

## **Graduate Council Meeting Minutes**

February 4, 2025 – 3:30 p.m.

K-State Student Union, Room 227

Present: P. Adams, C. Alexis, T. Amtoft, M. Arthaud-Day, M. Basel, C. Craft, H. Dogan, E. Geisbrecht, J. Gordon, S. Joseph, J. Li, J. Nikkel (Academic Affairs & Innovation), B. Olson, V. Padilla Carroll, P. Payne (Assoc Dean), C. Petrescu (Dean), C. Pickens, A. Sheshukov, T. Smock (Admin.), J. Ulmer, D. Walker, Z. Whitney (GSC President), H. Woods, S. Yelich Biniecki, U. Yucel.

Absent: A. Ahlers, L. Bonella (K-State Libraries), E. Emery-McClure, A. Jha (GSC President-elect), S. Kavimandan, B. Mirafzal, M. Pakaste, S. rishi, J. Spencer, M. Wei

Guest: University Provost Jesse Mendez

### **1. Opening remarks.**

### **2. Q & A with Provost Mendez.**

Provost Mendez visited the Council to share important updates on the university's strategic plan and address questions regarding graduate education. Below is a summary of the discussion.

He began by acknowledging the upcoming 2025 federal government transition, emphasizing that the university is taking a proactive approach to ensure faculty and student safety while complying with applicable laws. The administration is also working with local, state, and federal officials to maintain campus security. However, it remains unclear whether faculty offices will be considered private or closed spaces in the event of law enforcement operations. The university's leadership is committed to fostering an inclusive environment, mitigating feelings of "otherness" among faculty, staff, and students, and ensuring that all individuals are treated with dignity and respect. Provost Mendez encouraged faculty to communicate with his office if they identify any concerns the university may have overlooked. To support this effort, a webpage has been created to provide information and resources related to the transition: [2025 Federal Government Transition](#).

Across campus, faculty, staff, and students are awaiting further guidance on federal compliance deadlines, funding for grants and graduate assistantships, and potential delays or detainments. On a positive note, Provost Mendez reported that the National Institutes of Health (NIH) has not canceled any funding panels. Additionally, previously postponed NIH meetings have been rescheduled, and there are currently no major obstacles to research funding.

A Council member inquired about potential delays in visa processing for international graduate students with assistantships. In response, Dean Petrescu stated that the Graduate School admissions team is nearly caught up with processing I-20 certificates of eligibility for non-immigrant students. Additionally, the Graduate School issues a special letter, signed by the Dean, requesting that the U.S. Consulate expedite processing for these students.

The discussion then shifted to the university's strategic plan and budget and their potential impact on students. Provost Mendez noted a growing interest in career-based instruction (CBI), with the university planning to establish three to five new CBI programs by 2030. Additionally, Huron Consulting has been hired to assess the university's budget model, especially as funding has been reallocated to information technology security and cybersecurity protections. The budget model

working group anticipates implementing an interim budget for one semester before transitioning to a fully developed model within approximately one and a half years. Growth patterns will vary by academic department, making context an essential factor in future analyses.

In the final 15 minutes of the meeting, Council members discussed graduate research and education at K-State, with a key concern being the lack of funding for graduate student stipends. One member noted that over the past nine years, the university has made significant progress in enhancing the graduate student experience, as faculty and leadership have increasingly prioritized a holistic approach rather than rigid policy adherence. Another member highlighted the Graduate Council Academic Affairs Committee's observations of a shift toward more agile and innovative program development. However, concerns were raised that the university's RCM budget model encourages competition between programs and disciplines rather than fostering interdisciplinary collaboration. In response, Provost Mendez stated that Huron Consulting and the budget model working group will be evaluating these concerns as part of their ongoing assessment.

**3. Approval of Minutes.** December 3, 2024 meeting. [https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024\\_agenda\\_minutes/GC2024\\_12\\_Minutes.pdf](https://www.k-state.edu/grad/faculty-resources/graduate-council/agendaminutes/2024_agenda_minutes/GC2024_12_Minutes.pdf)

Motion: Dr. Olson moved to approve the minutes as presented.

Second: Dr. Dogan and Dr. Craft.

Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

#### **4. Graduate School Updates.**

- a. Interdisciplinary prefix INTGR for interdisciplinary courses

The university is implementing a new interdisciplinary course prefix. Dr. Payne explained that while setting it up in KSIS and DARS took some time, it will help enhance interdisciplinary collaboration across programs. The Academic Affairs Committee will be responsible for increasing visibility and defining the framework for this initiative.

- b. English language requirements – benchmark study

- c. Catalog clean-up language RE: culminating experience (Summer project) to ensure consistency of terminology

- d. Graduate School Work Sessions – Monthly via Zoom

- (1) Etrieve/SoftDocs Electronic Forms – Scott Schlender, Academic Services Coord.

- (2) Graduate School Application Review in Slate – Joe Horan, Graduate Admissions Coord.

- e. Graduate Curriculum Change and Development Collaborative - Weekly, alternating Wednesday and Thursday via Zoom (see GS Events page for dates and links) – Dr. Payne, Associate Dean

You can track Graduate School faculty and staff support events through our events page at the following link: <https://www.k-state.edu/grad/about/events/faculty-events.html>

f. Slate Advisory Committee - The Graduate School admissions team and the university CRM team continue to gather and prioritize issues with Slate, working to resolve them. Enrollment Management has rehired Carnegie to assist with these challenges, with the goal of streamlining the application process and improving user familiarity with the system.

g. Data Analyst Support - Starting this week, a part-time Data Analyst at DAIR will collaborate with the Graduate School to conduct a deeper analysis of the Admissions and Milestones (Retention) Dashboards. This effort aims to identify opportunities for improvement in the university's admission, recruitment, and retention processes.

## 5. Academic Affairs Committee – Hulya Dogan, Chair

- Report.

Dr. Dogan took over the role of committee chair from Dr. Basel this semester and thanked him for his excellent work.

- 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. ← [Click the link to access nominations.](#)

Name	Position	Department/Program	Type	Page
Justine Irving	Teaching Assistant Professor	Gerontology / Center on Aging	Member	9
Chandler Hansen	Clinical Assistant Professor	Anatomy and Physiology	Clinical	12
Keondria McClish*	Instructor	Educational Leadership	Associate Teach	15
Carrie Mershon	Instructor	Kinesiology	Associate Teach & Serve	18
Laura Motsinger	Adjunct Faculty	Applied and Interdisciplinary Studies	Associate Serve	21
Martin (Marty) Spartz	Adjunct Faculty	Chemistry	Associate Teach & Serve	25
Kelsey Bentley	Assistant Professor	Animal Sciences and Industry	Certification	29
Erin Beyer	Assistant Professor	Animal Sciences and Industry	Certification	32
Terry Felderhoff	Assistant Professor	Agronomy	Certification	35
Ahmed Hammam	Assistant Professor	Animal Sciences and Industry	Certification	38
Md. Shakil bin Kashem	Assistant Professor	Landscape Architecture and Regional & Community Planning	Certification	41
Lihua Wang	Assistant Professor	Anatomy and Physiology	Certification	45



\* Associate member renomination

Motion: The Academic Affairs Committee moves to approve all graduate faculty nominations, and certification requests as presented.

Vote (YES-NO-ABSTAIN): 19-0-0. 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 the next proposal.

For more information on viewing proposals, see:

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

Course Changes - <a href="https://kstate.curriculog.com/agenda:2614/form">https://kstate.curriculog.com/agenda:2614/form</a>		
College	Course Number	Title
Agriculture	ASI 600	Applied Animal Biotechnology
Agriculture	ASI 610	Processed Meat Operations
Agriculture	ASI 658	Animal Growth Development
Agriculture	ASI 675	Monogastric Nutrition
Agriculture	ASI 680	Ruminant Nutrition
Agriculture	ASI 695	Principles of Equine Exercise Physiology
Health and Human Sciences	CNRES 751	Interpersonal Conflict Skills and Strategies
Health and Human Sciences	CNRES 755	Family Mediation
Education	ECED 883	Practicum in Early Childhood Education
Education	EDCEP 775	Readings in Counseling and Educational Psychology
Education	EDCEP 786	Topics in Counseling and Educational Psychology
Education	EDCEP 795	Problems in Counseling and Educational Psychology
Education	EDCI 776	Teaching in Middle Schools
Education	EDCI 791	Teaching Science and Mathematics in the Elementary School

Course Changes - <a href="https://kstate.curriculog.com/agenda:2614/form">https://kstate.curriculog.com/agenda:2614/form</a>		
College	Course Number	Title
Education	EDCI 792	Teaching Social Studies, reading, and Literacy in the Elementary School
Education	EDCI 793	Teaching Health, Movement, and Fine Arts in Elementary Schools
Education	EDCI 795	Problems in Curriculum and Instruction
Education	EDCI 800	Teaching Practicum
Education	EDCI 801	Internship in K-12 Schools
Education	EDCI 915	Inquiry IV - Program Evaluation for Curriculum and Instruction
Education	EDCI 917	Inquiry III - Advanced Quantitative Methods in Curriculum and Instruction
Education	EDCI 918	Inquiry III - Advanced Qualitative Methods in Curriculum and Instruction
Education	EDEL 620	Foreign Language Elementary School Methods
Education	EDEL 621	Foreign Language Elementary School Practicum
Education	EDSP 743	Intensive Interventions for Students with Dyscalculia an Other Math Difficulties
Education	EDSP 745	The Consulting Process in Special Education
Education	EDSP 786	Topics in Education
Health and Human Sciences	FASH 600	Soft Goods Supply Chain Management
Health and Human Sciences	FASH 670	Pre-Production Techniques
Health and Human Sciences	FASH 680	Sustainable Fashion and Color
Agriculture	FDSCI 603	Food Science Internship
Agriculture	FDSCI 625	Food Analysis
Agriculture	FDSCI 627	Chemical Methods of Food Analysis
Agriculture	FDSCI 630	Food Science Problems
Agriculture	FDSCI 640	Research and Development of Food Products
Agriculture	FDSCI 690	Principles of HACCP and Preventive Controls for Human Food
Agriculture	FDSCI 725	Food Analysis
Agriculture	FDSCI 727	Chemical Methods of Food Analysis
Agriculture	FDSCI 728	Physical Methods of Food Analysis
Agriculture	FDSCI 740	Research and Development of Food Products

Course Changes - <a href="https://kstate.curriculog.com/agenda:2614/form">https://kstate.curriculog.com/agenda:2614/form</a>		
College	Course Number	Title
Agriculture	FDSCI 961	Graduate Problem in Food Science
Arts and Sciences	FREN 715	19 <sup>th</sup> Century French Literature
Arts and Sciences	FREN 743	French Second Language Acquisition Culture and Literature
Arts and Sciences	GEOG 680	Geography of Landscape and Place
Arts and Sciences	MUSIC 724	18 <sup>th</sup> Century Counterpoint
Arts and Sciences	MUSIC 725	Theories of Contemporary Music
Arts and Sciences	MUSIC 726	History of the Opera
Arts and Sciences	MUSIC 734	Technology of the Electronic Music Studio

Motion: The Academic Affairs Committee moves to approve all course changes as presented.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

New Courses - <a href="https://kstate.curriculog.com/agenda:2615/form">https://kstate.curriculog.com/agenda:2615/form</a>		
College	Course Number	Title
Agriculture	ASI 735	Advanced Dairy Products Evaluation
Health and Human Sciences	CNRES 758	Applied Alternative Dispute Resolution
Health and Human Sciences	KIN 780	Graduate Internship in Kinesiology

Motion: The Academic Affairs Committee moves to approve all new courses as presented.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

Discontinued Courses - <a href="https://kstate.curriculog.com/agenda:2616/form">https://kstate.curriculog.com/agenda:2616/form</a>		
College	Course Number	Title
Agriculture	FDSCI 753	Risk Assessment for Food, Ag, & Vet Med
Health and Human Sciences	LSHD 700	Problems in Life Span Human Development
Health and Human Sciences	LSHD 892	Practicum in Human Development Research
Health and Human Sciences	LSHD 894	Readings in Life Span Human Development
Health and Human Sciences	LSHD 899	MS Research in Life Span Human Development
Health and Human Sciences	LSHD 930	Human Development Seminar

Motion: The Academic Affairs Committee moves to approve all discontinued courses as presented.

Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

<b>Curricular Changes</b> - <a href="https://kstate.curriculog.com/agenda:2617/form">https://kstate.curriculog.com/agenda:2617/form</a>	
<b>College</b>	<b>Title</b>
Technology and Aviation	Aeronautics (MS)
Agriculture	Agricultural Economics (MS)
Agriculture	Agricultural Economics (PhD)
Agriculture	Agricultural Economics - Agribusiness (MS)
Agriculture	Animal Sciences (MS)
Health and Human Sciences	Conflict Resolution Graduate Certificate
Agriculture	Food Safety and Defense Graduate Certificate (CERTGR)
Education	Special Education (EdD)

Motion: The Academic Affairs Committee moves to approve all curricular changes as presented.  
Vote (YES-NO-ABSTAIN): 19-0-0. Motion carried.

#### **6. Student Affairs Committee – Bernadette Olson, Chair**

- Report.

The committee is wrapping up its benchmarking for graduate admissions requirements (Graduate Handbook, Chapter 1). They will also be reviewing benchmark analysis for sections in Chapter 6 (The Graduate Faculty) and Chapter 6 (Constitution). Another important area of work is developing milestone messages for students and faculty throughout the graduate student lifecycle.

The committee received some feedback from Dr. Miller, Asst. Director of Student Success about the next round of reviews for the RSCAD and Parent Success scholarships.

- Action Items.

#### **7. Committee on Planning – Jonathan Ulmer, Chair**

- Report.

The Committee on Planning is currently benchmarking and updating Appendix C (The Reinstatement Policy) in the handbook and will address the Pre-Requisite policy in Chapter 6.D1 in the upcoming meetings.

- Action Items.
  - a. Graduate Handbook changes.

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in red text and underlined (new wording). Wording that was moved is shown with a double underline in its new location (moved to) and a double strikethrough in its previous location (~~~~moved from~~~~).

#### **(1) Chapter 3, Section J1. “Continuous Enrollment”**

*Rationale: Aligning policy with current practice.*

### 3. THE DOCTORAL DEGREE

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#### J1. Continuous Enrollment

A student working for a doctorate must be enrolled at Kansas State University during the semester in which the preliminary examination is taken and in each subsequent semester until the degree requirements are met and the Graduate School accepts the dissertation. Failure to enroll will result in loss of candidacy. To regain candidacy, the student must successfully petition the ~~Readmission Committee~~ **Dean** of the Graduate School. Although doctoral candidates may make arrangements to enroll by mail, they should request permission to do so by writing to the Graduate School prior to the enrollment period.

The Graduate Council waived the second reading and accepted this minor policy clarification at the December meeting. No further action was required.

#### (2) Chapter 1, Section B3. “English Proficiency Requirements” - Reading One

Teams link: [Chapter 1 Section B3 English Proficiency Requirements Working Copy.docx](#). (Student Affairs Committee “Materials” folder)

*Rationale: Remove the two-year limit on a previous degree earned*

### 1. ADMISSIONS, ENROLLMENT, AND PROGRESS

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#### B3. English proficiency requirements

The Graduate School requires each applicant whose native language is not English to demonstrate competence in the English language by achieving a satisfactory score (defined below) on the Test of English as a Foreign Language (TOEFL), the International English Language Testing Systems (IELTS) or Pearson Test of English (PTE). The test date should be no older than eighteen months from the application deadline.

Please note that any non-native English speakers, whether a U.S. citizen, permanent resident, or international student, interested in a Graduate Teaching Assistantship must meet the speaking requirements as specified in Chapter 1, Section F.

Score Requirements:

Test	Minimum Score
iBT TOEFL (Internet based)	79
TOEFL (PBT)*	550
IELTS	6.5



\* ETS no longer offers the Paper Based Test. Current valid Paper Based Tests completed within the last two years will be accepted.

