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|  | Graduate Council | |
| Date | Wednesday, November 9, 2022 |
| Time | 3:00 PM – 4:30 PM |
| Place | Memorial Union Trails Room & Zoom: <https://fhsu.zoom.us/j/91736338856> |

**Attendees:**

Dr. Brian Weber, Dr. Kim Chappell, Dr. Janette Naylor-Tincknell, Dr. Suzanne Becking, Dr. Jian Sun, Dr. Tom Schaffer, Dr. David Fitzhugh, Angie Howard, Rhonda Weimer, Dr. Valerie Yu, Dr. Eric Gillock, Dr. Gary Anderson, Linda Ganstrom, Angela Walters, Dr. Angela Pool-Funai, Dr. Janelle Harding, Dr. Karmen Porter, Dr. Jerrie Brooks, Carrie Tholstrup, Dr. Brent Goertzen, Dr. Juti Winchester, Dr. Keith Bremer, Caylan Harris.

**Old Business & Updates**

1. Carry-over items
   1. None
2. Strategic goals for the Graduate School
   1. Engagement/retention ([Goal 2](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal2): Student Success)
      1. Graduate Advisor Training Sessions (Nov. 11)
   2. Marketing/recruitment ([Goal 3](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal3): Strategic Growth)
      1. Majors and Graduates Fair – GS attended Oct. 20th
      2. Recruiter Position currently searching- search will close tomorrow.
   3. External funding ([Goal 4](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal4): Resources & Infrastructure)
      1. OSSP report (Working on 7, but not submitted)

FY 23 grants FY 22 this time last year

10 submissions totaling $4.3 million 16 submissions totaling $5.8 million

11 awards totaling $2.1 million 8 awards totaling $3 million

**New Business**

1. Update & Action Items: Curriculum Committee
   1. Action items: Courses and Programs for GC approval
      1. Program Approvals
         1. MSE Curriculum Instruction: Science of Language and Literacy (**Approved Pending Revisions**)

The committee reviewed course documents. The course was **approved pending revisions**.

The following revisions are needed:

1. Submission of the curriculum map to show the alignment of PLOs and program courses.

Moved - Valerie; 2nd – David

Committee voted to approve: 10 –– 0 ––0

Dr. Kim Chappell informed that has now been approved. There needed to be some revisions and those were submitted and re-reviewed.

Dr. Chappell moved that the MSE Curriculum Instruction: Science of Language and Literacy is approved.

Dr. Brian Weber 2nd motion

Motion passed- no opposition, Carrie Tholstup abstained as she was the submitting author.

* + - 1. MSE Curriculum Instruction: STEM Education (**Tabled**)

The committee reviewed course documents. The course was **tabled pending additional information**.

The following issues must be addressed:

1. Submission of the curriculum map to show the alignment of PLOs and program courses.
2. Provides a list of acceptable elective courses & these courses aligned to PLOs in the curriculum map. (This may require approval from the dept for use of their courses in this program.)
3. Clearer rationale for the program – how this will benefit students beyond moving across the salary scale.

Moved - Karmen; 2nd – Jian

Committee voted to approve: 10 –– 0 ––0

Dr. Kim Chappell informed that this has been tabled and the authors have been notified and are working on the documents needed to move forward to re-review.

* + 1. Course Approvals
       1. MDI 832 Medical Imaging Modality Management (**Approved**)

The committee reviewed course documents. The course was approved.

The following friendly comments were made to consider for revision:

1. The syllabus sections 1.3 & 5.2 contain repeated information
2. The syllabus sections 4.2 & 5.3 contain repeated information

Moved - Rhonda; 2nd - Yuxiang

Committee voted to approve: 10 –– 0 ––0

Dr. Kim Chappell voted to approve.

Dr. Gary Anderson 2nd

Motion passed- no opposition, no abstention

* + - 1. MDI 852 Statistics for Medical Imaging (**Tabled**)

The committee reviewed course documents. The course was tabled pending revisions and information.

The following issues must be addressed:

1. Potential course duplication of NURS 808 and IDS stats course. Recommended to consider using the NURS 808 course. A strong case for offering this course is needed.
2. The PLOs and assignments reflect a typical UG stat course. Additional evidence is needed to justify the graduate course designation, i.e., rubrics, alignment of CLOs to assignments, how exams are evaluated, and application of course content.

Moved - Carrie; 2nd – Gary

Committee voted to approve: 10 –– 0 ––0

Dr. Kim Chappell noted that this course has been tabled. It needs some more rationale and work to prove it is a Graduate level course. It looks very similar to an undergraduate statistics course and fairly generic, as well as a nursing statistics course that is similar in terms of the focus and content. The Curriculum Committee recommends to consider the nursing statistics course as it goes along with the medical imaging as far as a discipline is concerned. Dr. Chappell has notified the authors and they are working on their process and will submit updated documents for re-review.

