

Graduate Council



Topic: Graduate Council

Date: Thursday, March 14, 2024

Time/Location: 3:00pm/zoom

<https://wku.zoom.us/j/94961260588>

1. Call to Order
2. Consideration of February 08, 2024 Minutes (APPENDIX A)
3. Reports from standing committees
 - a. Graduate Council Executive Committee
 - i. Action Item: Revision to Guidelines (2nd reading) (APPENDIX B)
 - b. Graduate Council Policy Committee
 - c. Graduate Council Curriculum Committee (APPENDIX C)
 - d. Graduate Council Research Committee (APPENDIX D)
4. Reports from the Graduate School
5. Announcements
6. Adjournment

APPENDIX A
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



Graduate Council Meeting Minutes
Thursday, February 08, 2024

Members present: Ray Blankenship, Whitley Stone, Jessi Thomsen, Margaret Glaser, Zach Stichter, Adam West, Jeremy Logsdon, Dan Strunk, Phillip Gunter, Andrea Paganelli, Tonya Bragg-Underwood, Sarah Bonis, Margie DeSander, Mikhail Khenner

Guests: Beth Laves, Jennifer Hammonds, Jennifer Klemm, Scott Gordon, Danita Kelley, Cathleen Webb, Merrall Price, Rheanna Plemons, Jessica Dorris

1. Call to Order at 3:03pm
2. Consideration of December 07, 2023 Minutes (APPENDIX A)
Motion to consider. 1st/2nd : West/Blankenship. Approved unanimously.
3. Reports from standing committees
 - a. Graduate Council Executive Committee
Explained chair and vice chair openings. Needs two years left in the term to serve as Vice Chair. Encouraged to be forthcoming with information and feedback on Graduate School so they may use that feedback to improve operations moving forward.
 - i. Revision to Graduate Council Guidelines (APPENDIX B)
Revision was initially to incorporate a secretary into the EC. It has evolved to address outdated information. Bonis gave a brief description of each revision.
Revisions:
 - Should secretary be a permanent role on the executive committee. Staff secretary vs. role of the executive committee – Conflict of interest for staff to take minutes? Also, make take time away from staff duties. West in

agreement. Paganelli agrees and thinks role should be created to align with other committees.

- Officers will be a one-year term.
- Update to reflect changing job titles.
- Took out faculty membership statement as that is not something GC oversees anymore.

Kelley asked about future of Grad School. Bonis indicated changes likely forthcoming.

b. Graduate Council Policy Committee (APPENDIX C)

i. Action Item: Proposed Policy (Credit for Prior Learning)

Report from Ray Blankenship. Motion to approve minutes. 1st / 2nd Paganelli/West. No Discussion. Approved unanimously. Accept proposed Policy.

1st / 2nd Paganelli/West. Overview of changes. Making sure policy reflects a maximum of 12 hours. Deleted redundant verbiage. Prior Learning Assessment was changed to CPL. Trainings and certifications- make more explicit to eliminate open interpretations. Approved unanimously.

c. Graduate Council Curriculum Committee (APPENDIX D)

Motion to approve minutes. 1st / 2nd Logsdon/Blankenship. Approved unanimously.

d. Graduate Council Research Committee

Bonis gave Phelps report. Remind students to submit tomorrow.

4. Reports from the Graduate School

Hammonds talk through concerns and please provide feedback to know ways to improve. Gordon shares that Spring enrollment is ahead 38 students. Enrollment ahead of census as of last year.

5. Announcements

Glaser shared MPA program is hiring a new director. Candidates on campus soon.

6. Adjournment

Motion to adjourn. 1st/ Paganelli. Adjourn at 3:25pm.

APPENDIX B

Revisions to Graduate Council Guidelines

Reason for revision: Clean up language for titles, add secretary officer position

GRADUATE COUNCIL GUIDELINES
Western Kentucky University
(Approved 3/14/19)

Article I: Purpose

The Graduate Council, serving as a Standing Committee of the Senate, is the official representative voice of the graduate faculty and graduate students. Graduate Council membership is comprised of three graduate faculty and one graduate student representing each of the academic colleges at Western Kentucky University. In addition, the Senate Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council. Faculty representatives must be members of the graduate faculty and employed full-time by WKU. Ex-officio members include the Dean of the Graduate School and one graduate student representative from the Student Government Association (SGA). The elected chair of the Graduate Council will automatically be a member of University Senate (if not already an elected departmental or at-large Senator).

