



Minutes—September 11, 2014
3:00 pm - Academic Affairs Conference RM 239

Members Present: Kirk Atkinson, Phillip Coleman, Blake Ditto, Nielsen Pereira, Kristin Wilson, Marge Maxwell, David Kerr, Ferhan Atici, Cheryl Davis, Lance Hahn, Robert Beverly, Eric Reed, Shannon Vaughan, Dori Norman, Eve Main, Kurt Neelly, Beverly Siegrist, Emily Bouchard, Molly Kerby, Kelsey Burton, Carl Fox

Members Absent: Minwoo Lee, Angela Jerome, Andrew Rosa

Guests Present: Colette Chelf, Julie Harris, Scott Gordon, Laura Upchurch, Danita Kelley, Janet Applin, Cathleen Webb, Sylvia Gaiko, Robyn Swanson, Tiffany Robinson

I. Consideration of the August 14, 2014 minutes

*Coleman/Wilson motion to approve; passed

II. Public Comment

*K. Wilson questioned the purview of Graduate Council; Siegrist requested operating papers be posted on the Graduate Council website; Neelly echoed questions about intent and charter; Siegrist directed that a discussion regarding the mission of the graduate council be added to the October agenda; Fox requested that council also advise the graduate school; Wilson complimented the rising number of dissertations as well as changes to graduate assistantship funding to become more competitive, and the streamlining of forms and matriculation by Colette Chelf was appreciated; Gaiko commented that the SACs 10 year report is now posted and graduate information is located in the 3.6's for consideration; Fox added that an example of this information is the faculty credentialing; Gaiko stated the two major principles guiding graduate education are 1) more rigor relative to undergraduate programs and 2) requirements that all graduate programs address literature review and research.

III. Reports

a. Graduate Faculty Report

*Davis/Atkinson motion to approve; passed

b. Research Grants Report

*Maxwell motion to accept;

*Pereira requested student volunteers for committee; Blake Ditto volunteered; Hahn questioned if students have been partially funded in the past? Coleman answered that it depended on what student was asking for; Pereira also stated the budget was considered when deciding the funding; Fox, no, but the budget was not considered by the committee in the past and in the future student proposals will be scrutinized more closely to allocate within the budget;

*Passed

c. Policy Committee Report

*No report; Siegrist requested volunteers to serve on committee; Neelly, Davis, & Kerby

volunteered.

IV. Old Business

*none

V. New Business

a. Curriculum Proposals

College of Education and Behavioral Sciences	
Consent *Kerby/Hahn motion to bundle all consent items; passed	Delete a Course EDFN 570 Workshop/Education Contact: Tony Norman, tony.norman@wku.edu - 5-4890
Consent	Delete a Course EDFN 700 Research, Design and Dissertation Contact: Tony Norman, tony.norman@wku.edu - 5-4890
Consent	Delete a Course EDAD 688 Planning for School Improvement Contact: Tony Norman, tony.norman@wku.edu - 5-4890
Consent	Suspend a Course EDU 597 Organization and Supervision of Student Teachers Contact: Lisa Murley, lisa.murley@wku.edu – 5-8822
Consent	Suspend a Course SEC 599 Thesis Research/Writing Contact: Rebecca Stobaugh, rebecca.stobaugh@wku.edu – 5-4497
Action *Atkinson/Kerby motion to bundle all course revisions and new course proposals; Vaughn requested to pull PSYS 430G from bundle; *Pereira/Coleman motion to approve; 20 yes, 1 no; passed	Multiple Revisions to a Course EDLD 795 Advanced Topics in Educational Leadership Contact: Tony Norman, tony.norman@wku.edu – 53061
Action	Create a New Course EDLD 794 Educational Leadership Seminar Contact: Tony Norman, tony.norman@wku.edu – 53061
Action *Kerby/Atkinson motion to approve; Applin summarized the revision; discussion regarding presentation of proposals on this agenda are scanned and not searchable; Chelf offered	Revise a Program 0426 Endorsement, Non-Degree Planned Sixth Yr./ Rank I Director of Special Education Contact: Gail Kirby, gail.kirby@wku.edu – 53746

to remind colleges to send pdf files and not scanned files; passed	
Ogden College of Science and Engineering	
Action *Hahn/Kerby motion to approve; clarification that revision was to change the course number only; passed (NOTE: Proposal approved at the May 2014 Graduate Council meeting and September 2014 Senate meeting)	Revise a Course PSYS 430G Psychology of Women Contact: Amy Brausch, amy.brausch@wku.edu , 54407
Potter College of Arts & Letters	
Consent	Revise Course Prerequisites/Corequisites MUS 519 Conducting Seminar Contact: Robyn Swanson, robyn.swanson@wku.edu , 55925
Action *Kerby/Hahn motion to approve; Swanson summarized the revision; Chelf questioned if other teacher leader programs outside of the College of Education have been contacted to align programs to the revised teacher leader curriculum; Applin, yes; D. Kelley questioned if students in programs not updated as of this term are in jeopardy of not receiving certification in December; Applin, no because old courses will transition out; passed.	Revise a Program 0453 Master of Music Contact: Robyn Swanson, robyn.swanson@wku.edu , 55925
University College	
Information	Revise a Group Prefix ICSR to SRSC (ten courses) Contact: Jane Olmsted; jane.olmsted@wku.edu ; x5-5787