Dr. Chappell has also been working with several others to work on to get the university course approval process moving. There have been rubrics created to be used to evaluate the submitted materials in 2 of the 3 phases. Those rubrics were submitted to the Curriculum Committee for feedback. Feedback will be given and Dr. Chappell will bring this information to Grad Council. Academic Affairs will be doing the same on the undergrad side. Then, they will work together. Hoping to pilot in the spring semester.

Update & Action Item: Reinstatement Policy/Appeal of Dismissal

* 1. Keith, Brian, and Jerri
  2. See Attachment 1
     1. Wording updated to include all appeals (see highlighted areas)
     2. Form redone to be a PDF fillable form.

Dr. Angela Pool-Funai asked in regards to the #2 step in the appeal to the Graduate School Dean. There is not instructions on what to do, where do they start. Dr. Pool-Funai asked to formalize this step as it seems a bit ad-hoc currently. Add process and documents needed. Even to add wording to give direction in what to do next, such as “appeal to the Dean of the Graduate School by email”, something to give a next step/what to do.

Dr. Keith Bremer updated the old form to use as a fillable PDF that works better online. This form goes along with the instructions, the student fills this out and it is given to the person they start the appeal with- usually the instructor, then chair, and the form gets completed by each.

Dr. Keith Bremer will make changes to the wording and will bring it back to Grad Council for approval.

1. Update & Action Item: Art Thesis
   1. See Attachment 2

This was discussed previously in updating some wording in the Graduate School handbook. See attachment below- highlighted). Dr. Bremer asked if Linda wanted to take this back to the department for discussion. Dr. Bremer wants to make sure that this is inclusive. Linda visited with Karrie Simpson about the language and she agreed so these changes are fine with her.

Dr. Bremer asked if there was any opposition to this and to remove the binding wording.

There was no opposition- the motion passed.

1. Update: HLC Reaccreditation Process

Dr. Angela Pool-Funai updated that they have the five criteria, plus the federal compliance form. There has been great input from all across campus. There is a steering committee that has divided up all of the individual pieces and are making good progress. Dr. Keith Bremer and Dr. Angela Pool-Funai are working with Career Services and Student Affairs on the survey that goes out to graduating students. This is in regard to one of the sections for follow-up with Graduate students, making sure that this is consistent since this is one of the specific core components of that criteria that has to be reported.

There are also some existing policies that are due for review coming up. The Grievance and Complaint policy will be coming up for review that will go to SLT, then Cabinet after the new year. This is one of the pieces in the Federal Compliance Form that they noticed was coming up for review as they were going through the form. There is not expected to be any major changes to it, but they wanted to make sure and notify HLC that they are reviewing policies in a timely manner. Dr. Pool-Funai is trying to get a draft of the whole narrative completed before spring break.

1. Updates: Graduate School Operating Paper
   1. This is now the Graduate School Handbook
   2. Can be found here: <https://www.fhsu.edu/academic/gradschl/current-students/graduate-school-handbook-updated-10-25-22.docx>
   3. Currently reading and updating any outdated policy.

Rhonda Weimer asked if reviewing the handbook needs to be done by the Gradate Council at certain times? Yearly? Every other year?

Dr. Bremer agreed that this is a good idea. Although there are some items that needs to be updated immediately, but having the handbook reviewed every 2-3 years would be a good idea.

There was no objection to this idea. Dr. Pool-Funai agreed that every 3 years would be acceptable.

Other items for the good of the group?

Dr. Gary Anderson wanted to ask if there was any early detection/contacting students who are struggling. Is this a concern for retention? There seems to be a lot of effort in recruiting, but not retention.

Dr. Angela Pool-Funai shared that IT/Workday/Provost Office are working on Blackboard analytics to work with Workday to use these analytics to serve as an early alert system to use student’s grades and participation to address some of these issues and be very useful. Right now they are working on the back end details, but hope to roll out soon.

Dr. Eric Gillock mentioned that he had attended the most recent AAUP meeting and centralized advising for Graduate students was discussed, as well as some issues with Workday and automatic holds for students, then these holds have to manually be removed.

Dr. Bremer mentioned that the centralized advising was discussed at the last Graduate Council meeting and that was being put on hold for at least a year before the discussion will be started. As far as the holds being placed on accounts automatically, it is being looked at in a couple of different ways and a solution is trying to be reached, but there is not one yet.

