**Graduate Council Meeting Minutes**

**March 11, 2020 3:00 PM**

**Stouffer Lounge, Memorial Union**

1. **Welcome**
2. **Call to Order**

**Attendees:** Dr. Pauline Scott, Dr. Kimberly Chappell, Dr. Suzanne Becking, Dr. Scott Robson, Dr. Eric Gillock, Ms. Janelle Harding, Dr. Gary Andersen, Dr. Paul Faber, Dr. David Fitzhugh, Ms. Rhonda Weimer, Dr. Whitney Whitaker, Dr. Brent Goertzen, and Dr. Candace Mehaffey-Kultgen.

**Not in Attendance:** Dr. Thomas Schafer, Dr. Valerie Yu, Dr. Phillip Olt, Dr. Kimberly Perez, Dr. Elliot Isom, Ms. Misty Koonse, Dr. Brooke Moore, Dr. Karmen Porter, Dr. Leo Herrmann, and Ms. Linda Ganstrom.

**Guests:** Dr. Valerie Zelenka, Dr. Keith Bremer, Ms. Maureen Duffy, and Ms. Kaley Klaus.

1. **Report from the Dean** 
   1. GTA Allocations will be announced the first part of next week (March 16).
   2. Capitol Graduate Research Summit was February 26, 2020. The Graduate School had 22 applications, which was significantly higher than last year. We took six (one collaboration) graduate students to participate in this event. Paul Hess (Biology) and Spencer McCue (Chemistry) won the top FHSU poster voted on by the Capitol Graduate Research Summit judges, and they won top poster on behalf of BioKansas (bioscience organization).
   3. The Graduate School awarded additional funding for the Graduate Scholarly Experience (GSE) Grant. The application will be open until March 22. Graduate students can apply for up to $500 if they did not win the full amount in fall.
2. **Report from Curriculum Sub-Committee**

Dr. Kimberly Chappell reported on the curriculum committee program and course approvals.

**Proposal Approvals**

* **MPS Concentration in Workforce Development** (revisit from last month)

There were concerns of rigor, course sequencing and curriculum mapping in the first review of this program. The authors resubmitted documents to address these concerns. The committee was satisfied the following concerns were met:

1. The course list was revised indicating the program has more than 50% at the 800 level.
2. The PLOs were streamlined, though some courses introduced content for some PLOs, and assessed another. The committee cited instances where this does happen.
3. The sequencing was clarified – noting the 800 level courses were degree focused, while most of the 600 level courses were CTE/concentration focused. The sequence was designed to develop the CTE program outcomes and the MPS program outcomes simultaneously.

The committee approved the program with the minor recommendations: It is recommended the curriculum map is reviewed and those 1-introducing concepts are reassessed (it is suspected that many of those are 2-reinforcing).

Vote approve – 7 – 1 – 1 (Dr. Candace Mehaffey-Kultgen abstained)

* **MLS Teaching & Learning - JROTC**

The committee reviewed the program rationale and supporting documents. Approved without recommendations. Vote approve – 8 – 0 – 1 (Dr. Brooke Moore abstained)

* **Advanced Professional Studies Concentration in Counseling**

The committee reviewed the program rationale and supporting documents. Approved with the minor recommendations: There was a question about the use of the 973 Problems course for the practicum/internship. No action is requested, only a consideration for the program coordinator. Vote approve – 8 – 0 – 1 (Dr. Brooke Moore abstained)

* **MS Gifted Education**

The committee reviewed the program rationale and supporting documents. Approved with the minor recommendations: Add the credits for AEP 880 on the rationale.

Vote approve – 8 – 0 – 1 (Dr. Brooke Moore abstained)

Dr. Kimberly Chappell called for a motion to approval all of the programs with recommendations from the committee; Dr. Whitney Whitaker moved a motion to approve all programs with the recommendations from the committee; Rhonda Weimer seconded the motion. All members were in favor. 13 – 0 – 0

**II. Course Approvals**

* **SPED 853: Curriculum & Instruction for Gifted Education**

The committee reviewed the course syllabus and supporting documents. Approved with the minor recommendations: Alignment the CLOs with lower level descriptors, to the assignments that were clearly graduate level assessments. Vote approve – 8 – 0 – 1 (Brooke abstained)

* **SPED 855: Identification & Assessment for Gifted Education**

The committee reviewed the course syllabus and supporting documents. Approved without recommendations. Vote approve – 8 – 0 – 1 (Brooke abstained)

Dr. Kimberly Chappell called for a motion to approve all the course approvals with recommendations from the committee; Dr. Whitney Whitaker moved a motion to approve all course approvals with recommendation from the committee and Dr. Brent Goertzen seconded the motion. All members were in favor. 13 – 0 – 0.

1. **Report from the Appeals Committee**

No new information. No report was given.

1. **Badging Committee**

The Badging Committee has met and are currently working on policies and procedures of the badging/certificate process.

1. **Office of Scholarship and Sponsored Projects Report**

SACAD is open on InfoReady. SACAD is April 22, 2020. Research Speed Networking Event went well. The Office of Scholarship and Sponsored Projects received great feedback from this event.

1. **Published Thesis Changes, Transfer of Credits, Accelerated Program Guidelines-Update**

Three policies and/or procedures were brought to the table for discussion in the February 2020 Graduate Council Meeting. These documents are located in the March 2020 Blackboard folder and were brought to the council for voting.

* 1. **Proposed Operation Manual Changes-Making Edits to Published Thesis**

Dr. Suzanne Becking moved motion to approve this policy. Dr. Scott Robson seconded the motion. All members were in favor. 13 – 0 – 0.

* 1. **Transfer of Credits**

Background: A question arose in the Graduate School about transfer of credit specifically when it comes to someone getting a second masters from Fort Hays State University with common or overlapping core courses. The Graduate School created a document to state our policy regarding transfer of credits. *Under no circumstances can a course be used on more than one program of study*. If the student is working on an additional masters or an advanced degree and courses required for the second degree were also required for the previous degree, the advisor must notify the Graduate School of substitutions for those courses. Credit for Prior Learning (CPL) is not accepted as a substitution for the courses for the second degree.

Dr. Brent Goertzen moved a motion to approve this policy. Dr. Scott Robson seconded the motion. All members were in favor. 13 – 0 – 0

* 1. **Accelerated Degree Programs**

The Graduate School compiled information regarding our accelerated programs to create one document that addresses our current practice and procedures. This document outlines the process of creating a new accelerated program. The Graduate School worked closely with the Registrar’s office to ensure these courses are reflecting correctly on the accelerated students’ transcripts.

There was discussion amongst the group about the opportunities that could arise from this endeavor.

Dr. Brent Goertzen moved a motion to approve this policy and procedure. Dr. David Fitzhugh seconded the motion. All members were in favor. 13 – 0 – 0

1. **Adjournment**

Mr. Glen McNeil called for a motion to end the March 2020 Graduate Council Meeting at 3:50 PM. Ms. Rhonda Weimer moved a motion to adjourn the meeting. Ms. Janelle Harding seconded the motion. Meeting was adjourned at 3:50 PM.