

**Approved Minutes  
Graduate Council  
April 25, 2008  
303C DEV**

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

**Elected Student Representatives Present:** K. Wildeboer

**Absent:** C. Teerling

**Administrative Ex-Officio Present:** C. Bajema, B. Cole, I. Fountain, T. James-Heer, P. Kimboko, S. Lipnicki, J. Montag

**Ex-Officio Students Present:** G. Baraza, D. Moore

**Guests Present:** E. Eldridge, A. Topper

**I. Call to Order**

M. Luttenton called the meeting to order 9:06 AM. The Graduate Council congratulated C. Coviak on receiving the Neimeyer Award.

**II. Approval of Agenda**

**Action:** C. Grapczynski moved to approve the agenda with modifications. M. Staves seconded. Agenda approved.

**III. Approval of Minutes**

**Action:** P. Jorgensen moved to approve the Graduate Council minutes of April 11, 2008 with corrections. R. Smith-Colton seconded. Minutes approved.

**IV. Report of the Chair**

M. Luttenton reported that UAS approved the DNP at its last meeting. R. Franciosi sent a memo thanking the GC for its work.

The Graduate Faculty policy is still being reviewed. The Chemistry and Biostatistics departments provided additional feedback.

**V. Report of the Curriculum Subcommittee**

GC-CC Chair C. Coviak provided an annual report of the Curriculum Subcommittee's activities and gave an overview of the GC-CC minutes. She noted that a set of proposals from SCB were sent back for amendments, but they are not ready for resubmission to GC.

**Action:** C. Coviak moved to approve the GC-CC minutes of April 11 and April 15 and the GC-CC annual report. Minutes and report approved.

### **COE Online Prospectus**

The GC discussed the COE Online Prospectus. S. Lipnicki inquired about the market potential for the program. This item is addressed on page 3 of the Prospectus.

Per B. Cole, a survey was conducted to determine interest in the program. Sixty-six percent of those surveyed indicated significant interest.

The online classes follow the academic calendar, with the same start/end dates, drop deadlines, etc.

COE used the Harvard model as well as other schools, such as Regis College, that offer this type of online program.

GC members had concerns about faculty qualifications, with regard to “backup” faculty. There should be a way to ensure that all the elements are in place that support quality graduate faculty.

A. Topper noted that Appendix F describes the model for faculty. Jacque Melin went through online training, which provides excellent preparation for both tenure track and other faculty. The backup faculty are to be advanced practitioners with master’s degrees. To have tenure-track faculty as course mediators would be expensive and increase program costs.

The market for such a program is very large. Other universities that offer something similar limit their class sizes to 15.

The Prospectus does not propose differentiated tuition. However, since this program is available out of state, it would potentially bring in additional tuition by charging nonresident tuition. GVSU needs to keep tuition competitive with other institutions. Many universities offering online programs charge the same for resident and nonresident.

D. Armstrong addressed GC member concerns that the “coaches”/adjunct faculty should meet the criteria set forth in the draft graduate faculty policy document. These coaches/adjuncts must have a master’s degree and expertise in the area they are teaching. Tenure track faculty are responsible for delivery of the program. The COE proposal will include this information.

The survey targeted residents outside the tri-county area, to avoid drawing students from existing programs. Students wanting to enroll would need to qualify as a distant student. Per D. Armstrong, the program should be available to the local market as well. The COE dean was concerned that the online program could potentially jeopardize enrollment in the on-campus programs. However, it seems to be easier for k-12 teachers to take online classes, even for those who are local.

The program is intended to serve those who are underserved, those who don’t live near a campus. The Prospectus states that preference will be given to those who are distant.

Per A. Topper, this prospectus was written with Higher Learning Commission guidelines in mind.

Some questions that arose included: 1) How long will it take to have the framework set up, 2) how will students outside the area know they have priority for registration in courses, 3) how will the program be evaluated? (Per A. Topper, the assessment/evaluation plan will be in the Final Plan.) 4) Will COE be prepared if the demand is higher than expected.

Per R. Wilson, the FP will need to address increased adjunct usage and the implications for those who want to be tenure track, implications of faculty quality and program quality. The program will increase the adjunct v. tenure track ratios and this will be a concern.

M. Luttenton reminded GC that approval of the Prospectus will allow COE to develop a full Final Plan, where these questions can be addressed. The proposed timeline is to have the FP for review in Fall 2008, approvals in Winter 2009, and have the program in place Fall 2009.

A major concern of the GC continued to be that there is no GVSU policy for online programs. However, the COE is acting responsibly by keeping NCA guidelines in mind when they developed the Prospectus and they will continue to do so with the Final Plan.

Per M. Luttenton, action by the GC would recommend that COE go forward with a Final Plan. In the meantime, GC would review guidelines and the online program policy would be developed concurrently with the Final Plan. He noted that the Provost concurs that a task force needs to be convened to develop a policy for online programming.

D. Cannon was concerned with recommending the Prospectus because there is no current procedure to make such a decision.

**Action:** P. Jorgensen moved that the Graduate Council makes a recommendation to ECS that the College of Education be permitted to proceed with a Final Plan, including comments from today's Graduate Council minutes regarding items that need to be addressed in the Final Plan, and with the understanding that the university is looking at developing policy to support online programs. C. Coviak seconded. Motion passed.

