



Graduate School
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Minutes of the Graduate Council
 April 3, 2007

As approved by the Graduate Council, May 1, 2007

Members present: K. Al-Khatib, K. Boone, T. Easton, J. Faubion, B. Fees, D. Gruenbacher, M. Hancock, S. Hutchinson, J. Katz, J. Keller, K. Kershner, S. Kovar, K. Kramer, D. Meyer-Brosdahl, T. Miller, J. Neill, D. Olds, M. O'Shea, R. Schaeffer, D. Smit, J.S. Smith, M. Zolkiewski

Members absent: K. Adhikari, S. Bossmann, J. Fallin, M. Herman, M. Kaff, A. Knackendoffel, V. Krstic, D. Margolies (proxy for J. Nechols), B. Schenck-Hamlin, S. Smethers, P. Wangemann, M. Wilkerson

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

1) Opening remarks

K-State recently hosted the Big 12 Deans meeting. At this meeting, student health insurance was again a large concern. There was interest within the group to consider the possibility of combining university insurance policies within the Big 12 in hopes to offer a better policy to graduate students. The deans will work with their business officers to explore the feasibility of this option.

2) Minutes. The minutes of the March 6, 2007 meeting were approved as presented.

3) Graduate School Actions and Announcements

a) Appointments for Graduate Faculty Membership

			Date approved
Name	Position	Department/Program by Graduate School	
Terry Houser	Assistant Professor	Animal Sciences & Industry	3/08/07

4) Academic Affairs Committee

a) A motion was made and seconded to approve the following faculty members for Graduate Faculty Membership Only and Certification Only. The motion passed.

i) for MEMBERSHIP ONLY

Buddi Lamsal	Research Asst. Prof.	Grain Science & Industry (18)
Dorith Rotenberg	Research Asst. Prof.	Plant Pathology (19)
Dan Wilcox	Adjunct Professor	Special Education, Counseling and Student Affairs (20)

ii) for CERTIFICATION ONLY

Ronette Gehring	Assistant Professor	Clinical Sciences (21)
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b) **Course and curriculum issues:** A motion was made and seconded to approve the following course and curriculum changes and additions. The motion passed.

i) **CHANGE**

Current Course Description	Proposed Course Description
<p>AGRON 610. Biotechnology. (3). H, in odd years. The use of biotechnology and molecular genetic approaches in plant and animal sciences. Emphasis is on the use of molecular techniques for plant and animal improvement. Three hours lec. a week. Pr.: ASI 500. Cross-referenced as PLPTH 610.</p>	<p>AGRON 610. Biotechnology. (3) <u>I.</u> The use of biotechnology and molecular genetic approaches in plant and animal sciences. Emphasis is on the use of molecular techniques for plant and animal improvement. Three hours lec. per week. Pr.: ASI 500. <u>Same as PLPTH 610.</u></p>
<p>PLPTH 610. Biotechnology. (3) H, in odd years. The use of biotechnology and molecular genetic approaches in plant and animal sciences. Emphasis is on the use of molecular techniques for plant and animal improvement. Three hours lecture per week. Pr.: ASI 500. Cross-referenced as AGRON 610.</p>	<p>PLPTH 610. Biotechnology. (3) <u>I.</u> The use of biotechnology and molecular genetic approaches in plant and animal sciences. Emphasis is on the use of molecular techniques for plant and animal improvement. Three hours lec. per week. Pr.: ASI 500. <u>Same as AGRON 610.</u></p>
<p>ARCH 604. Topics in History of the Designed Environment. (3) I, II. For the concentrated study of a particular period or subject in the history of the built environment. Seminars, readings, discussions, and projects. May be taken by majors in the College of Architecture, Planning, and Design for a total of 12 hours credit. Three hours rec. a week. Pr.: ARCH 350 or approval of instructor.</p>	<p>ARCH 700. Topics in History of the Designed Environment. (3) I, II. <u>Seminar on topics involving specific periods or subjects in the history of the built environment. May be repeated with credit for different topics. Pr.: ARCH 350 or M. S. ARCH standing</u></p>
<p>ARCH 670. History of American Architecture and Allied Design I. (3) I. The history of American architecture, including some aspects of interior architecture, urban planning, landscape architecture, and preservation. This course investigates how the built forms of various colonial settlers in America responded to a new environment and, consequently, how a distinct American culture eventually took shape by the end of the 1800s. Pr.: ENVD 250 and 251 or approval of instructor.</p>	<p>ARCH 770. History of American Architecture and Allied Design I. (3) I, II. The history of American architecture including aspects of interior architecture, landscape architecture, urban planning, and preservation. This course investigates how the built forms of various colonial settlers in America responded to a new environment and how a distinctive American culture eventually took shape by the end of the 1800s. Pr.: <u>ARCH 350 or M.S. ARCH standing.</u></p>

