



## Graduate Council

Topic: Graduate Council  
Date: Thursday, August 17, 2023  
Time/Location: 3:00 pm/WAB 227

1. Call to Order and Welcome/Welcome Back!
2. Consideration of April 13, 2023 Minutes (APPENDIX A)
3. Report from Graduate Council Executive Committee (APPENDIX B)
4. Committee Reports
  - a. Policy Committee (No Report)
  - b. Curriculum Committee Minutes (No Report)
  - c. Student Research Grants Committee (No Report)
5. Graduate School Reports
  - a. Report from the Associate Provost for Research and Graduate Education (APPENDIX C)
6. Committee Caucusing and Election of Committee Chairs
7. Public Comments
8. Announcements & Adjourn

**APPENDIX A**  
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



Graduate Council

Minutes - Thursday, April 13, 2023

Time: 3:00 pm ~4:06 pm

Zoom

**Present:** Ranjit Koodali, Richard Schugart, Katrina Burch, Lily Popova Zhuhadar, Jonah Hathaway, Martha Day (proxy: Andrea Paganelli), Sarah Bonis, Adam West, Whitley Stone, Dan Strunk, Aaron Hughey, Marla Zobel, Ann Ferrell, Ray Blankenship (proxy: Nicholas Fessler), Catherine Wilson

**Guest:** Kirk Atkinson, Jamie DeYoung, Merrall Price, Cathleen Webb, Erin Warfel, Julie Shadoan, Lisa Meyers, Tonja Bragg-Underwood, Jessica Dorris, Jiyoung Kong, Jennifer Hammonds, Mikhail Khenner, Danita Kelley, Jeremy Logsdon, Jessi Thomsen, Lizzie Doerr

**Absent:** Hannah Peveler, Nicholas Fessler, Haley Brazel, Andrea Paganelli, Lauren Bland, Bailey Mattingly

1. Call to Order \*Sullivan.
2. Consideration of March 9, 2023 Minutes (APPENDIX A) \*Motion to Approve. 1<sup>st</sup>/2<sup>nd</sup>: Day/Burch. Vote in chat. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B) \*Sullivan.  
Congratulations to new members and welcome. At the end of the meeting, the council will elect a Vice Chair for next year. Committee chairs are selected in August. \*Bonis. Every other meeting for next year will be in-person. 1<sup>st</sup> meeting will be in-person on August 17<sup>th</sup>. \*Kelley. Student representatives will be notified about this change in case it affects their ability to participate. \*Bonis. Will follow up with the student representatives with an email.
4. Committee Reports
  - a. Policy Committee (APPENDIX C) \*Blankenship. Motion to Approve. 1<sup>st</sup>/2<sup>nd</sup>: Schugart/Bonis. The committee made significant changes to sections 3 and 4 of the proposal based on feedback. Motion for acceptance. Day/Schugart.  
\*Blankenship. Suggestions that the rationale for the proposed policy to include concerns brought up last meeting have been addressed in the revised policy proposal. The proposed policy has edits regarding rationale and impact on existing academic for non-academic policies. Draft was then sent out to the Associate Deans for feedback. Proposed changes are shared by Blankenship via word document shared on screen.  
\*Merrall. Asks how JUMP policy was not approved processed without curriculum

process?

\*Koodali. JUMP policies do not go to the curriculum process. The policy for double-counting 12 hours went through curriculum process in 2012 and was signed by the Provost in 2013-2014.

\*Price. Do any of the JUMP programs not abide by the original statement of what a JUMP program would be allowed to do?

\*Koodali. The original documented information in the catalog allows for undergraduate students in JUMP to take 12 graduate hours. Regarding compliance, there is not a record, or any documentation of the 18 hours being approved. Shares screen to show the overview of Graduate Council for 2012 and 2013.

\*Webb. The phrasing "bypassing the curriculum process" has been used. At the time when JUMP programs were initially developed, it was not a matter of bypassing the process, but a pathway was constructed because there were no curricular changes. At the time, The Graduate School, Graduate Dean, and Provost all determined that the process to create a JUMP program was to go through the memorandum of agreement.

\*Ferrell. The language of the policy does not say bypass but states without the oversight of the curriculum process. Part of what we have attempted over the past three years is to put into policy the eligibility for JUMP students and continuation criteria, which did not go through this process.

