**Graduate Council Meeting**

**September 3, 2021**

**Virtual**

**Minutes**

**(approved 9/24/21)**

**Faculty Present**: Amy Campbell, Shabbir Choudhuri, Xiang Ciao, Monica Harris, Nicole Harpold, Barbara Harvey, Jon Jeffryes, Rich Jelier, Courtney Karasinski, Lara Kessler, Anne McKay, Tonya Parker, Jennifer Pope, Mark Staves, Joel Wendland-Liu,

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

**Ex-Officio Students Present:** Maggie Scannell

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order – A. Campbell** | A. Campbell called the meeting to order at 9:03 AM. |  |
| **II. New Member Introductions** | New members were introduced. |  |
| **III. Approval of Agenda – A. Campbell** |  | **Motion:** M. Stavesmoved to approve the agenda. S. Choudhuri seconded. Motion passed unanimously. |
| **IV. Approval of Minutes April 16, 2021– A. Campbell** |  | **Motion:** C. Karasinski moved to approve the April 16, 2021 minutes. M. Harris seconded. Motion passed unanimously. |
| **V. Chair’s Report – A. Campbell** | a. ECS Charges to the Graduate Council  Some ECS charges are a continuation from previous years, including graduate faculty workload, graduate program culminating experiences, the graduate student experience, and graduate program review. There is one new charge, leadership and succession planning. The Graduate Council may pursue other items as they come up throughout the year. |  |
| **VI. Curriculum and Program Review Subcommittee Report – M. Staves** | Program review will go forward in 2021-22. Two subcommittee members from GC-CPR and one from GC-PC will be appointed to serve on a review team for each program. This will include participating in meetings with the external reviewers and writing a final report to the Provost with recommendations.  E. Schendel has been meeting with various constituent groups about program review to find ways to streamline processes, avoid duplication of effort, to better articulate what information is needed for program reviews, and to figure out how to obtain needed data at program level rather than unit level. The university should be able to modify its schedules for program reviews to accommodate the cycles of external accredition.  The graduate program review process ends with the Provost writing directives based on the review. There needs to be a mechanism to follow up on those directives to make sure the program is making changes. |  |
| **VII. Policy Subcommittee Report – J. Pope** | The policy subcommittee will continue working on graduate faculty workload, terminology for emphases, concentrations, and the dual-level enrollment policy.  Duolingo will be reviewed to see if it is acceptable for graduate students. Recently, the Registrar’s office accepted it for a graduate student. |  |
| **VIII. Graduate Student Association Report – J. Pope** | The GSA e-board met on Wednesday, September 1 with former Assistant Dean of Students Steven Lipnicki attending. Work is being done to modify the funding rules, including eliminating the requirement for all graduate student orgs to have representation at each funding board meeting to approve requests, and to consider a process for students who are not members of a graduate student org to obtain funding, potentially to have them join the GSA to be eligible.  Lakerlink is updated and open for funding requests.  The e-board is looking for ways to increase involvement of students. They will be reaching out to GPDs and combined degree and dual-enrollment students.  The e-board transition has been difficult due to the transition happening remotely, but the e-board plans on having more of a presence and to support students with GSA funds. |  |
| **IX. AVP’s Report – J. Potteiger** | The Graduate School office is fully staffed in person.  Graduate Program Review Invitations have been sent to external reviewers. Some are willing to come to campus but others are hesitant about traveling. External reviewer visits could potentially be held both virtually and in person, with meetings set up so the remote reviewer can participate. The submission deadline for program assurance documents is October 10, at which time we should have a better idea of Covid policies and what we can accommodate.  J. Potteiger and M. Staves delivered a workshop to GPDs on graduate program review to help inform them of the process. The data obtained for the program reviews may not be accurate, particularly for graduate programs in a unit with undergraduate programs. In those cases, it is difficult to identify what costs are applicable only to the graduate side.  Policy Updates and Graduate School Updates The transfer credit policy is complete and was sent to ECS.  The Graduate Student Mental Health Task Force  The task force met in Winter 2021 to find ways to better support graduate students. The first deliverable was implemented at the end of the Winter 2021 semester. The task force will reconvene in September to continue working on charges.  The Graduate School Updates New Graduate Student Orientation and New GA Orientation were held both virtually and in-person. An international new graduate student orientation was also held virtually as many international students were still quarantining.  Virtual and in-person thesis/dissertation workshops are scheduled in September.  The Grad Exit Survey is complete. J. Potteiger will be meeting with academic deans, after which the survey results will be sent to GPDs. The full results will be presented at a Graduate Council meeting in the near future. The survey can be part of the charge to the Graduate Council to look at the graduate student experience.  The applied, admitted, and enrolled reports were provided to academic deans and will be sent to GPDs.  New graduate programs in Recreational Therapy and Water Resource Policy were approved and operational. There are now 24 combined degree programs and 25 graduate certificates and badges. Graduate student enrollment is up 2-3% for fall 2021.  The 2021 Outstanding Thesis winner from the Midwestern Association of Graduate Schools (MAGS) is Engineering alumnus Richard Gross. He is GVSU’s first winner of the MAGS competition. |  |
| **X. Old Business** | HBCU Initiatives It was suggested that the Graduate Council could look into assimilating current graduate policies to embrace agreements with HBCUs. For example, the combined degree policy could accommodate other institutions to make the HBCU initiatives more fruitful.  Provost Search Graduate Council members are encouraged to participate in the surveys for the Provost search and review the mission, vision, and values on the Reach Higher 2025 initiative. Those who cannot participate may submit comments to C. Karasinski, who is on the Provost search committee and the Reach Higher 2025 committee. |  |
| **XI. New Business** | a. Election of Vice-Chair M. Harris was the sole nominee and elected unanimously.   b. Subcommittee Assignments The member roster was reviewed and subcommittee assignments confirmed.  The CCPS/COE merger resulted in CECI having 4 representatives. However, one representative (Bultsma) is on leave in 2021-22 and the other position is vacant.  M. Staves will appoint members of both subcommittees to the graduate program review teams before the next meeting.  c. Fall Meeting Schedule  Whether to meet in person or via Zoom through the Fall 2021 semester will be determined via Qualtrics survey. J. Pope will distribute the survey after the meeting.  d. Master’s Degrees in the News B. Harvey noted that there have been several recent articles in national publications that disparage master’s degrees. GC members should be alert to this trend. | **Motion:** C. Karasinski nominated M. Harris as Vice-Chair. M. Harris accepted the nomination and L. Kessler seconded. Harris was elected unanimously. |
| **XII. Adjournment** |  | **Motion**: M. Harris moved toadjourn. J. Pope seconded. Meeting adjourned at 10:32 AM. |