

## Graduate Council



Topic: Graduate Council  
Date: Thursday, February 08, 2024  
Time/Location: 3:00pm/WAB 227

1. Call to Order
2. Consideration of January 11, 2024 Minutes (APPENDIX A)
3. Reports from standing committees
  - a. Graduate Council Executive Committee
    - i. Revision to Graduate Council Guidelines (APPENDIX B)
  - b. Graduate Council Policy Committee (APPENDIX C)
    - i. Action Item: Proposed Policy (Credit for Prior Learning)
  - c. Graduate Council Curriculum Committee (APPENDIX D)
  - d. Graduate Council Research Committee
4. Reports from the Graduate School
5. Announcements
6. Adjournment

**APPENDIX A**  
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



**Graduate Council Meeting Minutes**  
Thursday, January 11, 2024

**Members present:** Jiyoung Kong, Whitley Stone, Jessi Thomsen, Margaret Glaser, Kristen Spears, Zach Stichter, Adam West, Jeremy Logsdon, Dan Strunk, Phillip Gunter, Andrea Paganelli, Nick Fessler, Dana Sullivan, Tonya Bragg-Underwood, Sarah Bonis

**Guests:** Beth Laves, Jennifer Hammonds, Jennifer Klemm, Scott Gordon, Danita Kelley, Cathleen Webb, Jamie DeYoung

1. Call to Order at 3:03pm
2. Consideration of December 07, 2023 Minutes (APPENDIX A)  
Motion to consider. 1<sup>st</sup>/2<sup>nd</sup> : Paganelli/West. Approved unanimously.
3. Reports from standing committees
  - a. Graduate Council Executive Committee  
Bonis says council nominations will open in the middle of March. New members will join in last council meeting. Asks members to begin thinking of other potential members. By-law revisions will be coming soon, specifically to the roles of graduate school dean and secretary.
  - b. Graduate Council Policy Committee **No report.**
  - c. Graduate Council Curriculum Committee (APPENDIX B)  
Motion to consider. 1<sup>st</sup>/2<sup>nd</sup> : Paganelli/West. Stone explains course and program revisions. Approved unanimously.
  - d. Graduate Council Research Committee **No report.**
4. Report from the Graduate School  
Hammonds says all December degrees have now been awarded. Continue to work on Slate application implementation. Gordon says enrollment is up 67 students over last year at this time, 5% more applications than last year. Spring enrollment will continue through the bi-term.

5. Announcements

Webb says graduate research and travel grants are due February 6<sup>th</sup>. Kong asks for the list of meeting dates and locations.

6. Adjournment

Motion to adjourn. 1<sup>st</sup>/2<sup>nd</sup> : West/Paganelli. Adjourn at 3:19pm.

## APPENDIX B

*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 Policy Committee

Minutes – Jan. 31, 2024

Voting Members: Sarah Bonis, Nick Fessler, Jieyoung Kong, Tonya Bragg-Underwood, Adam West, & Ray Blankenship (Chair)

**Subject:** Graduate Policy Committee Meeting

Advisory Members: Dr. Jennifer Hammonds, Interim Director of the Graduate School

Guest: Dr. Rheanna Plemons and Dr. Margi DeSander

Announcements: None

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The policy committee met via Zoom to discuss the following policy proposals.

Revise: Graduate Experiential Learning Credit

Minor revisions and additions were made to the proposal. The committee voted (6/0) via email to approve the proposal and send it to the Graduate Council for approval.

Proposal Date: 10/16/2023

**College of Education & Behavioral Sciences**  
**Proposal to Revise a Graduate Academic Policy**  
**(Action Item)**

Contact Person(s):

Marguerita DeSander, SLPS Department Chair and Associate Dean for Retention, Persistence and Degree Completion, CEBS, 270-745-6039, ([marguerita.desander@wku.edu](mailto:marguerita.desander@wku.edu))

Jennifer Hammonds, University Registrar, 270-745-5030 ([jennifer.hammonds@wku.edu](mailto:jennifer.hammonds@wku.edu))

Identification of proposed policy revision:

1. **Catalog statement of existing policy:**

**Experiential Learning Credit**

WKU does not provide graduate credit for experiential learning, credit by exam, or professional certificates unless programs (degree and non-degree) specifically seek approval through the Graduate Council and have ensured that such credit is consistent with the WKU mission, that the learning outcomes are at the graduate level, and that the credit is comparable to other WKU graduate courses.

