

	<b>Graduate Council</b>	
	<b>Date</b>	Wednesday, May 10, 2023
	<b>Time</b>	3:00 PM – 4:30 PM
	<b>Place</b>	Zoom: <a href="https://fhsu.zoom.us/j/91736338856">https://fhsu.zoom.us/j/91736338856</a>

**Roll Call**

Dr. Keith Bremer, Dr. Angela Pool-Funai, Caylan Harris, Dr. David Fitzhugh, Dr. Valerie Yu, Dr. Jerrie Brooks, Angela Walters, Dr. Tom Schafer, Dr. Carrie Tholstrup, Dr. Suzanne Becking, Dr. Brian Weber, Dr. Angie Howard, Naishuo Sun (for Rhonda Weimer), Les Mackey, Dr. Jian Sun, Janette Naylor-Tincknell, Dr. Gary Anderson, Dr. Kim Perez, Dr. Kim Chappell, Dr. Karmen Porter.

**Standing Items**

- 1) Strategic goals for the Graduate School
  - a) Engagement/retention ([Goal 2](#): Student Success)
    - i) Graduate Advisor Training Session for Fall PDD
  - b) Marketing/recruitment ([Goal 3](#): Strategic Growth)
    - i) Les – Recruitment Update

We've admitted 392 people for summer class including graduate non-degree, Master's, and DNP. Versus last year in the summer 22, we admitted 546 for summer so we're down there, but we also still have about 118 applications that either are still pending either departmental decisions to be accepted or denied or pending student completion.

An email went out to department chairs from Kristen Herl about creating HubSpot automated emails that are tied to the Contact Us forms. Please check with your department chair or dean if you have not heard about this yet. Les is working with University Marketing to communicate about these emails in advance because he is receiving calls and emails saying they are getting notifications about emails being sent. If you are receiving anything regarding HubSpot that is strange, please reach out to Les since he has been working with University Marketing and he wants to make sure to address any communication gaps with them.

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

Misty was not present for the meeting, no report was given at this meeting.

**New Business**

- 1) Action Items: Curriculum Committee
  - a) Courses and Programs for GC approval
    - i) Course Approvals:
      - 1) MDI 834 Communication and Information Management in Medical Imaging
      - 2) CSCI 601G Advanced Programming

**(Courses were approved)**

There were only 2 courses for review this time- MDI 834 & CSCI 601 G.

MDI 834- You can find the materials in the Curriculum folder in Blackboard. The committee thought it was a great class, was wonderful and had a couple of friendly things to “tweak” for student’s sake, but nothing that needed to come before the council, so we are requesting for this course to be approved.

CSCI 601G- This went through review a number of times and the committee has put this course through a lot of revision. This was the 4<sup>th</sup> reading of the course, and the committee is at the point where they made some very strong recommendations. One of the major ones to point out is the pre-requisite class because this course was considered to be a duplicating course and there was a lot of issue on the undergraduate side. So after looking at it very thoroughly, the committee is not satisfied that the course, especially with the recommendation in place, is ready to bring forward for approval. You can see the updated syllabus in Blackboard.

Dr. Chappell asked for a motion to approve the 2 courses.

Dr. Tom Schafer 2<sup>nd</sup> the motion

No opposition, no abstentions

- ii) Program Approvals:  
None at this time

- 2) Informational Item: Guidelines for Graduate Assistant Managers
  - a) See Attachment 1

This is more specifically for Graduate Assistants (department funded GAs). We've had some questions from graduate assistants feeling a little bit lost. Since there has been some unhappiness and some conflicts, we came up with these guidelines to help managers. Basically, to make sure none of that happens anymore. This is what we're showing people we have a meeting tomorrow morning with our first group and student affairs. We want everyone to be on the same page and follow these guidelines.

**Old Business & Updates**

- 1) Continuing Review: Exit Survey
  - a) University of Washington Example in the March meeting folder on Blackboard
  - b) Still needing feedback.

Please review and send any feedback to Dr. Bremer. He will edit over the summer and bring back to Graduate Council at the September meeting.

- 2) Vote: Accelerated Program Document
  - a) See Attachment 2

b) Highlighted part is the change.  
Dr. Bremer asked for a vote to approve this.

No opposition, no abstentions.

