

	<b>Graduate Council</b>	
	<b>Date</b>	Wednesday, December 13, 2023
	<b>Time</b>	3:00 PM – 4:30 PM
	<b>Place</b>	Memorial Union 226 - Pioneer Room and Zoom: <a href="https://fhsu.zoom.us/j/91736338856">https://fhsu.zoom.us/j/91736338856</a>

### Roll Call

✓ Janett Naylor-Tincknell	✓ Kim Perez	✓ Gary Andersen
✓ Medhavi Ambardar	✓ Janelle Harding	✓ Suzanne Becking
✓ Blake Roth	✓ David Fitzhugh	✓ Jian Sun
✓ Kim Chappell	✓ Rhonda Weimer	✓ Keith Bremer
✓ Kenton Olliff	✓ Erica Bittel	✓ Les Mackey
✓ Laura Wilson	Carrie Tholstrup	✓ Angela Pool-Funai
Perry Harrison	✓ Angie Howard	✓ Caylan Harris
✓ LeAnn Brown	✓ Valerie Yu	
✓ Brent Goertzen	Angela Walters	
✓ Hussam Ghunaim	✓ Jerrie Brooks	

### Standing Items

- 1) Strategic goals for the Graduate School
  - a) Engagement/retention ([Goal 2: Student Success](#))
    - i) Policy Update
    - ii) Handbook update
  - b) Marketing/recruitment ([Goal 3: Strategic Growth](#))
    - i) Les – Recruitment Update  
 For Spring 2024/Intersession 2024- 318 admitted students, and 202 applications still pending- student completion or department review.  
 For Fall 2023-398 students graduating
  - c) External funding ([Goal 4: Resources & Infrastructure](#))
    - i) OSSP Report  
 FY 24  
 17 submissions totaling \$11.9 million  
 13 awards totaling \$2.6 million  
  
 FY23 this time last year  
 14 submissions totaling \$4.5 million  
 11 awards totaling \$2.3 million

- ii) Endowed Scholarship Funds (\$7,190.11)  
Please consider donating for the end of the year giving.  
Dr. Angela Pool-Funai announced preliminarily, that we are expecting a \$1,000 contribution in February.

## **New Business**

### **1. Curriculum Committee (Dr. Kim Chappell)**

- 1) Action Items: New Courses
  - a) CSCI 851 Advance Data Structures (Recommended for Approval)
  - b) MDI 814 Administration in Medical Imaging Education (Recommended for Approval)
  - c) CSCI 812 Advanced Database Management (Recommended for Approval/w Revisions)

Overall these went through with no difficulties. This information is in the Curriculum Committee link in Blackboard

Dr. Kim Chappell moved to vote to approve these courses

Rhonda Weimer 2<sup>nd</sup> motion

No opposition, no abstentions

Vote passed- courses are approved

- 2) Action Item: New Program/ Concentration
  - a) MPS Concentration in Digital Cinema Studies (Recommended for Approval)  
This was originally an MLS program and found it was not helpful for their students and wanted to change it to an MPS. Originally this was tabled because there were too many 600 level courses, so the program was restructured and brought back for review. New courses will be eventually be submitted for review in order to support this program. But, as a program the Curriculum Committee recommends that it goes through for approval. Information for this program is also available in the Curriculum Committee folder in Blackboard.

Dr. Kim Chappell moved to vote to approve this program.

Dr. Kim Perez 2<sup>nd</sup> motion

Dr. Laura Wilson had questions regarding the comment of the program having too many 600 level courses.

Dr. Kim Chappell replied stating that with KBOR requirements, a Graduate program must have 51% or more courses at the 800 level.

Dr. Kim Perez asked if there had been an update about 700 level courses?

