

**Approved Minutes  
Graduate Council  
November 2, 2007  
303C DEV**

**Faculty Members Present:** R. Adams, C. Coviak, C. Grapczynski, S. IsHak, L. Konecki, V. Long, M. Luttenton, P. Ratliff-Miller, 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, J. Montag

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

**Guests Present:** Jeanine Biese, G. Davis, Provost, J. Guevara, L. VanOrsdel

**I. Call to Order**

M. Luttenton called the meeting to order at 9:06 AM

Introductions were made.

**II. Provost Presentation**

G. Davis opened the discussion on graduate faculty, the graduate business plan and related topics. She noted that in GVSU's history, undergraduate teaching has always been the focus, so it has been difficult to change the culture to focus more on graduate education. President Haas supports graduate education, and with the NCA's expectations in this area, a foundation of graduate culture will be built.

The university is not ready to create a graduate college because the basics are not yet in place, e.g. there are no criteria for faculty who teach graduate courses. The Faculty Personnel Policy Committee (FPPC) needs to address how graduate faculty would fit into their workload policy, but first there needs to be a differentiation in who teaches graduate courses and what they teach. G. Davis is concerned that the NCA might decide to conduct a focused study on graduate education after their visit in October 2008. She would like to see the Faculty Senate address graduate faculty issues. The Graduate Council can make recommendations to the Senate. Previously, decisions on such matters as workload and scholarship were made at college level, but they should be made at university level.

C. Coviak noted that the GC uses best practices from the Council of Graduate Schools as a guideline for the policies it has put forward to the Senate.

G. Davis discussed the budget and noted that a move forward on graduate education is affected by the current budget crisis facing the state. GVSU is under-funded by \$20 million per year. She had reviewed the budgets of various units and noted that the Graduate Studies and Grants Administration office received approximately \$500,000 and additional funds for graduate expenses beyond the Graduate Studies office. P. Kimboko noted that the GSGA budget is not strictly for Graduate Studies but also funds grant related programs and other services not related to Graduate Studies.

The Provost's office fully supports the Graduate Council with regard to creating university-wide policies and standards on graduate education. She would like the GC to use the resources it has available to continue moving forward.

### **Asynchronous Learning**

G. Davis discussed asynchronous learning. It was noted that online programs require the NCA's approval, but individual courses do not. President Haas believes that online programs do not fit the needs of the undergraduate population because face-to-face learning is critical. However he fully supports online graduate programs.

The Asynchronous Task Force had previously reviewed online program issues. More university resources are needed for best practices in such programs. Some best practices standards involve faculty governance, and others require resources such as having online resources available 24 hours a day. Other areas that would be affected are services such as Registration, Advising, Financial Aid, Admissions, Tutoring, Placement, Library resources, the bookstore, and online technical support. The infrastructure has to be in place to support all these areas.

### **III. Lee VanOrsdel, Dean of University Libraries**

L. Van Orsdel discussed the institutional repository. She noted that the storage of scholarly communication, monographs and books is being changed by the presence of the Internet. With an institutional repository, a server is set up on campus that can capture and preserve theses and dissertations. This works on a local level, but there is another concept to have protocols established to make language of the servers compatible around the world with operating systems, data, text, etc. Currently there are approximately 800 institutions as part of this protocol. Google Scholar is one example. Graduate students can benefit from self-archiving of research. Over 60 percent of scholarly publishers allow a scholar when they are published to deposit a copy in a repository. Other uses are to store learning objects, e.g. something a professor has created to teach.

The service that GVSU will use is "Deep Blue." The company gives GVSU space on its server for an annual fee of \$25,000. The library now has a technical expert on its staff to handle the technical aspects. It will be up and running by the end of the current academic year.

GVSU will no longer need Proquest after the new repository is in place.

Examples of digital commons search services are [www.bepress.com](http://www.bepress.com), from UC Berkeley, and [www.oaister.org](http://www.oaister.org).

