

Graduate Council Meeting Minutes

November 7, 2023 – 3:30 p.m.

K-State Union, Room 227

Present: P. Adams, A. Ahlers, C. Alexis, M. Arthaud-Day, M. Basel, B. Beyer, L. Bonella (Hale Library), J. Canfield, D. Carroll, I. Ciampitti, E. Geisbrecht, J. Gordon, M. Higgins, A. Ivanov, S. Joseph, S. Kavimandan, M. Miller (Student Success Coord.), B. Mirafzal, J. Nikkel (Global Campus), M. Pakaste, C. Petrescu (Dean), P. Reyes, R. Sadykov, A. Sheshukov, T. Smock, J. Ulmer, K. Van Nest (GSC President), Z. Whitney (GSC President-elect), H. Woods, S. Yelich Biniecki, M. Young (Grad School Associate)

Absent: A. Nutsch, B. Olson, V. Padilla Carroll, J. Spencer, G. Topham

1. Opening remarks.

2. Approval of Minutes. October 3, 2023 meeting. https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2023_agenda_minutes/GC2023_10_Minutes.pdf

Motion: Dr. Ulmer motioned to approve to minutes as presented.

Second: Dr. Basel.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

3. Graduate School Updates.

Strategic Planning Process:

1. Strategic planning retreat with grad constituents (Oct 18): 64 grad faculty/staff/administrators
2. Outcomes of the retreat, respectively strategies will be aligned with the Strategic Plan's imperatives
3. The 4 chairs of the committee will review the notes, provides suggestions - second draft is generated
4. This second draft will be provided to Grad Council for discussion and feedback
5. This third draft that incorporates the Grad Council's suggestions will be provided in January to DHs, Associate deans, GPDs, UDPs for feedback and alignment with Colleges SP
6. Grad students' input will be obtained regarding needs
7. The outcome of these information collections (draft 4) will be the subject of a final strategic planning retreat with grad constituents - the same format at the Oct 18th. At this one a prioritization will also be discussed in order to create an annual implementation plan
8. This work will be concluded by end of May 2024.

The Council is organized into Academic Areas which form constituencies for representation to Graduate Council. Some members noted that department-level grad faculty are unclear about who their Council representatives are. Mr. Smock will distribute the worksheet showing all Council representatives, organized by Academic Area and by what departments fall into these areas. This worksheet has been available to department heads and graduate program directors in the Grad-Resources MS Teams archive.

The bi-weekly Graduate School Bulletin is the single source of timely Graduate School announcements, events, and deadlines. Please promote the Bulletin to your department heads, graduate program directors, graduate program staff, and graduate faculty.

4. Council Chairs Update.

5. Academic Affairs Committee – Matthew Basel, Chair

- Report.

Dr. Basel noted a small change in procedure regarding graduate faculty nominations. If a nomination for full membership is declined by the committee, it will automatically be re-considered for Associate membership to teach graduate courses and serve on supervisory committees.

The committee continues to review Chapter 5 of the Graduate Handbook. Recommendations for changes will be sent to the Planning Committee for final review before presented to the Graduate Council.

- Action Items.

See Chapter 5, The Graduate Faculty, of the Graduate Handbook for eligibility and nomination requirements. <https://www.k-state.edu/grad/student-success/graduate-handbook/chapter5.html>

a. Graduate Faculty Nominations:

| Name | Position | Department/Program | Type | Page |
|---------------------------|------------------------------|-----------------------------|-----------|------|
| Xiuqin Bai | Teaching Associate Professor | Statistics | Member | 6 |
| Lamindy Brandon-Joseph | Teaching Assistant Professor | Personal Financial Planning | Member | 9 |
| Daniel Hinman | Teaching Assistant Professor | Music, Theatre, and Dance | Member | 13 |
| Amanda Lickteig | Teaching Associate Professor | Curriculum and Instruction | Member | 17 |
| Seth Lickteig | Teaching Associate Professor | Curriculum and Instruction | Member | 20 |
| Brett Mallon | Teaching Assistant Professor | Applied Human Sciences | Member | 23 |
| | | | | |
| Balaji Balasubramaniam | Assistant Professor | Integrated Studies | Associate | 26 |
| Kathy Brockway | Professor | Integrated Studies | Associate | 29 |
| Janet Crow | Instructor | Applied Human Sciences | Associate | 32 |
| Jesus De Hoyos Jr | Instructor | Music, Theatre, and Dance | Associate | 36 |
| Zackery (Zack) Deiningger | Teaching Assistant Professor | Music, Theatre, and Dance | Associate | 40 |
| Allen Goben | Professor of Practice | Educational Leadership | Associate | 44 |
| Annie Hoekman | Teaching Assistant Professor | Integrated Studies | Associate | 47 |

| Name | Position | Department/Program | Type | Page |
|------------------------|------------------------------|--|---------------|------|
| Madeleine Jansen | Teaching Assistant Professor | Music, Theatre, and Dance | Associate | 50 |
| Margaret Kincaid | Teaching Professor | School of Applied and Interdisciplinary Studies | Associate | 54 |
| Jason Kovac | Professor of Practice | Educational Leadership | Associate | 57 |
| Donna Monse | Professor of Practice | Educational Leadership | Associate | 60 |
| Miles Nevin | Professor of Practice | Educational Leadership | Associate | 63 |
| Adam Walker | Adjunct Faculty | Special Education, Counseling, and Student Affairs | Associate | 66 |
| Lamindy Brandon-Joseph | Teaching Assistant Professor | Personal Financial Planning | Certification | 9 |
| Ruth Gurgel | Associate Professor | Curriculum and Instruction | Certification | 70 |
| Shijiao Huang | Assistant Professor | Biochemistry and Molecular Biophysics | Certification | 73 |
| Yu (Yulia) Zhang | Assistant Professor | Personal Financial Planning | Certification | 76 |

Motion: The Academic Affairs Committee moves to approve all nominations for regular membership.

Vote (YES-NO-ABSTAIN): 24-0-0. Motion carried.

Motion: The Academic Affairs Committee moves to approve all Graduate Faculty Associate nominations for membership.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

Motion: The Academic Affairs Committee moves to approve all requests for Certification.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

b. Course and Curriculum Items.

Follow these steps to view the proposals in Curriculog:

- Login to Curriculog using your K-State eID and password: <https://kstate.curriculog.com>.
- Click the Curriculog agenda link in the table below.
- From the list of proposals, hover over the proposal and click the  *View Proposal* icon.
- In "User Tracking" (upper right corner), change "Show current" to "Show current with markup."
- View the proposal. To view attachments, click the  *Files* icon in the menu on the right side of the screen.
- Use the browser back button to return to the agenda and select next proposal.

For more information on viewing proposals, see:

<http://www.k-state.edu/curriculog/training/view/index.html>

| Course Changes - https://kstate.curriculog.com/agenda:2166/form | | |
|---|----------------------|---|
| College | Course Number | Title |
| Business Administration | ACCT 641 | Intermediate Accounting and Analytics III |
| Engineering | ARE 735 | Advanced Electrical Systems Design |

Motion: The Academic Affairs Committee motions to approve the Course Changes as presented.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

| New Courses - https://kstate.curriculog.com/agenda:2167/form | | |
|--|----------------------|-----------------------------------|
| College | Course Number | Title |
| Business Administration | ACCT 830 | Professional Ethics in Accounting |
| Arts and Sciences | ENGL 715 | Topics in Film / Screen Studies |

Motion: The Academic Affairs Committee motions to approve the New Courses as presented.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

| New Curricula - https://kstate.curriculog.com/agenda:2168/form | |
|--|---|
| College | Title |
| Arts and Sciences | Strategic Health Communication (Graduate Certificate) |

Motion: The Academic Affairs Committee motions to approve the Strategic Health Communication (Graduate Certificate) proposal as presented.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

| Discontinue Courses - https://kstate.curriculog.com/agenda:2169/form | | |
|--|----------------------|---|
| College | Course Number | Title |
| Arts and Sciences | BIOL 702 | Radiation Safety in the Research Laboratory |

Motion: The Academic Affairs Committee motions to approve the discontinuation of BIOL 702.

