**Graduate Council Meeting**

**October 25, 2019**

**201D DEV**

**Minutes**

**(approved 11/22/19)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Xiang Cao, Barbara Harvey, Jon Jeffryes, Courtney Karasinski, Emily Nichols, Rui Niu-Cooper, Karen Ozga, Paulette Ratliff-Miller, Mark Staves, Joel Wendland-Liu

**Administrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Mark Luttenton, Jeffrey Potteiger, Pamela 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 9:03 AM.  |  |
| **II. Approval of Agenda**  |  | **Motion:** P. Ratliff-Millermoved to approve the agenda. M. Staves seconded. Motion passed unanimously.  |
| **III. Approval of Minutes September 27, 2019** |  | **Motion:** D. Balfour moved to approve the September 27, 2019 minutes with corrections. P. Ratliff-Miller seconded. Motion passed unanimously.  |
| **IV. Chair’s Report – A. Bostrom**  | The Policy for Project used as Culminating Experience was forwarded via SHORE to ECS. It will be on the ECS agenda at an upcoming meeting. GC members should talk to their faculty to see if there are any issues they would like the Graduate Council to address.  |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The subcommittee reviewed and approved a program change request for the MSW program. Program review external reviewer site visits are scheduled as follows: Public Health, November 11 and 12; Criminal Justice, January 16 and 17, English, February 10 and 11. The Assurance documents will be posted to the Google Drive as they are submitted. Send Gmail addresses to Irene Fountain to gain access to the drive.  |  |
| **VI. Policy Subcommittee Report – D. Balfour**  | The GC-PC discussed the course numbering system, in particular, the correct description for 500 level courses. This was sent to the academic deans for review. Also discussed was a process for converting prior professional learning to graduate academic credit. The policy would ensure that academic programs make the decision to accept prior learning or not and to decide what method is used to assess the prior learning, e.g. via an oral or written exam, a portfolio, or something else. The draft policy will be sent to GPDs for input. The GC-PC reviewed dual-listed courses to see where they are used the most and to ensure that the higher-level course is representative of graduate level work with more activity and rigor.  |  |
| **VII. Graduate Student Association Report – C. Lunn** | The executive board meets once a month and will meet this Sunday. They are promoting GSA via Facebook, various communications, and ensuring the information on the website is up to date. The updated funding bylaws have been posted. Some organizations have not started their renewal registration yet, thus they are not eligible for funding. The funding board met on October 18 and approved five funding proposals. The next meeting is on November 15. GSA officers are trying to set up an appointment with the person in Campus Life that works with the student organizations to discuss the credit hour requirements of students requesting funding. The number of credit hours for full/time half time are different for graduate students than undergrad. GSA joined the National Association of Graduate and Professional Students which gives members an opportunity to network with student organizations at other institutions. Students have been appointed to all the standing committees, but the committees have not reached out to the students to provide them with meeting dates and times. TGS will follow up committee chairs to make sure they recognize students as members and provide meeting schedules. Upcoming events include the Grand Rapids Griffins game on November 8 and a dinner for RSO presidents on November 21. Finals Food Fest is being planned on the Allendale campus and possibly downtown. Plans are being made to offer chair massages and other services to graduate students. The GSA is planning to schedule a meeting with President Mantella.  |  |
| **VIII. Dean’s Report – J. Potteiger**  | International Student Credit HoursAll F1 and J1 international students will have to take at least 12 credits (undergrad) or 9 credits (graduate) in the Fall and Winter semester. This has always been the law but GVSU was permitted to grant exceptions for a reduced course load. Starting Winter 2020 semester, students who cannot take a full course load will be expected to pick up the missing credits. Students in their last semester of graduate course work who are taking fewer than 9 credits may be granted an exception if approved by the GPD, college dean, and the Padnos International Center. Travel Risk AcknowledgmentBeginning in Winter 2020, graduate Academic Conference Fund recipients will have to acknowledge travel risks. A document will be added to the ACF online application for the student to read with a check box to acknowledge this risk. Accelerator Groups/Key Performance IndicatorsPresident Mantella has set up accelerator groups across campus to work on areas of importance. Provost’s Cabinet is working on key performance indicators, which measure how GVSU is meeting its objectives. An example for graduate education is enrollment. Badging, micro-credentials, and combined degree programs have been added to increase enrollment. The Provost is presenting at the Board of Trustees meeting on November 1, after which the key performance indicators will be rolled out. College deans were asked to increase enrollment by twenty percent. The increase was requested by college because some programs cannot increase enrollment due to capacity (DPT and PAS are examples). Graduate Program MarketingInstitutional Marketing (IM) has contracted with a marketing platform, Emsi. Emsi conducts labor market analytics and can provide data compiled from over thirty-thousand websites. IM is meeting with GPDs to identify and obtain data that will help market their programs.  |  |
| **IX. Old Business**  | SICDThe form has not been updated online yet. Users should continue to use the PDF form and submit it to M. Luttenton. Applied, Admitted, and Enrolled Survey The enrollment data for the survey includes only graduate students admitted to graduate programs. Students in combined degree programs are counted if they have obtained graduate student status. If they have not completed their undergraduate requirements, they are not included. Campus Climate SurveyGC members were asked to encourage graduate students to participate in the survey. GPDs are sending the link to their students to encourage them to participate.  |  |
| **X. New Business** | Teach-InThe GSA tried to promote the Teach-In to graduate students to encourage them to participate, but it is unknown if many graduate students are presenting. GC members will reach out to the Teach-In chair to ensure the event is communicated to graduate students to participate next year.  |  |
| **XI. Adjournment** |  | **Motion:** M. Staves moved to adjourn. D. Balfour seconded. Meeting adjourned at 9:52 AM.  |