



Graduate Council Agenda

August 20, 2026

3:00pm WAB 227

Members Present: Missy Travelsted, Jason Bergner, Peter Lin, Pinky Rusli (for Jonathan Ross), Alex Cook, Leslee Tarbett, Jeremy Logsdon, Elnad Jašarević, Dan Strunk (and proxy for Jerry Brotzge), Cathleen Webb (for Michael Smith), Daniel Keller, Jie-Young Kong, Jessi Thomsen, Whitley Stone, Erin Warfel, Melissa Tolbert, Tony Paganelli

Guests: Jennifer Hammonds, Kirk Atkinson, Cathleen Webb, Merrall Price, Jennifer Klemm, Crissy Priddy

Call to Order: 3:00 by Whitley Stone

Approval of April 9, 2026 minutes (Email Meeting: Appendix A)

- 1st: Dan Strunk
- 2nd: Jeremy Logsdon
- Vote: All approved, unanimously

1) Introductions and welcome to new and returning members

- a. Sign-in sheet for attendance
 - i. Let Tolbert know if any errors or omissions exist
- b. Notice of name tents
 - i. Use at each meeting. Let Executive Committee know if yours is not present
- c. Introduction of Executive Committee
 - i. Chair: Whitley Stone
 1. Update: Will have a meeting with the Provost's office regarding PhD program development.
 - a. To see where/when Graduate Council folds into that process.
 2. *Friendly* Sturgis Standard Code of Parliamentary Procedure
 3. GCEC will evaluate agendas to determine if GC meetings will be held in person or on Zoom. Notice will be given on Mondays before the Thursday GC. Plan for face-to-face.
 - ii. Vice-Chair: Daniel Keller
 - iii. Secretary: Melissa Tolbert
 - iv. Ex-Officio (Past Chair): Kirk Atkinson

2) Committee Reports

- a. Research: No report
 - b. Policy: No report
 - c. Curriculum: Report attached (Appendix B)
 - i. Motion to approve by Warfel
 - 1. Discussion: Creation of courses for concentration related to nursing
 - 2. Vote: All approved
- 3) Note(s) from Graduate Studies
- a. Jennifer Hammonds
 - i. Online classes – drop for non-attendance if not showing up
 - 1. Fraudulent applications on an upward trend. Have utilized identify verification within the steps
 - ii. Enrollment policy – Programs (ex: requiring dissertation) where students are full time but don't have 9 full credit hours
 - iii. Program dismissal policy – be sure its in student handbook
 - iv. Overall enrollment in Fall semester is upward trend
 - v. Question (Logsdon): When should a student be dropped?
 - 1. If you've had a meaningful assignment and student hasn't shown
 - vi. Question (Kong): Would like an example of dismissal policy
- 4) Calendar and meeting expectations
- a. Resources
 - i. Senate Master Calendar
 - 1. There to follow along with dates
 - ii. [How to access curriculum materials](#)
 - b. If you will miss a meeting, please send a graduate faculty member to serve as your proxy – they vote in your absence on your behalf.
 - i. If you're unsure if someone is able to be a proxy, look at Grad Council website to check (or email Whitley Stone)
 - ii. Add a link to Grad Council membership (*added below*)
 - iii. https://www.wku.edu/graduate/faculty_staff/grad_faculty_members.php
 - c. When in doubt, review Graduate Council's published works
 - i. [Bylaws](#)
 - ii. [Guidelines](#)
- 5) Committee Formations
- a. Former committee chairs present general expectations from each committee
 - i. Research: Jeremy Logsdon (former chair)
 - 1. Meets 1x/semester
 - 2. Reviewed graduate studies applications
 - 3. Funding cannot be retroactive
 - 4. Deadlines are Oct 1 and Feb 1

- ii. Curriculum: Erin Warfel (former chair)
 - 1. Meets 1x/month to review program proposals and revisions
- iii. Policy: Jason Bergner (former member)
 - 1. Look at any policy issue handed typically by GCEC
 - 2. Meetings are PRN
- b. Policy on committee structure
 - i. Minimum of three council members per committee;
 - ii. At least three colleges represented;
 - iii. No more than two representatives per college.
 - iv. Serving as chair: -- *ideally has served on the committee before*
 - v. Committees were formed (identified below)

