

## Graduate Council Meeting Minutes

April 1, 2025 – 3:30 p.m.  
K-State Student Union, Room 227

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

### 1. Opening remarks.

Dean Petrescu welcomed and thanked everyone for joining.

**2. Approval of Minutes.** February 4, 2025 meeting. [https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2025\\_agenda\\_minutes/GC2025\\_02\\_Minutes.pdf](https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2025_agenda_minutes/GC2025_02_Minutes.pdf)

Motion: Dr. Woods made a motion to approve the minutes as written.

Second: Dr. Yucel

Vote (YES-NO-ABSTAIN): 19-0-0 motion passed

### 3. Graduate School Updates.

- a. Chairs and Co-Chairs Succession Plans
  - a. Dean Petrescu asked for committee chairs to share their experience in the role of chair, and emphasized the importance of finding a co-chair. The purpose of a co-chair is to ensure continuity, as the co-chair can step in when the chair is unavailable. Each committee plays a unique role in supporting the Graduate Council throughout the academic year. The chairs provided a brief overview on their committee's responsibilities and outlined what new members can expect serving within their respective committee.
- b. Catalog Updates for 25-26
  - a. Accelerated
  - b. The goal for the next year is to make sure that all catalogs are up to date with information on accelerated classes. Students are paying attention to which courses count for both their bachelor's and master's degrees.
  - c. Culminating Experience
    - i. The goal is to make sure the culminating experiences are listed in the description of the programs. This will be ready for an expedited approval process.
  - d. Graduate Certificates-
    - i. The Graduate school currently has approximately 49 certificate programs. The departments are asked to identify which grad certificates are connected to a master program and which are stand-alone.
- c. Day of Giving
  - a. Dr. Miller provided an event update regarding K-State's Day of Giving. The event is being held April 9, 2025. Participants are encouraged to create awareness by posting

their favorite memory or experience at K-State, particularly their graduate experience. The event aims to show support for both the college and the graduate school through posts, messages, and donations.

#### 4. Academic Affairs Committee – Hulya Dogan, Chair

- Report.
  - At the last meeting we approved members, and course changes to move forward for Graduate Council approval.
- 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 view nominations.](#)

Name	Position	Department/Program	Type	Page
Luis Felipe Barbose Braga Feitoza	Clinical Assistant Professor	Clinical Sciences	Membership	12
Isis Stancanelli Pires Chagas (Scott)	Teaching Assistant Professor	Biological and Agricultural Engineering	Membership	15
Jeeban Panthi	Teaching Assistant Professor	Civil Engineering	Membership	18
Jacob Hamilton	Assistant Professor	Architectural Engineering and Construction Science	Associate <i>Teach &amp; Serve</i>	21
Keith Miller	Professor of Practice	Educational Leadership	Associate <i>Teach &amp; Serve</i>	24
Luis Felipe Barbose Braga Feitoza	Clinical Assistant Professor	Clinical Sciences	Certification	12
Buddhapriya Chakrabarti	Professor	Physics	Certification	27
Chelsea Spencer	Research Assistant Professor	Applied Human Sciences	Certification	30

Motion: Dr. Dogan moved for approval of all memberships listed including membership, associate, and certification.



Second: no second was needed

Vote (YES-NO-ABSTAIN): 13-0-0

##### 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 - <a href="https://kstate.curriculog.com/agenda:2703/form">https://kstate.curriculog.com/agenda:2703/form</a>		
College	Course Number	Title
Engineering	CNS 628	Precast and Prestressed Concrete Construction Management
Education	EDCEP 860	Trauma and Crisis Counseling
Education	EDSP 709	Autism Spectrum Disorder
Education	EDSP 711	Characteristics of Exceptionalities
Education	EDSP 742	Intensive Interventions for Students with Emotional Disability
Education	EDSP 743	Intensive Interventions for Students with Dyscalculia and Other Math Difficulties
Education	EDSP 744	Intensive Interventions for Students with Dyslexia and Other Reading Difficulties
Education	EDSP 745	The Consulting Process in Special Education
Education	EDSP 785	Practicum I
Education	EDSP 795	Problems in Special Education
	EDSP	Practicum II

