Minutes of the Graduate Council
February 7, 2006
As approved by the Graduate Council, March 7, 2006


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

Guests: Daryl Youngman (Library representative)

The meeting was called to order by Dean R.W. Trewyn at 3:30 p.m. in Room 213, Student Union.

1) Opening remarks.

- Shannon Fox was introduced as the new Administrative Specialist for the Graduate School.
- Dean Trewyn indicated that the Research 2005 Book was ready for distribution. He noted that this year’s theme was “metalsmithing”.

2) Minutes. The minutes of the December 6, 2005 meeting were approved as presented.

3) Graduate School Actions and Announcements

a) Appointments for Graduate Faculty Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Hooper</td>
<td>Biology</td>
<td>12/30/05</td>
</tr>
<tr>
<td>Laszlo Kulcsar</td>
<td>Soc, Anthro, &amp; Social Work</td>
<td>11/23/05</td>
</tr>
<tr>
<td>Sandra Lapointe</td>
<td>Philosophy</td>
<td>11/23/05</td>
</tr>
<tr>
<td>Barri J. Lester</td>
<td>Art</td>
<td>12/13/05</td>
</tr>
<tr>
<td>Stephen B. Long</td>
<td>Political Science</td>
<td>01/17/06</td>
</tr>
<tr>
<td>Catherine Maderazo</td>
<td>Elementary Education</td>
<td>01/13/06</td>
</tr>
<tr>
<td>Jon Mahoney</td>
<td>Philosophy</td>
<td>11/23/05</td>
</tr>
<tr>
<td>Thomas Roberts</td>
<td>Arch. Engr. &amp; Construction Sci.</td>
<td>12/30/05</td>
</tr>
<tr>
<td>Lee R. Skabelund</td>
<td>LA/RCP</td>
<td>01/17/06</td>
</tr>
<tr>
<td>Scott Tanona</td>
<td>Philosophy</td>
<td>01/12/06</td>
</tr>
<tr>
<td>L. Frank Weyher</td>
<td>Soc, Anthro, &amp; Social Work</td>
<td>11/23/05</td>
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</tbody>
</table>
b) **Non-Graduate Faculty to teach Graduate Courses** *(Emergency Approval)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>Courses</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petra Barnes</td>
<td>Apparel, Textiles &amp; ID</td>
<td>AT 645</td>
<td>S06</td>
</tr>
<tr>
<td>Aaron Carlstrom</td>
<td>Counseling &amp; Educ. Psychology</td>
<td>EDCEP 815</td>
<td>S06</td>
</tr>
<tr>
<td>Sigifredo Castro Diaz</td>
<td>Chemical Engineering</td>
<td>CHE 626</td>
<td>S06</td>
</tr>
</tbody>
</table>

4) **Academic Affairs Committee**

a) The Academic Affairs Committee moved that the following faculty members be approved for Graduate Faculty Membership. The motion passed.

i) **for MEMBERSHIP ONLY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gayle Appel Doll</td>
<td>Res Asst Professor</td>
<td>Family Studies and Human Services</td>
</tr>
<tr>
<td>Anthony Pursell</td>
<td>Assistant Professor</td>
<td>Music</td>
</tr>
<tr>
<td>Craig Stapley</td>
<td>Visiting Asst. Professor</td>
<td>Political Science</td>
</tr>
<tr>
<td>Roger Terry</td>
<td>Professor</td>
<td>Communications</td>
</tr>
<tr>
<td>Stan Young</td>
<td>Adjunct Professor</td>
<td>Electrical and Computer Engineering</td>
</tr>
</tbody>
</table>

ii) **for MEMBERSHIP AND CERTIFICATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
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</thead>
<tbody>
<tr>
<td>Stephen Brown</td>
<td>Instr./Extension Agent</td>
<td>Communications</td>
</tr>
<tr>
<td>Caterina Scoglio</td>
<td>Associate Professor</td>
<td>Electrical and Computer Engineering</td>
</tr>
<tr>
<td>Kay Ann Taylor</td>
<td>Assistant Professor</td>
<td>Elementary Education</td>
</tr>
<tr>
<td>Akira Tokuhiro</td>
<td>Associate Professor</td>
<td>Mechanical and Nuclear Engineering</td>
</tr>
<tr>
<td>Thomas Vontz</td>
<td>Assistant Professor</td>
<td>Elementary Education</td>
</tr>
</tbody>
</table>

