**Graduate Council Meeting**

**February 22, 2019**

**201D DEV**

**Minutes   
approved 3/29/19**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Jonathan Engelsma, Lihua Huang, Courtney Karasinski, Beth Martin, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Samantha Riggleman, Mark Staves, Jane Toot, Marie VanderKooi, Betsy Williams, Roger Wilson

A**dministrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Steven Lipnicki, Mark Luttenton, Jeffrey Potteiger, Ellen Schendel, Pam Wells

**Ex-Officio Students Present:** Cori Jaskiewicz, Tyler Kanczuzewski

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:02 AM. |  |
| **II. Approval of Agenda** | An additional agenda item under “New Business” was requested. | **Motion:** B. Martin moved to approve the amended agenda. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **III. Approval of Minutes January 25, 2019** |  | **Motion:** D. Balfourmoved to approve the January 25, 2019 minutes. B. Martin seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The Graduate Council mid-year report is posted on the Graduate School website.  The new graduate policies are scheduled for the March 15 ECS meeting agenda. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | There are no proposals in the queue.  The team reports for the program reviews will be posted by the GC-CPR until March 1, then sent to units for their review and corrections to errors of fact. The deadline for units to submit corrections two weeks after receiving the report. The final team reports will be reviewed and voted on at the full Graduate Council meeting on March 22, then sent to the Provost and academic deans. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The policy subcommittee has begun working on a policy on projects to bring a level of structure for 693/793. The draft policy will be reviewed by graduate program directors, college deans, and the Provost’s Cabinet.  The Graduate School and Graduate Council are working with the Provost’s office to determine where graduate policies will be published, including the catalog, faculty handbook, shared governance website, and policies and procedures manual. Members of TGS, GC, and E. Aboufadel from the Provost’s office will meet in the near future to discuss the matter. |  |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | There is good participation on the standing committees but GSA officers are not getting the meeting notes/minutes.  Budget/Bylaws The GSA funding board approved $56,000 for graduate student organizations for travel and events. $94,711 was requested, but this number represents the total cost of travel rather than the actual requested amount.  The Master of Social Innovation student organization was recently created. The GSA is revising the funding bylaws to increase the funding caps per student and per RSO. There had been discussion about creating a path for students not affiliated with a student org to obtain funding from GSA. However, GSA officers decided instead to encourage all graduate programs to form RSOs.  Events March 22 - Career Prep Check April 16 - Finals Food Fest, and will include a wellness event.  E-Board Interest forms are being collected for the 2019-20 E-board. There are 20 nominations to date. GC members are asked to encourage students to apply who would be strong candidates for board positions. There is a link on the GSA website.  Student Travel Students can obtain funding through GSA to attend conferences. However, a number of graduate programs do not have student organizations so those students are ineligible. Graduate Council members who are GPDs are asked to encourage their students to form student organizations. If a student wants to travel but they don’t have an organization they may contact the GSA officers or advisors, M. Luttenton or S. Lipnicki. |  |
| **VIII. Dean’s Report – J. Potteiger** | 3-Minute Thesis Competition The 3-MT competition was held on Wednesday, February 20. The winner was Sarah Lamar, Biology, who will compete in the Midwestern Assn. of Graduate Schools (MAGS) 3-MT competition in late March. J. Potteiger acknowledged the TGS staff, graduate assistants, and student assistants for their work on this successful event.  J. Potteiger plans to approach MAGS to recommend separate competitions for master’s and doctoral students if allowed by the trademark.  The Graduate School Strategic Plan  The Graduate School has made progress on its strategic plan objectives:   * Develop 5 combined degree programs: baseline was 2, there are now 8. * Improve ratings of combined excellent/very good categories of graduate exit survey regarding mentoring/advising and career counseling: TGS developed advising manuals for students and faculty; baseline 25% in 2017-18, now 81%. The Career Center designated a full time career advisor for graduate students, baseline 43% in 2017-18, now 61%. * Increase total graduate student enrollment from international and nontraditional students, baseline 21%. The number of applicants from international students decreased about 5% in the last few years; baseline 15%. The number had risen to over 19% but has gone down since. Applications may have gone up but enrollment is down, which may be the result of not having financial resources. The Graduate School will check with Chris Hendree in Admissions for a list of countries that do not fund their students, and/or do not allow students to take online courses. * Increase to 12 the number of co-curricular offerings in conjunction with GSA; baseline was 9, in 2017-18, 14. * Advocate for 2% yearly increase for GSA from the Student Life Fund; in 2017-18 GSA received $100,000, 2018-19 GSA received $110,000. * To have 50% of regular graduate faculty to attend one graduate faculty meeting per year. Meeting attendance is very low. Possible reasons are that there is no voting and no mandatory participation, and information is disseminated effectively via Graduate Council, GPDs, and The Graduate School. Instead of graduate faculty meetings, the plan is for the TGS dean or associate dean to attend faculty meetings in all graduate programs in the next 2 years, with graduate faculty engagement as the goal. * Increase in GA stipends; stipends have never been increased. Tuition has increased so the tuition waiver has gone up as well. The Graduate School requests a stipend increase every year in the budget process, including a stipend differential for doctoral programs but this has not been a priority.   GC members discussed the benefits of offering more GA positions versus the dollar value of benefits. GVSU may lose the best students as it cannot compete with universities that offer a higher stipend and full tuition. However, offering more GA positions with a partial tuition waiver brings revenue to the university and provides a break to students who would otherwise get nothing. The idea of offering only half time assistantships was considered in the past but this would not work for a number of programs. From a faculty productivity perspective, GAs provide value because they extend the faculty member’s work on research or instruction. Assistantships can work as both a recruitment tool and to enrich the university’s campus culture, and they help make graduate school more affordable for students who might otherwise not be able to attend.  Individual college deans could supplement the base budget stipend with their own funds so that GAs are paid more. This could work in disciplines that pay high salaries such as CIS and engineering. University Development could be approached again for assistance with building sponsored GA positions, possibly among alumni donors. A representative from University Development will be invited to attend a GPD meeting to explore this further. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | Online Education Evaluation  The Online Education Council brought forward a set of criteria/form that must be used for any peer evaluation for courses offered online for the evaluation of the faculty member. The language in the annual faculty salary performance under “teaching” includes lift scores, peer review, and self-reflection. The College of Education offers a number of graduate courses online/hybrid and faculty were not aware of this form.  FPPC is working on language regarding effective teaching and there was discussion on how to evaluate teaching. The OEC had been working on this for several years and brought it to ECS/UAS and they continue to work on these policies. The intention of the form by ECS/UAS is not to complete it every semester for every hybrid/online course but for those who are going through tenure/promotion reviews that this rubric is used for online teaching evaluation. However, this could change in the future.  Criteria regarding tenure and promotions is under review at the university by Universitywide Personnel Review Committee. FPPC and other committees are also looking at this matter.  Graduate Council Meeting Date Change The final Graduate Council meeting of 2018-19 will be held on Friday, April 19 rather than Friday, April 26 to coincide with the final ECS/UAS meeting. |  |
| **XI. Adjournment** |  | **Motion:** P. Ratliff-Miller moved to adjourn. W. Burns Ardolino seconded. Meeting adjourned at 10:28 AM. |