

**Approved Minutes  
Graduate Council Meeting  
April 27, 2007  
303C DEV**

**Faculty Members Present:** D. Cannon, C. Coviak, G. Grant (for S. Berlin), C. Grapczynski, M. Luttenton, P. Parker, J. Ray (for C. Standridge), M. Staves  
**Absent:** D. Armstrong, S. Berlin, L. Blose, C. Grapczynski, D. Ross, C. Standridge, R. Wilson

**Elected Student Representatives Present:** K. Wildeboer  
**Absent:** R. Rogers

**Administrative Ex-Officio Present:** B. Cole, K. Drake (ex-officio student), I. Fountain, P. Kimboko, S. Lipnicki  
**Absent:** C. Bajema, T. James-Heer, W. Widmaier

**I. Call to Order**

D. Cannon called the meeting to order at 10:00 AM.

**II. Approval of Agenda**

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

**III. Approval of Minutes**

**Action:** C. Coviak motioned to approve the Graduate Council minutes of April 20, 2007, with changes. M. Luttenton seconded. Minutes approved.

**IV. Report of the Chair**

**Graduate Certificate Policy**

D. Cannon reported that the graduate certificate policy was approved by UAS with a change and the next step is final approval by the Board of Trustees (BOT). The word "entirely" was inserted to clarify the requirements for a graduate certificate vs. those for undergraduate certificates. A signing statement in the policy needs to include language that the GC can review certificate proposals for academic merit, for example, a graduate certificate cannot have three undergrad courses and one graduate course and count as a graduate certificate.

The Records office needs to implement a system so that graduate certificates are recorded on the official transcript. Without this record, the retention report counts those students as having withdrawn from their program rather than having completed it.

**Curriculum White Paper**

The Curriculum White Paper went to UCC for approval.

**GC Annual Report and Priorities**

The GC Annual Report has been distributed to faculty governance. Items that the GC still needs to address are: the white paper on role of graduate education (D. Cannon and R. Wilson will work on over the summer), a university-wide graduate thesis policy, and to identify areas of the Faculty Handbook that do not reflect the Graduate Council's role. The GC should focus on supporting the NCA accreditation next year. Other priorities include: creating awareness of graduate education's presence at GVSU, creating a policy for adjuncts teaching graduate courses, which could require new adjuncts to be approved by the graduate dean, and international graduate student issues, how they are admitted, funding, scholarships, and admission policies need to be reviewed, particularly in light of Proposal 2. Banner issues need to be addressed, marketing graduate programs, general infrastructure issues, classroom scheduling, GPSA and graduate student governance, a summer graduation ceremony, and supporting the Graduate Studies office.

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

P. Kimboko congratulated the GC on an outstanding year.

### **CGS Reading**

The Council of Graduate Schools released a report that calls for a renewed commitment to American graduate education, recognizing its critical role in enhancing the nation's economic competitiveness. The publication, "Graduate Education – the Backbone of American Competitiveness and Innovation" contains findings and action items for three sectors: universities, business leaders, and policy makers. P. Kimboko will share the report with the Senior Management Team and she would like the GC to play a leadership role in incorporating these national priorities into GVSU's graduate education.

CGS has a publication, "Doctor of Philosophy Degree," which the GC should read as GVSU considers doctoral programs.

### **Graduate Studies Summer Projects**

#### **Promotional Campaign**

P. Kimboko is working with WGVU to create a visibility and promotional campaign for graduate programs. She is asking for Graduate Directors to participate in this, to discuss their programs on air, and to provide messages to use to increase awareness of graduate education at GVSU.

### **Reports on Graduate Education**

#### **NCA Challenge 4**

GC members will receive a copy of P. Kimboko's NCA Challenge 4 report once it is submitted to Julie Guevara.

### **Status of Graduate Education**

P. Kimboko is working on a report on the status of graduate education. Reviewers are asked to provide feedback. The report will be sent to two CGS consultants, also graduate deans, who will visit the campus in September to provide recommendations to the university regarding steps needed to bring graduate education into an appropriate status within the university.

### **Graduate Education Business Plan**

P. Kimboko plans to complete this report by the end of June. It will incorporate feedback from the GC and Graduate Directors and builds on the Strategic Plan for Graduate Education and will include a cost benefit analysis of any proposed changes. She will submit it to the President and Senior Management Team.

### **Survey of Graduate Program Directors**

P. Kimboko is developing a survey of graduate program directors and department chairs in depts. that have graduate programs. The survey will assess their current organization/administration processes, needs, and priorities.

### **Research Integrity**

The new policies and procedures are on the Research and Development website and are open for comment until May 4. The policy applies to all faculty, staff, and students.

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

C. Coviak reported that KCON received its accreditation for ten years.

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

M. Luttenton will develop a strategy for next year to accomplish a number of tasks and to facilitate getting policy changes through faculty governance in a timely manner.

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

K. Wildeboer announced the GPSA officers for the 2007-08 academic year. She noted that the GPSA newsletter had been distributed.

P. Kimboko announced that there will be a Graduate Student Celebration in December 2007.

### **IX. New Business**

#### **a) Elections**

#### **Curriculum Subcommittee**

**Action:** C. Coviak was re-elected as Curriculum Subcommittee chair by acclamation.

#### **Graduate Council Chair**

**Action:** M. Luttenton was elected Graduate Council Chair by acclamation.

#### **Policy Subcommittee Chair**

**Action:** M. Luttenton was appointed Acting Chair of the Policy Subcommittee.

An election for the Policy Subcommittee will be held when R. Wilson and other GC members are present.

#### **Graduate Council Vice-Chair**

**Action:** C. Coviak nominated R. Wilson to continue to serve as Vice-Chair. M. Staves seconded the nomination. R. Wilson's election will be affirmed at the first GC meeting in the fall. D. Cannon will serve as Acting Vice-Chair until then.

### **Student Services Report**

S. Lipnicki attended a student affairs national conference in Orlando. Many of the attendees were from doctoral granting institutions. Discussion topics covered graduate student support services and measuring learning outcomes. One item relating to GVSU challenges is with the term "student" in titles such as "student center," "student services," etc. Graduate students perceive these as being for undergraduate students.

### **X. Old Business**

#### **a) Graduate Assistantship Policy**

P. Kimboko will distribute the GA policy to the Dean's Council as well as the graduate directors meeting.

The GC was concerned that the GA policy may be controversial in that it allows graduate students to serve in a teaching role. This contradicts the marketing message that GVSU uses, that all classes are taught by qualified faculty. However, in order to recruit quality graduate students, the university should provide financial support of this type and it gives students the opportunity to teach in their discipline.

### **XI. Adjournment**

**Action:** D. Cannon motioned to adjourn. C. Coviak seconded. Meeting adjourned at 11:30 AM.

Minutes approved at GC meeting September 7, 2007.