



Graduate Council
Minutes – Thursday, January 19, 2023, 3:00 pm ~ 3:24 pm
Zoom

Present: Lauren Bland, Ray Blankenship, Sarah Bonis, Haley Brazel, Katrina Burch, Martha Day, Ann Ferrell, Jonah Hathaway, Aaron Hughey, Richard Schugart, Whitley Stone, Dan Struck, Dana Sullivan, Adam West, Marla Zubel, Lily Zhuhadar

Guest: David Brown, Dana Cosby, Lizzie Doerr, Jessica Dorris, Jennifer Hammonds, Danita Kelley, Ranjit Koodali, Beth Laves, Merrall Price, Cathleen Webb

Absent: Nicholas Fessler, Bailey Mattingly, Hannah Peveler, Catherine Wilson,

1. Call to Order *Sullivan. Call to Order.
2. Consideration of December 8, 2022 Minutes (APPENDIX A) *Motion to approve. 1st/2nd: West/Burch. Vote in the chat. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B)
4. Committee Reports
 - a. Policy Committee (APPENDIX C) *Blankenship. Committee has not met since last meeting. Did meet with Dr. Madole and Dr. Price to discuss the JUMP program policy. Working on seeing if the addendum, with some supporting materials, would work to bring back to the council. *Sullivan asks that the committee consider policies around summer and winter enrollment, colleges can decide minimum enrollment and there are some discrepancies between colleges.
*Motion to approve. 1st/2nd: Zhuhadar/Ferrell. Approved.
 - b. Curriculum Committee Minutes (APPENDIX D) *Paganelli. Two different non-degree seeking certification programs came up at the last meeting.
* Motion to approve 1st/2nd: Bonis/Hughey. Vote in chat. Approved.
 - c. Student Research Grants Committee (APPENDIX E) *Burch. No meeting in December. Recommend funding for 37 graduate research grants. Deadline coming up for Spring, February 7th. Asks faculty to remind students to submit materials for this deadline.
5. Graduate School Reports
 - a. Report from the Associate Provost for Research and Graduate Education (APPENDIX F)
*Koodali. Spring graduate applications will shut down in March. 2024 applications will be turned on very soon. Jamie DeYoung sent an email reminder for capstone forms. Thesis submission deadline is April 14th.
*Regarding events, the New Graduate Student Orientation recording has been sent out. Working with the library to host the library services workshop, which will be held on February 1st. GRADLEARN series for faculty will

be held on February 13th to discuss strategies to promote the success of every student. 3MT competition
*For the 3MT competition, please encourage students to submit a You Tube recording. Deadline is February 3rd.
Students do not have to be in a thesis program. The competition itself will be on February 23rd.
*For recruitment efforts, anyone needing help with Slate, please contact Scott Gordon. DMF applications are open, please encourage students to apply.

6. **Public Comments** *Sullivan. Next meeting will be Thursday Feb 9th. *Hammonds. The Spring Grad Fair is being held on March 28th through 30th. Graduate programs are welcome to set up a table. Reach out to Jessica Dorris if you would like a table at the event.
7. **Announcements & Adjourn** *Motion to Adjourn. Burch/Bland. Adjourned 3:24 pm.



Graduate Council Policy Committee

Minutes – January 12, 2023, 2:00 PM (CT)

Voting Members: Ray Blankenship (Chair), Ann Ferrell, Nicholas Fessler, Richard Schugart, & Adam West

Advisory Members: Dr. Koodali, Associate Provost for Research & Graduate Education

Guest: None

Approval of Minutes:, 1st/2nd: xxxxx/xxxx – Vote: Approved

Announcements: None

The proposed Jump Policy was sent back to the Policy Committee in the December meeting.

Blankenship met with Drs. Madole and Price over the winter break to hear their concerns about the proposed JUMP Policy. Both Drs. Madole and Price were agreeable to increasing the requirements to their represented programs if students could keep the ability to take 18 undergraduate course hours and double count 12 hours.

A suggestion is to increase the required undergraduate GPA to 3.5 and require students to meet a standard of 150 unduplicated hours for a combined undergraduate and graduate degree. This would be an addendum to the current proposal.

Blankenship met with the Drs. Koodali, Laves, Day, and Sullivan to discuss the JUMP Policy on January 10, 2023.

Blankenship will meet with the Provost, Dr. Koodal, Dr. Lavis, and Dr. Sullivan on January 18th.

The committee met on 1/12/2023 to discuss the information distributed by Dr. Laves.



