



Graduate School  
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Minutes of the Graduate Council  
November 7, 2006

**As approved by the Graduate Council, December 5, 2006**

**Members present:** K. Adhikari, K. Al-Khatib, K. Boone, G. Eiselein (proxy for D. Smit), J. Fallin, J. Faubion, B. Fees, D. Gruenbacher, M. Hancock, M. Herman, S. Hutchinson, A. Knackendoffel, K. Kramer, J. Neill, D. Olds, M. O'Shea, R. Schaeffer, J.S. Smith, D. Vruwink (proxy for J. Katz), M. Zolkiewski

**Members absent:** T. Easton, S. Bossmann, C. Holcomb (proxy for D. Meyer), M. Kaff, J. Keller, K. Kershner, S. Kovar, V. Krstic, D. Margolies (proxy for J. Nechols), T. Miller, C. Polson, B. Schenck-Hamlin, S. Smethers, P. Wangemann, M. Wilkerson

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

**Guests:** L. Ewanow, E. Minton (chair, Committee on Assessment and Review), D. Youngman (library liaison)

**1) Opening remarks**

Dean Trewyn recently attended the Big 12 Graduate Deans meeting. He noted that other Big 12 universities have similar concerns as K-State about graduate student health insurance. The Big 12 Graduate Deans would like to schedule their next meeting in conjunction with the Big 12 Provost meeting to discuss this issue in depth. Oklahoma State University shared that they have \$2.5 million allocated in their budget to cover GTA/GRA insurance. Another issue concerning K-State was that most of the Big 12 universities have Development Officers. K-State currently does not have a Graduate School Development Officer but is looking into the need for one. Texas Tech reported they offer financial planning master and doctorate programs; graduate assistantships are available to students who then provide financial planning guidance to other graduate students.

The September 5, 2006 minutes of the Graduate Council have been amended. On page 4, under item b) course and curriculum issues, HN ~~640~~ should be changed to HN 510 instead of HN ~~500~~ as previously written.

**2) Minutes.** The minutes of the **October 3, 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
Elizabeth Fallon	Assistant Professor	Kinesiology	09/26/06
Barry Bradford	Assistant Professor	Animal Science & Industry	10/02/06
Rupert G. Klein	Assistant Professor	Psychology	10/12/06
Debra M. Sellers	Assistant Professor	Family Studies & Human Services	10/12/06
Anne Longmuir	Assistant Professor	English	10/13/06

### 4) Academic Affairs Committee

a) The Academic Affairs Committee moved that the following faculty members be approved for Graduate Faculty Membership, Membership and Certification, Certification Only and Non-Graduate to teach Graduate Courses (one-year approval). The motion passed.

#### i) for MEMBERSHIP ONLY

Richard Allen Hesse	Associate Professor	Diagnostic Medicine/Pathobiology
Katrina M. Lewis	Assistant Professor	Interior Architecture and Product Design

#### ii) for MEMBERSHIP AND CERTIFICATION

Doina Caragea	Assistant Professor	Computing & Information Sciences
Ricardo Castano-Bernard	Assistant Professor	Mathematics
Diego Maldonado	Assistant Professor	Mathematics
Virginia Naibo	Assistant Professor	Mathematics
Xinming (Simon) Ou	Assistant Professor	Computing & Information Sciences
Doug Powell	Associate Professor	Diagnostic Medicine/Pathobiology
Kraig Roozeboom	Assistant Professor	Agronomy
Jianming Yu	Assistant Professor	Agronomy
Wenquiao Yuan	Assistant Professor	Biological and Agricultural Engineering

#### iii) for CERTIFICATION ONLY

Eric Bernard	Associate Professor	Landscape Architecture/Regional Community Planning
W. Mick Charney	Associate Professor	Architecture
Gary Coates	Professor	Architecture
Robert Condia	Professor	Architecture

