



Graduate Council

Topic: Graduate Council

Date: April 14, 2022

Time: 3:00 pm

ZOOM LINK:

<https://wku.zoom.us/j/91480307477>

1. Call to Order
2. Consideration of March 10, 2022, minutes (APPENDIX A)
3. Report from Graduate Council Executive Committee (Election Results, Appendix B)
4. Committee Reports
 - a. Policy Committee (Appendix C)
 - b. Curriculum Committee Minutes (Appendix D)
 - c. Student Research Grants Committee (No Report)
5. Graduate School Reports
 - a. Graduate School Enrollment Reports (No Report)
 - b. Report from the Associate Provost for Research and Graduate Education (APPENDIX E)
6. Public Comments
7. Announcements & Adjourn



Graduate Council
Minutes: Thursday, March 10, 2022, 3:00 p.m.
Zoom Meeting

Present: Scott Arnett, Ahmet Kaan Aydin, Ray Blankenship, Katrina Burch, Martha Day, Carl Dick, Ann Ferrell, Nicholas Fessler, Aaron Hughey, Ranjit Koodali, Brooke Oak, Sarah Ochs, Richard Schugart, Julie Sisler, Dana Sullivan, Adam West, Lily Popova Zhuhadar, Marla Zobel

Guest: Lizzie Doerr, Marylin Gardner, Jennifer Hammonds, Danita Kelley, Beth Laves, Evelyn Thrasher, Cathleen Webb

Absent: Cheryl Hopson, Jacob Howard, Grant Malone

1. Call to Order *Day
2. Consideration of February 10, 2022 minutes (APPENDIX A) *Motion to Approve, Schugart/Zuhadar. Approved.
3. Report from Graduate Council Executive Committee (No Formal Report, Dr. Day, Chair)
*Day. Discussion of Graduate Council election before the final meeting of the academic year in April. Will be sending out a call for nominations for the next wave of Graduate Council participants. Will go out the Friday of Spring Break, with a five-day period to make nominations. Those nominated will be contacted and then there will be an election over Top Net. Winning officers will be notified and invited to April's meeting.
4. Committee Reports
 - a. Policy Committee (No Report, Dr. Schugart, Chair)
*Schugart. Meeting with Provost Fischer regarding JUMP policy: what will pass accreditation? Working on finding JUMP programs that have passed accreditation to form policy. Results will be discussed at a future meeting.
 - b. Curriculum Committee Minutes (APPENDIX B, Dr. Arnett, Chair)
*Arnett. No major issues. Didn't have quorum, so had a proxy vote.
*Motion to Approve. Arnett/Sullivan. Approved.

*Day. Emphasize when you nominate Graduate Council members for next year that those in Graduate Council will also need to attend committee meetings.

c. Student Research Grants Committee (Appendix C, Dr. Ochs, Chair)

*Ochs. Nine applications total with funding recommendations. All were recommended for funding except one. Requested updated budgets from students.

*Motion to Approve. Ochs/Hughey. Approved.

5. Graduate School Reports (Appendix D)

a. Graduate School Enrollment Reports

*Koodali. Campaigns and surveys being conducted in the coming weeks. Program Coordinators should reach out to the Graduate School for enrollment needs.

*Koodali discussed the main challenges detailed in the Enrollment Report.

b. Report from the Associate Provost for Research and Graduate Education

*Koodali discusses Graduate Admissions and the expansion of application waiver beginning in May 2022. If there is a change in Program Coordinators, please let Julie or Barb know.

*Koodali details Outreach Events. Please share GRADWELL workshops with graduate students.

* Koodali states that student research conference planning is ongoing

* Koodali provides update about moving ahead for Colette's replacement. Virtual interviews to be held next week.

* Allocations for GA's have been made.

*Reminder that the John D. Minton nominations are due tomorrow.

6. Public Comments

*Ochs. Current by-laws state that the research committee makes recommendations to the council. Is an official vote required for funding recommendations vs an informational piece? Discussion ensues.

*Ochs/Burch. Motion to ask Policy Committee to consider a modification of language for the Graduate Student Research Grant committee. Approved.

*How should we have the committees meet in the future, virtual vs in-person? Please contact Dr. Day or Dr. Sullivan with feedback.

*Fessler. Consider policy on the minimum for committees.

*Zhuhadar. Announcement of workshops during Spring Break. Please let your graduate students know.

7. Announcements & Adjourn *Motion to adjourn. Schugart/Dick.



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Guest: Lizzie Doerr, Jessica Dorris, Dennis George, Jennifer Hammonds, Susan Keeseey, Danita Kelley, Beth Laves, Andrea Paganelli, Merrall Price, Evelyn Thrasher

Absent: Jacob Howard, Ann Ferrell, Cheryl Hopson, Grant Malone, Julie Sisler

8. Call to Order *Day
9. Consideration of January 13, 2022 minutes (APPENDIX A) *Dick/Blankenship. Approved.
10. Report from Graduate Council Executive Committee (No Report, Dr. Day, Chair)
11. Committee Reports
 - a. Policy Committee (No Formal Report, Dr. Schugart, Chair) *Schugart. First meeting on January 25th. Discussion of JUMP policy. Dr. Chelf and Dr. Lavis answered questions regarding JUMP policies. Decided to further discuss the points brought up at another meeting including Dr. Chelf, Dr. Koodali, and Provost Fisher.
 - b. Curriculum Committee Minutes (APPENDIX B, Dr. Arnett, Chair) *Arnett. Proposals rolled from previous meeting. Discussion of quorum. *Ochs/West. Approved. *Day. Important that representatives attend the meeting, because otherwise the proposal will be tabled if there are any questions from the committee.
 - c. Student Research Grants Committee (No Formal Report, Dr. Ochs, Chair) *Ochs. February 7th was the deadline, and the review process has begun. *Webb discusses whether handwritten signatures required for the plagiarism statement. *Koodali. Docu Sign has been purchased and will be used to streamline the forms.
12. Graduate School Reports
 - a. Graduate School Enrollment Reports (Appendix D)

*Koodali informs the council that the last 26 pages are a Power Point regarding recruitment.

