**Graduate Council Meeting**

**March 23, 2018**

**107D DEV**

**Minutes  
approved 4/27/18**

**Faculty Present**: M. Bair, D. Balfour, A. Bostrom, A. Campbell, S. Choudhuri, B. Harvey, L. Huang, G. Schymik, M. Staves, W. Sun, M. VanderKooi, J. Vogelzang, B. Martin, R. Wilson

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

**Elected Student Reps Present:** N. Ross

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

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:02 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Stavesmoved to approve the agenda. J. Vogelzang seconded. Motion passed unanimously. |
| **III. Approval of Minutes February 23, 2018** |  | **Motion:** B. Martinmoved to approve the February 23, 2018 minutes. S. Choudhuri seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The chair attended several new program meetings. The proposed health information management master’s degree will not be moving forward at this time. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | CMB Program Review The CMB program review was completed. The summary report was provided to the GC for review and approval.  The steps in the program review process were: 1) the program submitted a self-study to the GC-CPR and external reviewers, 2) external reviewers conducted a site visit, 3) external reviewers submitted a final report with recommendations, 4) the summary report from the Graduate Council will be submitted to the Provost, 5) the Provost, Dean of TGS, and CLAS dean will review the recommendations and develop a plan to implement changes.  Clarification was provided regarding the differences between graduate program review by GC-CPR and the University Assessment Committee (UAC). The UAC’s focus is on student learning outcomes assessment.  Curriculum Items The GC-CPR recently approved the new certificate program in design thinking, and a program change in the Accounting combined degree program. A nursing program change was sent back for revisions to some course numbering to be compliant with the course numbering policy. The Speech Language Pathology program change was approved pending clarification of some items in the proposal. New proposals are in the queue for review at the next GC-CPR meeting. | **Motion**: J. Vogelzang moved to approve the CMB program review summary report. K. Ozga seconded. Motion passed unanimously. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | Quality Control for 580/680 Courses The GC-PC addressed the charge to the Graduate Council concerning quality control for 580/680 courses. TGS sent an inquiry to graduate programs about their 580/680 courses and the GC-PC reviewed responses. Most programs have a mechanism of evaluation for their courses, with varying amounts of rigor in their evaluation processes. At a minimum, programs should maintain a syllabus within their unit. A policy might not be needed but this could be a directive from the graduate dean.  Roles and Responsibilities of GPDs The GC-PC reviewed the existing roles and responsibilities document and discussed whether it is appropriate for non-tenured, new faculty to be a GPD. The GC-PC would like to submit a request to the Provost that, whenever possible, GPDs should be tenure track faculty. Digital measures does not include the GPD role as a responsibility.  The GC-PC is working on the last two charges for 2017-18, using GAs as TAs, and faculty workload. |  |
| **VII. Graduate Student Association Report – D. Myers, K. Stevenson** | The GSA is creating standing committee guidelines and will host a networking event for all standing committee members.  There are 22 RSO’s in good standing.  The West Michigan Whitecaps game event is April 29. GSA has a suite reserved that holds 75 people.  Finals Foodfest will be held in three locations to accommodate all GVSU graduate students: Downtown Pew Campus: Tuesday, April 24 , 3pm-5pm, University Club 107C DeVos; Allendale Campus: Tuesday, April 24, 3pm-5pm, Kindschi Hall Conference Room 4402; CHS Campus: Thursday, April 19, 3pm-5pm, Donor Room CHS 015.  Nominations for the GSA executive board closed on March 19th. Elections begin on Monday, March 26th. GSA officers are working on a process and transition plan for the new e-board. |  |
| **VIII. Dean’s Report – J. Potteiger** | TGS Update Grad Showcase is April 10 and the Graduate Student Celebration is April 20th. TGS staff will be attending recruitment events. Changes are underway to web pages. The writing initiative is moving forward. N. Ross is the GA in TGS who is working on this project. He presented preliminary student survey results to the GC-PC and GPDs last week. The next step is a faculty survey. Lindsay Ellis and Patrick Johnson spoke at the GPD meeting about the Writing Center and resources to improve graduate student writing. TGS has received several SICD applications.  New Programs Marketing for the Doctor of Audiology program will go live on March 26. Marketing materials are being prepared for the master’s degree in Social Innovation, which is awaiting final approval after the site visit. The masters in Athletic Training will be voted on at the next Board of Trustees meeting. A new program in Genetic Counseling was approved at prospectus stage. J. Potteiger plans to meet with the authors of the Genetic Counseling program that will also include possibly CMB, School Counseling, and Social Work.  Program Review Three programs were identified for graduate program review in 2018-19: M.S. in Communications, Biomedical Sciences, and Public Administration. School Psychology may volunteer to be the 4th program.  The Nursing graduate program review has not been completed. They submitted accreditation documents but the GC-CPR asked the program to answer the 20 questions in the program review document.  S.I.C.D. TGS has received several applications for the S.I.C.D. Student inquiries have started conversations among programs to create combined degree programs. There have been some challenges with students in combined degree programs applying for graduation. They were incorrectly informed that they need to complete dual enrollment forms. |  |
| **IX. Old Business** | HLC  The HLC visit for the Dr.OT program is May 14/15, 2018. The HLC site visit for GVSU accreditation will take place in November. It is critical that information in the online systems is updated to demonstrate that policies and practices are being followed. Graduate Council reports are sent to the Provost but these should also go to C. Plouff. Similarly, the GC-CPR should send the updated program review guidelines to programs undergoing review next year.  A GC member requested documentation of the HLC’s previous recommendations for graduate education. The HLC recommended graduate faculty requirements with regard to teaching and scholarship, but there was no recommendation for a workload plan. |  |
| **X. New Business** | 2018-19 Charges Quality control and workload for 693 (projects) was suggested as a charge. The GC-PC may collect data from units on what constitutes a project and the workload variability.  Suggestions for additional charges should be sent to A. Bostrom.  GC Membership The colleges held their elections for standing committee membership. The new Graduate Council members will be invited to the April Graduate Council meeting.  Registration Registration for spring-summer began this week for graduate students and seniors. Programs are encouraged to make their admission decisions so students can enroll for Fall 2018 courses. |  |
| **XI. Adjournment** |  | **Motion:** R. Wilsonmoved to adjourn. B. Martin seconded. Meeting adjourned at 10:07 am. |