**Graduate Council Meeting Agenda**

**October 9, 2019 3:00 PM**

**Ballroom, Memorial Union**

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

Attendees: Ms. Rhonda Weimer, Dr. Elliot Isom, Dr. Phillip Olt, Dr. Suzanne Becking, Dr. Kimberly Chappell, Ms. Janelle Harding, Dr. Paul Faber, Dr. Whitney Whitaker, Dr. David Fitzhugh, Dr. Thomas Schaffer, Dr. Brooke Moore, Dr. Pauline Scott, Dr. Scott Robson, Dr. Gary Andersen, Dr. Karmen Porter, Ms. Maureen Duffy on behalf of Ms. Misty Koonse, and Dr. Valerie Yu.

Not in Attendance: Ms. Linda Ganstrom, Dr. Eric Gillock, Dr. Brent Goertzen, Dr. Trey Hill, Dr. Candace Mehaffey-Kultgen, Dr. Kimberly Perez,

Guest: Ms. Kaley Klaus, Dr. Keith Bremer, and Ms. Claire Nickerson

1. **Dr. Brooke Moore Acting Chair** **3:02-3:03 PM**

Mr. Glen McNeil was unable to attend this meeting and appointed Dr. Brooke Moore to act as chair in his absence.

1. **Appointment Letters 3:03-3:04 PM**

Each official voting member of the Graduate School Council received an appointment letter from Mr. Glen McNeil via campus mail. Electronic copies were sent to the appropriate chair and/or college dean of each member. Staci DeWild has the electronic copy files if anyone needs an additional copy.

1. **Graduate Assistantship Sexual Harassment Training 3:04-3:06 PM**

Chairs were notified of graduate assistantship students who have yet to complete the sexual harassment training. Completing a yearly sexual harassment training is stated in their contracts and was addressed again at the mandatory meeting at the beginning of the academic year. Mr. Glen McNeil told students they had until November 1 to complete this task. However, due to the lack of openings we have pushed back the date until December 13 (last day of fall semester). Amy Schaffer has enough openings to accommodate the reminder of the graduate assistants. They will need to contact her via email to set up a time. She also has an online version available. Failure to complete this task will result in consequences regarding their assistantship position, which will be determined by Mr. Glen McNeil.

1. **Graduate Assistantship Trainings-Staci 3:06– 3:07 PM**

We have two more trainings scheduled for the fall semester. Staci has been sending reminders out to the graduate assistantship students as well. Please see descriptions for the last two trainings for fall semester.

1. Resources for Addressing Concerning Issues with Students- October 15

* Description: Please join Gina Smith, Director of the Kelly Center, for her training on "Resources for Addressing Concerning Issues with Students". She will also be discussing the resources available at the Kelly Center for graduate students.

1. Holistic Complementary Therapies in a Climate of Stress- November 18
   * Please join Ceena Owens, Director of Massage Therapy, for her training on "Holistic Complementary Therapies in a Climate of Stress: How a Student Can Manage Stress Going into Finals, in a Holistic Fashion.”
2. **Curriculum Approvals 3:07– 3:17 PM**

The Curriculum Sub Committee voted on course and program approvals. Council members voted. Minutes from the Curriculum Sub-Committee are posted on our Blackboard page under the curriculum tab.

Master of Science in Athletic Training was reviewed by the subcommittee and was approved with one minor administrative error, which needed to be fixed. Vote 6-0-1 (Dr. David Fitzhugh abstained)

Master of Science in Education (MSE) with an emphasis in Business was reviewed by the sub-committee and was approved 7-0-0 with a small correction in the proposal, which was fixed administratively.

Dr. Phillip Olt motioned to approve both new programs with the minor changes to each. Ms. Janelle Harding seconded the motion. Vote 16-0-1 (Dr. David Fitzhugh abstained)

Biology 805: The committee reviewed this course and noted that the course description does not match the course objectives. There was also discussion if this course is a duplication of another similar course on campus. The sub-committee approved this course 7-0-0 with the minor changes to the course objectives and course description.

