**Graduate Council Meeting**

**April 19, 2019**

**201D DEV**

**Minutes**

**(approved September 6, 2019)**

**Faculty Present**: Dan Balfour, Andrea Bostrom, Amy Campbell, Jonathan Engelsma, Barbara Harvey, Lihua Huang, Karen Ozga, Jennifer Pope, Paulette Ratliff-Miller, S. Riggleman, Mark Staves, Jane Toot, Marie VanderKooi, Betsy Williams

**New Members:** Jon Jeffryes,Rui Niu-Cooper,Joel Wendland-Liu

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

**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. |  |
| **II. Approval of Agenda** |  | **Motion:** P. Ratliff-Miller moved to approve the amended agenda. J. Pope seconded. Motion passed unanimously. |
| **III. Approval of Minutes March 29, 2019** |  | **Motion:** D. Balfourmoved to approve the March 29, 2019 minutes. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | New Graduate Council members were introduced and outgoing members were recognized for their contributions.  The year-end report was provided as a handout and comments/corrections were made. The report addresses the progress on ECS charges to the Graduate Council for 2018-19.  A. Bostrom attended the last UAS meeting to support the graduate policies on the agenda. The GPD definition generated discussion as several GPDs do not have tenure and workloads vary across programs, and some colleges do not count the GPD role toward promotion and tenure or service or significant focus. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | Log 10621: Program Change Request-Master of Education in Special Education  The proposed change will add an emphasis in autism spectrum disorder. The proposal is sound and the emphasis is necessary. However, the subcommittee was concerned that the program includes only two new courses, and psychology faculty are expected to teach them, even though the psychology dept. provided a letter that they could not do so without new faculty lines. The subcommittee approved the proposal but with the authors would provide evidence that the program would draw students, and that a request for new faculty lines would be supported.  Log 9814: New Program Proposal – Public Health Minor This proposed undergraduate minor was referred to the Curriculum and Program Review Subcommittee by UCC. It would require half the credits to be graduate courses. The subcommittee is strongly opposed to any undergraduate program requirement to include graduate courses. While it is not within the Graduate Council’s purview to create policy about undergrad programs, the GC can create policies on how graduate courses are to be used. Offering graduate courses to undergraduate students bypasses the vetting process such as evaluation of past academic performance, GPA, and other measures, and should not be used as a ‘back door’ to admission to a graduate program.  The graduate courses for this minor could work for a combined degree program in allied health/public health or via the SICD, or the courses could be dual-listed. E. Schendel may conduct an audit of dual-listed courses with regard to enrollment and student success and if they are serving both undergraduate and graduate students.  The GC-CPR is also opposed to differential credits for dual-listed courses. The dual-listed course policy might need to be revised to include this condition. | **Motion:** The curriculum and program review motion to approve Log 10621 with attached statements re. faculty lines and evidence of need passed unanimously. |
| **VI. Policy Subcommittee Report – D. Balfour** | The GC-PC is developing guidelines for scholarly projects. The academic deans will review the draft policy and determine if deans should sign off on final projects. The draft states that there needs to be an oral presentation, but this is broadly defined and there is no expectation for a public presentation.  Policies will be revised to use the correct terms for faculty. These revisions will not need to go through ECS/UAS for approval.  The subcommittee has also been discussing a definition for what a graduate program is, but the graduate program review guidelines include one. |  |
| **VII. Graduate Student Association Report – S. Lipnicki** | New officers were elected for the 2019-20 e-board. The current and new officers held a transitions meeting recently, and the current e-board will vote on proposed changes to the GSA bylaws with regard to funding guidelines.  End of year events included the Finals Food Fest, held last week, the Whitecaps baseball game on April 28, and ‘how to survive a golf outing’ professional development and golf event on May 11. |  |
| **VIII. Dean’s Report – J. Potteiger** | J. Potteiger thanked Graduate Council members and ex-officio members for their contributions.  Graduate Program Review The Provost and CLAS and CCPS deans received the final reports for the program reviews. The next step will be a meeting with the Provost, each dean, J. Potteiger and M. Staves to discuss the final reports. The Provost will then write a summary for each program with her expectations and recommendations. It is expected that the issues in the Provost’s summary will be addressed by the next program review in 6 years.  Programs up for review in 2019-20 have been notified and provided with a timeline. External reviewers will be selected and site visits scheduled for mid-October through February. The program reviews will be made available in GV Advance at some point after IM and IT create a way for this to be done.  Marketing Update The Graduate School is working with Institutional Marketing on an alumni ambassador project. Recent alumni for each program are being asked to write letters about their positive experience for the automated email inquiry system and website. The project is expected to be complete this summer.  IM is increasing its graduate program marketing efforts by using more social media marketing and providing information on employment on graduate program websites.  Graduate Program Information  The M.S. in Cybersecurity is on the next Board of Trustees meeting agenda. UAS will vote on the graduate program in water policy today. The Dr.OT, Aud.D, and ten more combined degree programs are moving forward. J. Potteiger and M. Luttenton are visiting advising centers to talk about the SICD. Combined degree programs will help both graduate and undergraduate programs with enrollment.  Items for Future Discussion  Going forward, the university needs to review the tuition model for graduate courses. For example, doctoral students are in some of the same courses as masters students but paying more tuition for the same content. Tuition is charged on program level rather than course level. Course numbering could make a difference with how students are charged tuition, so programs should be familiar with the course numbering policy when they develop courses and new programs.  The Graduate Council must continue to look for ways graduate education can be innovative but maintain quality. Topics such as certificates and badging, and converting continuing education units to graduate academic may be considered. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | Graduate Council Officer Elections Election results were as follows: Chair - A. Bostrom, Vice-Chair - D. Balfour, GC-CPR Chair - M. Staves, GC-PC Chair, S. Choudhuri.  2019-20 Charges Potential charges for next year include: a policy on graduate policies to help direct what they are, what they include, and where they are published; workload and tenure qualifications for faculty who serve as GPDs; graduate courses required in undergraduate programs; a review of tuition and course numbering relative to graduate courses; innovation in graduate offerings; a dual-listed course policy requiring the number of credits to be the same for both levels. |  |
| **XI. Adjournment** |  | **Motion:** M. Staves moved to adjourn. J. Pope seconded. Meeting adjourned at 10:55 AM. |