

**MINUTES**  
**GSAC MEETING April 11, 2003**  
**Connable Board Room, Bernhard Center**

**Representatives Present:** Marcel Brouwers (Chair, English), Kurt Hayden, (IME), Greg Waltz (Biology), Craig Tollini (Sociology), Peter Voice (Geoscience), Ralucca Gera (Math), Joe Fox (Math), Debbie Glowacki (OT), Jessica Baby (CECP), Abubalar Alhassan (Com), Tom Owiti (F&CL), Emily Eads (OT), Craig Thomas (Ed Tech), Fodei Batty (Political Science), Sabbir Hassain (Physics), Jennifer Smith (English), Carol Harris (OT).

**Guests:** Dean Bill Wiener (Graduate College), Janice Jaroneski, (VPSA, Business Manager), John Burns (CTE), Paula Boodt (Graduate College).

**Introduction:** Meeting was called to order. Minutes of last meeting were approved.

**Report from the Dean:**

- Dean Wiener has been working with Blind Rehabilitation program on museum accessibility to exhibits.
- Faculty Senate approval for two GSAC seats is an indicator of the successful year of GSAC.

PFF Program, portfolios:

- Preparing Future Faculty (PFF) meeting is being planned to include original 15 participants, minority faculty, other university representatives and GSAC members.
- Graduate portfolio program is in the works, to include Dreamweaver, personal web.
- About 20-30 are expected to enroll in PFF; ideas are being pursued to help those not in PFF to develop electronic portfolios.
- Interfolio option allows everything in portfolio to be uploaded, then sent electronically or a paper copy can be generated. Currently, the cover letter has the Interfolio logo, then WMU in small letters. "Branding" would allow creation of a WMU cover letter for about \$3,000. Employment services might be willing to help with cost. Only fee to student is \$5 per send.
- Could try the Interfolio option as a 1-year pilot project per Marcel. Electronic portfolio holds no tremendous benefit over paper copy, except ease of sending and cost of \$5.

**Report from the Chair:**

- Meeting with Dr. Litynski
  - Dr. Litynski signed Graduation Appreciation Week declaration.
  - Plans still in the works to visit Stadium Apts. with Dr. Litynski.
  - President Litynski is supportive of tax-exempt plan for graduate students.
- Forum on the war was very informative; 35-40 attended. Panel was all male.
- Testimony in Lansing - five college presidents were in attendance.
- NAGPS Conference in Cincinnati
  - Only a few states were not represented.
  - Senator Mallory of Ohio spoke on the problem of students leaving the state after completing their degrees. Currently, the general public questions the value of funding higher education, especially graduate studies.
  - Per Kurt, the University of Cincinnati does well to acclimate international students to their campus. Students produced a video to help prepare others before they come to the U.S.
- THIS Obedience film was not well attended. Video of film will be placed in library. Poor attendance may have been a matter of bad timing.
- Graduate Appreciation Reception was a big success, with 300-350 in attendance.

- Presidential Search Committee of 14 has only met twice; taking a very secret approach, which is allowed by law. GSAC was not in on the search when Pres. Floyd was selected, but was when Pres. Bernhard retired.

### **GSAC Sub-Committees and University Councils:**

#### *Web Committee:*

Per Marcel, web site is doing fine. Per Kurt, some photos did not transfer to current web site.

#### *Computer Workshops - Craig Thomas*

- Employees want to see samples of work; for a teacher, which might be lesson plans; for a commercial artist, this might be samples of logos.
- Electronic portfolios are like "dumping everything into a trunk". Then you can choose a "suitcase" of items to send to a certain employer. Content of your "trunk" will be specific to your discipline.
- It is recommended that portfolios be reviewed by three evaluators (with both campus and community represented).
- The electronic portfolio initiative is being planned for fall, 2003.

#### *Public Relations:*

Reported by Jessica Baby

- In the future, it may be wise to form committees to publicize specific events.
- GSAC float is being planned for Homecoming 2003. Kurt is planning a t-shirt "cannon".
- Other ideas in discussion:
  - A new brochure could be produced with the Bernhard Annex consulting firm.
  - Mentoring Award - this is an idea to honor a faculty member who has been an outstanding mentor. Per Ralucca, may cause friction. Per Kurt, his department honors both the nominating student and professor.
  - Research Symposium - this is an idea to allow graduate students to display their work.
  - Fitness for Grads - Per Jessica, Doris Dirks is looking into this idea.
  - Suggestion from Craig Thomas -- workshop on how to publicize events.

