**Graduate Council Meeting**

**February 24, 2017**

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**Minutes (approved 3/24/17)**

**Faculty Present**: D. Balfour, A. Bostrom, D. Cannon, S. Choudhuri, M. Harris, B. Harvey, L. Huang, S. King, B. Martin, K. Ozga, P. Ratliff-Miller, G. Schymik, M. Staves, M. VanderKooi

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

**Elected Students Present:** D. Dunneback

**Ex-Officio Students Present**: K. Stevenson

**GSA Officers Present:** F. Lawrence, J. Lawton

**Guest:** C. Plouff, Provost’s Office

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:01 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** P. Ratliff Millermoved to approve the agenda. M. Staves seconded. Motion passed unanimously. |
| **III. Approval of Minutes January 27, 2017** |  | **Motion:** M. Stavesmoved to approve the January 27, 2017 minutes with a correction. D. Balfour seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The Graduate Council bylaws changes and graduate academic policy changes will be on the ECS agenda for the March 17 meeting. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The subcommittee has been working on a draft document on how to implement program review. There are 6 curriculum proposals in the SAIL queue which will be sent onto UCC without a review in accordance with the bylaws changes. Program changes will be reviewed at the next subcommittee meeting. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | In recent meetings, the GC-PC discussed graduate writing support services wherein there were multiple ideas presented including external reviewers and more support for the Writing Center; and discussed graduate student learning outcomes.  Dual Listed Course Numbers  This topic was discussed at the last graduate program directors meeting and the consensus was that there is no need to change the policy on dual-listed course numbers. The GC-PC agreed to keep the policy as it stands and where needed, allow an exception to the policy.  As more combined degree programs are approved, there needs to be an assessment of outcomes of 400/500 level courses to ensure they are graduate level. The program review process should address that. The GC-PC may consider a policy on limiting the number of dual-listed courses to ensure rigor at graduate level.  580 Courses  There currently is no policy limiting the number of 580/680 special topics courses a student can take. The number of 580/680 courses offered by a program is often dependent on the maturity of the program. Some programs offer a specific topic as a 580 but develop a course later. The Registrar was asked to pull a report on the number of 580 courses that have been offered in the last 3 years.  The university is currently going through the process of updating syllabi of record so that all SORs have appropriate learning objectives, but the exception to this has been the “80” and “99” courses as they haven’t listed learning objectives. As this is a requirement of the HLC, the Graduate Council could include review of 580/680 courses from time to time to ensure there are course objectives listed. |  |
| **VII. Graduate Student Association Report – F. Lawrence** | GSA has 100 tickets to the Griffins game on March 24. The cost is $8 each and the space at the Van Andel Arena is reserved. GSA is still accepting nominations for next year’s e-board. Elections will be held after spring break. Following the elections, the transitions meeting will be held.  PACES workshops will be held on Tuesday evenings rather than Saturdays going forward, in order to encourage better attendance. Two workshops are scheduled for March and one in April. |  |
| **VIII. Dean’s Report – J. Potteiger** | Marketing/Recruitment Coordinator  Over 160 applications were received for this position. The search committee interviewed 6 candidates. After spring break, the top 3 candidates will be asked in for a second interview and to do a presentation. The goal is to have the person hired by the end of the semester.  Enrollment Goals  EDPAC has been charged to identify enrollment targets. The overall goal is a 1% increase in credit hour production for next 5 years. However, there need to be goals that are appropriate for graduate education. Thus, academic deans, Graduate Council and Graduate Program Directors will be involved with setting graduate enrollment goals. The academic deans will meet with the Provost in the next couple of weeks to set some base goals for review by the Graduate Council and GPDs.  Grad Preview Day  TGS is sponsoring “Grad Preview Day” on March 17 for admitted graduate students who have not yet decided to come to GVSU. 350-400 prospective students have been invited. Prospective students will have the opportunity to meet with their GPD, sit for a presentation, and have a campus tour. Information on Grand Rapids activities will be provided as well.  Announcements  The 3-MT competition was held on February 22. There were 8 competitors. Samantha MacKay from the BMS program was the 1st place winner. There was a tie for 2nd place, Sarah Thompson and Emily Kindervater. The quality of presenters was excellent, but there needs to be better attendance in the future. Suggestions for improving attendance would be appreciated.  Grad Showcase  Grad Showcase will be held on Tuesday, April 18.  Research Integrity Changes  Students will no longer be able to be a principal investigator on protocols submitted to the HRRC. The changes are the result of concerns with data security, data ownership, and responsibility for the project. Protocols must be submitted by faculty with students as co-investigator. The change becomes effective in April or May.  A change to the Common Rule will eliminate the need for multiple reviews in collaborative research. When collaborating with another institution, the review be handled by one institution as the designated IRB of record. The IRB that takes on the responsibility will have additional work, e.g., research monitoring, following up on adverse events, research misconduct, etc. Collaborations with hospitals will always designate the hospital as IRB of record, but collaborations with universities will be determined by the respective IRB chairs.  All external researchers must obtain approval through the Office of Research Compliance and Integrity to do research at GVSU. There will be a process in place by July 1, 2017. |  |
| **IX. Old Business – Graduate Student Learning Outcomes – A. Bostrom** | The Graduate Council subcommittees had discussed the graduate student learning outcomes. The draft outcomes are:  a. Recognize the Ethical Conduct of Research, Scholarship and Professional Practice  b. Evaluate Research, Scholarship, and/or Professional Practice in the Discipline or Field of Study  c. Synthesize Information and Concepts Across the Discipline or Field of Study  A potential learning outcome is to include “effective communication in the field of study.” This could be a 4th outcome or combine B and C.  The Graduate Council discussed the need for more resources to increase graduate student competence with regard to writing skills. If communication is added as an outcome, resources need to be in place to support increased services.   The learning outcomes need to be measureable and flexible enough to be applied across programs but also need to be brought together as a university outcome.  The Graduate School will assist the Provost’s Office with the coordination of data gathering. | **Motion:** G. Schymik moved to add a learning outcome or incorporate an outcome related to communication. M. Staves seconded. Motion passed unanimously.  **Motion:** P. Ratliff-Miller moved to send the Graduate Learning Outcomes back to the Curriculum and Program Review Subcommittee for further discussion. B. Martin seconded. Motion passed unanimously. |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** D. Balfour moved to adjourn. G. Schymik seconded. Meeting adjourned at 11:04 AM. |