Minutes of the Graduate Council
March 4, 2008

As approved by the Graduate Council, April 1, 2008


Graduate School staff present: S. Fox, K. Lease, S. Schlender, C. Shanklin

Guests: Ernie Minton, Sara Thurston-Gonzales, Daryl Youngman

1) Opening remarks
Carol Shanklin introduced Sara Thurston-Gonzales as the new director of the International Student Center. The International Student Center (ISC) provides essential immigration services for the nearly 1000 international students and scholars from nearly 100 countries who are involved in educational programs or research at K-State. Sara informed the Council that ISC is working hard to improve their services provided to the university and invited Council members to contact her via email at saratg@ksu.edu with comments or suggestions.

Carol reminded the Council that elections are currently in progress and invited members to encourage colleagues to participate in the online voting.

2) Minutes of the February 4, 2008 meeting were approved as presented.

3) Graduate Council Academic Affairs Committee
A motion was made to approve the following faculty members for non-graduate faculty to teach graduate courses (one-year approval), graduate faculty membership only and membership and certification. The motion passed.

Non-Graduate Faculty to teach Graduate Courses (One-Year Approval)
Joycelyn Falsken Assistant Professor Apparel, Textiles and Interior Design

Faculty - Membership
Brian Coon Associate Professor Civil Engineering
Steven Davidson Assistant Professor Interior Architecture
Robert Garcia Research Asst. Professor And Product Design

Faculty - Membership and Certification
David Chandler Civil Engineering Associate Professor
Kenneth Odde Animal Sciences Professor & Industry
Thomas Wright Management Professor
Course and curriculum issues: A motion was made to approve the following course and curriculum changes and additions. The motion passed.

