

Graduate School: A. Umscheid, J. Guikema, C. Shanklin, S. Schlender

1. Opening remarks
   - The 2011-2012 Graduate Council Election Results were announced. All newly elected members are encouraged to attend the May 3, 2011 meeting of the Graduate Council.
   - NSF Competition results were announced; K-State had six undergraduates win with two continuing at K-State to complete their fellowship. The complete list is being announced in an upcoming media release.

2. Minutes of the March 1, 2011 meeting were approved as presented.

3. Graduate School Actions and Announcements
   The following appointments for non-graduate faculty to teach graduate courses (emergency approval) and graduate faculty memberships were approved by the Dean of the Graduate School.

<table>
<thead>
<tr>
<th>Membership</th>
<th>Position</th>
<th>Department/Program</th>
<th>Date approved by Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cary Rivard</td>
<td>Assistant Professor</td>
<td>Horticulture, Forestry &amp; Rec</td>
<td>02/11/2011</td>
</tr>
<tr>
<td>Chad Miller</td>
<td>Assistant Professor</td>
<td>Horticulture, Forestry &amp; Rec</td>
<td>02/18/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Graduate Faculty to Teach Graduate Courses (emergency approval)</th>
<th>Department/Program</th>
<th>Date approved by Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paige Dickinson</td>
<td>Comm Studies/Thtre/Dance</td>
<td>02/24/2011</td>
</tr>
<tr>
<td>Debra Burnett</td>
<td>Family Studies &amp; Human Services</td>
<td>02/21/2011</td>
</tr>
</tbody>
</table>

4. Academic Affairs Committee – Mark Linville, Chair
   On behalf of the Academic Affairs Committee, Mark Linville, chair, proposed approval of the following faculty members for graduate faculty. The motion passed.
Non-Graduate Faculty to Teach Graduate Courses (one-year approval)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Marshall</td>
<td>Adjunct Instructor</td>
<td>Hospitality Management &amp; Dietetics</td>
</tr>
</tbody>
</table>

Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prasanna Gowda</td>
<td>Adjunct Professor</td>
<td>Agronomy</td>
</tr>
<tr>
<td>Lisa Pohlman</td>
<td>Assistant Professor</td>
<td>Diagnostic Medicine/Pathobiology</td>
</tr>
<tr>
<td>Benjamin Chapman</td>
<td>Adjunct Asst. Professor</td>
<td>Diagnostic Medicine/Pathobiology</td>
</tr>
</tbody>
</table>

Certification

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Sanderson</td>
<td>Professor</td>
<td>Diagnostic Medicine/Pathobiology</td>
</tr>
</tbody>
</table>

5. Course and curriculum issues

On behalf of the Academic Affairs Committee, Mark Linville, chair, proposed to approve the following course changes and additions. The motion passed.

