**Graduate Council Meeting**

**September 4, 2020**

**Virtual**

**Minutes   
approved 9/25/20**

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

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

**Graduate Student Association:** Nyia Slade, John T. Jones, Phillip Todd

**Ex-Officio Students Present:** Amanda Filkins

**Guest:** Maria Cimitile

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order – A. Bostrom** | A. Bostrom called the meeting to order at 9:04 AM and welcomed new Council members and new GSA officers. |  |
| **II. Reorganization Discussion - Provost** | Provost Cimitile opened the discussion with comments on the campus climate with regard to COVID19 restrictions. She has received positive responses from students who are complimentary on how their faculty are handling classes.   Reorganization  The Division of Academic and Student Affairs is reorganizing some units to support increased enrollment at GVSU at the adult level. We are hiring a vice-provost for lifelong learning. This unit will support students who come back for degree completion those who have a bachelor’s degree but want to further their education via a graduate degree, badging, or micro-credentials. This unit is a way to expand our mission as a public institution that provides education to all kinds of people and so that GVSU is thought of as a place for lifelong learning.  This will be a non-credit bearing unit and will include Adult and Continuing Education, some parts of Alumni Relations, dedicated help from Career Services, and the Graduate School. It is a support unit to increase enrollment to help people hone professional skills with a foundation for liberation education intact. Nothing will change with the Graduate Council as it is a faculty governance committee. J. Potteiger will join the new unit. Graduate education will be adequately represented.  In the past, we had struggled with proper support and funding for graduate studies. We need more support for marketing and recruitment for graduate programs. Rachel Vanden Broek was hired last March as the graduate recruiter. We have seen an increase in graduate applications. This new vice provost position is being funded from salary savings.  Regarding the relationship between the new hire, the Graduate Council, graduate program review, and the Provost, program review has been working well and great insight has been gained on how programs work and how to improve them. Program review is a partnership between the Graduate Council and Provost. The Provost will continue to be involved directly.  Lines of communication from graduate programs to the Provost have typically moved through the Dean of the Graduate School rather than through college deans. The Provost has asked J. Potteiger to remain in the new unit so that graduate studies is represented. The Provost will also be working with all college deans as they will have increased responsibility as representation for the graduate programs. Graduate programs are now the most vital they have been in GVSU’s history, looking at the needs of the community. We cannot lose the progress we’ve made over the last 10 years with regard to putting policies in place and giving recognition to the people involved.  The organizational chart for the unit is still in progress. The new vice-provost will have input on how the unit is structured. The hope is to bring someone in who has many creative ideas. The working title for the unit is Laker Lifetime Learning, or Adult, Graduate, and Professional Studies. Vice-Provost for Lifelong Learning is the working title for the position.  There will be adequate representation on Provost’s Cabinet but the details have not been worked out yet.  The Graduate Council and dean have considerable time articulating the role of graduate program directors, so J. Potteiger will continue to have a role working with GPDs longitudinally. Policy language may need to be changed to reflect the title of his new role.  The search is going on now. There will be a transition period when the new person starts, which may be the Winter 2021 semester. All the policies and procedures we have developed have affected quality and administration. That has to be looked at carefully to fit into new structure. Will Provost put a committee together or will GC? All policies put in place and quality of graduate programs are essential. It might be helpful to have a committee to combine representation from the Graduate Council and graduate program directors. The Provost may work with the Graduate Council chair on identifying people.  This unit is dedicated to lifelong learning, but undergraduate degree completion is part of Brooks College via the LEADS program. The graduate policies will not change because they are not tied to the unit but are part of shared governance. This new unit is a support unit in a similar way the Graduate School is a support unit now.  TGS is there to ensure that policies are enforced. Policies come through the Graduate Council, Senate, and Provost’s office. TGS is part of a quality control process. The role of the Graduate School dean is to ensure programs follow the rules and do handle matters similarly and equitably across the university to be fair for students and faculty.  TGS supports and represents graduate students and has helped move graduate student governance forward. This new unit will provide support for students, whether traditional graduate students, those coming back for degree completion, or micro credentials. Adult students need different support than traditional undergraduate students. Southern New Hampshire University has a good model for coaching students, they look at what students need to succeed in their educational trajectory. This unit will put those supports in place. Programs that the Graduate School has in place to help students navigate will not change. With regard to student governance and support, it’s important to hear from students as to what they want.  This unit will work with graduate programs and the LEADS program to determine what student needs are. We have tools such as EMSI that helps identify markets and helps us determine what those markets want with regard to course delivery. In terms of pedagogy, we will be looking to FTLC helping with professional development, the Provost’s office will continue to look at markets in partnerships with this new office. It will not be doing this for the entire university but for programs that are identified.  Regarding going online, because we have had to move classes online, this has made us look at what can be delivered face to face and the advantages of this delivery mode. The circumstances have given the faculty body more information on how to creatively deliver our programs.  Traditional academic duties such as exceptions to graduate policies will continue to be handled by the Graduate School within the new unit to keep disruption to a minimum.  Voting Student Affairs has a person dedicated to ensuring students register to vote, to make sure they are aware of deadlines, mail-in ballots, and so on. The Secretary of State has been on campus to help students register to vote. The Provost’s office is assisting. Faculty are being asked to give students flexibility to make sure they are able to exercise their right to vote. The efforts at GVSU to ensure students understand their right to vote has been recognized nationally by NASPA.  Questions regarding the reorganization may be directed to J. Potteiger, E. Schendel, M. Cimitile, or M. Staves. |  |
