**Graduate Council Meeting**

**March 27, 2020**

**Virtual**

**Minutes   
Approved April 17, 2020**

**Faculty Present**: Dan Balfour, Andrea Bostrom, W. Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Dianne Conrad, Barbara Harvey, Jon Jeffryes, Courtney Karasinski, Emily Nichols, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves, Guenter Tusch

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

**Graduate Student Association:** Christina Lunn

**Ex-Officio Students Present:** Amanda Filkins, Cori Jaskiewicz

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:00 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** The agenda was approved by consensus. |
| **III. Approval of Minutes February 28, 2020** |  | **Motion:** The February 28, 2020 minutes were approved by consensus. |
| **IV. Chair’s Report – A. Bostrom** | The chair presented two graduate academic policies at the last ECS meeting: 1) Converting Professional Learning into Graduate Credit, and 2) Converting Micro-credentials into Graduate Degree Credit. ECS approved both policies. |  |
| **V. Graduate Student Association Report – C. Lunn** | GSA e-board elections are complete. The election results are not diverse with regard to programs but are diverse in other ways. The president is in the MBA program, the other four officers are in CSAL.  The March GSA funding board meeting was canceled. Year-to-date funding is:  Requests: $125,825.18; Approvals: $96,913.94.  Some standing committee meetings are being held virtually.  GSA events were canceled. GSA is working with the Grand Rapids Griffins sales representative to get the tickets for the March 14 game either refunded or credited to a future date. |  |
| **VI. Curriculum & Program Review Subcommittee Report – M. Staves** | a. Log 11093: Program Change Request – Post MSN Health Systems Leadership Doctor of Nursing Practice  This program change is for nurses who have an MSN to earn a DNP. Some courses were removed and credit is given for clinical hours that were completed for the master’s degree.  b. Log 10792: New Certificate Program – Interprofessional Health Informatics Certificate  c. Log 10997: Program Change Request – Doctor of Audiology  The change adds field work credits to the Fall and Winter semesters, and removes two credits elsewhere so there is no change to the total number of credits for the degree.  d. Log 11005: Program Change Request – School Psychology  The program changes were made upon the recommendation of the external reviewers for the program review. The change will reflect on the transcript with regard to the number of credits earned for the master’s degree, plus additional credits for the specialist degree. This will rectify an issue with school districts concerning pay scales.  e. Graduate Program Review  All external reviewer site visits are complete and teams are working on their reports.  Biology – team report in progress  CJ – team report on Google docs for subcommittee review  Ed Tech – need final edits to team report  English – draft team report complete  DNP – team report in progress  PH – team report complete  Reading – external reviewer report submitted, on Google docs for subcommittee review  TESOL – team report in progress  The Graduate Council will vote on the final team reports at the April Graduate Council meeting. The reports will be submitted to the Provost as a package. However, there might be a couple of reports that will not be completed until early Fall 2020. | **Motion:** The GC-CPR motion and second to approve Log 11093 passed unanimously.  **Motion:** The GC-CPR motion and second to approve Log 10792 passed unanimously.  **Motion:** The GC-CPR motion and second to approve Log 10997 passed unanimously.  **Motion:** M. Staves moved to approve Log 11005. J Pope seconded. Motion passed unanimously. |
| **VII. Policy Subcommittee Report – S. Choudhuri** | The GC-PC has not met recently. Previous policies were approved in ECS.  The GC-PC had charged TGS with collecting various terms used across the university regarding tracks, areas of emphasis, content area, and concentrations. GPDs were surveyed as to how they apply the terms in their programs. The GC-PC will work on the terminology to ensure consistency across the university. |  |
| **VIII. Dean’s Report – J. Potteiger** | The Graduate School implemented some changes to deadlines and procedures to accommodate graduate students during the shelter-at-home order:  Theses/Dissertations The deadline for completing thesis/dissertation defenses was extended to May 1. The last day to submit thesis/dissertations to the Graduate School is May 22. Students who need extra time may submit a petition for exception. The requirement for face-to-face defenses is suspended for Winter 2020 and students may complete their defenses virtually. In the future, a virtual defense could allow for international committee members.  Access to Research There were issues with students not being able to gain access to buildings to finish their project, thesis, or dissertation research. J. Potteiger worked with the Vice Provost of Research Administration and academic deans to ensure students are able to complete their research. Students are not prohibited from doing field work or internet survey research, and accommodations can be made for students who need access to a lab or lab equipment.  Credit/No Credit Policy Recently ECS created a policy regarding credit/no credit. The policy contained language that would not be applicable to graduate students. The policy stated that credit would be given for grades of C and above, but graduate students must maintain a B and above.  Any graduate student who wants to change from a letter grade to C/NC may do so by petitioning for an exception to the graduate academic policy. TGS will process the petitions. Group requests will be considered for programs in which most students will need the exception (MHA was given as an example). The GPD will need to collect student names and associated courses and submit to TGS for review. TGS will send the information to the Registrar to make the change. The Registrar will accept an email chain provided it comes from the Graduate School. All requests will be handled on a case-by-case basis, keeping in mind that some programs do not allow C/NC for accreditation or licensing exam purposes.  The C/NC guidelines will be sent to GPDs for them to notify their graduate faculty and students. It will also be posted on the website and sent via the graduate students Blackboard site. The deadline is April 6.  Graduate Exit Survey The Graduate Exit Survey will proceed as scheduled. However, the results will not likely be combined with the Fall 2019 results because of the disruption in the academic year. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** W. Burns-Ardolino moved to adjourn. P. Ratliff-Miller seconded. Meeting adjourned at 10:43 AM. |