



**Graduate School**  
103 Fairchild Hall  
Manhattan, KS 66506-1103  
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**GRADUATE COUNCIL AGENDA  
FOR MEETING OF September 4, 2007**

DATE: August 29, 2007

TO: Graduate Council Members

FROM: Carol Shanklin, Acting Dean of the Graduate School

The Graduate Council will meet at 3:30 p.m. Tuesday, September 4, 2007, Room 213, Student Union. It is imperative that all members attend since the academic caucus meetings will meet to determine sub-committee assignments for the year.

Agenda items are as follows:

- 1) **Opening remarks**
- 2) **Minutes** of the May 1, 2007 (4)
- 3) **Graduate School Actions and Announcements**

**Appointments for Graduate Faculty Membership**

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>	<b>Date approved by Graduate School</b>
*Richard Farnan	Adjunct Professor	College of Architecture, Planning and Design	4/16/07
Lorraine Cutler	Professor	Interior Architecture & Product Design	8/13/07
Timothy Behrens	Assistant Professor	Kinesiology	8/23/08
Brett Wong	Assistant Professor	Kinesiology	8/23/08
Chairat Chuwonganant	Associate Professor	Finance	8/27/08

\*Graduate faculty member of Kansas University.

**Non-Graduate Faculty to teach Graduate Courses (Emergency Approval)**

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>	<b>Date approved by Graduate School</b>
Petra Barnes	Instructor	Apparel, Textiles and Interior Design	6/15/07
Jared Anderson	Assistant Professor	Family Studies and Human Services	7/18/07

#### 4) Academic Affair Committee

**Graduate Faculty Nominations:** Approved by the Academic Affairs Committee on 8/21/07.

**Non-Graduate Faculty to teach Graduate Courses** (*One-Year Approval*)

Petra Barnes	Instructor	Apparel, Textiles and Interior Design (24)
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**Faculty - Membership**

Gail Hansen	Adjunct Instructor	Diagnostic Medicine/Pathobiology & Public Health (25)
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**Faculty - Membership and Certification**

Christine Aikens	Assistant Professor	Chemistry (26)
Terry Beck	Professor	Mechanical & Nuclear Engineering (27)
Jun Li	Associate Professor	Chemistry (28)
Warren White	Professor	Mechanical & Nuclear Engineering (29)

**Faculty – Certification Only**

Aaron Carlstrom	Assistant Professor	Special Education, Counseling & Student Affairs (30)
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#### Course and curriculum issues

***Changes***

HN 701	Sensory Analysis (31)
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***New***

HN 726	Nutrition and Wellness (31)
HN 838	Advanced Clinical Dietetics (31)
HN 840	Advanced Nutrition: Nutrigenomics, Nutrigenetics, and Advanced Lipid Metabolism (31)
HN 859	Nutrition: A Focus on Life Stages (31)
HN 862	Maternal and Child Nutrition (32)
HN 875	Pediatric Clinical Nutrition (32)
CS 769	Advanced Feedlot Production Management (32)
CS 770	Advanced Cow-Calf Production Management (32)

#### 5) Graduate Student Affairs Committee

#### 6) Graduate School Committee on Planning

#### 7) Graduate School Committee on Assessment and Review

#### 8) Graduate Student Council Information

**9) University Research and Scholarship**  
- Graduate Calendar (33)

**10) Other business**

**11) Caucus meetings**  
- Academic Area Caucus Committee Assignments (37)

cc: Academic Deans and Directors  
Departments (please post)



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Minutes of the Graduate Council  
May 1, 2007

~~As approved by the Graduate Council, September 4, 2007~~

**Members present:** S. Bossmann, T. Easton, B. Fees, D. Gruenbacher, M. Hancock, S. Hutchinson, J. Katz, K. Kershner, A. Knackendoffel, S. Kovar, D. Meyer-Brosdahl, T. Miller, J. Neill, D. Olds, M. O'Shea, B. Schenck-Hamlin, D. Smit, J.S. Smith, M. Zolkiewski

**Members absent:** K. Adhikari, K. Al-Khatib, K. Boone, J. Fallin, J. Faubion, M. Herman, M. Kaff, J. Keller, K. Kramer, V. Krstic, D. Margolies (proxy for J. Nechols), R. Schaeffer, S. Smethers, P. Wangemann, M. Wilkerson

**Graduate School staff present:** S. Fox, J. Guikema, S. Schlender, C. Shanklin, R. Trewyn

**Guests:** B. DePaola, M. Donnelly, J. Fliter, L. Freeman, C. Griffin, S. Haar, M. Hossain, M. Kenney, E. Minton (chair, Assessment and Review Committee), J. Reese, K. Taylor, F. White, D. Youngman (library liaison)

**1) Opening remarks**

Dean Trewyn welcomed the new Graduate Council members.

**2) Minutes.** The minutes of the April 3, 2007 meeting were approved as presented.

**3) Graduate School Actions and Announcements**

**Appointments for Graduate Faculty Membership Requests**

Name	Position	Department/Program	Date approved by Graduate School
Bradley Burenheide	Assistant Professor	Secondary Education	4/10/07

**4) Academic Affairs Committee**

a) A motion was made and seconded to approve the following faculty members for Graduate Faculty Membership Only, Membership and Certification, and Certification Only. The motion passed.

**i) for MEMBERSHIP ONLY**

Richard Best	Adjunct Asst. Prof.	Psychology
Amy Conner	Adjunct Asst. Prof.	Psychology

Stanley Halpin	Adjunct Asst. Prof.	Psychology
Sandra Proctor	Assistant Professor	Human Nutrition
Michael Tagler	Adjunct Asst. Prof.	Psychology
Jeffrey Wilson	Adjunct Asst. Prof.	Grain Science and Industry

ii) **for MEMBERSHIP AND CERTIFICATION**

Guy Loneragan	Adjunct Professor	Clinical Sciences
Weixing Song	Assistant Professor	Statistics

iii) **for CERTIFICATION ONLY**

Paula Peters	Associate Professor	Human Nutrition
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**Course and curriculum issues:** A motion was made and seconded to approve the following course and curriculum changes and additions. The motion passed.

i) **CHANGE**

Current Course Description	Proposed Course Description
<b>GRMN 729. Seminar in German.</b> (3) A seminar with variable topics, including literature of social and political protest, Austrian and Swiss literature, literature of the Middle Ages, émigré literature, etc. Pr.: Senior standing or consent of instructor.	<b>GRMN 729. <u>Open Topics Seminar in German Literature and Culture.</u></b> (3) Open Topics courses are designed for undergraduates and graduate students. Course addresses topics not confined to a single period in a national literature. Specific course content will vary by semester and instructor. It may emphasize cross-national subjects, literary or cultural criticism or theory, works of one or a pair of related authors, the development of a theme or genre over time, new perspectives from social, intellectual, or cultural studies, or non-traditional texts and topics. Each semester's offerings will be described more specifically in university and department publications before each enrollment period. The courses are repeatable with change of subject matter. Pr.: One prior 500-level German literature course.
<b>GRMN 731. <del>Advanced Spoken and Written German.</del></b> (3) Intensive practice in conversation and diction, with considerable practice in the writing of essays in German. Pr.: 24 hours of college German.	<b>GRMN 731. <u>Advanced German: Speaking and Writing.</u></b> (3) Course combines practice in speaking, writing, and reading, and select advanced grammar review. Course not open to students whose competence has been demonstrated in the language at this level. Pr.: GRMN 523 and GRMN 527 or equiv.

