

**Graduate Student Advisory Committee**  
Meeting Minutes  
Connable Board Room, The Bernhard Center  
12-5-03

**Representatives Present:** Marcel Brouwers (chair), Jay Cawthorne (PPSE), Jessica Baby (CECP), Craig Tollini (Sociology), Paul Chen (Econ), Peter Voice (Geosciences), Doris Dirks (TLL), Rodger Zanny (CS), Sankar Shanmugam (Construction E), Nalaka Kodituwakku (Physics), Angela Prater (Com), Coleen Harrington Barry (CECP), Kurt Hayden (IME), Greg Waltz (Bio), Nancy Greer-Williams (Higher Ed), Jennifer Smith (English), Nate Michon (Comp Rel),

**Guests:** Paula Boodt (Grad College), Janice Quakenbush (Student Affairs)

**The meeting was called to order at 3:04 p.m.**

**Introductions**

**Approval of the minutes from November 14, 2003 – unanimous**

**Report from the Chair:**

1. Restructuring GSAC
  - a. The Chair selection committee met to discuss the election of a new chair and the creation of a vice chair position
  - b. The GSAC Chairperson Assistantship contains the following stipulations and duties as stated in the Chairperson Ad created by the Selection Committee
    - i. Potentially renewable, full time, non-teaching for the fall, winter and summer semesters
    - ii. Tuition remission according to appointment category and a salary and stipend of \$18,038 for doctoral students and \$14,309 for master's students.
    - iii. Duties
      1. Recruitment
      2. Chairing of GSAC meetings
      3. Organizing and promoting special events
      4. Ensuring graduate student representation on University Councils and Committees
      5. Advocating for graduate student concerns
      6. Maintaining national and local legislative efforts on behalf of graduate students
      7. Public relations, i.e. publishing graduate student materials and resources, and outreach to all graduate students at WMU
  - c. The Vice Chair stipulations and duties, as posted in the Vice Chair position ad and decided on by the Selections Committee, consist of:
    - i. Potentially renewable half-time assistantship for the fall, winter, spring and summers semesters
    - ii. Tuition remission according to appointment category with an annual stipend and salary of \$8,817 for doctoral students and \$7,307 for masters students
    - iii. Duties
      1. Assuming position of GFAC Chair
      2. Managing the GSAC budget
      3. Organizing and chairing GFAC meetings
      4. Managing and monitoring the GSAC website
      5. Substituting for the Chair when needed
  - d. GSAC approved the Chair Ad unanimously

- e. A motion was made by Jay to change the by-laws as presented by Marcel to include the Vice-Chair position and strike the “Acting Chairperson Position” section of the document, Paul seconded the motion
  - i. An amendment was made to keep the struck material and insert “in absence of the Chair and Vice Chair...”
- f. The amendment was considered friendly, therefore the body voted on the motioned changes. Unanimous vote with one abstention
- g. Discussion continued and it was mentioned that all committee descriptions should be revisited in the future since they are out of date.
- h. Both ads will appear in the Herald on Monday, December 8, 2003
- 2. Chair Search Committee
  - a. Applications for the Chair and Vice Chair are due on February 5, 2004.
  - b. The search committee will meet on the 6<sup>th</sup> to discuss the applications
- 3. Meeting with President Bailey
  - a. Middle Passage
    - i. Everything seems to be okay
    - ii. Marcel extended out apologies for the incidents that occurred
  - b. KKK flyers were distributed on some students’ cars while the Middle Passage exhibit was at WMU
    - i. Only a few students’ cars were flyered
    - ii. She was horrified that this type of group would come to this campus
- 4. Gift to the University
  - a. Fabulous
  - b. Ribbon cutting in Spring
- 5. Dinner with the President
  - a. Scheduled for January 26, 2004 at 6:30 p.m.
  - b. This meeting is a formal business meeting and is just for GSAC members
- 6. Faculty Senate
  - a. President Bailey noted in her speech during the meeting that the budget cut will probably be 6%
  - b. WMU will absorb the state budget cut with a 2.5% budget cut in academic areas in January
    - i. Small masters/certificate programs may be cut
    - ii. Undergraduate programs are too broad to be cut significantly
    - iii. Doctorate programs will not be cut because they are what help designate the University as a Carnegie 1 classification
  - c. The state will be 700 million in the hole come summer
  - d. Dr. Bailey expects an additional 7-8% cut in July
  - e. In another report it was documented that drinking is up 56% on campus
  - f. Drug use is up 2.5 times
  - g. **The Campus Sustainability-Environment Mission Statement** was passed
    - i. All building projects are to conform to building standards
    - ii. WMU does not know its environmental impact
    - iii. Faculty are worried that the mission statement passed to give the issue lip service
    - iv. There was not discussion on how much the new policy would cost WMU
    - v. The Health and Human Services Building was built with some of the environmental concerns in mind
- 7. SAF Task Force (Jessica)
  - a. Not quite sure what the mission of the task force is
  - b. It seems that the task force will look at how the SAF is distributed amongst the four groups that receive it.

