

**Graduate Council
October 22, 2010
303C DEV
Approved Minutes**

Faculty Present: S. Alaimo, W. Boeve, A. Bostrom, D. Cannon, N. Diarrassouba, P. Jorgensen V. Long, A. Lowen, , S. Sridhar, M. Staves, R. Wilson

Absent: D. Epple

Administrative Ex-Officio Present: I. Fountain, S. Jonaitis for B.Cole, J. Potteiger, J. Stevenson

Absent: C. Bajema, B. Cole, T. James-Heer, J. Montag

Elected Student Reps Present: J. Amisi, A. Crosby

Ex-Officio Students Present: Y. Nath, J. Ott

AGENDA ITEM	DISCUSSION	ACTION/DECISION
I. Call to Order	W. Boeve called the meeting to order at 9:04 AM.	
II. Approval of Agenda		Motion: M. Staves moved to approve the agenda, P. Jorgensen seconded. Motion passed unanimously.
III. Approval of Minutes – September 24, 2010		Motion: M. Staves moved to approve the minutes of September 24, 2010. D. Cannon seconded. Motion passed unanimously.
IV. Report of the Chair – W. Boeve	<p>Intra-University Communications Regarding Grad Council Activities: Best Practices</p> <p>The GC was asked to comment on Graduate Council draft policies and when they should go to the broader university audience for review and comment before going to ECS/UAS for a vote. The deans seem to prefer to be brought into</p>	

	<p>discussions early so they may offer feedback and bring issues back to their colleges as needed. It was agreed that such reviews by the broader audience should take place on a case by case basis. Deans and graduate program directors are given an opportunity to comment and gain input from their colleges. It is the Graduate Council's responsibility to review and act on policies and report back to constituents,</p> <p>Policies such as the thesis/dissertation guidelines should be rolled out when it is ready for feedback. However, GC members noted that they often receive feedback on procedures and how to implement policies, rather than a review of the policy itself. W. Boeve suggested that a Graduate Council newsletter can be distributed, with input from the GC chair and dean.</p>	
<p>V. Report of the Dean – J. Potteiger</p>	<p>A meeting with the Registrar's office and other key people took place to discuss how the new admissions categories will be implemented. A workflow process is under development. Information and training sessions will be offered. The new admissions categories will be rolled out for spring/summer 2011. The admissions categories may be used now, they are just not in the system yet. Departments should plan how they will inform students and enforce the policy.</p> <p>A draft template for electronic letters of recommendation is ready for review. Program directors will review it and comment on additional information that would be needed. Workflow issues are being worked out.</p> <p>The OGS is working to increase the visibility of graduate education via activities, such as a graduate student research fair, to be held during Michigan Graduate Education Week. The OGS is working with CSCE to plan it. Our office is participating in the West Michigan Undergraduate Science Research Fair at VAI on Saturday.</p>	

	<p>J. Potteiger met with Student Senate about the importance of graduate education and requested the Senate to change its policy on representation to consider active voting membership for graduate students.</p> <p>J. Stevenson reported on PACES. Four sessions were held. Feedback will be presented to the advisory board. He noted that when faculty are involved in presentations there is good attendance, but when sessions bring in outside offices that don't deal with graduate students there is a disconnect. Winter sessions will be reworked to give students more of what they want.</p>	
<p>VI. Report of the Curriculum Subcommittee – M. Staves</p>	<p>M. Staves acknowledged J. Amisi for chairing the last GC-CC meeting in his absence. Twelve logs were reviewed since the last GC meeting. There are now 19 items in the queue, plus the masters in philanthropy final plan, Ed.D. prospectus, and courses for the bioengineering program. The MBA program change will be implemented in Spring/Summer 2011. M. Staves clarified the curriculum process with regard to providing feedback to proposal authors. The GC-CC chair sends a notice to the authors that the proposal has been approved or sent back for modifications, and what those modifications are.</p> <p>The bioengineering program was not submitted to the standard curriculum process at the time of the grant submission as the proposal authors had to act quickly because of funding availability. The proposal was approved by senior management in the university. The GC must still approve program and course proposals. NSF's reporting requirements should be considered as well. The GC-CC will invite the authors to answer questions when they review it.</p>	
<p>VII. Report of the Policy Subcommittee – Valeria Long</p>	<p>GC members reviewed the draft policies listed on the "Compiled Policies" document: Graduate Academic Policy on</p>	<p>Motion: R. Wilson moved to approve the policies as a group. P.</p>

