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|  | Graduate Council | |
| Date | Wednesday, September 14, 2022 |
| Time | 3:00 PM – 4:30 PM |
| Place | Memorial Union Trails Room |

**Welcome & Introductions**

**Attendees:**

Dr. Keith Bremer, Dr. Angela Pool-Funai, Misty Koonse, Caylan Harris, Dr. Stacia Fortune, Dr. Kim Chappell, Dr. Jerrie Brooks, Dr. Brian Weber, Carrie Tholstrup, Dr. Brent Goertzen, Dr. Janett Naylor-Tinknell, Rhonda Weimer, Dr. David Fitzhugh, Dr. Janel Harding, Angela Walters, Dr. Valerie Yu, Dr. Suzanne Becking, Dr. Karmen Porter, Linda Ganstrom, Dr. Tom Schafer, Dr. Jian Sun, Dr. Yuxiang Du, Dr. Gary Anderson.

**Old Business & Updates**

1. Carry-over items?
   1. No items since May
2. Strategic goals for the Graduate School

Thank you for all of those who sent suggestions for the Hometown Heroes for the President’s Listening Tour later this month. This information was passed to Scott Cason, and he let Dr. Pool-Funai know that she was the only one from SLT who sent names. This can lead to future alumni stories! Thank you!!

1. Engagement/retention ([Goal 2](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal2): Student Success)
   * 1. GTA training sessions

August 19th- GTA/GA Mandatory Orientation Training. Was well attended. This will be done next year, date is tentatively scheduled for the Friday before classes begin. Departments, please mark you calendars for this for your GTAs/GAs to attend.

* + 1. Graduate Advisor Training Sessions (Sep 8th and Oct 11)

September 8th- was via Zoom, October 11th will be held in the Trails Room. Zoom link may be added, as well as an additional Zoom session, depending on demand.

This discusses the Graduate School’s policies and procedures and how we are trying to streamline processes with Workday.

* 1. Marketing/recruitment ([Goal 3](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal3): Strategic Growth)
     1. Majors and Graduates Fair

October 20th

* + 1. Recruiter Position Approved and moving forward

Process is still pending with HR and will be moving forward soon. This position will be the “outreach” person for our office. Please let us know of any conferences or events to recruit students. They will also run HubSpot and social media accounts.

* 1. External funding ([Goal 4](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal4): Resources & Infrastructure)
     1. OSSP report

FY22 final numbers:  
44 submissions totaling $10.5 million  
30 awards totaling $5.7 million

FY23 to date:  
9 submissions totaling $2.5 million  
7 awards totaling $2 million

* + 1. Graduate School Endowed Scholarship fund

Including pledges, we are almost to our goal of $10,000 within 3 years to create an endowed scholarship. We are currently at $4,760.11.

**New Business**

1. Update & action items: Curriculum Committee
   1. Membership: Attachment A
   2. Action items: Courses and Programs for GC approval
      1. Program Approvals
         1. None currently
      2. Course Approvals
         1. LDRS 660G: Global Leadership

* The committee reviewed course documents. The course was **approved**.
* The committee commends the author as the syllabus is an exemplar for 600G courses.
* Moved - Kim; 2nd - Gary
* Committee voted to approve: 9 –– 0 ––0

Dr. Kim Chappell asked to bring forward a motion to approve. Dr. Jerrie Brooks moved, Dr. Janette Naylor-Tinknell 2nd the motion. No opposition/abstention. Motion passed.

* 1. New KACE System: University curriculum process proposal and pilot information

SharePoint forms are going away. A new ticketing system was needed to manage course approvals more efficiently. This system is for all **new** curriculum and not into Workday.

* + - 1. Academic Council review of course description, general outcomes, and rationale to determine if the course should be developed. Submitted in the KACE system Document Explaining Rationale, Purpose/Background, Course List & Sequence or KBOR form if applicable

This is to determine whether or not the course needs to exist, and if the program will support the university’s strategic plan. Then Academic Council will approve the concept of the course. If they deny, then it goes back to the dept. chairs & Deans with feedback to try to proceed.

If it is approved, it goes to phase 2.

* + - 1. Course undergoes initial development with TILT. The author will receive a stipend for participating in the entire process. TILT will conduct working - workshops and sessions for faculty to develop a quality syllabus and CourseTunes file. TILT must approve based on the quality course rubric [TBD]. Once this is done, it will be sent to the correct committees for approval in phase 3.