- b. Report from the Associate Provost for Research and Graduate Education (Appendix E)
- *Koodali discusses streamlining operations for admissions.
 - *Koodali explains outreach events planned and invites members' attendance.
 - *Koodali mentions that the revised Thesis, Specialist Project, and Dissertation Guidelines have been published, with flexible transition.
 - *Koodali details the marketing and communication efforts planned for recruitment, including digital campaigns and Slate CRM.
 - *Koodali asks that members complete a survey for the TOEFL Committee of Examiners.
 - *Koodali mentions the John D. Minton nominations, due March 11.
 - *Koodali and Dick discuss Docu Sign implementation timeline.
13. Public Comments **None.**
14. Announcements & Adjourn **None *Move to Adjourn. Arnett/Blankenship.**

APPENDIX B

Graduate Council Curriculum Committee
Minutes - Thursday, March 3, 2022, 2:00 PM (CT)

Join Zoom Meeting

<https://wku.zoom.us/j/93051935299?pwd=UWN4bTdLZitkcjRyOFBXSkx1c08rZz09>

Meeting ID: 930 5193 5299

Passcode: 327948

Minutes: February 3, 2022

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

Discussion: None

Voting Members: Scott Arnett, Aaron Hughey (Nick Fessler gave his proxy vote to Aaron for today's meeting)

Guest: Dana Cosby, Marilyn Gardner, John Khouryieh, Jill Sauerheber, Xiuhua Ding, Beth Laves, Merrall Price, Danita Kelley, Evelyn Thrasher, Jennifer Hammonds

Announcements:

None

Course Administration:

Graduate Curriculum Committee (10)				
Code	Title	Status	Initiator	Received
CNS 606	CNS 606: Marriage, Couple, and Family Counseling Practice and Process	Edited	jll34446	2/2/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Arnett Discussion: Sauerheber gave a brief description. Changes are coming from their accreditation visit. They wanted more focus on the policy/practice. Hammonds asked about Fall 22 implementation and if it could move to Fall 23? Sauerheber said she could change the implementation date. <i>Friendly Amendment – Changing the Implementation date to Spring 23. Also will add bullets under the content outline.</i> Vote: Approved</p>				
<p>Bundle all PH Courses Motion to Bundle – 1st/2nd: Hughey/Fessler Hammonds asked that we pull PH 530 & PH 598 out of the bundle Amended Motion – Hughey Motion to Discuss – 1st/2nd: Hughey/Fessler Discussion – Gardner gave a brief description. Most of them are just name changes/or description changes. Hammonds asked if she could change to Spring 23 implementation date. <i>Friendly Amendment – Change the implementation date to Spring 23.</i> Vote: Approved</p>				
PH 564	PH 564: Public Health Issues in Women's Health	Edited	mrl60593	2/22/2022
PH 578	PH 578: Health Inequities	Edited	mrl60593	2/22/2022
PH 580	PH 580: Public Health Foundations and Practice	Edited	mrl60593	2/22/2022

Graduate Curriculum Committee (10)				
Code	Title	Status	Initiator	Received
PH 585	PH 585: Global Health	Edited	mrl60593	2/22/2022
PH 587	PH 587: Health Behavior Theory	Edited	mrl60593	2/22/2022
PH 600	PH 600: Maintain Matriculation	Edited	mrl60593	2/22/2022
PH 620	PH 620: Advanced Biostatistics	Edited	mrl60593	2/23/2022
<p>Motion to Bundle PH 530 & 598 – 1st/2nd: Hughey/Arnett Discussion: Gardner gave a brief description. Hammonds Departmental Restrictions is programmed different and needs to be listed under the Pre-Req. <i>Friendly Amendment – Change the implementation date on PH-530 to Spring 23. PH-598 will stay Fall 22. Gardner also mentioned she wanted to change PH-598 to Pass/Fail.</i> Vote: Approved</p>				
PH 530	PH 530: Selected Topics/Independent Study	Edited	mrl60593	2/23/2022
PH 598	PH 598: Applied Research in Public Health	Edited	mrl60593	2/22/2022

Program Administration:

Graduate Curriculum Committee (3)				
Code	Title	Status	Initiator	Received
/programadmin/354/index.html	: Supply Chain Management	Added	dnm79223	11/29/2021
<p>Motion to Discuss – 1st/2nd: Hughey/Fessler Discussion: Cosby gave a brief description. MBA program has a supply chain management concertation, and they want to create a certificate program. <i>Friendly Amendment – They want the bullet list to read like the data management to keep them the same. Change to the following:</i></p> <ul style="list-style-type: none"> • Admission to WKU Graduate School • At least three years full-time experience in a professional role strongly preferred • Background knowledge of and exposure to word processing, spreadsheets and presentations <p>Vote: Approved</p>				
0447	0447: Engineering Management	Edited	hnn63928	2/1/2022
<p>Motion to Discuss – 1st/2nd: Hughey/Arnett Discussion: Khouryieh gave a brief description. Made change in the rationale for the program proposal. <i>Friendly Amendments – Under Program Admission we need to add a few things. Also changing the Program Admission to bullets instead of numbers. Wording below:</i> 1 Submission of GRE, GMAT, or equivalent scores. A minimum GRE score of 140 for verbal reasoning and 140 for quantitative reasoning are required with a score of 2.5 or higher for analytical writing2. Applicants who don't meet the admission criteria may be considered for conditional admission. 2 Applicants who have earned a B.S. degree in engineering or related STEM fields with a cumulative GPA of 3.0 or higher are exempt from taking the GRE. Current students at WKU who seek the JUMP program in one of the undergraduate baccalaureate programs in the School of Engineering and Applied Sciences (SEAS) with a cumulative GPA of 3.0 or higher are exempt from taking the GRE. Vote: Approved</p>				
0453	0453: Music	Edited	cth63047	2/17/2022

