

	Graduate Council	
	Date	Wednesday, February 8, 2023
	Time	3:00 PM – 4:30 PM
	Place	Memorial Union Trails Room & Zoom: https://fhsu.zoom.us/j/91736338856

Attendees:

Dr. Eric Gillock, Dr. Juti Winchester, Dr. Suzanne Becking, Dr. Janel Harding, Dr. Kim Chappell, Dr. Jerrie Brooks, Carrie Tholstrup, Dr. Yuxiang Du, Dr. Brian Weber, Dr. Jian Sun, Angela Walters, Dr. Karmen Porter, Dr. Valerie Yu, Dr. Janette Naylor-Tincknell, Rhonda Weimer, Dr. Gary Anderson, Misty Koonse, Les Mackey, Dr. Keith Bremer, Dr. Angela Pool-Funai, Caylan Harris

Old Business & Updates

- 1) Carry-over items
 - a) None

- 2) Strategic goals for the Graduate School
 - a) Marketing/recruitment ([Goal 3: Strategic Growth](#))
 - i) Recruiter Position
 - (1) Les – Introduction
 Les has been reaching out to departments with Graduate programs to work on recruiting and support from the Graduate School.
 - b) External funding ([Goal 4: Resources & Infrastructure](#))
 - i) OSSP report
 FY23 grants:
 17 submissions totaling \$5 million
 15 awards totaling \$2.3 million

 This time last year:
 24 submissions totaling \$6.8 million
 12 awards \$3 million
 5 on my list Misty is currently working on

New Business

- 1) Action Items: Curriculum Committee
 - a) Action items: Courses and Programs for GC approval
 - i) Program Approvals

(1) MS Global Strategic Leadership
(Program was Approved)

This program has been in the works for a couple of years. Dr. Pool-Funai added that this will offer a lot of variety to Graduate students. After this program is approved by Grad Council, Dr. Arensdorf will take this to KBOR for approval, then go through the channels with HLC. The Curriculum committee thought this program was put together well. There were some reminders of corrections to update course faculty, but other than the minor adjustments to update this the program looks solid.

Dr. Kim Chappell asked for a motion to approve the program

Dr. Suzanne Becking moved

Carrie Tholstrup 2nd motion

No opposition, no abstentions

ii) Course Approvals

(1) APS 923 The Scholar and Digital Practitioner

(2) APS 928 Strategic Planning in Digital Education

(3) APS 985 Leadership Portfolio in Education

(4) DGLS 948 Learners & Leaders as Drivers of Innovation

(5) DGLS 958 Change Management & Coolhunting

(6) DGLS 964 Digital Data & Closing the Loop

(All courses were approved)

All of these courses are 2 credit classes that were combined to create these. They are trying to adjust the Digital Leadership program to become more student friendly, as students were not enjoying the 1credit class situation, so they are working to modify that. These courses are all ready for approval.

Dr. Kim Chappell asked for a motion to approve the courses.

Dr. Karmen Porter moved to approve the courses.

Dr. Jerrie Brooks 2nd motion

Dr. Kim Chappell abstained

No opposition

2) Action Item: 600 and 600G Courses

a) Clarifying policy about whether to allow students to take the 600G level (if they had taken the 600 level), and if we want to create course equivalency rules for these courses.

b) Current Policy:

“The program of a graduate student will consist of no less than 30 semester hours of graduate credit. Please note that some programs require more than 30 semester hours. If the advisor and the departmental graduate committee determine that the student needs more than the minimum number of hours

in order to complete the requirements for the degree, the student's program will be adjusted accordingly. *Under no circumstances can a course be used on more than one program of study.* If the student is working on an additional masters or an advanced degree and courses required for the second degree were also required for the previous degree, the advisor must notify the Graduate School of substitutions for those courses. CPL is not accepted as a substitution for the courses for the second degree.” (Grad School Handbook)

AND

Post-Baccalaureate Students Those students who have completed a baccalaureate degree but who have not applied and been admitted to the Graduate School shall not receive graduate credit for courses previously taken. These post-baccalaureate students shall enroll as undergraduates and must secure undergraduate class enrollment permits. *Under no circumstances can undergraduate credit earned as a postbaccalaureate student be counted as graduate credit at a later date. Post-baccalaureate students are not permitted to enroll in 800- level or higher courses as such courses are available only for graduate credit for admitted graduate students.* (<https://catalog.fhsu.edu/Website-Version-10-4-22-1.pdf>; Pg 40).

Can students who took a 600 level course as an undergraduate, take the course again as a Graduate student because of the “G” designation? Workday recognizes this as 2 separate classes. The Graduate School’s stance on this is no, but it is not in our policy. It does not clarify the “G” designation, because this is a new development with the implementation of Workday. We want to clarify this policy, as there has been a question recently from a student wanting to use credit for prior learning.

Dr. Bremer would like to add a clause to the Graduate School handbook and add it to the University handbook that states very specifically that 600 level and 600 G level courses are the same course, they are just separated between undergraduate and graduate level and cannot be taken. But we also want to create equivalencies so that Workday understands that 600 & 600 G courses are the same course.

Dr. Jerrie Brooks asked that if a student in a Graduate program received a D on an undergraduate course, could they repeat that course to receive a better grade? Dr. Bremer said yes, they can take it as an undergraduate course, but it could not be used on a Graduate transcript.