Course Changes - <a href="https://kstate.curriculog.com/agenda:2703/form">https://kstate.curriculog.com/agenda:2703/form</a>		
College	Course Number	Title
Education	800	
Education	EDSP 830	Assessment in Special Education
Education	EDSP 835	The IEP Process in Special Education
Education	EDSP 841	Interventions: Low Incidence Special Education
Education	EDSP 844	Special Education in Secondary Schools
Education	EDSP 849	Interventions: Autism Spectrum Disorders
Education	EDSP 885	Practicum in Education of Individuals with Low Incidence Special Education Needs
Agriculture	HORT 960	Environmental Plant Stress
Engineering	IMSE 625	Work Environments
Engineering	IMSE 633	Production Planning and Inventory Control
Engineering	IMSE 664	Additive Manufacturing
Engineering	IMSE 680	Quantitative Problem Solving Techniques
Engineering	IMSE 710	Transportation Logistics
Engineering	IMSE 751	Normative Theory of Decisions and Games

Course Changes - <a href="https://kstate.curriculog.com/agenda:2703/form">https://kstate.curriculog.com/agenda:2703/form</a>		
College	Course Number	Title
Engineering	IMSE 752	Multiple Criteria Decision Analysis
Engineering	IMSE 760	Stochastic Calculus Financial Engineering
Engineering	IMSE 780	Methods of Operations Research
Engineering	IMSE 785	Big Data Analytics
Engineering	IMSE 805	Management of Research and Engineering
Engineering	IMSE 810	Industrial Logistics Engineering
Engineering	IMSE 822	Advanced Engineering Economy
Engineering	IMSE 830	Applied Fuzzy Set Theory
Engineering	IMSE 841	Advanced Topics in Quality Engineering
Engineering	IMSE 842	Reliability Theory
Engineering	IMSE 850	Ergonomics (Human Factors) Engineering
Engineering	IMSE 865	Simulation of Industrial Management Systems
Engineering	IMSE 866	Applied Stochastic Processes
	IMSE	Stochastic Programming

Course Changes - <a href="https://kstate.curriculog.com/agenda:2703/form">https://kstate.curriculog.com/agenda:2703/form</a>		
College	Course Number	Title
Engineering	867	
Engineering	IMSE 868	Manufacturing Processes for Semiconductor Materials and Devices
Engineering	IMSE 871	Advanced Topics in Computer Integrated Manufacturing
Engineering	IMSE 872	Industrial Forecasting Techniques and Applications
Engineering	IMSE 873	Industrial Systems Analysis
Engineering	IMSE 881	Linear Programming
Engineering	IMSE 882	Network Flows and Graph Theory
Engineering	IMSE 884	Integer Programming and Combinatorial Optimization
Engineering	IMSE 885	Advanced Manufacturing Information Systems
Engineering	IMSE 888	Research Methods in Industrial Engineering
Engineering	IMSE 971	Industrial Queuing Processes
Engineering	IMSE 976	Scheduling Theory
Engineering	IMSE 980	Advanced Topics in Manufacturing Research
Engineering	IMSE 982	Nonlinear Programming

Course Changes - <a href="https://kstate.curriculog.com/agenda:2703/form">https://kstate.curriculog.com/agenda:2703/form</a>		
College	Course Number	Title
Engineering	IMSE 990	Advanced Topics in Operations Research
Engineering	IMSE 991	Advanced Topics in Decision Theory
Arts and Sciences	SOCWK 630	Social Work Research and Evaluation Methods
Agriculture	HORT 800	Horticultural Physiology

Motion: Dr. Dogan moved to approval all course changes are presented.

Second: No second was needed.

Vote (YES-NO-ABSTAIN): 14-0-0 motion passed

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

- Report.
  - The majority of the last meeting was spent as a working session. The committee provided feedback on student milestones.
- Action Items.
  - There are two benchmarking updates that will be completed during the April 8, 2025 meeting.

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

- Report.
- The committee will begin to look into international admissions minimum scores and how they compare to other universities.

Action Items.

- a. Graduate Handbook changes.