Graduate Curriculum Committee (3)				
Code	Title	Status	Initiator	Received
Motion to Discuss – 1st/2nd: Hughey/Arnett Discussion: Price gave a brief description. This was presented before and it got kicked back to course level. Vote: Approved				

Other Business:

None

Adjourn at 2:45 pm**1st/2nd** – Hughey/Arnett

Respectfully submitted
GCCC Recorder
Jessica Steenbergen



Graduate Council

*Graduate Student Research***Agenda — February 2022****I. Committee Briefings*****FYI: A friendly reminder that student research grants are capped at \$2,000 each*****II. New Business:**

1. Jacob Bowen, Biology (Dr. Keith Philips)
Diversity and Phylogeny of Spider Beetles (Coleoptera: Ptininae) in the Atacama Desert
Requesting \$2,000.00; **Recommending \$2,000.00**
2. Shelby Davis, Psychological Sciences (Dr. Katrina Burch)
An Investigation of Perceived Authenticity of Diversity and Black Lives Matter Statements and Their Influence on Applicant Attractiveness
Requesting \$677.76; **Recommending \$277.76** (\$400.00 being provided by department/college)
3. Kennedy Hammonds, Psychological Sciences (Dr. Katrina Burch)
Examining Antecedents and Outcomes of Diversity Initiative Fatigue
Requesting \$1,325.52; **Recommending \$875.52** (\$450.00 being provided by department/college)
4. Zikrulloh Khuzhakulov, Physics and Astronomy (Dr. Ali Oguz Er)
Pulsed Laser Deposition of Hydroxyapatite Coatings on Ti6Al4V, Ti and Structural Analysis for Biomedical Applications
Requesting \$1,970.85; **Recommending \$1,970.85**
5. BriAnna Lowe, Psychological Sciences (Dr. Andrew Mienaltowski)
The Glaring Mop and Woeful Rock: Aging and the Subtlety of Language for Emotion Perceived in Inanimate Objects
Requesting \$603.00; **Recommending \$203.00** (\$400 being provided by department/college)
6. Kristen Schwindt, Psychology (Dr. Qin Zhao)
Aging is Not All Doom and Gloom: How do Beliefs About Aging Moderate the Effects of Mortality Salience on Ageism Attitudes?
Requesting \$1,190.00; **Recommending \$1,190.00**
7. Shahriar Bin Shahid, Earth, Environmental, and Atmospheric Sciences (Dr. Royhan Gani)
Tectonic Framework and Depositional History of the Bengal Basin, Bangladesh
Requesting \$1,765.00; **Recommending a resubmission in fall 2022**
8. Emily Smith, Psychological Science (Dr. Matthew Shake)
Cognition in Older Adults Participating in Bingocize: A Game-Based Exercise

Intervention

Requesting \$845.34; **Recommending \$445.34** (\$400.00 being provided by department/college)

9. Elizabeth Strasko, Biology (Dr. Jarrett Johnson)
Temporal Variation in Ephemeral Pond Emergence of Kentucky Amphibians Over a Season
Requesting \$2,000.00; **Recommending \$2,000.00**

Total Amount Requested: \$12,377.47; Recommended: \$8,962.47

APPENDIX D

Graduate Council Meeting, Thursday, March 10, 2022

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

1. **Graduate Admissions** (Barbara Chaffin, *Admissions Associate*, Julie Harris, *Graduate Admissions Specialist*, and Lizzie Doerr, *Office Associate*)
 - a. We had recently received the president's permission to expand the military tuition rate for members of the United States Public Health Service (USPHS) and the National Oceanic and Atmospheric Administration (NOAA) for students in undergraduate and graduate programs effective, Summer I, *i.e.* First summer session beginning May 2022. For questions on the tuition rate please reach out to Mr. Kent Johnson, Director of Military Student Services (MSS). An e-mail was sent on Feb. 14 to Graduate Program Coordinator's.
2. **Graduate Enrollment** (see report)
3. **Graduate Outreach Events** (Laura Burchfield, *Research and Graduate Education Outreach Coordinator*)
 - a. **Diversity in Graduate Education Conference.** This virtual event was held on February 17, 3:30-5:00 PM. A recording of the event is available at the link, <https://youtu.be/AkUadQYN38Q>.
 - b. **3MT Competition.** An *in-person* 3MT Competition was held on Wednesday, February 23, 2022, 3:00-4:00 PM in DSU. See WKU news release, [Biology graduate student Whitney Heard wins second WKU 3MT® Competition](#). A recording of the presentation is available at, <https://youtu.be/60Z9E1z8o3Q>.
 - c. **GRADLEARN.** ETS presented a webinar on "*TOEFL Updates: Expanding your International Reach*" on Thursday, February 24, 12:00-1:00 PM. A recording of the event will be shared later.
 - d. **Graduate School Information Session: Program Coordinator's Meeting,** Tuesday, Mar. 8, 3.00 to 4.00 PM. The Zoom link is <https://wku.zoom.us/j/92122741383>.
 - e. **GRE Strategy Workshop.** This is an exclusive workshop for WKU students on Thursday, March 10. The zoom link is <https://wku.zoom.us/j/96078275857>
 - f. **GRADWELL Workshops.** Three workshops mainly for graduate students are planned. Please see details below and flyer.
 - i. **Imposter Syndrome,** Thursday, March 24, 3:00 to 4:30 p.m.,

