Minutes of the Graduate Council
February 3, 2004
As approved by the Graduate Council, March 2, 2004


Graduate School staff present: J. Guikema, C. Shanklin, B. McGaughey, D. Woydziak

The meeting was called to order by Dean R.W. Trewyn at 3:35 p.m. in Room 213, Student Union.

1) Opening remarks.
   The Election committee will assemble the beginning of March. It is not too early to start thinking of colleagues who would be willing to run for Graduate Council. Nominations can be sent to the Graduate School.

2) Minutes. The minutes of the December 2, 2003 meeting were approved as presented.

3) Graduate School Actions and Announcements
   a) Appointments for Graduate Faculty Membership
      Name                     Department/Program
      Bruce R. Babin          Mechanical and Nuclear Engineering
      Charles Barden          Horticulture, Forestry and Recreation Resources
      Thomas Logan            Architectural Engg and Construction Science
   b) Non-Graduate Faculty to teach Graduate Courses (Emergency Approval)
      Name                     Department/Program       Courses       Term
      Sandria Godwin           Human Nutrition           HN 630        Spring 2004

4) Academic Affairs Committee
   a) It was moved and seconded that the following faculty members be approved for Graduate Faculty Membership. The motion passed.
      i) for MEMBERSHIP ONLY
         Name                     Position         Department/Program
         Sandria Godwin           Adjunct Professor          Human Nutrition
      ii) for MEMBERSHIP AND CERTIFICATION
         Name                     Position         Department/Program
         James Stack              Associate Professor        Plant Pathology
   b) Course and curriculum changes: A motion was made and seconded to approve course changes,
deletions, and additions. The motion passed.

i) CHANGE:

<table>
<thead>
<tr>
<th>Current Course Description</th>
<th>Proposed Course Description</th>
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</thead>
<tbody>
<tr>
<td>ARCH 605. Architectural Design Studio V. (5) I. II. Problem analysis and program development, generalization of alternate solutions, and selection and refinement of the building design. Twelve hours studio a week. Pr.: ARCH 404 and not more than one grade of D in an architectural design course, and LAR 500 or concurrent enrollment in LAR 500.</td>
<td>ARCH 605. Architectural Design Studio V. (5) I. A design studio that integrates a design project with design development, including structural, mechanical, lighting and movement systems and construction documentation. Twelve hours studio a week. Pr: ARCH 404 and not more than one grade of D in an architectural design course, LAR 500, ARCH 433, ARCH 453, ARCH 514 and concurrent enrollment in ARCH 515.</td>
</tr>
<tr>
<td>CS 822. Exotic Animal and Wildlife Medicine. (3) I, II, S. Study of exotic, wildlife, and zoo animal medicine through participation in the clinical service in the Veterinary Medical Teaching Hospital. Problem-solving, differential diagnosis, diagnostic procedures, and medical and surgical therapy of non-domestic animals will be emphasized. Pr.: Fourth-year standing in the College of Veterinary Medicine.</td>
<td>CS 822. Exotic, Wildlife, and Zoo Animal Medicine. (3) I, II, S. Study of exotic, wildlife, and zoo animal medicine through participation in the clinical service in the Veterinary Medical Teaching Hospital. Problem solving, differential diagnosis, diagnostic procedures, and medical and surgical therapy of non-domestic animals will be emphasized. Pr.: Fourth-year standing in the College of Veterinary Medicine.</td>
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<tr>
<td>ENTOM 885. Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests. (2) II, in odd years. A series of laboratories developed and instructed by faculty in the Departments of Agronomy, Entomology, and Plant Pathology. Illustrate different modes of plant resistance to pests, quantification of resistance effects, resistance gene flow, plant DNA isolation &amp; quantification, and molecular marker-assisted selection of resistance genes of interest. Students develop hands-on experience using both conventional and molecular techniques to identify and quantify genetic plant resistance to pests. One hour lec. and two hours lab a week. Pr.: ENTOM/PLPTH 635 and ENTOM 745 or PLPTH 755. Same as ENTOM 885.</td>
<td>ENTOM 885. Conventional and Molecular Methods for Evaluation of Crop Plant Resistance to Pests. (2) II, in odd years. A series of laboratories illustrating different modes of plant resistance to pests, quantification of resistance effects, resistance gene flow, plant DNA isolation and quantification, and molecular marker-assisted selection of resistance genes of interest. Students develop hands-on experience using both conventional and molecular techniques to identify and quantify genetic plant resistance to pests. One hour lec. and two hours lab a week. Pr.: ENTOM/PLPTH 635 and ENTOM 745 or PLPTH 755.</td>
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<tr>
<td>IAR 408. Design Workshop II. (3) I. Design Workshop II is intended to further develop the student’s understanding of the three-dimensional design process through research, design, prototype construction, evaluation, and redesign. Enhance and increase the student’s understanding of the structural characteristics of materials and increase their proficiency at communicating ideas through working and presentation drawings. Pr.: IAR 407.</td>
<td>IAPD 608. Design Workshop II. (4) I. II. Design Workshop II is intended to further develop the student’s understanding of the three-dimensional design process through research, design, prototype construction, evaluation, and redesign. Enhance and increase the student’s understanding of the structural characteristics of materials and increase their proficiency at communicating ideas through working and presentation drawings. Pr.: IAPD 407.</td>
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<tr>
<td>IAR 644. Interior Architecture Internship. (42) II. Thirty weeks off-campus work study in professional offices specializing in interior architecture: field and office experience. Pr.: IAR 603, ARCH 433, not more than one grade of D in an interior architecture design studio, and approved by internship coordinator.</td>
<td>IAPD 644. Interior Architecture Internship. (11) II. Thirty weeks off-campus work study in professional offices specializing in interior architecture: field and office experience. Pr.: IAR 603, ARCH 433, not more than one grade of D in an interior architecture design studio, and approved by internship coordinator.</td>
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<tr>
<td>IAR 646. Interior Architecture Foreign Studies. (42) II. This course allows the student to study outside of the United States for one semester. The semester will expand their global perspective of design professions and cultural, political, and economic views. One semester studying interior architecture at a foreign university. Pr.: IAR 603, ARCH 433, not more than one grade of D in an interior architecture design studio and approval by the foreign studies coordinator.</td>
<td>IAPD 646. Interior Architecture Foreign Studies. (11) II. This course allows the student to study outside of the United States for one semester. The semester will expand their global perspective of design professions and cultural, political, and economic views. One semester studying interior architecture at a foreign university. Pr.: IAR 603, ARCH 433, not more than one grade of D in an interior architecture design studio and approval by the foreign studies coordinator.</td>
