

Graduate Council Meeting Minutes

November 5, 2024 – 3:30 p.m.
K-State Student Union, Room 227

Present: P. Adams, A. Ahlers, C. Alexis, T. Amtoft, M. Basel, C. Craft, H. Dogan, E. Geisbrecht, J. Gordon, A. Jha (GSC President-elect), S. Joseph, M. Miller (Asst Dir, Student Success), J. Nikkel (Academic Innovation), B. Olson, V. Padilla Carroll, M. Pakaste, P. Payne (Assoc Dean), C. Pickens, T. Smock (Admin), D. Walker, Z. Whitney (GSC President), T. Yang, S. Yelich Biniecki, U. Yucel
Absent: M. Arthaud-Day, L. Bonella (K-State Libraries), U. Emery-McClure, S. Kavimandan, J. Li, B. Mirafzal, S. Rishi, A. Sheshukov, J. Spencer, J. Ulmer, M. Wei, H. Woods

1. Opening remarks.

2. Approval of Minutes. October 1, 2024 meeting. https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024_agenda_minutes/GC2024_10_Minutes.pdf

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

Second: Dr. Basel.

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

3. Graduate School Updates.

- a. CBExchange Conference, Nov. 11-14 ([Agenda](#)) is hosted by C-BEN (Competency-Based Education Network). Dean Petrescu and Dr. Payne will attend this conference to learn more about the structure and implementation of CBE for programs employing this framework.
- b. Western Governors University is working with K-State programs on implementing BCE within their own departments. There are still a few slots open. If interested in attending send Dr. Payne (ppayne@ksu.edu) an e-mail to get on the list.
- b. Enhanced APRR. The 2024-2025 university APRR launched at First Tuesday meeting this month. The Graduate School's 2025 Enhanced APRR (Graduate Program Review) Pilot is launching this Thursday with six programs.
- c. Student Parent Success Scholarship news. The Student Parent Success Scholarship received a \$100,000 pledge in support from Mr. Timothy "Tim" Taylor, 1975 KSU alum. We are hoping it brings more attention to the scholarship from applicants and donors.

4. Council Chairs Meeting - 10/29/24.

The committee chairs reviewed best practices for supervisory committee operations. The Student Affairs Committee will take responsibility for this discussion, focusing on best practices at each student milestone. Their goal is to develop automatic Slate communications to keep committees and students informed at every milestone.

Dr. Payne thanked the current Chairs, noting that there is a lot of work that goes on behind the scenes to ensure the Graduate Council runs smoothly. Thank you, Chairpersons!

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. ← Click the link to access nominations.

Name	Position	Department/Program	Type	Page
Helene Avocat	Teaching Assistant Professor	Geography and Geospatial Sciences	Member	6
Juhee Lee	Professor of Practice	Geography and Geospatial Sciences	Member	9
Ronald Orchard	Clinical Instructor	Clinical Sciences	Clinical	12
Matthew Tanner	Clinical Assistant Professor	Clinical Sciences	Clinical	15
Hikmet Boyacioglu*	Adjunct Faculty	Grain Science and Industry	Associate <i>Serve</i>	18
Sherrill Cropper*	Adjunct Faculty	Grain Science and Industry	Associate <i>Serve</i>	21
Donald Davis	Adjunct Faculty	Grain Science and Industry	Associate <i>Serve</i>	24
Rhett Kaufman	Adjunct Faculty	Grain Science and Industry	Associate <i>Serve</i>	27
Paola Paez	Research Associate Professor	Hospitality Management	Associate <i>Teach & Serve</i>	30
Joseph Awika	Professor/Department Head	Grain Science and Industry	Certification	33
Brandon Garcia	Associate Professor	Biochemistry and Molecular Biophysics	Certification	36
Aaron Kusmec	Assistant Professor	Agronomy	Certification	39
Chad Paulk	Associate Professor	Grain Science and Industry	Certification	42

* Associate member renomination

Motion: The Academic Affairs Committee moves to approve all graduate faculty nominations for regular Membership.

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

Motion: The Academic Affairs Committee moves to approve all graduate faculty nominations for Clinical membership.

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



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

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

Motion: The Academic Affairs Committee moves to approve all requests for Certification.
Vote (YES-NO-ABSTAIN): 17-0-0. 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 the next proposal.

For more information on viewing proposals, see:

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

Course Changes - https://kstate.curriculog.com/agenda:2503/form		
College	Course Number	Title
Veterinary Medicine	DMP 858	Introduction to Infectious Disease Modeling for Animal Health
Business Administration	MKTG 440	Entertainment Marketing
Business Administration	MKTG 510*	Corporate Marketing Practicum
Business Administration	MKTG 630	Sports Marketing
Business Administration	MKTG 650	Digital Marketing Analysis and Strategy
Business Administration	MKTG 654	Marketing Research
Business Administration	MKTG 690	Marketing Strategy

*Renumbering from MKTG 699 to MKTG 510 to better align student course advancement and level.

Motion: The Academic Affairs Committee moves to approve all Course Changes as presented.
Vote (YES-NO-ABSTAIN): 17-0-0. Motion carried.

New Courses - https://kstate.curriculog.com/agenda:2504/form		
College	Course Number	Title
Veterinary Medicine	AP 855	Observing and Analyzing Animal Behavior
Veterinary Medicine	CS 868	Artificial Intelligence in Veterinary Medicine
Education	EDLEA 820	Data Literacy/Data Informed Decisions in Educational Leadership
Education	EDLEA 860	Inclusive School Culture in Educational Leadership
Education	EDLEA 870	Educational Professional Learning and Human Resources in Educational Leadership
Arts and Sciences	GEOL 802	Mineral Explorational for a Sustainable Future
Health and Human Sciences	GERON 711	Advanced Death and Dying
Staley School of Leadership Studies	LEAD 799	Practicum in Leadership for Conflict Transformation

Motion: The Academic Affairs Committee moves to approve all New Course proposals as presented.
Vote (YES-NO-ABSTAIN): 17-0-0. Motion carried.

Curricular Changes - https://kstate.curriculog.com/agenda:2505/form	
College	Title
School of Applied and Interdisciplinary Studies (Olathe)	Applied Biosciences (MS)
Education	Educational Leadership (M.S.)
Health and Human Sciences	Gerontology (MS)
Staley School of Leadership	Leadership Communication (PhD)
Health and Human Sciences	Personal Financial Planning (PhD)

Motion: The Academic Affairs Committee moves to approve all Curricular Change proposals as presented.
Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

Discontinued Curricula – Click on link below	
College	Title
Health and Human Sciences	Fashion Studies - Fashion Merchandising (MS)

The Fashion Studies – Fashion Merchandising (MS) proposal was approved by the GCAAC as a curricular change. Since that approval, the proposal was administratively moved to a different proposal form to more accurately reflect the unit’s intent to discontinue the subplan. No other changes were made to the proposal.

Motion: The Academic Affairs Committee moves to approve the discontinuation of the Fashion Studies – Fashion Merchandising (MS) subplan as presented.
Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

6. Student Affairs Committee – Bernadette Olson, Chair

- Report.

The committee completed reviews for the last three awards: RSCAD Grant, Marie R. Bonebrake Graduate Award, and the GSC and MAGS Awards for Graduate Student Teaching Excellence. A big “Thank you!” goes out to Nicole Eastes, Teaching Assistant Professor for Food, Nutrition, Dietetics, and Health, and Council member Paige Adams, who volunteered to participate in the reviews.

The committee’s next order of business is benchmarking select Chapter 1 policies and Chapter 6 to assist the Planning Committee in their Graduate Handbook review.

- Action Items.

7. Committee on Planning – Jonathan Ulmer, Chair

- Report.
- Action Items.

- a. Graduate Handbook changes.

(1) Supervisory committees without a culminating experience - Chapter 2, Section B “The Supervisory Committee” - *Reading One*

Rationale: Adding language to ensure quality control of advisory committee experience for programs with no culminating experience.

B. THE SUPERVISORY COMMITTEE

Upon admission to a master’s or Education Specialist degree program, the student confers with the head of the academic program and selects or is assigned a major professor pro tem from among the graduate faculty who are qualified to direct master’s students and who are willing to assume the responsibility. All students with a program of study that includes a culminating experience must have a supervisory committee. Students pursuing a program of study that does not require a culminating experience must have a major professor who, along with the graduate program coordinator, will approve their program of study.

In consultation between a student and their major professor, a supervisory committee, which consists of the major professor, who chairs the committee, and at least two other graduate faculty members is identified. Upon agreement of the selected members and approval of the graduate program director, the Graduate School is informed of the supervisory committee through the program of study[1]. 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 or Education Specialist 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. |

Some Council members raised questions about Reading One. One member asked whether it is appropriate to specify that the major professor must come from the student's department. Another member explained that it is standard practice for the head of the academic program to assign or assist the student in selecting a major professor from the qualified graduate faculty within the department.

