

	<b>Graduate Council</b>	
	<b>Date</b>	Wednesday, March 8, 2023
	<b>Time</b>	3:00 PM – 4:30 PM
	<b>Place</b>	Memorial Union Trails Room & Zoom: <a href="https://fhsu.zoom.us/j/91736338856">https://fhsu.zoom.us/j/91736338856</a>

## Roll Call

Attendees: Dr. Keith Bremer, Dr. Angela Pool-Funai, Misty Koonse, Caylan Harris, Dr. David Fitzhugh, Dr. Kim Chappell, Dr. Suzanne Becking, Dr. Kim Perez, Dr. Janel Harding, Dr. Naishuo Sun, Dr. Yuxiang Du, Dr. Valerie Yu, Dr. Brian Weber, Dr. Tom Schaffer, Dr. Jian Sun, Dr. Eric Gillock, Angela Walters, Dr. Angie Howard, Carrie Tholstrup, Dr. Gary Anderson, Dr. Karmen Porter, Les Mackey, Linda Ganstrom.

## Standing Items

- 1) Strategic goals for the Graduate School
  - a) Marketing/recruitment ([Goal 3: Strategic Growth](#))
    - (1) Les – Recruitment Update

Still waiting to meet with some dept. chairs, so if your department has not reached out to us, please encourage them to do so. Dr. Bremer will add Les to the Graduate Council Blackboard shell so that he can add information to be shared with department chairs.

Les is also the Hubspot contact for the Graduate School inquiries. He sends the inquiries where they need to go. Please make sure that you are communicating with your department Hubspot contact to answer any questions they may have.

- b) External funding ([Goal 4: Resources & Infrastructure](#))
      - i) OSSP report

FY23 grants  
 26 submissions totaling \$6.1 million  
 16 awards totaling \$3.3 million.

FY22 this time last year  
 26 submissions totaling \$6.8 million  
 16 awards totaling \$4.3 million.

7 on her list that she is working on.

## New Business

- 1) Action Items: Curriculum Committee
  - a) Action items: Courses and Programs for GC approval
    - i) Program Approvals – None at this time.

ii) Course Approvals

- (1) DGLS 934 Messaging and the Digital Leader
- (2) DGLS 939 Shaping and Shifting Digital Culture
- (3) INF 604G Data Analytics
- (4) LDRS 815 Transdisciplinary Leadership in Context

**(Courses were approved)**

All 4 of these courses were needing some minor changes. They were sent back to the authors and revised and are now ready for full approval. The updated syllabi are in the Curriculum Committee folder if anyone wants to view them.

Dr. Kim Chappell asked for a motion to approve these 4 courses

Dr. David Fitzhugh moved to approve the courses.

Dr. Tom Schaffer 2<sup>nd</sup> motion

No opposition- no abstention- motion passed.

**Old Business & Updates**

2) Action Item: 600 and 600G Courses

a) Clarifying policy 600G/600 level courses.

b) New wording to add to current policy (highlighted in yellow):

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. **This includes equivalent courses such as the 600/600G courses. If a student took the 600 (undergraduate) version of a course, regardless of the grade or credit earned, the student cannot enroll in the 600G (graduate) version of the course for credit towards a graduate degree.** (Grad School Handbook)

Dr. Kim Chappell helped to add the verbiage in yellow.

There were some questions that followed. Dr. Tom Schaffer asked that if a student took a 600 level course as an undergraduate and failed it, they cannot take it at the graduate level, is this correct?

Dr. Bremer stated that this was not something that had been considered. This is the way it sounds in the verbiage.

Dr. Kim Chappell recalled that there was a discussion with this situation. Dr. Angela Pool-Funai said that this was the situation that had brought this issue to light. A student had taken a 600 level course as an undergraduate, failed the course, was able to get into Graduate School, and needed to take the specific 600 level course as a graduate student as a requirement of their program. If we go through with this not allowing the student to take the 600 level course at the G level, then the department/program would need to find a substitute course, or we make an exception. Either way, this needs to be in the policy.

Dr. Tom Schaffer said he understands that we don't want students "double dipping", but if they took the class as an undergraduate, and they didn't get credit for it then it wouldn't really be "double dipping". Dr. Kim Chappell stated that the 600 level courses are listed separately as undergraduate and graduate (G) courses, so that was part of the issue. Dr. Pool-Funai stated that these are set up as 2 different classes, so on the system side there is nothing stopping students from taking both.

Dr. Kim Perez asked about variable title courses since students can take these multiple times. Dr. Bremer said that students could still take those types of courses, as long as the title is different. Dr. Perez was concerned that the policy that is being proposed specifies the course number, and does not specify courses, such as those with variable titles.

