**Graduate Council Meeting**

**April 21, 2017**

**107C DEV**

**Minutes  
approved 9/1/17**

**Faculty Present**: S. Alaimo for L. Huang, D. Armstrong for D. Mitchell, D. Balfour, A. Bostrom, A. Campbell, S. Choudhuri, M. Harris, S. King, B. Martin, K. Ozga, G. Schymik, P. Ratliff-Miller, M. Staves, M. VanderKooi, R. Wilson

**Administrative Ex-Officio Present:** B. Cole, I. Fountain, T. James-Heer, S. Lipnicki, M. Luttenton, J. Potteiger, S. Soman

**Elected Students Present:** C. Dolan, D. Dunneback

**GSA Officers Present:** F. Lawrence, J. Lawton, T. Kanczuzewski D. Myers, K. Stevenson

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:14 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** P. Ratliff-Millermoved to approve the agenda. S. Choudhuri seconded. Motion passed unanimously. |
| **III. 2017-18 Subcommittee Assignments** | Policy Subcommittee: D. Balfour, A. Campbell, S. Choudhuri, B. Harvey, T. James-Heer, S. Lipnicki, D. Mitchell, P. Ratliff-Miller, S. Soman, M. VanderKooi, J. Vogelzang, R. Wilson  Curriculum and Program Review Subcommittee: A. Bostrom, J. Engelsma, L. Huang, B. Martin, K. Ozga, M. Staves, W. Sun  Other: Terms for D. Eick, M. Harris, S. King, and G. Schymik have ended. |  |
| **IV. Approval of Minutes March 24, 2017** |  | **Motion:** B. Martinmoved to approve the March 24, 2017 minutes with a correction. A. Campbell seconded. Motion passed unanimously. |
| **V. Chair’s Report – A. Bostrom** | The Graduate Council Annual Report was submitted to ECS. The chair attended the Graduate Dean’s Citations for Academic Excellence event and the Grad Showcase. These events illustrate our quality graduate programs. |  |
| **VI. Curriculum & Program Review Subcommittee Report – M. Staves** | The Student Initiated Combined Degree Program policy and guidelines for program review were approved.  The GC-CPR will review two programs, CMB and Nursing as a pilot in 2017-18.  The new program proposal for a master’s degree in athletic training, Log 9658, is in the queue for review. The program has been in existence as bachelor’s degree and is now moving to a master’s degree because the professional body is moving in that direction. The GC-CPR is in favor of approving the program pending evaluation of the courses to ensure they meet graduate level rigor. The program will begin in Fall 2018.  The student initiated combined degree program proposal had some minor changes per UCC’s request. The Dean of The Graduate School will be responsible for administrative oversight of the program. The student creates the plan of study with approval from the undergraduate advisor, undergraduate unit head, graduate program director, and dean of the graduate school, then it is sent to the registrar. The New Programs Council will review the proposal at its next meeting. Processes and forms for plans of study and routing for signatures will be created. | **Motion:** The GC-CPR moved to approve Log 9658 pending final review. Motion passed unanimously. |
| **VII. Policy Subcommittee Report – S. Choudhuri** | There is some concern that program review is requesting for too much information that could create pressure on GPDs to continuously collect data. Consideration should be given on how this is going to help programs.  Thesis quality control is an ongoing challenge, particularly with the quality of writing. There are different objectives with thesis quality, one is to help students improve writing skills, and the other is to control the final document that goes into Scholarworks.  TGS created a list of resources on helping students improve writing, including targeted workshops, writing module training for supervisors, asking FTLC to look into the issues, and using the Writing Center. Some require extensive university resources while others are very simple.  Comments from GC included: The Writing Center’s challenge is that graduate assistants who are trained to assist with writing graduate so there is turnover. A 1-credit graduate course could be offered and students could test out if they demonstrate a skill set. The Writing Department might be able to assist. The University Libraries could help with citing sources, copyrights, and other areas that the Writing Center doesn’t cover. Thesis quality control could tie into program review, in that, evidence that writing assistance is needed could result in obtaining funding for more resources. |  |
| **VIII. Graduate Student Association Report – F. Lawrence** | The new executive board members are: T. Kanczuzewski, President, D. Myers, Vice President, T. Currie, Finance Officer, E. Agnello, Administration Officer, and K. Stevenson, Communications Officer.   GSA began the academic year with $100,000 from the Student Life Fund and a $25,000 rollover from the prior year. A total of $106,500 was spent in 2016-17, leaving $18,500 to roll over into 2017-18, plus an additional $3,000 from SLF, with an approved budget of $100,000. The total GSA funding in 2017-18 will be at least $121,500.  Spending and funding requests are expected to go up in 2017-18 as RSOs are added, and the bylaws were changed to provide more funds to RSO’s for group travel.  S. Lipnicki recognized the GSA officers for their excellent work in the 2016-17 academic year. |  |
| **IX. Dean’s Report – J. Potteiger** | International Graduate Students  International graduate student applications increased from 192 in 2013 to 410 in 2016-17. In 2013, 46 were admitted. In 2016, 138 were admitted. Overall graduate applications are up among international students. This might be attributed to focused recruitment efforts and the use of international recruiting agents.  Capital Improvements  The 333 Michigan NE building planning is making progress. Recently, the architects held a meeting with various GVSU constituents to talk about the plan that will be submitted to the State of Michigan for funding. The new building at 333 Michigan NE will be connected to CHS and will be 160,000 sq. ft. It will expand and add laboratories, classrooms, library space and office space and allow for new technologies. The building is expected to be completed in 2020 or 2021. More space will allow for expansion of graduate programs, e.g., a master’s program in genetic counseling was approved for development.  Enrollment Trends  Enrollment challenges was a topic of discussion at the Midwestern Association of Graduate Schools conference. The numbers of graduating high school students is in decline, thus enrollment is in decline throughout the Midwest. Strategies that GVSU is using to bolster enrollment are being used at other universities as well, in particular expanding graduate education. Thus, it is within the purview of the Graduate Council to consider the implications for growing graduate programs and maintaining quality while other universities in the region are doing the same.  TGS Initiatives TGS will be completing the podcast project within the next week. TGS staff will be working with others across the university to identify the processes for collecting data for graduate learning outcomes, and to meet with graduate program directors about how they can collect that info in a usable format. TGS will also work on writing initiatives and program review.  Thanks and Recognition  J. Potteiger thanked GC members for their contributions to graduate education, and thanked A. Bostrom for taking the role of chair when A. Booth resigned, and S. Choudhuri for taking the GC-PC chair position.  J. Potteiger recognized B. Cole, who is retiring May 18, for being part of graduate education since The Graduate School was formed in 2004-05. |  |
| **X. Old Business –** | There was no old business. |  |
| **XI. New Business – A. Bostrom** | Graduate Council Officer Elections  Election results were as follows: Chair - A. Bostrom, Vice-Chair - D. Balfour, GC-CPR Chair - M. Staves, GC-PC Chair, S. Choudhuri.  2017-18 Graduate Council Charges  GC members were asked to send ideas for next year’s ECS/UAS charges for the Graduate Council to J. Potteiger or A. Bostrom.  Graduate Marketing  Some billboards in the area marketing graduate education at GVSU seem to focus on jobs and improving career options. A GC member was concerned about this message because graduate education is about more than getting a better job. This is something that the graduate marketing and recruitment coordinator can address. |  |
| **XII. Adjournment** |  | **Motion:** M. Staves moved to adjourn. M. Harris seconded. Meeting adjourned at 10:56 AM. |