



Graduate School
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Minutes of the Graduate Council
September 5, 2006

As approved by the Graduate Council, October 3, 2006

Members present: K. Adhikari, K. Boone, S. Bossmann, T. Easton, G. Eiselein (proxy for D. Smit), J. Fallin, J. Faubion, B. Fees, D. Gruenbacher, M. Hancock, M. Herman, C. Holcomb (proxy for D. Meyer), S. Hutchinson, M. Kaff, J. Keller, K. Kershner, S. Kovar, K. Kramer, V. Krstic, T. Miller, J. Neill, D. Olds, M. O'Shea, R. Schaeffer, B. Schenck-Hamlin, S. Smethers, J.S. Smith, D. Vruwink (proxy for J. Katz), P. Wangemann, M. Zolkiewski

Members absent: K. Al-Khatib, J. Hughey, J. Nechols, C. Polson, M. Wilkerson

Graduate School staff present: S. Fox, J. Guikema, S. Schlender, C. Shanklin, R. Trewyn

Guests: E. Minton (chair, Assessment and Review Committee)

1) Opening remarks

Ron Trewyn welcomed everyone to the first Graduate Council meeting of the academic year.

Carol Shanklin reported that Kansas State University is participating in the National Research Council's Research Doctorate Program study. Email correspondence has been sent to the twenty-eight K-State graduate programs to be included in the study. Department heads, graduate program directors, and a designated faculty liaison of the participating departments are invited to an Open Forum scheduled for Monday, September 11, 2006 at 4:00 p.m. in the Landon Room at the Ramada Inn. Information about the study will be shared including: type of data to be collected from participating institutions; selected graduate programs; role of graduate faculty and selected graduate students; timeline; and data collection procedures to be used at K-State. The following is the timeline for the study:

August	Submission of K-State Taxonomy
September	Submission of Faculty List
September-October	Distribution of Institutional and Program Surveys by Mathematica
October-November	Distribution of Faculty and Student Surveys by Mathematica
December 15	Deadline for submission of all surveys

Dean Trewyn noted the following important issues in the upcoming academic year for the Graduate Council and policy committees:

Graduate Council

- National Research Council Research Doctorate Study
- Annual review of graduate students
- Removal of graduate faculty status
- Interdisciplinary courses and use of GRAD

Student Affairs

- Graduate student grievance procedures (Appendix A of the Graduate Handbook)
- Addition of administrative review prior to grievance hearing
- Enforcement of Dean’s decision (student, faculty and program implications)
- GRA/GTA grievance procedures
- Participation of committee members in final defense via video conference or through the use of technology
- ETDR ballot

Academic Affairs

- Review certificate program requirements
- GRAD Courses
- Proposed new forms and procedures for course and curriculum process

Assessment and Review

- Criteria for 7 year Board of Regents review from the qualitative component of the BOR internal document
- Structure and procedure for CARC’s Review of BOR documents
- Assessment plans for certificate programs

Committee on Planning

- Policy in response to recommendations of Bologna Task Force
- Removal of graduate faculty status
- ETDR ballot addition to Graduate Handbook
- Review of graduate handbook
- Other policy and/or procedures forwarded from other sub-committees

2) **Minutes.** The minutes of the May 2, 2006 meeting were approved as presented.

3) **Graduate School Actions and Announcements**

a) **Appointments for Graduate Faculty Membership**

Name	Position	Department/Program	Date approved by Graduate School
Chihyung Ok	Assistant Professor	Hotel, Restaurant, Institution Management and Dietetics	5/3/06
Jason Scuilla	Assistant Professor	Art	8/22/06
Joy Kozar	Assistant Professor	Apparel, Textiles & Interior Design	8/25/06
Muditha Senanayake	Assistant Professor	Apparel, Textiles & Interior Design	8/25/06
Marcus Ashlcok	Assistant Professor	Communications	8/28/06
Marne Arthaud-Day	Assistant Professor	Management	8/29/06

