

	Graduate Council	
	Date	Wednesday, February 14, 2024
	Time	3:00 PM – 4:30 PM
	Place	Memorial Union 226 - Pioneer Room and Zoom: https://fhsu.zoom.us/j/91736338856

Roll Call

✓ Janett Naylor-Tincknell	✓ Kim Perez	✓ Gary Andersen
Medhavi Ambardar	✓ Janelle Harding	✓ Suzanne Becking
Blake Roth	✓ David Fitzhugh	✓ Jian Sun
✓ Kim Chappell	✓ Rhonda Weimer	✓ Angela Pool-Funai
Kenton Olliff	✓ Erica Bittel	✓ Keith Bremer
✓ Laura Wilson	✓ Carrie Tholstrup	✓ Caylan Harris
✓ Perry Harrison	Angie Howard	✓ Les Mackey
✓ LeAnn Brown	✓ Valerie Yu	Kelsi Broadway
✓ Brent Goertzen	✓ Angela Walters	
Hussam Ghunaim	✓ Jerrie Brooks	

Standing Items

- 1) Strategic goals for the Graduate School
 - a) Engagement/retention ([Goal 2](#): Student Success)
 - i) Policy Update
 - ii) Handbook update
 - b) Marketing/recruitment ([Goal 3](#): Strategic Growth)
 - i) Les – Recruitment Update

As of last week, we are up 70-80 Graduate students.

MPS program pages on websites- the biggest issue has been fixing pages so students can find information on the webpages. There were a lot of issues on these pages due to the previous server being case sensitive, and some departments made their own pages- different than the ones housed under the MPS program on the Graduate School website, were always in upper case- and now lower case must be used, even though they are the same letters in the hyperlink, the upper case does not work anymore. It has been a process to update these, but it is in progress.
 - c) External funding ([Goal 4](#): Resources & Infrastructure)
 - i) OSSP Report

FY 24

24 submissions totaling \$12.3 million
18 awards totaling \$2.8 million

FY23 this time last year

17 submissions totaling \$5 million
15 awards totaling \$3.2 million

ii) Endowed Scholarship Funds \$8,490.11

New Business

1. *ESOL Testing at AAUP (Phil Wittkorn)*

Phil Wittkorn discussed the question he was bringing to Graduate Council today, is that if we will accept the exam scores from the partnership school for the MBA program? The school has their own English language program and for the undergraduate program, we have allowed them to use their English exam and we have accepted that instead of TOEFL or EILTS. There has never been any problems with those students and their standards are actually higher than our standards. They have purchased the license for the Accuplacer English exam, which is used at their school, they have equated their exam to the TOEFL, for the undergrad we require a 5.5 but they require a 6 or higher, and for the Graduate program we require a 6.5, theirs is approximately the same.

Dr. Bremer will upload this information into Blackboard later.

Dr. Angela Pool-Funai mentioned that since our criteria for these language tests are in the handbook, she wanted to make sure and bring it to Graduate Council to approve. The last time this was done was when FHSU got back on board with The Language Company and the testing they were doing at that time, so she wanted to bring it forward to the group if there were any concerns. Dr. Pool-Funai did not have any concerns since their criteria is higher, but she wanted to run this by Graduate Council to update the handbook.

Angela Walters asked if Phil had gotten any feedback from the MBA committee? Phil replied that he did not, that he has only talked with the MBA Coordinator, Sarah Patterson. He said that he told her that this was something they were pursuing, so he did not ask how she felt about it. He can say though that others in the College of Business felt very good about these students and their English abilities.

Angela Walters asked if Phil would be willing to meet with the MBA committee, just to make sure? Phil agreed to do this.

A question was asked if we would require the same proficiency for the MBA?

Phil added that we're not asking to lower the standards and the students would still have the choice to take the TOEFL or the IELTS, or if they go through the partner's English language program and take their exam at the end of that program. We're just asking would we be willing to accept that exam, which would be equivalent to our current standards.

Dr. Pool-Funai mentioned that the MBA is the only Graduate level program, but if we approve accepting this score range then that would go on for new Graduate programs that we could partner with.

Dr. David Fitzhugh was concerned what if they decided to change their plan, their program, and started using a different assessment tool?

Phil Wittkorn said that it could be written into whatever agreement we want to make with them. We could say that as long as you have this standard with this exam, we will accept it, and if you ever change, we would need to renegotiate.