<https://wku.zoom.us/j/92674091806>

- ii. **Writing Well**, Thursday, March 31, 3:00 to 4:30 p.m.,
<https://wku.zoom.us/j/93578363188>
 - iii. **How to Deal with Uncertainty**, Thursday, April 14, 3:00 to 4:30 p.m.,
<https://wku.zoom.us/j/96451163256>
 - g. **Student Research Conference**. Scheduled on Saturday, March 26, 8.00 a.m. to 4.45 p.m.
 - h. **Graduate Student Appreciation Week**. (for week of April 11 is in planning stages)
4. **Graduate Records** (Lisa Meyers, *Graduate Records Assistant*)
- a. An advertisement for the position of Assistant Director of Graduate Records was posted on Feb. 21. The search is ongoing. Please contact the Associate Provost for Research and Graduate Education for any questions during the transition.
 - b. Please share changes in Graduate Program Coordinator with Ms. Julie Harris and Ms. Barbara Chaffin.
5. **Graduate Marketing and Recruitment** (Dr. Scott Gordon, *Manager, Graduate Recruitment and Retention*)
- a. Virtual Recruitment Fair in collaboration with College of Education and Behavioral Sciences, Wednesday, was held on Feb. 16, 1.00 to 1.30 PM.
 - b. Virtual Career and Graduate School Fair, Spring 2022 Kentucky State University, Feb.23, 9.00 AM to 1.00 PM.
 - c. Virtual Recruitment - Diversity Graduate Information Fair was held on Thursday, Feb. 24, 3.00 to 3.30 PM.
 - d. In-person recruitment – Murray State University Career Fair was attended March 1-2
 - e. GradSchoolMatch recruitment tool – development in progress.
 - f. Qualtrics survey of Spring 2022 students that were admitted but did not enroll to be conducted this week.
6. **Graduate Assistantship and Fellowship Allocations for FY 23** (Renee Purdy, *Budgets and Resources Manager*)
- a. The allocations for Graduate Assistantships and Fellowships for FY23 remain the same as FY 22. An e-mail was sent on Feb. 18 to the Deans of the five Colleges.
7. **FYI**
- a. **John D. Minton Graduate Student Award for 2021-2022**. A call was sent on Thursday, Feb. 3, 2022. Nomination materials are now being accepted via email to graduate.school@wku.edu through Friday, March 11, 2022. Please include Minton Nomination Materials in the e-mail subject line.
 - b. **Outstanding Graduate Student (OGS) Award for 2021-2022**. An e-mail was sent to Deans, Associate Deans, and Assistant Deans.

APPENDIX B Graduate Council Executive Committee Report April 2022

Graduate Council Election Results

Dr. Evelyn Thrasher indicated that since GFCB had no nominees for Graduate Council, Dr. Ray Blankenship will serve an additional term representing GFCB.

Election Results

Term 2022-2025

GFCB Dr. Ray Blankenship

PCAL Dr. Catherine Wilson

CEBS Dr. Andrea Paganelli

OCSE Dr. William Daniel Strunk

COHH Dr. Whitley Jo Stone

Committees will be appointed/elected at the first meeting of the 2022-2023 academic year.

Appendix C Policy Committee Report April 2022

Academic Policy (Revision) (Action)

Date: April 14, 2022

College: Graduate Council

Department: Policy Committee

Contact Person: Richard Schugart, richard.schugart@wku.edu

- 1. Policy Name:** Joint Undergraduate-Master's Degree Programs (JUMP) (Graduate Catalog)
- 2. Description:** Policy to standardize JUMP program parameters university-wide. A standard policy will align with accreditation expectations from Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and also ensure the highest quality of both the undergraduate and graduate degree experience.

2.1 Existing

Joint Undergraduate-Master's Degree Programs (JUMP)

JUMP programs provide academically outstanding students the opportunity to complete both an undergraduate and graduate degree in approximately five years. Qualified students who have been admitted to a JUMP program may complete a maximum of 18 graduate hours as an undergraduate student and count a maximum of 12 hours on both the undergraduate and graduate transcript as prescribed by the program. Students will apply to Graduate School upon or before earning more than 18 graduate hours. Each JUMP program has individualized admission criteria. Search "JUMP" in this catalog for a complete list of programs and contact the academic department for additional information.

2.2 Proposed

Joint Undergraduate-Master's Degree Program (JUMP)

JUMP provides academically exceptional students the opportunity to complete both an undergraduate and graduate degree in an accelerated time period. Qualified students will apply directly to an individual Joint Undergraduate Master's Program which will make a recommendation to the Graduate School for admission to JUMP. JUMP students may complete a maximum of 12 graduate hours as an undergraduate student in graduate programs with less than 33 required credit hours, a maximum of 15 graduate hours as an undergraduate student in graduate programs with at least 33 required credit hours and less than 36 required credit hours, and a maximum of 18 graduate hours as an undergraduate student in graduate programs with 36 or more required credit hours. Except in programs with 36 or more required credit hours, a maximum of nine graduate hours may be counted on both the undergraduate and graduate transcript as prescribed by the approved program curriculum. For graduate programs with 36 or more required credit hours, a maximum of 12 graduate hours may be double counted on both transcripts as prescribed by the approved program curriculum. JUMP students will apply for admission to the Graduate School for the corresponding Master's Program upon or before earning the maximum number of graduate hours, as prescribed for their program, or upon earning the bachelor's degree, whichever occurs first. Program admission criteria for the Master's degree may be waived for JUMP students at the discretion of individual program Directors and/or Committees.

