



Graduate Council  
Minutes – Thursday, March 9, 2023, 3:00 pm ~ 4:10 pm  
Zoom

**Present:** Lauren Bland, Ray Blankenship, Sarah Bonis, Katrina Burch, Ann Ferrell, Jonah Hathaway, Aaron Hughey, Andrea Paganelli, Richard Schugart, Whitley Stone, Dan Strunk, Dana Sullivan, Adam West, Marla Zubel

**Guest:** Tanja Bibbs, Tonya Bragg-Underwood, Ellen Casale, Dana Cosby, Jamie DeYoung, Jessica Dorris, Bailey Gray, Jennifer Hammonds, Lawrence Hill, Danita Kelley, Ranjit Koodali, Beth Laves, Stacy Leggett, Kelly Madole, Lisa Meyers, Merrall Price, Jenni Redifer, Matthew Shake, Erin Warfel, Cathleen Webb, John Wright

**Absent:** Haley Brazel, Martha Day, Bailey Mattingly, Hannah Peveler, Catherine Wilson, Lily Popova Zhuhadar

1. Call to Order \*Sullivan.
2. Consideration of February 9, 2023 Minutes (APPENDIX A) \*Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>: Schugart/Blankenship. Vote in the chat. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B) \*Sullivan. The election is coming up and the nominations will be open from March 20<sup>th</sup> through the 24<sup>th</sup>. The election for new council members will be April 4<sup>th</sup> through 6<sup>th</sup>. Next month a new vice chair will be elected. \*Bonis. Will send an email to associate deans next week. Please start thinking about student representatives. \*Sullivan. The new members should be at the April meeting on the 13<sup>th</sup>.
4. Committee Reports
  - a. Policy Committee (APPENDIX C) \*Blankenship. Met twice since last meeting. Worked on the JUMP policy and the information received back from associate deans regarding the proposed amendment. A new JUMP proposal has been drafted with the friendly amendments from Dr. Laves. Discussed under enrollment for Winter and Summer terms. Dr. Koodali says this has been discussed at the council of deans meeting and any issues should be directed to your respective deans.  
\*Motion to approved (including the new academic policy revision). 1<sup>st</sup>/2<sup>nd</sup>: West/Ferrell.  
\*Blankenship. Thank you to everyone involved in the process of drafting a new JUMP policy. The basis of the proposal would allow students to take 12 graduate credit hours as an undergraduate and double count 9 hours. For programs greater than or equal to 33 hours, it would allow students to take up to 15 hours and double count 12.  
\*Sullivan. Asks about the friendly amendment.  
\*Blankenship. The amendment is from Dr. Laves and deals with what is written in the undergraduate course catalog. The Committee approved of those friendly suggestions.  
\*Burch. Has the proposal changed since the version that was endorsed in Graduate Council Executive Committee? Shouldn't this wait until new version is endorsed by the Executive Committee since there have been changes?  
\*West. The two amendments were to make the proposal clearer. Asks Burch what is different from the previous proposal.

- \*Burch. Is unable to read the new proposal on Zoom. Would like a comparison to the previous version since the new version is not endorsed.
- \*Bonis. We can go through each friendly amendment now. Burch agrees.
- \*Blankenship. The first two lines that are crossed out includes the comment that refers to the undergraduate catalog policy and suggests that it does not need to be a part of the JUMP policy. This is because if the undergraduate catalog changes, then this policy will need to be updated.
- \*Motion to accept the first friendly amendment as read. 1st/2<sup>nd</sup>: West/Ferrell.
- \*Price. Has a question about the continuous enrollment requirement. Is this true of graduate students in general? This seems punitive to those who might take time off. Would the credits disappear?
- \*Blankenship. The credit hours do not disappear. They have the ability to return and ask for an exemption.
- \*West. There is an appeals process for those who have extenuating circumstances. The purpose of the continuous enrollment is to catch students who are not taking advantage of the accelerated program.
- \*Price. Is there data on the number of students that drop in and drop out of the program?
- \*Koodali. All students have the benefit of the university-wide policy regarding medical and military withdrawal. Appeals are processed for these situations to reinstate a student to the JUMP program.
- \*Price. Who processes the appeals?
- \*Koodali. The appeal is a standard academic appeal that is reviewed by myself.
- \*Burch. If there is not a continuous enrollment clause for regular graduate programs, why does this exist for JUMP students?
- \*Koodali. The intention is for JUMP students to complete their degrees in a timely manner. The expectation for JUMP students is to complete their undergraduate and graduate degrees in 5 years.
- \*Burch. Most master's programs are intended to be completed within a certain timeframe. Not sure why the continuous enrollment clause would only apply to JUMP students.
- \*Koodali. JUMP is for an accelerated timeframe. We expect the students to be continuously enrolled with standard policies that are applicable to all graduate students.
- \*Blankenship. Dr. Schugart posted how this was addressed last year and is happy to include that again if needed.
- \*Schugart posts in chat: Continuous enrollment (excluding winter and summer terms, including, but not limited to, military service, parental leave, and medical leave). This is how we addressed this question in last year's policy: Impact on populations that may be affected: Programs may need to revise their JUMP eligibility criteria to be consistent with the university-wide JUMP Policy.
- \*Koodali. The intent of the JUMP program is to continue to a graduate degree. Academic appeals can be submitted if they need to leave school.
- \*Burch. For what circumstances would Dr. Koodali not grant an appeal?
- \*Koodali. We always keep in mind the needs of the students, especially given COVID. No circumstance has occurred where an appeal has not been granted so far.
- \*Price. If every appeal is granted why is there this process?
- \*Koodali. We want academically outstanding students to complete JUMP in an accelerated time frame. We don't want students to return years later without a sound rationale. So far, students have given a sound rationale.
- \*Burch. Was language added to the JUMP policy that refers to this appeals process?
- \*Koodali. Language was provided by Dr. Schugart.
- \*Sullivan. Would including Dr. Schugart's language in the chat in the policy be sufficient?
- \*Burch. Yes, or even a reference to the policy number that speaks to the graduate students' appeals process.
- \*Schugart. There's also language toward the end of the policy that references appeals as well.
- \*Koodali. We could put excluding Winter and Summer terms for continuous enrollment in the policy since it may be a source of confusion.

\*Sullivan. Is there a friendly amendment?

