

Approved Minutes
Graduate Council
September 7, 2007
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Faculty Members Present: R. Adams, L. Blose, C. Coviak, C. Grapczynski, L. Konecki, V. Long, M. Luttenton, D. Ross, R. Smith, M. Staves, R. Wilson

Elected Student Representatives Present: R. Rogers, K. Wildeboer

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

Ex-Officio Students Present: G. Baraza, Meredith Care

Guest: J. Guevara

I. Call to Order

M. Luttenton called the meeting to order at 9:38 AM. Introductions were made around the room.

II. Approval of Agenda

Action: L. Konecki moved to approve the agenda. C. Coviak seconded. Agenda approved.

III. Approval of Minutes

Action: L. Konecki moved to approve the Graduate Council minutes of April 27, 2007. M. Staves seconded. Minutes approved.

IV. Report on Accreditation/Assessment

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J. Guevara gave the report on preparation for the upcoming NCA visit. NCA will hold a site visit October 13-15, 2008. The team from NCA will consist of 13-15 people and they will visit all areas of campus and speak with the Graduate Council, GC Chair, and the Graduate Dean.

A draft report to the NCA will be available for university faculty and staff to review in November 2007. The committees will convene after that and the second draft will be available for review in February 2008. The final document will be sent to NCA in June 2008. The Graduate Council's role will be to review and provide feedback on the document.

President Haas has approved the Graduate Dean's course for graduate education, and the committee has reviewed GVSU's mission, with focus on integrity, teaching and learning,

research and discovery, and community and partnerships, and graduate programs fit with all these areas.

Guevara noted that some of the challenges concerning graduate education have not yet been achieved. However, NCA does not expect everything to be in place by their visit, but that they are in the process of being completed.

V. Report of the Chair

M. Luttenton reported that the GC officers met on Friday, August 31st to discuss GC priorities for the new academic year. He explained the roles of the GC subcommittees: 1) The Curriculum Subcommittee (GC-CC) administers the current policy on curriculum, and 2) the Policy Subcommittee (GC-PC) reviews existing policies and develop new policies for graduate education. These efforts have helped to distinguish between graduate and undergraduate policies. The Council of Graduate Schools' guidelines have helped the GC-PC to establish standards that align GVSU with peer institutions.

Comment [mr11]: I would suggest "helped to distinguish between graduate and undergraduate policies."

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ECS has identified three charges for the GC this year. They are: 1) continue to advise and assist the university in addressing the concerns regarding its graduate programs identified in the 1999 NCA Report; 2) Develop proposed revisions to policy language that clarifies the distinction between the use of undergraduate and graduate assistants in support of the university's teaching mission., and 3) Clarify the role of Graduate Capstone courses and provide guidelines to promote uniformity and consistency in their use by graduate programs throughout the university. The Provost has requested that the GC address standards and expectations of faculty teaching at graduate level.

VI. Report of the Dean

P. Kimboko reminded the GC to check the GC Blackboard for postings such as the NCA Challenge 4 report and the full Graduate Dean's Report.

Communications/Processes

K. Wildeboer is assisting the Graduate Studies Office with reviewing materials and letters used to communicate with graduate students to see what information is being disseminated and what is missing.

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K. Wildeboer created the Graduate Student Guidebook. The GSGA office has copies for distribution to departments and students. P. Kimboko would like to hear student feedback. The Guidebook will be updated every year.

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K. Wildeboer is assisting P. Kimboko with reviewing the Banner setup of graduate applicants, to be sure that the admissions process and records are as complete and clear as possible. ¶

Graduate Assistantships

The Deans Council reviewed the revisions to the GA policy. Concerns were raised by CLAS about the expectation that regular faculty will supervise instructional assistants in labs. There were concerns about the GA role vs. the adjunct instructor role, and issues around the lack of health benefits for GAs as half-time employees. The Provost has placed a high priority on updating the GA policy.

Campus Diversity Initiative

President Haas has asked P. Kimboko to serve on the Enrollment Management committee, chaired by Lynn Blue. Graduate student diversity issues do not appear to have been addressed in any of the policies. P. Kimboko asked C. Bajema to review the policies from her perspective.

Graduate Curriculum/New Program Guidelines.

P. Kimboko would like the GC to hold an orientation session for all programs considering submission of new or significantly revised curriculum. The Graduate Dean's Report includes a list of forthcoming program proposals.

Graduate Faculty Policy

The Provost would like the graduate faculty policy to be in place by the end of the 07-08 academic year. The GC anticipates that departments will have concerns about a graduate faculty policy that may contradict their current policies.

Graduate College Business Plan

P. Kimboko met with President Haas. He approved the Graduate College Business Plan but requested that it not be distributed at this time. Cost of implementation is a concern; however, people who are already in place could be diverted to become specialists in graduate education and would be accountable to the Graduate Dean.

