



Graduate Council

Agenda—Thursday, September 12, 2019, 3:00 p.m.  
Academic Affairs Conference Room WAB 227

1. Call to Order
2. Guest: Dr. Cheryl Stevens, Provost and Vice President for Academic Affairs
3. Consideration of August, 22, 2019 minutes (Appendix A, including Graduate Dean's report)
4. Graduate Enrollment Report (Appendix B)
5. Committee Reports
  - a. Graduate Council Executive Committee
  - b. Policy Committee: No report
  - c. Research Committee: No report
  - d. Curriculum Committee: (Appendix C)
6. Report from Dean of the Graduate School
7. Public Comments
8. Announcements & Adjourn

## APPENDIX A



### Graduate Council

Minutes —Thursday, August 22, 2019 3:00 p.m.

Academic Affairs Conference Room WAB 227

Members Present: Alex Lebedinsky, Helen Liang, Ray Blankenship, Martha Day, Sarah E. Ochs, Aaron Hughey, Dominic Lanphier, Diane Marie Lickenbrock, Carl Dick, Ann Ferrell, Marko Dumancic, Jeff Budziak (for Cheryl Hopson), Richard Dressler, Adam West, Cheryl Davis

Members Absent: Scott Arnett

Guests: Evelyn Thrasher, Dennis George, Cate Webb, Danita Kelley, Scott Gordon, Colette Chelf, Laura Burchfield

1. Call to Order \*Ann Ferrell
2. Consideration of May 9, 2019 minutes (Appendix A) \*Dressler/Dumancic; approved
3. Opening remarks, review of Graduate Council bylaws and responsibilities, committee responsibilities and membership

\*Ann Ferrell reminds members to send a graduate faculty representative if they cannot attend a meeting. \*Ferrell encourages everyone to look ahead at how the ongoing CAPE execution and budget issues will continue to effect Graduate education. \*There are fifty-seven programs in the transformational category and thirty-one are graduate programs. Ferrell will be serving on the transformation task force that the Provost announced. \*The Graduate Council guidelines were updated last year to clarify composition of committee members. \*The committees will need to officially elect chairs at the end of the meeting.

4. Graduate Enrollment Report (Appendix B)

\*Scott Gordon explains that the report measures unduplicated head count. The report is used to see how our overall enrollment is doing in comparison to the previous year.

## 5. Committee Reports

### e. Graduate Council Executive Committee: GC membership (Appendix C)

\*Ferrell announced the elected spots in the colleges are filled, she is working on determining the Senate representative, and requests the colleges select their student representatives. Emily Anne Pride has expressed interest in serving as the SGA representative.

### f. Policy Committee: No report

\*Carl Dick announced the Policy Committee handles issues regarding Graduate School policy. The committee works closely with the Graduate School staff and Dean.

### g. Research Committee: No report

\*Dominic Lanphier announced the Research Committee reviews research grant proposals for graduate students. The first round of grant applications is due September 18<sup>th</sup>.

\*Cheryl Davis announced we will have the \$10,000 budgeted amount and \$50,000 from the Office of Research. Thus, we will be starting with \$60,000.

### h. Curriculum Committee: No report

\*Martha Day announced the Curriculum Committee meets once a month. The committee reviews program changes, new programs, course revisions, course deletions, and makes sure things are submitted correctly on CourseLeaf.

## 6. Report from Dean of the Graduate School

\*Cheryl Davis described the Graduate School Open House and was pleased with the opportunity to get to know the students.

\*The Graduate School Welcome Reception is from 6:00 p.m. – 10:00 p.m. this evening. Davis encourages the faculty and their students to attend.

\*The travel grant budget is not set since support services have not been told their reallocation budget. The first deadline is September 18<sup>th</sup>.

\*Colette Chelf has completed updates to the Graduate Catalog and distributed it for review. Any input needs to be submitted by tomorrow. Colette shared that the Graduate Catalog is ready to publish once the Undergraduate Catalog is ready. The Undergraduate Catalog will likely not be finalized and ready to publish until September. She will be working with Rheanna Plemons and Jennifer Hammonds this year to get UCC up.

\*Scott Gordon is working on our new admission software. Scott shared that the new application will be more flexible and student friendly.

