

**Graduate Council Meeting  
December 3, 2004  
Minutes**

**Faculty Members Present:**

David Cannon, Cindy Coviak, Cynthia Grapczynski, Rita Kohrman, Mark Luttenton,  
Nancy Mack, Barb Reinken Ben Rudolph, Roger Wilson

**Absent:** William Crawley, George Grant

**Student Members Present:** Dorjee Damdul, Ken Patricio

**Absent:** Jennifer Treat

**Administrative Ex-Officio:**

Claudia Bajema, SCB; Priscilla Kimboko, Graduate Studies; Irene Fountain, Graduate  
Studies; Steve Lipnicki, Pew Student Services; Brian Cole, CUII

**Absent:** Lynn Blue, Registrar

C. Coviak opened the meeting at 9:07 AM.

**1) Approval of Minutes**

**Discussion:** C. Coviak asked for corrections. C. Grapczynski was not at the last meeting. R. Wilson asked for clarification of the role of the vice chair. He asked if there is an assumption that the vice chair will become chair, or is the vice chair's role to cover meetings when the chair cannot attend. P. Kimboko and C. Coviak offered their opinions that it is not assumed that the vice chair will become chair although this would be of benefit to the GC. R. Wilson was concerned that he was elected for only one year and may not be back to serve as chair. This will be handled when the time comes.

The minutes will not be approved at this meeting as they had not been in circulation as a draft. Please take a week to provide feedback. Send any corrections to Irene via e-mail. After this, draft minutes will be posted on the bb site so comments and corrections can be made prior to approving the minutes at the meeting.

**2. Approval of Agenda**

**Discussion:** Other university committees can give their reports under the reports area. P. Kimboko would like action items included on the agenda. The format will be changed to include (a) report and (b) action items.

**3. Dean's Report**

**Discussion:** P. Kimboko reminded the group of the grad student roundtable from 3-5 PM. Questions had been posted on the grad student bulletin board. S. Lipnicki offered that items should continually be refreshed and updated so that students keep coming back to the site. Please e-mail I. Fountain, P. Kimboko, Dorjee Damdul or Jennifer Treat if you have things to post that you would like all grad students to see.

Regarding the graduate strategic plan, Pat Oldt and the consultant want to be sure that we are involving those in strategic planning process that will be engaged in carrying it out, which would be grad directors. The meetings are set for Jan. 11 and Jan. 27, from 8-12 in 303C DEV. GC members should come.

The three PSM programs have been approved.

P. Kimboko had been asked to run for a Council of Graduate Schools officer position. She did not win, but they have asked her to serve on master's advisory committee to look at graduate issues across the U.S.

#### 4. Curriculum Committee Report

**Discussion:** B. Reinken demonstrated the GC blackboard site.

**Discussion:** Chemistry prospectus, #4309, will add a concentration to the master's degree that is already in COE. This will give students a fifteen credit concentration in chemistry teaching. The needs assessment has been updated.

**Action:** The GC-CC recommended approving as written. The rationale is that it is a professional program with candidates with the appropriate background.

GC approved.

**Discussion:** The curriculum change in foundation courses taught in COE—Proposal #4410. Concerns included the number of credit hours in graduate programs. The curriculum subcommittee affirmed that GVSU policy is that a master's degree must have a minimum of 33 credit hours. However, some programs have more than 33, depending on state regulations, or accreditation requirements. R. Kohrman questioned how the school counseling program fit in. B. Reinken explained that they will take the old course. It is not part of the core for other programs.

**Action:** The GC-CC recommended approving as written. The rationale is that this will give all Ed students core foundation courses and provide a common background no matter what program they are in. GC approved.

**Discussion:** Course change proposal (#4411), ED 660, is being retitled from "Evaluation and Research" to "Educational Inquiry and Evaluation." This course will be taken the semester before the student does their thesis. The curriculum subcommittee had held a discussion on content and sequence. This course is to help students get a strong understanding of how to read, understand, and recognize good research. The problem to address was that the course would not help students when they get to end of program if taken early.

