**Graduate Council Meeting Agenda**

**September 11, 2019 3:00 PM**

**Stouffer Lounge, Memorial Union**

1. **Call to Order:**  **3:00 PM-3:05 PM**

Attendees: Mr. Glen McNeil, Dr. Phillip Olt, Dr. David Fitzhugh, Dr. Brooke Moore, Ms. Rhonda Weimer, Dr. Paul Faber, Dr. Suzanne Becking, Dr. Elliot Isom, Dr. Candace Mehaffey-Kultgen, Dr. Scott Robson, Dr. Eric Gillock, Ms. Misty Koonse, Dr. Whitney Whitaker, Dr. Kimberly Perez, Dr. Gary Andersen, Dr. Thomas Shafer, Dr. Pauline Scott, Dr. Brent Goertzen, Dr. Valerie Yu, Ms. Janelle Harding, Dr. Karmen Porter, and Dr. Trey Hill.

Not in Attendance: Ms. Linda Ganstrom and Dr. Kim Chappell

Guests: Ms. Sarah Patterson, Ms. Kaley Klaus, Ms. Katelyn Strack, Dr. Keith Bremer, Ms. Claire Nickerson, and Ms. Linda Garner

1. **Mr. Glen McNeil, Interim Dean of the Graduate School** **3:05-3:10 PM**

The priority of the Provost office is to fill the Interim Dean positions for the Werth College of Science, Technology, & Mathematics and the Robbins College of Business & Entrepreneurship. Once those positions are filled, their priority will be to search for a permanent dean of the Graduate School. Mr. McNeil will support the needs of the graduate school and the programs until the dean’s position is filled.

1. **Graduate Council Membership for Sub-Committee 3:10-3:12 PM**

Each official voting member of the council will serve on either the curriculum or appeals sub-committee. These sub-committees will be structured similar to that of last year. Please inform Staci DeWild which sub-committee you would be interested in by Friday, September 13. The sub-committee roster will be located on Blackboard under the Graduate Council Membership tab.

1. **Graduate Assistantship Updates 3:12-3:15 PM**

This year we hired 166 graduate assistantship students for the academic year. Staci sent all graduate assistantship students a link to i-Attend where they can sign up for up to three professional development opportunities, which are free to all assistantship students. The professional development opportunities were:

1. Round Table Discussion-September 16
   1. Description: Please join Katelyn Haschke, Instructor in Psychology, and Jessica Johnson, Instructor in Health and Human Performance, for an open discussion regarding questions unique to a graduate assistantship position. Both of these instructors were once GTAs in their respective fields. Please come with questions and enjoy the impromptu discussion. We hope this will be an opportunity to for you to discuss any questions or concerns related to your assistantship.
2. Resources for Addressing Concerning Issues with Students- October 15
   1. 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.
3. Holistic Complementary Therapies in a Climate of Stress- November 18
   1. 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.”
4. **Digital/ Electronic Thesis- Fall 2019 3:15-3:20 PM**

Ms. Linda Garner announced that the Graduate School will now be moving all final thesis copies to the Forsyth Library depository making them available online. Binding will be done at the request of the department and/or student. 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 fee will be approximately $25 for processing. The Graduate School will still be vetting the thesis to ensure that the thesis is correctly. A title page template will be provided on the Graduate School website to assist students in creating their cover pages. Signatures pages will still be required with actual signatures before the student can upload the completed thesis to the library repository. The formatting instructions will be provided and posted the Graduate School website when the process is finalized.

**6. Course Changes and Approvals 3:20 PM-3:23 PM**

Course changes will still be the same process as last year and go through the curriculum sub-committee to review all course changes. These changes will be submitted through Lotus Notes, however, because of Workday going live in December, we will not be making changes to the database until after December. Mr. Glen McNeil reviewed and approved summer proposals, so that the process was not held up by Workday. To see the full list of proposal see below\*\*.