\*There will be a nationwide search for Associate Provost of Research and Graduate Studies (the exact title has not been determined). Provost Stevens will come speak to the Graduate Council once there are more details to share. Cheryl Davis announced that she is planning to retire December 2020.

7. Public Comments
8. Break into Committee Meetings – Election of Committee Chairs
9. Announcements & Adjourn \*Carl Dick; adjourn



THE GRADUATE SCHOOL

Dean's Report to Graduate Council

Cheryl D. Davis, Interim Dean

August 22, 3:00 p.m.

Academic Affairs Conference Room WAB 227

Welcome to all new faculty representatives to Graduate Council, and a special thank you to Carl Dick for his service as Chair last year and to Ann Ferrell for agreeing to serve as Chair during the current academic year. The service provided by the other members of the Graduate Council Executive Committee and all Council representatives is also greatly appreciated. The work of the Graduate Council is critical to the success of the WKU Graduate School and our graduate programs.

The Graduate School will be hosting a second Open House from 10am to 2pm on Monday, August 26th. We held the first Open House on Thursday, August 22<sup>nd</sup>, and it was very well attended. The Open House sessions were offered this year in place of the graduate student orientation sessions that were held in past years.

Reminder: Graduate School Welcome Reception tonight from 6pm to 10pm at the Augenstein Alumni Center.

Reminder: First round for Travel Grants and Research Grants– deadline for both is September 18, 2019. The Office of Research and Creative Activity will be contributing \$50,000 to supplement the budget for research grants again this year, bringing the amount to \$60,000 for the academic year. We are not yet certain about the amount of money that will be available this year for the travel grant program, but we do plan to proceed with the first round on September 18<sup>th</sup>.

Colette Chelf has completed the task of updating the Graduate Catalog. Deans, Associate Deans, and Department Heads received the catalog information, and have distributed accordingly for review and suggested edits. A reminder to all to please be sure to provide any edits by tomorrow (August 23). Please note that work on the undergraduate catalog is still underway, and consequently, it will likely be late September before the catalogs are posted and available.

Scott Gordon's work on the new SLATE admissions software program for the Graduate School is progressing well, and we will be providing Council with progress updates over the course of the fall semester.

Search Announcement: It has been determined that there will be an Associate Provost position that will combine the current roles of the Associate Provost for Research and Creative Activity and the roles of the Dean of the Graduate School. The precise title for that position has not yet been determined, but it will be an Associate Provost position reporting to the Provost. There will be a national, external search for the position, and that announcement will be coming from the President or Provost soon. The Provost has agreed to meet with Graduate Council in the future to provide additional information when more details about the position have been finalized.

## APPENDIX B

From Scott Gordon:

Here is the Week 1 graduate enrollment report for Fall 2019. Enrollment is 2182, which is -178 compared to last year.

Observations:

- Military student enrollment (in terms of residency) continues to grow (+56).
- Declines continue to be seen in the same areas as in previous weeks: resident students (in terms of residency) and master's students (in terms of degree level). Both of those declines (-186, resident students; -190, master's students) are greater than the over student decline (-178).
  - Kentucky counties with largest declines: Warren (-57); Hardin (-34); Fayette (-21); Daviess (-16); Madison (-11)
    - Warren County resident student enrollment change from Week 1 Fall 2018, by academic college:
      - CEBS: -18
      - CHHS: -22
      - GFCOB: -16
      - OCSE: 0
      - PCAL: -5
      - Non-degree: +4
  - Kentucky counties with largest gains: Adair (+6); Oldham (+4); five counties at +3 (Garrard, Green, McCracken, Trigg, Whitley)
- International enrollment at Week 1 has been very close to the final total in previous years.
- Non-degree enrollment shows significant growth due to a collaboration with DELO to enroll educators from JCPS. Some of these students may convert to a degree-seeking program in future semesters.
- Enrollment data is not final until census (usually around Week 9).