	<p>the Minimum Number of Credits Required for the Award of a Masters Degree, Graduate Academic Policy on the Award of Two or More Masters Degrees, Graduate Academic Policy on the Transfer of Credit to a Graduate Program, Graduate Academic Policy on Approval of Course Waivers, Course Substitutions, and Individual Program Plans.</p> <p>Concerns included: Clarification on the use of Continuing Ed courses in a degree program. Such courses are not part of the curriculum review process, however they are eligible for graduate credit. Dual listed courses - students use a dual enrollment form for undergraduate courses to be counted as graduate. They are counted toward the graduate GPA. J. Potteiger would like the GC to review this practice.</p> <p>The draft Policy for the Preparation of Theses, Dissertations, and Doctoral Research Projects was made more robust. The policy does not address master's projects. Faculty receiving credit for serving on a thesis committee might vary depending on the college, but this should be addressed by a separate policy.</p> <p>Graduate Academic Policy on the Award of Two or More Masters Degrees – The draft policy covers degree programs that are significantly different rather than programs where only one or two courses are different. When the dual degree policy is revamped, this policy could be revisited.</p> <p>Graduate Academic Policy on the Transfer of Credit to a Graduate Program – The policy was written to exclude culminating experiences from being transferred. The GC-PC wants to avoid transferring in internships, but it could make a difference whether they are required or an elective. Exceptions can be made at the discretion of the graduate program director. The last part of the policy was written to address international credit and non-accredited institutions.</p>	<p>Jorgensen seconded. Motion passed, but after discussion, GC members agreed to allow more time for review.</p>
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	<p>D. Cannon conveyed Jerry Montag’s concern on transfer courses that at least 24 credits must come from GVSU. There is no appeal process for this. However, rare exceptions may be made at provost or president level. Exceptions to the policy on time limits may be made with students demonstrating currency in the subject. However, this is a privilege based on graduate director recommendations.</p> <p>Graduate Academic Policy on Approval of Course Waivers, Course Substitutions, and Individual Program Plans – A. Bostrom expressed concerns about the policy in that it appears to direct what the administrative structure of a program should be, e.g. curricular decisions are made by the program director. KCON has an associate dean and program director. However, per W. Boeve, the policy provides guidance but the unit would develop its own process.</p> <p>J. Potteiger will ask the Deans Council to review this policy. The deans could designate someone with the title of graduate program director so that the title and responsibilities are consistent across the university.</p> <p>The GC will further review the draft policies, and the GC-PC will write a rationale to accompany each proposal. Deans Council and graduate program directors will have an opportunity to review them as well.</p>	
<p>VIII. Report of GPSA – Y. Nath</p>	<p>Seven Grad Club events have been held so far this semester. Monday’s special event had 70 people in attendance. Next Thursday Grad Club is hosting Business Leaders Linked to Encourage New Directions (BL2END), and is participating in Santa Girls book drive and Kids’ Food Basket. GPSA is attempting to garner support from the college deans. So far, Dean Williams agreed to fund one week of Grad Club. J. Amisi serves as GPSA communications liaison as well as</p>	

	elected student rep on GC.	
IX. Old Business	J. Stevenson discussed a policy in the PT program concerning GPAs. Undergraduate courses that are taken as part of the PT program are not calculated in the graduate GPA. However, if students do poorly in those courses they could be put on academic probation.	
X. Adjournment		Motion: N. Diarrassouba moved to adjourn. D. Cannon seconded. Meeting adjourned at 11:05 AM.

Minutes approved with corrections at the November 19, 2010 Graduate Council meeting.