Timothy Keane	Associate Professor	Landscape Architecture/Regional Community Planning
John Keller	Professor	Landscape Architecture/Regional Community Planning
Larry Lawhon	Associate Professor	Landscape Architecture/Regional Community Planning
Stephanie Rolley	Professor	Landscape Architecture/Regional Community Planning
David Seamon	Professor	Architecture
Lee Skabelund	Assistant Professor	Landscape Architecture/Regional Community Planning

iv) **Non-Graduate Faculty to teach Graduate Courses (One-year approval)**

Janet Crow	Assistant Professor	Family Studies and Human Services
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b) **Course and curriculum issues:** The Academic Affairs Committee moved to approve course and curriculum changes and additions. The motion passed.

i) **CHANGE**

<b>Current Course Description</b>	<b>Proposed Course Description</b>
<b>GEOG 610. Geography Internship.</b> (2-3) I, II. Faculty-supervised field experience, emphasizing the application of geographical topics and/or techniques. Student projects must be approved by both the on-site director and the faculty supervisor and a report must be submitted at the end of the semester. Pr: Permission of the instructor and junior standing in geography are required.	<b>GEOG 610. Geography Internship.</b> (Var.) I, II, S. Faculty-supervised field experience, emphasizing the application of geographical topics and/or techniques. Student projects must be approved by both the on-site director and the faculty supervisor, and a report must be submitted at the end of the semester. Pr.: Permission of the instructor and junior standing in geography is required.
<del><b>GEOG 905. Advanced Quantitative Methods in Geography.</b> (3) II. An examination of various multivariate statistical methods used in geographic research for spatial data analysis. Pr.: GEOG 700 or STAT 702.</del>	<b>GEOG 880. Spatial Data Analysis and Modeling.</b> (3) II. An examination of <u>statistical techniques and models for analyzing spatial data, including global and local measures of spatial association, spatial cluster analysis, spatial autoregressive and geostatistical models, and geographically weighted regression (GWR).</u> Pr.: <u>GEOG 508 and GEOG 700 or equivalents.</u>

Current Course Description	Proposed Course Description
<p><b>HN 635. Nutrition and Exercise.</b> (3) I. The interrelationships among diet, nutrition, and exercise. Topics covered include physical fitness, weight control, nutrient metabolism during exercise, and athletic performance. Pr.: HN 132 or 400; <del>KIN 250; and KIN 335.</del> <u>Cross-listed with College of Arts and Sciences; see KIN 635.</u></p>	<p><b>HN 635. Nutrition and Exercise.</b> (3) I. The interrelationships among diet, nutrition, and exercise. Topics covered include physical fitness, weight control, nutrient metabolism during exercise, and athletic performance. Pr.: HN 132 or HN 400 <u>and a grade of C or higher in KIN 310 and 335.</u> <u>Cross-listed with KIN 635.</u></p>

**Curriculum Changes – Concurrent B.S./M.S.I.E.**

**From:** Each student must enroll in at least a year of the Graduate Seminar (IMSE 892)

**To:** Each semester a student must enroll in either IMSE 015 (Undergraduate Assembly) or IMSE 892 (Graduate Seminar) and complete at least 2 semesters of IMSE 892 prior to graduation.

**RATIONALE:** Since students are considered both undergraduate and graduate students, it was unclear whether or not the student had to enroll in both IMSE 015 and IMSE 892. The faculty feel that one seminar/assembly course each semester is sufficient. Similar wording has been added to the B.S.I.E. proposed undergraduate curriculum.

**Effective Date: Spring 2007**

**From:** The number of completed undergraduate hours required to enroll in the Concurrent B.S./M.S.I.E. degree is 100.

**To:** The number of completed undergraduate hours required to enroll in the Concurrent B.S./M.S.I.E. degree is 80.

**RATIONALE:** The majority of graduate I.M.S.E. courses are offered once every 2 years. This change will allow individuals to apply for this program during their final semester as a Junior. Since the Concurrent B.S./M.S.I.E. degree typically requires an additional year of courses, the change will allow students to have at least 2 full years (senior year and graduate year) to select graduate courses to complete their Concurrent B.S./M.S.I.E. degree. Thus, students will be able to take any IMSE graduate courses that compliment their interests.

