



**Graduate School**  
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Minutes of the Graduate Council  
 May 1, 2007

**As approved by the Graduate Council, September 4, 2007**

**Members present:** S. Bossmann, T. Easton, B. Fees, D. Gruenbacher, M. Hancock, S. Hutchinson, J. Katz, K. Kershner, A. Knackendoffel, S. Kovar, D. Meyer-Brosdahl, T. Miller, J. Neill, D. Olds, M. O’Shea, B. Schenck-Hamlin, D. Smit, J.S. Smith, M. Zolkiewski

**Members absent:** K. Adhikari, K. Al-Khatib, K. Boone, J. Fallin, J. Faubion, M. Herman, M. Kaff, J. Keller, K. Kramer, V. Krstic, D. Margolies (proxy for J. Nechols), R. Schaeffer, S. Smethers, P. Wangemann, M. Wilkerson

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

**Guests:** B. DePaola, M. Donnelly, J. Fliter, L. Freeman, C. Griffin, S. Haar, M. Hossain, M. Kenney, E. Minton (chair, Assessment and Review Committee), J. Reese, K. Taylor, F. White, D. Youngman (library liaison)

**1) Opening remarks**

Dean Trewyn welcomed the new Graduate Council members.

**2) Minutes.** The minutes of the April 3, 2007 meeting were approved as presented.

**3) Graduate School Actions and Announcements**

**Appointments for Graduate Faculty Membership Requests**

Name	Position	Department/Program	Date approved by Graduate School
Bradley Burenheide	Assistant Professor	Secondary Education	4/10/07

**4) Academic Affairs Committee**

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

**i) for MEMBERSHIP ONLY**

Richard Best	Adjunct Asst. Prof.	Psychology
Amy Conner	Adjunct Asst. Prof.	Psychology

Stanley Halpin	Adjunct Asst. Prof.	Psychology
Sandra Proctor	Assistant Professor	Human Nutrition
Michael Tagler	Adjunct Asst. Prof.	Psychology
Jeffrey Wilson	Adjunct Asst. Prof.	Grain Science and Industry

ii) **for MEMBERSHIP AND CERTIFICATION**

Guy Loneragan	Adjunct Professor	Clinical Sciences
Weixing Song	Assistant Professor	Statistics

iii) **for CERTIFICATION ONLY**

Paula Peters	Associate Professor	Human Nutrition
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**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><del>GRMN 729. Seminar in German. (3) A seminar with variable topics, including literature of social and political protest, Austrian and Swiss literature, literature of the Middle Ages, émigré literature, etc. Pr.: Senior standing or consent of instructor.</del></p>	<p><b>GRMN 729. <u>Open Topics Seminar in German Literature and Culture.</u> (3) Open Topics courses are designed for undergraduates and graduate students. Course addresses topics not confined to a single period in a national literature. Specific course content will vary by semester and instructor. It may emphasize cross-national subjects, literary or cultural criticism or theory, works of one or a pair of related authors, the development of a theme or genre over time, new perspectives from social, intellectual, or cultural studies, or non-traditional texts and topics. Each semester's offerings will be described more specifically in university and department publications before each enrollment period. The courses are repeatable with change of subject matter. Pr.: One prior 500-level German literature course.</b></p>
<p><del>GRMN 731. Advanced Spoken and Written German. (3) Intensive practice in conversation and diction, with considerable practice in the writing of essays in German. Pr.: 24 hours of college German.</del></p>	<p><b>GRMN 731. <u>Advanced German: Speaking and Writing.</u> (3) Course combines practice in speaking, writing, and reading, and select advanced grammar review. Course not open to students whose competence has been demonstrated in the language at this level. Pr.: GRMN 523 and GRMN 527 or equiv.</b></p>