Dr. Pool-Funai made a clarification in regards to the workshops in phase 2- not a generic workshop, but specifically for building the course that is proposed. TILT will help to ensure that a quality course and syllabus is developed.

* + - * 1. An Alternative Phase 2 for experienced curriculum developers is planned, however no stipend will be received by the author. TILT must approve syllabus and CourseTunes file.

Dr. Bremer asked what if the course is still denied after going through this process? Dr. Chappell said that TILT will continue to work with them until the course is approved, to attempt to build quality curriculum across the university.

* + - 1. Approval by AA, UCC, GCC using the quality course rubric - followed by Faculty Senate and Grad Council, followed by Asst Provost – then entered in Workday. UCC (university curriculum committee) is responsible for all 600/600G’s.

The CourseTunes file and the quality syllabus would be submitted to Graduate Council to approve Graduate courses. AA will approve all undergrad courses. University Curriculum Committee is a pilot committee. Once approved, and approved by the Asst. Provost, the course will go into Workday.

* 1. Curriculum Process Pilot – Brian Webber

Dr. Weber has a new course to test this process out.

1. Update & action item: Appeals Committee
   1. Membership: Attachment B

Update from Summer 2022

Update from Summer 2022- there is 1 grade appeal that made it all the way to the Provost, and it was denied.

Current Appeals (Timeline)

There are 2 appeals that may be submitted, but at this time the students have not initiated the Graduate Dean level review. If that happens, Dr. Pool-Funai will reach out to the Appeals Committee.

1. Update & action item: Award Committee
   1. Membership: Attachment C
   2. Due Dates for Award Nominations- Dr. Pool-Funai will double check dates- may be set for some. More on awards next month.
      1. Outstanding Graduate Advisor
      2. Outstanding Graduate Teaching Assistant
      3. Outstanding Thesis/Dissertation
      4. Outstanding Graduate Student Research and Creative Activity
   3. Lighthouse Committee – run by FHSU alumni/foundation
2. Update & action item: Art Thesis Options
   1. Art has a thesis, not a portfolio. Would like a wording update in the Graduate School Policy and Procedures Paper

The portfolio is a much larger work, and the thesis may be a part of their portfolio.

* + 1. Current Policy: Attachment D
    2. Very Specific with “written result”. Would like it to include something like “visual voice/written vice”.

This part was causing some confusion as the “written result”. Art has asked to change the wording to include visual voice & written voice to more accurately capture the requirements. The process is not just what they create, but there is a research component. Linda Ganstrom added details of the requirements- students create enough art work to fill a 2,000 square foot gallery. They have a theme to research, that is approved by a committee about halfway through their program, then they start making work toward that thesis option with the culmination as an exhibition. The options include film, written pieces for their catalog, work statements, biographies, a professional resume, title cards, signage, etc… This is comparable to a dissertation for a PhD student. The MFA is a terminal degree for university professors, so they need to be prepared to enter the professional field with this exhibition.

Dr. Bremer asked if there was any objection to altering the language to more accurately capture what occurs in Art – replacing written result with visual voice or written voice. There was not any objections. This will be brought back for review.

1. Update & action item: Reinstatement Policy/Appeal of Dismissal
   1. Currently no appeal policy for reinstalment or dismissal
   2. Appeals policy are stated in the Graduate School Policy and Procedures paper for admissions and academic evaluation. See Attachment E.
   3. We need to create this policy. Volunteers needed.

One or two people to help Dr. Bremer to come up with the process and the policies to bring back to Grad Council for approval

AEP started a committee regarding appeals today (9-14-22) Dr. Brian Weber and

Dr. Jerrie Brooks are both on that committee for their dept. and are willing to help

with the Graduate School’s policies. Dr. Bremer will reach out to them and follow up

1. Update: HLC Reaccreditation Process

In our “self-study” year, which means that the university is in the process of putting together our assurance argument, which addresses the 5 criteria that HLC lines out with all of the different core components that are assigned to that. A steering committee has been put together and is making progress. Joe Bain & Dr. Pool-Funai are working together on the Federal Compliance Review, which has to do with locating policies to address issues. Their goal as a committee is to have their rough draft ready before spring break to be able to review and update as needed before being submitted to HLC in September of next year prior to the sight visit on Oct. 30th & 31st next year (2023).