New JUMP programs require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC.

Individual Joint Undergraduate-Master's Degree Program may have more stringent and/or additional admission and continuance requirements, including for matriculation into the Master's program. These criteria will be published in the undergraduate and/or graduate catalog. However, minimum requirements for admission and continuance in JUMP include:

For JUMP admission eligibility:

- A minimum of 60 credit hours earned and lacking no less than 15 credit hours to complete the undergraduate degree

- A minimum of 24 undergraduate hours earned at WKU
- A minimum cumulative undergraduate GPA of 3.25

For Continuance:

- Continuous enrollment (excluding winter and summer terms, including, but not limited to, military service, parental leave, and medical leave)
- Maximum enrollment of 15 graduate hours per term
- Undergraduate JUMP students must maintain a cumulative GPA of 3.0 or higher in graduate courses
- Once admitted to the Graduate School, JUMP students must adhere to the Graduate Academic Standing policy

Failure to meet continuance requirements will result in dismissal from JUMP. Upon dismissal, graduate coursework may not be double-counted. Graduate coursework will be removed from the undergraduate transcript and recorded on the graduate transcript only.

Graduate credits earned through JUMP may only be applied toward one undergraduate and one graduate degree. These credits may not be applied to any additional WKU programs.

Once admitted to the Graduate School, students are classified as graduate students and no longer qualify for undergraduate classification for any purpose, including financial aid. Likewise, students admitted to the Graduate School are eligible for all graduate student privileges, including graduate assistantships and graduate student research grants.

Once admitted to a particular JUMP program, students may not switch programs. JUMP students at both the undergraduate or graduate level may appeal aspects of this policy to the Graduate School.

3. Rationale for proposed policy:

3.1 The Graduate School (Associate Provost for Research and Graduate Education) requests that the Graduate Council provide clarification on this policy, including:

A university-wide Joint Undergraduate Master’s Program policy that ensures minimum standards for admission and matriculation of exceptional students and timely completion of the accelerated program while maintaining rigor and integrity of the undergraduate and graduate degree programs and ensuring student learning objectives at both levels are satisfactorily met.

4. Impact on existing academic or non – academic policies:

- 4.1 Impact on policies: no negative impact anticipated.
- 4.2 Impact on populations that may be affected: Programs may need to revise their JUMP eligibility criteria to be consistent with the university-wide JUMP Policy.

5. Term of implementation: Fall 2022

6. Dates of committee approvals:

Graduate Council Policy Committee	<u>05 April 2022 (5-0-0)</u>
Graduate Council	_____
Faculty Senate	_____

Academic Policy (Revision) (Action)

Date: April 14, 2022

College: Graduate Council

Department: Policy Committee

Contact Person: Richard Schugart, richard.schugart@wku.edu

1. Policy Name: Undergraduate Enrollment in Graduate Courses (Graduate Catalog)

2. Description: Limit undergraduate enrollment in graduate courses to seniors, enact a 6-hour maximum, and require approval of the student's advisor and the course's instructor of record.

2.1 Existing

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students at Western Kentucky University may request to enroll in graduate courses by submitting an "Undergraduate Taking Graduate Courses" form to the Graduate School. Conditions for approval include:

- having earned at least 75 undergraduate credit hours;
- and, having a minimum cumulative GPA of 3.0.

Undergraduate students may accumulate a maximum of 12 graduate credits. In addition, undergraduate students are restricted to a maximum of 15 hours enrollment per term, including graduate and undergraduate credits. All graduate coursework will be on the graduate transcript. To move the coursework to the undergraduate transcript students should contact the Office of the Registrar.

(Approved by Graduate Council 12/10/15)

2.2 Proposed

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students classified as Seniors at Western Kentucky University and who have a minimum cumulative undergraduate GPA of 3.0 may enroll in up to 6 hours of graduate coursework, or minimum cumulative GPA of 3.25 may enroll in up to 12 hours of graduate coursework, with approval of advisor and instructor of record.

Undergraduate students enrolled in graduate courses are restricted to a maximum enrollment of 15 hours per term. Graduate credit earned as an undergraduate student may be applied at either the undergraduate or graduate level, but not both.

This policy does not apply to students enrolled in a Joint Undergraduate-Masters Program (JUMP).

3. Rationale for proposed policy:

3.1 The Graduate School (Associate Provost for Research and Graduate Education) requests that the Graduate Council provide clarification on this policy, including:

- Restricting graduate enrollment to Seniors students only
- Allowance for graduate credits to apply to an undergraduate or graduate degree program, but not both (with the exception of students enrolled in a JUMP)
- Clarify that undergraduate enrollment in graduate courses requires approval of both advisor and instructor of record for the graduate course(s)

4. Impact on existing academic or non – academic policies:

4.1 Impact on policies: no negative impact anticipated

4.2 Impact on populations that may be affected: Instructors of record for graduate courses will need to approve undergraduate enrollment in their course(s). Advisors of undergraduate students will need to approve undergraduate enrollment in graduate courses. Undergraduates wishing to enroll in graduate courses must be classified as Seniors.