3) Update: HLC Reaccreditation Process

No specific update at this time. They are still moving along on track with getting everything turned in before September and preparing for our site visit in October. We would really encourage you to attend the breakfast meeting at professional development day. There will be a big session to try to build momentum about the site visit. The site visit will be really “all hands on deck” as they anticipate the site visit team to have a faculty forum, a student forum, etc. and we want people to be prepared for what kind of questions that may be asked and to think through some thoughts and answers you might have prepared to share.

4) Update: Graduate Advising Survey Instrument approved with our revision by Faculty Senate

The changes that were previously made were approved and moved through Faculty Senate and will be available in the fall when they ask students to evaluate their academic advisors.

5) Other items for the good of the group?

Dr. Angela Pool-Funai asked for a volunteer to serve on the Program Review Committee.

Dr. Jerrie Brooks asked for some more information, such as how often they meet and how much time commitment this committee involves?

Dr. Pool-Funai said they review annually and there is a period of time, usually in the fall, when they primarily look at reviews for the upcoming spring. It is not a committee that would meet every month all year long. This has been the cycle in the past, but she was unsure if this would continue to be the cycle. She believes it would be a 5 year term since they look at one committee at a time and there are 5 colleges. The proposal right now the KBOR is looking at would have 2 of the KBOR institutions to go up for review every 3 years. All of this is still tentative though.

Dr. Kim Perez volunteered for this committee. Dr. Pool-Funai will follow up with her regarding this.

Dr. Pool-Funai wanted to add to this section. The budget committee voted this week to present a budget proposal that would include a tuition increase next year, coupled with a student fee decrease. The net sum of this would be roughly 3.5% is what they are looking at. Again, this is up to KBOR and is going up for the first reading this month. And then KBOR should decide in June and we will know more then. This is across the board for both undergraduate and graduate tuition is being proposed to increase, and we have not had a tuition increase in quite a while so President Mason is hoping that KBOR will be amenable to it because we are still the best value

option among all the KBOR institutions, even with the proposed increase. Stay tuned, there will be more to come after the June KBOR meeting and we will know a lot more at that time, and more insight with program review as well.

Dr. Pool-Funai also added that program proposal for MS Global Strategic Leadership that has been approved through our internal channels and is now at KBOR for reading and approval, hopefully by June as well. Of course, after KBOR it has to go through HLC so it will conceivably be another year before launching, but the ball is rolling.

Dr. Bremer announced that the Graduate School will now admit, matriculate, and onboard new students right away. There will no longer be a specific date or waiting period. Currently right now, if a student were to apply for Spring 2024, they would have to wait until mid-fall until they are matriculated. They would be admitted, but their application would just sit in the system until they were matriculated, after being matriculated they would become a student and complete their onboarding. There would be this gap in time when they had any real communication from us, so for now on, this will be done all at the same time so that the students will receive immediate communications from departments, advisors, and the university. We are hoping this helps with any of the time between they actually start taking classes. A lot of departments have asked us to do this because they like to contact their students and get their plans in order and make sure the student is ready for the semester they want to start. Even if we go ahead and matriculate them, but they are not going to start for another semester, Workday will not give them enrollment dates until the semester they are supposed to start. But, this will at least allow departments to see the students and communicate with them. The Graduate School will start doing this as of June 1<sup>st</sup>.

## Coming Up

- 1) Commencement:
  - a) Friday, May 12
    - i) 8:30 AM (CT) - College of Arts, Humanities and Social Sciences
      - (1) Graduate Flagbearer: Kimberly Perez
      - (2) Graduate Marshal: Scott Robson
    - ii) 11:00 AM (CT) - College of Health and Behavioral Sciences
      - (1) Graduate Flagbearer: Karmen Porter
      - (2) Graduate Marshals: Michelle Van DerWege, Amy Drinnon, Octavio Ramirez
  - b) Saturday, May 13
    - i) 8:30 AM (CT) - Robbins College of Business and Entrepreneurship AND Werth College of Science, Technology and Mathematics
      - (1) Graduate Flagbearer: Keith Bremer

- (2) Graduate Marshals: Dosse Toulaboe and Laura Wilson
- ii) 11:00 AM (CT) - College of Education
  - (1) Graduate Flagbearer: Jerrie Brooks
  - (2) Graduate Marshals: Kim Chappell and Carrie Tholstrup