b) **Course and curriculum changes:** The Academic Affairs Committee moved 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>
</tr>
</thead>
<tbody>
<tr>
<td>pump laws, fan laws, various types of HVAC air systems, chilled water systems, heat pump</td>
<td>computers, various types of HVAC air systems selection and application, HVAC hydronic</td>
</tr>
<tr>
<td>systems, refrigeration, introduction to mechanical system controls. Two hours rec. and</td>
<td>systems, and an introduction to mechanical systems controls. Three hours rec. a week. Pr.:</td>
</tr>
<tr>
<td>two hours lab a week. Pr.: ARE 534 and ME 513.</td>
<td>ARE 534 and ME 513.</td>
</tr>
<tr>
<td><strong>CNS 634. Building Systems Installation and Commissioning. (3) I, on sufficient demand.</strong></td>
<td>**CNS 634. Building Systems Commissioning. (2). I, on sufficient demand. Principles and</td>
</tr>
<tr>
<td>Principles and methods for proper installation, commissioning and maintaining of efficient</td>
<td>methods of proper procedures for installing, commissioning and maintaining efficient</td>
</tr>
<tr>
<td>performance of mechanical, plumbing, fire protection, electrical, and lighting systems in</td>
<td>performance of mechanical, plumbing, fire protection, electrical, and lighting systems in</td>
</tr>
<tr>
<td>building. Three hours rec. a week. Pr.: CNS 534, 535, and 536.</td>
<td>building. Two hours rec. a week. Pr.: CNS 534, 535, and 536.</td>
</tr>
<tr>
<td>Current Course Description</td>
<td>Proposed Course Description</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------</td>
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<tr>
<td><strong>CNS 641. Construction Estimating.</strong> (3) I, II. Understanding estimating procedures, quantity surveying, specification reviews, pricing of an estimate, market analysis, subcontractor and supplier solicitation, and risk management, following the CSI format. Nine hours lab a week. PR.: CNS 325 and 540.</td>
<td><strong>CNS 641. Construction Estimating.</strong> (4) I, II. Understanding estimating procedures, quantity surveying, specification reviews, pricing of an estimate, market analysis, subcontractor and supplier solicitation, and risk management, following the CSI format. Two hours rec. and Six hours lab a week. PR.: CNS 325 and 540. Conc.: CNS 645. Pr. Or Conc.: CNS 642.</td>
</tr>
<tr>
<td><strong>CNS 640. Construction Operations.</strong> (3) I, II. Shop drawing and submittal processes, field and office practices, change orders, construction safety standards and practice, pre-construction planning, expediting, short-interval planning. Two hours rec. and Three hours lab a week. Pr.: CNS 641, CNS 642, and CNS 645.</td>
<td><strong>CNS 660. Construction Operations.</strong> (3) I, II. Shop drawing and submittal processes, field and office practices, change orders, construction safety standards and practice, pre-construction planning, expediting, short-interval planning. Two hours rec. and Three hours lab a week. Pr.: CNS 641, CNS 642, and CNS 645. Pr. Or Conc.: CNS 650.</td>
</tr>
<tr>
<td><strong>EECE 662. Design of Communication Circuits.</strong> (3) II. The design of communication circuits and systems operating from baseband to UHF frequencies. Topics include tuned-RF amplifiers, RF oscillators, frequency mixers, LC and ceramic bandpass filters, and demodulator circuits. Projects involve the design and performance testing of a complete radio receiver using surface mount discrete and IC components. Two hours rec. and Three hours lab a week. Pr.: EECE 502, EECE 542, and 526.</td>
<td><strong>EECE 662. Design of Communication Circuits.</strong> (3) II. The design of communication circuits and systems operating from baseband to UHF frequencies. Topics include tuned-RF amplifiers, RF oscillators, frequency mixers, LC and ceramic bandpass filters, and demodulator circuits. Projects involve the design and performance testing of a complete radio receiver using surface mount discrete and IC components. Two hours rec. and Three hours lab a week. Pr.: EECE 502 and 526.</td>
</tr>
<tr>
<td><strong>FINAN 665. Intermediate Finance</strong> (4) I, II. An in-depth study of a firm's investment and financing decisions, firm performance measurement and financial planning for a business enterprise. Topics include financial statement analysis and forecasting, capital budgeting, risk considerations in capital budgeting, cost of capital, capital structure theory and practice, distribution policy, leasing and mergers and acquisitions. Pr.: FINAN 453, 510 and FINAN 520. (Not available for credit to students taking FINAN 815 or 860.)</td>
<td><strong>FINAN 575. Intermediate Finance</strong> (4) I, II. An in-depth study of a firm's investment and financing decisions, firm performance measurement and financial planning for a business enterprise. Topics include financial statement analysis and forecasting, capital budgeting, risk considerations in capital budgeting, cost of capital, capital structure theory and practice, distribution policy, leasing and mergers and acquisitions. Pr.: FINAN 510 and 520.</td>
</tr>
<tr>
<td><strong>FSHS 716. Contemporary Youth Issues: Violence.</strong> (1-3) S. This course is designed to review the causes and consequences of youth violence and the programs and policies for prevention and intervention.</td>
<td><strong>FSHS 716. Topics in Contemporary Youth Issues.</strong> V (1-3). I, II, S. This course will present issues faced by youth today and associated risk and resiliency factors. May be taken more than one semester.</td>
</tr>
</tbody>
</table>

