

**Approved Minutes  
November 4, 2005  
Graduate Council Meeting**

**Faculty Members Present:** D. Cannon, C. Coviak, C. Grapczynski, N. Mack, P. Parker, J. Ray, D. Ross, B. Rudolph, P. Stowe-Bolea, R. Wilson

**Absent:** M. Luttenton, B. Reinken

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

**Administrative Ex-Officio Present:** B. Cole, I. Fountain, N. Giardina, S. Lipnicki

**Absent:** C. Bajema, T. James-Heer, P. Kimboko, B. Widmaier

**Visitors:** D. Armstrong, D. Balfour, E. Collins, D. Elrod, L. Konecki, L. McCrea, M. Pritchard, J. Shinsky, C. Standridge

**Special Guest:** Gayle Davis, Provost

**I. Call to Order**

C. Coviak called the meeting to order at 9:35 AM.

**II. Visit of Provost Davis**

**1. Introductions**

C. Coviak welcomed Provost Davis. Introductions were made. Questions and comments for the Provost were requested.

**2. Graduate Council Initiatives**

**Role of the Graduate Office and Graduate Dean**

**Discussion:** N. Mack opened the discussion with a question to the Provost as to the role of the Graduate Council and Graduate Dean at GVSU. She asked for the Provost's view and if the Provost foresees changing the role.

G. Davis acknowledged that the Graduate Office had a hard job establishing a graduate presence as do the GC and the Grad Directors. Curriculum, policy, governance, and so on had been done one way for a long time.

She advised the GC to work with the GVSU culture. The GC's role is to work with colleagues to establish standards. The GC's job is to set standards for graduate admissions, exceptions to the rule, and so on.

G. Davis stated that the GC must work with its constituencies and move along collegiately toward discussions for high standards. She acknowledged it is a problem when the university has not had space for graduate issues. The GC has come a long way since she first met with the Council last year. Regarding GC authority, the GC implements and enforces policies that the university agrees on.

## **Financial Support**

**Discussion:** The GC has concerns with resource issues. S. Lipnicki gave an example wherein a grad student had requested funds from FTLC for travel to a conference, but was told that the funds were for undergrads.

G. Davis sees incremental progress in these areas. For example, for the first time, an emphasis was placed on marketing grad programs. President Murray is talking more about grad programs and graduate students. GVSU made its reputation as the providing the best undergrad education. However, the Provost's message is that GVSU is also a masters and professional doctorate degree granting institution. GVSU's foundation is that liberal education is tied in with everything, at both grad and undergrad levels. There is room for growth and positive energy to compete with masters and early professional doctoral level programs elsewhere.

D. Balfour questioned how the university sees graduate programs in a strategic sense. Looking at the strategic plan from 5 years ago, his goals have been achieved. The MPA program has a choice to get bigger, or get more selective, or get smaller by being extremely selective.

Per G. Davis, the university is holding the number of undergrads to around 18,000. However, grad education has room to double. GVSU does not want to go above 25,000 total students. Currently there are 22,500, and approximately 3,000 are graduate students. Financial resources are a problem. Any new grad programs must have enough students and be affordable to the university.

G. Davis recently attended a conference where the discussion concerned education in the work force and what it means to Midwest industrial states. The U.S. educational system is no longer the only good one. Twenty three percent of Michigan's population get a college education, and then leave the state for jobs. It is not GVSU's mission, history, or future to be selective. As a state institution, we are trying to work with the governor. The governor wants to double college graduates in the next 10 years.

In response to the discussion that graduate resource needs differ from undergraduate, the Provost noted the strategic plan talks of external funding, e.g., grants, professorships, and other ways to enhance the existing budget. Related issues for resource needs in the graduate programs include faculty development needs and whether we hire faculty for grad level or to go across both levels.

There has been ongoing resistance to the idea of having grad faculty. This is a conversation for governance. Should the university set standards for grad faculty and for credentialing people teaching in those programs? Units should be making recommendations to their college and deans, then governance. It's a decision that GVSU makes as we grow.

### **Integration of GC in Governance and University Initiatives**

**Discussion:** The perceptions of GC members is that involvement of Graduate Studies in initiatives is often overlooked ( e.g., sustainability, liberal education initiatives). G. Davis agreed that Grad Studies are often an afterthought. The GC should think about how to convey its message of graduate liberal education and how the grad programs support initiatives. Informational sessions or information on the website might be possible, or a reception for faculty.

N. Mack questioned the degree of oversight of GC actions indicated in governance structure and rules. GC monitors for high quality, but it does so in the broader context of the university processes. The GC needs to know whom to contact to get information and answers on university actions and directions.

Representation of graduate programs on new committees is an example. People who may be able to articulate ideas for Grad Studies may be desirable. G. Davis stated that chairs of committees could be taught to ask if they need to include grad faculty.

Reinforcement of the Graduate Dean as GC's Provost Office liaison, according to the GC bylaws was discussed.

G. Davis explained that, when she reviews a slate of people for committees, she looks for grad representation. Certain people are asked to serve on committees because they speak to certain elements. GC can request representation.

### **Scholarship Center**

**Discussion:** The GC raised concerns about the Scholarship Center's location in CIS rather than GSGA. G. Davis explained that the Scholarship Center is much like FTLC, such as offering assistance on how to write, and it is peer related. She acknowledged that Grants Admin. needs a grant specialist to work with faculty.

### **Marketing and Visibility**

The undergrad emphasis is reflected in many GVSU publications. The handbook reflects an ongoing concern that grad programs will take away from undergrad. The focus should be to find the best combination of grad and undergrad that everyone can support.

B. Rudolph brought up an issue about parking. MBA candidates coming to meet with C. Bajema get turned away from the parking lot, even though there is space for potential students. Seidman has lost potential students because of this. G. Davis referred the concerns to Tim Schad.

