

**Approved Minutes
Graduate Council Meeting
October 21, 2005**

Faculty Members Present: C. Coviak, M. Luttenton, N. Mack, P. Parker, B. Reinken, D. Ross, P. Stowe Bolea, R. Wilson

Absent: D. Cannon, C. Grapczynski, J. Ray, B. Rudolph

Ex-Officio Student Representatives Present: R. Damm, A. Jones

Absent: R. Stern

Administrative Ex-Officio Present: C. Bajema, B. Cole, I. Fountain, P. Kimboko, S. Lipnicki

Absent: N. Giardina, T. James-Heer, W. Widmaier

Guests: Elaine Collins, COE; Loretta Konecki, COE

I. Call to Order

C. Coviak called the meeting to order at 9:42 AM.

II. Approval of Agenda

Action: B. Reinken moved to approve the agenda. N. Mack seconded. Agenda approved.

III. Approval of Minutes

Action: B Reinken moved to approve the October 7 Grad Council meeting minutes with corrections. N. Mack seconded. Minutes of October 7 approved.

IV. Report of the Chair

A. Appointment of Student Reps

Discussion: C. Coviak reported that there had been resignations in the Student Senate that delayed the appointment of GC student reps. C. Coviak had been e-mailing the president as well as the Senate rep that deals with education issues. The president resigned, so Coviak forwarded the new president all the e-mails concerning GC student reps. The new president assured her that the Senate will act on it.

The GC needs to put forward bylaw changes stating the grad student organization will designate the reps, not the undergrad Student Senate. C. Coviak asked GC members to notify their grad directors about the delay in the Student Senate so they may inform those students they nominated. She will inform the self-nominated candidates. She will also make sure the GC student rep appointment item gets on the Student Senate's agenda.

V. Report of the Dean

Discussion: P. Kimboko reported that she had been in Washington DC for the Professional Science Masters conference. She provided a written report to the GC and discussed the points.

NCA Self Study

Julie Guevara presented her plan for the NCA Self Study to the graduate directors and is interested in meeting with the GC as well, to discuss how the GC can play a vital role in the self-study. She and P. Kimboko met with Karen Klomparens, MSU Graduate Dean, to discuss issues related to accreditation and program review for graduate programs. Dr. Klomparens is also the chair of the MSU Self Report. J. Guevara would like to present her Self Study plan to the GC.

Human Research Review Committee

This committee is involved in updating the policies and procedures regarding human research. It might be valuable to the GC to hear from the HRRC chair, Paul Reitemeier, about the role of the HRRC and ways to build into grad research courses a strong protection of humans in research component. Dr. Reitemeier had met with Grad Directors as well as the College of Health Professions. He has over 20 years experience as an ethicist and is able to help make research projects become more sensitive to human subjects protection issues.

Graduate Program Attrition Rates

The university is focused on retention. National attention has been focused on retention issues in undergrad and doctoral education. Someone on the CGS list questioned the retention (or attrition) rate in masters programs. P. Kimboko received a report from Phil Batty. Based on an 8-year time frame, graduate completion rates range from a low of 25% to a high of 100%, but many programs are below 75%. The GC may want to initiate a query as to why so many students do not finish at masters level.

Discussion followed regarding how enrollments in certificate programs affect statistics on completion, making it appear that fewer students receive their degrees.

Students in Teaching Roles

The Deans Council asked for a task force to address the role of students in teaching roles at GVSU. Sue Martin in the Provost's Office will be convening it. GA appointments may fall into this realm, so P. Kimboko will serve on the task force. D. Ross volunteered to serve. GC members should contact Sue Martin if they want to serve.

Faculty Scholarship Research Center Task Force

P. Kimboko has learned that UAS/ECS is convening this task force. It may be helpful for GC to ask for representation on the Task Force. She believes the R & D Committee will be represented.

Revision of the Misconduct in Science Policy

P. Kimboko is working with UAS/ECS and the R & D Committee as well as Tom Butcher to create a new 'research integrity' policy for GVSU.

GSGA Subscribed to Zoomerang

This is a tool for online surveys. S. Lipnicki uses it for the graduate student survey. This tool is available for use by GC or any of its subcommittees.

VI. Report from the Assistant Vice President for Academic Affairs

N. Giardina was absent therefore there was no report.

VII. Report of the GC Curriculum Subcommittee

Discussion: B. Reinken presented the GC-CC minutes for approval.

Action: R. Wilson moved to approve the September 23 GC-CC minutes. D. Ross seconded. September 23, 2005 GC-CC minutes approved.

Action: N. Mack moved to approve the October 7 GC-CC minutes as revised, with one change to page one, Log 4567. R. Wilson seconded. October 7, 2005 GC-CC minutes approved.

