**Graduate Council Meeting**

**September 1, 2017**

**109D DEV**

**Draft Minutes**

**Faculty Present**: D. Balfour, A. Bostrom, W. Burns-Ardolino, A. Campbell, S. Choudhuri, J. Engelsma, B. Harvey, L. Huang, B. Martin, K. Ozga, P. Ratliff-Miller, W. Sun, M. Staves, M. VanderKooi, J. Vogelzang, R. Wilson

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

**Elected Student Present:** R. Bhurtel

**Ex-Officio Students Present:** A. Gay

**GSA Officers Present:** D. Myers, K. Stevenson

**Guests:** M. Cimitile, E. Schendel

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:01 AM. |  |
| **II. Welcome and Introductions** | A. Bostrom welcomed the group and introductions were made around the room. |  |
| **III. Approval of Agenda** |  | **Motion:** The agenda was approved with one minor change. |
| **IV. Approval of Minutes April 21, 2017** |  | **Motion:** B. Martin moved to approve the April 21, 2017 minutes. D. Balfour seconded. Motion passed unanimously. |
| **V. Provost’s Discussion – M. Cimitile, E. Schendel** | M. Cimitile asked the Graduate Council to consider how to ensure quality education in all graduate programs in its work this year. She would like to showcase graduate programs, ensure GVSU offers the right programs that attract students, and add new programs and cross disciplinary programs that help students find careers that they love.  E. Schendel is the assistant vice president of academic affairs. She has experience with enrollment management, curriculum, advising, student support, policies, and strategic planning, and is responsible for creating the Writing Center. She will work closely with the GC-CPR and other committees that do program review to ensure that it is coordinated and doesn’t place an undue burden on faculty and staff.  A new curriculum idea being discussed with UCC is badging. Programs could create badges that consist of 1 to 3 credit courses that offer a credential in a certain area. Badging can be tailored to a unit or be cross-disciplinary. Badges don’t need to meet Gainful Employment Act guidelines the way that stand-alone certificates do.  The Provost supports graduate student representation on all standing committees.  There is some overlap of UAS assignments to the various standing committees so it is important for the committees to communicate with and inform one another of projects and activities. The focus is to make sure GVSU’s programs are robust as they address teaching, service, and scholarship. |  |
| **VI. Chair’s Report – A. Bostrom** | A. Bostrom reviewed the draft ECS Charges to the Graduate Council. The final version will be distributed approval at the ECS meeting this afternoon.  GC members discussed Charge 1.b, “Work with UCC to make recommendations to ensure that 580/680 courses are taught at a graduate level” with regard to existing guidelines and procedures. |  |
| **VII. Curriculum & Program Review Subcommittee Report – M. Staves** | The GC-CPR will begin program review this fall. The CMB and DNP programs volunteered to be reviewed.  The master’s degree in athletic training was submitted late in Winter 2017 and will be voted on at the next GC-CPR meeting. The curriculum documents are on Google docs for the subcommittee to review.  The strategy for developing the program review process was to make it simple for programs to collect and submit data. Those with external accrediting bodies can submit their accreditation information in lieu of an external review. Several documents and templates were created that will help programs proceed with their reviews and a GA in The Graduate School (TGS) will be available to help programs pull university data together. |  |
| **VIII. Policy Subcommittee Report – S. Choudhuri** | The GC-PC will be working on the ECS Charges to the Graduate Council that relate to policy. This subcommittee has developed many good policies over time, but there might be issues relating to procedures that can be addressed. Most of the work the GC-PC does is to strengthen what is already in place and look at what is working or not working in the changing landscape. GC members who have concerns about any policies should bring them to the GC Chair’s attention. |  |
| **IX. Graduate Student Association Report – D. Myers/K. Stevenson** | The GSA has 5 new e-board members: T. Kanczuzewski, President, D. Myers, Vice President, T. Currie, Finance Officer, E. Agnello, Administration Officer, and K. Stevenson, Communications Officer.  The Graduate Student Fall Welcome will be held on Friday, September 15 in the Seidman College of Business lobby. The event will feature dinner, speakers, and a photographer to take professional head shots for students. Approximately 200 students are expected to attend. Flyers are available for posting.  Upcoming GSA-sponsored events include the Fall Welcome, homecoming tailgate event, PACES professional development workshops, a Grand Rapids Griffins game, Finals FoodFest at the end of the fall semester, and a West Michigan Whitecaps game in the spring. GSA also plans to promote itself via the Lanthorn and Grand Valley Magazine.  Graduate student representatives have been appointed to 9 standing committees.  The budget for 2017-18 started with $124k with $20k previously allocated to registered graduate student organizations (RSO’s) for student travel. This leaves a current balance of $104k. Approximately $15-20k will be allocated to GSA operations to fund GSA events, activities, and professional development workshops. The balance will be allocated to the RSO’s for events and travel throughout the year.  