If you receive an email from a member of the steering committee requesting information regarding criterion two, please acknowledge those emails as they are requesting important information needed for the process.

1. Update: Graduate Scholarly Experience

Small grants awarded to Graduate students who are performing research or traveling for research, purchasing data for research, etc..

* 1. Open from 9/6 to 9/30

Applications are open now. Graduate students have received emails via email and Workday inbox. Dr. April Terry sent out these emails to faculty as the SEC coordinator.

* 1. Up to $700 per student

An increase from last year (previously $500)

* 1. Consumable supplies for proposed research/scholarly/creative work, OR to help defray costs for travel to present the results of such work or to conduct the research.

1. Updates: Workday Tools and Reports
   1. Trainings
      1. September 8th Via Zoom (22 People attended)
      2. October 11th, Trails Room 3-4 P.M.

Faculty can sign up via the link that Dr. Bremer sent out previously.

* + 1. Early November Via Zoom Possibly
  1. APC – Past due, closing on the 14th of October

Was due Oct. 5th, but we are still accepting them. If you have a Graduate student who missed the deadline, please have them sign up located our the Graduate School website, or reach out to the Graduate School office.

Reports can be run in Workday- under Applications for Program Completion report. This will bring up all students who have applied, so departments will need to filter the students accordingly.

Students will no longer be able to apply after October 14th, because the application will be updated. If they want to apply after the 14th, they will still be able to, but they will need to email either Dr. Bremer (last names M-Z) or Bonnie Werth (Degree Analyst for last names A-L).

* 1. “Graduate School Comprehensive Exam Sign Up V2” Report – Both GS & Advisor

This report can also show whether or not a student has applied for program completion. A job aid is coming. Make sure to use the V2- this is the correct version. This will bring up everyone who has signed up for comps. Departments can then filter accordingly by degree or advisor. This information on running this report will be covered more in-depth during the training sessions.

* 1. Entering Comp Results – Advisor

The Graduate School only needs to know if a student has passed/failed. Advisors now report the scores themselves in Workday. There is a job aides on the Graduate School website under the Graduate Advisor Information. You will need to use your login credentials to view this information.

* 1. Transfer Courses – Graduate School

A new form has been created and is available on the Graduate School website under the Graduate Advisor Information tab. This form is called Program of Study and the classes to transfer are entered and the completed form is emailed to the Degree Analysts in our office and uploaded into Workday into the student’s documents. There is a job aid for this task on the Graduate School website as well. Please contact Dr. Bremer if you need assistance with this as well.

* 1. POS Changes – Advisor

This can be done by advisors now and is based on overrides. If a student’s program of study is incorrect in Workday, advisors will need to complete a minor change form, which is currently completed in Sharepoint, but this will change in the future. This will correct any major changes. For minor changes (such as allowing a student to substitute a course), a course override can be completed. There is also a job aid for this.

* 1. Course Validation – Both GS & Advisor

If a course is older than 8 years, it cannot be used on a program of study unless it is validated. There are different ways a course can be validated, usually through examination. There was a form in LotusNotes that was used previously. Dr. Bremer has created a form similar to this, and it will be coming soon. The form will be a PDF form to be completed and emailed with signature approval (can be electronic signatures). The student initiates the form, the advisor agrees to the form, then to Dr. Pool-Funai for approval of the way the course will be validated and who will validate the course, then to the person validating the course. Once the form is completed and through the approvals, it will be uploaded into Workday and also emailed to the Degree Analyst. This will also be covered in depth in the training sessions Dr. Bremer will be conducting.

1. Hometown Heroes: Outstanding Grad School Alumni to Feature
   1. Nominations needed

Please send any ideas to Dr. Pool-Funai and she will forward them to Scott Cason.

1. Discussion:

Midwestern Association of Graduate Schools has awards offered in the following categories that the Graduate School would like to have entries to compete in them. There is one nomination per institution. If you have suggestions for one of these awards, please let the Graduate School know. Email reminders will be sent out for calls for nominations.

* 1. MAGS Excellence in Teaching Award

Call for nominations has not been sent out to the Graduate School yet, so the parameters are not known at this time. Information regarding this will be sent out once they are known.

* 1. MAGS/ProQuest Distinguished Thesis Award (attachment F)

See the criteria below the agenda for this award.

* 1. MAGS Award for Excellence and Innovation in Graduate Education (for educators)

Other items for the good of the group?