Current Course Description	Proposed Course Description
<p>ARCH 671. History of American Architecture and Allied Design II. (3) I. The history of American architecture, including some aspects of interior architecture, urban planning, landscape architecture, and preservation. This course surveys those distinctly American styles of design which originated in the late 1800s and traces their impact on world architecture and how outside influences shaped American design from that time period up to the present. Particular emphasis is placed upon the interplay of formal and functional concerns in architectural design. Pr.: ENVD 250 and 251 or approval of instructor.</p>	<p>ARCH 771. History of American Architecture and Allied Design II. (3) I, II. The history of American architecture including some aspects of interior architecture, urban planning, landscape architecture, and preservation. This course surveys those distinctively American styles of design which originated in the late 1800s and traces their impact on world architecture and how outside influences shaped American design from that time period up to present. Emphasis is placed upon the interplay of formal and functional concerns in architectural design. Pr.: <u>ARCH 350 or M. S. ARCH standing.</u></p>
<p>ARCH 680. Development Analysis. (3) I, II. An examination of various development characteristics and components and their crucial interactive nature which leads toward success or failure of building and land developments. Development factors investigated include: market analysis, location uses and users, cost/benefits, nonmonetary benefits, financial returns expected and needed, financial incentives for investors, and feedback into the design process. Pr.: Admission to the professional program.</p>	<p>ARCH 780. Development Analysis. (3) I, II. An examination of various development characteristics and components and their crucial interactive nature which leads toward success or failure of building and land developments. Development factors investigated include: market analysis, location uses and users, cost/benefits, nonmonetary benefits, financial returns expected and needed, financial incentives for investors, and feedback into the design process.</p>
<p>ARCH 704. Environmental Seminar. (Var.) I, II. Environmental systems related to human perception, reaction, and behavior. Pr.: Senior standing.</p>	<p>ARCH 704. Topics in Environment and Behavior. (3) I, II. <u>Seminar on topics in human behavior as it relates to physical environments. May be repeated for credit with different topics.</u> Pr.: <u>ARCH 304 or IAPD 320 or LAR 320 or M. S. ARCH standing or junior standing if outside CAPD.</u></p>
<p>ARCH 710. Topics in Architectural Design Methods. (3) I, II. Intensive review of selected design methodologies, including systematic and computer-based approaches to problem definition and project design; emphasis upon the comparative evaluation of problem-solving strategies within the architectural design process.</p>	<p>ARCH 711. Topics in Architectural Design Methods. (3) I, II. Intensive review of selected design methodologies, including systematic and computer-based approaches to problem definition and project design; emphasis upon the comparative evaluation of problem-solving strategies within the architectural design process. <u>May be repeated for credit with different topics.</u> Pr.: <u>Arch 304 or IAPD 320 or LAR 320 or M. S. ARCH standing or Junior standing if outside CAPD.</u></p>

