

#### **Graduate Council**

#### Agenda—Thursday, November 12, 2020, 2:30 p.m.

Join Zoom Meeting <a href="https://wku.zoom.us/j/99390822962?pwd=cS9qZ2JXOThmQitDTGdNSEIXYWI2dz09">https://wku.zoom.us/j/99390822962?pwd=cS9qZ2JXOThmQitDTGdNSEIXYWI2dz09</a>

Meeting ID: 993 9082 2962 Passcode: 063461

- 1. Call to Order
- 2. Overview of the Updates to Faculty Governance Forms and Workflow (Rheanna Plemons)
- 3. Consideration of October 8, 2020, minutes (APPENDIX A)
- 4. Graduate Enrollment Report (APPENDIX B)
- 5. Report from Graduate Council Executive Committee
- 6. Committee Reports
  - a. Policy Committee (No Report)
  - b. Curriculum Committee (APPENDIX C)
  - c. Student Research Grants Committee (No Report)
- 7. Report from the Associate Provost of Research and Graduate Education (APPENDIX D)
- 8. Public Comments
- 9. Announcements & Adjourn



# Graduate Council Minutes —Thursday, October 8 2020, 2:30 p.m. Via Zoom

Members Present: Aaron Hughey, Ranjit Koodali, Adam West, Ray Blankenship, Carl Dick, Richard Schugart, Dana Sullivan, Marla Zubel, Jordan Constant, Hannah Cady, Scott Arnett, Dawn Wright, Martha Day, Cheryl Hopson, Marko Dumancic, Diane Lickenbrock, Sarah Ochs

Members Absent: Helen Liang, Lily Zhuhadar, Phillip Hogan, Camille Acosta, Angela Dolan, Alex Broskey

Guest: Cathleen Webb, Jennifer Hammonds, Scott Gordon, Colette Chelf, Danita Kelley, Merrall Price, Gary Houchens, Evelyn Thrasher, Dana Cosby, Ann Ferrell

- 1. Call to Order \*Hughey
- 2. Consideration of September 10, 2020, minutes (APPENDIX A) \*Lickenbrock/Dick; approved.
- 3. Graduate Enrollment Report (APPENDIX B) \*Gordon provided an update on the Graduate Enrollment Report.
- 4. Report from Graduate Council Executive Committee \*Hughey summarized the committee discussions.
- 5. Committee Reports
- a. Policy Committee (APPENDIX C) \*Dick discussed a new Graduate Catalog (Graduate Certificate) Policy. Dick made a motion to bundle; approved.
- b. Curriculum Committee (APPENDIX D) \*Day reminded the council that someone needs to come represent a proposal. Hopson/Schugart; approved.
- c. Student Research Grants Committee \*Lickenbrock encouraged graduate council members to complete the ORCA survey.
- 6. Report from the Associate Provost of Research and Graduate Education
- \*Koodali would like to meet with the Research Grant Committee to discuss the research budget. \*The survey is open and for us to understand the effect of COVID on research. \*Gordon is working on a number of virtual recruitment fairs. \*Koodali is also working towards a Grad Success Workshop.
- 7. Public Comments
- 8. Announcements & Adjourn \*Dumancic/Dick; adjourn.

# **APPENDIX B**

# **Graduate Enrollment Report**

Graduate Enrollment (Excluding Study Abroad): Fall 2016-Fall 2020 at Census	Fall 2018 23OCT2018		Fall 2019 25OCT2019		Fall 2020 23OCT2020		Diff F19 to F20	
	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours
All	2,426	16,916	2,277	15,641	2,231	15,378	- 46	-263

Graduate Enrollment by Residency (Excluding Study Abroad): Fall 2016-Fall 2020 at Census	23OCT2018			2019 CT2019		Fall 2020 BOCT2020		Diff to F20
at ourses	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours
Residency								
Foreign Student	109	915	88	653	56	413	32	-240
Military (\$250/Cr Hr)	175	861	212	957	241	1,176	29	219
Military Resident	81	576	108	791	139	1,043	31	252
Non-res TN Cnty (Scholarship)	41	342	36	317	45	389	9	72
Nonresident	467	3,680	447	3,533	381	3,079	- 66	-454
P-12	339	1,696	247	1,192	306	1,535	59	343
Resident	1,191	8,717	1,107	8,010	1,041	7,597	- 66	-413
Undeclared	23	130	32	191	22	147	- 10	-44
All	2,426	16,916	2,277	15,641	2,231	15,378	- 46	-263

Graduate Enrollment by Degree Type (Excluding Study Abroad): Fall 2016-Fall 2020 at Census	Fall 2018 23OCT2018			2019 CT2019		2020 CT2020	Diff F19 to F20		
2020 4. 00.1040	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours	
Primary Graduate Degree Type									
Graduate Certificate	93	442	106	537	107	487	1	-50	
Doctorate	298	2,777	296	2,756	291	2,291	-5	-465	
Certification Only	69	336	54	246	78	388	24	142	
Master's	1,820	12,602	1,633	11,188	1,584	11,418	- 49	230	
Non-Degree	71	262	132	527	86	267	- 46	-260	
Rank I/II	44	228	22	105	32	191	10	86	
Specialist	31	270	34	283	53	336	19	53	
All	2,426	16,916	2,277	15,641	2,231	15,378	- 46	-263	

Graduate Enrollment by College (Excluding Study Abroad): Fall 2016-Fall 2020 at Census		2018 CT2018		2019 CT2019		Fall 2020 23OCT2020		Diff to F20
	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours
College								
College of Education and Behavioral Sciences	965	5,556	929	5,177	936	5,166	7	-11
College of Health and Human Services	907	7,653	879	7,423	785	6,584	- 94	-839
Gordon Ford College of Business	141	1,150	102	756	176	1,459	74	703
Graduate College	20	76	29	105	21	66	-8	-39
Ogden College of Science and Engineering	219	1,365	187	1,186	171	1,143	- 16	-43
Potter College of Arts & Letters	174	1,117	151	994	142	962	-9	-32
All	2,426	16,916	2,277	15,641	2,231	15,378	- 46	-263