There might be difficulty putting the plan in place due to specific university rules for creating a new unit. However, this may be considered a restructuring plan rather than a new unit, therefore, it may be able to circumvent the more complicated process.

GVSU Graduate Mission Promotion

P. Kimboko has posted information on the GC Blackboard site. She plans to spend approximately \$5,000 on marketing messages to be played on WGVSU radio to inform the public about GVSU's graduate programs.

Graduate Policy Issues

A list of policy issues was provided, including changes to the Faculty Handbook to reflect graduate policies and thesis guidelines and procedures, the graduate certificate policy, clarify the graduate dean's role with regard to dismissal, probation, petitions for exceptions to university policy, and so on, and a recommendation that scholarships for graduate students reside with the Graduate Dean rather than the Admissions Office.

Graduate Studies Office GAs

Currently working as graduate assistants in the GSGA office are: Kristine Wildeboer, Communications Planning Assistant, serving on the GC-CC, and Gerald Baraza, the Dean's Special Projects, working on GC, GPSA, and GC-PC projects.

Graduate Strategic Plan

D. Cannon has been asked to serve on the President's Strategic Plan 2010 Committee. The Graduate Strategic Plan should also be updated with actionable items, outcomes, and timelines. Special meetings including GC members and grad directors could be held.

Kate Stoetzner and Mark Schaub will attend the Graduate Program Directors meeting on September 28th. Discussion will include international student financial issues, graduate assistantships, and timeliness of their arrival in the US. Please email P. Kimboko with concerns prior to the Grad Directors meeting.

VII. Report of the Curriculum Subcommittee

C. Coviak gave the report. The GC-CC will meet immediately following the GC meeting. Currently several proposals remaining from last year are up for GC-CC review, including a program revision from OT that was tabled. One of the authors of the Masters in Safety Management at proposal met with P. Kimboko and Nancy Giardina. GC-CC anticipates a resubmission of that proposal.

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The Prospectus for a doctorate in Nursing was created prior to the Graduate Council's existence. Changes have been made to this as well as course changes to the Physicians Assistant program. These are on the curriculum website in various stages of review.

VIII. Report of the Policy Subcommittee

The GC-PC will address the policies listed in the Dean's Report, and also in the memo from UAS, as well as the NCA challenges.

The certificate policy was approved last year. The thesis policy is ongoing. Other items to address are: graduate capstone course continuity and uniformity and graduate faculty. The GC-PC will split the committee into pairs to do the background work and present to the larger committee in order to accomplish more by the end of the academic year.

IX. Graduate and Professional Students Association (GPSA)

R. Rogers gave the report. The 2007-08 GC reps have not yet been finalized. Until then, R. Rogers and K. Wildeboer will serve on GC. GPSA will focus on getting more participation from graduate students this year. Members met over the summer to develop a marketing plan. The next meeting is September 21 in the UClub from 5-7 PM.

The GC discussed possible ways to keep graduate students informed, such as have one central web site and sending announcements to departmental clerical staff for dissemination to faculty.

EMU is holding a Graduate Student Summit on September 29th. This is an all-day event. R. Rogers and the GPSA officers, and P. Kimboko, plan to attend. Approximately 250 students will be there. Governor Granholm and Senator Carl Levin will attend as well

GPSA will renew its membership with the National Association of Graduate and Professional Students. GPSA may send a rep to the organization's conference depending on student interest and costs as the conference is being held in Texas.

GPSA has a designated fund with a balance of \$1,100. M. Luttenton will contact college Deans with a request to contribute to GPSA.

X) New Business

Meeting Times

From now on the Graduate Council meetings will begin at 9 AM rather than 9:30. This will give both subcommittees time to meet afterwards.

Subcommittee Appointments:

Members of the Curriculum Subcommittee (GC-CC) are: C. Coviak, Chair, L. Blose, C. Bajema (ex-officio, as needed), B. Cole (ex-officio), R. Downer, C. Grapczynski, L. Konecki, V. Long (as needed for program proposals requiring library input) M. Staves, and K. Wildeboer.

Members of the Policy Subcommittee (GC-PC) are: R. Wilson, Chair, C. Bajema (ex-officio), G. Baraza (ex-officio), S. IsHak, T. James-Heer (ex-officio), P. Kimboko, S. Lipnicki (ex-officio), V. Long, M. Luttenton, R. Rogers, D. Ross, and R. Smith.

XI) Old Business

GPSA is meeting next Thursday, September 13, at 9 PM. GC members were asked to inform their students.

XII. Adjournment

Action: C. Coviak moved to adjourn. M. Staves seconded. Meeting adjourned at 11:32 AM.

Handouts: GC Binders
Dean's Report

[Minutes approved at the Graduate Council meeting of September 21, 2007.](#)