Graduate Council
Committee Minutes
April 2, 2019
3:30 p.m.
Room 227, K-State Student Union


Non-Voting Members Present: J. Nikkel (Global Campus), S. Kearns (Library Representative)

Graduate Student Council: Emily Pascoe

Graduate School: S. Dissanayake, M. Miller, S. Schlender, and J. Eisenhut

Opening Remarks
Dean Shanklin announced that April is Graduate Student Appreciation Month. She encouraged the Graduate Council members to express their appreciation to the graduate students in their graduate program, especially to the graduate students who are contributing to their research efforts as graduate research assistants. All colleges have been challenged to provide some type of recognition event to honor their graduate students.

Dean Shanklin indicated that the Graduate School student forms can now be submitted electronically via the student forms dashboard on the Graduate School website. The only exceptions are that both the Final Examination ballot and ETDR ballots must be submitted in hard copy form. The Final Examination Ballot must be signed by the student’s supervisory committee and outside chair. The ETDR ballot is to be signed by the student’s supervisory committee. If faculty or students have issues or concerns during the early adoption phase, the individual should contact Scott Schlender who will troubleshoot the problem.

Dr. Shanklin stated that since we did not have a quorum at the meeting, the Council members in attendance would vote in person. An electronic ballot would be sent to members not in attendance so the business of the Council could proceed through any additional approval.

1. Minutes of the March 5, 2019 meeting were approved as presented. All in favor.
   https://www.k-state.edu/grad/faculty/graduate-council/agendaminutes/GC2019-03minutes1.pdf

2. Graduate School Actions and Announcements-Dean Shanklin announced the approval of one emergency appointment for non-graduate faculty member to teach CHM 955. One full membership was approved by Dean Shanklin for a tenure track nominee.

Non-Graduate Faculty to Teach Graduate Courses

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
<th>Course</th>
<th>Grad School approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anton Khmelnitskiy</td>
<td>Post-Doctoral Fellow</td>
<td>Chemistry</td>
<td>CHM 955</td>
<td>3/5/2019</td>
</tr>
</tbody>
</table>

Membership Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
<th>Grad School approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jared Hobeck</td>
<td>Assistant Professor</td>
<td>Mechanical and Nuclear Engineering</td>
<td>3/22/19</td>
</tr>
</tbody>
</table>
3. Academic Affairs Committee-Dr. Vanlandingham

Graduate Faculty Nominations:
On behalf of the Academic Affairs Committee, Dr. Vanlandingham moved the approval of the Graduate Faculty Nominations for Associate, membership and certification. The motion passed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
<th>Graduate Faculty Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Rensing</td>
<td>Visiting Assistant Professor</td>
<td>Gender, Women, and Sexuality Studies</td>
<td>Associate</td>
</tr>
<tr>
<td>Brian Spiesman</td>
<td>Research Assistant Professor</td>
<td>Entomology</td>
<td>Membership</td>
</tr>
<tr>
<td>Raluca Cozma</td>
<td>Associate Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Nikhil Moro</td>
<td>Associate Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Nancy Muturi</td>
<td>Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Sam Mwangi</td>
<td>Associate Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Steven Smetheres</td>
<td>Associate Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Alec Tefertiller</td>
<td>Assistant Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Xiao Chen Zhang</td>
<td>Assistant Professor</td>
<td>Leadership Communication</td>
<td>Certification</td>
</tr>
<tr>
<td>Brian Spiesman</td>
<td>Research Assistant Professor</td>
<td>Entomology</td>
<td>Certification</td>
</tr>
</tbody>
</table>

Course and curriculum items:
On behalf of the Academic Affairs Committee, Dr. Vanlandingham moved the approval of the expedited course changes and expedited curriculum change. The motion passed.


<table>
<thead>
<tr>
<th>College</th>
<th>Course Number</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Medicine</td>
<td>AP 700</td>
<td>Gross Anatomy I</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>AP 705</td>
<td>Gross Anatomy II</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>College</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Computer Science (Ph.D.)</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

On behalf of the Academic Affairs Committee, Dr. Vanlandingham moved the approval of the non-expedited course changes. The motion passed.

