

**Approved Minutes  
Graduate Council  
Meeting  
September 8, 2006**

**Faculty Members Present:** D. Cannon, C. Coviak, S. IsHak, L. Konecki, J. Ray, M. Staves, R. Wilson

**Absent:** C. Grapczynski, M. Luttenton, P. Parker, D. Ross, P. Stow-Bolea

**Ex-Officio Student Representatives Present:** N. Farr, T. VanHaitsma

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

**Absent:** S. Lipnicki, W. Widmaier

**I. Call to Order**

D. Cannon called the meeting to order at 9:48 AM. He welcomed the new GC and introductions were made.

**II. Approval of Agenda**

**Action:** J. Ray moved to approve the agenda. C. Coviak seconded. Agenda approved.

**III. Approval of Minutes April 21, 2006**

**Action:** C. Coviak moved to approve the minutes of the Graduate Council meeting of April 21, 2006. J. Ray seconded. Minutes approved.

**IV. Report of the Chair**

D. Cannon thanked C. Coviak, R. Wilson, and M. Luttenton for their service.

He addressed a memo from Rob Franciosi, ECS/UAS chair, of August 30, 2006, which outlines the regular responsibilities of the GC.

The GC reviewed Page 11 of the Final Plan that discusses the need for a graduate dean and Graduate Council, as directed by the NCA report of 1999.

The following statistics were noted: GVSU has 6,700 graduate students enrolled per year, based on research by N. Farr. One of every 4 degrees conferred at GVSU is a graduate degree.

GVSU is unique in comparison to peer institutions in that it has a greater grad student presence. D. Cannon noted that the perceived disconnect between grad and undergrad at GV could be caused by the separation of campuses; activities in Allendale are geared toward undergrad while the Pew Campus sees primarily graduate students. The university's mission statement states that GVSU is an undergraduate teaching institution but also includes graduate education.

Other statistics noted: grad student FTE in 2005 was 1,712; with 17,438 undergrads. The university graduated ten percent of undergrad FTE and one fourth of graduate students. The high grad student graduation rate was likely due the relative shortness (2 years) of graduate programs.

C. Coviak noted that many part-time grad students would perhaps want to be full time, but there are few mechanisms for support, such as graduate assistantships and other types of financial support.

Graduate programs run into a number of challenges that could be resolved by raising the level of awareness of graduate education and establishing consistent policies that optimize both grad and undergrad needs.

GC discussed NCA's upcoming visit and what it will focus on, such as if the NCA's prior concerns have been addressed, and how in-depth its review may be.

#### **IV) Report of the Dean**

P. Kimboko gave the report.

##### A) Graduate Student/Program Data

All departments have been asked to benchmark their programs. CGS has a list of quality grad program indicators.

##### B) Prioritizing Policies/Procedures to Review/Update/or Create

These include thesis and project standards and revising the GA policy to allow instructional assignments, and developing a graduate student handbook.

##### C) Major Issue for the GC: White Paper

Curriculum standards for graduate programs (based on first two years of operations): Put standard questions and expectations in writing to have them available to programs. This is a priority of the GC-CC this year.

##### D) Graduate Council Will Serve as the Advisory Body to the Graduate Dean and the Accreditation Self-Study team.

##### E) Updating and Completing the Strategic Plan for Graduate Education.

All units are expected to finalize their strategic plans. The GC needs to establish a new level of actions.

##### F) Presidential Briefing Highlights Re. Graduate Education

The Graduate Studies office provided a briefing book to the President, that included the Grad Studies mission statement, and new initiatives for 2006-07.

#### **V. Curriculum Subcommittee Report & Priorities**

C. Coviak gave the report. The white paper is a priority for the GC-CC this year. She will submit a draft to GC in 4-6 weeks. The other priority is to move courses and programs through in a timely manner.

#### **VI. Policy Subcommittee Report & Priorities**

In M. Luttenton's absence, P. Kimboko reported that the GC-PC had completed a document on certificate programs which had been sent to programs for their comments. A thesis handbook with broad guidelines to be used universitywide will be developed.

#### **VII. Graduate and Professional Students Association (GPSA) Report**

T. Van Haitisma gave the report. GPSA held a meeting in July, at which there were a number of new members. A grad student social will be held on Friday, Sept. 29, from 5:30-7:30. GPSA will publish a newsletter once per month. They are currently accepting applications for mini grants for grad students to attend conferences and workshops. The deadline is October 13.

### **VIII. New Business**

D. Cannon will develop a set of priorities for GC to be voted on at the next meeting.

The meeting schedule is subject to revision.

### **IX. Old Business**

There was no old business.

### **X. Adjournment**

Action: J. Ray moved to adjourn. C. Coviak seconded. Meeting adjourned at 11:43 AM.

Minutes approved at Graduate Council meeting on Friday, September 22, 2006.