**Graduate Council Meeting**

**January 27, 2017**

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**Minutes  
(approved 2/24/17)**

**Faculty Present**: A. Booth, D. Balfour, A. Campbell, S. Choudhuri, D. Eick, M. Harris, B. Harvey, L. Huang, B. Martin, D. Mitchell, 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:** C. Dolan, D. Dunneback

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

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

**Guest:** C. Plouff, Provost’s office, E. Sullivan, Dean of Students

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Booth called the meeting to order at 9:00 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Staves moved to approve the agenda. B. Martin seconded. Motion passed unanimously. |
| **III. Approval of Minutes November 18, 2016** |  | **Motion:** P. Ratliff-Miller moved to approve the November 18, 2016 minutes. M. Staves seconded. Motion passed unanimously. |
| **IV. Syllabus of Record Project – C. Plouff** | All syllabi of record are in the process of being updated in preparation for the Higher Learning Commission comprehensive visit in Fall 2018. The HLC will look at learning outcomes and one of the expectations is to have consistent learning objectives on all syllabi of record. The SAIL process asks for learning objectives but many courses have not gone through SAIL or not had any changes made for many years, thus the SOR was created when learning objectives were not required. A fast track approval process has been put in place so SORs don’t need to go through UCC for approval. All course syllabi will need to reflect the learning objectives.  All faculty and staff have a link on Blackboard to an organization called “Syllabi of Record” where all SORs are posted for updating. There is also a link on Blackboard to FTLC for resources on writing learning objectives.  The goal is to have all SORs updated by October 1, 2017 so they can go through the college curriculum committees, and complete the process by the beginning of 2018. |  |
| **V. Graduate Student Services – E. Sullivan** | The Student Services Division has 9 departments: Student Academic Success Center, Housing and Residence Life that oversees 6,000 beds, Student Life, Counseling, and the health center on the Allendale Campus and Health Services on the Pew Campus run by KCON, Counseling Center, Career Center, and Recreation services. A year ago, the social justice centers were housed in Student Services but now report to Inclusion and Equity. M. Kowalski-Braun serves a dual role as assistant vice president for Inclusion and Equity and Associate Vice-Provost for Student Services for partnership in both areas.  In the fall 2016 semester, Student Services dealt with political and campus climate unrest, and sexual assaults off campus.  With growth in graduate education, the Student Services Division is looking at ways to serve graduate students in greater numbers. For example, GVSU’s child care center is on the Allendale campus and there are no fitness facilities on the Pew campus. As facilities plans move forward and budget planning is done consideration should be given to providing more services for graduate students on the Pew Campus.  The average net tuition revenue for students at GVSU is $11,446, so when the university looks at investing for students this would reflect a potential loss if we don’t offer what graduate students need. Students pay net revenue with the expectation that they can access the services they need to complete their program. Thus, Student Services is looking at predictors that could lead to attrition, including bias incidents. In 2015-16, 81 bias incidents were reported, in fall 2016 alone, 63 were reported. Another function is threat assessment; in 2015-16 there were 267 referrals about students of concern. In fall 2016, there were 208. If faculty are experiencing an issue with a student it should be reported. A behavior team takes referrals and follows up with faculty and students to help students stay on track.  Student Services is working on initiatives to help students persist, such as a pilot mentor program to target first year students who fall below 2.0. There were 403 students the first semester, 200 of which did not return. There is also a pilot black male scholars program to help retain African American undergrads.  There are no current plans for graduate student housing but it should be considered in the planning process, especially with more building being done on the hill by CHS. |  |
| **VI. Chair’s Report – A. Booth** | A. Booth met in December with the chair of UCC, FSBC, and UAC regarding the bylaws changes. He submitted a midyear report on behalf of the Graduate Council to UAS at the end of December. It will be posted on the Graduate Council Blackboard site. A graduate faculty meeting was held in CHS last Friday and this afternoon on the Allendale campus. The New Programs Council has not met recently. |  |
| **VII. Curriculum Subcommittee Report – M. Staves** | a. Master’s Degree in Social InnovationThis is the first graduate program from BCOIS. The program is 36 credits, and is intended to produce graduates to work collaboratively in government, nonprofits, and for-profit industry groups to solve complex social issues in local, regional, and potentially global areas.  b. Master’s degree in Data Science and AnalyticsThis program is 36 credits with one new course and existing courses from Statistics and CIS. It is housed in PCEC.  GCCC Moving to Graduate Program Review  The GC-CC will be moving to graduate program review but retaining some curricular review. The GC-CC will continue to review new programs, program changes, and certificates. | **Motion:** It was moved to approve the New Program Proposal for a Master’s Degree in Social Innovation. Motion passed unanimously.  **Motion:** It was moved to approve the New Program Proposal for a Master’s Degree in Data Science and Analytics. Motion passed unanimously. |