Current Course Description	Proposed Course Description
<b>GRMN 740. German Culture and Literature in Second-Language Learning.</b> (3) Analysis and interpretation of cultural and literary texts from German-speaking countries, with emphasis on the development of interpretive skills and materials, and their application to the German curriculum at all levels. May be repeated once with a change in focus and texts. Pr.: <del>24 credits in German at 200 level or above, or equiv.</del>	<b>GRMN 740. German Culture and Literature in Second-Language Learning.</b> (3) Analysis and interpretation of cultural and literary text from German-speaking countries, with emphasis on the development of interpretive skills and materials, and their application to the German curriculum at all levels. May be repeated once with a change in focus and texts. Pr.: <u>one prior 500-level German course.</u>
<b>MUSIC 603. Percussion Pedagogy Workshop.</b> (3) S. Advanced study of percussion instruments and related performance techniques, teaching methods and responsibilities, organization, and literature.	<b>MUSIC 603. Percussion Pedagogy Workshop.</b> (2-3) S. Advanced study of percussion instruments and related performance techniques, teaching methods and responsibilities, organization, and literature.
<b>EDSP 844. Special Education in Secondary Schools.</b> (2) S. Educational perspectives in service delivery options, educational planning, general instructional approaches, learning strategies, and adaptations and modifications of instructional materials and settings for the secondary student in special education. Pr.: EDCEP 315, EDSP 710 and EDSP 843.	<b>EDSP 844. Special Education in Secondary Schools.</b> (2) <u>II, of odd years.</u> Educational perspectives in service delivery options, educational planning, general instructional approaches, learning strategies, and adaptations and modifications of instructional materials and settings for the secondary student in special education. Pr.: EDCEP 315, EDSP 710 and EDSP <u>743.</u>
<b>ID 645. Senior Interior Design Studio II.</b> (4) II. Application of design theory to create solutions for complex, large-scale interior spaces. Projects will conform to professional standards regarding design process, protection of health, safety, and welfare, and construction methods. Eight hours studio per week. Pr.: ID 445 and 530 with a C or better.	<b>ID 645. Interior Design Studio 8.</b> (4) II. Application of design theory to create solutions for complex, large-scale interior spaces. Projects will conform to professional standards regarding design process, protection of health, safety, and welfare, and construction methods. Eight hours studio per week. Pr.: ID 445 and 530 with a C or better.
<b>FDSCI 898. Master's Report in Food Science.</b> (2) I, II, S. A written report of either research or problem work on a topic in the major field.	<b>FDSCI 898. Master's Report in Food Science.</b> (1-2) I, II, S. A written report of either research or problem work on a topic in the major field.

Current Curriculum Description	Proposed Curriculum Description																						
<p><b><u>Master of Science in Food Science:</u></b> Thesis option: Minimum of 30 credit hours with at least 24 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 6 credit hours of FDSCI 899.</p> <p>Report option: Minimum of 30 credit hours with at least 28 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 2 credit hours of FDSCI 899.</p>	<p><b><u>Master of Science in Food Science:</u></b> Thesis option: Minimum of 30 credit hours with at least 24 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 6 credit hours of FDSCI 899.</p> <p>Report option: Minimum of 30 credit hours with at least 28 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 2 credit hours of FDSCI 898.</p> <p><u>Non-Thesis (course-work only) option: Minimum of 30 credit hours with 19 core credits and at least 18 hours at 700 level. The core courses as outlined below are to ensure that the student possesses the critical graduate level food science knowledge and communication skills required.</u></p> <p><b><u>Core Courses:</u></b></p> <table> <tr> <td><u>ENGL 604 Prb/Expos Writing Workshop</u></td><td><u>2 credits</u></td></tr> <tr> <td><u>FDSCI 600 Food Microbiology</u></td><td><u>2 credits</u></td></tr> <tr> <td><u>FDSCI 690 HACCP</u></td><td><u>2 credits</u></td></tr> <tr> <td><u>FDSCI 695 Quality Assurance</u></td><td><u>3 credits</u></td></tr> <tr> <td><u>FDSCI 725 Food Analysis</u></td><td><u>3 credits</u></td></tr> <tr> <td><u>FDSCI 961 Problems/Food Chemistry</u></td><td><u>3 credits</u></td></tr> <tr> <td><u>FDSCI 850 Food Science Graduate Seminar</u></td><td><u>1 credits</u></td></tr> <tr> <td><u>STATS 703 Statistics for Natural Scientists</u></td><td><u>3 credits</u></td></tr> <tr> <td></td><td><u>19 credits</u></td></tr> <tr> <td><u>*Elective Courses</u></td><td><u>11 credits</u></td></tr> <tr> <td><u>Total credit hours</u></td><td><u>30 credits</u></td></tr> </table> <p><u>*Note: It is possible that a student may already have taken one or more of these courses or their equivalent on another degree. Therefore, the graduate advisory committee will determine course substitution as needed.</u></p>	<u>ENGL 604 Prb/Expos Writing Workshop</u>	<u>2 credits</u>	<u>FDSCI 600 Food Microbiology</u>	<u>2 credits</u>	<u>FDSCI 690 HACCP</u>	<u>2 credits</u>	<u>FDSCI 695 Quality Assurance</u>	<u>3 credits</u>	<u>FDSCI 725 Food Analysis</u>	<u>3 credits</u>	<u>FDSCI 961 Problems/Food Chemistry</u>	<u>3 credits</u>	<u>FDSCI 850 Food Science Graduate Seminar</u>	<u>1 credits</u>	<u>STATS 703 Statistics for Natural Scientists</u>	<u>3 credits</u>		<u>19 credits</u>	<u>*Elective Courses</u>	<u>11 credits</u>	<u>Total credit hours</u>	<u>30 credits</u>
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<u>Total credit hours</u>	<u>30 credits</u>																						

A motion was made and seconded to remove from table and approve the following curriculum change. The motion passed.

Current Curriculum Description	Proposed Curriculum Description
For the Veterinary Biomedical Sciences Master of Science degree, applicants must complete a minimum of 30 hours of credit, which includes 6-8 hours of research credit.	For the Veterinary Biomedical Sciences Master of Science degree, applicants must complete a minimum of 30 hours of credit, which includes 6- <u>12</u> hours of research credit.

ii) **NEW**

**CDPLN 601. Orientation to Community Development.** (1) I, II, S. An Introduction to the Community Development program. Focus is on on-line delivery methods, graduate level research and writing, and technology skills necessary for student success in the program.

**CDPLN 615. Role of Tribal Colleges in Economic Development.** (1) S. Focus: the role of tribally-chartered colleges/universities in economic development within Native communities. Topics include the use of bonding/bridging social capital, the historical and contemporary case for tribally-chartered higher education, the economic impact of tribal colleges on their local economies, and opportunities/challenges of broad and diverse collaborative networks.

**CDPLN 622. Impact Analysis.** (1) II. The basics of economics and fiscal impact analysis are explored, including the scenario construction, basics of input-output analysis, careful use of multipliers, estimations of local revenues and expenditures and discounting.

**CDPLN 623. Local Economic Analysis.** (1) II. This course teaches economic base theory, a theory of regional economics, multipliers and how local economics are affected by external events. Basic methods for the analysis of a local economy are covered, including trend analysis, location quotients, shift share analysis and retail trade analysis.

**CDPLN 630. Governance and the Community Development Process.** (3) I, II, S. Course focus is on the understanding of the various levels of government and the diversity of governmental forms across the states, reservations, and among nations. Students will compare roles of governments in international settings in relation to community development, and study strategies of evaluating policies that impact community development opportunities.

**CDPLN 631. Leadership for Change.** (3) I, II, S. Course focus is on the role of leadership in community development and change, including situating leadership in the community development process, reviewing the effectiveness of different leadership styles, and relating leadership to community. Skills and processes that facilitate effective shared leadership, including facilitation, conflict resolution, use of participatory techniques, etc, are explained.

**CDPLN 632. Nonprofit Management.** (3) I, II, S. Managing nonprofits including the role of nonprofit organizations in addressing various social problems. Focus: growth of the nonprofit sector and impact on the community as a source of citizen empowerment. Topics include individual giving/volunteering, board and executive leadership, government and nonprofit relationship, ethics and accountability, and issues and challenges in nonprofit management.

**CDPLN 633. Grantwriting.** (3) I, II, S. The intricacies of grantsmanship provide the focus of this course. Topics covered will include identification of fund sources, procedures for proposal preparation, composition of grants, and the effects of organizational and personal linkages. Students will prepare a grant application based upon an RFP or to a continuous funding source.

