

**Approved Minutes  
Graduate Council  
Meeting  
September 22, 2006**

**Faculty Members Present:** D. Cannon, C. Coviak, C. Grapczynski, L. Konecki, M. Luttenton, P. Parker, J. Ray, D. Ross, M. Staves, R. Wilson

**Absent:** S. IsHak

**Elected Student Representatives Present:** T. VanHaitsma

**Absent:** R. Rogers

**Ex-Officio Student Representatives Present:** K. Drake, N. Farr

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

**Absent:** C. Bajema, W. Widmaier

**UAS Rep Present:** C. Mullendore

**I. Call to Order**

D. Cannon called the meeting to order 9:36 AM. New attendees were introduced.

**II. Approval of Agenda**

**Action:** C. Coviak moved to approve the agenda with the addition of block scheduling as an agenda item. L. Konecki seconded. Agenda approved as modified.

**Action:** C. Coviak noted to amend the agenda to include a report from GSPA. J. Ray seconded. Motion passed.

**III. Approval of Minutes September 8, 2006**

**Action:** L. Konecki moved to approve the agenda as amended. C. Coviak seconded. Minutes of September 8, 2006 approved.

**IV. Report of the Chair**

Problems with the online curriculum submission system were discussed. Ben Rapin and Nancy Giardina have been notified of the inability to submit variable credit hours.

C. Mullendore noted that users can submit feedback and note problems and concerns on the curriculum submission site. Users are advised to save their work as the system will end after 20 minutes of being idle.

NCATE visited GVSU for review of the Educational Specialist program.

**V. Report of the Dean**

**Update on NCA:**

P. Kimboko has been asked to serve on the NCA Self-Study Team subcommittee. She will be consulted for graduate issues across all the criteria.

The NCA site team was on campus for a review of the new Ed Specialist degree. P. Kimboko spoke to them in a teleconference and answered questions concerning her role at GVSU, the nature of this degree, her perspective on graduate programs and who is qualified to teach in them, and inquired about her role in program review and whether that was the same as Assessment.

C. Coviak also addressed the NCA in the capacity of GC chair for two years. They had many questions, including where GC reports in the governing structure.

Dr. Robert Appleton GVSU's NCA liaison will be on campus for an open meeting on October 5.

#### **Graduate Deans Citations for Excellence**

Fall 2006 nominations will include students who completed their programs in Spring/Summer). Nominations should be submitted to P. Kimboko by November 13. Awards will be offered at the GPSA event on Dec 1.

#### **Graduate Student Research & Travel Awards: R&D Center**

Presidential Research Grants for Winter 2007, applications due by October 15.  
Travel grants when students are presenting at a professional conference

#### **Graduate School Fair:**

This fair is hosted by Career Services in Kirkhof Center, on October 24 (10:30-1:30). Twenty-one universities and colleges are participating, including some that offer doctoral degrees. They would like 3-5 graduate students as volunteer 'ambassadors' to help visitors and students and answer questions about the graduate experience at GVSU.

#### **Annual Report on the State of Graduate Education at GVSU**

Phillip Batty is willing to work with GC to prepare a report. He will be available in October. GC needs to prepare a list of what data it would need for the report.

#### **Reading Material Re Future of Graduate Education**

P. Kimboko provided a list of reading materials on graduate education that might be of interest to the GC.

P. Kimboko encouraged GC members to attend Registrar interviews.

#### **VI. Report of the Curriculum Subcommittee**

C. Coviak reported that the GC-CC will meet after GC today to discuss development of formal principles under which curricula will be reviewed for inclusion in the white paper.

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

M. Luttenton reported that the two primary issues for GC-PC are to finish the certificate program policy, and to establish a thesis policy with minimum standards university wide. The issue of classroom scheduling will be taken up as well.

## **VIII. Report from GPSA**

T. VanHaitsma reported that the first newsletter of the academic year has been published and distributed via the GPSA BB site. The fall social is on September 29, from 5:30-7:30 PM in the UClub and will include refreshments, cash bar, and raffle prizes. Several GPSA members will help with the Grad Fair. Applications are being taken for mini grants for grad students to attend conferences.

## **IX. New Business**

### **A. Subcommittee Assignments**

The following new subcommittee appointments were made:

Policy – R. Rogers (elected student rep), K. Drake (ex-officio student), S. IsHak, M. Staves (for thesis discussion)

Curriculum – L. Konecki/D. Armstrong, P. Parker, M. Staves, T. VanHaitsma

### **B. Setting Priorities**

A GC representative can attend the UAS meetings and deliver a report once per month on behalf of the GC. The role will be shared by P. Kimboko, C. Grapczynski, J. Ray, and D. Cannon.

A DRAFT of the curriculum subcommittee white paper will be ready for review in 4-6 weeks. The white paper could be finalized by the end of the semester.

M. Luttenton will post the certificate policy on BlackBoard. By mid-October it will be sent to the next level.

Thesis guidelines will be completed by the end of the academic year. The original 'scholarly outcomes' committee may participate in the review. The GC-PC will need to define thesis, project, capstones, and other culminating experiences.

The faculty handbook has not been updated to include the GC's role. The GC-PC will write recommendations for the full GC to review. Jean Nagelkerk should be included in this discussion. Per C. Mullendore, the BOT approves all faculty handbook changes.

The GC structure was discussed. The GC-CC and GC-PC need to work together now as many issues cross both areas. However, in a few years, possibly the GC can split into two separate entities.

C. Mullendore recommended that the GC address the need for more members due to the workload. She advised members to document the number of meetings attended, how many hours spent on GC business, etc., for each member's unit head.

Discussion of the Graduate Strategic Plan was deferred.

Grad Student Governance Role-D. Cannon will work with S. Lipnicki and GPSA.

Grad Assistant Role – The policy that prevents graduate assistants from teaching should be addressed as this affects grad student enrollment. Currently there are a number of issues that create problems, such as grad students having to choose between an assistantship and adjunct appointment and the need for students who want to enter doctoral programs to have teaching experience.

D. Cannon would like the GC to draft a document that presents both sides of the issues. It was noted that the faculty handbook was updated in approximately 2001 to give GAs limited instructional support.

Quality Standards for Graduate Education – NCA asked for information about the university's policy on faculty qualifications for teaching graduate courses. GC cannot set standards as to who the academic deans can or cannot hire, however, GC can ask deans to justify how a faculty member qualifies to teach graduate courses. This item will be addressed further at another meeting.

Adjournment:

**Action:** C. Coviak moved to adjourn. J. Ray seconded. Meeting adjourned at 11:40 AM.

Minutes approved at Graduate Council meeting of 10/6/06.