Ms. Rhonda Weimer motioned to approve the course with the recommendations made by the sub-committee. Dr. Gary Andersen seconded the motion. Vote 16-0-1 (Dr. Scott Robson abstained)

Drivers Education Program-the committee reviewed the program application and supporting documents. This is a badge/certificate program. There was concern regarding the rigor of the courses. An amendment to address this issue was recommended.

Amendment(s) - The courses in this program cannot be used for/applied to any graduate degree program.

AEP 805- Committee reviewed the course and the sub-committee approved this course 9-0-1 (Dr. Brooke Moore abstained).

Amendment(s) - The courses in this program cannot be used for/applied to any graduate degree program.

AEP 806- Committee reviewed the course and the sub-committee approved this course 9-0-1 (Dr. Brooke Moore abstained).

Amendment(s) - The courses in this program cannot be used for/applied to any graduate degree program.

AEP 807- Committee reviewed the course and the sub-committee approved this course 9-0-1 (Dr. Brooke Moore abstained).

Amendment(s) - The courses in this program cannot be used for/applied to any graduate degree program.

Two questions were clarified before voting on the Driver’s Education program and the three support courses.

1. What the committee meant by “cannot be used for/applied to any graduate degree program”? The committee clarified that this could not be used towards another degree program other than Driver’s Education Program.
2. A question was raised about the faculty/resources available when it states they will “hire adjuncts to teach the Driver Education courses and that the adjuncts must meet HLC requirements for teaching graduate level courses.” The committee clarified that they have instructors that are both HLC qualified and endorsed by the State of Kansas for these courses.

Dr. David Fitzhugh motioned to approve the Driver’s Education program and the three supporting courses AEP 805, 806, and 807. Dr. Scott Robson seconded the motion. Vote: 16-0-1 (Dr. Brooke Moore abstained)

1. **Sub Committee Chairs 3:17-3:18 PM**

Thank you, Dr. Kimberly Chappell for serving as the Curriculum Sub-Committee Chair and thank you to Dr. Trey Hill for serving as the Appeals Sub-Committee Chair.

1. **Badges and Alternative Educational Programming 3:18-3:24 PM**

Mr. Glen McNeil emailed all College Deans to start the process of developing the FHSU Badging Development Council. Below are the representative areas that will make up the council. All nominations are due to Mr. Glen McNeil by Friday, October 25.

* Robbins College of Business and Entrepreneurship
* College of Education
* College of Health and Behavioral Sciences
* Werth College of Science, Technology, and Math
* College of Arts, Humanities, and Social Sciences
* Faculty Senate
* Graduate Council
* Student Government
* Registrar’s Office
* Library

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. Any badging council representative interested may attend this webinar. Please contact Staci DeWild to sign up.

1. **Workday Application Review Process 3:24–3:26 PM**

Due to conflicting projects required of the Technology Services team, this project has been postponed. We are hoping this review process will be implemented by end of October or early November. We will keep you updated on the progress as we receive the information.

1. **Commencement 3:26–3:28 PM**

Thank you to everyone who volunteered to assist with commencement. The Fall 2019 Graduate School Marshals and Flag Bearer are as follows. (Due to the anticipated size of commencement, we felt going to one marshal per college would suffice.)

* Flag Bearer- Dr. Kenton Olliff
* Marshal: College of Arts, Humanities and Social Sciences- Dr. Pauline Scott
* Marshal: College of Health and Behavioral Sciences- Dr. David Fitzhugh
* Marshal: College of Education- Dr. Robert Moody
* Marshal: Robbins College of Business and Entrepreneurship-Dr. Candace Mehaffey-Kultgen
* Marshal: Werth College of Science, Technology and Mathematics: Dr. William (Bill) Stark
* Marshal: Ed.S. Education- Dr. Kimberly Chappell

The Provost office will contact all marshals leading up to commencement with further instructions.

**11. Announcements 3:28-3:30 PM**

GSE (Graduate Scholarly Experience) Grants:

* Will open October 14th – November 1st
* Announcements will be made via email, Tiger Daily, and the Grad School
* $6,000 in total funding available per semester for use on travel or supplies
* $500 maximum per student (not guaranteed)
* 2nd round will be open in March
* New this year for both rounds: Funds can be used for expenses occurring anytime during the FY20 fiscal year, processed by June 10th (July 1, 2019 – June 10, 2020)