1. **Badges and Alternative Educational Programming 3:23 PM -3:25 PM**

The Graduate School will take on the leadership role related to badging at FHSU. This process will include the undergraduates as well. We are proposing a committee structure that will consist of undergraduate and graduate faculty to help review proposed badges. These badges can be offered for credit or not for credit. If the badge is not for credit, there will be a small fee for the student to participate. If the badge is for credit, they will pay the normal price for courses. Staci will be representing the Graduate School and will work with the committee to record and distribute the badging. More information will become available as the plan is set in motion. As of now, we will be using Accredible as our vendor for the badges.

**9.** **Workday Application Review Process 3:25 PM – 3:30 PM**

Ms. Katelyn Strack presented a new Workday function. Workday now has the capabilities to support committee review at the department level for graduate applications. Please see the Workday handout and instructions under the “Resource tab” on Blackboard. If this is a function you would like to have at your department, please contact Ms. Katelyn Strack by Monday, September 26. This function should go live as of October 1. Please note that if applications are still out as of the October 1 live date, they will remain in the same process.

**10. Commencement 3:30 – 3:35 PM**

For the first time, we will be having a fall commencement. Fall commencement will be Friday, December 13 at 1 PM in Gross Coliseum. Commencement will be one day with all colleges in participation. If we experience inclement weather, commencement will **NOT** be rescheduled. Students will be given the option to walk in spring 2020 commencement. More information will be available as the date approaches.

**11. Announcements 3:35-3:45 PM**

* The Graduate School is starting a digital marketing program to help increase our enrollment numbers. This will be advertisement for the Graduate School as a whole and not individual programs.
* The Graduate School is in the process of hiring another Academic Program Specialist.
* GSE grants- $500 for travel or supplies cost. Fall recipients can be reimbursed on costs from July 19 until December 31. Spring recipients can be reimbursed on costs from January 1 to June 10. More information will be released by the OSSP in the next couple of weeks.

\*\*List of approvals and course changes completed up to today:

**Approved new program for the MSW in Social Work (Clinical) effective Fall 2019**

**Approved program change for EDS Advanced Professional Studies (Education Leadership), effective Fall 2019.**

**History 872, effective spring 2020**

This course is not needed anymore due to the department NOT offering an MLS degree any longer.   The MLS degree has not been offered since the Masters of Arts program was initiated.  The course was left in the catalog for use of any MLS students that were still enrolled and needed to complete their degree.  The department no longer has any active MLS students.

**History 874, effective spring 2020**

This course is not needed anymore due to the department NOT offering an MLS degree any longer.   The MLS degree has not been offered since the Masters of Arts program was initiated.  The course was left in the catalog for use of any MLS students that were still enrolled and needed to complete their degree.  The department no longer has any active MLS students.

**Nursing 874, effective spring 2020**

**Pre-requisite: MSN or DNP student**

**AEP 998 to APS 998, effective spring 2020**

This change will differentiate the Specialist in Education 900-level courses from those offered across programs in AEP. This will help to clarify the curriculum and to lay a foundation for building additional Ed.S. programs. Since the major is Advanced Professional Studies, APS is the most logical prefix.

**AEP 933 to APS 933, effective spring 2020**

The change in prefix will differentiate the the Specialist in Education 900-level courses from those offered across programs in AEP. This will help to clarify the curriculum and to lay a foundation for building additional Ed.S. programs. Since the major is Advanced Professional Studies, APS is the most logical prefix. The change in title is to better clarify the course content and purpose. The change in description involved adding some clarifying vocabulary.

**AEP 922 to APS 922, effective spring 2020**

This change will differentiate the the Specialist in Education 900-level courses from those offered across programs in AEP. This will help to clarify the curriculum and to lay a foundation for building additional Ed.S. programs. Since the major is Advanced Professional Studies, APS is the most logical prefix.   
  
**AEP 921 to APS 921, effective spring 2020**

This change will differentiate the the Specialist in Education 900-level courses from those offered across programs in AEP. This will help to clarify the curriculum and a foundation for building additional Ed.S. programs. Since the major is Advanced Professional Studies, APS is the most logical prefix.