<table>
<thead>
<tr>
<th>Current Course Description</th>
<th>Proposed Course Description</th>
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<tbody>
<tr>
<td>MUSC 615. Canon and Fugue. (2) I, S. Counterpoint in eighteenth century style. Pr.: MUSIC 398, consent of instructor.</td>
<td>MUSC 615. 18th Century Counterpoint. (2) I, S. Contrapuntal compositional techniques from the late Baroque to Classical periods, including compositional procedures for the canon and fugue. Pr.: MUSIC 322, 360, 361, or consent of instructor.</td>
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<td>MUSC 616. Twentieth Century Counterpoint. (2) II, S. Contrapuntal devices used by twentieth century composers; serial techniques. Pr.: MUSIC 398, consent of instructor.</td>
<td>MUSC 616. Theories of Contemporary Music. (2) II, S. Introduction to analytical and compositional techniques applicable to the predominately non-tonal music of the 20th and 21st centuries. Pr.: MUSIC 322, 360, 361, or consent of instructor.</td>
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<tr>
<td>SPCH 630. Special Topics in Rhetoric and Communication. (3) II. Intensive study of selected topics in communication and rhetoric. Repeatable with change in topic. Pr.: Junior standing and consent of instructor.</td>
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<td>SPCH 710. Introduction to Communication Research Methods. (3) I. Introduction to descriptive and experimental methodologies in communication, including conceptualization and operationalization of communication concepts, strategies of research design, and logic of inquiry. Pr.: SPCH 320.</td>
<td>COMM 710. Introduction to Communication Research Methods. (3) I. Introduction to descriptive and experimental methodologies in communication, including conceptualization and operationalization of communication concepts, strategies of research design, and logic of inquiry. Pr.: COMM 320 or graduate standing.</td>
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<tr>
<td>SPCH 716. Small Group Communication. (3) I, in alternate years. Review literature and develop research projects pertaining to the communication processes in small task groups. Topics to include: group communication processes, barriers to group communication, and style-specific theories of effective group communications. Pr.: SPCH 326 or senior standing.</td>
<td>COMM 716. Small Group Communication. (3) I, in alternate years. Review literature and develop research projects pertaining to the communication processes in small task groups. Topics to include: group communication processes, barriers to group communication, and style-specific theories of effective group communications. Pr.: COMM 326 or senior standing.</td>
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<tr>
<td>SPCH 720. Perspectives on Communication. (3) Analysis of current perspectives on the communication process. Materials cover assumptions, principles, implications, and selected research within each perspective. Pr.: SPCH 320.</td>
<td>COMM 720. Perspectives on Communication. (3) I, in even years. Analysis of current perspectives on the communication process. Materials cover assumptions, principles, implications, and selected research within each perspective. Pr.: COMM 320 or graduate standing.</td>
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<tr>
<td>SPCH 721. Language and Social Interaction. (3) II. Study of the epistemological, social, and behavioral functions of language in communication. Examination of the processes by which language functions to construct one's worldview and guide individual action. Pr.: SPCH 320 or LING 280 or ANTH 220; junior standing.</td>
<td>COMM 721. Language and Social Interaction. (3) II. Study of the epistemological, social, and behavioral functions of language in communication. Examination of the processes by which language functions to construct one's worldview and guide individual action. Pr.: COMM 320 or LING 280 or ANTH 220; junior standing.</td>
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<td><strong>SPCH 722. Instructional Communication.</strong> (3) II. Study of theory and practice of communication in the classroom including both teacher and student communication. Topics include integration of modes of communication, language choices, power, humor, communication strategies for instruction, and impact of communication on learning. Same as EDCIP 722.</td>
<td><strong>COMM 722. Instructional Communication.</strong> (3) II. Study of theory and practice of communication in the classroom including both teacher and student communication. Topics include integration of modes of communication, language choices, power, humor, communication strategies for instruction, and impact of communication on learning. Same as EDCIP 722.</td>
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<td><strong>SPCH 730. Classical Rhetorical Theory.</strong> (3). Study of rhetorical theory and criticism from early Greek to Roman times. Pr.: SPCH 330 or graduate standing.</td>
<td><strong>COMM 730. Classical Rhetorical Theory.</strong> (3) II, in even years. Study of rhetorical theory and criticism from early Greek to Roman times. Pr.: SPCH 330 or graduate standing.</td>
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<td><strong>SPCH 733. Rhetorical Criticism.</strong> (3) II. Study of traditional and contemporary approaches to the analysis of public discourse. Pr.: SPCH 330.</td>
<td><strong>COMM 733. Rhetorical Criticism.</strong> (3) II. Study of traditional and contemporary approaches to the analysis of public discourse. Pr.: COMM 330.</td>
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<td><strong>SPCH 734. The Rhetoric of Social Movements.</strong> (3). Study of the theory and criticism of social movement rhetoric. Topics may include the development of movement studies as a distinct genre of scholarship within the field of speech communication, questions and controversies in the rhetorical study of movements, and the rationale for protest tactics, from nonviolence to terrorism. Pr.: SPCH 330, 331, or graduate standing.</td>
<td><strong>COMM 734. The Rhetoric of Social Movements.</strong> (3) II, in even years. Study of the theory and criticism of social movement rhetoric. Topics may include the development of movement studies as a distinct genre of scholarship within the field of communication studies, questions and controversies in the rhetorical study of movements, and the rationale for protest tactics, from nonviolence to terrorism. Pr.: COMM 330, 331, or graduate standing.</td>
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<td><strong>SPCH 735. Leadership Communication.</strong> (3). A study of the role that public discourse plays in attaining, enacting, and constraining leadership in a democratic society. Pr.: SPCH 535 or graduate standing.</td>
<td><strong>COMM 735. Leadership Communication.</strong> (3) II, in odd years. A study of the role that public discourse plays in attaining, enacting, and constraining leadership in a democratic society. Pr.: COMM 535 or graduate standing.</td>
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<td><strong>SPCH 742. Relational Communication.</strong> (3) I. A survey of theories and research on the role of communication in social and personal relationships. Emphasis is on observing and evaluating communication behaviors using real-life media examples. Pr.: SPCH 311, 320, 322, 323, 326, 328, or 480.</td>
<td><strong>COMM 742. Relational Communication.</strong> (3) I. A survey of theories and research on the role of communication in social and personal relationships. Emphasis is on observing and evaluating communication behaviors using real-life media examples. Pr.: COMM 311, 320, 322, 323, 326, 328, or 480.</td>
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<tr>
<td><strong>SPCH 799. Problems in Speech.</strong> (Var.) Open to students in any speech area. Pr.: Junior standing and consent of instructor.</td>
<td><strong>COMM 799. Problems in Communication Studies.</strong> (Var.) I, II. Open to students in any communication studies area. Pr.: Junior standing and consent of instructor.</td>
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<td><strong>STAT 722. Statistical Designs for the Product Development and Process Improvement.</strong> (3) II. A study of statistically designed experiments which have proven useful in product development and process improvement. Topics include randomization, blocking, factorial treatment structures, fractional factorial designs, screening designs, Taguchi methods, response surface methods. Pr.: STAT 511 or STAT 704 and 705.</td>
<td><strong>STAT 722. Statistical Designs for the Product Development and Process Improvement.</strong> (3) I. A study of statistically designed experiments which have proven useful in product development and process improvement. Topics include randomization, blocking, factorial treatment structures, fractional factorial designs, screening designs, Taguchi methods, response surface methods. Pr.: STAT 511 or STAT 704 and 705.</td>
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<td><strong>STAT 730. Multivariate Statistical Methods.</strong> (3) II. Multivariate analysis of variance and covariance; classification and discrimination; principal components and introductory factor analysis; canonical correlation; digital computing procedures applied to data from natural and social sciences. Pr.: STAT 704 and 705.</td>
<td><strong>STAT 730. Multivariate Statistical Methods.</strong> (3) II. Multivariate analysis of variance and covariance; classification and discrimination; principal components and introductory factor analysis; canonical correlation; digital computing procedures applied to data from natural and social sciences. Pr.: STAT 704 and 705.</td>
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<td><strong>EDCI 740. Curriculum Materials for Dual Language Learners.</strong> (3) II. An examination analysis of materials and practices of schools serving dual language learners. Materials include any items used by the school to implement the curriculum. Pr.: Junior standing.</td>
<td><strong>EDCI 740. Culture and Language in Classroom Practice.</strong> (3) II. Examines ways teachers can address diversity in their classrooms with attention to issues such as critical reflection on practice; effective collaboration with families; diversification of the learning environment; use and adaptation of the grade-level curriculum; the differentiation of classroom instruction for cultural and linguistic diversity; and advocacy skill development. Pr.: Junior standing.</td>
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**CURRICULUM CHANGES:**

