



Graduate Council Agenda

September 10, 2026

Zoom 3:00pm CST

<https://wku.zoom.us/j/96961864622>

Members Present: Missy Travelsted, Jason Bergner, Peter Lin, Jonathan Ross, Alex Cook, Leslee Tarbett, Jeremy Logsdon, Monica Burke, Dan Strunk, Jerry Brotzge, Michael Smith, Dan Strunk, Daniel Keller, Jie-Young Kong, Jessi Thomsen, Debra Murray, Whitley Stone, Erin Warfel, Melissa Tolbert, Jacob Gillespie, Tony Paganelli

Ex-Officio: Jennifer Hammonds, Kirk Atkinson

Guests: Cathleen Webb, Merrall Price, Scott Gordon

- 1) Call to Order: 3:01 by Whitley Stone
- 2) Approval of Aug 20, 2026 minutes (Appendix A)
 1. 1st: Michael Smith
 2. 2nd: Erin Warfel
 3. Vote: All approved, unanimously
- 3) Sign-in sheet for attendance (via chat)
- 4) Executive Committee Notes
 1. Chair: Whitley Stone
 - i. Request for policy to convene and address the following items:
 1. Clean up formatting in bylaws
 - a. Discussion: Stone showcased the formatting issues on a PDF version. Agreement noted amongst members. Jennifer Hammonds was able to share a Google Doc from Oct 2025 that may be one of the latest versions of the bylaws
 - b. Task: Whitley will find a Word document instead of PDF
 - c. Poll: Approved (16/16)
 - d. Question (Kirk Atkinson): Are the Ex-Officio members a defined role within the bylaws?
 - i. Will be researched by GCEC to determine if this needs attention.
 2. Create policy regarding vacated seat of elected member when term is not complete.
 - a. Discussion: None
 - b. Poll: Approved (16/16)
 2. Vice-Chair: Daniel Keller (no report)

3. Secretary: Melissa Tolbert (no report)
 - i. Reminder to sign in via the chat with name, college (member, proxy or guest)
- 5) Committee Reports
 1. Research: No report: Reminded of Oct 1 deadline and that funds cannot be used for reimbursement
 - i. Announcement of Research Grant Deadlines
 1. Fall 2026: October 1, 2026
 2. Spring 2027: February 2, 2027
 - ii. Discussion (C. Webb): OSP updated application. No longer requires a college dean signature. Goes from student to advisor to department chair to Research committee
 2. Policy: No report
 - i. Announcement of first meeting: 9/24/2026
 - ii. Discussion (C. Webb): Bylaws and policy changes are required to have two readings prior to Graduate Council approval.
 3. Curriculum: Report attached (No report)
 - i. Erin Warfel: No updates
- 6) Note(s) from Graduate Studies
 1. Jennifer Hammonds or Scott Gordon: Current 2,197 enrollment
 - i. Reminder to drop non-attendance
 - ii. Beginning fall travel recruitment season (e.g., career fairs)
- 7) Other business
 1. None
- 8) Adjournment
 1. Motion: D. Keller
 2. 2nd: M. Travelsted

Respectfully recorded and submitted,
GCEC Secretary
Melissa Tolbert



Appendix A

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

9) Introductions and welcome to new and returning members

1. Sign-in sheet for attendance
 - i. Let Tolbert know if any errors or omissions exist
2. Notice of name tents
 - i. Use at each meeting. Let Executive Committee know if yours is not present
3. 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

10) Committee Reports

1. Research: No report
2. Policy: No report
3. 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

11) Note(s) from Graduate Studies

1. 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

12) Calendar and meeting expectations

1. Resources
 - i. Senate Master Calendar
 1. There to follow along with dates
 - ii. [How to access curriculum materials](#)
2. 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
3. When in doubt, review Graduate Council's published works
 - i. [Bylaws](#)
 - ii. [Guidelines](#)

13) Committee Formations

1. 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
- 2. 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.

14) Other business

- 1. 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

15) Adjournment

- 1. Motion (1st): Logsdon
- 2. 2nd: Travelsted

Respectfully recorded and submitted,
 GCEC Secretary
 Melissa Tolbert

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. <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 861	NURS 861: Clinical Practicum IV	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. <i>Friendly Amendment – Change to 6 credit hours.</i> <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 871	NURS 871: Clinical Practicum V	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description. It should be a 6-credit-hour course, not 4. <i>Friendly Amendment – Change to 6 credit hours.</i> <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 881	NURS 881: Seminar I	Added	jms60847	4/29/2026
Discussion: Simmons gave a brief description.				
NURS 882	NURS 882: Clinical Practicum VI	Added	jms60847	4/29/2026
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