**Graduate Council Meeting**

**September 23, 2016**

**203D DEV**

**Minutes**

**(approved on 10-28-16)**

**Faculty Present:**  B. Bettinghaus, A. Booth, A. Bostrom, A. Campbell, S. Choudhuri, M. Harris, B. Harvey, L. Huang, M. Hoffman for D. Balfour, B. Martin, D. Mitchell, K. Ozga, G. Schymik, M. Staves, W. Sun, J. Toot, M. VanderKooi

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

**Elected Students Present:** T. Boyd

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

**GSA Officers Present** F.Lawrence, J. Lawton

**Guest:** C. Plouff

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Booth called the meeting to order at 9:02 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Staves moved to approve the agenda. S. Choudhuri seconded. Motion passed unanimously. |
| **III. Approval of Minutes September 2, 2016** |  | **Motion:** M. Staves moved to approve the minutes of September 2, 2016. S. Choudhuri seconded. Motion passed unanimously. |
| **IV. New Assessment and Strategic Planning Reporting Process – C. Plouff** | Several handouts were emailed prior to the meeting and a [PowerPoint presentation](file:///\\Office.ads.gvsu.edu\dfs\Administration-Data\GRADSTUD\Graduate%20Council\2016-17%20Grad%20Council\Handouts%209-23-16\New%20Process%20Overview.pptx) was provided. The University Assessment Committee has been working on updating the process and making it more efficient for those creating their assessments and those reviewing them. The strategic planning and assessment processes will become more integrated which will help simplify both. Weave is no longer being used but the information can still be accessed through August 2017.  Annual updates on strategic plan objectives and student outcomes will still be required. There will be a 6 year cycle prior to the self-study but instead of a 3 year review there will be reviews every 2 years prior to the end of the cycle.  The review cycle is being redone so that all units are on year 1 in 2016. Units with external accreditors may submit their reports that they did for their accrediting body rather than duplicate their work for the self-study.  The general education website is a good resource for information. For graduate education, the rubric might need to change but some of the outcomes are still appropriate for graduate level courses. There are separate sections and pre-arranged expectations for service units and advising centers.  There was a suggestion for a different cycle for graduate education because graduate students are here for a shorter period of time. The Graduate Council could address this at a later time. |  |
| **V. Chair’s Report – A. Booth** | The Graduate Council charges for 2016-17 were finalized at the last ECS meeting with no changes. A. Booth is working with the UCC chair re. the credit hour definition and experiential learning credit and research credit definitions. He attended the recent New Programs Council meeting which approved a new master’s degree proposal in therapeutic recreation. Two graduate faculty meetings were held, one in Allendale and one on the Pew campus. |  |
| **VI. Curriculum Subcommittee Report – M. Staves** | The GC-CC met twice and is working on reviewing proposals in the queue. They discussed the potential shift of responsibilities to program review. M. Staves will be part of an upcoming meeting to further discuss the Graduate Council taking over program review. |  |
| **VII. Policy Subcommittee Report – A. Booth** | A. Pearson’s Test of English A. Booth acknowledged T. James-Heer, J. Palm, and the GAs for their efforts surveying other universities. Additional discussion after the vote included: 1) The May 1 deadline statement. The policy could have an additional line that addresses varying admission deadlines, such as “check with director for your specific program.” 2) The personal statement could be modified to ask what the student expects from GVSU and what the student will contribute to the university, or to ask students to discuss their academic preparedness and why the program fits their interests. 3) Financial aid, stating that financial aid is “extremely rare” is a true statement but it might be a barrier to bringing students here. Financial support may depend on the program as well, e.g. Engineering offers support to its international students. 4) There should be a limit to the number of characters in the personal statement.  B. Survey of Members Concerning Experiential Learning Credit Hours TGS surveyed several graduate programs of their experiential learning credit hours. Currently, there are 7 programs outside the range set by UCC policy which raised questions as to how they would be handled, would they need an exception to the policy, or should the policy need to be revised to accommodate those programs. There are many variations and issues related to experiential learning that go beyond contact hours, including costs to the university from external entities and costs to students. | **Motion:** The GC-PC moved to approve the policy. No second was needed. Motion passed unanimously. |
| **VIII. GSA Report – F. Lawrence** | The GSA picnic was held September 9 and went well. A photographer was there to provide professional head shots free of charge to students. The GSA funding board met Friday, September 16. Two RSO’s were absent. Unexcused absences result in the RSO not being allowed to apply for funding for 4 months. The GSA is working on creating more social events for students per student feedback. All graduate student seats on university committees are now filled.  The GSA e-board is creating a process for more accountability from student reps on committees. Reps are asked to provide a brief description of their committee meetings to ensure they are attending. The GSA bylaws do not address absences but the e-board will work on recommendations to ensure participation. |  |
| **IX. Dean’s Report – J. Potteiger** | Success Story GC members viewed a video, “Using Sunlight to Save Lives” which featured GVSU Engineering graduate students.  Advising Recommendations CCPS created recommendations for graduate programs on what could be done to help students with advising. TGS revised the recommendations to be more general in nature. The recommendations will be discussed at the October Deans Advising Group meeting. |  |
| **X/XI. Old/New Business** | There was no old or new business. |  |
| **X. Adjournment** |  | The meeting adjourned at 10:34 AM by acclamation. |