Current Course Description	Proposed Course Description
<p>ARCH 716. Environmental Systems in Architecture. (3) I, II. Study of site-specific microenvironmental systems and the designed microenvironment about buildings. Exploration of their interaction and manipulation to meet human comfort requirements and achieve resource-efficient site and building design. Pr.: ARCH 413 and 403, or graduate standing.</p>	<p>ARCH 716. <u>Topics in Environmental Systems in Architecture.</u> (3) I, II. <u>A concentrated study of a particular subject related to the environmental systems of the built environment. May be repeated for credit with different topics. Pr.: ARCH 413 or M.S. ARCH standing.</u></p>
<p>ARCH 735. Topics in Building Construction Systems in Architecture. (1-4) I, II. Advanced study of the relationship of conceptual and/or technological factors of building construction to architecture. Pr.: ARCH 434; or graduate standing and consent of instructor.</p>	<p>ARCH 735. <u>Topics in Building Construction Systems in Architecture.</u> (1-4) I, II. Advanced study of the relationship of conceptual and/or technological factors of building construction to architecture. <u>May be repeated for credit with different topics. Pr.: ARCH 433. or M.S. ARCH standing.</u></p>
<p>ARCH 752. Structural Systems in Architecture V. (Var.) I, II. Study of the relationship of conceptual and/or technological factors of structure to architectural design in more depth, or in a broader context of form-determining interactions than that presented in ARCH 452 and ARCH 453. Pr.: ARCH 453.</p>	<p>ARCH 752. <u>Topics in Structural Systems in Architecture.</u> (3) I, II. Study of the relationship of conceptual and/or technological factors of structure to architectural design. <u>May be repeated for credit with different topics. Pr.: ARCH 453 or M.S. ARCH standing.</u></p>
<p>ARCH 820. Environment and Behavior. (3) I, II. An introductory course investigating the relationship between human behavior and the design of the physical environment, identifying those basic psychological and social concepts which influence and are influenced by the built environment.</p>	<p>ARCH 820. <u>Environment and Behavior.</u> (3) I, II. <u>Investigates the relationship between human behavior and design of the physical environment. Includes identification of psychological, social, cultural factors which influence and are influenced by the built environment. Emphasizes applying this knowledge in design. Three hour seminar per week.</u></p>
<p>ARCH 805. Project Programming. (2) I, II. Development of an architectural program for ARCH 807. Identify evaluation criteria and prepare statement of objectives; perform appropriate research and analysis; and create programming document. Pr.: ARCH 650; ARCH 606 or ARCH 505/506.</p>	<p>ARCH 805. <u>Project Programming.</u> (2) I, II. Development of an architectural program for ARCH 807. Identify evaluation criteria and prepare statement of objectives; perform appropriate research and analysis; and create programming document. Pr.: ARCH 650; <u>either ARCH 606 or ARCH 507.</u></p>

Current Course Description	Proposed Course Description
<p>ARCH 806. Architectural Design Studio VII. (5) I, II. Integration of the physiological, psychological, and sociological parameters in the design of environments. Analysis, programming, and planning problems, increased complexity of function and space definition systems. Relating environmental technology to total design. Twelve hours studio a week. Pr.: either ARCH 505 and ARCH 506 or ARCH 606; not more than one D in an architectural design course; ARCH 434, ARCH 453 and ARCH 515.</p>	<p>ARCH 806. Architectural Design Studio VII. (5) I, II. Integration of the physiological, psychological, and sociological parameters in the design of environments. Analysis, programming, and planning problems, increased complexity of function and space definition systems. Relating environmental technology to total design. Twelve hours studio a week. Pr.: either ARCH <u>507</u> or ARCH 606; not more than one D in an architectural design course; ARCH 434, ARCH 453 and ARCH 515.</p>
<p>EDSP 850. The Consulting Process in Special Education. (3) H, S. A course to prepare special education teachers with skills for consulting effectively with classroom teachers, related services personnel, administrators, and parents about curriculum and program alternatives for exceptional children. Emphasis is upon developing collaborative consultation processes through communication, cooperation and coordination techniques. Pr.: EDSP 323 or 324 or 500, and EDSP 750 or 842 or 843 or 847 or 848.</p>	<p>EDSP <u>745</u>. The Consulting Process in Special Education. (3) <u>S</u>. A course to prepare special education teachers with skills for consulting effectively with classroom teachers, related services personnel, administrators, and parents about curriculum and program alternatives for exceptional children. Emphasis is upon developing collaborative consultation processes through communication, cooperation, and coordination techniques. Pr.: EDSP 323 or 324 or 500, and <u>EDSP 742 or 743.</u></p>
<p>EDCEP 819. Survey Research. (3) I. Evaluation, interpretation, use, and production of survey research in education. Pr.: EDCEP 816 and 817.</p>	<p>EDCEP 819. Survey Research. (3) I, <u>in even numbered years</u>. Evaluation, interpretation, use, and production of survey research in education. Pr: EDCEP 816 and 817.</p>
<p>CHE 682. Surface Phenomena. (2) I, H, S. Principles and application of interfacial phenomena, including capillarity, colloids, porosity, adsorption, and catalysis. Two hours rec. a week. Pr.: CHE 520.</p>	<p>CHE 682. Surface Phenomena. (3) I, <u>in odd numbered years</u>. Principles and applications of interfacial phenomena, including capillarity, colloids, porosity, adsorption, and catalysis. <u>Three</u> hours rec. a week. Pr.: CHE 520, <u>CHM 585, ME 513, or PHYS 664.</u></p>
<p>CE 760. Environmental Engineering Seminar. (0). I, II. Discussion of current advances in research and practice of environmental engineering. One hour seminar biweekly. Pr. None.</p>	<p>CE 760. Environmental Engineering Seminar. (0). I, II. Discussion of current advances in research and practice of environmental engineering. One hour seminar biweekly. Pr. None. <u>Cross-listed with BAE 760.</u></p>