Policy		Research		Curriculum	
Member	College	Member	College	Member	College
*Jieyoung Kong	PCAL	*Jeremy Logsdon	CEBS	*Erin Warfel	CHHS
Jonathan Ross	GFCB	Tony Paganelli	Libraries	Missy Travelsted	CHHS
Monica Burke	CEBS	Peter Lin	GFCB	Elnad Jašarević	CEBS
Cy Dixon	OGSE	Michael Smith	OCSE	Dan Strunk	OCSE
Debra Murray	PCAL	Jerry Brotzge	OCSE	Leslee Tarbett	CEBS
		Alex Cook	GFCB	Jessi Thomsen	PCAL
		Jacob Gillespie	CHHS	Jason Bergner	GFCB

* Indicates chair of the subcommittee.

- 6) Other business
 - a. Open forum for council members and guests
 - i. (Webb): Graduate Faculty Memberships – useful in checking if someone is expired, their name drops off the list unless you’ve been tracking
 - ii. (Hammonds): EdD does count towards R2 status
- 7) Adjournment
 - a. Motion (1st): Logsdon
 - b. 2nd: Travelsted

Respectfully recorded and submitted,
 GCEC Secretary
 Melissa Tolbert



Appendix A
Graduate Council
Agenda
May 2026
Electronic Meeting

Members Active in Online Format: Stone, Logsdon, Braggs-Underwood, Cottongim, Kong, Keller, McCaslin, Ross, Strunk, Khenner, Warfel, Thomsen, Brotzge, Jasarevic, Tarbett.

Call to Order: Electronic Meeting Initiated May 8, 2026

Email sent by Stone May 8, 2026 11:58am outlining that the April meeting approved to conduct the May 2026 meeting electronically via email. Attached to the email was the Graduate Council Agenda and Graduate Council Curriculum Committee report. Stone identified the need for a motion to approve the April 9, 2026 minutes and a second to the motion via “reply-all.”

Approval of April 9, 2026 minutes (Appendix A)

Motion to approve April 9 minutes (1st: Logsdon; 2nd: Braggs-Underwood). Stone then sent an email vote (embedded link) to the GC listserv to vote on approving the minutes (unanimously approved 12 votes; 0 opposed; 0 abstained)

1) Committee Reports

- a. Research: No report
- b. Policy: No report
- c. Curriculum: Report attached (Appendix B).

Motion to approve GC Curriculum report (1st: Braggs-Underwood; 2nd: McCaslin). Poll launched via email by Stone (2:23pm). The curriculum report passed unanimously (14 votes approved; 0 opposed; 0 abstained).

Stone emails GClistserv at 3:01pm after receiving quorum to approve the curriculum report.

Stone motion to adjourn the digital meeting. Logsdon seconded the motion.



Appendix A

Graduate Council

Agenda

April 9, 2026

3:00pm WAB 227

Members present: Whitley Stone, Jeremy Logsdon, Melissa Tolbert, Dan Strunk, Leslee Tarbett, Jerry Brotzge, Daniel Keller, Jonathon Ross, Michael Healy (for Jessi Thomsen), Elnad Jasaveric, Mikhail Kenner, Laura Hudson (for Wes Cottongim), Adam West (for Erin Warfel), Sara McCaslin

Guests: Cathleen Webb, Cy Dixon, Danita Kelly, Merrall Price, Michael Smith, Scott Gordon, Rheanna Plemmons

- 2) Call to order *Stone called to order at 3:02 p.m.
- 3) Sign-in sheet
- 4) Consideration of March 12, 2026 minutes (Appendix A): Motion to consider – Strunk/McCaslin. Friendly amendment to change one mistyped word. Approved unanimously and stand approved as revised.
- 5) Committee Reports
 - a. Research (Jeremy Logsdon): No report
 - b. Policy (Wes Cottongim): No report
 - c. Curriculum (Erin Warfel or Jessi Thomsen): Report attached (Appendix B): Motion to approve – Stone. One friendly amendment made after GCCC to reflect a math error in TESOL program. At GCCC, Dr. Hammonds provided clarification on criteria for expedited versus full review to help reduce the curriculum committee's workload, and updates to both workflows are reflected in the curriculum minutes. A Courseleaf update removed the measurement plan requirement for new programs and added a CPE checkbox acknowledging that programs are primarily educational and scholarly. At this meeting, Dr. Plemmons clarified that minor improvements to student learning outcomes are not considered substantive changes, though complete revisions would require full faculty approval. Report was approved unanimously
- 6) Other business