**CDPLN 655. Land Development Planning.** (3) I, II, S. An examination of the process of land development in the United States, and its impacts from the perspective of developers, financial



institutions, community planners, and city administrators. Focus is on the understanding of the land development process in meeting community goals, and shaping land development to meet community expectations for the improvement of the community.

**CHM 766. Case Studies in Green Chemistry.** (2) I. This is an interdisciplinary course that looks at concepts and issues in green chemistry by examining case studies in which polluting processes have been transformed to reduce their environmental impact. Focus will be on understanding the chemistry involved and the green principles that have been applied. Two hours lecture/discussion per week. Pr.: CHM 350 or 531, or graduate standing in chemistry or chemical engineering, or by consent of instructor.

**MC 600. Economics of Mass Communication.** (3) I, II. Study of the various economic models applicable to the media industries and application of basic economic concepts and analytical tools to explain media industry behaviors, evaluate business strategies of media firms and assess the merits of public policies toward the media industries. Pr.: Junior standing.

**FREN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor.

**GRMN 700-705. Topics in German Literature and Culture.** Topics courses are designed for undergraduates and graduate students. These courses constitute a sequence of period studies covering the chronological ranges of German speaking literature and culture. Within these historical periods, the specific course contents will vary by semester and instructor. They may emphasize literary figures and movements, historical and cultural contexts, or different genres and forms within the periods. Each semester's offerings will be specifically described before each enrollment period in university and department publications. Pr.: One prior 500-level German literature course.

**GRMN 700. Topics in Medieval German Literature and Culture.** (3) I, II, S.

**GRMN 701. Topics in Eighteenth Century German Literature and Culture.** (3) I, II, S.

**GRMN 702. Topics in Nineteenth Century German Literature and Culture.** (3) I, II, S.

**GRMN 703. Topics in Early Twentieth Century German Literature and Culture.** (3) I, II, S.

**GRMN 704. Topics in German Literature and Culture since 1945.** (3) I, II, S.

**GRMN 705. Topics in Twentieth and Twenty-First Century German Literature and Culture.** (3) I, II, S.

**GRMN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor.

**SPAN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor.

iii) **DROP**

**GRMN 721. German Classicism.** (3) I. Reading and discussion of late eighteenth-century texts, including works by Goethe, Schiller, Holderlin, etc. Pr.: 21 hours of college German or equiv.

**GRMN 722. German Romanticism.** (3) II. A study of representative works of German romantic literature by such authors as Schlegel, Tiech, Eichendorff, Novalis. Pr.: 21 hours of college German or equiv.

**GRMN 723. Goethe and Faust.** (3) I. The writings of Goethe and his masterpiece, Faust. Pr.: 21 hours of college German or equiv.

**GRMN 724. German Prose and Drama of the Nineteenth Century.** (3) II. A consideration of post-romantic German literature with special emphasis on the novella. Authors including Grillparzer, Keller, and Meyer are discussed. Pr.: 21 hours of college German or equiv.

**GRMN 725. Early Twentieth-Century German Literature.** (3) II. A study of the drama and lyric of naturalism, neoclassicism, neo-romanticism, and expressionism. Pr.: 21 hours of college German.

**GRMN 726. German Literature since 1945.** (3) I. A discussion of the postwar writings of the Gruppe 47, Swiss playwrights, and others. Pr.: 21 hours of German.

**GRMN 727. The Modern German Novel.** (3) II. Theory of German novel with examples from authors such as Thomas Mann, Hesse, Grass, and others. Pr.: 21 hours of college German.

**GRMN 732. Methods in German Literary Criticism.** (3) Introduction to the various theories of literary analysis. Interpretation of representative German texts. Pr.: 24 hours of college German.

**GRMN 733. The Enlightenment and Storm and Stress.** (3) A study of representative texts from various movements in German literature and culture of the eighteenth century, including Empfindsamkeit and Rococo. Such authors as Gottsched, Klopstock, Lessing, Lichtenberg, Wieland, and the young Goethe and Schiller will be discussed. Pr.: 21 hours of college German.

**GRMN 734. Literature of the German Democratic Republic.** (3) A study of the literary developments within the German Democratic Republic. The course will consider the writer's role in a socialist society and their impact upon the cultural scene. Readings will include representative works from all genres. Pr.: 21 hours of college German.

**GRMN 735. German Lyric Poetry.** (3) A study of German lyric poetry from the Middle Ages to the present with special emphasis on the historical development of such genres as the

lied, sonnet, and ballad. In addition to learning basic interpretive techniques intrinsic to poetry, the student will learn to identify the literary periods. Pr.: 21 hours of college German.

## **Master of Arts Degree in Environmental Planning and Management**

### **5) Graduate Student Affairs Committee**

On behalf of the Student Affairs Committee, J. Scott Smith, chair, proposed the following motion. The motion passed.

- Motion: The Graduate Council will work with K-State administrators to provide graduate students an option for payroll deduction to pay health insurance premiums.

A task force composed of Student Affairs Committee members will work on creating a GTA/GRA/GA employee grievance procedure this summer.

### **6) Graduate School Committee on Planning**

On behalf of the Committee on Planning, Dave Smit, chair, proposed the second reading of the changes to the Graduate Handbook, Appendix A, Section B - Graduate Student Academic Grievance Procedures be removed from the table, approved and sent to the Faculty Affairs Committee of Faculty Senate to incorporate the revisions in the University Handbook.

- **Second reading. Changes to the Graduate Handbook, Appendix A, Section B - Graduate Student Academic Grievance Procedures (38)**

The *Graduate Handbook* contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy.

#### 1. Scope of Authority

This policy is designed to resolve concerns and grievances brought by graduate students related to their graduate level academic program as more fully defined below. The formal grievance must be initiated within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. Under these procedures, a graduate student is any person who has been formally admitted as a graduate student at the time the alleged events leading to the grievance occurred. A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior

agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the *Student Life Handbook* and the hearing procedures therein. The undergraduate grievance procedure, as described in Appendix A of the Student Life Handbook, applies to any academic matter involving an undergraduate student taking graduate courses. The Veterinary Medicine academic grievance procedures, as described in Appendix A of the Student Life Handbook, govern academic matters involving courses within the DVM degree. The K-State Honor & Integrity System, as described in the Student Life Handbook, governs issues of academic integrity. Allegations of misconduct believed to constitute discrimination, including sexual harassment as described and defined in the "Policy Prohibiting Sexual Harassment," and "Policy Prohibiting Racial and/or Ethnic Harassment" should be referred to the Affirmative Action Office or the Office of Student Life. Allegations of assault covered under the "Policy Prohibiting Sexual Violence" should be referred to the Office of Student Life.

#### 4. 2. Definition of Terms

- a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
- b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
- c. Respondent - The person(s) against whom a grievance is being made.
- d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

2. Procedures 3. Guidelines for Administrative Review and Conflict Resolution

- a. The graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
  - b. If, after earnest inquiry, the grievance conflict remains unresolved, the graduate student should discuss the grievance with the department head/chairperson; or other immediate administrative superior of the respondent, the academic dean or his/her designee and, if pertinent, with any relevant departmental faculty member or committee. ~~If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss it with the academic dean of the college in which the alleged violation has occurred (hereafter called the "academic dean") and/or with the Dean of the Graduate School. If the outcome of this conflict resolution process is successful, then grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by with copies provided to the graduate student, respondent, and administrative superior, involved in negotiations, and academic dean involved in the conflict resolution session. if any of the involved parties desires to have such a written statement.~~
  - c. ~~If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, and the graduate student chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the academic dean of the college in which the grievance originated (hereafter called the "academic dean"). Upon receipt of the written grievance, the academic dean of the college must schedule a review of the grievance within 10 working days. The review must include the graduate student, department head, respondent, if not the department head, and a representative of the Graduate Council outside of the graduate program as appointed by the academic dean. The academic dean's recommendation should be forwarded to the graduate student within 10 working days of the review with a copy to the associate dean of the Graduate School.~~
- If the conflict resolution process is not successful, the academic dean and the associate dean of the Graduate School will confer to determine if further conflict resolution steps should be pursued.
- d.
  - e.
  - f.