One of the GSA’s goals is to get more RSO’s for programs that currently don’t have one. This will open up opportunities for students in those programs to obtain funding for travel and to hold events. Graduate Council members are asked to remind their programs that funds are available to graduate students and encourage them for form RSO’s.  RSO’s should be aware of conferences several months ahead of time so they can submit funding requests in a timely manner. For example, some Fall 2017 conferences and events were approved for funding in the Winter 2017 semester.  The Student Life Fund Advisory Board (SLFAB) is in place to ensure that graduate students get resources from Student Life and to ensure there is fair distribution of funds. Graduate students are well-represented on SLFAB. The GSA president is working with the Student Senate president to strengthen ties between the organizations.  GVSU is sponsoring the Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) conference in November. It offers numerous opportunities for graduate students to volunteer and obtain free access to the conference.  GC members discussed methods for distributing information to the broader graduate community about conference opportunities such as the ARNOVA conference. |  |
| **X. Dean’s Report – J. Potteiger** | J. Potteiger thanked Graduate Council members for their service and commitment to graduate education.  Enrollment  Fall 2017 graduate enrollment is 3,129, which is down by approximately 140 from last year. Graduate credits hours are over 25k, but down about 600 from last year. Factors affecting enrollment include lower high school senior graduation rates which affects all Michigan institutions, and more competition among institutions to recruit from a smaller pool of prospective students. Eighteen universities promote their graduate programs in Grand Rapids. Some of our graduate programs have been revising curriculum and thus have not been enrolling as many students in their programs.  New Programs  The master of data science and analytics and student-initiated combined degree (SICD) programs were approved and are accepting applications. J. Potteiger has met with most college advising centers to inform them about the SICD. New programs moving forward in the approval process include the doctor of audiology, and master’s programs in social innovation, athletic training, therapeutic recreation, and genetic counseling.  New Graduate Students  TGS held a luncheon with international students and hosted the New Graduate Student Orientation on August 23. GVSU has a graduate student from Cuba for the first time. Federal immigration policies have reduced the number of international students coming to the U.S. for study, and GVSU has been slightly affected.  The Graduate School Update  TGS completed the graduate student exit survey. J. Potteiger will share the results with Provost Cimitile, followed by academic deans and graduate program directors.  TGS revised and updated several handbooks including the graduate student handbook, GPD handbook, and advising handbooks for students and for faculty. TGS is also collecting data for strategic planning and for the Provost’s office for the HLC visit.  TGS distributes an email newsletter, “Graduate News from Across the Nation,” that informs faculty and staff about new programs at colleges and universities in Michigan and nationwide.  Graduate Program Marketing  Institutional Marketing hired a full-time graduate marketing and recruitment coordinator, T. Terwillegar. He met with GPDs by college and will develop a strategic marketing plan to create a graduate brand. The first marketing efforts will cover graduate education at university level, and then focus on individual programs. T. Terwillegar will work with individual programs to facilitate their own marketing efforts. IM is working on revising all graduate program websites to ensure they are user friendly on computers and mobile devices and the web pages will funnel students to an action such as request more information or apply. T. Terwillegar will attend a future Graduate Council meeting or meet with the subcommittees.  External Program Review  All programs must be reviewed by the Michigan Association of State Universities prior to HLC review. HLC review is either a desk review or site visit. Programs are reviewed by the Board of Trustees twice before they can be approved.  Policy Changes  Last year the Graduate Council bylaws were changed regarding program review. The Admissions policy was changed to allow another test of English proficiency. The policy on awarding a graduate degree was revised, and the student-initiated combined degree program policy was created. The Graduate Council also reviewed individual program policies to ensure they are aligned with university and graduate policies and were not punitive. |  |
| **XI. Old Business –** | There was no old business. |  |
| **XII. New Business – A. Bostrom** | A) Subcommittees Subcommittee assignments were made. R. Wilson will serve on GC-CPR. The College of Education will select a second representative in the near future. |  |
| **XIII. Adjournment** |  | **Motion:** M. Staves moved to adjourn. W. Burns-Ardolino seconded. Meeting adjourned at 10:44 am. |