

Graduate Council



Topic: Graduate Council
Date: Thursday, October 10, 2024
Time/Location: 3:00pm/Zoom

<https://wku.zoom.us/j/93108400090>

1. Call to Order
2. Consideration of September 12, 2024 Minutes (APPENDIX A)
3. Reports from standing committees
 - a. Graduate Council Executive Committee
 - b. Graduate Council Policy Committee (APPENDIX B)
 - c. Graduate Council Curriculum Committee (APPENDIX C)
 - d. Graduate Council Research Committee (No report)
4. Reports from the Graduate School
5. Announcements
 - a. SGA Graduate Representation
6. Adjournment

APPENDIX A
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



Graduate Council Meeting Minutes
Thursday, September 12, 2024

Members present: Ray Blankenship, Whitley Stone, Jessi Thomsen, Jeremy Logsdon, Phillip Gunter, Dan Strunk, Tonya Bragg-Underwood, Mikhail Khenner, Leslee Tarbett, Erin Warfel, Wes Cottongim, Lance Hahn, Kirk Atkinson, Kumi Ishii, Catherine Wilson, Isaiah Beauchamp, Nolan McCord, Elnad Jasarevic, Birhanu Gessese

Guests: Jennifer Hammonds, Scott Gordon, Merrall Price, Cathleen Webb, Jennifer Klemm, Susanna Skelton, Danita Kelley

1. Call to Order at 3:00pm
2. Consideration of August 15, 2024 Minutes (APPENDIX A)
 - a. Motion to consider 1st/2nd Hahn/Gunter. Approved unanimously.
3. Reports from standing committees
 - a. Graduate Council Executive Committee
Role VSIP may have on GC mentioned for thought.
 - b. Graduate Council Policy Committee
No report
 - c. Graduate Council Curriculum Committee (APPENDIX B)
Motion to approve minutes. 1st / 2nd Wilson/Tarbett. Approved unanimously.
 - d. Graduate Council Research Committee (APPENDIX C)
Motion to approve minutes. 1st / 2nd Hahn/Wilson. Approved unanimously.
4. Reports from the Graduate School
Hammonds- Slate training updates & Course Leaf training. GA payments are now in system.
Gordon- Enrollment, down slightly but should end up flat after bi-term enrollment.
Question from Blankenship regarding RCAP availability, Hammonds confirmed website dates with Jenni Redifer.
5. Announcements

- a. December 2024 and March 2025 Graduate Council Meeting are at 2:30pm instead of 3:00p – Those meetings may be via Zoom due to Senate meeting overlap.
6. Adjournment
 - b. Motion to adjourn 1st/2nd Hahn/Warfel at 3:30pm.

APPENDIX B

Graduate Council Policy Committee

Minutes – October 3, 2024, 1:00 PM (CT)

Voting Members: Tonya Bragg-Underwood (Chair), Ray Blankenship, Jie-Young Kong, Mikhail Khenner

Advisory Members: Jennifer Hammonds, Beth Laves

Guests: Merrall Price, Angie Gerome

The policy committee met on 10/3/2024 to discuss the Certificate policy minimum credit hour requirement.

The Certificate policy was discussed regarding a reduction of the minimum credit hour requirement from 12 to 9 for the completion of a graduate certificate. The SACSCOC liaison, Beth Laves indicated no implications as far as SACSCOC was concerned. Merrall Price suggested the inclusion of policy language of 50% or more of coursework be in common.

After discussion, the committee agreed upon reducing the minimum number of credit hours for a certificate to 9 with the inclusion of at least 50% of credit hours in common (4/0).

Attached is the proposed Certificate policy revision.

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

Date: October 3, 2024

College: Graduate Council

Department: Policy Committee

Contact Person: Tonya Bragg-Underwood, tonya.bragg-underwood@wku.edu

1. **Policy Name:** Certificate Policy (Graduate Catalog)
<https://catalog.wku.edu/graduate/enrollment/>
2. **Description:** Policy revision to better align with other university certificate programs.

2.1 Existing

Requirements

A graduate certificate program must meet the following criteria:

- Consist of a minimum of 12 and a maximum of 18 graduate credit hours.

2.2 Proposed

Requirements

A graduate certificate program must meet the following criteria:

- Consist of a minimum of 9 and a maximum of 18 graduate credit hours.
- All students graduating from a certificate program should have at least 50% of coursework in common.

3. Rationale for proposed policy:

The current minimum 12 hours to complete a certificate program restricts some programs from offering certificates due to non-competitiveness with other universities making them not marketable.