**GSCI 680 changed from Depositional Environments to Sedimentology, effective spring 2020**

Proposed course title (Sedimentology) bettter reflets course content and is more in line with what employers and graduate schools expect to see on a geology transcript. Course content will not change

**Please see the following for catalog changes for various BUED and BCOM courses. Changes are in red. effective spring 2020**  
  
***Business Communication - Undergraduate / Graduate:***

**BCOM 695 Corporate Communication *Strategy*** (3) This course has three major themes: 1) management of communication; 2) internal communications or communicating with employees; and 3) external communications or public relations. Specific objectives are established for each of them. In this course students will participate in team projects. Graduate students must complete additional assignments.

***Business Education - Undergraduate / Graduate:***

**BUED** **612 Methods of ~~Individual Training and Job Analysis~~ Talent Development** (3)This course identifies and examines planning procedures and strategies that lead to effective talent development programs for adults who are learning in a wide variety of settings. The program focuses on a talent development model and learners adapt and integrate that model into their individual situations.

**BUED** **613 Organization and Administration of Career and Technical Education**   
(3) To acquaint the prospective teacher-coordinator with the needs of the administrator and coordinator for the establishment and administration of publicly aided programs in *various career clusters and pathways.*

***Business Education - Graduate:***

**BUED** **822 Applied Business Research (name change approved in April 2018 lotus notes)**  
Designed to develop an in depth knowledge of applied business education research methods. Students will conduct objective research, analyze and interpret data using statistical concepts, and present their findings.

**MUS 661, effective Spring 2020**

Arranging 2 credit hours. Type 1 Course.  Course Description: Students will learn to create musical arrangements for secondary band, choir, and string orchestra, with emphasis on groups with lower skills. Students will also learn how to use notation software.

*Reason for Change:* The Department of Music and Theatre is streamlining the BM: Music Education degree, including reducing credit hours. This course is a prime candidate for this strategy because of the learning outcomes required.  This course will be reduced to 2 credit hours, and the course type changed from 0 to 1. The course type should change because the 21st century tools needed for this course include computer notation software. Only two hours a week of lecture/demonstration are needed to teach the material related to arranging.  Additional lab time is needed to help students learn notational software in order to complete their projects; however, this lab time does not rise to the level of requiring three credits for the course. Thus, two credits plus lab time reflects the time needed for the learning outcomes.

**FIN 630 and FIN 630G Insurance Planning, Spring 2020:**

An introduction to the theory and general principles of insurance and its impact on financial planning.  Topics include: insurance and risk, property and casualty insurance, life, disability, long-term care, and health insurance.   
*Reason for Change*: We would like to use this class as an elective in graduate programs (with additional requirements beyond what is currently part of the class to be more than a principles-level class) so we need it to be a 600-level class. It is currently part of the Kansas Insurance Certificate Program and may attract more enrollment as a 600-level class that can be taken for undergraduate or graduate credit. This class is also part of our Financial Planning Program that is registered with the CFP Board of Standards and the other financial "planning" classes such as Estate Planning and Retirement and Employee Benefit Planning are already 600-level classes.

**Art 650, effective spring 2020**

Due to all the changes in our curriculum happening now and in the future, I would like to change this course from a 3 hour class to variable course with the minimum units 1 and the maximum units 3 (teach 2 credits each fall and 1 credit each spring). It is to the point where we need to split it as it is too much work to accomplish in one semester, and the curriculum needs to be split so students are ready to apply for jobs in spring after completing the fall course (rather than how we teach it now).

**TEEL 874, effective fall 2019**

This is necessary so we can offer this course more than once in the ELED concentration within the MSE program  
  
**TEEL 866, effective fall 2019**

In order to offer the approved and advertised courses, we need to be able to repeat TEEL 866 in the program. Make it repeatable.

**GSCI 680, effective fall 2019**

Updating pre-req to add OR so that the student can take the class if they have had GSCI 450, or they can get permission if they have not had GSCI 450.   
  
**ART 645, effective spring 2020**

Name change: Problems: Photography Changes in preparation ration for Workday academic requirements

**ART 675, effective fall 2019**

Name change: Problems: Graphic Design Changes in preparation ration for Workday academic requirements