

**Graduate Council Meeting  
November 5, 2004  
Minutes**

**Faculty Members Present:**

David Cannon, Cindy Coviak, William Crawley, Rita Kohrman, Mark Luttenton, Nancy Mack, Barb Reinken (replaces John Shinsky), Ben Rudolph, Roger Wilson

**Absent:** George Grant, Cynthia Grapczynski, Jeff Ray.

**Student Members Present:** Dorjee Damdul, Jennifer Treat

**Administrative Ex-Officio:**

Priscilla Kimboko, Graduate Studies; Irene Fountain, Graduate Studies, Rachel Stern for Steve Lipnicki, Pew Student Services, Brian Cole, CUII

**Absent:** C. Bajema, SCB, Lynn Blue, Registrar

C. Coviak opened the meeting at 9:03 AM.

**Approval of Minutes**

**a. October 15**

**Discussion:** R. Wilson requested that his comments be stated as “expressed concerns” rather than as recorded in draft minutes. C. Coviak would like the document to indicate that it is a draft until it is reviewed and approved; and to have “date approved” stated on the document.

**Action:** B. Rudolph motioned and D. Cannon seconded. Minutes approved with corrections.

**b. October 22**

**Discussion:** The discussion of the COE issues, including Ed Tech, should be deleted and replaced with “curriculum review process in COE.” Take out the last line concerning the library degree. Change “MSA” to “MBA.”

**Action:** B. Rudolph motioned and N. Mack seconded. Minutes approved with corrections.

**2. Approval of Agenda**

No items added.

**3. Report from the Dean**

**Discussion:** P. Kimboko briefly discussed the student group that is working on the December 3 event. This event sets a base for a larger, university-wide event later.

P. Kimboko had asked graduate programs to nominate three students from each program to be invited. So far, only one third have been recommended.

The strategic plan consultant will be available to work with the GC in January. His name is Steven Crandall and has a private practice wherein he works with schools and universities. The GC/GD met to discuss the strategic plan, with good results. The presence of GC members to speak to their prior work on this was very beneficial.

Curriculum from Criminal Justice and a prospectus for a masters in Chemistry Ed were on the UCC agenda without coming to GC first.

W. Crawley noted that the CJ curriculum had gone to UCC last year. However, P. Kimboko noted that the agreement with Rita Grant was that only the PSM programs would bypass the GC. For example, we received the DPT and OT changes which had also been to UCC last year. It was not known why these graduate items by-passed the GC.

#### **4. Report from UCC**

**Discussion:** R. Wilson reported that there was nothing related to grad programs at UCC last week.

R. Wilson stated that the UCC had an additional discussion on the standardization of statistics courses. Many faculty contend that these courses should be offered at department level rather than university-wide. While others believe that common courses can serve many programs. Another issue discussed at UCC was cross-listed courses.

Discussion: W. Crawley pointed out that the statistics discussion ties in with the Provost's talk to the GC about course proliferation. Statistics courses can be quite discipline specific. Right now, every program has its own stats courses. It had been suggested that a common stats course that crosses disciplines and methods could be offered. However, covering qualitative vs. quantitative methods would be another issue as qualitative research gets more specific to a discipline. P. Kimboko pointed out that all our graduates should be able to read and understand stats in their own field, not just have a generic exposure to statistics. The individual should have a grasp of how their discipline conducts research and how to interpret the data from research in their own profession or discipline.

#### **5. Update from Graduate Students**

**Discussion:** The Graduate Student Roundtable will be held on December 3, 3-5 pm, in the Regency Room. The student planning group has identified ten topics for discussion. D. Damdul thanked the GC members for their support. So far, only five graduate program directors have responded with their nominees. They are, COE (Reading, 1 nominee), Communications (2 nominees), Social Work, Physical Therapy, and Business (3 nominees each). In all up to seventy students may be expected to attend. Invitations will be sent to nominated students. GC members are invited to attend the second hour of the session, at 4:00 pm. This way, GC members can hear the results of the discussion on the ten topics. Refreshments will be available at the end of the session. The comments will be collected from students and made available to the GC.

Concerns about the time the event will be held were raised by COE representatives. D. Damdul and J. Treat explained timing issues had been discussed at length, understanding that not everyone would be able to attend at any time selected. They have taken steps to ensure that alternative methods for getting students to participate are in place. Per the

suggestions of the Graduate Council a 'Graduate Students' Blackboard site has been set up. Invited students will receive documents ahead of time. Even if they cannot attend the event, they can review the topics and submit their comments. Many of the students recommended for this event are GAs, so information can be disseminated word-of-mouth, in classes, and at future student meetings. Based on the student surveys, students want to have such a discussion with their peers. This will help them become more engaged.