Rhonda Weimer asked about the holds as well, and asked if there was a way to get a list of students who had holds and if there was an easier way to review the hold to determine what needs to be done to remove the hold. Dr. Bremer mentioned that they know that this is occurring and encouraged suggestions to improve this issue, send to him and he will forward those suggestions to the right people who are working on this issue. Dr. Pool-Funai discussed that this is being discussed. There is a possibility of students only receiving a hold as a first-time student, and not a hold every semester. Dr. Janette Naylor-Tincknell asked if there was a way to search cohorts towards the end of a semester to check students are registered for the correct courses for the next semester. Dr. Pool-Funai will research, but there should be a report to do so.

Dr. Pool-Funai asked if there was a necessity to keep the ongoing advising hold? Dr. Gary Anderson was in favor of abolishing the hold, and offered a suggestion to email students with the advisor information. Angie Howard asked if a hold can be placed by advisors in case there was an issue (ex. Grades)? Dr. Pool-Funai was not sure but will follow up with that. Rhonda Weimer asked if there was a report to see if all of her advisees were registered for classes. Dr. Pool-Funai was not sure about the name of the report but will check on the name of the report.

**Coming Up**

1. Graduate advisor Training; November 11th at 9:00 AM via Zoom: <https://fhsu.zoom.us/j/91999969797>
2. Commencement is Friday, December 16 at:
   1. 9:00 AM (Grad School flag bearer Christopher Bennett)
      1. ROCOBE
      2. COHBS
      3. WCOSTM
   2. 11:00 AM (Grad School flag bearer Brent Goertzen)
      1. COAHSS
      2. COE

**Important Deadlines**

*Application for Program Completion (APC):* 09/05/22 (will close on 10/14/22)

*Comprehensive Exams*

Final Date to Sign Up: 10/03/22

Exam Results Due (written and/or oral): 11/28/22

*Master's Theses/Specialists' Field Studies*

Final Title Due in the Graduate School: 11/07/22

Final Copy Due in the Graduate School: 11/28/22

Oral Examination Report over Theses or Field Studies: 11/28/22

**Attachment 1**

**Graduate School Appeals Policy**

A graduate student who believes that a course grade, a professional disposition decision, the result of a learning experience (e.g., academic dishonesty allegation or penalty, comprehensive examination, fieldwork, etc.), program dismissal, or a graduate school dismissal has been done in an arbitrary and capricious manner by the instructor, program, or Graduate Dean, may pursue a resolution of the dispute by submitting an appeal. The time limit for filing this appeal shall be within six months of the end of the academic semester in which the evaluation or decision has occurred. The student should carefully consider their own performance prior to submitting an appeal. The process is designed to resolve a dispute at the lowest possible level. Attempting to resolve the dispute with the instructor or program is the first necessary step before further action can be initiated. If the student is dismissed by the Dean of the Graduate School, then the informal appeal should start with the Dean of the Graduate School.

The Appeals process has not been designed to produce changes which are the result of a reevaluation of an instructor’s professional judgment about academic performance and the substantive content of assignments completed by a student. In other words, the focus of the appeal is procedural due process (e.g., course management, errors in application of the course grading arrangements, review of professional dispositions, etc.); not about the rightness or wrongness of the faculty member’s content expertise or judgments about the relevancy of assigned readings, choice of materials, etc.

When a student feels that decision has been applied with arbitrary or capricious standards or procedures, and when the initial informal student-instructor, program level, or Dean consultations have failed to resolve the situation, the following steps and procedures will be utilized:

1. Appeal to the department chair. (Note: in the case of MLS, MPS, & MBA appeals, a course appeal will be reviewed by the department chair in the department offering the course. A program appeal will be given to the Dean of the College of Arts, Humanities, and Social Sciences for the MLS, the Dean of the College of Health and Behavioral Sciences for the MPS, and, in the case of the MBA program, the Dean of the College of Business and Entrepreneurship with advisory copies routed to the academic department chairs involved. Other programs that may not clearly be assigned to an academic department shall be clarified by the graduate dean.) The student will submit the approved Graduate School Appeals Form to the department chair with attachments to support his/her case. The department chair will investigate the issue by interviewing all parties involved. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate. The advisor or advocate must be a graduate student at FHSU at the time of the appeal. The purpose of the inquiry is fact- finding. The department chair will then communicate his/her recommendation to the student in writing within ten (10) working days of receipt of the appeals form. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, he/she may pursue step 2, below.
2. Appeal to the Dean of the Graduate School. The department chair will forward the record of the appeal to the Graduate Dean. The Graduate Dean shall investigate the appeal by establishing a three-member hearing committee consisting of university graduate faculty. The Graduate Dean shall convene the committee, issue a charge, and then withdraw from the proceedings. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate as defined in step 1, above. The purpose of the inquiry is fact-finding. The appeal committee will make a recommendation to the Graduate Dean. In response, the Graduate Dean shall issue their recommendation to the Provost with copies to all involved parties and the appropriate college dean within ten (10) working days. This documentation will be attached to the Graduate School Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form. If the student wishes to continue to resolve the appeal process, they may pursue step 3, below.
3. The Provost shall consider the record of the appeal, and the recommendations of the department chair, the hearing appeal committee and graduate dean to render a written decision. Copies of this document will be sent to all parties involved in the appeal including the student, instructors, department chair, and Graduate Dean. The decision shall embody one of the following:
4. agreement with the instructor, program, or committee’s original assignment of grade, sanction, or result,
5. a change of the original assigned grade, sanction, or result. A change of grade will be noted on the grading record as an administrative grade change by the Provost,
6. if possible, a retake of the course with another instructor,
7. other remedy determined by the Provost to be reasonable in light of the circumstances of the appeal.