Dr. Pool-Funai brought up another scenario that if course was taken as a 600 level course as an undergraduate, and did not take the graduate level, but that specific course is a requirement in a Graduate program, and they have only taken the 600 level undergraduate course? There would need to be a substitution. Dr. Bremer added that the department experiencing this the most is the MBA program. There are courses that can be substituted, but there have been some issues where students have repeated courses not remembering that they had taken them previously and want to avoid this continuing and this needs to be clarified and create these rules. Dr. Pool-Funai added that the best fix is to add equivalency rules, but before doing so the policy needs to be written in case questions arise.

Dr. Bremer wants to be very specific and spell it out that any 600 level class title that is a 600 G that is the same title, they are considered the same class and cannot be taken again. He wants to work on rewording this properly and will bring this back to the next meeting. Dr. Bremer asked if there was any suggestions regarding verbiage and Dr. Pool-Funai asked if there were any volunteers to assist in writing this policy.

Dr. Kim Chappell asked a question about students taking a course, such as a practicum or problems class that is being taken multiple times. Their department allows students to take one or two problems courses that have different variable titles. Dr. Pool-Funai mentioned that the problem can be the repeatability of the course. This makes a difference in the way that the course is set up in Workday, set up in the course definition. This would not be a similar situation with what is being proposed.

Dr. Janette Naylor-Tincknell asked if there would be exceptions for students who might have taken a course as an undergraduate, take the graduate class? While the course might have the same content, with it being a graduate course it would be taught by a different instructor and have more emphasis on something such as psychopharmacology, would there be a way to override this so the student could take it, such as the dept. chair? Dr. Pool-Funai said potentially yes they could override this, but wasn't sure how the system would still treat this situation on the student's transcript. It would be possible for the student to take a class at the graduate level in this situation as an Independent Studies or Problems course and add the correct title to allow the student to take the course for the content and have the course added on the student's program for their transcript.

Dr. Pool-Funai said that if no one was able to help craft the language for this policy, she could look at eligibility rules and go from there.

Dr. Keith Bremer added an item that was not on the agenda- talking about the Awards Committee. He found the information on Blackboard. Dr. Pool-Funai said that last year the same committee members who had served the year before were asked to serve again since it wasn't realized until late that this was needed. Dr. Bremer did state that the positions were set at the beginning of year and Linda Ganstrom is chairing the committee. He will reach out to Linda and talk about the criteria. Dr. Pool-Funai said that the feedback from last year's Graduate Advisor award was a cumbersome process and so much required, there were several nominations but not all the criteria was met.

3) Update: HLC Reaccreditation Process

Dr. Pool-Funai updated that the 5 criteria plus the federal compliance piece has been worked on by sub-committees and they have been meeting every other week. Their goal is to have all of their drafts combined into one document at their last meeting before spring break. This way after they return to spring break, they can focus on editing the assurance argument and pulling more links to evidence so it will be ready for submission in September. The site visit is still scheduled for October 30th & 31st.

Other items for the good of the group?

Coming Up

- 1) Graduate Assistantships Listening Session: February 21st at 3:00 PM via Zoom:
<https://fhsu.zoom.us/j/91451930120>
Discussing the topics of the different positions of Graduate Assistantships, the process of hiring, and everything that goes with those positions.
Defining more about how we are reviewing the process and how they are allocated, and want to hear any feedback or suggestions.
- 2) Graduate Capitol Research Summit; March 22, 2023. Call out now for posters. Last date to submit a poster is February 22, 2023.
<https://fhsu.infoready4.com/#competitionDetail/1893084>
Please have your students submit posters. Students will need to submit an abstract and then their poster as a PDF. We will print the posters once the students have been selected. At this time there are no submissions. There are 5 available spots.

Important Deadlines

Application for Program Completion (APC):

4/15/23

Our online deadline says they were due last week. However, there were technical issues, so the deadline has been extended. It will turn off on April 15th, but please encourage your students to apply in advance before this so that we can make sure that enough regalia is ordered and get information to the student in time regarding commencement. Students are getting 2 reminders- their email and Workday account. If students have any issues, please have them reach out to their degree analyst.

Comprehensive Exams

Final Date to Sign Up: 2/27/23
Exam Results Due (written and/or oral): 5/12/23

Students can keep signing up past this date. However, departments can decide if they will be accepted later.

Exam results are now entered by student's advisors. Please make sure that the results are entered in by the deadline. This deadline has been extended to help advisors with this. Dr. Jerrie Brooks asked if there was a way to make sure that the advisor entered this. Dr. Bremer explained to go into Workday into the student's profile and select Academics, then the Academic Progress tab at the top. It will have their comprehensive exams listed there, and if the advisor has entered the score, it will show as "satisfied" if they passed. If they failed, it doesn't do anything except log it. If the form has not been filled out, it will say "not satisfied".

The other part of this is we have to report data to the National Clearing house by a certain date, which they report to the government for financial aid, and also where students can go in and get their transcripts. We have to have all the degrees conferred and submitted by a certain date. If we do not, we have to wait until the next cycle to submit data. The Registrar's Office is the one who actually does the reporting and gives us the deadline date.

Master's Theses/Specialists' Field Studies

Final Title Due in the Graduate School: 4/03/23
Final Copy Due in the Graduate School: 4/24/23

Thesis titles, which include the first page including all the front matter in the first 2 pages of the first chapter, are due by April 3rd to the Graduate School so that we can make sure that the formatting is correct. Then, the final copy that is approved by the department is due to the Graduate School by April 24th for final approval and the Dean's signature. Dr. Pool-Funai asked to remind students to only bring the copy that has the committee chair's signature. She will not sign it if the committee chair has not signed it. The committee chair signature signals to the Graduate School that the department has approved this and is ready for the Dean's signature.