*Note: this report uses unduplicated headcount, which counts each student only in their primary program/department. This predominantly affects certificate program enrollments, as they tend to be secondary programs. If you need more specific information about duplicated headcount (i.e., students simultaneously enrolled in multiple programs), please let me know.*

Overall enrollment:

### Current Week Fall Enrollment Compared to Enrollment at Previous Similar Weeks by Selected Category

Wee...	Selected Category	2015	2016	2017	2018	2019	Trend	1 Yr Diff	4 Yr Diff
1	GR	2,644	2,593	2,503	2,360	2,182		-178	-462



By primary department (sorted by amount of increase in one year, smallest to largest):

Wee k #	Selected Category	2015	2016	2017	2018	2019	1 Yr Diff	4 Yr Diff
1	99IS: Exploratory/Undeclared	15	10	10	5			
1	Art	2	1					
1	Philosophy and Religion	5	3	1				
1	Ed Admin, Leadership, and Research	298	375	418	405	357	-48	59
1	School of Teacher Education	360	330	319	282	237	-45	-123
1	99BU: Exploratory/Undeclared	108	103	89	104	72	-32	-36
1	School of Nursing and Allied Health	200	164	157	166	150	-16	-50
1	Agriculture and Food Science	11	29	28	30	15	-15	4
1	Public Health	134	139	134	129	114	-15	-20
1	Geography and Geology	26	27	23	25	13	-12	-13
1	Accounting	7	7	7	20	10	-10	3
1	Kinesiology, Recreation, and Sport	250	237	204	168	159	-9	-91
1	Mathematics	36	45	37	29	20	-9	-16
1	Political Science	41	31	22	21	12	-9	-29
1	Applied Human Sciences	13	16	27	28	22	-6	9
1	English	38	46	40	34	30	-4	-8
1	History	24	17	21	21	17	-4	-7
1	99SC: Exploratory/Undeclared	7	8	6	4	2	-2	-5
1	Chemistry	30	27	23	22	20	-2	-10
1	Communication	23	14	17	21	19	-2	-4
1	Music	21	23	15	17	15	-2	-6
1	Physical Therapy	90	91	88	90	88	-2	-2



1	School of Engineering and Applied Sciences	112	100	68	32	30	-2	-82
1	99HH: Exploratory/Undeclared	6	23	27	3	2	-1	-4
1	Economics	26	20	12	15	14	-1	-12
1	Folk Studies and Anthropology	21	18	18	11	10	-1	-11
1	Social Work	113	109	99	101	100	-1	-13
1	99AR: Exploratory/Undeclared	8	2	3	2	2	0	-6
1	Physics and Astronomy	9	6	7	3	3	0	-6
1	Psychological Sciences	29	23	21	25	25	0	-4
1	Communication Sciences and Disorders	180	170	173	175	179	4	-1
1	Sociology and Criminology	48	45	50	43	47	4	-1
1	Biology	32	30	32	49	54	5	22
1	Psychology	53	64	74	65	73	8	20
1	Counseling and Student Affairs	113	96	102	103	115	12	2
1	GRAD	17	20	14	10	29	19	12
1	99ED: Exploratory/Undeclared	138	124	117	102	127	25	-11
		2,644	2,593	2,503	2,360	2,182	-178	-462

By primary academic program (sorted by one amount of increase in one year, smallest to largest):

Week #	Selected Category	2015	2016	2017	2018	2019	1 Yr Diff	4 Yr Diff
1	Addictions Education, CER (#0492)			1		4		
1	Advanced Worksite Health Promotion, CER (#0465)~	1	1	1				
1	Aging Studies, CER (#0419)~	5	1	3	1			

1	Art Education for Teacher Leaders, MAE (#0443)~	2	1					
1	Biology for Teacher Leaders, MAE (#0442)~	2	2	1	3			
1	Brewing and Distilling Arts & Sciences, CER (#0486)			1				
1	Business Sustainability, CER (#0474)		1		2			
1	Communicating in Healthcare, CER (#0475)				1			
1	Communication Disorders, MS (#114)~	39	3	1				
1	Communication Disorders, R1 (#164)~	5	6					
1	Community College Faculty Preparation, CER (#162)~	2		2				
1	Economic Data Analytics, CER (#0491)			1		2		
1	Educational Technology, CER (#167)~	1		3	1			
1	Elementary Education, EDS (#118)~		1	1				
1	Elementary Math Specialization, P-5, CER (#0485)			2				
1	Exceptional Education - LBD, MAE (#0424)~	1	1					
1	Geography Education for Teacher Leaders, MAE (#0444)~		1					
1	Health Education, CER (#0494)					2		
1	Historic Preservation, CER (#0423)~	1		1		1		0
1	International Student Services, CER (#0415)	6	1	1				
1	Leadership Dynamics, MA (#0422)~	1						
1	Leadership Studies, CER (#163)~	1	1					
1	Leadership Studies, MA (#0464)~	4	1					
1	Library Media Education, R1 (#0429)~	3	1	1				
1	Literacy in Post-secondary Settings, CER (#0462)	3			2			
1	Local Government Administration, CER (#1745)					1		