In all instances, face-to-face meetings will be the preferred method of communication and parties involved should endeavor to make that possible. However, in situations where meeting face-to-face is not possible, communication may occur over telephone, Zoom, and/or electronic mail. The method of communication used by parties in this process shall have no effect upon the appeal.

**Attachment 2**

**Research Option**

Subject to the approval of the department, the graduate degree student may select one of the following research options when planning a program:

* **Option A:** Master’s/EdS/DNP Degree With Thesis. A minimum of 30 semester hours of graduate credit including a research course and a master’s thesis of two to six semester hours.
* **Option B:** Master’s/EdS/DNP Degree With Portfolio. A minimum of 30 semester hours of graduate credit including a research course and a completed and approved portfolio.
* **Option C:** Master’s/EdS/DNP Degree Without Thesis or Portfolio. A minimum of 30 semester hours of graduate credit including a research course in which research methods are taught and in which a research paper, research project, or creative work is assigned and completed.

**Thesis (Required of Option A Programs Only)**

The thesis is the visual voice or written voice of independent study or research on some topic in the program field of study for which the student may receive from two to six hours of credit. Once enrolled in Thesis, the student must remain continuously enrolled both fall and spring semesters, and, if the department requires it, the summer session, until the thesis is completed. Failure to enroll as required makes the student eligible for dismissal from the degree program. The topic and procedural plan of the thesis must be approved by the student’s graduate committee prior to the beginning of the study. The advisor and the departmental graduate committee or its delegate share responsibility for the student’s work on the thesis and on the final approved copies.

Documentation of approval by the FHSU Institutional Review Board (IRB) must be provided for research involving human subjects. Documentation of approval by the FHSU Institutional Animal Care and Use Committee (IACUC) must be provided for research involving covered animal species. IRB or IACUC approval must be secured prior to the initiation of research activities. Further information on policies and procedures can be found at the respective websites: [www.fhsu.edu/academic/gradschl/ossp/IRB/](http://www.fhsu.edu/academic/gradschl/ossp/IRB/) and [www.fhsu.edu/academic/gradschl/ossp/IACUC/](http://www.fhsu.edu/academic/gradschl/ossp/IACUC/)

The approved thesis title and the approved thesis must be submitted to the Graduate School by the deadlines published in the academic calendar for the semester of anticipated graduation.

Theses are prepared and submitted in digital/electronic format and all final copies are available in the Forsyth Library depository, making them available online. A short abstract of the thesis must accompany each copy to be placed in the library. The thesis must be typed double-spaced with a one and one-half inch left margin and with one-inch top, bottom, and right margins.

The page number is inside the margin and is placed in the upper right-hand corner inside the one- inch top and right margins. Signatures pages are required with actual signatures before the student can upload the completed thesis to the library repository. Binding will be done at the request of the department and/or student. If binding is required, the student must meet these requirements. ~~The Graduate School will supply a list of binding vendors that can meet the needs of the student, but this responsibility will be placed upon the student. The thesis processing fee is currently $25.~~ The Graduate School is still responsible for vetting the thesis to ensure that the thesis is correctly formatted. It is the responsibility of the graduate student to contact the Graduate School to obtain a copy of the most current thesis guidelines and any other specific requirements for completion of the thesis. A title page template is provided on the Graduate School website to assist students in creating their cover pages and formatting instructions are posted on the Graduate School website (<https://www.fhsu.edu/academic/gradschl/current-students/index>).

The thesis is due in the Graduate School two weeks before graduation in the fall and spring semesters and a week before graduation in the summer term. The specific date is listed in the academic calendar. The thesis must be accepted by the Graduate Dean before the thesis requirement is met and before a grade is given for the thesis. Credit for the thesis is deferred until it is completed and is accepted by the Graduate Dean.