- c. Further discussion was also held concerning if the fee should be reduced or increased as well as policies and procedures of how the fee is dispersed to RSOs
- 8. Unionization sub-committee
  - a. Not a favorable reception for Dr. Bailey
    - i. Marcel noted to her though that GSAC is just investigating the possibility
  - b. Next semester meetings will be made with graduate RSO's and departments to get a feel from students what they would like to do concerning the issue.
  - c. Discussion was held and GSAC members asked the following questions:
    - i. How are we educating graduate students about the system
    - ii. Are students willing to do what is necessary to unionize
    - iii. Are students aware of policies and procedures, and know what to do when an incident occurs

### **Report from the Chair**

- 1. Graduate Assistantships
  - a. There were 147 associateship requests this year from departments
  - b. 70% of students are non-residents and 30% of students are residents
    - i. This is good and bad – good because we have a diverse population and bad because it taxes the university
- 2. There is a risk this Summer I and II to assistantships
  - a. This risk will not affect doctoral assistantships through the graduate college, but will affect department level funding
- 3. Student Research Ethics fellows
  - a. Dr. Prichard has an NSF grant for this program
  - b. The grant helps faculty and student look at research ethics
  - c. Sign up for the program if you are interested
- 4. Kinship program
  - a. Four WMU graduate students presented at the program
  - b. Program also looks at policies developed
- 5. Interfolio – now open to all graduate students
- 6. Graduate 740 – Teaching in Higher Education
  - a. Part of the budding PFF program
  - b. 1 credit
- 7. New graduate college website
- 8. Progress of Councils
  - a. Graduate Studies Council
    - i. Going ahead with honor code
    - ii. Diversity Committee
      - What is the graduate college record
      - How many applications do we receive from students of color
      - What are the students' graduation rates
      - How can we recruit more faculty of color
- 9. Graduate Faculty Status – tightening up criteria
- 10. Graduate certificate programs – students that receive certificates are not invited to participate in graduation. The committee would like to change this practice
- 11. Review of PTG status
  - a. Limit placed on 9-10 credit hours
  - b. Will examine with departments whether PTG is an issue or not

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

- 1. GFAC - Rodger
  - a. MLK Committee

- i. Performance Dance - \$500.00
      - ii. Includes costumes and equipment
      - iii. Kurt motioned to allocate \$500.00 to the MLK Committee for the Dance, Paul Seconded
      - iv. 16 members voted in affirmation, one declined
    - c. Electronic Portfolio
      - i. Requested from GSAC \$500.00 for operational costs to the program
      - ii. Nancy motioned to allocate \$500.00 to the Electronic Portfolio Program, Kurt seconded
      - iii. Unanimous vote
    - d. Middle Passage
      - i. Due to problems, GSAC should allocate \$3,000.00 to compensate the Provost's Office for paying \$6,000.00 to keep the exhibit at WMU
      - ii. Kurt motioned to allocate \$3,000.00 to the Provost's Office, Paul seconded
      - iii. Unanimous vote
  - 2. Web Committee - Marcel
    - a. No report
  - 3. Public Relations - Jessica
    - a. The Committee began work on the Professional Development Week
    - b. Programs such as choosing a mentor, setting a research agenda, navigating the university community, creating balance in your life, and resume critiquing were proposed.
    - c. It was suggested that the week not include a presentation on the university community
    - d. The committee will meet again next week to make further plans
  - 4. University Assessment
    - a. General Education Sub-Committee - Craig
      - i. "C" based test – looks at what the general education programs provide to undergraduate students
      - ii. Do the student learn research skills, literacy, etc...
  - 5. Legislative Affairs – Jessica and Kurt
    - a. NAGPS lobby day is February 12-13, 2004
    - b. The committee would also like to look at going to Lansing and the limitations of International student Visas
  - 6. University Councils
    - a. Research Polices Council – Rodger and Kurt
      - i. Did not meet
    - b. Technology and Operations Council – Peter
      - i. Classroom Committee
        - 1. The committee had not met.
        - 2. They requested a replacement for Ralucca Gera, and Peter will be serving in her place on the committee.
      - ii. Report from Vice President for Information Technology and CIO Viji Murali
        - 2 projects:
          - 1. Revised email system
          - 2. More disk space
          - 3. Features similar to Groupwise
          - 4. Pilot program late spring semester
          - 5. Fully operational Summer 2004
- [All students will be required to have bronco mail web accounts]
- iii. Student Information System (ISIS)
      - iv. President Bailey has set up an executive team to advise her on replacing the current system with a more modern system.
      - v. This system will tie into the portal from the student email account, and will allow the student to access their account information online (registration, account balance, overdue fees, parking tickets, etc.)
- Goal is to try to coordinate the two projects over a two-year time span.

The UCC Computer lab will receive upgrades probably this march (already paid for)

- vi. Report from George Kohrmann on the wireless program
- vii. Parkview campus is still not completely wired. The company responsible for the campus is designing new hardware. Installation should occur over the holiday break.
- viii. Regional centers are mostly done. The Beltline Grand Rapids campus is the only one that is not wired—this should occur over the holiday break.

The rest of meeting focused on trying to figure out the state of the various committees of the council—several members were confused as to what committees they were on.

The committee voted not to meet on the scheduled December meeting date. The next meeting will be on January 27, 2004.

- c. Graduate Studies Council – Jen and Marcel
  - i. Discussion on the feasibility of a Master of Arts in Arts Education
- d. Campus Planning – Greg
  - i. 100 million dollars in assets and some quasi endowments may be considered to replace some state funding
  - ii. Telecommunications will change – departments will pay for local phone, but a phone card will be needed for long distance
  - iii. Construction at both the West and East ends of campus on Michigan Ave. during summer of 04
    - 1. The West end will close to traffic
  - iv. There may be a problem with the Federal grant for the Kalamazoo Metro system
    - 1. The Metro may no longer be able to run shuttle from the Parkview Campus to Main Campus
    - 2. Buses are to serve all of Kalamazoo, not just WMU
    - 3. Students may then be allowed to get a pass for both Main and the Parkview campus
  - v. Student fees and Course fees can be used for construction – like the Seelye Center
- e. International Education Council – Paul
  - i. Council Role Statement – To view the role statement go to <http://www.wmich.edu/facultysenate/council-schedule.html>.
- f. MLK Committee
  - i. Please pick up posters in Marcel's office

### **Old and Continuing Business**

- 1. Lobby Day – February 12-13, 2004

### **New Business**

- 1. Graduate Student Appreciation Week – April 5-9, 2004

### **General Announcements and Briefs**

- 1. GFAC meeting – January 9
- 2. GSAC meeting – January 9, 2004

**Adjourn** – Christmas Dinner Party at McGinnis Landing