Dr. David Fitzhugh asked if it is for any specific concentration in the MBA program? Phil said it would be the general concentration, because they have a "set" plan and do not choose different concentrations. This might change in the future, but due to the limited number of students, there are not any choices to do this.

Dr. Janette Naylor-Tincknell asked if there could be some language specific enough that the language must be comparable to our own standard based on TOEFL, something that wouldn't be specific to just this one partnership.

Dr. Keith Bremer added that we could something as "you must have these scores, which would equivocate to TOEFL or IELTS or the other scores we use".

Dr. Naylor-Tincknell asked if more general wording could be used. Instead of saying this specific exam, use "approved or reviewed standard" that are at or above the TOEFL standard", rather than putting a line in for every testing instrument that we have. Some sort of approval review standard that would meet our minimum TOEFL requirements. We allow it as the Graduate Council, but it might be up to the individual program.

Dr. Pool-Funai asked if is there some sort of review process that we could point to that determines who says it's equivalent and can we point to that?

Phil answered that since this is their internal exam, they try to do the equivalency themselves, so there is not an outside value. It will be similar to when we had our own English language center here on campus and we allowed to people graduate with our test.

Dr. Pool-Funai likes the idea, she is just unsure who would review, thinking ahead for the future if there would be more partnerships.

Dr. Janette Naylor Tincknell agreed, but was concerned that in the future if there are more partnerships, will a bullet point have to be added for every one of the different language exams that we encounter?

Dr. Bremer answered that in some ways we do. KBOR requires any GTA/GA/GRA that is hired to score a certain number on the verbal section of the English Language Competency Form, and we have to equivocate that based on TOEFL, because all they list on KBOR is TOEFL, so we do have to add those specific numbers for that purpose.

A question was asked, what if TOEFL changes their score and system? Dr. Bremer replied that we have to go back through and look at everything.

Phil answered the question of working with other partnerships- that if we do this for other partners, this is the only partner that we have and working with them on their own English language program to fix it. Not to say that there couldn't be something in the future, but it's not common.

2. ***Curriculum Committee (Dr. Kim Chappell)***

1) Action Items: New Courses

- a) PSY 870 Foundation of Professional Practice (Recommended for Approval)
- b) LDRS 805 Organizational Inquiry (Recommended for Approval)
- c) INF 852 User Experience (UX) Design I (Recommended for Approval)
- d) SPED 803 Special Education Research (Recommended for Approval)
- e) LDRS 811 Organizational Intervention Strategies (Recommended for Approval)

These documents are provided in the Curriculum Committee folder in Blackboard. Dr. Kim Chappell asked if she could bring these courses forward for approval.

Dr. Perry Harrison moved.

The motion received a 2nd.

No opposition

Motion passed.

2) Action Item: New Program/ Concentration

- a) MLS Philosophy (Recommended for Approval)

This program was approved by the Curriculum Committee. Dr. Kim Chappell asked for a motion to approve this program.

A motion was made.

Dr. Perry Harrison 2nd motion
No opposition
Motion passed.

3) Curriculum Approval Process Update: Toolkit

- a) <https://www.fhsu.edu/academic/gradschl/graduate-faculty/>

This is still a work in progress. It is basically a one stop shop. If you need to submit a new course, minor course change, significant course change, or program change then you will go there to fill out the forms. Policies are eventually going to be added to this as well, as well as information about developing 600 level classes, developing programs, but for right now there is a syllabus template, some examples, and the forms to fill out. This is now open to everyone.

This is going to be in lieu of the KASE ticket system, which will take some time to be built.

Angela Walters added that it might be beneficial to add a department's administrative assistant in the process to assist in keeping track of a department's forms.

Dr. Kim Chappell said that she would add that to her list to update.

Old Business & Updates

1) Action Item: Reading and Review Graduate School Handbook

a. Changes

i. Dr. Tamara Lynn - MPS program in Criminal Justice

1. GTAs from outside the program of study: Suggestions

1. The assistantship is awarded only in the department of the applicant's program **or a related field or discipline.**

2. The assistantship is awarded only in the department of the applicant's program **or if the applicant has completed**

coursework (minor, certificate, etc.) that is applicable to the hiring department.