Graduate Enrollment by Department (Excluding		2018		2019	Fall	2020		Diff
Study Abroad): Fall 2016-Fall 2020 at Census	2300	T2018	2500	T2019	2300	T2020	F1	9 to F20
	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours
Department								
99AR: Exploratory/Undeclared	2	6	2	6	2	6	0	0
99BU: Exploratory/Undeclared	105	777	78	545	147	1,164	69	619
99ED: Exploratory/Undeclared	9	54	35	115	4	12	-31	-103
99HH: Exploratory/Undeclared	39	129	66	295	58	174	-8	-121
99IS: Exploratory/Undeclared								
99SC: Exploratory/Undeclared	4	15	2	6	1	8	-1	2
Accounting	20	234	10	120	12	147	2	27
Agriculture and Food Science	30	130	14	84	7	60	-7	-24
Applied Human Sciences	28	153	21	135	20	111	-1	-24
Art								
Biology	46	296	55	334	49	305	-6	-29
Chemistry	22	166	22	143	14	102	-8	-41
Communication	22	132	19	114	17	117	-2	3
Communication Sciences and Disorders	178	1,607	181	1,674	174	1,745	-7	71
Counseling and Student Affairs	105	825	114	956	121	984	7	28
Earth, Environmental, & Atmospheric Sci	25	142	14	67	10	60	-4	-7
Economics	16	139	14	92	17	148	3	56
Ed Admin, Leadership, and Research	501	2,700	470	2,345	442	2,223	-28	-122
English	34	223	28	208	27	202	-1	-6
Folk Studies and Anthropology	11	82	10	78	12	93	2	15
GRAD	20	76	29	105	21	66	-8	-39
History	21	109	17	99	21	123	4	24
Mathematics	29	161	19	111	24	145	5	34
Music	17	131	15	110	14	103	-1	-7
Philosophy and Religion	1	1						
Physical Therapy	90	1,456	88	1,438	88	1,109	0	-329
Physics and Astronomy	4	32	3	28	4	31	1	3

Political Science	22	165	12	105	22	156	10	51
Psychological Sciences	25	217	25	236	30	259	5	23
Psychology	67	549	72	584	74	597	2	13
Public Health	131	902	116	774	102	695	-14	-79
School of Engineering and Applied Sci	34	206	33	177	32	173	-1	-4
School of Kinesiology, Recreation, & Sport	177	1,189	159	1,064	121	820	-38	-244
School of Nursing and Allied Health	163	1,098	149	1,008	121	823	-28	-185
School of Professional Studies								
School of Teacher Education	283	1,428	238	1,178	295	1,350	57	172
Social Work	101	1,119	99	1,035	101	1,107	2	72
Sociology and Criminology	44	268	48	274	27	162	-21	-112
All	2,426	16,916	2,277	15,641	2,231	15,378	-46	-263

Graduate Enrollment by College, Department and Program (Excluding Study Abroad): Fall 2016-Fall 2020 at Census		2018 T2018	Fall 2019 25OCT2019		Fall 2020 23OCT2020		Diff F19 to F20	
	N	Credit Hours	N	Credit Hours	N	Credit Hours	N	Credit Hours
Program								
Accountancy, MACC (#0445)	20	234	10	120	12	147	2	27
Addictions ed, CER (#0492)			2	9	2	9	0	0
Adult ed, CER (#0450)	5	21	2	9	3	12	1	3
Adult ed, MAE (#047)	15	79	15	81	11	54	-4	-27
Aging Studies, CER (#0419)~	1	3						
Agriculture, MS (#052)	30	130	14	84	7	60	-7	-24
Applied Economics, MA (#0410)	16	139	12	86	17	148	5	62
Applied Psychology, PSYD (#0476)	24	147	28	166	31	183	3	17
Art ed for Teacher Leaders, MAE (#0443)~								
Autism Spectrum Disorders, CER (#0441)~	2	12	1	6	0	0	-1	-6
Biology for Teacher Leaders, MAE (#0442)~	2	12	0	0	1	3	1	3

Biology, CER (#0493)	3	20	14	72	17	87	3	15
Biology, MS (#056)	41	264	41	262	31	215	10	-47
Brewing and Distilling Arts & Sci, CER (#0486)			0	0	1	8	1	8
Business Administration, MBA (#057)	94	719	69	482	139	1,118	70	636
Business Core Competencies, CER (#0487)	8	38	7	45	6	35	-1	-10
Business Sustainability, CER (#0474)	1	3	1	6	1	3	0	-3
Career Services, CER (#0468)	1	6	1	3	1	6	0	3
Chemistry, MS (#059)	22	166	22	143	14	102	-8	-41
Child and Family Studies, MS (#0489)	17	90	13	87	12	84	-1	-3
College and Career Readiness, CER (#1737)	3	12	3	15	1	3	-2	-12
Communicating in Healthcare, CER (#0475)	1	3	0	0	2	9	2	9
Communicating in Organizations, CER (#0471)	3	9	4	12	1	6	-3	-6
Computer Sci, MS (#117)	14	125	10	70	9	57	-1	-13
Counseling, C (#159)	8	33	4	18	10	39	6	21
Counseling, MAE (#043)	47	438	60	597	67	642	7	45
Creative Writing, MFA (#0478)	14	115	14	115	12	108	-2	-7
Criminology, MA (#0421)~	13	60	16	75	9	40	-7	-35
Dietetic Practice, CER (#0451)	10	60	8	48	8	27	0	-21
Director of Special Ed, R1 (#0426)	4	21	1	6	2	13	1	7
Economic Data Analytics, CER (#0491)			2	6	0	0	-2	-6
Ed and Behavioral Sci Studies, MAE (#042)~	5	36	3	12	0	0	-3	-12
Ed Leadership, C (#131)	41	228	32	167	37	238	5	71
Ed Leadership, EDD (#0010)	95	466	99	483	100	456	1	-27
Ed Technology, CER (#167)~	1	6						
Elementary Ed for Teacher Leaders, MAE (#0433)	24	131	16	64	22	100	6	36
Elementary Ed, R1 (#084)	2	9	3	12	3	9	0	-3
Elementary Math Specialization, P-5, CER (#0485)			0	0	3	9	3	9
Engineering Technology Management, MS (#0447)	15	58	21	98	22	110	1	12
English, MA (#067)	16	89	12	84	12	82	0	-2
Environmental Health and Safety, CER (#0427)	1	6	2	18	0	0	-2	-18
Envr and Occupational Health Sci, MS (#0473)	13	117	16	135	17	117	1	-18
Facility and Event Management, CER (#0455)	3	9	1	6	2	9	1	3