5. **Term of implementation: Fall 2022**

6. **Dates of committee approvals:**

Graduate Council Policy Committee 05 April 2022 (5-0-0)

Graduate Council _____

Faculty Senate _____

Appendix D Graduate Council Curriculum Committee Report April 2022

Graduate Council Curriculum Committee
Minutes - Thursday, April 7, 2022, 2:00 PM (CT)

Join Zoom Meeting

<https://wku.zoom.us/j/97340615616?pwd=aEVYQTJHWDFDRi82RXQ1c3RpdVhHQT09>

Meeting ID: 973 4061 5616

Passcode: 116319

Voting Members: Scott Arnett, Nicholas Fessler (also proxy for Arron Hughey)

Guest: Beth Laves, Jennifer Hammonds, Jessica Dorris, Dennis George, Merrall Price, Danita Kelley, Cate Webb, Lauren Bland, Katrina Burch, Dominique Gumirakiza, Gary Houchens, Richard Schugart, Jessica Torelli, Shannon Vaughan, Karen Furgal

Minutes: March 3, 2022

1st/2nd: Fessler/Arnett – **Vote:** Approved

Discussion: None

Announcements:

None

Course Administration:

Graduate Curriculum Committee (44)				
Code	Title	Status	Initiator	Received
BUNDLE all HIST courses except for HIST-535 (pull out of Bundle)				
Motion to Bundle – 1st/2nd: Fessler/Arnett				
Motion to Discuss – 1st/2nd: Fessler/Arnett				
Discussion: Price explained that History is just doing cleanup with the department. Scheduling type changes from lecture to seminar, and changed a little bit of the language a bit. There are 7 new courses in the list as well, Price said those are specific in areas that students have asked for.				
<i>Friendly Amendments to change the CIP codes.</i>				
<i>HIST-641 – SIP Code 54.0101 should be</i>				
<i>HIST-643 – SIP Code 54.0106 should be</i>				
Vote: Approved				
HIST 518	HIST 518: Reformation Europe	Edited	alx81987	3/9/2022
HIST 530	HIST 530: History of the US Civil Rights Movement	Edited	alx81987	3/9/2022
HIST 541	HIST 541: American Revolution and Early Republic	Edited	alx81987	3/9/2022
HIST 543	HIST 543: US Civil War and Reconstruction	Edited	alx81987	3/9/2022

Graduate Curriculum Committee (44)

Code	Title	Status	Initiator	Received
HIST 547	HIST 547: History of American Popular Culture	Edited	alx81987	3/9/2022
HIST 552	HIST 552: American Urban History	Edited	alx81987	3/9/2022
HIST 618	HIST 618: Seminar in Gender and Women's History	Edited	alx81987	3/9/2022
HIST 556	HIST 556: Kentucky History	Edited	alx81987	3/9/2022
HIST 559	HIST 559: Immigrants in American History	Edited	alx81987	3/9/2022
HIST 563	HIST 563: The Atlantic World	Edited	alx81987	3/9/2022
HIST 569	HIST 569: Internship	Edited	alx81987	3/9/2022
HIST 605	HIST 605: Seminar in Ancient History	Edited	alx81987	3/9/2022
HIST 606	HIST 606: Seminar in European History	Edited	alx81987	3/9/2022
HIST 609	HIST 609: Seminar in Early Modern Europe, 1350-1750	Edited	alx81987	3/9/2022
HIST 612	HIST 612: Seminar in Modern Europe, 1750-Present	Edited	alx81987	3/9/2022
HIST 615	HIST 615: Seminar in World History	Edited	alx81987	3/9/2022
HIST 630	HIST 630: Seminar in US History	Edited	alx81987	3/9/2022
HIST 641	HIST 641: Readings in American History	Edited	alx81987	3/9/2022
HIST 644	HIST 644: Readings in European History	Edited	alx81987	3/9/2022
HIST 642	HIST 642: Readings in African History	Edited	alx81987	3/9/2022
HIST 616	HIST 616: Seminar in Middle Eastern History	Edited	alx81987	3/9/2022
HIST 617	HIST 617: Seminar in Latin American History	Edited	alx81987	3/9/2022
HIST 608	HIST 608: Seminar in Public History	Added	alx81987	3/9/2022
HIST 625	HIST 625: Seminar in Native American History	Added	alx81987	3/9/2022
HIST 643	HIST 643: Readings in Asian History	Added	alx81987	3/9/2022
HIST 520	HIST 520: History of Sexuality	Added	alx81987	3/9/2022
HIST 621	HIST 621: Seminar in Environmental History	Added	alx81987	3/9/2022
HIST 623	HIST 623: Seminar in Russian History	Added	alx81987	3/9/2022
HIST 624	HIST 624: Seminar in Labor History	Added	alx81987	3/9/2022
HIST 622	HIST 622: Seminar in Borderlands History	Edited	alx81987	3/9/2022
HIST 535	HIST 535: Historiography	Edited	alx81987	3/9/2022

Motion to Discuss – 1st/2nd: Fessler/Arnett

Discussion: Price explained that the course description was edited a little. Hammonds asked about implementation date and/or leave scheduling type alone.

Friendly Amendment – scheduling type as lecture for fall 22 and then follow-up to change that in Spring 23

Vote: Approved

BUNDLE all SPED-529, 530, 531, 535, 590, 618, 630 courses

Motion to Approve those – 1st/2nd: Fessler/Arnett

Friendly Amendment – All of the scheduling types should stay as Applied Learning.

Discussion: Torelli explained what the changes are in all SPED courses.