(Approved by Graduate Council 2/14/13)

2. **Catalog statement of proposed policy:**

WKU offers multiple pathways for graduate students to earn course specific credit for prior learning (not work experience) provided that the experience is aligned with course and program learning outcomes.

**Eligibility:** To earn graduate credit for prior learning, a student must be enrolled and registered at Western Kentucky University.

**Application of Credit:** Credit for prior learning shall be applied to degree or program requirements in the same manner as credits earned through the completion of the equivalent courses at WKU. Credit (CR grade) will be applied for WKU course equivalents when students demonstrate mastery of course objectives. Credit will be counted only once for the same course. Not all departments accept credit for prior learning; therefore, students must work closely with their advisor to determine eligibility.

Subject to departmental or university policy a maximum of 12 total hours in the credential may be earned via credit for prior learning (CPL), with the total number of (CPL) credit hours earned and credit hours transferred from another institution not to exceed 50% of the total hours in the credential.

**Residency:** Credits for demonstrated knowledge earned through any prior learning method do not fulfill WKU residency requirements.

**Commented [RB1]:** There was a discussion that WKU is considering accepting 12 hours for an FBI program that Ogden is working on. Changing this to 12 hours would avoid asking for an exception.



**Grading:** Credit awarded by prior learning assessment at WKU shall receive a CR grade. Letter grades will not be used. The transcript will not indicate an unsuccessful attempt to earn credit for prior learning.

**Transcription:** Credit awarded for prior learning will be transcribed indicating the method of prior learning assessment used.

**Fees:** The Office of the Registrar will collect fees for the credit for prior learning.

#### **Departmental Credit By Examination or Demonstration**

At the discretion of the academic school or department, graduate students enrolled at WKU may receive credit on the basis of departmental graduate-level examinations or demonstrations.

To assess student proficiency, a school or department should develop an appropriate comprehensive proficiency examination or demonstration within the department by means of a graduate faculty committee to ensure graduate rigor. The department must maintain a record of all examinations or demonstrations available to students.

To be eligible to take a graduate departmental comprehensive proficiency assessment, a student must be fully matriculated, in good standing, and regularly enrolled at WKU. Credits earned in this manner will be recorded on the student's official transcript as non-residence credit but will not be considered as a part of the normal semester load in the term in which the examination is taken. A student may not register for a graduate departmental comprehensive proficiency assessment for a course while enrolled in that course. A student may not take a departmental comprehensive proficiency assessment in a course which has been previously taken at WKU or at another accredited institution.

After consulting with the academic department, the student desiring to take a graduate departmental comprehensive proficiency assessment must complete an appropriate request form in the Office of the Registrar. A fee of \$50 per credit hour must be paid at the time the form is submitted. This fee covers the cost of exam administration and grading. The form must be submitted to the Registrar prior to the end of the third week of classes in either the fall or spring semesters. The Registrar will notify the appropriate department of the student's request. The department will administer the comprehensive proficiency assessment during the seventh week of classes. The student must obtain the specific time and place for testing from the department chair.

After the assessment has been completed, the department chair will notify the Registrar in writing as to whether or not the student demonstrated acceptable proficiency. If the department recommends credit be granted, the semester hours earned will be recorded on the official transcript. However, the credit will not be used in computing the grade point average since letter grades will not be assigned.

#### **Military Service Credit**

WKU strives to be a military friendly institution that will provide military personnel the ability to attend WKU and receive graduate credit for formal courses and primary occupations offered while in the military. WKU awards graduate credit based on the

American Council on Education (ACE) Guide recommendation, and the credit will count as non-residence credit. Undergraduate credit nor credit used toward an undergraduate credential will not apply toward a graduate degree. Active duty soldiers or military veterans are required to submit official military transcripts prior to admission. Any soldier who is retired or discharged from the military will be required to submit their official military transcripts and a copy of the DD form 214 (Certificate of Release or Discharge from Active Duty of Service) member copy 4. The DD 214 must have characterization of service listed on the form. The DD 214 Form may be requested at <http://www.archives.gov/veterans/military-service-records/>. Official military transcripts may be requested at <https://jst.doded.mil/>.

### Portfolio Evaluation

Students who have acquired extensive college-level knowledge and skills in academic areas including but not limited to employment, military experience, civic activities, volunteer service, organizational training or workshops, or other non-traditional means may be granted credit for the knowledge and skills they have gained through agreements and partnerships, departmental proficiency assessments, or portfolio development and evaluation. This policy focuses on portfolio development and evaluation while referencing national and departmental assessments when appropriate.

Portfolio evaluation is considered an opportunity for students to demonstrate knowledge and is not a guarantee of credit for experience. Students will complete a graduate-level portfolio of their prior learning as a part of a portfolio development course, taught by a graduate faculty who has undergone training by the Council for Adult and Experiential Learning (CAEL). Please note: the three credits earned in the portfolio course will count toward residence, while the prior learning credit awarded will be non-residence credit. The portfolio, with varying forms of documents, will tie graduate course learning outcomes to the knowledge and skills students have acquired through experiential learning at the graduate level. Graduate credit earned will depend upon the student's ability to produce a portfolio that communicates learning outcomes consistent with the WKU mission on the level expected for the credit sought. Before registering for this course, students must consult with their advisor to discuss the feasibility of seeking graduate credit in a particular area. Portfolio courses are available based on student need. Currently, IDST 550 is the only approved portfolio course available for students to enroll for credit evaluation. The student and/or advisor should contact the School of Leadership & Professional Studies to request enrollment in the course prior to the start of the semester or term. In addition to tuition for the course, students must pay a course fee to cover the cost of the portfolio review.

The portfolio will be submitted to two full-time graduate WKU faculty members, at least one from each area for which the student is seeking credit, upon successful completion of the course. These graduate faculty experts will review the portfolio and determine if and how much academic credit is to be granted should be given for a specific graduate course. The consensus recommendation of the reviewers must be approved by the department chair(s) and dean(s) of the college(s) concerned, and then will be forwarded to the Office of the Registrar to transcript recommended credit.

For additional information, visit [www.wku.edu/cpl](http://www.wku.edu/cpl).

Commented [RB2]: This paragraph was deleted since changing the percentage to 12 total hours was addressed above.

Commented [RB3]: PLA was changed to cpl to be consistent with the changes earlier in the document.



**APPENDIX D**

**Graduate Council Curriculum Committee**

**Graduate Council Curriculum Committee**

**Minutes – February 1, 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, Jessica Dorris, Jamie DeYoung, Cate Webb, Dana Cosby, Jennifer Klemm, Danita Kelley, Merrall Price

**Guest:** Trini Stickle, Ann Embry, Mikhail Khenner, Xiuhua Ding, Thomas Kingery, Penny Head

**Approval of Minutes, January 4, 2024 – 1st/2nd:** Logsdon/Stone – **Vote:** Approved (5/5)

**Course Administration:**

<b>Graduate Curriculum Committee (8)</b>				
<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Initiator</b>	<b>Received</b>
<a href="#">ENG 566</a>	<a href="#">ENG 566: Seminar in Teaching English as a Second Language</a>	Edited	als04863	1/16/2024
<b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Atkinson  <b>Discussion:</b> Stickle gave a brief description. Whitley asked about the number of repeats, and if it was correct. Dorris explained and said yes. If they take the course twice they would only earn 3 credits. Kelley said that graduate school has a policy about number of repeats and it can only be done once. Stickle said they just copied over the information from the UG course.  <i>Friendly Amendment: Change Number of Repeats to 1 and for maximum of 3 credits.</i>  <b>Vote:</b> Approved (5 – Yes)				
<b>Motion to Bundle all AGED Courses – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Atkinson  <b>Vote:</b> Approved Bundle (5/5)  <b>Discussion:</b> Kingery gave a brief description of both courses. All they are doing is updating the Student Learning Outcomes.  <b>Vote on all AGED:</b> Approved (5/5)				