#### 4. Formal Grievance Procedure

- a. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly within 10 working days by the graduate student and sent immediately to the associate dean of the Graduate School. ~~The grievance must be submitted to the Dean of the Graduate School within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance.~~ A Notice of Grievance form, available in the Graduate School or on the Graduate School website, must be submitted with the written statement. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The associate dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the associate dean of the Graduate School with a copy of his or her written response.
- b. Upon receipt of the written response, the associate dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a ~~decision~~ recommendation regarding the grievance. The associate dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.
- c. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.
- d. Guidelines for ad hoc grievance committee hearings ~~and appeals~~
  1. Pre-hearing procedures
    - a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
    - b. The notice shall include the written grievance and the written response of the respondent.
    - c. A copy of the procedures guiding the hearings shall accompany the notice.

- d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
  - i. A copy of all written supporting documentation that the party will present at the hearing,
  - ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
  - iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.

## 2. Hearing

- a. The hearing will be conducted informally and the committee will have complete discretion in deciding any procedural questions that arise during the hearing.

~~a.~~

- b. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.

~~b.~~

- c. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open. All parties are advised that the Committee routinely records the hearing for its own use.

- d. The committee will permit each party to present a brief opening statement of no more than 10 minutes.

~~c.~~

- e. The evidence shall be presented by the graduate student and then by the respondent at the hearing.

~~d.~~

- f. The parties and the committee shall have the opportunity to question all witnesses.

~~e. Formal rules of evidence shall not apply, and any~~

evidence relevant to a fair determination of the charges may be admitted.

- g. The committee will accept any evidence, information, or testimony, which it feels is pertinent to the grievance and will help the committee understand and evaluate the issue(s) before it. The committee chair will determine the relevance and materiality of the evidence offered. Legal rules of evidence shall not apply.

f.

- h. Following the presentation of evidence, the committee will permit each party to present a brief closing statement of no more than 10 minutes.

g.

- i. The committee will meet in closed session to deliberate and recommend action to the Dean of the Graduate School on the grievance.

h. The committee's written decision shall be forwarded to the Dean of the Graduate School within 10 working days from the conclusion of the hearing.

- j. Within ten (10) working days from the conclusion of the hearing, the committee will prepare a report which will serve as its recommendation to the Dean of the Graduate School. The report will contain the factual findings of the committee and the reasons for the recommendation. The Dean of the Graduate School will consider the committee's recommendation and transmit a final decision to both parties within ten (10) working days of receiving the Committee's recommendation.

~~3. Appeal. If the graduate student is not satisfied with the decision of the ad hoc committee, an appeal in writing may be submitted to the Dean of the Graduate School. Any appeal at this level shall be on the basis of the complete written record only. The Dean of the Graduate School shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. His/her decision shall be forwarded in writing to the parties and the ad hoc committee chair. This decision is final.~~

5. Enforcement of the Graduate School's Decision.

The Graduate School has the authority to enforce the decision.



## NOTICE OF GRIEVANCE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Contact Information including KSU email address:

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Preferred Method of Communication:

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Nature of academic matter to be resolved:

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Action you are requesting:

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Please attach a brief statement of facts relevant to your grievance.

Student signature:

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On behalf of the Committee on Planning, Dave Smit, chair, proposed the following changes to the Graduate Handbook for a **second** reading. The motion passed.

▪ **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section A - Admission and General Requirements**

To gain admission to a Master's program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School.

A minimum of thirty semester hours of graduate credit is required for a master's degree, but some academic units may require more.

The Graduate School recognizes three different plans for a master's degree, and the graduate faculty in each academic unit may accept one or more of them. The three possibilities are:

1. *Thesis option:* As a part of the degree program the student will complete a thesis for 6 to 8 hours credit.
2. *Report option:* As a part of the degree program the student will complete a written report for 2 hours credit on research or on a problem in the major field.
3. *Course work option:* The student's degree program will consist of course work only, but it will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the committee.

Not all master's programs offer all three options, and a student may not select a plan that has not been approved by the graduate faculty of the program in which he or she is enrolled.

All master's candidates must pass a final oral examination, a comprehensive written examination or both as determined by the academic program.

To be awarded a master's degree, the student (a) must have a bachelor's degree or equivalent ~~(a)~~ must not be on probation, ~~(b)~~ must have a cumulative grade point average (GPA) of 3.0 or higher, ~~(c)~~ must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and ~~(d)~~ must be enrolled during the semester in which the degree requirements are completed.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section E - Grade Requirements - E.4. Retake Policy**

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

- **Second reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section E - Grade Requirements - E.4. Retake Policy**

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section F - Inactive Status and Probation - F.3. Removal from Probation**

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. ~~Normally, t~~ This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students. ~~If the student received less than 3.0 in a course listed on the program of study, the student's major professor and the student's supervisory committee may require that the student retake the course. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted.~~

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

- **Second reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section F - Inactive Status and Probation - F.3. Removal from Probation**

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. ~~Normally, t~~ This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students. ~~If the student received less than 3.0 in a course listed on the program of study, the student's major professor and the student's supervisory committee may require that the student retake the course. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted.~~

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section J - Final Examination - J.1 Nature**

~~A final oral examination or a comprehensive written examination or both shall be required for a master's degree. The examination will be administered after the student has completed the program of study and other requirements or in the term in which the candidate intends to complete them. Examinations may take the form of a defense of the thesis or report, an interpretation of other scholarly work, or a test of the student's understanding of the field. The academic unit determines the format of the examination, the supervisory committee is responsible for its administration, and the major professor is responsible for returning the signed ballot to the Graduate School.~~

~~Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or confidential materials based on existing contract, must be received by the Graduate School before the exam is scheduled and must be approved by the Dean of the Graduate School.~~

~~In most circumstances, final oral examinations will be given on the Manhattan campus. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. Copies of the questions for all final written examinations must be filed with the academic unit and made available on request to any graduate faculty member for a period of one year following the examination.~~

A culminating experience is required to earn a master's degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report.

For students pursuing a coursework only degree, the experience may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.

## 7) Graduate School Committee on Assessment and Review

On behalf of the Committee on Planning, Ernie Minton, chair, proposed a motion to implement a mid-cycle review process for assessment reports. This process will align the submission of assessment reports with the Board of Regent reviews and allow programs a better opportunity to effectively complete reports as well as give the reviewers a chance to more thoroughly evaluate the reports and offer feedback. The motion passed.

- Mid-cycle review process for assessment reports

	2007	2008	2009	2010	2011	2012	2013	2014
Mid-Cycle Review	(No Mid-Cycle reviews this year pending approval and implementation of the policy).	Economics (Economics, General) M, D Geography M, D History, General M, D Security Studies M, D Journalism, Other M Political Science & Government, General M Public Administration M Psychology M, D Sociology M, D		Accounting M Business Administration (Business Administration & Mgmt, General) M Animal Sciences, M, D	Chemistry M, D Geology M Physics M, D Math M, D Statistics M, D Plant Path M, D Architecture M City/Urban, Comm. & Reg. Planning M Environmental Planning and Management, M Landscape Arch M	Agronomy M, D Entomology, M.D Food Science M, D Genetics M, D Grain Science, M, D Pathology/Experimental Pathology D Veterinary Physiology D Veterinary Medicine - Biomedical Science M	Biological & Agricultural Engineering and Bioengineering M, D Architectural Engineering M Chemical Engineering M, D Civil Engineering M, D Electrical Engineering (Electrical, Electronics, & Comm. Engineering) M, D Industrial Engineering M, D Engineering/Industrial Management (Masters of) M Mechanical Engineering M, D Nuclear Engineering M, D Operations Research M Computer Information Sciences, General M, D Software Engineering (Computer Programming) M	Horticulture Science M, D Biochemistry M, D Biology/Biological Sciences, General M, D Microbiology, General D Fine/Studio Arts, General M English (English Language & Literature, General) M Kinesiology and Exercise Science M Foreign Languages/Modern Languages, General M Music/Music and Performing Arts Studies, General M Communications Studies/Speech Communications and Rhetoric M

\*M = masters degrees

\*D = doctoral degrees

A motion was made to mandate assessment plans for new programs are approved by the Assessment and Review Committee prior to consideration of approval from the Academic Affairs Committee. The motion passed.

