

**Graduate Council
Meeting
November 18, 2005
Approved Minutes**

Faculty Members Present: D. Cannon, C. Coviak, C. Grapczynski, M. Luttenton, B. Reinken, B. Rudolph, P. Stowe-Bolea, R. Wilson

Absent: N. Mack, P. Parker, J. Ray, D. Ross

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

Student Representatives Absent: C. Daly, M. Kundrat

Administrative Ex-Officio Present: B. Cole, I. Fountain, N. Giardina, T. James-Heer, P. Kimboko, S. Lipnicki

Absent: C. Bajema, B. Widmaier

I. Call to Order

C. Coviak called the meeting to order at 9:40 AM.

II. New Student Reps

C. Coviak reported that grad students Colin Daly and Mary Kundrat were appointed to the Graduate Council. C. Daly is in the CSAL program and has a graduate assistantship in Housing. M. Kundrat is an Engineering grad student. C. Daly was expected to attend today's meeting.

Approval of minutes was deferred until a quorum was reached.

III. Report of the Chair

C. Coviak reported that she and Vice-Chair R. Wilson met with Rob Franciosi, chair of UAS, last week to discuss communication between GC and ECS/UAS.

R. Franciosi expressed concern that GC had not set forward many formal proposals to ECS/UAS when the length of the minutes would suggest otherwise. Coviak and Wilson assured Franciosi of knowledge of GC's reporting routes for UCC and ECS/UAS. Franciosi invited GC to send some items to UAS for discussion without a motion. Coviak and Wilson also discussed concerns for graduate ed that parallel some undergrad issues (e.g., GVSU computer does not exclude students from taking courses without prerequisites; does not limit grad students to the credit limit for nondegree seeking status). Franciosi invited the GC to bring forward a request that this issue be addressed at university level.

The three chairs discussed GC's work more visible, including an in-person report to ECS/UAS. GC workload issues were also discussed, including ways to restructure to make GC-CC committee a separate committee, while GC addresses policy. A bylaws change would be necessary.

A follow-up discussion of the Provost's comments to the GC ensued. P. Kimboko suggested that the Provost wants to accomplish certain critical initiatives and the GC should take care to avoid actions that might disrupt those activities.

IV. Report of the Dean

A. Proposal for Graduate Scholarship Recognition

1) GVSU Annual Distinguished Thesis/Project Awards

Each department may nominate one candidate for this award, which should be endorsed by the graduate director and/or department chair. The nomination is for thesis or 'original works in lieu of thesis,' such as protocols, published articles, computer software, and so on. The nominee should have been awarded the degree between Sept. 1 (1st year) and August 31 (2nd year). (Fall, Winter, S/S). Nomination requirements were summarized. One of these winners can be nominated for the Midwestern Association of Graduate Schools Distinguished Thesis Awards.

2) Creation of a Graduate Dean's Citation for Excellence

This award would be based on a GPA of 3.85 or greater and excellence in scholarship, service, and leadership. Recipients will get an emblem or cord to wear with their graduation regalia and perhaps a framed certificate.

B. Relations With ECS/UAS

P. Kimboko reported that the GC could raise its visibility by scheduling a report at least once each semester to ECS/UAS on Council actions that might be of interest to the faculty as a whole.

C. Graduate Dean Job Description

Clarification of the role of Graduate Dean may further the goals of enhancing visibility. P. Kimboko will write job description for the Graduate Dean position. This will clarify what her role is and will help anyone in this role in the future.

D. ProQuest Process for Global Accessibility of Theses

ProQuest will begin open access publishing of master's theses beginning in 2006. GVSU needs to make decisions about whether/when/how to implement this new option. ProQuest is also making the promotion of its database of dissertations and theses available through Amazon.com. The GC and Grad Directors may want to invite Cathleen May, the new director of Publishing at ProQuest, to speak, as she resides in Michigan.

P. Kimboko discussed usual thesis processing at most institutions. At GVSU, a completed thesis needs to be sanctioned by more than one person in any department. This is both a curriculum and policy issue that GC may address.

E. GVSU Self-Study Process, North Central Accreditation

GC members received a handout, "GVSU Self-Study Process, North Central Association Visit Fall 2008," prepared by Julie Guevara. Guevara is willing to make a presentation to the Graduate Council on this item.

F. Institutional Analysis Website

Phil Batty has created an online data warehouse. He will be providing training on how to use it. A copy of the IA homepage was provided.

G. Recommendation for Addition to New Program Proposals

P. Kimboko proposed that it is important for the new program document to have a section to discuss graduate assistantship opportunities within the program and also to include assistantships in the program budget proposal. New undergrad programs that use GAs to support the program may do this as well. C. Coviak can send a memo on behalf of GC to propose this change.

H. Research Integrity Task Force

This task force has been created to craft a policy to express GVSU's commitment to integrity in research and consequences of misconduct in research. The task force has reps from five graduate professional programs and one undergrad science discipline. They will make a recommendation to the Senate later this year.

