**Graduate Council Meeting**

**November 17, 2017**

**109D DEV**

**Minutes  
(approved January 26, 2018)**

**Faculty Present**: M. Bair, D. Balfour, A. Bostrom, A. Campbell, S. Choudhuri, J. Engelsma, B. Harvey, L. Huang, B. Martin, K. Ozga, P. Ratliff-Miller, M. Staves, W. Sun, M. VanderKooi, J. Vogelzang, R. Wilson

**Administrative Ex-Officio Present:** I. Fountain, S. Lipnicki, M. Luttenton, J. Potteiger, E. Schendel, S. Soman

**Elected Student Present:** R. Bhurtel, C. Jonkman

**GSA Officers Present:** D. Myers, K. Stevenson

**Guest:** F. Ngassa

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:03 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** M. Staves moved to approve the agenda. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **III. Approval of Minutes October 27, 2017** |  | **Motion:** M. Stavesmoved to approve the October 27, 2017 minutes. D. Balfour seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | Review of ECS Charges The ECS charges to the Graduate Council were reviewed with steps and action items as follows:   1. Graduate Policy and Program Review/Curriculum a. Continue ongoing review of graduate program policies to ensure consistency with university policies: policies have been requested from 5 programs for review by dean, associate dean, and chair; as a result of last year’s review, will likely be asking all programs to create a program handbook of policies for faculty and students.  b. Work with UCC to make recommendations to ensure that 580/680 courses are taught at a graduate level: add this to the role of the graduate program director for each program; refer to policy subcommittee. Comments: Perhaps specific language is needed in a policy that there needs to be separate objectives for graduate students, course syllabi must comply. SOR’s need to be up to date in preparation for the HLC visit; ask GPDs to report on their 580-680 courses.  The Graduate Council and TGS can partner to collect information from unit heads on the 80s courses they offer. Like the dual-listed course policy, each program must have a clearly defined review process and allow the unit to determine what that process will be.  c. Define the role and responsibility of Graduate Program Directors (referenced in 2.04.H.1.b but never defined): roles of GPDs have been reviewed by Graduate School; issues about fairness of workload assignments persist; need to review role with curriculum process (at least for 580/680 classes). Comments: Data has been collected on GPD roles. Colleges now provide some level of compensation for GPDs but it varies.  d. Explore and identify recommendations for university resources needed to help graduate students with communication (written and oral) with one goal of ensuring the quality of theses and dissertations: policy committee—recommending a writing workshop. Comments: The writing workshop will be offered in the same semester they enroll in their first thesis credits. Details have not been worked out yet but there could be an online option or badges created. Having a course on writing might not be a good idea because students may not want to take on the expense. The library would like electronic copies of all documents for ScholarWorks but some might not reflect rigor. The library can assist faculty with working on student writing.  2. Graduate Admissions  a. Make recommendations for a mechanism to ensure that graduate program admissions requirements are consistent with university standards; this process is achieved with the regular assessment of graduate program policies and procedures accomplished for 1.a.   b. Make recommendations to ensure consistent policies for graduate admissions across university (e.g., GRE, GPA, etc.); review with graduate program policies and procedures from 1.a.; policy committee has reviewed; a concern that needs to be addressed with graduate admissions is related to the desirability of the university and its programs  c. Examine the requirement of having all transcripts from previously attended colleges included as a requirement for a complete application to a graduate program (e.g., application to CHP program); this has been reviewed in policy committee; apparently there are some challenges to do this through the current admission procedures.  3. Graduate Student Advocacy  a. Continue to explore ways to foster graduate student community and graduate student representation on campus; supporting graduate student organization efforts.  b. With the assistance from FSBC, examine the pros and cons of awarding stipends to selected Graduate Assistants. Please share your finding with ECS along with any committee recommendations; attempted email contact with Robert Hollister and will need to repeat; will make this a priority for winter semester; create a task force; need to look at how this can be used to help students with some portion of tuition waivers (some tuition is better than no tuition).  c. Explore and consider recommendations for a policy to include the role of Graduate Assistants as Teaching Assistants to improve graduate student opportunities in ways that are aligned with program accreditation guidelines where applicable; need data about the cost of adjunct faculty vs. teaching assistants.  4. Review of Graduate Programs Program reviews for Cell and Molecular Biology and Kirkhof College of Nursing are underway: next set of programs will be identified and notified by the end of the semester.  