| **III. Approval of Agenda – A. Bostrom** |  | **Motion:** J. Jones moved to approve the agenda. J. Pope seconded. Motion passed unanimously. |
| **IV. Approval of Minutes April 17, 2020 – A. Bostrom** |  | **Motion:** S. Choudhuri movedto approve the April 17, 2020 minutes with corrections to the attendee list. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **V. Chair’s Report – A. Bostrom** | Graduate Council Charges 2020-21 ECS requested to postpone work on the charges, including graduate program review, culminating experiences, and graduate student experiences until next year. A. Bostrom would be attending the ECS meeting in the afternoon and will carry forth the Graduate Council’s request to continue work on the charges.  Discussion Points Culminating experiences – TGS has a list of all approved culminating experiences, so reviewing those to ensure consistency across programs would not be burdensome.    Terminology – in 2019-20, GPDs were asked how they define terms like “emphasis,” “concentration,” and others. The GC-PC could review how those terms are used and determine consistent use across programs, with consideration given to terms that are dictated by accrediting bodies.  Supporting graduate education – the quality of graduate education and student experiences are academic concerns. Thus, considering the upcoming reorganization, it is important that the Graduate Council does not set aside these matters. The GC needs to show the work it does and maintains an academic path to the Provost. The GC needs to continue its work and the charges, if not complete, can be carried forward to the next academic year.  .  Delaying work on charges – work on the charges could be paused but picked up later in the Fall semester or in the Winter 2021 semester. Faculty are working longer and managing more students, and facilitating online and hybrid teaching, so postponing work on charges could help them.  The Graduate Council and subcommittee meeting schedules will remain in place and cancel meetings as needed. | **Motion:** J. Wendland-Liu moved to accept the ECS request to pause work on charges to the Graduate Council but to allow flexibility as needed. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **VI. Curriculum & Program Review Subcommittee Report – M. Staves** | Program Review There will be no program reviews in 2020-21. The GC-CPR will review the program review process and make recommendations for changes to the full Graduate Council.  Meetings have been scheduled with the Provost and respective college deans for the all but one of the program reviews from 2019-20. The Reading program review is still pending completion.  Curriculum Review  There are a number of curriculum matters pending in SAIL, including a master of science in water resource policy, which will be GVSU’s 44th graduate program. The master of health science program is undergoing changes, including a combined degree program and adding tracks. Program changes are also being made to medical dosimetry and computing.  Graduate Program Growth  Eleven years ago, GVSU had 26 graduate programs. Today that number has grown to 44, and there are a number of combined degree programs, certificates, and micro-credentials available. Because of the work of the GC-CPR, GVSU offers quality programs. The Graduate Council overall does quality work which is reflected when decisions move forward along the approval process with very little change requested. |  |
| **VII. Policy Subcommittee Report – S. Choudhuri** | There was no report. |  |
| **VIII. Graduate Student Association Report – J. Jones** | GSA Structure GSA officers have been working through the organization’s structure. They are looking at structural changes that will result in an overlap of representatives to get greater involvement and provide newer representatives with institutional knowledge. This could be achieved by extending the time frame for serving. Students would commit to 18 months so that they begin in the Winter semester and remain an officer through the next academic year. This will help GSA officers see new project through to completion.   Funding Bylaws Changes to funding requirements are under consideration. Currently, students are required to be a member of an RSO to be eligible for funding. The GSA would like to remove barriers so that individuals may obtain funding without having to go through the process of establishing a new student organization.  Graduate Student Participation The GSA is looking at ways to foster greater participation, and to expand services and offerings to the graduate student body, such as collaboration with continuing education and PACES workshops. |  |
| **IX. Dean’s Report – J. Potteiger** | TGS Updates The Graduate School’s processes and procedures continue to be delivered remotely. The office is staffed with student employees and PSS staff so there is in-person coverage.  The Graduate School’s publications have been updated and are posted on the website. A new project guidebook is posted as well. This guidebook is the result of the approved Policy for Culminating Experience Projects.  New Policies The policy for converting micro-credentials into graduate degree credit and the policy for converting prior professional learning into graduate credit were approved. One student has applied for credit for professional learning. The student enrolled in 697 for the number of credits being requested.   Orientations The Graduate School held the New Graduate Student Orientation, New Graduate Assistant Orientation, and Thesis/Dissertation workshops virtually. The New Graduate Student Orientation had 439 reservations with 291 in attendance.   3-MT Competition The Midwestern Association of Graduate Schools 3-MT competition will be held virtually. Afo Odhu was GVSU’s winner last winter. He is submitting his video to the MAGS competition this week.   Graduate Assistantships An issue arose with graduate assistants who were unable to enter the United States. Their appointments had to be rescinded because the university is not authorized to employ people outside the United States.  Special Projects Graduate Assistantships will remain in place. The Graduate School will send the announcement for proposals on October 30. |  |
| **X. Old Business** | There was no old business. |  |
| **XI. New Business** | A. Graduate Council Officer Elections All officers were re-elected to their current positions as follows: Chair – Andrea Bostrom Vice-Chair – Dan Balfour Policy Subcommittee Chair – Shabbir Choudhuri Curriculum and Program Review Subcommittee Chair – Mark Staves  B. Subcommittee Assignments Members will continue to serve on the same subcommittee as 2019-20. The College of Education’s new representative, Monica Harris, will serve on GC-CPR and Rui Niu-Cooper will serve on GC-PC.  The GSA student representatives will decide among themselves after reviewing the subcommittee descriptions.  Master of Health Administration Accreditation  D. Balfour announced that the MHA program obtained accreditation. It is only the second MHA program in the state of Michigan to earn such a designation. Support from the Graduate School and the graduate education structure at GVSU contributed to this achievement. | **Motion**: J. Pope moved to re-elect all current officers into the same positions. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **XII. Adjournment** |  | **Motion:** P. Ratliff-Miller moved to adjourn. W. Burns-Ardolino seconded. Meeting adjourned at 10:33 AM. |