

**Graduate Council Meeting**  
**Friday, February 11, 2005**  
**9-11 AM**

**Faculty Members Present:** Dave Cannon, Cindy Coviak (chair), William Crawley, George Grant, Cynthia Grapczynski, Rita Kohrman, Mark Luttenton, Nancy Mack, Barb Reinken, Jeff Ray, Ben Rudolph, Roger Wilson

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

**Administrative Ex-Officio Present:** Brian Cole, Irene Fountain, Tracey James-Heer (Graduate Admissions), Priscilla Kimboko, Steve Lipnicki

**Absent:** Claudia Bajema, Lynn Blue

C. Coviak called the meeting to order at 9:01 AM.

**1) Approval of Minutes:**

**Discussion:** Corrections were noted.

**Action:** B. Reinken motioned to approve the minutes with corrections. J. Ray seconded. The January 28, 2005 minutes were approved with corrections.

**2) Approval of Agenda**

There were no additions to the agenda.

**3) Report from the Dean**

**Head Count**

**Discussion:** P. Kimboko handed out a report of the unduplicated head count of graduate students. She noted number of degree seeking vs. nondegree seeking students. Last year the count was approximately 6,600. It is going up.

Regarding the CGS/GRE survey, CHP's numbers looked low because the DPT is considered a 1<sup>st</sup> professional degree and is not counted as grad enrollment.

**Grad Strategic Planning**

**Discussion:** The second session, held on January 27, focused on priorities. Two major priorities were identified: 1) enhancing grad studies, eg. clarifying roles, responsibilities, authority, clarifying how to access data, relationship of the grad office to enrolled degree-seeking students, building initiatives and quality standards; and 2) enhancing the graduate student voice, visibility, and status. A third item, individual initiatives, includes graduate faculty workload. The Faculty Personnel Policy Committee (FPPC) is now discussing workload. It is important for them to address graduate teaching load issues. Other initiatives were: out-of-state tuition waivers for international students; supporting adjuncts, e.g., what are we doing to ensure they are successful; and more appropriate space for grad activities. The next step is to transform the recorder's notes into strategies that fit the university mission. Volunteers from the grad directors and GC are needed.

### **GSGA Newsletter/Website**

P. Kimboko directed the group to read the Graduate Studies & Grants Administration newsletter on the GSGA website. A handout provided a list of the contents of the site.

#### **4) Curriculum Committee Report**

**Discussion:** B. Reinken discussed the procedures and policies for reviewing graduate curricula. The information on the handout came from both the GC's previous discussion and the CGS book, "*Master's Education: A Guide for Faculty and Administrators.*" She would like to get the guidelines down to one page.

The prospectus for the Master's in Safety Management is on the Blackboard site. The GC-CC needs to set date for a meeting.

University admission standards vs. program standards were discussed. It was clarified that the university admission standards are the baseline, but a program can modify them to make rules more stringent, but not less. B. Reinken gave the example of increasing TOEFL scores for admission to TESOL in COE. The policy does not have to change u-wide.

There will be a posting on the Blackboard site for comments on the procedures/policies for reviewing grad curricula. B. Reinken will need the comments by the next GC meeting on Feb. 25.

#### **5) Policy Subcommittee Report**

**Discussion:** R. Wilson reported that the committee has scheduled a meeting on Feb. 18 to address a number of issues identified by the dean. Three grad directors have volunteered to work on the grad bulletin along with a few policy subcommittee members.

#### **6) Graduate Student Report**

**Discussion:** J. Treat reported that the student committee met on Tuesday, Feb. 8, to plan another event this semester. They are looking at a few open dates and would like suggestions from the GC as to what would work. They are planning a grad student TGIF, which will be a follow-up on the roundtable discussion. The event will be social and will talk about a grad student organization. They hope to get people who will be involved in the next school year.

March 18, April 1, and April 8 are tentative dates. The student committee is waiting for feedback from students who attended the roundtable.

#### **7) Reports from Colleges**

**CUII:** B. Cole reported that registration for Student Scholarship Day is in progress. The date of the event is April 13. Faculty are asked to urge their students to sign up.

There is a faculty committee working on selecting a book for campus common reading.

COE: B. Reinken gave the report. COE has a prospectus for a specialist degree. It focuses on leadership, and curriculum and instruction. This prospectus is for a new level above a master's. The specialist is a state endorsement program that has 30 hours. The program will be in conjunction with the current EMU Ed.D program. (COE has an agreement with EMU to provide a doctorate in the Grand Rapids area.) The specialist program will allow students to complete some of the courses through GVSU for this endorsement.