Dr. Angela Pool-Funai discussed she had not heard yet and that in the January meeting for Academic Council, they will be discussing course numbering. The way the KBOR policy reads is that more than ½ of the Graduate program has to be comprised of Graduate specific courses. Which, for us currently means 800 level and higher. Although we allow 600 level courses to have a “G” section for

Graduate students, KBOR's definition of 600 level courses is primarily upper-class students that Graduate students can also take, but should be more than ½ composed of undergraduate students. Since these questions that have come up with program changes have caused us to reconsider how we number our courses and what is carried over from the way we have always done it versus what was something that was implemented because of the system, etc. This will be discussed further at Academic Council to get some input on the historical perspective of why we no longer used 500 & 700 level courses and KBOR's definition of 600 level courses. She will bring back more clarification to the February Graduate Council meeting.

Dr. Laura Wilson asked if 600 level courses are kept for upperclassmen, and 700 for Graduate students, 600/700 level courses can be cross-listed?

Dr. Pool-Funai believes so, but she will check and come back with the answer at the February Grad Council meeting. The initial recommendation is to change the 600G level courses to 700 level to avoid confusion. There would not need to be a course review completed for this as the courses have already been approved and all that is changing is the course number.

Dr. Kim Chappell mentioned that Curriculum Committee will have lots of work to do because of these changes.

Dr. Pool-Funai mentioned not necessarily because these have already been approved through Graduate Council, so these would just be changing the course numbers. She would work with deans and department chairs what 700 level number to use. This would be considered a catalog change and not need to go back through for approval.

Rhonda Weimer asked if this would eliminate an old course number?

Dr. Pool-Funai answered that it would just be the 600 level version for the undergraduate version would remain, it would just be the 600 "G" course that would be changed to 700 level. So, there should not be an issue with this. There will be more information at the February meeting.

Following this discussion the vote was continued.  
There was no opposition, no abstentions  
Vote passed

### 3) Curriculum Approval Process Update

Since the last Graduate Council meeting, Dr. Kim Chappell has taken this to Faculty Senate and had several meetings. There have been lots of emails and conversations and at

the agreement of all parties involved, they agreed that they are going to continue to do how they have always done new courses, with the exception of submitting the course in Workday. Instead, a Google form will be submitted to the course in leu of the KACE system because this will take time to develop. In order to expedite the process, what would be put into Workday will be moved to the Google form, then the extra course form that was requested at Graduate Council- instead, there will be 1 form. Complete the form, upload the syllabus, and the Curriculum Committee will move the form along to the appropriate approvers. Andrew Feldstein will be updating his process for those courses where faculty are being paid to develop the course. This is under his prevue; this will remain a separate entity. Dr. Kim Chappell, Dr. Elodie Jones, and Dr. Ginger Loggins, will present at Professional Development Day in January for those interested in getting a course approved in the spring or summer, the KACE ticket system will be available for fall.

Dr. Laura Wilson asked where to submit first?

Dr. Kim Chappell said to check with Andrew first. He has to decide if he wants it to go through the curriculum process and be approved first and then get built out as an online class through his process, or if he wants that to be the first step if faculty are being paid for building out a course online. He is just now thinking about the process. He works with faculty to build out the online piece. But if you are just wanting to submit a course and not worried about building that with TILT, you will just complete the Google form.

## Old Business & Updates

- 1) Action Item: Reading and Review Graduate School Handbook
  - a. New Changes:
    - i. P. 16 - The university awards, on a competitive merit basis, a number of graduate teaching assistantships (GTAs) for qualified graduate degree-seeking students ~~in most degree areas of graduate study~~. Successful completion of a criminal background check is required for all applicants for university assistantships. For international graduate students, the criminal background check can only be completed once a Social Security Number has been obtained. Benefits associated with the position (stipend and tuition assistance) cannot be issued until the background check has been completed. The stipend, which may vary by the award, is for the academic year or for one semester. The assistantship ~~is awarded only in the department of the applicant's program and~~ may be renewable for one year.

Dr. LeAnn Brown brought forward some concerns from the MPS in Criminal Justice as they relate to GTAs and the difficulties they have with finding GTAs in their department to hire. Rather than saying that GTAs can only be from the department of the applicant's program, they are asking to

eliminate this statement to allow for more flexibility to find the best student for the job. Of course, you could still have preference for your department, but this would allow more flexibility.

Dr. Bremer had concerns about students needing to have experience in the department as there is a “teaching” component. The way the programs that have asked for exemptions are because they cannot find students, so they are hiring students who don’t have the proper background. That would be up to the department to determine.

Dr. Kim Perez also expressed concerns over this as well. Her department is reevaluating how they allocate GTA positions, so if a department can open it up to anyone just to fill a position and it harms a department who can actually fill a position with a student with a major in that department, then that is concerning.

This concern was echoed throughout the Graduate Council members as well.

Dr. Kim Chappell said that their department would be ok with this as this could be utilized to use someone who may have experience with marketing who could look at materials that are sent to advisees to update them on programs.

Dr. Laura Wilson that this does not echo the “teaching” part of the responsibilities. They should be contributing to the teaching aspect within the discipline in the department.

Dr. LeAnn Brown felt that if there are disciplines that are similar, this would allow flexibility and being able to teach is also its own skill set, so it’s not always discipline specific. So, there may be 101 classes where it could be appropriate for another student from another department to be able to assist with that or maybe some grading that they could assist with. This would allow more flexibility to hire the best student for that particular job and based upon the needs within that department.

Dr. Laura Wilson mentioned that the problem with saying the best student, but we are only looking at cases where there are no other students that are qualified and that is concerning.

Dr. Angela Pool-Funai mentioned that instead of removing that statement, it may be more feasible to include a caveat for exceptions and at what level?

Caylan Harris added that this was done in the past with Graduate Dean approval.

Dr. Kim Perez asked how this would affect allocations? If one department doesn't have Graduate students who are willing to fill their GTA positions is that going to affect departments who have a lineup of students who want to fill those positions because they have a separate need?

Dr. Bremer explained the difference between GTAs and GAs. GTAs are Graduate Teaching Assistants who are paid through university funded allocations and receive tuition assistance. GAs are Graduate Assistants who are paid through departmental funding and receive tuition assistance through scholarship from that department if they have the available funding.

Dr. LeAnn Brown discussed that there are a couple of different issues. Allocation of resources and GTA positions, we as departments, should be able to justify how many GTAs are needed and where to support the departments. This issue that she is discussing is related to the applicant pool and being able to have a little more flexibility in terms of who are hired for those positions that are allocated to support department needs.

Dr. Laura Wilson stated that there is also a disconnect there if you say you need the GTAs to support your department, but the department isn't able to recruit the students to build on. That is the implication as to why you would go to another department or GTA.

Dr. LeAnn Brown also said that this depends on the number of students that may be within a Graduate program versus the number of students that are in the undergraduate program.

Dr. Pool-Funai added that her understanding is that part of the concern with this particular situation is that the Graduate program is primarily online and the need for GTAs is for face-to-face. So, they may have plenty of students in the program, but they are online and not on-campus.

There are a lot of similarities between programs as far as overlap between programs, for example in Criminal Justice they have used Psychology students as GTAs.

Caylan Harris added that Leadership is another department who struggles to find GTAs.

Online students can be GTAs, but they are only available to assist with online courses and the need for them tends to be for on-campus. There are additional forms and information needed for a remote GTA, an online work request form must be submitted and approved through a chain of approvers, including HR, and this must be noted with a hire submission.

There are some departments that do utilize online GTAs. Are GTAs needed for certain departments, Criminal Justice for example, to be utilized more for on-campus use or can they utilize an online GTA?

Dr. Brown was not sure regarding this and will need to check with Dr. Tamara Lynn to further explore this question.

Dr. Bremer was open to adding exceptions, including saying that online GTAs are able to be utilized and adding an exception for departments to request an exception to use other departments student. The exception request would go to the Graduate Dean.