**GRADUATE PROGRAM CHANGES:**

From: **School Counseling Endorsement License**

The approved M.S. program in school counseling and guidance satisfies the state of Kansas certification licensure requirements. Applicants must hold a degree teaching certificate and have two years of teaching experience and one year of field experience (may satisfy these requirements concurrently with the program). A minimum of 12 hours in guidance and counseling required courses must be earned at K-State. Three of the 12 hours must include the course EDCEP 887 Counseling Practicum.
There are two licensure endorsement areas in guidance and counseling: the school counselor endorsement and the vocational education counselor endorsement. Specific requirements for each are listed here.

**School counselor endorsement**

Students must complete all core requirements and select one of the following options: elementary school counseling, secondary school counseling, K-12 counseling.

Core requirements (30 hours)

- EDCEP 715 Principles of Assessment
- EDCEP 815 Using Tests in Counseling
- EDCEP 816 Research Methods
- EDCEP 822 Principles of Guidance
- EDCEP 823 Counseling Theory
- EDCEP 852 Career Development for School Counselors
- EDCEP 856 Guidance in the Elementary School
- EDCEP 857 Guidance Program Management
- EDCEP 871 Consultation for Counselors
- EDCEP 877 Practicum in Counseling
- EDCEP 858 Group Processes
- EDCEP 951 Multicultural Counseling
- EDCEP 921 Advanced Edu Psy Development
- EDCEP 721 Mental Health in Schools
- A course in human growth and development.

**Elementary school counseling option (6 hours)**

- EDCEP 856 Guidance in the Elementary School
- EDCEP 887 Basic Counseling Internship—elementary level

**Secondary school counseling option (6 hours)**

- EDCEP Principles of Guidance
- EDCEP Basic Counseling Internship—secondary level

**K-12 school counseling option (12 hours)**

Students must complete both EDCEP 822 and EDCEP 856 and a practicum at each level.

**Vocational education counselor endorsement**

For this endorsement, students must complete the core requirements listed under the school counselor endorsement; document 4,000 hours of non-teaching work experience; and complete the following courses:

- EDSEC 620 Principles and Philosophy of Vocational Education
- EDSEC 701 Administration and Supervision of Vocational Education
- EDSEC 612 Job Analysis

Or

- EDSEC 713 Occupational Analysis

To: School Counseling Endorsement License

The CACREP-approved M.S. program in school counseling satisfies the state of Kansas licensure requirements. Licensure as a school counselor in the State of Kansas requires the applicant to hold a professional teaching license.

Core requirements (27 hours)

- EDCEP 822 Principles of Guidance
- EDCEP 823 Counseling Theory
- EDCEP 852 Career Development for School Counselors
- EDCEP 856 Guidance in the Elementary School
- EDCEP 857 Guidance Program Management
EDCEP 871 Consultation for Counselors
EDCEP 951 Multicultural Counseling
EDCEP 921 Advanced Edu Psy Development
EDCEP 721 Mental Health in Schools

Research and Appraisal Requirement (9 hours)
EDCEP 715 Principles of Assessment
EDCEP 815 Using Tests in Counseling
EDCEP 816 Research Methods

Clinical Requirements (12 hours)
EDCEP 868 Group Processes
EDCEP 877 Practicum in Counseling
EDCEP 887 Counseling Internship-elementary and secondary levels (6 hours)

From: IMSE Doctoral Program
The PhDIE degree requires either 60 hours of graduate credit beyond the M.S. degree or 90 graduate credit hours without a M.S. degree.

