

**Graduate Council Meeting
February 17, 2006
Approved Minutes**

Faculty Members Present: D. Cannon, C. Coviak, C. Grapczynski, M. Luttenton, N. Mack, P. Parker, D. Ross, B. Rudolph

Absent: J. Ray, B. Reinken, P. Stowe-Bolea, R. Wilson

Elected Student Representatives Absent: C. Daly, M. Kundrat

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

Absent: R. Damm

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

Absent: N. Giardina, B. Widmaier

I. Call to Order

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

II. Approval of Agenda

Discussion: Changes to the order of agenda items were requested.

Action: D. Cannon motioned to approve the agenda with the requested re-ordering of agenda items. B. Rudolph seconded. Motion passed.

III. Approval of GC Minutes of February 3

Action: R. Rudolph motioned to approve the minutes with corrections. N. Mack seconded. Motion passed.

IV. Report of the Chair

C. Coviak encouraged GC members to attend the Presidential search forums. UAS is meeting with the Presidential search firm this afternoon. The GC will decide whether or not to put forward a formal statement. However, there could be a greater impact if more individuals would speak of graduate education on the website or at the forums.

The Education Specialist program has passed.

V. Report of the Dean

P. Kimboko provided her report. She will meet with the Provost next week to discuss a number of items of concern to the Grad Council, such as the three hour scheduling block for graduate course and the graduate certificate policy.

She noted that Mark Hoffman in SPNA expressed considerable interest in having awards for graduate students. P. Kimboko proposed a Graduate Dean Citation series of awards to include some of Hoffman's suggestions: 1) Academic Excellence (by program or by

College) which could be incorporated into commencement; 2) Excellence in Service to the Community or Profession; 3) Excellence in Leadership/Service to GVSU; 4) Outstanding Thesis Award; and 5) Outstanding Final Project Award. P. Kimboko noted that the university offers a number of existing awards that would be beneficial to grad students; however they are only available to seniors.

She noted that some universities have awards for students with a perfect 4.0 GPA, but excellence includes more than that. The outstanding thesis could be submitted to the Midwest Association of Graduate Schools (MAGS) thesis competition

D. Cannon suggested offering a publication award to encourage graduate students to publish.

P. Kimboko would like a recognition event that her office sponsors. It would not be limited to only one person per program. GC members who would like to help develop this should contact P. Kimboko. Additionally, GPSA might want to participate.

Grad Student Research Support

Graduate student research did not get funded in the Annual Fund through University Development.

Faculty Intern (or Assistant Dean)

P. Kimboko has a number of projects that require dedicated time. She would like to hire a faculty member that would receive a one course release per semester for one year. The projects are: Graduate Assistantship Manual, Thesis/Project Manual, and Graduate Student Handbook. It was suggested to have a faculty member as lead person with a GA to work with that person.

Reminders

King-Chavez-Parks Faculty Fellows applications are due March 15th; and the Graduate Student Presidential Research Grant deadlines are: summer – March 15th; Fall – April 15th.

Items of Interest

A faculty survey related to scholarship is under development. Millie Jackson, from the library, is working on the survey. The idea is to find out what kinds of research faculty are doing and what resources they would like. Per P. Parker, the library may develop a repository of scholarly research.

The Research Integrity Task force has a draft policy statement to be submitted to the Provost and to ECS/UAS for review and approval.

P. Kimboko was invited to join the Graduate Education 2020 Advisory Group, which is part of the Council of Graduate Schools. This is a prestigious honor and acknowledges her expertise as a graduate dean in a master's institution.

VI. Report of the Curriculum Subcommittee

In B. Reinken's absence, N. Mack provided the report. GC members reviewed the GC-CC meeting minutes of February 10.

Action: N. Mack moved that the GC approve the program change to the Engineering master's programs, 602, 604, 641, and 690, pending the requested revisions. Motion passed.

Action: N. Mack moved that the GC-CC meeting minutes of February 10 be approved with corrections. Motion passed.

Moving Courses Directly from GC-CC to UCC

Discussion: C. Coviak opened the discussion. She noted that B. Reinken had received feedback from UCC that the GC is holding up the curriculum process. GC members were asked their opinions on the idea to move approved courses directly from GC-CC to UCC, bypassing GC as a whole. If this action were to go forward, it would have to be proposed as a bylaws revision in faculty governance.