\*Friendly amendment to add the following additional language to the policy: Continuous enrollment (excluding winter and summer terms, including, but not limited to, military service, parental leave, and medical leave). This is how we addressed this question in last year's policy: Impact on populations that may be affected: Programs may need to revise their JUMP eligibility criteria to be consistent with the university-wide JUMP Policy. 1<sup>st</sup>/2<sup>nd</sup>: Schugart/Burch.

\*Webb. JUMP proposal #4: Impact on existing academic policies or non-academic policies is considered to be minimal. This may not be true depending on the program and the populations that may be affected.

\*Price. Agrees with Dr. Webb.

\*Webb. Almost 40% of programs provided feedback to the Policy Committee so far.

\*Blankenship. How many students do you believe would be impacted.

\*Webb. The impact is on populations not students.

\*Price. Among the things that was cited by our program was the fact that if there are fewer undergraduate students in graduate classes, some graduate classes will not be able to be offered.

\*Webb. Respectfully requests that the language in point 4.2 be modified.

\*Sullivan. What language should be added?

\*Webb. That the programs that have been impacted are expected to adjust or that that a number of programs will have to do substantial adjustment to this policy.

\*Price. Also that we expect there will be students who do not take the JUMP program because of the change in policy and that some JUMP programs may not survive.

\*Burch. Dr. Schugart did put some language in the chat that is specific to this issue from his work last year.

\*Price. Would like to look at point 3.1 stating that Graduate Council is providing clarification on the policy. This is not to clarify the policy, but to stay in compliance with an interpretation of SACS policy.

\*Blankenship. Is there a suggestion of language?

\*Kelley. Supports Dr. Schugart's recommendation that some programs will need to revise their criteria.

\*Price. Would like to hear the rationale for the proposed policy.

\*Blankenship. The rationale is that that was given 2.5 years ago. Would be happy to add that the administration wants to make sure that we are compliant with SACS.

\*Webb. One of the reasons for the new policy is to standardize all JUMP programs.

\*Koodali. Has spoken with Dr. Laves and the current JUMP policy is not in keeping with the norms of our peers. After extensive research, the proposed range was reached. Dr. Laves consulted the Vice President of SACS, who strongly suggested that no more than 9 credit hours of graduate courses should be counted at both the undergraduate and graduate level. Anything beyond this will be called into question. Being able to take 12 graduate courses is less than 50 percent of the program. Many of our peer institutions allow 12 graduate hours to be taken by undergraduate students. We did not want to be an outlier and used numbers that were within the norms of our peer institutions that had been recently reaccredited by SACS. To recognize masters programs with 30 credit hours or more, there is double counting allowed for up to 12 hours, with maximum graduate courses at 15 hours. There are no admission standards in the current policy. We are adding language regarding minimum credits and GPA to demonstrate the admission policy. Agrees that SACS reaffirmation should be included in the rationale.

\*Price. Perhaps include the SACS language that talks about accelerated programs.

\*Schugart. The impact on populations has come up often. 38% of programs responded to the survey concerned about the minimal impact language.

\*Price. Regarding impact on populations, if the new policy passes today, I would like to suggest a modification that gives the ability to backtrack from the policy. If passed, this policy should be revisited after 2 years and be revised if recruitment and JUMP programs have been negatively affected by this

policy change. Language provided via chat: This policy shall be revisited after two years and shall be revised if recruitment in JUMP programs has been negatively affected by this policy change.

\*Bonis. Can negatively be defined?

\*Price. That is up to the committee.

\*Webb. Collateral damage is anticipated.

\*Motion to refer the JUMP policy back to the Policy Committee to have the suggested changes be made and the new policy can be endorsed by the Policy Committee. 1<sup>st</sup>/2<sup>nd</sup>: Burch/Bland.

\*Kelley. Mentions concerns put in the chat: Will programs need to revise their admission and matriculation requirements? Or, will all programs default to the proposed policy? Perhaps, only if programs want more stringent admission and matriculation requirements would they need to submit something new.

\*Koodali. It is standard practice that if any policy is adopted that it becomes the baseline. Programs have the ability to have more stringent standards. This policy established minimum requirements. In the coming year we expect the programs to demonstrate how student learning outcomes are met by the JUMP programs by showing curriculum mapping and showing which courses will double count.

\*Vote to send the JUMP policy back to the Policy Committee. Vote in Chat. Approved.

\*Burch. Brings up that the policy sometimes states JUMP and other times undergraduate candidates pursuing a baccalaureate degree in combination with a master's degree. This may be confusing.

\*Koodali. This will be removed at the suggestion of Dr. Laves.

\*Schugart. If there is anything else, please contact the Policy Committee via email.

- b. Curriculum Committee Minutes (APPENDIX D) \*Paganelli. Motion to approve. Bonis/Schugart. There was a meeting with several different programs and courses. History program brought through courses, as well as Special Education, Physical Therapy, and Speech Pathology. Bundled 6 items from Geoscience. Program approval for History, also friendly amendment to state that the program is available as 100% online and on campus. Organizational Communication and Interdisciplinary in Early Childhood. For the latter, one of these programs are for currently certified educators and the other for those with bachelor's degrees who wish to be certified. Social Work, Chemistry, and Occupational Health and Safety also came through regarding the 100% online language. In future, the Graduate Council Curriculum Committee will not receive informational items.

\*Vote in chat. Approved.

- c. Student Research Grants Committee (APPENDIX E) \*Burch. Motion to Approve. Schugart/Bonis. 28 applications to Graduate Student research and travel grants, with a total requested of approximately \$40,000. The Committee is recommending a little over \$30,000 in funding. There continues to be issues with students and mentors not completing the application materials by the deadline. We are working to continue clarifying the process. Students and mentors are strongly encouraged to ensure completion of the materials needed. The funds have not yet been allocated because the recommendations need to be endorsed by the Graduate Council before they go to Dr. Koodali for his funding recommendation. Those that did not receive funding did not submit the completed materials. This list will be available in the Graduate Council Minutes.

\*Vote in the chat. Approved.

## 5. Graduate School Reports

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

\*Koodali. Asks that everyone asks the faculty in their program to work closely with those they mentor to submit all materials for funding on time.

\*Koodali. Winter and Spring term applications for next year have been turned on.

\*Koodali. Describes enrollment numbers.

\*Koodali. There are deadlines coming up for the capstone forms, grades, and thesis submission. Please encourage students to look at Degree Works.

\*Koodali. Mentions that there are many events coming up. Please attend and encourage your students to attend. The deadline for nominations for the Minton and Outstanding Graduate Student Awards is March 10 and March 20 respectively.