To: IMSE Doctoral Program
The PhDIE degree requires either 60 hours of graduate credit beyond the M.S. degree or 90 graduate credit hours without a M.S. degree. 9 out 30 credit hours after M.S. degree will be restricted to pre-specified IMSE courses.

ii) DROP:

EECE 664. Design of Microwave Circuits. (3) I. The design of communication circuits and systems operating at microwave frequencies. Topics include antennas, transmission lines, microstrip matching networks, S-parameters, frequency synthesizers, and downconverter components such as LNAs, mixers, and microstrip bandpass filters. Projects involve design, simulation with Electronic Design Automation tools, and laboratory measurements. Two hours rec., and three hours lab a week. Pr.: EECE 502, EECE 512, EECE 526, and EECE 557.

IMSE 612. Hazardous Materials Management. (2) I. All aspects from generation to final disposal will be studied, including: identifying hazardous materials, chemical safety, storing and shipping chemicals, and treatment and disposal of hazardous wastes. Two hours lec. a week. Pr.: CHM 230.

IMSE 671. Topics in Automated Factory Concepts. (3) I. Introduction to concepts of automation, automatic transfer lines and CAD/CAM. Emphasis on robots and their role in automated factories. Concepts of group technology, computer-aided process planning, automated material handling equipment for automated factories. Three hours lec. a week. Pr.: IMSE 633

IMSE 672. Robotic Applications. (3) II. History, development of the work environment for robots, their application and implementation. Concepts of control and sensory feedback in robots are covered. Three hours lec. a week. Pr.: IMSE 250 and IMSE 251 and CIS 209.


IMSE 867. Modeling of Manufacturing Systems. (3) II. Discussion and application of various techniques used in modeling manufacturing systems. Techniques included are discrete event computer simulation, queuing models, network models and neural network models. Three hours lec. a week. Pr.: IMSE 643.

IMSE 983. Dynamic Programming. (3) I, II. A study of the optimization of multistage decision processes based on the application of the principle of optimality. Stochastic and deterministic models are developed. Three hours rec. a week. Pr.: STAT 510.

iii) ADD

CDPLN 610. Introduction to Native Community Development. (3) I, II, S. This course is a base knowledge course for students currently working with native communities. Students taking this course will develop a basic understanding within the context of community development of the diversity of tribal structures and cultures and the unique history and jurisdictional considerations of these nations.

CDPLN 611. Building Native Communities and Economic Capacity. (3) II. This course will focus on non-western approaches to helping native communities build their capacity. Students will learn to take a participatory, culture-centered, and strength-based approach to development. Pr.: CDPLN 610.

CDPLN 612. Indian Country Agriculture and Natural Resources. (3) S. An introduction to the historical and contemporary issues related to natural resource management on Native American lands. Study will include a variety of ecological settings across Native American lands, along with an analysis of tribal sovereignty as it relates to land tenure and water rights. Arguments concerning natural resource conservation, preservation and extraction will be explored. Pr.: CDPLN 610.

CDPLN 613. Youth Development in Native Communities. (1) I, II, S. Focus on contemporary issues impacting native youth including: Demographics (Criminal justice, early parenting, poverty, education, suicide and morbidity), identity formation (risky behavior and achievement opportunities), health care (diabetes, obesity, fetal alcohol), prevention activities (4H, BGC, horse clubs, running strong), and influx of youth leadership (youth-elder connections). Pr.: CDPLN 610.

CDPLN 614. Wellness in Native Communities: Challenges and Opportunities. (1) I. Healthcare issues challenging Native communities, and strategies and practices to address those challenges. Focus on the impact of the Indian Health System, other bureaucratic systems, and current consumer practices that impact healthcare for Native peoples and the ways tribes are working to create healthier communities and improve the lifestyle of Indian people. Pr.: CDPLN 610.

CDPLN 620. Ecological Economics. (3) I. Synthesis across the notion of “utility” as represented in environmental/natural resource economics, as well as the notion of “ecology” in ecological economics. Focus will be on the influence the community and ecosystem have on one another, and the potential for complementarity between the two.

CDPLN 621. Sustainable Communities. (3) I. The management of natural capital as linked to other community-based actions around resource allocation and the impacts on quality of life. The literature on community-based natural resource management will be examined and alternative ways of valuing natural capital will be assessed. Contrasting theories of the role of natural capital in communities.

CDPLN 650. Community Economic Development for the 21st Century. (3), I, II, S. Study of the basic theories, concepts, and skills necessary to be a part of a productive community economic development team. Focus is on the importance of organizational values, mission and vision, as well as six approaches to development. The course will cover the five community functions, development strategies, action planning, and organizing for action.

