

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

Present: Claudia Bajema, David Cannon, Cynthia Coviak, Cynthia Grapczynski, Rita Kohrman, Hal Larson for Jeff Ray, Neal Rogness for CLAS, Ben Rudolph, Roger Wilson

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Ex-Officio: Claudia Bajema

Staff: Priscilla Kimboko, Shirley Dilworth

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Graduate Assistant: Dorjee Damdul

At this first meeting of the new Graduate Council (GC), Dean Priscilla Kimboko suggested that members give some thought to determining the future role of the council. She asked them to review today's agenda and add any items they wish to discuss. The Office of Graduate Studies and Grants Administration (GSGA) will provide necessary staff support. The council, she said, will be busy as there are currently several items nearly ready for review.

The Graduate Council is now officially a faculty governance body, under the operative rules for university governance committees. C. Coviak served on the final plan committee; H. Larson is familiar with it due to the UAS review.

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Brief introductions were followed by an update on the composition of the council. The committee is limited to thirteen faculty members, although the size could change. There was a concerted effort to keep it relatively small, in keeping with other governance committees, rather than having it be as large as the UAS [one proposal had every graduate program having a member on the committee].

Four Colleges will have two representatives each:

- College of Liberal Arts and Sciences (CLAS), currently vacant
- Seidman College of Business, Ben Rudolph and David Cannon
- College of Community and Public Services, Frank Hughes and George Grant
- College of Education, Roger Wilson and John Shinsky

Five more will have one representative each:

- College of University-Interdisciplinary Initiatives (CUII), vacant
- College of Engineering and Computing, Jeff Ray
- College of Health Professions, Cynthia Grapczynski
- Kirkhof College of Nursing, Cindy Coviak
- University Library, Rita Kohrman [replacing Millie Jackson for one year, as she is on sabbatical 04-05]

Graduate Council will have two graduate student reps from different programs. P. Kimboko has asked Steve Lipnicki to publicize the request for graduate student nominations in the Downtowner. Graduate Directors will also be asked to nominate interested students. These names will be referred to the Student Senate who will make the official selection/appointments.

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Ex officio, non voting members are Lynn Blue, Registrar, a Continuing Ed rep, and the graduate school staff and the graduate dean, and any graduate directors. Seidman specifically recommended that C. Bajema be included as ex-officio. N. Rogness, associate dean for the Science and Math cluster in CLAS, will serve until the faculty representatives are elected, possibly within two weeks. CLAS has a number of faculty that teach graduate courses, but do not have graduate programs, most involve education (such as history, physics, mathematics, etc.).

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Terms: Three years, staggered, consistent with other university committees.

Responsibilities: for the GC are listed in the by-laws, but will need to be fine-tuned. The by-laws were written to reflect the same type of language that is similar to GenEd and UCC. This GC will handle graduate curriculum review. Our review will be referred to the UCC which makes the 'final approval/recommendations'. The GC will also work on minimum university-wide standards and policies for graduate education. GC will not impose policy that could jeopardize an accreditation review. Instead, its role will be to review and address specific policy issues and ensure that procedures are in place to carry out these policies appropriately.

The Graduate Dean already has a role in reviewing and responding to policy issues, in the review of the requests for exceptions to the time limits and credit limits prior to admission, as well as dealing with non-degree student who have encountered probation or dismissal. P. Kimboko noted that in the past year she has acted on over 200 exceptions to these graduate policies .

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Procedures: GC does not make final decisions, but should do such a good job of review that the UCC will take our recommendation, and not have to re-do the review process. The goal of the GC is to be efficient and thorough.

Discussion ensued concerning deadlines for course proposals and when things needed to be submitted for catalog inclusion: P. Kimboko reported that it is her understanding that there will be no specific deadlines published, that items will be acted on on a first-come, first-served basis. H. Larson pointed out that there could be large or small changes that prevent some areas from meeting the deadlines. It was also noted that according to the Long-term Curriculum Planning Task Force recommendations, many long-term curriculum issues will be handled at the College level.

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R. Wilson, also a member of the UCC, said that some course changes include mundane items. The UCC has found that some new program proposals are problematic because needs assessments are sometimes inadequate. The numbers appear to be terribly inflated which causes some items to get bogged down in faculty governance. H. Larson agreed that, historically, such issues, including cost of new programs, are rehashed at UCC.

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P. Kimboko suggested that GC needs to be clear about its role which is to review curriculum and develop or recommend policies on 'academic merit', not to determine cost-effectiveness of a given proposed program. There is a governance unit with the responsibility to look at the budgetary issues.

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P. Kimboko noted that the GC, as proposed in the final plan, will be open to inviting the faculty or department proposing changes or new courses or programs to come to the GC to answer questions. The GSGA can review materials early and identify/resolve some issues before

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presenting to the GC for review. In order to be effective in this step, she needs to get a feel for what role GC want GSGA to play.

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Graduate Council Final Plan

C. Coviak commended Hugh Jack's flow diagram, listed on page 15 of the Existing and Proposed Committee Structure, which shows very clearly how the Graduate Council relates to the ECS and the UCC. The diagram does not reflect the UAS recommendation that all policy issues also be sent to APSC for information purposes, as this was not a part of the final plan as submitted to UAS.