Vote: Approved

Bundle SPED-501, 515, 517, 612, 615

Motion to Bundle – 1st/2nd: Fessler/Arnett

Discussion – Torelli gave brief explanation, which is same as before.

Graduate Curriculum Committee (44)

Code	Title	Status	Initiator	Received
<i>Friendly Amendment should be scheduling type should be Lecture/Lab</i>				
Vote: Approved				
SPED 501	SPED 501: Introduction to Applied Behavior Analysis	Edited	jss91688	3/10/2022
SPED 531	SPED 531: Data-Based Individualization in Special Education	Edited	jss91688	3/10/2022
SPED 535	SPED 535: Curriculum for Individuals with Moderate and Severe Disabilities	Edited	jss91688	3/10/2022
SPED 590	SPED 590: Advanced Internship in Special Education	Edited	jss91688	3/10/2022
SPED 612	SPED 612: Collaboration between Schools and Stakeholders for Individuals with Disabilities	Edited	jss91688	3/10/2022
SPED 615	SPED 615: Instructional Strategies for Students with Moderate and Severe Disabilities	Edited	jss91688	3/10/2022
SPED 618	SPED 618: Social Skills Instruction & Behavioral Programming for Students with Disabilities	Edited	jss91688	3/10/2022
SPED 529	SPED 529: Assessment of Students with Moderate to Severe Disabilities	Edited	jss91688	3/10/2022
SPED 630	SPED 630: Special Education Law and Finance	Edited	jss91688	3/10/2022
SPED 515	SPED 515: Introduction to Special Education	Edited	jss91688	3/10/2022
SPED 517	SPED 517: Transition Services and Programs for Individuals with Disabilities	Edited	jss91688	3/10/2022
SPED 530	SPED 530: Advanced Assessment of Students with Disabilities in General Education	Edited	jss91688	3/10/2022
EDU 502	EDU 502: Positive Learning Environment	Edited	jss91688	3/10/2022

Motion to Discuss – 1st/2nd: Fessler/Arnett

Discussion: Torelli, just made minor updates, all of STE people have to take this course. Just trying to align it with what's in the field. Hammonds, adding an additional scheduling type. What is the purpose, should be applied learning and stay in the same format.

Friendly Amendment – scheduling type should stay as Applied Learning

Vote: Approved

Program Administration:

Graduate Curriculum Committee (10)

Code	Title	Status	Initiator	Received
0457	0457: Special Education for Learning and Behavior Disorders	Edited	jss91688	3/10/2022

Motion to Discuss – 1st/2nd: Fessler/Arnett

Discussion: Torelli gave a quick overview of the program change.

Friendly Amendment – Remove the statement under Admission Requirements “Admission criteria very depending on the status of the applicant’s current teaching license.”

Vote: Approved

0438	0438: Special Education for Moderate and Severe Disabilities	Edited	chr11441	3/10/2022
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Motion to Discuss – 1st/2nd: Fessler/Arnett

Discussion: Torelli gave brief explanation, added core curriculum. Graduate school asked to change some language under the admissions section.

Friendly Amendment – Students who do not have a teachers license may not be

Vote: Approved

Motion to look again – Fessler/Arnett

Graduate Curriculum Committee (10)

Code	Title	Status	Initiator	Received
<p><i>Friendly Amendment – Remove the statement under Admission Requirements “Admission criteria very depending on the status of the applicant’s current teaching license.”</i></p>				
<p>Vote: Approved</p>				
1745	1745: Local Government Administration	Edited	shn21703	3/9/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Vaughn gave an overview. Change one of the 2 required course. Move PS-528 to be an elective, and the required course PS-562 or PS-554. Hammonds PS-554 can only count as elective? Yes, if they take both they count in both sections.</p>				
<p>Vote: Approved</p>				
0467	0467: Organizational Leadership	Edited	gry63984	3/1/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Houchens gave a quick overview, just doing a bit of housekeeping. Graduate School asked that under Program Admission remove the first sentence and the 2 bullets under.</p>				
<p><i>Friendly Amendment – Under the electives area add PS-526 Local Government Administration add this course under the elective & the Graduate School request was... Please refer to the “admission section” of this catalog for Graduate School admission requirements.</i></p>				
<p><i>(Wording in blue would be a hyperlink.)</i></p>				
<p>Vote: Approved</p>				
0466	0466: Speech-Language Pathology	Edited	lrn07166	3/21/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Bland gave a brief overview, making a couple of adjustments in Admissions to bring into the 21st century. Graduate School asked under the electives, would be helpful to have a list of courses. Hammonds suggested a friendly amendment and it was accepted.</p>				
<p><i>Friendly Amendment – Students must select 12 hours of coursework from the SLP discipline or as approved by their academic advisor.</i></p>				
<p>Vote: Approved</p>				
0456	0456: Special Education for Initial Certification	Edited	chr11441	3/10/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Torelli gave brief explanation, added core curriculum. Graduate school added suggestion on the admissions section. Hammonds asked if the concertation needed to be listed.</p>				
<p><i>Friendly Amendment – Admission criteria very depending on the status of the applicant’s current teaching license. Also under program requirement section it says Concentrations need to be called Tracks.</i></p>				
<p>Vote: Approved</p>				
0013	0013: Physical Therapy	Edited	pnn51910	3/21/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Furgal gave an overview, changing mission statement; revised the goals and outcomes, and the SLO needed new language because of direct observation hours.</p>				
<p>Vote: Approved</p>				
085	085: Mathematics	Edited	rch75904	3/31/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Schugart gave an overview, changes are within the SLO and requirements.</p>				
<p>Vote: Approved</p>				
052	052: Agriculture	Edited	jnd97582	3/31/2022
<p>Motion to Discuss – 1st/2nd: Fessler/Arnett Discussion: Dominique gave an overview. Changes are removing the GRE requirement, and changed up the elective list.</p>				
<p>Vote: Approved</p>				
0469	0469: Psychology	Edited	ktr30700	3/31/2022

