**Graduate Council Meeting**

**January 25, 2019**

**201D DEV**

**Minutes**

**Approved February 22, 2019**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Barbara Harvey, Lihua Huang, Courtney Karasinski, Beth Martin, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves

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 9:15 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Staves moved to approve the amended agenda. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **III. Approval of Minutes November 16, 2018** |  | **Motion:** W. Burns-Ardolinomoved to approve the November 16, 2018 minutes. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The Graduate Council midyear report to ECS was provided as a handout.  The curriculum review process was discussed. The lengthy process seems to impede a program’s ability to move forward. Now that graduate courses go to UCC rather than the GC-CPR, the time frame for approval should be shortened. UCC has not been behind in the current year, but in the previous year the college curriculum committees were backed up. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The Graduate School received the external reviewer reports for the four program reviews. The next step is for the GC-CPR to write summary reports to be brought to the full Graduate Council for approval, then to the programs to correct factual errors, and then to the Provost’s office.  The new program proposal for the applied statistics program was not approved. There was no evidence of demonstrated interest and the program was too similar to the biostatistics program. The GC-CPR recommended that the proposal could be resubmitted as a program change for a degree in statistics with emphases in 1) biostatistics and 2) applied statistics. With a program change, there would be no need for an HLC visit.  Individuals from the Provost’s office, the Graduate School, and Graduate Council will meet in the near future to review the procedures and information requested for graduate program review.  Seven programs will be reviewed in 2019-20, thus, members of the policy subcommittee could potentially participate as secondary reviewers, and the external reviewer site visits could be spread out through the fall and early in the winter semester. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | a) Bachelor/Graduate Combined Degree Programs Policy Change  This policy change is intended to reduce the financial burden so that students do not pay graduate tuition for undergraduate credits. The student’s status will change from undergraduate to graduate when they complete 120 credits, or complete 12 graduate credits that count toward both the undergraduate and graduate degree, or upon approval of the GPD. A revision was requested to the GPD portion to state “at the request of the program director with the approval of the academic dean.”  b) Graduate Program Director Definition  GPDs, deans, and the Provost’s Cabinet reviewed the proposed definition. Individuals in this role may have a different title but they serve as GPD. Minor revisions were requested.  c) Policy for the Preparation of Theses or Dissertations Change  The change will now require the thesis committee chair to be approved by the unit head.  The Policy Subcommittee will begin reviewing projects and culminating experiences to see what might need to be addressed. | **Motion:** M. Staves moved to amend the policy with regard to GPD approval. W. Burns Ardolino seconded. Motion passed unanimously.  **Motion:** The Policy Subcommittee moved to approve the revised Bachelor/Graduate Combined Degree Programs Policy. Motion passed unanimously.  **Motion:** The Policy Subcommittee moved to approve the Graduate Program Director definition with minor changes. Motion passed unanimously.  **Motion:** The Policy Subcommittee moved to approve the change to the Policy for the Preparation of Theses or Dissertations. Motion passed unanimously. |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | T. Kanczuzewski will be representing the GSA at the Graduate Council for the remainder of the W19 semester.  Standing Committee Update Attendance and participation on standing committees has been good. There is an open seat on the Campus Life Committee. All other seats are filled.  Budget in 2018-19, $28,000 has been allocated to date, which is less than last year. The GSA is looking to implement additional event(s) to utilize available funds. There has been discussion to provide access to funds for students not associated with an RSO. The bylaws are being updated and then need to be voted upon. The discussion to increase honoraria was tabled.  Events  March 15 - Griffins game, tickets are $10. Advertising will begin next month. April 16 - Finals Food Fest in CHS and DEV. GSA is working with Campus Recreation to make this a wellness event. The fall semester Finals Food Fest was well received with a large number of Biology students attending.  April 28 - Whitecaps’ game/professional development and networking opportunity. 90 tickets will be available, with 20 reserved for those who attended the Graduate School’s speed networking event.  May 11 - golf outing and professional development at the GVSU Meadows Golf Course, $25 for golf (9 holes) and $60 for lessons.  Other prospective events include a “Career Prep Check” with the Career Center after spring break. This event would include resumes/cover letters and interview prep.  Governance  The communications officer resigned at the end of F18 and there are no plans to replace that person for the remainder of the year.  Recruitment for 2019-20 GSA officers will begin in February.  GSA is updating the bylaws, adding members to Facebook (over 930 followers to date), and creating a newsletter for distribution electronically. |  |
| **VIII. Dean’s Report – J. Potteiger** | The Graduate School Updates The Graduate School (TGS) works to ensure that policies and procedures in the Graduate Council are implemented. As an example, the Graduate Council passed the dissemination policy which requires all graduate programs to have a dissemination policy. TGS collected the program policies and these were reviewed by University Libraries and the Vice Provost for Research Administration.  The TGS Strategic Plan is being updated with current data added to the GV Assess system. Many objectives are either complete or substantial progress has been made.  TGS meets regularly with representatives from Institutional Marketing. They suggested an idea to have the electronic inquiry email response system include an email from alumni. TGS and IM will work with graduate program directors to identify and contact alumni to invite them to provide a letter to be included in the system. The order of the emails to prospective students will be: 1) GPD, 2) alumni, 3) college dean, and 4) The Graduate School dean.  GSA and ACF Conference Funding The Graduate Student Association and Academic Conference Fund have experienced a drop in funding requests. The GSA is considering changing the guidelines and policies for funding student events and travel. Currently, individual students may receive funding once per academic year but this could change to once per semester. GSA is looking at mechanisms with which they could provide funding for students who are not affiliated with a registered student organization as not all programs have a graduate student organization.  The Academic Conference Fund supports the first author only, and the student must be presenting at a conference. There have been instances when the student is not listed as lead author but has made substantial contributions to the research. Most of the ACF applications that are denied are such because the faculty member is listed as first author. Faculty list themselves first for promotion and tenure. Students who are not listed as first author may apply to the GSA for funding.  Presidential Research grants are another source of funding for students to be used for research projects. These funds are separate from GSA and ACF funds as those come from Student Life. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | An inquiry was made by a member of the Graduate Council regarding the role of the graduate program director within the college. One college is considering the idea is that the GPD role would be considered part of the faculty member’s significant focus so that release time can be cut back as a cost-saving measure.  The new GPD definition should help shape how the GPD’s time is counted. The research that went into developing the policy documented the current practices and workload. However, it is not the purview of the Graduate Council to determine how the college dean would give service hours and significant focus. It was suggested that the tenure and promotion process could be adjusted to consider administrative responsibilities, which would be within the FPPC’s purview. |  |
| **XI. Adjournment** |  | **Motion:** D. Balfourmoved to adjourn. W. Burns-Ardolino seconded. Meeting adjourned at 11:00 AM. |