*Expedited Course Changes:*

<table>
<thead>
<tr>
<th>Current Course Description</th>
<th>Proposed Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMP 777. Laboratory Diagnosis. (1) I. Laboratory techniques in hematology, cytology, bacteriology, mycology, urology, and clinical chemistry as applied to the diagnosis of animal diseases. Two hours lec. and three hours case discussion or lab a week.   Requisites Pr.: DMP 705 and DMP 715.</td>
<td>DMP 777. Laboratory Diagnosis. (2) I. Laboratory techniques in hematology, cytology, urology and quality control as applied to the diagnosis of animal diseases. 3rd YR elective, online format through DCE. Pr.: Third-year standing in the College of Veterinary Medicine. RATIONALE: This course will provide additional training in the performance and interpretation of laboratory diagnostic techniques including hematology, cytology, urinalysis and quality assurance/quality control. Previously this material was taught as a core course to third year students via weekly 3 hour laboratory sessions. In the new curriculum these subjects are being introduced in DMP775. The goal of this elective is to build on the knowledge gained in their sophomore clinical pathology class (DMP775) and ultimately for the students to increase their professional proficiency in urinalysis, CBC procedures, diagnostic microscopic analysis of cells and body fluids, and general laboratory methods. EFFECTIVE DATE: Fall 2011</td>
</tr>
<tr>
<td>Current Course Description</td>
<td>Proposed Course Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td><strong>CIS 770. Formal Language Theory. (3)</strong> Regular languages, finite automata, context-free languages, pushdown automata, context-sensitive languages, linear bounded automata, recursively enumerable languages, Turing machines.</td>
<td><strong>CIS 770. Formal Language Theory. (3)</strong> Regular languages, finite automata, context-free languages, pushdown automata, context-sensitive languages, linear bounded automata, recursively enumerable languages, Turing machines.</td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> <strong>CIS 570</strong></td>
<td><strong>Prerequisites:</strong> <strong>MATH 510.</strong></td>
</tr>
<tr>
<td><strong>Rationale:</strong> Due to lack of student interest, the prerequisite CIS 570 has not been offered in recent years. Furthermore, because many graduate students have taken CIS 770 without having had a formal language theory course, the instructors have not been able to assume that students have had this background. The mathematical background provided by MATH 510 (which is already a prerequisite for CIS 570) therefore seems sufficient.</td>
<td><strong>Impact:</strong> None. <strong>Effective:</strong> Fall 2011.</td>
</tr>
</tbody>
</table>

| **AT 860 Contemporary Topics in Apparel and Textiles** | **AT 860 Contemporary Topics in Apparel and Textiles** |
| **Credits:** **(2–3)** Analysis of social and environmental factors related to apparel and textiles. | **Credits:** **(1-3)** Analysis of social and environmental factors related to apparel and textiles. |
| **Requisites Prerequisite:** Eight hours of credit basic to field. | **Requisites Prerequisite:** Eight hours of credit basic to field. |
| **When Offered** Fall, Alternating Summers | **When Offered** Fall, Spring, Summer |
| **Rationale:** Proposed changes reflect current practice of semester offerings and credit hour flexibility of this course. | **Effective Date:** Fall 2011 **IMPACT ON OTHER UNITS:** No other units impacted |
### Current Course Description

**GERON 615 Long-Term Care Administration Internship**

**Credits:** (6)
Includes: (a) field experience in the general administration of long-term care programs and/or facilities; planning, budgeting, program management, and service delivery; (b) exposure to federal and state standards and regulations governing long-term care; and (c) professional leadership development.

**Requisites**
Junior standing, 15 hours of gerontology, MANGT 420, ACCTG 231, GERON 610, GPA of 2.5 or above (3.0 or above in long-term care administration coursework)

**When Offered**
Fall, Spring, Summer

### Proposed Course Description

**GERON 615 Long-Term Care Administration Internship**

**Credits:** (9)
Includes: (a) field experience in the general administration of long-term care programs and/or facilities; planning, budgeting, program management, and service delivery; (b) exposure to federal and state standards and regulations governing long-term care; and (c) professional leadership development.

**Requisites**
Junior standing, GERON 315, MANGT 420, ACCTG 231, GERON 610, six hours of electives from approved list, GPA of 2.5 or above (3.0 or above in long-term care administration coursework)

**When Offered**
Fall, Spring, Summer

**Rationale:** Changes are being made to the required courses in the long-term care administration program as a result of significant changes in the long-term care industry since the program was created over 20 years ago. This change in credit hours is a response to current trends in long-term care training and licensing requirements for nursing home administrators for the state of Kansas. Increasing the number of internship hours for this program ensures that students get additional time in the facility under the supervision of the administrator, allowing them more hands-on training experiences and strengthening their skills. Requiring more than the minimum required training (by the state of Kansas) will make them more competitive in the Kansas job market.