**Effective Date: Spring 2007**

**From:** The student must complete university requirements of 124 undergraduate credit hours for a Bachelor of Science degree and the KSU requirements that the Master of Science degree include a minimum of 30 additional credit hours. The students will complete 4 instead of 9 undergraduate credit hours of the advanced Industrial Engineering technical electives required by the regular B.S. degree in Industrial Engineering. The material covered in the graduate courses for the concurrent degree program will cover far more than the additional 5 credit hours of material covered in the Industrial Engineering technical electives completed by students in the B.S.I.E. degree program.

**To:** The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0.

The student must complete all B.S.I.E. undergraduate requirements with the exception that up to 9 credit hours of IMSE 600 level classes taken for graduate credit can also count toward his/her undergraduate degree requirements.

The student must complete 124 undergraduate credit hours. This will require taking some hours of unrestricted electives that must be approved by the advisor.

**RATIONALE:** We propose to change the wording of the type of hours of graduate credit that can be counted toward the completion of the undergraduate I.E. requirements. The proposed change still meet Regents and KSU requirements for undergraduate, graduate and concurrent degrees. These directions simplify the requirements for the student and provides the student with more flexibility in choosing both undergraduate IMSE electives and courses that can be used on their graduate program of study. In addition, this new wording allows for changes to the undergraduate curriculum without changing the Concurrent B.S./M.S.I.E. curriculum.

**Effective Date: Spring 2007**

**CHANGE:** The format is also changed, see the following pages.

**RATIONALE:** The new format is easier to read and understand.

**Effective Date: Spring 2007**

**OLD**  
**Concurrent B.S./M.S.I.E. Program**

**Concurrent Bachelor of Science and Master of Science Industrial Engineering Degrees**

A student that successfully completes this program will receive both a B.S.I.E. and a M.S.I.E. degree from the Industrial and Manufacturing Systems Engineering Department (IMSE). This program has both a thesis and a coursework only format.

**Admission Requirements:** A student must petition Kansas State Universities Graduate School to be admitted into this program, and:

- be seeking a B.S.I.E. degree from IMSE
- have completed at least 100 credit hours of his/her undergraduate degree
- have earned a cumulative undergraduate GPA of at least 3.25
- have a member of KSU's Graduate Faculty in the IMSE department agree to be his/her major professor (this professor can be changed in accordance of KSU's policies)
- apply for this program before receiving his/her B.S.I.E. degree

**Program Implementation:**

In order to earn both the B.S. and the M.S. degrees in Industrial Engineering through the proposed concurrent degree program, a student must earn a total of 154 credit hours. This includes 124 hours of undergraduate credit and 30 graduate credit. The requirements for both degrees in this program meets both the Kansas Board of Regents requirements of a minimum of 124 undergraduate credit hours for a Bachelor of Science degree and the KSU requirements that the Master of Science degree include a minimum of 30 additional credit hours beyond the B.S. degree. The student must complete university requirements of 124 undergraduate credit hours with at least a 2.0 GPA and 30 graduate credit hours with a graduate GPA of at least 3.0.

Students enrolled in the concurrent degree program will complete 4 instead of 9 undergraduate credit hours of the advanced Industrial Engineering technical electives required by the regular B.S. degree in Industrial Engineering. The material offered in the graduate courses for the concurrent degree program will cover far more than the additional 5 credit hours of material covered in the Industrial Engineering technical electives completed by students in the B.S.I.E. degree program.

Once a student is admitted to the concurrent B.S./M.S.I.E. degree program, he/she should consult the graduate handbook for policies and procedures for graduate degrees, which include: supervisory committee, final examination, thesis defense, etc. The student's supervisory committee must approve the program of study, which is that student's graduation requirements.

Once a student has completed all of the graduation requirements, he/she will graduate with both a B.S.I.E. and an M.S.I.E. degree in the same semester. In the event a student begins this program, but does not wish to finish, he/she must change 9 credit hours of his/her graduate classes to undergraduate credit and then he/she will receive a B.S.I.E. degree. Additionally, once the student has completed 129 credit hours the graduate committee will evaluate whether or not the student will be allowed to complete the integrated B.S./M.S.I.E. program. If the supervisory committee doesn't allow the student to complete the program, then upon completion of the B.S.I.E. requirements, the student will graduate his/her B.S.I.E. degree. In either of these two cases, the student has lost the ability to count courses toward both his/her undergraduate and graduate degrees

In the event that a student begins this program, but does not want to finish m. he/she must change his her program of study to be only the B.S.I.E. degree program and complete the requirements for that degree. Any student that graduates with the B.S.I.E. degree may not enroll in the concurrent B.S./M.S. I.E. degree program.

