

**Graduate Council  
February 27, 2009  
303C DEV**

**Approved Minutes**

**Minutes approved at the March 27, 2009 Graduate Council Meeting**

**Faculty Present:** D. Cannon, P. Jorgensen, V. Long, M. Luttenton, C. Mader, R. Smith-Colton, M. Staves, D. Vaughn, R. Wilson

**Absent:** C. Coviak, P. Mudde

**Administrative Ex-Officio Present:** C. Bajema, B. Cole, N. Giardina, I. Fountain, T. James-Heer, P. Kimboko, S. Lipnicki, J. Montag, J. Stevenson

**Elected Student Reps Present:** Mike Soltis

**Absent:** M. Gray

**Ex-Officio Students Present:** T. Valdez

AGENDA ITEM	DISCUSSION	ACTION/DECISION
<b>I. Call to Order</b>	M. Luttenton called the meeting to order at 9:06 AM.	
<b>II. Approval of Agenda</b>		<b>Motion:</b> P. Jorgensen moved to approve the agenda. D. Cannon seconded. Agenda approved.
<b>III. Approval of Minutes of January 30, 2009</b>		<b>Motion:</b> M. Staves moved to approve the Graduate Council minutes of January 30, 2009. P. Jorgensen seconded. Minutes approved.
<b>IV. Report of the Chair</b>	M. Luttenton reported that the adjunct faculty policy is on the ECS agenda on March 13 <sup>th</sup> . Minor revisions were made to the document after ECS reviewed it in December. Deans Council will review it at a future meeting as well. Discussion will continue under Old	

	Business.	
<b>V. Report of the Dean</b>	<p>The Dean's Report included a handout for discussion of the following items:</p> <ul style="list-style-type: none"> <li>• Draft Recommendation for Coordinating Scholarship Research, and Creative Practice Efforts at GVSU</li> <li>• Meetings with College Deans Regarding Graduate Education</li> <li>• Review for MAGS Distinguished Master's Thesis Award</li> <li>• Upcoming Events: Michigan Graduate Education Week, GVSU Activities for Graduate Education Week</li> <li>• Special Project GA's</li> <li>• Graduate Student Celebration</li> <li>• GA Appointments</li> </ul> <p>P. Kimboko noted that the Grad Recruitment Workshop was successful and many good ideas were presented.</p>	
<b>VI. Curriculum Subcommittee Report</b>	<p>M. Staves provided the report in C. Coviak's absence.</p> <p>The GC-CC minutes include discussion of the MSW program, which is making changes to comply with their accrediting body. The program is eliminating courses that are no longer offered and aligning some courses in different categories. Some minor edits and clarification are needed. However, the proposal is explained very well and the GC-CC supports it.</p> <p>The program change takes effect immediately but courses are not dropped until all students that need that course for their program take it. Students can substitute another course, but not included are independent study courses for which faculty do not get remunerated.</p>	<p><b>Motion:</b> M. Staves moved to approve the GC-CC's recommendation to move the MSW proposal forward. C. Mader seconded. Motion passed.</p>

<p><b>VII. Policy Subcommittee Report</b></p>	<p>R. Wilson reported that the Academic Review Policy should be reviewed by the Deans Council before it is finalized.</p> <p>The GC-PC is also reviewing terminology related to graduate education, as there are no standard definitions of common terms.</p> <p>D. Cannon is developing a draft of graduate education as part of the infrastructure of the university. With this effort he is trying to establish how a graduate program relates to other entities within the university</p> <p>Also under discussion is a general format for thesis to be used across all programs. J. Stevenson is working on a draft to go to the GC-PC before the end of the academic year to set up guidelines for thesis. This may have implications for the GC-CC as well, with regard to the number of credit hours that would be standard for a thesis.</p> <p>The GC-PC is continuing its discussion of graduate student application status, e.g., conditional admits and provisional admits. GVSU is one of a few universities that do not offer varying admission statuses. Support of the policy included: the policy would benefit students with regard to their ability to obtain financial aid, and would help with recruitment efforts in some programs.</p> <p>However, the Registrar/Records office has concerns with regard to Banner. The current process cancels a student's application two weeks into the next semester after the semester in which they apply. If these become conditional or provisional, and the application remains incomplete, this could be problematic.</p>	<p><b>Motion:</b> M. Staves moved for the Graduate Council to formally recommend the creation of conditional and provisional admission status for use in admission letters starting Fall 2009. P. Jorgensen seconded. Motion passed.</p>
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<p><b>VIII. Report of GPSA</b></p>	<p>J. Stevenson gave the report. Derek Moore resigned his position as GPSA president. The Executive Board is required to acknowledge receipt of his resignation and act on it.</p> <p>GPSA officers are assisting with Graduate Education Week planning.</p> <p>They will be holding elections for 2009-10. Candidates are asked to write a 250 word presentation of their candidacy to be posted on Blackboard. The deadline for submission is March 15.</p>	
<p><b>IX. New Business</b></p>	<p><b><u>Status Report on Task Force re. Online Instruction</u></b></p> <p>Nancy Levenburg from SCB is chairing this task force, and D. Cannon is on it as well. The task force expects to produce a final report in March. Their work is modeled on NCA guidelines for online programs as well as Graduate Council standards. Their charge is to work on graduate programs, but they are capturing other recommendations as they proceed. Per D. Cannon, the task force is focused on delivery rather than on quality standards, and is process related, not content related. They have discussed having online delivery vetted in the GC, with the GC given guidelines to follow rather than having delivery vetted elsewhere. This item will be added to the agenda under “New Business” at the next GC meeting.</p>	

<p><b>X. Old Business</b></p>	<p><b><u>Proposed Policy for Non-Tenure-Track Faculty</u></b></p> <p>This policy went to ECS in December. After comments from CHP faculty, it was modified to include specifics for health professions. The primary change is to distinguish between contracted faculty and others, e.g., clinicians. They are separated out as volunteers and not contracted with the university; therefore, they are not required to go through the same process. They do not have primary responsibility for courses, and the instructor of record has to provide documentation that they are qualified to teach course, per NCA guidelines.</p> <p>The other provision for the health professions is that they are allowed latitude for their clinicians' qualifications, but they also need to show they are qualified to teach graduate level programs.</p> <p>D. Vaughn inquired if there was a provision for lab instructors, who are required to hold a masters degree. Per M. Luttenton, these would fall outside adjunct faculty and are not the instructor of record.</p> <p>The proposal will go back to ECS, then to the Deans Council.</p> <p>The draft proposal for tenure track faculty will go to the Deans Council and faculty governance at the same time. That proposal should also go through FPPC.</p> <p><b><u>New Units Announcement</u></b></p> <p>P. Kimboko announced that CMB and AWRI are now academic units. Congratulations to M. Staves for his new title as unit head.</p>	
<p><b>XI. Adjournment</b></p>		<p><b>Motion:</b> D. Cannon moved to adjourn. M. Staves seconded. Meeting adjourned at 10:43 AM.</p>