**Effective Date:** Fall 2011

**IMPACT ON OTHER UNITS:** No other units impacted
<table>
<thead>
<tr>
<th>Current Course Description</th>
<th>Proposed Course Description</th>
</tr>
</thead>
</table>
| **HMD 621 Hospitality Law**  
Credits: (3)  
Legal aspects of managing hospitality operations and responsibilities for the operations, patron civil rights, governmental regulations, franchising, and commercial transactions.  
Requisites Prerequisite: Junior standing, 60 hours or more.  
When Offered  
Fall | **HMD 621 Hospitality Law**  
Credits: (3)  
Legal aspects of managing hospitality operations and responsibilities for the operations, patron civil rights, governmental regulations, franchising, and commercial transactions.  
Requisites Prerequisite: **HMD 475**  
When Offered  
Fall  
**Rationale:** We would like students to have taken their HMD 475 internship course prior to taking Hospitality Law. By requiring the students to have had an in-depth experience at the management level students will be better prepared for the course and able to relate course concepts to their future management careers.  
**Effective Date:** Fall 2011  
**IMPACT ON OTHER UNITS:** No other units impacted |
| **HMD 664 Lodging Management Theory**  
Credits: (3)  
Application of management theories to the lodging industry including yield management, multicultural issues, marketing strategies, environmental issues, and future trends.  
Requisites Prerequisite: HMD 364, recommended HMD 422  
When Offered  
Spring | **HMD 664 Lodging Management Theory**  
Credits: (3)  
Application of management theories to the lodging industry including yield management, multicultural issues, marketing strategies, environmental issues, and future trends.  
Requisites Prerequisite: **HMD 464**, recommended HMD 422  
When Offered  
Fall  
**Rationale:** Due to a change in teaching loads for the course instructor, this course is being moved from spring only to fall only. Prerequisites have also been updated to reflect updates from the curriculum changes that were passed earlier this academic year.  
**Effective Date:** Fall 2011  
**IMPACT ON OTHER UNITS:** No other units impacted |
Non-Expedited New Courses

FSHS 727 Clinical Approaches to Family Health and Illness (3) I, II, S.
Clinical approaches to health behaviors and chronic illness management are generally focused on the individual. This course will address contextual and relational factors that impact health and illness within family contexts. The course will explore ways to develop an integrated clinical approach to assess individuals and families attempting to manage a variety of medical conditions across the life span.

RATIONALE: The proposed addition of this course is to make it a standing course in the School of Family Studies and Human Services; the course has previously been taught as a topics course in FSHS 700.

EFFECTIVE DATE: Summer 2011

IMPACT ON OTHER UNITS: None

ADD: DMP 855. Disease Detection, Surveillance and Risk Assessment. (3) I.
The course is focused on understanding the principles underlying quantitative risk assessments and disease detection/surveillance systems suited to a variety of animal health and food safety applications. These will then be used to advance the practical application of risk assessment and disease detection in the development of valid and useful herd, regional and national disease surveillance programs.

RATIONALE: This course fills a specialty graduate need for additional training in methods useful for diagnostic test evaluation, design and implementation of valid surveillance systems, and quantitative risk assessment suited to animal health and food safety decision making based on sound scientific principles; specifically, with an emphasis on risks associated with importation of animal and food products. The approaches are very quantitative and employ cutting edge epidemiological methods and software. The course was previously taught for the first time at KSU in Spring 2010 as a topics class (895/995) and at Texas A&M 4 times previously prior to Dr. Scott arriving at K-State. TEVALs are included as supporting documentation. Previously it was combined with Dr. Mike Sanderson's infectious disease modeling course but materials were too compressed as a result. It will stand on its own in future and be offered in odd numbered years.

EFFECTIVE DATE: Fall 2011

Non-Expedited New Curriculum:

Concurrent BS and MS in Hospitality Management
A student that successfully completes this program will receive both a Bachelor of Science degree in Hotel and Restaurant Management (HRM) and a Master’s of Science in Foodservice, Hospitality Management, and Administrative Dietetics.

This program had theses and coursework formats.

ADMISSION REQUIREMENTS
The application process is the same as for the traditional M.S. degree except that completion of the B.S. degree is not required. The following requirements must be met before an individual can be admitted into this program:
The student must be seeking a Bachelor of Science Degree in Hotel and Restaurant Management in the Department of Hospitality Management and Dietetics at Kansas State University.