Vote (YES-NO-ABSTAIN): 22-0-0. Motion carried.

6. Student Affairs Committee – Bernadette Olson, Chair

- Report.

Under guidance of Dr. Megan Miller, Assistant Director of Student Success, the committee successfully reviewed applications for the Student Parent Success Scholarship; Arts, Humanities, and Social Sciences grant; and nominations for the GSC Award for Graduate Student Teaching.

The committee conducted policy benchmarking of Chapter 2 of the Graduate Handbook against peer institutions. Results will be shared at the next committee meeting in November.

- Action Items.

7. Committee on Planning – Perla Reyes, Chair

- Report.

Working with Chapter 2 too. Coursework only grad options—already have policy so no need to add one.

- Action Items.
 - **Graduate Handbook Change. [Chapter 2 “The Master’s and Education Specialist Degrees,” Section D8 “Off Campus Research” - Reading One](#)**

Rationale for change: Remove the paragraph because it is redundant to Chapter 2, Section J2 “Scheduling” where the information seems to be more relevantly placed.

b) Off Campus Research

Special difficulties arise in guiding graduate students when they are engaged in protracted off campus research, whether that research is in the field, in the laboratory, or in the library. Therefore, supervisory committees must take adequate steps to ensure appropriate guidance. As a minimal requirement, the student must submit to the supervisory committee a well formulated research plan, including objectives and methodology, and the committee must review and approve the plan before the student departs for the research site and indicate approval on the program of study. In addition, the supervisory committee may require:

- a. That the major professor and/or a competent local authority who can reliably guide the student provide continuing on-site supervision.
- b. That the student provides the supervisory committee with frequent, periodic estimates of performance and progress. The committee may also require that these be authenticated by a competent local authority.
- c. That the major professor carries out local inspections of the student's activities.

~~Regardless of the location at which the research is conducted, the final oral examination will normally be given on the Manhattan campus unless the academic program is completely online. Exceptions can be made if requested by the student, recommended by the supervisory committee, and approved by the Department Head or Graduate Program Director and the Dean of the Graduate School. In the case of an examination in which the participants are not all in the same location, any technology used to conduct the examination must support simultaneous oral interaction between the student and all members of the examining committee. When unusual circumstances arise in the guidance of off-campus students, supervisory committees should consult with the Dean of the Graduate School.~~

8. Assessment and Review Committee – Judy Gordon, Chair

- Report.

Strategic Health Communication grad certificate. Also, Spatial Computing (T&A) need to provide their assessment plan.

- Action Items.

9. Graduate Student Council – Zane Whitney, President-elect

- Report.

Research and the State was held on October 24. There were 79 submissions and 77 participants. Next event is KGRAD and abstract submission will open in Nov or Dec. Poster or 10-minute oral presentation.

- Action Items.

10. Informational Items.

- a. Graduate faculty memberships approved by the Dean.

| Name | Position | Department/Program |
|----------------------------|------------------------------|--|
| Haileigh Avellar | Clinical Assistant Professor | Clinical Sciences |
| Christina Bridges Hamilton | Assistant Professor | Kinesiology |
| Derek Clements | Assistant Professor | Architectural Engineering and Construction Science |
| Marjorie Galelli | Assistant Professor | History |
| Shijiao Huang | Assistant Professor | Biochemistry and Molecular Biophysics |
| Yu (Yulia) Zhang | Assistant Professor | Personal Financial Planning |

11. Adjournment. The Council adjourned at 4:08 pm.