- a. Graduate Studies (Scott Gordon): Dr. Gordon shared that census enrollment for spring was 2,149 (1% increase), and they are starting to recruit for summer and fall terms, work on degree audits, and that college awards and Minton awards should be announced shortly.
- b. Graduate Council Elections
 - i. Welcome Newly Elected Members
 - 1. Faculty:
 - a. Jessi Thomsen (PCAL, *returning*),
 - b. Peter Lin (GFCB),
 - c. Jeremy Logsdon (CEBS, *returning*),
 - d. Melissa Tolbert (CHHS),
 - e. Michael Smith (OCSE),
 - f. Tony Paganelli (Libraries)
 - g. Faculty Rep from Senate (August appointment)
 - 2. Students:
 - a. Jacob Gillespie (CHHS),
 - b. Elnad Jasarevic (CEBS, *returning*).
 - c. Needs representatives from GFCB, PCAL, and OCSE
 - d. Need SGA rep (August appointment)
 - ii. Graduate Council Executive Committee
 - 1. Vice Chair nominations (need two years of service ahead)

Daniel Keller – nomination, 2nd by Warfel (proxy West)

Keller voted in unanimously.

- 2. Secretary nominations

Melissa Tolbert – nomination, 2nd by Stone

Tolbert voted in by unanimously.

- c. Open forum to council

Dr. Ross asked about the university's progress toward R2 status, and Dr. Price explained that designation depends on both research expenditures and the number of doctoral graduates, which makes it a long-term process. Dr. Webb noted it typically takes 8–12 years, while Dr. Khenner shared that progress is going well and that updates will be shared

with the university soon. Dr. Stone indicated plans to coordinate with the provost's office and engage Graduate Council in identifying ways to support the effort.

Dr. Stone also shared that she wants perspective on how Grad Council can be meaningful for all participants beyond simply moving reports forward. She requested of all members that if there is anyone they would like to invite or learn from to please share that with her over the summer so appointments can be made for next academic year.

7) Calendar and next meeting: 5/14/26^a

- a. Held only if needed, potential for curriculum process. Willing to hold virtually?

Dr. Stone shared the need for a final May meeting of this academic year to be held virtually, via email with email vote.

Strunk motion, McCaslin second, for this May meeting to be held virtually.

Approved unanimously.

8) Adjournment: Motion to adjourn 1st/2nd Strunk/Tarbett at 3:41 p.m.

Attachments: Reports and Prior Meeting Minutes

Appendix B

Graduate Council Curriculum Committee

Minutes – May 7, 2026, 2:30 PM (CT)

Voting Members: Erin Warfel, Dan Strunk, Leslie Tarbett, Jessi Thomsen, and Eland Jasarevic.

Advisory Members: Cate Webb, Jennifer Klemm, Danita Kelley, and Jamie DeYoung

Guests: James Simmons and Tonya Bragg-Underwood

Approval of Minutes – April 2, 2026 - 1st/2nd: Tarbett/Thomsen **Vote:** Approved (5 Yes)

Course Administration:

Graduate Curriculum Committee (23)				
Code	Title	Status	Initiator	Received
Motion to Bundle all NURS classes – 1st/2nd: Strunk/Tarbett Vote to Bundle: Approved Discussion – within each course separately. Vote: Approved (5 Yes)				
NURS 833	NURS 833: Clinical Practicum I	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”</i>				

Graduate Curriculum Committee (23)

Code	Title	Status	Initiator	Received
NURS 842	NURS 842: Clinical Practicum II	Added	jms60847	4/29/2026

Discussion: Simmons gave a brief description.

Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”

NURS 861	NURS 861: Clinical Practicum IV	Added	jms60847	4/29/2026
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Discussion: Simmons gave a brief description.

Friendly Amendment – Change to 6 credit hours.

Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”

NURS 871	NURS 871: Clinical Practicum V	Added	jms60847	4/29/2026
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Discussion: Simmons gave a brief description. It should be a 6-credit-hour course, not 4.

Friendly Amendment – Change to 6 credit hours.

Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”

NURS 881	NURS 881: Seminar I	Added	jms60847	4/29/2026
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Discussion: Simmons gave a brief description.

NURS 882	NURS 882: Clinical Practicum VI	Added	jms60847	4/29/2026
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Discussion: Simmons gave a brief description.

Graduate Curriculum Committee (23)				
Code	Title	Status	Initiator	Received
<i>Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”</i>				
NURS 890	NURS 890: Seminar II	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment – Change minimum grade to B.</i>				
NURS 891	NURS 891: Clinical Practicum VII	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”</i>				
NURS 830	NURS 830: Foundations of Nurse Anesthesia	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 831	NURS 831: Advanced Pharmacology for Nurse Anesthesia	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 832	NURS 832: Applied Sciences of Anesthesia	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 840	NURS 840: Foundations of Nurse Anesthesia II	Added	jms60847	4/29/2026

Graduate Curriculum Committee (23)				
Code	Title	Status	Initiator	Received
Discussion: Simmons gave a brief description. Strunk asked about the student who makes a C. Simmons, this is an accreditation requirement for all students to make a B and above. Kelley, All the courses say they can't be repeatable, but they can be repeated.				
NURS 841	NURS 841: Applied Physiology and Assessment	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 850	NURS 850: Advanced Principles of Nurse Anesthesia I	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment – Change to 3 credit hours.</i> <i>Friendly Amendment – Change minimum grade to B.</i>				
NURS 851	NURS 851: Anesthesia for Special Populations	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment – Change to 3 credit hours.</i>				
NURS 860	NURS 860: Advanced Principles of Nurse Anesthesia II	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment – Change to 3 credit hours.</i>				
NURS 852	NURS 852: Clinical Practicum III	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment - Within this area – “Is this related to other courses at WKU – Yes” – Add the following language: “There are existing graduate nursing clinical courses offered</i>				

Graduate Curriculum Committee (23)				
Code	Title	Status	Initiator	Received
where students apply advanced concepts in nursing practice. This course will be focused on settings for nurse anesthesia.”				
NURS 862	NURS 862: Nurse Anesthesia Doctoral Project I	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. It should be a 1-credit-hour course, not 4. <i>Friendly Amendment – Change to 1 credit hour.</i>				
NURS 870	NURS 870: Advanced Principles of Nurse Anesthesia III	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. It should be a 3-credit-hour course, not 4. <i>Friendly Amendment – Change to 3 credit hours.</i> <i>Friendly Amendment – Change minimum grade to B.</i>				
NURS 872	NURS 872: Nurse Anesthesia Doctoral Project II	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 880	NURS 880: Advanced Principles of Nurse Anesthesia IV	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. It should be a 3-credit-hour course, not 4. <i>Friendly Amendment – Change to 3 credit hours.</i> <i>Friendly Amendment – Change minimum grade to B.</i>				
NURS 883	NURS 883: Nurse Anesthesia Doctoral Project III	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				

Graduate Curriculum Committee (23)				
Code	Title	Status	Initiator	Received
NURS 892	NURS 892: Nurse Anesthesia Doctoral Project IV	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				

Review Program Changes:

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
0011	0011: Nursing	Edited	jms60847	4/29/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Simmons gave a brief description. <i>Friendly Amendment – Do you plan to offer this 100% of this program online? Change to No.</i> Vote: Approved (5 Yes)				
149	149: Nursing	Edited	tny63665	4/30/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Bragg-Underwood gave a brief description. Vote: Approved (5 Yes)				

Informational Item(s): None

Other Business: None

Adjourn at 3:40pm - 1st/2nd – Tarbett/Thomsen

Respectfully submitted,
GCCC Recorder
Jessica Steenbergen