CDPLAN 699. Special Studies in Community Development. (1-3) I, II, S. Independent study on special topics of interest in community development. Pr.: Completion of a minimum of fifteen (15) credit hours in the Community Development program and proposal acceptance by their academic advisor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDPLN 705</td>
<td>Organizing for Community Change. (3) I. Examination of the role of society in community planning efforts. Focus on change within communities and the roles of government, planners, and citizens in reacting to or shaping change. Dimensions of social capital and the context of change and the implications of economic and demographic shifts on strategies and tactics for change will be explored.</td>
<td>3</td>
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<tr>
<td>CDPLN 710</td>
<td>Community Analysis. (3) II, S. An introduction to research methods relevant to community development. Topics include how to formulate and begin a research effort, methods of data collection and how conceptual frameworks are used to develop the questions and analyze data. Also included are strategies for reporting findings and applying findings in community action. Pr.: CDPLN 705 or concurrent enrollment, access to and proficiency in using an office productivity suite of software, including word processing and spreadsheets (such as Microsoft Office XP).</td>
<td>3</td>
<td></td>
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<tr>
<td>CDPLN 715</td>
<td>Principles and Strategies of Community Change. (3) II. An analysis of the principles and practices of community change and development, using case studies and the students’ communities of reference. the course will relate Community Development approaches to conceptual models from diverse disciplines. Conceptual models include conflict, neo-classical economic growth, participatory democracy, and others. Pr.: CDPLN 705 and CDPLN 710.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CDPLN 720</td>
<td>Community and Regional Economic Analysis. (3) I. The course introduces concepts of communities and regions, theories of economic growth, drivers of economic growth, the economic base of a community, sources of growth or decline in the community, roles of local government and institutions, analytical tools, and strategies for local economic development.</td>
<td>3</td>
<td></td>
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<tr>
<td>CDPLN 725</td>
<td>Community and Natural Resource Management. (3) I, II, S. An introduction to the breadth of consideration involved in community resource management. Included are theoretical frameworks, methodological investigation and applied practices to enhance the ability of community development professionals to work with their communities to plan, develop, and monitor the conversion and development of natural resources with multiple functions.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CDPLN 880</td>
<td>Topics in Community Development. (1) I, II, S. Independent study of selected concepts and trends in community development. Students electing this course offering will be preparing a specialization paper as their final project. Pr.: Completion of a minimum of twenty (20) credit hours in the Community Development program, and proposal acceptance by their academic advisor.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CDPLN 899</td>
<td>Research in Community Development. (2) I, II, S. Original research and advanced study in community development, and related fields for the master's report. Pr.: Completion of a minimum of twenty (20) credit hours in the Community Development program and proposal acceptance by their academic advisor.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CE 703</td>
<td>Responsibility in Engineering. (3). II. Course designed to help engineers, scientists, and technical managers to: understand fundamental “canons” of professional societies, establish or revitalize personal ethical standards using these canons, realize when situations are ethical dilemmas, and to develop a process to solving dilemmas. Key activities are: interviewing peers, analyzing current environment for potential challenges, developing ethics workshops, and writing individual code of ethics. Pr: Graduate standing or senior with instructor approval.</td>
<td>3</td>
<td></td>
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<tr>
<td>CE 760</td>
<td>Environmental Engineering Seminar. (0). I, II. Discussion of current advances in research and practice of environmental engineering. One hour seminar biweekly. Pr. None.</td>
<td>0</td>
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</tr>
<tr>
<td>CS 824</td>
<td>Life-Long Learning Skills for Professional Students. (1) II. Develop basic skills in veterinary students and other professional students to help them assess recent scientific literature and continuing education information and help them choose which information to incorporate into their professional skills and knowledge base. Pr: 3rd year standing in the veterinary curriculum.</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
EECE 764. Design of Microwave Circuits. (3) I. The design of communication circuits and systems operating at microwave frequencies. Topics include antennas, transmission lines, microstrip matching networks, S-parameters, frequency synthesizers, and downconverter components such as LNAs, mixers, and microstrip bandpass filters. Projects involve design, simulation with electronic design automation tools, and laboratory measurements. Two hour lecture and three hour lab a week. Pr.: EECE 502, 512, 526, and 557.

GENBA 898 Topics in Business. (1-3) I, II, S. Discussion and analysis of current issues in business such as accounting, management, finance, marketing, etc.

HN 851 Sensory Analysis Applications of Statistics. (3). I, even years. Application of statistics to sensory data. Emphasis on appropriate analyses, software use, interpretation of data, and reporting. Pr: HN 701, STAT 720 or STAT 722, STAT 730.