Current Course Description	Proposed Course Description
<p><b>GRMN 740. German Culture and Literature in Second-Language Learning.</b> (3) Analysis and interpretation of cultural and literary texts from German-speaking countries, with emphasis on the development of interpretive skills and materials, and their application to the German curriculum at all levels. May be repeated once with a change in focus and texts. Pr.: <del>24 credits in German at 200 level or above, or equiv.</del></p>	<p><b>GRMN 740. German Culture and Literature in Second-Language Learning.</b> (3) Analysis and interpretation of cultural and literary text from German-speaking countries, with emphasis on the development of interpretive skills and materials, and their application to the German curriculum at all levels. May be repeated once with a change in focus and texts. Pr.: <u>one prior 500-level German course.</u></p>
<p><b>MUSIC 603. Percussion Pedagogy Workshop.</b> (3) S. Advanced study of percussion instruments and related performance techniques, teaching methods and responsibilities, organization, and literature.</p>	<p><b>MUSIC 603. Percussion Pedagogy Workshop.</b> (2-3) S. Advanced study of percussion instruments and related performance techniques, teaching methods and responsibilities, organization, and literature.</p>
<p><b>EDSP 844. Special Education in Secondary Schools.</b> (2) S. Educational perspectives in service delivery options, educational planning, general instructional approaches, learning strategies, and adaptations and modifications of instructional materials and settings for the secondary student in special education. Pr.: EDCEP 315, EDSP 710 and EDSP 843.</p>	<p><b>EDSP 844. Special Education in Secondary Schools.</b> (2) <u>II, of odd years.</u> Educational perspectives in service delivery options, educational planning, general instructional approaches, learning strategies, and adaptations and modifications of instructional materials and settings for the secondary student in special education. Pr.: EDCEP 315, EDSP 710 and EDSP <u>743.</u></p>
<p><b>ID 645. Senior Interior Design Studio II.</b> (4) II. Application of design theory to create solutions for complex, large-scale interior spaces. Projects will conform to professional standards regarding design process, protection of health, safety, and welfare, and construction methods. Eight hours studio per week. Pr.: ID 445 and 530 with a C or better.</p>	<p><b>ID 645. Interior Design Studio 8.</b> (4) II. Application of design theory to create solutions for complex, large-scale interior spaces. Projects will conform to professional standards regarding design process, protection of health, safety, and welfare, and construction methods. Eight hours studio per week. Pr.: ID 445 and 530 with a C or better.</p>
<p><b>FDSCI 898. Master's Report in Food Science.</b> (2) I, II, S. A written report of either research or problem work on a topic in the major field.</p>	<p><b>FDSCI 898. Master's Report in Food Science.</b> (1-2) I, II, S. A written report of either research or problem work on a topic in the major field.</p>

Current Curriculum Description	Proposed Curriculum Description																						
<p><b><u>Master of Science in Food Science:</u></b> Thesis option: Minimum of 30 credit hours with at least 24 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 6 credit hours of FDSCI 899.</p> <p>Report option: Minimum of 30 credit hours with at least 28 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 2 credit hours of FDSCI 899.</p>	<p><b><u>Master of Science in Food Science:</u></b> Thesis option: Minimum of 30 credit hours with at least 24 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 6 credit hours of FDSCI 899.</p> <p>Report option: Minimum of 30 credit hours with at least 28 course credit hours with at least 18 hours at 700 level including FDSCI 850 Graduate Seminar and 2 credit hours of FDSCI 898.</p> <p><u>Non-Thesis (course-work only) option: Minimum of 30 credit hours with 19 core credits and at least 18 hours at 700 level. The core courses as outlined below are to ensure that the student possesses the critical graduate level food science knowledge and communication skills required.</u></p> <p><b><u>Core Courses:</u></b></p> <table border="0"> <tr> <td><u>ENGL 604 Prb/Expos Writing Workshop</u></td> <td><u>2 credits</u></td> </tr> <tr> <td><u>FDSCI 600 Food Microbiology</u></td> <td><u>2 credits</u></td> </tr> <tr> <td><u>FDSCI 690 HACCP</u></td> <td><u>2 credits</u></td> </tr> <tr> <td><u>FDSCI 695 Quality Assurance</u></td> <td><u>3 credits</u></td> </tr> <tr> <td><u>FDSCI 725 Food Analysis</u></td> <td><u>3 credits</u></td> </tr> <tr> <td><u>FDSCI 961 Problems/Food Chemistry</u></td> <td><u>3 credits</u></td> </tr> <tr> <td><u>FDSCI 850 Food Science Graduate Seminar</u></td> <td><u>1 credits</u></td> </tr> <tr> <td><u>STATS 703 Statistical Methods for Natural Scientists</u></td> <td><u>3 credits</u></td> </tr> <tr> <td></td> <td><u>19 credits</u></td> </tr> <tr> <td><u>*Elective Courses</u></td> <td><u>11 credits</u></td> </tr> <tr> <td><u>Total credit hours</u></td> <td><u>30 credits</u></td> </tr> </table> <p><u>*Note: It is possible that a student may already have taken one or more of these courses or their equivalent on another degree. Therefore, the graduate advisory committee will determine course substitution as needed.</u></p>	<u>ENGL 604 Prb/Expos Writing Workshop</u>	<u>2 credits</u>	<u>FDSCI 600 Food Microbiology</u>	<u>2 credits</u>	<u>FDSCI 690 HACCP</u>	<u>2 credits</u>	<u>FDSCI 695 Quality Assurance</u>	<u>3 credits</u>	<u>FDSCI 725 Food Analysis</u>	<u>3 credits</u>	<u>FDSCI 961 Problems/Food Chemistry</u>	<u>3 credits</u>	<u>FDSCI 850 Food Science Graduate Seminar</u>	<u>1 credits</u>	<u>STATS 703 Statistical Methods for Natural Scientists</u>	<u>3 credits</u>		<u>19 credits</u>	<u>*Elective Courses</u>	<u>11 credits</u>	<u>Total credit hours</u>	<u>30 credits</u>
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A motion was made and seconded to remove from table and approve the following curriculum change. The motion passed.