Action	Multiple Revisions to a Course ISCR 590 Sustainability Symposium Contact: Jane Olmsted; jane.olmsted@wku.edu ; x5-5787
Action *Hahn/Neelly motion to approve; friendly amendment to keep COMM 528 in elective list; passed	Revise a Program 0448 M.A. in Social Responsibility & Sustainable Communities Contact: Jane Olmsted; jane.olmsted@wku.edu ; x5-5787
Action *Atkinson/Main motion to approve; Kerby explained that admission criteria was default to university minimum and wanted to add specific criteria; Hahn questioned if admission requirement of “prior academic performance” was too vague; Kerby indicated programs intent to have open interpretation; passed.	Revise a Program 0472 Certificate: Global Pathways to Sustainability Contact: Jane Olmsted; jane.olmsted@wku.edu ; x5-5787

b. Policy Proposals – Repeat Courses Policy reminder

c. Ad Hoc Committee to consider Graduate Council mission, function and operations

*Siegrist relayed need to review the mission and functions of Graduate Council and questioned if the council would like this review to be duties of the Policy Committee or an ad hoc committee; discussion regarding role of Graduate Council relative to Senate specifically to curriculum; discussion regarding Graduate Council not defined as a standing committee of Senate yet graduate curriculum and policy flows to Senate for final approval and ability of Senate to pull approved Graduate Council items from report; Siegrist asked for volunteers; Atkinson, Reed, Kerby, Wilson, Siegrist, and Hahn volunteered.

Siegrist requested the operating papers be emailed to Graduate Council members and perhaps posted online; Fox stated that posting was not advised since there are questions about the validity of the operating papers by the university legal counsel; Gaiko specified that we reported to SACS that the operating papers are used by the Graduate Council; Chelf, yes, but review is needed since the Senate Charter and the Graduate Council operating papers have multiple discrepancies; Atkinson questioned if Siegrist had notified Senate that we would be looking at these; Siegrist, yes; Gaiko offered that the Council of Graduate Schools is meeting in December and may be a good opportunity for council members to attend; Fox indicated that he would be happy to research any institution upon request.

d. Recruiting Initiatives

- i. CRM Presentation
 - *Scott Gordon updated the council on the implementation progress of the Hobson's CRM. Fox added important for graduate faculty to be involved.
 - ii. Recruiting Council
 - *Fox updated the council on the plans to form a new Graduate Recruiting Council with representation from all graduate programs to meet and collaborate a couple of times per semester. Vaughan asked for a timeline to launch this council; Fox, this month.
- e. E-Catalog & Curriculum Workflow RFP update
 - *Chelf reminded the council of the upcoming vendor presentations scheduled for 9/16, 9/17, and 9/18. Vaughan noted that the 14-15 undergraduate catalog had been published and questioned when the 14-15 graduate catalog would be published; Fox stated he was reviewing it and it would be published soon.
- f. Graduate Student Research Fellowships
 - *Fox reported details and the RFPs would be distributed to colleges soon; Fox also stated that he and grad school staff have been meeting with all the departments this fall for feedback; Hahn inquired as to the rubric for awarding; Fox stated it was in draft RFP; Hahn questioned how review will work; Fox indicated selection will be by committee and last year distinguished faculty and research professionals on campus were included in review; Fox asked if council supported involvement of associate deans; Reed inquired if Fox could supply this information to the council next month; Fox yes.
- g. Graduate Council Retreat
 - *Siegrist inquired about interest in a retreat to orient members to responsibilities and mission of Graduate Council; Neelly supported; Fox offered to host at the Alumni Center and provide dinner.
- h. Council member Eric Reed presented an item of new business and distributed information requesting a revision to the Council's recently revised new and revised course proposals;
 - *Reed/Kerby motion to approve: *New course proposals should answer the following questions: 1) What are the reasons for developing this course? 2) Does the proposed course replicate material offered in other courses at WKU? If so, explain how the proposed course is different. 3) ~~What is the relationship of the proposed course to courses offered at comparable programs at other institutions?~~ 4) Multiple revisions to a course proposals shall include a statement of rationale explaining the reasons for making multiple revisions to the course.*
 - Wilson questioned if intent is not to duplicate courses; Kerby yes, but methods courses are excluded; Davis asked why want to know if other institutions offer a course; Reed clarified need to know mainstream courses in other disciplines; Neelly this makes the point that the council does not have the knowledge to determine discipline specific content; Reed yes this is why we ask; Neelly but these courses are already approved at department and college level where faculty know the discipline content; Vaughan agreed that the council should be privy to this information and it is an opportunity to learn about graduate education across the university; Fox questioned if all these issues would be addressed at college level; Maxwell, yes, but how would graduate council know that; Fox questioned why departments would want to duplicate courses; Kerby various reasons including faculty lines and ownership of course content; Reed called straw poll of those in favor; Atkinson suggested these questions are good information but should not be used

as reasons to disapprove of a proposal; Wilson stated she was researching qualitative methods across the university and open to collaboration with other programs on curriculum; Hahn questioned potential for omitting the third point of the motion regarding the relationship of the proposed course to courses offered at comparable programs at other institutions; *Reed accepted as friendly amendment*; Chelf clarified that adding these questions will re-create a proposal form and the intent of the council last month was to simplify and reduce the number of submitted items to two - the course inventory form and a syllabus – and approval of this action would increase the number of submitted documents back to three items; Vaughan raised concerns that course proposals are unclear without a proposal; Fox stated that some graduate advisory committees have a curriculum sub-committee that reviews curriculum prior to the full meeting; Gaiko asked if these questions could be added to the course inventory form; Chelf offered to contact the registrar's office to request; Reed requested a vote; Davis important to know if these changes can be made; Atkinson suggested waiting to vote until the next meeting; Siegrist called for the question;

**Passed (7 yes, 4 no)*

**Reed/Wilson motion to approve: The above informational requirements for these proposals will not be implemented until at least November of this year [2014].*

Passed (unanimous)

VI. Announcements/Adjourn