

Graduate Council Meeting Minutes

December 3, 2024 – 3:30 p.m.

K-State Student Union, Room 227

Present: P. Adams, A. Ahlers, C. Alexis, T. Amtoft, M. Arthaud-Day, M. Basel, C. Craft, H. Dogan, S. Joseph, J. Li, J. Nikkel (Academic Innovation), B. Olson, V. Padilla Carroll, M. Pakaste, P. Payne (Assoc Dean), C. Pickens, J. Ulmer, D. Walker, Z. Whitney (GSC President), H. Woods, T. Yang, S. Yelich Biniecki, U. Yucel

Absent: L. Bonella (K-State Libraries), A. Jha (GSC President-elect), U. Emery-McClure, E. Geisbrecht, J. Gordon, S. Kavimandan, B. Mirafzal, S. Rishi, A. Sheshukov, J. Spencer, M. Wei

Guest: B. Lindshield (Head, FNDH)

1. Opening remarks.

Dean Petrescu and Dr. Miller are enroute to the Council of Graduate Schools (CGS) 64th Annual Meeting in St. Louis, MO, from December 4-7. Click [here](#) to view the meeting program.

2. Approval of Minutes. November 5, 2024 meeting. https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024_agenda_minutes/GC2024_11_Minutes.pdf

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

Second: Dr. Ahlers.

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

3. Graduate School Updates:

a. **Slate** – creation of a Graduate Slate Advisory committee; downloading applications

The Graduate School has received numerous questions and concerns about Slate. While modeled on CollegeNet, the transition to Slate still presents challenges. To address these, the Graduate School is collaborating with Dr. Goos to gather faculty feedback, enabling the Constituent Relationship Management (CRM) team to work with software developers to enhance user-friendliness. Dean Petrescu has proposed forming an advisory committee with representatives from each College who are heavy users. This committee will streamline and prioritize feedback for the CRM team to ensure requests and initiatives are effectively addressed. It is noted that institutions typically take about two years to achieve optimal Slate functionality with minimal errors.

The Graduate School presented its monthly *Know How* forum on December 2. Its focus was Slate and other graduate admissions-related issues. Dean Petrescu reminded the Council that the Graduate School Bulletin is the main line of communication regarding Slate implementation updates. However, critical updates will come from Dean Petrescu herself to faculty.

b. Graduate Certificates. Dean Petrescu discussed graduate certificates, highlighting information from the December 2 *Know How*:

- Grad certificates application fee: reduced to \$35 to support use of grad certificates as a pipeline into a master degree
- GS initiative launched: identify which grad certificates are linked to a master program and which are independent

- New Initiatives currently being built in Slate:
 - Current graduate students who want to add a grad certificate...
 - Must apply for the grad certificate in Slate
 - Streamlines the application process
 - Eliminate the \$35 fee
 - Current grad certificate student interested in applying for a master: pay an additional \$30 (grad application master is \$65)
 - Grad certificate students must apply for graduation

Dr. Craft thanked Dean Petrescu for advocating for eliminating the additional application fee for current graduate students.

c. **Fall 2024 Commencement.** Next week, Friday, December 13 at Bramlage Coliseum. There are approximately 500 graduate students.

d. **New Graduate Student Orientations.** In preparation for Spring classes, orientations are scheduled. They are intended to compliment those offered by academic units, not replace them, with a focus on welcoming students and getting them to be part of the culture. For more information, visit the Graduate School website [here](#).

4. 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 |
|--------------------|------------------------------|--|---------------------------------------|------|
| Saurav Kumar Dubey | Teaching Associate Professor | Industrial and Manufacturing Systems Engineering | Member | 9 |
| Shane Lyon | Clinical Associate Professor | Clinical Sciences | Member | 12 |
| Christy Hanthorn* | Research Assistant Professor | Diagnostic Medicine and Pathobiology | Associate <i>Teach & Serve</i> | 15 |
| David Hodgson | Professor Emeritus | Clinical Sciences | Associate <i>Serve</i> | 18 |
| Emmett Lockridge | Instructor | Interior Architecture and Industrial Design | Associate <i>Teach & Serve</i> | 22 |
| Timothy McKeown | Professor of Practice | Interior Architecture and Industrial Design | Associate <i>Serve</i> | 25 |
| Dana Mitzel* | Adjunct Faculty | Diagnostic Medicine and Pathobiology | Associate <i>Serve</i> | 28 |
| Erin Schirtzinger* | Research Assistant Professor | Diagnostic Medicine and Pathobiology | Associate <i>Serve</i> | 31 |

