

## **Graduate Council Meeting Minutes**

March 5, 2024 – 3:30 p.m.

K-State Union, Room 227

Present: P. Adams, A. Ahlers, C. Alexis, M. Arthaud-Day, B. Beyer, L. Bonella (K-State Libraries), J. Canfield, D. Carroll, I. Ciampitti, E. Geisbrecht, M. Higgins, A. Ivanov, S. Joseph, S. Kavimandan, M. Miller (Asst. Dir. Student Success), J. Nikkel (Global Campus), B. Olson, V. Padilla Carroll, M. Pakaste, P. Reyes, R. Sadykov, T. Smock (Admin), G. Topham, J. Ulmer, K. Van Nest (GSC President), Z. Whitney (GSC President-elect), H. Woods, S. Yelich Biniecki, M. Young (Graduate Faculty Associate)

Absent: M. Basel, J. Gordon, B. Mirafzal, A. Nutsch, A. Sheshukov, J. Spencer

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

**2. Approval of Minutes.** February 6, 2024 meeting. [https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024\\_agenda\\_minutes/GC2024\\_02\\_Minutes.pdf](https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024_agenda_minutes/GC2024_02_Minutes.pdf)

Motion: Dr. Ahlers motioned to approve the minutes as presented.

Second: Dr. Woods.

Vote (YES-NO-ABSTAIN): 16-0-0. Motion carried.

### **3. Graduate School Updates.**

- Announced establishment of an external advisory board
- Dr. Megan Miller discussed increased student and faculty participation at annual research showcases
- Dr. Young announced that GTA/GRA Agreement template now available in Grad Resources on Teams (KSU log-in required) - [https://ksuemailprod.sharepoint.com/:w:/s/Grad-Resources/EROax2JGUNZFpkC2\\_sz1k9wBgKynNs4-d\\_exin08PkNxmA?e=mRCNad](https://ksuemailprod.sharepoint.com/:w:/s/Grad-Resources/EROax2JGUNZFpkC2_sz1k9wBgKynNs4-d_exin08PkNxmA?e=mRCNad)
- Dr. Young encouraged GC members to get their constituencies to complete the Grad School surveys; he then provided an update on current completion rates
- Donoghue update – percent of international student recipients provided
- Timon described this year's GC election process. Key dates:
  - March 14 – Final date for academic area nominations
  - March 20 – Election ballots distributed
  - March 31 – Colleges report their representatives to Graduate School
  - April 1 – Elections complete
  - May 7 – Incoming members invited to attend Graduate Council
- We closed this section with a discussion of the need to reschedule the April 2<sup>nd</sup> Council meeting. The Council discussed three alternate days: March 26, April 9, or April 11.

### **4. Council Chairs Update.**

- Dr. Ulmer discussed shared governance support of new graduate program proposals submitted via the Academic Innovation Fund initiative

Dr. Heather Woods is the Graduate Council's representative to the Fund's review team. She reported that any funding that happens through AIF will be subject to the same processes as other new grad programs.

## 5. Academic Affairs Committee – Matthew Basel, Chair

- Report.
- Action Items.

See Chapter 5, The Graduate Faculty, of the Graduate Handbook for eligibility and nomination requirements. <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html>

### a. Graduate Faculty Nominations.

Name	Position	Department/Program	Type	Page
Susan Rensing	Teaching Associate Professor	Social Transformation Studies	Member	10
Andrew Curtis	Clinical Assistant Professor	Anatomy and Physiology	Clinical	14
Jeremy Klingler	Clinical Assistant Professor	Anatomy and Physiology	Clinical	17
Jane Bloodgood*	Advanced Instructor	Accounting	Associate	20
Bruce Johnson	Visiting Assistant Professor	Architecture	Associate	23
Debra Marseline	Instructor	Sociology, Anthropology, and Social Work	Associate	26
Rosemary Neaderhiser	Instructor	Sociology, Anthropology, and Social Work	Associate	29
Merta Scott-Hall	Instructor	Sociology, Anthropology, and Social Work	Associate	32
Vanessa Ante	Assistant Professor	Biology	Certification	35
Meng Han	Assistant Professor	Physics	Certification	41
Eduarda Mazzardo Bortoluzzi	Assistant Professor	Anatomy and Physiology	Certification	46
Blake Billings	Deputy General Counsel	Special Education, Counseling, and Student Affairs	Non-Grad	49
Billie Streufert	Instructor	Special Education, Counseling, and Student Affairs	Non-Grad	52

\*Associate membership renomination

Motion: The Academic Affairs Committee moves to Dr. Susan Rensing's nomination for regular membership.

