

Minutes of the Graduate Council

March 6, 2001

As approved by the Graduate Council, April 3, 2001

Members present: A. Bennett, T. Bolton, K. Brooks, K. Carpenter, A. Cochran, M. Collinson (K. Williams, proxy), L. Davis, J. Dees, L. Freeman, L. Glasgow, K. Hughey, C. Lubbers, H. Marcoux, J. McCulloh, E. Minton, B. Montelone, B. Niehoff, C. Rice, D. Sachs, C. Shanklin, K. Shultis, J. Staver, G. Stewart, L. Thurston, R. Trewyn, D. Vruwink, M. White (C. Shanklin, proxy), K. Williams, N. Zhang

Members absent: G. Bailey, A. Barkley, A. Brightman, P. Gormely, S. Kiefer

Guests: E. Vassol

Graduate School staff present: J. Barnhart, J. Guikema, B. McGaughey

The meeting was called to order by Dean Ron Trewyn at 3:30 p.m. in Room 213, Student Union.

1. Opening Remarks.

Dean Trewyn welcomed the Council members. The Graduate Faculty Meeting scheduled for March 29 will be rescheduled. Dean Trewyn will attend the opening of the Flinthills Tallgrass Prairie exhibit at the Smithsonian in Washington, DC that day.

Workshop schedules include Best Practices in Graduate Recruitment on March 8 and Setting Expectations in Graduate School (Conflict Resolution) on April 16.

Dr. Ted Knous has been hired as the Associate Vice Provost for Technology Transfer and Research Administration. He will assume duties in April. Jim Guikema will be the Associate Vice Provost for Graduate Research as well as the Associate Dean of the Graduate School and Jerry Jaax will be the Associate Vice Provost for Research Compliance.

Jim Guikema reported on 2001: At Cross Purposes which contains survey results assessing graduate and doctoral level education and whether expectations are being met. A copy is available at the Graduate School.

2. **Minutes.** The minutes of the February 6, 2001, meeting were approved as read.

3. **Graduate School Actions and Announcements**

a. **Appointments for Graduate Faculty Membership**

Name	Department/Program
Hayder A. Rasheed	Civil Engineering

4. **Academic Affairs Committee**

1. Graduate Faculty nominations:

It was moved and seconded that the following faculty members be approved for Membership and Certification to direct doctoral students. The motion passed.

1. for MEMBERSHIP ONLY

Name	Department/Program
Lester W. Burgess	Plant Pathology
Phil A. Fay	Biology
Eva A. Horne	Biology
Walter F.O. Marasas	Plant Pathology

2. for MEMBERSHIP AND CERTIFICATION

Name	Department/Program
Katsura Asano	Biology
Brett K. Sandercock	Biology

3. for CERTIFICATION ONLY

Name	Department/Program
A. Lorena Passarelli	Biology
Carol R. Wyatt	Pathobiology

2. Program Review

The College of Architecture, Planning and Design and the College of Engineering will be reviewed by the Board of Regents in 2001. The Academic Affairs Committee is working with the colleges regarding the review.

5. Graduate Student Affairs Committee

As requested by the Graduate Council at the May 2000 meeting, Dave Vruwink presented the revised Grievance Procedures for a first reading. The procedures have undergone several revisions in committee and reviewed by the University Attorney's office. The greatest changes have been made to Section B which has consolidated all academic disputes to include grades. All written grievances are guaranteed to have a hearing. The process has been streamlined and clarified.

Following discussion, the following items need to be addressed at the next committee meeting.

- o Wording to include non-degree seeking graduate students within the grievance procedures.

- Section B.1.a - "Working Days" should be consistent with the definition from the Faculty Handbook.
 - Replace "work day" with "working day."
- Section B.2.e.(1).(a) - Need to state the length of time after the ad hoc grievance committee is established that the hearing be held. [Include in B.2.e.(1)(a) Pre-hearing procedures]

No action is required on the first reading.

6. Graduate School Committee on Planning

- . The committee presented the first reading from the *Graduate Handbook* regarding Approval to Schedule Final Examination Form with the recommendation to change "one week" to "two weeks" for the following:

Chapter 2, Section K.2, paragraph 2:

Final examinations for the master's degree should not be scheduled when the University is not in session, particularly in August. Final examinations should also be scheduled so as to give the supervisory committee at least **two weeks** to review the thesis.

and

Chapter 3, Section M, paragraph 2:

The candidate must provide a copy of the dissertation to each member of the final examining committee (see below) at least **two weeks** before the final examination.

Following discussion, it was suggested the committee reword the phrase "not in session" in Chapter 2, Section K.2., paragraph 2.

The committee presented for the second reading from the *Graduate Handbook* the following items b) - d). Each item was presented individually and discussed. A motion was made and seconded to pass each items, with an amendment to c) as noted below. Motion passed.

- a. Chapter 3 - Section H, changes to the Foreign Language Requirement to read:

Any foreign language requirement in a doctoral program is determined by the graduate faculty in that program **and they shall establish their own standards.** The specific foreign languages for a doctoral candidate are determined by the supervisory committee. In all cases where a language is required, it is understood that foreign language refers to languages other than English and that the languages required have a significant body of literature relevant to the field.

Doctoral students must meet any foreign language requirements at least seven months prior to the final examination.

Following discussion, a motion was made and seconded to amend the second reading of this item to make the change effective at the beginning of the 2001-2002 academic year. Motion carried.

- b. Chapter 3 - Section I (Minor Areas of Study) to be deleted.
- c. Incomplete Policy:

Chapter 2, Section E.3

The grade of Incomplete (I) is given in regular courses (**except for theses and directed research courses**) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the **next** semester (**Fall or Spring**) after receiving the grade (**except for theses and directed research courses**). If the student does not make up the I during the **next** semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the **next** semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

and

Chapter 3, Section E.3

The grade of Incomplete (I) is given in regular courses (**except for dissertations and directed research courses**) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the **next** semester (**Fall or Spring**) after receiving the grade (**except for dissertations and directed research courses**). If the student does not make up the I during the **next** semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the **next** semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

7. Graduate Student Council Information

Elverta Vassol was introduced as the newly elected Graduate Student Council president . Results of the election are: Sara Fisher, President-elect; Lorena Barboza, Secretary; and John Dunning, Treasurer

Hélène Marcoux expressed her appreciation to the Council members.

8. University Research and Scholarship

A copy of the Research 2000 brochure has been distributed to all faculty members. It highlights terrific growth in K-State scholarship.

Senator Roberts testified on March 5 to three committees (Appropriation, Means and Education) of the state legislature regarding the importance of research at Kansas universities, defining the unique role of the doctoral degree granting research universities, and that the State should provide monies to support for the infrastructure which cannot be funded by the federal government.

9. Other business

The *Chronicle of Higher Education* had a write-up about the collaborative, multi-institutional Family Financial Planning program.

A memo from Educational Testing Services was distributed as a caution regarding testing results from China. Exams were given to which answers had been distributed.

Council was adjourned at 4:31 p.m.