| **VIII. Policy Subcommittee Report – A. Booth** | a. Graduate Admission Policy  The requirement for international students to write a personal statement for the university admissions package was removed.  b. Award of a Graduate Degree Policy  Some of the items in the original policy were duplicated in other policies. Thus this policy was revised so that it is clear and succinct. There was a question if an internship is appropriately rigorous to be considered a culminating experience. After discussion, the Graduate Council determined that an internship is substantive enough as a culminating experience. A minor correction was recommended.  c. Graduate Council Bylaws Changes The Graduate Council will move from doing curricular review to program review. The Graduate Council will review new and existing programs. The Provost’s Cabinet supports this change and there will be no conflicts or duplication of effort for programs that are accredited. The Graduate Council will be an advocate for programs if changes are needed. Program review will begin in 2017-18. A schedule will be set up for programs to be reviewed and the Graduate Council will work with programs that are accredited so that their reviews will be done either before their accreditation review to help them prepare, or afterwards so their materials are complete. An amendment to 4.a.1. was recommended. | **Motion:** The Policy Subcommittee moved to approve the revised Graduate Admissions Policy. Motion passed unanimously.  **Motion:** The Policy Subcommittee moved to approve the revised Award of a Graduate Degree Policy as amended. Motion passed unanimously.  **Motion:** It was moved to approve changes to the Graduate Council Bylaws. Motion passed unanimously. |
| **IX. Graduate Student Association Report – F. Lawrence** | There is $64,000 remaining in the budget. The maximum amount to be allocated for RSO funding requests was raised from $3,500 to $5,000 in order to spend down the fund.  GSA will begin accepting nominations on February 13 for 3 weeks for officers for the 2017-18 academic year. Elections will follow. A spring social event is being planned.  Fifty students registered for the PACES workshop on Saturday, January 28. The PACES speed networking event will be held on Wednesday, February 1, from 4:30-6:00 PM. |  |
| **X. Dean’s Report – J. Potteiger** | Graduate Marketing and Recruiting  Institutional Marketing (IM) is hiring a Graduate Program Recruiting and Marketing Coordinator who will spend three days per week in TGS. IM has allocated funding to support graduate education and to get the message out that GVSU has a graduate school and graduate programs.   Tuition Comparison  Universities are looking for innovative ways to bring in more graduate students, including lowering the tuition differential for non-resident students. Western Michigan University decreased its non-resident tuition to a value that is no more than 1.25 of resident tuition. At GVSU, graduate non-resident tuition is 1.0 while undergraduate non-resident tuition is 1.4.  Podcast Project  The Graduate School’s GAs are creating podcasts for each graduate program for prospective students to listen to information about GVSU. J. Lawton and K. Stevenson created a schedule but if a program wants to get theirs done earlier, they may contact TGS. Podcasts will also be created for The Graduate School, various university student support services, and the Grand Rapids area. TGS will also be holding webinars which will be interactive and allow prospective students to ask questions online.  Research Integrity  The HRRPPC passed several new policies that affect student research. Beginning July 1, students will not be allowed to be the principal investigator (PI) on proposals that are submitted to the IRB. Additionally, the PI and co-investigators will need to demonstrate that they successfully passed RCR training in order to submit a proposal.  Changes to the Federal Policy for the Protection of Human Subjects (“Common Rule”) go into effect Jan. 1, 2018.  At GVSU, external researchers cannot be PI’s but can be a co-investigator. For research with external entities, the PI may ask for a deferral, meaning that the IRB at the external institution would handle the review. Similarly, the external institution may designate the GVSU IRB to handle review.  GVSU does not share data or allow access to students but if an external entity wants to use our survey instrument, they may do so. Any requests for surveys or data should be directed to the Office of Research Compliance and Integrity. |  |
| **XI. Old Business** | There was no old business. |  |
| **XII. New Business** | a. Graduate Student Learning Outcomes  The HLC requires student learning outcomes for graduate education. Thus, the GC-CC developed three learning outcomes that can be applied across programs based on what programs already do. Thus, it was appropriate to include RCR training, methodology/evaluation, and ability to synthesize concepts.  There needs to be a way to measure the learning outcomes, but it cannot be done simply via a course grade. Measurements would be decided within programs rather than across programs. GPDs can review the outcomes and determine if they can meet these outcomes. This will be discussed further at the next meeting. |  |
| **XIII. Adjournment** |  | **Motion:** M. Staves moved to adjourn. D. Balfour seconded. Meeting adjourned at 11:00 AM. |