

Graduate Council Meeting Minutes

December 2, 2025 – 3:30 pm

K-State Union, Room 227

Present: A. Ahlers, C. Alexis, T. Amtoft, M. Arthaud-Day, L. Olsen, C. Craft (Grad Faculty Associate), H. Dogan, M. Elcioglu, U. Emery-McClure, T. Felderhoff, E. Geisbrecht, J. Gordon, A. Heseltine (GSC President-elect), T. Jenkins, A. Jha (GSC President), S. Joseph, S. Kavimandan, L. Larson, , M. Miller (Asst. Dir. Student Success), T.G. Nagaraja, J. Nikkel (Academic Innovation), P. Payne (Interim Dean), C. Pickens, D. Rolles, B. Schultz, A. Sheshukov, V. Trinetta, D. Walker, A. Wefald, S. Yelich-Biniecki, U. Yucel, A. Hernandez.

Absent: J. Li, T. Linnemann, M. Pakaste, S. Rishi, J. Ulmer, M. Veeman, M. Wei, L. Yang.

1. Opening Remarks.

2. Approval of Minutes. [November 4, 2025](#)

The body can approve the minutes by general (Unanimous) consent without a second. If corrections are offered, they can also be approved through general consent without a separate motion. However, if someone objects to an approval by general consent, then a second is required along with a vote.

- *The Minutes were approved by unanimous consent*

3. Graduate School Updates.

- Finished last know-how meeting on graduate certificates and best practices 12/2 at 11:30 am
- Dean Payne will be traveling to Washington D.C for the Council of Graduate Schools Annual Meeting.
- First know-how meeting in spring will be in February partnering with our graduate recruitment team. Best Practices from Graduate Student recruitment and learning how to use their expertisw and services in enrollment management.

4. Academic Affairs Committee - Hulya Dogan, Chair

- Report.
- Action Items.

Graduate Faculty Nominations. ← [Click the link to access nominations](#)

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>

Name	Position	Department/Program	Type	Page
Huyen Nguyen	Teaching Assistant Professor	School of media and communications	Membership	18
Susan Metzger	Extension Associate Professor	Communications and Agricultural Education	Membership	22

Name	Position	Department/Program	Type	Page
Clarissa Corkins	Postdoctoral research fellow, research associate	School of Human Sciences	Associate Teach	25
Stephanie Parks	Associate Director	School of Human Sciences	Associate Teach and serve	28
Rick Peterson	Professor and Extension Specialist	School of Human Sciences	Associate Serve	32
Bizhen Hu	Assistant Professor	Horticulture and Natural Resources	Certification	34
Russell Fulmer	Associate Professor	Special Education, Counseling and Student Affairs	Certification	37
MingMing Chen	Assistant Professor	Computer Science	Certification	40

*Associate member re-nomination



Motion: The Academic Affairs committee moves to approve all member nominations as presented. Coming from a committee, the motion does not require a second.
Vote (YES-NO-ABSTAIN): 21-0-0

Motion: The Academic Affairs committee moves to approve all associate member nominations as presented. Coming from a committee, the motion does not require a second.
Vote (YES-NO-ABSTAIN): 21-0-0

Motion: The Academic Affairs committee moves to approve all certification requests as presented. Coming from a committee, the motion does not require a second.
Vote (YES-NO-ABSTAIN): 21-0-0