\*Price. The 18 hours may not have come through graduate curriculum but undergraduate curriculum.

\*Ferrell. JUMP policy needs to go through both undergraduate and graduate councils' processes.

\*Blankenship. Motion for friendly amendment to accept changes shown on screen. 1<sup>st</sup>/2<sup>nd</sup>: Ferrell/West.

\*Kong. Why are the double counting credit hours reduced from 12 to 9 for programs that are 30 credit hours?

\*Blankenship. This was changed in accordance with the SACS recommendation to keep double-counting at 40% or less. \*Koodali. Describes how the number of 9 hours of double-counting for programs with 30 hours and 12 with programs over 30 hours was reached. Drs. Laves, Hammonds, and Koodali have researched benchmark institutions' policy. Last year, a list was collected of 60 institutions and informed the proposed double counting hours. This also informed the language of the proposed policy.

\*Burch. As an Ogden representative, has been approached by faculty members with concerns with the policy, as well as those that would like the policy to move forward.

\*Schugart. Found a number of programs with 12 hours of double counting. The double-counting hours were informed by flexibility for different programs.

\*Koodali. The Provost was looking at SACS language stating that excessive double counting hours is not looked on favorably. If this policy is approved, it will be a significant improvement in that the existing language in the catalog does not have pertinent information regarding admission to JUMP, including GPA information. The programs that wish to continue their JUMP programs will make curricular revisions and demonstrate which of the core graduate courses will count toward both the undergraduate and graduate degree.

\*Wilson. We could have someone graduating with their bachelor's and master's degrees without earning 150 credit hours. That might cheapen something about the degrees.

\*Burch. The purpose of the JUMP program is that the master's degree is used to strengthen the baccalaureate, not that the baccalaureate is used to dilute the master's degree. SACS does not enforce our rules that we create these rules and provide justification. It is only when we violate our rules that SACS may have a problem.

\*Ferrell. If our rules are not clearly stated, then this is also an issue with SACS re-accreditation.

\*Price. Impact section session of the proposed JUMP policy should include the consequences and fallout with both intended and unintended consequences. This impact is not addressed.

\*Blankenship accepts the friendly amendment for section 3.

\*Blankenship. The impact of the proposed policy is that the student would have to reduce their double-counting by 3 hours. The impact on the students cannot yet be determined.

\*Price. Anticipates that we are going to see lower enrollment, graduate classes will be smaller, and some classes will not be able to be offered. Plus, they will not be able to use undergraduate financial aid for as many graduate courses.

\*West. Is there data available to demonstrate these outcomes?

\*Price. There is not data available but a projection. People will go elsewhere due to the proposed policy.

\*Day. The proposed policy is in line with benchmark institutions, which means that other university options will have a similar policy in place.

\*West. Based on the data available, the new policy will not impact whether students attend WKU for graduate school.

\*Burch. We do not know if there will be a reduction in graduate enrollments. There is both qualitative and quantitative data available but no guarantees on the impact.

\*Sullivan. Motion to end the debate. 1<sup>st</sup>/2<sup>nd</sup>: Day/ Zhuhadar. Vote in chat. 12 Vote yes. Approved.

\*Vote on the proposed JUMP policy with the friendly amendment. Vote in chat. 12 Yes , 3 No, 1 Abstention. Policy passes. Will go to the Senate in May.

- b. Curriculum Committee Minutes (APPENDIX D) \*Day (proxy Paganelli). Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>: Bonis/West. Several proposals went through. Vote in chat. Approved.
- c. Student Research Grants Committee (APPENDIX E) \*Burch. Awarded several research and travel grants decided in early March.

## 5. Graduate School Reports

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

\*Koodali. For admissions, making preparations for Fall through Summer 2024 of next year, which will be turned on May 1<sup>st</sup>. Admissions will also be inactivating incomplete applications for Spring 2023.

\*Koodali. We encourage programs to use DocuSign for graduate assistantships agreements.

\*Koodali. The deadline for thesis submission is April 14<sup>th</sup>.

\*Koodali. The Graduate School has hosted a number of events for graduate and undergraduate students.

