**Graduate Council Meeting**

**September 7, 2012**

**303C DEV**

**Minutes  
(Approved at the October 26, 2012 Graduate Council Meeting)**

**Faculty Present:**  S. Alaimo, A. Bostrom, D. Cannon, N. Diarrassouba, D. Epple, M. Harris, J. Iannelli for S. Choudhuri, A. Lowen, M. Luttenton, D. Vaughn for J. Peck

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

**Elected Student Reps Present:** A. Dean,P. Jabaay

**Ex-Officio Students Present**: H. De Nio, L. Edington

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | M. Luttenton called the meeting to order at 9:09 AM and welcomed Graduate Council members. Introductions were made. Robert Downer is replacing M. Staves during the fall semester. |  |
| **II. Approval of Agenda** |  | **Motion:** The agenda was approved by acclamation. |
| **III. Approval of Minutes-April 27, 2012** | J. Peck sent an email request to the GC chair prior to the meeting to request a minor edit. | **Motion:** D. Cannon moved to approve the minutes of April 27, 2012. A. Bostrom seconded. Motion passed unanimously. |
| **IV Chair’s Report – M. Luttenton** | The 2011-12 annual report was filed with ECS at the end of the academic year. The Graduate Council was unable to complete all of its charges from last year so those not completed have been added to this year’s charges. Concerning charge #2, annually, the GC is charged with fostering a culture and atmosphere that supports graduate education and graduate students. There has been an ongoing discussion between the GSA and Student Senate regarding issues related to graduate education and the dichotomies and linkages between those two levels of education. The 2011-12 annual report to ECS highlighted the efforts the GSA put into those discussions. Much of the discussion revolves around funding and how the money has been allocated by the Student Senate. The GSA’s efforts, with the support of Graduate Council, have been to push for a more equitable distribution of those funds, but the discussion has hit a roadblock. The GC reiterates the directive of the NCA to make the university more inclusive to graduate students, and this directive is part of the university strategic plan as well.  The remaining charges were reviewed with the chair’s comments:  #3: Develop a graduate auditing process; this has been a charge for the last couple of years. The GC would create a degree program plan that can be used as an auditing tool.  #4: Policy development for combined degree programs (combined bachelor’s and master’s degrees) that would allow undergraduate students to cross over into graduate programs. This should be completed in the Fall semester so it can move forward to ECS.  #5: Academic review policy - There have been a number of cases where students don’t perform well, but the current policy is a roadblock to dealing with those due to loopholes in the probation/dismissal process.  #6: Review the university data collection process-the current analytical process does not yield correct numbers because of variations on how data are collected and interpreted.  #7: This charge looks at the process by which programs are evaluated from a financial standpoint.  #8: Faculty workload - This charge reflects the NCA’s request that GVSU clarify how faculty workload for graduate education is defined and accounted for. The GC will continue to work on an equitable plan that rewards workload that graduate faculty put in while not alienating other faculty members. Data were collected via a faculty workload survey. The results will be used to develop the plan.  #9: Consideration of the formation and introduction of a graduate-level university curriculum committee. Curriculum proposals are currently reviewed by the GCCC then the UCC. Typically, UCC accepts the recommendation and passes the proposals. There had also been discussion of separating curriculum from policy but the structure of maintaining the Graduate Council as a whole, with subcommittees is still a viable model and thus should be maintained in current form.  #10: Dual listed course policies – historically, GVSU had dual listed undergraduate/graduate courses but in 1992 faculty governance decided to use the dual credit form instead. We are now looking at dual listed courses again. There have been circumstances where identical undergraduate and graduate courses were submitted independent of each other, without either group knowing about the other proposal. A university policy on dual listed courses needs to be put into place.  11) Work with UCC to edit/create Faculty Handbook language clearly delineating the responsibilities and potential overlaps between UCC and GC. In 2011-12, the Graduate Council submitted policies to ECS for approval complete with Faculty Handbook or catalog language already written. However, this is in conflict with the language in the Faculty Handbook because it directs UCC to write the language for all policies. This charge will help us delineate those responsibilities so we are not in conflict with the Faculty Handbook. |  |
| **VI. Dean’s Report – J. Potteiger** | D. Potteiger thanked Graduate Council members for their commitment and the GC Executive Committee for taking on leadership roles. He recognized OGS staff and graduate assistants for their contributions.  Enrollment Summary: The trend in graduate enrollment is toward a decline in students. Data on degree seeking students was 3,204 in 2010-11, 3,100 in 2011-12, and 3,026 in Fall 2012. Using 2010-11 as the baseline, this represents a decline of 168 students since then. Assuming a 33-hour master’s program at $525 per credit hours over the course of the degree program, this represents $2.9 million of lost revenue. This is a significant loss. Starting with 2011-2012 and 2012-13, there is no difference in the total number of applications received. There is some concern that some academic units experienced a significant decline in applications which have gone down by 33% and 40%. The overall number of applications is deceiving as the decline in some program applications is being made up in cohort programs which cannot expand like other academic programs can. Over the next year the OGS will help GPDs with the recruitment process. GVSU should look at our local competition to ensure that they don’t gain a competitive advantage in the Grand Rapids area. Some programs explain their continued loss in enrollment is due to the economy which has not recovered as quickly in certain areas as in others.  There is a debate among colleges whether or not online programs are contributing to this loss. Some programs can be delivered online with no loss of quality but others cannot sustain quality being delivered online. There are 16 graduate programs that have a physical presence in Grand Rapids. GVSU needs to a better job of promoting and marketing our graduate programs.  President Haas spoke of adding 1,000 new graduate students in next 5 years. The challenge will be identifying the programs that can increase enrollment and how to go about doing that, and then look at programs that could be added.  