



Graduate Council

Topic: Graduate Council

Date: Thursday, February 9, 2023

Time: 3:00 pm

ZOOM LINK: <https://wku.zoom.us/j/8078250277>

1. Call to Order
2. Consideration of January 19, 2023 Minutes (APPENDIX A)
3. Report from Graduate Council Executive Committee (APPENDIX B)
4. Committee Reports
 - a. Policy Committee (APPENDIX C)
 - b. Curriculum Committee Minutes (APPENDIX D)
 - c. Student Research Grants Committee (APPENDIX E)
5. Graduate School Reports
 - a. Report from the Associate Provost for Research and Graduate Education (APPENDIX F)
6. Public Comments
7. Announcements & Adjourn

APPENDIX A
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



Graduate Council
Minutes – Thursday, January 19, 2023, 3:00 pm ~ 3:24 pm
Zoom

Present: Lauren Bland, Ray Blankenship, Sarah Bonis, Haley Brazel, Katrina Burch, Martha Day, Ann Ferrell, Jonah Hathaway, Aaron Hughey, Richard Schugart, Whitley Stone, Dan Struck, Dana Sullivan, Adam West, Marla Zubel, Lily Zhuhadar

Guest: David Brown, Dana Cosby, Lizzie Doerr, Jessica Dorris, Jennifer Hammonds, Danita Kelley, Ranjit Koodali, Beth Laves, Merrall Price, Cathleen Webb

Absent: Nicholas Fessler, Bailey Mattingly, Hannah Peveler, Catherine Wilson,

1. Call to Order *Sullivan. Call to Order.
2. Consideration of December 8, 2022 Minutes (APPENDIX A) *Motion to approve. 1st/2nd: West/Burch. Vote in the chat. Approved.
3. Report from Graduate Council Executive Committee (APPENDIX B)
4. Committee Reports
 - a. Policy Committee (APPENDIX C) *Blankenship. Committee has not met since last meeting. Did meet with Dr. Madole and Dr. Price to discuss the JUMP program policy. Working on seeing if the addendum, with some supporting materials, would work to bring back to the council. *Sullivan asks that the committee consider policies around summer and winter enrollment, colleges can decide minimum enrollment and there are some discrepancies between colleges. *Motion to approve. 1st/2nd: Zhuhadar/Ferrell. Approved.
 - b. Curriculum Committee Minutes (APPENDIX D) *Paganelli. Two different non-degree seeking certification programs came up at the last meeting. * Motion to approve 1st/2nd: Bonis/Hughey. Vote in chat. Approved.
 - c. Student Research Grants Committee (APPENDIX E) *Burch. No meeting in December. Recommend funding for 37 graduate research grants. Deadline coming up for Spring, February 7th. Asks faculty to remind students to submit materials for this deadline.
5. Graduate School Reports

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

*Koodali. Spring graduate applications will shut down in March. 2024 applications will be turned on very soon.

Jamie DeYoung sent an email reminder for capstone forms. Thesis submission deadline is April 14th.

*Regarding events, the New Graduate Student Orientation recording has been sent out. Working with the library to host the library services workshop, which will be held on February 1st. GRADLEARN series for faculty will be held on February 13th to discuss strategies to promote the success of every student. 3MT competition

*For the 3MT competition, please encourage students to submit a You Tube recording. Deadline is February 3rd. Students do not have to be in a thesis program. The competition itself will be on February 23rd.

*For recruitment efforts, anyone needing help with Slate, please contact Scott Gordon. DMF applications are open, please encourage students to apply.

6. Public Comments *Sullivan. Next meeting will be Thursday Feb 9th. *Hammonds. The Spring Grad Fair is being held on March 28th through 30th. Graduate programs are welcome to set up a table. Reach out to Jessica Dorris if you would like a table at the event.

7. Announcements & Adjourn *Motion to Adjourn. Burch/Bland. Adjourned 3:24 pm.



Graduate Council Policy Committee

Minutes – January 12, 2023, 2:00 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

The proposed Jump Policy was sent back to the Policy Committee in the December meeting.

Blankenship met with Drs. Madole and Price over the winter break to hear their concerns about the proposed JUMP Policy. Both Drs. Madole and Price were agreeable to increasing the requirements to their represented programs if students could keep the ability to take 18 undergraduate course hours and double count 12 hours.

A suggestion is to increase the required undergraduate GPA to 3.5 and require students to meet a standard of 150 unduplicated hours for a combined undergraduate and graduate degree. This would be an addendum to the current proposal.

Blankenship met with the Drs. Koodali, Laves, Day, and Sullivan to discuss the JUMP Policy on January 10, 2023.

