**Graduate Council Meeting**

**October 26, 2018**

**201D DEV**

**Minutes
Approved November 16, 2018**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Amy Campbell, Barbara Harvey, Tonisha Jones, Courtney Karasinski, B. Martin, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Mark Staves, Jane Toot, Guenter Tusch, Marie VanderKooi, Roger Wilson

A**dministrative Ex-Officio Present:** Irene Fountain, Tracey James-Heer, Steven Lipnicki, Mark Luttenton, Jeffrey Potteiger, Ellen Schendel, Dan Vainner

**Elected Student Reps Present:** Lex Drennan

**Ex-Officio Students Present:** Cori Jaskiewicz

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
|  **I. Call to Order** | A. Bostrom called the meeting to order at 9:04 AM and introduced Tonisha Jones, who is replacing Lihua Huang on the Graduate Council this year.  |  |
| **II. Approval of Agenda**  | A discussion item regarding the Online Education Council was added to the Chair’s report.  | **Motion:** W. Burns-Ardolino moved to approve the amended agenda. M. Staves seconded. Motion passed unanimously.  |
| **III. Approval of Minutes September 28, 2018** |  | **Motion:** A. Campbellmoved to approve the September 28, 2018 minutes. M. Staves seconded. Motion passed unanimously.  |
| **IV. Chair’s Report – A. Bostrom** | Online Education Council ECS is changing policies of the Online Education Council (OEC). The Graduate Council needs to ensure that graduate education is represented so that OEC activities include consultation with the GC-CPR where appropriate. Graduate Council Charge 4.a. Continue to Pursue Assessment of Faculty and Student Professional DevelopmentThere was discussion about how to respond to this charge. At the GPD meeting, graduate program directors provided numerous examples of student professional development activities in their programs in addition to student organization activities. The frequency and range of activities can be reported but an evaluation of the activities would be more difficult to do. Faculty professional development could vary as well.What the ECS wants the Graduate Council to address with this charge is unknown. A. Bostrom will speak with the ECS chair for more information about their intent and expectations with this charge. Continuing Discussion of Relationship of Graduate Program Review and the University Assessment CommitteeDiscussion had previously occurred concerning the graduate program review process and any similarities to the work done in the FSBC and UAC. FSBC looks at program costs and UAC looks at student outcomes. It was requested to have the graduate program reviews scheduled at approximately the same time as UAC so that it does not overburden the program or interfere with assessment committee activities. A number of factors were considered when setting the program review schedule, including the Provost’s preference, ensuring that programs have been in place for at least 5 years, and their external accreditation. The schedule is flexible so that programs can request to have their review moved a year earlier or later. The report that the programs are required to submit is now called an “assurance report” rather than “self-study” to be consistent with HLC terms. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | There are 2 proposals to be reviewed. 1) a new program proposal for a PSM in applied statistics, which has 2 courses that are different than the biostatistics program. The GC-CPR may ask the GPD to consider adding applied statistics as an emphasis to the existing program rather than create a separate program. The GPD will attend the next GC-CPR meeting to discuss the proposal. 2) The OT program change. The author will attend the next GC-CPR.  |  |
| **VI. Policy Subcommittee Report – D. Balfour** | Thesis/Dissertation Committee Approval ProcessThe thesis/dissertation approval process is being revised to include unit heads to approve the committee chair to attest to that person’s workload and expertise to guide the student. GPDs agreed with the policy change and it will be presented to the Provost’s Cabinet for input next week. The revised policy should be ready for GC-PC approval at a future meeting. GPD Roles and ResponsibilitiesThe GPD roles and responsibilities document is still under discussion, such as how and where it should be defined and published. Graduate Student StatusAt GVSU, a student pays graduate tuition based on their student status rather than the level of the course. They are considered a graduate student once they complete 120 credit hours even if they have not completed their undergraduate degree, and a 120 credit hour undergraduate degree is not applicable to all programs. This creates an issue for some students pursuing a combined degree. TGS will have GPDs create a document that breaks down costs and time saved so students can make their decision on a combined degree program with that information. The bachelor’s degree should be awarded when the student completes the undergraduate degree requirements rather than wait until both degree requirements are completed in a combined degree program. This option allows students to leave the graduate program for a Ph.D. program or employment. Once a student leaves the combined degree would not be able to return to finish the combined degree. |  |
| **VII. Graduate Student Association Report** | In the absence of GSA officers, no report was given.  |  |
| **VIII. Dean’s Report – J. Potteiger** | Thesis/Dissertation WorkshopsThe workshops have been well received. Many students mentioned they would have preferred to take the workshop earlier in their program, but there is no mechanism for identifying those students before they register for thesis/dissertation credit. TGS has asked GPDs to communicate with their students about the workshop schedule so they can attend earlier in their program. Academic Rigor and Quality Academic rigor and quality programs need to be maintained during times of austerity. Some courses have low enrollment but we need to offer courses on a regular basis so students can complete their degree in a timely manner. Program review is important to ensure that programs have the support they need to be successful. Programs could consider allowing students from other programs to take their courses and to work with each other to offer courses together that are more interdisciplinary. TGS has a newsletter, Grad News from Across the Nation that identifies new programs being offered at other universities. Some universities are using innovative and creative ways to offer programs and attract students. Criminal Justice is currently working on a program change that has not yet been submitted in SAIL. They may request to have their graduate program review moved up on the schedule to accommodate the program change.  |  |
| **IX. Old Business**  | There was no old business.  |   |
| **X. New Business** | There was no new business.  |  |
| **XI. Adjournment** |  | **Motion:** M. Stavesmoved to adjourn. J. Pope seconded. Meeting adjourned at 10:21 AM.  |