Virtual Ceremonies

- 2:00 PM (CT) - Graduate (Master's, Ed.S. and DNP degrees)
- 4:00 PM (CT) - Undergraduate (Associate and Baccalaureate degrees)

- 2) Next G.C. Meeting – September 13<sup>th</sup>, 3:00 PM; Memorial Union 226 - Pioneer Room OR via Zoom: <https://fhsu.zoom.us/j/91736338856>

**Important Deadlines**

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

Comprehensive Exams

Final Date to Sign Up: 2/27/23

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

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

## **Attachment 1**

### **Guidelines for Graduate Assistant Managers**

At Fort Hays State University, it's essential to treat all graduate students equally. To achieve this, the manager of each graduate assistant (GA) must follow these guidelines:

1. Assign one manager to each GA.
2. Ensure all work-related information and tasks come from the GA manager.
3. Schedule weekly meetings between the manager and their GA/GAs to help prioritize and offer guidance.
4. Assign each GA to one specific area of work; they cannot move from job to job.
5. Provide each GA with an assigned workspace.
6. Ensure each GA workspace is equipped with a university-provided computer.
7. Limit GA's working hours to 19 hours per week, but allow for flexible scheduling (ex., If Week 1 = 22 hours, then Week 2 cannot exceed 16). If trading hours, keep accurate time records, and inform the GA in advance of the arrangement, including expectations for academic breaks (ex., Spring Break when University is open but there are no classes).
8. GAs cannot volunteer in the manager's area (Cluster), to avoid potential conflicts with hourly wage disparity.
9. The assigned work should contribute to the GAs educational experience (ex., The student should help organize and manage undergraduates, not be assigned tasks that are usually performed by undergraduate student workers or busywork/menial tasks that contribute little to the educational experience).

# Accelerated Bachelors to Master's Degree Program Guidelines

**Prepared and submitted by**

**The Graduate School on February 19, 2020**

**Approved by**

**Graduate Council on March 11, 2020**

The development and submission of this proposal is to formalize the policies and procedures associated with the Accelerated Bachelors to Master's degree programs. This document has been reviewed and edited by the Interim Dean of the Graduate School, Graduate School Staff, Registrar, Undergraduate Degree Analysts and the currently operating Accelerated Degree Programs.

## **Accelerated Degree Program Guidelines**

Fort Hays State University's Accelerated Degree programs (Bachelor's to Master's) are designed by academic units to provide selected FHSU high-achieving undergraduates the opportunity to link advanced undergraduate coursework with graduate coursework for degree completion. These programs afford the student the opportunity for a head start on the Master's degree, by completing 9 graduate hours, while completing the Bachelor's degree. Accelerated degree programs are only offered through departments that offer a master's degree in their field.

## **Proposal Submission Procedures**

Accelerated degree program proposals must be submitted to Graduate School and Graduate Council for approval. Programs proposals may be submitted by departments that offer a bachelor's and master's in the same program. The program development form must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.
- Specify how the accelerated program will provide academic advising. The academic unit must clearly outline satisfactory academic progress guidelines, including specific timelines, as well as the consequences of not meeting these requirements

### Admission Standards

- Students must have a minimum of an overall undergraduate GPA of as stipulated by specific degree program requirements.
- Students are invited by a department to apply for admission to an accelerated master's option during their second semester of their junior year or after 75 credit hours. In order to apply, students must:
  1. Apply to Graduate School and be accepted to an approved accelerated program.
    - a. See specific program requirements for application material.
- Students must meet all admission criteria established by the academic unit and the Graduate Program within the unit, except the completion of the baccalaureate degree.
- The admission standards for the accelerated degree must be consistent with the admissions criteria of Graduate School and the academic unit for the Master's degree. A written statement detailing the satisfactory academic progress requirements to remain in the accelerated degree program must appear in all recruiting, admission materials and website provided by the academic unit.
- The academic unit must designate a faculty member responsible for coordinating the admissions process.
- Students will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. Students accepted into the accelerated program will be admitted to the graduate program, pending successful completion of all of the coursework for their undergraduate degree, and earned grades of B or better in all accelerated courses.