Master of Arts in Speech

From: Master of Arts in Speech
To: Master of Arts in Communication Studies
Women’s Studies Graduate Certificate Requirements

CHANGE:

Graduate Certificate in Women’s Studies (12 hours required)

Core course required (3 hours):

WOMST 810 An Interdisciplinary Overview of Feminist Thought and Practice

Elective courses (choose 9 hours from the following list of courses):

WOMST 500 Topics in Women’s Studies
WOMST 505 Independent Study in Women's Studies
WOMST 550 Women and Popular Culture
WOMST 551 The History and Politics of Family Violence
WOMST 560 Women and Violence
WOMST 580 Women and Religion
WOMST 585 Women and Islam
WOMST 590 Women’s Studies Practice and Theory
WOMST 610 Seminar in Women's Studies
WOMST 700 Advanced Topics in Women's Studies

ART 654 Women in Art
ENGL 660 Readings in Major Authors: Shakespeare, Gender, and Performance
ENGL 670 Topics in British Literature: Women in the 18th Century
ENGL 680 Topics in American Literature: Asian American Literature and Culture
ENGL 695 A rubric under which a variety of courses are offered, including Women and Popular Culture
ENGL 720 Shakespeare, Comedy and Gender
ENGL 730 Restoration and 18th-Century Drama
ENGL 740 Feminist Literary Theory
ENGL 850 Gender and Power in Shakespeare and the Renaissance
HIST 512 Women in European History
HIST 540 American Women (1600 to Civil War)
HIST 542 American Women (Civil War to present)
HIST 551 History and Politics of Family Violence (Intersession only)
HIST 980 Topic: Gender in European History
HIST 984 Topic: Gender in American History
JMC 612 Gender Issues and the Media
KIN 598 Women and Sports
KIN 796 Gender Issues and Sports and Exercise
PHILO 525 Social and Political Philosophy (when offered as Women in Western Thought)
PHILO 560 Philosophy of Feminism
POLSC 606 Gender and Politics
POLSC 799 Seminar in Political Science (when offered as Women and Law)
PSYCH 540 Psychology of Women
PSYCH/SOCWK 543 - Women and Mental Health Issues
PSYCH 563 Gender Issues in the Workplace
SOCIO 545 Sociology of Women
SOCIO 663 Gender, Power, and International Development
SOCIO 665 Women and Crime
ANTH/SOCIO 508 - Male and Female: Cross-Cultural Perspectives
ANTH 633 Gender, Power, and International Development
SOCWK 580 - Women’s Perspectives on Peace and War (Intersession Only)
THTR 782 Women in Theater
EDCIP 735 Curriculum Materials for Non-Sexist Teaching
EDACE 750 Women, Education, and Work
FHS 860 Economic Status of Women
FHS 865 Human Sexuality
HIN 520 Women’s Health and Aging