Family Nurse Practitioner (Post MSN), CER (#0449)	8	44	6	38	5	32	-1	-6
Folk Studies, MA (#069)	11	82	9	75	11	90	2	15
Gender and Women's Studies, CER (#1712)	2	13	2	9	3	12	1	3
Geographic Information Sci, CER (#203)~	1	6	1	3	0	0	-1	-3
Geosci, MS (#072)	24	136	13	64	10	60	-3	-4
Gifted Ed and Talent Development, EDS (#0490)	4	18	6	21	27	93	21	72
Gifted Ed and Talent Development, MAE (#0482)	15	81	9	32	16	56	7	24
Health Administration, MHA (#153)	52	345	43	261	31	213	- 12	-48
Health Ed, CER (#0494)			2	12	3	12	1	0
Historic Preservation, CER (#0423)~			1	3	1	3	0	0
History, MA (#078)	21	109	17	99	21	123	4	24
Homeland Security Sci, MS (#0413)	4	32	3	28	4	31	1	3
Instructional Design, CER (#0418)	4	18	11	42	11	39	0	-3
Instructional Design, MS (#0428)	7	27	10	54	16	78	6	24
Intercollegiate Athletic Admin, CER (#0481)	1	6	2	12	4	18	2	6
Interdisc Early Childhood Ed, Birth to Primary, Initial Certification, MAT (#0460)	15	78	14	75	16	75	2	0
Interdisc Early Childhood Ed, Birth to Primary, for Teacher Leaders, MAE (#0461)	4	18	3	18	9	42	6	24
International Student Services, CER (#0415)			0	0	1	3	1	3
Kinesiology, MS (#0454)	27	238	20	149	9	73	- 11	-76
Lean Sigma, CER (#0452)	5	23	2	9	1	6	-1	-3
Libraries, Informatics, and Technology in Ed, MS (#0497)	30	146	40	193	45	242	5	49
Library Media Ed, MS (#083)~	30	141	7	24	1	3	-6	-21
Library Media Ed, R1 (#0429)~								
Literacy Ed, MAE (#044)	21	102	12	66	6	30	-6	-36
Literacy in Post-secondary Settings, CER (#0462)	2	6	0	0	0	0	0	0
Local Government Administration, CER (#1745)			0	0	5	15	5	15
Mathematics, MA (#049)	17	81	11	48	16	85	5	37
Mathematics, MS (#085)	12	80	8	63	8	60	0	-3
Measurement, Eval and Research, CER (#0488)	1	3	0	0	0	0	0	0
Middle Grades Ed for Initial Cert, MAT (#0458)	1	9	3	15	7	42	4	27

Middle Grades Ed for Teacher Ldrs, MAE (#0434)	10	41	5	28	4	26	-1	-2
Music, MM (#0453)	17	131	15	110	14	103	-1	-7
Non-Degree Arts and Letters, ND (#0002)	2	6	2	6	2	6	0	0
Non-Degree Business, ND (#0001)	2	18	1	12	1	9	0	-3
Non-Degree Ed, ND (#0005)	4	18	32	103	4	12	28	-91
Non-Degree Health and Human Services, ND (#0003)	39	129	66	295	58	174	-8	-121
Non-Degree Sci, ND (#0004)	4	15	2	6	0	0	-2	-6
Nonprofit Administration, CER (#0463)	2	9	2	12	3	21	1	9
Not Pursuing a Degree, ND (#126)	20	76	29	105	21	66	-8	-39
Nursing Practice, DNP (#0011)	89	708	81	669	72	543	-9	-126
Nursing, MSN (#149)	49	264	36	171	25	153	- 11	-18
Organizational Communication, MA (#0012)	18	120	15	102	13	99	-2	-3
Organizational Leadership, CER (#1723)	5	18	3	12	2	6	-1	-6
Organizational Leadership, MA (#0467)	303	1,690	302	1,514	264	1,297	38	-217
Physical Therapy, DPT (#0013)	90	1,456	88	1,438	88	1,109	0	-329
Psych Mental Health Nurse Practitioner, CER (#0479)	17	82	26	130	19	95	-7	-35
Psychology, MA (#092)	18	162	19	166	18	172	-1	6
Psychology, MS (#0469)	25	217	25	236	30	259	5	23
Public Administration, MPA (#051)	22	165	12	105	17	141	5	36
Public Health, MPH (#152)	65	434	53	348	51	353	-2	5
Recreation and Sport Administration, MS (#095)	144	927	134	885	103	699	- 31	-186
Religious Studies, MA (#0446)~	1	1						
School Administration, EDS (#098)~	2	12	3	10	1	1	-2	-9
School Administration, R1 (#121)	34	183	14	69	24	159	10	90
School Counseling, MAE (#046)~	16	111	15	105	7	42	-8	-63
School Psychology, EDS (#147)	25	240	25	252	25	242	0	-10
Secondary Ed Teacher Leader, R2 (#0432)	1	3						
Secondary Ed for Initial Certification, MAT (#0495)	18	135	20	159	16	87	-4	-72
Secondary Ed for Teacher Leaders, MAE (#0435)	17	84	10	40	6	22	-4	-18