Current Curriculum Description	Proposed Curriculum Description
<p>Students are normally admitted to Master of Architecture program as undergraduate students in the College of Architecture Planning and Design (CAPD); they then apply for admission to the graduate school in their fifth semester. Information for prospective CAPD students is available in the Undergraduate Catalog and the college website.</p>	<p>Students are normally admitted to Master of Architecture program as undergraduate students in the College of Architecture Planning and Design (CAPD); they then apply for admission to the graduate school in their fifth semester. <u>Applicants to the graduate school for the M. ARCH degree must have completed ENG 200 for regular admission. Those who have not completed ENG 200 will be admitted provisionally and cannot take courses for graduate credit until they make up the deficiency.</u> Information for prospective CAPD students is available in the Undergraduate Catalog and the college website.</p>

The following curriculum change was tabled for the May 1, 2007 meeting. At this meeting, College of Veterinary Medicine representative(s) will be asked to justify this request.

Current Curriculum Description	Proposed Curriculum Description
<p>For the Veterinary Biomedical Sciences Master of Science degree, applicants must complete a minimum of 30 hours of credit, which includes 6-8 hours of research credit.</p>	<p>For the Veterinary Biomedical Sciences Master of Science degree, applicants must complete a minimum of 30 hours of credit, which includes 6-<u>12</u> hours of research credit.</p> <p><i>RATIONALE: To be consistent with national trends towards fewer courses and more research experience for MS thesis option degrees.</i></p>

ii) **NEW**

CHE 670. Sustainability Seminar. (1) I, II, S. Topics in environmental sustainability, green engineering, life cycle analysis, sustainable development, and sustainability science. Pr.: CHM 230.

CIS 751. Computer and Information Security. (3) I. A comprehensive coverage of computer and information security. Basic cryptography, access control, authentication, authorization, network security, software security, and social aspects of security. The lectures discuss when and where things can go wrong and how design flaws in a system can be exploited to compromise security. Common attack techniques are introduced, and students have the opportunity to work on course projects that cover both the defense and offense aspects in cyber space. Pr.: CIS 450 or 520.

IMSE 760. Stochastic Calculus Financial Engineering. (3). I. This course will serve as an introduction to the basic concepts and computing techniques of financial engineering and its real-life applications. These basics can be applied in many other aspects of Industrial Engineering used throughout stochastic processes, probability theory, system simulation, portfolio/risk management, and supply chain optimization.

Pr.: CIS 209 or equivalent, IMSE 530, and IMSE 660.