\*DeYoung. Four matriculation forms have been changed to DocuSign forms instead of PDF. There are video tutorials next to each form link. We think this will speed up the process. The forms themselves have not changed, this is just a different process. Forms will be automatically sent to our office. I am the point of contact if anyone has any questions.

\*Webb. Be careful to look out for DocuSign because it might look like spam.

\*DeYoung. The forms do begin with the advisor because they know the information needed for signatures.

6. **Public Comments** \*Sullivan. The next meeting is April 13<sup>th</sup>. \*Schugart. Concerned regarding how committee chairs were elected because the guidelines state that the vote takes place at the first committee meeting but last year the entire Graduate Council voted on committee chairs. \*Bonis. That is correct that that was how voting for chairs initially took place. \* Sullivan. Should the process remain as is or should we go back to individual committee votes? This was discussed in Executive Committee but will be revisited and will be clarified in April's meeting. A vice chair will be elected in April.
7. **Announcements & Adjourn**\*Motion to adjourn. 1<sup>st</sup>/2<sup>nd</sup>: Schugart/West. Adjourned ~ 4:10 pm.

APPENDIX A  
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



Graduate Council  
Minutes – Thursday, February 9, 2023, 3:00 pm ~ 3:32 pm  
Zoom

**Present:** Lauren Bland, Ray Blankenship, Katrina Burch, Martha Day, Ann Ferrell, Jonah Hathaway, Aaron Hughey, Andrea Paganelli, Hannah Peveler, Richard Schugart, Whitely Stone, Dana Sullivan, Adam West, Marla Zobel

**Guest:** Lizzie Doerr, Jessica Dorris, Amanda Duke, Jennifer Hammonds, Danita Kelley, Ranjit Koodali, Beth Laves, Cathleen Webb

**Absent:** Sarah Bonis, Haley Brazel, Nicholas Fessler, Bailey Mattingly, Dan Strunk, Lily Popova Zhuhadar

1. Call to Order \*Sullivan.
2. Consideration of January 19, 2023 Minutes (APPENDIX A) \*Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>: West/Paganelli. Vote in chat. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B)
4. Committee Reports
  - a. Policy Committee (APPENDIX C) \*Blankenship. The committee has met twice since the last Graduate Council meeting. Working on a request to go to graduate associate deans regarding Price's amendment. Will hopefully hear responses by next meeting. Motion to Approve. 1<sup>st</sup>/2<sup>nd</sup>: West/Ferrell. Vote in Chat. Approved.
  - b. Curriculum Committee Minutes (APPENDIX D) \*Paganelli. The 131 Certification Only came through asking to be reviewed to address a course number issue. 072 Geoscience, changing language within the program to reflect current trends. Also editing GRE requirement and a new SIP code to STEM. Motion to Approve. 1<sup>st</sup>/2<sup>nd</sup>: Paganelli/ Ferrell. Vote in the chat. Approved.
  - c. Student Research Grants Committee (APPENDIX E) \*Burch. Met with Dr. Koodali to discuss possible modifications to streamline the application and review process. Potentially standardizing the format for requesting funds. Soliciting additional reviewers for the research and travel grants. \*Sullivan offers to assist and asks the council members and other faculty to reach out if anyone is interested in volunteering.
5. Graduate School Reports

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

- \*Koodali details updates for the DMF program regarding growth and the increase of the stipend to \$15,000, which will be funded by the Graduate School Assistantship Budget.
- \*Recruitment for DMF. A drip campaign through Slate was performed using lists from the National Name Exchange and the McNair Scholarship database.
- \*DMF scholar visited 3 universities to recruit.
- \*Burch. Will the allotments change for the programs for GA positions? \*Koodali answers that the allotments will not change.
- \*The Spring thesis deadline is Friday, April 14<sup>th</sup>. Please relay this information to constituents.
- \*Recordings of past events will be provided. Events are being slated, including a Zoom with Dr. Frankie Felder regarding student success, the 3MT competition in-person in DSU, and Dr. Terrell Strayhorn, who will provide a lecture in Jody Richards Hall Auditorium as part of the Diversity in Graduate Education Conference.
- \*Recruitment – please let the Graduate School know if you would like more information about Slate.
- \*Please send in nominations for the John D. Minton Award by Friday, March 10<sup>th</sup>. The deadline for indicating the winner for the Outstanding Graduate Student College Award is March 17<sup>th</sup>.
- \*Mark calendars for Wednesday, March 8<sup>th</sup> for the Graduate Program Coordinator Information Session.
- \*Burch asks about the discrepancy between what is earned by DMF versus GAs. Can the funding for GAs be increased? \*Koodali answers that the DMF stipend was determined based on benchmarks. It would be helpful for program coordinators and chairs to present this to the Deans, so that they are aware. Does not have an answer today.

6. Public Comments \*Sullivan. Nominations for elections for next year's Graduate Council will be March 20<sup>th</sup>.  
\*Webb. Reminds the colleges that it is a good time to have in place the college graduate student representative.
7. Announcements & Adjourn. \*Sullivan. Motion to Adjourn. 1<sup>st</sup>/2<sup>nd</sup>: West/Bland. Adjourned: 3:32 pm

## Graduate Council Policy Committee

Minutes – Feb. 2, 2023, 12:30 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

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Blankenship met with the Provost, Dr. Koodali, Dr. Sullivan, and Dr. Laves to discuss the current JUMP proposal. The Provost expressed his desire to have a policy that upholds the integrity of the graduate and undergraduate programs while meeting the SACSCOC requirements.

The proposed amendment to allow for 18 graduate hours and double count 12 of those hours while completing at least 150 hours of unduplicated coursework was discussed. The Provost asked for data on how JUMP programs seeking to implement the amendment would meet the 150 hours of unduplicated coursework.

The committee met on 1.26.23 to create a request for information from those programs that would implement the proposed JUMP addendum. Schugart informed the committee that Ogden college was already working on a response.

Dr. Koodali reiterated the information from SACSCOC that one-quarter to one-third of the graduate coursework should be duplicated hours.

The committee also started working on reviewing the minimum number of enrolled students for a course to be offered for the winter and summer terms.