I. Online Bulletin

Chick Blue spoke to Deans Council regarding the software for the online catalog. This project involves a major, in-depth review of the bulletin and changes to the bulletin copy. Much will be edited out. Individual departments will no longer be able to edit copy without formal approval. The GC can ask to be part of this process because of its interest in creating a separate Grad Bulletin. The Registrar can be invited to the GC meeting to discuss this initiative.

V. Report of the Student Organization

R. Stern provided a handout of the Graduate and Professional Student Association's (GAPSA) mission statement, advisors, and executive committee. GAPSA is now registered with the university as a student organization and will be submitting a budget for next year to Student Life. The association will request reserve funding for the winter semester budget. The Executive Committee is working on a newsletter and an open house for students and faculty on January 13th. The executive committee is meeting tonight and they will be discussing a mini grant project to obtain funds for grad students for conference attendance and similar uses. GC members were asked to direct interested students to the organization.

The Student Senate is interested in working with the GAPSA. Giardina indicated that, James King is the new Vice President of Undergrad Educational Affairs for the Senate and would be a good contact person.

VI. Approval of Minutes

a) October 21

Action: B. Reinken moved to approve the minutes of October 21. M. Luttenton seconded. Minutes approved.

b) November 4

Action: C. Grapczynski moved to approve the minutes of November 4 with corrections. R. Wilson seconded. There was one abstention from a member who had been absent from the meeting. Minutes approved with corrections.

VII. Report of the Curriculum Subcommittee

Approval of GC-CC Minutes

October 21

Action: R. Wilson moved to approve the October 21 GC-CC minutes. P. Stowe-Bolea seconded. October 21 minutes approved.

October 28

Action: P. Stowe-Bolea moved to approve the October 28 GC-CC minutes. R. Wilson seconded. October 28 minutes approved.

November 4

Action: R. Wilson moved to approve the November 4 minutes. P. Stowe-Bolea seconded. November 4 minutes approved.

November 11

Action: R. Wilson moved to approve the November 11 minutes with changes. P. Stowe-Bolea seconded. November 11 minutes approved with changes.

Discussion: B. Reinken, the GC-CC met this morning to review and approve the SCB program change. They reviewed the second round from the Ed Tech program; several changes are still needed. The documents are being returned to COE for the requested revisions.

Winter semester curriculum items up for review include the Reading program; an emphasis to be added in biology; and a 1.5 credit hour ethics proposal from SCB.

The GC discussed release time for GC subcommittee members. A process is in place to request release time for the chair and subcommittee chairs through the Senate, if needed. They will support this request for a faculty member if that person can document the need for release time.

VIII. Report of the Policy Subcommittee

M. Luttenton reported that the GC-PC met on October 21 and will be meeting at 11:30 today. They are working on revising the grad certificate policy using the CGS guidelines. They hope to have a draft in two weeks.

VIII. New Business

Scholarship Center Planning Committee

J. Ray volunteered to serve on the Scholarship Center Planning Committee. He was appointed by acclamation.

Graduate Student Orientation

S. Lipnicki will provide a walkthrough of the virtual orientation website toward the end of the next GC meeting. Attendance will be optional.

N. Giardina reported that a group has been formed to look at orientation, with attention to new Winter semester students, transfers, orientations for FTIACS, etc. They may extend that review to grad orientation, too.

S. Lipnicki reported that the Winter orientation is on January 4th. If GC members would like something covered at the orientation, please contact him.

S. Lipnicki discussed a professional advising organization that is involved in the self-study. Two new surveys were just launched, one for undergrad and one for grad. Students will find a link on their BlackBoard sites, notifying them of the survey. GC members are asked to alert grad students and faculty to complete the surveys. Incentives will be given. Results will be available in January. Phil Batty is helping with presentation of the data.

IX. Old Business

Scholarship Opportunities

N. Giardina stated that Phi Kappa Phi is trying to become more visible on campus and wants to link more strongly with grad students. There are national scholarships available to grad students. A representative of PKP would be willing to come to GVSU. Shantel LoFiego is administering the scholarships with the assistance of an intern.

Grad Program Budget Issues

GC raised the potential need for more funding to grow graduate programs. Increases in student enrollment require larger budgets for those programs. Assistantships can be requested as part of a new program budget, both at the inception and in later years as the program continues.

Online Curriculum

N. Giardina reported that a web-based process is being developed and pilot tested for curriculum, including new courses, course changes, program changes, etc. However it does not include prospectus or final plans. There have been two rounds of pilot testing so far. The plan is to have the program available by Spring 06. Winter 06 will be used to get the word out to faculty.

M. Luttenton asked about the mechanism for having 400 level courses considered for grad credit in this process. The system will need to indicate which 400 courses can and cannot be taken for graduate credit. It was suggested that dual numbering is a possibility or two syllabi of record can be presented (one for grad and the other for undergrad), as the content would not be the same. It is important to consider if there should be a limit on the number of 400 level courses permitted for graduate credit.

X. Adjournment

Action: B. Rudolph moved to adjourn. Meeting adjourned at 11:27 AM.

Minutes approved at December 2, 2005 Graduate Council meeting.