## **VI. New Business**

### **a) New Officer Elections**

**Action:** D. Armstrong moved to approve the nominations by acclamation. D. Cannon seconded. Motion passed. 2008-09 GC Officers are: M. Luttenton, Chair, D. Cannon, Vice-Chair, R. Wilson, Chair, Policy Subcommittee, and C. Coviak, Chair, Curriculum Subcommittee.

## **b) Increasing Graduate Council Member Numbers**

R. Wilson recommended this item be tabled.

## **c) Increasing GC-CC Size**

There is concern that the GC-CC needs more members. One idea is to elect at-large members from the colleges who are not members of the full Graduate Council. The GC bylaws would need to be changed. M. Luttenton will query the CCCs to see if each CCC could appoint one member to serve on the GC-CC. This would potentially encourage the colleges to be more aware of how the GC reviews curriculum. Faculty members coming from the CCCs should meet the criteria of Graduate Council membership, e.g., they must be involved with graduate education. D. Armstrong suggested that college CCCs could appoint one of their former members, who would have knowledge but would not be required to serve on two curriculum committees.

K. Wildeboer noted that colleges should have someone representing their proposals at GC-CC meetings when they are being reviewed.

## **VII. Report of the Dean**

P. Kimboko gave her report.

## **VIII. Report of the Policy Subcommittee**

R. Wilson provided a summary of the year's GC-PC activity.

## **Catalog Graduate Admissions Information**

The GC discussed catalog copy changes with regard to the Graduate Admissions section. **Action:** R. Wilson moved to accept the proposed changes to the GVSU catalog copy regarding general graduate admission. After discussion, C. Grapczynski moved to call the question to approve the changes with proposed edits. D. Ross seconded. Motion passed.

## **GA Policy**

**Action:** M. Staves moved to approve the graduate assistantship policy and forward to ECS with a cover letter explaining that the previous version diluted the intent of the policy when it excluded certain language. D. Ross seconded. Motion passed.

## **Miscellaneous Discussion**

N. Giardina and D. Cannon are on a task force that is proceeding with online curriculum proposals, but not online programs.

A task force on online program policies should be a university-wide issue and not just a graduate issue. C. Bajema and D. Armstrong receive regular inquiries from students about GVSU offering online programs. There is a demand, but currently GVSU does not offer programs in the format many students want.

There is an implication that the COE online program Prospectus is setting policy for the university. Many issues need to be addressed, including adjuncts vs. tenure track faculty, graduate policy vs. university policy, infrastructure issue such as having 24/7 support.

M. Luttenton noted that much of the work the GC has done arose because of the NCA visit and their subsequent recommendations. Per B. Cole, with regard to technology, the Higher Learning Commission will look at best practices, and GVSU must be prepared to respond to their questions.

Additional comments on the COE online program included: the coaching model could be revised if it will create a problem getting the program approved, the Final Plan should include a cost analysis which may reveal items that are not cost-efficient.

### **VIII. Report of GPSA**

G. Baraza noted that Derek Moore, the new GPSA president, was present but had to leave before he was introduced. Baraza thanked the GC for the enriching learning experience serving on the GC provided.

Per S. Lipnicki, the new GPSA officers are President: Derek Moore, Vice President: Dorothy Asare-Kumah, Secretary: Cari DelMariani, and Treasurer: Megan Kleinheksel.

GPSA will have a transitional meeting next week. GPSA made great strides this year with a number of events and increased student involvement. Ruqaiyah Rogers, GPSA president and former GC student rep, was instrumental in making many things happen.

The DPTs are being hooded at commencement on Saturday, April 26<sup>th</sup>. D. Cannon objected to this practice as students will not complete the program until August. At most universities, students earn their degrees before they can be hooded.

P. Kimboko presented certificates of appreciation to C. Coviak, M. Luttenton, and R. Wilson for their service to GC as chairs, and to D. Armstrong, D. Ross and C. Teerling, who was absent, for their service on the GC.

### **IX. Adjournment**

**Action:** M. Staves moved to adjourn. K. Wildeboer seconded. Meeting adjourned at 11:23 AM.

Attachments:  
GC-CC Annual Report  
Dean's Report

Minutes approved at the Graduate Council meeting of September 5, 2008.

**Graduate Council Curriculum Subcommittee**  
2007-2008 Academic Year  
Annual Report

The GC-CC met 16 times during the 2007-08 Academic Year. The notable accomplishments include the following.

1. Forwarded document, “*Graduate Education at GVSU Curriculum Standards for Ensuring Quality*” to UCC, which was forwarded to ECS in November, 2007.
2. Reviewed “Rules and Responsibilities” document developed by UCC, and provided feedback regarding the handling of graduate proposals.
3. Reviewed and acted on Physician Assistant Program revision and associated course proposals.
4. Reviewed and acted on Doctor of Nursing Practice Final Plan and associated course proposals.
5. Reviewed and acted on College of Education Online Program prospectus.
6. In total, reviewed 106 course and program change proposals.

Goals for coming year:

1. Develop bylaws for successful revision of curricular review of graduate proposals.
2. Assist UCC in further refinement of online curriculum review system.