#### First reading:

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~~~~).

#### Rewrite of Appendix C, “Graduate Student Reinstatement Procedure”

<https://www.k-state.edu/grad/student-success/graduate-handbook/appendixc.html>

## APPENDIX C. GRADUATE STUDENT REINSTATEMENT PROCEDURE

An individual who has been denied continued enrollment may petition for reinstatement to the K-State Graduate School and readmission to the same program or admission to a different program. A Graduate Council committee hears the petition and the Dean of the Graduate School reviews the decision.

### A. Guidelines for Reinstatement

1. The petitioner must contact the Graduate Program Director of the program to which ~~she/he~~they wishes to be reinstated or admitted.

2. The petitioner must obtain the support of the graduate program to which ~~she/he~~they wishes to be reinstated or admitted.

3. The petitioner must write a letter to the Dean of the Graduate School petitioning for reinstatement.

4. The supporting graduate program must send a letter to the Dean of the Graduate School indicating their willingness to support the individual's petition for reinstatement to K-State Graduate School specifying any conditions.

5. A decision will be determined by the Dean of the Graduate School in consultation with the program. ~~Upon receipt of the letters indicated above, the Associate Dean of the Graduate School will appoint a committee and schedule a hearing with the petitioner and program representative. The Associate Dean of the Graduate School will appoint, from the membership of the Graduate Council, three committee members, including one graduate student. A member of the Graduate School staff will be selected as secretary (without vote).~~

6. Students may appeal the decision, but must do so following the procedures outlined in Appendix A."

### B. ~~Hearing~~

~~1. Prior to participation of the petitioner and program representative, the hearing will be called to order by the Associate Dean of the Graduate School who chairs the committee (without vote). The role of the committee will be presented and discussed.~~

~~2. The petitioner will then be asked to participate in the hearing. The petitioner will have the option of having a program representative present during the hearing.~~

~~3. The chair will request the petitioner to present an overview of his/her request.~~

~~4. The committee may question the petitioner to obtain information needed to help in determining the decision to support or not support the reinstatement request.~~

~~5. The petitioner will be given an opportunity to summarize his/her request. The petitioner then will be dismissed from the hearing.~~



- ~~6. The chair will invite the program representative, if not already present, to join the hearing.~~
- ~~7. The committee will ask the program representative questions regarding the program's support for the petition. The program representative will then be dismissed from the hearing.~~
- ~~-~~
- ~~8. The committee will deliberate and a motion will be made and approved either to support the petition with or without specific conditions, or not to support the petition.~~
- ~~-~~
- ~~9. The chair will submit the committee's recommendation to the Dean of the Graduate School who will make the final decision.~~
- ~~-~~
- ~~10. A decision letter will be sent to the petitioner with copies to members of the committee, department head, graduate program director and program representative.~~
- ~~-~~
- ~~11. The petitioner's letter, letter of support from the graduate program, recommendation of the committee to the Dean of the Graduate School, and the response from the Dean of the Graduate School shall be placed in a file by the hearing committee chair. This file shall be retained in the Graduate School for at least three years following the conclusion of the reinstatement hearing. Each party may, at its own expense, copy the record or any part thereof at a place and time to be determined by the Dean of the Graduate School.~~
- ~~-~~
- ~~C. Enforcement of the Graduate School's Decision~~
- ~~-~~
- ~~The Dean of the Graduate School has the authority and responsibility to enforce the decision.~~

The changes are designed to address staffing challenges during the summer months while streamlining the reinstatement process. This will help speed up admission decisions, reducing the wait time for students. Dr. Ulmer and Dean Petrescu helped clarify the approval and appeals process to ensure transparency and efficiency.

Motion: None

Second:

Vote (YES-NO-ABSTAIN):

**First reading**

## **Rewrite Chapter 6, Section D1, "Prerequisite Policy" from Student Affairs Committee Chapter 6 Graduate Council Constitution, By-Laws, and Procedures**

...

