

Graduate Council Meeting Minutes

May 3, 2022 – 3:30 p.m.

Room 227 - K-State Student Union

Present: B. Beyer, M. Brueseke, J. Canfield, D. Carroll, I. Ciampitti, R. Cozma, M.A. Cro, J. Gordon, T. Graff (GSC President), M. Higgins, J. Jang, H. Kang, S. Kearns (Hale Library), A.A. Knoblauch, T. Nasser, J. Nikkel (Global Campus), A. Nutsch, S. Porath, P. Reyes, A. Rys, J.S. Smith, G. Topham

Absent: P. Ackerman, V. Chikan, T. Durrett, M. Flynn, K. Guler, A. Ivanov, M.K. Kim, Y. Li, L. Melander, M. Rolf, R. Sadykov, D. Vanlandingham, M. Wei, B. Zhang

Graduate School: C. Petrescu (Dean), S. Reznikoff (Assoc. Dean), T. Smock

Visitors: S. Joseph, B. Olson, M. Basel, M. Kleinhenz, V.P. Carroll, P. Adams, E. Yelland (Director, Center on Aging)

1. Opening remarks.

- Graduate Council election results

College of Technology and Aviation

Siny Joseph, Associate Professor, *Integrated Studies*

College of Health and Human Sciences

Bernadette Olson, Instructor, *Food, Nutrition, Dietetics, and Health*

College of Veterinary Medicine

Matthew Basel, Assistant Professor, *Anatomy and Physiology*

Applied Natural Sciences Academic Area

Michael Kleinhenz, Assistant Professor, *Clinical Sciences*

Basic Natural Sciences Academic Area

Paige Adams, Teaching Assistant Professor, *Diagnostic Medicine and Pathobiology*

Joel Spencer, Associate Professor, *Geology*

Social Sciences Academic Area

Valerie Padilla Carroll, Associate Professor, *Social Transformation Studies*

Heather S. Woods, Assistant Professor, *Communication Studies & Journalism and Mass Communications*

2. Approval of Minutes. April 5, 2022 meeting. https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2022_agenda_minutes/GC2022_4_Minutes.pdf

The Council voted by electronic vote to approve the minutes as presented, 20-0-0 (YES-NO-ABSTAIN).

3. Graduate School update.

- Graduate School Report from the Dean

The Graduate School received the green light from the Provost to launch three search processes. We will be hiring two recruiters and a communication person. Information about

these searches will be provided in the coming weeks.

The recruiter positions are: Director of Recruitment and Graduate Recruiter. The role of the Graduate Recruitment unit will be:

- to develop and implement a university level, coordinated, recruitment strategy for graduate students (Grad SEM)
- to work collaboratively with all academic units, campus partners and KSU campuses in developing, implementing and continuously revising the graduate SEM
- To identify individualized and targeted recruitment strategies and tactics for our different types of graduate student populations (i.e. master and doctoral, underserved minorities, geographical region, etc.)

The main role for the Communication and Marketing coordinator will be:

- Develop and implement, with academic units, communication strategies and develop marketing materials that are aligned with the KSU Communications and Marketing Division's work and the university's brand.
- Serve as marketing coordinator for all digital, web-based and print materials for the K-State Graduate School by working with the Graduate School administrative team.

These actions support the mission of the Graduate School to provide strategic leadership and vision to advance graduate education in directions consistent with university goals and priorities, and to formulate and implement a comprehensive and visionary strategy that engages prospective and current graduate students from Kansas, across the country, and internationally.

- Dr. Reznikoff – Recognition

Dean Petrescu thanked Interim Associate Dean Reznikoff for her work in the Graduate School and with the Graduate Council.

- Commencement – update

Commencement will be 1:00 pm on May 13, 2022 at Bramlage Coliseum. The Graduate School is pleased to welcome alumna Brigadier General Michelle M.T. Letcher as the spring 2022 commencement speaker.

4. Graduate Council committee chairs

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

- Report.
- Action Items.

An electronic ballot was prepared for the Graduate Council to vote on Academic Affairs Committee action items. Voting took place 5/3/22, 12:00pm to 5/9/22, 12:00pm.

- a. Graduate Faculty Nominations.

Name	Position	Department/Program	Type	Page
Leslie Weaver	Clinical Assistant Professor	Clinical Sciences	Clinical	9
Alex Becnel	Associate Professor	Special Education, Counseling and Student Affairs	Certification	13
Barbara Mitchell	Associate Professor	Special Education, Counseling and Student Affairs	Certification	16

Motion: The Academic Affairs Committee motions to approve all graduate faculty nominations as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 20-0-0. 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 proposal details.