Graduate faculty status update: as of September 6, the OGS received and approved 262 adjunct applications and 365 regular faculty applications, 84 at associate level and 281 at full level. The number of applications coming in will likely drop to just those faculty members that are new to GVSU or new to graduate education.  The updated thesis and dissertation guidelines are in effect. As of September 6, we have approved 26 theses and no dissertations, but there are approximately 8-9 dissertations that will be coming from the DNP program. The total for the first year will likely be 30. We are relying on an honor system with faculty and units submitting their materials to our office and to Scholarworks in the library. The OGS has been tracking by getting lists of students enrolled in thesis. The continuous enrollment policy is in effect now. Students who started their theses before the policy went into effect are exempt from continuous enrollment. Anyone who started a thesis in spring/summer 2012 after the policy was in effect will have to comply with the continuous enrollment policy. Once the faculty workload policy is in place where faculty receive credit for thesis and dissertation there will probably be improved compliance.  The 696 course will be the continuous enrollment course for all programs. The x grade will be approved for 696. The student is not required to enroll in 696 until they used up their thesis hours, which is typically 6 (up to 9 in Biology). The method of tracking the credits has not yet been worked out with the Registrar’s office, but that will happen.    Transfer credit from international schools, awarding academic credit for study abroad experiences, and the minimum hours for specialist and doctoral degrees, and the academic policy on graduate certificates are all policies going into effect this fall.  Threats to graduate enrollment include other universities, but also include the change in student loans. Loans to graduate students are no longer subsidized by the federal government as of July 1, so those students start accumulating the 6.8% interest right away.  J. Potteiger demonstrated changes to the OGS website. The OGS main page has been redone and includes a link to the new Facebook page. There is added focus on international student recruitment. Currently, there are 20 items in the international student recruitment plan to help us increase our outreach to get international students to come to GVSU. L. Edington is working on a project interviewing international faculty. Videos and still shots with quotes will be posted on our website with interviews in the native languages. This doesn’t necessarily draw students but it would be helpful for their parents. The Policies and Procedures manual is constantly updated.  PACES has new format. All PACES sessions will be on Saturdays with a full or half day format. Three are scheduled for this fall, with another three next winter. Students can enroll and pay online. GC members are welcome to send suggestions for programming to J. Stevenson via email.  The Writing Center is expanding its services to graduate students. GC members that have materials about writing that they use in their courses are encouraged to donate them to the Writing Center. The OGS is allowing 304C for Writing Center use and has obtained funding to help expand the hours offered. Students can make appointments electronically and submit their draft ahead of time so it can be reviewed beforehand. Peer to peer consultations will be held in 304C. We are assured that undergraduate writing consultants won’t be assigned to help graduate students.    New programs coming forward include a proposal for the Ed.D from COE. The Philanthropy program in SPNHA is still in development. There is a potential graduate program in alternative energy being considered.  There are a number of challenges with the student academic review process. The policy needs revision because it doesn’t fit well with graduate programs. The late withdrawal policy as written in university catalog is a blanket policy and has late withdrawals going to the Student Academic Success Center. There needs to be a policy change so that graduate student late withdrawals would be signed off by the GPD and go straight to the Registrar.  The faculty workload policy needs to be developed that fairly gives faculty members credit for the work they do on thesis diss. There are policies that vary widely. It would behoove us to get consistent policies. |  |
| **IX. New Business – Subcommittee Assignments** | Curriculum - Voting Members Include: A. Bostrom, interim chair while M. Staves is on sabbatical, N. Diarrassouba, R. Downer, D. Epple, P. Jabaay, A. Lowen, and M. Staves. Non-Voting: B. Cole, L. Edington, I. Fountain, and J. Stevenson.  Policy – D. Cannon, chair, S. Alaimo, N. Choudhuri, M. Harris, V. Long, M. Luttenton, J. Peck, and H. Powsner.  Non-Voting: C. Bajema, A. Dean, H. DeNio, T. James-Heer, S. Lipnicki, J. Potteiger, and S. Soman. |  |
| **X. GSA Report – A. Dean** | There have been two Grad Clubs held so far. President Haas attended the last Grad Club. A good number of programs were represented, including students from CHS. They enjoy the free food and enjoy seeing faculty and staff there.  The Lanthorn published an article about President Haas’s visit and growing a graduate culture.  The GSA is also involved in the PACES program, helping to inform students about it.  The governance restructuring has been an ongoing process, having hit a number of roadblocks, but the GSA made headway over the summer. The GSA and the Student Senate president are in agreement so this year should be a turning point.  Graduate Council members can help the process by being advocates and discuss the governance issues. There are three registered graduate organizations and undergraduates have 300+. The GSA would like to see every graduate program have its own GSA. They can get a group of students together to submit a request. When their associations are approved they would be eligible to request funding through the GSA. The GSA president now has a seat on UAS.  There will be a new graduate student rep on Graduate Council soon.  GSA would like to have student representatives from each college on GSA. They would like the academic deans recommend students for that position. They would serve as a liaison between GSA and their college. P. Jabaay is leading that effort and will provide updates. Long term there should be representation from programs. They can request funding from GSA. It also helps define the GSA’s representation and demonstrates that the GSA is representative of all graduate students. Student organizations need a president, financial officer, and a faculty/staff advisor, a constitution, and mandatory training that is done online and includes an event in the fall semester called “max it out.” As GVSU grows the number of graduate students by 1,000 in the next five years, there needs to direct funding that is assured to go to GSA.  GSA has a new blog on the Lanthorn’s website. L. Edington has been writing it to bring awareness to students about graduate issues, to get more graduate students involved with GSA. |  |
| **XI. Adjournment** |  | **Motion:** D. Cannon moved to adjourn. A. Lowen seconded. Meeting adjourned at 10:44 AM. |