Secondary Ed, R1 (#124)	2	9	3	15	3	10	0	-5
Social Resp and Sustainable Communities, MA (#0448)~	23	138	26	147	9	57	- 17	-90
Social Work, MSW (#157)	101	1,119	99	1,035	101	1,107	2	72
Sociology, MA (#105)~	8	70	6	52	9	65	3	13
Special Ed Initial Certification: Learning and Behavioral Disorders, MAT (#0456)	5	27	8	45	10	60	2	15
Special Ed: Learning and Behav Disorders, MAE (#0457)	35	182	30	158	28	115	-2	-43
Special Ed: Moderate and Severe Disabil, MAE (#0438)	9	49	8	44	13	88	5	44
Speech-Language Pathology, MS (#0466)	178	1,607	181	1,674	174	1,745	-7	71
Standard Guidance - Rank 1, R1 (#048)~	1	3	1	3	0	0	-1	-3
Strategic Sport Communications, CER (#1744)			0	0	1	3	1	3
Student Affairs in Higher Ed, MAE (#145)	29	222	28	206	32	240	4	34
Teacher Ed, C (#132)	20	75	18	61	31	111	13	50
Teaching Engl to Speakers of Other Langs, CER (#0416)	2	6	0	0	0	0	0	0
Technology Management, MS (#045)~								
All	2,42 6	16,91 6	2,27 7	15,64 1	2,23	15,37 8	- 46	-263

Graduate Enrollment by College, Department and Program (Excluding Study Abroad): Fall 2016-Fall 2020 at Census	I 2019 CT2019 Credit Hours	 II 2020 CT2020 Credit Hours	F	Diff 19 to F20 Credit Hours
College Department Program				

AR	99AR	Non-Degree Arts and Letters, ND (#0002)	2	6	2	6	0	0
		All	2	6	2	6	0	0
	ART	Program						
		Art Education for Teacher Leaders, MAE (#0443)~						
		All						
	COMM	Program						
		Communicating in Healthcare, CER (#0475)	0	0	2	9	2	9
		Communicating in Organizations, CER (#0471)	4	12	1	6	-3	-6
		Organizational Communication, MA (#0012)	15	102	13	99	-2	-3
		Strategic Sport Communications, CER (#1744)	0	0	1	3	1	3
		All	19	114	17	117	-2	3
	ENG	Program						
		Creative Writing, MFA (#0478)	14	115	12	108	-2	-7
		English, MA (#067)	12	84	12	82	0	-2
		Gender and Women's Studies, CER (#1712)	2	9	3	12	1	3
		Teaching English to Speakers of Other Languages, CER (#0416)	0	0	0	0	0	0
		All	28	208	27	202	-1	-6
	FLKA	Program						
		Folk Studies, MA (#069)	9	75	11	90	2	15
		Historic Preservation, CER (#0423)~	1	3	1	3	0	0
		All	10	78	12	93	2	15
	GOVT	Program						
		Local Government Administration, CER (#1745)	0	0	5	15	5	15
		Public Administration, MPA (#051)	12	105	17	141	5	36
		All	12	105	22	156	10	51

	HIST	Program						
		History, MA (#078)	17	99	21	123	4	24
		All	17	99	21	123	4	24
	MUS	Program						
		Music, MM (#0453)	15	110	14	103	-1	-7
		All	15	110	14	103	-1	-7
	PHIL	Program						
		Religious Studies, MA (#0446)~						
		All						
	SOCL	Program						
		Criminology, MA (#0421)~	16	75	9	40	-7	-35
		Social Responsibility and Sustainable Communities, MA (#0448)~	26	147	9	57	-17	-90
		Sociology, MA (#105)~	6	52	9	65	3	13
		All	48	274	27	162	-21	-112
,	All	All		994	142	962	-9	-32
BU	Department	Program						
	99BU	Business Administration, MBA (#057)	69	482	139	1,118	70	636
		Business Core Competencies, CER (#0487)	7	45	6	35	-1	-10
		Business Sustainability, CER (#0474)	1	6	1	3	0	-3
		Non-Degree Business, ND (#0001)	1	12	1	9	0	-3
		All	78	545	147	1,164	69	619
	ACCT	Program						
		Accountancy, MACC (#0445)	10	120	12	147	2	27
		All	10	120	12	147	2	27
	ECON	Program						
		Applied Economics, MA (#0410)	12	86	17	148	5	62
		Economic Data Analytics, CER (#0491)	2	6	0	0	-2	-6
		All	14	92	17	148	3	56

	All		102	756	176	1,459	74	703
ED	Department	Program						
	99ED	Education and Behavioral Science Studies, MAE (#042)~	3	12	0	0	-3	-12
		Non-Degree Education, ND (#0005)	32	103	4	12	-28	-91
		All	35	115	4	12	-31	-103
	CNSA	Program						
		Addictions Education, CER (#0492)	2	9	2	9	0	0
		Career Services, CER (#0468)	1	3	1	6	0	3
		College and Career Readiness, CER (#1737)	3	15	1	3	-2	-12
		Counseling, C (#159)	4	18	10	39	6	21
		Counseling, MAE (#043)	60	597	67	642	7	45
		International Student Services, CER (#0415)	0	0	1	3	1	3
		School Counseling, MAE (#046)~	15	105	7	42	-8	-63
		Standard Guidance - Rank 1, R1 (#048)~	1	3	0	0	-1	-3
		Student Affairs in Higher Education, MAE (#145)	28	206	32	240	4	34
		All	114	956	121	984	7	28
	EALR	Program						
		Adult Education, CER (#0450)	2	9	3	12	1	3
		Adult Education, MAE (#047)	15	81	11	54	-4	-27
		Community College Faculty Preparation, CER (#162)~						
		Educational Leadership, C (#131)	32	167	37	238	5	71
		Educational Leadership, EDD (#0010)	99	483	100	456	1	-27
		Measurement, Evaluation and Research, CER (#0488)	0	0	0	0	0	0
		Organizational Leadership, CER (#1723)	3	12	2	6	-1	-6