5. 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>

Course Changes - <https://kstate.curriculog.com/agenda:2957/form>

College	Course Number	Title
Agriculture	AGRON 775	Advanced Nutrient Cycling and Fertilizer Management
Agriculture	AGRON 790	Range Management Planning
Agriculture	AGRON 800	Advanced Problem in Agronomy
Agriculture	AGRON 835	Nutrient Sources, Uptake and Cycling
Agriculture	AGRON 843	Advanced Forage Management
Agriculture	AGRON 860	Applied Plant Breeding
Agriculture	AGRON 880	Plant Molecular Biology
Agriculture	AGRON 900	Micrometeorology
Agriculture	AGRON 915	Advance Plant Genetics
Agriculture	AGRON 925	Advance Soil Genesis and Classification
Agriculture	AGRON 980	Genomic Analysis for Crop Improvement
Agriculture	ASI 600	Applied Animal Biotechnology
Agriculture	ASI 601	Endocrinology and Lactation
Agriculture	ASI 621	Dairy Cattle Management
Agriculture	ASI 749	Advanced Animal Breeding
Agriculture	ASI 802	Gametes, Embryos, and Stem cells in Farm Animals
Agriculture	ASI 820	Rumen Metabolism
Agriculture	ASI 825	Stress Physiology of Livestock
Agriculture	ASI 826	Nutritional Physiology
Agriculture	ASI 830	Neuroendocrine Physiology
Agriculture	ASI 831	Molecular Reproductive Endocrinology
Agriculture	ASI 832	Ovarian Physiology
Agriculture	ASI 835	Ovarian Phycology
Agriculture	ASI 840	Techniques in Domestic Animal Behavior
Agriculture	ASI 860	Analytical Techniques – Sample Preparation and Beginning analyses
Agriculture	ASI 861	Analytical Techniques-Mineral Analyses
Agriculture	ASI 862	Analytical Techniques-Carbohydrate and Lipid Analyses
Agriculture	ASI 863	Analytical Techniques- Radioisotope Use
Agriculture	ASI 864	Analytical Techniques-Immunoassays
Agriculture	ASI 879	Applications in Swine Nutrition
Engineering	BAE 669	Watershed Modeling

Course Changes - https://kstate.curriculog.com/agenda:2957/form		
College	Course Number	Title
Engineering	BAE 869	Advanced Watershed Modeling
Arts and Sciences	CHM 901	Graduate Seminar in Chemistry
Education	EDCI 793	Teaching Health, Movement, and Fine Arts in Elementary Schools
Health and Human Sciences	FASH 700	Foundations of Sustainability
Health and Human Sciences	FASH 770	Problem Solving for a Sustainable World
Health and Human Sciences	FASH 875	Practicum in Fashion Studies
Health and Human Sciences	FNDH 650	Practicum in Food, Nutrition, Dietetics and Health
Health and Human Sciences	FNDH 782	Topics in Food Nutrition, and Health
Arts and Sciences	GEOL 630	Sedimentology and Stratigraphy
Health and Human Sciences	HDFS 714	Program Design and Evaluation
Health and Human Sciences	HDFS 785	Family Dynamics and Intrapersonal Relationships
Health and Human Sciences	HDFS 791	Collaborating with Parents and Families
Health and Human Sciences	HDFS 801	Grant Development and Management
Health and Human Sciences	HLTSC 897	Health Sciences Capstone
Health and Human Sciences	HLTSC 980	Health Sciences Seminar
Arts and Sciences	MATH 745	Ordinary Differential Equations
Arts and Sciences	MATH 818	Introduction to Algebraic Groups I
Arts and Sciences	MC 623	Communicating in Global Markets
Business Administration	MIS 665	Business Analytics and Data Mining
Business Administration	MIS 667	Applications of Data Models in Business
Business Administration	MIS 670	Social Media Analytics and Web Mining
Business Administration	MIS 677	Senior MIS Project
Business Administration	MIS 756	Business Data Pipelines
Arts and Sciences	STAT 766	Applied Data Mining/ Machine Learning and Predictive Analytics

Motion: The Academic Affairs committee moves to approve all course changes as presented. Coming from a committee, the motion does not require a second.

Vote (YES-NO-ABSTAIN): 21-0-0

New Courses - https://kstate.curriculog.com/agenda:2958/form		
College	Course Number	Title
Agriculture	ASI 622	Dairy Cattle Management Laboratory
Health and Human Sciences	CFT 920	Advanced Research Methods in Human Sciences: SEM I
Health and Human Sciences	CFT 930	Advanced Research Methods in Human Sciences: SEM II
Education	EDCI 728	Game-Based Learning
Education	EDCI 738	Pedagogy of Game-Based Learning
Education	EDCI 748	Designing Principles of Game-Based Learning
Education	EDCI 750	Roleplaying Games in Learning and Teaching
Education	EDCI 751	Wargames in Learning and Teaching
Education	EDCI 752	Card Games in Learning and Teaching
Education	EDCI 753	Board Games in Learning and Teaching
Education	EDCI 754	Simulations in Learning and Teaching
Health and Human Sciences	HDFS 788	Families in Poverty
Health and Human Sciences	HDFS 790	Nonprofits in a Global Society
Health and Human Sciences	HDFS 798	Navigating Family Crisis, Trauma and Resilience
Health and Human Sciences	HLTSC 999	Dissertation Research
Health and Human Sciences	PFP 767	Personal Finance in the Non-Collegiate Classroom

Motion: The Academic Affairs committee moves to approve all new courses as presented. Coming from a committee, the motion does not require a second.