Making sure that the group has the correct student e-mail addresses was discussed. However, some students do not use e-mail, and some would not access Blackboard. Possibly, phone calls to those students could be made. Grad faculty could make announcements in their classes, directing students to the BB site. Sending flyers was suggested, as well as having an announcement distributed in admissions letters or tuition statements.

The GC commended the group for moving quickly and for having such committed students.

## **6. Election of Officers**

**Discussion:** Barb Reinken introduced herself, and introductions were made around the room.

The GC was reminded that CUII chose not to elect anyone to the GC.

C. Coviak turned the meeting over to P. Kimboko to facilitate the election.

### **Election of Chair**

C. Coviak was nominated and seconded by N. Mack and B. Rudolph, respectively.

B. Rudolph was nominated by C. Coviak, but turned down the nomination.

R. Wilson was nominated by D. Damdul. R. Wilson offered to serve as vice chair.

C. Coviak was unanimously elected as chair.

### **Election of Vice Chair**

R. Wilson accepted the nomination as vice-chair. B. Rudolph seconded.

There were no other nominations for vice-chair.

R. Wilson was unanimously elected as vice-chair.

After the elections, C. Coviak was again in charge of the remainder of the meeting.

## **7. Priorities/Discussion**

### **a) Graduate Council Structure/Organization**

The GC agreed to operate with two subcommittees 1) Graduate Policy and 2) Graduate Curriculum. C. Coviak directed each subcommittee to elect a chair and set up its own meeting schedules. The full GC will meet approximately monthly, depending on agenda. Subcommittees would meet separately and bring their recommendations to the council at large.

### **Subcommittee Members**

Policy: R. Wilson (chair), D. Cannon, W. Crawley, M. Luttenton, D. Damdul, R. Kohrman, J. Ray, S. Lipnicki (ex-officio).

Curriculum: B. Reinken (chair), C. Grapczynski, B. Rudolph, G. Grant, N. Mack, J. Treat, B. Cole (ex-officio)

C. Coviak and P. Kimboko will meet with each committee. Subcommittees need to set up their meeting schedules and then let them know.

Claudia Bajema and other program directors can be given the schedules and agendas so they may go to those meetings of interest to them.

The Scholarly Outcomes Committee will be folded into the policies subcommittee and those graduate directors involved with it will be included in those discussions.

### **8) Reports from Colleges**

#### **Discussion:**

R. Kohrman reported that the library is using a recruitment firm to hire a new library dean.

B. Reinken reported that the COE's strategic plan for the university has been completed. It was the first one done. COE's curriculum committee is in year two of a curriculum review. The graduate level proposals are now coming in. They should be going through the UCC process in January. B. Reinken serves on the Pew Faculty Teaching and Learning Center Advisory Committee as the COE representative. This committee has requested that all colleges report how faculty and student awards are done at college level to make sure they are done appropriately, accurately, and in timely manner.

P. Kimboko discussed compliance issues related to human subject research. The university has access to an on-line training resource. This site can be accessed by anyone doing training on research. There is a link from the R & D site. It is called "CITI." For Fall semester the IRB committee is required to complete this training as well as PI's with federal funding through NIH. Eventually it will be required of anyone doing human research at GVSU, including students.

W. Crawley noted that GVSU is listed under "other." Users must be sure to fill out the information accurately so that the GSGA office can pull up report to see who has completed the training.

The group discussed how to enhance communication. A Groupwise shared folder has been set up called "Graduate Studies." It was suggested that Blackboard can be used for the GC business as well.

KCON was asked to review changes in the MBA program because of the joint MSN/MBA program. Right now it is not clear about how the changes will affect the approved course substitutions. It may make the joint program less viable. The joint program could take as long as six years to complete.

C. Coviak provided the following schedule for upcoming full GC meetings:

Dec 3

Dec. 10 - if necessary

Jan. 14

Jan. 28 – if necessary

Feb. 11

Feb. 25 - if necessary

Mar. 18

April 8

April 22 - if necessary

## **9. Adjournment to Subcommittee Meetings**

Subcommittees met to set their agendas and schedules.

Minutes approved 1/28/05.