**Coming Up**

1. GS-OSSP Open House, September 29 from 2-4 P.M.
2. Wednesday, October 20: Majors and Graduate Programs Fair

Please feel free to send students who might be interested in Graduate School to come see us!

**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 A

Curriculum Committee Members

Kim Chappell - Chair

David Fitzhugh

Carrie Tholstrup

Angela Walters

Rhonda Weimer

Valerie Yu

Gary Anderson

Jian Sun

Yuxiang Du

Karman Porter

Vacant – TBD

Attachment B

Appeals Committee Members

Becking, Suzanne - Chair

Brooks, Jerrie

Goertzen, Brent

Naylor-Tincknell, Janett

Harding, Janelle

Gillock, Eric

Weber , Brian

Attachment C

Awards Committee Members

Ganstrom, Linda - Chair

Harrison, Perry

Koonse, Misty

Winchester, Juti

Shafer, Tom

Attachment D

Current Policy and Procedure for Research and Thesis Options

## 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 written result 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.

Attachment E

Current Policy and Procedure for Appeals

Admission Appeals

The Graduate School admissions process at FHSU is a selective process. Applicants must meet the minimum requirements for graduate admissions and in many cases, meet department/program criteria that are over and above the minimum established by the FHSU Graduate School. Students who have been denied admission have an avenue of appeal. Keep in mind, the appeals process is for applicants who have a serious and compelling reason they feel their application should be considered.

Appeal of Academic Evaluation

Students shall have protection through orderly procedures against arbitrary or capricious academic evaluation. In matters relating to evaluation of academic performance, an information as well as a formal procedure exists. The student should first consult with the professor(s) involved. If the issue is not resolved at that level, the student may consult with the chair of the department who will, if necessary, inform the student of further informal appeals or of specific formal appeals procedures. The formal appeals process begins with a written appeal to the department stating the specific arbitrary or capricious academic evaluation. A copy of the formal appeals procedure can be found here https://www.fhsu.edu/academic/gradschl/Graduate-School- Appeals/.

Dismissal

The Graduate Dean may terminate a student’s graduate status at any time because of unsatisfactory academic performance. Departments and programs may request termination of a graduate student for poor academic performance, unethical behavior along with other reasons that demonstrate poor performance within a program.

Attachment F

MAGS Thesis Award Nomination Call

Dear MAGS Members,  
  
The Executive Committee of the Midwestern Association of Graduate Schools (MAGS) is soliciting nominations for the **2023 MAGS/ProQuest Distinguished Master’s Thesis Awards**. The awards recognize and reward distinguished scholarship and research at the master’s level.  
  
MAGS has adopted the same process as that of the Council of Graduate Schools (CGS) for awarding the Distinguished Thesis Awards in two of four categories that alternate every two years. For the 2023 cycle, MAGS is seeking nominations for the Distinguished Thesis Awards in the two broad categories of the **Social Sciences**, and **Mathematics, Physical Sciences, and Engineering**. (In the following year, the two broad categories will be Biological/Life Sciences and Humanities.)  
  
The Guidelines for the 2023 MAGS/ProQuest Distinguished Master’s Thesis Awards are as follows:

* Each member institution may submit **one nomination for each award category**. Each nomination requires the written endorsement of the Dean of the Graduate School or equivalent official. The institution selection process is the responsibility of that individual institution.
* Nominations will be accepted in the disciplines of Social Sciences, and Mathematics, Physical Sciences, and Engineering in which the institution offers a master’s degree. The effective date of degree award, or the completion of master’s degree requirements, must fall in the period of **July 1, 2020 to June 30, 2022, inclusive**, for each nominee selected.
* Please submit the abstract of the nominated thesis (submitted as a standalone document), letter of support, and the thesis through the dedicated Google Form by **Friday, November 1, 2022**.

The nomination process, guidelines and Google Form Link can be viewed at [**mags-net.org/distinguished-thesis-award/**](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fmags-net.org%2fdistinguished-thesis-award%2f&c=E,1,j1d5f8vxYYhugbO0eXSDUVONRIcLLgdiIgbW7Kn-CvpYUfRzqu5-QAlD1HeurncifM0lLtrajAzK2G-oAql0w3QFdBvLtUSQDGpZ_5N59Xo,&typo=1). For questions, please contact [thesis@mags-net.org](mailto:thesis@mags-net.org).