

**Graduate Studies Council**  
Minutes of 12 December 2024

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Graduate Studies Council was called to order at 3:03 p.m. on 12 December 2024 via Webex by Marcellis Zondag, chair.

**Members Present:** Upul Attanayake, Christine Byrd-Jacobs, Carrie Cumming, Lisa DeChano-Cook, Maria Cristina Fava (substitute for Jennifer Fiore), Regina Garza Mitchell, Lori Gray, Cindy Linn, Daniel MacFarlane (substitute for Chansheng He), Jocelyn Medina, Dianna Sachs, Larry Simon, Marcellis Zondag

**Members Absent:** Louann Bierlein-Palmer, Jose Embil Jr.

**Ex Officio:** David Szabla

**Guests:** Emily Curiel, Assistant Professor, Special Education and Literary Studies; Malia Roberts, Associate Director, Graduate Enrollment Services

**Quorum**

A quorum was present with 14 members in attendance of the eight needed to establish a quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Simon, seconded by Linn, to approve the 21 November 2024 minutes. The motion carried unanimously.

**New Business**

Curriculum Proposals

- a. Graduate Certificate in Early Childhood General and Special Education – Curiel  
**[MOTION]** It was moved by Simon, and seconded by Attanayake, to accept the proposal. The motion carried unanimously.
- b. Graduate Certificate in Evidence-Based Reading Instruction and Intervention  
**[MOTION]** It was moved by Garza Mitchell, and seconded by Gray, to accept the proposal. The motion carried unanimously.
- c. Intelligent Systems and Data Engineering  
**[MOTION]** It was moved by DeChano-Cook, and seconded by Zondag, to accept the proposal. The motion carried unanimously.
- d. Graduate Conversions of Concentration to Program: Unless an exception is made, the motion will be voted on collectively
  - i. PhD in Educational Leadership: K-12 Leadership Concentration (ELKD)
  - ii. Master of Arts in Educational Leadership: K-12 Principal and Interscholastic Athletic Administration (ELIM)
  - iii. Master of Arts in Educational Leadership: K-12 School Principal (ELPM)
  - iv. Master of Arts in Physical Education: Adapted Physical Education.
  - v. Master of Arts in Physical Education: Pedagogy (PEPM)
  - vi. Master of Arts in Special Education: Clinical Teacher (SPCM)
  - vii. Master of Arts in Special Education: Master Teacher (Accelerated) (SPMQ)
  - viii. Master of Arts in Special Education: Master Teacher (SPMM)

**[MOTION]** It was moved by Linn, and seconded by Garza Mitchell, to accept the proposals. The motion carried unanimously.

- e. Graduate Program Delete: unless an exception is made, the motion will be voted on collectively
  - i. Master of Arts in Special Education: Technology (SPTM)
  - ii. Master of Arts in Teaching, Learning, and Educational Studies: Curriculum and Instruction Concentration (TCIM), Early Childhood Education Concentration (TCHM)
  - iii. Master of Arts in Teaching, Learning, and Educational Studies: Early Childhood Education Concentration (TCHM)
  - iv. Master of Arts in Teaching, Learning, and Educational Studies: Teacher Leader Concentration (TTLM)
  - v. Master of Arts in Teaching, Learning, and Educational Studies: Educational Foundations Concentration (TEFM)
  - vi. Master of Science in Occupational Therapy (OCTM)

**[MOTION]** It was moved by Gray, and seconded by Attanayake, to accept the proposals. The motion carried unanimously.

### **Reports of Officers**

Chair Zondag did not provide a report.

Ex Officio Szabla updated GSC at the 22 November 2024 Faculty Senate Executive Board meeting.

### **Reports of University Representatives**

Byrd-Jacobs reported that the Graduate College offered finals week treats in Graduate Commons in Waldo Library. There are plans for a meet-up social gathering for graduate students in the spring semester. The Graduate College is expanding offerings for professional development materials and resources for graduate students. It was discovered that there were cases of students who had repeated courses that were not listed as repeatable for credit, sometimes at the direction of the department. This may be an administrative issue. Graduate College is working with departments individually and notifying departments that, going forward, students who retake a course will have their most recent grade supersede their previous grade. Departments that wish to change courses to allow for repeat credit will need to go through the curriculum change process. Steve Way, Associate Director of Recruitment and Marketing at Graduate College, is no longer with WMU, and his responsibilities are currently being overseen by others in the College.

DeChano-Cook reported that there is a disparity in the types of information included for programs in the graduate catalog compared with the undergraduate catalog. This is a problem for those students engaging in an Advanced Graduate Degree Program since they are not always able to figure out what the required courses are at the graduate level for an Accelerated Graduate Degree Program (AGDP). DeChano-Cook asked GSC if it would be appropriate to develop a set of guidelines for programs listed in the graduate catalog. GSC will consider this in future meetings.

Medina reported that the Graduate Student Association (GSA) will continue to collaborate with different offices/departments on campus to make sure that graduate students are aware of the services available. The next GSA general assembly will include presentations/updates from Haenicke Institute for Global Education (HIGE) on issues surrounding insurance for international students. GSA is collaborating with Waldo Library to revamp the Graduate Commons space. Graduate students have been surveyed about their use and needs. \$18,000 have been used to support graduate students attending conferences. GSA continues to remind students that graduate college offers financial support for students presenting at conferences and for students attending conferences. Information about requesting this funding is on ExperienceWMU. The Three-Minute Thesis competition will be held on 18 February 2025 from 2 to 4 p.m. in the Student Center Ballroom. GSA will be recruiting faculty to judge the competition. Contact Byrd-Jacobs if interested in judging.

### **Unfinished Business**

GSC reviewed the draft language of the Proposed Language for Memorandum of Action (MOA) on Establishment of Credit Transfer Policy for Graduate Certificates. Byrd-Jacobs will write a formal MOA for consideration at a future meeting.

**Announcements**

None.

**Adjournment**

**[MOTION]** It was moved by Simon, seconded by Linn, to adjourn the meeting at 4:11 p.m. The motion carried unanimously. The Graduate Studies Council will next meet via Webex at 3 p.m. on 23 January 2025.

**Approval**

Submitted by Dianna Sachs, Substitute Secretary

Minutes approved on 23 January 2025.