

## Graduate Council



Topic: Graduate Council

Date: Thursday, September 14, 2023

Time/Location: 3:00pm/Zoom

<https://wku.zoom.us/j/98356041837>

1. Consideration of August 17, 2023 minutes (APPENDIX A)
2. Reports from standing committees
  - a. Graduate Council Executive Committee
  - b. Policy Committee
    - i. Consideration of Undergraduate Enrollment in Graduate Courses Policy Revision (APPENDIX B)
  - c. Curriculum Committee
    - i. Consideration of Curriculum Committee items (APPENDIX C)
  - d. Student Research Grants Committee
3. Report from the Graduate School (APPENDIX D)
4. Announcements
5. Adjournment

## APPENDIX A CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES

### Graduate Council



### Graduate Council Meeting Minutes

Thursday, August 17, 2023

WAB 227

3:00 pm ~ 3:49 pm

**Present:** Kirk Atkinson, Ray Blankenship, Sarah Bonis, Tonya Bragg-Underwood, Nicholas Fessler, Margaret Glaser, Lance Hahn (alternate for Katrina Burch), Mikhail Khenner, Jie-Young Kong, Ranjit Koodali, Jeremy Logsdon, Andrea Paganelli, Kirsten Spears, Whitley Jo Stone, Dan Strunk, Jessi Thomsen

**Guests:** Dana Cosby, Lizzie Doerr, Jessica Dorris, Jennifer Hammonds, Danita Kelley, Beth Laves, Jenni Redifer, Cathleen Webb

**Absent:** Jonah Hathaway, Zachary Stichter, Courtney Warren, Catherine Wilson, Adam West

1. Call to Order and Welcome/Welcome Back! \*3:01. Bonis has sent the guidelines in case. Standard code of Parliamentary procedure in preparation (Sturgis).
2. Consideration of April 13, 2023 Minutes (APPENDIX A) \*Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>. Hahn/Strunk. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B) \*Bonis. Discussed the agenda. No Report
4. Committee Reports
  - a. Policy Committee (No Report) \*Previous Chair, Ray Blankenship. Committee makes recommendation to graduate council. Most issues have come from the Associate Provost (in consultation with Beth Laves). Most of previous work was related to SACS accreditation.
  - b. Curriculum Committee Minutes (No Report) \*Previous chair, Andrea Paganelli. Collaborate with parties across campus. Pull together curriculum proposals, send report and agenda, then meet to discuss. Minutes are forwarded to Chair of Grad Council. \*Hammonds. Course Leaf is used to work through changes. Happy to train anyone on the committee.
  - c. Student Research Grants Committee (No Report) \*Previous chair, Katrina Burch (Lance Hahn serving as alternate). Meet to go through funding proposal applications from students and allocate money. Call in Fall and Spring for proposals.
5. Graduate School Reports

a. Report from the Associate Provost for Research and Graduate Education (APPENDIX C)

\*Koodali. Explains upswing in admissions numbers.

\*Renee working to get the graduate assistantships approved. Still in process.

\*Access to files about enrollment on the university wide shared drive. Contact Dr. Helbig for access to Visual Analytics.

\*Lisa has started processing the Summer 2023 degree audits.

\*Graduate Catalog published. \*Dorris. Please let her know if you need anything. Faculty listings are still in process.

\*Koodali. Let us know if you need any help with Slate, contact Dr. Gordon

\*Explains the RMI and the three email follow up. Let us know if you need any updates to the customizable content in the messaging. Asks about providing videos from programs.

\*Tuesday October the 10<sup>th</sup> for call for proposals for Fall.

6. Committee Caucusing and Election of Committee Chairs

\*Split into groups to elect a chair and discuss serving on a committee. \*Committee chairs elected, and membership established. This will be updated on the GC website.

7. Public Comments

8. Announcements & Adjourn

\*Bonis. Next meeting will be on Zoom.

\*Please let Sarah know if anyone needs to be added to the List Serve. Motion to adjourn. 1<sup>st</sup>/2<sup>nd</sup>: Hahn/Paganelli. Adjourned 3:49 pm.

**APPENDIX B**  
POLICY COMMITTEE REPORT

**Graduate Council Policy Committee**

Minutes – September 8, 2023

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

**Subject:** Re: Graduate Policy Committee Meeting

Advisory Members: Dr. Koodali, Associate Provost for Research & Graduate Education  
Guest: None

Announcements: None

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The policy committee met twice via Zoom to review the academic policy for Undergraduate Enrollment in Graduate Courses.

The main discussion was about reducing the number of graduate hours an undergraduate student could take from twelve to six hours. After conferring with each college and its program directors, the committee recommends the reduction be from twelve hours to nine hours. The reduction to six hours would have a negative impact on non-JUMP programs since the ability to take graduate hours as an undergraduate student is used as a recruiting tool.

The attached Undergraduate Enrollment in Graduate Courses policy proposal is submitted for consideration to the Graduate Council. The proposal was approved by the committee (6/0).

## Academic Policy (Revision) (Action)

Date: 9/8/2023

College: Graduate Council

Department: Policy Committee

Contact Person: Ray Blankenship, [ray.blankenship@wku.edu](mailto:ray.blankenship@wku.edu), Policy Committee Chair

1. **Policy Name:** Undergraduate Enrollment in Graduate Courses (Graduate Catalog)

2. **Description:**

### 2.1 Existing

#### Undergraduate Student Enrollment in Graduate Courses

Undergraduate students at Western Kentucky University may request to enroll in graduate courses by submitting an "Undergraduate Taking Graduate Courses" form to the Graduate School. Conditions for approval include:

- having earned at least 75 undergraduate credit hours;
- and, having a minimum cumulative GPA of 3.0.

Undergraduate students may accumulate a maximum of 12 graduate credits. In addition, undergraduate students are restricted to a maximum of 15 hours enrollment per term, including graduate and undergraduate credits. All graduate coursework will be on the graduate transcript. To move the coursework to the undergraduate transcript students should contact the Office of the Registrar.

(Approved by Graduate Council 12/10/15)

### 2.2 Proposed

#### Undergraduate Student Enrollment in Graduate Courses

Undergraduate students having earned at least 75 undergraduate hours pursuing their first baccalaureate degree at Western Kentucky University and who have a minimum cumulative undergraduate GPA of 3.0 may enroll in up to 9 hours of graduate credits with approval of the undergraduate advisor, instructor of record, and graduate program coordinator or equivalent. ~~and instructor of record.~~

Undergraduate students enrolled in graduate courses are restricted to a maximum enrollment of 18 hours per term. Graduate credit earned as an undergraduate student may be applied at either the undergraduate or graduate level, but not both.

This policy does not apply to students enrolled in a Joint Undergraduate-Masters Program (JUMP).

3. **Rationale for proposed policy:**

3.1 The Graduate School (Associate Provost for Research and Graduate Education) requests that the Graduate Council provide clarification on this policy, including:

- Restricting graduate enrollment to students having earned 75 undergraduate hours

- Allowance for graduate credits to apply to an undergraduate or graduate degree program, but not both (with the exception of students enrolled in a JUMP)
- Clarify that undergraduate enrollment in graduate courses requires approval of both advisor and instructor of record for the graduate course(s)
- Additionally, some graduate certificates can be earned at 12 graduate hours. Reducing the total number of graduate hours that undergraduate students earn, will limit students earning graduate-level certificates as undergraduates.

**4. Impact on existing academic or non – academic policies:**

- 4.1 Impact on policies: This policy change will result in a reduction in the allowable graduate hours that an undergraduate student can enroll in from 12 credit hours to 9 credit hours.
- 4.2 Impact on populations that may be affected: Instructors of record for graduate courses will need to approve undergraduate enrollment in their course(s). Advisors of undergraduate students will need to approve undergraduate enrollment in graduate courses.

No additional impacts on policies were reported after each college was solicited for their input.

**5. Term of implementation: Fall 2024**

**6. Dates of committee approvals:**

Graduate Council Policy Committee	_____ 9/8/2023 (6/0 vote) _____
Graduate Council	_____
Faculty Senate	_____

**APPENDIX C**  
CURRICULUM COMMITTEE REPORT

To view curriculum proposals:

Program Proposals: <https://nextcatalog.wku.edu/programadmin/>

Course Proposals: <https://nextcatalog.wku.edu/courseadmin/>

**Graduate Council Curriculum Committee**

**Minutes – September 7, 2023, 2:00 PM (CT)**

Join Zoom Meeting - <https://wku.zoom.us/j/94100472010>

**Voting Members:** Whitley Stone, Kirk Atkinson, Jeremy Logsdon, Margaret Glaser, Dan Strunk

**Advisory Members:** Beth Laves, Jennifer Hammonds, Jessica Dorris, Jamie DeYoung, Cate Webb, Dana Cosby, Jennifer Klumm, Danita Kelley

**Guest:** Stacy Leggett

**Approval of Minutes, April 6, 2023 – 1st/2nd:** Atkinson/Strunk – **Vote:** Approved (4/4)

**Course Administration:**

None

**Program Administration:**

<b>Graduate Curriculum Committee (2)</b>				
Code	Title	Status	Initiator	Received
<a href="#">0499</a>	<a href="#">0499: Instructional Leadership, School Principal</a>	Edited	stc86850	04/12/23
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p> <p><b>Discussion:</b> Talked about the department name and how school of is listed at the end. This is normal. DeYoung asked about the admission changes. The way it states Letter of reference and support – Is this one letter or two. Leggett answered, One letter with both reference and support from supervisor. They want the Graduate school to hold the program applications.</p> <p><b>Vote:</b> Approved (4/4)</p>				
<a href="#">1749</a>	<a href="#">1749: Emergency Management Disaster Science</a>	Edited	dvd62010	08/31/23
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Logsdon</p> <p><b>Discussion:</b> Webb gave a brief description. Changing the Program Requirements to a total of 12 hours. Kelley asked about the footnote and if you wanted to change it “EMDS 504 may be substituted for either EMDS 501 or EMDS 503”. Webb doesn’t want to make a change to the footnote.</p> <p><b>Vote:</b> Approved (4/4)</p>				

**Informational Item(s)**

None

**Other Business:**

None

**Adjourn** at 2:30pm – **1<sup>st</sup>/2<sup>nd</sup>** – Struck/Stone

Respectfully  
submitted GCCC  
Recorder Jessica  
Steenbergen



**APPENDIX D**  
**GRADUATE SCHOOL REPORT**



**Graduate Council Meeting, September 14, 2023**  
**Updates from the Graduate School**

1. **Graduate Admissions** (Julie Harris, Graduate Admissions Analyst and Barbara Chaffin, Admissions Coordinator)
  - a. Priority registration for Winter 2024 opens October 9<sup>th</sup>.
  - b. Priority registration for Spring 2024 opens October 16<sup>th</sup>.
  - c. Please encourage your students who were admitted, but did not enroll this fall, to submit the Change of Term Request Form to move applications forward to a current term.
2. **Graduate Assistantships** (Renee Purdy, Budgets & Resources Manager)
  - a. 280 EPAFs have been approved, and 10 more are in process.
  - b. Non-Resident waiver issues in Banner have been corrected.
3. **Graduate Enrollment**
  - a. The graduate enrollment data are available at <S:\UNIVERSITY-WIDE-SHARED\00 Graduate School\Enrollment Data>.
  - b. If you would like to have access to graduate student data in Visual Analytics, please contact Dr. Tuesdi Helbig, Director of Institutional Research.
4. **Graduate Records** (Jamie DeYoung, Assistant Director of Graduate Operations and Lisa Meyers, Graduate Records Specialist)
  - a. There were approximately 197 degrees conferred for the Summer 2023 term, with 25 theses/dissertations submitted.
  - b. The thesis submission deadline for Fall 2023, is November 17<sup>th</sup>.
  - c. Grades should be final and Capstone Forms submitted by December 12<sup>th</sup>.
  - d. Reminder: We are now using DocuSign forms rather than PDF forms. The forms can be found at <https://www.wku.edu/graduate/documents>.
5. **Graduate School Events**
  - a. The new Graduate student Orientation was held on Friday, Aug.18. A recording of the orientation is available at the link, [https://www.youtube.com/watch?v=EtKhEg3l\\_tA](https://www.youtube.com/watch?v=EtKhEg3l_tA).

- b. A virtual JUMP session is scheduled for Thursday, September 14. The zoom link is <https://wku.zoom.us/j/98314079941>.

**6. Graduate School Staffing**

- a. None

**7. Graduate Recruitment** (Dr. Scott Gordon, Manager, Graduate Recruitment & Retention and Ms. Elizabeth Doerr, Office Coordinator)

- a. Fall in-person recruitment events are being scheduled, see <https://www.wku.edu/graduate/recruitment.php> for details
- b. Fall virtual recruitment events are being scheduled, see <https://www.wku.edu/graduate/recruitment.php> for details
- c. Slate campaigns for Fall 2023 are ongoing
  - i. Contact Scott Gordon for assistance with marketing your program through Slate.

**8. Graduate Student Research and Travel Grant** (Renee Purdy, Budgets & Resources Manager)

- a. The call for Fall 2023 deadline is Tuesday, October 10.

**9. Other Information**

- a. None