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|  | Graduate Council  |
| Date | Wednesday, October 12, 2022 |
| Time | 3:00 PM – 4:30 PM |
| Place | Memorial Union Trails Room |

**Attendees:**

Dr. Keith Bremer, Dr. Angela Pool-Funai, Caylan Harris, Dr. Kim Chappell, Dr. Jerrie Brooks, Carrie Tholstrup, Dr. Janette Naylor-Tinknell, Dr. Suzanne Becking, Linda Ganstrom, Misty Koonse, Dr. Brian Weber, Dr. David Fitzhugh, Dr. Tom Schafer, Dr. Karmen Porter, Angela Walters, Dr. Jian Sun, Dr. Yuxiang Du, Dr. Tim Davis (for Rhonda Weimer), Dr. Gary Anderson, Dr. Valerie Yu, Dr. Janelle Harding, Dr. Juti Winchester.

**Old Business & Updates**

1. Carry-over items?

Dr. Angela Pool-Funai would love feedback on the Lunch & Learn series that she hosted on Facebook Live last year.

There were a lot of views on the videos after the fact, but not as many views during the live video.

She is still open to doing something similar to Facebook Live, but open to ideas to promote Graduate programs.

Dr. Brooks asked about the views/participants, if it was mostly FHSU faculty/staff/students/alumni who were watching, or if the videos were viewed by the general public? Dr. Pool-Funai would need to look at the views and find out these details. There were some weeks where nobody participated in real-time, but would have several dozen views of the recordings later. Dr. Brooks mentioned that if this reaches people outside of FHSU, it may be a good idea to continue this. Dr. Pool-Funai questions though if Facebook is the appropriate venue to pursue, maybe another social media platform would appeal to a broader variety of potential students? This is something to consider.

1. Strategic goals for the Graduate School
	1. Engagement/retention ([Goal 2](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal2): Student Success)
		1. Graduate Advisor Training Sessions (Oct. 11)

Thank you to those who were able to attend!

Dr. Bremer is considering holding another training session in November. Date and time yet to be determined. Possibly a morning session since the last two sessions were in the afternoon.

* 1. Marketing/recruitment ([Goal 3](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal3): Strategic Growth)
		1. Majors and Graduates Fair (November 20th)
		2. Recruiter Position

Has been posted and accepting applications. Will be posted for 30 days. Please encourage anyone who may be interested apply. There will be some travel involved with this position, but it is not as intensive of a travel schedule as the undergraduate recruiters. This position was also developed to help with other duties such as social media, initial follow-up with inquiries from potential students, etc..

* 1. External funding ([Goal 4](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal4): Resources & Infrastructure)
		1. OSSP report

Grants:

FY 23

10 submissions totaling $4.3 million

11 awards totaling $2.1 million

FY22 this time last year

11 submissions totaling $5.2 million

9 awards totaling $3 million

Yesterday, 3 separate grants were awarded through the NASA/KS (unsure of the sub-award name) that is administered to FHSU through Wichita State University. These awards were given to the College of Education. These awards are to help provide workshops to teachers to get engaged with NASA and encourage students to engage with NASA.

Dr. Pool-Funai also discussed that the Graduate School is getting closer to the goal of $10,000 with an endowed scholarship. There is another 1 ½ to 2 years to reach that goal to get $10,000 to endow the fund, then have a waiting period while it accumulates interest before awards can be made.

**New Business**

1. Update & action items: Curriculum Committee
	1. Membership: Attachment A
	2. Action items: Courses and Programs for GC approval
		1. Program Approvals
			1. None currently
		2. Course Approvals
			1. COUN 856 Trauma and Recovery

The committee reviewed course documents. The course was approved pending minor revisions.

The following revisions are requested:

a. learning outcomes written at a higher level to reflect a graduate course

b. explanation for one of the textbooks being more than 10 years old

c. additional required book of choice needs clear connection to an assignment

d. there is potentially a small typo in the syllabus week 12? “Developing and Identity as a Crisis Counselor”

Moved - Rhonda; 2nd - Valerie

Committee voted to approve: 8 –– 0 ––0

Dr. Kim Chappell requested to move that COUN 856 is approved

 Dr. Jerrie Brooks 2nd

 There were no objections

 Motion passes to approve

* + - 1. CSCI 841 Advanced Software Engineering

The committee reviewed course documents. The course was **approved pending minor revisions**.