a. In collaboration with administration and relevant schools and colleges, continue to review the university data collection process regarding graduate education and propose policy development and revisions, if deemed appropriate. In particular, review the history of faculty workload related to graduate and undergraduate course load and collaborate with FPPC to make recommendations; work with various colleges to explore collaborative approaches for thesis committee membership; policy committee is working on a recommendation to have an external, university faculty member on committees.  b. In collaboration with the Provost’s office and FSBC, continue to review data collection and processes for estimating costs of graduate programs across the university and propose policy development and revisions, if deemed appropriate; Robert Hollister contacted; CMB program is finding interesting information.  5. Assessment a. Continue to pursue assessment of faculty and student professional development activities.  b. Provide a report on the assessment of the institution-level graduate outcomes to UAC for review according to the assessment process described on the UAC website (gvsu.edu/uac).  c. Recommend revising the committee description in the faculty handbook to reflect adding assessment materials of the institution-level graduate outcomes to UAC for review every two years like is done with academic programs as an ongoing responsibility.  6. Internationalization of Graduate Courses: Report on Internationalization Task Force recommendations for graduate courses. Comments: As an example, the part-time MBA program is of interest to international students but they have to be full-time.  7. Progress Report: 1-2 page mid-year report is requested. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The GC-CPR approved program changes in the CIS program and the part-time MBA program. The MBA is changing to a lockstep program. There was an issue with international student eligibility because the program is part-time, but this could be resolved by allowing international students to take additional, elective courses to comply with their visa requirement to be full-time. The program will include online modules in place of leveling courses that were previously required. Also approved were: CMB program change, new graduate certificate in design thinking, program change for online blended instruction, and program changes in the MST and MSA programs. The authors of the MST and MSA program changes were invited to attend the next GC-CPR meeting to discuss their proposals. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The GC-PC looked at the policy on tested experience and compared it to the graduate faculty policy. Some minor changes were made.  Authorship  CSCE has guidelines for authorship that were discussed at the last GC-PC meeting. The intellectual property policy allows the student to own the property and take it with them when they leave. This raises the question of the faculty member’s right to use the data after the student leaves the university. The Graduate Council may now be in a position to create a universal policy that allows graduate programs to include discipline specific guidelines. The writing workshop that is under development could include information about students’ rights to authorship and IP. |  |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | The PACES speed networking event was held Wednesday, November 8. Eleven employers attended. Forty students were registered but 14 attended. GSA has had discussions about how to increase attendance at PACES events. The RSO’s were surveyed and it was found that they offer their own, program-specific workshops with the same topics as PACES.  The Griffins game is Friday, December 1. One hundred tickets were sold and students will be picking theirs up the week of the event. The GSA is holding a pizza party before the game. Finals Foodfest will be held December 13 during finals week.  The E-board has been meeting every 2-3 weeks. An issue they are working on is graduate student representation on standing committees. All committees have a graduate student serving now, but it is difficult to recruit students at the beginning of the academic year. Most of the reps are from CSAL, and while their participation is appreciated, the GSA would like to have more diversity of programs represented. The student representatives should provide feedback to the GSA or send meeting minutes to show they are contributing. |  |
| **VIII. Dean’s Report – J. Potteiger** | Graduate Program Review  The CMB and Nursing program reviews will be held in the Winter 2018 semester.  The recent HLC visit for the Aud.D program provided an opportunity to inform the HLC reviewers about graduate program review because this is something that they will look for during the university accreditation visit.  Tax Reform Bill  GVSU is working with lobbyists and state representatives to understand the implications if the US House of Representatives passes the tax reform bill as it stands. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | 699 Courses A question arose if there is any faculty remuneration for faculty overseeing independent studies. This is a workload issue and is at the discretion of the college and unit to establish workload credit for 699 oversight. |  |
| **XI. Adjournment** |  | **Motion:** D. Balfour moved to adjourn. B. Martin seconded. Meeting adjourned at 10:47 am. |