For additional information on viewing a proposal:

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

Expedited Curricula Changes - https://kstate.curriculog.com/agenda:1642/form		
College	Title	Effective Date
Health and Human Sciences	Concurrent B.S./M.S. in Nutrition, Dietetics, and Sensory Sciences	Fall 2022
Arts and Sciences	Graduate Certificate in Quantitative Techniques of Data Science	Fall 2022
Architecture, Planning and Design	Master of Industrial Design (M.I.N.D.D.) (post-baccalaureate track)	Fall 2022
	Master of Industrial Design (M.I.N.D.D.)(non-baccalaureate track)	Fall 2022
	Master of Interior Architecture (M.I.A.R.C.) (post-baccalaureate)	Fall 2022
	Master of Interior Architecture (non-baccalaureate MIARC)	Fall 2022

Motion: The committee motions to approve all Expedited Curricula Changes as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 19-1-0. Motion passed.

Expedited Course Changes - https://kstate.curriculog.com/agenda:1643/form			
College	Course Number	Title	Effective Date
Agriculture	AGED 615	Laboratory Instructional Techniques in Teaching AgriScience	Fall 2022
	AGED 823	Agricultural Education for Beginning Teachers	Fall 2022
Education	EDCI 816	Approaches to Literary Instruction	Fall 2022
	EDCI 818	Theoretical Models of Literacy	Fall 2022
	EDCI 840	Literacy Assessment	Fall 2022
	EDCI 841	Striving Literacy Learners	Fall 2022
	EDCI 972	Advanced Study of the Literacy Process	Fall 2022
Agriculture	GRSC 615	Animal Food Safety	Fall 2022
Arts and Sciences	MUSIC 722	Arranging for Bands	Fall 2022
	MUSIC 723	Arranging Choral Music	Fall 2022
	MUSIC 728	Advanced Instrumental Rehearsal Techniques	Fall 2022
	MUSIC 729	Advanced Choral Rehearsal Techniques	Fall 2022
	MUSIC 730	Organization and Administration of School Music Programs	Fall 2022

Motion: The committee motions to approve all Expedited Course Changes as presented.

Second: N/A

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

Standard Curricula Changes - https://kstate.curriculog.com/agenda:1644/form		
College	Title	Effective Date
Engineering	Concurrent Bachelors in Mechanical Engineering/Masters of Business Administration	Spring 2023
Health and Human Sciences	Gerontology (M.S.)	Spring 2023
	Gerontology Graduate Certificate	Spring 2023

Motion: The committee motioned to approve all Standard Curricula Changes as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 20-0-0. Motion passed.

Standard Course Changes - https://kstate.curriculog.com/agenda:1645/form			
College	Course Number	Title	Effective Date
Engineering	BAE 660	Hydraulic Transport in Biological Systems	Spring 2023
	CIS 732	Machine Learning and Pattern Recognition	Spring 2023
Health and Human Sciences	GERON 615	Long-Term Care Administration Internship	Spring 2023
	GERON 620	Independent Study in Gerontology	Spring 2023
	GERON 625	Advanced Physical Health & Well-Being of Older Adults	Spring 2023
	GERON 630	Advanced Mental Health & Aging	Spring 2023
	GERON 725	Advanced Topics in Gerontology	Spring 2023
	GERON 730	Advanced Sexuality & Aging	Spring 2023
	GERON 740	Advanced Creativity & Aging	Spring 2023
	GERON 772	Adult Development & Aging	Spring 2023
	GERON 774	Advanced Environments & Aging	Spring 2023
	GERON 775	Advanced Diversity in the Aging Experience	Spring 2023
	GERON 776	Advanced Program Design, Implementation, & Evaluation in Gerontology	Spring 2023
	GERON 777	Advanced Policy & Advocacy in Gerontology	Spring 2023
	GERON 778	Advanced Aging Family Dynamics & Caregiving	Spring 2023
	GERON 799	Professional Application in Gerontology	Spring 2023
Arts and Sciences	POLSC 736	Strategic Management of Public and Nonprofit Organizations	Spring 2023

Motion: The committee motioned to approve all Standard Course Changes as presented.

