

## **Graduate Council Meeting Minutes**

November 2, 2021 – 3:30 p.m.

Room 227, K-State Student Union

**Present:** N. Brueseke, J. Canfield, D. Carroll, P. Chen (GSC President), V. Chikan, R. Cozma, M.A. Cro, T. Durrett, M. Flynn, J. Gordon, M. Higgins, A. Ivanov, H. Kang, S. Kearns (Hale Library), A.A. Knoblauch, Y. Li, D. Marcus (GSC President-elect), L. Melander, T. Nasser, J. Nikkel (Global Campus), S. Porath, P. Reyes, R. Sadykov, J.S. Smith, D. Vanlandingham, B. Zhang

**Absent:** P. Ackerman, B. Beyer, I. Ciampitti, K. Guler, J. Jang, M.K. Kim, A. Nutsch, M. Rolf, A. Rys, G. Topham, M. Wei

**Graduate School:** M. Miller (Student Success Coord.), C. Petrescu (Dean), S. Reznikoff (Assoc. Dean), T. Smock

### **1. Opening remarks.**

**2. Approval of Minutes.** October 5, 2021 meeting. [https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2021\\_agenda\\_minutes/GC2021\\_10\\_Minutes.pdf](https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2021_agenda_minutes/GC2021_10_Minutes.pdf)

Motion: MA Cro motioned to approve the minutes as presented.

Second: T. Durrett.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion passed.

### **3. Graduate School update.**

- Graduate School Report from the Dean
  - Graduate Faculty memberships (Appendix A).
  - Next brown bag discussion: Graduate Students Milestones Dashboard Launch, November 15, 2021, at 11:30am, Eisenhower Hall Room 121
  - Revised program review reporting process

### **4. Graduate Council – coordinated work and feedback loop with the campus**

- Grad Council annual goals

Committee chairs identified annual goals to focus efforts of the Graduate Council and make it a more action-oriented body:

- 1) Cross-committee information sharing.
- 2) Create a dialogue among committees.
- 3) Create a dialogue with campus faculty and students.
- 4) Work collaboratively to streamline processes that take place within the Council

- Graduate Education Challenges

Graduate Council members brought forward some challenges facing graduate faculty and students:

- 1) Definitive guidance on the ways to accommodate graduate students, considering hybrid instruction and other challenges brought on by pandemic safety considerations.

2) Regular updates on the graduate international student population at K-State. The recommendation is to review information received from other campus organizations, share with graduate education stakeholders, and to administer the needs assessment survey at the end of this semester.

3) Addressing the increase in mental health issues among graduate students and GTAs/GRAs/GAs, specifically how the Graduate School can help students meet their professional responsibilities alongside their educational and personal goals. Increase the coordination and collaboration with Student Life in addressing students' mental health issues. Identifying preventive measures and disseminating them to students would also be helpful.

4) Ensuring that the type of resources provided to residential students are also provided to Global Campus students.

5) Food insecurity among graduate students. K-State stipends are not as competitive as other schools, especially given the cost of food in the area.

6) COVID-19 vaccinations. Departments do not know if there is an approved list for international students or if any vaccine is satisfactory for entry into the U.S. Information received from ISSS re: this issue should be shared with campus.

7) There was a recommendation that campus resources for graduate students be compiled into one smart book or resource wheel and disseminated to students.

- Graduate Education Successes and Best Practices

## **5. Academic Affairs Committee – Timothy Durrett, Co-Chair; Dana Vanlandingham, Co-Chair**

- Report
- Action Items

### **a. Graduate Faculty Nominations.**

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>	<b>Type</b>	<b>Page</b>
Gates Brown	Adjunct Faculty	History	Membership	9
Dal-Hoe Koo	Research Assistant Professor	Plant Pathology	Membership	12
Laura Moley	Instructor	Geography and Geospatial Sciences	Membership	15
Paul Thomas	Teaching Assistant Professor	Integrated Studies	Membership	18
Leonardo Valverde	Professor of Practice	Educational Leadership	Membership	21
David Brosa	Clinical Assistant Professor	Physician Assistant Program	Clinical	24
Amy Fitzgerald	Clinical Assistant Professor	Physician Assistant Program	Clinical	27
Kellen Adams	Professor of Practice	Educational Leadership	Associate	30

