

Approved Minutes

Graduate Council Meeting September 9, 2005

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

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

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

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

I. Welcome and Introductions

C. Coviak welcomed the Graduate Council. Introductions were made around the room. The library member, M. Jackson, will not be serving this year as she is working part time. A replacement will be selected. The Registrar's office and Admissions are represented by B. Widmaier and T. James-Heer, respectively.

II. Approvals

a) Agenda

Action: B. Reinken motioned and N. Mack seconded to approve the agenda. Motion passed.

b) Minutes

I. The minutes of the last GC meeting will be posted after editing.

III. Curriculum Subcommittee Report & Priorities

Discussion: The committee had an 8 AM meeting today. The minutes from the previous Friday's meeting were handed out. B. Reinken explained the program change proposal for the cognitive impaired program. The subcommittee's main concerns were that the initial changes were stated to be for an online program and onsite program. GVSU does not have prior approval from NCA to offer distance degrees. The authors are not putting the entire program online, however, they need options of putting courses online and wanted UCC approval.

Action: N. Mack motioned to approve the endorsement program with modifications discussed in subcommittee. B. Rudolph seconded. Motion passed.

Discussion: B. Reinken surveyed the colleges for information on upcoming curriculum items. There will be a COE change in about two weeks, and a Final Plan for a specialist degree which is above a masters. It may come to GC in October. The entire GC should read the Final Plan and the 18 courses that are coming with this FP. This will give the GC an idea on how to review post-master's level proposals.

MSN-MBA is coming from SCB; as well as two course changes from Accounting. CEC has one program change in MSE that is going to the CEC curriculum committee. KCON has a course proposal coming later. The GC-CC has two weeks for review after which they bring their recommendations to the GC.

IV. Policy Subcommittee Report & Priorities

Discussion: M. Luttenton reported that last year's committee developed priorities to be addressed. Considerable time was spent discussing certificate programs and reviewing the policies at other universities. The first GC-PC meeting will set priorities for the year. This subcommittee has lost several members, so those interested in serving should contact M. Luttenton.

R. Wilson discussed the Grad Bulletin Task Force, which is part of the GC-PC Subcommittee. This group looked at models of grad bulletins as well as GVSU's. The content should be in a format that is easily readable, has a common look, standardization of information, layout, and templates for grad directors. Institutional Marketing needs to be included because they are doing an electronic version of the catalog.

V. Chair's Report

Discussion: C. Coviak discussed the various meetings and retreats she had attended over the summer. At the faculty governance retreat prior to the end of AY 04-05, Rob Franciosi asked outgoing chairs to report on their committees. Rita Grant, former UCC chair, openly praised the GC for its accomplishments in its first year. C. Coviak plans to meet with the new UCC chair.

The reporting hierarchy is as follows: The GC-CC reports to the GC. GC gives its report to the UCC in the area of curriculum. The GC reports officially to UAS. Nancy Giardina in the Provost's office will be working with faculty governance and involved in curriculum items. The GC chair will make it a priority to get relationships established.

There was much discussion at the retreat concerning Faculty Salary and Budget Committee re. medical benefits. This is a concern of governance at large.

Another major initiative is the establishment of a Scholarship Center. This was first discussed prior to reorganization. Under the current plan it will be affiliated with FTLC, which is part of CIS under W. Wenner. C. Coviak had raised the question of how the Center would interact with the R & D Committee and the Grants Office. R. Franciosi stated the planners felt the Center should be separated from bodies making decisions about funding of proposals. Much discussion followed regarding the proposed placement of the Scholarship Center in the academic structure. A concern is that, to work with

grants, it is integral to know about federal regulations. Other initiatives of the Grants Office would be distanced from the Center.

Action: R. Wilson motioned for the GC to request documents from Faculty Governance that were part of the conceptualization of the Faculty Scholarship Center. J. Ray seconded. Motion passed.

VI. Report from the Dean

Discussion: P. Kimboko went to the Council of Graduate Schools (CGS) workshop in Santa Fe and presented on benchmarking of graduate programs. ETS has kicked off the new version of the TOEFL. It includes components that had to be taken separately before, including reading, listening, speaking, and writing. The test is internet based with built in security. Scoring will change as well. The new test starts this fall in the US.

The GRE is adding an analytical writing component. This will not be coming until next year. If a department uses the GRE, they need to know how the scores will affect their programs.

P. Kimboko reported on two deans' retreats. There they discussed faculty workload and how to change its definition, e.g., service on committees, and equity across campus, colleges, and units. Grad Director workload was discussed.

The topic of accreditation and assessment of programs was included. This is a key area of concern for NCA. The appointment of Julie Guevara will address this area. The GC could do follow-up of the programs it approves to see how they're working..

A new HRRC chair was hired. Paul Reitemeier has 20 years experience in biomedical ethics. He is working haltime in GSGA. He is available to grad programs to talk about research with faculty who teach research methods. He is available to make a brief presentation to the GC.