Blankenship will meet with the Provost, Dr. Koodal, Dr. Lavis, and Dr. Sullivan on January

18th. The committee met on 1/12/2023 to discuss the information distributed by Dr.

Laves.



Graduate Council Curriculum
Committee Agenda – Jan. 12, 2023,
2:00 PM (CT)

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

Voting Members: Andrea Paganelli, Whitley Stone, and Aaron Hughey

Advisory Members: Beth Laves, Cate Webb, Jamie DeYoung, Dana Cosby, Jennifer Hammonds, Danita Kelley, Merrall Price, and Jessica Dorris

Guest: Nicholas Brake

Approval of Minutes, December 1, 2022 – 1st/2nd: Hughey/Stone – **Vote:** Approved

Announcements:

None

Course Administration:

None

Program Administration:

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
131	131: Certification Only, Education Leadership	Edited	nch04516	12/15/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Paganelli Discussion: Brake spoke briefly, just an endorsement. There are four courses in the program that are being adjusted. Removing EDAD-659 and adding EDAD-707. Hammonds commented that 700 level courses are doctoral, might require a change in the course numbering or even the policy. Brake did say it came up at the college level, but they approved due to the nature of the course itself. Hammonds said we may need to hold until next meeting until they can work it out. Tabling didn't make sense because Brake is making additional changes. Vote: Roll back to college level</p>				
132	132: Certification Only, Teacher Education	Edited	and85146	12/15/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Stone Discussion: Paganelli spoke briefly, making an adjustment with Library Media Education. Just wanted to make another path for that area. Laves stated CIP code for this (131202) is elementary education in teaching – some of these are not elementary education. Not meaning to have my comment hold up the process. Vote: Approved (2/2)</p>				

Other Business:

None

Adjourn at 2:25pm - 1st/2nd – Hughey/Paganelli

Respectfully submitted
GCCC Recorder
Jessica Steenbergen

Graduate Council Meeting, January 19, 2023

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

1. **Graduate Admissions** (Barbara Chaffin, *Admissions Coordinator* and Julie Harris, *Graduate Admissions Analyst*)
 - a. Please encourage your admitted students to submit the Change of Term Request Form if they need to have their admission term moved forward.
 - b. The Spring 2023 graduate application will shut down on Friday, March 31, 2023. Please encourage applicants/students who may be interested in completing a second bi-term course, to submit those applications soon, to ensure the timely processing of their application materials.
 - c. 2024 graduate applications will be turned on over the next couple of months. We are beginning to receive application and admission inquiries for 2024.

2. **Graduate Assistantships** (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 M1 07JAN23" for latest enrollment report from Institutional Research.

4. **Graduate Records** (Jamie DeYoung, *Assistant Director of Graduate Operations* and Lisa Meyers, *Graduate Records Specialist*)
 - a. Certificate Capstone Process
 - An email has been sent to all program coordinators with the form and instructions to return the form to the Graduate Records Office. This will allow completion of the capstone requirement in Degree Works. In the future, we hope this form will be fully automated like the capstone form currently in TopNet. Programs using the certificate capstone form should contact Jamie DeYoung.
 - b. Spring semester thesis deadline will be Friday, April 14, 2023. More information and guidelines can be found at wku.edu/graduate/students/thesis/.

5. **Graduate School Events** (Lizzie Doerr, *Office Coordinator* and Samantha Hines, *Research and Graduate Education Outreach Coordinator*)

a. **Upcoming**

- i. Spring 2023 New Graduate Student Orientation will be held virtually on Friday, Jan. 13, 10:00 AM–12:00 PM (Central).
- ii. A new initiative, “GRADSCHOLAR” in collaboration with University Libraries will be held virtually, Feb. 1, 3:00 PM to 5:00 PM
- iii. Three Minute Thesis (3MT) Competition: Thursday, Feb. 23, 2023, 3:00 PM-5:00 PM.

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

- a. Recruitment events that the Graduate School is participating are listed at <https://www.wku.edu/graduate/recruitment.php>.
 - i. Invitations for some in-person events have been received; more are anticipated.
 - ii. Planning for virtual events is ongoing.
- b. Prospective students can set up individual virtual appointments at <https://calendly.com/scott-gordon>.
- c. Slate recruitment, yield, and conversion campaigns are on-going.
- d. Names of prospective graduate students obtained through the Request More Information form on the Graduate School site were distributed to graduate program coordinators on January 5.
- e. Applications for the DMF Program will be open from January 15 to April 15.

7. **Graduate School Staffing**

- a. None

8. **Graduate Student Research Grant** (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.

