding thesis award. There is a disparity in formats; therefore, GC-PC will revisit the thesis policy.

M. Luttenton’s term on GC is expiring. He has requested his college to nominate him so he can continue serving on GC.

VIII. Report of GPSA

Elections for GPSA officers are being conducted. There is one nominee for each position, except for secretary, where there are two nominees. Ruqaiyah Rogers is running for president. New officers will be announced at the next GC meeting. GPSA’s next meeting is at the Bite restaurant on Pearl and Ottawa. The next GPSA newsletter will contain a list of who received mini grants, the new officers, and the Graduate Dean’s citations recipients. GPSA is co-sponsoring the Graduate Student Celebration on April 20th, along with the GSGA office.

IX. New Business

Student Summer Scholars Program

D. Ross opened a discussion on the Student Summer Scholars (S3) program. She had several grad students who wanted to apply, but they were told this program is only for undergrads.

C. Coviak and P. Kimboko explained the history of the S3 program. It used to be housed in Research and Development, and included both graduate and undergraduate students. The old Science & Math Division had a program for its own students, and P. Kimboko was asked to create the S3 program for students from all divisions. She included graduate students because the program requirements said nothing about being strictly for undergrads. However, under the Provost’s reorganization, S3 was moved to the College of Interdisciplinary Studies, and the rules were changed. It was unknown as to what process was used to change the rules.

P. Kimboko noted that she recently met with SPNA. They received funds from a grantor and would like to fund graduate student research with a portion of the money.

Summer Scheduling Issues

R. Wilson noted that the first summer session has twelve classes, but the second session has only eleven.

GC members discussed challenges students and faculty face with some of the Pew Campus buildings being open only limited hours, and closed on weekends, during the spring/summer semester.

X. Old Business

MS in Safety Management Prospectus

Per C. Coviak, the MS in Safety Management prospectus first came to GC-CC in 04-05, chaired by B. Reinken. It was not approved and was sent back, but with no authors indicated. B. Reinken found who the authors were and spoke with them. The proposal has some very troubling issues which were communicated to faculty governance. In the fall of 2006, the prospectus was on the ECS agenda. C. Coviak learned that UCC had approved and sent it on. The GC stopped it before it went before ECS. The GC-CC began its review of the prospectus on February 23rd. The GC-CC provided very significant comments and feedback to the authors. They felt the authors could go forward with a Final Plan, but there were considerable concerns dealing with curriculum issues as well as budget issues. However, it is not the role of the GC-CC to make decisions on budgets. Coviak noted that the Faculty Salary and Budget Committee approved the first budget.

Per C. Grapczynski, CHP sent the prospectus forward after requesting changes several times.

The GC's concerns are that the 2.5 GPA required for admission will allow under qualified students to enroll in the program. Students who could not achieve a 3.0 as undergrads are unlikely to be successful as graduate students. Sufficient need for the program needs to be demonstrated as the support given is based on limited polling; and there is a lack of faculty resources, including the lack of Ph.D.s to teach at graduate level.

The GC agreed that the case for a new program should be evident in the prospectus, and the Final Plan can expand on the details.

Action: M. Staves motioned to table the MS in Safety Management pending the following: authors are to address the comments of the GC curriculum subcommittee memo of March 16, 2007 plus the comments of the full GC, including the GPA standard, to conduct a needs analysis that demonstrates sufficient demand for the program, and to provide more data on qualified faculty. After discussion C. Grapczynski called the question. C. Grapczynski abstained. Motion passed.

XI. Adjournment

Action: C. Coviak motioned to adjourn. C. Grapczynski seconded. Meeting adjourned at 11:54 AM.

Minutes approved at Graduate Council meeting of April 20, 2007.