Vote (YES-NO-ABSTAIN): 16-0-0. Motion carried.

Motion: The Academic Affairs Committee moves to approve both nominations for Clinical membership.

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

Motion: The Academic Affairs Committee moves to approve all nominations for Associate membership.

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

Motion: The Academic Affairs Committee moves to approve all requests for Certification.



Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

Motion: The Academic Affairs Committee moves to approve both requests for Non-Graduate Faculty to Teach Graduate Courses.

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

#### **b. Course and Curriculum Items.**

#### **Follow these steps to view the proposals in Curriculog:**

- Login to Curriculog using your K-State eID and password: <https://kstate.curriculog.com>.
- Click the Curriculog agenda link in the table below.
- From the list of proposals, hover over the proposal and click the  *View Proposal* icon.
- In "User Tracking" (upper right corner), change "Show current" to "Show current with markup."
- View the proposal. To view attachments, click the  *Files* icon in the menu on the right side of the screen.
- Use the browser back button to return to the agenda and select next proposal.

For more information on viewing proposals, see:

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

<b>Course Changes - <a href="https://kstate.curriculog.com/agenda:2334/form">https://kstate.curriculog.com/agenda:2334/form</a></b>		
<b>College</b>	<b>Course Number</b>	<b>Title</b>
Arts and Sciences	ART 600	Drawing Workshop
Arts and Sciences	ART 623	Advanced Concepts in Digital and Expanded Media
Arts and Sciences	ART 650	Painting Topics
Arts and Sciences	ART 653	Painting Methods
Arts and Sciences	ART 655	Advanced Studio in Metals and Jewelry
Arts and Sciences	ART 665	Contemporary Ceramics Workshop

Course Changes - <a href="https://kstate.curriculog.com/agenda:2334/form">https://kstate.curriculog.com/agenda:2334/form</a>		
College	Course Number	Title
Arts and Sciences	ART 667	Ceramic Design Workshop
Arts and Sciences	ART 680	Topics in Contemporary Metals and Jewelry
Arts and Sciences	ART 682	Metals and Jewelry Workshop
Arts and Sciences	ART 826	Graduate Seminar
Arts and Sciences	CHM 657	Inorganic Techniques
Veterinary Medicine	CS 821	International Vet Study tours
Veterinary Medicine	CS 840	Communication with the Agricultural Worker
Education	EDSP 743	Intensive Interventions for Students with Dyscalculia and Other Math Difficulties
Arts and Sciences	MLANG 803	Practicum in Adult TESL/TEFL: Written and Oral Communication
Arts and Sciences	PHYS 636	Physical Measurements Instrumentation
Arts and Sciences	PHYS 664	Thermodynamics and Statistical Physics

Motion: The Academic Affairs Committee motions to approve all Course Changes.  
Vote (YES-NO-ABSTAIN): 16-0-0. Motion carried.

New Courses - <a href="https://kstate.curriculog.com/agenda:2335/form">https://kstate.curriculog.com/agenda:2335/form</a>		
College	Course Number	Title
Arts and Sciences	ART 629	Foreign Studies in Visual Design
Veterinary Medicine	CS 819	Veterinary Medicine in a Foreign Context
Arts and Sciences	ECON 608	Quantitative Methods in Economics
Education	EDCI 764	Engineering Design Practices in Secondary Science Teaching
Education	EDSP 744	Intensive Interventions for Students with Dyslexia and Other Reading Difficulties
Staley School of Leadership	LEAD 755	Systems Leadership
Engineering	ME 661	Introduction to Nanoscience and Nanotechnology
Arts and Sciences	SOCWK 611	<a href="#">Social Welfare as a Social Institution</a>
Arts and Sciences	SOCWK 630	<a href="#">Social Work Research Methods and Analysis II</a>

New Courses - <a href="https://kstate.curriculog.com/agenda:2335/form">https://kstate.curriculog.com/agenda:2335/form</a>		
College	Course Number	Title
Arts and Sciences	SOCWK 660	<a href="#">Social Work Practice I</a>
Arts and Sciences	SOCWK 661	<a href="#">Social Work Practice II</a>
Arts and Sciences	SOCWK 662	<a href="#">Field Experience</a>
Arts and Sciences	SOCWK 668	<a href="#">Macro Practice and Theory</a>
Arts and Sciences	SOCWK 670	<a href="#">Social Work with Groups</a>

Click on the SOCWK course titles to see the proposals.