The student must have completed a minimum of 75 credit hours toward the B.S. degree in Hotel and Restaurant Management.

The student’s cumulative undergraduate GPA must be at least 3.0.

APPLICATION PROCESS

- KSU graduate application form completed and submitted to Graduate Program Coordinator in HMD before semester of enrollment, applicants may also apply online (http://www.ksu.edu/grad/).
- An application fee of $40 (personal check, money order, or cashier’s check payable to Kansas State University Graduate School) submitted with application.
- Statement of objectives designating desired area of specialization, summarizing academic and/or professional experience, and identifying professional goals.
- A current resume.
- Two letters of reference must be submitted with the application; one letter from a faculty member and one from an industry representative. The following form should be used for all letters of reference: http://www.he.k-state.edu/hmd/programs/grad/.
- One official transcript of all previous higher education courses, credits, and grades; must be submitted directly from previous institutions of higher education.
- All applicants will complete an in-person interview with the graduate faculty in HMD.

Applicants should submit completed application packet to:
Graduate Admission Program Coordinator
Department of Hospitality Management and Dietetics
104 Justin Hall
Kansas State University
Manhattan, KS 66506-1404

PROGRAM FORMATS AND GUIDELINES

- Since there is some overlap between undergraduate and graduate study, some graduate courses will satisfy the degree requirements of the undergraduate degree. A maximum of nine graduate credit hours from the M.S. degree can be counted toward the B.S. degree.

Additional conditions:
- The student must complete 30 (thesis) or 35 (coursework) graduate credit hours with a graduate GPA of at least 3.0.
- The student must complete all B.S. undergraduate degree requirements.
- At least 18 hours of the program of study should be at the 700 or above level.
- Once an individual is admitted to the concurrent degree program, the student should consult the departmental and university graduate handbooks for policies and procedures for graduate degrees, which include: supervisory committee, final examination, thesis defense, etc. The student’s supervisory committee must approve the program of study, which is a statement of the student’s graduation requirements.
The B.S. degree may be awarded at any time following the completion of the undergraduate degree requirements. Alternatively, the B.S. and M.S. degrees may be awarded concurrently.

In the event that a student begins this program, but does not wish to finish the Master’s Degree, he/she must change the nine credit hours of his/her graduate classes to undergraduate credit and then he/she will receive a B.S. degree once degree requirements have been completed.

The program of Study is as follows:*

- **Required Courses (16 hours):**
  - STAT 702 OR STAT 703 Statistics (3 cr.)
  - HMD 805 Food Production OR HMD 664 Lodging Management Theory (3 cr.)
  - HMD 810 Research Techniques for Foodservice & Hospitality (3 cr.)
  - HMD 885 Seminar in Foodservice & Hospitality Management (1 cr.)
  - HMD 890 Administration of Foodservice & Hospitality Organizations (3 cr.)
  - HMD 895 Cost Control for Foodservice & Hospitality (3 cr.)

- "Thesis" Option (14 - 15 hours):
  - HMD 899 Research in Foodservice or Hospitality Management (6 cr.)
  - Graduate Course Electives (5-6 cr.)

- "Non-thesis" Option (19 credits):
  - Graduate Course Electives

*Actual degree requirements will be summarized on an approved plan of study.

**Rationale**

The combined Bachelor’s/Master’s Degree program will provide exceptional undergraduates with the opportunity to obtain both degrees in 5 years, a shorter time than typically required to earn a B.S. plus M.S. if pursued independently.

**Effective Date**

Fall 2011

6. **Graduate Student Affairs Committee – Daniel Higgins, Chair; Kelly Getty, Co-Chair**

   - The committee has approved the final version of the Video Conference form for Master’s students who are unable to defend on campus. The form is available on the Graduate School secure website and will still be up to the discretion of the committee if a student is able to defend via distance.