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: Spring 2025

6. Dates of committee approvals:

Graduate Council Policy Committee

10/3/2024 (4/0)

Graduate Council

Faculty Senate

APPENDIX C**Graduate Council Curriculum Committee**

Agenda – October 3, 2024, 2:30 PM (CT)

Join Zoom Meeting

924 3304 8173

<https://wku.zoom.us/j/92433048173>

Voting Members: Whitley Stone, Dan Strunk, Philip Gunter, Jessi Thomsen, Erin Warfel, Leslee Tarbett

Advisory Members: Jennifer Hammonds, Jessica Dorris, Beth Laves, Merral Price, Jennifer Klemm, Cate Webb, Danita Kelley (*full attendance might not be reflected in the minutes*)

Guest: Gary Houchens, Monica Galloway, Ivan Novikov

Approval of Minutes, September 5, 2024 – 1st/2nd: Warfel/Strunk - **Vote:** Approved (6/6)

Course Administration:

| Graduate Curriculum Committee (12) | | | | |
|-------------------------------------------|--------------|---------------|------------------|-----------------|
| Code | Title | Status | Initiator | Received |

Motion to Bundle all EDLD Courses – 1st/2nd: Strunk/Warfel

Vote: Bundle Approved (6/6)

Discussion:

Dr. Houchens provided a historical perspective of the Educational Leadership program and what prompted the desire to revise. The major theme was improving the dissertation into a “Dissertation-in-Practice” and aligning courses to best prepare students for this capstone experience. Dr. Houchens discussed how SLOs are repetitive across courses in the program, though they are assessed at different levels (introductory, mastery, etc.). All courses were described by Dr. Houchens.

While looking at 702, Jennifer Hammonds asked Dr. Houchens about equivalencies between BDFN and EDFN courses.

When discussing 714, Dan Strunk asked the advisory board if there would be any concern with the redundancy of SLOs across courses. Beth Laves noted that from a SACSCOC perspective, there would not be a problem with redundancy of SLOs because the accrediting bodies will evaluate based on a curriculum map. Cate Webb asked Beth Laves if all the SLOs have to be assessed (as there are a number per course). Beth Laves redirected the question to Dr. Houchens who confirmed that they are all assessed.

734: no discussion

728: Stone asked Beth Laves with how many new courses are being proposed, if there would be any concern with SASCOC and Beth suggested that this discussion be moved to the program proposal.

712: Jennifer Hammonds redirected Dr. Houchens’ attention to the EDFN 712 equivalency. No changes were made.

722: Stone wanted clarification on how this course differs from the other courses related to research. Houchens provided explanation. Jessi Thomsen asked a clarification question to Dr. Houchens and he provided explanation.

797: Stone clarified with Dr. Houchens that portions of the dissertation experience are completed ahead of this course. Stone then asked about if courses were sequenced in a particular order, Houchens said yes, Stone asked how they managed this without prerequisites and Houchens noted that all courses are restricted and they are advised on when to take each class.

798: no discussion

718: no discussion

703: no discussion

Friendly Amendment -- 702: Cate Webb identified that the SLOs used “demonstrates” to start them wherein an SLO really refers to a singular student, so an friendly amendment was made to turn “demonstrates” into “demonstrate.”

Friendly Amendment – 714: same edit to “demonstrates” in SLOs. At this point, Jennifer Hammonds volunteered to revise the edits after the meeting.

Friendly Amendment – 734: Small typo in the title revised by Stone.

Friendly Amendment – 722 it was selected “yes” to “does this course have prerequisites” but none were presented. This was an error and Stone revised to “no”.

Vote for Bundle: Approved (6/6)

| | | | | |
|--------------------------|---------------------------------------------------------------------------------------------------------|--------|----------|----------|
| EDLD 702 | EDLD 702: Introduction to Doctoral Studies in Educational Leadership | Edited | gry63984 | 9/3/2024 |
| EDLD 714 | EDLD 714: Ethics and Educational Leadership | Added | gry63984 | 9/3/2024 |
| EDLD 724 | EDLD 724: Adaptive Leadership and Improvement Science | Added | gry63984 | 9/3/2024 |
| EDLD 734 | EDLD 734: Adaptive Leadership and Organizational Change | Added | gry63984 | 9/3/2024 |
| EDLD 728 | EDLD 728: Qualitative & Quantitative Analysis Techniques for Improvement Scientists | Added | gry63984 | 9/3/2024 |
| EDLD 712 | EDLD 712: Introduction to Research Methods | Edited | gry63984 | 9/3/2024 |
| EDLD 722 | EDLD 722: Research Design for Improvement Science | Edited | gry63984 | 9/3/2024 |
| EDLD 797 | EDLD 797: Dissertation-in-Practice Seminar | Edited | gry63984 | 9/3/2024 |
| EDLD 798 | EDLD 798: Educational Leadership Field Experience | Edited | gry63984 | 9/3/2024 |
| EDLD 718 | EDLD 718: Reading and Writing About Education Research | Added | gry63984 | 9/3/2024 |

| | | | | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|-----------|
| EDLD 703 | EDLD 703: Introduction to Improvement Science | Added | gry63984 | 9/3/2024 |
| ACCT 440G | <p>ACCT 440G: Business Law for the Accounting Professional</p> <p>Motion to Approve – 1st/2nd: Strunk/Tarbet</p> <p>Discussion: Hammonds identified that the course is temporary so it should not have come to GCCC. It was marked as “temporary” and “active” – given that it is temporary instead of active, Strunk removed his motion to review the course to roll it back to the dean of the respective college.</p> <p>Strunk withdraws Motion to Approve</p> | Added | mrk05060 | 10/1/2024 |

Review Program Changes

Program Administration:

| Graduate Curriculum Committee (3) | | | | |
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| Code | Title | Status | Initiator | Received |
| 0010 | <p>0010: Educational Leadership</p> <p>Motion to Approve – 1st/2nd: Strunk/Warfel</p> <p>Discussion: Beth Laves clarifies with Houchens that much of the content being taught in the “new course” proposals is actually already being taught in existing content. Laves asked Houchens for an email clarifying how much content is truly new and what is existing. Laves also asked about “do you plan to offer 100% of this program face-to-face” and his response in courseleaf was “no” but then the percentage offered face-to-face is noted as “0.” Hammonds asked about admission requirement related to the writing sample. Dorris asked about the personalized learning electives and Houchens clarified.</p> <p><i>Friendly amendment – Gary agreed to have Stone revise the “0” to “10.” Stone also addressed a typo to the word “knowledge” in SLO 3. Stone revised admission standard #6 in alignment with Houchens’ suggestion. Removed “Submission of a writing sample or” and “provided by the program director” leaving “Completion of an on-demand writing activity”</i></p> <p>Vote: Approved (6/6)</p> | Edited | gry63984 | 9/3/2024 |
| 043 | <p>043: Counseling</p> <p>Motion to Approve – 1st/2nd: Strunk/Gunter</p> | Edited | jll34446 | 9/10/2024 |

| Graduate Curriculum Committee (3) | | | | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|-----------|
| Code | Title | Status | Initiator | Received |
| | <p>Discussion: No discussion. Learning outcomes were updated.</p> <p>Vote: Approved (6/6)</p> | | | |
| 0413 | <p>0413: Homeland Security Sciences</p> <p>Motion to Approve – 1st/2nd: Strunk/Gunter</p> <p>Discussion: Novikov gave description and Hammonds followed up with more description of program requirements. The program requirements were attached in the proposal and Hammonds will pull the content from the attachment into CourseLeaf after the meeting for the experiential learning credit. Webb added information that it is anticipated that students will have substantial on the job training.</p> <p>Vote: Approved (6/6)</p> | Edited | dvd62010 | 9/26/2024 |

Informational Item(s)

None

Other Business:

None

Adjourn at – 3:40pm 1st/2nd – Strunk/Warfel

Members: Graduate Curriculum Committee

Dr. Whitley Stone, Chair - CHHS Email: whitley.stone@wku.edu

Dr. William Strunk, OCSE Email: william.strunk@wku.edu

Dr. Phillip Gunter, OCSE email: phillip.gunter@wku.edu

Dr. Jessi Thomsen, PCAL email: jessi.thomsen@wku.edu

Dr. Erin Warfel, CHHS email: erin.warfel@wku.edu

Dr. Leslee Tarbett, CEBS email: leslee.tarbett@wku.edu

Elnad Jasarevic, CEBS email: elnad.jasarevic099@topper.wku.edu

CC: Jenni Redifer, jenni.redifer@wku.edu Beth Laves, beth.laves@wku.edu Jennifer Hammonds, jennifer.hammonds@wku.edu Jennifer Klemm, jennifer.klemm@wku.edu Danita Kelley, danita.kelley@wku.edu Merrall Price, merrall.price@wku.edu Cate Webb, cathleen.webb@wku.edu Evelyn Thrasher, evelyn.thrasher@wku.edu Jeremy Logsdon Jeremy.logsdon@wku.edu, Jamie DeYoung, jamie.deyoung@wku.edu, Jessica Dorris jessica.dorris@wku.edu, Jessica Steenbergen, jessica.steenbergen@wku.edu, Alexander Lebedinsky, alex.lebedinsky@wku.edu

