

**Graduate Council  
January 30, 2009  
303C DEV  
Approved Minutes**

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

**Absent:** P. Jorgensen

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

**Elected Student Reps Present:** M. Gray, M. Soltis

**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 9:07 AM.	
<b>II. Approval of Agenda</b>		<b>Motion:</b> M. Staves moved to approve the agenda. D. Cannon seconded. Agenda approved.
<b>III. Approval of Minutes of November 21, 2008 and January 9, 2009</b>		<b>Motion:</b> M. Staves moved to approve the minutes of November 21, 2008. C. Coviak seconded. Minutes approved.  <b>Motion:</b> C. Coviak moved to approve the minutes of January 9, 2009. M. Staves seconded. Minutes approved.
<b>IV. Report of the Chair</b>	M. Luttenton announced that the GC will no longer provide hard copies of documents. GC members will receive an email with attached agendas, draft minutes, and subcommittee documents by mid-day on the Wednesday prior to each GC meeting. This will help the GC become more efficient on actions.	

	<p>The GA policy will go before the UAS for final approval on February 6<sup>th</sup>.</p> <p>The <u>Proposal to Establish Standard Expectations for Adjunct and Clinical Faculty (non-tenure track) Engaged in Graduate Education</u> will go to UAS in another month as it requires additional discussion within the GC-PC. The policy would cover the instructor of record, but there are exceptions that need to be considered, such as clinical faculty who instruct on an honorarium or pro-bono basis, or when the instructor of record is qualified but much of the teaching is done by someone who is not.</p>	
<p><b>V. Report of the Dean</b></p>	<p>P. Kimboko submitted a handout for inclusion with the minutes. Topics included: Graduate Enrollment Management Activities, CGS Conference- Rep from Proquest, Provost Meeting with Deans to Discuss Graduate Education, Faculty Fora with the Provost, Review for MAGS Distinguished Masters Thesis Award, Michigan Graduate Education Week April 20-24, 2009 (handout included), Graduate Studies Support to GC. J. Wildey will support the GC-PC and I. Fountain will support the GC-CC. P. Kimboko will sit with the GC-PC and J. Stevenson will sit with the GC-CC.</p>	

<p><b>VI. Curriculum Subcommittee Report</b></p>	<p>C. Coviak gave the report. The Prospectus for a Program in Philanthropy and Nonprofit Leadership was reviewed at the last meeting and found to be a strong proposal.</p> <p><b>COE Change in Emphasis Log 6756</b> – The rationale for this change is to better serve the needs of students who are specializing in this area. The proposal is strong and well-thought out.</p> <p>The GC-CC meeting minutes are under review.</p> <p>The next item of business for GC-CC is a program change proposal from Criminal Justice. Debra Ross, the primary author of the proposal, will attend the next GC-CC meeting on February 6 at 9 AM.</p> <p>The School of Social Work is also submitting a program change but it is not yet ready for GC-CC review.</p> <p>C. Coviak attended UCC for the discussion on restructuring the GC-CC. UCC requested modifications to the proposal to make it clear that actions of GC-CC will be more independent but full GC action will be needed for certain types of proposals. UCC had no comments on the proposed change in membership structure.</p>	<p><b>Motion:</b> C. Coviak moved for the Graduate Council to accept the GC-CC recommendation to allow the Philanthropy and Nonprofit Leadership Prospectus to move forward. M. Staves seconded. Motion passed.</p> <p><b>Motion:</b> C. Coviak moved for the Graduate Council to accept the GC-CC recommendation to approve the COE proposal for a change in the cognitive impairment emphasis. M. Staves seconded. Motion passed.</p>
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<p><b>VII. Policy Subcommittee Report</b></p>	<p>R. Wilson reported that the GC-PC held a planning meeting on January 16<sup>th</sup> and reviewed issues to address, including the GA policy and adjunct faculty policy. GC-PC will develop a thesis handbook for all departments to use. Another idea is to ask each graduate program to develop its own and submit to the Dean of Graduate Studies.</p> <p>R. Wilson met with J. Montag in December regarding the Academic Review Policy proposal. GC-PC members continued to work on the policy proposal in January. The primary purpose of the policy is to help students be successful with early intervention. Because graduate programs are fairly short in length, students should be oriented in the first semester. Programs should have a program director or coordinator available to work with students in order to have a common voice.</p> <p>GC-PC has been developing a glossary of terms related to graduate education. J. Stevenson provided a handout.</p> <p>GC members reviewed the terms and raised questions concerning the terms “provisional” and “conditional,” and the current use of the term “withhold.” It was noted that non-degree seeking students are ineligible for financial aid, thus provisional and conditional admits would allow the student to receive aid.</p> <p>The GC-PC will meet February 6<sup>th</sup> to further discuss the terms and the GC’s concerns.</p>	
<p><b>VIII. Report of GPSA</b></p>	<p>J. Stevenson reported that over twenty students attended the last GPSA meeting. They talked about how to grow the voice of graduate students. John Way from the Student Senate was a speaker at the leadership meeting. He announced that GPSA will have a seat at Student Senate and they will modify their meeting schedule to accommodate a graduate student. GPSA will elect a representative at their next e-board meeting and they will also try to get GPSA representation from every college.</p>	

<p><b>IX. New Business</b></p>	<p>Items in the Dean's Report should be discussed under New Business or placed on the agenda for the next meeting.</p> <p>C. Coviak discussed the GA Policy with regard to twelve month appointments. She noted that an exception to the standard academic year GA positions may become more common as DNP students would benefit from a twelve month appointment with a higher stipend.</p> <p>Currently the GA Policy will allow exceptions to go through the Graduate Dean. P. Kimboko noted that, as long as there is funding from the college, such an exception would likely be granted. The Graduate Studies office does not have the money to fund these positions. Some departments currently shift some of their academic year GA budget to Spring/Summer so they can hire students to work then.</p>	
<p><b>X. Old Business</b></p>	<p>M. Staves, R. Smith-Colton, and V. Long volunteered to serve on an ad hoc committee with P. Kimboko for setting criteria for thesis review for the MAGS masters thesis competition.</p> <p>Reminder that there will no longer be hard copies of GC meeting documents distributed.</p>	
<p><b>XI. Adjournment</b></p>		<p><b>Motion:</b> D. Cannon moved to adjourn. M. Staves seconded. Meeting adjourned at 10:30 AM</p>

Minutes approved at the February 27, 2009 Graduate Council meeting.