## 8) Graduate Student Council Information

Kellan Kershner, president, summarized the following Graduate Student Council (GSC) activities:

- o GSC hosted an “End of Year Celebration” on Friday, April 20, 2007 in the Justin Hall Courtyard and Hoffman Lounge. The event was very successful with over 200 attendees.
- o GSC will co-host a Graduate Student Mixer with Friends of McCain before “Chicago City Limits” on August 30, 2007.
- o GSC meetings will be held on the first working Monday of every month at 12:00 pm in the Student Union, Room 213. The first meeting is Monday, September 10, 2007.

## 9) University Research and Scholarship

The articles listed below were distributed via the agenda.

- Teach FERPA compliance to recommendation letter writers
- Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

## 10) Other business

- **2007 Graduate Council Election Results:**

*COLLEGE OF HUMAN ECOLOGY (One Vacancy)*

Sherry Haar (Apparel, Textiles and Interior Design)

*COLLEGE OF VETERINARY MEDICINE (One Vacancy)*

Bob Roland (Diagnostic Medicine/Pathobiology)

*APPLIED NATURAL SCIENCES ACADEMIC AREA (Two Vacancies)*

John Reese (Entomology)

Frank White (Plant Pathology)

*ARTS & HUMANITIES ACADEMIC AREA (Two Vacancies)*

Michael Donnelly (English)

Charles Griffin (Speech Communication, Theatre & Dance)

*BASIC NATURAL SCIENCE ACADEMIC AREA (Two Vacancies)*

Brett DePaola (Physics)

Bruce Schultz (Anatomy & Physiology)

*BUSINESS AND EDUCATION ACADEMIC AREA (One Vacancy)*

Kay Taylor (Secondary Education)

*MATHEMATICAL & ENGINEERING SCIENCES AREA (One Vacancy)*

Mustaque Hossain (Civil Engineering)

*SOCIAL SCIENCE ACADEMIC AREA (Two Vacancies)*

John Fliter (Political Science)

Doug Goodin (Geography)

Council was adjourned at 4:23 p.m.

**Petra Barnes**  
Department of Apparel, Textiles and Interior Design

**Education:**

B.S.	1987	Modelfachschule (private trade institute – Sigmaringen, Germany)
M.S.	2005	Kansas State University

**Professional experience: (List current and three most recent positions)**

Current:	2005 - present	Instructor, Department of Apparel, Textiles and Interior Design, Kansas State University, Manhattan
Previous:	2004 - 2005	Undergraduate Student Advisor and Assistant to the Department Head, Department of Apparel, Textiles and Interior Design, Kansas State University
	2003 - 2004	Graduate Teaching Assistant, Department of Apparel, Textiles and Interior Design, Kansas State University
	1998 - 2001	Sore Manager, Certified Picture Framer, MWR, Fort Riley, KS

**Published Artwork:**

8/2000 “*What would you wear to bed?*” Décor Magazine and Shop Talk, Quarterly trade Journal, First Prize Winner, exhibited during the Atlanta Framers’ Convention

8/1987 *La Congilia*, men’s collection and part of the fashion show *Premier Chance*, Germany



**Gail R. Hansen**  
**Department of Diagnostic Medicine/Pathobiology Adjunct Faculty**  
**and**  
**Master of Public Health Program**

**Education:**

B.S.	1977	University of Minnesota, Animal Science
D.V.M.	1982	University of Minnesota, Veterinary Medicine
M.P.H.	1993	University of Washington, Public Health

**Professional experience:**

Current:	2005 - present	State Epidemiologist and State Public Health Veterinarian; Kansas Department of Health and Environment; Topeka, KS
Previous:	2004 - 2005	Interim State Epidemiologist and State Public Health Veterinarian; Kansas Department of Health and Environment; Topeka, KS
	2001 - 2004	Deputy State Epidemiologist and State Public Health Veterinarian; Kansas Department of Health and Environment; Topeka, KS
	1996 - 2001	State Public Health Veterinarian and Assistant State Epidemiologist; Kansas Department of Health and Environment; Topeka, KS

**Selected research publications:**

Fox MH, Averett E, **Hansen G**, Neuberger JS. 2006. The effect of health communications on a statewide West Nile Virus public health education campaign. *American Journal of Health Behavior* 30(5):483-494.

Averett E., Neuberger JS, **Hansen G**, Fox MH. 2005. Evaluation of West Nile virus education campaign. *Emerging Infectious Diseases* 11(11):1751-1753.

**Hansen G**, Taylor C, Goedeke J, Broce A, Lewis L, Backer L, Azzi-Baumgartner E, Rubin C, Yip F. 2004. Outbreak of pruritic rashes associated with mites--Kansas, 2004. *Morbidity and Mortality Weekly Report* 54(38):952-955.

**Hansen GR**. 2004. West Nile virus. *The Kansas Nurse* 79(4):1-2.

Olsen SJ, **Hansen GR**, Bartlett L, Fitzgerald C, Sonder A, Manjrekar R, Riggs T, Kim J, Flahart R, Pezzino G, Swerdlow DL. 2001. An outbreak of *Campylobacter jejuni* infections associated with food handler contamination: the use of pulsed-field gel electrophoresis. *Journal of Infectious Diseases* 183(1):164-167.

**Christine M. Aikens**  
Department of Chemistry

**Education:**

B.S.	2000	University of Oklahoma, Chemistry
Ph.D.	2005	Iowa State University, Chemistry

**Professional experience: (List current and three most recent positions)**

Current:	2007 - present	Assistant Professor, Department of Chemistry, Kansas State University, Manhattan
Previous:	2005 - 2007	Postdoctoral Research Associate, Department of Chemistry, Northwestern University

**Selected Refereed Journal Articles/Publications/Significant Works of Scholarly Activity:**  
(List no more than 5 peer reviewed articles/works completed within the past 5 years that demonstrate your credentials to teach graduate level courses and guide graduate student research.)

1. TDDFT Studies of Absorption and SERS Spectra of Pyridine interacting with Au<sub>20</sub>. C. M. Aikens, G. C. Schatz, *J. Phys. Chem. A*, **2006**, *110*, 13317-13324.
2. Incremental Solvation of Nonionized and Zwitterionic Glycine. C. M. Aikens, M. S. Gordon, *J. Am. Chem. Soc.*, **2006**, *128*, 12835-12850.
3. Scalable Implementation of Analytic Gradients for Second-Order Z-Averaged Perturbation Theory Using the Distributed Data Interface. C. M. Aikens, G. D. Fletcher, M. W. Schmidt, M. S. Gordon, *J. Chem. Phys.*, **2006**, *124*, 14107.
4. Influence of Multi-Atom Bridging Ligands on the Electronic Structure and Magnetic Properties of Homodinuclear Titanium Molecules. C. M. Aikens, M. S. Gordon, *J. Phys. Chem. A*, **2005**, *109*, 11885-11901.
5. Parallel Unrestricted MP2 Analytic Gradients Using the Distributed Data Interface. C. M. Aikens, M. S. Gordon, *J. Phys. Chem. A*, **2004**, *108*, 3103-3110.

**B. Terry Beck**  
**Department of Mechanical and Nuclear Engineering**

**Education:** Ph.D. 1978, Mechanical Engineering, Oakland University  
M.S. 1974, Mechanical Engineering, Oakland University  
B.S. 1971, Mechanical Engineering, Oakland University

**Professional History:**

2001 - Present	Professor, <i>Kansas State University</i>
2002 - 2004	ASEE NASA Summer Faculty Fellowship, <i>NASA Langley Research Center</i>
1991 - 2001	Associate Professor, <i>Kansas State University</i>
1989 - 1991	Sabbatical Leave (USAF Academy, FJSRL)

**Principal Publications in Last Five Years:**

C.H. Lin, T.T. Wu, R.H. Horstman, P.A. Lebbin, M.H. Hosni, B.W. Jones, and B.T. Beck, "Comparison of Large Eddy Simulation Predictions with Particle Image Velocimetry Data for the Airflow in a Generic Cabin Model", ASHRAE manuscript RSCH-00009-2006, accepted for publication in HVAC&R, 2006.