3. The assistantship is awarded only in the department of the applicant's program. **Exceptions to this policy must be approved by the Dean of the Graduate School.**

Dr. LeAnn Brown added some information from the follow-up discussion she had with Dr. Lynn about the idea related to hiring an online student to fill those GTA positions. Dr. Lynn stated that due to the nature of their program and criminal justice, their graduate students that are pursuing this degree are already full-time employees already in the profession, so they are either pursuing their graduate degree for promotion or that they

are seeking to transition into teaching of some sort once they retire from the field. So, hiring an online GTA from their program is not feasible for them. They also rely on their GTAs for in-class instruction, so an online GTA would not meet those needs. And then currently, the students that are revising in this role where they made an exception and hired is a Psychology student, but received a minor in Criminal Justice, and that is where they feel this qualified them to provide instruction and support for the faculty as needed.

Based on the conversation with Dr. Lynn and feedback from the previous meeting, it seemed that these were some of the suggestions in terms of revising the handbook.

Dr. Pool-Funai added that she visited with deans in Academic Council was a combination of what is suggested between points 1 & 2. They felt that the decision to hire a GTA should fall to the department and college where they're being hired and to trust that they are making a hiring decision that is reasonable for the unit. There is an essential way of combining point 1 that the assistantship is awarded in the department of the applicant's program or related field or discipline, or the applicant has completed coursework that is applicable. Or we combine all 3 and say exceptions need to be vetted, but the college deans did not express concern that we need to be strictly limited to the specific field of study.

Dr. Laura Wilson added that one of the things she was interested in was why the department has to look outside their students. Whether it is something where they have mostly online programs, so they do not have the appropriate pool or whether they don't have enough Graduate students to fill their GTA positions. Those are very different scenarios. She recommended having a review of extenuating circumstances into it.

Dr. Jerrie Brooks asked if points 1 & 3 could be combined?

Dr. Bremer said yes, that is a possibility.

Some discussion ensued about the way the points should be combined. Point 2 is very specific.

Dr. Bremer will combine a few of these and bring it back to the next meeting to vote.

- b. Last Reading 2/14/24
 - c. Vote 3/20/24
- 2) Action Item: Exit Survey Last Review
- a. Use this link to test and review:
https://fhsucahss.col.qualtrics.com/jfe/form/SV_6rNtu988LVK7BPg

This is a test link and once you open it, you must go through the whole survey. Please make sure that your program questions are correct, if they were added. If your program did not add any, that is fine but please test this and see how long it takes and let Dr. Bremer know if there are any errors, typos, etc... If you have any suggestions for removing anything to help with the length of the survey, please send those suggestions as well.

3) Other items for the good of the group?

Coming Up

- 1) Next G.C. Meeting – March 20th, 3:00 PM; Memorial Union 226 - Pioneer Room OR via Zoom: <https://fhsu.zoom.us/j/91736338856>
- 2) Capitol Graduate Research Summit: 21st of March at the Capitol. Volunteers needed for judging the day of the event.
- 3) Lighthouse Award Nomination – Due Friday February 16th.

Important Deadlines

Application for Program Completion (APC)

Final Date to Sign Up

3/8/24

We use these numbers to see what we need for actual graduation- number of seats, diploma covers, stoles, etc.. please make sure your students are completing this prior to the deadline. This gives time for the Degree Analysts to go through and make sure that the students have everything they need to graduate.

*The original date listed in the agenda was 3-28-24, however it was noted that this date is incorrect. March 8th is the correct date. *

Dr. Janette Naylor-Tincknell asked if it would be possible for faculty to hood their students? Dr. Angela Pool-Funai said that this has been brought to Dr. Mason before, and the answer is no due to this delaying the ceremony. Making. Since there are multiple ceremonies that must occur, this is not something that is considered. She will bring this up to Dr. Mason again, but the likelihood of this occurring is very small.

Dr. Bremer also mentioned that there are departments who hold individual gatherings/ceremonies for their graduate students.

There will still be construction during graduation, and we are not sure what alterations there will be yet.

Comprehensive Exams

Final Date to Sign Up

2/26/24

Exam Results Due (Written and/or Oral)	5/13/24
<i>Master's Theses and Ed.S. Field Studies</i>	
Final Copy Due	4/29/24
Oral Examination Report over Theses or Field Studies	4/29/24