**Graduate Council Meeting**

**September 7, 2018**

**201D DEV**

**Minutes
(approved 9/28/18)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Wendy Burns-Ardolino, Amy Campbell, Shabbir Choudhuri, Barbara Harvey, Lihua Huang, Courtney Karasinski, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, Samantha Riggleman, Mark Staves, Jane Toot, Guenter Tusch, Marie VanderKooi, Beth Martin, Roger Wilson

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

**Elected Student Reps Present:** Sarah Lamar

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

**GSA Officers Present:** Sarah Tibbe

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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. B. Martin seconded. Motion passed unanimously.  |
| **III. Approval of Minutes April 27, 2018** | The 580/680/780 discussion was corrected to reflect the three levels of the graduate “80” courses.  | **Motion:** D. Balfourmoved to approve the April 27, 2018 minutes with correction. W. Burns-Ardolino seconded. Motion passed unanimously.  |
| **IV. Chair’s Report – A. Bostrom** | A. Bostrom reported on several governance meetings she attended over the summer. ECS Charges to the Graduate CouncilThe charges were discussed along with action items. Please refer to the handout for the complete Charges to the Graduate Council.Charge #1: Graduate Policy and Program Review/CurriculumComments: There are several different committees doing program reviews but related to different areas, e.g. funding/costs or student outcomes. In the graduate program review documents, the term “self-study” was changed to “assurance document” to be consistent with HLC language. Charge #2: Graduate Assistant Funding Comments: The Graduate Council can consider ways to expand the graduate student pool by offering different types of assistantship funding, e.g. stipends only. Charge #3: Review of Graduate ProgramsComments: Graduate programs to be reviewed in 2018-19 include Biomedical Sciences, Communications, Public Administration, and School Psychology. The Nursing program review will be completed. The data collection process will be reviewed, and faculty workload will be reviewed as it relates to variable credit, thesis/dissertation credit, credit for 580/680/780, and workload credit for projects. Charge #4: AssessmentComments: The Graduate Council will pursue assessment of faculty and student professional development activities.Charge #5: Graduate School Policy Revisions Comments: There is a strong emphasis on making sure the Faculty Handbook is consistent with what the Graduate Council does and which policies should be in the catalog vs. the Faculty Handbook. The terminology used to describe faculty will be reviewed by the Provost’s office and with the Board of Trustees so that terms are the same in all policies (adjunct, part-time, visiting, regular, tenure-track, and so on). Charge #6: Progress ReportComments; A progress report will be submitted at the end of the Fall 2018 semester and a final report at the end of the academic year.  |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | There are no curriculum items in the queue at this time. Program reviews will be done with a lead reviewer and panel assigned to each program, and external reviewers will be invited to campus. The CMB review was completed and a meeting with the CLAS dean and Provost to discuss the final report is planned for the near future. The nursing program review documents will be posted on Google Docs for the GC-CPR. The external review for nursing was waived because the DNP completed an accreditation review recently.  |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The GC-PC will work through the Graduate Council charges and make recommendations on policies in order to complete the charges in a timely manner. There has been discussions about where the graduate program director responsibilities should be published. The GPD responsibilities have expanded so that one person could not cover all areas. Thus, responsibilities are considered graduate program responsibilities so that GPDs can have support within their unit from their graduate faculty. Some GPD responsibilities are similar to that of a unit head but there are other areas such as marketing and recruitment that are program responsibilities. It was suggested to include GPD responsibilities in the hiring contract so that the expectations are clear and the GPD is accountable. GPDs were asked to submit a plan to split up their responsibilities and workload with other faculty and have it approved by their college dean, the graduate dean, and Provost. The document will reside in the college dean’s office and The Graduate School. An official policy on GPD responsibilities should be published, perhaps in the Faculty Handbook, but specific responsibilities depend on the program.  |  |
| **VII. Graduate Student Association Report – S. Tibbe** | GSA officers met over the summer to set goals for 2018-19. Goals include elevating awareness of GSA resources for graduate students, increasing outreach, going to RSO’s to promote GSA and what it can do for students, formalizing positions on standing committees, and hosting an orientation for RSO officers. The Fall welcome event is Friday, September 14 from 5-8 PM. The student organizations switched from Orgsync to Lakerlink over the summer. There was a delay with distributing information to members due to the transition. Most of the graduate student organizations are tied to graduate programs, but some are more broad based, such as the Black GSA, and an LGBTQ student organization is being formed. GC members were asked to speak with the graduate programs in their colleges and urge them to establish graduate student organizations to give students access to resources. J. Potteiger recognized S. Lipnicki and M. Luttenton for their work as GSA advisors. |  |
| **VIII. Dean’s Report – J. Potteiger** | Changes to PoliciesThe Graduate Council made several major policy changes in 2017-18 that were approved by ECS/UAS and the Provost. The updated policies are in the [Graduate Policies and Procedures Manual](https://www.gvsu.edu/gs/policies-and-procedures-58.htm). New policies include the academic renewal policy and the dissemination policy for scholarly work. Graduate program directors are being asked to create dissemination guidelines that are appropriate for their discipline, and to take into account the authorship guidelines and intellectual property policy when developing their policies. The publication practices will go into effect in January 2019. Adjunct Faculty QualificationsThe Provost’s office is working on the terminology for faculty that will go to the Board of Trustees in November. The adjunct faculty qualifications policy will be revised to comply with the changes in the university policy. It won’t need to go through the approval process. Incomplete Grade Policy A statement has been added that it is the responsibility of the faculty member to decide when the incomplete has to be completed. This change was implemented to allow a shorter period of time for completion for cohort programs. Policy Requiring Thesis/Dissertation WorkshopTo comply with this policy, workshops will be held on September 17 and September 27. Students enrolled for the first time in 695/795 need to attend. Students who have started, and students in projects, may attend if there is space. New ProgramsThe doctorate in occupational therapy was approved by the Board of Trustees. It will start in Fall 2019. The master’s in social innovation will begin enrolling students for Winter 2019. The master’s in athletic training will begin enrolling students in Fall 2019. Graduate Writing ResourcesThe graduate writing resources website is live: <https://www.gvsu.edu/gs/graduate-writing-resources-96.htm>. GPDs are charged with ensuring the correct information for their programs are represented. They should contact Nicholas Ross, the GS graduate assistant, who worked on this project. Student Retention and CompletionAll graduate programs have been asked to put information together on how to retain their students and get them to graduation. However, some students are not seeking a degree but may take a few courses for a certificate, or in the College of Education, students take courses for a state endorsement. These situations make it appear that programs are losing students, but in fact, students are leaving because they are finished with what they came to graduate school to complete. The fifth day census head count in 2018 was 2,997. This is down slightly from 2017, at 3,112. Credit hours compare as follows: 2018-23,700. 2017-24,119. The university needs to look at ways to be more flexible in our programming to attract and retain students, such as offering more badges, removing the requirement for online certificate students to have a presence in the state, and creating programs/certificates for employers.  |  |
| **IX. Old Business**  | There was no old business.  |   |
| **X. New Business** | Subcommittee AssignmentsSubcommittee assignments were made. New members J. Pope, S. Riggleman, and G. Tusch will serve on GC-CPR. W. Burns-Ardolino, C. Karasinski, and R. Wilson will serve on GC-PC. All other GC members will remain on the same subcommittees as last year. GA JustificationsUnits/programs that submitted GA justifications will be notified in October.  |  |
| **XI. Adjournment** |  | **Motion:** W. Burns-Ardolino moved to adjourn. B. Martin seconded. Meeting adjourned at 10:42 AM.  |