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, ~~Graduate Faculty membership~~, and general academic regulations. The Graduate Council reports its curricular and policy actions to the University Senate who reports to the Provost with recommendations for implementation or appropriate disposition.

Among the primary responsibilities of the Graduate Council are:

- 1) to advise the ~~Associate Provost for Research and Graduate Dean of the Graduate School on~~Education on matters relating to the administration of graduate faculty, programs, and students including:
 - a. research initiatives involving graduate faculty and graduate students
 - b. standards governing graduate student admission, financial support, and degree completion
 - c. qualifications required for membership on the graduate faculty and participation in the graduate program, including the supervision and direction of theses and dissertations
- 2) to receive, review, and act upon new or revised Graduate Program and curricula proposals
- 3) to monitor graduate issues and concerns and make policy, proposals, and resolutions concerning Graduate School research curricula and other issues and policies impacting the quality of graduate education at WKU
- 4) to respond to requests about graduate matters from the Provost, ~~Associate Provost for Research and Graduate Education Dean of Graduate School~~, Senate, or Council of Academic Deans and serve as liaison between Graduate Council and the University administration

5) to follow the established policy and procedures as established by the Graduate Council Guidelines, the Graduate School, and as published in the WKU Graduate Catalog.

The Chair of Graduate Council shall submit a report setting forth the consent and action items as approved by the Graduate Council to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the graduate faculty members of the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon approval by the graduate faculty members of Senate, the report shall be forwarded to the Provost.

Article II: Organization and Administration

Section 1: Membership

Graduate Council membership is comprised of three graduate faculty and one graduate student representing each of the academic colleges at Western Kentucky University. In addition, the Senate Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council. Faculty representatives must be members of the graduate faculty and employed by WKU. Ex-officio members include the ~~Associate Provost for Research and Graduate Education Dean of the Graduate School~~ and one graduate student representative from the Student Government Association (SGA). Each Graduate Council member has one vote. If unable to attend, members shall select an alternate member of the graduate faculty or graduate student respectively, to serve and proxy vote.

Section 2: Selection and Terms

Members are selected through an election process determined by each college. The faculty representatives serve three-year terms and the graduate student representatives serve a one-year term. Elections shall be staggered so approximately one-third of faculty members are elected each year. Members may not serve more than two consecutive terms. All terms begin July 1 through June 30.

Section 3: Meetings

Graduate Council shall meet once each month of the academic year. Meetings will be conducted under Sturgis Standard Code of Parliamentary Procedure.

Section 4: Quorum

A quorum shall consist of a minimum of 50% +1 of the voting members. A majority vote of the members present for a quorum shall determine all actions.

Section 5: Agenda and Minutes

Agendas for upcoming meetings will be distributed at least three business days prior to monthly meetings. ~~Minutes of Graduate Council meetings will be recorded by a staff member of the Graduate School.~~

Article III: Officers

Graduate Council officers shall be members of the Graduate Council as well as the graduate faculty and must be employed by WKU. Officers serve a one-year term and shall include a Chair, ~~and~~ a Vice Chair, and a Secretary. Meetings shall be presided over by the Chair. The Vice Chair presides in the absence of the Chair and is the Chair-elect. In the event that neither the Chair nor the Vice Chair can preside over a meeting, the members present may select a member to preside. The Secretary shall keep minutes of all graduate council meetings and keep a membership list and record of attendance. The Vice Chair and Secretary will be elected at the last monthly meeting of the academic year for the upcoming academic year.

Article IV: Committees

Section 1: Standing Committees

1) Executive Committee shall initiate and guide the work of the Graduate Council. Membership of the Executive Committee shall include the Chair, Vice Chair, immediate past Chair (ex-officio), Secretary, Chair of the ~~Program and~~ Curriculum Committee, Chair of the Policy Committee, Chair of the Research Committee, and the Associate Provost for Research and Graduate Education (ex-officio)~~Dean of the Graduate School as an ex-officio member~~.