9. **FYI**

- a. None



APPENDIX B
GRADUATE COUNCIL EXECUTIVE COMMITTEE REPORT



APPENDIX C
POLICY COMMITTEE REPORT

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

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)



APPENDIX D
GRADUATE CURRICULUM COMMITTEE REPORT

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

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



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 – 1st/2nd: Hughey/Stone – **Vote:** Approved

Course Administration:

None

Program Administration:

Graduate Curriculum Committee (2)				
Code	Title	Status	Initiator	Received
131	131: Certification Only, Education Leadership	Edited	nch04516	1/17/2023
<p>Motion to Discuss – 1st/2nd: Wilson/Hughey Discussion: Brake gave a brief description, most of which was covered last meeting. Vote: Approved (5/5)</p>				
072	072: Geoscience	Edited	jsn15309	1/26/2023
<p>Motion to Discuss – 1st/2nd: Wilson/Strunk Discussion: 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"> • <i>An additional writing sample (e.g., a paper, manuscript, thesis, etc.)</i> • <i>Scores from the Graduate Record Examination (GRE)</i> • <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> <i>Changed CIP Code – 30.3801</i> Vote: Approved (5/5)</p>				

Other Business:

None

Adjourn at 2:25pm - 1st/2nd – Wilson/Paganelli

Respectfully submitted
GCCC Recorder
Jessica Steenbergen



APPENDIX E
STUDENT RESEARCH COMMITTEE REPORT



APPENDIX F
ASSOCIATE PROVOST FOR RESEARCH AND GRADUATE EDUCATION REPORT

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 15th.
 - 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 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.

GRAD LEARN

Strategies to Promote the Success of Every Student

Part of the GRAD LEARN webinar series, sharing information about evidenced-based practices to promote student success, offered for WKU FACULTY and STAFF

 <https://wku.zoom.us/j/94517881697>

Monday, February 13
1:30 p.m. - 4:00 p.m.



Dr. Frankie Felder

Frankie Felder is an Associate Professor of Education, Emeritus, and Former Senior Associate Dean of the Graduate School at Clemson University. She developed and managed graduate policies and procedures; developed and directed diversity initiatives; and developed the institutional infrastructure for international programs and services. She also serves as an ETS graduate education advisor.



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3:00 – 5:00 PM CST

For more information, visit

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Distinguished Lecture on Diversity in Graduate Education

Tuesday, February 28
3:00 p.m. - 5:00 p.m.

- 3:00-3:10 Welcome Remarks
- 3:10-3:15 Introduction of Dr. Terrell Strayhorn
- 3:15-4:00 Distinguished Lecture by Dr. Terrell Strayhorn
- 4:00-4:15 Question and Answer Session
- 4:15-4:55 DMF Scholar Panel Discussion
- 4:55-5:00 Closing Remarks



Dr. Terrell Lamont Strayhorn

Dr. Terrell Lamont Strayhorn is one of the most prolific and influential contemporary scholars in the fields of higher education, psychology, and the academic study of diversity, equity, inclusion, and belonging (DEIB). Named one of the country's "Top Diversity Scholars" by *Diverse: Issues in Higher Education* and a "Bridge-Builder" between academic - and student affairs by ACPA's Commission, Strayhorn has authored 12 books, including *College Students' Sense of Belonging* (2nd ed, 2019), and over 200 peer-reviewed journal articles, book chapters, and nationally-circulated reports. He has advised hundreds of university presidents, school leaders, and corporations on ways to boost belonging, achieve DEIB targets, and improve organizational health. A gifted orator and passionate writer, Strayhorn has delivered over 1,000 keynotes and invited lectures across the globe.

Dr. Strayhorn is Professor of Higher Education and Women's, Gender & Sexuality Studies at Illinois State University, where he also directs the Ph.D. program. He has served in several significant faculty and academic leadership roles and, most recently, as Provost and Senior Vice President of Academic Affairs at Virginia Union University (VUU). He is Diversity Scholar-in-Residence at Harrisburg Area College, Faculty Affiliate at Rutgers' Center for MSI's, Director of the VUU Center for the Study of Historically Black Colleges & Universities, and Visiting Scholar in the VUU School of Education. He earned a Bachelors in music and religious studies from the University of Virginia (UVA), Masters in Education policy from UVA, a 2nd Masters in Psychology from Indiana Tech., and a PhD in education from Virginia Tech. He is a proud member of Alpha Phi Alpha Fraternity, Inc.

WKU Diversity Statement

Western Kentucky University is committed to empowering its campus community to embrace diversity by building equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities.