



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

- 1) Call to order *Stone called to order at 3:02 p.m.
- 2) Sign-in sheet
- 3) 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.
- 4) 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
- 5) 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. Kenner 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.

6) 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.

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

Attachments: Reports and Prior Meeting Minutes



APPENDIX A

Graduate Council

Agenda

March 12, 2026

3:00pm

Join Zoom Meeting

Meeting ID: 952 3877 9942

<https://wku.zoom.us/j/95238779942?from=addon>

One tap mobile

+16465588656,,95238779942# US (New York)

+16469313860,,95238779942# US

Members present: Whitley Stone, Jeremy Logsdon, Tonya Bragg-Underwood, Jessi Thomsen, Erin Warfel, Dan Strunk, Jerry Brotzge, Mikhail Khennner, Sara McCaslin, Leslee Tarbett, Daniel Keller, Wes Cottongim, Jonathan Ross, Elnad Jasarevic, Sukurat Kofoworola

Guests: Cathleen Webb, Danita Kelley, Jennifer Klemm, Merrall Price, Sarah Bonis, Trudy Little

8) Call to order *Stone at 3:00 pm

9) Sign-in sheet - via chat Zoom

10) Previous meeting minutes - Motion to consider – Warfel. Approved unanimously.

11) Committee Reports

a. Research (Jeremy Logsdon): Report attached (A) – Motion to consider – Jeremy Logsdon. Approved unanimously.

i. Logsdon added that only one application was denied that appeared to be incorrectly completed. ~~Reirrigated~~ Reiterated that the Research Committee's job was not to validate, but to review applications for correctly completed.

b. Policy (Wes Cottongim): No report

c. Curriculum (Erin Warfel): Report attached (B) - Motion to consider – Warfel. Approved unanimously.

12) Other business

a. Graduate Studies – No report

b. Graduate Council Elections

i. Nominations (self) and returns * Stone reminded council of upcoming council member elections.

c. Open forum to council

- i. *Logsdon - asked council members to consider vice chair and secretary positions for next AY
- ii. *Webb - reminded that graduate student membership can begin now instead of waiting until fall 2026.

13) Calendar and next meeting (4/9/2026; 3:00pm in WAB) – will be in person so newly elected members can attend and meet others.

14) Adjournment: Motion to adjourn 1st/2nd Bragg-Underwood/Stone at 3:15pm

Attachments: Reports and Prior Meeting Minutes

APPENDIX B
Graduate Council Curriculum Committee

Minutes – April 2, 2026, 2:30 PM (CT)

Voting Members: Dan Strunk, Leslie Tarbett, Jessi Thomsen, Whitley Stone (proxy for Erin Warfel) and Eland Jasarevic.

Advisory Members: Cate Webb, Jennifer Klemm, Merrall Price, Danita Kelley, Alex Lebedinsky, Jennifer Hammonds.

Guests: Trini Stickle, Penny Head, Philip Gunter, Jieyoung Kong, and Scott Lasley.

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

Course Administration:

Graduate Curriculum Committee (6)				
Code	Title	Status	Initiator	Received
<u>ANSC 530</u>	<u>ANSC 530: Advanced Parasitology of Livestock</u>	Added	dbr91597	3/27/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Gunter gave a brief description. <i>Friendly Amendment - Topic #2 Please lead with Nematodes (like #3) – Also within the course description should we spell out AREC to Ag Research and Education Center.</i> Vote: Approved (5 Yes)				
<u>ANSC 532</u>	<u>ANSC 532: Advanced Dairy Production Laboratory</u>	Added	phl16936	3/27/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk				

Graduate Curriculum Committee (6)				
Code	Title	Status	Initiator	Received
Discussion: Gunter gave a brief description. Vote: Approved (5 Yes)				
<u>COMM 595</u>	<u>COMM 595: Independent Study in Communication</u>	Edited	jyn21880	3/26/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Jieyoung gave a brief description. Just returning to a multiple credit level (1-3). Vote: Approved (5 Yes)				
<u>ENG 578</u>	<u>ENG 578: Seminar: TESOL Practicum II</u>	Edited	trn69263	3/26/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Stickle gave a brief description. Hammonds asked why it would span more than one term? Stickle said it should be no. <i>Friendly Amendment – Change course should span more than one term should say No.</i> Vote: Approved (5 Yes)				
<u>PS 527</u>	<u>PS 527: Local Economic Development Administration</u>	Added	sct58572	3/26/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Lasley gave a brief description. Talked a little about how this ECON course is like and should we change name. Lasley shared he is willing to change the course description to the following: Examine the policies, strategies, and administrative practices used by local governments and development organizations to promote business growth, attract investment, create jobs, and strengthen community development. Lebedinsky asked Lasley if there is a strong objection within ECON would he be willing to change at the next step. <i>Friendly Amendment – Change the course description to - Examines the policies, strategies, and administrative practices used by local governments and development organizations to promote business growth, attract investment, create jobs, and strengthen community development.</i>				

Graduate Curriculum Committee (6)				
Code	Title	Status	Initiator	Received
Vote: Approved (5 Yes)				
<u>DPT 740</u>	<u>DPT 740: Biophysical Agents</u>	Edited	pnn51910	3/23/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Head gave a brief description. Vote: Approved (4 Yes)				

Review Program Changes:

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
<u>0416</u>	<u>0416: Teaching English to Speakers of Other Languages (TESOL)</u>	Edited	trn69263	3/26/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Stickle gave a brief description. Stone asked about the aberration TESL vs TESOL. Confirmed that it was listed correctly. Friendly amendment – math error in total credits. Current proposed of 16-18hrs changed to 13-18 to allow for the recent addition of the one-hour ENG 578 TESOL Practicum II and the substitution of ENG 587 to fulfill the 4-hour ENG 471G TESOL Practicum (for those in the Grow Your Own program). Vote: Approved (4 Yes)				
<u>0013</u>	<u>0013: Physical Therapy</u>	Edited	pnn51910	3/23/2026
Motion to Approve – 1st/2nd: Tarbett/Strunk Discussion: Head gave a brief description, just cleaning up the wording. Stone asked for clarification on the Standard Decision language. Head explained again. Vote: Approved (4 Yes)				

Informational Item(s): None

Other Business: Expedited Workflow Process

Motion to Approve – 1st/2nd: Tarbett/Strunk

Discussion: Hammonds asked about changes for the upcoming year on the expedited workflow process (shown in Appendix A). Highlighted things want to be added to the expedited workflow. Hammonds explained the entire document. Danita asked about Full Review, Student Learning Outcomes Updates should have a strike through. Hammonds confirmed yes, good catch.

Vote: Approved (4 – Yes)

Adjourn at 3:20pm - 1st/2nd – Thomsen/Tarbett

Respectfully submitted,
GCCC Recorder
Jessica Steenbergen

Appendix A

Workflow Updates

Full vs. Expedited Workflow Review

Expedited Review Workflow

Expedited review is available for the following curriculum proposals:

- Program Deletions or Suspensions
- Reactivation of Programs with no impact on other departments
- Course Deletions/Suspensions with no impact on other departments
- Course Prerequisite/Corequisite Changes, if no impact on other departments
- Schedule Type Revisions
- Course Prefix Changes
- Course Descriptions Updates (No content changes)
- Number Changes without a Level Change (i.e., lower-level to lower-level or upper-level to upper-level)
- Non-Substantive Course Title Changes (addition/removal of Roman Numerals, changing abbreviations, no course description update)
- Repeat Limits (consult the Registrar before making the change)
- Program Modality

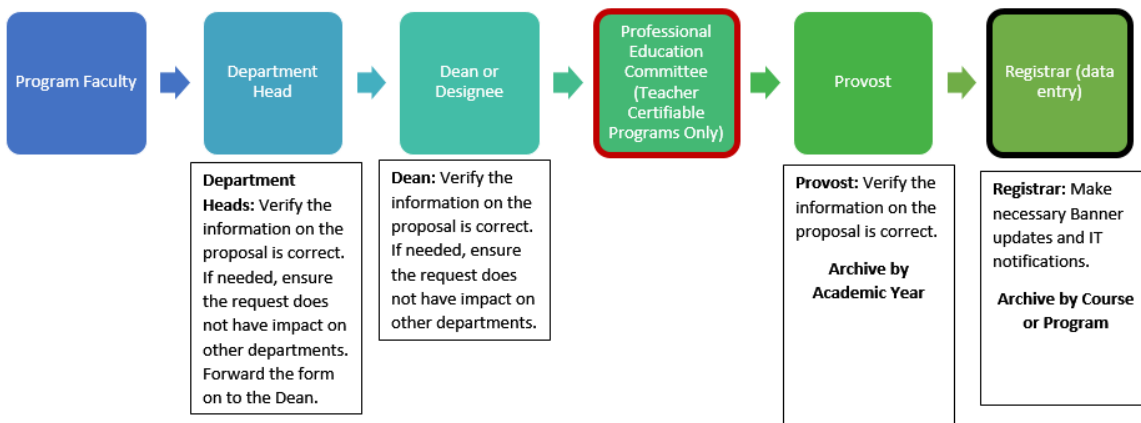
- Temporary Course Proposals (see details below)
- CIP Code Changes (Requires CPE approval and a separate form)
- Program and Course Learning Outcomes (if non-substantive or required for accreditation)
- Four-Year Plan Course Sequence Adjustments
- Program application materials, deadlines, and/or changes to the applicant review process (Graduate Level Only)

The purpose of the expedited review is to allow programs to make non-substantive changes that do not impact other departments. Revisions to courses are intended to be single-course revisions that do not affect other departments. **Multiple revisions to a course** require a full review.

Temporary courses will follow the established approval process:

- UG courses: Dean> UCC> Provost
- GR courses: Dean> Exec Dir Grad Studies> Provost

“Impact on other departments” is defined as affecting another department’s majors/minors, prerequisites, or corequisites.



Full Review Workflow

Full review is required for the following curriculum proposals:

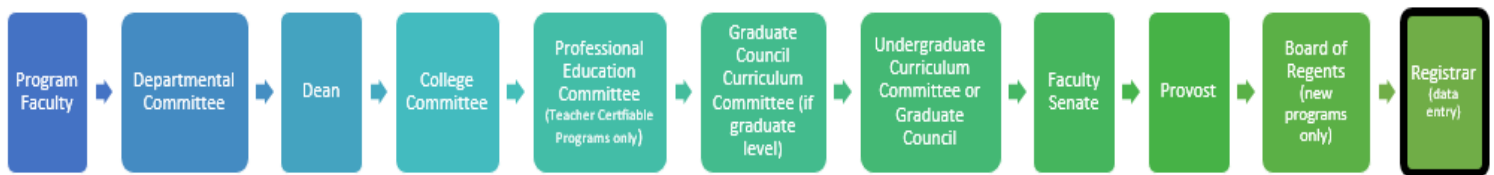
- New Majors, Minors, or Certificate Programs
- Program Revisions
- New Courses
- Multiple Changes to a Course
- Extension of a Temporary Course
- Course Title Changes
- New Policies
- Course Suspensions/Deletions (if impact on other departments)
- Student Learning Outcome Updates
- Course Prerequisite/Corequisite Changes (if impact on other departments)

- Number Changes (level changes only)
- Revised Course Descriptions (with substantive content change)
- Credit Hour Revisions
- Establish/Delete Equivalencies
- Policy Revisions
- Request Exemption for Policies
- Course Revisions
- Substantive changes to program or course learning outcomes

Note: Colleges can initiate curriculum changes for programs.

Note: The below internal workflow does not include SACSCOC and CPE approvals.

Note: The Board of Regents Academic Affairs Committee must approve prior to full BOR approval.



Expedited and Full Reviews were approved by Faculty Senate February 20, 2020.

CourseLeaf Form Revisions

1. Remove **Measurement Plan** from New Programs

Measurement plans don't match assessment plans. Assessment plans aren't part of the curricular process.

2. Add upload spaces for the **Current Assessment Plan** and **Current Curriculum (or Skills) Map**

3. **CPE Required Policy Screening Statement:** Proposed CourseLeaf Check box -

By checking this box, I agree that our program's primary purpose is educational and scholarly and abides by institutional, state, and federal policies.

Please consider this friendly amendment to the TESOL Graduate Certificate (0416).

We ask that the variability of credits be changed from 16-18 to be 13-18 to allow for the recent addition of the one-hour ENG 578 TESOL Practicum II and the substitution of ENG 578 to fulfill the 4-hour ENG 471G, TESOL Practicum, but only for students who belong to specific Grow Your Own programs—in service teachers who have been selected for their outstanding abilities and who are serving in their school's ESL instructional role while they complete the endorsement in order that the school systems may meet this high needs area (see image below for recent changes).

We ask that the hours variability change be effective immediately—an emergency change to the catalogue—as we received approval in AY2425 to add ENG 578 as an emergency course for two in-service instructors who will be completing their endorsement this semester, SP26.

In AY2526, we permanently added ENG 578 to allow this adjustment and made a condition to accept it as the practicum for this population (both at the GCCC and UCC meetings). It is my error not to have also adjusted the course variability from 16-18 to now be 13-18. I ask through this friendly amendment that this be changed.

Thank you for considering this request,

Trini Stickle
Graduate Coordinator

Alison Langdon
Chair of the Department of English