VIII. Report of the Policy Subcommittee

Discussion: M. Luttenton reported that the GC-PC met 2 weeks ago after the GC meeting and discussed certificate programs. J. Ray is working on compiling a summary of all existing certificate programs, their requirements for admission, credits, courses, and so on. The subcommittee will use the CGS model graduate certificate guidelines to create a preliminary policy draft. There is a policy for certificate programs awarded with/before baccalaureate degrees, which this policy will supplement on the graduate side.

IX. Report from the Student Organization

Discussion: In R. Stern's absence, R. Damm provided the report on progress in developing the graduate student organization. R. Stern is working on setting a meeting date with the eight or so students who had expressed interest in serving. She had also sent another draft of the constitution. The purpose of the next meeting is to form the executive board. Someone has volunteered to serve as an advisor. Before they announce the name the student organization has to agree on that person.

C. Coviak reiterated that, once the grad student organization is formalized, the Graduate Council bylaws need to change so that the grad student organization can appoint student reps to the GC rather than the Student Senate.

X. Old Business

A. Finalized Agenda for Provost Visit

Discussion: The GC reviewed the draft agenda for the Provost's visit to the GC meeting on November 4. The agenda will be e-mailed to the Provost prior to the meeting so she is aware of the discussion topics.

The role of the Graduate Office is the number one item. The agenda will state "the scope of authority of the graduate office and graduate dean." The Graduate Dean's scope of authority as well as the function of the Graduate Office, and the Graduate Dean's relationships to other deans, associate vice presidents, and other officers needs to be clarified.

It was suggested that the GC review other universities' policies concerning the role of their graduate deans and draft a document for the Provost that shows what they do.

C. Coviak will send the agenda to GC for a final review, and then send on to the Provost before the meeting.

XI. New Business

A) Discussion of Education Specialist Final Plan

Discussion: Guests Dr. Elaine Collins, COE Dean, and Dr. Loretta Konecki were introduced.

B. Reinken chaired the discussion. The Final Plan (FP) was reviewed at the GC-CC this morning. There were no major concerns about the content of the proposal. She commended the authors for a very strong and well written proposal. The GC-CC suggested the following changes:

Page 5: The authors were asked to reformat the last paragraph to show a stronger relationship between the mission of the undergrad program and this graduate program. It can be stated that COE is preparing well-qualified administrators and that the quality of k-12 central office administrators impacts the quality of the school district, which goes full circle back to having better prepared undergrads.

Research issues: The program does not require research of the type of a standard dissertation. It was suggested that social responsibility could be a highlight of this program which would make it stand out from other programs in the state.

Page 14: This area refers to program assessment, not student assessment. A clarifying statement should be added that indicates what an assessment plan should be. The term 'learner outcomes' refers to student assessment, so this part needs clarification.

Page 17: This area needs to show that this program has rigor. The section should refer readers to the syllabi, and include a statement that the two options, weekend and summer sessions, are intense and have a real learning component.

Page 20: The bulleted points should ask students to provide evidence and attach a table as an appendix to show where, in the program, these goals are achieved.

Section 3B: The proposal for new staffing should state that faculty will have some admissions work as they have to meet with candidates. N. Mack would like to see the mentoring issue addressed in the document, particularly relating to student accountability.

Admission Standards

Discussion: The specifics concerning admissions standards are in Appendix C of the document. Per L. Konecki, the admissions standards were set to ensure that the kinds of expectations COE has for students would help them go on and qualify for doctoral study. This program may serve as a bridge for those students.

Course Numbering

Discussion: The courses in this program are at 700 level. Per B. Reinken, the Registrar agreed to use 700 numbers. The need for higher numbering systems was identified, including the DPT courses already in place.

Action: In consideration of future needs of programs at GVSU, Graduate Council recommends immediate extension of standard course numbering beyond 699. N. Mack moved to approve. R. Wilson seconded. Motion approved.

Miscellaneous

Discussion: The GC held a brief discussion on the impact of new graduate programs on the budget. In general, oftentimes graduate programs generate enough revenues to sustain themselves, and in some cases, may make money for their departments.

The GC will vote on the Final Plan on November 4. Courses are being reviewed and will be voted on as well. Those who would like to review the curriculum documents can access them on the GC Blackboard.

TOEFL Issues

Discussion: B. Reinken reported that the question about the erroneous TOEFL requirement was taken care of. N. Giardina had investigated and could find no formal committee that endorsed the higher score. Jim Crawley has removed it from the website so now the web information matches the GVSU catalog. The GC may want to make a recommendation to the university for TOEFL scores for graduate admission under the new version. It will help to see what other universities are doing.

XII. Adjournment

N. Mack moved to adjourn. D. Ross seconded. Meeting adjourned 11:12 AM.

Minutes approved at Graduate Council meeting on November 18, 2005.