Effective: Fall, 2005

KANSAS STATE UNIVERSITY  
**DEPARTMENT OF INDUSTRIAL & MANUFACTURING SYSTEMS ENGINEERING**  
**Concurrent Bachelor of Science and Master of Science - INDUSTRIAL ENGINEERING**  
Program Format and Minimum Requirements\*

An entering student must be pursuing a B.S.I.E. and have at least a 3.25 GPA. The student must enroll after 100 hours have been completed, but before his/her B.S. degree is awarded.

The formats for this program are as follows. *		
	<u>Thesis</u>	<u>Course Work Only</u>
Core Courses	9	12†
Other IMSE Courses and Electives	15	18
Thesis	6	0
IE Seminar	0	0
<b>TOTAL GRADUATE CREDITS</b>	<b>30</b>	<b>30</b>

**Core Courses and Policies**

**IMSE 641 - Statistical Process Control in Manufacturing (for graduate credit)**

IMSE 666 - Operations Research III (for graduate credit)

**IMSE 811 - Advanced Production & Inventory Control**

† **IMSE 888 - Industrial Engineering Research Methods**

To graduate, a student may receive at most one C in all of the core courses (no D's or F's are allowed). This may require some students to retake core courses.

\* Actual degree requirements will be summarized on an approved plan of study. Some general guidelines include:

The student must complete all of the B.S.I.E. undergraduate requirements with the exception that up to 9 credit hours of IMSE 600 level classes taken for graduate credit can also count toward his/her undergraduate degree requirements.

The student must complete 30 graduate credit hours and 124 undergraduate credit hours.

At least 60 percent of classes must be above the 700 level.

No more than 6 hours can be taken from an outside department without prior permission.

Courses in the IMSE department must be above the 600 level.

Courses outside the department must be above the 500 level.

No more than 6 hours can be taken at the 500 level.

Continuous enrollment required.

Each student must enroll in at least a year of the Graduate Seminar (IMSE 892)

### **Concurrent B.S./M.S. Industrial Engineering Degree**

A student that successfully completes this program will receive both a B.S.I.E. and an M.S.I.E degree from the Industrial and Manufacturing Systems Engineering Department (IMSE). This program has both a thesis and a coursework only format.

**Admission Requirements:** A student must petition Kansas State University's Graduate School to be admitted into this program. The following requirements must be met before an individual can be admitted into this program.

- The student must be seeking a B.S.I.E. degree from IMSE.
- The student must have completed at least 80 credit hours of his/her undergraduate degree.
- The student's cumulative undergraduate GPA must be at least 3.25.
- The student must have a member of KSU's Graduate Faculty in the IMSE department agree to be his/her major professor (this professor can be changed in accordance to KSU's policies.)
- The student must apply for this program before receiving his/her B.S.I.E degree.

**Program Formats and Guidelines:** Since there is some overlap between undergraduate and graduate study, some graduate courses will satisfy the degree requirements for the undergraduate degree. A maximum of 9 graduate credit hours from the M.S.I.E. degree can be counted toward the B.S.I.E. degree. Some additional conditions are:

The student must complete all B.S.I.E. undergraduate requirements with the exception that up to 9 credit hours of IMSE 600 level classes taken for graduate credit can also count toward his/her undergraduate degree requirements.

- The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0.
- The student must complete all B.S.I.E. undergraduate requirements with the exception that up to 9 credit hours of IMSE 600 level classes taken for graduate credit can also count toward his/her undergraduate degree requirements.
- The student must complete 124 undergraduate credit hours. This will require taking some hours of unrestricted electives that must be approved by the advisor.
- The student must take IMSE 641 and IMSE 666 at the graduate level. (This satisfies two of the core course requirements of the M.S.I.E. degree.)
- At least 60% of the graduate credit hours on the Graduate Program of Study must be in classes at the 700 level or above. (Note that a student can take at most 4 graduate classes at the 600 level.)
- Once a student applies for this program, he/she must be continuously enrolled to complete this program. If a student is not enrolled for a fall or spring semester, this student loses the ability to count graduate credit hours toward his/her undergraduate degree.
- All students must take core course IMSE 811 and also take IMSE 888 if pursuing a coursework only option.
- No more than one C will be allowed in any of the core classes (IMSE 641, IMSE 666, IMSE 811 and IMSE 888 (for course work only students)). This may require repeating some classes.
- At most 6 hours of graduate courses can be taken from a department other than IMSE.