| | | | | |
|-----------------------|-----------------------|---|---------------------------------------|----|
| Michelle (Ann) Wempe* | Professor of Practice | Interior Architecture and Industrial Design | Associate <i>Teach & Serve</i> | 34 |
| Brady Brewer | Associate Professor | Agricultural Economics | Certification | 37 |
| Logan Britton | Assistant Professor | Agricultural Economics | Certification | 40 |
| Denver Brown | Assistant Professor | Kinesiology | Certification | 43 |
| Joshua Carr | Assistant Professor | Kinesiology | Certification | 46 |
| Shih-Kang (Scott) Fan | Professor | Mechanical and Nuclear Engineering | Certification | 49 |
| Arsen Iskhakov | Assistant Professor | Mechanical and Nuclear Engineering | Certification | 52 |
| Migette Kaup | Professor | Interior Architecture and Industrial Design | Certification | 55 |

* Associate member renomination

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

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

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



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

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

Vote (YES-NO-ABSTAIN): 20-0-0. 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:2567/form | | |
|--|---------------|--|
| College | Course Number | Title |
| Arts and Sciences | ART 600 | Drawing Workshop |
| Engineering | CE 654 | Design of Groundwater Flow Systems |
| Engineering | CE 762 | Water Treatment Processes |
| Engineering | CE 766 | Wastewater Engineering: Biological Processes |
| Engineering | CHE 643 | Life Cycle Assessment |
| Technology and Aviation | COT 792 | Problems in Cybernetics and technology |
| Health and Human Sciences | CSD 844 | Dysphagia |
| Health and Human Sciences | CSD 851 | Professional issues in Speech-Language Pathology |
| Technology and Aviation | CYBR 799 | Special Topics in Cyber Systems |
| Engineering | ECE 643 | Computer Engineering Design Lab |
| Engineering | ECE 647 | Digital Signal Processing |
| Engineering | ECE 662 | Design of Communication Circuits |
| Engineering | ECE 764 | Antennas and Microwave Circuits |
| Engineering | ECE 841 | Network Theory |
| Engineering | ECE 885 | Power Systems Operation and Control |
| Health and Human Sciences | FNDH 760 | Applied Dietetics |
| Architecture, Planning, and Design | IDSN 600 | Interior Design Study Tour |
| Architecture, Planning, and Design | IDSN 630 | Topics in Advanced Interior Design Theory |
| Architecture, Planning, and Design | IDSN 645 | Interior Design Studio 8 |
| Architecture, Planning, and Design | IDSN 650 | Advanced Design and Behavior in the Interior Environment |
| Architecture, Planning, and Design | IDSN 651 | Design for Supportive Environments |
| Architecture, Planning, and Design | IDSN 660 | Advanced Kitchen and Bath Design |

| Course Changes - https://kstate.curriculog.com/agenda:2567/form | | |
|--|---------------|--|
| College | Course Number | Title |
| Architecture, Planning, and Design | IDSN 760 | Historic Preservation and Restoration of Interiors |
| Architecture, Planning, and Design | LAR 655 | Landscape Architecture Professional Internship |
| Architecture, Planning, and Design | LAR 897 | Proposal Writing |
| Arts and Sciences | MUSIC 696 | Jazz Theory I |
| Arts and Sciences | MUSIC 698 | Jazz Improvisation I |
| Arts and Sciences | MUSIC 811 | Symposium in Music |
| Arts and Sciences | MUSIC 828 | Methods and Materials for the Studio |
| Arts and Sciences | MUSIC 837 | Seminar in 20 th -Century Music |
| Architecture, Planning, and Design | PLAN 665 | Professional Internship |
| Architecture, Planning, and Design | PMC 620 | Park Planning and Design |
| Architecture, Planning, and Design | PMC 635 | Methods of Environmental Interpretation |
| Architecture, Planning, and Design | PMC 690 | Parks and Recreation Administration |

Motion: The Academic Affairs Committee moves to approve all Course Changes as presented.