Name	Position	Department/Program	Type	Page
Christy Hanthorn	Research Assistant Professor	Diagnostic Medicine and Pathobiology	Associate	33
Dana Mitzel	Adjunct Faculty	Diagnostic Medicine and Pathobiology	Associate	36
Randall Nichols	Professor of Practice	Integrated Studies	Associate	39
Erin Schirtzinger	Research Assistant Professor	Diagnostic Medicine and Pathobiology	Associate	42
Gates Brown	Adjunct Faculty	History	Certification	9
Dal-Hoe Koo	Research Assistant Professor	Plant Pathology	Certification	12
Leonardo Valverde	Professor of Practice	Educational Leadership	Certification	21

Motion: Dr. T. Durrett motion on behalf of the Academic Affairs committee to approve nominations for Membership, Clinical, Associate, and Certification as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 22-0-0. Motion passed.

b. Course and Curriculum items.

To view course and curriculum proposals, log into Curriculog (<https://kstate.curriculog.com/>) using your K-State eID.

Each section of proposals listed below includes a link to a Curriculog agenda. Click on the link to view the proposals for that section. A list of proposals will appear.

- Click the proposal name to show full proposal details.

For additional information on viewing a proposal:

<http://www.k-state.edu/curriculog/training/help/proposals/view/index.html>

<b>Expedited Course Changes - <a href="https://kstate.curriculog.com/agenda:1430/form">https://kstate.curriculog.com/agenda:1430/form</a></b>			
College	Course Number	Title	Effective Date
Arts and Sciences	ART 635	Advanced Printmaking Workshop: Illustration and Experimentation	Fall 2022
	ART 636	Advanced Printmaking Workshop: Imagination and Innovation	Fall 2022
Education	EDCEP 818	Principles of Student Affairs Administration	Fall 2022
	EDCEP 822	Counseling Adolescents	Fall 2022
	EDCEP 856	Counseling Children	Fall 2022
	EDCEP 871	Leadership, Advocacy, and Consultation for Counselors	Fall 2022
	EDCEP 885	Practicum in Higher Education	Fall 2022

<b>Expedited Course Changes - <a href="https://kstate.curriculog.com/agenda:1430/form">https://kstate.curriculog.com/agenda:1430/form</a></b>			
<b>College</b>	<b>Course Number</b>	<b>Title</b>	<b>Effective Date</b>
	EDCEP 955	Legal and Ethical Issues in Counseling	Fall 2022
	EDCEP 967	Appraisal and Psychopathology	Fall 2022
	EDCEP 999	Doctoral Research	Fall 2022

<b>Expedited Curricula Changes - <a href="https://kstate.curriculog.com/agenda:1431/form">https://kstate.curriculog.com/agenda:1431/form</a></b>		
<b>College</b>	<b>Title</b>	<b>Effective Date</b>
Arts and Sciences	Geographic Information Science Graduate Certificate	Fall 2022

Motion: Dr. T. Durrett motioned on behalf of the Academic Affairs committee to approve all Expedited Course Changes and Expedited Curricula Changes as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 22-0-0. Motion passed.

<b>Standard Curricula Changes - <a href="https://kstate.curriculog.com/agenda:1432/form">https://kstate.curriculog.com/agenda:1432/form</a></b>		
<b>College</b>	<b>Title</b>	<b>Effective Date</b>
Education	College Student Development (M.S.)	Fall 2022
	Master of Arts in Teaching (secondary track)	Fall 2022

<b>Standard Course Changes - <a href="https://kstate.curriculog.com/agenda:1433/form">https://kstate.curriculog.com/agenda:1433/form</a></b>			
<b>College</b>	<b>Course Number</b>	<b>Title</b>	<b>Effective Date</b>
Engineering	IMSE 641	Quality Engineering	Fall 2022
	IMSE 643	Industrial Simulation	Fall 2022
	IMSE 751	Normative Theory of Decisions and Games	Fall 2022

Motion: Dr. T. Durrett motioned on behalf of the Academic Affairs committee to approve all Standard Course Changes and Standard Curricula Changes as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 22-0-0. Motion passed.

