Graduate Council

October Meeting Agenda

1. **Call to Order 3:00-3:05**

Attendees: Dr. Jennifer Bonds-Raacke, Dr. Phillip Olt, Dr. Kim Perez, Tanya Smith, Dr. Brooke Moore, Dr. Trey Hill, Dr. Valerie Vu, Jessica Feldhausen, Dr. Karmen Porter, Dr. Scott Robson, Dr. Brent Goertzen, Dr. Pauline Scott, Dr. John Zody, Dr. Tom Schafer, Leslie Paige, Dr. Candace Mehaffey- Kultgen, Dr. Paul Faber, Dr. Suzanne Becking, Dr. Elliot Isom, Dr. Kim Chappell

Not in Attendance: Dr. Gary Andersen, Linda Ganstrom, Dr. Eric Gillock

Guest: Dr. Keith Bremer, Katelyn Haschke, Tawnya Rohr, Sarah Patterson

1. **Graduate Council Curriculum Sub-Committee 3:05-3:15**

The curriculum sub-committee met last month and reviewed four proposals. See Blackboard for sub-committee’s meeting minutes. In summary, Dr. Bonds-Raacke withdrew one submission, two submissions were sent back to programs for possible revisions, and one submission was approved / needs Graduate Council approval. Dr. Bonds-Raacke made an administrative decision on the withdrawn submission, and Dr. Tim Crowley has approved it. The one submission that was approved by the sub-committee and brought to council was an MPS name change from Web Development to Web and Mobile App Development. A motion to approve the MPS name change was moved and seconded. Dr. Kim Chappell will join Dr. Brooke Moore as co-chair of the curriculum sub-committee.

The Best Practices document currently available in Blackboard, under the “Course-Approval” tab, was developed many years ago, and in some areas, is not aligned with current knowledge on graduate education. We had a brief discussion and decided we should update the document. The curriculum sub-committee will begin this work and all interested parties are welcome to join. Dr. Bonds-Raacke shared resources available from CGS on Blackboard that will inform the discussion.

1. **Enriched Educational Experiences 3:15-3:20**

No additional feedback was given for the enriched educational experiences. Dr. Bonds-Raacke will move forward with sharing the plan at Academic Council and AAL.

1. **Graduate Catalog 3:20-3:25**

The Graduate School updated the admissions section of the graduate catalog to match current processes. We also included a sentence under the transfer course section to state that transfer courses may not count toward more than one program of study. This has always been a GS policy, but it is not easily accessible or transparent. These updates are available at <https://www.fhsu.edu/academic/gradschl/current-students/gs-university-catalog-10.10.18>

1. **Deferment Policy 3:25-3:35**

At the September meeting, we discussed that most graduate schools have a deferment policy. Our office receives numerous requests for deferments. Some programs have policies in place (e.g., nursing) and others do not. The policy was created by council members. The new deferment policy reads, “Applicants not enrolling for the semester in which they are admitted may be required to reapply; check with your program for specifics. International applicants may defer admission for a maximum of two semesters unless otherwise restricted by individual programs.” A motion was moved and seconded. The deferment policy has been added to Graduate School catalog and website.

1. **GTAs Professional Development Training Series 3:35-3:40**

Our first professional development training for GTAs will be Wednesday, October 25 from noon until 1 PM. We will have multiple speakers offer brief 10-15 minute presentations. Please watch your email for forthcoming details. GTAs will receive a personal invite and chairs will be emailed as well. Chairs may invite their GAs, but space is limited for 20 people. For our spring training, please contact Staci with any topics you or your GTAs would like.

1. **Accredible Demo 3:40-3:50**

Accredible provided a demo last week of their services (see appendix). We discussed this demo and decided that some programs would find this software useful in offering enriched educational experiences. The demo link is available in Blackboard. The general feedback from members who attended were positive. It is relatively affordable. Dr. Bonds-Raacke will contact the company and start looking at the contract. Please email Dr. Bonds-Raacke if your department is looking into this as a possibility. Time-frame is to test run in spring and hopefully rollout some programs by next fall.