TO:

Graduate Certificate in Women’s Studies (12 hours required)

Core course required (3 hours):

WOMST 810 An Interdisciplinary Overview of Feminist Thought and Practice

Elective courses (choose 9 hours from the following list of courses):

WOMST 500 Topics in Women’s Studies
WOMST 505 Independent Study in Women's Studies
WOMST 550 Women and Popular Culture
WOMST 551 The History and Politics of Family Violence
WOMST 560 Women and Violence
WOMST 580 Women and Religion
WOMST 585 Women and Islam
WOMST 590 Women’s Studies Practice and Theory
WOMST 610 Seminar in Women's Studies
WOMST 700 Advanced Topics in Women's Studies

AMETH 560 Topics in American Ethnic Studies; African American Women Writers
ART 654 Women in Art
ENGL 525 Women in Literature
ENGL 625 RDG/Rest/18th Century Drama
ENGL 660 Readings in Major Authors:
  • George Eliot
  • Shakespeare, Gender, and Performance
ENGL 670 Topics in British Literature: Women in the 18th Century
ENGL 880 Topics in American Literature
  • Topics in Asian American Literature and Culture
  • Topics in Latina/o Literature
ENGL 705 Theory and Practice of Cultural Studies
ENGL 710 Studies in a Literary Genre; Studies in Gender and Native American Literature and Culture
ENGL 720 Shakespeare, Comedy and Gender
ENGL 730 Restoration and 18th-Century Drama
ENGL 740 Feminist Literary Theory
HIST 512 Women in European History
HIST 533 Topics; History of American Feminism
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SOCIO 633 Gender, Power, and Development
SOCIO 665 Women and Crime
SOCIO 670 Diversity and Social Interaction in the Workplace
SOCIO 833 Gender Differentiation and Inequality
SOCIO 933 Gender and Society
ANTH 508 Male and Female: Cross-Cultural Perspectives
ANTH 633 Gender, Power, and International Development
THTR 782 Women in Theater
EDCIP 735 Curriculum Materials for Non-Sexist Teaching
EDACE 750 Women, Education, and Work
FHS 865 Human Sexuality
NEW:

MUSIC 604. Upper String Pedagogy. (2-3) S. Study of violin technique and related teaching methods, also applicable to other bowed string instruments. The three credit-hour option includes additional assignments.

MUSIC 661. Choral Ensemble Techniques. (2) I, S. in alternate years. Philosophical and practical study of the choral ensemble, and the skills necessary to design, organize, instruct and evaluate the choral program.

MUSIC 681. Advanced Choral Rehearsal Techniques. (2) II, S. in alternate years. Explore, evaluate, and develop the musical understanding and skills necessary in leading choral ensembles toward significant musical expression through effective rehearsal techniques.

MUSIC 709. History of School Choral Music. (3) I, S. in alternate years. Development of choral music in schools with focus on composers and literature.

MUSIC 858. Advanced Choral Conducting. (3) I, II, S. Exercises and techniques to refine the conducting gesture; techniques of noted choral conductors; and score study.

GRAD 702. TESL/TEFL for Adult Learners. (2) I, II, S. One of three courses to provide content and practice in defined skill areas. Survey of current theories, techniques, and methodologies in adult TESL/TEFL provides a foundation for practical application in the classroom in GRAD 703 and GRAD 704. Topics of learning styles, course planning, identification of learning objectives, and assessment of adult second/foreign language learners are incorporated into practical activities. Pr. Graduate standing, or prior or concurrent enrollment with GRAD 703 or 704.