\*On Monday, we will recognize and honor the graduate student research grant recipients. Thanks to Dr. Burch and the Student Research Committee for reviewing

the record number of applications for this year. Next Friday, we will honor and recognize the John D. Minton Award recipient, Lindsey Powell from CHHS, at the virtual reception.

\*Koodali. We have virtual recruitment fairs planned for military and veterans, and another for alumni. For any assistance with recruitment, please contact Dr. Scott Gordon.

\*Koodali. Thanks committee chairs, outgoing council members, and Dr. Sullivan.

6. Election of Vice-Chair for AY 2023-2024 \*Nominations. Andrea Paganelli. \*Blankenship. Move that nominations cease. \*Vote in the chat to elect Andrea Paganelli. Elected.
7. Public Comments \*Sullivan. Thank you everyone for their service and support this year.
8. Announcements & Adjourn \*Motion to Adjourn. 1<sup>st</sup>/2<sup>nd</sup>: Day/Wilson. Adjourned. 4:06 pm

**APPENDIX B**  
GRADUATE COUNCIL EXECUTIVE COMMITTEE REPORT

1. GCEC discussed agenda items and senate calendar
2. Informational item for council members:
  - a. Graduate Council Guidelines -  
<https://www.wku.edu/graduatecouncil/documents/graduate-council-guidelines-2019-03-14.pdf>

**APPENDIX C**

## ASSOCIATE PROVOST FOR RESEARCH AND GRADUATE EDUCATION REPORT

**Graduate Council Meeting, August 17, 2023****Updates from the Graduate School**

1. **Graduate Admissions** (Julie Harris, Graduate Admissions Analyst and Barbara Chaffin, Admissions Coordinator)
  - a. Admissions Appeals are handled by the Associate Provost for Research and Graduate Education.
  - b. Encourage admitted students to enroll!
  - c. Encourage students to submit the Change of Term Request Form if they choose to be admitted in a future term.
  - d. The Fall 2023 graduate application will turn off Tuesday, October 31 for domestic students. The Fall 2023 international application will turn off Friday, September 1.
2. **Graduate Assistantships** (Renee Purdy, Budgets & Resources Manager)
  - a. 133 Graduate Assistants have been approved as of August 8. About 170 or so more are being processed. Billing Office expects tuition bills to be paid by September 1.
3. **Graduate Enrollment**
  - a. The graduate enrollment data are available at <S:\UNIVERSITY-WIDE-SHARED\00 Graduate School\Enrollment Data>.
  - b. If you would like to have access to graduate student data in Visual Analytics, please contact Dr. Tuesdi Helbig, Director of Institutional Research.
4. **Graduate Records** (Jamie DeYoung, Assistant Director of Graduate Operations and Lisa Meyers, Graduate Records Specialist)
  - a. Summer 2023 Degree Audits will begin August 16<sup>th</sup>.
  - b. New JUMP policy will go into effect with the publication of 2023-2024 Graduate Catalog this month.
  - c. Each semester, students are now checked for double-counting issues. Emails are being sent to students and advisors if there is an issue in order to correct this issue as soon as possible. These students also have a notice added to their Degree Works audit.
5. **Graduate School Events**
  - a. New Graduate Student Orientation will be held on Friday, Aug.18 in Gary Ransdell Hall from 10:00 AM – 12:00 PM. The Zoom link is <https://wku.zoom.us/j/97068199254>
6. **Graduate School Staffing**
  - a. None
7. **Graduate Recruitment** (Dr. Scott Gordon, Manager, Graduate Recruitment & Retention and Ms. Elizabeth Doerr, Office Coordinator)
  - a. Slate Campaign update

- i. Retention, yield, and conversion campaigns
    - ii. Emailing and texting prospective and current students
  - b. Recruitment Events. The Graduate School would love to partner and co-host program/discipline specific virtual recruitment fairs. Please contact Dr. Scott Gordon.
    - i. Recruitment events that will have Graduate School representation are listed at <https://www.wku.edu/graduate/recruitment.php> .
- 8. **Graduate Student Research and Travel Grant** (Renee Purdy, Budgets & Resources Manager)
  - a. The call for Fall 2023 deadline is Tuesday, October, 10.
- 9. **Other Information**
  - a. None