**Graduate Council Meeting**

**April 27, 2018**

**107D DEV**

**Minutes (approved 9/7/18)**

**Faculty Present**: M. Bair, D. Balfour, A. Bostrom, W. Burns-Ardolino, A. Campbell, X. Cao, S. Choudhuri, B. Harvey, L. Huang, C. Karasinski, K. Ozga, P. Ratliff-Miller, G. Schymik, M. Staves, J. Toot, M. VanderKooi, B. Martin, R. Wilson

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

**Elected Student Reps Present:** C. Jonkman, N. Ross

**GSA Officers Present:** T. Kanszuzewski**,** K. Stevenson, S. Tibbe

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:08 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Stavesmoved to approve the agenda. D. Balfour seconded. Motion passed unanimously. |
| **III. Approval of Minutes March 23, 2018** |  | **Motion:** M. Stavesmoved to approve the March 23, 2018 minutes. K. Ozga seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | New members were introduced.  The Graduate Council Year-End report was provided as a hand-out.  The GC chair attended 2 graduate student events recently, the Grad Showcase and Graduate Student Celebration/Dean’s Citations. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The CMB program review was completed and the report sent to the Provost and CLAS dean. All curricular items have been addressed. The first badge was reviewed and went through UCC.  580/680/780 Fast Track Discussion There were concerns about a recent program change request wherein the changes had already been implemented using “80” courses. These courses can be run without a program change, but once they are changed to a regular course, a program change needs to be submitted. “80s” were used in the past to put new programs through when courses were not ready yet. A larger discussion at Provost and UAS level may be needed to create a fast track for new programs. However, the Board of Trustees still needs 2 meetings to review and approve new programs, so approval could still take several months. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | A proposal on the role of GAs serving as teaching assistants was developed and provided to the graduate dean for discussion with the Provost.  A Graduate Program Director Roles and Responsibilities document was reviewed on how it aligns with graduate faculty responsibilities, and updated. This is a document, not a policy.  Quality assurance for 580/680/780 courses was reviewed. Implementation of such courses varies by program, sometimes a faculty member proposes a course and it is approved by the graduate program director, in other programs, it has to be reviewed by a committee or approved by a dean. GPDs and unit heads should be reminded that there must be a review process for ‘X80’ courses. |  |
| **VII. Graduate Student Association Report – T. Kanszuzewski** | T. Kanszuzewski thanked S. Lipnicki and M. Luttenton for their support as advisors to the GSA and introduced S. Tibbe as the next GSA president. There are currently 26 RSO’s. $131,000 was spent this year. The GSA funding bylaws were updated to allow one organization per graduate program to receive travel funding for the same event to maintain equity in the funding process. More events were added this year including the GSA tailgate, homecoming game, Finals Foodfest in 3 locations, and a Whitecaps game. Next year, GSA will work on increasing RSO’s so that each graduate program has one. |  |
| **VIII. Dean’s Report – J. Potteiger** | New Programs The master’s degree in social innovation is awaiting HLC review. W. Burns-Ardolino is the GPD. The Board of Trustees will vote on the master’s degree in Athletic Training at today’s meeting. J. Potteiger and M. Luttenton met with N. Wright regarding a genetic counseling master’s degree. Because of the shortage of clinical sites in the local area, students may need to go out of state for their clinical rotations. Thus, the program may need to be offered as a hybrid program. M. Luttenton is presenting a water policy program to the New Programs Council on May 2nd. The HLC site visit for the Dr.OT program is May 14th. Graduate programs in recreational therapy and a PSM in applied statistics are still at their college curriculum committees. The Aud.D program was approved and is recruiting students for Fall 2019.  HLC Visit The HLC site visit for GVSU re-accreditation will take place in Fall 2018. We have met the recommendations from the 2008 site visit. There is a possibility that program review could be an issue in the upcoming visit because we have only done one so far. The old HLC report did not address graduate workload but graduate faculty status.  Writing Initiative TGS graduate assistant N. Ross presented a comparison of results from the student and faculty surveys on graduate student writing.  A resources page will be available on the TGS website with links to the Writing Center and program specific writing samples. The library has resources as well that could be beneficial to graduate students. The plan is to ensure students can get the information they need in a coordinated way.  Graduate Assistantships The 2018-19 GA allocation is expected to stay the same. Positions will be reallocated in 2019-20 as new programs are added but no new positions are likely to be put into the budget. The deadline for GA justifications is June 1. All submissions will be evaluated and scored during the summer. Departments/units/programs will be notified in Fall 2018 what their allocation will be in 2019-20 and going forward. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | Summer Pay Concern R. Wilson suggested that faculty should speak with their college’s FPPC representative regarding summer 2018 pay for under-enrolled courses. Those courses will either be canceled or faculty will be paid at a pro rata rate. Faculty have already signed summer contracts.  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.  2018-19 Charges A. Bostrom will meet with the ECS chair to discuss charges. Leftover charges from 2017-18 will continue next year. GAs as TAs, GPD responsibilities, workload, guidelines for projects, a name change for the RCR policy and review to see how well it’s working, students paying different rates for the same class, promoting events for greater attendance, a look at the number of independent studies being offered, and a proposal for a separate commencement for graduate programs were suggested.  TGS is planning to create a calendar for the website for events like the Grad Showcase and graduate faculty meetings. | **Motion:** P. Ratliff-Miller moved to approve the nominated Graduate Council officers. B. Martin seconded. Motion passed unanimously. |
| **XI. Adjournment** |  | **Motion:** D. Balfourmoved to adjourn. R. Wilson seconded. Meeting adjourned at 10:58 am. |