Graduate Curriculum Committee (8)				
Code	Title	Status	Initiator	Received
<a href="#">AGED 583</a>	<a href="#">AGED 583: Curriculum Development/Agriculture Education</a>	Edited	wll99339	1/25/2024
<a href="#">AGED 584</a>	<a href="#">AGED 584: Program Development/Agriculture Education</a>	Edited	wll99339	1/25/2024
<p><b>Motion to Bundle all HMD Courses – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Logsdon</p> <p><b>Vote:</b> Approved Bundle (4/4)</p> <p><b>Discussion:</b> Kelley gave a brief description of all 3 courses. All of them are just changing the descriptions and Student Learning Outcomes &amp; Topics. Whitley asked about #1 SLO Performing leading word. Kelley explained.</p> <p><b>Vote on all HMD:</b> Approved (5/5)</p>				
<a href="#">HMD 584</a>	<a href="#">HMD 584: Community Nutrition Program Management</a>	Edited	ann39478	1/24/2024
<a href="#">HMD 587</a>	<a href="#">HMD 587: Seminar in Concepts and Methods of Dietetic Practice</a>	Edited	ann39478	1/22/2024
<a href="#">HMD 583</a>	<a href="#">HMD 583: Foodservice Systems Management</a>	Edited	ann39478	1/24/2024
<p><b>Motion to Bundle all DPT Courses – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p> <p><b>Vote:</b> Approved Bundle (5/5)</p> <p><b>Discussion:</b> Head gave a brief description of both courses. Basically they are realigning the content.</p> <p><b>Vote on all DPT:</b> Approved (5/5)</p>				
<a href="#">DPT 746</a>	<a href="#">DPT 746: Management of Upper Extremity Musculoskeletal Disorders</a>	Edited	pnn51910	1/22/2024
<a href="#">DPT 770</a>	<a href="#">DPT 770: Management of Lower Extremity Musculoskeletal Disorders</a>	Edited	pnn51910	1/22/2024

**Program Administration:**

Graduate Curriculum Committee (4)				
Code	Title	Status	Initiator	Received
<a href="#">152</a>	<a href="#">152: Public Health</a>	Edited	xhd69287	12/18/2023
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p> <p><b>Discussion:</b> Ding gave a brief description. Updated the electives and wording in the program admission materials. Dorris asked any 600 level course can apply in those electives. Ding, yes.</p> <p><i>Friendly Amendment – SLO #3 add the word “a” after develop.</i></p> <p><b>Vote:</b> Approved (5/5)</p>				
<a href="#">0416</a>	<a href="#">0416: Teaching English to Speakers of Other Languages (TESOL)</a>	Edited	als04863	1/16/2024
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Logsdon/Atkinson</p> <p><b>Discussion:</b> Stickle gave a brief description. Basically just tighten up the language, made adjustment to the hours. DeYoung gave description of the hours and why it is that way; exemption to a policy. Atkinson asked to read the language.</p> <p><i>Friendly Amendment – Within the Program Requirement window please add the following language at the bottom. “This program is exempt from the maximum of 12 hours denoted in the Duplication of Coursework policy. All concentration hours may be duplicated on one additional graduate degree or certificate at the same level.”</i></p> <p><b>Vote:</b> Approved (5/5)</p>				
<a href="#">085</a>	<a href="#">085: Mathematics</a>	Edited	mkh52914	1/25/2024
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Logsdon/Strunk</p> <p><b>Discussion:</b> Khenner gave a brief description. Including the JUMP information and the admission criteria. Webb said the JUMP statement was molded after the PSYS statement that was approved previously.</p> <p><i>Friendly Amendment – In all Student Learning Outcomes removed the following beginning statement “Students will be able to”. Under SLO #4 fixed the spelling of type-setting.</i></p> <p><b>Vote:</b> Approved (5/5)</p>				
<a href="#">0451</a>	<a href="#">0451: Dietetic Practice</a>	Edited	ann39478	1/22/2024
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p>				

Graduate Curriculum Committee (4)				
Code	Title	Status	Initiator	Received
<p><b>Discussion:</b> Kelley gave a brief description. Adding a course and going from 12 to 15 hours. They did work with Cosby in MBA since its part of the concentration.</p> <p><b>Vote:</b> Approved (5/5)</p>				

**Informational Item(s)**

Kelley did mention on the above Program 0451 that the 100% face-to-face was changed down to 80%. Laves confirmed it doesn't require SACSCOC notification.

**Other Business:**

None

**Adjourn** at 3:00pm – 1<sup>st</sup>/2<sup>nd</sup> – Logsdon

Respectfully submitted

GCCC Recorder

Jessica Steenbergen