IMSE 868 Manufacturing Processes for Semiconductor Materials and Devices. (3). On sufficient demand. Research topics on manufacturing processes for semiconductor materials and devices. Processes covered include: crystal growing, slicing, edge profiling, lapping, wafer grinding, wet etching, polishing, cleaning, oxidation, lithography, dry etching, diffusion, metallization, CMP (Chemical-Mechanical Planarization), backside thinning, dicing, bonding, packaging, final testing. Three hours lecture a week. Pr.: IMSE 250 and 563.

IMSE 889 Applied Methods in Industrial Engineering. (1). I, II, S. This class requires students to have at least 6 weeks of full-time work experience in a job related to Industrial Engineering. The course can be taken only once. Pr. Approval of major professor and department head.

MASTER OF SCIENCE in APPAREL and TEXTILES, Merchandising.

A motion was made and seconded to approve the proposal to add a specialization in merchandising within the Master of Science program in Apparel and Textiles. Following discussion, the proposal passed unanimously.

GRADUATE CERTIFICATE IN APPLIED STATISTICS.

A motion was made and seconded to approve the new graduate certificate program. Following discussion, the graduate certificate program passed unanimously.

MASTER OF SCIENCE in COMMUNITY DEVELOPMENT.

A motion was made and seconded to approve the proposed program that will offer an on-line inter-institutional master’s degree in Community Development. Following discussion, the proposed program passed unanimously.

5) Graduate Student Affairs Committee

The committee had no business to present.
Graduate School Committee on Planning

David Smit (chair), reported the committee proposes for a second reading the following items. On behalf of the Committee on Planning, he moved approval of the following changes in the Handbook.

Graduate Handbook:

Chapter 2 - The Master's Degree, Section F.3 - Inactive Status and Probation: Removal from Probation (page 2-6)

Chapter 3 - The Doctoral Degree, Section F.3 - Inactive Status and Probation: Removal from Probation (page 3-6)

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, 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 degree program 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.

Following discussion, the motion was passed.

Graduate Handbook changes request by the College of Veterinary Medicine. (Ch. 2.D.5 and Ch. 2.D.5)

Chapter 2 - The Master's Degree, Section D.5 - Courses: Courses Applied Toward Two Degrees (page 2-3)

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course in meeting the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by the Graduate Council.

Transferring graduate credit

a. Students who take two master's degrees may apply up to six hours of graduate credit from the first degree to the program of the second.

b. Students who wish to earn a master's degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master's degree.
Master's Students in the College of Veterinary Medicine: Pursuant to the Memorandum of Understanding approved by the Graduate School and the College of Veterinary Medicine on December 21, 1965,

a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;

b. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine accredited by the American Veterinary Medical Association;

c. For a master's degree, a minimum of one summer school enrollment or the equivalent in the Graduate School, for at least 8 hours of graduate credit, is required, and preferably a student should have 2 summer school enrollments or the equivalent in the Graduate School.

AND

Chapter 3 - The Doctoral Degree, Section D.5 - Courses: Courses Applied Toward Two Degrees (page 3-3)

D.5 Courses Applied Toward Two Degrees

No graduate student may use credit from the same course to meet the requirements for both an undergraduate degree and a graduate degree. A graduate student may earn a master's degree or a doctoral degree at Kansas State University after receiving the same degree, in the same or another field, at another institution. The degree sought at Kansas State University is subject to the same provisions for transfer of credit as a first degree.

Exception: Pursuant to the Memorandum of Understanding approved by the Graduate School and the College of Veterinary Medicine on December 21, 1965:

1. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;

2. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine accredited by the American Veterinary Medical Association.

RATIONALE:

The 1965 Memorandum of Understanding between the graduate school and College of Veterinary Medicine cannot be located. The College of Veterinary Medicine’s recent experience is that international scholars from colleges unaccredited by the AVMA are as rigorously trained, and they request a significant number of exceptions of this basis. For these reasons, the graduate programs based in the College of Veterinary Medicine (Doctoral program in Anatomy & Physiology; Doctoral program in Pathobiology; Master of Veterinary Biomedical Sciences) request that the text of the graduate handbook be amended, such that the existing references to the 1965 MOU and to accreditation by the AVMA be eliminated.

Following discussion, the motion was passed.
L. FINAL EXAMINATION

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. For Ed.D. candidates the outside chair will be a graduate faculty within the College of Education. The additional member serves as chairperson for the final oral examination.

The outside chairperson, as the representative of the Graduate School, is responsible for . . .

RATIONALE:

At the time the Ed.D. was approved by the Graduate Council, the graduate dean agreed that the outside chair would be a graduate faculty in the College of Education. This information was in the College of Education’s graduate catalog but was not included in the Graduate Handbook.

Following discussion, the motion was passed.

Graduate Handbook changes to policy on graduate faculty nomination procedure.

Chapter 5 - The Graduate Faculty; Section A - Admission to the Graduate Faculty (page 5-1)

A.1 Procedure
The purpose of the Graduate Faculty is to conduct the graduate degree programs of the University. The nomination of members must be initiated by the candidate's department head or graduate program director, and recommended by a majority of the Graduate Faculty of the department, who are responsible for identifying qualified candidates whose service is needed in the graduate program. In programs that encompass several departments, nominations must be initiated by the candidate's program chairperson and recommended by a majority of the Graduate Faculty of the program. The Graduate Faculty of the department are responsible for identifying qualified candidates whose service is needed in the graduate program. The nomination must be supported by the majority of the eligible Graduate Faculty of the department or program for interdisciplinary programs.

A.2 Procedures for Tenured Faculty and Faculty in the Probationary Period for a Tenured Position
The Graduate Faculty assumes that the University's procedures for tenuring faculty members and appointing new faculty to tenure-earning positions are sufficient to identify qualified members of the Graduate Faculty. In the case of an already-tenured faculty member holding the terminal degree, or a faculty member in the probationary period for a tenured faculty position who holds the terminal degree, nominations are sent to the Dean of the Graduate School by the head of the nominee's department or the chairperson of the nominee's program. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. At least 2/3 of the eligible Graduate Faculty must participate in the nomination process. A copy of the nominee's curriculum vita should accompany the nomination. The Dean of the Graduate School will appoint the candidate to the Graduate Faculty. The procedures outlined in this section will be reviewed by the Graduate Academic Affairs Committee in the spring semester of 2002.

A.3 Procedures for Other Candidates
For candidates other than those covered in section A.2, the procedures outlined below will be followed. Nominations are sent to the Graduate School in duplicate on Graduate Faculty nomination forms that must be endorsed by the head of the nominee's department or the chairperson of the nominee's program. Supplemental information may be submitted, including information requested by the Graduate Academic Affairs Committee. In every case, the Graduate Faculty of the department or program must submit a written evaluation of the candidate, including the number of faculty at the nominating session, the number eligible to vote, the number of votes in favor, the number opposed, and the role in the graduate program to be pursued by the nominee. At least 2/3 of the eligible Graduate Faculty must participate in the nomination process.

Following discussion, the motion was passed.

Graduate Handbook changes to policy on academic status at time of preliminary examination.

Chapter 3 - The Doctoral Degree; Section I - Preliminary Examinations (page 5-1)

A student must be in good academic standing to take a preliminary examination. The student must be given a required written preliminary examination, which may be supplemented by an oral examination as prescribed by the supervisory committee. These are designed to test the student's breadth and depth of knowledge in the proposed field of specialization, as well as the student's ability to explore problems on the boundaries of knowledge. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The examination may be scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee. The preliminary examination must be completed at least 7 months before the final oral examination.

Once the supervisory committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date. A ballot is sent to the major professor by the Graduate School. Copies of the examination are filed with the academic unit and made available on request to any graduate faculty member for a period of two years from the date of examination.

The results of the preliminary examination are indicated on the ballot by the signatures of those members of the departmental or program examining committee responsible for administration and grading of the examination. The format of the examination and the structure of the examining committee may differ among doctoral programs, and in some programs, the examining committee will differ from the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including those of any oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy.

In case of failure of the first preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

Following discussion, the motion was passed.
Dave Smit (chair) reported the committee proposes for a **first reading** for the following item as presented at the January 26, 2006 meeting; after discussion the motion was seconded.

**Graduate Handbook Change on Graduate Assistantship—Summer GTA Policy.**

**CHAPTER 1: Admissions to Graduate School; Section E. Graduate Assistants—Additional paragraph. (Page 1-4)**

Graduate Students who are both enrolled and have at least a 0.4 teaching appointment during the summer semester are eligible to receive a full tuition waiver. Graduate students who hold at least a 0.4 total appointment during the summer semester but only a partial appointment as a teaching assistant are eligible to receive the employee tuition rate and a partial tuition waiver based on the amount of the teaching appointment.

Following discussion, the motion was passed.