Steven P. O'Halloran, B. Terry Beck, Mohammad H. Hosni, and Steven J. Eckels, "Fluorescent Particle Injection Technique for Two-Phase Flow Measurement using Particle Image Velocimetry," Proc. of the ASME Fluids Engineering Summer Conference, FEDSM2006-98187, Miami, FL, 2006.

O'Halloran, S.P., Hosni, M.H., Beck, T.B., and Eckels, S.J., "Experimental Measurements And Numerical Simulations Of Two-Phase Stratified, Wavy And Slug Flow In A Narrow Rectangular Channel," Proceedings of the ASME Fluids Engineering Summer Conference, FEDSM2005-77091, Houston, TX, 2005.

P. Lebbin, B. W. Jones, M. H. Hosni, and B. T. Beck, "Feasibility Study of Using Various Instrumentation for Measurement of Air Velocity and Turbulence Intensity in a Test Room," Proceedings of the ASHRAE Winter Meeting, Orlando, Florida, 5-9 February, 2005.

Andrew. D. Cutler, B. Terry Beck, Jennifer A. Wilkes, J. Philip Drummond, David W. Alderfer, Paul M. Danehy , "Development of a Pulsed Combustion Actuator for High-Speed Flow Control," Proceedings of the 43rd AIAA Aerospace Sciences Meeting and Exhibit, Paper# AIAA-2005-1084, Reno, Nevada, 10 - 13 Jan 2005.

**Jun Li**  
Department of Chemistry

**Education:**

B.S.	1987	Wuhan University, Chemistry
M.S.	1991	Princeton University, Chemistry
Ph.D.	1995	Princeton University, Chemistry

**Professional experience: (List current and three most recent positions)**

Current:	2007 - present	Associate Professor, Department of Chemistry, Kansas State University, Manhattan
Previous:	2003 - 2007	Physical Scientist and Group Leader, NASA Ames Research Center, CA
	2000 - 2003	Senior Research Scientist and Group Leader, NASA Ames Research Center / ELORET, CA
	1998 - 2000	Research Fellow and Principal Investigator, Institute of Materials Research and Engineering, Singapore

**Selected Refereed Journal Articles/Publications/Significant Works of Scholarly Activity: (List no more than 5 peer reviewed articles/works completed within the past 5 years that demonstrate your credentials to teach graduate level courses and guide graduate student research.)**

Bottom-up Sample Preparation Technique for Interfacial Characterization of Vertically Aligned Carbon Nanofibers, Y. Ominami, Q. Ngo, N. P. Kobayashi, K. Mcilwrath, K. Jarausch, A. M. Cassell, J. Li, and C. Y. Yang, *Ultramicroscopy*, 106, 597-602 (2006).

Characteristics of Vertically Aligned Carbon Nanofibers for Interconnect Via Applications, Q. Ngo, A. M. Cassell, A. J. Austin, J. Li, S. Krishnan, M. Meyyappan, C. Y. Yang, *IEEE Electron Device Letters*, 27(4), 221-224 (2006).

Bright Contrast Imaging of Carbon Nanofiber-Substrate Interface Using Scanning Electron Microscopy, M. Suzuki, Y. Ominami, Q. Ngo, C. Yang, T. Yamada, A. M. Cassell, and J. Li, *J. Appl. Phys.*, 100, 104305 (2006).

Interface Characteristics of Vertically Carbon Nanofibers for Interconnect Applications, Y. Ominami, Q. Ngo, A. J. Austin, M. Suzuki, C. Yang, A. M. Cassell, and J. Li, *Appl. Phys. Lett.*, 89(26), 263114 (2006).

Growth Anomalies in the Palladium Catalyzed Formation of Carbon Nanofibers by PECVD, Quoc Ngo, Alan M. Cassell, Velimir Radmilovic, Jun Li, S. Krishnan, M. Meyyappan, and Cary. Y. Yang, *Carbon*, 45, 424-428 (2007).

**Warren N. White**  
**Department of Mechanical and Nuclear Engineering**

**EDUCATION:**

B.S. Electrical Engineering with honors, Tulane University, 1974  
M.E. Electric Power Engineering, Rensselaer Polytechnic Institute, 1977  
Ph.D. Mechanical Engineering, Tulane University, 1985

**EXPERIENCE:**

Associate Professor, Kansas State University, 1991-Present  
Assistant Professor, Kansas State University, 1985-1991  
Boeing Welliver Summer Faculty Fellowship, 2002  
Consultant, Robotics Laboratory, Tulane University, 1985.

**SIGNIFICANT PUBLICATIONS:**

*“Control of Nonlinear Underactuated Systems,”* by David Auckly, Lev Kapitanski, and Warren White. **Communications on Pure and Applied Mathematics**, Vol. LIII, 2000, pp. 354-369.

*“Matching, Linear Systems, and the Ball and Beam,”* by F. Andreev, D. Auckly, S. Gosavi, L. Kapitanski, A. Kelkar and W. White. **Automatica**, December, 2002. Pg. 2147-2152.

*“A Direct Lyapunov Approach for Stabilization of Underactuated Mechanical Systems,”* Warren N. White, Mikil Foss, and Xin Guo, to be presented at the 2007 American Control Conference.

*“A Direct Lyapunov Approach for a Class of Underactuated Mechanical Systems,”* by Warren N. White, Mikil Foss, and Xin Guo, **Proceedings of the American Control Conference**, Minneapolis, MN, June 14-16, 2006, pp. 103 – 110.

*“Feedback Stabilization of Underactuated Nonlinear Pendulum Cart System Using Matching Conditions,”* by Atul G. Kelkar, Bo Fang, Warren N. White, and Xin Guo. **Proceedings of the 2002 American Control Conference**, Anchorage, Alaska,

**Aaron H. Carlstrom, Ph.D., Assistant Professor**  
Department of Counseling & Educational Psychology

**Education**

- Ph. D.**                      **University of Wisconsin-Milwaukee**, December, 2004  
*Urban Education - Counseling Psychology (APA Accredited)*
- M. S.**                      **University of Wisconsin-Milwaukee**, December, 1999  
*Educational Psychology – Community Counseling*
- B. A.**                      **Marquette University**, December, 1994  
*Psychology*

**Professional Experience**

- Current: 2006-Present                      Assistant Professor  
Department of Counseling & Educational Psychology  
Kansas State University
- 2003–2006                      Psychologist  
Counseling Services, Kansas State University
- 2002-2003                      Psychology Intern  
Counseling Services, Kansas State University

**Publications:**

Solberg, V. S. H., Carlstrom, A. H., Howard, K. A. S., & Jones, J. (In Press). Classifying at-risk high school youth: The role of exposure to community violence and protective factors on academic and health outcomes. The Career Development Quarterly.

Priester, P. E., & Carlstrom, A. H. (2006). Using popular films to integrate spirituality in counseling: Smoke Signals and forgiveness. In K. B. Helmeke & C. F. Sori (Eds.), The therapist's notebook for integrating spirituality in counseling I: Homework, handouts, and activities for use in psychotherapy. New York: Haworth Press.

Wilcox, D., & Carlstrom, A. H. (2005). The Role of the University Career Center in the Career Development of Students in Transition. In P. A. Gore, Jr. (Ed.), Facilitating the career development of students in transition (Monograph No. 43). Columbia, SC: University of South Carolina, National Resource Center for the First-Year Experience and Students in Transition.

Robbins, S. B., Lauver, K., Le, H., Davis, D., Langley, R., & Carlstrom, A. (2004). Do psychosocial and study skill factors predict college outcomes? A meta-analysis. Psychological Bulletin, 130(2), 261-288.

Torres, J. B., Solberg, V. S. H., & Carlstrom, A. H. (2002). The myth of sameness among Latino men and their machismo. American Journal of Orthopsychiatry, 72(2), 163-181.

