**Graduate Council Meeting**

**January 22, 2016**

**109D DEV**

**Minutes**

**(Approved 2/26/16)**

**Faculty Present:**  A. Bostrom, D. Balfour, A. Booth, C. Cadena, S. Choudhuri, D. Eick, M. Harris, C. Leiras, L. Huang, B. Martin, G. Schymik, M. Staves, A. Topper for D. Mitchell, S. Wu

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

**Ex-Officio Students Present**: J. Lawton, B. Showerman

**GSA Officers Present:** F.Lawrence,L. Presutti, N. Zweifel

**Guest:** A. Haight, Dean of Students Office

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | C. Leiras called the meeting to order at 9:03 AM. |  |
| **II. Approval of Agenda** | The Policy Subcommittee report was moved to item 5 to accommodate those who need to leave early. | **Motion:** A. Booth moved to approve the agenda. M. Staves seconded. Motion passed unanimously. |
| **III. Approval of Minutes 9/25/15 and 10/23/15** |  | **Motion:** A. Booth moved to approve the September 25, 2015 minutes. D. Balfour seconded. D. Balfour moved to approve the October 23, 2015 minutes. A. Booth seconded. Motions passed with 2 abstentions. |
| **IV. Academic Integrity Report – A. Haight** | A. Haight demonstrated the online system, “Advocate,” on the Academic Integrity website: <http://www.gvsu.edu/conduct/academic-integrity-14.htm> Faculty, staff and students can report incidents this way. It includes categories for bias incidents, campus security, Student Code referrals, background checks for study abroad, marijuana/drug referrals, and academic integrity.   For academic integrity violations, if a student fails the assignment or the class, faculty should report it by logging in and clicking on the academic integrity category. Documents can be uploaded as well. If the faculty member wants more action taken, the student can admit or deny the violation. If they deny, a hearing will be held. The hearing board is comprised of faculty. Other Student Code violation hearing boards are comprised of faculty, staff, and students.  Once submitted, the record automatically goes to the college dean’s office and the Dean of Students’ office. Graduate student records go to the college dean and Dean of The Graduate School.  Discipline records are protected so access to the system is limited. Those submitting incidents cannot view other violations. However, if a graduate student commits plagiarism and the instructor wants to know if the student has committed this violation before, the instructor may contact J. Palm in the Graduate School.  Students can file code violations, e.g. they might report that another student cheated in class. For these incidents, the faculty member would be contacted. The student making the report might be asked to go back and report the incident to the faculty member and department chairperson.  The GVSU Faculty and Staff 911 Guide for Working with Distressed and Disruptive Students (red folder) was distributed to departments. It includes guidelines on handling mental health issues. There is a Behavior Team made up of staff from the Dean of Students’ office, police department, Housing, Pew Security, and the University Counseling Center. They meet every Monday to discuss students of concern. The Counseling Center will make presentations to departments upon request. |  |
| **V. Policy Subcommittee Report – A. Booth** | **Dual Level Enrollment Policy** This policy provides direction for undergraduate students who want to enroll in a graduate level course. The policy describes a change to the form the student fills out. The advisor, course instructor, and graduate program director (rather than the unit head) must all sign the form attesting to the student’s ability to succeed in a graduate course.  Section 2.b. indicates that an undergraduate student may count a maximum of 9 credits toward a graduate degree. This limitation helps resolve potential issues that may arise with undergraduate students paying undergraduate tuition for graduate courses and the possibility they may not get accepted into a graduate program.  Undergraduate students from other institutions who want to take a graduate course at GVSU would enroll as a non-degree seeking undergraduate student and obtain permission to take the graduate course. Tuition would be charged at the undergraduate rate because tuition is set based on the student’s status.   **Other Policies** The GCPC is working on updated combined degree policy for combined master’s and doctoral programs.   The policy on the minimum and maximum number of credits for project, thesis and dissertation included the expectation of workload on average of 5-7 hours per week per credit. The Provost Office sent this proposal back because the workload indicated is not consistent with the credit hour policy that the university recently passed. However, that policy did not include research courses. Thus, A. Booth as GC-PC chair requested to have research work for projects, theses, and dissertations added to the policy with a stated number of credit hours. This will be on the next UCC agenda. If UCC wants to separate undergraduate and graduate credits, the Graduate Council can make a recommendation for graduate credit.   The GC-PC’s draft policy includes 693, 793, 695, 795, and 699/799 (independent research/study) might need to be added. The credit hour policy indicates independent study at 3-5 credit hours. The Graduate Council’s consensus is that 5-7 credit hours for research is appropriate. | **Motion:** To approve the Dual Level Enrollment Policy was passed unanimously. |
| **VI. Chair’s Report – C. Leiras** | The Graduate Council Chair submits a mid-year report to ECS. The report is based on the charges that were issued to the Graduate Council at the beginning of the year. The report was distributed to Graduate Council members for review. |  |
| **VII. Curriculum Subcommittee Report – M. Staves** | The GC-CC reviewed 6 course proposals so far in the W16 semester. Some of the OT.D. course proposals have been reviewed but they will not be acted on until the entire package of proposals are received.  The Aud.D proposals were sent back to the authors for revisions. The course proposals included a number of 2-credit courses, which opened a discussion on what constitutes a 2-credit vs. a 3-credit course. The work and rigor seemed to be fitting for a 3-credit course. There is no research associated with the courses and the proposed degree has fewer credit hours than other Aud.D programs in the region, which raised a question as to the value of the degree. This can be discussed further when the program comes to the full Graduate Council for vote. |  |
| **VIII. GSA Report –L. Presutti** | Nominations are being accepted for new officers until February 5th. Voting will take place Feb. 8-19. The GSA website includes a video with instructions on how to nominate and a downloadable flyer is available. GC members are asked to help promote nominations by making announcements in classes and recommending students. New officers will be in place at the end of February which will give the current e-board time to train them, work on goals for next year and transition to the new leadership. |  |
| **IX. Dean’s Report – J. Potteiger** | **Academic Review** The process of academic review for graduate students was changed a few years ago. It went from a review of just the GPA to more input from graduate program directors. The Fall 2015 Academic Review report showed 52 students on academic warning, 13 on probation, and 11 dismissals. The Registrar’s office automatically generates letters for probation and dismissal, but warning letters must come from the GPD because the criteria for warnings varies by program and individual student issues.   **Responsible Conduct of Research**  GVSU must offer training on responsible conduct of research to anyone who receives funding or works on projects funded by NIH or NSF. At graduate level, there needs to be a policy for students to obtain such training. This would be for all types of research, not just humans or animal research.   CSCE has partnered with a company called Epigeum, which offers online programs for different discipline areas, e.g., arts & humanities, social and behavioral sciences, engineering, and so on. The participant will get a certificate upon completion and they can use that when they go on to do research elsewhere. There are other ways that a student can obtain training, such as through a research methods course that incorporates RCR training or via workshops. Thus, the policy should not limit students to one method or source of training.  The GC-PC is being asked to come up with a recommendation for graduate students. The policy should include any student that is engaged in research activities to take RCR training before they enroll in 693, 695, etc. CSCE is developing a mandate for all GVSU faculty, staff and students that requires RCR training before having access to funds whether internal or external. At the graduate level, beginning in spring-summer, Presidential Research Grant recipients must have RCR training before funds will be disbursed.  This is a separate issue from export control. GVSU must abide by federal law in this regard. GVSU doesn’t offer export control training at this point but the topic is covered in some of the online RCR training.  Tracking RCR training would not be included in the policy, but would be handled by CSCE. |  |
| **X. Old Business** | The Graduate Council passed the policy on grades for projects, thesis, and dissertation in the recent special meeting. It is on the ECS agenda this afternoon. C. Leiras, M. Luttenton, and J. Potteiger will attend. |  |
| **XI. Adjournment** |  | **Motion:** M. Staves moved to adjourn. A. Booth seconded. Meeting adjourned at 10:40 AM. |