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P. Kimboko noted that there is still a lot of work to be done on the graduate policy side. She has a draft of policy issues she identified when she first arrived that shows the types of policy issues needing to be addressed. For example, there is no real policy on thesis preparation and the Library receives many works that are not well prepared. R. Kohrman agreed that she sees many that are of poor quality and it is embarrassing to know that they are reviewed by others and available on line or openly accessible in the library. A group of Canadian students were in this summer and copied over 700 pages from the KCRC Library. One department's answer to this dilemma, she stated, is to just send the best ones to the Library in the future. She thought this would be fine, while P. Kimboko noted that if a project isn't worthy of public dissemination it may not be of the quality required as a 'culminating' project for a graduate degree program. She also noted that former Library Director Lee Lebbin's suggested that GSGA should take on the theses review and get the librarians out of that quality review process. There is a Scholarly Outcomes Committee that has been meeting to develop university-wide minimum standards and to define appropriate procedures for review and approval of theses and projects.

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Grad Council Meetings/Issues: The GC was given a sheet with future meeting dates. P. Kimboko indicated that there are two dates that she will be unable to attend; the committee should not feel they have to cancel the meetings when she is unavailable, as there will be a faculty chair to lead the meeting.

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Since Grad Council will be focused on curriculum issues as well as policy issues, P. Kimboko asked the GC to consider whether they should divide into two subcommittees and each group focus on one issue and meet separately, then bring their recommendations back to the full Grad Council, or if the entire GC should meet together on all matters. C. Coviak suggested that, initially she would recommend that they meet as a group on all matters, to develop a good working relationship.

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B. Rudolph suggested that, from his perspective, the fewer meetings the better, and he would appreciate timely notice of cancellations, not just an e-mail sent the night before.

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P. Kimboko mentioned that, because of room scarcity in DeVos, some Fall Semester meetings are scheduled at CHS. Taking the shuttle bus or car pooling was encouraged, because of limited parking spaces there. Folks from CHS noted that parking is not usually a problem on Fridays.

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The GC will need to elect a Chair, maybe a Vice Chair as well. There was general agreement that it is wise to have a Vice-Chair, in the event that the Chair cannot attend a meeting. Duties of the Chair will be to review with the Graduate Dean and staff what should be on the agenda. It was decided that there be no need to elect someone to represent the GC on the UCC there are

already two members who will be serving on both, C. Grapczynski and R. Wilson. UCC meets Wednesdays, 2:00-4:00pm in Allendale during the Fall, and in Grand Rapids during the Winter semester.

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H. Larson added that major committee chairs generally receive release time, and wondered if the GC would as well.

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Reports from Committee Members about graduate matters in their own Colleges:

R. Wilson: COE is planning to restructure some grad programs. There is a task force, chaired by Loretta Konecki, formed to develop a proposal for advanced degrees in education.

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C. Bajema: Seidman College of Business is working on some changes to the MSA and MBA programs. They should be submitted for review soon.

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D. Damdul: As the Graduate Student rep, he asked if there is a possibility of getting a writing consultant to assist graduate students. He noted that there are several for the undergraduate students.

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R. Kohrman: Library, Reiterated the need for a graduate writing consultant. Many grad students suffer from writing anxiety. Others agreed about the need, some programs are so technical, some require GRE writing component.

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H. Larson: College of Engineering and Computing: School of Engineering is planning to strengthen the Engineering Programs, not sure when they will be ready for submission.

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N. Rogness: CLAS, Three new programs are coming out of CLAS: Biotech, Biostatistics and Bioinformatics; the final plans were submitted in April, for review by UCC. Master's in Psychology is still under consideration [it has already been approved by governance but not by administration]. Chemistry faculty will be proposing an emphasis area in Education.

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C. Grapczynski: CHP, the DPT curriculum should be available for review this fall; it came to UCC in the Winter with all new program changes. The original program was approved, but the detailed curriculum and courses were not in place. A complete restructuring of OT is planned, cutting it down from 2½ years to 2, and making it a traditional master's program, not three plus three because it did not work well with transfer students. OH master's degree is in the works.

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R. Kohrman: Library, A new search will be getting underway for the Library Dean. She also noted that when submitting a thesis on-line, a paper copy is still required.

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C. Coviak: KCON, The most immediate concern is to fine tune the specialty tracks for Advanced Practice Nursing as well as for gerontology and women's health. It may not be ready for submission this year. In the future there could be changes to the education track

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N. Rogness asked if UCC receives curriculum, will it come to GC first. The answer was that the college deans submit items to the Provost's office, where they will be reviewed by the UCC Chair and directed to the appropriate committee for review. Graduate Council will be the first reviewer of all graduate. He also asked whether UCC will finish what they've currently started.

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| P. Kimboko does not have a final answer. Provost Davis said yes, Rita Grant said no. It could depend on how much time is involved, or other factors.

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| In closing, P. Kimboko stated that there will be plenty of work for the Graduate Council. She also asked that nominations for grad student reps on the GC be submitted to the Office of Graduate Studies and Grants Administration within the next week or the following week at the latest.

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Next meeting is Friday, September 10, 2004, 9:00am, CHS.

| Meeting adjourned at 10:15am.

September 3, 2004 minutes approved on September 17, 2004.