Vote (YES-NO-ABSTAIN): 21-0-0

Courses to Discontinue - https://kstate.curriculog.com/agenda:2959/form		
College	Course Number	Title
Agriculture	ASI 602	Equine Breeding and Genetics
Agriculture	ASI 671	Meat Selection and Utilization
Agriculture	ASI 776	Meat Industry Technology
Health and Human Sciences	FNDH 726	Nutrition and Wellness
Health and Human Sciences	FNDH 810	Advance Macronutrient Metabolism
Health and Human Sciences	FNDH 812	Advanced Micronutrient Metabolism
Health and Human Sciences	FNDH 840	Public Health Practice

Courses to Discontinue - https://kstate.curriculog.com/agenda:2959/form		
College	Course Number	Title
Health and Human Sciences	KIN 793	Internship/Public Health Physical Activity
Health and Human Sciences	KIN 840	Public Health Practice

Motion: The Academic Affairs committee moves to approve the courses to discontinue as presented. Coming from a committee, the motion does not require a second.

Vote (YES-NO-ABSTAIN): 21-0-0

Curricular Changes - https://kstate.curriculog.com/agenda:2960/form	
College	Title
Health and Human Sciences	Accelerated Event and Hospitality Management (BS)/Hospitality Administration (MS)
Health and Human Sciences	Accelerated Fashion Studies – (BS)/Fashion Studies (MS)
Education	Curriculum and Instruction (MS)
Health and Human Sciences	Health Sciences (PhD)
Health and Human Sciences	Health and Human Sciences – Couple and Family Therapy (PhD)
Health and Human Sciences	Hospitality Administration (MS)
Health and Human Sciences	Human Development and Family Science – Couple and Family Therapy (MS)
Health and Human Sciences	Human Development and Family Science – Family and Community Services (MS)
Health and Human Sciences	Human Services Administration Graduate Certificate

Motion: The Academic Affairs committee moves to approve all curricular changes as presented. Coming from a committee, the motion does not require a second.

Vote (YES-NO-ABSTAIN): 21-0-0

New Curricula - https://kstate.curriculog.com/agenda:2961/form	
College	Title
Engineering	Biomedical Engineering (MS)
Engineering	Biomedical Engineering (PhD)

Motion: The Academic Affairs committee moves to approve all new curricula as presented. Coming from a committee, the motion does not require a second.

Vote (YES-NO-ABSTAIN): 21-0-0

6. Student Affairs Committee - Lotta Larson, Chair

- Report: Last meeting was 11/11/2025
 - Policy benchmarking assignment: Graduate Student Rights and Grievance Procedures (Grad Handbook Appendix A). Particularly looking at the administrative review portion of the grievance policies.
 - in the final stages of preparing a document with recommendations for Committee on Planning.
 - Working on a new benchmarking assignment for Minimum Required Research and Credit Hours for Master's, Ed.S., and Doctoral Degrees (PhD and EdD).
- Action Items. None.

7. Committee on Planning – Jonathan Ulmer, Chair

- Report: Last meeting was 11/13/2025
 - Policy benchmark recommendations
- Action Items:

Chapter 1 C4. Visiting (non-degree seeking) student - Reading Two

CHAPTER 1: ADMISSIONS, ENROLLMENT, AND PROGRESS

C4. 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 visiting students. ~~Visiting students can enroll in one semester and take up to three (3) graduate courses that semester. Visiting students must have a bachelor's degree. If the visiting student wishes to continue to enroll in graduate coursework after that semester, and earn a graduate degree, they must make a formal application for admission into a graduate degree program and be formally admitted by the Graduate School as a degree or credential seeking student with full standing status.~~ Up to nine (9) graduate credit hours earned as a visiting student may be applied toward the a graduate degree program.*

*Must be formally admitted into a graduate program.