**Action:** The GC-CC recommended approving with the addition of a statement that research is embedded in all courses in addition to clarifying statements how research critique is embedded in earlier courses in the program. GC approved.

**Discussion:** New course proposals: Educational Policy & Practice (ED 671, #4412), and Social/Cultural Foundations of Education (ED 672, #4413).

**Action:** The GC-CC recommended approving with the addition of the word "sample" under "topics" so it is understood that this is a sample list of possible topics. GC approved.

#### 5. GC Policy Committee Report

**Discussion:** Minutes from the policy committee meeting were distributed. The primary concern is the Grad Bulletin. The committee recommends that a 3<sup>rd</sup> subcommittee be created to work on this item. If that committee comes across curriculum or policy issues, they can go to those committees.

The committee had discussed the new software system that incorporates Finance and the Registrar. It will be implemented in the Registrar's office in '06 or '07. Now is time to make changes otherwise, there is no chance of getting changes made after the new system is implemented.

Some comments on the Grad Bulletin were that it should help faculty to guide students, and students can follow a step by step path; a subcommittee to revise it does not have to be GC people; the Bulletin will eventually be online so that changes could be made there; Institutional Marketing writes the Bulletin, not the Registrar; next year's Bulletin will not have changes, but the next one after that will; policies within each college would not be part of task of subcommittee.

Regarding course numbering, if course numbers have to be converted, each course would probably not have to be submitted to the UCC. Perhaps a broad recommendation would be made. Otherwise, each department would have to submit each course.

D. Cannon discussed the "x" grade, which indicates a deferred grade. In 695 courses, which are projects or theses that cross semesters, many students get incompletes. It should be communicated across all grad programs that the "x" grade exists. Per M. Luttenton, to be able to issue an "x" grade, this must be included in the course curriculum, which means that every 695 course would have to go through a curriculum change.

Alternatively, the Registrar's office could allow "incompletes" to continue until they get a grade, rather than running out of time and converting the I to an F.

**Action:** The GC recommended that this matter be referred to the UCC as it is not just a graduate level problem.

**Discussion:** S. Lipnicki asked for clarification of what is being addressed in the Bulletin, e.g., general academic policies, organizations, services, and so on. P. Kimboko explained that there are many things that are in the catalog that have nothing to do with graduate education, e.g., the Van Andel Global Trade Center, other things that are not in the catalog that should be.

**Action:** Motion to form a subcommittee to tackle the Grad Bulletin that would be comprised of 2-3 members of GC, student reps, and a Grad Director to be named, with consultation to appropriate groups. Approved.

A memo will be sent to the Grad Directors so they may select their representative.

**Discussion:** P. Kimboko was contacted by Laura Vanderbroek, who is interested in putting a writing course together for international grad students. P. Kimboko would like the GC to encourage her and communicate that it is a high priority. Some questions, such as whether the course be offered for grad credit, and whether it will be a remedial course, need to be addressed.

Ellen Schendel is looking for grad students to work with her in the Writing Center.

D. Damdul commented that there is an urgency for having graduate writing assistance. He is aware of at least one student who is so discouraged with lack of help that she is leaving GVSU.

**Action:** The GC will issue a memo of support to those working on setting up graduate writing assistance.

## **6. Graduate Student Report**

**Discussion:** The grad students will have more to report after the discussion this afternoon. The grad student reps will put comments together and provide a comprehensive report, along with an evaluation of the event. Thanks were given to Grad Directors for recommending students.