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<tr>
<td><strong>IAR 760. Interior Architecture Seminar.</strong> (3) I. Readings and discussion of contemporary thought and movements within the field of interior architecture with special emphasis on the societal factors which produce and effect change. Pr.: IAR 705 or graduate standing.</td>
<td><strong>IAPD 760. Interior Architecture Seminar.</strong> (V) I. Readings and discussion of contemporary thought and movements within the field of interior architecture with special emphasis on the societal factors that produce and effect change. Credit hours are variable depending on instructor’s topics. Pr.: IAPD 705 or graduate standing.</td>
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<tr>
<td><strong>PLAN 631. Computer Applications in Planning I.</strong> (1) I. The application of computer concepts to problem solving and data analysis in the planning profession, including the development of user skills in the application of various software packages for data analysis. Included is an extension of the basic knowledge level to advanced spreadsheet design for demographic and economic analysis used in the planning profession and the use of basic programs. Pr.: CIS 101, CIS 102, CIS 103, and concurrent enrollment in PLAN 801.</td>
<td><strong>PLAN 631. Computer Applications in Planning I.</strong> (1) I. The application of computer concepts to problem solving and data analysis in the planning profession, including the development of user skills in the application of various software packages for data analysis. Included is an extension of the basic knowledge level to advanced spreadsheet design for demographic analysis used in the planning profession, and the data search process using the Internet. Pr.: CIS 101, CIS 102, CIS 103 (or demonstrated proficiency in the use of word processing and spreadsheet software applications), and concurrent enrollment in PLAN 801.</td>
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<td><strong>PLAN 632. Computer Applications in Planning II.</strong> (1) II. The application of computer concepts to public presentations in the planning profession, including the development of user skills in the application of various software packages for producing multimedia presentations. Included are elements of producing video and multimedia presentations of planning projects for use in public meetings. Material developed in PLAN 631, 801 and 802 form the subject matter of the presentations. Pr.: PLAN 631 and concurrent enrollment in PLAN 802.</td>
<td><strong>PLAN 632. Computer Applications in Planning II.</strong> (1) II. The application of computer concepts to problem solving and data analysis in the planning profession for community economic analysis, market analysis, including the development of user skills in the application of various software packages for producing multimedia presentations. Included are elements of producing video and multimedia presentations of planning projects for use in public meetings, as well as professional report preparation and graphic displays of the material for public viewing. Material developed in PLAN 631, 801 and 802 form the subject matter of the presentations. Pr.: PLAN 631, PLAN 801 and concurrent enrollment in PLAN 802.</td>
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<td><strong>PLAN 715. Planning Principles and Process.</strong> (3) I. Examination of the principles and process of regional and community planning, including historical development of growth patterns and form, the role of the architects, landscape architects, geographers, politicians and government, engineers and planners in the historical development of regions and cities. The role of citizen involvement and interaction with community leaders and planners in the planning process, as well as the concept of individual rights versus the right of governmental units to regulate development in the best interest of the general public is explored. Visionary concepts and “Utopia” are examined in the context of creating sustainable futures through planning. Pr.: Senior or graduate standing.</td>
<td><strong>PLAN 715. Planning Principles and Process.</strong> (3) I. Examination of the principles and process of regional and community planning, including historical development of growth patterns and form, the role of the architects, landscape architects, geographers, politicians and government, engineers and planners in the historical development of regions and cities. Discussion topics include: the role of citizen involvement in the planning process; citizen interaction with community leaders and planners in the planning process; and, individual rights versus governmental right to regulate development in the best interest of the general public. The course undertakes an in-depth investigation of the Comprehensive Plan, its elements, its role in determining the future vision of the city, and its implementation through local government regulatory tools. Visionary concepts, “Utopia” and new towns are examined in the context of creating sustainable futures through planning. Pr.: Senior standing and completion of Expository Writing II (ENGL 200), senior or graduate standing.</td>
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<td><strong>PLAN 721. Infrastructure Planning and Development Review.</strong> (2) II. Examination of infrastructure systems, and development standards; consideration of policy options and strategies; and implementation of community development through infrastructure planning and development review. Elements of site design are presented to provide the evaluative basis of site plan review as required in practice. Pr.: PLAN 315.</td>
