Graduate Council

March Meeting Minutes

1. **Call to Order & Graduation Flag Bearers/Marshals 3:00-3:05**

**Attendees:** Dr. Jennifer Bonds-Raacke, Dr. Phillip Olt, Dr. Brent Goertzen, Dr. Karmen Porter, Dr. Scott Robson, Dr. Valerie Yu, Dr. Kimberly Chappell, Dr. Suzanne Becking, Dr. Elliot Isom, Dr. Eric Gillock, Dr. Kimberly Perez, Dr. John Zody, and Dr. Paul Faber.

**Not in attendees:** Dr. Gary Andersen, Ms. Jessica Feldhausen, Ms. Linda Ganstrom, Dr. Trey Hill, Dr. Candace Mehaffey-Kultgen, Dr. Brooke Moore, Ms. Leslie Paige, Dr. Thomas Schafer, Dr. Pauline Scott, and Ms. Tanya Smith.

**Guests:** Ms. Staci DeWild, Ms. Katelyn Haschke, Ms. Kaley Klaus, Ms. Sarah Patterson, and Ms. Misty Koonse.

Thanks to the following faculty members for their willingness to represent the Graduate School during May commencements. Watch for a forthcoming email from the Provost’s Office regarding training.

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| **Friday, May 17, 9 a.m.** |   |
| Flag bearer  | Brent Goertzen |
| Marshal: College of Arts, Humanities and Social Sciences | John Raacke |
| Marshal: College of Arts, Humanities and Social Sciences | Kimberly Perez |
| Marshal: College of Health and Behavioral Sciences | Leo Herrman |
| Marshal: College of Health and Behavioral Sciences | Karmen Porter |
| EdS Marshal | Jessica Feldhausen |
| DNP Marshal | Valerie Yu |
| **Saturday, May 18, 9 a.m.** |   |
| Flag bearer  | Arvin Cruz |
| Marshal: College of Education | Brooke Moore |
| Marshal: College of Education | Jacqueline Lubin |
| Marshal: Robbins College of Business and Entrepreneurship | Candace M. Mehaffey-Kultgen |
| Marshal: Robbins College of Business and Entrepreneurship | Shane Schartz  |
| Marshal: Werth College of Science, Technology and Mathematics     | Keith Bremer |
| Marshal: Werth College of Science, Technology and Mathematics     | Thomas Schafer |
| EdS Marshal | Kimberly Chappell |

1. **Graduation RSVP 3:05-3:10**

The Graduation RSVP form will be available soon. MLS and MPS students will be able to select if they walk on Friday or Saturday. Please communicate with your students, so they will understand the implications of their decisions. Kaley/Paul (MLS) and Brett (MPS) – will communicate this information to concentrations in their respective areas. Hoods will be kept on stage during commencement, which is different from last year.

1. **Recruitment Activities 3:10-3:20**
* Incomplete Applications: Over 600 individuals from summer 2018 - fall 2019 received an email with a link to the Abound article, “9 Reasons to Pursue a Master’s Degree.” We picked an article from Abound strategically since we are a featured school on their website. This yielded a 23% completion rate for the top engaged applicants.
* “Extend Your Stay”: Fall 18 graduates in targeted disciplines received an email to “extend their stay (at FHSU)” by applying to the MLS in Information Analysis and Communication. This yielded a 30% open rate and a handful of students contacted Ms. Katelyn Haschke directly for more information.
* Accelerated Programs: We have identified qualified applications for fall 19 recruitment and emails went out last week. URM helped update and give our email a fresh look. Dr. Bonds-Raacke was in a strategic planning meeting specifically for enrollment and the consultant was very impressed with our accelerated programs. He believes that this will be key to the growth of enrollment. This consultant also has the Graduate School group writing a 25-page paper on a SWOT analysis of the Graduate School, which will be shared once completed!
* We will offer 4 short courses with rolling start dates in fall 2019: BCOM 601: Managerial Communication (6 weeks), AEP 880 Cultural Diversity (6 weeks), SPED: 802 Theories of Exceptionalities and Diversity (6 weeks) and THM 601 Foundations of Wine (8 weeks).
URM will help create a landing page to help inform students about these rolling start courses.
1. **Graduate Council Curriculum Sub-Committee 3:20-3:30**

Council members voted on the sub-committees recommendations.

Course Approvals:

1. Specialist in Education: APS 977 Capstone
2. AEP 879 Variable Courses-CMHC, Elem COUN, Sec COUN, HESA
3. AEP 979 Variable Courses-EDL. APS

The sub-committee voted unanimously in favor of these courses with one respective abstain for each course.

Dr. John Zody moved to make a motion to approve all course approvals together. Dr. Phillip Olt seconded the motion. All present council members were in favor.

Program Approvals:

1. MS Education Administration: Minor Program changes
2. Specialist in Education: Program Title Change
3. MBA: New Concentration

The sub-committee had unanimous votes in favor of these program approvals with one respective abstain for the Specialist in Education program title change.

Dr. John Zody moved to make a motion to approve all program changes. Dr. Phillip Olt seconded the motion. All present council members were in favor.

Best practices document- Dr. Kimberly Chappell explained the document has been revised to align with the level of thinking that is expected of graduate courses. This created great discussion among the sub-committee members. This document will be a great resource for faculty or departments that are creating new courses, revising old courses, or revising programs. Dr. Bonds-Raacke encouraged council members to take the document back to their departments for review prior to the council voting to accept the document. During the sub-committee meeting, it was brought to the groups’ attention that a new syllabus template is available from the Provost Office. This link was added to the Grad Council BB page under the March Meeting folder.