2) ~~Program and~~The Curriculum Committee shall review graduate program and curriculum proposals and make recommendations to the full council. Membership of the ~~Program and~~ Curriculum Committee shall include a minimum of three council members elected by the full membership with a minimum of three colleges represented but no more than two representatives per college.

3) The Research Committee shall review research initiatives and make recommendations to the full council, as appropriate. Membership of the Research Committee shall include a minimum of three council members elected by the full membership with a minimum of three colleges represented but no more than two representatives per college.

4) The Policy Committee shall review policy and make recommendations to the full council. Membership of the Policy Committee shall include a minimum of three council members elected by the full membership with a minimum of three colleges represented but no more than two representatives per college.

Committee Chairs are elected at the first ~~committee graduate council~~ meeting of the academic year.

Section 2: Ad Hoc Committees

As determined by Graduate Council in consultation with the Associate Provost for Research and Graduate Education~~Dean of the Graduate School~~, the Chair of Graduate Council may form additional committees or task forces. Ad hoc committees may not exceed one year in operation.

Article V: Amendments

These Guidelines may be amended at any regular or special Graduate Council meeting, provided members receive at least five (5) working days written notice prior to such a meeting that describes the amendment and its purpose. To approve an amendment to the Guidelines, a vote of 50% +1 of the entire Graduate Council is required.

APPENDIX C

Graduate Council Curriculum Committee

Minutes – March 7, 2024, 2:00 PM (CT)

Join Zoom Meeting - <https://wku.zoom.us/j/94100472010>

Voting Members: Whitley Stone, Kirk Atkinson, Jeremy Logsdon, Dan Strunk, Margaret Glaser

Advisory Members: Beth Laves, Jennifer Hammonds, Jamie DeYoung, Jennifer Klemm, Danita Kelley, Merrall Price, Dana Cosby-Henson, Richard Schugart (Attending for Cate Webb)

Guest: Mark Ross, Jill Sauerheber, Ray Blankenship, Ellen Casale, Ivan Novikov, Richard Schugart

Approval of Minutes, February 1, 2024 – 1st/2nd: Atkinson – **Vote:** Approved (5/5)

Course Administration:

Graduate Curriculum Committee (4)				
Code	Title	Status	Initiator	Received
CNS 606	CNS 606: Marriage, Couple, and Family Counseling Practice and Process	Edited	jll34446	2/6/2024
<p>Motion to Approve – 1st/2nd: Strunk/Atkinson</p> <p>Discussion: Sauerheber gave a brief description.</p> <p>Vote: Approved (5/5)</p>				
CYSA 599	CYSA 599: Cybersecurity Data Analytics Portfolio	Added	ryb41989	2/22/2024
<p>Motion to Approve – 1st/2nd: Atkinson/Logsdon</p> <p>Discussion: Blankenship gave a brief description. Laves just wanted to note, that they are currently working on a 0 credit hour policy and it's going to Academic Quality next week. Schugart asked if the course goes with the CS-Data Analysis certificate as well, No, but it does go with the . Request to table the program because there is a stem base code that is part of this with the CIT coding. Ogden wants to have a meeting with GFCB to make sure there's no duplication.</p> <p>Atkinson – point of order, requesting the programs be postpone to the next meeting, asking that we postpone, they thought they had talked to others. Stone wanted to discuss the class and not the program. Henson said that the issue is the CIP code. Hammonds talked about the CIP code.</p> <p><i>Friendly Amendment – Removing "Student will" from the 2 SLO's.</i></p> <p>Vote: Approved (4 yes – 1 abstain)</p>				
<p>Bundle both ACCT course – 1st/2nd: Atkinson</p>				

Graduate Curriculum Committee (4)				
Code	Title	Status	Initiator	Received
<p>Vote: Approved (4/4)</p> <p>Motion to approve the Bundle 1st/2nd: Atkinson/Strunk</p> <p>Discussion: Ross gave a brief description. Lots of discussion about the letter G added to the course number. Is it included or is it not.</p> <p><i>Friendly Amendment on the course description for ACCT 410G – Adding language “Additionally Graduate Students will be required to complete a comprehensive semester long data...”</i></p> <p>Vote: Approved (5/5)</p>				
ACCT 412G	ACCT 412G: Data Analysis for Accounting	Added	mrk05060	2/22/2024
ACCT 410G	ACCT 410G: Critical Thinking in Managerial Accounting	Added	mrk05060	2/22/2024

