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**Graduate Studies Council  
Minutes of 21 November 2024**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Graduate Studies Council was called to order at 3 p.m. on 21 November 2024 via Webex by Marcellis Zondag, chair.

**Members Present:** Upul Attanayake, Louann Bierlein Palmer, Christine Byrd-Jacobs, Carrie Cumming, Lisa DeChano-Cook, Jose Embil Jr., Jennifer Fiore, Regina Garza Mitchell, Lori Gray, Chansheng He, Cindy Linn, Jocelyn Medina, Dianna Sachs, Larry Simon, Marcellis Zondag

**Ex Officio:** David Szabla

**Guest:** Paul Clements, Professor of Political Science, Master of International Development Administration (MIDA) Program

**Quorum**

A quorum was present with 16 members in attendance of the eight needed to establish a quorum.

**Agenda**

**[MOTION]** It was moved by Fiore, seconded by Sachs, to accept the agenda as presented. The motion carried unanimously.

**Minutes**

**[MOTION]** It was moved by Garza Mitchell, seconded by Sachs, to approve the 24 October 2024 minutes. The motion carried unanimously.

**New Business**

- a. Curriculum Proposals
  - i. Graduate Conversion of Concentration to Program – Ph.D. in Educational Leadership: Higher Education Leadership (ELHD).  
**[MOTION]** It was moved by Fiore, and seconded by Embil, to accept the proposal. The motion carried unanimously.
  - ii. Graduate Program Deletion – Ph.D. in Public Administration.  
**[MOTION]** It was moved by Cumming, and seconded by Fiore, to accept the proposal. The motion carried unanimously.
  - iii. New Grad Program – Accelerated Degree in International Development Administration (MIDA), as presented by Clements.  
**[MOTION]** It was moved by Linn, and seconded by Gray, to accept the proposal. The motion carried unanimously.
- b. Transfer Credits into Graduate Certificates. Byrd-Jacobs overviewed the issue, and the policy is not clear on whether any, and if so, how many, 5000-level courses taken by a student as an undergrad and/or graduate classes taken outside of WMU, may transfer into a graduate certificate. GSC agreed that this is important to clarify, given the recent growth in such certificates, and most are in agreement with the notion that if such a certificate were 15 credits or more, then one such 5000-level course or transfer course could be used, since two such courses are allowed within a 30-credit master's degree. The issue of whether a given course could be counted in more than one certificate was also raised. Zondag and Byrd-Jacobs agreed to work on some draft Memorandum of Action (MOA) language for a future meeting.

**Reports of Officers**

Chair Zondag did not provide a report.

Ex Officio Szabla summarized the recent Faculty Senate Executive Board discussion, including issues related to experiential learning and the role and timing of the Faculty Activity Reporting System (FARS).

### **Reports of University Representatives**

Byrd-Jacobs reported on several issues, including the many graduate curriculum proposals and other graduate issues of interest.

DeChano-Cook reported that there were over 550 curriculum proposals approved this fall, but that nearly 40% had some issues that needed to be addressed even after passing their college curriculum committees; more clarity on problematic areas will be summarized in the future for those involved in curriculum.

Embil Jr. and Medina reported on several graduate student concerns, including recent changes to the international student insurance, as well as future planned activities such as the three-minute thesis.

### **Unfinished Business**

Chair Zondag reported that he has been invited by the International Education Council to meet regarding a charge to work with other councils, which includes the Graduate Studies Council.

### **Announcements**

Bierlein Palmer will be absent from the next meeting, given her study abroad trip to India. Sachs volunteered to take minutes at the 12 December meeting.

### **Adjournment**

**[MOTION]** It was moved by Simon, seconded by Linn, to adjourn the meeting at 4:25 p.m. The motion carried unanimously. The Graduate Studies Council will next meet in person at 3 p.m. on 12 December 2024.

### **Approval**

Submitted by Louann Bierlein Palmer, Secretary

Minutes approved on 12 December 2024.