**Graduate Council Meeting**

**September 2, 2016**

**107D DEV**

**Minutes
(approved 9/23/16)**

**Faculty Present:**  D. Balfour, B. Bettinghaus, A. Booth, A. Bostrom, A. Campbell, S. Choudhuri, D. Eick, M. Harris, B. Harvey, F. Kraft, B. Martin, D. Mitchell, K. Ozga, G. Schymik, M. Staves, W. Sun, 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, C. Dolan

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

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

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
|  **I. Call to Order/Introductions** | A. Booth called the meeting to order at 9:05 AM and introductions were made. GC members were asked to send a substitute if they are unable attend a meeting.  |  |
| **II. Approval of Agenda**  |  | **Motion:** M. Staves moved to approve the agenda. B. Martin seconded. Motion passed unanimously. |
| **III. Approval of Minutes April 22, 2016** |  | **Motion:** M. Harris moved to approve the minutes of April 22, 2016. D. Balfour seconded. Motion passed unanimously.  |
| **IV. Chair’s Report – A. Booth/M. Luttenton** | M. Luttenton provided a history and overview of the Graduate Council. Key points include: Graduate Council was formally established based on the Prospectus and Final Plan in January 2004; the first ECS charges were set forth in April 2004; current GC member D. Balfour was an author on original Prospectus; A. Bostrom and B. Cole were original members of the Graduate Council. The ECS draft charges were reviewed. Some charges are revisions or continuations of past charges and others are new. The charges will be finalized at the ECS meeting this afternoon.  |  |
| **V. Curriculum Subcommittee Report – M. Staves**  | The first Curriculum Subcommittee meeting will be Friday, September 9. Curriculum documents will be placed on the Google drive for review and comments. At the first meeting there will also be discussion of the suggested move toward program review.  |  |
| **VI. Policy Subcommittee Report – A. Booth** | The Policy Subcommittee will also meet Friday, September 9. Last year, 7 policies were either revised or created. Potential policies this year include an independent study policy and a credit hours policy for clinical and internship hours. |  |
| **VII. GSA Report – F. Lawrence** | The GSA hosted a table at New Graduate Student Orientation. More new members have registered in OrgSync. Graduate student representatives have been appointed to all standing committees. The GSA picnic will be Friday, September 9, from 5:30-7:30 PM in the Seidman Building. President Haas is the keynote speaker. The PACES schedule has been published, the GSA website is up-to-date, and the funding board meeting dates have been posted.Graduate Council members were asked to promote the picnic and PACES among their colleges, programs, and grad classes.  |  |
| **VIII. Dean’s Report – J. Potteiger** | J. Potteiger thanked the members for their commitment to serve. His goal for the year is to start meetings with success stories of GVSU students as students’ successes reinforce the work that the Graduate Council does. A) New Policies for 2016-17Policies being implemented include the policy on awarding two or more graduate degrees at the same level, dual level enrollment, credits assigned to project/thesis/ dissertation, grades assigned to project/thesis/dissertation, combined degrees undergraduate/graduate, combined degrees graduate/graduate, and RCR training for graduate students. He thanked S. Soman and R. Smart on their work to implement and track the RCR training policy. Students graduating in Fall 2016 are not required to meet the RCR training policy. B) Tuition Rates for Grad ProgramsThere is no longer a distinction between resident v. non-resident or international student tuition. All students pay the same tuition rate per program. C) Graduate Student Exit SurveyM. Luttenton and J. Lawton were thanked for their work. This survey is sent to all graduating graduate students who sign up to complete their degree in fall or winter. Key points were that scores for advising/guidance and assistance finding employment had improved but were still not acceptable. Individual program reports will be distributed to GPDs at the first GPD meeting on September 9. D) Increasing Graduate Student EnrollmentJ. Potteiger and M. Luttenton met with President Haas to discuss increasing graduate enrollment and what is needed from a recruitment, admissions, and enrollment perspective. Graduate enrollment is identified as an objective in both the university strategic plan and The Graduate School strategic plan. Some professions such as athletic training are moving toward requiring a master’s degree, and others such as master’s degrees in social innovation, therapeutic recreation, and data science and analytics are coming. In another 2-3 years GVSU will have over 40 graduate programs. The plan will include looking at programs that are underperforming. E) Graduate AssistantshipsThere has been discussion with the Provost on expanding the role of graduate assistants in instructional roles. Currently, we are doing this on a limited basis, e.g. they can be in charge of a lab, but the faculty member is the instructor of record. HLC has rules that we must use to determine an instructor’s qualifications to be in the classroom. The instructor must possess a degree above the level he/she is teaching but this policy does not apply to graduate assistants. Resources to fund GAs is an ongoing issue. Having some GA positions that are stipend-only might be considered.F) Current EnrollmentFall 2016 graduate student enrollment is 3,262, down from last year which was 3,365. Programs can visit the Institutional Analysis website for historical data by program.  | **:**  |
| **IX. Old/New Business**  | Policy Subcommittee members include: Chair: A. Booth; D. Balfour, B. Bettinghaus, T. Boyd, A. Campbell, S. Choudhuri, D. Eick, B. Harvey, D. Mitchell, M. VanderKooiCurriculum: Chair: M. Staves; A. Bostrom, C. Dolan, M. Harris, L. Huang, B. Martin, K. Ozga, G. Schymik, W. Sun, and J. Toot.  |  |
| **X. Adjournment** | The meeting adjourned by acclamation at 10:53 AM.  |  |