b) **Non-Graduate Faculty to teach Graduate Courses (Emergency Approval)**

Name	Position	Department/Program	Date approved by Graduate School
Aaron Carlstrom	Assistant Professor	Counseling & Educational Psychology	5/02/06
Michael Krysko	Assistant Professor	History	5/17/06
Morgan Morgan	Assistant Professor	History	5/17/06
Teresa Johnson	Instructor	Art	8/14/06
Joy Kozar	Assistant Professor	Apparel, Textiles & Interior Design	8/14/06
Muditha Senanayake	Assistant Professor	Apparel, Textiles & Interior Design	8/14/06
Petra Barnes	Instructor	Apparel, Textiles & Interior Design	8/16/06
Anil Gurung	Assistant Professor	Management	8/29/06

4) Academic Affair Committee

a) The Academic Affairs Committee moved that the following faculty members be approved for Graduate Faculty Membership, Membership and Certification and Certification Only. The motion passed.

i) **for MEMBERSHIP ONLY**

Jason Ackleson	Adjunct Professor	Diagnostic Med/Pathobiology
Shelie Laflin	Assistant Professor	Clinical Sciences
Kelly Lechtenberg	Adjunct Professor	Diagnostic Med/Pathobiology
Robert O'Brien	Associate Professor	Clinical Sciences
Michael Tilley	Adjunct Professor	Agronomy
Lori Wiles	Adjunct Professor	Agronomy

ii) **for MEMBERSHIP AND CERTIFICATION**

David Anderson	Professor	Clinical Sciences
Johann (Hans) Coetzee	Assistant Professor	Clinical Sciences
Robert Larson	Professor	Clinical Sciences
Christopher Lewis	Associate Professor	Electrical and Computer Engineering
Deon Van Der Merwe	Assistant Professor	Diagnostic Med/Pathobiology

ii) **for CERTIFICATION ONLY**

Judy Hughey	Associate Professor	Counseling and Educational Psychology
Christy Moran	Assistant Professor	Counseling and Educational Psychology

b) **Course and curriculum issues:** The Academic Affairs Committee moved to approve course changes and additions. The motion passed.

i) **CHANGE**

Current Course Description	Proposed Course Description
<p>CS 727. Ophthalmology. (3) I, II, S. The study of the surgery and medical diagnosis and treatment of ocular disease in animals in the setting of the veterinary medical hospital. Problem solving, differential diagnosis, diagnostic procedures, and medical and surgical therapy will be emphasized using veterinary patients. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>	<p>CS 727. Ophthalmology. (2-3) I, II, S. The study of the surgery and medical diagnosis and treatment of ocular disease in animals in the setting of the veterinary medical center. Problem solving, differential diagnosis, diagnostic procedures and medical and surgical therapy will be emphasized using veterinary patients. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>
<p>CS 739. Dermatology/Medicine. (3) I, II, S. Designed to emphasize dermatology diagnostic work-up and management of dermatologic cases. May include proper techniques for performing procedures such as skin scrapings, bacterial and fungal culturing, performing cytology, obtaining skin biopsies, ear cleaning and trichography. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>	<p>CS 739. Dermatology/Medicine. (2) I, II, S. Designed to emphasize dermatology diagnostic work-up and management of dermatologic cases. May include proper techniques for performing procedures such as skin scraping, bacterial and fungal culturing, performing cytology, obtaining skin biopsies, ear clearing and trichography. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>
<p>CS 753. Small Animal General Medicine. (3) I, II, S. The study of preventative medicine, general practice medicine, and specialty medicine. Students spend two weeks with the Pet Health Center learning the various aspects of outpatient services. One week of the rotation is spent with either dermatology, cardiology, internal medicine, oncology, or ophthalmology based on the student's preference and availability. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>	<p>CS 753. Small Animal General Medicine. (3) I, II, S. The study of preventative medicine, general practice medicine, and specialty medicine. Students spend <u>three</u> weeks with the Pet Health Center learning the various aspects of outpatient services. Pr.: Fourth-year standing in the College of Veterinary Medicine.</p>
<p>CS 890. Clinical Sciences Problems. (1) II. Advanced instruction in research topics and technologies emphasizing various clinical disciplines.</p>	<p>CS 890. Clinical Science Problems. (1-3) I, II, S. Advanced instruction in research topics and technologies, emphasizing various clinical disciplines. Pr.: D.V.M. Degree.</p>
<p>HN 735. Energy Balance. (3) I. Lifestyle, metabolic, and endocrine factors affecting energy balance and the development of obesity. Research methods to assess and apply energy balance data will also be discussed. Pr.: HN 620 or 635.</p>	<p>HN 735. Advanced Energy Balance. (3) I. Lifestyle, metabolic, and endocrine factors affecting energy balance <u>and</u> the development of obesity. Research methods to assess and apply energy balance data will also be discussed. Pr.: HN 620 or 635.</p>
<p>HN 610. Life Span Nutrition. (3) I. Physiological and environmental influences on nutritional requirements; nutritional problems and eating patterns of age groups throughout the life cycle. Pr.: BIOL 340 and HN 400.</p>	<p>HN 510. Life Span Nutrition. (3) I. Physiological and environmental influences on nutritional requirements; nutritional problems and eating patterns of age groups throughout the life cycle. Pr.: BIOL 340 and HN 400.</p>

