

**Approved Minutes
Graduate Council
April 11, 2008
303C DEV**

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

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

Administrative Ex-Officio Present: C. Bajema, I. Fountain, N. Giardina, P. Kimboko, M. Rhodes (for J. Montag)

Administrative Ex-Officio Absent: B. Cole, T. James-Heer, S. Lipnicki

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

Guests Present: E. Eldridge

I. Call to Order

M. Luttenton called the meeting to order at 9:06 AM.

II. Approval of Agenda

Action: P. Jorgensen moved to approve the agenda. M. Staves seconded. Agenda approved.

III. Approval of Minutes – March 28, 2008

Action: D. Ross moved to approve the minutes of the Graduate Council meeting held on March 28, 2008, with corrections. R. Wilson seconded.

IV. Report of the Chair

M. Luttenton reported that a memo had been drafted and forwarded to R. Franciosi to form a task force to discuss online programs.

ECS had additional questions regarding the GA Policy document. It had been shortened to be a simple policy statement but more information will need to be added back in.

V. Report of the Dean

Graduate Student Celebration

P. Kimboko reported that the Graduate Student Celebration and awards event is being held on Friday, April 18th, in CHS, beginning at 5:00 PM.

Associate Dean Search

Telephone interviews are scheduled for the semi-finalists in the Associate Dean of Graduate Studies search. Face-to-face interviews will take place in early to mid-May. The goal is to have the person hired and in place in early July.

GEM

The GEM group met on Thursday morning and worked on ways to improve communications, supporting the Graduate Directors, and discussed creating templates for letters, brochures, and web content.

The graduate application is now online.

Dean Collins had raised concerns about policies for the COE online program. P. Kimboko suggested that she take the NCA guidelines and develop a policy document that follows those guidelines. N. Giardina is forming a task force to look at online programs and policies. The original Asynchronous Task Force did not cover many of the matters that an online program policy would need to address.

Catalog Committee

The catalog committee will undertake preliminary revisions to the current catalog, in terms of the flow of information. There will be some added content related to colleges, and removal of content that is out of date by the time the catalog is printed. The print catalog will have a bleed on the edge that contains graduate relevant information.

Special Project GAs

All positions have been awarded. Some departments have students in mind to hire, but others will be posting their positions.

Committee on Inclusion and Equity (CIEGE)

This committee is seeking volunteers to develop a plan for inclusion activities for graduate education. Jeanne Arnold will be invited to meet with the committee. GC members who would like to volunteer should contact P. Kimboko.

Miscellaneous

P. Kimboko was on WGVU radio for a challenge grant on Thursday morning. Over \$1,000 was raised.

VI. Curriculum Subcommittee

There was no quorum at the last GC-CC meeting, so no official minutes were available. C. Coviak provided a report.

Action: C. Coviak moved to approve the report in place of official minutes for the GC-CC meeting of March 28, 2008. Report approved.

The DNP Final Plan was on the ECS agenda last week. It is on the UAS agenda today.

Per N. Giardina, UCC added one more meeting to its schedule to accommodate GC curriculum actions.

GC-CC will review DNP course proposals at today's meeting. C. Coviak noted that the DNP is receiving media attention, but not all of it is accurate.

C. Coviak noted that there were many questions on the effect the DNP will have on the MSN. KCON has no intention to end the MSN, however, it will be a very different program in the future. A proposal to bring forward generalist degree is moving along through KCON.

C. Coviak attended a joint meeting of UCC/GC-CC. They discussed handling proposals, including issues such as editing and typos, and various ways to deal with those. With the Roles and Responsibilities document, there will be a push to return documents that are not ready for review. CCC chairs are aware of their responsibilities to ensure that editorial issues are taken care of before moving to the next level.

Also under consideration at the joint meeting is the possibility of separating curricular review so undergraduate proposals are handled by UCC and graduate programs be handled by the GC., with the rationale that those individuals that serve on each committee would become expert on what is necessary at those levels of review. Coviak, Luttenton, and R. Adams will work this summer on drafting some bylaws changes to propose this separation of the two committees.

