

**Approved Minutes
Graduate Council Meeting
October 7, 2005**

Faculty Members Present: D. Cannon, C. Coviak, M. Luttenton, N. Mack, J. Ray, B. Reinken, D. Ross, B. Rudolph, R. Wilson

Faculty Members Absent: C. Grapczynski, P. Parker, P. Stowe-Bolea

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

Administrative Ex-Officio Present: C. Bajema, B. Cole, I. Fountain, N. Giardina, S. Lipnicki, W. Widmaier, T. James-Heer

I. Call to Order

C. Coviak called the meeting to order at 9:34 AM.

II. Approval of Agenda

Action: D. Cannon motioned to approve the agenda with no modifications. N. Mack seconded. Motion passed.

III. Approval of Minutes

Action: D. Cannon motioned to approve the minutes of September 23 with corrections. N. Mack seconded. Motion passed.

IV. Report of the Chair

a) Student Reps

Discussion: C. Coviak has forwarded a list of seven GC student rep nominees to the Student Senate. Other nominees were not available on Friday mornings, therefore, those names were given to R. Stern for the grad student organization. C. Coviak will ask the Student Senate to have the appointment of representatives on their agenda in the next weeks. She was pleased with the diversity of the nominees. She offered her thanks to those GC members and others who provided the names.

V. Report from the Provost's Office

Discussion: N. Giardina reported that instruments for the Academic Advising Survey are still under development. She will distribute a timeline for the Advising Council at the next GC meeting. UAS is discussing medical benefits today.

VI. Report from the Curriculum Subcommittee

Discussion: B. Reinken reported that the minutes from the last meeting will be available at the next meeting. The GC-CC met two weeks ago to review the documents for the Ed Tech program. All documents were returned to the unit for revision. The GC-CC met this morning and approved Log 4567, the MSN/MBA document. The minutes for this meeting will be available in two weeks. Log 4558 Accounting; and Log 4567, Accounting 641 will be reviewed.

The Final Plan for the Education Specialist degree, which is above master's level, will have policy implications to consider as well. The eighteen course proposals will be assigned to GC-CC members. GC-CC will meet every week until November 11.

Other curriculum items that should be coming are from KCON and Library Media Services from COE. Additionally, the GC-CC is expecting to review programs that were returned to units. The Master's in Safety Management prospectus that the GC-CC reviewed last year was not complete. Some documents were missing. The complete prospectus will come back to the GC-CC.

VII. Report of the Policy Subcommittee

Discussion: M. Luttenton reported that this subcommittee met two weeks ago to establish an agenda for this year. The GC-PC will continue with the issue of certificate programs and the course numbering issue. Also to be visited are advising issues and mentorship, which dovetails with N. Giardina's efforts. The GC-PC meets again today.

VIII. Report from Student Organization

Discussion: R. Stern reported that a professor in Communications has come forward to be the faculty advisor for the graduate student organization. At the fall grad orientation, 5-6 students indicated they are interested and have now been invited to serve on the Executive Board. The plan is to go forward with setting up the organization and hold elections later. The constitution has been written and the GC will receive a copy once it is finalized by the student officers. Please forward the names of any interested students to R. Stern.

IX. Reports from Programs

CPS – D. Ross reported that CJ has doubled their graduate admissions for this year.

CLAS – M. Luttenton had no report.

COE – R. Wilson reported that the Ed Specialist program has gone to UCC.

Pew Student Services – The Winter New Grad Student orientation is scheduled for the first Wednesday in January. The format used in the fall seems to be working. Anyone with comments or suggestions please let S. Lipnicki know.

N. Giardina suggested that the committee that plans the orientation for undergrads could provide information and support if needed. They work in areas such as FTIAC and transfer students, student life, and so on.

S. Lipnicki discussed the history of the new grad student orientation. This orientation planning has not included ARC since the focus of ARC is on the undergrad level. Up until a few years ago there was nothing offered to grad students as a general orientation. SCB held one for their grad students for several years. Their model was used to develop

the broader grad student orientation. The focus is on academics. The Library and technical resources are included, and information on student life is provided. Some services, such as the bookstore, stay open late to help. S. Lipnicki is working on a transfer student orientation so input in that area would be helpful.

Registrar – B. Widmaier had no report.

SCB – A couple of minor program course changes will be coming to the GC-CC. SCB is looking at ways to incorporate ethics with all business programs.

CIS/Cont. Ed – B. Cole had no report.

Grad Admissions – T. James-Heer reported that the new grad applications, including degree and nondegree seeking, are now available. She will represent GVSU at UM and MSU at upcoming grad fairs.

CPS/SW – P. Stow Bolea reported that Social Work has been very busy. They are looking at admission and structural steps, strategic planning, and so on..

