Graduate Council Meeting Minutes
December 5, 2023 – 3:30 p.m.
K-State Union, Room 227

Present: A.P. Adams, A. Ahlers, C. Alexis, M. Arthaud-Day, M. Basel, B. Beyer, J. Canfield, D. Carroll, I. Ciampitti, E. Geisbrecht, J. Gordon, M. Higgins, S. Joseph, S. Kavimandan, M. Miller (Asst. Director of Student Success), B. Mirafzal, J. Nikkel (Global Campus), B. Olson, M. Pakaste, P Reyes, A. Sheshukov, T. Smock, G. Topham, J. Ulmer, K. Van Nest (GSC President), Z. Whitney (GSC President-elect), H. Woods, S. Yelich Biniecki, M. Young (Graduate School Faculty Associate)
Absent: L. Bonella, A. Ivanov, A. Nutsch, V. Padilla Carroll (H. Woods proxy), R. Sadykov, J. Spencer

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_11_Minutes.pdf

Motion: Dr. Basel motioned to approve the minutes as presented.
Second: Dr. Olson.
Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

3. Graduate School Updates.

The transition to Slate CRM software for the Graduate School is currently on-schedule to be implemented for Fall 2025 admits.

Accelerated Degree Programs (ADP). The Graduate School is working closely with the Registrar to finalize implementation and KSIS tracking procedures. ADPs will be distinguished in KSIS with a new 'L' code.

Milestones Dashboard. An update is coming soon. Data Warehouse staff are making some changes so we can track graduation rates more effectively.

Dr. Megan Miller, Assistant Director of Student Success, noted that the Graduate School followed-up with grad students who are on academic probation with a note via e-mail. Also, students who have Incomplete grades were notified last week. Some students who have an 'I' will mistakenly re-enroll, but there is no need for them to do so.

4. Council Chairs Update. Bernadette Olson, Student Affairs Committee Chair

5. Academic Affairs Committee – Matthew Basel, Chair

- Report.
- 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
Joseph Gerken	Instructor	Horticulture and Natural Resources	Member	9
Safia Malallah	Teaching Assistant Professor	Computer Science	Member	12
Deandra Cassone	Instructor	Industrial and Manufacturing Systems Engineering	Associate	16
Aaron Clanton	Instructor	Grain Science and Industry	Associate	20
Kathy Gross	Adjunct Faculty	Grain Science and Industry	Associate	23
Susan Guzek	Instructor	Integrated Studies	Associate	26
Amy Hudson	Adjunct Faculty	Biology	Associate	29
Daniel Karkle	Professor of Practice	Industrial and Manufacturing Systems Engineering	Associate	32
Cindy Lerick	Instructor	Hospitality Management	Associate	36
Michael Oetken	Assistant Professor	Integrated Studies	Associate	39
Jeffrey Pavelka	Adjunct Faculty	Industrial and Manufacturing Systems Engineering	Associate	42
Sridevi Pudipeddi	Teaching Associate Professor	Integrated Studies	Associate	46
Mindy Rice	Adjunct Faculty	Biology	Associate	49
Elizabeth Santschi	Adjunct Faculty	Clinical Sciences	Associate	52
Tej Shrestha	Senior Research Scientist	Anatomy and Physiology	Associate	55
Xiaorong (Shawn) Wu	Adjunct Faculty	Grain Science and Industry	Associate	58
Safia Malallah	Teaching Assistant Professor	Computer Science	Certification	12
Alexander Gibson	Instructor	Mechanical and Nuclear Engineering	Non-Grad	61

Motion: The Academic Affairs Committee moves to approve all nominations for regular membership.
Vote (YES-NO-ABSTAIN): 22-0-0. 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.