The committee met on 2.2.2023 to finalize the information request to the different colleges pertaining to the proposed JUMP amendment. The request should be sent Friday afternoon (2.3.2023)



**Graduate Council Curriculum Committee  
Minutes – Feb. 2, 2023, 2:00 PM (CT)**

**Join Zoom Meeting - <https://wku.zoom.us/j/6075766671>**

**Voting Members:** Andrea Paganelli, Catherine Wilson, Whitley Stone, William Strunk, Aaron Hughey

**Advisory Members:** Beth Laves, Jennifer Hammonds, Jessica Dorris, Dennis George, Cate Webb, Jamie DeYoung

**Guest:** Nicholas Brake, Jason Polk

**Approval of Minutes, January 12, 2023 – 1<sup>st</sup>/2<sup>nd</sup>:** Hughey/Stone – **Vote:** Approved

**Course Administration:**

None

**Program Administration:**

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
<a href="#">131</a>	<a href="#">131: Certification Only, Education Leadership</a>	Edited	nch04516	1/17/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey  <b>Discussion:</b> Brake gave a brief description, most of which was covered last meeting.  <b>Vote:</b> Approved (5/5)</p>				
<a href="#">072</a>	<a href="#">072: Geoscience</a>	Edited	jsn15309	1/26/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Strunk  <b>Discussion:</b> Polk gave a brief description, basically just changing a little wording.  <i>Friendly amendment:</i>  <i>“The following is recommended, but not required:</i> <ul style="list-style-type: none"> <li>• <i>An additional writing sample (e.g., a paper, manuscript, thesis, etc.)</i></li> <li>• <i>Scores from the Graduate Record Examination (GRE)</i></li> <li>• <i>(Footnote) Admitted students who have provided GRE scores in prior years typically scored 4.0 or higher on the analytical writing subtest. However, each applicant will be evaluated individually and on a holistic basis; inclusion of the GRE with a strong analytical writing score may be beneficial for students looking to offset weaknesses in their application.</i></li> </ul> <i>Changed CIP Code – 30.3801</i>  <b>Vote:</b> Approved (5/5)</p>				

**Other Business:**

None

**Adjourn** at 2:25pm - 1<sup>st</sup>/2<sup>nd</sup> – Wilson/Paganelli

Respectfully submitted  
GCCC Recorder  
Jessica Steenbergen

## **Graduate Council Meeting, February 9, 2023**

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

1. **Graduate Admissions** (Ms. Barbara Chaffin, *Admissions Coordinator* and Ms. Julie Harris, *Graduate Admissions Analyst*)
  - a. Graduate applications for 2024 will become available within the next few weeks.
  - b. Please encourage your students to submit the Change of Term Request Form if they are not enrolled in this spring semester.
2. **Graduate Assistantships** (Ms. Renee Purdy, *Budgets and Resources Manager*)
  - a. There are 390 current Graduate Assistants. The year EPAF's have helped significantly during spring EPAF approval period. Roughly 20 students have had to have their tuition amount changed due to adding or dropping classes.
  - b. Summer GA Agreement and EPAF's are due April 15<sup>th</sup>.
  - c. **Distinguished Minority Fellows (DMF) program. Students are eligible for a stipend of a value no less than \$15,000 per academic year. The stipend will come fully from the Graduate School Budget!**
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 2 28JAN23" for latest enrollment report from Institutional Research.
4. **Graduate Records** (Ms. Jamie DeYoung, *Assistant Director of Graduate Operations* and Lisa Meyers, *Graduate Records Specialist*)
  - a. Spring thesis deadline is Friday, April 14, 2023. Guidelines can be found at <https://www.wku.edu/graduate/students/thesis/>.
  - b. Please continue to encourage your students to track their degree completion progress through Degree Works. (<https://www.wku.edu/degreeworks/>)
5. **Graduate School Events** (Ms. Elizabeth Doerr, *Office Coordinator* and Samantha Hines, *Research and Graduate Education Outreach Coordinator*)
  - a. **Upcoming**
    - i. Spring 2023 New Graduate Student Orientation recording, is available at <https://youtu.be/31ks7C-erVM>.

- ii. A new initiative, "GRADSCHOLAR" in collaboration with University Libraries was held virtually, Feb. 1, 3:00 PM to 5:00 PM. A recording will be shared later.
- iii. GRADLEARN, "*Strategies to Promote the Success of Every Student*" by Dr. Frankie Felder, Monday, Feb. 13, Time: 1:30 PM to 4:00 PM. The Zoom link is: <https://wku.zoom.us/j/94517881697>.
- iv. Three Minute Thesis (3MT) Competition: Thursday, Feb. 23, 2023, 3:00 PM to 5:00 PM.
- v. Distinguished Lecture on Diversity in Graduate Education, Dr. Terrell L. Strayhorn, Feb. 28, 2023, 3:00 PM to 5:00 PM.

6. **Graduate School Recruitment** (Dr. Scott Gordon, *Manager, Graduate Recruitment and Retention*)

- a. Prospective students can set up individual virtual appointments at <https://calendly.com/scott-gordon>.
- b. Recruitment events that Graduate School is participating is listed at <https://www.wku.edu/graduate/recruitment.php>.
  - i. Virtual events
  - ii. In-person events
- c. Slate recruitment, yield, and conversion campaigns are on-going. If you need assistance with ad-hoc campaigns in Slate, please inform Dr. Gordon.
  - i. Email, phone, and texts
  - ii. Emails are most effective communication

7. **Graduate School Staffing**

- a. None

8. **Graduate Student Awards**

- a. **John D. Minton Award.** Nomination materials are now being accepted via email to [graduate.school@wku.edu](mailto:graduate.school@wku.edu) through Friday, March 10, 2023. Please include *Minton Nomination Materials* in the email subject line.  
Graduate student completing all degree requirements in the fall 2022 semester or be a candidate for the spring 2023 or summer 2023 semesters are eligible. The winner will get a monetary Fellowship Award of \$700.
- b. **Outstanding Graduate Student College Award.** The deadline to indicate the name of the winner is Friday, March 17, 2023.

9. **Graduate Student Research Grant** (Ms. 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.

**10. For Your Information (FYI)**

- a. Dr. Ranjit T. Koodali term as member of the [Graduate Education Advisory Council](#) (formerly called the GRE Board) has been extended to two more years, until June 2025.
- b. Dr. Ranjit T. Koodali term as member of the Master's Advisory Committee of the Council of Graduate Schools has been extended to another year, until December 2023. Dr. Koodali will serve as Chair of this eleven member Committee for 2023.