Dr. David Fitzhugh said that his department requires their GTAs to be HHP majors and was concerned that students may read into this policy and still would like to have the handbook represent that departments have their choice as far as requirements and allow the departments to make that decision. This rule has been in the handbook for years.

Dr. Pool-Funai asked if it would be helpful for her to take this discussion to Academic Council and ask for input from the deans? Dr. Janette Naylor-Tincknell mentioned that it may be more productive to hear from the department chairs as they are the ones who assign GTAs to their faculty and duties. Many other committee members agreed.

This discussion was tabled until the next meeting. Dr. Brown & Dr. Pool-Funai will collect more information and bring this back for discussion to the next meeting.

b. Changes

- i. GPA Calculations Cumulative vs. last 60 Hours
- ii. Assistantships
- iii. Credit for Prior Learning (CPL)
- iv. No graduation fee anymore
- v. Non-degree Qualifications
- vi. Last date to add a student – need to add to handbook; who can add a student; absolute last date to add a student.

- 2) Continuing Review: Exit Survey
  - a. What 3 questions does your program want to ask?
    - i. Questions received from:
      1. Psychology
      2. SLP
      3. Biology
      4. Social Work
      5. MBA
      6. Management
      7. Department of Applied Business
      8. Informatics\*

If you have not sent Dr. Bremer questions from your department, please send them. Or if your department has your own survey and you don't want to participate in this survey with those 3 questions, that is fine but let Dr. Bremer know. If you have any other edits, please let him know. Some of the continued feedback on this is that the survey is too long. If you have recommendations on what to remove, please send those to Dr. Bremer as well.

Dr. Kim Chappell mentioned that AEP would like to hold off on asking those questions momentarily because they are currently going through accreditation. Could those questions be added later?

Dr. Bremer said yes. The survey is hoped to be launched in April 2024. Questions can be continued to be added or removed as necessary.

Dr. Kim Perez said her department is concerned that students may be over-surveyed so her department has come up with a complete survey for undergraduate and graduate students, and now the Graduate School has this survey for graduate students. She would like to see if every semester if they could get data to compare what the number of students filling these surveys out are so that maybe later down the line they could combine efforts and avoid missing data that is needed and over-surveying students. Do they need to combine their survey with the Graduate School or send their collected data to the Graduate School so that they can be effective for program review?

Dr. Pool-Funai said that moving into this electronic form would help to not only increase the response rate, but also to have the data at our fingertips to actually use it.

Dr. Kim Chappell asked if Dr. Bremer could include in Blackboard a link to review this and a deadline date to have this reviewed and questions sent to him by.

- 3) Other items for the good of the group?

### **Coming Up**

- 1) Next G.C. Meeting – February 12<sup>th</sup>, 3:00 PM; Memorial Union 226 - Pioneer Room OR via Zoom: <https://fhsu.zoom.us/j/91736338856>
- 2) Graduation is on the 15<sup>th</sup> of December (this Friday).
  - a) The Graduate School Flag Bearers
    - i) Dr. Todd Moore (8:30 AM Ceremony)
    - ii) Dr. Elodie Jones (11:00 AM Ceremony)
- 3) Capitol Graduate Research Summit: Call for Posters. Information and submission details here: <https://fhsu.infoready4.com/#competitionDetail/1923797>. Submissions due Friday, February 2, 2024. Event will take place on the 21<sup>st</sup> of March at the Capitol. Volunteers needed for judging the day of the event.

### **Important Deadlines**

#### *Application for Program Completion (APC)*

Final Date to Sign Up 10/13/23

#### *Comprehensive Exams*

Final Date to Sign Up 10/02/23

Exam Results Due (Written and/or Oral) 12/18/23

#### *Master's Theses and Ed.S. Field Studies*

Final Copy Due 11/24/23

Oral Examination Report over Theses or Field Studies 11/24/23