1. **Academic Impressions 3:50-4:00**

The Graduate School provided a webinar on “creating support structures to help grads develop a professional identity.” Those who attended the webinar were not impressed with the presentation as a whole, which is uncharacteristic for Academic Impression webinars. Dr. Bonds-Raacke will share our experiences with Academic Impressions and will ask about content before purchasing the next one.

1. **Digital Thesis 4:00-4:05**

Dr. Keith Bremer updated council regarding the option to move the thesis to a digital process. Dr. Keith Bremer has been working with Deb and Jennifer in the library, who have been great. Scholarship Repository will have an app up and running for a test run in the spring. This app allows students to keep their thesis digital or they still have the option to print. All past thesis are being digitized through the library. If you have strong students who could pilot the digital process, email Dr. Keith Bremer and Dr. Bonds-Raacke.

1. **WD Updates 4:05-4:10**

We are currently overhauling security roles and BPs for the admission process. We hope to have this completed by early December. The WD configurable app is now available and seems highly customizable. If any program is interested in testing the configurable app, please email Dr. Bonds-Raacke. In the past graduate faculty administrative assistants did not have proper access or security to complete their task. Administrative assistants will now have access to what they need.

Dr. Bonds-Raacke attended Workday Rising this past week. Here are her updates. We have been told by Workday that we could not have an implementation partner for student, but that is not the case. There are two or three available. One is PWC which Claremont uses and they are having a completely different experience than we are having with student. Dr. Bonds-Raacke spoke to a representative from PWC and he has some ideas on how to solve our 600 level course issue. He offered to write up a proposal for free and if the university like what they hear they could discuss what the partnership could look like. This opportunity has been passed up the chain.

1. **Kansas Graduate Research Summit 4:10-4:15**

The Kansas Council of Graduate Deans (KCGD) of the Kansas Board of Regents (KBOR) will be sponsoring the annual Kansas Graduate Research Summit in Topeka on February 26, 2019. The event will showcase the work of Kansas graduate students representing each of the state’s public institutions.

Please encourage your students to submit an abstract for consideration through the online application, which a monkey survey link will be sent by Friday. Abstracts are due on Monday, November 26, 2018. A decision will be rendered on 5 student before winter breaks. This opportunity is available to virtual students as long as they are willing to make the trip to Topeka, KS.

1. **Announcements**

Mehran is headed to China at the end of the month. If your department is interested in international applicants please contact him directly.

**Graduate School Calendar of Events**

10/22 GSE Application Deadline

11/7 November Graduate Council Meeting

11/19 Comprehensive exam ballots due to Graduate School

11/26 Theses due to Graduate School

11/26 KGRS submission deadline: submission link to follow



* **May Graduation**: MLS and MPS students will have the option of walking with the designated college OR with their respective departments.
* **Application Requirements:** Check the website to ensure your application requirements are listed correctly and notify us of any changes: <https://www.fhsu.edu/academic/gradschl/programs/index>.
* **Instructional Videos for Faculty:** Dr. Keith Bremer created a series of video tutorials for graduate faculty members using LN: <https://www.fhsu.edu/academic/gradschl/Graduate-Faculty/index>
* **Viewing Applications:** Need an easy way to view graduate applications for your program? Contact Jenn to have a custom report created to meet your needs.
* **Open Meetings:** Council meetings are open to all (only official members can vote) and meeting minutes are available on the Graduate School website.
* **Program Recognition:** We have the opportunity to recognize graduates of our programs or supporters in the community by providing 2 seats to a home football game. Contact Staci DeWild to sign up for a home game.
* **BioKansas Membership:** If you are interested in this membership for your students, please contact Dr. Keith Bremer.
* **GS Processes:** With the implementation of WD, we have the opportunity to evaluate GS processes. Please start discussions within your departments regarding how we can improve / change existing processes related to: comprehensive exams sign-up, intent to graduate, program of study, and candidacy forms.

Appendix: Electronic Certificate / Badge Examples & Pricing Plans