7. **Graduate School Committee on Planning – Sue Williams, Chair**

   - The committee has approved the final version of the Graduate Faculty Nomination form; the form is now available on the Graduate School website.
On behalf of the Committee on Planning, Sue Williams, chair, proposed the following changes to the graduate handbook. The motion passed.

a. **Tuition Benefits for Graduate Assistant**  
   Chapter 1. Admission to Graduate Study  
   Section E. Graduate Assistants (Graduate Handbook, page 1-5)

   **Current:** Tuition responsibilities for graduate students appointed for 0.5 FTE depends on the nature of the appointment. Students holding a 0.5 FTE GRA, GTA, or GA appointments (or any combination of these appointments) are assessed tuition at the resident rates according to an established schedule.

   **Proposed:** Tuition responsibilities for graduate students appointed for 0.5 FTE depend on the nature of the appointment. Students holding a 0.4 FTE GRA, GTA, or GA appointment (or any combination of these appointments) are assessed tuition at the resident rates according to an established schedule.

   **Rationale:** To be consistent with state statute

b. **Health Insurance Benefits**  
   Chapter 1. Admission to Graduate Study  
   Section E. Graduate Assistants (Graduate Handbook, page 1-5)

   **Current:** GTAs and GRAs on a 0.5 FTE appointment are eligible to participate in the Kansas Board of Regents GTA/GRA health insurance plan. Information about enrollment in the health insurance plan is available from Human Resources.

   **Proposed:** GTAs, GRAs, and GAs on a 0.5 FTE appointment are eligible to participate in the Kansas Board of Regents GTA/GRA/GA health insurance plan. Information about enrollment in the health insurance plan is available from Human Resources.

   **Rationale:** GAs will be added to the Board of Regents GTA/GRA health insurance plan effective Fall semester 2011.

c. **Graduate Certificate Program**  
   Chapter 4 Graduate Certificate Programs  
   Section B. Admission and General Requirements  
   Requirements for Certificate Program Approval  
   Inclusion of 500-level courses

   **Current:** Not included

   **Proposed:** In any graduate certificate program, a minimum of 12 hours at the 600 level or above is required.
**Rationale:** Graduate certificate program requirements range from 12-20 hours; this clarification assures at least 12 hours of course work at the graduate level.

d. **Chapter 1: Admission to Graduate Studies, Section B Part 2, Graduates of foreign colleges and universities.**

All international students admitted to the Graduate School must demonstrate the same level of achievement as U.S. students. That is, they must hold a degree from an established institution comparable to a college or university in the United States, have an outstanding undergraduate record, have the demonstrated ability to do graduate work, and provide evidence of language proficiency sufficient for the pursuit of a graduate degree. Admission may be denied to students from technical schools, which may provide excellent training in special areas, but do not offer degrees equivalent to those of colleges and universities. As a rule, students from abroad are not admitted to nondegree status (that is, as special students). Questions about the qualifications of international students should be directed to the Graduate School.

The Graduate School requires each international applicant whose native language is not English to demonstrate competence in the English language by achieving a satisfactory score (defined below) on the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), and Pearson Test of English. The TOEFL, IELTS, or PTE is required to ensure that the student’s progress toward a degree is not jeopardized by language barriers. The TOEFL (K-State TOEFL school code 6334) is offered several times a year throughout the world by the Educational Testing Service, Princeton, New Jersey. International applicants are advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement. However, individual programs may require demonstration of English language proficiency.

**English Proficiency Requirements**

- Applicants who are submitting iBT TOEFL (internet based) scores must have a minimum total score of 79 with no part score below 20 on the reading, listening, and writing sections.
- Applicants who are submitting a paper-based TOEFL (PBT) test scores must have a minimum total score of 550 with no part score below 55 on reading or listening sections and a TWE (Test of Written English) score of 5.0 or higher.
- Applicants who are submitting an IELTS score must have a minimum total score of 6.5 with part scores of 6.5 or higher on the reading, listening, and writing sections.
- Applicants who are submitting a Pearson Test of English (PTE) score must have a minimum total score of 58 with part scores of 58 or higher.