Motion: The Academic Affairs Committee motions to approve all New Courses.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

Discontinue Curricula - Click on the link below	
College	Title
Health and Human Sciences	<a href="#">Apparel and Textiles (M.S.)</a>

Motion: The Academic Affairs Committee motions to approve discontinuation of the Apparel and Textiles (M.S.) program.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

## 6. Student Affairs Committee – Bernadette Olson, Chair

- Report.

The committee assisted Dr. Miller with the review of a second round of Parent Success Scholarships. Dean Petrescu also asked the committee to take a look at benchmarking data related to the English proficiency policy in Chapter 1 of the Graduate Handbook.

- Action Items.

## 7. Committee on Planning – Jonathan Ulmer, Chair

- Report.
- Action Items.

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in red text and underlined (new wording). Wording that was moved is shown with a double underline in its new location (moved to) and a double strikethrough in its previous location (~~~~moved from~~~~).

- **Graduate Handbook Change. Chapter 2, The Master's Degree, Section D8, Off Campus Research - Reading Two**

*Rationale for change: Remove the paragraph because it is redundant to Chapter 2, Section J2 “Scheduling” where the information seems to be more relevantly placed. Similar language is used in Chapter 3, The Doctoral Degree.*

#### | b) Off Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. That the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. That the student provides the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. That the major professor carries out local inspections of the student's activities.

~~Regardless of the location at which the research is conducted, the final oral examination will normally be given on the Manhattan campus unless the academic program is completely online. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. When unusual circumstances arise in the guidance of off campus students, supervisory committees should consult with the Dean of the Graduate School.~~

Motion: On behalf of the Committee on Planning, Dr. Ulmer motions to approve Reading Two of the change to Chapter 2, Section D8 “Off Campus Research” as presented for the 2024-2025 AY Graduate Handbook.

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

- **Graduate Handbook Change. [Chapter 3, The Doctoral Degree, Section D8, Off Campus Research](#) - Reading One**

*Rationale for change: Similar language is used in Chapter 2, Section J2 “Scheduling.” Delete the paragraph for continuity across master’s and doctoral scheduling of examinations.*

#### D8. Off Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must

review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. that the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. that the student provides the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. that the major professor carries out local inspections of the student's activities.

~~Regardless of the location at which the research is conducted, the final oral examination must be given on the Manhattan campus. When unusual circumstances arise in the guidance of off campus students, supervisory committees should consult with the Dean of the Graduate School.~~

Motion: On behalf of the Committee on Planning, Dr. Ulmer motions to waive the second reading of the change to Chapter 3, Section D8 "Off Campus Research" and approve the change for the 2024-2025 AY Graduate Handbook.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

- o **Graduate Handbook Change. Chapter 1, "Admissions, Enrollment and Progress," Section C, "Admission Categories" - Reading One**

*Rationale for change: Slate implementation has provided an opportunity to streamline our admission processes and align policies with practices. As a result of this work, we discussed updating our categories of admission. Criteria for admission do not change. We just label them differently to reflect the practice.*

## C. ADMISSION CATEGORIES

All new graduate students, Any student domestic or foreign, are assigned to one of four categories upon admission: pursuing graduate studies at Kansas State University will be classified into one of the following categories:

- Degree seeking (master, doctoral, education specialist)
- Special (accelerated program)
- Credential seeking (graduate certificate or licensure preparedness)
- Visiting (non-degree seeking)

C.1 ~~Full standing~~ A degree seeking student admitted into a master, doctoral, or education specialist program can be admitted into one of the four types listed below if they fulfil the admission criteria listed under each type.

~~a. Undergraduate training essentially the same as that at Kansas State University.~~

~~b. B average or higher in junior and senior years.~~

a. Full standing

~~a. Undergraduate training essentially the same as that at Kansas State University.~~

~~b. B average or higher in junior and senior years.~~

b. Provisional

~~a. Transcript evaluation uncertain, as is sometimes the case with international students.~~

~~b. B average or higher in junior and senior years, but some course deficiencies in undergraduate work.~~

~~c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met.~~

c. Probationary

~~a. Grade point average from 2.65 to 2.99 (A=4.00) in last two years~~

~~If work has shown a marked improvement in later semesters and there are grades of B or better in demanding courses in major and related areas, admission is considered.~~

~~b. Grade point average below 2.65 in last two years~~

~~Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on a GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.~~

~~Probationary and provisional students are advised of deficiencies and of other conditions to be met to achieve full standing. Their status is reviewed after completing 9 hours of course work at Kansas State University. Those who have earned grades of B or higher and GPAs of 3.0 or higher for the first 9 hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in good standing.~~

C.2 ~~Provisional-Special~~ student (accelerated program)

Students applying for an accelerated Bachelor-Master program are not required to have completed their bachelor degree prior to pursuing the master program. The Special students will be admitted into an accelerated graduate program after fulfilling the admission criteria for the accelerated program. See Chapter 2, section K3.

