**Graduate Council Meeting Agenda**

**November 6, 2019 3:00 PM**

**Stouffer Lounge, Memorial Union**

1. **Call to Order: 3:00-3:01**

**Attendees: Dr. Trey Hill, Dr. Kimberly Perez, Dr. Phillip Olt, Dr. Gary Andersen, Dr. Elliot Isom, Ms. Misty Koonse, Dr. Brent Goertzen, Dr. Paul Faber, Ms. Rhonda Weimer, Dr. Thomas Schaffer, Dr. Kimberly Porter, Ms. Janelle Harding, Dr. Suzanne Becking, Dr. Eric Gillock, Dr. Leo Herrman representing Dr. Whitney Whitaker, Dr. Scott Robson, Dr. Pauline Scott, Dr. David Fitzhugh, Dr. Candace Mehaffey-Kultgen, and Dr. Kimberly Chappell.**

**Guests: Dr. Jill Arensdorf, Dr. Keith Bremer, Ms. Kaley Klaus, Dr. Valerie Zelenka, and Ms. Linda Garner.**

**Not in Attendance: Ms. Linda Ganstrom and Dr. Valerie Yu.**

1. **Dr. Brooke Moore Acting Chair 3:01-3:02**

Mr. Glen McNeil is out of the office recovering from surgery and Dr. Moore agreed to chair the meeting. Ms. Linda Garner is acting Dean.

1. **Welcome to Our New Member 3:02-3:05**

Mr. Max Biringer was introduced as the new Academic Program Specialist in the Graduate School. He will be assisting with the application process and recruitment.

1. **Visit from the Provost 3:05-3:08**

Dr. Jill Arensdorf visited Graduate Council. Dr. Brooke Moore inquired about the search for the new Dean of the Graduate School. Dr. Arensdorf is hoping to start the search after the two current Dean searches (Robbins College of Business and Entrepreneurship and Werth College of Science, Technology & Mathematics) are completed.

1. **Badges and Alternative Educational Programming 3:08-3:09**

A Badging Council is being organized and will begin discussions of policies and procedures for developing and approving badges. Mr. Glen McNeil and Staci DeWild have a webinar on badging from PaperClip Communication that will be held virtually on November 18 from 1:00 PM - 2:30 PM in Forsyth Library Room 210. Any Badging Council representative interested may attend this webinar. Please contact Staci DeWild to sign up.

1. **Curriculum Approvals 3:09 -3:14**

The Curriculum Sub Committee presented courses and program approvals for the council. Council members voted. Dr. Kim Chappell reported on behalf of the Curriculum Sub-Committee

The Social Work program submitted 18 courses and syllabi to address all the courses in their masters program, which was recently approved by KBOR. The Social Work department followed the best practices form and the committee had only a couple of small revisions. The sub-committee approved all 18 courses 7-0-1 (Rhonda abstained).

Dr. Kimberly Chappell made a motion to approve all 18 courses as a group. All approved, 1 abstained (Rhonda).

COUN 803 was reviewed by the sub-committee and approved 7-0-0.

SPED 860 was reviewed by the sub-committee and approved 7-0-0 with a small amendment to correct the course title on the syllabus.

GSCI 665-Severe Storm Observation was reviewed by the sub-committee and approved 6-0-1 (Tom) with a small amendment to include the course schedule in the syllabus.

HESA 813-Minor change was reviewed by the sub-committee and approved 7-0-0.

Dr. Kimberly Chappell made a motion to approve all four courses. All were in favor.

MS College Counseling/Student Affairs- the committee reviewed the new program and the two new courses associated with the new program COUN 841 and COUN 837 and approved the new program and courses 7-0-0.

Dr. Kimberly Chappell made a motion to approve the new program and the two support courses. All were in favor.

1. **Admissions Appeal Policy 3:14-3:32**

The Admission Appeal Policy documents are located in the November 2019 meeting folder in Blackboard. Graduate Council discussed and voted on the new policy.

Two questions were discussed regarding this document.

1. Can a student appeal an admission decision if it was based on capacity of the department?
2. After the committee and the Dean of the Graduate School render a decision on the appeal, does it go anywhere else? Possibly the Provost for a decision?

Dr. Candace Mehaffey-Kultgen created a motion to approve the document as is and keep these questions to be handled internally. Ms. Rhonda Weimer seconded the motion. The remaining members were not in favor.

Dr. Pauline Scott thought that if we answered these questions in the document it would answer questions the students may have.

Dr. Brooke Moore created a motion to table the policy until Mr. Glen McNeil returns and can revise the document. Dr. Candace Mehaffey-Kultgen seconded the motion. All were in favor.

1. **Changes to a Published Thesis Policy 3:32-3:36**

Documents are located in the November 2019 meeting folder in Blackboard. Graduate Council voted on the new policy.

Dr. David Fitzhugh created a motion to approve the document. Dr. Candace Mehaffey-Kultgen seconded the motion. All were in favor.

1. **End of the Year Academic Review 3:36-3:38**

Just a reminder that End of the Year Academic Review is quickly approaching. Grades are due by noon on Monday, December 16. Staci is hoping to have the report by noon on Tuesday, December 17. If you would like a decision rendered before Christmas Break/University Shutdown, please submit your recommendation forms to Staci by **noon on Monday, December 23**. Recommendation forms received after the deadline will be processed after **January 2, 2020**.

1. **Workday Application Review Process 3:38-3:39**

There were no updates regarding the Workday Application Review Process. This project is still on hold and updates will be provided as they become available.

1. **Commencement 3:39-3:43**

As of Monday October 28, we had **317** undergraduate and graduate students respond “yes” to Fall Commencement. Pancakes with the President will be held the morning of commencement (Friday, December 13). Students can have up to five total tickets. The tickets will be handed out with 30-minute time windows to control the amount of people in the Robbins Center. Information will be sent out via the Alumni Office and at Grad Fest. Grad Fest will be hosted in the Robbins Center on **Thursday, November 21 from 3-6 PM**. Notifications will be sent to those who are participating in Commencement.

1. **Reminders 3:43-3:45**

* Sexual Harassment Training will need to be completed by all Graduate Assistantship students by Friday, December 13. Staci sent out emails to departments whose GTAs have not completed the training.
* Last Fall Professional Development opportunity for Graduate Assistantship students is Monday, November 18. The training is titled, “Holistic Complementary Therapies in a Climate of Stress”.

1. **Announcements: 3:45- 3:47**

Graduate Scholarly Experience Update: Deadline was Friday, November 1. The OSSP office received 33 applications totaling $16,500. The OSSP office has $6,000 available to distribute for fall. **UPDATE: Dr. Jill Arensdorf pledged an extra $4,000.** Winners will be notified on November 18. The OSSP office also reported that the previous record was 20. They also had great representation from each department. The breakdown is below:

Art & Design: 7

History: 1

AEP: 3

Comm. Sciences & Disorder: 8

Nursing: 1

Psychology: 1

Social Work/Counseling: 1

Informatics: 1

Liberal Studies/Informatics: 1

Biology: 4

Geosciences: 5

**The December 11, 2019 meeting is cancelled. If applicable, course approvals will be done via email.**