

**Graduate Council
September 3, 2010
303C DEV
Minutes**

Faculty Present: S. Alaimo, W. Boeve, A. Bostrom, D. Cannon, N. Diarrassouba, D. Epple, V. Long, A. Lowen, M. Staves

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

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

| AGENDA ITEM | DISCUSSION | ACTION/DECISION |
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| I. Call to Order | Vice-Chair Boeve called the meeting to order at 9:01 AM. He will be chairing the full Graduate Council meetings during Chair Mark Luttenton's sabbatical this fall. | |
| II. Introductions | Graduate Council members introduced themselves around the room. | |
| III. Approval of Agenda | | Motion: D. Cannon moved to approve the agenda. P. Jorgensen seconded. Motion passed unanimously. |
| IV. Approval of Minutes – April 16, 2010 | | Motion: N. Diarrassouba moved to approve the Graduate Council meeting minutes of April 16, 2010. A. Lowen seconded. Motion passed unanimously. |
| V. Review of Graduate Council Goals | J. Potteiger opened the discussion. The Office of Graduate Studies identified two key goals for the upcoming year: 1) increase the visibility of graduate education throughout the university and the community and west Michigan, and 2) improve the quality of graduate education, including areas such as student recruitment, admissions, offering programs that students can successfully | |

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| | <p>complete, policy development, implementation, and enforcement, to increase the value of a graduate degree at GVSU.</p> <p>The Faculty Handbook responsibilities for GC members were reviewed. Members have the responsibility of reporting back to their college deans and at college committees, especially in response to possible pushback regarding the graduate faculty policy. The Graduate Council is an active committee and members need to be involved. Be sure to appoint a replacement if you cannot attend meetings.</p> <p>GC members discussed the ECS Charges to the GC. The topic of dual listed courses is included.</p> <p>The proposed ‘graduate faculty’ policy is on ECS’s agenda next Friday at 3:00 PM. Boeve, Long, Potteiger and Stevenson will attend. All GC members are welcome to attend.</p> | |
| <p>VI. Report of the Dean – Jeffrey Potteiger</p> | <p>J. Potteiger offered his thanks and acknowledged the GC officers, D. Cannon, J. Stevenson, and others for their assistance.</p> <p>Enrollment J. Montag and Potteiger discussed the enrollment report. Current graduate student enrollment is at 3500. This is the paid headcount. The number of degree seeking students is up, but non-degree headcount is down. GEM will be addressing the possible causes for the drop in non-degree enrollment and how to maximize graduate enrollment. “Returning Students” include those who were students at GSVU in the past and are now enrolled again.</p> <p>The Office of Graduate Studies updated the list of all graduate programs. There are 29 degrees that break into 75 concentrations.</p> <p>Program Development</p> | |

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| | <p>Potteiger met with the academic deans. Together, they gave him about 10 possible new programs, including: the Ed.D. and full time MBA (in process), audiology, speech pathology, history, and psychology. The new bioengineering program was never approved through the Graduate Council. PCEC informed him that they just made small changes to existing programs. They sought the funding before putting the program through the approval process. There were concerns that this could set a precedent for other programs to seek funding then get approval.</p> <p>The GC discussed Maria Cimitile's new role in the Provost's office and how her position to monitor curriculum can help the GC.</p> <p>GC members noted that energy, education, and health care informatics are areas to consider developing.</p> <p>Policies and Procedures</p> <p>There need to be policies and procedures in place, e.g., the grants office and potential grant PI's need to work with the Office of Graduate Studies if their grants include grad program work.</p> <p>Grad Studies has been working to identify policies and procedures on graduate education. There is a 110 page draft document, which will probably be split into 3 sections.</p> <p>The adjunct faculty policy passed in 09-10. Deans are submitting the appropriate paperwork. It will be published in the Faculty Handbook and the Administrative Manual.</p> <p>Per the 10-11 UAS charges to the GC, 400-500 and 400-600 courses should be addressed. The GC-CC will review these.</p> <p>Potteiger and Stevenson will meet with Provost Davis and Chick</p> | |
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| | <p>Blue to discuss the provisional and conditional admissions policy.</p> <p>Graduate Studies Initiatives Graduate Studies is working to increase faculty and student support. We are enhancing materials, such as the Graduate Directors Handbook and the Graduate Student Guidebook, with links online. To enhance sustainability, students who request a hard copy will be given one. Others may use the online document.</p> <p>Graduate Student Orientation was very well attended, with 327 registered attendees.</p> <p>The PACES program has been launched. Information can be found on the Graduate Studies website. J. Stevenson recognized Jennifer Palm, who was the driving force behind developing this program. It will help create a graduate culture and give graduate students an identity and presence on campus.</p> <p>The Graduate Program Directors meet next Friday, September 10. Graduate Studies is working on the strategic plan. Graduate Directors and the GC will review it in the upcoming weeks.</p> | |
| <p>VII. Report of the Curriculum Subcommittee-M. Staves</p> | <p>The GC-CC meets weekly as a rule. There are always curriculum items to be reviewed.</p> | |
| <p>VIII. Report of the Policy Subcommittee – V. Long</p> | <p>Graduate education at GVSU has many practices, but not written policies and procedures to back them up. This year, the GC-PC will look at the audit process, admissions process, and the thesis/dissertation policies.</p> | |
| <p>IX. Subcommittee Assignments</p> | <p>The Curriculum Subcommittee members are: (voting) Lowen, Bostrom, Epple, Staves, Wilson, Sridhar, and an elected student rep. (non-voting): Bajema, Cole, Fountain (recorder), Stevenson, Nath</p> | |

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| | <p>Policy: (voting) Alaimo, Boeve, Cannon, Diarrassouba, Jorgensen, Long, and an elected student rep. (non-voting) James-Heer, Lipnicki, Montag, Ott, Palm (recorder), Potteiger.</p> <p>The meeting schedule will be modified to allow for one GC officers' meeting per month in place of a subcommittee meeting.</p> | |
| X. Report of GPSA – Y. Nath | <p>GPSA obtained ex-officio status with Student Senate last year and are now trying to get that changed to a voting member. The Senate is making an annual commitment to a nonprofit organization. GPSA will be part of that. The PACES program had 62 new students sign up at the new graduate student orientation. Grad Club will be on Mondays and Thursdays from 5:00-6:30 in the UClub. Jamie Guigar is the 10-11 GPSA president.</p> | |
| XI. New Business | <p>TOEFL Scores The GCPC will start back up with this discussion.</p> <p>Research Software Inquiry – S. Alaimo Currently, SPSS is available for faculty and students. However, it would be helpful to have software for qualitative research as well. A site license for Envivo can be purchased for under \$10k. W. Boeve noted that the annual budget is due in October, so the timing would be right to request such software. S. Alaimo was asked to email Boeve, who will get a consensus and recommend it to Joe Godwin. Robert Smart, Executive Director of CSCE, should also be involved.</p> | |
| XII. Adjournment | | <p>Motion to Adjourn: P. Jorgensen moved to adjourn. D. Cannon seconded. Meeting adjourned at 10:42 AM.</p> |

Minutes approved at the Graduate Council meeting on September 24, 2010