<td><strong>PLAN 721. Infrastructure Planning and Financing.</strong> (3) II. Examination of infrastructure systems, and development standards; consideration of policy options and strategies; review of financing options and regulatory requirements associated with the various infrastructure elements. The course also reviews social and other issues that affect and are affected by infrastructure related decisions. Pr.: PLAN 315 or PLAN 715.</td>
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<tr>
<td><strong>PLAN 731. Solid Waste Planning and Management.</strong> (1) II. The focus is on federal and state policies and programs for solid waste management as a framework for private sector and local government response to solid waste issues for resource recovery (recycling, incineration, and composting) and landfilling. Pr.: PLAN 315.</td>
<td><strong>PLAN 731. Solid Waste Planning and Management.</strong> (V.) II, <strong>Intersession.</strong> The focus is on federal and state policies and programs for solid waste management as a framework for private sector and local government response to solid waste issues for resource recovery (recycling, incineration, and composting) and landfilling. Pr.: PLAN 315.</td>
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<td><strong>PLAN 740. Urban Visual Analysis.</strong> (3) II, offered bi-annually in even years. Survey and analysis of urban form and space in relation to aesthetic theories and values. Methods of visual perception and analysis are reviewed and applied to contemporary urban form and space. Pr.: PLAN 745.</td>
<td><strong>PLAN 748. Urban Visual Analysis.</strong> (3) II, offered bi-annually in even years. Survey and analysis of urban form and space in relation to aesthetic theories and values. Methods of visual perception and analysis are reviewed and applied to contemporary urban form and space. Pr.: PLAN 745.</td>
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<td><strong>PLAN 640. Community Growth Management.</strong> (3) II, in even years. Study of the process of city growth and change in relation to planning techniques and socio-economic-political determinants. Criteria and methodology for the growth management are reviewed and applied to the contemporary city. Pr.: PLAN 315.</td>
<td><strong>PLAN 765. Growth Management.</strong> (3) II, in even years. Study of the process of city growth and change in relation to planning techniques and socio-economic-political determinants. Criteria and methodology for the management of growth are reviewed and applied to the contemporary city. Pr.: PLAN 715.</td>
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<td><strong>PLAN 821. Community Decision Analysis.</strong> (3) II. Focus is on the analytical tools for the selection, collection, analysis, and interpretation of regional and community policy planning activities. Included is the development of survey instruments and interpretation, work flow and work measurement skills, performance standards and program evaluation techniques for policy planning and analysis at the local governmental level. Pr.: PLAN 820 and STAT 330.</td>
<td><strong>PLAN 803. Community Research Methods.</strong> (3) II. Focus is on the analytical tools for the selection, collection, analysis, and interpretation of regional and community policy planning activities. Included is the development of survey instruments and interpretation, work flow and work measurement skills, performance standards and program evaluation techniques for policy planning and analysis at the local governmental level. Pr.: STAT 330 or STAT 702 (or equivalent).</td>
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<td><strong>PLAN 826. Planning Theory, Ethics and Practice.</strong> (2) I. Review of the basic theories of regional and community growth and change; analysis of the process of urbanization in relation to societal determinants and environmental constraints; and the study of a process of planning for professional practice. Exploration of societal and human values in relation to issues of equity, social justice, economic welfare, and efficient use of resources, as well as ethical approaches to these issues. Pr.: <strong>PLAN 820.</strong></td>
<td><strong>PLAN 815. Planning Theory, Ethics and Practice.</strong> (2) I. Review of the basic theories of regional and community growth and change; analysis of the process of urbanization in relation to societal determinants and environmental constraints; and the study of a process of planning for professional practice. Exploration of societal and human values in relation to issues of equity, social justice, economic welfare, and efficient use of resources, as well as ethical approaches to these issues. Pr.: PLAN 715 or concurrent enrollment.</td>
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<td><strong>PLAN 820. Planning Administration.</strong> (3) I. The functions of planning administration, including city organizational structures and their relationship to the role of the planner in city administration and management. Pr.: PLAN 715 or concurrent enrollment.</td>
<td><strong>PLAN 820. Planning Administration.</strong> (3) I. The functions of a planning administrator, including city organizational structures and their relationship to the role of the planner in city administration and management; budgeting and capital improvements programming, including a study of the roles that bonds, taxation and intergovernmental grants play in the financing of various community based activities envisioned in the long range planning process. The course will review basic personnel management, running successful meetings, contract negotiations, staff reports, public presentations, dealing with the media, and time management in the planning office. Pr.: PLAN 715.</td>
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* Granted conditional approval pending the consultation of the department regarding wording changes within the course description.