APPENDIX B  
GRADUATE COUNCIL EXECUTIVE COMMITTEE REPORT



APPENDIX C  
POLICY COMMITTEE REPORT



## Graduate Council Policy Committee

Minutes – March 3, 2023, 12:30 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

Announcements: None

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The policy committee met on 2/16/2023 to discuss the JUMP policy proposal and the policy for under-enrolled winter/summer classes.

### Item #1

The JUMP policy discussion was about the responses received from the different colleges regarding the proposed amendment to include 18 hours of graduate coursework and double count 12 hours. Dr. Schugart informed the committee that Ogden college will have five program responses still coming to the committee. The committee did receive responses from CHHS and PCAL.

Dr. Koodali reiterated that double counting 9 hours would be best for WKU. The SACSCOC liaison, Sandra Jordan, has indicated that anything above 9 hours would be called into question for accreditation, as relayed by Dr. Koodali.

The committee continues to question the examples of other universities being able to double count 12 hours.

Dr. Blankenship will send another JUMP proposal based on discussions.

### Item #2

Dr. Koodali informed the committee that Academic Affairs discussed the under-enrolled policy for winter and summer terms in the Council of Academic Deans. Any issues with this policy should be directed back to the respective Deans.

The committee met on Thursday, 3/2/2023 to discuss the JUMP proposal sent on 2.24.23. This proposal incorporated information from the Provost's office for discussion.

After much discussion, the committee agreed upon allowing students to take 12 graduate hours as an undergraduate and double count 9 hours for programs with 30 hours. (West / Ferrell motion, 5/0). The committee also agreed to propose that programs greater than or equal to 33 hours be allowed to take 15 graduate hours and double count 12 hours (Ferrell / Fessler motion, 5/0)

The following attached JUMP policy proposal resulted.

**Academic Policy (Revision)  
(Action)**

Date: February 24, 2023

College: Graduate Council

Department: Policy Committee

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

1. **Policy Name:** Joint Undergraduate-Master's Degree Programs (JUMP) (Graduate Catalog)
2. **Description:** Policy to standardize JUMP program parameters university-wide. A standard policy will align with accreditation expectations from Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and also ensure the highest quality of both the undergraduate and graduate degree experience.

### **2.1 Existing**

#### **Joint Undergraduate-Master's Degree Programs (JUMP)**

JUMP programs provide academically outstanding students the opportunity to complete both an undergraduate and graduate degree in approximately five years. Qualified students who have been admitted to a JUMP program may complete a maximum of 18 graduate hours as an undergraduate student and count a maximum of 12 hours on both the undergraduate and graduate transcript as prescribed by the program. Students will apply to Graduate School upon or before earning more than 18 graduate hours. Each JUMP program has individualized admission criteria. Search "JUMP" in this catalog for a complete list of programs and contact the academic department for additional information.

### **2.2 Proposed**

#### **Joint Undergraduate-Master's Degree Program (JUMP)**

JUMP provides academically outstanding students the opportunity to complete both an undergraduate and graduate degree in an accelerated time period. Qualified students will apply directly to an individual Joint Undergraduate Master's Program, which will make a recommendation to the Graduate School for acceptance to JUMP. JUMP students may complete a maximum of twelve (12) graduate hours as undergraduate students. For undergraduate candidates pursuing a first baccalaureate degree in combination with a Master's degree, nine (9) graduate hours may be counted on both the undergraduate and graduate transcript as prescribed by the approved program curriculum.

JUMP students in graduate programs requiring thirty-three (33) or more hours may complete a maximum of fifteen (15) hours as undergraduate students. For undergraduate candidates pursuing a first baccalaureate degree in combination with a Master's degree in a graduate program requiring thirty-three (33) or more hours, twelve (12) graduate hours may be counted on both the undergraduate and graduate transcript.

For candidates pursuing a combined degree program for a second baccalaureate degree with a Master's degree, the minimum credit hours for the second Bachelor's degree must be 30.



JUMP students should apply for admission to the Graduate School for the corresponding Master's Program upon or before earning the maximum allowed graduate hours or upon earning the Bachelor's degree, whichever occurs first. Students who reach the maximum number of graduate hours may continue their Bachelor's degree by taking only undergraduate courses and delaying admission to the graduate school.

Program admission criteria for the Master's degree may be waived for JUMP students at the discretion of individual program Directors and/or Committees.

New JUMP programs require approval from the Undergraduate Council, Graduate Council, and if applicable, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It is preferred that the total combined credits be at least 150 credits (120 Bachelor's and 30 Master's) after the shared coursework is counted. Bachelor's-Master's pathways with less than 150 total combined credits may be considered for approval but require justification of the integrity of both the Bachelor's and the Master's degrees.

Each Joint Undergraduate-Master's Degree Program may have more stringent and/or additional eligibility for acceptance and continuance requirements, including for matriculation into the Master's program. These criteria will be published in the undergraduate and/or graduate catalog. However, minimum requirements for admission and continuance in JUMP include:

For JUMP acceptance eligibility:

- A minimum of 60 credit hours earned and lacking no less than 15 credit hours to complete the undergraduate degree
- A minimum of 24 undergraduate hours earned at WKU
- A minimum cumulative undergraduate GPA of 3.25 for individuals earning their first baccalaureate degree
- A minimum cumulative undergraduate GPA of 3.00 for individuals earning their second baccalaureate degree.

For Continuance:

- Continuous enrollment (excluding winter and summer terms)
- Undergraduate JUMP students must maintain a cumulative GPA of 3.0 or higher in graduate courses
- Once admitted to the Graduate School, JUMP students must adhere to the Graduate Academic Standing policy

Failure to meet continuance requirements will result in dismissal from JUMP. Upon dismissal, graduate coursework may not be double-counted. Graduate coursework will be recorded on the graduate transcript only, provided the undergraduate degree has not been awarded previously.

Graduate credits earned through JUMP may only be applied toward one undergraduate and one graduate degree. These credits may not be applied to any additional WKU programs.

Once admitted to the Graduate School, students are classified as graduate students and no longer qualify for undergraduate classification for any purpose, including financial aid. Likewise, students admitted to the Graduate School and have completed their Bachelor's degree requirements are eligible for all graduate student privileges, including graduate assistantships and graduate student research grants. Once accepted into a particular JUMP program, students may not switch programs. JUMP students at both the undergraduate or graduate level may appeal aspects of this policy to the Graduate School.

**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:  
Standardization of JUMP program policy university-wide, but allowing individual programs to apply stricter standards

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

- 4.1 Impact on policies: minimal impact is expected.
- 4.2 Impact on populations that may be affected: minimal impact is expected.