Motion: The Academic Affairs Committee moves to approve the request for non-graduate faculty to teach graduate courses for one year.
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:2225/form		
College	**Course Number**	**Title**
Veterinary Medicine	AP 871	Toxicology
Agriculture	ASI 620	Beef Systems management
Agriculture	ASI 777	Meat Science and Muscle Biology
Technology and Aviation	AVT 838	MSA Thesis
Arts and Sciences	BIOL 670	Immunology
Architecture, Planning, and Design	CDPLN 633	Grantwriting
Architecture, Planning, and Design	CDPLN 700	Foundations of Community Development
Architecture, Planning, and Design	CDPLN 704	Community Leadership and Capacity Building
Health and Human Sciences	CFT 824	Parent-Child Interaction: theory and Research
Health and Human Sciences	ECED 710	Child Care: Components and Issues
Health and Human Sciences	ECED 728	Assessment of Young Children
Health and Human Sciences	ECED 730	Early Childhood Program Administration

Course Changes - https://kstate.curriculog.com/agenda:2225/form		
College	Course Number	Title
Health and Human Sciences	ECED 740	Play Facilitation
Health and Human Sciences	ECED 830	Advanced Program Development
Health and Human Sciences	ECED 884	Practicum in Parent Education
Arts and Sciences	GEOL 750	Evolution of Planet Earth
Arts and Sciences	GEOL 760	Geochemical and Biogeochemical Modeling
Arts and Sciences	GEOL 806	Sedimentary Petrology
Arts and Sciences	GEOL 835	Advanced Petroleum Exploration, Imperial Barrel Award Competition
Health and Human Sciences	HDFS 660	Marriage Preparation and Enrichment
Health and Human Sciences	HDFS 670	Working with Parents
Health and Human Sciences	HDFS 862	Interpersonal Relationships
Architecture, Planning, and Design	IARC 605	Problems in IARC
Architecture, Planning, and Design	IARC 625	Lighting
Architecture, Planning, and Design	IARC 810	IARC Capstone Studio
Architecture, Planning, and Design	IARC 811	Design Research
Architecture, Planning, and Design	IARC 815	Advanced Studio Programming
Architecture, Planning, and Design	INDD 810	INDD Capstone Studio
Architecture, Planning, and Design	INDD 815	Advanced Studio Programming
Architecture, Planning, and Design	LAR 655	Landscape Architecture Professional Internship
Architecture, Planning, and Design	LAR 750	Advanced Seminar
Architecture, Planning, and Design	PLAN 665	Planning Professional Internship
Architecture, Planning, and Design	PLAN 703	Off-Campus Studies

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

Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

New Courses - https://kstate.curriculog.com/agenda:2226/form		
College	**Course Number**	**Title**
Arts and Sciences	ENGL 685	Readings in World Literature
Architecture, Planning, and Design	INDD 600	Professional Practice
Arts and Sciences	PSYCH 670	Neural Mechanisms of Learning and Memory
Arts and Sciences	THTRE 663	Solo Performance

Motion: The Academic Affairs Committee motions to approve all New Courses as presented.
Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

Discontinue Courses - https://kstate.curriculog.com/agenda:2227/form		
College	**Course Number**	**Title**
Health and Human Sciences	HMD 892	Leadership in Hospitality and Dietetics Administration

Motion: The Academic Affairs Committee motions to approve the discontinuation HMD 892.
Vote (YES-NO-ABSTAIN): 21-0-0. Motion carried.

Curricular Changes - https://kstate.curriculog.com/agenda:2228/form	
College	**Title**
Education	Counseling and Student Development (M.S.)
Architecture, Planning, and Design	Interior Architecture (Non-Baccalaureate MIAR)
Architecture, Planning, and Design	Master of Industrial Design (M.I.N.D.D.) (post-baccalaureate track)
Architecture, Planning, and Design	Master of Industrial Design (M.I.N.D.D.) (non-baccalaureate track)
Architecture, Planning, and Design	Master of Interior Architecture (M.I.A.R.C.) (post-baccalaureate track)

Motion: The Academic Affairs Committee motions to approve all Curricular Changes as presented.
Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

New Curricula - Click on links below	
College	**Title**
Technology and Aviation	Machine Learning and Autonomous Systems (Graduate Certificate)
Technology and Aviation	Spatial Computing (Graduate Certificate)

Motion: The Academic Affairs Committee motions to approve the Machine Learning and Autonomous Systems (Graduate Certificate) AND the Spatial Computing (Graduate Certificate) proposals as presented.
Vote (YES-NO-ABSTAIN): 20-0-0. Motion carried.

| Discontinue Curricula - See links below ||
College	Title
Health and Human Sciences	Accelerated B.S./M.S. in Life Span Human Development
Health and Human Sciences	Life Span Human Development (M.S.)
Health and Human Sciences	Life Span Human Development (Ph.D.) (specialization within PhD in Health and Human Sciences)

Motion: The Academic Affairs Committee motions to approve the discontinuation of all Discontinue Curricula as presented.
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

6. Student Affairs Committee – Bernadette Olson, Chair

- Report.