After admission into the Accelerated program, these students can enroll in up to 9 graduate credits that can be taken over one or more semesters. These credits will count towards both bachelor and master degrees that form the accelerated program.

~~a. Transcript evaluation uncertain, as is sometimes the case with international students.~~

~~b. B average or higher in junior and senior years, but some course deficiencies in undergraduate work.~~

~~c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met.~~



C.3 ~~Probationary~~ Credential seeking student (graduate certificate or licensure preparedness)

Students who have a bachelor's degree but do not plan to work for an advanced master, doctoral, or educational specialist degree can apply for a graduate certificate or licensing preparedness program. Credential seeking students are required to meet the same academic standards as other graduate students. Credential seeking students who later wish to work for an advanced master, doctoral, or educational specialist degree must make a formal application for admission into the degree program and be formally admitted by the Graduate School as degree seeking students with full standing status.

~~a. Grade point average from 2.65 to 2.99 (A=4.00) in last two years~~

~~If work has shown a marked improvement in later semesters and there are grades of B or better in demanding courses in major and related areas, admission is considered.~~

~~b. Grade point average below 2.65 in last two years~~

~~Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on a GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.~~

~~Probationary and provisional students are advised of deficiencies and of other conditions to be met to achieve full standing. Their status is reviewed after completing 9 hours of course work at Kansas State University. Those who have earned grades of B or higher and GPAs of 3.0 or higher for the first 9 hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in good standing.~~

C.4 ~~Special~~ Visiting (non-degree seeking) student

Students who have a bachelor's degree but do not plan to work for an advanced degree may be admitted to graduate study as special visiting students. Visiting students can enroll in one semester and take up to three (3) graduate courses that semester. If the visiting student wishes to continue and earn a graduate degree, they must make a formal application for admission into a degree program and be formally admitted by the Graduate School as a degree seeking student with full standing status. Up to nine (9) graduate credit hours earned as a visiting student may be applied toward the graduate degree. No more than 9 credit hours earned as a special student may be applied toward an advanced degree. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an advanced degree must make a formal application to the appropriate department or interdepartmental program and be formally admitted by the Graduate School as a student with full standing status.

C.5 — Non-degree, International

International applicants who are in the final year of their undergraduate degree (equivalent to a U.S. bachelor's degree) may be recommended for provisional admission by the graduate program to which they apply. In such cases, those students may be admitted to the graduate school as a non-degree graduate student.

Motion: On behalf of the Committee on Planning, Dr. Ulmer motions to waive the second reading of the changes to Chapter 1, Section C “Admission Categories” and approve the changes for the 2024-2025 AY Graduate Handbook.

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

#### **8. Assessment and Review Committee – Adam Ahlers, Co-Chair**

- Report.

The committee reviewed one new graduate certificate. They did not meet in January because of school closure. The committee helped draft a GTA/GRA Agreement Template, intended as a guideline product for faculty supervisors to use when hiring students for assistantships. The committee will assist Dr. Young in identifying some metrics for the Graduate School Strategic Plan.

Dr. Young noted that he will be having additional discussions with the Associate Provost about graduate program assessment and review so that the Council is prepared to review and provide feedback to departments about their programs when the university resumes program assessment practices.

- Action Items.

#### **9. Graduate Student Council – Kortnee Van Nest, President**

- Report.

The K-GRAD Spring Research Forum two-day event is March 19 and 20 (Oral and Poster presentations, respectively) in the Student Union.

The incoming President-elect will be introduced to the Council at its April meeting. Kortnee will step down after this academic year and Zane will move into the GSC President role.

- Action Items.

#### **10. Informational Items.**

- a. Graduate faculty memberships approved by the Dean.

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>
Vanessa Ante	Assistant Professor	Biology
Meng Han	Assistant Professor	Physics
Eduarda Mazzardo Bortoluzzi	Assistant Professor	Anatomy and Physiology

#### **11. Adjournment.** The Council adjourned at 4:08 pm.