	Organizational Leadership, MA (#0467)	302	1,514	264	1,297	-38	-217
	School Administration, EDS (#098)~	3	10	1	1	-2	-(
	School Administration, R1 (#121)	14	69	24	159	10	90
	All	470	2,345	442	2,223	-28	-122
PSY	Program						
	Applied Psychology, PSYD (#0476)	28	166	31	183	3	17
	Psychology, MA (#092)	19	166	18	172	-1	(
	School Psychology, EDS (#147)	25	252	25	242	0	-10
	All	72	584	74	597	2	13
ТСН	Program						
	Autism Spectrum Disorders, CER (#0441)~	1	6	0	0	-1	-(
	Director of Special Education, R1 (#0426)	1	6	2	13	1	7
	Educational Technology, CER (#167)~						
	Elementary Education for Teacher Leaders, MAE (#0433)	16	64	22	100	6	36
	Elementary Education, EDS (#118)~						
	Elementary Education, R1 (#084)	3	12	3	9	0	-:
	Elementary Math Specialization, P-5, CER (#0485)	0	0	3	9	3	(
	Exceptional Education - LBD, MAE (#0424)~						
	Gifted Education and Talent Development, EDS (#0490)	6	21	27	93	21	72
	Gifted Education and Talent Development, MAE (#0482)	9	32	16	56	7	24
	Instructional Design, CER (#0418)	11	42	11	39	0	-:
	Instructional Design, MS (#0428)	10	54	16	78	6	24

Interdisciplinary Early Childhood Education, Birth to Primary, Initial Certification, MAT (#0460)	14	75	16	75	2	0
Interdisciplinary Early Childhood Education, Birth to Primary, for Teacher Leaders, MAE (#0461)	3	18	9	42	6	24
Libraries, Informatics, and Technology in Education, MS (#0497)	40	193	45	242	5	49
Library Media Education, MS (#083)~	7	24	1	3	-6	-21
Library Media Education, R1 (#0429)~						
Literacy Education, MAE (#044)	12	66	6	30	-6	-36
Literacy in Post-secondary Settings, CER (#0462)	0	0	0	0	0	0
Middle Grades Education for Initial Certification, MAT (#0458)	3	15	7	42	4	27
Middle Grades Education for Teacher Leaders, MAE (#0434)	5	28	4	26	-1	-2
Secondary Education Teacher Leader, R2 (#0432)	0	0	0	0	0	0
Secondary Education for Initial Certification, MAT (#0495)	20	159	16	87	-4	-72
Secondary Education for Teacher Leaders, MAE (#0435)	10	40	6	22	-4	-18
Secondary Education, R1 (#124)	3	15	3	10	0	-5
Special Education Initial Certification: Learning and Behavioral Disorders, MAT (#0456)	8	45	10	60	2	15
Special Education: Learning and Behavioral Disorders, MAE (#0457)	30	158	28	115	-2	-43

		Special Education: Moderate and Severe Disabilities, MAE (#0438)	8	44	13	88	5	44
		Teacher Education, C (#132)	18	61	31	111	13	50
		All	238	1,178	295	1,350	57	172
	All	1	929	5,177	936	5,166	7	-11
GC	Department	Program						
	GRAD	Not Pursuing a Degree, ND (#126)	29	105	21	66	-8	-39
		All	29	105	21	66	-8	-39
	All		29	105	21	66	-8	-39
нн	Department	Program						
	99НН	Non-Degree Health and Human Services, ND (#0003)	66	295	58	174	-8	-121
		All	66	295	58	174	-8	-121
	CD	Program						
		Communication Disorders, MS (#114)~						
		Communication Disorders, R1 (#164)~						
		Speech-Language Pathology, MS (#0466)	181	1,674	174	1,745	-7	71
		All	181	1,674	174	1,745	-7	71
	CFS	Program						
		Aging Studies, CER (#0419)~						
		Child and Family Studies, MS (#0489)	13	87	12	84	-1	-3
		Dietetic Practice, CER (#0451)	8	48	8	27	0	-21
		All	21	135	20	111	-1	-24
	NURS	Program						
		Family Nurse Practitioner (Post MSN), CER (#0449)	6	38	5	32	-1	-6
		Nursing Education (Post MSN), CER (#172)~						
		Nursing Practice, DNP (#0011)	81	669	72	543	-9	-126

	Nursing, MSN (#149)	36	171	25	153	-11	-18
	Psychiatric Mental Health Nurse Practitioner, CER (#0479)	26	130	19	95	-7	-35
	All	149	1,008	121	823	-28	-185
PHY	Program						
	Facility and Event Management, CER (#0455)	1	6	2	9	1	3
	Intercollegiate Athletic Administration, CER (#0481)	2	12	4	18	2	6
	Kinesiology, MS (#0454)	20	149	9	73	-11	-76
	Nonprofit Administration, CER (#0463)	2	12	3	21	1	9
	Recreation and Sport Administration, MS (#095)	134	885	103	699	-31	-186
	All	159	1,064	121	820	-38	-244
PT	Program						
	Physical Therapy, DPT (#0013)	88	1,438	88	1,109	0	-329
	All	88	1,438	88	1,109	0	-329
PUBH	Program						
	Advanced Worksite Health Promotion, CER (#0465)~						
	Environmental Health and Safety, CER (#0427)	2	18	0	0	-2	-18
	Environmental and Occupational Health Science, MS (#0473)	16	135	17	117	1	-18
	Health Administration, MHA (#153)	43	261	31	213	-12	-48
	Health Education, CER (#0494)	2	12	3	12	1	0
	Public Health, MPH (#152)	53	348	51	353	-2	5
	All	116	774	102	695	-14	-79
SWRK	Program						
	Social Work, MSW (#157)	99	1,035	101	1,107	2	72
	All	99	1,035	101	1,107	2	72
All		879	7,423	785	6,584	-94	-839