- A student pursuing a thesis format, must complete at least 6 credit hours of Masters Thesis (IMSE 899).

Once an individual is admitted to the concurrent B.S./M.S.I.E. degree program, the student should consult the graduate handbook for policies and procedures for graduate degrees, which include: supervisory committee, final examination, thesis defense, etc. The student's supervisory committee must approve the program of study, which is that student's graduation requirements.

Once a student has completed all of the graduation requirements, he/she will graduate with both a B.S.I.E. and an M.S.I.E. degree in the same semester. In the event that a student begins this program, but does not wish to finish it, he/she must change the nine credit hours of his/her graduate classes to undergraduate credit and then he/she will receive a B.S.I.E. degree. Once the student has completed 127 credit hours, the IMSE Graduate Committee will evaluate whether or not the student will be allowed to continue the concurrent B.S./M.S.I.E. program based upon KSU Graduate School policies. If the committee doesn't allow the student to continue with the program, then, upon completion of the B.S.I.E. requirements, the student will graduate with a B.S.I.E. degree. In either of these two cases, the student has lost the ability to count courses toward both his/her undergraduate and graduate degree requirements.

**Additional Procedures:** Each semester a student in this program must enroll in either IMSE 892 (Graduate Seminar) or IMSE 015 (Engineering Assembly). For at least one year, the student must be enrolled in IMSE 892.

KANSAS STATE UNIVERSITY  
**DEPARTMENT OF INDUSTRIAL & MANUFACTURING SYSTEMS ENGINEERING**  
**Concurrent Bachelor of Science and Master of Science - INDUSTRIAL ENGINEERING**  
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	<u>Thesis</u>	<u>Course Work Only</u>
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The student must complete 124 undergraduate credit hours. This will require taking some hours of unrestricted electives that must be approved by the advisor.

At least 60 percent of graduate courses must be above the 700 level.

No more than 6 graduate hours can be taken from an outside department without prior permission.

Graduate courses in the IMSE department must be above the 600 level.

Graduate courses outside the department must be above the 500 level.

Continuous enrollment required.

Each semester a student must enroll in either IMSE 015 or IMSE 892 and complete at least 2 semester of IMSE 892.

ii) **DROP**

**FSHS 600. Economic Status of Women.** (3) On sufficient demand. Socioeconomic factors affecting the economic roles of women. Income, wealth, discrimination, employment, household production, and attitudes as they pertain to the economic position of women in society. Pr.: Junior standing and ECON 110.

**FSHS 605. Communication Disorders and Aging.** (3) An introduction to the most common communication disorders of older persons. Appropriate service delivery models and special needs of the elderly are discussed. Pr.: Consent of instructor.

**FSHS 652. Black Families.** (2-3) I. Selected topics for understanding life styles of black families. Implications for professionals working with black children and families. Pr.: Nine hours in FSHS or other social science and junior standing.

**FSHS 770. Economics of Aging.** (3) On sufficient demand. Analysis of economic factors associated with aging; implications for individuals, society, and the economy. Pr.: Nine hours of FSHS or other social sciences.

iii) **NEW**

**ECON 688. Health Economics.** (3) I, in odd years. This course applies the tools of microeconomics to the health-care sector. It analyzes the behavior of consumers and providers of medical care, the functioning of insurance markets, and the roles of government and the private sector. International comparisons are made. Pr.: ECON 120.

**MUSIC 806. Psychology of Music.** (3) I (alternating years), S (alternating years). Acquaints students with musical acoustics, perception and cognition of music, music learning, nature and testing of musical aptitude and achievement, affective response to music, musical preference, and the functionality of music.