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

| New Courses - https://kstate.curriculog.com/agenda:2568/form | | |
|---|---------------|--|
| College | Course Number | Title |
| Business Administration | ACCTG 622 | Fraud and Forensics |
| Business Administration | ACCTG 625 | International and Multijurisdictional Taxation |
| Agriculture | ASMS 721 | Agricultural And Occupational Safety Program Managements |
| Agriculture | ASMS 722 | Environmental Regulatory Compliance |
| Agriculture | ASMS 723 | Agricultural and Occupational Safety I |
| Agriculture | ASMS 724 | Agricultural and Occupational Health I |
| Agriculture | ASMS 753 | Agricultural and Occupational Safety II |

| New Courses - https://kstate.curriculog.com/agenda:2568/form | | |
|---|---------------|---|
| College | Course Number | Title |
| Agriculture | ASMS 754 | Agricultural and Occupational Health II |
| Engineering | ATM 636 | Agricultural Technology management Capstone Project II |
| Engineering | CE 778 | Geotechnics and Advanced Pavement Design |
| Engineering | CHE 631 | Nanotechnology in Chemical Engineering |
| Engineering | CHE 632 | Molecular Modeling |
| Engineering | CHE 633 | Microbial Biotechnology |
| Engineering | CHE 831 | Advanced Nanotechnology in Chemical Engineering |
| Engineering | CHE 832 | Advanced Molecular Modeling |
| Engineering | CHE 833 | Advanced Microbial Biotechnology |
| Engineering | ECE 632 | Hardware Security Attack Techniques and Countermeasures |
| Engineering | ECE 832 | Advanced Hardware Security Attack Techniques and Countermeasures |
| Health and Human Sciences | FNDH 750 | Fundamentals of Public Health and Food Safety |
| Agriculture | HNR 899 | Masters Research |
| Agriculture | HNR 999 | PhD Research |
| Architecture, Planning, and Design | LAR 751 | Comprehensive Studio 1 |
| Architecture, Planning, and Design | LAR 752 | Comprehensive Studio 2 |
| Architecture, Planning, and Design | LAR 761 | Comprehensive Seminar 1 |
| Architecture, Planning, and Design | LAR 762 | Comprehensive Seminar 2 |
| Engineering | NE 650 | Nuclear Fuel Cycles |
| Architecture, Planning, and Design | PLAN 641 | Special Studies in Planning |

Motion: The Academic Affairs Committee moves to approve all New Courses as presented.
Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

| Discontinued Courses - https://kstate.curriculog.com/agenda:2569/form | | |
|---|----------------------|--|
| College | Course Number | Title |
| Engineering | ECE 636 | Introduction to Computer Graphics |
| Arts and Sciences | FREN 714 | Romantic French Literature |
| Arts and Sciences | FREN 742 | Literature for Second Language Acquisition |

Motion: The Academic Affairs Committee moves to approve discontinuation of the Discontinued Courses as presented.

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

| Curricular Changes - https://kstate.curriculog.com/agenda:2570/form | |
|---|---|
| College | Title |
| Engineering | Accelerated Biological System Engineering (BS)/Biological Agricultural Engineering (MS) |
| Health and Human Sciences | Accelerated Nutrition and Health (BS)/Food, Nutrition and Health (MS) |
| Architecture, Planning, and Design | Architecture (MARCH) (Non-Baccalaureate track) |
| Engineering | Biological and Agricultural Engineering (MS) |
| Engineering | Biological and Agricultural Engineering (PHD) |
| Health and Human Sciences | Communication Sciences and Disorders (MS) |
| Engineering | Computer Science (MS) |
| Engineering | Computer Science (PHD) |
| Education | Curriculum and Instruction (EDD) |
| Health and Human Sciences | Food, Nutrition and Health (MS) |
| Health and Human Sciences | Food, Nutrition, and Health (MS) with Dietetic Internship |
| Architecture, Planning, and Design | Master of Landscape Architecture (MLA) (post-baccalaureate track) |

Dr. Basel noted that the Master of Landscape Architecture (post-baccalaureate) proposal is to add a coursework only option to the degree.

Motion: The Academic Affairs Committee moves to approve all Curricular Changes as presented.

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

| New Curricula - https://kstate.curriculog.com/agenda:2571/form | |
|--|--|
| College | Title |
| Health and Human Sciences | Accelerated Dietetics (BS)/Food, Nutrition, and Health (MS) |
| Health and Human Sciences | Accelerated Nutritional Sciences (BS)/Food, Nutrition, and Health (MS) |
| Health and Human Sciences | Accelerated Sports Nutrition (BS)/Food, Nutrition, and Health (MS) |
| Agriculture | Agricultural and Occupational Safety and Health (CERTGR) |
| Architecture, Planning, and Design | Landscape Architecture (MLA) (Non-Baccalaureate) |

The degree name for *Nutrition, Dietetics, and Sensory Sciences (MS)* is changing to *Food, Nutrition*

and Health (MS).