CHE 656. Polymer Science and Engineering. (3) I, in even numbered years. An introduction to polymeric materials, including chemistry, structure and formation; physical states and transitions; and, basic physical and mechanical properties. Three hours rec. a week. Pr.: CHM 531.

iii) **DROP**

ATM 651. Grain and Forage Handling Systems. (3) I. Principles of grain and forage conditioning and storage. Structures and equipment for quality preservation. Two hours rec. and three hours lab a week. Pr.: ATM 160 or PHYS 113 or 115 and senior standing.

5) Graduate Student Affairs Committee

- Report from Faculty Affairs Committee on Graduate Council's Motion to Faculty Affairs Committee of Faculty Senate:

The Graduate Council requests clarification and consideration that graduate students appointed as graduate teaching assistants, graduate research assistants, and graduate assistants be considered faculty for purpose of Appendix G.

J. Scott Smith, chair met with Betsy Cauble, chair of the Faculty Senate Academic Affairs committee concerning the above motion. Faculty Senate Academic Affairs will not consider graduate assistants as faculty for the purpose of Appendix G because they feel it is an inappropriate procedure for graduate students. The Faculty Senate Academic Affairs committee and the Graduate Council Student Affairs committee feel it is important to establish a procedure to ensure due process for graduate student employment. The Graduate Council agreed. The Graduate Council Student Affairs committee will begin creating an employment grievance procedure for graduate teaching assistants, graduate research assistants, and graduate assistants. The procedure will be mandated at the college level and will be published in the Graduate Handbook and the Faculty Handbook.

6) Graduate School Committee on Planning

On behalf of the Committee on Planning, Dave Smit, chair proposed the following changes to the Graduate Handbook for a **second** reading. The motion passed.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section D – Courses, D.5 - Courses Applied Toward Two Degrees**

No graduate student may use credit from the same course in meeting the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/graduate certificate programs approved by the Graduate Council.

Transferring graduate credit

- a. Students who take two master's degrees may apply up to six hours of graduate credit from the first degree to the program of the second.

- b. Students who wish to earn a master's degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master's degree.

Master's Students in the College of Veterinary Medicine

- a. A maximum of 12 graduate credit hours may be granted a student with a bachelor's degree while enrolled in the College of Veterinary Medicine;
- b. A maximum of 12 graduate credits hours may be granted to a student without a bachelor's degree while enrolled in the College of Veterinary Medicine; however, the MS degree must be awarded concurrently with the DVM degree;
- b. c. A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of other colleges of veterinary medicine;
- e. d. For a master's degree, a minimum of one summer school enrollment or the equivalent in the Graduate School, for at least 8 hours of graduate credit, is required, and preferably a student should have 2 summer school enrollments or the equivalent in the Graduate School.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section G - Dismissal and Reinstatement - G.2 Reinstatement**

A degree or non-degree seeking student who has been denied continued enrollment may petition for reinstatement to the same curriculum or for admission to a different one. Petitions for readmission are heard and decided by a ~~standing~~ Readmission Committee appointed by the Dean from the Student Affairs Committee.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the reinstated student must satisfy condition described in F.3 for removal from probation.

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section I – Theses and Reports - I.2 Copies**

The candidate must provide a copy of the thesis or report to each member of the supervisory committee and all members of the committee must certify that they have received acceptable copies of the thesis or report before a final examination can be scheduled. A copy of the thesis or report must also be available at the examination.

Following a successful final examination, the candidate must provide an electronic copy ~~three~~ copies of the thesis or report to the Graduate School, ~~two~~ of which will be deposited with the University Libraries. Theses and reports submitted to the Graduate School must be in final and acceptable form, incorporating any revisions required by the supervisory committee. These final electronic copies copy must also conform to the stylistic guidelines adopted by the academic unit and to the physical requirements established by the Graduate School. (Effective Fall 2007)

- **Second reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section J – Final Examination - J.2 Scheduling**

In the case of a candidate writing a thesis or report, the examination cannot be scheduled until the supervisory committee certifies that a satisfactory copy of the thesis or report has been presented. The candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the thesis or report is satisfactory. When the examination has been scheduled, the Graduate School will send ~~the ballot~~ a final examination ballot and an ETDR ballot to the major professor and notify in writing all members of the committee regarding the time and place.