ii) DROP:

**DVM 700. Veterinary Orientation I.** (1) I. Introduction to career opportunities in veterinary medicine.

**PLAN 605. Planning Communications.** (1-3) I. Study and application of communication concepts and media utilized in regional and community planning, focusing on developing an understanding of graphic communication techniques, design techniques, physical development standards and models, professional report preparation, and public hearings. Pr.: Senior standing and PLAN 315.

**PLAN 620. Urban America.** (1) II, in even years. A visual depiction of the urbanization of America as chronicled in film and discussion. The focus of the material is on students’ reaction to the urbanization process and the impacts the process leaves in its wake. Pr.: Junior standing.

**PLAN 754. Fiscal Processes of Plan Implementation.** (3) II. An examination of the means by which comprehensive development plans can be implemented. The focus will be on the methods of financing various community based activities envisioned in the long range planning process, including a study of the roles of bonds, taxation and intergovernmental grants. Resource allocation analysis and impact assessment will also be explored in regard to relevance to the capital budget and capital improvement plan. Pr.: PLAN 715.

**PLAN 755. State and Regional Planning.** (3) I, offered bi-annually in odd years. Review of the principles and elements of regional growth and change. Criteria and methodology for regional analysis and planning are examined and applied to the elements of regions. Pr.: PLAN 715 or concurrent enrollment.

**PLAN 780. Planning in Developing Areas.** (3) I, offered bi-annually in odd years. Examination of comparative regional and community systems of development, consideration of alternative approaches to planning, with emphasis on developing countries and underdeveloped areas in the rural United States. Pr.: PLAN 715, plus nine credit hours from the social sciences.

iii) NEW:

**AP 715. Veterinary Comparative Embryology.** (1) I. An overview of developmental anatomy as it relates to clinically important developmental defects and/or normal structure and function of common domestic animals. Pr.: First-year standing in the DVM program.

**HN 820. Functional Foods for Chronic Disease Prevention.** (3) I. Integrate and evaluate the regulatory principles, food science, nutrient science and nutritional metabolism for the development of functional foods, nutraceuticals, and dietary supplements for chronic disease prevention. Pr.: HN 400, HN 413, BIOCH 521.

*IAPD 614. Design Workshop II Studio.** (1) I, II. Studio component taken concurrently with IAPD 608 Design Workshop II. See IAPD 608 for course description.

*IAPD 622. Building Construction Systems in Interior Architecture.** (2) I, II. The course focuses on developing an
understanding of the integration and coordination of building components in the interior environment. Strategies and techniques of construction are studied through the production of a set of construction documents for a building interior. Issues addressed include the selection and assemblage of materials and/or products, building codes, accessibility, and methods of construction. IAPD 600, IAPD 602 and IAPD 622 must be taken concurrently.

IAPD 625. Lighting in Interior Architecture. (2) I, II. An examination of design and technical issues related to luminous environments in building interiors. Topics include color and light, vision, light sources, luminaire selection and design, and the evaluation of lighting solutions. Pr.: ARCH 413, ARCH 514 and IAPD 404 and IAPD 405 or approval of instructor.

*IAPD 710. Advanced 3-D Computer Modeling. (3) I, II. Lighting, materials, animation, advanced modeling techniques, sound, and storyboarding are methodologies required to successfully build a digital presentation for projection in a two dimensional, or 3-dimensional environment using the vision domes. Projects that utilize these topics will include an introduction to 3D modeling, animation, sound, tilting, lighting, and a material editor. Pr.: IAPD 410 or equivalent and approval of the instructor.

IAPD 713. Furniture Design Workshop II Studio. (1) I, II. Studio component taken concurrently with IAPD 714 Furniture Design Workshop. See IAPD 714 for course description.

PLAN 717. Seminar in Grant Preparation. (2) II. Locating and preparing grants for the purpose of funding community improvements, including developing grant writing skills, and learning about the process of seeking funds from federal and other outside sources to facilitate community development. Pr. PLAN 715.