Motion: The Academic Affairs Committee moves to approve all New Curricula as presented.

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

5. Student Affairs Committee – Bernadette Olson, Chair

- Report.

Dr. Olson reported that there was a very good discussion at the last meeting.

Relative to reviews for student awards, the committee discussed recommendations made to Dr. Miller, Assistant Director of Student Success, that will help ensure the committee assesses the candidates and their submissions, and that the process is reflective of what is being evaluated and the decisions that need to be made.

Additional discussion surrounded the Graduate School's English proficiency requirements and best practices for supervisory committees, both implementation and roles of each member.

- Action Items.

6. Committee on Planning – Jonathan Ulmer, Chair

- Report.

Dr. Ulmer reported that the committee reviewed an update to the English proficiency requirements recommended by Student Affairs. The committee suggested additional revisions, which Student Affairs will consider after the holiday break.

Part of the discussion focused on reinstating graduate students to their programs. The committee identified several concerns, including compliance with FERPA regulations and other legal implications. They have requested further input from the Graduate School to address these issues.

- Action Items.
 - a. Graduate Handbook changes.

(1) Chapter 2, Section B “The Supervisory Committee” - Reading Two

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.

The Council did not receive any feedback on Reading One from the November meeting.

Motion: The Committee on Planning moved to approve Reading Two of **Chapter 2, Section B "The Supervisory Committee"** and establish the change as policy for the upcoming 2025-2026 Graduate Handbook.

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

(2) Chapter 3, Section J1. "Continuous Enrollment" - Reading One

Rationale: Aligning policy with current practice.

3. THE DOCTORAL DEGREE

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J1. Continuous Enrollment

A student working for a doctorate must be enrolled at Kansas State University during the semester in which the preliminary examination is taken and in each subsequent semester until the degree requirements are met and the Graduate School accepts the dissertation. Failure to enroll will result in loss of candidacy. To regain candidacy, the student must successfully petition the ~~Readmission Committee~~ Dean of the Graduate School. Although doctoral candidates may make arrangements to enroll by mail, they should request permission to do so by writing to the Graduate School prior to the enrollment period.

The Council agreed to waive Reading Two of this minor change to the Graduate Handbook.

Motion #1: Dr. Ulmer moved to waive the second reading of **Chapter 3, Section J1. "Continuous Enrollment."**

Second: Dr. Basel.

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

Motion #2: Dr. Ulmer moved to approve the minor change to **Chapter 3, Section J1. “Continuous Enrollment”** establish the change as policy for the upcoming 2025-2026 Graduate Handbook.

Second: Dr. Ahlers.

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

7. Assessment and Review Committee – Adam Ahlers, Chair

- Report.

Dr. Ahlers reported that the committee is almost complete with graduate APRR assessment and feedback for this semester. They are on-track to get all feedback to the programs prior to Commencement.

The next step is the Council’s Enhanced APRR. There are 6 programs this year for the pilot. They are on-track to be completed by February 2025 and returned to programs by May 2025.

- Action Items.

8. Graduate Student Council – Zane Whitney, President

- Report.

Graduate Student Council leadership has had recent meetings with the Provost’s office and others regarding the graduate student studying rooms. A third-floor room in Hale Library will be redone to accommodate graduate students specifically.

- Action Items.

9. Informational Items.

a. Graduate faculty memberships approved by the Dean.

| Name | Position | Department/Program | Date |
|----------------|---------------------|---|-------------|
| Scott Barton | Assistant Professor | Interior Architecture and Industrial Design | 10/29/24 |
| Brady Brewer | Associate Professor | Agricultural Economics | 10/29/24 |
| Denver Brown | Assistant Professor | Kinesiology | 10/29/24 |
| Joshua Carr | Assistant Professor | Kinesiology | 10/29/24 |
| Raelynne Hale | Assistant Professor | Modern Languages | 11/11/24 |
| Megan Hughes | Associate Professor | Agricultural Economics | 10/29/24 |
| Arsen Iskhakov | Assistant Professor | Mechanical and Nuclear Engineering | 11/18/24 |

10. Adjournment. The Council adjourned at 4:16 pm.