Final examinations should also be scheduled so as to give the supervisory committee at least two weeks to review the thesis.

- **Second reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section G - Dismissal and Reinstatement - G.2 Reinstatement**

A student who has been denied continued enrollment may petition for reinstatement to the same curriculum or for admission to a different one. Petitions for readmission are heard and decided by a ~~standing~~ Readmission Committee appointed by the Dean from the Student Affairs Committee.

Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the reinstated student must satisfy condition described in F.3 for removal from probation.

- **Second reading. Changes to the Graduate Handbook, Chapter 4, Graduate Certificate Programs, Section B - Admission and General Requirements - B.4-B.8**

B.4 The minimum grade requirements for certificate programs are the same as those for graduate degrees. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

B.5 A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses for the approved list of courses in the certificate program.

An approved list of courses must be on file in the Graduate School at the time the retake request is submitted. If the course is retaken by the direction of the certificate program coordinator, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.

B.6 Students dismissed from a Graduate Certificate Program must petition for readmission. For the reinstatement procedure refer to Chapter 2, Section G, G.2 or Chapter 3, Section G, G.2.

B.57 Graduate School residence requirements and the requirements for a comprehensive final examination do not automatically apply to certificate programs, but individual certificate programs may include them if appropriate.

B.8 To be awarded a graduate certificate, the student (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, and (d) must be enrolled during the semester in which the certificate requirements are completed. Certificate programs may specify higher requirements.

- **Second reading. Changes to the Graduate Handbook, Appendix A, Section B - Graduate Student Academic Grievance Procedures**

This item was tabled pending minor changes. It will be on the May 1, 2007 Agenda for second and final reading.

On behalf of the Committee on Planning, Dave Smit, chair proposed the following changes to the Graduate Handbook for a first reading. The motion was seconded.

- **First reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section A - Admission and General Requirements**

To gain admission to a Master's program, the student must be approved for admission both by the graduate faculty of the department or interdepartmental program and by the Graduate School. A minimum of thirty semester hours of graduate credit is required for a master's degree, but some academic units may require more.

The Graduate School recognizes three different plans for a master's 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 will include evidence of advanced work, such as term papers, objects of art, music, or designs, as determined by the committee.

Not all master's programs offer all three options, and a student may not select a plan that has not been approved by the graduate faculty of the program in which he or she is enrolled.

All master's candidates must pass a final oral examination, a comprehensive written examination or both as determined by the academic program.

To be awarded a master's degree, the student (a) must have a bachelor's degree or equivalent (ab) must not be on probation, (bc) must have a cumulative grade point average (GPA) of 3.0 or higher, (cd) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (de) must be enrolled during the semester in which the degree requirements are completed.

- **First reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section E - Grade Requirements - E.4. Retake Policy**

E.4. Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

- **First reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section E - Grade Requirements - E.4. Retake Policy**

E.4. Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

- **First reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section F - Inactive Status and Probation - F.3. Removal from Probation**

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. ~~Normally, † This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students. If the student received less than 3.0 in a course listed on the program of study, the student's major professor and the student's supervisory committee may require that the student retake the course. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted.~~

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

- **First reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section F - Inactive Status and Probation - F.3. Removal from Probation**

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. ~~Normally, † This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students. If the student received less than 3.0 in a course listed on the program of study, the student's major professor and the student's supervisory committee may require that the student retake the course. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade. A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted.~~

Students placed on probation after recommendation by the major professor or supervisory committee may be restored to good standing only following the notification by the major professor and supervisory committee that the students are making satisfactory progress.