* Granted conditional approval pending the consultation of the department regarding wording changes within the course description.

iv) PREFIX CHANGES:

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<tbody>
<tr>
<td>IDH prefixes for all Interior Design Courses. (600, 630, 645, 650, 651, 660, 680, 710, 725, 740, 760, 800, 820, 825, 840, 870, 875, 899, 920)</td>
<td>ID prefixes for all Interior Design courses. (600, 630, 645, 650, 651, 660, 680, 710, 725, 740, 760, 800, 820, 825, 840, 870, 875, 899, 920)</td>
</tr>
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</table>

v) CURRICULUM CHANGES:

FROM:
Program Requirements

A program of study must be filed by all graduate students pursuing a master’s degree. The program of study is a planning document developed by the student, the major professor, and the supervisory committee, which outlines the course work that the student must complete in order to develop adequate expertise in “planning” and be awarded the MRCP degree.

Study leading to the two-year professional graduate degree, Master of Regional and Community Planning, requires a minimum of 48 graduate credit hours, plus a recommended internship in planning experience. Support courses are offered throughout the university, subject to the approval of the faculty.

The Master of Regional and Community Planning degree requires 30 core credit hours minimum and 48 specialization credit hours. Two (2) credit hours in PLAN 805, Internship in Planning, usually taken between the first and second year of course work, is recommended, and may be added to the program of study, above the 48 credit hour minimum. The completion of a Comprehensive Examination, given in the last semester in residence at KSU is required. Students may be invited to complete either a Masters Report (2 credit hours) or Thesis (6 credit hours) by the faculty should student interest and capability exist for.
Acceptance of this invitation for research carries an automatic substitution of the comprehensive exam, with an oral presentation and defense/examination. The core course work, required for the MRCP degree is noted following.

The planning “Core”:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>PLAN 605</td>
<td>Planning Communication</td>
<td>2</td>
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<tr>
<td>PLAN 631</td>
<td>Computer Applications in Planning 1</td>
<td>1</td>
</tr>
<tr>
<td>PLAN 632</td>
<td>Computer Applications in Planning 2</td>
<td>1</td>
</tr>
<tr>
<td>PLAN 715</td>
<td>Planning Principles and Process</td>
<td>3</td>
</tr>
<tr>
<td>PLAN 752</td>
<td>Physical Processes of Plan Implementation</td>
<td>2</td>
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<tr>
<td>PLAN 753</td>
<td>Planning Law</td>
<td>3</td>
</tr>
<tr>
<td>PLAN 754</td>
<td>Fiscal Processes of Plan Implementation</td>
<td>3</td>
</tr>
<tr>
<td>PLAN 801</td>
<td>Planning Methods 1</td>
<td>2</td>
</tr>
<tr>
<td>PLAN 802</td>
<td>Planning Methods 2</td>
<td>2</td>
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<tr>
<td>PLAN 820</td>
<td>Planning Administration</td>
<td>3</td>
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<tr>
<td>PLAN 821</td>
<td>Community Decision Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PLAN 826</td>
<td>Planning Theory, Ethics and Practice</td>
<td>2</td>
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<tr>
<td>PLAN 836</td>
<td>Community Plan Preparation</td>
<td>3</td>
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</table>

Total MRCP “Core”.......................................................... 30 hours

Students entering the program without a design background or equivalent knowledge may be required to include the following course to the MRCP “Core”:

<table>
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<tbody>
<tr>
<td>LAR 500</td>
<td>Site Planning and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

During the last semester of study, students will be required to complete a comprehensive examination and to submit a specialization paper in their area of expertise according to program guidelines. One (1) credit hour of Topics in Planning, under their major professor, is awarded for the specialization paper. No credit is given for the Comprehensive Examination per graduate school guidelines. Students will be expected to discuss their specialization paper with their designated committee at the completion of the Comprehensive Exam session. Work on the specialization paper usually begins in the third semester to ensure timely completion. At various times throughout the program, students will be given mini-components of a traditional comprehensive exam to determine progress in synthesizing concepts and methods. The Analysis Diagnostic will be administered at the completion of PLAN 802 and 632 for the purpose of insuring a good grasp of the use and interpretation of analytical techniques developed in the methods / computer applications sequence of courses.