Hills, H. I., Carlstrom, A., & Evanow, M. (2001). Consulting with Men in Business and Industry. In G. R. Brooks, & G. E. Good (Eds.), The new handbook of psychotherapy and counseling with men: A comprehensive guide to settings, problems, and treatment approaches. San Francisco: Jossey-Bass.

## COURSE AND CURRICULUM

### CHANGES:

Current Course Description	Proposed Course Description
<b>HN 701. Sensory Analysis.</b> (3) I. Sensory analysis of appearance, texture, aroma, flavor; physiology of sensory receptors; laboratory and consumer panels; and interpretation of data. <del>Two</del> hour rec. and three to six hours lab a week. Pr.: STAT 320 or 330 or 340.	<b>HN 701. Sensory Analysis.</b> (3) I, <u>odd years</u> . Sensory analysis of appearance, texture, aroma, flavor; physiology of sensory receptors; laboratory and consumer panels; and interpretation of data. <u>One</u> hour rec. and three to six hours lab a week.  <i>RATIONALE: It is a better use of resources to teach a larger class every other year, rather than teach a small class every year. It also helps faculty better utilize their teaching time.</i>

### NEW:

**HN 726. Nutrition and Wellness.** (3) II. Epidemiology and pathophysiology of chronic disease related to nutrition (e.g., obesity, cardiovascular disease, osteoporosis, hypertension, diabetes, cancer). Nutritional risk and protective factors will be examined as they relate to public health and individual nutrition. Pr.: Course in basic nutrition and statistics at the undergraduate level.

*RATIONALE: New course added for participation in the proposed Master of Science in Dietetics through Great Plains Interactive Distance Education Alliance.*

**HN 838. Advanced Clinical Dietetics.** (3) II. An in-depth study of the pathophysiology of nutritional disease. Those functional disorders which result in nutritional disease or those nutritional diseases which affect physiological function will be explored. The emphasis will be in the following areas: nutritional assessment, endocrinology, metabolism, gastroenterology, and organ failure. Pr.: HN 630 or equivalent.

*RATIONALE: New course added for participation in the proposed Master of Science in Dieteticsthrough the Great Plains Interactive Distance Education Alliance.*

**HN 840. Advanced Nutrition: Nutrigenomics, Nutrigenetics, and Advanced Lipid Metabolism.** (3) I, II. Fundamentals as how the macronutrients; fat, carbohydrates and protein act to regulate gene expression(nutrigenetics) and how an individuals genotype may alter an individuals macronutrient requirements (nutrigenetics) and influence phenotype with respect to chronic disease and human health. Pr.: HN 620 or consent of instructor.

*RATIONALE: New course added for participation in the proposed Master of Science in Dietetics through the Great Plains Interactive Distance Education Alliance.*

**HN 859. Nutrition: A Focus on Life Stages.** (3) S. Nutritional needs throughout the life span including pregnancy, lactation, growth and aging. Approaches to nutrition education for different ages. Pr.: 3 hours undergraduate nutrition and 6 hours undergraduate natural sciences.

*RATIONALE: New course added for participation in the proposed Master of Science in Dietetics through the Great Plains Interactive Distance Education Alliance*

**HN 862. Maternal and Child Nutrition.** (3) S. A critical examination of behavioral, physiological, and public health issues impacting dietary and nutritional factors that support normal growth and development. The course content focuses on the early stages of the life cycle: gestation, lactation, infancy, preschool, school age and adolescence. Topics include the fetal programming hypothesis, growth and nutritional requirements, breast and formula feeding of infants, infant weaning, and eating behaviors that lead to normal growth, growth faltering, and pediatric obesity. Pr.: HN 510 or equivalent.

*RATIONALE: New course added for participation in the proposed Master of Science in Dietetics through the Great Plains Interactive Distance Education Alliance.*

**HN 875. Pediatric Clinical Nutrition.** (3) I. The physiological, biochemical and nutritional aspects of disease processes relevant to infants and children up to 18 years of age. Medical nutrition therapy for a variety of medical conditions found in this Population will be discussed including inborn errors of metabolism, food hypersensitivity, obesity, and diseases of the major organ systems. Pr.: HN 630 Clinical Nutrition or equivalent.

*RATIONALE: New course added for participation in the proposed Master of Science in Dietetics through the Great Plains Interactive Distance Education Alliance.*

**CS 769. Advanced Feedlot Production Management.** (3) I. Feedlot/stocker production training: effects of nutrition, preventative medicine, environment, personnel training and other management issues on the health of growing/finishing cattle. Field trips and problem-solving exercises applying concepts of production analysis, disease prevention and feedlot management. Pr. 4<sup>th</sup>-year standing in College of Veterinary Medicine.

*RATIONALE: This course focuses on issues that practicing veterinarians will encounter whether they are working with a farmer/feeder or consulting for a large feedlot. There are numerous field trips to large Western Kansas feedlots and day trips to our cattle feeding facility which is only a few miles north of the veterinary school. This is a very "hands on" rotation that augments the clinical experience in Agricultural Practices.*

**CS 770. Advanced Cow-Calf Production Management.** (3) II. A learner-centered, hands-on elective covering a variety cow-calf production medicine topics including replacement heifer development, breeding and synchronization programs, spreadsheet analysis, genetic selection procedures, nutrition, preconditioning protocols, production economics, bull breeding soundness, and beef practice management. Pr. 4<sup>th</sup>-year standing in the College of Veterinary Medicine.

*RATIONALE: This course is a learner-centered, hands-on elective covering cow-calf production medicine including management and assessment of production data, replacement heifer development, breeding and synchronization programs, herd nutrition and ration balancing, production economics, preconditioning protocols and beef veterinary practice management. Clinical Sciences faculty work with faculty from other departments and colleges to present course material.*



## **Graduate School Calendar of Events**

### **August**

- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for September Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 10 Deadline to register for Graduate Student Orientation (Note: Online registration is required: <http://www.k-state.edu/grad/forms/sec/orientf.html>).
- 15 Graduate Student Orientation (8:00 am - 5:00 pm – Union)
- 20 Fall 2007 Semester Begins
- 23 Graduate Student Council Welcome Back Pizza Party
- 31 Graduate Student Council Mixer/Chicago City Limits

### **September**

- 4 Graduate Council Meeting (3:30 pm – Union 213)
- 5 New Graduate Program Directors and Contact Staff Workshop (11:30 am - 1:30 pm – Union 207)
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for October Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 10 Graduate Student Council Meeting
- 13 ETDR Open Forum (4:00 - 5:00 pm – Union Little Theatre)
- 13 Graduate Student Council Ice Cream Social (tentative)
- 15 Graduate Student Council travel award deadline

### **October**

- 2 Graduate Council Meeting (3:30 pm – Union 213)
- 8 Graduate Student Council Meeting
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for November Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 10 Open Forum for Graduation Deadlines (2:00 - 3:00 pm – Union Little Theatre)
- 10 ETDR Open Forum (4:00 - 5:00 pm – Union Little Theatre)

19-20 K-State Graduate Fair (Justin Hall)

25 Graduate Student Council Professional Development Seminar on Teaching Philosophy

31 New Graduate Faculty Orientation (11:30 am - 1:30 pm – Union 206)

## **November**

2 Deadline to submit “Approval to Schedule Final Examination” to the Graduate School to have your name appear in the December commencement program.

5 Graduate Student Council Meeting

6 Graduate Council Meeting (3:30 pm – Union 213)

7 Deadline to reserve regalia at the K-State Union Bookstore without being charged a \$20.00 late fee.

10 Deadline to submit graduate faculty nominations and course and curriculum changes for December Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).

26 Online registration to participate in commencement must be completed. Beginning in late October, commencement information and the web address to register online to participate in commencement will be sent to those students whose Approval to Schedule Final Examination form has been received in the Graduate School.

27 Doctoral and Master of Fine Arts Candidates Only: to attend commencement, all requirements must be completed, including submission of your final examination ballot and final submission of your electronic dissertation.

29 Graduate Student Council Professional Development Seminar on Conflict Resolution.

30 An Approval to Schedule Final Examination form and the Diploma Information form must be submitted to the Graduate School. An email message will be sent to you regarding completion of your degree requirements. You must resolve any problems by December 6, 2007.