### **Student Concerns**

R. Damm offered that many students do not feel there is a graduate student culture. There is no opportunity to interact with peers from other programs. Many grad students complain of distractions from undergrads in the study areas. G. Davis had heard these same concerns.

Another problem concerns grad student access to computer labs. The hours of operation and the number of available computers are issues. However, this is a problem for all students, not just grad. G. Davis would encourage students to take advantage of the wireless environment.

### **Graduate Student Organization**

R. Stern discussed the proposed grad student organization. Many students who are interested are part-time and it has been difficult to contact them. It has been hard to publicize the grad student organization. Per R. Stern, some students are interested in a newsletter but not the organization. They need to be kept informed of things that affect them, such as opening DEV 12-8pm on Sundays. The Provost acknowledged these difficulties and indicated that some are the result of other actions that were necessary.

D. Armstrong suggested e-mailing college secretaries and ask them to forward it to faculty who teach grad courses in their college. The newsletter can be linked on the university website, or a flyer sent to all instructors, especially in areas where there are many adjuncts.

D. Cannon stated that grad students don't have a voice because the Student Senate mainly serves undergrads. C. Coviak stated that the GC has not yet had its student reps appointed because of the resignations in the Student Senate. Changes in bylaws may be needed so that the proposed grad student organization handles GC student rep appointments.

Per R. Stern, at tonight's student organization meeting, they will select an executive board and set up getting funding, after which they must go to the Student Senate to get the funds.

S. Lipnicki brought up funding grad student assistantships and scholarships. There is a need for new resources for assistantships, scholarships, etc. G. Davis agreed and suggested the GC write sound proposals in areas of need, addressing how they will attract students through assistantships, and so on.

### **Marketing of Graduate Programs**

**Discussion:** The need to work with IM was discussed. IM has focused on Business and Education because those areas have heavy competition in the geographic area. Grad directors work with Rhonda Lubberts and she communicates with Pat Oldt. The GC would like IM to be more involved. The Provost's Office will work to facilitate discussion between IM and the graduate programs.

**After the Provost's departure, the Graduate Council's regular business began.**

**Action:** R. Wilson moved to reorder the agenda and move Old Business to precede the chair's report and reports from subcommittees. J. Ray seconded. Motion approved.

#### **IV. Old Business**

##### **A. Discussion and Action on Educational Specialist Final Plan**

**Discussion:** The Final Plan (FP) was discussed at the Oct. 21 GC meeting. The GC will now give direction to COE regarding the GC's view as a whole. The GC is not ready to approve the courses as those are in deliberation at the GC-CC. The GC-CC reviewed the FP in detail on 10-21. Their minutes were used as a guide for COE to bring forward an addendum to the FP. The addendum responds to the comments and takes in the suggestions of the GC-CC. C. Coviak reviewed the GC-CC minutes and the addendum and verified that all points were addressed, with the exception that a table be developed to illustrate the relationships of the program goals, learner outcomes, and the GVSU assessment plan.

C. Coviak provided a summary of the changes:

- The needs statement was confusing and unclear that the grad program would support and enhance the undergrad program. COE revised the paragraph to make it clear that well prepared district administrators would have an effect on strengthening the district; better preparing students who eventually become better prepared GVSU undergrads.
- There were no concerns about sections 2 or 3.
- The issue of how research is being discussed in the document was questioned. The term 'action research' was used. It did not address formal research, e.g., that which is done for a thesis. COE clarified the statement with a type of research that is more evaluative, using data in school districts, and so on.
- A stronger statement was needed about the program's focus on social responsibility compared to other institutions.
- COE was commended on use of surveys that strongly support the need for the program.
- Role of the program; in section 3, it needed to show a connection between current program goals and long-term goals.
- Clarification of portfolio requirements was needed. Authors are giving linkages to other criteria that were put forward as education accreditation standards.
- Faculty workload was appropriately addressed. The FP discussed how admissions review will be handled and its effect on faculty workload. It was clarified that a professional staff person will be taking much of that responsibility, which will help relieve faculty.

**Action:** R. Wilson moved to approve the recommendation of the GC-CC that the Final Plan should go forward to UCC, following receipt of the requested table. J. Ray and D. Ross seconded. Motion approved.

#### **IV. Report of the Chair**

##### **GC Student Reps**

C. Coviak reported that she is waiting for word from the Student Senate as to who they appointed as GC student reps. The Student Senate met yesterday. C. Coviak will inquire again, given the schedule the Senate had.

### **Faculty Workload Policy**

A task force is reviewing faculty workload policies at the university and has produced a draft statement. The statement indicates the policy will be flexible, with some faculty doing more scholarly work and others less.

### **Annual Funds to Support Grad Students**

The funds from the Annual Fund that were provided for grad student research are nearly expended. P. Kimboko has communicated with University Development about obtaining more funding.

### **V. Report of the Curriculum Subcommittee**

N. Mack provided the report in B. Reinken's absence. Approval of the minutes from October 28 was tabled until the next GC meeting because of inability of GC to review them adequately in time remaining. These minutes were concerned with Nursing program changes and courses in the Ed Specialist program.

### **VI. Report of the Policy Subcommittee**

M. Luttenton was absent from the meeting, therefore, subcommittee members offered comments. The committee is working on graduate certificate program policies in which many university documents are perceived as pertaining to undergrads only.

Per D. Armstrong, in COE, there is some confusion with certificates as some students believe they are receiving a credential. She requested that COE be involved in the discussion.

### **VII. Adjournment**

**Action:** D. Ross moved to adjourn. N. Mack seconded. Meeting adjourned at 11:28 AM.

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