Current Curriculum Description	Proposed Curriculum Description
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.	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.

ii) **NEW**

**CDPLN 601. Orientation to Community Development.** (1) I, II, S. An Introduction to the Community Development program. Focus is on on-line delivery methods, graduate level research and writing, and technology skills necessary for student success in the program.

**CDPLN 615. Role of Tribal Colleges in Economic Development.** (1) S. Focus: the role of tribally-chartered colleges/universities in economic development within Native communities. Topics include the use of bonding/bridging social capital, the historical and contemporary case for tribally-chartered higher education, the economic impact of tribal colleges on their local economies, and opportunities/challenges of broad and diverse collaborative networks.

**CDPLN 622. Impact Analysis.** (1) II. The basics of economics and fiscal impact analysis are explored, including the scenario construction, basics of input-output analysis, careful use of multipliers, estimations of local revenues and expenditures and discounting.

**CDPLN 623. Local Economic Analysis.** (1) II. This course teaches economic base theory, a theory of regional economics, multipliers and how local economics are affected by external events. Basic methods for the analysis of a local economy are covered, including trend analysis, location quotients, shift share analysis and retail trade analysis.

**CDPLN 630. Governance and the Community Development Process.** (3) I, II, S. Course focus is on the understanding of the various levels of government and the diversity of governmental forms across the states, reservations, and among nations. Students will compare roles of governments in international settings in relation to community development, and study strategies of evaluating policies that impact community development opportunities.

**CDPLN 631. Leadership for Change.** (3) I, II, S. Course focus is on the role of leadership in community development and change, including situating leadership in the community development process, reviewing the effectiveness of different leadership styles, and relating leadership to community. Skills and processes that facilitate effective shared leadership, including facilitation, conflict resolution, use of participatory techniques, etc, are explained.

**CDPLN 632. Nonprofit Management.** (3) I, II, S. Managing nonprofits including the role of nonprofit organizations in addressing various social problems. Focus: growth of the nonprofit sector and impact on the community as a source of citizen empowerment. Topics include individual giving/volunteering, board and executive leadership, government and nonprofit relationship, ethics and accountability, and issues and challenges in nonprofit management.

**CDPLN 633. Grantwriting.** (3) I, II, S. The intricacies of grantsmanship provide the focus of this course. Topics covered will include identification of fund sources, procedures for proposal preparation, composition of grants, and the effects of organizational and personal linkages. Students will prepare a grant application based upon an RFP or to a continuous funding source.

**CDPLN 655. Land Development Planning.** (3) I, II, S. An examination of the process of land development in the United States, and its impacts from the perspective of developers, financial institutions, community planners, and city administrators. Focus is on the understanding of the land development process in meeting community goals, and

shaping land development to meet community expectations for the improvement of the community.

**CHM 766. Case Studies in Green Chemistry.** (2) I. This is an interdisciplinary course that looks at concepts and issues in green chemistry by examining case studies in which polluting processes have been transformed to reduce their environmental impact. Focus will be on understanding the chemistry involved and the green principles that have been applied. Two hours lecture/discussion per week. Pr.: CHM 350 or 531, or graduate standing in chemistry or chemical engineering, or by consent of instructor.

**MC 600. Economics of Mass Communication.** (3) I, II. Study of the various economic models applicable to the media industries and application of basic economic concepts and analytical tools to explain media industry behaviors, evaluate business strategies of media firms and assess the merits of public policies toward the media industries. Pr.: Junior standing.

**FREN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor.

**GRMN 700-705. Topics in German Literature and Culture.** Topics courses are designed for undergraduates and graduate students. These courses constitute a sequence of period studies covering the chronological ranges of German speaking literature and culture. Within these historical periods, the specific course contents will vary by semester and instructor. They may emphasize literary figures and movements, historical and cultural contexts, or different genres and forms within the periods. Each semester's offerings will be specifically described before each enrollment period in university and department publications. Pr.: One prior 500-level German literature course.

**GRMN 700. Topics in Medieval German Literature and Culture.** (3) I, II, S.

**GRMN 701. Topics in Eighteenth Century German Literature and Culture.** (3) I, II, S.

**GRMN 702. Topics in Nineteenth Century German Literature and Culture.** (3) I, II, S.

**GRMN 703. Topics in Early Twentieth Century German Literature and Culture.** (3) I, II, S.

**GRMN 704. Topics in German Literature and Culture since 1945.** (3) I, II, S.

**GRMN 705. Topics in Twentieth and Twenty-First Century German Literature and Culture.** (3) I, II, S.

**GRMN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor.

**SPAN 898. Master's Report.** (1-2) I, II, S. A written report of either research or problem work on a topic in the major field. Pr.: Consult of major professor

iii) **DROP**

**GRMN 721. German Classicism.** (3) I. Reading and discussion of late eighteenth-century texts, including works by Goethe, Schiller, Holderlin, etc. Pr.: 21 hours of college German or equiv.

**GRMN 722. German Romanticism.** (3) II. A study of representative works of German romantic literature by such authors as Schlegel, Tiech, Eichendorff, Novalis. Pr.: 21 hours of college German or equiv.

**GRMN 723. Goethe and Faust.** (3) I. The writings of Goethe and his masterpiece, Faust. Pr.: 21 hours of college German or equiv.

**GRMN 724. German Prose and Drama of the Nineteenth Century.** (3) II. A consideration of post-romantic German literature with special emphasis on the novella. Authors including Grillparzer, Keller, and Meyer are discussed. Pr.: 21 hours of college German or equiv.

**GRMN 725. Early Twentieth-Century German Literature.** (3) II. A study of the drama and lyric of naturalism, neoclassicism, neo-romanticism, and expressionism. Pr.: 21 hours of college German.

**GRMN 726. German Literature since 1945.** (3) I. A discussion of the postwar writings of the Gruppe 47, Swiss playwrights, and others. Pr.: 21 hours of German.

**GRMN 727. The Modern German Novel.** (3) II. Theory of German novel with examples from authors such as Thomas Mann, Hesse, Grass, and others. Pr.: 21 hours of college German.

**GRMN 732. Methods in German Literary Criticism.** (3) Introduction to the various theories of literary analysis. Interpretation of representative German texts. Pr.: 24 hours of college German.

**GRMN 733. The Enlightenment and Storm and Stress.** (3) A study of representative texts from various movements in German literature and culture of the eighteenth century, including Empfindsamkeit and Rococo. Such authors as Gottsched, Klopstock, Lessing, Lichtenberg, Wieland, and the young Goethe and Schiller will be discussed. Pr.: 21 hours of college German.

**GRMN 734. Literature of the German Democratic Republic.** (3) A study of the literary developments within the German Democratic Republic. The course will consider the writer's role in a socialist society and their impact upon the cultural scene. Readings will include representative works from all genres. Pr.: 21 hours of college German.

**GRMN 735. German Lyric Poetry.** (3) A study of German lyric poetry from the Middle Ages to the present with special emphasis on the historical development of such genres as the lied, sonnet, and ballad. In addition to learning basic interpretive techniques intrinsic to poetry, the student will learn to identify the literary periods. Pr.: 21 hours of college German.

## Master of Arts Degree in Environmental Planning and Management

### 5) Graduate Student Affairs Committee

On behalf of the Student Affairs Committee, J. Scott Smith, chair, proposed the following motion. The motion passed.

- Motion: The Graduate Council will work with K-State administrators to provide graduate students an option for payroll deduction to pay health insurance premiums.

A task force composed of Student Affairs Committee members will work on creating a GTA/GRA/GA employee grievance procedure this summer.

### 6) Graduate School Committee on Planning

On behalf of the Committee on Planning, Dave Smit, chair, proposed the second reading of the changes to the Graduate Handbook, Appendix A, Section B - Graduate Student Academic Grievance Procedures be removed from the table, approved and sent to the Faculty Affairs Committee of Faculty Senate to incorporate the revisions in the University Handbook.

- **Second reading. Changes to the Graduate Handbook, Appendix A, Section B - Graduate Student Academic Grievance Procedures (38)**

The *Graduate Handbook* contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy.

#### 1. Scope of Authority

This policy is designed to resolve concerns and grievances brought by graduate students related to their graduate level academic program as more fully defined below. The formal grievance must be initiated within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. Under these procedures, a graduate student is any person who has been formally admitted as a graduate student at the time the alleged events leading to the grievance occurred. A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.



Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the *Student Life Handbook* and the hearing procedures therein. The undergraduate grievance procedure, as described in Appendix A of the Student Life Handbook, applies to any academic matter involving an undergraduate student taking graduate courses. The Veterinary Medicine academic grievance procedures, as described in Appendix A of the Student Life Handbook, govern academic matters involving courses within the DVM degree. The K-State Honor & Integrity System, as described in the Student Life Handbook, governs issues of academic integrity. Allegations of misconduct believed to constitute discrimination, including sexual harassment as described and defined in the “Policy Prohibiting Sexual Harassment,” and “Policy Prohibiting Racial and/or Ethnic Harassment” should be referred to the Affirmative Action Office or the Office of Student Life. Allegations of assault covered under the “Policy Prohibiting Sexual Violence” should be referred to the Office of Student Life.

#### ~~1.~~ 2. Definition of Terms

- a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
- b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
- c. Respondent - The person(s) against whom a grievance is being made.
- d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

#### ~~2. Procedures~~ 3. Guidelines for Administrative Review and Conflict Resolution

- a. The graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
- b. If, after earnest inquiry, the grievance conflict remains unresolved, the graduate student should discuss the grievance with the department head/chairperson, or other immediate administrative superior of the respondent, the academic dean or his/her designee and, if pertinent, with any relevant departmental faculty member or committee. ~~If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss it with the academic dean of the college in which the alleged violation has occurred (hereafter called the "academic dean") and/or with the Dean of the Graduate School. If the outcome of this conflict resolution process is successful, then grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by with copies provided to the graduate student, respondent, and administrative superior, involved in negotiations, and academic dean involved in the conflict resolution session. if any of the involved parties desires to have such a written statement.~~
- c. ~~If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, and the graduate student chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the academic dean of the college in which the grievance originated (hereafter called the "academic dean"). Upon receipt of the written grievance, the academic dean of the college must schedule a review of the grievance within 10 working days. The review must include the graduate student, department head, respondent, if not the department head, and a representative of the Graduate Council outside of the graduate program as appointed by the academic dean. The academic dean's recommendation should be forwarded to the graduate student within 10 working days of the review with a copy to the associate dean of the Graduate School.~~

If the conflict resolution process is not successful, the academic dean and the associate dean of the Graduate School will confer to determine if further conflict resolution steps should be pursued.

- d.
- e.
- f.

#### 4. Formal Grievance Procedure

- a. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly within 10 working days by the graduate student and sent immediately to the associate dean of the Graduate School. ~~The grievance must be submitted to the Dean of the Graduate School within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance.~~ A Notice of Grievance form, available in the Graduate School or on the Graduate School website, must be submitted with the written statement. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The associate dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the associate dean of the Graduate School with a copy of his or her written response.
- b. Upon receipt of the written response, the associate dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a ~~decision~~ recommendation regarding the grievance. The associate dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.
- c. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.
- d. Guidelines for ad hoc grievance committee hearings ~~and appeals~~
  1. Pre-hearing procedures
    - a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
    - b. The notice shall include the written grievance and the written response of the respondent.
    - c. A copy of the procedures guiding the hearings shall accompany the notice.

- d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
  - i. A copy of all written supporting documentation that the party will present at the hearing,
  - ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
  - iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.

## 2. Hearing

- a. The hearing will be conducted informally and the committee will have complete discretion in deciding any procedural questions that arise during the hearing.

~~a.~~

- b. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.

~~b.~~

- c. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open. All parties are advised that the Committee routinely records the hearing for its own use.

- d. The committee will permit each party to present a brief opening statement of no more than 10 minutes.

~~c.~~

- e. The evidence shall be presented by the graduate student and then by the respondent at the hearing.

~~d.~~

- f. The parties and the committee shall have the opportunity to question all witnesses.

~~e. Formal rules of evidence shall not apply, and any~~

~~evidence relevant to a fair determination of the charges may be admitted.~~

- g. The committee will accept any evidence, information, or testimony, which it feels is pertinent to the grievance and will help the committee understand and evaluate the issue(s) before it. The committee chair will determine the relevance and materiality of the evidence offered. Legal rules of evidence shall not apply.

~~f.~~

- h. Following the presentation of evidence, the committee will permit each party to present a brief closing statement of no more than 10 minutes.

~~e.~~

- i. The committee will meet in closed session to deliberate and recommend action to the Dean of the Graduate School on the grievance.

~~h. The committee's written decision shall be forwarded to the Dean of the Graduate School within 10 working days from the conclusion of the hearing.~~

- j. Within ten (10) working days from the conclusion of the hearing, the committee will prepare a report which will serve as its recommendation to the Dean of the Graduate School. The report will contain the factual findings of the committee and the reasons for the recommendation. The Dean of the Graduate School will consider the committee's recommendation and transmit a final decision to both parties within ten (10) working days of receiving the Committee's recommendation.

~~3. Appeal. If the graduate student is not satisfied with the decision of the ad hoc committee, an appeal in writing may be submitted to the Dean of the Graduate School. Any appeal at this level shall be on the basis of the complete written record only. The Dean of the Graduate School shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. His/her decision shall be forwarded in writing to the parties and the ad hoc committee chair. This decision is final.~~

#### 5. Enforcement of the Graduate School's Decision.

The Graduate School has the authority to enforce the decision.

NOTICE OF GRIEVANCE

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Contact Information including KSU email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Method of Communication:

\_\_\_\_\_  
\_\_\_\_\_

Nature of academic matter to be resolved:

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Action you are requesting:

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Please attach a brief statement of facts relevant to your grievance.

Student signature:

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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 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, (ed) 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.

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

- **Second reading. Changes to the Graduate Handbook, Chapter 3, The Doctoral Degree, Section E - Grade Requirements - 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.



- **Second 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, t~~ 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.

- **Second 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, t~~ 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.

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

On behalf of the Committee on Planning, Ernie Minton, chair, proposed a motion to implement a mid-cycle review process for assessment reports. This process will align the submission of assessment reports with the Board of Regent reviews and allow programs a better opportunity to effectively complete reports as well as give the reviewers a chance to more thoroughly evaluate the reports and offer feedback. The motion passed.

- Mid-cycle review process for assessment reports:

	2007	2008	2009	2010	2011	2012	2013	2014
<b>Mid-Cycle Review</b>	(No Mid-Cycle reviews this year pending approval and implementation of the policy).	Economics (Economics, General) M, D Geography M, D <i>Graduate Certificate in Geographic Information Science</i> History, General M, D Security Studies M, D Journalism, Other M Political Science & Government, General M <i>Graduate Certificate in International Service</i> <i>Graduate Certificate in Public Administration</i> Public Administration M Psychology M, D <i>Graduate Certificate in Occupational Health Psychology</i> Sociology M, D <i>Graduate Certificate in Women's Studies</i>	<b>Transition Year To Sync Mid-Cycle Review With Full BOR Schedule</b>	Accounting M Business Administration (Business Administration & Mgmt, General) M <i>Graduate Certificate in Business Administration</i> <i>Graduate Certificate in Organizational Leadership</i> Animal Sciences, M, D <i>Graduate Certificate in Stem Cell Biotechnology</i>	Chemistry M, D Geology M Physics M, D Math M, D Statistics M, D <i>Graduate Certificate in Applied Statistics</i> Plant Pathology M, D Architecture M City/Urban, Comm. & Reg. Planning M Environmental Planning and Management, M <i>Graduate Certificate in Community Planning and Development</i> Landscape Arch M	Agronomy M, D Entomology, M,D <i>Graduate Certificate in Entomology</i> Food Science M, D <i>Graduate Certificate in Food Safety and Defense</i> <i>Graduate Certificate in Food Science</i> Genetics M, D Grain Science, M, D Pathology/Experimental Pathology D Veterinary Physiology D Veterinary Medicine - Biomedical Science M <i>Graduate Certificate in Feedlot Production Management</i>	Biological & Agricultural Engineering and Bioengineering M, D Architectural Engineering M Chemical Engineering M, D <i>Graduate Certificate in Air Quality</i> Civil Engineering M, D <i>Geoenvironmental</i> Electrical Engineering (Electrical, Electronics, & Comm. Engineering) M, D Industrial Engineering M, D Engineering/Industrial Management (Masters of) M Mechanical Engineering M, D <i>Graduate Certificate in Complex Fluid Flows</i> Nuclear Engineering M, D Operations Research M Computer Information Sciences, General M, D <i>Graduate Certificate in Real-Time Embedded System Design</i> Software Engineering (Computer Programming) M	Horticulture Science M, D Biochemistry M, D Biology/Biological Sciences, General M, D Microbiology, General D Fine/Studio Arts, General M English (English Language & Literature, General) M <i>Graduate Certificate in Technical Writing</i> Kinesiology M Foreign Languages/Modern Languages, General M Music/Music and Performing Arts Studies, General M Communications Studies/Speech Communications and Rhetoric M

\*M = masters degrees; \*D = doctoral degrees

A motion was made to mandate assessment plans for new programs are approved by the Assessment and Review Committee prior to consideration of approval from the Academic Affairs Committee. The motion passed.

## 8) Graduate Student Council Information

Kellan Kershner, president, summarized the following Graduate Student Council (GSC) activities:

- o GSC hosted an “End of Year Celebration” on Friday, April 20, 2007 in the Justin Hall Courtyard and Hoffman Lounge. The event was very successful with over 200 attendees.
- o GSC will co-host a Graduate Student Mixer with Friends of McCain before “Chicago City Limits” on August 30, 2007.
- o GSC meetings will be held on the first working Monday of every month at 12:00 pm in the Student Union, Room 213. The first meeting is Monday, September 10, 2007.

## 9) University Research and Scholarship

The articles listed below were distributed via the agenda.

- Teach FERPA compliance to recommendation letter writers
- Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

## 10) Other business

### ▪ 2007 Graduate Council Election Results:

*COLLEGE OF HUMAN ECOLOGY (One Vacancy)*

Sherry Haar (Apparel, Textiles and Interior Design)

*COLLEGE OF VETERINARY MEDICINE (One Vacancy)*

Bob Roland (Diagnostic Medicine/Pathobiology)

*APPLIED NATURAL SCIENCES ACADEMIC AREA (Two Vacancies)*

John Reese (Entomology)

Frank White (Plant Pathology)

*ARTS & HUMANITIES ACADEMIC AREA (Two Vacancies)*

Michael Donnelly (English)

Charles Griffin (Speech Communication, Theatre & Dance)

*BASIC NATURAL SCIENCE ACADEMIC AREA (Two Vacancies)*

Brett DePaola (Physics)

Bruce Schultz (Anatomy & Physiology)

*BUSINESS AND EDUCATION ACADEMIC AREA (One Vacancy)*

Kay Taylor (Secondary Education)

*MATHEMATICAL & ENGINEERING SCIENCES AREA (One Vacancy)*

Mustaque Hossain (Civil Engineering)

*SOCIAL SCIENCE ACADEMIC AREA (Two Vacancies)*

John Fliter (Political Science)

Doug Goodin (Geography)

Council was adjourned at 4:23 p.m.