Proponents:

| Name | Email | Phone |
|-----------------|------------------------------------------------------------------------------|--------------|
| Gary Houchens | Gary.houchens@wku.edu | 270-745-4999 |
| David Oliver | David.oliver@wku.edu | 270-745-9062 |
| Jill Sauerheber | Jillduba.sauerheber@wku.edu | 270-745-4799 |
| Mark Ross | Mark.ross@wku.edu | 270-745-2964 |

Appendix A

Graduate Council Curriculum Committee

Minutes – September 5, 2024, 2:30 PM (CT)

Join Zoom Meeting - <https://wku.zoom.us/j/92433048173>

Voting Members: Whitley Stone, Dan Strunk, Phillip Gunter, Jessi Thomsen, Erin Warfel, Leslee Tarbett

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

Guest: Tonya Bragg-Underwood, Monica Burke

Approval of Minutes, April 4, 2024 – 1st/2nd: Strunk – **Vote:** Approved (6/6)

Course Administration:

| Graduate Curriculum Committee (9) | | | | |
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| Code | Title | Status | Initiator | Received |
| <p>Motion to Bunde all NURS Courses – 1st/2nd: Strunk/Warfel</p> <p>Vote: Bundle Approved (6/6)</p> <p>Discussion: Bragg-Underwood gave a brief description of all NURS changes; basically, just cleaning up some of the stuff behind the scenes.</p> <p>Dorris said that these changes a really close to registration opens so you'll see the changes coming in soon.</p> <p>Vote for Bundle: Approved (6/6)</p> | | | | |
| NURS 528 | NURS 528: Leadership and Management in Nursing Administration | Edited | tny63665 | 4/22/2024 |
| NURS 509 | NURS 509: Practice Management for Advanced Practice Nurses | Edited | tny63665 | 4/22/2024 |
| NURS 510 | NURS 510: Graduate Nursing Research | Edited | tny63665 | 4/22/2024 |
| NURS 549 | NURS 549: Primary Care of the Adult Clinical | Edited | tny63665 | 4/22/2024 |
| NURS 554 | NURS 554: Primary Care Internship | Edited | tny63665 | 4/22/2024 |
| <p>Motion to Bunde all MUS Courses – 1st/2nd: Strunk/Gunter</p> <p>Vote: Bundle Approved (6/6)</p> | | | | |

| Graduate Curriculum Committee (9) | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------|-----------|-----------|
| Code | Title | Status | Initiator | Received |
| <p>Discussion: Price offered to answer any questions that come up. Warfel said implementation date says Fall 24? Should be Spring 25.</p> <p><i>Friendly Amendment – In MUS-518 the SLO’s need to start with the action verb instead of “Students will”. In the MUS-519 same as above, in SLO’s remove “Students will” and start with action verb. In MUS-625 same as above, in SLO’s remove “Students will” and start with action verb. For all 3 courses - All implementation dates should be Spring 25.</i></p> <p>Vote for Bundle: Approved (6/6)</p> | | | | |
| MUS 518 | MUS 518: Advanced Conducting | Edited | cth63047 | 4/24/2024 |
| MUS 519 | MUS 519: Conducting Seminar | Edited | cth63047 | 4/24/2024 |
| MUS 625 | MUS 625: Graduate Capstone Project | Edited | cth63047 | 4/24/2024 |
| FACS 575 | FACS 575: Independent Study in Child and Family Studies | Edited | adm04097 | 8/28/2024 |
| <p>Motion to Approve – 1st/2nd: Strunk/Warfel</p> <p>Discussion: Kelley gave a brief description of the updates.</p> <p>Vote: Approved (6/6)</p> | | | | |

Program Administration:

| Graduate Curriculum Committee (1) | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------|-----------|-----------|
| Code | Title | Status | Initiator | Received |
| 043 | 043: Counseling | Edited | jll34446 | 5/14/2024 |
| <p>Motion to Approve – 1st/2nd: Strunk/Tarbett</p> <p>Discussion: Burke gave a brief description. Stone asked about the SLO’s and they should be in the list instead of an attachment. Burke said that she could go in and add those to the list before approved.</p> <p>Strunk withdraws Motion to Approve.</p> <p>New Motion to Roll Back (so department has time to add the SLO’s) – 1st/2nd: Strunk/Thomsen</p> | | | | |

| Graduate Curriculum Committee (1) | | | | |
|-----------------------------------|-------|--------|-----------|----------|
| Code | Title | Status | Initiator | Received |
| Vote: Approved (6/6) | | | | |

Informational Item(s)

None

Other Business:

None

Adjourn at 3:20pm – 1st/2nd – Strunk/Warfel

Respectfully submitted

GCCC Recorder

Jessica Steenbergen