GRAD 703. Practicum in Adult TESL/TEFL: Oral Communication (2) I, II, S. Methods and techniques for teaching oral communication (listening comprehension, speaking, and pronunciation) provide a foundation for planning and teaching activities. Students demonstrate ability to communicate content to students at varying levels of English proficiency, control of basic classroom management techniques, and use of a variety of techniques to assess student performance in their practice teaching. Small group discussions and ESL class observations aid students in the development of a teaching portfolio. Pr. Graduate standing, or prior or concurrent enrollment in GRAD 702.

GRAD 704. Practicum in Adult TESL/TEFL: Written Communication (2) I, II, S. Methods and techniques for teaching written communication (reading, vocabulary development, grammar, and writing) provide a foundation for planning and teaching activities. Students demonstrate ability to communicate content to students at varying levels of English proficiency, control of basic classroom management techniques, and use of a variety of techniques to assess student performance in their practice teaching. Small group discussions and ESL class observations aid students in the development of a teaching portfolio. Pr. Graduate standing, or prior or concurrent enrollment in GRAD 702.

3) Student Affairs Committee

J. Scott Smith, chair of the Student Affairs Committee presented an update of the committee’s progress. The committee is working to revise the outside chair Evaluation of Final Examination to clarify the role of the outside chair. In order to facilitate the roles of the outside chair and the supervisory committee, the committee is also working to revise the Final Approval for Electronic Submission to include signature approval for all committee members. Draft revisions to these documents will be made and considered in the April Graduate Council meeting.
4) Committee on Planning

On behalf of the Committee on Planning, Kevin Lease proposed the following changes to the Graduate Handbook:

Second reading. Changes to the Graduate Handbook, Appendix A, Section B, Graduate Student Academic Grievance Procedures

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

1. Scope of Authority

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

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

2. Definition of Terms

a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.

b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

c. Respondent - The person(s) against whom a grievance is being made.
d. **Working Days** - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

3. **Guidelines for Administrative Review and Conflict Resolution**

   a. The graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.

   b. If, after earnest inquiry, the conflict remains unresolved, the graduate student should discuss the grievance with the department head/chairperson, or other immediate administrative superior of the respondent, the Academic Dean or his/her designee and, if pertinent, with any relevant departmental faculty member or committee. If the outcome of this conflict resolution process is successful, then the resolution shall be reduced to writing. The resolution should be signed by all participating parties to confirm their receipt of document. Copies of the signed resolution will be provided to the graduate student, respondent, administrative superior, and Academic Dean involved in the conflict resolution session. The official copy shall be sent to the Graduate School to be retained in the student’s file.

   c. If the conflict resolution process is not successful, the Academic Dean and the Associate Dean of the Graduate School will confer within 10 working days to determine if further conflict resolution steps should be pursued. The outcome of this conferral will be shared in writing with all parties participating in 3b.

4. **Formal Grievance Procedure**

   a. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing by the graduate student within 10 working days after the receipt of the outcome of 3c and sent immediately to the Associate Dean of the Graduate School. A Notice of Grievance form, available in the Graduate School or on the Graduate School website, must be submitted with the written statement. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The Associate Dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the Associate Dean of the Graduate School with a copy of his or her written response.

   b. Upon receipt of the written response, the Associate Dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a recommendation regarding the grievance. The Associate Dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.

   c. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.

   d. **Guidelines for ad hoc grievance committee hearings**
      
      1. **Pre-hearing procedures**
         
         a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
b. The notice shall include the written grievance and the written response of the respondent.

c. A copy of the procedures guiding the hearings as outlined in Step 2 Hearing (4 d2) shall accompany the notice.

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

2. Hearing

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

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

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

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

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

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

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

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

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

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

The motion passed.

**First reading. Changes to the Graduate Handbook, Chapter 6, Graduate Council Constitution, By-laws, and Procedures, Section B.3. Election Procedures**

It is the responsibility of the Graduate Council to supervise the election of Graduate Council members from academic areas and colleges.