Graduate Council Curriculum Committee
Agenda – Jan. 12, 2023, 2:00 PM (CT)
Join Zoom Meeting - <https://wku.zoom.us/j/6075766671>

Voting Members: Andrea Paganelli, Whitley Stone, and Aaron Hughey

Advisory Members: Beth Laves, Cate Webb, Jamie DeYoung, Dana Cosby, Jennifer Hammonds, Danita Kelley, Merrall Price, and Jessica Dorris

Guest: Nicholas Brake

Approval of Minutes, December 1, 2022 – 1st/2nd: Hughey/Stone – **Vote:** Approved

Announcements:

None

Course Administration:

None

Program Administration:

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
131	131: Certification Only, Education Leadership	Edited	nch04516	12/15/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Paganelli Discussion: Brake spoke briefly, just an endorsement. There are four courses in the program that are being adjusted. Removing EDAD-659 and adding EDAD-707. Hammonds commented that 700 level courses are doctoral, might require a change in the course numbering or even the policy. Brake did say it came up at the college level, but they approved due to the nature of the course itself. Hammonds said we may need to hold until next meeting until they can work it out. Tabling didn't make sense because Brake is making additional changes. Vote: Roll back to college level</p>				
132	132: Certification Only, Teacher Education	Edited	and85146	12/15/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Stone Discussion: Paganelli spoke briefly, making an adjustment with Library Media Education. Just wanted to make another path for that area. Laves stated CIP code for this (131202) is elementary education in teaching – some of these are not elementary education. Not meaning to have my comment hold up the process. Vote: Approved (2/2)</p>				

Other Business:

None

Adjourn at 2:25pm - **1st/2nd** – Hughey/Paganelli

Respectfully submitted
GCCC Recorder
Jessica Steenbergen



Graduate Council Meeting, January 19, 2023

Updates from Ranjit T. Koodali, *Associate Provost for Research and Graduate Education*

1. **Graduate Admissions** (Barbara Chaffin, *Admissions Coordinator* and Julie Harris, *Graduate Admissions Analyst*)
 - a. Please encourage your admitted students to submit the Change of Term Request Form if they need to have their admission term moved forward.
 - b. The Spring 2023 graduate application will shut down on Friday, March 31, 2023. Please encourage applicants/students who may be interested in completing a second bi-term course, to submit those applications soon, to ensure the timely processing of their application materials.
 - c. 2024 graduate applications will be turned on over the next couple of months. We are beginning to receive application and admission inquiries for 2024.

2. **Graduate Assistantships** (Renee Purdy, *Budgets and Resources Manager*)
 - a. None

3. **Graduate Enrollment**
 - a. The enrollment data (Excel files) are available at <S:\UNIVERSITY-WIDE-SHARED\00 Graduate School\Enrollment Data>. Please see file, "Graduate Spring Enrollment and SCH for Week M1 07JAN23" for latest enrollment report from Institutional Research.

4. **Graduate Records** (Jamie DeYoung, *Assistant Director of Graduate Operations* and Lisa Meyers, *Graduate Records Specialist*)
 - a. Certificate Capstone Process
 - An email has been sent to all program coordinators with the form and instructions to return the form to the Graduate Records Office. This will allow completion of the capstone requirement in Degree Works. In the future, we hope this form will be fully automated like the capstone form currently in TopNet. Programs using the certificate capstone form should contact Jamie DeYoung.
 - b. Spring semester thesis deadline will be Friday, April 14, 2023. More information and guidelines can be found at wku.edu/graduate/students/thesis/.



5. **Graduate School Events** (*Lizzie Doerr, Office Coordinator and Samantha Hines, Research and Graduate Education Outreach Coordinator*)
 - a. **Upcoming**
 - i. Spring 2023 New Graduate Student Orientation will be held virtually on Friday, Jan. 13, 10.00 AM-12:00 PM (Central).
 - ii. A new initiative, "GRADSCHOLAR" in collaboration with University Libraries will be held virtually, Feb. 1, 3:00 PM to 5:00 PM
 - iii. Three Minute Thesis (3MT) Competition: Thursday, Feb. 23, 2023, 3:00 PM-5:00 PM.

6. **Graduate School Recruitment** (*Dr. Scott Gordon, Manager, Graduate Recruitment and Retention*)
 - a. Recruitment events that the Graduate School is participating are listed at <https://www.wku.edu/graduate/recruitment.php>.
 - i. Invitations for some in-person events have been received; more are anticipated.
 - ii. Planning for virtual events is ongoing.
 - b. Prospective students can set up individual virtual appointments at <https://calendly.com/scott-gordon>.
 - c. Slate recruitment, yield, and conversion campaigns are on-going.
 - d. Names of prospective graduate students obtained through the Request More Information form on the Graduate School site were distributed to graduate program coordinators on January 5.
 - e. Applications for the DMF Program will be open from January 15 to April 15.

7. **Graduate School Staffing**
 - a. None

8. **Graduate Student Research Grant** (*Renee Purdy, Budgets and Resources Manager*)
 - a. The deadlines for fall and spring terms are the second Tuesday of October and the first Tuesday of February by 11:59 PM respectively. Graduate Student Research Grant deadline for Spring 2023 is Tuesday, February, 2023.

9. **FYI**
 - a. None