**MUSIC 807. History and Philosophy of Music Education.** (3) II (alternating years), S (alternating years). The study of history and philosophy of music education in the U.S.

**THTRE 865. Ethics and Professionalism in Drama Therapy.** (3) II, S. The application of ethical principles involved in the practice of drama therapy in a variety of educational and therapeutic settings. PR.: THTRE 670 or 770.

## 5) Graduate Student Affairs Committee

The committee is currently working on revising the Graduate Handbook, Appendix A, Section B Graduate Student Academic Grievance Procedures.

## 6) Graduate School Committee on Planning

- a) The Committee on Planning proposed the following items for a *second* reading; motion was seconded.

### Recommendation for Bologna Agreement:

Motion 1: Recommend that K-State Graduate School accept 3-year degrees awarded by universities in countries participating in the Bologna Agreement. Graduate programs will determine the adequacy of the undergraduate preparation when making the admission recommendation to the Graduate School.

The motion was passed.

### Recommendation for other 3-year degrees:

Motion 2: The current admission policy for other 3-year degrees will remain the same.

The motion was passed.

- b) The Committee on Planning proposed the following changes in the Graduate Handbook for a *first* reading; motion was seconded.

## Graduate Handbook, Chapter 1 - Admission to Graduate Study, Section A – Admission Procedures

Proposed changes and additions:

### A. ADMISSION PROCEDURES

~~Departments\* and interdepartmental programs in the Graduate School~~ Graduate programs have the responsibility of receiving credentials from prospective graduate students and making recommendations on admission. Correspondence regarding admission to the Graduate School should thus be addressed to the appropriate ~~department or interdepartmental~~ graduate program, which will ~~supply~~ provide application blanks information on program admission requirements and any required supplementary forms information. Applicants should complete the online application and submit the application and application fee electronically via the Graduate School website at <http://www.k-state.edu/grad>. The Graduate School will record all applications and application fees and then forward a copy of the application form to the appropriate degree program for a recommendation. The applicant should submit all required documents and credentials (i.e. official transcripts statement of objectives, references, etc.) An application should be received by the ~~to the appropriate department or interdepartmental~~ graduate program at least three months before the applicant expects to enroll. This time period may be longer for degree programs with early deadlines and for international students applying for student visas. If the applicant is uncertain which ~~department or interdepartmental~~ graduate program should receive his or her correspondence, it may be addressed to the Graduate School.

One official copy of the applicant's transcript from each college or university attended must be submitted with every application. A transcript is official only when it is sent directly from the university or college in question and bears the institution's seal. For each applicant admitted, an official transcript showing the conferral of all previous degrees must be submitted to the Graduate School. All transcripts become part of the applicant's official file and are not returned.

If the graduate faculty of a ~~department or interdepartmental~~ graduate program decide to recommend admission, the application, transcripts, and supporting materials are sent to the Graduate School for final review. If the ~~department~~ graduate program decides against admission, it notifies the applicant by letter. The decision is made as expeditiously as possible. In the event of delay, applicants are given an approximate date on which they can expect notification.

Admission to graduate study does not imply admission to candidacy for an advanced degree. For a doctoral degree, such candidacy is confirmed only upon successful completion of preliminary examinations.

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~~\* Throughout this handbook references to departments should be understood to include the Division of Biology, the School of Family Studies and Human Services, and the A. Q. Miller School of Journalism and Mass Communications.~~

Motion passed.

## **Graduate Handbook, Chapter 3 – The Doctoral Degree, Section K – Dissertation**

Proposed changes and additions:

### **K. DISSERTATION**

A dissertation is required of all candidates for the award of a doctoral degree. Its purpose is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee. A dissertation must be written in a form appropriate to the discipline. General guidelines about the format of a dissertation appear in Appendix B.

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 a successful final examination and approval of the final form of the dissertation by the examining committee, the candidate shall submit ~~three copies of the~~ an electronic dissertation to the Dean of the Graduate School at least one month prior to the commencement at which the degree is to be conferred.

Motion passed.

## Graduate Handbook, Chapter 3 - The Doctoral Degree, Section L – Final Examination

Proposed changes and additions:

### L. FINAL EXAMINATION

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. For Ed.D. candidates the outside chair will be a graduate faculty within the College of Education. The additional member serves as chairperson for the final oral examination.