**Non-Expedited Course Changes** - [https://kstate.curriculog.com/agenda:672/form](https://kstate.curriculog.com/agenda:672/form)
<table>
<thead>
<tr>
<th>College</th>
<th>Course Number</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>ASI 777</td>
<td>Fresh Meat Technology</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>Agriculture</td>
<td>ENTOM 860</td>
<td>Insect Genetics</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>MPH 840</td>
<td>Public Health Practice</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

On behalf of the Academic Affairs Committee, Dr. Vanlandingham moved the approval of the non-expedited new courses and non-expedited curriculum change. The motion passed.


<table>
<thead>
<tr>
<th>College</th>
<th>Course Number</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>ENTOM 602</td>
<td>Forensic Entomology</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>College</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Medicine</td>
<td>Master of Public Health (MPH)</td>
<td>Summer 2020</td>
</tr>
</tbody>
</table>

- Rescind Graduate Council expedited approval of DMP 610 on November 6, 2018. Concerns have been expressed by the College of Agriculture that they were not made aware of the proposed change when the initial proposal went through approval process. The majority of students enrolling in DMP 610 are undergraduate students in other colleges and the approved change would impact students’ degree requirements. The College of Veterinary Medicine requested the Graduate School to not make the change as approved (original proposal change from 2 credits to 3 credits) so the College can initiate a non-expedited change for the course and allow the College of Agriculture to be consulted and make necessary changes to undergraduate plans of study, if the change is approved.

On behalf of the Academic Affairs Committee, Dr. Vanlandingham moved the approval to rescind the expedited course change from November 2018, to make the change from 3 credit hours to 2. The motion passed.

4. **Graduate Student Affairs Committee – Matt Brueseke, Chair**
Professor Brueseke reported that the Student Affairs Committee continues to discuss a policy to revoke graduate faculty status. He requested clarification as to whether the Graduate Council would need to approve revoking membership or if the action would occur only at the department. Dean Shanklin recommended the Student Affairs Committee consider having the department/unit that has voted to revoke/inactivate membership and/or certification inform the Graduate School of the graduate faculty’s decision so changes can be made in the graduate faculty database and graduate catalog. Each graduate program will have to determine the specific criteria to be used to revoke graduate faculty status. The criteria will need to be submitted to the Graduate School.

5. **Graduate School Committee on Planning- Mary Kohn, Chair**

   1. **Reading One: Add new policy D.6 Clinical Graduate Faculty Membership.**
      After some discussion and suggested edits including capitalizing Clinical Graduate Faculty throughout the policy and to change applies to apply in the last sentence of the paragraph, Council recommended the policy be returned to the Committee on Planning for additional editing.
The Council supported the recommended policy but wanted additional editing to be done prior to Reading 2.

D.6 Clinical Graduate Faculty Membership

D.6 (current D.6 will become D.7) Clinical Graduate Faculty Members.

Clinical Faculty Members in relevant disciplines, whose responsibilities include teaching and clinical services with appointments at the rank of clinical assistant professor, clinical associate professor, and clinical professor may be appointed as Clinical Graduate Faculty. All other criteria specified in Chapter 5.D.5 will apply. Some clinical appointments may include opportunity for scholarly achievement and in such cases, when the necessary minimum requirements are satisfied they may apply to be regular graduate faculty members as described in Chapter 5.A.3. Nomination guidelines for Clinical Graduate Faculty Members should follow the general procedure described in Chapter 5.A.3 of the Graduate Handbook, with the exception that faculty members may be exempted from the terminal degree requirements if the program has approved qualifications exemption required by the Higher Learning Commission on file in the Provost Office. Limitations as delineated in Chapter 5.D.7 also apply to Clinical Graduate Faculty Members.

II. Reading Two: Chapter 2, section B and Chapter 3, section B.

After some discussion and minimal edits, Dr. Kohn moved to approve the policy to add the section to Chapter 2, section B to the Graduate Handbook. The Supervisory Committee and Chapter 3, section B. The Supervisory Committee, Masters and Ph.D. sections. The motion passed.