Another member inquired about the procedure for cases where the major professor is also the graduate program director. Dr. Payne clarified that the current practice is to defer to the department for guidance on how to handle such situations.

The Council will have until the December 3rd meeting to communicate its concerns, or the concerns of their constituents, to the Committee on Planning. If there are no concerns, then the recommended change will move to Reading Two.

8. Assessment and Review Committee – Adam Ahlers, Chair

- Report.

Dr. Ahlers reported that the past month and a half has been very busy for the committee. Dr. Yucel has been appointed as the new co-chair. The committee has completed feedback on over half of its assigned APRR reviews for programs. While the committee feels confident in the feedback provided to departments, many faculty concerns, such as funding issues and teacher pay, fall outside the scope of the Graduate Council or Graduate School. Additionally, the depth of information in department reports varies significantly, making it challenging to evaluate programs with incomplete or insufficient data. Reviewers agreed that graduate program directors and/or department heads must provide data to support their claims.

Dr. Payne noted that the goal is to deliver all 2023-24 APRR feedback to departments by the end of Finals Week. The committee's next meeting is scheduled for November 19, 2024, and enhanced APRR reviews will begin in the Spring semester.

- Action Items.

9. Graduate Student Council – Zane Whitney, President

- Report.

In this annual forum, over 84 graduate students—the largest turnout since its inception—from seven colleges and 25 academic programs presented posters of their research and shared why it is important to lawmakers and citizens of Kansas. Ten presenters were selected to represent K-State at the annual Capitol Graduate Research Summit (CGRS) held in the spring at the State Capitol Building, where graduate students present their posters to state legislators and the public.

The K-State Graduate Research, Arts, and Discovery (K-GRAD) Forum is the next event, occurring on March 11 and 12, 2025. Mr. Whitney asked members to communicate with their own students and faculty constituents to encourage participation.

- Action Items.

10. Informational Items.

- a. Graduate faculty memberships approved by the Dean.

Name	Position	Department/Program
Joseph Awika	Professor/Department Head	Grain Science and Industry
Huan Cui	Assistant Professor	Geology
Brandon Garcia	Associate Professor	Biochemistry and Molecular Biophysics
Aaron Kusmec	Assistant Professor	Agronomy
Tina Sullivan	Assistant Professor	Agronomy

11. Additional Discussion.

- a. Graduate Certificates.

Dr. Ahlers received a question from a faculty member about graduate certificates. Some students did not know they had to re-apply for the certificate and pay another fee. He asked if it was possible to streamline the application process and waive the additional application fee.

Dr. Payne explained that while this was not a procedural change (a clarification and implementation of current policy), the application fee cannot currently be waived. He noted that the Graduate School is currently working to determine the functions for which each graduate certificate is designed. While some are stand-alone, other non-degree-seeking enrollments can serve as a bridge to a graduate degree. He also mentioned that the Graduate School is working to ensure all certificates in the graduate catalog clearly indicate their role and/or the programs to which they are intended to connect.

Dr. Yelich Biniiecki asked whether a different procedure applies to students who had certificates retroactively added to their files before this procedural change. Dr. Payne stated he would confirm this but acknowledged that it is not intuitive for students to reapply for graduation during the final course for the certificate under the old process. He added that if a student does not apply for admission to the Graduate School for the graduate certificate, there would be no record of the student being in the program. This affects the information displayed on the student milestone dashboard.

Dr. Padilla Carroll asked whether graduate certificates are now considered pathways to specific master's degrees. She noted that the Gender, Women, and Sexuality Studies graduate certificate, for which she serves as program director, is standalone and not tied to a specific degree. Dr. Payne confirmed that the Graduate School is working to identify certificates serving as pathways to master's degrees and clarify other certificates intended to serve as stand-alone certificates for multiple programs. He encouraged her to forward any concerns to him.

Dr. Gordon recommended that this new procedure be prominently highlighted on the Graduate School website, particularly on the "Application Process" page, to ensure students are fully aware of the change.

Ms. Nikkel sought clarification on whether this process differs from the undergraduate certificate process, where a student can add a certificate to their plan through the Dean's office of the college offering the certificate.

Dr. Alexis suggested a potential way to streamline the process and waive the application fee. She proposed adding a button to the graduate application labeled something like, "I am already enrolled as a graduate student and request a waiver of the application fee." She added that requiring an additional fee could discourage students from pursuing certificates instead of promoting them. Dr. Alexis volunteered to assist the Graduate School in preparing the necessary changes to the graduate application.

12. Adjournment. The Council adjourned at 4:21 pm.