An applicant who has received a degree ~~in the last two years~~ from a United States college or university is exempt from this requirement.

Individual programs may have more stringent requirements for demonstration of English language proficiency.

Graduate Programs may use MyBest™ Score or the most recent iBT TOEFL in assessing language proficiency for admissions of international students. Programs must determine which score to use and apply it consistently for all applicants.

Motion #1: Dr. Ulmer, on behalf of the Committee on Planning, moved to waive Reading Two of **Chapter 1, Section B3. “English Proficiency Requirements.”**  
Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

Motion #2: Dr. Ulmer, on behalf of the Committee on Planning, moved to approve the change to **Chapter 1, Section B3. “English Proficiency Requirements”** as amended above.  
Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

Motion #3: Dr. Ulmer, on behalf of the Committee on Planning, moved to place the updated policy in **Chapter 1, Section B3. “English Proficiency Requirements”** into effect immediately.  
Vote (YES-NO-ABSTAIN): 17-0-0. Motion carried.

The online version of the Graduate Handbook will be updated immediately.

### (3) Chapter 6, Section A. “Constitution” - Reading One

Teams link: [Chapter 6 Section A Constitution Updates needed June172024.docx](#)

*Rationale: Change K-State Global Campus to K-State Office of Academic Innovation to align with current university name and specify that DVM and DVM-related programs are not subject to any Graduate Council approval process.*

## 6. GRADUATE COUNCIL CONSTITUTION, BY-LAWS, AND PROCEDURES

### A. CONSTITUTION

The Graduate Council is the chief legislative and policy- formulating body of the Graduate Faculty. Its duties are to formulate, review, and approve policies concerned with the conduct of graduate study, ~~except for DVM and Veterinary Medicine/DVM professional certificates~~, at Kansas State University, providing effective leadership in advocating graduate education and scholarship of the highest caliber. Its actions are reported to the Graduate Faculty and to appropriate colleges of the University. The Graduate Council is composed of one representative from each college having a graduate program, and four representatives from each of six Academic Areas. The Dean of the

Graduate School, or the Dean's designated representative, is the presiding officer of the Council, but not a voting member. One representative from the K-State ~~Global Campus~~ Office of Academic Innovation, one representative from the Libraries, and two representatives of the Graduate Student Council, one of whom is the Graduate Student Council President, are also non-voting Council members. These representatives serve at the discretion of the head of their unit.

Motion #1: Dr. Ulmer, on behalf of the Committee on Planning, moved to waive Reading Two of **Chapter 6, Section A. "Constitution."**

Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

Motion #2: Dr. Ulmer, on behalf of the Committee on Planning, moved to approve **Chapter 6, Section A. "Constitution"** for implementation in the 2025-2026 Graduate Handbook.

Vote (YES-NO-ABSTAIN): 18-0-0. Motion carried.

#### **8. Assessment and Review Committee – Umut Yucel, Chair**

- Report. No January meeting.
- Action Items.

#### **9. Graduate Student Council – Zane Whitney, President**

- Report.

The Three Minute Thesis (3MT) competition is tomorrow, 9:40 am to 4:15 pm in the Student Union. There are multiple rounds. Initial KGRAD deadline to apply is February 7 in order to be eligible to present at the competition in March.

Mr. Whitney encouraged faculty to come to the upcoming poster presentations as audience members, or to just ask questions about the students' research. It is appreciated.

Several international students have reached out to GSC regarding the 2025 federal government transition and they are routing concerns appropriately to campus resources.

- Action Items.

#### **10. Informational Items.**

a. Graduate faculty memberships approved by the Dean.

Name	Position	Department/Program	Date
Kelsey Bentley	Assistant Professor	Animal Sciences and Industry	1/2/25
Erin Beyer	Assistant Professor	Animal Sciences and Industry	1/2/25
Terry Felderhoff	Assistant Professor	Agronomy	12/2/24
Ahmed Hammam	Assistant Professor	Animal Sciences and Industry	1/2/25

**11. Adjournment.** The Council adjourned at 4:31 pm.