1. **GA Professional Development Training Series 3:30-3:35**
* 2/18/19: February’s training session was on financial aid and repayment of student loans.
* 3/29/19: Christy Mergen, Linda Garner, and Dr. Keith Bremer will be available to meet with students regarding degree programs, intent to graduate, graduation requirements, and on-line theses submissions. Treats will be during this come and go session!
* 4/16/19: Leslie Paige will lead the final session on stress management and wellness.
1. **Faculty Professional Development Training Series 3:35-3:40**

The Graduate School purchased a series of webinars from Academic Impressions. Travel budgets are limited and we hope this provides a needed resource. Graduate faculty members who attend all three webinars in person will be recognized during the Graduate School’s annual report at convocation. Snacks provided during the webinars!

Individual logins can be created during the summer months for anyone who would like to have access to the webinars provided by Academic Impressions. Dr. Bonds-Raacke will be following up closer to the summer with more information regarding this opportunity.

**OVERCOMING THREE COMMON CHALLENGES IN ONLINE ADVISING**

Tuesday, March 26, 2019-3:00 - 4:00 p.m.- Albertson Hall, Room 306
Wednesday, March 27, 2019- 3:00 - 4:00 p.m.- Albertson Hall, Room 306

RSVP: [http://gradfaculty-webinar2.rsvpify.com](http://gradfaculty-webinar2.rsvpify.com/)

**FOUR SKILLS TO BUILD PROFESSIONAL MINDSETS WITH STUDENTS**

Monday, April 29, 2019-3:00 - 4:00 p.m. - Albertson Hall, Room 306
Tuesday, April 30, 2019-3:00 - 4:00 p.m. - Albertson Hall, Room 306
RSVP: [http://gradfaculty-webinar3.rsvpify.com](http://gradfaculty-webinar3.rsvpify.com/)

1. **Domestic Deferral Practice 3:50-4:00**

The current Graduate School practice allows domestic students to defer enrollment for up to 5 years after admission without re-applying. This creates problems from programs as curriculum and faculty change over time. Conversations at CGS indicate this is an unusual practice. We discussed changing the practice to 2 years.

*Current:*

Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics. International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs.

*Proposed with revisions:*

Applicants not enrolling for the semester in which they are admitted may defer enrollment for a maximum of three additional semesters (excluding intersession and summer) unless otherwise restricted by individual programs. International applicants may defer enrollment for a maximum of two semesters unless otherwise restricted by individual programs.

With the revisions added Dr. John Zody moved to make a motion and Dr. Phillip Olt seconded the motion. All present council members were in favor.

The deferment policy will be added to the Graduate School catalog and the Graduate school website.

1. **Implicit Bias Training**

Please encourage graduate faculty members who review applications to view the following training video: “Implicit bias: A brief overview and practical strategies for reducing bias when reviewing applicants.” The training gives specific examples of ways we can reduce involuntary discriminatory practices. <https://use.vg/oPlmjU>

1. **GTAs**

Programs were notified of FY 20 GTA allocations. Excel files are due to Staci by June 14th and programs should contact Staci ASAP if they need to post their GTA/GA positions for new applicants on Workday. If a student is returning to their GTA or GA position, they will not reapply. You will just add them to your excel file as returning and they will be issued a new contract this summer.

1. **Reminders**
* Ms. Kate Haschke provided an update on the Florida Undergrad Research Conference. 200-300 undergraduate, mostly juniors and seniors, attended this conference. She hosted two workshops about the application process. 75 students were in attendance for her morning workshop and 20 were in attendance for her afternoon session. One aspect of FHSU that surprised students was how involved faculty are with their students.
* Ms. Kate Haschke provided an update on “Say It In 6”. This is the last week for submissions. She will be sharing the submissions with council members at our next meeting on April 10. The “Everyone is Welcome” category has about 6 submissions and the other two categories, “Why Me, Why Fort Hays” and “It’s a Balance”, had about 12 submissions each. We will be posting the submissions to our Facebook page for “People’s Choice” award as well.
* Enriched Educational Experiences (EEE) have been approved and added to the Graduate School catalog. Please submit any badges or micro-credentials as an EEE through LN.
* The Graduate School has ordered new swag including sticky flag booklets and chip clips. They are both small and can travel easily. If you are needing to take graduate school swag, please contact Staci.
* The annual Kansas Graduate Research Summit in Topeka was held on February 26, 2019. The FHSU winner was Ashley Lockwood and the FHSU BioKansas winner was Aline Rodrigues de Queiroz.
1. **Announcements**

**Graduate School Calendar of Events**

04/01/19 SACAD proposal deadline

04/08/19 Introduction thesis pages due to Graduate School

04/10/19 April Graduate Council Meeting (Say It In 6 Winners Decided)

04/29/19 Comprehensive exam ballots due to Graduate School

 Thesis/Field Study due to Graduate School for vetting

Commencements:

05/17/19 9am for Arts, Humanities, & Social Sciences & Health and Behavioral Sciences

05/18/19 9am for College of Education, Robbins College of Business and Entrepreneurship

     Werth College of Science, Technology and Mathematics



* **May Graduation**: MLS and MPS students will have the option of walking with the designated college OR with their respective departments.
* **Application Requirements:** Check the website to ensure your application requirements are listed correctly and notify us of any changes: <https://www.fhsu.edu/academic/gradschl/programs/index>.
* **Instructional Videos for Faculty:** Dr. Keith Bremer created a series of video tutorials for graduate faculty members using LN: <https://www.fhsu.edu/academic/gradschl/Graduate-Faculty/index>
* **Viewing Applications:** Need an easy way to view graduate applications for your program? Contact Jenn to have a custom report created to meet your needs.
* **Open Meetings:** Council meetings are open to all (only official members can vote) and meeting minutes are available on the Graduate School website.