**Graduate Council Meeting**

**October 23, 2020**

**Virtual**

**Minutes**

**(Approved 11/20/20)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Xiang Ciao, Dianne Conrad, Monica Harris, Barbara Harvey, Rich Jelier, Courtney Karasinski, Rui Niu-Cooper, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves, Joel Wendland-Liu, Betsy Williams for Jon Jeffryes

**Graduate Student Representatives:** Jeffery Brown

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

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

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

**Guest:** Cheryl Bos

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order – A. Bostrom** |  |  |
| **II. Approval of Agenda – A. Bostrom** |  | **Motion:** D. Balfour moved to approve the agenda. J. Pope seconded. Motion passed unanimously. |
| **III. Approval of Minutes September 25, 2020 – A. Bostrom** |  | **Motion:** D. Balfour movedto approve the September 25, 2020 minutes. J. Pope seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The Chair had no report. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | a. Log 11233: Program Change Request-Master of Health Science in Biomedical Sciences The program change is in response to recommendations made after the graduate program review. There will be three tracks: non-thesis, course based with a project or exam at the end. This track is for students who want to strengthen their knowledge for medical school. The second track is research-based with a thesis as the culminating experience. The third track is a combined degree program, with the undergraduate program tied with the research track. | **Motion**: The GC-CPR’s motion and second to approve Log 11233 passed unanimously. |
|  | The Reading proposal changes for Logs 11239, 11240, and 11241 are to comply with ILSA standards and changes at State level. The author was asked to create a table that lists all the changes for the three programs.  b. Log 11239: Program Change Request-Literacy Studies: Secondary Reading The practicum is being revised. | **Motion:** A. Campbell moved to amend Log 11239 to clarify what the program is teaching with regard to “language” and obtain a letter of support from the Speech/Language Pathology Dept. C. Karasinski seconded. Motion passed unanimously.  **Motion:** The GC-CPR’s motion to approve Log 11239 with revisions passed unanimously. |
|  | c. Log 11240: Program Change Request-Reading/Language Arts – K-12 Reading Specialist Revisions include removing three courses, adding emphases, and revising the practicum. A Graduate Council member requested clarification of the term “language” with regard to students with language challenges. i.e. if it refers to language proficiency or pathology. Proposal terminology may need to be revised to indicate teaching “language and literacy” rather than training how to identify language impairment. | **Motion:** J. Pope moved to amend Log 11240 the proposal to clarify what the program is teaching with regard to “language” and obtain a letter of support from the Speech/Language Pathology Dept. C. Karasinski seconded. Motion passed unanimously.  **Motion:** The GC-CPR’s motion to approve Log 11240 with amendments passed unanimously. |
|  | d. Log 11241: Program Change Request-Literacy Studies: Elementary Reading  Some required courses are being removed and the content is being added to existing courses, which are undergoing revisions. The number of credits stays the same. | **Motion:** The GC-CPR’s motion to approve Log 11241 passed unanimously. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The policies that the GC-PC have created were needed for graduate education and have had a long-term, quality impact.  The committee will continue to work on a glossary of terms used in the catalog, that could create confusion in graduate programs. Terms such as emphasis, area of study, concentration, etc. may or may not be required by accrediting bodies. Program structures may have these areas of study but transcripts don’t always mention it.  Another area to address is graduate faculty workload.  The GC-PC plans to meet on November 13th. |  |
| **VII. Graduate Student Association Report – J. Jones** | The e-board finalized a plan to have elections earlier for the next academic year. Nominations will launch in October, and officers-elect will start serving in the Winter semester to allow an overlap for institutional knowledge transfer. Steven Lipnicki is retiring in December so there will be a loss of knowledge after he leaves.  The current e-board is not a broad representation of graduate programs in that most board members are in CSAL. Once the officer elections are held, the e-board will move forward to build a committee with representatives of each graduate program RSO. Currently, the only regular interaction with RSO officers is via the funding board meetings.  The e-board has discussed how to make funding more available to graduate students and RSO’s. Since in-person conferences have been canceled, there have been few requests for funding. Virtual conferences are allowed for funding and there is no longer a requirement to fund only the early-bird rate.  The GSA uses a number of ways to try to reach graduate students including Facebook and Blackboard. Suggestions for other methods of communication are appreciated. |  |
| **VIII. Dean’s Report – J. Potteiger** | The Graduate School Updates J. Potteiger offered thanks to the Graduate School staff, graduate assistants, and student workers for their work.  The 2019-20 Graduate School Annual Report is finished and will be distributed via PDF.  The Graduate Dean’s Citations event will be held virtually on Thursday, December 17, at 6:00 PM. TGS is seeking nominations from graduate program directors. President Mantella and Provost Cimitile will both deliver remarks synchronously.  New Lifelong Learning Unit J. Potteiger has discussed with Chris Plouff the structure of graduate education and the importance of the Graduate School maintaining its identity and direct interaction with the Provost’s office.  The Vice-Provost for Lifelong Learning position was posted and applications are being reviewed. The advisory committee is only focused on the candidates, not the structure of the new unit. Chris Plouff will chair the advisory committee after Maureen Walsh’s departure from GVSU.  CCPS/COE Merger J. Potteiger is chairing the CCPS/COE Restructuring Task Force and has been meeting with various employee groups in each college.  Provost Cimitile and J. Potteiger will select the task force members and the announcement will go out on Tuesday, October 27, along with a specific charge and timeline. The restructuring plan will be submitted to the Provost by January 29, 2021 so that changes to governance and structures that require faculty governance and Board of Trustees approval can be completed by the end of the Winter 2021 semester. The new structure will be in place for Fall 2021. |  |
| **IX. Old Business** |  |  |
| **X. New Business** | Milos Topic is the new Vice President of Information Technology and Chief Digital Officer. He is moving GVSU forward with regard to software and has been meeting with various constituents to gather information and find out what the needs are.  The university is getting a new customer relationship management platform which will help with recruitment of graduate students. The CRM will improve communication across a variety of offices such as admissions, graduate program directors, recruitment staff, the Registrar, and students.  Admissions is moving forward with international graduate student recruitment with the possibility of embassies opening for interviews. |  |
| **XI. Adjournment** |  | **Motion:** J. Pope moved toadjourn. P. Ratliff-Miller seconded. Meeting adjourned at 10:19 AM. |