TO:

Program Requirements

A program of study must be filed by all graduate students pursuing a master’s degree. The program of study is a planning document developed by the student, the major professor, and the supervisory committee, which outlines the course work that the student must complete in order to develop adequate expertise in “planning” and be awarded the MRCP degree.

Study leading to the two-year professional graduate degree, Master of Regional and Community Planning, requires a minimum of 48 graduate credit hours, plus a recommended internship in planning experience. International Students are required to complete a minimum of 1 credit hour internship in planning experience above the minimum 48 credit hour requirement to complete the program of study. Support courses are offered throughout the university, subject to the approval of the faculty.

The Master of Regional and Community Planning degree requires 28 core credit hours minimum and 20 specialization credit hours. One (1) credit hour in PLAN 805, Internship in Planning, usually taken between the first and second year of course work, is recommended for all American students, and may be added to the program of study, above the 48 credit hour minimum if desired. The completion of a Comprehensive Examination, given in the last semester in residence at KSU, and a specialization paper, is required unless the student is invited to complete either a Masters Report (2 credit hours) or Thesis (6 credit hours) by the faculty. Acceptance of this invitation for research carries an automatic substitution of the comprehensive exam, with an oral presentation and defense/examination. The core course work required for the MRCP degree is not noted below.

The planning “Core”:

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<tr>
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<tbody>
<tr>
<td>PLAN 631</td>
<td>Computer Applications in Planning 1</td>
<td>1</td>
</tr>
</tbody>
</table>
PLAN 632 Computer Applications in Planning 2 1 hour
PLAN 715 Planning Principles and Process 3 hours
PLAN 752 Physical Processes of Plan Implementation 2 hours
PLAN 753 Planning Law 3 hours
PLAN 801 Planning Methods 1 2 hours
PLAN 802 Planning Methods 2 2 hours
PLAN 803 Community Research Methods 3 hours
PLAN 815 Planning Theory, Ethics and Practice 2 hours
PLAN 820 Planning Administration 3 hours
PLAN 836 Community Plan Preparation 3 hours
LAR 758 Land Resource Information Systems (GIS) OR 3 hours
GEOG 508 Introduction to Geographic Information Systems 3 hours

Total MRCP “Core” .................................................................................................................. 28 hours

Students entering the program without a design background or equivalent knowledge should consider including the following course within their Program of Study for the MRCP degree.

LAR 500 Site Planning and Design 3 hours

During the last semester of study, students will be required to complete a comprehensive examination and to submit a specialization paper in their area of expertise according to program guidelines. One (1) credit hour of Topics in Planning, under their major professor, is awarded for the specialization paper. No credit is given for the Comprehensive Examination per graduate school guidelines. Students will be expected to discuss their specialization paper with their designated committee at the completion of the Comprehensive Exam session. Work on the specialization paper usually begins in the third semester to ensure timely completion. At various times throughout the program, students will be given mini-components of a traditional comprehensive exam to determine progress in synthesizing concepts and methods. The Analysis Diagnostic will be administered at the completion of PLAN 802 and 632 for the purpose of insuring a good grasp of the use and interpretation of analytical techniques developed in the methods / computer applications sequence of courses.

5) Graduate Student Affairs Committee
Doris Carroll announced that the Faculty Senate reviewed the changes made to the Honor system constitution and bylaws. They requested a few grammatical changes and plan to vote on it at their February 10th meeting.

6) Graduate School Committee on Planning

Robert Clark reported the committee proposes for a second reading the following items as presented and corrected at the December 2, 200 meeting; motion was seconded.

i) Requested changes to incorporate the Honor System into the current policy

Chapter 2 - The Master's Degree, Section G.1 - Dismissal and Reinstatement: Dismissal, page 2-7 add:
\[ h. \text{A recommendation for suspension or expulsion by the Honor Council.} \]

Chapter 3 - The Doctoral Degree, Section G.1 - Dismissal and Reinstatement: Dismissal, page 3-7 add:
\[ h. \text{A recommendation for suspension or expulsion by the Honor Council.} \]

Appendix A – Graduate Student Rights and Grievance Procedure, Section B - Graduate Student Academic Grievance Procedures, page A-2 add:

The Graduate Handbook contains general rules and procedures... student taking graduate courses. The K-State Honor System governs issues of academic integrity.