1	Measurement, Evaluation and Research, CER (#0488)			1	1			
1	MSD Certification, C (#0477)~	1						
1	Non-Degree University College, ND (#0006)~	15	10	10	5			
1	Nurse Administrator (Post MSN), CER (#0420)~	1						
1	Nursing Education (Post MSN), CER (#172)~	1	1					
1	Religious Studies, MA (#0446)~	5	3	1				
1	School Administration, EDS (#098)~	4	5	1		3		-1
1	Secondary Education Teacher Leader, R2 (#0432)				1			
1	Special Education, LBD, MAE (#0437)~	7						
1	Teaching English to Speakers of Other Languages, CER (#0416)	4	2		2			
1	Technology Management, MS (#045)~	1	1	1				
1	Business Administration, MBA (#057)	107	102	82	94	65	-29	-42
1	Library Media Education, MS (#083)~	73	78	70	32	7	-25	-66
1	School Administration, R1 (#121)	28	25	27	34	15	-19	-13
1	Agriculture, MS (#052)	11	29	28	30	15	-15	4
1	Educational Leadership, C (#131)	78	66	64	44	30	-14	-48
1	Geoscience, MS (#072)	26	26	23	24	12	-12	-14
1	Nursing, MSN (#149)	121	70	50	49	37	-12	-84
1	Public Health, MPH (#152)	51	50	62	65	53	-12	2
1	Accountancy, MACC (#0445)	7	7	7	20	10	-10	3
1	Public Administration, MPA (#051)	41	31	22	21	11	-10	-30
1	Health Administration, MHA (#153)	63	68	54	50	41	-9	-22
1	Literacy Education, MAE (#044)	16	13	12	21	12	-9	-4
1	Nursing Practice, DNP (#0011)	65	73	82	90	81	-9	16
1	Organizational Leadership, MA (#0467)	145	243	299	299	290	-9	14 5

1	Elementary Education for Teacher Leaders, MAE (#0433)	69	47	38	24	16	-8	-53
1	Secondary Education for Teacher Leaders, MAE (#0435)	25	24	26	17	10	-7	-15
1	Kinesiology, MS (#0454)	14	18	22	26	20	-6	6
1	Special Education for Teacher Leaders: Learning and Behavioral Disorders, MAE (#0457)	20	21	42	35	29	-6	9
1	Computer Science, MS (#117)	45	48	39	14	9	-5	-36
1	Counseling, C (#159)	9	4	2	7	2	-5	-7
1	Gifted Education and Talent Development, MAE (#0482)	4	21	19	15	10	-5	6
1	Mathematics, MA (#049)	26	30	26	17	12	-5	-14
1	Middle Grades Education for Teacher Leaders, MAE (#0434)	23	27	21	10	5	-5	-18
1	Recreation and Sport Administration, MS (#095)	221	205	170	136	131	-5	-90
1	Adult Education, CER (#0450)	1	3	4	6	2	-4	1
1	English, MA (#067)	17	17	18	16	12	-4	-5
1	History, MA (#078)	24	17	21	21	17	-4	-7
1	Mathematics, MS (#085)	10	15	11	12	8	-4	-2
1	Applied Economics, MA (#0410)	26	20	11	15	12	-3	-14
1	Biology, MS (#056)	30	28	31	43	40	-3	10
1	Child and Family Studies, MS (#0489)		5	14	17	14	-3	
1	Director of Special Education, R1 (#0426)	2		2	4	1	-3	-1
1	Organizational Leadership, CER (#1723)	8	17	4	5	2	-3	-6
1	Teacher Education, C (#132)	19	13	14	20	17	-3	-2
1	Chemistry, MS (#059)	30	27	23	22	20	-2	-10
1	Dietetic Practice, CER (#0451)	8	10	10	10	8	-2	0
1	Education and Behavioral Science Studies, MAE (#042)	2	7	5	5	3	-2	1