COE has several minor things going on in curriculum. Now that the foundations program has been approved, all master's programs need to readjust 3 credits into the core, supplemental courses or electives so that programs maintain the 33 credit hour minimum as required by the University.

The new foundation requirement takes effect Spring 05. The 05-06 course schedule uses the new course titles.

There have been no policy changes as of this date. The TOEFL score issue will come back through GC for UCC processing.

R. Wilson reported that COE's 695 task force is looking at the course. Faculty have 12-14 people to supervise each semester. There are issues about quality, consistency, and an appropriate number of students for one course load. 685 is also being reviewed for alignment of students per course load. Accreditation drives the undergraduate field experiences, but not the graduate field.

Relating to research courses, P. Kimboko indicated that the Human Research Review Committee expects faculty who teach research classes university-wide and anyone doing human subject research to have training. Online training is available.

Student Services: S. Lipnicki reported that the results of the student satisfaction survey from April 2004 are on the Pew Campus web page, [www.gvsu.edu/pewcampus](http://www.gvsu.edu/pewcampus). He will put a link on the Grad Council Blackboard site.

Grad student orientation for the next academic year is in the early planning stages. There have been a few program areas that have been very involved, e.g., Business and SPNA. Program orientations can be linked to the general orientation. The more programs linked, the more students will attend.

Grad Admissions: T. James-Heer reported that the new grad folders that had to be reprinted are now available.

CEC: J. Ray reported that they are doing some marketing things, such as creating brochures to send to engineering VP'S, and doing trial surveys before they go to press.

CCPS: No report.

SCB: SCB will be holding an event on March 18, at 6 PM in 202A. It will be a discussion of management and MBA's. Anyone can attend.

CHP: CHP is in the process of admissions.

Library: Interviews for a dean are progressing. The field has been narrowed down to eight candidates. Some are coming later this month for interviews. A total of 25 people applied.

KCON: KCON is currently fine-tuning the advanced practice nursing adult track. These tracks have many certification issues including the number of hours students are in preceptor experiences; those are constantly changing. On a national level, the American Association of Colleges of Nurses has put forward a position paper, that by 2015 the entry level for advanced practice nursing will be a clinical doctorate. KCON has not started moving on this yet but will have to start considering it. The reason for this movement is that boards require more and more clinical hours. With that many hours, it makes sense. It is comparable to dentist, and MD degrees, which are not terminal degrees. The clinical nurse leader program is still in the works. There will probably not be any proposals until next academic year.

## **8. Old Business**

### Feedback on Graduate Program Visibility

**Discussion:** This goal of increasing visibility was identified during strategic planning sessions. C. Coviak posted possible actions for GC on the discussion board. She requested input on these actions, including contacting FPPC for workload issues, Development office re. graduate scholarships, etc.

N. Mack discussed the perceptions the CLAS faculty has toward graduate education. People who have been here a long time are uneasy about the university offering grad programs. Those people came here because GVSU focused on undergrad and high quality teaching. Others see that GVSU needs to meet the needs of the community. In addition to reaching out to the community and making programs visible, we need to reach out internally to this group.

The S3 program was used as an example. Some faculty perceive it to give funds only to grad students when it was developed for undergrads. SERP was an undergrad program. P. Kimboko was asked to develop a program separately. S3 was never meant for undergrad only.

J. Ray and R. Wilson indicated that similar discussions had gone on in the last Science & Math meeting and in UAS, respectively.

Concerned faculty could be shown that there is a need for grad programs and they add value to the university. When they see grad programs being marketed, they need to know that undergrad is not being compromised and that grad education is not taking from undergrad resources.

C. Coviak suggested that the next steps could be to: address UAS, or possibly start with CLAS; to have different individuals to come to the GC as guests such as the Provost. Some issues are more urgent, such as the FPPC. Additionally, new buildings are being built right now, and providing feedback to the designers may be important right now.

Other examples of faculty concerns with graduate education were: the concern that R & D would give money only to grad faculty because P. Kimboko is graduate dean; composition of the GC in representation; that GVSU might be moving to be a doctoral institution and the emphasis won't be on teaching; and the perception that faculty cannot teach both grad and undergrad courses.

