**Graduate Council Meeting**

**March 27, 2015**

**109D DEV**

**Minutes  
(approved on 4/24/15)**

**Faculty Present:**  S. Alaimo, J. Barry A. Booth, A. Bostrom, S. Choudhuri, M. Harris, L. Huang, C. Leiras, M. Luttenton, B. Martin, P. Ratliff-Miller M. Staves, B. Williams

**Elected Students Present:** M. Plooster, M. VanWyk

**Administrative Ex-Officio Present:** C. Bajema, B. Cole, I. Fountain, J. Potteiger, S. Lipnicki, S. Soman

**Ex-Officio Students Present**: A. Clarke, A. Hubbard, A. Kabalyan

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | M. Luttenton called the meeting to order at 9:09 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** J. Barry moved to approve the agenda. M. Staves seconded. Motion passed unanimously. |
| **III. Approval of Minutes – November 21, 2014** |  | **Motion:** C. Leiras moved to approve the January 23, 2015 minutes. J. Barry seconded. Jean. Motion passed unanimously.  **Motion:** B. Martin moved to approve the February 13, 2015 minutes. S. seconded. Motion passed unanimously. |
| **IV. Report of the Chair – M. Luttenton** | The Leave of Absence Policy The policy was approved by ECS and UAS and is now in the Provost’s office and should be fully approved by the end of the semester. It will be published in the Policies and Procedures Manual and the catalog.  University Strategic Plan The strategic plan is on today’s UAS agenda. The plan is not yet clear on the strategies that would be put forth to achieve the objectives. The next step is for colleges and units to create their strategic plans so it may be up to the units to help the university meet the goals and objectives. |  |
| **V. Dean’s Report – J. Potteiger** | Discussion was deferred to New Business. |  |
| **VI. GSA Report – A. Clarke** | GSA members will be presenting at the NAGPS Midwest regional conference.  Nominations for the 2015-16 e-board are being sought. Nominations are being accepted until Wednesday, April 1, after which there will be open elections April 2-7. The information and links to submit nominations are on the GSA website [www.gvsu.edu/gsa](http://www.gvsu.edu/gsa).  Seventeen of 18 registered student organizations attended the recent GSA finance meeting, which shows that organizations have stepped up their accountability. These meetings are scheduled for the entire year on dates and times that work for as many as possible so RSO’s can plan ahead. The new finance officer will set the meeting schedule for 2015-16.  Grad Hub and Grad Club events are scheduled. |  |
| **VII. Curriculum Subcommittee Report – M. Staves** | There are only a few proposals left in the queue in SAIL. The GC-CC has two more meetings for the winter semester.  Faculty Workload Related to Comprehensive Exams The GC-CC recently approved a program change to the Master of Criminal Justice, which included dropping the project and adding a comprehensive exam to be taken in 2 parts: Part A, a written exam taken after the student completes 18 credits, and Part B, an oral exam taken at the last or second-to-last semester. The thesis option remained in place.  The comprehensive exam raises an issue with regard to faculty workload. Currently no workload credit is given to faculty who oversee comprehensive exams. This program change could increase the number of comprehensive exams and there is potential for other programs to adopt a comprehensive exam as well. Thus, the GC-PC might want to address the faculty workload aspect.  Cross-Listed Courses Cross-listed courses have the same number but different prefixes based on the program, with one instructor in one class with students from different programs. Cross-listed courses are beneficial in that they offer students a breadth of experience and are efficient with regard to having enough students to avoid canceling the class. However, most units prefer not to offer them because they perceive that the student credit hours are appropriated based on the percentage of students from each program in the course, and the cost of the faculty is accounted for the same way.  The Graduate Council and FSBC are charged with evaluating the costs of graduate programs. M. Luttenton, R. Hollister and J. Potteiger met with K. Gulembo. With cross-listed courses, the formula is to calculate the ratio of students from the different disciplines in the course and separate the cost of the faculty member teaching the course based on that ratio. The percentage of students from the other unit determines the revenue from that unit and the fraction of the faculty’s salary goes to other unit’s budget.  Other items covered at that budget meeting concerned measures being used to determine cost per student per credit hour to ensure that all programs are being counted equitably. K. Gulembo created a simplified formula using the same measures for grad that is used at the undergraduate level. On average, the ratio of cost per graduate student credit hour vs. undergraduate is 1.5. This number reflects only programs that have both an undergraduate and graduate program.  Some programs have a high cost and they might be asked to look at why their costs are high, but it is understood that some programs are expensive and that can’t be changed. The university does not look at cost as the sole factor to determine if a program should be eliminated. Other factors, such as demand in the community and the potential for job growth are considered as well. |  |
| **VIII. Policy Subcommittee Report – M. Luttenton** | Revised Continuous Enrollment Policy The draft policy is a revision of the continuous enrollment policy that was previously approved. The revision includes masters and doctoral projects. If passed, it will take effect July 1, 2015. Students who already started their projects in Winter 2015 can be exempt but those starting after July 1 will need to adhere to the policy.  Students have a grace period of 2 weeks after the end of finals week to complete theses/dissertations. Students who are experiencing delays through no fault of their own that cause them not to finish on time may request an exception to the continuous enrollment policy.  GCPC is discussing an implementation of having students register for variable credit with their faculty member’s name attached rather than the department chair. Rather than registering for a project at 3 credits, they can register based on the amount of work they are doing in a given semester.  Thesis/Dissertation Formats The GC-PC approved the policy on thesis and dissertation formats. These are minimum requirements and the intent is to create a level of quality control. The OGS will review and send documents back to the student to adhere to the format. If a unit insists that this format doesn’t fit, they can submit the format they prefer for Graduate Council review and approval, after which it will be on record in OGS to use as a template when reviewing submissions from that program. Graduate Council members requested a number of changes to the policy so the document will go back to the GC-PC for additional work. | **Motion:** The GC-PC moved to approve the revised Continuous Enrollment Policy. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **IX. New Business** | Graduate Studies Strategic Plan A handout was provided with strategic priorities and institutional outcomes for the strategic plan 2016-2021. The Graduate Studies strategic plan will be an agenda item for the GC-PC. |  |
| **X. Adjournment** |  | **Motion:** J. Barry moved to adjourn. Meeting adjourned at 11:05 AM. |