Each academic area will elect four representatives to the Graduate Council, and each representative will have a term of three years. Terms will be arranged that at least one member is elected each year from each academic area. The four representatives of each academic area must be from at least two colleges.

Each college will elect one representative to the Graduate Council, and each representative will have a term of three years. Terms will be arranged so that at least two college representatives are elected each year.

No academic unit may have more than one member on Graduate Council. A representative is eligible for reelection following a one-year layout.

The Graduate Council is responsible for supervising the election of Graduate Council members. No later than the first Monday of March, the Election Committee will call for nominations of eligible Graduate Faculty members to stand for election for the vacant Graduate Council seats. Ballots for the election of representatives to the Graduate Council will be sent electronically by the Dean of the Graduate School.

Members of the Graduate Faculty who will be stationed at Manhattan during the first academic year of the term are eligible to serve as representatives to the Graduate Council. College and university administrators (those with more than 50% administrative appointments, e.g., the Provost, Vice-Provosts, Associate Provosts, Assistant Provosts, Deans, Associate Deans, Assistant Deans, Assistants to the Dean, etc.) are not eligible to serve as representatives. Graduate Faculty from all departments and graduate programs within the college or the academic area vote for the eligible members. The election of representatives must be completed by May.

The motion passed.

**First reading. Changes to the Graduate Handbook, Chapter 1, Admission to Graduate Study, Section G – Graduate Work by Faculty and Staff**

Full-time employees, faculty and staff, with the approval of their department heads or deans, may enroll in graduate or undergraduate work not to exceed 6 credit hours in a regular semester or 3 credit hours during the summer session.

Full-time faculty and staff of the University may audit classes without cost if they have permission of their deans and the deans of the colleges in which the courses are offered.

Kansas State University does not permit the awarding of advanced degrees to its faculty who hold the rank of assistant professor or higher within their own departments or as requirements for promotion or tenure. ROTC personnel are excluded from this policy except as noted below. Consequently, these faculty may undertake graduate work at Kansas State University only as special students. Exceptions to this policy include ROTC personnel and those who wish to work for degrees outside their own departments, provided that the degrees are not requirements for promotion or tenure in their own departments. Residency requirements must be met.

The motion passed.
5) **Committee on Assessment and Review**
Ernie Minton, chair of the Committee on Assessment and Review presented an update of the committee’s progress. The committee is working to develop an evaluation rubric to facilitate full Board of Regents (BOR) and Mid-cycle review. Full BOR reports are expected to be submitted to the Graduate School by April 11, 2008. Mid-cycle reports are expected to be submitted to the Graduate School by September 1, 2008.

6) **Graduate Student Council Information**
Kellan Kershner, Graduate Student Council (GSC) President, presented an update of the Graduate Student Council’s activities.

- The K-State Research Forum will be held on the 2nd floor of the K-State Union on Friday, March 7, 2008. The graduate poster presentation session will be on display all day, with the researchers present for judging from 11:30 am - 1:30 pm. The undergraduate oral presentation sessions will be held at 10:00 am. The graduate oral presentation sessions will be held at 1:00 pm and will finish in time for the awards ceremony, which starts at 4:00 pm.

- The Capitol Graduate Research Summit (CGRS) will be held at the Topeka Statehouse on Thursday, March 13, 2008.

- GSC is in the process of finalizing a survey to send to all graduate teaching and research assistantships regarding their training needs and satisfaction with their compensation and non-monetary support.

- The deadline for the Spring travel grant was February 1, 2008. 86 travel grants were awarded for a total of $7,280. The Fall (July 1 - October 31) travel grant deadline is April 15, 2008.

- The GSC Spring Ice Cream Social will be held on April 17, 2008.

- Professional development seminars offered by GSC will now be posted to K-State Online. For access to the seminars, please email egsc@ksu.edu.

7) **University Research and Scholarship**
The deadline to submit applications for the Spring 2008 Faculty Development Awards (FDA) and University Small Research Grants (USRG) was March 3, 2008. A detailed description of these programs can be found on the Office of Research and Sponsored Programs website at: [http://www.k-state.edu/research/](http://www.k-state.edu/research/). The deadline for submitting Fall 2008 applications is October 6, 2008.

8) **Other business**
No report.

Council was adjourned at 4:30 p.m.