**Graduate Council Meeting**

**March 24, 2017**

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**Minutes  
Approved April 21, 2017**

**Faculty Present**: D. Balfour, A. Bostrom, A. Campbell, S. Choudhuri, D. Eick, M. Harris, L. Huang, S. King, B. Martin, K. Ozga, G. Schymik, L. Scripps-Hoekstra, M. Staves, M. VanderKooi, J. Vogelzang

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

**Elected Students Present**: D. Dunneback

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

**GSA Officers Present:** J. Lawton

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| **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:** S. Choudhurimoved to approve the agenda. D. Balfour seconded. Motion passed unanimously. |
| **III. Approval of Minutes February 24, 2017** |  | **Motion:** B. Martinmoved to approve the February 24, 2017 minutes. K. Ozga seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | A. Bostrom attended the ECS meeting last Friday to support the Graduate Council’s items on the agenda. The items were recommended for approval and forwarded to UAS.  The New Programs Council approved the College of Education restructure. The graduate program in genetic counseling was approved to go forward with development of the program. This program will be interdisciplinary as there are both science and counseling components. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | Graduate Education Learning Outcomes The GC-CPR Committee finalized and approved the graduate education learning outcomes at their March 17 meeting. The graduate program directors reviewed the document last Friday as well and no changes were requested.  Graduate Program Review The program review document and processes continue to be discussed and revised.  Resources will be needed to bring in external reviewers and to support programs to make recommended changes after review. | **Motion:** The GC-CPR moved to approve the Graduate Education Learning Outcomes as presented. Motion passed unanimously. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | Course Numbering Policy  The course numbering policy had previously been discussed and it was determined that a policy revision and/or new policy was not needed.  Thesis Quality Discussion  The GC-PC continued its discussion on thesis quality which involves 2 components: 1) thesis quality itself, and 2) the quality of the document as it is available publicly. TGS created a list of items on how to improve thesis/dissertation/project quality. A set of modules like the Purdue University Online Writing Lab could be set up, and library resources and secondary readers could be implemented. Workshops could be offered help students with stylistic issues or writing in the content area.  GAs as Teaching Assistants  The GC-PC discussed using GAs as teaching assistants and generally agreed with the concept. However, doing so would need to be reconciled with GVSU’s reputation for having students taught by faculty members.  Roles and Responsibilities of Graduate Program Directors  TGS collected information from GPDs on their responsibilities. Some GPDs get a stipend or release time but others do not. With the university’s goal to increase the number of graduate students and credit hour production, it is important for GPDs to be given the resources and appropriate compensation to complete the work needed to achieve these goals. |  |
| **VII. Graduate Student Association Report – F. Lawrence** | Elections  The new GSA executive committee members for 2017-18 are:  President – Tyler Kanczuzewski  Vice-President – Dan Myers  Finance Officer – Tyler Currie  Communications Officer – Kelsey Stevenson  Administration Officer – Emily Agnello  Events  The GSA is hosting a social event at the Griffins game tonight, with dinner at the B.O.B. before the game. One hundred tickets were sold.  The GSA is co-sponsoring the Graduate Student Celebration/Graduate Dean’s Citations for Academic Excellence on Friday, April 14.  The last PACES workshop of 2016-17 is on Wednesday, April 5. The topic is mindfulness.  Finals FoodFest will be held during finals week. The date has not yet been decided.  There is $31,884 remaining in the GSA budget. Student organizations are still applying for funding for March and April events so much of this will be used.  Meetings  The GSA is holding its e-board transitions meeting on Friday, March 31.  The Student Life Funding Board met recently. Two of the SLFB members from the Business & Finance office are trying to have the GSA budget and the Academic Conference Fund moved to base budget items.  Graduate Council members are asked to encourage their graduate programs to have students form RSO’s so that the GSA can request more funding in the future. There are currently 37 graduate programs but 23 RSO’s.  The MPA program, with assistance from Career Services, is holding a career fair today with 31 employers attending. |  |
| **VIII. Dean’s Report – J. Potteiger** | Grad Preview Day  Grad Preview Day was held on Friday, March 17. Students who were admitted to a program but have not yet committed received invitations. The event was not as well attended as hoped but it was a success nonetheless. A post-evaluation will be done to incorporate feedback into future events and to follow up to see if students enrolled.  Open Houses  TGS plans to host some open houses in the summertime and invite prospective students who made an inquiry about a program or who started an application. It could be a general open house or open houses by college. Rather than ask all GPDs to attend, possibly college associate deans would be invited to speak on behalf of all the graduate programs in their college.  Rental Housing Market for Graduate Students  The rental housing market in Grand Rapids can be challenging for graduate students. There are a number of independent properties that focus on student rentals but students have to start looking early. GVSU does not have dedicated graduate student housing.  As GVSU increases the number of graduate programs and full-time graduate students, on-campus graduate student housing could become needed. Historically, graduate students have resided in the community but more students are coming from other communities, out-of-state, and internationally. GVSU could work with private rental property owners to develop initiatives for GVSU students.  Temporary housing is also an issue for programs that have students who do practica in other areas of Michigan. Placement at clinical sites creates a need for students to find housing so this should be considered as new health programs are developed.  333 Michigan Planning Committee  J. Potteiger, S. Soman, and J. Vogelzang serve on the 333 Michigan Planning Committee. The new building will be east of CHS. The deadline to complete the plan is May 1 to receive $29-31 million from the State of Michigan to proceed.  The Finkelstein Building is under construction north of CHS on Lafayette Avenue. The new construction will be an asset to GVSU and is needed to expand our health programs offerings.  RCR Requirement  This requirement went into effect in Fall 2016, but students graduating in Fall 2016 were exempt. The process includes staff in the Office of Research Compliance and Integrity who run a report in Epigeum every two weeks. They send the report to TGS where the requirement is checked and forwarded to the Registrar’s office where it is posted on the student’s transcript. TGS agreed to accept CITI training from students who took that training before the current RCR requirement was in place. Those students provide their CITI certificate to TGS. There is a process to post RCR completion on the transcript so students should not expect it to show up immediately.  Some students have completed the wrong module for their programs. Their GPD can decide if they will accept the module or require the student to take the correct one. |  |
| **IX. Old Business –** | There was no old business. |  |
| **X. New Business – Student Initiated Combined Degree Program J. Potteiger** | Student-Initiated Combined Degree Program  The student-initiated combined degree program does not originate in a unit/college but will be a university-wide program. Thus, the approval process will not begin with a college curriculum committee. The program will be brought to the Graduate Council and UCC to get their recommendations, and then brought to New Program Council for consideration.  Discussion/comments included: the GPD would make the admission decision but the undergraduate advisor would need to determine the 12 graduate credits that would fulfill the undergraduate requirement; questions about the number of credits the student would take as an undergraduate before they apply for the combined degree; financial aid considerations, when to apply undergraduate financial aid packages; the plan of study would require the undergraduate advisor, GPD, and TGS to approve it; students would need to meet both undergraduate and graduate requirements for graduation; have a mechanism for the student to discontinue the combined degree program and complete the undergraduate degree; the combined degree could be interdisciplinary or it could be within the same unit; the combined program would need to comply with the combined degree policy for undergraduate/graduate combined degrees; graduate programs may have requirements that are more stringent than what a policy allows; the purpose of this combined degree is to provide flexibility and encourage programs to create their own combined degree programs within the discipline. | **Motion:** M. Staves moved to approve the Student-Initiated Combined Degree Program proposal. D. Balfour seconded. Motion passed unanimously. |
| **XI. Adjournment** |  | **Motion:** The meeting adjourned at 11 AM by acclamation. |