The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote.

The major professor is responsible for submitting the ETDR Approval Form to the Graduate School. By submitting the signed ETDR Approval Form, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

The responsibilities of the examining committee are:

1. To examine the doctoral dissertation and to report on the Approval To Schedule Final Examination Form whether the dissertation is acceptable for review. At least three-fourths of the committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.
2. To hold a public oral examination, after the dissertation is deemed acceptable in form, at which the candidate presents and defends the dissertation; and to report the result of this examination to the Dean of the Graduate School. All members of the examining committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least three-fourths of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before he or she is deemed to have passed. A refusal to vote by the chairperson or any other member of the examining committee shall be recorded as a negative vote. With the permission of at least three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or confidential materials based on existing contract, must be received by the Graduate School

before the exam is scheduled and must be approved by the Dean of the Graduate School.

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance.

When the dissertation has been approved, the oral final examination has been passed, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

Motion passed.

## **Graduate Handbook, Appendix B – Dissertations, Theses, and Reports - Section A – General Requirements**

Proposed changes and additions:

### **A. GENERAL REQUIREMENTS**

The faculty of individual graduate programs should establish policies regarding an appropriate style and general format of dissertations, theses and reports for their students. In the absence of detailed program requirements, the supervisory committee is responsible for specifying the style and general format to be used. Specific format requirements may be found in the current Student Guide for Master's and Doctoral Candidates, ~~copies of which are available in the Graduate School~~ available on the Graduate School website.

Regardless of the style and format used, a thesis or dissertation must be sufficiently complete to allow an independent investigator to repeat or verify all of the work leading to the author's results and conclusions. In certain cases, when a manuscript prepared for publication is to be used, the terseness or page restrictions required by professional journals may prevent an author from meeting this condition with the publishable manuscript alone. In such cases, the thesis or dissertation must include additional materials that ensure independent reproducibility tables, descriptions of unproductive or unsuccessful explorations, derivations, and so forth.

An abstract, not exceeding ~~300~~ 350 words, must accompany each copy of the dissertation, thesis or report. A thesis or dissertation must also include a title page that carries the signature ~~of the~~ block listing the major professor(s).

All ~~dissertations~~, theses, and reports are to be bound in accordance with specifications for Class A binding of the Library Binding Institute. To cover the cost of binding, the student must deposit a money order made out to an approved bindery. Specific information is available in the Graduate School. The university library will forward manuscripts to the bindery.

Dissertations may be bound for personal use through Heckman Bindery. Heckman Bindery information is available on the Graduate School website.

Motion passed.

## **Graduate Handbook, Appendix B – Dissertations, Theses, and Reports - Section B – Publication**

Proposed changes and additions:

### **B. PUBLICATION**

A dissertation is an original contribution to knowledge, and it should be available to interested scholars outside of Kansas State University. After completing their doctorate, authors may publish their dissertation in any form they see fit, but the University participates in a program intended to make these works accessible to the widest possible audience.

Dissertations are microfilmed by ~~University Microfilms International~~ UMI/ProQuest, and the abstracts submitted with them are published in Dissertation Abstracts. Works so listed are available from ~~University Microfilms~~ UMI/ProQuest as on-demand publications. A publication form from ~~UMI~~ UMI/ProQuest must be completed online and turned in with the final copies. This form is available in the Graduate School submitted with the electronic dissertation.

Access to all ETDR's (electronic theses, dissertations, reports) is available through K-State Research Exchange (K-REx). The full text is available in PDF format, supplemental files are available in their native format.

Motion passed.

## Graduate Handbook, Appendix B – Dissertations, Theses, and Reports - Section C – Sequestration

Proposed changes and additions:

### C. SEQUESTRATION

The purpose of sequestration is to delay for a limited time public dissemination of patentable or otherwise proprietary or sensitive materials. Prior to the final defense, the student and his/her major professor may request that the University act to protect the student's rights concerning the dissertation, thesis, or report by temporarily sequestering the work. Approval must be obtained from the Dean of the Graduate School at least 30 days prior to graduation.