Per R. Wilson, GC will need more members for curriculum review if this model goes into effect.

VII. Policy Subcommittee

Per R. Wilson, the GA policy, and graduate faculty policy are under review. The academic review policy regarding student standing semester by semester in graduate programs is under review as well. Also under discussion are changes in the catalog description of the graduate application process. The current wording implies that simply by application, one is granted admission. T. James-Heer is drafting new language for this.

The GA policy is now a pared down version from the original that included procedures. ECS supports the document with additional language that would identify that a GA in instructional role is not the instructor of record and not responsible for grades.

The Graduate Faculty policy went to grad directors for comments. Program directors in PAS and PT had concerns.

VIII. Report of GPSA

GPSA held officer elections. Derek Moore, COE School Counseling, was elected president.

Two faculty mentor awards will be given at the Graduate Student Celebration.

GPSA members discussed the budget. The line item for grad student travel was taken away by the Student Senate budget process.

GC members had concerns about the undergraduate Student Senate and its lack of support of graduate students. With over six thousand graduate students, GPSA should be eligible for more funding.

Action: R. Wilson moved to draft a memo to reflect GC's concerns and request for additional support for GPSA. GC members should email R. Wilson with suggestions and ideas to illustrate the need for funding, such as travel grants for students. GPSA has been asked to host the Midwest GPSA conference, which would require funds.

Per K. Wildeboer, President Haas met with graduate students and asked for input. Issues about separate study space for graduate students, including computer labs, and graduate student housing were raised. Some students had concerns about the lack of teaching opportunities for grad students who are looking at Ph.D. programs. Students complained about being charged for attending student events on campus for which undergraduate students attended for free. President Haas is supportive of graduate students and wants to see them as part of GVSU's culture.

Action: M. Luttenton called the question with regard to R. Wilson' motion. Motion passed.

IX. New Business

a)New Officer Elections

The Graduate Council will conduct new officer elections at the next meeting.

X. Old Business

Catalog

The GC discussed catalog issues. The online catalog will include information on faculty, however, the print version may not. There continues to be a need for a print catalog because it is used by school counselors, faculty advisors, and others.

Although it would be more efficient to have a separate graduate catalog, there appears to be a prestige factor in keeping grad and undergrad together in that students and parents can be made aware that GVSU has graduate programs.

COE Online Program Prospectus

COE would like the Prospectus to continue moving through the system. Andrew Topper will be invited to the next GC meeting to address questions and concerns.

The GC has concerns that this Prospectus would bring forward a program for which GVSU has no policy to approve. However, because it is not a Final Plan, it might be reasonable to allow COE to develop a FP, and in the meantime, a task force can create guidelines to govern online programs. Per M. Luttenton, based on review of NCA documents, the COE Prospectus does not rise to NCA level at this point.

GC concerns were that the Prospectus has staffing implications, as well as concern as to how it integrates with the graduate faculty policy. There is potential for precedent to be set that there are fewer tenure track lines hired and they are supplanted with adjuncts. GVSU would need to provide adequate technical support, student services, library, advising, video and audio delivery with licensing and copyright issues, and the costs of these would need to be taken into consideration.

The COE program already exists in classroom delivery, therefore online program's integrity is not in question. However, the format and delivery model are concerns. The original Asynchronous Task Force stated that online programs should serve only 15 students, but this would not cover all the costs of the program.

Online Curriculum Issues

Per N. Giardina, there was a discussion regarding curriculum with regard to Prospectus and Final Plans not being online. The committee is looking at potential issues with regard to placing these online. Currently, these documents are distributed at a higher level "sideways" in the first step in the review process rather than going from units to CCC's and up through the system. The idea of a prospectus is that it starts a discussion based on a concept, and the final plan would include all the details of the program. However, committee members are finding that a Prospectus should include a needs assessment and cost analysis up front.

P. Kimboko asked that the process would include informing the graduate dean of anything relating to graduate education.

XI. Adjournment

Action: M. Staves moved to adjourn. C. Coviak seconded. Meeting adjourned at 10:40 AM.

Minutes approved at Graduate Council meeting of April 25, 2008.