GSGA is working with university counsel to get policy and procedures updated regarding responsible conduct of research. The university is required to file an annual report of research misconduct.

There has been a slight drop in grad enrollment this fall. As a result, the President's office wants more graduate marketing. Faculty and program directors should work with IM. There is a drop in grad enrollment at the national level as well, due to a drop in international enrollment.

P. Kimboko met with N. Giardina and Darren Walhof. A new curriculum review process is online. GC review must be incorporated.

UCC has proposed that 400 level courses would not count as grad but there would be a dual numbering system. Chick is willing to support it.

A constitution for a graduate student organization has been drafted.

P. Kimboko discussed R & D funds. More than half the budget has been committed already this fiscal year. With regard to the Faculty Scholarship Center Committee, she had discussions with this group in the beginning. At the time they wanted an R & D committee to review all requests for grants for research. It would have been a replication of FTLC with the same duties as the Grants office, with a faculty director. It should be noted that FTLC has an endowed budget but R & D is funded by the general budget.

Deans Council is forming a committee regarding students' roles in teaching. This action may affect GA policies.

VII. New Business

a. Appointment of Student Reps

Discussion: New reps need to be endorsed by the Student Senate. The GC Chair will ask for nominations from Grad Directors. Please send names to C. Coviak. The reps are required to attend on Friday mornings and must be from different colleges.

b. Changes in TOEFL and GRE; Agreements with CHS

Discussion: The GC needs to take action on policies integrated with curricular needs at graduate level. Last year the GC discussed the levels of accomplishment on the tests required for different curricula. A minimum level for grad admission should be established. Certain programs can require a higher level.

The GC may need to start a task force integrated with the GC-PC. Please let C. Coviak know if you have an interest in the GRE or TOEFL.

There is an ESL program housed in CHS. It is an independent entity but GVSU has agreement with them. Their course does not differentiate between grad and undergrad. It is unclear what level of competency is expected of their graduates.

c) Grad Assistant Policy Changes

Discussion: P. Kimboko is working with deans on how assistantships should enhance graduate education. Changes in policies are: students cannot receive tuition waivers exceeding 24 credits per year; international and non-resident students' tuition waivers will be at the resident rate. However, any credit hours over and above the waiver will be billed at the non-resident rate. For example, if a student taking 9 credit hours has a half-time GA appointment, with 6 credits waived, the other 3 credits will be billed at the non-resident rate. Lastly, GAs with 20 hr. week appointment are not eligible for additional employment in another GVSU office. This could jeopardize their student status.

The GC discussed the assignment and monitoring of GA duties. Any abuses of GAs, e.g., being given menial tasks as a regular assignment, as well as any policy questions, should be reported to P. Kimboko.

It was suggested that the GC write a white paper on the philosophy of GAs performing assignments that enhance their academic experience. Another suggestion was to do a survey of Gas regarding their work experiences.

d) Provost Visit

Discussion: C. Coviak will schedule the Provost to attend the November 4 GC meeting.

e) Orienting New GC Members

New GC members have been added to the Graduate Council Blackboard (BB) site. Draft minutes, approved minutes, agendas, curriculum items, etc. are posted for review. Minutes are edited by the Chair, and then posted for review. Members can read them prior to the next GC meeting. Announcements that appear on the BB site are also sent via e-mail to the GC.

Meetings will be canceled if there is no pressing agenda.

Grad students have their own BB site. They use it to communicate with students in all areas of the university. Members are asked to make their grad students aware of this communication method.

As new members are placed in subcommittees, please have an orientation with the subcommittee chair.

S. Lipnicki will post an announcement for grad students to consider serving on the GC. Grad directors will be added to the GC BB site.

VIII. Old Business

A. Review of Strategic Plan

Discussion:

Goal 1.1 – These objectives and steps are beginning to be implemented, e.g., the graduate student organization is moving forward.

Page 3 – The goal of encouraging active scholarship by faculty and students – the GC's input re. the Scholarship Center fits with that goal.

Liberal education of the university – The GC will continue monitoring the integration of liberal education within the grad programs.

Partnerships – This has not been actively worked on.

Goal 4 – support the university's mission to be inclusive and integrating diversity are ongoing goals.

Goal 5 is an area in which to step up activity. With regard to scholarship goals, how grad students engage in scholarship and how this enriches them is the focus. The GC had

previously discussed a Grad Student Scholarship Day at the Pew Campus and possibly a health related one with CHP, KCON.

President Murray had earmarked money from the Annual Fund drive for graduate student research. Those funds have been used up. P. Kimboko has spoken with the Development Office and they would consider a request for more funding.

Financial resources and scholarship are areas the GC may wish to emphasize.

The GC must communicate to new Grad Directors. The Strategic Plan was developed with input of Grad Directors as well as GC and Grad Directors are the ones to implement and support it.

IX. Adjournment

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

Minutes approved at 9/23/05 Graduate Council meeting.