Appendix A – Graduate Student Rights and Grievance Procedure, Section B.1.b - Graduate Student Academic Grievance Procedures: Definition of Terms: Grievance, page A-2 delete:

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, academic integrity, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
i) Request to add procedures for dropping graduate courses and discontinuing graduate programs.

Chapter 6 - Graduate Council Constitution, By-Laws, and Procedures, Section D - Graduate Courses, page 6-7 add:

D.4 Graduate Course Removal

All courses that carry graduate credit, except those numbered 500-599, must be approved by the Graduate Council to be dropped from the program. When a department submits a course to be dropped, the following procedures should be followed:

a. Course removal is approved by the department and by the college.
b. The course form, available through the Graduate School, is filled out by the department. The form is then signed by the department head and college dean and submitted to the Graduate School.
c. The Graduate School sends the request to the appropriate committee. The committee may request clarification, additional information, or consultation.
d. The committee returns the form, with its recommendation, to the Graduate School. If the request is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the chairperson of the committee of the reasons for rejection.
e. If the department does not agree with the decision, the department head or program chairperson has the right to appeal by supplying written notice to the dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled committee meeting and that the department head or program chairperson be allowed to discuss the decision.

Chapter 6 - Graduate Council Constitution, By-Laws, and Procedures, Section E - New Graduate Programs, page 6-7 section title change:

From: E. NEW GRADUATE PROGRAMS
To: E. GRADUATE PROGRAMS

Chapter 6 - Graduate Council Constitution, By-Laws, and Procedures, Section E - Graduate Programs, page 6-7 add:

E.1 New Graduate Programs

All requests to offer new graduate degree programs and graduate certificate ...

E.2 Graduate Program Discontinuation

All requests to discontinue graduate degree programs and graduate certificate programs must be approved by the Graduate Council.

a. The following approvals are mandatory, in the order given: the department or program Graduate Faculty, the department head or program chairperson, other departments or colleges offering similar material, college course and curriculum committee, college faculty (unless the course and curriculum committee is the official representative of the college faculty), and college dean.
b. The request is forwarded to the dean of the Graduate School, who sends it to the appropriate Academic Area Caucus for their information and review, and to the Graduate Academic Affairs
Committee for their review. The Academic Affairs Committee may request clarification, additional information, or consultation.

c. The Graduate Academic Affairs Committee returns the request with its recommendation to the Graduate School. If the request to discontinue is approved by the committee, it is sent to the Graduate Council for action. If it is not approved, the submitting department head or program chairperson is notified in writing by the dean of the Graduate School of the reasons for rejection.

d. If the department or program does not agree, the department head or program chairperson has the right to appeal by supplying written notice to the dean of the Graduate School and requesting that the recommendation be placed on the agenda of the next regularly scheduled Graduate Academic Affairs Committee meeting and that the department head or program chairperson be allowed to discuss the decision.

Following discussion and a grammatical correction to chapter 6, section E.2.a, the motion was approved.

7) Graduate Student Council Information
   – DeAnn Presley (president) announced that the graduate student poster session that took place at the Capitol Building in Topeka on January 28th was a success.
   – DeAnn also announced that the K-State Research Forum is scheduled for April 16, 2004. Graduate Student Council is currently seeking graduate faculty volunteers for judges.

8) University Research and Scholarship
   Ron Trewyn announced that he and Jim Guikema attended the Council of Graduate Schools meeting in December. A graph on the historical data on NSF stipends and information on Ford Foundation grants were distributed. Comments were shared on information received in the lectures he attended.

Council was adjourned at 4:20 p.m.