Graduate Curriculum Committee (10)

Code	Title	Status	Initiator	Received
	Motion to Discuss – 1st/2nd: Fessler/Arnett			
	Discussion: Burch gave an overview, reduce overall credit hours from 45 to 42. Student were required to take 6 credit of internship down to 3 credits. Graduate School asked removing the GRE requirement, what’s the stance from the program. Burch explained.			
	Vote: Approved			

Other Business:

None

Adjourn at 3:05 pm

1st/2nd – Fessler/Arnett

Respectfully submitted
GCCC Recorder
Jessica Steenbergen

Appendix E Associate Provost for Research and Graduate Education Report April 2022

Graduate Council Meeting, Thursday, April 14, 2022

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

1. **Graduate Admissions** (Barbara Chaffin, *Admissions Associate*, Julie Harris, *Graduate Admissions Specialist*, and Lizzie Doerr, *Office Associate*)
 - a. Spring 2022 applications closed as of March 31, 2022.
 - b. Incomplete Spring 2022 applications will be inactivated by May 6, 2022.
 - c. Applications for Winter 2023 and Spring 2023 terms are now available on the application form. Applications for Summer 2023 and Fall 2023 terms will be turned on June 1, 2022.
 - d. Continue to encourage programs to return admissions decisions in a timely manner.
2. **Graduate Enrollment**
 - a. There are no enrollment reports prepared by Institutional Research (IR) since March 18, *i.e.* the Spring 2022 census date.
 - b. The Graduate Applications by Month & Current Week report on Visual Analytics (VA) in the Graduate School folder has been updated to include some notes for clarification. The report has also been saved to the “All Reports folder” so that anyone who has access to VA, including graduate program coordinators and department heads, can access the report. If you need access to this report, contact Dr. Tuesdi Helbig.
3. **Graduate Outreach Events** (Laura Burchfield, *Research and Graduate Education Outreach Coordinator*)
 - a. **GRADLEARN.** ETS presented a webinar on “*TOEFL Updates: Expanding your International Reach*” on Thursday, February 24, 12:00-1:00 PM. A recording of the presentation is available at, <https://youtu.be/UVy7oxGdAT8>.
 - b. **GRE Strategy Workshop.** ETS presented an exclusive workshop for WKU students on Thursday, March 10, 3:00-4:30 PM. A recording of the presentation is available at, <https://youtu.be/dTqhgfrtR2M>.
 - c. **GRADWELL Workshops.** Three workshops mainly for graduate students had been planned, two of which have been conducted. Please see the details below.

- i. **Imposter Syndrome**, Thursday, March 24, 3:00 to 4:30 p.m., <https://wku.zoom.us/j/92674091806>
 - ii. **Writing Well**, Thursday, March 31, 3:00 to 4:30 p.m., <https://wku.zoom.us/j/93578363188>
 - iii. **How to Deal with Uncertainty**, Thursday, April 14, 3:00 to 4:30 p.m., <https://wku.zoom.us/j/96451163256>
 - d. The 52nd **Student Research Conference** was held on Saturday, March 26, 8.00 a.m. to 4.45 p.m.
 - e. **Graduate Student Appreciation Week**. The plans are as follows.
 - i. Graduate Student Research Grant Awards: Monday, April 11, from 4:00 – 5:00 PM, <https://wku.zoom.us/j/97859556101>
 - ii. Graduate Assistant Teaching Institute (GATI) Awards: Tuesday, April 12, from 4:00 – 5:00 PM <https://wku.zoom.us/j/93325802627>
 - iii. John D. Minton and Outstanding Graduate Student Awards: Friday, April 15, from 4:00 – 5:00 PM <https://wku.zoom.us/j/98355956747>
4. **Graduate Records** (Lisa Meyers, *Graduate Records Assistant*)
- a. Thesis and Dissertations are due April 15, for May graduates.
 - b. Capstone Forms must be submitted by the end of the May term for Spring graduates.
 - c. Starting in May 2022, all students will be audited using [Degree Works](#), with the exception of those students who were admitted prior to Fall 2019.
5. **Graduate Marketing and Recruitment** (Dr. Scott Gordon, *Manager, Graduate Recruitment and Retention*)
- a. Qualtrics survey was sent to applicants who were admitted but did not enroll for the Spring 2022 term.
 - b. Graduate Fair for May commencement was held on March 29-31, 10 AM to 6 PM DSU. Graduate School participated in this Fair.
 - c. Faculty and Staff Virtual Information Fair is scheduled for Tuesday, April 26, from 12:00-12:30 PM.
 - d. An Alumni Virtual Information Fair will be scheduled in June.
6. **Graduate Assistantship and Fellowship Allocations for FY 23** (Renee Purdy, *Budgets and Resources Manager*)
- a. CEBS Stipends = \$125,381 - Tuition = \$132,00
 - b. CHHS Stipends = \$201,720 - Tuition = \$141,00
 - c. GFCB Stipends = \$93,300
 - d. OCSE Stipends = \$317,670 - Tuition = \$117,667
 - e. PCAL Stipends = \$412,546 - Tuition = \$113,111
7. **FYI**
- a. **John D. Minton Graduate Student Award for 2021-2022**. The winner is Mr. Ahmet Kaan Aydin.