The GC needs to create a strategy for addressing the faculty's concerns of feeling threatened by graduate programs. Part of the strategic plan discussion was how we serve the community. There have been several initiatives taken on, particularly in grad education, which were in response to community needs. Professional grad programs are examples of this. This obligation to remain responsive must be kept foremost in discussions. One way is through the university mission. The mission of the university is community service. They also need to know that external regulators of professions and their education are part of community.

The perception that grad programs divert from undergrad was addressed. M. Luttenton stated that Science & Math has supported the M.Ed emphasis because there is very little resource commitment; e.g., a faculty member teaches one summer course. However, there was resistance to the Bio proposal. The cost to the undergrad program was an unsubstantiated fear. Biology has generated more revenue with the bio program than the costs incurred.

Before going to UCC, departments should do a good cost analysis. UCC looks at it skeptically when proposals say they don't need new resources, faculty, and so on. Units proposing new programs should take care to have complete cost estimates, including GA's.

Per M. Luttenton, the Faculty Salary and Budget Committee now reviews programs after the 1<sup>st</sup> 2 years and 1<sup>st</sup> 4 years to see how financials match up.

Marketing graduate programs was discussed. Although they need more visibility, there continues to be a perception is that they take resources from undergrad. Institutional Marketing (IM) does not market grad ed.

Per P. Kimboko, this may change. The President asked for data so IM did a survey. The executive officers are meeting to discuss grad programs. They decided that since the university is not going to grow at undergrad level, their focus is, if we can grow at all, it will be with grad programs. Many grad programs are revenue generating. Grad programs do not have to adhere to tuition restrictions of the state.

P. Kimboko, as graduate dean, was not asked to attend the executive officers' meeting. Discussion ensued, resulting in a motion.

**Action:** R. Wilson motioned that the GC chair should direct communication to the Provost requesting the inclusion of the Graduate Dean in all discussions regarding graduate education. Several seconded. Motion passed.

P. Kimboko will report back to the GC at the next meeting.

C. Coviak moved discussions to return to following topics: Does the GC want to address the Senate? Who should be invited to GC meetings (e.g., Jon Jellema, Development, and FPPC?)?

P. Kimboko, who saw T. Beck (FPPC Chair) at the Academic Policies and Standards Committee (APSC) meeting, informed T. Beck that the FPPC would be hearing from the GC re: faculty workload.

C. Coviak asked GC members to talk to the committee representatives for FPPC in their respective colleges or departments so that they know the GC wants to be involved. B. Reinken noted some online areas to research re: grad workloads such as the AAUP and accrediting institutions.

C. Coviak asked the GC if they want to make it a long term goal to hold discussions with University Development. P. Kimboko indicated that the president sets development's priorities.

GC members would like to have both the president and provost together at a meeting. The Provost can possibly kickoff the fall meetings. If the Provost is able to come before fall, the strategic plan should be together. The goal is to have it done by March 15. GC will start planning now to get the President in the fall as his calendar is full for AY 04-05. C. Coviak will invite the Provost for either the March 18, April 8, or April 22 meeting.

## **9) New Business**

### **a) Appointment of Rep to Prospectus and Final Plan Task Force**

**Discussion:** A task force has been put together through ECS/UAS. The task force will explore what should be included in a prospectus and final plan. B. Reinken volunteered to serve on the task force.

### **b) TOEFL Score Proposal**

**Discussion:** C. Coviak reported that the TOEFL score issue came up in the strategic planning discussion and issues related to setting standards for grad education came about as a proposal was going forth from English and COE for TESOL. It was felt that they wanted to open the issue of TOEFL scores, but were instructed it was a policy issue and should not be part of the proposal. The GC is the place where policies such as this should be deliberated.

The higher TOEFL score should be part of the department requirement. It doesn't have to affect university policy. The university policy sets a minimum standard. Departments can make the case for a standard that exceeds the minimum. A proposal can be put together that is endorsed by the GC.

C. Coviak suggested that COE should put in a proposal and frame their needs. It can go on a future agenda for grad programs at large. If Registrar input is desired before a new proposal goes forward, it can be obtained at GC as the Registrar is an ex-officio member of GC.

#### **10) Adjournment**

B. Rudolph motioned to adjourn. J. Ray seconded. Meeting adjourned at 10:48 AM.

Next meeting February 25, 2005, which will be a joint meeting with Grad Directors to discuss the Strategic Plan.

Minutes approved 4/8/05.