**5. Term of implementation: Fall 2023**

**6. Dates of committee approvals:**

Graduate Council Policy Committee	<u>3/2/2023 (5/0)</u>
Graduate Council	_____
Faculty Senate	_____



APPENDIX D  
GRADUATE CURRICULUM COMMITTEE REPORT

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

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



**Graduate Council Curriculum Committee**

**Minutes – Mar. 2, 2023, 2:00 PM (CT)**

**Join Zoom Meeting - <https://wku.zoom.us/j/6075766671>**

**Voting Members:** Andrea Paganelli, Catherine Wilson, Whitley Stone, Aaron Hughey, Phillip Gunter (voting for William Strunk)

**Advisory Members:** Beth Laves, Jennifer Hammonds, Jessica Dorris, Jamie DeYoung, Danita Kelley, Merrall Price

**Guest:** Alex Olson, Penny Head, Jieyoung Kong, Erin Warfel, Lawrence Hill, Edrisa Sanyang, Tonya Bragg-Underwood, John Wright, Leslie North, Jenny Burton, Ellen Casale

**Approval of Minutes, February 2, 2023 – 1<sup>st</sup>/2<sup>nd</sup>:** Hughey/Paganelli – **Vote:** Approved (3/3)

**Course Administration:**

<b>Graduate Curriculum Committee (13)</b>			
<b>Title</b>	<b>Status</b>	<b>Initiator</b>	<b>Received</b>
<a href="#">HIST 551: History of American Protest</a>	Added	alx81987	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Stone/Hughey <b>Discussion:</b> Olson gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">HIST 645: Readings in Public History</a>	Added	alx81987	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Olson gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">SPED 612: Collaboration between Schools and Stakeholders for Individuals with Disabilities</a>	Edited	ell06551	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Casale gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">DPT 782: Research in Physical Therapy II</a>	Edited	pnn51910	2/20/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Head gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">SLP 511: Neurological Foundations for Speech Language Pathology</a>	Edited	lrrn07166	2/22/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Burton gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">DPT 747: Physical Therapy Management for Select Populations</a>	Edited	pnn51910	2/20/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Paganelli/Hughey <b>Discussion:</b> Head gave a brief description. <b>Vote:</b> Approved (5/5)			
<b>Motion to Bundle – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> None			

Graduate Curriculum Committee (13)			
Title	Status	Initiator	Received
<b>Vote:</b> Approved (5/5) <b>Motion to approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Paganelli/Hughey <b>Discussion:</b> North gave a brief description. Dorris, GEOS 506 are you offering this fall? No. There is no problem moving forward. <b>Vote:</b> Approved (5/5)			
<a href="#">GEOS 502: Geoscience Research Methods</a>	Edited	jsn15309	2/23/2023
<a href="#">GEOS 506: Seminar in Environmental Science and Sustainability</a>	Edited	jsn15309	2/23/2023
<a href="#">GEOS 510: Selected Topics in Geoscience</a>	Edited	jsn15309	2/23/2023
<a href="#">GEOS 543: Environmental Science Problem Solving</a>	Edited	jsn15309	2/23/2023
<a href="#">GEOS 584: Applied Environmental Planning</a>	Edited	jsn15309	2/23/2023
<a href="#">GEOS 587: Environmental Law, Regulations, and Policy</a>	Edited	amy83008	2/23/2023
<a href="#">SLP 560: Medical Speech- Language Pathology</a>	Edited	jnn29403	2/21/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Burton gave a brief description. <b>Vote:</b> Approved (5/5)			

**Program Administration:**

Graduate Curriculum Committee (8)			
Title	Status	Initiator	Received
<a href="#">078: History</a>	Edited	alx81987	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hughey/Wilson <b>Discussion:</b> Olson gave a brief description. Laves asked about switching 100% online from yes to no? <i>Friendly Amendment – Change “Do you plan to offer 100% of this program online?” Change to YES.</i> <b>Vote:</b> Approved (5/5)			
<a href="#">0012: Organizational Communication</a>	Edited	jyn21880	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hughey/Wilson <b>Discussion:</b> Kong gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">0460: Interdisciplinary Early Childhood Education, Birth to Primary, for Initial Certification</a>	Edited	jhn41121	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey <b>Discussion:</b> Wright gave a brief description. <b>Vote:</b> Approved (5/5)			
<a href="#">0461: Interdisciplinary Early Childhood Education, Birth to Primary</a>	Edited	jhn41121	2/9/2023
<b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hughey/Wilson <b>Discussion:</b> Wright gave a brief description. <b>Vote:</b> Approved (5/5)			

Graduate Curriculum Committee (8)			
Title	Status	Initiator	Received
<a href="#">157: Social Work</a>	Edited	ern67287	2/21/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey  <b>Discussion:</b> Warfel gave a brief description.  <b>Vote:</b> Approved (5/5)</p>			
<a href="#">059: Chemistry</a>	Edited	lwr75865	2/23/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hughey/Wilson  <b>Discussion:</b> Hill gave a brief description.  <b>Vote:</b> Approved (5/5)</p>			
<a href="#">0427: Occupational Safety and Health</a>	Edited	edr85704	2/21/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Hughey  <b>Discussion:</b> Sanyang gave a brief description. Hammonds said for 0427 will provide a new reference number. Laves said double check about 100% online. Yes.  <b>Vote:</b> Approved (5/5)</p>			
<a href="#">149: Nursing</a>	Edited	tny63665	2/22/2023
<p><b>Motion to Discuss – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hughey/Wilson  <b>Discussion:</b> Bragg-Underwood gave a brief description. Exiting the JUMP program and moving into a Combined Program. Wilson asked if the program was being removed from the JUMP Program. That is correct. Wilson shared she was just worried about the students having enough graduate hours. Braggs – Usually the students come from other universities, they aren't just WKU, which also gets in the way for the JUMP language.  <b>Vote:</b> Approved (5/5)</p>			

**Informational Item(s)**

<a href="#">EDAD 614</a>	<a href="#">EDAD 614: Field Experiences in Educational Administration</a>	Added	stc86850	2/22/2023
<p>Casale gave a brief description to committee. Hammonds said this is a temporary course and in the past it hasn't come to this committee.</p>				