The following revisions are requested:

1. learning outcomes 2 & 3 need differentiation – these are essentially the same.
2. 85% of the grade is a group project – needs clarification on how students are individually assessed.
3. Pre-requisite is a 400-level course. This is impossible for students entering the graduate program from a different UG institution.
4. Assignment points do not add up correctly in the “weighted average” calculations.
5. University policy links should be provided.

Moved - Valerie; 2nd - Angela

Committee voted to approve: 7 –– 0 ––0

Dr. Kim Chappell requested to move to approve, pending two more revisions:

1. Supply a rubric or scoring guide that goes with the group project. It was not obvious how the individuals students in the group would be graded
2. Write the eligibility rule differently to include all Graduate students. Currently, the eligibility rule is listed as a 400 level course in computer science from FHSU, which means that they will limit all their Graduate students who received a Bachelor’s degree outside of FHSU.

Dr. Brian Weber 2nd

There were no objections

Motion passes to approve with revisions

* + - 1. GSCI 602G Exploring Earth’s History

All courses were **approved pending minor revisions**.

The committee reviewed course documents. The course was **approved pending minor revisions**.

The following revisions are requested:

1. encourage learning outcomes written as outcomes rather than objectives
2. provide rubrics for graduate assignments to show differentiation
3. show connection of assignments to CLOs in the schedule or with assignments
4. assignment points and calculations are not adding up correctly.
5. recommend using 0.99 in grade scale to avoid grade appeals.

Moved - Kim; 2nd - Carrie

Committee voted to approve: 7 –– 0 ––0

Dr. Kim Chappell discussed that the revisions that were pending were completed exceptionally well and she requested to bring this forth as an approval.

Dr. Tom Schaffer 2nd the motion

There were no objections

Motion was passed

1. Update & action item: Reinstatement Policy/Appeal of Dismissal
	1. Currently working on Graduate School policy for reinstatement or dismissal
	2. Keith, Brian, and Jerri

Currently working on a plan, and will be moving forward with bringing it to Grad Council next month for approval.

1. Update: HLC Reaccreditation Process

The Steering Committee is currently in the evidence collection phase, and they hope to have a rough draft by spring break.

Dr. Pool-Funai will continue to keep everyone posted

1. Update: Graduate Scholarly Experience
	1. 41 applications

There were 50 submissions in total, only 41 of them were completed applications. This is a record of applications for the GSE.

These are currently being reviewed, and decisions should be out on Tuesday (October 18th).

1. Updates: Workday Tools and Reports
	1. Trainings
		1. October 11th, Trails Room 3-4 P.M.
		2. Early November Via Zoom (November 10th at 3:00 PM)- Date to be determined/finalized. May be a morning session or different date instead of the 10th.
	2. APC – Past due, closing on the 14th of October

Please remind your students to complete this prior to the deadline. If they don’t complete by the 14th, a paper form will have to be completed and submitted to the Degree Analysts

* 1. “Graduate School Comprehensive Exam Sign Up V2” Report
	2. Entering Comp Results
	3. Transfer Courses
	4. POS Changes
	5. Course Validation

Other items for the good of the group?

Dr. Kim Chappell brought a question forth asking if there were any plans for professional advisors to replace faculty advising at the Graduate level?

Dr. Kim Chappell then asked, that if there is not a solution now are there any other solutions being proposed? She stated that although not all of Graduate professors advise students and not all of them have an overwhelming list of student advisees, there are some that do. The concern is coming from different departments across campus, who have hundreds of advising and some departments who have programs growing rapidly.

Angela Walters responded as she represents Graduate Council at the Academic Advising Committee. As per Dr. Arensdorf from the first meeting when she was asked this same question, her response is that the university will wait at least 1 year before starting discussions regarding this. They are wanting to everything organized at the undergraduate level and use that as a model for the Graduate level.

Dr. Jerrie Brooks asked about what will replace SharePoint?

Dr. Angela Pool-Funai stated for now, the KACE ticket system will replace most of the forms, but at this point there is no replacement determined and no date set that SharePoint will be discontinued. There is also a new program called Workday Extend that may be replacing these forms, but for now this is unsure what forms will be replaced with this program.

**Coming Up**

1. Wednesday, October 20: Majors and Graduate Programs Fair

**Important Deadlines**

*Application for Program Completion (APC):* 09/05/22 (will close on 10/14/22)

*Comprehensive Exams*

Final Date to Sign Up: 10/03/22

Exam Results Due (written and/or oral): 11/28/22

*Master's Theses/Specialists' Field Studies*

Final Title Due in the Graduate School: 11/07/22

Final Copy Due in the Graduate School: 11/28/22

Oral Examination Report over Theses or Field Studies: 11/28/22