Points in Opposition:

- Not sure how GC is delaying reviews – who is making this statement?
- Delay may be avoided by staggering GC and GC-CC meetings in alternate weeks.
- Bypassing GC as a whole gives too much power to a small group. Other GC members should have input, too.
- GC members represent colleges and all should have input

Points in Support:

- Duplication of effort

GC members offered suggestions on how to involve the GC as a whole with GC-CC decisions: GC-CC could provide a report for information purposes to the GC of the whole; a review period could be put in place for GC members to comment or object before the action becomes official, and if there are objections, the documents would go to GC for review, otherwise they would pass through to UCC. The GC member representing the college wherein the proposals originate would attend the GC-CC meetings.

C. Coviak will chair a Bylaws Task Force to write language to send forward. She will propose that actions of the GC-CC will have a review period.

VII. Report of the Policy Subcommittee

Action: M. Luttenton moved to approve to release the graduate certificate policy draft for external comment to the appropriate offices. D. Ross seconded. Motion passed.

The GC agreed to allow a one month review and comment period for the college curriculum committees and UCC.

GC-PC will begin discussing block scheduling of classes and a general thesis/project policy. Draft thesis guidelines were distributed.

VIII. Report of GPSA Executive Committee

Discussion: R. Stern reported that GPSA awarded two conference mini-grants after receiving seventeen applications. GPSA joined the National Organization of Graduate and Professional Student Associations. The Grad Studies office covered the expense.

GPSA is accepting nominations for officers. The announcement is on the grad student BlackBoard site. The new executive committee will be announced March 24. A general meeting is being held tonight. The meeting will include a professional development presentation on cultural etiquette and they will be requesting feedback from students on what students would like GPSA to offer. GC members are welcome to attend.

Next week is climbing night at the field house.

R. Stern and other executive committee members have been meeting with the Student Senate for the budget process. The meetings are held on Wednesdays from 9 PM until midnight in Allendale for three weeks. GPSA may ask the GC and grad programs for supplemental funds.

R. Stern and S. Lipnicki are meeting with Student Life to discuss the funding processes. C. Coviak will attend if she is available. D. Cannon suggesting documenting the problems with the budget process and creating a discussion forum on the Blackboard site.

IX. New Business

a) Other Reports

1) Center for Scholarly and Creative Excellence

In J. Ray's absence, P. Kimboko provided a report. This committee is to have a report ready by March 1. However, they do not yet have a plan as to what the center should do and there is no funding for it.

2) Retention Task Force (RTF)

P. Parker provided the report. The RTF recently met in a brainstorming session to discuss what the university needs to do to increase student retention. They discussed faculty expectations vs. student expectations and how to align these. P. Parker advised the RTF they should consider graduate students and nontraditional students and their needs. She asked the GC to send her their comments.

The RTF wants to improve faculty advising. Some members believe GVSU relies too heavily on adjuncts and that there should be more tenure-track faculty.

S. Lipnicki discussed data tracking of graduate students. Other institutions track grad students in various ways, including requiring continuous enrollment. He suggested that the RTF could use the needs assessment he conducted for grad students. Per P. Parker, there is no formal tracking or benchmarks of grad students. Phil Batty had run an analysis by degree to see how many students finished within the eight-year time limit, but no other studies were done.

Further discussion ensued. Comments were made regarding pressures on faculty to make courses easier for nontraditional students; marketing messages that make graduate education at GVSU sound easy; and the financial aid issues that grad students face. Many have careers, families, and so on, and traditional financial aid is not available to them. These factors impact retention.

X. Old Business

Course Numbering Policy

Discussion: C. Coviak provided a handout of other universities' course numbering systems. She asked the GC to review the document and comment on which numbering policies could work at GVSU. The December GC memo to UCC raised concerns with use of the 500 level and ensuring that Banner can accommodate the expanded numbers.

Points to Address:

- M. Luttenton stated that the discrepancy between the catalog and faculty handbook should be addressed. Completely different language has gone into the faculty handbook.
- D. Cannon suggested cross-listing 400 level courses. He noted CMU's language that only those who have been admitted to the graduate college were eligible for certain levels.
- P. Kimboko noted MSU's clause that more than half of credits for a program should be taken at a particular level. This language would benefit those programs that use 400's.

C. Coviak will write a draft and place on the GC BlackBoard for feedback prior to the next meeting. She would like the document to go to UCC after spring break.

XI. Adjournment

N. Mack moved to adjourn. D. Cannon seconded. Meeting adjourned at 11:36 AM.

Minutes approved at the March 3, 2006 Graduate Council meeting.