**Graduate Council Meeting**

**September 22, 2017**

**109D DEV**

**Minutes  
Approved 10/27/17**

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

**Administrative Ex-Officio Present:** I. Fountain, T. James-Heer, S. Lipnicki, M. Luttenton, S. Soman

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

**Ex-Officio Students Present:** A. Gay

**GSA Officers Present:** T. Kanczuzewski, D. Myers

**Guest:** E. Schendel

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION/DECISION** |
| **I. Call to Order** | A. Bostrom called the meeting to order at 9:05 AM. |  |
| **II. Approval of Agenda** |  | **Motion:** W. Burns-Ardolino moved to approve the agenda. M. Staves seconded. Motion passed unanimously. |
| **III. Approval of Minutes September 1, 2017** |  | **Motion:** P. Ratliff-Millermoved to approve the September 1, 2017 minutes with one minor correction. W. Burns-Ardolino seconded. Motion passed unanimously. |
| **IV. Chair’s Report – A. Bostrom** | The ECS Charges to the Graduate Council were finalized.  Graduate Faculty Meetings The Fall 2017 Graduate Faculty meetings will be held on October 25 and November 17. Ideas are needed to generate more interest and attendance.  Key comments included: The Friday meeting should be scheduled on the same campus as the ECS/UAS meeting. This will be taken into consideration in the Winter 18 semester. If we continue to have the same agenda the attendance problem will likely continue. It would be helpful for faculty to know what’s on the agenda well before the meeting, and more specific topics might draw more attendees. What information do faculty get from this meeting that they cannot get elsewhere? The meetings could address areas that the faculty are already talking about, in particular, invite University Development to discuss strategies to get funding for graduate assistantship from philanthropic donors, additionally, looking at how to write grant proposals that include GAs, and programs such as School Psychology and the School of Engineering that utilize school districts and local industry, in general, growing practices that will support student recruitment and student activities that are relevant to their field. More recognition for graduate faculty is needed. Faculty feel connected to their units but might not feel connected to the overall graduate faculty community. Recognition might promote a better sense of belonging to the graduate community. Short presentations on activities in other graduate programs might be of interest.  In summary, GC members recommended a panel discussion of different models to support graduate assistantships, recognition for graduate faculty such as reporting on graduate faculty achievements by program, facilitating international students, and inviting University Development to present and to hear from faculty, and having a development officer assigned to graduate education. |  |
| **V. Curriculum & Program Review Subcommittee Report – M. Staves** | The GC-CPR approved the following curriculum proposals: program change requests for the MPA and MSN programs, and a new embedded certificate in assistive technology. The master’s in athletic training was sent back to the authors with comments to make corrections. The full Graduate Council will vote on the proposal when it comes back.  Program Review Rationale  The GC-CPR would like to have a cover letter/rationale for programs when they are selected for review, to explain the purpose and benefits of the review. For example, programs with external accreditation should know that the Graduate Council’s program review will review different aspects of their programs than what the accrediting bodies review. Programs will be able to demonstrate areas where they are doing well and also address faculty elements such as workload and how faculty enhance the program. The intent is to obtain resources for programs to expand or strengthen them.  Graduate enrollment numbers have dropped. The enrollment report is on the Registrar site and Institutional Analysis. S. Soman will provide programs with their enrollment reports over the last 10 years.  Program review can be used to demonstrate the links between our programs and strategic plan initiatives. Graduate programs raise the reputation of the university. It may be in the Graduate Council’s purview to define what graduate education should be at GVSU. |  |
| **VI. Policy Subcommittee Report – S. Choudhuri** | The GC-PC reviewed the charges of all standing committees to look for areas related to graduate education and shared charges in order to communicate with other committee chairs. The GC-PC prioritized the ECS Charges to the Graduate Council and plan to work on 4 items to quickly resolve them, 1) the admission policy re. transcripts from previous institutions, 2) old transcripts, if the admissions authorities in each graduate program use those transcripts to make admissions decisions. GPDs will be surveyed and data will be collected on practices from other institutions; 3) and 4) the attendance policy and transfer policy were reviewed and it was found they were undergraduate policies and did not directly impact graduate education. |  |
| **VII. Graduate Student Association Report – T. Kanczuzewski** | The E-board meets once a month and utilizes a shared filing system on the Google Drive to enhance communication. GSA has been working on spreading awareness through Facebook and keeping the GSA website up to date. OrgSync is used mainly for funding and RSO’s. They are trying to work with the Lanthorn and Grand Valley Magazine to do an article to introduce the e-board.  The Fall Welcome was held on September 15th. About 100 people were in attendance, which was lower than anticipated. The cost of the event was $4,228. Hand-written “thank-you” notes will be sent to the speakers. The first funding board meeting for AY 2017-18 was held on September 11, 2017. Eight RSO’s were present. The total dollar amount approved was $21,796. The remaining budget is $77,486.  PACES had 35 students register but only 5 attended. High registration and low attendance continues to be a problem for PACES events. The e-board is trying to come up with solutions to increase participation.  GSA is hosting a football tailgate on October 28 from 1-4 PM, a Griffins hockey game December 1, finals foodfest, and a Whitecaps game in the spring. There is discussion about doing grad hub type events again.  The Student Senate president is working to strengthen ties with GSA and to set up a more fair and sustainable system for the GSA and will work with the UAS chair to get a graduate student on ECS.  The GSA received some feedback from students who had concerns about the 500 sheet print limit. The GSA will advocate for graduate students on this matter and discuss it with the Student Senate. |  |
| **VIII. Dean’s Report – M. Luttenton** | Student-Initiated Combined Degree Program The fillable forms for the SICD have been created and are available. They will be sent to graduate program directors, undergraduate advising centers, and unit heads, among other places.  Enrollment  Enrollment goals were not met this fall.  Graduate Faculty Meetings  Graduate faculty meetings will be held on October 25 and November 17. The agenda will be emailed to all graduate faculty.  TGS Activities  Graduate program directors were asked to institute admissions deadlines for their programs.  The admitted/enrolled and admitted/not enrolled surveys were sent out.  J. Potteiger and M. Luttenton have been meeting with the college deans with the grad exit survey results. The GPDs will receive copies of their program surveys. The Graduate Council will be provided with a summary of the survey results as well. |  |
| **IX. Old Business** | There was no old business. |  |
| **X. New Business** | There was no new business. |  |
| **XI. Adjournment** |  | **Motion:** B. Martinmoved to adjourn. W. Burns-Ardolino seconded. Meeting adjourned at 10:46 am. |