If the dissertation, thesis, or report does not contain material believed to be patentable, the student's major professor should send a request of sequestration directly to the Dean of the Graduate School. If the dissertation, thesis, or report does contain material believed to be patentable, the student's major professor notifies the University Patent Advisory Committee. The chairperson of the University Patent Advisory Committee notifies the major professor of the committee's decision. The major professor sends a letter to the Graduate School requesting sequestration.

If approved by the Dean of the Graduate School, the Graduate School defers ~~submitting the abstract for microfilming and places all of the required copies~~ electronic submission of the dissertation, thesis, or report, ~~in a secure location in the Graduate School during the period of sequestration.~~ In place of electronic submission, a disk or CD of the PDF file(s) ~~electronic dissertation, thesis or report~~ is submitted to the Graduate School. The disk or CD is stored in a secure location in the Graduate School during the period of sequestration. However, this procedure involves no delay in the conferral of the degree. The student whose dissertation, thesis, or report has been approved for sequestration still deposits with the Graduate School the normal fees for graduation. These fees cover the cost of microfilming by ~~University Microfilms/Proquest~~ UMI/ProQuest, if applicable, at the time of degree completion.

Sequestration is normally limited to four years. Nevertheless, under compelling circumstances that require continued protection, the Dean of the Graduate School may approve further sequestration at the student's or major professor's request on a year-by-year basis for an additional three years.

If the request for sequestration is approved, the Graduate School provides the student a preliminary receipt for the required ~~copies~~ disk or CD after ~~it is they are~~ submitted. After the sequestering period, Graduate School provides the student and major professor a receipt indicating the ~~three copies or ETDR file(s) have been delivered to the University Archives~~ made available through K-State Research Exchange and submitted to UMI/ProQuest.

As long as the ~~copies~~ disks or CD remain in the secure location within the Graduate School, access to them may be obtained only with the student's and major professor's written permission authorizing the type of access. On each occasion when the document is reviewed, it will not leave the Graduate School and the user must sign a form on the same day on which he or she uses them indicating he/she had access to the document.

At the end of the sequestration period, the University has the right to disseminate information from

the dissertation, thesis, or report as an original contribution to knowledge. For the dissertation, publication normally will be accomplished by electronically submitting the work to ~~University Microfilms/Proquest~~ UMI/ProQuest for microfilming.

Motion passed.

## **7) Graduate School Committee on Assessment and Review**

Ernie Minton (chair) reported the committee is currently reviewing the MS and PhD assessment plans for Security Studies. Certificate programs should have received a memo from the Provost in regard to submitting certificate program assessment plans. The deadline for submission of assessment plans for certificate programs is March 1, 2007. The Office Planning and Analysis is available for assistance in preparing certificate program assessment plans. A subcommittee of the Committee on Assessment and Review has been established to facilitate the process of program review.

## **8) Graduate Student Council Information**

David Olds (President) summarized the following Graduate Student Council activities:

- The Graduate Student Council will be hosting the following professional development seminars for graduate students in the K-State Student Union from 4:00-6:00 pm on the following dates:

Thursday, November 30, 2006, Vita Writing - Big 12 room

Thursday, January 25, 2007, Academic Interviews - Room 213

Thursday, February 8, 2007, Professional Interviews - Big 12 Room

Thursday, February 22, 2007, Research Interests - Big 12 Room

Thursday, March 8, 2007, Conflict Resolution - Big 12 Room

- Abstracts for Graduate Research Forum and Capitol Research Summit are due Friday, January 26, 2007.
- The Graduate Research Forum will be held in the K-State Student Union on Friday, March 2, 2007.
- The Topeka Capitol Research Summit will be held in Topeka on Thursday, March 15, 2007.

## **9) University Research and Scholarship**

- National Research Council's Research Doctorate Program Study

The Graduate School will submit the faculty and student list to Mathematica on November 10, 2006. After receipt of these lists, Mathematica will send core faculty a survey to complete. These surveys will be due January 15, 2007. The Graduate School encourages core faculty to submit their electronic vita (PDF format) to Mathematica in addition to the survey.

## **10) Other business**

Council was adjourned at 4:45 p.m.