COE – B. Reinken reported that the Educational Technology program is coming back to GC. Educational Leadership is bringing a proposal. TESOL is coming back with a change in TOEFL scores. COE wants to start an online Reading program. COE is preparing for NCATE.

FTLC – B. Reinken reported that nominations for teaching excellence were due October 1. Materials are due by December 1. FTLC is looking at developing an excellence award for librarians. They are also starting a research study to find how funds were used and if they were effective with regard to improving faculty teaching skills.

UCC - Per B. Reinken, UCC has not handled grad program curriculum proposals yet this year. They have the Cognitive Impaired program for review.

TOEFL

Discussion: The GC discussed the TOEFL score issue. The printed catalog lists a score of 550, however, online the minimum score is stated as 550 except for COE and KCON, at 610. This discrepancy was questioned as neither KCON nor COE had formally requested their scoring requirements to be raised. Per T. James-Heer, Jim Crawley maintains that particular web page. He had told her that someone from COE had informed him that the TOEFL requirement was changed. The GC agreed that Jim Crawley will be contacted to change the score that is posted on the website, and additional investigation is needed to determine who requested the change originally, and why.

The GC was in agreement that grad and undergrad TOEFL requirements should be different as grad students need to be able to communicate on a professional level. COE is going forward with changing the score for admission to their graduate level programs.

KCON – C. Coviak reported that some course change documents are in process. KCON has received a large Medicaid pass-through grant. This grant had historically been given to health care institutions for medical education. Gov. Granholm and others decided to use the funds to increase the number of staff nurses and nurse educators. GVSU responded to a request for proposals, with Spectrum as the fiduciary agent. KCON proposed to develop a beginning level nurse educator course to prepare nurses to be clinical faculty. Students may be able to take it as a Continuing Ed course or for academic credit. First will be a preliminary course proposal, then the course numbering issue will have to be decided. Other GC related items coming later could be the clinical doctorate.

CEC – Engineering has a proposal to change the core. Next Friday they are breaking ground on new building. One of the labs in the new building is dedicated to computer science and computer engineering grad students. It will come online in 2007. Engineering, rather than IT, will run the labs.

X. Old Business

There was no old business.

XI. New Business

Agenda for Provost Meeting

Discussion: Potential topics for discussion include the Scholarship Center; graduate recruitment plans due to the enrollment drop, and ways for the GC to assist with making sure that the kinds of messages going to graduate students are appropriate; and visibility of graduate programs as indicated in the Strategic Plan. C. Coviak clarified that, although a recent marketing study conducted by IM included a graduate component, the GC was not asked to provide input before it was posted online.

Recruitment and Marketing Issues:

- Financial aid, such as additional graduate assistant positions and higher GA pay, is a concern. Additionally, the GC would like to explore the possibility of creating scholarships with University Development
- Search engines do not easily find GVSU programs. Part of the problem could be due to CMS. It is important that GVSU is accessible to people doing searches for grad programs.
- It would be helpful to know which programs experienced the largest drop in enrollment. Increasing grad student per credit costs should be explored as a possible cause.
- University Strategic Plan re: liberal education and grad program roles in it. Sustainability initiative.

- Students report that it would be helpful to have one central place to go for graduate financial aid, such as grad assistant openings. The students have found that using the Student Employment website is not always helpful.

Graduate Assistantship Issues:

- Departments have to wait for their budgets to be finalized before they can start advertising for GAs.
- Information about GA policy changes is not always distributed. For example, the new policy that non-resident and international GAs will no longer pay in-state tuition rates.

Clarifying Roles of the Grad Office and the Graduate Dean:

- Many graduate issues have been contained within their own programs and colleges, rather than going through the Graduate Dean.
- The Graduate Office and Graduate Dean roles need to be more defined and the university needs to understand what they do. Individual college deans deal with undergrad issues more than grad issues.
- The role of the GC was discussed. There have been many curriculum items coming through, but a discussion of other priorities may be needed.
- The GC discussed the need to separate grad students from undergrad, particularly concerning fiscal issues. Currently there is nothing that binds them together, such as a grad lounge, building, and so on. However, many grad students want the environment set up for them because they are busy. Full time and part-time students have different needs, and grad students have different needs than undergrads. These are issues the grad student organization can look into.

There may be benefits to connecting grads with undergrads. Two ways to do this are to discontinue the policy that GAs can't teach.; and grad students can advise undergrad student organizations. This gives undergrads a connection to grad students. However, most grad students do not feel there is a graduate culture. They are looking for opportunities to integrate with other grad students.

Action: C. Coviak will organize comments for the Provost's agenda and send to Grad Council before the next meeting. Once approved, it will be forwarded to the Provost in preparation for her visit to the GC.

XII. Adjournment.

Action: B. Rudolph motioned to adjourn and B. Reinken seconded. Meeting adjourned at 11:30 AM.

Minutes approved at 10/21/05 Graduate Council meeting.