A motion was made by Kurt and seconded by Ralucca, to update the brochure. Jessica will pursue this. Marcel commended Jessica on her diligence as publicity committee chair.

#### *University Assessment:*

No report. Marcel reported on the recent discussion at Faculty Senate over general perception of WMU students. There seems to be a perceived problem of "lack of being treated as scholars" among undergraduates. Per Marcel, Dr. Delene commented that most of WMU's promotional materials show students "having fun".

#### *General Education Subcommittee:*

Craig Tollini reported on the committee's work on an assessment tool for next year to be used with the general education courses. This will likely be an "SAT" type test, incorporating logic and reasoning skills. Per Marcel, the findings will be published.

#### *Legislative Affairs Committee:*

- Jessica highlighted the need to write letters asking for legislative support. Kurt will assist.
- International students at some schools are being charged a fee to fund government tracking; WMU does not do this yet, but GSAC should police this area to insure such fees are not assessed here.
- Kurt spoke on the issue of social security numbers being used as student ID. The school has the right to do this. Students can ask for a "99" number, which is common for international students who don't

have an SS number. Per Dean Wiener, the security issue is certainly a concern; a different system is under consideration.

*University Councils:*

*Research Policies Council*

Dean Wiener spoke on "Centers of Excellence" discussions at the council. It was decided that it is not appropriate for only the research council to identify these, so Academic Planning will look at university documents to determine appropriate criteria.

*Technology and Operations Council*

Per Ralucca, no meeting.

*Graduate Studies Council*

Per Jennifer, the council is working toward creating assessments for graduate students that are not overwhelming but give effective feedback.

*Campus Planning and Finance Council*

- Greg presented a summary sheet to GSAC members. Discussion centered on funding issues.
- Greg suggested postcards to legislators, which are not delayed by security methods.
- Per Marcel, the subcommittee's recommendations on parking have been passed. Per Kurt, the engineering department had an informational meeting recently on parking and commuting issues. Already, mechanical engineering has identified scheduling problems. Per Dean Wiener, it will be impossible to schedule classes at both campuses back-to-back. New campus is all open-parking, no designated faculty lot. Temporary lots will be built.

*GFAC:*

Reported by Ralucca

Communique'

- Request is for \$984 for a speaker, Kathleen Crohn. The total cost will be \$2625. Ralucca moved to approve \$984 and Craig Thomas seconded. Motion passed.
- A request by the African student group was tabled by GFAC until next month.
- Per Marcel, the Graduate College has funds for graduate students who present at a conference. GSAC could set up a "line item" in the budget to fund conference attendance for students to attend who are not presenting. Basically, this is what GSAC has been doing, but the suggestion is for some added requirements to document how the money is spent, what the conference was about, etc. GSAC would not need to change existing rules, but would need to write new rules, vote on them, put them on the website and institute for fall.

**Old and Continuing Business:**

Interfolio - Peter suggested GSAC look at an electronic portfolio produced by Interfolio before going forward.

**New Business (summer agenda):**

Reported by Marcel

- CommUniverCity tailgate event will be held again.
- GFAC meetings will continue over the summer.
- Per Paula, Non-Traditional Student Services Fair should be on the "to do" list.
- GA/DA training BBQ is an idea being pursued; this would be a purely social event. This would need to be coordinated with department and international trainings.
- "Gift" by GSAC to commemorate bicentennial still needs to be researched.

- Graduate Student Handbook
  - This is an idea that was brought back from the NAGPS conference; many schools have these -- some are a very complete "how to" guide for new students.
  - Per Paula, WMU used to publish a "survival guide" and calendar. It is a huge venture and GSAC would need a committee devoted to the project.
  - Dean Wiener spoke in support of the idea.
  - Debbie commented on the lack of information on basic items such as ID, parking permit.
  - Craig Thomas suggested the group look at the "community survival guide" published by the Gazette.

**General Announcements & Briefs:**

- GSAC Dinner to follow meeting
- Next meeting May 9
- Students may want to participate in upcoming Final Finish events.