**Other Business:**

None

**Adjourn** at 3:11pm - 1<sup>st</sup>/2<sup>nd</sup> – Wilson/Paganelli

Respectfully submitted  
 GCCC Recorder  
 Jessica Steenbergen



APPENDIX E  
STUDENT RESEARCH COMMITTEE REPORT



## Agenda — March 2023

I. Committee Briefings

II. New Business:

Travel Only Requests:

1. Istiak Ahmed, Chemistry (Dr. Eric Conte)  
*Quantifying estrone and  $\beta$ -estrinol conjugates in dairy cattle manure and urine using sorptive stir bar extraction and gas chromatography-mass spectrometry*  
Requesting \$584.57; **Recommending \$250.00**
2. Madison Blakeman, Public Health (Dr. Kristin Brewer)  
*Let's NOT talk about sex: Teacher insights to teaching sex education in a restrictive legislative environment*  
Requesting \$1000.00; **Recommending \$0.00**
3. Garrett Bunch, Communication (Dr. Blair Thompson)  
*Thank you, sirs: The intersection of kink and consensual non-monogamous identities*  
Requesting \$1000.00; **Recommending \$1000.00**
4. Elizabeth Curtis, Psychological Sciences (Dr. Xiaowen Chen)  
*Sentiment analysis of affective commitment in the workplace during COVID-19*  
Requesting \$1000.00; **Recommending \$250.00**
5. Ji Hong, Psychological Sciences (Dr. Xiaowen Chen)  
*A big data approach to study worker stress & commitment before & during the pandemic*  
Requesting \$1000.00; **Recommending \$1000.00**
6. Tina Logsdon, Music (Dr. Catherine Wilson)  
*Attitude and influence of online instrumental lessons during COVID and beyond*  
Requesting \$1000.00; **Recommending \$0.00**
7. Diamonde McCollum, Psychological Sciences (Dr. Jenni Teeters)  
*PTSD symptoms moderate the association between daily cannabis use and suicidal ideation*  
Requesting \$1000.00; **Recommending \$1000.00**
8. Katie Moskal, Psychological Sciences (Dr. Jenni Teeters)  
*Simultaneous alcohol and marijuana (SAM) use and PTSD symptoms predict blackouts in emerging adults*  
Requesting \$1000.00; **Recommending \$1000.00**
9. Hayden Nelson, Psychological Sciences (Dr. Xiaowen Chen)



- Improving wellbeing in first responders with a mindful meditation app*  
Requesting \$1000.00; **Recommending \$1000.00**
10. Elisha Ogbemor, Chemistry (Dr. Eric Conte)  
*Unknown*  
Requesting \$1000.00; **Recommending \$250.00**
11. Andres Pacheco, Kinesiology Recreation Sport (Dr. Whitley Stone)  
*Impact of cannabidiol (CBD) oil after eccentric loading on physical performance and pain*  
Requested \$771.00; **Recommending \$0.00**
12. Mary Pitts, Communication (Dr. Jennifer Mize Smith)  
*Organizational identification among social media influencers*  
Requesting \$1000.00; **Recommending \$0.00**
13. Emily Snyder, English (Dr. Trini Stickle)  
*Refugee resistance in Dinaw Megestu's The Beautiful Things That Heaven Bears and Alexander Hemon's Bling Jozef Pronkek and Dead Souls*  
Requesting \$1000.00; **Recommending \$1000.00**
14. Melissa Sorensen, Psychological Sciences (Dr. Katrina A. Burch)  
*Investigating daily incivility and depletion through a cognitive process lens*  
Requesting \$1000.00; **Recommending \$1000.00**
15. Ashley Wilson, Psychology (Dr. Lisa Duffin-Rexroat)  
*The role of beliefs in cultivating change agents for trans youth during teacher preparation*  
Requesting \$1000.00; **Recommending \$0.00**

**Total Travel Amount Requested: \$14,355.57; Recommended: \$7,750.00**

Research Only Requests:

16. Alexander Davy, Psychological Sciences (Dr. Xiaowen Chen)  
*Development and validation of a three-dimensional measure of DEI*  
Requesting \$1,350.00; **Recommending \$1350.00**
17. Meghan Forbes, EEAS (Dr. Jason Polk)  
*Sinkhole hazard assessment index and risk analysis to inform karst policy and mitigation planning*  
Requesting \$1,960.00; **Recommending \$1960.00**
18. Adam Fults, Psychological Sciences (Dr. Xiaowen Chen)  
*Exploring commercial pilot job requirements with the support of machine learning*  
Requesting \$500.00; **Recommending \$500.00**
19. Hannah Herrmann, EEAS (Dr. Jason Polk)

*Perceptions and visual awareness of karst flooding in urban areas to inform management and preparedness*

Requesting \$1985.00; **Recommending \$1985.00**

20. Adam Miles, Biology (Dr. Albert Meier)  
*Taxic traits of athropods when introduced to cold smoke*  
Requesting \$2000.00; **Recommending \$2000.00**
21. Rosemary Ofili, Educational Leadership (Dr. Aaron Hughey)  
*Emotional intelligence and leadership styles in medicine*  
Requesting \$2775.00; **Recommending \$2000.00**
22. Shreya Pandey, EEAS (Dr. Jason Polk)  
*Source tracking and contaminant transport mechanisms of nitrates and e. coli in karst groundwater systems under agricultural landuse*  
Requesting \$1940.00; **Recommending \$1940.00**
23. Brittany Pekara, EEAS (Dr. Jason Polk)  
*Virtual watershed management planning framework for hazard mitigation using GIS and smart sensor technology integration*  
Requesting \$1950.00; **Recommending \$1950.00**
24. Willarachilage Perera, KRS (Dr. Rachel Tinius)  
*Acceptability, feasibility, and efficacy of a newly developed mobile application to improve physical activity among pregnant women in Sri Lanka: A randomized control pilot trial*  
Requesting \$1998.20; **Recommending \$1998.20**
25. Ally Willis, Biology (Dr. Carl Dick)  
*Tritrophic associations of bats, bat flies, and laboulbeniales microfungi*  
Requesting \$1253.71; **Recommending \$1253.71**

**Total Research Amount Requested: \$16,936.71; Recommended: \$16,936.71**

#### Research & Travel Requests

26. Yaran Allamyradov, Physics and Astronomy (Dr. Ali Er)  
*Photodeactivation of pathogens by methylene blue and gold nanoparticles*  
Requesting \$1965.00 (Research), Requesting \$770.00 (travel); **Recommending \$1965.00** (research), **Recommending \$0.00** (travel)
27. Nema Esmaellzadeh, EEAS (Dr. Nahid Gani)  
*Application of multi-sensor remote sensing spectral imagery for mineral mapping in the Mountain Pass District, California*  
Requesting \$670.00 (research), Requesting \$2330.00 (travel); **Recommending \$670.00** (research); **Recommending \$1000.00** (travel)
28. Inomjon Majidov, Physics and Astronomy (Dr. Ali Er)  
*Laser micro structuring of titanium implants*