- **First reading. Changes to the Graduate Handbook, Chapter 2, The Master's Degree, Section J - Final Examination - J.1 Nature**

J.1 Nature

~~A final oral examination or a comprehensive written examination or both shall be required for a master's degree. The examination will be administered after the student has completed the program of study and other requirements or in the term in which the candidate intends to complete them. Examinations may take the form of a defense of the thesis or report, an interpretation of other scholarly work, or a test of the student's understanding of the field. The academic unit determines the format of the examination, the supervisory committee is responsible for its administration, and the major professor is responsible for returning the signed ballot to the Graduate School.~~

~~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.~~

~~In most circumstances, final oral examinations will be given on the Manhattan campus. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. Copies of the questions for all final written examinations must be filed with the academic unit and made available on request to any graduate faculty member for a period of one year following the examination.~~

A culminating experience is required to earn a master's degree. The culminating experience 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. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her 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, the experience 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.

7) Graduate School Committee on Assessment and Review

Ernie Minton, chair, reported that a majority of the assessment reports that were due March 1, 2007 have been submitted. The committee has begun reviewing these reports. The committee hopes in the near future to align the submission of assessment reports with the Board of Regent reviews in hopes to give programs a better chance to effectively complete reports as well as give the reviewers a chance to more thoroughly review the reports and offer feedback.

8) Graduate Student Council Information

Dave Olds, president, summarized the following Graduate Student Council (GSC) activities:

- The following is a list of Graduate Student Council accomplishments for the 2007 – 2008 academic year:
 - Assisted with Fall and Spring Graduate Student Orientation.
 - Co-hosted the first Graduate Student Mixer w/ Friends of McCain.
 - Held the 12th Annual Graduate Research Forum.
 - Participated in the 4th Annual Topeka Capitol Research Summit.
 - Disbursed \$18,000 in Travel Grants.
 - Conducted a Graduate Research Assistant Survey for the Graduate School.
 - Hosted the following guest speakers:
 - Helene Marcoux – K-State Honor and Integrity System
 - Colleen Mather – Career and Employment Services
 - Carla Bishop – Representative of Kansas State University as member of the Student Health Insurance Task Force.
 - Matt Wagner & Lydia Peele – SGA Candidate
 - Jim Mosimann and Nick Piper – SGA Candidate
 - Kelsey Holste – Office of International Programs
 - Kenneth Holland – Associate Provost for International Programs
 - Held National Science Foundation workshops.
 - Assisted with the STEM Graduate Fair.
 - Held the following professional development seminars:
 - Vita Writing
 - Academic Interviewing
 - Industry / Non-academic Professional Interviewing
 - Writing a Statement of Research Interests
 - Conflict Resolution
 - Writing a Teaching Philosophy
 - Created officer and committee chair handbooks.
- The Graduate Student Council is pleased to announce the incoming officers for 2007-2008 academic year:
 - President: Kellan Kershner – Ph.D. student in Agronomy
 - President-Elect: Shiva Garimella – Ph.D. student in Grain Science and Industry
 - Secretary: Pradeep Malreddy – Ph.D. student in Anatomy and Physiology
 - Treasurer – Kara Ross – Ph.D. student in Agricultural Economics

- The GSC Ice Cream Social will be held at the East entrance of Fairchild Hall on Thursday, April 5, 2007 from 12:30 – 2:00 pm. Please mark your calendars!
- The Graduate Student Council will host an “End of Year Celebration” on Friday, April 20, 2007 beginning at 5:00 p.m. in the Justin Hall Courtyard and Hoffman Lounge (South Side of Justin Hall). Please RSVP to egcs@ksu.edu with the names of guest(s) attending.

9) University Research and Scholarship

- Council of Graduate Schools Communicator Articles (50)

“Data Sources: Who Is Enrolling in Doctoral Programs? The Changing Characteristics of Doctoral Students, 1996 to 2004” and “Data Sources: Trends in New Ph.D.s Entering Academe, 1970 to 2005”; articles from the Council of Graduate Schools Communicator was distributed via the agenda. These articles can be found online at: www.cgsnet.org.

10) Other business

- Graduate Council Elections
Nominations for Graduate Council will be accepted until April 12, 2007. Graduate Council Elections will take place April 16 – April 22, 2007.

Council was adjourned at 4:37 p.m.