ii) **NEW:**

CS 760. Topics in Global Veterinary Medicine. (1) II. An overview of the role of veterinarians around the world. Topics include international uses and attitudes about animals, problems the world faces pertaining to livestock production, and social tensions. One hour lecture each week. Pr.: 2nd or 3rd-year standing in the College of Veterinary Medicine.

CS 874. Clinical Pharmacokinetics. (2) I. An overview of pharmacokinetics with emphasis on practical implications for the clinician, including bioavailability, bioequivalence, residues in food of animal origin, dosage forms and regimens, therapeutic drug monitoring, drug interactions, interspecies differences, and the effect of disease on the pharmacokinetics of drugs. Two hours lecture a week.

CS 875. Advanced Pharmacokinetics. (3) II. Advanced study of the concepts and practical applications of pharmacokinetics for graduate students of veterinary clinical pharmacology, including the design and conduct of pharmacokinetic studies and the analysis and modeling of pharmacokinetic data. Two hours lecture and two hours practical per week. Pr.: CS 874.

DMP 815. Multidisciplinary Thought and Presentation. (3) I, II. Training in critical thinking, writing, and speaking for the food, veterinary, plant, health, and related sciences. With emphasis on writing, students prepare technical reports, news releases, abstracts, and commentaries. Students prepare meeting agendas and present seminars. Committed students will emerge with enhanced critical-thinking and written-presentation skills.

DMP 840. Public Health Field Experience. (3-6) I, II, S. Supervised field experience in an international, state, local, or district health agency or other appropriate health agency. May be taken more than once, but only 6 hours may be applied toward the MPH degree. Pr.: Enrollment in MPH Program. Same as HN 840.

5) Graduate Student Affairs Committee

- no report

6) Graduate School Committee on Planning

- no report

7) Graduate School Committee on Assessment and Review

Ernie Minton reported that the committee finished review of the Annual Reports of Assessments. A total of 112 annual reports were submitted; 6 graduate programs did not submit their annual reports. The reviews were done by members of the committee and feedback was provided to the programs. This year the committee will address the criteria for 7 year Board of Regents review from the qualitative component of the BOR internal document, structure and procedure for CARC's Review of BOR documents and assessment plans for certificate programs.

8) Graduate Student Council Information

David Olds (President) summarized the following Summer/Pre-Fall/Fall Activities:

- The Graduate Student Council (GSC) Leadership Retreat was held May 23, 2006. The following objectives were identified as items GSC would like to accomplish this year:
 - Strengthen communication among graduate student senate, SGA, and graduate student organizations.
 - Formalize policy & procedures manual for executive committee officer positions.
- The Graduate Student Council officers assisted the Graduate School with Graduate Student Orientation and GRA & GTA Orientation held August 16, 2006.
- A Graduate Student Council pizza party was held August 24, 2006. The GSC officers explained the council's structure, purpose, and vision. They also informed participants how and why they should be involved with GSC.
- The GSC Executive Committee meeting to be held September 5, 2006 will discuss appointments of graduate students to the Honor Council.
- The next GSC Meeting will be held, September 11, 2006, 12:00 p.m., Room 213, Student Union. Helene Marcoux, Honor Council, will be speaking. Honor Council Nominations will also be approved.
- A Graduate Student Mixer will be held September 15, 2006, 5:30 – 7:15 p.m., at the Bluemont Room, Student Union. Capitol Steps starts at 8:00 p.m. in McCain.
- GSC will represent Kansas State at the National Association of Graduate Students and Professional students held in Lincoln, Nebraska on September 16, 2006.
- The GSC Ice Cream Social will be held September 21, 2006, 12:30 p.m. – 2:00 p.m., East Side of Fairchild Hall.
- The Capitol Research Forum planning committee meeting will be held in Lawrence on October 24, 2006. The date has been set for March 15, 2007 in conjunction with the Board of Regents meeting.
- The Graduate Research Forum will tentatively be held March 2, 2007 or March 9, 2007. GSC is currently checking on availability of rooms.
- The deadline to submit for the Winter Travel Grant Period (November 1-February 28) is September 15, 2006.

9) University Research and Scholarship

- National Research Council's Research Doctorate Program Study
Dean Trewyn noted that Carol Shanklin spoke of this agenda item in the opening remarks.

- Graduate School Calendar
 Carol Shanklin noted that the Graduate School Calendar (Addendum 4, page 43) was attached to the agenda. This calendar features items co-sponsored by the Graduate School including important events such as the Electronic Thesis and Dissertation Open Forums, Graduation Deadlines Open Forum, as well as important deadlines that pertain to Graduation, Graduate Council Meetings and much more.

10) Other business

- no report

11) Caucus meetings

A short meeting was held for each caucus to decide on representation from the caucus on each of the four policy committees. (Each committee must have at least one member from each caucus.) The tables below identify the committee assignments for the 2006-7 academic year:

APPLIED NATURAL SCIENCE ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Koushik Adhikari	Human Nutrition				
Kassim Al-Khatib	Agronomy				
Jon Faubion	Grain Science and Industry				
Jim Nechols	Entomology				
J. Scott Smith	Animal Sciences and Industry				

ARTS AND HUMANITIES ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Jana Fallin	Music				
John Keller	Landscape Architecture				
Vladimir Krstic	Architecture				
Bill Schenck-Hamlin	Speech Communication, Theatre & Dance				
David Smit (Eiselein)	English				

BASIC NATURAL SCIENCE ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Stefan Bossmann	Chemistry				
Michael Herman	Biology				
Michael O'Shea	Physics				
Philine Wangemann	Anatomy & Physiology				
Melinda Wilkerson	Diagnostic Medicine/ Pathobiology				
Michal Zolkiewski	Biochemisty				

BUSINESS AND EDUCATION ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Marjorie Hancock	Elementary Education				
Ann Knackendoffel	Special Education, Counseling, and Student Affairs				
Marilyn Kaff	Special Education				
Jeff Katz (Vruwink)	Management				
Stacy Kovar	Accounting				
Teresa N. Miller	Educational Leadership				

MATHEMATICS AND ENGINEERING SCIENCES ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Todd Easton	Industrial and Manufacturing Systems Engineering				
Don Gruenbacher	Electrical and Computer Engineering				
Stacy Hutchinson	Biological and Agricultural Engineering				
Kimberly Kramer	Arch Engineering and Construction Science				
James Neill	Statistics				

SOCIAL SCIENCES ACADEMIC AREA CAUCUS

Name	Department	Academic Affairs	Student Affairs	Committee on Planning	Assessment and Review
Kris Boone	Communications				
Bronwyn Fees	Family Studies and Human Services				
Deborah Meyer (Holcomb)	Apparel, Textiles and Interior Design				
Robert Schaeffer	Sociology, Anthropology and Social Work				
Steve Smethers	Journalism and Mass Communications				

Council was adjourned at 4:40 p.m.