Benchmarking review report on Chapter 2. Going to start benchmarking Chapter 1 after the holidays.

- Action Items.

7. Committee on Planning – Perla Reyes, Chair

- Report.

Dr. Ulmer is the new Co-Chair!

- Action Items.

  - **Graduate Handbook Change. Section B, The Supervisory Committee - Reading One**

Rationale for change: Only a slight change in wording to reflect current practice of determining major professor.

B. THE SUPERVISORY COMMITTEE

Upon admission to a master's or Education Specialist degree program, the student confers with the head of the academic program and selects or is assigned an advisor or a major professor pro tem from among the graduate faculty who are qualified to direct master's students and who are willing to assume the responsibility. Upon the recommendation of the head of the academic program, the Dean of the Graduate School then appoints a supervisory committee consisting of the major professor, who chairs the committee, and at least two other members of the graduate faculty[1]. In addition to the members recommended, the Dean of the Graduate School may appoint other members to the supervisory committee from the graduate faculty. All members of

a student's supervisory committee participate as peers and have the responsibility for planning the program of study, advising the student, administering the final examination or evaluating the culminating experience, ensuring that University regulations and program requirements are met, and ensuring that the student's master's or Educational Specialist program is of high quality.

The supervisory committee also is responsible for ensuring that no conflicts of interest exist. Conflicts of interest to be avoided include those that may arise from personal or professional relationships between committee members, committee members and the student, with funding sources, and with any other stakeholders.

Motion: Dr. Reyes, on behalf of the Committee on Planning, motions to approve the change to Section B, "The Supervisory Committee" as presented.
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

Motion: Dr. Reyes, on behalf of the Committee on Planning, motions to waive Reading Two of the change to Section B, "The Supervisory Committee" and adopt the change to the Graduate Handbook, effective for the 2024-2025 academic year.
Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

8. Assessment and Review Committee – Judy Gordon, Chair

- Report.

Program review update: The committee is standing by for new guidance on what form graduate program review will take. University central leadership and the Graduate School are working together to finalize the process.

- Action Items.

9. Graduate Student Council – Kortnee Van Nest, President

- Report.

Please encourage students to submit their research for Three Minute Thesis (3MT) no later than December 18, 2023 and for the K-State Graduate Research, Arts, and Discovery Forum (K-GRAD) by January 31, 2024.

- Action Items.

10. Informational Items.

a. Graduate faculty memberships approved by the Dean.

Name	Position	Department/Program
Ursula Emery-McClure	Teaching Professor	Staley School of Leadership Studies / Architectural Engineering and Construction Science
William Genereux	Professor	Integrated Studies
Maci Mueller	Assistant Professor	Animal Sciences and Industry

Name	Position	Department/Program
Brian Olson	Department Head / Professor	Hays Agriculture Research & Extension Center / Agronomy
Daran Rudnick	Professor	Biological and Agricultural Engineering
Austin Walden	Assistant Professor	Aviation

b. Emergency Non-Graduate Faculty to Teach Graduate Courses approved by the Dean.

Name	Position	Department/Program	Course
Sarah Champlin-Scharff	Adjunct Instructor	Special Education, Counseling, and Student Affairs	EDCEP 835 - Foundations of Academic Advising

c. A worksheet listing all Council representatives, organized by Academic Area and by what departments fall into these areas, was distributed to Council members via e-mail. This worksheet has been available to department heads and graduate program directors in the Grad-Resources MS Teams archive.

11. Adjournment. The Council adjourned at 4:09 pm.