Requesting \$2000.00 (research), Requesting \$1000.00 (travel); **Recommending \$2000.00 (research); Recommending \$0.00 (travel)**

**Total Research & Travel Amount Requested: \$8,735.00; Recommended: \$5635.00**



APPENDIX F  
ASSOCIATE PROVOST FOR RESEARCH AND GRADUATE EDUCATION REPORT

## **Graduate Council Meeting, March 9, 2023**

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

1. **Graduate Admissions** (Ms. Barbara Chaffin, *Admissions Coordinator* and Ms. Julie Harris, *Graduate Admissions Analyst*)
  - a. Graduate applications for Winter 2024 and Spring 2024 have been turned on. Applications for those terms can now be submitted to the Graduate School.
  - b. Graduate applications for Summer 2024 and Fall 2024 will be turned on in the next couple of months.
  - c. Please encourage your students to submit the Change of Term Request Forms if they were admitted for Spring 2023 but need to be pushed forward to a different term.
  - d. The Spring 2023 graduate application will shut off Friday, March 31<sup>st</sup>.
2. **Graduate Assistantships** (Ms. 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 6 25FEB23" for latest enrollment report from Institutional Research.
4. **Graduate Records** (Ms. Jamie DeYoung, *Assistant Director of Graduate Operations* and Lisa Meyers, *Graduate Records Specialist*)
  - a. Grades and Capstone Forms are to be submitted no later than May 9<sup>th</sup>.
  - b. Thesis submission deadline is April 14<sup>th</sup>. Guidelines can be found at <https://www.wku.edu/graduate/students/thesis/>
  - c. Encourage students to check [DegreeWorks](#) to monitor their program completion progress.
5. **Graduate School Events** (Ms. Elizabeth Doerr, *Office Coordinator* and Samantha Hines, *Research and Graduate Education Outreach Coordinator*)
  - a. **Completed**
    - i. Spring 2023 New Graduate Student Orientation was held on Friday, Jan. 13, 10:00 AM to 12:00 PM. A recording, is available at <https://youtu.be/31ks7C-erVM>.
    - ii. A new initiative, "GRADSCHOLAR" in collaboration with University Libraries was held virtually on Wednesday, Feb. 1, 3:00

to 5:00 PM. A pre-recording regarding services from University Libraries is available at <https://www.youtube.com/watch?v=Bqdg5LKTbIM>.

- iii. GRADLEARN, "Strategies to Promote the Success of Every Student" by Dr. Frankie Felder was held on Monday, Feb. 20, 1:30 to 4:00 PM. A recording of this virtual event is available at <https://www.youtube.com/watch?v=FdmSso2yyKk>.
- iv. A Graduate Virtual Recruitment Fair was held Wednesday on Feb. 22, 1:00 to 2:00 PM.
- v. The third WKU Three Minute Thesis (3MT) Competition was held on Thursday, Feb. 23, 2023, 3:00 to 5:00 PM. See WKU news release, [Geoscience graduate student Trayson Lawler wins WKU Three Minute Thesis \(3MT®\) Competition](#).
- vi. Distinguished Lecture on Diversity in Graduate Education was delivered by Dr. Terrell L. Strayhorn, Feb. 28, 2023, 3:00 PM to 5:00 PM.
- vii. A Graduate Virtual Recruitment Fair, Diversity Graduate Information Fair, will be held on Mar. 2, 5:00 to 6:00 PM.
- viii. The Spring 2023 Graduate School Information Session: Program Coordinator's Meeting will be on Tuesday, Mar. 6, 3.00 to 4.00 PM.

**b. Upcoming**

- i. Virtual Recruitment Fair, Thursday, Mar. 9, 5:00 to 6:00 PM.
- ii. GRE Strategy Workshop, Friday, Mar. 10, 3.00 to 4.30 PM.
- iii. GRADWELL Workshop - Imposter Syndrome, Monday, Mar. 27, 3.00 to 4.00 PM.
- iv. Student Scholar Showcase, Saturday, Apr. 1, 8.30 AM to 4.30 PM.
- v. Virtual Recruitment Fair, Thursday, Apr. 6, 5:00 to 6:00 PM.
- vi. GRADWELL Workshop - Dealing with Uncertainty, Monday, Apr. 24, 3.00 to 4.00 PM.

A few more events are in planning stages.

**6. Graduate School Recruitment** (Dr. Scott Gordon, *Manager, Graduate Recruitment and Retention*)

- a. Prospective students can set up individual virtual appointments at <https://calendly.com/scott-gordon>.
- b. Recruitment events that Graduate School is participating is listed at <https://www.wku.edu/graduate/recruitment.php>.
  - i. Virtual events – general info fairs, diversity, military, faculty/staff, alumni

- ii. In-person events – graduate/career fairs at Kentucky institutions
- c. Slate recruitment, yield, and conversion campaigns are on-going. If you need assistance with *ad-hoc* campaigns in Slate, please contact Dr. Gordon.
  - i. Student names from the Request More Information (RMI) form were sent to program coordinators on February 15
  - ii. Working with program coordinators to review and update program-specific RMI emails

**7. Graduate School Staffing**

- a. None

**8. Graduate Student Awards**

- a. **John D. Minton Award.** Nomination materials are now being accepted via email to [graduate.school@wku.edu](mailto:graduate.school@wku.edu) through Friday, March 10, 2023. Please include *Minton Nomination Materials* in the email subject line.

Graduate student completing all degree requirements in the fall 2022 semester or be a candidate for the spring 2023 or summer 2023 semesters are eligible. The winner will get a monetary Fellowship Award of \$700.

- b. **Outstanding Graduate Student College Award.** The deadline to indicate the name of the winner is Friday, March 17, 2023.

**9. Graduate Student Research Grant** (Ms. Renee Purdy, *Budgets and Resources Manager*)

- a. Awarded 34 awards in the fall in the amount of \$42,763.11.
- b. Committee is currently reviewing 30 spring applicants requesting a grand total of \$44,086.10.

**10. For Your Information**

- a. None