Van Orsdel noted that GVSU's current method of storing hard copies of thesis work is inefficient. GC members noted that GC had begun a review of master's thesis policies previously and found that policies varied widely among departments. The Grad Council would also like to clarify policies on graduate student access to the library, such as cost of subscriptions, obtaining paper copies, and information that should be available free of charge.

### **Grad Assistantship Policy**

M. Luttenton noted that the GC-PC had reworked the GA policy and now it is to move to ECS. It was noted that an overall GA orientation is not offered at the present time. CSAL has a rigorous one that could serve as a model.

### **I. Reconvene**

GC reconvened at 11:21 AM

### **II. Approval of Agenda**

**Action:** M. Staves motioned to approve the agenda. C. Coviak seconded. Agenda approved.

### **III. Approval of Minutes of October 19, 2007**

**Action:** L. Konecki motioned to approve the Graduate Council meeting minutes of October 19, 2007 with corrections. C. Coviak seconded. Minutes approved.

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

M. Luttenton will meet with J. Guevara to discuss issues with NCA with regard to policies the GC-PC should work on. Grad faculty qualifications will be a large part of the discussion.

### **V. Report of the Dean**

#### **Graduate Education Visibility**

P. Kimboko noted that WGVU will begin running TV spots on Monday. She will meet with Rhonda Lubberts regarding the marketing of graduate programs.

#### **Grad Student Communication**

The Grad Students Blackboard site was fixed so now all current grad students have access. The Grad Council and grad program directors and advisors will be added to the site as well.

P. Kimboko is working on a survey of Graduate Directors on Zoomerang.

P. Kimboko attended the first EDPAC meeting at which J. Montag gave a detailed description of how the admissions processing unit works. She would like the GC and Grad Directors request him to present the information at their respective meetings.

### **Graduate Studies Business Plan**

The Provost gave P. Kimboko permission to disseminate the business plan. The infrastructure appears to be a big issue. The first step is to try to find a lower cost approach to achieve the needed changes. Some of the changes will occur, including hiring an associate dean for the graduate studies office.

### **Grad Student Celebration**

P. Kimboko reminded the GC to make sure they submit nominations by as soon as possible because the program needs to be created with the students' information.

GVSU will not nominate a thesis for the MAGS award this year.

P. Kimboko has been selected by MAGS to be on the reader committee for their thesis award. Once she receives the theses from MAGS, she will seek volunteers from among GSVU faculty to review them in their areas of expertise.

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

C. Coviak reported that Wallace Boeve will attend today's GC-CC meeting. He is the author of the PAS program change.

Minutes of the GC-CC meeting of October 19 were reviewed.

**Action:** C. Coviak motioned for acceptance and endorsement of the actions in the Curriculum Subcommittee meeting minutes of October 19, 2007. The motion passed and the minutes approved.

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

M. Luttenton was informed of a review done by grad students in D. Ross's class regarding capstone courses. The GC-PC will discuss this item at the next meeting. The subcommittee needs to have a strategy meeting on priorities before the NCA visit next year.

M. Luttenton requested a motion to approve the GA policy with revisions, which included the addition of an orientation for GAs, and a second orientation for GA's with instructional roles, requiring an evaluation of those GAs, an appeals process that first goes to the dean of the college, then the Graduate Dean's office hears the final appeal.

**Action:** S. IsHak motioned to approve the GA policy changes. R. Wilson seconded. The GA policy changes were approved.

### **VIII. Report of GPSA**

S. Lipnicki reported that the GPSA officers held a meeting the evening before. They plan to request that the President hold a "fireside chat" type of meeting for grad students. They

also discussed changing from being a student club under the undergraduate Student Senate to becoming a student governance body on their own.

Student participation with GPSA continues to be a challenge. More students need to be involved. If GC members know of any students that would make good leaders with GPSA, please let them know and the GPSA board will follow up with students directly. They are still trying to get representatives from each grad program to serve on GPSA. I

The deadline for mini-grant applications for grad student conference travel is November 9.

**Adjournment**

**Action:** C. Coviak motioned to adjourn. M. Staves seconded. Meeting adjourned at 12:17 PM.

Minutes approved at the Graduate Council meeting on November 16, 2007.