**Graduate Council Meeting**

**January 26, 2018**

**109D DEV**

**Minutes  
(approved 2/23/18)**

**Faculty Present**: D. Balfour, A. Bostrom, W. Burns-Ardolino, S. Choudhuri, B. Harvey, L. Huang, J. Rose for K. Ozga, P. Ratliff-Miller, G. Schymik, M. Staves, W. Sun, J. Toot, M. VanderKooi, J. Vogelzang, B. Williams for B. Martin, R. Wilson

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

**Elected Student Present:** C. Jonkman

**GSA Officers Present:** T. Kanczuzewski, K. Stevenson

**Guest:** C. Plouff

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:03 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** W. Burns-Ardolinomoved to approve the agenda. D. Balfour seconded. Motion passed unanimously. |
| **III. Approval of Minutes November 17, 2017** |  | **Motion:** D. Balfourmoved to approve the November 17, 2017 minutes. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The Graduate Council mid-year report was distributed to GC members.  Some discussion had taken place with the Faculty Salary & Budget Committee chair regarding using graduate assistants/teaching assistants to support scholarship. This will be discussed at the next GC-EC meeting.  Due to budget constraints, new GA positions have not been created. Thus, when a new academic program is created, GA positions are shifted from other units. This could put a burden on the unit that is losing the GA position because they cannot hire regular staff to replace the GA. However, the university’s priorities are such that this is necessary from time to time. GC members discussed options for creating new GA positions, including externally funded stipends, or both stipend and tuition waiver, requesting a GA from the working budget rather than base budget, and using half-time GAs with the tuition waiver only, and no stipend.  Comments regarding the impact on budget included: If GAs could teach course sections, more sections could be added to accommodate more students, resulting in increased tuition dollars; new programs could have GA funding provided in their budgets; support for GAs could be linked to capacity to build programs and The Graduate School through the infrastructure of graduate assistantships that are mutually beneficial to the university, external partners, and to students who are getting research and training, use this argument and support it with specific cases. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The CMB review took place with the external reviewer visit last week, Jan. 17 and 18, 2018. This provided an opportunity to learn from the process to see what might need to be changed. Future reviews should include more time for the reviewers to meet with faculty, include meetings with alumni and internship providers/local businesses and organizations, and include employment outcomes such as starting salaries for graduates of the program.  The nursing program review is moving forward.  The design-thinking graduate certificate is in the queue for review. It was previously reviewed and sent back for modifications. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | Policy on the Preparation of Theses and Dissertations  The GC-PC made modifications to a number of existing policies. A change to the thesis/dissertation policy to require an external committee member was retracted after discussion with graduate program directors. The addition of a required thesis workshop was well-received. Students will take the workshop during the first semester of thesis credit.  Thesis and Dissertation Workshop Topics The workshop topics and format are not part of the policy but are procedures that could change at any time. Topics could include deadlines, logistics, and writing assistance. Some workshops may be face-to-face but also online to accommodate hybrid and online students. The length should be 2-3 hours. GC members may submit suggestions for topics to J. Potteiger, S. Choudhuri, or A. Bostrom. | **Motion:** The Policy Subcommittee moved to approve the thesis/dissertation policy. Motion passed unanimously. |
| Dissemination Policy for Scholarly Work with Graduate Students This policy allows programs to develop their own policies on dissemination of scholarly activity that is discipline-specific and abides by university policies. This policy requires program policies to be in writing.  An amendment was requested to add “published dissemination policy”. | **Motion:**  The Policy Subcommittee moved to approve the amended Dissemination Policy for Scholarly Work with Graduate Students. Motion passed unanimously. |
| Graduate Policy on Academic Renewal This policy will allow students a “fresh start” so that they may begin a new graduate program with their prior graduate academic record exempt from the new graduate program GPA and academic review process. This policy will benefit students who may have started their graduate education in a program that wasn’t well-suited for them, and for those who struggled due to life circumstances. With the fresh start, the student cannot use any of the previous courses for the new program, even those in which they were successful.  Another graduate academic policy is already in place for students with a satisfactory GPA (3.0 or above) that allows them to request to have courses excluded from their GPA. Students performing satisfactorily would not be allowed to use the academic renewal policy. Additionally, students have the option to retake a course in their current program if they do poorly. | **Motion:** The Policy Subcommittee moved to approve the Graduate Policy on Academic Renewal. Motion passed with 3 opposed. |
| Graduate Incomplete Grade Policy The policy language was changed to clarify that the faculty member or the graduate program may set an earlier deadline than the end of the subsequent semester. Earlier deadlines must be communicated to the student in writing. | **Motion:** The Policy Subcommittee moved to approve the Graduate Incomplete Grade Policy with a grammatical correction. Motion passed unanimously. |
| Qualifications for Adjunct Faculty  The policy was revised to comply with HLC requirements regarding tested experience. | **Motion:** The Policy Subcommittee moved to approve the Qualifications for Adjunct Faculty Engaged in Graduate Education with removal of the parenthetical notation in A. and reference to health professionals in B. Motion passed unanimously. |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | The graduate student representatives on standing committees have been asked to provide meeting minutes but many have not been doing so. To encourage compliance, they are now able to upload minutes. The library committee has requested to have a GSA on the committee.  Upcoming events include a West Michigan Whitecaps game, Finals Foodfest, and social networking events.  The GSA budget for next year is $107k. There are 22 registered student organizations (RSO’s) in good standing. The GSA would like to see more RSO’s. The GSA website has instructions on how to create an RSO. The GSA funding board has experienced some issues with regard to representatives from hybrid programs having to drive in from out of town for the funding board meetings. The plan is to allow them to call in. GSA is reviewing funding guidelines with regard to paying speaker fees, as currently the only option is to offer a $50 honoraria. Speaker fees require a contract, but students are not authorized to sign contracts on behalf of the university.  Representatives are being recruited for the new e-board. Interest forms will be available for the e-board and standing committees. Nominations will be made in March and then voting will occur. T. Kanczuzewski was asked to join the fall break task force. |  |
| **VIII. Dean’s Report – J. Potteiger** | There was no dean’s report. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** M. Stavesmoved to adjourn. S. Choudhuri seconded. Meeting adjourned at 11:03 am. |