<b>New Courses - <a href="https://kstate.curriculog.com/agenda:1434/form">https://kstate.curriculog.com/agenda:1434/form</a></b>			
<b>College</b>	<b>Course Number</b>	<b>Title</b>	<b>Effective Date</b>
Education	EDCEP 826	Student Success and Learning in Higher Education	Fall 2023

New Courses - <a href="https://kstate.curriculog.com/agenda:1434/form">https://kstate.curriculog.com/agenda:1434/form</a>			
College	Course Number	Title	Effective Date
	EDCEP 837	Individualized Learning Experience in Higher Education	Summer 2023
Graduate School	GRAD 700	Graduate Education Abroad	Fall 2022
Veterinary Medicine	VAP 788	Basic and Applied Pharmokinetics	Fall 2022
	VAP 949	Shelter Medicine - Community Outreach	Fall 2022

The New Courses agenda in Curriculog was unavailable for review in the weeks prior to the meeting, but was made available during the meeting. The Council voted to conduct an electronic vote for this agenda item within 24-48 hours, providing Council members additional time to review the New Courses proposals.

Motion: Dr. T. Durrett motioned to conduct an electronic vote for the remaining New Courses within 24-48 hours.

Second: Dr. MA Cro

Vote: 22-0-0. Motion passed.

A Qualtrics survey was developed by the Graduate School and disseminated at 4:32 pm on 11/3/21 to those Council members who were in attendance at the meeting. The survey provided members 24 hours to vote on the following motion:

Motion: Dr. T. Durrett motioned on behalf of the Academic Affairs committee to approve all New Courses on the Graduate Council Agenda - 11/2/21, with the exception of GRAD 700 - Graduate Education Abroad.

Second: Dr. M.A. Cro

Vote (YES-NO-ABSTAIN): 12-0-10. Motion passed.

Motion: Dr. M.A. Cro motioned to table GRAD 700 until, 1) an impact statement from the Office of International Programs is uploaded to the proposal in Curriculog, and 2) the approval process for GRAD courses is clarified.

Second: Dr. P. Reyes.

Vote (YES-NO-ABSTAIN): 21-1-0. Motion passed.

New Curricula - <a href="https://kstate.curriculog.com/agenda:1435/form">https://kstate.curriculog.com/agenda:1435/form</a>		
College	Title	Effective Date
Health and Human Sciences	Communication Sciences and Disorders (M.S.)	Fall 2022
Kinesiology	Concurrent B.S. Public Health/M.S. Kinesiology	Fall 2022
	Concurrent B.S. Public Health/MPH	Fall 2022
Veterinary Medicine	Exotic Animal/Zoological Medicine Veterinary Certificate	Fall 2022

Motion: Dr. T. Durrett motioned on behalf of the Academic Affairs committee to approve all New Curricula as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 22-0-0. Motion passed.

Discontinued Courses - <a href="https://kstate.curriculog.com/agenda:1436/form">https://kstate.curriculog.com/agenda:1436/form</a>			
College	Course Number	Title	Effective Date
Arts and Sciences	MC 600	Economics of Mass Communication	Fall 2022
	MC 625	Media Relations	Fall 2022
	MC 665	Managing Integrated Strategic Communications	Fall 2022
	MC 785	Issues in Media Management	Fall 2022

Motion: Dr. T. Durrett motioned on behalf of the Academic Affairs committee to approve all Discontinued Courses as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 19-0-3. Motion passed.

#### **6. Student Affairs Committee – Doris Carroll, Chair; A. Abby Knoblauch, Chair-elect**

- Report
- Action Items

#### **7. Committee on Planning – Viktor Chikan, Chair; Perla Reyes, Chair-elect**

- Report

A faculty member requested the Committee on Planning analyze the requirements for exam dissertations and incorporate explicit language in the Graduate Handbook outlining the use of video conference software, like Zoom. Zoom was instrumental to Global Campus students' final exams as all members of the examining committee were required to participate via video conference.

- Action Items
  - a) First Review: Change to Outside Chair Policy (Appendix B)

Motion: Dr. P. Reyes motioned to waive the second reading of the outside chair policy. The waiving of the second reading allows the Council to vote on the Committee's recommendations regarding the role of the outside chair at the present meeting.

Second: Dr. R. Sadykov

Vote (YES-NO-ABSTAIN): 22-0-0 Motion passed.

Motion: Dr. V. Chikan motioned to change the Graduate School's outside chairperson policy, dissolving the role as currently stated in the Graduate Handbook by having the major professor or a co-major professor assume the responsibilities that heretofore were those of the outside chair: responsibility for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, making other reports as appropriate or required, and return the signed ballot and evaluation form to the Graduate School immediately after the oral examination.

Second: Dr. M.A. Cro.

Vote (YES-NO-ABSTAIN): 17-0-5. Motion passed.