Motion: The Committee on Planning moves to approve Chapter 1 C4. Visiting (non-degree seeking) student - Reading Two. Coming from a committee, the motion does not require a second.
(YES-NO-ABSTAIN): 23-0-0

Chapter 2 A. Admission and General Requirements – Reading Two

2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES
A. ADMISSION AND GENERAL REQUIREMENTS

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The Graduate School recognizes three different plans for a master's or Education Specialist degree, and the graduate faculty in each academic unit may accept one or more of them. The three possibilities are:

1. Thesis option: As a part of the degree program the student will complete a thesis for 6 to 8 hours credit.
2. Report option: As a part of the degree program the student will complete a written report for 2 hours credit on research or on a problem in the major field.
3. Course work option: The student's degree program will consist of course work only, ~~but it~~ which will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the ~~committee~~ program. This option may include a culminating experience.
 - a. Culminating experience required: The graduate student works with the major professor and the supervisory committee to complete all requirements of the culminating experience.
 - b. No culminating experience required: The graduate student works with the major professor to complete all degree requirements.

Motion: The Committee on Planning moves to approve Chapter 2 A. Admission and General Requirements – Reading Two. Coming from a committee the motion does not require a second. (YES-NO-ABSTAIN): 23-0-0

Chapter 2 A.2 a.(e) - Reading Two

2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES

A. ADMISSION AND GENERAL REQUIREMENTS

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To be awarded a master's or Education Specialist degree, the student (a) must have a bachelor's degree or equivalent, (b) must not be on probation, (c) must have a cumulative grade point average (GPA) of 3.0 or higher, (d) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, ~~and~~ (e) must be enrolled during the in the semester in which the degree final exam is taken (if applicable), and (f) must be enrolled during the semester in which the degree requirements are completed.

Motion: The Committee on Planning committee moves to approve Chapter 2 A.2 a.(e) - Reading Two. Coming from a committee, the motion does not require a second. (YES-NO-ABSTAIN): 23-0-0

Chapter 2 F.3 Removal from Probation – Reading Two

2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES

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F3. Removal from Probation

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within the completion of 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing when the major professor or supervisory committee notifies the Graduate School that the student is making satisfactory progress.

Motion: The Committee on Planning moves to approve Chapter 2 F.3 Removal from Probation – Reading Two. Coming from a committee, the motion does not require a second.

(YES-NO-ABSTAIN): 23-0-0

Chapter 2 J.1 Final Examination & Chapter 2 J.3 Failure and Repetition – Reading Two

2. THE MASTER'S AND EDUCATION SPECIALIST DEGREES

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J. FINAL EXAMINATION

J1. Nature

A culminating experience may be required to earn a master's or Education Specialist degree. If a culminating experience is required, then it should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. If there is a supervisory committee, it is responsible for administering the culminating experience. The **A** majority of the Supervisory Committee members must vote in favor for the student to pass their defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report.

For students pursuing a coursework only degree, if a culminating experience is required, it may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers. Examples could include concerts, portfolios, final written or oral examinations, case studies, or whatever the program deems appropriate.

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J3. Failure and Repetition

At least 2/3 A majority of the supervisory committee members must approve the candidate's performance before the candidate is deemed to have passed the final examination for thesis, report, or culminating experience. A refusal to vote by the major professor or any member of the supervisory committee shall be recorded as a negative vote. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, with permission of ~~at least 2/3~~ a majority of the supervisory committee members, unless the Dean of the Graduate School grants an extension. A third defense is not allowed.

At least 2/3 A majority of the members of the supervisory committee must sign the final ETDR before the ballot can be processed, and the thesis or report submitted to K-REX.

Motion: The Committee on Planning moves to approve Chapter 2 J.1 Final Examination & Chapter 2 J.3 Failure and Repetition – Reading Two. Coming from a committee, the motion does not require a second.

(YES-NO-ABSTAIN): 23-0-0

Chapter 4 B.10 - Reading Two

4. GRADUATE CERTIFICATE PROGRAMS

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B. ADMISSION AND GENERAL REQUIREMENTS

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10. To be awarded a graduate certificate, the student must

~~Must have earned all the required credits in the six seven years prior to the semester in which the certificate plan is submitted,~~

- a) ~~must~~ not be on probation,
- b) ~~must~~ have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate,
- c) ~~must~~ meet all the requirements of the Graduate School and the student's certificate program,
- d) ~~must~~ be enrolled during the semester when the student applies for graduation for the certificate, ~~and~~
- e) must submit the Graduate Certificate Completion Form, and
- f) ~~must~~ provide official transcripts for any approved transfer credits. Transfer credit must be from an accredited institution. Graduate certificate programs may specify higher requirements.