**Information for Graduate School ETDR website related to above proposed change.**

**AUTHOR’S PUBLISHED MANUSCRIPTS**

If approved by the student's committee, previously published manuscripts in the author's name may be incorporated, if it meets the general requirements for permanence, copying, and binding. Such printed material may be incorporated with supplementary typed or reproduced copy as needed. Any tables or figures in the previously published materials must be numbered in accordance with the rest of the dissertation. It must be paginated consistently with the rest of the document. Only one page number may appear on each page and that is the page number within the final document. Documents must not include material restricted from publication. For additional guidelines please see [Prior Publication of a Chapter](http://www.k-state.edu/grad/etdr/create/guidescf.htm) located at: [http://www.ksu.edu/grad/etdr/create/priorpc.htm](http://www.ksu.edu/grad/etdr/create/priorpc.htm)

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**Prior Publication of a Chapter**

Some students may have published a portion of the text of their ETDR as a journal article, book chapter, or other publication. In order to include this work as part of your ETDR, there are several points to consider:

- You are the sole author of the work. If you were a co-author of the publication, you will not be able to include it in your ETDR.

- At the time your article or other publication was published, it is likely you signed a contract transferring copyright to the publisher. Check your records to determine which of the following categories applies to your case:
  - If you transferred copyright to the publisher, you must obtain permission from the publisher in order to use the material as part of your ETDR. ([See Sample Permission Request Letter](http://www.k-state.edu/grad/etdr/create/priorpc.htm)).
  - If you did not transfer copyright to the publisher, then you still retain copyright and do not need to obtain permission from the publisher to use the material in your ETDR.
• If you are not clear on this point, contact the publisher to determine if you or the publisher retains copyright.

• You may also consider the following options as alternatives to including a prior publication in your ETDR:
  • Cite the work in your references.
  • If the publication is available online, include a link to it in your ETDR. Many publishers, however, limit access to paying subscribers, so some readers may not be able to view the full-text of your publication.

Please discuss all these options with your major professor before deciding which action to take.

Pagination
Any previously published material included in your ETDR must be paginated consistently with the rest of the document. Only one page number may appear on each page and that is the page number within the final document. Any tables or figures from the previously published material must be numbered in accordance with the rest of the ETDR.

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"You (the student) are the sole author of the work or you are a co-author of the work who has permission to publish from the work by your supervisory committee."

NOTE: Inclusion of previous work requires obtaining copyright release from the publisher. A copy of the copyright release must be included in the Appendix of the electronic document submitted to the KSU Graduate School.

Following discussion, the motion was passed to move in this direction.

7) Graduate Student Council Information

- Bala Thiagarajan (president) thanked the Graduate School for their recent support for Graduate Student Council activities. They recently received about $3,300 to spend on Graduate Student Council awards at the Research Forum and Capitol Research Summit and other activities.

- Dr. Jorge Cham, author of PHD: Piled Higher and Deeper to speak on February 10, Union Little Theatre, 5:00 pm.

- January 25th was the abstract submission deadline for the Topeka Capitol Research Forum (March 8th). The committee selected eight abstracts and three alternates.

- January 25th was the abstract submission deadline for the Graduate Research Forum (March 3rd). The committee selected 36 abstracts for oral presentations. The abstract will be presented under 4 categories. The Social Sciences and Humanities will be combined to one session. Only one undergraduate abstract was submitted as of the meeting. Additional publicity was planned to encourage further participation. In addition, 16 poster sessions will also be displayed (including the 8 posters presented at the Topeka Capitol Research Forum). The Topeka Capitol Research Forum will not be competing for the awards in the Graduate Research Forum since the participants will be receiving a $100 honorarium. Judges were still needed and a sign-up sheet was posted at the end of the meeting.

- The Graduate Student Council is presenting a Presentation on Professional Development for Graduate Students for support in the following areas: writing a teaching philosophy, writing statement of research interests, what to expect in academic interviews and what to expect in professional interviews. The presentation sessions will be held in the Big 12 room, 4:00-6:00 pm on the following dates:
  - March 6, 2006 –Teaching Philosophy
Support was highly encouraged from Graduate Faculty, as several students were already signed-up to attend. A sign-up sheet was posted at the end of the meeting.

8) University Research and Scholarship

- The Survey of Earned Doctorates, 2004 was presented.
- The Council of Graduate Schools, 2005 International Graduate Admissions Survey II was presented.
- The Wake Forest University, A Report on Research Activities at U.S. Research Universities was presented.
- The Trend Data from Planning and Analysis was presented.

Council was adjourned at 4:45 p.m.