**Graduate Council Meeting**

**March 29, 2019**

**201D DEV**

**Minutes   
(approved April 19, 2019)**

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

A**dministrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Steven Lipnicki, Mark Luttenton, 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 9:06 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** A. Campbell moved to approve the amended agenda. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **III. Approval of Minutes February 22, 2019** |  | **Motion:** D. Balfourmoved to approve the February 22, 2019 minutes. C. Karasinski seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | Updates  ECS approved the Graduate Program Director definition, Bachelor’s/Graduate Combined Degree Program, and Preparation of Theses or Dissertations policy.  Recently, A. Bostrom, J. Potteiger, and M. Luttenton met with E. Aboufadel to review and identify where all graduate policies should be published, such as the catalog, Faculty Handbook, and so on.  a) Laker Effect – The Graduate Faculty Factor  The ECS chair asked standing committee chairs to write about the role graduate faculty have on the Laker Effect for the ECS newsletter. Graduate Council members offered suggestions including: the impact that graduate education and graduate programs have on the community; faculty mentoring students and supporting their research interests, internship and co-op experiences in the community; 41 programs in many disciplines affect change in West Michigan; the 3MT competition which gets GVSU’s name out; faculty involved in community engagement; tying the values from TGS website; ensuring that graduate programs are living up to the promise of being valuable; and policies that ensure graduate students can move through program efficiently and get the support they need and opens doors to students to be who they want to be; West Michigan’s influence on the programs we offer; and filling the community with a properly educated workforce via new programs. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | Log 10697: New Program Proposal – M.S. in Cybersecurity The program’s author attended the last GC-CPR meeting to answer questions. There is considerable interest in the community for the program among students and employers. The GC-CPR supports the M.S. in Cybersecurity.  Program Review Team Reports The team reports and external reviewer reports were sent to the graduate program directors to review for errors of fact. Upon Graduate Council approval, the documents will be submitted to the Provost along with the assurance document.  a. Master of Health Science in Biomedical Sciences Key points in the documents were: the reason for program, the program is used as a path to get into medical school or a Ph.D. program or for aspiring faculty, but there seemed to be some confusion among program faculty as to the reason for program. The external review mentioned workload issues and there was a perception that some faculty received credit for thesis while others did not. The graduate program director provided a supplemental document.  b. Master of Science Communication The GPD requested a correction to the program name and to correct a spelling error of the GPD’s name. The GPD pointed out that he is not full-time graduate faculty as he teaches undergraduate courses as well. It was also noted that students might take electives in the master of social innovation program when relevant.  c. Master of Public Administration The GPD found no errors of fact so no revisions were needed. A key point by the external reviewers was that the program should consider offering combined degrees and consider hybrid and online options. D. Balfour provided background information regarding the statements in the document about declining enrollment. The program peaked with very high enrollment a few years ago but the program did not have the resources to fully serve a large number of students. Thus, even though enrollment has declined, the current enrollment level is sustainable and matches resources.  d. Master of Science in School Psychology The GPD found no errors of fact so no revisions were needed.  Miscellaneous Discussion Changes may be needed to the program review process so that not all documents and reviews are due at the same time. GPDs should engage their faculty with helping to write the assurance document so that all the work does not fall on one person and would add to the quality of the assurance document with contribution from all faculty.  GC members discussed how to encourage the inclusion of courses from other programs to offer as electives when relevant. With the current curriculum review process, the GC-CPR only reviews the program proposals but not individual courses so connections to other programs might be missed. If there are openings in a program plan for electives, the program should be aware of electives from other programs that could be used. Currently, the Provost’s office sends a curriculum action memo after approval to deans, advising directors, and others, but this memo could be forwarded to the Graduate Council or GPDs as a ‘heads up’ in case there are courses they would like to offer in their programs. Alternatively, the Provost’s office could generate a list once per semester for GPDs.  UCC sends proposals back when there are errors related to the combined degree policy but there should be a process for The Graduate School dean and associate dean and GC-CPR chair to review prior to going forward to the Provost for approval to ensure they comply with graduate policies. | **Motion:** The Curriculum and Program Review Subcommittee moved to approve Log 10697. Motion passed unanimously.  **Motion:** The Curriculum and Program Review Subcommittee moved to approve the Master of Health Science in Biomedical Sciences program review documents. Motion passed unanimously.  **Motion:** The Curriculum and Program Review Subcommittee moved to approve the Master of Science in Communication program review documents. Motion passed unanimously.  **Motion:** The Curriculum and Program Review Subcommittee moved to approve the Master of Public Administration program review documents. Motion passed unanimously.  **Motion:** The Curriculum and Program Review Subcommittee moved to approve the Master of Science in School Psychology program review documents. Motion passed unanimously. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The policy subcommittee has been working on a draft policy for projects that would be similar to the thesis/dissertation policy. Graduate program directors provided feedback but additional feedback is needed from the Provost’s Cabinet. Further discussion will occur at the next policy subcommittee meeting. The policy should be ready to be voted on early in the 2019-20 academic year. |  |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | Events April 16 - Finals Food Fest at CHS and DeVos April 28 – GSA is hosting a Whitecaps game, 90 tickets are available at $10 per ticket. May 11 - Golf outing/professional development program  The March 15 Griffins game was a success with only a few tickets unsold.  Governance  Twenty nominations for GSA e-board positions were received. Voting is taking place and winners will be announced in the near future. |  |
| **VIII. Dean’s Report – M. Luttenton** | M. Luttenton attended the Midwestern Association of Graduate Schools annual conference in St. Louis, MO. Sarah Lamar, a Biology graduate student, won GVSU’s 3-MT Competition and competed in the MAGS event. She did an outstanding job but did not advance in the competition. TGS plans to propose a change to the competition to have PhD and master’s students compete in their own categories because otherwise, PhD students have an advantage. |  |
| **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 10:15 AM. |