IS	Department	Program						
	99IS	Non-Degree University College, ND (#0006)~						
		All						
	PRST	Program						
		Leadership Studies, CER (#163)~						
		Leadership Studies, MA (#0464)~						
		All						
	All							
SC	Department	Program						
	99SC	Brewing and Distilling Arts & Sciences, CER (#0486)	0	0	1	8	1	8
		Non-Degree Science, ND (#0004)	2	6	0	0	-2	-6
		All	2	6	1	8	-1	2
	AGRI	Program						
		Agriculture, MS (#052)	14	84	7	60	-7	-24
		All	14	84	7	60	-7	-24
,	BIOL	Program						
		Biology for Teacher Leaders, MAE (#0442)~	0	0	1	3	1	3
		Biology, CER (#0493)	14	72	17	87	3	15
		Biology, MS (#056)	41	262	31	215	-10	-47
		All	55	334	49	305	-6	-29
,	CHEM	Program						
		Chemistry, MS (#059)	22	143	14	102	-8	-41
		All	22	143	14	102	-8	-41
	EAS	Program						
		Computer Science, MS (#117)	10	70	9	57	-1	-13
		Engineering Technology Management, MS (#0447)	21	98	22	110	1	12
		Lean Sigma, CER (#0452)	2	9	1	6	-1	-3
		Technology Management, MS (#045)~						

		All	33	177	32	173	-1	-4
	GEO	Program						
		Geographic Information Science, CER (#203)~	1	3	0	0	-1	-3
		Geography Education for Teacher Leaders, MAE (#0444)~						
		Geoscience, MS (#072)	13	64	10	60	-3	-4
		All	14	67	10	60	-4	-7
	MATH	Program						
		Mathematics, MA (#049)	11	48	16	85	5	37
		Mathematics, MS (#085)	8	63	8	60	0	-3
		All	19	111	24	145	5	34
	PHYA	Program						
		Homeland Security Sciences, MS (#0413)	3	28	4	31	1	3
		All	3	28	4	31	1	3
	PSYS	Program						
		Psychology, MS (#0469)	25	236	30	259	5	23
		All	25	236	30	259	5	23
	All		187	1,186	171	1,143	-16	-43
All			2,277	15,641	2,231	15,378	-46	-263

# **APPENDIX C**

# Graduate Council Curriculum Report Thursday, October 5, 2020

# **Course Administration Report**

	Graduate Council (5)										
Code	Title	Status	Initiator	Received							
MATH 515	MATH 515: Introduction to Number Theory	Added	hpl39736	11/5/2020							
MATH 585	MATH 585: Advanced Mathematical Thinking I	Added	hpl39736	11/5/2020							
MATH 595	MATH 595: Advanced Mathematical Thinking II	Added	hpl39736	11/5/2020							
HIST 536	HIST 536: Sources and Methods	Added	alx81987	11/5/2020							
HIST 642	HIST 642: Readings in African History	Added	alx81987	11/5/2020							

# **Program Administration Report**

	Graduate Council (4)										
Code	Title	Status	Initiator	Received							
0445	0445: Accountancy & Data Analysis	Edited	stv87857	11/5/2020							
<u>043</u>	043: Counseling	Edited	jll34446	11/5/2020							
<u>057</u>	057: Business Administration	Edited	dnm79223	11/5/2020							
<u>159</u>	159: Certification Only, Counseling	Edited	jll34446	11/5/2020							

#### **APPENDIX D**

Report from the Associate Provost of Research and Graduate Education

## Report from the Graduate School

Informational Items for consideration from the Associate Provost for Research and Graduate Education

#### 1. Graduate Credentials Awarded

Graduate Credentials by Type Reported to CPE 2017/18 through 2019-20	AY 2015-2016	AY 2016-2017	AY 2017-2018	AY 2018-2019	AY 2019-2020
Certificate	96	118	148	153	170
Master's	817	804	859	752	789
Specialist	8	11	6	10	15
Doctorate	56	64	65	72	64
All	977	997	1,078	987	1,038

Thesis, Specialist Project, & Dissertation Publications

AY	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
Fall	26	34	25	34	17	24	27	22	25	23
Spring	40	54	47	56	75	62	69	78	37	65
Summer	21	29	25	33	33	36	38	36	38	19
TOTAL	87	117	97	123	125	121	134	136	100	107

2. Council of Graduate Schools (CGS) April 15 Resolution update. The big change is the following per CGS: "There has been a change in our process for students who want to withdraw from an offer of acceptance of financial support, starting with Fall 2020 admissions. In this case, the applicant must first inform the program that they are withdrawing or resigning from the offer of financial support that they previously had accepted. Starting in Fall 2020, applicants are no longer required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once they have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers."

6. Graduate Enrollment Report

See CGS resolution for more details

- 4. WKU Thesis, Specialist Project, Dissertation Guidelines 2021
- 5. Qualtrics Survey, 2020 Graduate Program Coordinator Survey

## Thesis, Specialist Project, and Dissertation Guidelines

These guidelines are intended to assist graduate students and research committees with the preparation, formatting, and submission of theses, specialist projects, and dissertations to the WKU Graduate School for publication in the university library. Submission deadlines are posted on the Graduate School website. Review of content is the responsibility of the student and research committee. *Final responsibility for the form, accuracy, and completeness of the document lies with the student.* 

#### **STYLE AND FORMAT**

Students should follow a style guide appropriate to their academic discipline; however, the WKU Graduate School Thesis, Specialist Project, and Dissertation Guidelines supersede all other style manuals and guidelines. Submissions should be in English, consistent in style and form, and conform to the following requirements.

#### **Pages and Pagination**

All pages shall be 8½"x11". All page numbering should appear centered and 0.5" from the bottom edge of the page. Landscape pages are permitted, yet margins and numbering should remain in portrait style as prescribed. No additional headers or footers are accepted.

The title page and signature page are counted when numbering, but the page numbers should not appear on these pages. Lower case Roman numerals begin on the Acknowledgements page with either "iii" (with no Dedication) or "iv" (with Dedication). Roman numerals continue through the Abstract page. The body, beginning after the Abstract page, should be numbered with Arabic numerals beginning with "1" and continuing through the end of the document.