Dr. Angie Howard asked if the aim was to prevent dual credit for a class? Would a better vision be to take out the grade piece of this to limit it to if they have taken a course and earned credit for it, then it cannot count toward their graduate degree program? Dr. Bremer said this would address Dr. Tom Schaffer's concern. Since extra work is required for graduate classes anyway, if the student has taken the class and failed it as an undergraduate could they take it as a graduate? Dr. Bremer liked the revision to remove the grade part and replace it with if "a credit was earned". Dr. Kim Chappell added that if the credit is earned, then they would not be able to take the course again because that violates the duplicate course policy. Dr. Kim Chappell recommended that we may need to make another revision as the course number has only been indicated, and another clause or sentence seems like it would need to be added to address the variable titled courses since they are not duplicate courses and it would not apply to this situation (Problems, Seminar, Internships, Readings classes). Dr. Bremer asked then if verbiage needs to be added about variable titled courses in order to make sure we are catching all situations. This will be taken back for revisions and brought back to Graduate Council for approval. If anyone has suggestions on the wordings, please email Dr. Bremer.

- 3) Exit Survey
  - a) University of Washington Example
  - b) Please look over and mark what you like and don't like.
  - c) Please send marked up version to Keith for discussion at next GC meeting

Dr. Bremer would like to have create an exit survey and combine it with the First Destination Survey to get some feedback from students in regards to their programs, and general information. If we could work on putting one together to send to students when they graduate, the degree analysts can get that sent out to students. It can be anonymous, we can use Qualtrics to collect the data and use it in the Graduate School, as well as programs/departments having access to this data to use, and can also be used for HLC reporting as well.

Example of the University of Washington is in the Blackboard shell if anyone needs to look at it. Please look over this and send any recommendations, such as what to add or questions not to ask, things to see changed. Please email suggestions to Dr. Bremer and open up for discussion at the next meeting. He will combine suggestions into a document to work on. This will probably not be ready to send out for this coming May, but it could be ready for Summer 2023 or Fall 2023 graduates.

Try to make the questions general or broad, not program specific since this will be for all students, but students will be able to tell us which department or program of study they are in so that this information can be sent to the departments without any identifying information to be able to see what students think.

#### 4) Update: HLC Reaccreditation Process

Dr. Angela Pool-Funai said that they are making headway this week and her goal is to have all the 5 criteria pieces merged into 1 massive draft document and work from that document from here on out. They are getting down to the wire writing the narrative and collecting evidence. Her hope is to have the rough draft done by the end of the week and editing and putting everything together. They are on track to have everything done by the time submission is due in September and ready for the site visit in October.

#### 5) GSE Update

- 25 Applications
- 23 Complete Applications
- 20 funded Applications
- A total of \$10,003 awarded this spring.
- A total of \$10,002 awarded this fall
- A total of \$20,005 awarded for 22-23 AY

The Graduate Scholarly Experience are grants that are given out to Graduate students to help them with research, go to conferences to present their research (which must be scholarly research). This is done as a sub-committee of the SEC. This academic year has been completed. Students can get up to \$700 on these, once per fiscal year.

Other items for the good of the group?

### **Coming Up**

- 1) Graduate Capitol Research Summit; March 22, 2023.
  - a) William Wallace – Geosciences
  - b) Alec Zaborniak – Geosciences
  - c) Alexis Ibarra – Nursing
  - d) Steve Skoczek/ Hannah Wince – Advanced Education Programs
  - e) Mario Rodriguez – Biology

This is in Topeka, KS- in-person.

- 2) Next G.C. Meeting – April 12<sup>th</sup>, 3:00 PM MU Trails Room

### **Important Deadlines**

*Application for Program Completion (APC):* 4/15/23

April 15<sup>th</sup> is the final deadline for APC, the system will close down after that, and any students who want to sign up after this, a paper form must be completed and submitted to the degree analysts. If you have any students who still have not signed up for graduation, please tell them to do this immediately. The degree analysts have been pro-active looking for students who are eligible for graduation and reaching out to them to see if they are holding off on comprehensive exams or something else they may be waiting on.

We are probably going to have one of the largest graduations this spring 2023 semester that we have had in a while in visiting with our degree analysts and the undergraduate degree analysts. We are going to have close to 550-600 graduate students on the list to graduate. The normal number is typically around 400-450 students.

#### Comprehensive Exams

Final Date to Sign Up:

2/27/23

If a student is still signing up, we are still adding this information to Workday and they will still populate on the list, but it does not mean that they will be eligible to take their exam if they didn't sign up in time by their department's deadline. That is up to the discretion of the department.

Exam Results Due (written and/or oral): 5/12/23

#### Master's Theses/Specialists' Field Studies

Final Title Due in the Graduate School:  
Final Copy Due in the Graduate School:

4/03/23  
4/24/23