Motion: The Committee on Planning moves to approve Chapter 4 B.10 - Reading Two. Coming from a committee, the motion does not require a second.

(YES-NO-ABSTAIN): 23-0-0

Chapter 5 D.5 Associate Graduate Faculty Membership – Reading Two

5. THE GRADUATE FACULTY

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D5. Associate Graduate Faculty Membership

The purpose of the Associate membership category is to permit limited Graduate Faculty membership to exceptional individuals who possess specialized training, experience, or certification required for specific teaching or supervisory committee service. Nominees for Associate membership must have a formal appointment with the nominating unit at the time of nomination. Associate members are not permitted to serve as the major professor of a supervisory committee but can serve as a co-major professor if the other co-major professor is a regular graduate faculty member. Appointment to Associate membership is for a term of five (5) years. At the end of the term, the faculty member may be re-nominated. There is no limit to the number of terms to which a faculty member may be appointed. Although the criteria are different, the nominations are submitted and evaluated following the steps outlined in Chapter 5.A3 of the Graduate Handbook, and limitations as delineated in Chapter 5.D8 apply.

Nomination to Associate membership must be initiated by the appropriate department, division, program, or equivalent unit, which must provide documentation for a combination of substantial professional expertise, publications or other scholarly contributions to the discipline, advanced training, degrees, certification, or recognized status in the relevant field. It is incumbent upon the administrative unit to describe the teaching and/or supervisory activities of the candidate and provide a rationale regarding the qualifications of the candidate to make significant and necessary contributions to the program. If the candidate is nominated for the purpose of teaching, the nominating unit is expected to provide a list of courses that the candidate will teach, along with detailed justification as to the qualifications the candidate has for teaching those courses. If the candidate is nominated for committee service, detailed justification as to the qualifications the candidate has for serving on the committee(s) must be included. In the event there is a need to change the approved teaching or advising responsibilities of the individual ~~change within the unit, a new nomination must be submitted~~ the department head should send an email with justification for the change(s) to the Dean of the Graduate School. The Dean will approve or require a new nomination. ~~Although the criteria are different, the nominations are submitted and evaluated following the steps outlined in Chapter 5.A3 of the Graduate Handbook, and limitations as delineated in Chapter 5.D8 apply.~~

Motion: The Committee on Planning moves to approve Chapter 5 D.5 Associate Graduate Faculty Membership – Reading Two. Coming from a committee, the motion does not require a second.

(YES-NO-ABSTAIN): 23-0-0

8. Assessment and Review Committee – Umut Yucel, Chair

- Report.
 - Completed Membership Suspension or Revocation (Membership and Certification, Grievance, Suspension, Revocation, Regaining Status.) Benchmarking assignment.

- Completed Expedited or Automatic Graduate Faculty Approval for Department Head/Chairs, Tenure-Track Faculty in Graduate Programs, etc.
- There are two new benchmarking assignments:
 - Transfer limits (# of credit hours) for Master’s and Ed.S. into doctoral degrees (both Ph.D. and Ed.D.)
 - Time limits for M.S., Ed.S., and doctorate (both Ph.D. and Ed.D.) completion.
- Action Items. None.

9. Graduate Student Council - Aditya Jha, President

- Report.
 - GSC continues to strengthen connections with departmental graduate student groups and student leaders across the university.
 - Successfully hosted the Graduate Student Networking Social on November 11th, which brought together students from multiple programs and supported our goal of fostering a more connected, collaborative graduate committee.
 - Additionally, they are refining the subcommittee structure and implementing a unified GroupMe channel across the university to streamline communication and engagement.
- Action Items. None.

10. Informational Items.

a. Graduate Faculty membership approved by the Dean.

Name	Position	Department/Program	Date
Bizhen Hu	Assistant Professor	Horticulture and Natural Resources	11/13/2025
Mira Jung	Assistant Professor	Art	11/13/2025
Russell Fulmer	Associate Professor	Special Education, Counseling and Student Affairs	11/13/2025
MingMing Chen	Assistant Professor	Computer Science	11/13/2025

b. Registration for 3-minute thesis competition is open.

11. Adjournment. 4:15 pm