## **7. Reports from Colleges and other University Committees**

**KCON:** C. Coviak reported that KCON is doing preliminary work for a possible new master's concentration for a functional role called "clinical nurse leader." Through the national association, there was a call for potential demonstration sites to work on new curricula for this role. The requirement was that there would be a service partner. GVSU has Spectrum Health. The long term goal is for the first graduates to be in 2009. There will probably not be any documents for a year or so. This role is to develop leadership for clinical nursing in institutions at the bedside, e.g., this role is differentiated from the clinical nurse specialist that has responsibilities throughout health care system. This would be unit based. It would be a good track for people with a degree in another field who are seeking a nursing degree. This will be a role that will move people into a generic master's and be able to take the licensure exam but not have bachelor's degree before they have their exam. It's a way to expand the nursing pool and leadership.

**CHP:** C. Grapczynski reported that the DPT is well underway. Occupational Safety and Health has passed through the College curriculum committee. It is now at UCC and will come here shortly. It should be at the Provost's office being logged in. In OT, they are developing emphasis areas to make available to current practitioners. UCC passed a number of courses.

**Library:** R. Kehrman reported that the library is still taking nominations for the dean position.

**UCC:** R. Wilson did not attend the last UCC meeting.

**SCB:** C. Bajema reported that they are waiting to get MBA and MSA proposals to the GC. They are still in the Provost's office.

C. Coviak, as chair of GC, will ask from Rita Grant and Lisa Haight where the proposals are.

**CEC:** J. Ray reported that two ads for the MBA and engineering/computing programs ran in Sunday's Grand Rapids Press.

**Pew Student Services:** S. Lipnicki reported that the winter semester Grad Orientation is on January 5 at 5:30. The presentation will be first, and then the resources area will be open.

**COE:** B. Reinken reported the COE continues to work on curriculum items. They are making changes that will impact other programs.

**Pew FTLC Board:** B. Reinken indicated that Jann Joseph, Salvador, and she are putting together a proposal for grad students to be able to receive grants to go to conferences. This proposal is going to the Alumni Association. They already give grants to undergrads.

P. Kimboko reminded group that R & D has funds for students who are presenting at conferences.

**CLAS/Math:** Per N. Mack, the math department is working on a program. This has helped her on the GC Curriculum Committee because she knows what to look for.

**CLAS/Biology:** M. Luttenton reported the PSM proposals have been approved by everyone but the Board of Trustees. It's on their agenda next week. It has three specific components administered by three different programs: bioinformatics in CEC; biostatistics in Stats; and biotechnology in biology. Dave Elrod is coordinator.

As interdisciplinary programs, these programs have common core courses but will be taking courses across disciplines. The two other deans and Dean Kimboko are committed to the program.

R. Kohrman inquired as to which budget the programs come from. Per P. Kimboko, the funds come from match from the grant at this time and how it will be funded in the future is not yet decided.

**Discussion:** C. Grapczynski reported that UCC received some of the accounting materials but they had not come to GC. B. Reinken had requested those documents but the GC curriculum subcommittee had not received them to review.

The GC discussed the problem with curriculum items going directly to UCC when they should be coming to the GC. C. Coviak will send an e-mail memo and copy the Provost, ECS, R. Wilson, and P. Kimboko.

**CUII:** CUII had no report.

## **8. Old Business**

**Discussion:** C. Coviak urged the GC to participate in the strategic planning sessions. From now on, the draft minutes will be posted to the Blackboard site for review prior to the meetings. Please direct anything you want posted to C. Coviak, R. Wilson, or B. Reinken.

## **9. New Business**

**Discussion:** C. Coviak asked the GC to consider the suggestion presented by B. Rudolph earlier in the meeting, giving more latitude to decisions of the curriculum subcommittee.

Prior to the GC meeting, a summary of recommendations can be made and posted on the website.

**Action:** B. Rudolph motioned that the actions of the curriculum subcommittee be the voice of the entire GC unless there is something in dispute. N. Mack seconded.

**Discussion:** C. Coviak requested volunteers for the Grad Bulletin subcommittee. S. Lipnicki volunteered.

## **10. Adjournment**

Meeting adjourned at 11:00 AM. Next meeting January 28, 2005.

Minutes approved 1/28/05.