### **D. Graduate Courses**

#### **D1. Prerequisite Policy**

The administering department or program proposes, reviews, and maintains prerequisites. The prerequisites to graduate courses may be either specific courses or specific numbers of credits in pertinent subjects. Departments may choose to include the statement "Students without the prerequisite must have the permission of the instructor" at the beginning of the course descriptions in the Graduate Catalog.

The following Graduate Council Academic Area policies are incorporated in the general Graduate Council policy on prerequisites:

**Humanities:**

- ~~In disciplines that require the development of skills and the acquisition of knowledge in a set order, specific courses are normally cited as prerequisites.~~
- ~~In disciplines that regard a set order for acquiring skills and knowledge as either inadvisable or unnecessary, prerequisites may be stated in terms of class standing or a minimum number of semester hours of prior course work in a specific area.~~

**Physical and Social Sciences:**

- ~~All 600-999 courses must have course work prerequisites.~~
- ~~Courses in the 500-599 range normally have course work prerequisites as specified above. The minimum acceptable prerequisite for a 500-599 course is class standing (e.g., junior or senior). Faculty wishing to depart from the general policies set forth above must submit, in conjunction with their request for approval of the course in question, a written justification for the proposed deviation.~~

Some faculty may be unaware of prerequisite requirements for graduate courses. These prerequisites are mandatory and determined by each department or program. The policy change will ensure that each department or college is responsible for identifying and determining the prerequisites.

Recommendation from Council member for re-writing the policy in active voice:

**From:** Petitions are heard by a committee of the Graduate Council and a decision is rendered reviewed by the Dean of the Graduate School

**To:** A Graduate Council committee hears the petition and the Dean of the Graduate School reviews the decision. **(It might not be clear what "hearing" means—doesn't indicate that the committee makes the decision, and it also might not be clear what "review" means here.)**

**From:** Should the student wish to appeal the decision, they reserve the right to appeal the decision through procedures outlined in Appendix A.

**To:** If the student appeals the decision, they must do so following the procedures outlined in Appendix A. (I'm not sure about the "wish" and "reserve the right.") **Alternative:** "Students may appeal the decision, but must do so following the procedures outlined in Appendix A."

**From:** Prerequisites are proposed, reviewed, and maintained within the administering department or program.

**To:** The administering [is there a better word than "administering?"] department or program proposes, reviews, and maintains prerequisites.

Motion: None

Second:

Vote (YES-NO-ABSTAIN):

## **7. Assessment and Review Committee – Umut Yucel, Chair**

- Report.
  - The committee has been working on reviewing the APRR reports from the 2023 and 2024 academic year
- Action Items.
  - New APRR for 2025 will be complete by May 16<sup>th</sup> with feedback to the programs given. Working on enhanced APRR for the next meeting on April 15<sup>th</sup>.

## **8. Graduate Student Council – Zane Whitney, President**

- Report.
  - The president elect, Aditya Jha and the new president elect Alexa Heseltine joined us for the meeting for introduction.
  - An open forum for graduate students will be held on April 22<sup>nd</sup> from 5:00 to 5:30 PM. The Provost, along with members of the Provost Office will be talking with students about graduate student issues and concerns related to the federal government changes. From 5:30 to 6:30 PM, the Provost will host a bowling event for students downstairs. Students are required to register for the event.
- Action Items.

## **9. Informational Items.**

Student Success:

End of term is approaching. Any incomplete grades will roll to an “F”.

a. Graduate faculty memberships approved by the Dean.

<b>Name</b>	<b>Position</b>	<b>Department/Program</b>	<b>Date</b>
Ann Celliers	Assistant Professor	Clinical Sciences	3/10/2025
Buddhapriya Chakrabarti	Professor	Physics	3/10/2025
Mehmet Yavuz	Assistant Professor	Applied Human Sciences	3/10/2025

b. Non-graduate faculty appointments for teaching graduate courses approved by the Dean.

## **9. Open Discussion: Big Announcement**

Dean Petrescu announced a new scholarship, Cross the Finish Line, that will be launched soon. This scholarship will provide between \$2,000-\$5,000 to students who need assistance in crossing the finish line of their degree. The first three years will serve as a pilot program, and the application will be opening soon.

## **10. Adjournment. 4:58 PM**