**8. Assessment and Review Committee – Haijun Kang, Chair; Andrew Rys, Chair-elect**

- Report

Annual Program Review List

Reporting Year	Program Name	Degree Offered	Department
2021	Mass Communication	M	Journalism and Mass Communications
2021	Psychology	M, D	Psychology
2021	Public Administration	M	Political Science
2021	Economics	M, D	Economics
2021	Geography	M, D	Geography
2021	Security Studies	M, D	History and Political Sciences
2021	Political Science	M	Political Science
2021	Sociology	M, D	Sociology, Anthropology, and Social Work
2021	History	M, D	History

- Action Items: None

**9. Graduate Student Council – Pingping Chen, President**

- Report
- Action Items: None

**10. University Research and Scholarship – Sarah Reznikoff, Interim Associate Dean**

- Report.

Dr. Reznikoff noted that Research and the State poster competition event was well-attended and went well. She reminded the Council that she is available to discuss new graduate program proposals from the departments.

**11. Adjournment.** The Council adjourned at 4:56 pm.

## Appendix A - Graduate Faculty Memberships

Name	Position	Department/Program
Logan Britton	Assistant Professor	Agricultural Economics
Michael Pritchard	Assistant Professor	Integrated Studies



## **Appendix B (Agenda item 6.a.) First Reading - Chapter 3, The Doctoral Degree, Section L, The 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 supervisory committee takes on the role of the examining committee for the final examination. The major professor** ~~The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the~~ **major professor chairperson** ~~also has the right and the responsibility to evaluate the candidate's performance and to cast a vote. The outside chair~~ **major professor** ~~is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination.~~

~~At least 3/4 of the supervisory committee, which does not include the outside chair, must sign the ETDR ballot before the ETDR ballot can be processed and the dissertation can be submitted to K-REX and ProQuest.~~

~~The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that~~ **they have** ~~he/she has reviewed and approved the final PDF file for electronic submission.~~

The responsibilities of the examining committee are:

1. A copy of the dissertation that has been approved by the major professor or co-major professors is presented to each member of the supervisory committee ~~and outside chair~~ at least 10 working days prior to the oral examination. At least three-fourths of the examining committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.
2. If during the 10 working days prior to the scheduled defense, one or more committee members ~~or the outside chair~~ have significant concerns regarding the content or quality of the dissertation, the faculty should consult with the major professor or co-major professors. ~~The~~ **s.** ~~The major professor should confer with the other members of the supervisory committee and determine whether the orals should be held as scheduled or delayed. The supervisory committee should meet during the scheduled time to provide specific feedback to the candidate regarding the necessary changes. The ballot must be returned to the Graduate School. Once the student has addressed the concerns and made the necessary changes in the dissertation, the orals can be rescheduled. The candidate will provide the supervisory committee and outside chair with a copy of the dissertation and obtain their signatures on an Approval to Schedule Final Examination form. This form must be submitted to the Graduate School 10 working days prior to the scheduled oral examination.~~
3. After the dissertation is deemed in an acceptable form, an oral examination at which the candidate presents and defends the dissertation is scheduled. All members of the examining

committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least three-fourths of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before ~~he or she is~~ **they are** deemed to have passed. A refusal to vote by the chairperson or any other member of the examining committee shall be recorded as a negative vote. With the permission of at least three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

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

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All Final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance with the exception of doctoral students completing their degrees via distance or hybrid delivery. Preference is for the doctoral students completing online doctoral programs to complete their final examination on the Manhattan campus. However, arrangements can be made for the doctoral student and the supervisory committee to conduct the defense via video conference. The student must work with the major professor and graduate program director to arrange a physical location for the on-campus faculty members and the public to view the video dissertation presentation. Separate video conference meetings should be scheduled for the open defense and supervisory committee deliberations. The ~~outside chair~~ **major professor** and on-campus faculty members should participate in the same location. The **major professor** ~~outside chair~~ will be responsible for obtaining signatures on the ballot from all committee members. Committee members should sign the ballot and return the scanned copy to the ~~outside chair~~ **major professor** or provide their vote via email. The original ballot with committee members' signatures and the scanned ballots or email message should be delivered to the Graduate School.

When the dissertation has been approved, the oral final examination has been passed, the final examination ballot submitted to the Graduate School, the ETDR ballot has been submitted to the Graduate School, the dissertation submitted to K-REX and ProQuest, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

**\*\* Special restrictions apply to visiting, part-time, adjunct, or emeritus faculty and to graduate faculty associates. See Chapter 5, Section D.**