Second: N/A

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

New Courses - https://kstate.curriculog.com/agenda:1646/form			
College	Course Number	Title	Effective Date
Arts and Sciences	ENGL 772	Creative Writing Workshop: The YA Novel	Spring 2023
Engineering	ME 626	Introduction to Micro-Electromechanical Systems	Spring 2023
	ME 627	Introduction to Biomedical Micro-Electromechanical Systems	Spring 2023
	ME 826	Intermediate Micro-Electromechanical Systems	Spring 2023
	ME 827	Intermediate Biomedical Micro-Electromechanical Systems	Spring 2023

Motion: The committee motions to approve all New Courses as presented.

Second: N/A

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

New Curricula - https://kstate.curriculog.com/agenda:1647/form		
College	Title	Effective Date
Engineering	Concurrent B.S. in Mechanical Engineering and M.S. in Nuclear Engineering	Spring 2023
	Concurrent B.S./M.S. in Mechanical Engineering	Spring 2023

Motion: The committee motions to approve all New Curricula as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 20-0-0. Motion passed.

Discontinued Courses - https://kstate.curriculog.com/agenda:1648/form			
College	Course Number	Title	Effective Date
Architecture, Planning and Design	IARC 610	Advanced Digital Applications and Fabrications	Fall 2022
	IARC 668	Study Abroad Experience	Fall 2022
	IARC 853	Professional Practice	Fall 2022

Motion: The committee motions to approve all Discontinued Courses as presented.

Second: N/A

Vote (YES-NO-ABSTAIN): 20-0-0. 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.

The committee presented Appendix A.

- a) Reading One - **Master's and Doctoral Supervisory Committees**, Chapters 2B and 3B respectively. (Appendix A)

- Action Items

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

- Report.

Mid-Cycle program reviews are complete and feedback has been sent out to graduate program directors.

Mid-Cycle Program Review List

Reporting Year	Program Name	Degree Offered	Department
2022	Architectural Engineering	M	Architectural Engineering & Construction Science
2022	Biological and Agri Engg	M, D	Biological and Agricultural Engineering
2022	Chemical Engineering	M, D	Chemical Engineering
2022	Civil Engineering	M, D	Civil Engineering
2022	Computer Science	M, D	Computer Science
2022	Elec and Comp Engineering	M, D	Electrical and Computer Engineering
2022	Electrical Engineering	M, D	Electrical and Computer Engineering
2022	Hort & Natural Resources	M, D	Horticulture and Natural Resources
2022	Industrial Engineering	M, D	Industrial and Manufacturing Systems Management
2022	Master of Engineering Mgmt	M	Industrial and Manufacturing Systems Management
2022	Mechanical Engineering	M, D	Mechanical and Nuclear Engineering
2022	Nuclear Engineering	M, D	Mechanical and Nuclear Engineering
2022	Operations Research	M	Industrial and Manufacturing Systems Management

- Action Items

9. Graduate Student Council – Tucker Graff, President

- Report.

Graduate student funding opportunities will be published in the Graduate School newsletter.

- Action Items

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

- Report.

11. Adjournment. Council adjourned at 4:09 pm.

Appendix A

Chapters 2B and 3B, respectively (Master's and Doctoral Supervisory Committees)

B. THE SUPERVISORY COMMITTEE

Upon admission to a master's degree program, the student confers with the head of the academic program and selects an advisor or major professor pro term from among the graduate faculty who are qualified to direct master's students and who are willing to assume the responsibility. ~~Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least two other members of the graduate faculty**.~~ The academic program recommends a supervisory committee for each student to the Graduate School. The supervisory committee shall consist of a major professor, who chairs the committee, and at least two other members of the graduate faculty**. After reviewing this recommendation, the Dean of the Graduate School approves the supervisory committee. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the final examination or evaluating the culminating experience, ensuring that University regulations and program requirements are met, and ensuring that the student's master's program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

B. THE SUPERVISORY COMMITTEE

Upon admission to a doctoral program, the student confers with the head of the academic program and selects an advisor or major professor pro tem from among the graduate faculty who are certified to direct dissertations and who are willing to assume the responsibility. ~~Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least three other members of the graduate faculty.~~ The academic program recommends a supervisory committee for each student to the Graduate School. The supervisory committee shall consist of a major professor, who chairs the committee, and at least three other members of the graduate faculty**. After reviewing this recommendation, the Dean of the Graduate School approves the supervisory committee. On doctoral committees having co-major professors, at least one must be certified to direct dissertations. One member of the supervisory committee must be a graduate faculty member from outside the major professor's department. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the preliminary and final examinations, ensuring

that University regulations and program requirements are met, and ensuring that the student's doctoral program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

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