B. The Supervisory Committee

Upon admission to a master’s degree program, the student confers with the head of the academic program and selects an advisor or major professor pro tem from among the graduate faculty who are qualified to direct master’s students and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least two other members of the graduate faculty**. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the final examination or evaluating the culminating experience, ensuring that University regulations and program requirements are met, and ensuring that the student’s master’s program is of high quality. The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

- Under some special circumstances and as a last resort, a graduate student may approach their graduate program director or applicable administrator to discuss changing (Major Professor). regarding their request who in turn will discuss the students request with the Major Professor/ Advisor or department head to request a change of the Major Professor. Special circumstances may include retirement of the Major Professor, a change of affiliation with the University of the Major Professor, change in student’s research interest, or unresolvable differences with the Major Professor. Students should first consult with the program director who will discuss the
feasibility of changing Major Professors as well as potential conflicts related to intellectual property, data and co-authorship, who in turn informs the major professor of the student's desire to change major professor. If a resolution is not met, the student should follow guidelines for administrative review and conflict resolution as described in Appendix A, then the department head may be contacted. If advisor Students should be aware that such changes are likely to result in a change in research topic and may delay progress towards graduation and that departments may not have available faculty or funding to support changes.

III.  

Graduate Handbook Appendix B for co-authored publications included in a student's ETDR. Reading two.

After some discussion and minor edits, Dr. Kohn moved to approve the policy Appendix B for co-authored publications included in a student’s ETDR as presented. The motion passed.

Policy for inclusion of collaborative work in a student’s ETDR: The Preface and/or the beginning of a relevant chapter must include a statement indicating the relative contributions of the student and relevant collaborators (including supervisors and members of the supervisory committee if applicable) to the following:

- Identification and design of the research program,
- Performance of the various parts of the research, and
- Analysis of the research data.

These statements must be given regardless of the publication status of each of the collaborative works to be included in the ETDR. Certain additional elements may also be required, as specified below.

- If any of the work presented in the ETDR has led to any publications or submissions, all of these must be listed in the Preface and/or the beginning of a relevant chapter. The chapter(s) of the ETDR in which the associated work is located should be given if bibliographic details are given only in the Preface.
- If the work includes other scholarly artifacts (such as film and other audio, visual, and graphic representations, and application-oriented documents such as policy briefs, curricula, business plans, computer and web tools, pages, and applications, etc.), all of these must be listed in the Preface (with bibliographical information, if applicable).
- If any type of research compliance approval was required for the research, the Preface must name the University Research Compliance Committee responsible, and report the project title(s) and the Approval Certificate Number(s) applicable to the project.

IV.  

Reading Two: Graduate Handbook, Chapter 1 section G. Graduate Assistants.

Dr. Kohn moved to approve the policy Chapter 1 section G. Graduate Assistants as presented with updated edits. The motion passed.

2. Awarding

The principal objective of a graduate student is to pursue a concerted program of study that will normally lead to an advanced degree in the chosen academic discipline. To assist students to pursue their studies full-time, the University makes available financial assistance through a limited number of graduate teaching assistantships (GTA), graduate research assistantships (GRA) and
graduate assistantships (GA). These assistantship appointments carry with them a service requirement, typically directed at improving professional skills in their academic fields. Award of an assistantship is based on the student's ability and promise and is usually made for either nine or twelve months. The maximum appointment is 0.5 full-time equivalent (FTE), but appointments for lesser fractions may be made. Continuation of appointments is subject to academic performance and the availability of funds. Information on applying for graduate assistantships may be obtained from the department concerned.

Students holding GTA, GRA, or GA appointments from September 1 through November 17 receive tuition benefits for the fall term, and students holding GTA, GRA, or GA appointments from February 1 through April 17 receive tuition benefits for the spring term. If a graduate appointment does not begin by these dates or terminates before these ending dates, all tuition benefits will be lost. The student then is responsible for the total tuition payment.

GTAs, GRAs, and GAs on 0.5 FTE appointments are eligible to participate in the Kansas Board of Regents GTA/GRA/GA health insurance plan. Information about enrollment in the health insurance plan is available from Human Capital Services.

No Changes to 3.

4. Tuition Remission Benefits

GTAs, GRAs, and GAs on 0.5 FTE appointments are eligible to participate in the Kansas Board of Regents GTA/GRA/GA health insurance plan. Information about enrollment in the health insurance plan is available from Human Capital Services.

Tuition responsibilities for graduate students depend on the nature of the appointments. Students holding a 0.4 FTE appointments as a GRA/GTA/GA, or any combination of these, are assessed tuition at the resident rates according to an established schedule.

