**Graduate Council Meeting**

**April 16, 2021**

**Virtual**

**Minutes
Approved September 3, 2021**

**Faculty Present**: Andrea Bostrom, Shawn Bultsma, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Xiang Ciao, Dianne Conrad, Monica Harris, Barbara Harvey, Jon Jeffryes, Rich Jelier, Courtney Karasinski, Anne McKay, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves, Joel Wendland-Liu, Michelle Wooddell

**Administrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Mark Luttenton, Jennifer Palm, Jeffrey Potteiger, Ellen Schendel, Pam Wells

**Graduate Student Association:** John T. Jones

**Student Voting Members:** GlenEllen Lemberg

**Ex-Officio Students Present:** Amanda Filkins,Maggie Scannell

**Guest:** Kara Van Dam

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
|  **I. Call to Order – A. Bostrom** | A. Bostrom called the meeting to order at 9:00 AM.  |  |
| **II. Approval of Agenda – A. Bostrom**  |  | **Motion:** S. Choudhuri moved to approve the agenda. P. Ratliff-Miller seconded. Motion passed unanimously.  |
| **III. Approval of Minutes March 26, 2021– A. Bostrom** |  | **Motion:** J. Jeffryes moved to approve the March 26, 2021 minutes. J. Pope seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom**  | The year-end report will be submitted to ECS when complete. A. Bostrom commended Graduate Council members for their good work throughout the year. New members S. Bultsma and A. McKay were introduced.  |  |
| **V. Policy Subcommittee Report – S. Choudhuri** | Transfer of Credit to a Graduate ProgramThe language change in the policy is response to the Department of Education criteria. Members had concerns with the terms “capstone” as to whether it refers to a course and “regionally accredited,” in that some institutions are accredited nationally, however, sometimes those national accreditations are questionable. Additionally, credit from international institutions is accepted for transfer but they are not accredited here. Another member was concerned that the decision made at the GPD’s discretion may have an issue with implicit bias unless a standardized rubric is used.Graduate Faculty WorkloadA test survey for graduate faculty was developed that will be distributed for review and testing. The final survey will be taken in Fall 2021. Common Language/Terminology A meeting was held with M. Burg, E. Schendel, S. Choudhuri, J. Potteiger, and P. Wells regarding common language such as emphasis, concentration, and similar terms and what is listed on transcripts, and how terms are used in undergraduate vs graduate programs. The GCPC will continue working on this next fall to define terms to describe graduate curriculum that goes into the catalog. Dual Level Enrollment PolicyThe draft policy change has been reviewed by the Provost’s Cabinet and graduate program directors for feedback. The GCPC will continue to work on the policy to include badges in the dual level enrollment policy. | **Motion:** The Policy Subcommittee’s motion and second to approve the graduate policy on transfer credit to a graduate program with revision to the statement on regionally accredited institutions. Motion passed unanimously.  |
| **VI. Vice-Provost for Graduate and Lifetime Learning – K. Van Dam** | K. Van Dam discussed her background in higher education and career focus on adult learners. There is diversity in adult learners but many characteristics are similar. They are seeking the same quality of education and engagement as traditional college-age students but have factors that require flexibility. Adult learners are above regular college age which is 18-24 for undergraduates and 25-29 for graduate students. They may have stopped attending before completing a degree or never started, some are first-time in college, and whose socio-economic and minority status may be a factor, and many work full-time. They are looking for degree completion, a career change, or professional or personal enhancement. They may have transcripts from multiple institutions, and the “career changers” may have a degree but in a different area. They want to build on past credentials. Some are seeking professional enhancement by expanding their knowledge base. Others may seek self-betterment to enhance hobbies or skills. The Office of Graduate and Lifetime Learning consists of four pillars: The Graduate School, Adult and Continuing Studies, Alumni Relations, and Enterprise Solutions. Enterprise Solutions will help the university have more transparency when engaging with corporations and establishing partnerships outside GVSU. Students who attend multiple institutions need to make their credits count. They may change their major because more of their credits transfer to a particular degree program at the new university but this might not be the degree the students want. By expanding online options, students can control where they go to school and can stay in place with online classes. They are less likely to transfer. The policy on transfer of credits to a graduate program is relevant to this discussion. Graduate programs have an expectation that the responsibility for recruitment would not fall on graduate programs/colleges and that The Graduate School would continue to provide the same level of support. No drastic changes are expected. Recruiting needs vary by program, some need to actively recruit while others have more applicants than needed. Consideration will be given to those that need more students and the tasks, expertise and resources needed.  |  |
| **VII. Curriculum & Program Review Subcommittee Report – M. Staves** | There are two new program changes requests for the College of Education needing review and approval. These changes are the result of the Reading graduate program review recommendations. Staves will email the GC-CPR with the details and request a vote. The 2021-22 graduate program reviews will proceed as scheduled. The external reviewers may hold their reviews in person if possible, but they will be handled virtually if needed.  |  |
| **VIII. Graduate Student Association Report – A. Bostrom** | A. Bostrom read the report submitted by the GSA president. Elections for the 2021-22 officers were held this week. The GSA will hold a transition meeting with outgoing and incoming officers before the end of the semester. The GSA is presenting awards for six faculty members at the Graduate Student Celebration/Dean’s Citations virtual event this evening. J. Pope recognized the GSA officers for their work on moving the GSA forward to increase visibility and their level in student governance. |  |
| **IX. Dean’s Report – J. Potteiger**  | Grad Showcase The Grad Showcase website has been updated to include video presentations of graduate student research by the 2021 showcase participants. J. Potteiger recognized J. Palm, graduate program directors, and students for putting together a well-done presentation that reflects positively on graduate student accomplishments. Graduate Dean’s CitationsThe Graduate Student Celebration/Graduate Dean’s Citations event is at 6:00 PM via Zoom webinar. President Mantella and Provost Cimitile will deliver remarks live. Graduate Council members were encouraged to attend. Graduate Council RecognitionJ. Potteiger recognized outgoing Graduate Council members A. Bostrom, W. Burns-Ardolino, Dianne Conrad, M. Luttenton, Rui Niu-Cooper, and P. Ratliff-Miller. |  |
| **X. Old Business**  | There was no old business.  |  |
| **XI. New Business** | a. Officer ElectionsMembers nominated C. Karasinski for Vice-Chair and J. Pope for Policy Subcommittee chair. J. Pope will set up a Qualtrics survey to send to members to vote. b. Subcommittee Assignments Most current members will remain on the same committee. Changes to Policy Subcommittee: If elected, J. Pope will be the new chair, replacing S. Choudhuri as chair. S. Bultsma replaces R. Niu-Cooper as COE rep. The vacant KCON seat will replace Dianne Conrad as KCON rep.Changes to Curriculum and Program Review Subcommittee: L. Kessler replaces J. Pope as SCB rep. A. McKay replaces A. Bostrom as KCON rep. c. Chair RecognitionJ. Potteiger and the Graduate Council members recognized A. Bostrom for her service to the Graduate Council both as a member and chair.  |  |
| **XII. Adjournment** |  | **Motion**: P. Ratliff-Miller moved toadjourn. D. Conrad seconded. Meeting adjourned at 10:42 AM.  |