Applicants who do not meet the scores specified above must meet the following criteria during the first semester of enrollment in order to satisfy the English proficiency requirement:
1. Applicants with **one or two** low part scores (14-19 IBT, 48-54 PBT, 5.0-6.4 IELTS, or 47-57 PTE) must successfully complete one or more of the specified classes based on the section of the examination that is below the minimum (20 IBT; 55 on reading or listening sections and a TWE of less than 5.0 on PBT; 6.5 IELTS; 58 PTE):
   - DAS 176 – Reading Skills
   - DAS 177 – Written Communication
   - DAS 178 – Listening Skills
Waivers will not be approved.

2. Applicants with three part scores below 20 IBT, 55 PBT, 6.5 IELTS, or 58 PTE are required to take the **English Proficiency Test (EPT)** and successfully complete the English course(s) specified on their EPT score reports. Waivers will not be approved.

3. Applicants with any one score below 14 IBT, 48 PBT, 5.0 IELTS, or 47 PTE must take the English Proficiency Test and successfully complete full time intensive English. Waivers will not be approved.

---

8. **Graduate School Committee on Assessment and Review** – Esther Swilley, Chair
   The committee has received their designated assignments for the upcoming Board of Regents program review drafts. These drafts will be reviewed by members of the committee for feedback to the department.

9. **Graduate Student Council Information** – Megan Miller, President
   - Incoming officers for next year’s Graduate Student Council will be identified on April 6, 2011.
   - Notifications have gone out to students and departments for the K-State Research Forum; everyone is encouraged to attend on April 20, 2011 in the Union.

10. **University Research and Scholarship**
    - KSURF Doctoral Scholarship Program: Deadline – April 18, 2011
      [http://www.k-state.edu/grad/KSURFaward/index.htm](http://www.k-state.edu/grad/KSURFaward/index.htm)
    - 2010-2011 Commerce Bank Distinguished Graduate Faculty Award
      “Flies are Fine, but Beetles are Better: The Story of a Model Organism” presented by Susan J. Brown, Professor of Biology: April 28th @ 3:30p.m., K-State Union Little Theatre

11. **Graduate Fellowship Announcements**
    - Graduate Study Abroad: James B. Pearson Fellowship; Deadline April 15, 2011 (120) [http://www.k-state.edu/grad/gsresources/fellowships/Pearson%20Brochure.pdf](http://www.k-state.edu/grad/gsresources/fellowships/Pearson%20Brochure.pdf)
    - SunShot Initiative Fellowship [http://www1.eere.energy.gov/education/stp_fellowships.html](http://www1.eere.energy.gov/education/stp_fellowships.html)
12. **Graduate School Calendar of Events – April and May**

4/4 Graduate Student Council Meeting/Elections for new officers (12:00 – 1:00 pm; Waters 137)

4/5 Graduate Council Meeting (3:30 pm – Union 212)

4/5 Deadline to submit “Approval to Schedule Final Examination” to the Graduate School to have your name appear in the May commencement program.

4/6 New Graduate Faculty Orientation (1:00 pm – Union Staterooms 1 and 2)

4/10 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/gspeopleorg/council/gcforms.htm](http://www.k-state.edu/grad/gspeopleorg/council/gcforms.htm)).

4/15 Graduate Student Council travel award deadline

4/27 Graduate Student Council Ice Cream Social (1:00 - 3:00 pm – Fairchild Hall East Entrance)

5/2 Graduate Student Council Meeting (12:00 pm – Union 213)

5/3 Graduate Council Meeting (3:30 pm – Union 212)

5/2 Deadline to participate in Spring Commencement. 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.

5/2 Deadline for Doctoral and MFA 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 Commencement.

5/6 To officially graduate in May 2011, your final examination ballot and the final copy of the electronic dissertation or master’s level thesis/report must be in the Graduate School.

5/13 Graduate School Commencement (1:00 pm – Bramlage Coliseum)

13. **Other business**

Nothing to report.

**Meeting adjourned at 3:59 p.m.**