## **December**

3 Graduate Student Council Meeting

4 Graduate Council Meeting (3:30 pm – Union 213)

7 Graduate School Commencement (1:00 pm)

14 To officially graduate in December 2007, your final examination ballot and the final copy of the electronic dissertation or master’s level thesis/report must be in the Graduate School.

## **January**

- 14 Graduate Student Orientation (12:00 - 5:30 pm – Union)
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for February Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 17 Spring 2008 semester begins
- 31 Graduate Student Council Professional Development Seminar on Academic Interviewing

## **February**

- 1 Abstracts due for K-State Graduate Research Forum
- 4 Graduate Student Council Meeting
- 5 Graduate Council Meeting (3:30 pm – Union 213)
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for March Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 15 Graduate Student Council travel award deadline
- 21 Graduate Student Council Professional Development Seminar on Industry Interviewing

## **March**

- 3 Graduate Student Council Meeting
- 4 Graduate Council Meeting (3:30 pm – Little Theatre)
- 7 Graduate Student Council Research Forum
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for April Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 15 Graduate Student Council travel award deadline

## **April**

- 1 Graduate Council Meeting (3:30 pm – Union 213)
- 2 Last day to reserve regalia at the K-State Union Bookstore without being charged a \$20.00 late fee.
- 4 Deadline to submit “Approval to Schedule Final Examination” to the Graduate School to have your name appear in the May commencement program.

- 7 Graduate Student Council meeting/Elections for new officers
- 10 Deadline to submit graduate faculty nominations and course and curriculum changes for May Graduate Council Meeting (forms can be found at <http://www.k-state.edu/grad/gc/gcforms.htm>).
- 17 Graduate Student Council Ice Cream social (tentative)
- 25 Graduate Student Council Year End Celebration
- 30 Graduate Student Council Meeting

## **May**

- 2 An Approval to Schedule Final Examination form and the Diploma Information form must be submitted to the Graduate School. An email message will be sent to you regarding completion of your degree requirements. You must resolve any problems by May 8, 2008.
- 2 Online registration to participate in commencement must be completed. Beginning in late March, commencement information and the web address to register online to participate in commencement will be sent to those students whose Approval to Schedule Final Examination form has been received in the Graduate School.
- 5 Graduate Student Council Meeting
- 6 Graduate Council Meeting (3:30 pm – Union 213)
- 6 Deadline for Doctoral and Terminal Degree Candidates Only: All requirements must be completed, including submission of your final examination ballot and final submission of your electronic dissertation (doctoral students only) to participate in Spring 2008 Commencement.
- 11 Graduate School Commencement (1:00 pm – Bramlage Coliseum)

## 2007 - 2008 Graduate Council

### **College Representatives**

- 09 **AG** Jon Faubion  
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Shiva Garimella, President-Elect  
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## 2007 – 2008 Caucus Meetings

### **Purpose of Caucus:**

- Decide on representation from the Caucus on each of the four policy committees. (*Each committee must have at least one member from each caucus. Members are allowed to serve on more than one committee.*)
- Meet whenever appropriate to discuss issues of importance to the Caucus.
- Serve as a communications conduit between the Graduate Council and the constituency in the academic area.

### **Policy Committees:**

***Graduate Student Affairs Committee.*** Charge: matters concerning the admission and retention of graduate students by graduate degree programs and graduate certificate programs. Specific duties may include: considering initiatives which impact the quality of teaching/research in graduate education and the funding of graduate education; considering initiatives which impact and facilitate faculty efforts in student recruitment; and recommending policies to Graduate Council concerning graduate student admission requirements, academic misconduct, and matters of readmission. A subcommittee will comprise the Graduate Council representatives to the Graduate Student Grade Appeal Board. The Committee serves as the Graduate Council Grievance Committee and the Graduate Council Readmission Committee.

***Graduate Academic Affairs Committee.*** Charge: matters of graduate courses, curricula, programs, and graduate faculty membership. Specific duties may include: review proposals concerning graduate courses, graduate curricula, graduate programs and program-specific criteria for graduate faculty membership prior to their consideration by Graduate Council; and the review of existing graduate curricula and programs. This Committee will serve as the Graduate Council representation during any formal review of graduate programs.

***Graduate Council Committee on Planning.*** Charge: matters of policy influencing the quality of graduate education and the administration of the Graduate Council. Specific duties may include: monitoring the planning activities of matters which impact graduate education and scholarship and to provide graduate faculty input into such planning activities, reviewing policy changes which result in changes to the Graduate Handbook prior to consideration by the Graduate Council, and considering matters of financial exigency that impact graduate education.

***Graduate Council Assessment and Review Committee.*** Charge: matters of reviewing, evaluating, and approving the assessment plans and annual assessment reports submitted by various graduate units throughout the university. The GCARC will regularly review the current procedures for graduate program review, identify how to incorporate feedback data from the assessment process, determine the feedback mechanism to the graduate programs and the Graduate Deans, and submit recommendations to the Graduate Council's Committee on Planning to update the Graduate Handbook. Annually the GCARC will review and approve the graduate programs' annual assessment reports within the timeline designated by the Provost's Office.

#### Continuing members

- The committee you served on last year is highlighted.
- You can choose to stay on that committee or switch to a new one.
- The caucus should discuss assignments and place a check in the column under the committee each member will serve.
- Committee meetings will be the third week of the month prior to a Council meeting. Each member is asked to complete a meeting grid. Indicate your availability by placing an 'x' in the boxes that you are NOT able to attend an hour meeting.

#### New members

- Let your caucus know which committee you would like to serve on. The committee highlighted is the committee the previous caucus member served on.
- The caucus should discuss assignments and place a check in the column under the committee each member will serve.
- Committee meetings will be the third week of the month prior to a Council meeting. Each member is asked to complete a meeting grid. Indicate your availability by placing an 'x' in the boxes that you are NOT able to attend an hour meeting.



**APPLIED NATURAL SCIENCE ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	<b>Academic Affairs</b>	<b>Student Affairs</b>	<b>Committee on Planning</b>	<b>Assessment and Review</b>
Koushik Adhikari	Human Nutrition				
Jon Faubion	Grain Science and Industry				
John Reese	Entomology				
J. Scott Smith	Animal Sciences and Industry				
Frank White	Plant Pathology				

**ARTS AND HUMANITIES ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	<b>Academic Affairs</b>	<b>Student Affairs</b>	<b>Committee on Planning</b>	<b>Assessment and Review</b>
Michael Donnelly	English				
Jana Fallin	Music				
Charles Griffin	Speech Communication, Theatre & Dance				
John Keller	Landscape Architecture				
Vladimir Krstic	Architecture				

**BASIC NATURAL SCIENCE ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	<b>Academic Affairs</b>	<b>Student Affairs</b>	<b>Committee on Planning</b>	<b>Assessment and Review</b>
Stefan Bossmann	Chemistry				
Brett DePaola	Physics				
Michael Herman	Biology				
Bob Roland	Diagnostic Medicine/ Pathobiology				
Bruce Schultz	Anatomy & Physiology				
Michal Zolkiewski	Biochemisty				

### **BUSINESS AND EDUCATION ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Marjorie Hancock	Elementary Education				
Marilyn Kaff	Special Education				
Jeff Katz	Management				
Ann Knackendoffel	Special Education, Counseling, and Student Affairs				
Stacy Kovar	Accounting				
Kay Ann Taylor	Secondary Education				

### **MATHEMATICS AND ENGINEERING SCIENCES ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Todd Easton	Industrial and Manufacturing Systems Engineering				
Don Gruenbacher	Electrical and Computer Engineering				
Mustaque Hossain	Civil Engineering				
Stacy Hutchinson	Biological and Agricultural Engineering				
James Neill	Statistics				

### **SOCIAL SCIENCES ACADEMIC AREA CAUCUS**

<b>Name</b>	<b>Department</b>	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Bronwyn Fees	Family Studies and Human Services				
John Fliter	Political Science				
Doug Goodin	Geography				
Sherry Haar	Apparel, Textiles and Interior Design				
Robert Schaeffer	Sociology, Anthropology and Social Work				