Program Administration:

Graduate Curriculum Committee (5)				
Code	Title	Status	Initiator	Received
132	132: Certification Only, Teacher Education	Edited	ell06551	2/13/2024
<p>Motion to Approve – 1st/2nd: Strunk/Logsdon</p> <p>Discussion: Casale gave a brief description. Talked about GEOS-511 in the list of electives, the system didn't find the course so it may need to be deleted before we can move forward. DeYoung had a question about one of the “KTLE” endorsement.</p> <p><i>Friendly Amendment – Remove GEOS-511 since it is a dead course AND “Under KTLE Endorsement add the language “The applicant must have or be eligible for a teaching certificate.”</i></p> <p>Vote: Approved (5/5)</p>				
1737	1737: College and Career Readiness	Edited	jll34446	2/6/2024
<p>Motion to Approve – 1st/2nd: Atkinson/Logsdon</p> <p>Discussion: Sauerheber gave a brief description.</p> <p>Vote: Approved (5/5)</p>				
1753	1753: Data Analytics	Edited	ryb41989	2/22/2024

Graduate Curriculum Committee (5)				
Code	Title	Status	Initiator	Received
<p>Motion to Approve – 1st/2nd: Atkinson/Logsdon</p> <p>Discussion: Blankenship gave a brief description.</p> <p><i>Friendly Amendment – In SLO’s remove the “Students will be able....”</i></p> <p>Vote: Approved (4/4)</p>				
1754	1754: Cybersecurity Data Analytics	Edited	ryb41989	2/22/2024
<p>Motion to Approve – 1st/2nd: Logsdon/Atkinson</p> <p>Discussion: Blankenship gave a brief description. Schugart shared the concern with Ogden and the CIP codes. Confusion about the program/CIP code.</p> <p>Motion to Roll Back to Dean level – Strunk/Logsdon</p> <p>Suggestion to add a comment about discussion with both parties.</p> <p>Resend the motion to roll back – Proponent wants to have a friendly to change CIP back to original CIP codes the request can go through to better address Assessment.</p> <p><i>Friendly Amendment – Change the CIP code back to the original 43.0303 AND Changing SLO’s – Remove “Students will” AND removing the STEM language in the Rationale section.</i></p> <p>Vote: Approved (5/5)</p>				
0502	0502: Cybersecurity Data Analytics	Edited	ryb41989	2/22/2024
<p>Motion to Approve – 1st/2nd: Logsdon/Atkinson</p> <p>Discussion: Blankenship gave a brief description. Proponent requested a friendly amendment.</p> <p><i>Friendly Amendment to roll back to CIP code change so discussion can happen AND remove the STEM language in the Rationale section NAD remove the CIPCODE change file attached.</i></p> <p>Vote: Approved (5/5)</p>				

Informational Item(s)

None

Other Business:

None

Adjourn at 3:20pm – 1st/2nd – Atkinson/Stone

Respectfully submitted
GCCC Recorder
Jessica Steenbergen

APPENDIX D

Graduate Council Research Committee Report



Graduate Council

Graduate Student Research

Agenda — March 2024

I. Members Present: Dr. Katrina Burch (Chair); Dr. Mikhail Khenner (OCSE); Dr. Jessi Thompsen (PCAL); Ms. Kirsten Spears (student representative)

Committee Briefings

II. New Business:

- 41 applications were submitted requesting funding
 - 26 applications for travel
 - 15 applications for research
 - 41 total applications representing 37 student applicants

- Total Funds Requested = \$39,669.47
 - Total Research Funds Requested = \$27,096.60
 - Total Travel Funds Requested = \$13,072.87

- Total Funds Recommended by GSRG Committee = \$----
 - Total Research Funds Recommended = \$----
 - Total Travel Funds Recommended = \$----