#### **Margins and Spacing**

Page margins should be 1.0 inch on all sides. Lines should be double-spaced throughout except where single-spacing is prescribed by a specific style guides (e.g. long quotations, computer programs, endnotes, footnotes, etc.). Text should be left-justified and paragraphs should begin with standard, consistent indentation. Exceptions to justification and indentions (but not margins) may be allowed to maintain artistic integrity for creative works.

#### **Fonts**

A standard 12 point font is required throughout including page numbering, headers, table of contents, table/figure headings, etc. Arial or Times New Roman fonts are suggested. Eccentric type styles are not permitted. Size of symbols, mathematical formulas, and footnotes may vary from 12 point as needed. Text must be black.

All fonts must be embedded to ensure that readers' computers do not substitute fonts which can result in significant differences in output (particularly with symbols). To embed fonts when converting from Word to PDF:

- In Word, choose "Print" from the File menu.
- Choose "Adobe PDF" as the printer. (Adobe Reader download instructions if needed)
- Select "Printer Properties" and *uncheck* "Rely on system fonts only; do not use document fonts"

• Proceed to "Print" the PDF file.

#### **File Format**

Submissions must be in PDF (Portable Document Format) format. The file name submitted should be *lastname.80X#.department.document* (e.g. *Smith.800123456.biology.thesis*). Do not use any spaces in the file name.

#### **ORDER OF APPEARANCE**

(see example document for measurements and requirements for each page)

- 1. Title Page
- 2. Signature Page
- 3. **DEDICATION** (optional)
- 4. ACKNOWLEDGEMENTS (optional)
- 5. TABLE OF CONTENTS

The Table of Contents should contain page assignments of all sections *following* the Table of Contents, and not the Table of Contents itself or pages prior. Inclusion of sub-headers in the Table of Contents is at the discretion of the student and research committee.

- **6. LIST OF TABLES** (if applicable)
- **7. LIST OF FIGURES** (if applicable)
- **8. LIST OF ILLUSTRATIONS** (if applicable)
- 9. ABSTRACT

The Abstract should summarize the content in less than 350 words. The title on the Abstract should be identical to the title on the Title Page.

- 10. Body
- 11. REFERENCES (or Bibliography or Citations as prescribed by chosen style guide)
- **12. APPENDIX** (if applicable; each Appendix should begin on a new page)

#### **SUBMISSION**

#### **Electronic Document**

The Graduate School requires electronic submission of the final document in Adobe PDF format. The student assumes responsibility for all content and formatting. Submissions received by the Graduate School will be reviewed for compliance with these guidelines. The Graduate School will not make changes to the content of the document. Documents that meet these guidelines will be published in the university library exactly as they are submitted. In addition, dissertations will be submitted to ProQuest. Submissions that do not adhere to these guidelines will be returned to the student for revision.

Exceptions to the formatting prescribed in these guidelines may be permitted if the student can demonstrate that the proposed exception is acceptable to the academic discipline. Final approval rests with the Graduate School.

#### Signature page

Students must use the signature page template provided. The committee chair and members must digitally

sign the page (no typed names) and the date should reflect the final defense date. After obtaining all committee signatures, the page should be pdf printed and inserted after the title page before submitting the final pdf document to the Graduate School.

### **Copyright Permission**

Students must submit Copyright Permission to publish their work in the University Library (TopScholar) and ProQuest (dissertations only). Students may opt to embargo the release of their publication for up to 3 years or indefinitely.

Publication rights may be reserved to the author, subject to the provisions of research contracts, patent agreements, or other similar agreements made by the author with the dissertation or thesis advisor, the university, the funding agency, or other parties. Students may contact the <u>Library of Congress</u> to copyright their work.

#### **ADDITIONAL INFORMATION**

#### Institutional Research Board (IRB) Approval

The Institutional Review Board within the Office of Research and Creative Activity is responsible for maintaining institutional compliance with the U.S. Office of Human Research Protections (OHRP) regulations regarding the use of human subjects in research. If applicable, students are required to obtain approval verifying compliance prior to beginning research. This approval must be included in the appendix of the thesis, specialist project, or dissertation.

#### **Plagiarism**

<u>Plagiarism</u> is a serious academic offense defined as representing written work taken from another source as one's own. To lift content directly or partially from a source without giving credit is a flagrant act. Students who have committed plagiarism in a submitted thesis or dissertation will not be awarded a degree and will be dismissed from the University.

If plagiarism is confirmed after the thesis or dissertation has been published, the publication will be rescinded. If plagiarism is confirmed after the degree has been awarded, the degree will be rescinded.

#### **Binding**

The university does not require binding or offer services for binding. External binding service information is posted on the Graduate School website.

#### **EXAMPLE DOCUMENT**

The following document represents correct formatting according to these guidelines. For further assistance, contact the Graduate School, <a href="mailto:graduate.school@wku.edu">graduate.school@wku.edu</a>.



# Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Acceptance of an offer of financial support\* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student to first inform the program that they are withdrawing or resigning from the offer of financial support that they previously had accepted. Starting in Fall 2020, applicants are no longer required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2019.

Alcorn State University American University Andrews University Appalachian State University Arizona State University Arkansas State University Arkansas Tech University Augusta University Austin Peay State University **Ball State University** Baylor College of Medicine **Baylor University** Boise State University Boston College **Boston University** Bowling Green State University Bradley University Brandeis University Brigham Young University Brown University Bryn Mawr College Caldwell University California Institute of Technology California State University, Fresno California State University, Fullerton California State University, Los Angeles California State University, Stanislaus Case Western Reserve University Catholic University of America Central Michigan University Central Washington University Chapman University City University of New York Graduate Center Claremont Graduate University Clark Atlanta University Clark University Clemson University Cleveland State University

College of Charleston

College of New Jersey College of Saint Rose College of William and Mary Colorado School of Mines Columbia College Chicago Columbia University Concordia University Chicago Coppin State College Cornell University Creighton University Dakota State University Dartmouth College Drew University Drexel University **Duke University** East Carolina University Eastern Illinois University Eastern Kentucky University Eastern Michigan University Eastern Washington University **Emory University** Emporia State University Fairmont State University Fayetteville State University Ferris State University Fielding Graduate University Florida A & M University Florida Atlantic University Florida International University Florida State University Fordham University Fort Hays State University Gallaudet University George Mason University George Washington University Georgetown University Georgia Institute of Technology Georgia Southern University Georgia State University Grand Valley State University Hampton University

Hofstra University Hood College Howard University Idaho State University Illinois Institute of Technology Illinois State University Indiana State University Indiana University Indiana University of Pennsylvania Iowa State University Jackson State University James Madison University John Carroll University Johns Hookins University Kansas State University Kent State University Kutztown University of Pennsylvania Lamar University Langston University Lehigh University Lipscomb University Loma Linda University Louisiana State University and A & M College Louisiana State University Health Sciences Center Loyola Marymount University Loyola University Maryland Loyola University of Chicago Marquette University Massachusetts Institute of Technology Medical College of Wisconsin Medical University of South Carolina Metropolitan State University of Miami University Michigan State University Michigan Technological University Middle Tennessee State University Minnesota State University - Mankato Mississippi State University Missouri State University

Montana State University - Bozeman Montana Technological University Montclair State University Mount Mary College National University New Jersey Institute of Technology New Mexico State University New York Medical College New York University North Carolina Agricultural & Technical State University North Carolina State University at Raleigh North Dakota State University Northern Arizona University Northern Illinois University Northern Michigan University Northwestern State University of Louisiana Northwestern University Oakland University Ohio University Ohio State University Oklahoma State University Old Dominion University Oregon State University Park University Pennsylvania State University Portland State University Princeton University Purdue University Radford University Rensselaer Polytechnic Institute Rice University Rochester Institute of Technology Rockefeller University Rowan University Rutgers - New Brunswick Rutgers - Newark St. Bonaventure University St. Cloud State University Saint Louis University

Harvard University

<sup>\*</sup> This Resolution applies to offers of financial support only, not offers of admission.

#### CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)

St. John's University San Diego State University San Jose State University Shippensburg University South Dakota School of Mines and Technology South Dakota State University Southeast Missouri State University Southern Illinois University at Carbondale Southern Illinois University at Edwardsville Southern Methodist University Southern University A&M College Spalding University Stanford University State University of New York at Binghamton State University of New York -Upstate Medical University Stony Brook University SUNY College of Environmental Science and Forestry Syracuse University Temple University Tennessee State University Tennessee Technological University Texas A & M International University Texas A & M University Texas A & M University - Corpus Christi Texas Christian University Texas Southern University Texas State University Texas Tech University Texas Woman's University Towson University Truman State University Tufts University Tulane University University at Buffalo, SUNY University of Akron University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Albany, State University of New York University of Arizona University of Arkansas University of Bridgeport University of California, Berkeley University of California, Davis University of California, Irvine University of California, Los Angeles University of California, Merced

University of California, Riverside

University of California, San Diego

University of California, San Francisco

University of California, Santa Barbara

University of California, Santa Cruz University of Central Arkansas University of Central Florida University of Central Missouri University of Chicago University of Cincinnati University of Colorado at Boulder University of Connecticut University of Dayton University of Delaware University of Denver University of the District of Columbia University of Florida University of Georgia University of Hartford University of Hawaii at Manoa University of Houston University of Idaho University of Illinois at Chicago University of Illinois at Springfield University of Illinois at Urbana-Champaign University of Iowa University of Kansas University of Kentucky University of Louisiana at Lafayette University of Louisville University of Maine University of Maryland, Baltimore University of Maryland, College Park University of Maryland, Eastern Shore University of Massachusetts Amherst University of Massachusetts Boston University of Massachusetts Medical School The University of Memphis University of Miami University of Michigan University of Minnesota University of Mississippi University of Missouri, Columbia University of Missouri, Kansas City University of Missouri, St. Louis University of Montana University of Nebraska at Kearney University of Nebraska-Lincoln University of Nebraska at Omaha University of Nevada-Las Vegas University of Nevada-Reno University of New Hampshire University of New Haven University of New Mexico University of North Carolina at Chapel Hill University of North Carolina at Charlotte

University of North Carolina

at Greensboro

University of North Dakota University of North Florida University of North Texas University of North Texas Health Science Center at Fort Worth University of Northern Colorado University of Northern Iowa University of Notre Dame University of Oklahoma University of Oklahoma Health Sciences Center University of Oregon University of Pennsylvania University of Pittsburgh University of Rhode Island University of Rochester University of Scranton University of South Alabama University of South Carolina University of South Florida University of Southern California University of Southern Mississippi University of Tennessee at Chattanooga University of Tennessee Health Science Center University of Tennessee, Knoxville University of Texas at Arlington University of Texas at Austin University of Texas at Brownsville University of Texas at Dallas University of Texas at El Paso University of Texas at San Antonio University of Texas at Tyler University of Texas Graduate School of Biomedical Science at Galveston University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences, The University of Texas Grad School of Biomedical Science at San Antonio University of the Pacific University of Toledo University of Tulsa University of Utah University of Vermont University of Virginia University of Washington University of West Florida University of Wisconsin - Eau Claire University of Wisconsin - La Crosse University of Wisconsin - Madison University of Wisconsin - Milwaukee University of Wyoming Utah State University Valdosta State University Vanderbilt University Villanova University Virginia Commonwealth University

Virginia Polytechnic Institute and State University Wake Forest University Walden University Washington State University Washington University in St. Louis Wayne State College Wayne State University Wesleyan University West Chester University West Virginia University Western Camlina University Western Illinois University Western Kentucky University Western Michigan University Western Washington University Wichita State University William Paterson University Woods Hole Oceanographic Institution Worcester Polytechnic Institute Wright State University Yale University Youngstown State University



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