Students holding GTA, GRA, or GA appointments from September 1 through November 17 receive tuition benefits for the fall term, and students holding GTA, GRA, or GA appointments from February 1 through April 17 receive tuition benefits for the spring term. If a graduate appointment does not begin by these dates or terminates before these ending dates, all tuition benefits will be lost. The student then is responsible for the total tuition payment.

Graduate students appointed as GTAs are eligible for tuition waivers. Graduate students appointed on full-time GTA appointments (0.5 FTE) receive tuition waivers for a maximum of 10 hours in the fall and spring semesters and 6 hours in the summer semester. Hours taken during January intersession are counted in the total number of hours for the tuition waiver paid in the spring semester. Hours taken during May and August intersessions are counted in the total number of hours for the tuition waiver paid in the summer semester. GTAs appointed less than 0.5 FTE are eligible to receive partial tuition waivers based on the proportion of the teaching appointments.

*See Table 1 for a Schedule of Tuition Remission

Table 1: Schedule of Tuition Remission
### Graduate School Committee on Assessment and Review – Phillip Payne, Chair

No report.

### Graduate Student Council – Emily Pascoe, President

- President’s Graduate Student Appreciation Social will be held on April 3rd. Graduate Faculty and students are encouraged to attend but must register.
- Graduate Student Appreciation Week is held nationally the first week of April.
- Election of Executive Officers. Four individuals running for President-elect, three for treasurer and one for secretary. This is the largest number of graduate students running for election in GSC history. There have been some electronic issues with the election ballots, thus the ballot will be resent to all graduate students. Students have two weeks to vote; the new officers will be announced on April 23rd at the Graduate Student Awards and Recognition Ceremony.
- The final professional development event, How to accept a job offer and negotiate your salary, will be held on April 11th.
- Grad Dash 5K – Participation is open to everyone and proceeds will support GSC initiatives and activities.
- Emily thanked everyone for the opportunity she has had as the GSC president for the last two years and for the opportunity to serve on the Student Affairs Committee. She expressed appreciation for allowing her to provide input and having the students’ voices heard and for all the support the Graduate Council has provided during her term as President.

### University Research and Scholarship – Sunanda Dissanayake, Graduate School Associate Dean
• K-GRAD was held at K-State Student Union Courtyard from 1-3 pm on March 26 for poster presentations and March 27 at Regnier Hall for oral presentations throughout the day. Associate Dean Dissanayake expressed how pleasant her experience was serving as a judge for the competitions.

• May 3, 2019 is the deadline to submit nominations for Commerce Bank Distinguished Graduate Faculty Award.

• Kimberly Kirkpatrick, who was one of the two Distinguished Faculty Award recipients from last year will present her DGF lecture on April 23, 2019, 3:30 p.m. held at 4061 Business Building, Executive Conference Room.

• Call for nominations: Distinguished Thesis and Distinguished Dissertation awards. This year’s categories are Biological/Life Sciences and Fine Arts and Humanities. The nomination deadline is May 3, 2019.

• The Graduate School’s website homepage has been updated to make the page more attractive and easier for prospective students to use. All content of the Graduate School website is still accessible, and lower-level pages have not changed.

9. Scott Schlender indicated that the new electronic forms are now live for graduate students and faculty to use. He is conducting training sessions for graduate program directors, support staff and faculty. If you have questions or concerns about the electronic forms, contact Scott Schlender via email. Forms are being submitted by the students and faculty.

10. Calendar of Upcoming Events and Deadlines - http://www.k-state.edu/grad/events/

April

1    Enrollment for Summer/Fall 2019 Terms
1    GSC Travel Award Application for travel during the month of June
5    Pop-Up to Powercat Financial, 9:00am-4:00pm, K-State Student Union, 302
11   KSCI Works: It’s Not You, It’s Me: 12:00pm-1:30 pm, 121 Eisenhower Hall
17   K-State Olathe Graduate Program Information Session, 6:00-7:00 pm, K-State Olathe
19   Deadline for graduate students to complete all requirements for spring graduation, 12:00-5:00pm

May

1    GSC Travel Award Application for travel during the month of July
10   Deadline for graduate students to complete graduation requirements for summer 2019 without enrolling
10    Spring 2019 Term ends
17   Graduate School Commencement

Meeting adjourned 4:30