**Graduate Council Meeting**

**October 27, 2017**

**109D DEV**

**Approved November 17, 2017**

**Faculty Present**: M. Bair, D. Balfour, A. Bostrom, A. Campbell, S. Choudhuri, J. Engelsma, V. Long for B. Harvey, B. Martin, K. Ozga, P. Ratliff-Miller, M. Staves, J. Toot, M. VanderKooi, J. Vogelzang, R. Wilson

**Administrative Ex-Officio Present:** I. Fountain, M. Luttenton, J. Potteiger, D. Vainner for S. Soman

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

**GSA Officers Present:** T. Kanczuzewski, K. Stevenson

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:06 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** B. Martin moved to approve the agenda. A. Campbell seconded. Motion passed unanimously. |
| **III. Approval of Minutes September 22, 2017** | A follow-up discussion on the drop in enrollment numbers was requested. It was added to the Dean’s Report. | **Motion:** J. Vogelzangmoved to approve the September 22, 2017 minutes. P. Ratliff-Miller seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The first graduate faculty meeting was held on the Allendale campus on Wednesday, October 25. The round table format facilitated discussion. The next grad faculty meeting is on Friday, November 17, 2017 in the DeVos Center. All graduate faculty should be encouraged to attend.  GC members were asked to review the ECS charges to the Graduate Council. Several charges can be assigned to the subcommittees and some charges may require data collection. The GC chair needs to submit a mid-year report to ECS in January. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | a. New Program Proposal – Master’s in Athletic Training  b. Program change proposals have been received for the M.S. in Accounting, the MBA, M.S. in CIS, and nursing program changes. The subcommittee will review the proposals in upcoming weeks. | **Motion:** The GC-CPR’s motion to approve Log 9658: New Program Proposal – Master’s in Athletic Training was passed unanimously. |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The GC-PC looked into two policies being sent for to ECS/UAS, the absence policy and grade change policy. Those policies are specifically for undergraduates so no action was required.  ECS Charges to the Graduate Council were reviewed. The GC-PC is recommending revisions to the thesis/dissertation policy. The changes will require one committee member to be outside the student’s graduate program, and students will need to attend a workshop in the first semester of thesis work, at no cost. The changes will be presented to Provost’s Cabinet at the next meeting.  The graduate faculty policy was reviewed to make sure it is in compliance with the HLC policy on tested experience. There are parts of the graduate faculty policy that need review. AVP C. Plouff will attend the next meeting.  The GC-PC is considering a graduate policy for authorship. The VP for Research Administration R. Smart will be invited to a future GC-PC meeting to provide guidance. |  |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | The GSA e-board meets once per month. Upcoming events/activities include: a tailgate event on Saturday, October 28, PACES speed networking on November 8, Grad Hub (under a new name) in mid-November, a Griffins game on Dec. 1, and Finals Foodfest on December 13.  The GSA has allocated $59,000 to 22 registered student organizations so far in 2017-18, which is slightly lower than last year. The operations budget is at $16,000. Clinical Dietetics students are creating an RSO for their program.  The GSA has been working with the Student Senate president to change the bylaws to elect graduate student representatives to standing committees. The GSA would make the appointment rather than Student Senate. GSA reps are regularly attending standing committee meetings.  Marketing efforts include the GSA Facebook page which has 900 members. The Lanthorn has been contacted to write an article about the GSA and benefits to joining. Larger GSA events may be posted on the GVSU home page for more visibility, and events continue to be posted on the graduate students Blackboard site. |  |
| **VIII. Dean’s Report – J. Potteiger** | Enrollment Report EDPAC was charged by Pres. Haas to develop enrollment goals for the 2016-21 strategic plan. The goals focus on credit hours rather than student numbers. The goal is an overall 1% increase in credit hour production for the next 5-6 years. For graduate education, the goal is a 1% increase in all graduate programs.  Credit hour data from 2008 show 19,000 graduate credit hours, the peak was in 2015 with over 25,000, and in the last 2 years graduate credit hours have been down by approximately 700. Data are provided by Institutional Analysis at the 5 day census.  700 credit hours represent approximately $500k in revenue. The number of graduate students has stayed steady at approximately 3,200-3,400 each year. This represents about $9 million in revenue.  TGS has been working on a project to identify the competition for our graduate programs as new competitors have entered the market. For example, the MBA program competes with a number of online programs (e.g. Davenport, and Western Michigan University).  HLC Accreditation  The HLC re-accreditation visit will take place in Fall 2018. There are a number of criteria that must be met via an assurance document (formerly called ‘self-study’). The documents were made available to the academic deans, Provost’s Cabinet, and senior management. Information about graduate education is included but some of it needs to be revised. After revision, the document will be made available to faculty for review.  The 2008 HLC report contained critical comments with regard to resources for graduate education, in particular with oversight of programs and graduate student support and identity. Some areas have been addressed such as GA stipends, expanded support for graduate student research, revision of GVSU catalog, and the policies & procedures manual. In addition, we now have graduate program review.  “Second Chance” Policy The second chance policy will allow a student who wants to change programs to start over without past bad academic performance following them. They would need to submit a request and make a good case for themselves.  Resource Needs for Graduate Education GVSU has become more strategic with regard to adding graduate programs. Much of our growth has involved health professions but we have more resources available and have gotten more strategic.  J. Potteiger met with the academic deans to consider internal changes that could be made by colleges and programs to encourage retention. Flexibility is needed such as with the student-initiated combined degree program, multidisciplinary master’s degrees, and more opportunities for electives. Digital badging is under consideration as well.  The curriculum review process to get new programs approved is lengthy and could affect our ability to compete. The process could be sped up by adopting a strategy similar to how 580/680 courses are offered and then become regular courses. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** B. Martinmoved to adjourn. R. Wilson seconded. Meeting adjourned at 10:47 am. |