### Monitoring Student Status

- Upon acceptance into the program, advisors must submit an update for the degree summary to the student's degree analyst in the Registrar's Office and a graduate program of study to the student's degree analyst in the Graduate Office. This plan must identify the 9 graduate hours the student will be using to satisfy 9 hours of upper division undergraduate credit.
- Students in accelerated programs are not permitted to take all 9 graduate hours in one semester, to avoid the student being a full time graduate student while still being classified as an undergraduate.



- A student will be considered an undergraduate until all undergraduate degree requirements have been completed, at which time the Master's degree program will be activated. Undergraduate students enrolled in the accelerated programs will be eligible to enroll in approved graduate level courses and seminars. However, **they will not be eligible for most graduate services including teaching and research assistantships, financial aid, or graduate award programs until the undergraduate degree is completed.**
- Undergraduate students who have been accepted to an accelerated degree program prior to the awarding of their undergraduate degree must complete all of their bachelor's degree requirements and graduate within 12 months of the first day of the semester for which they were admitted to the accelerated program.
- Undergraduate students may not use graduate level courses taken before they have been accepted in the accelerated master's program (i.e., students cannot retroactively become part of the accelerated degree). A degree plan must clearly identify the graduate course of study and identify the 9 shared hours.

### Degree Requirements

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, undergraduate research projects/work may not be substituted for the master's thesis.
- Accelerated programs may use a maximum of 9 graduate credits to be shared between the Bachelor's and Master's program. All 9 shared hours must be taken at the 600 and/or 800 level and have prior approval prior to enrollment.
- Only 600/800 level approved courses (9 shared hours) in which the student receives a B or better will be transferred to the graduate program. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts – The transcript will show all completed coursework for Accelerated Degree students. Graduate courses taken as an undergraduate will be posted as Credit for Prior Learning (CPL) prior to the undergraduate degree being awarded. Courses will be recorded with the grade "CR". These courses do not count in GPA calculations, which may result in the cumulative GPA being calculated on a minimum of 111 hours. Graduate courses taken as a part of the accelerated program must post to the Graduate Transcript during the semester in which they are taken and paid for. With the exception of those courses posted as CPL, all courses shown on the undergraduate transcript will be used for degree completion and to calculate the undergraduate GPA. Graduate GPA will be calculated using only the graduate courses.
- The 9 graduate accelerated program hours taken as an undergraduate, may be used to meet the 120 hour degree requirement for the Bachelor's degree. These hours will be posted as UG CPL, at no cost to the student, so that they can be directly applied to the

UG degree as CR. This will ensure that participants don't gain an UG degree with less than 120 transcribed hours.

### Continuing and Graduation Requirements

- Maintain a cumulative GPA of 3.0 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (600/800 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the degree-granting program.
- If a student does not meet the above the standards, they will be removed from the accelerated degree program by the Graduate School. The department will notify the Graduate school that the student is no longer in the advanced program. Once a student is removed from the program, they may not return to that program and cannot not reapply to the accelerated program again. If the student wishes to continue in the graduate program, they must reapply for the degree program through the Graduate School.

### Program Monitoring

- The academic unit should outline a plan for monitoring the program's success after three years.
- For official university reporting purposes, students will be considered as undergraduates until the Bachelor's degree is awarded.

### Leaving the Accelerated Degree Program

- Students admitted to the Accelerated Degree program, who voluntarily decide not to pursue a graduate degree, or who are not admitted to the graduate program, may change majors back to a regular undergraduate program at any time. If an Accelerated Degree student chooses not to pursue a graduate degree, the student should notify the administering department in writing; this notification should include the specific undergraduate major that the student intends to pursue. At that time, the department will notify the Graduate School that the student is no longer part of the accelerated degree program. Once a student withdraws from the accelerated program, they may not return to that program and cannot not reapply to any accelerated program offered by FHSU.

### Tuition and Financial Aid

- Graduate tuition and fee rates apply to the 9 hours approved for the program of study.
- Undergraduate students may receive federal financial aid (through the Financial Aid Office) for both undergraduate and graduate courses.

- However, once a student becomes a graduate student, financial aid is not available for undergraduate courses. In addition, financial aid as a graduate student is not available until an undergraduate degree has been conferred. This is why it is important for Accelerated Degree students to complete all undergraduate degree requirements and apply for an undergraduate degree during the first four years. Students are strongly encouraged to contact the financial aid office to discuss financial aid options during the fourth and fifth years.