1	Facility and Event Management, CER (#0455)	1	6	5	3	1	-2	0
1	Family Nurse Practitioner (Post MSN), CER (#0449)	7	11	13	8	6	-2	-1
1	Folk Studies, MA (#069)	20	18	17	11	9	-2	-11
1	Lean Sigma, CER (#0452)	2	2	1	4	2	-2	0
1	Music, MM (#0453)	21	23	15	17	15	-2	-6
1	Non-Degree Science, ND (#0004)	7	8	5	4	2	-2	-5
1	Organizational Communication, MA (#0012)	20	13	13	17	15	-2	-5
1	Physical Therapy, DPT (#0013)	90	91	88	90	88	-2	-2
1	Sociology, MA (#105)	6	6	12	8	6	-2	0
1	Adult Education, MAE (#047)	26	14	16	16	15	-1	-11
1	Interdisciplinary Early Childhood Education, Birth to Primary, for Teacher Leaders, MAE (#0461)	5	5	4	4	3	-1	-2
1	Interdisciplinary Early Childhood Education, Birth to Primary, Initial Certification, MAT (#0460)	6	6	10	15	14	-1	8
1	Non-Degree Business, ND (#0001)	1		4	2	1	-1	0
1	Non-Degree Health and Human Services, ND (#0003)	6	23	27	3	2	-1	-4
1	Social Work, MSW (#157)	113	109	99	101	100	-1	-13
1	Special Education: Moderate and Severe Disabilities, MAE (#0438)	15	8	8	9	8	-1	-7
1	Autism Spectrum Disorders, CER (#0441)~	2	2	1	1	1	0	-1
1	Business Core Competencies, CER (#0487)			3	6	6	0	
1	Career Services, CER (#0468)	6	1	4	1	1	0	-5
1	College and Career Readiness, CER (#1737)			6	3	3	0	
1	Creative Writing, MFA (#0478)	6	13	13	14	14	0	8
1	Educational Leadership, EDD (#0010)	121	107	98	94	94	0	-27
1	Elementary Education, R1 (#084)	3	5	4	2	2	0	-1

1	Geographic Information Science, CER (#203)~				1	1	0	
1	Homeland Security Sciences, MS (#0413)	9	6	7	3	3	0	-6
1	Non-Degree Arts and Letters, ND (#0002)	8	2	3	2	2	0	-6
1	Psychology, MS (#0469)	29	23	21	25	25	0	-4
1	School Counseling, MAE (#046)~	13	13	16	16	16	0	3
1	School Psychology, EDS (#147)	22	25	24	25	25	0	3
1	Standard Guidance - Rank 1, R1 (#048)~	2	1	1	1	1	0	-1
1	Student Affairs in Higher Education, MAE (#145)	43	35	35	28	28	0	-15
1	Communicating in Organizations, CER (#0471)	3	1	4	3	4	1	1
1	Nonprofit Administration, CER (#0463)	9	8	3	2	3	1	-6
1	Secondary Education, R1 (#124)	3	2	2	2	3	1	0
1	Criminology, MA (#0421)	14	13	19	13	15	2	1
1	Environmental and Occupational Health Science, MS (#0473)	17	18	15	13	15	2	-2
1	Environmental Health and Safety, CER (#0427)	2	2	2	1	3	2	1
1	Gender and Women's Studies, CER (#1712)	11	14	9	2	4	2	-7
1	Middle Grades Education for Initial Certification, MAT (#0458)	3	2	1	1	3	2	0
1	Secondary Education for Initial Certification, MAT (#0495)	15	14	16	18	20	2	5
1	Gifted Education and Talent Development, EDS (#0490)			5	3	6	3	
1	Intercollegiate Athletic Administration, CER (#0481)	5		4	1	4	3	-1
1	Psychology, MA (#092)	19	19	22	18	21	3	2
1	Special Education Initial Certification: Learning and Behavioral Disorders, MAT (#0456)	11	11	6	6	9	3	-2
1	Instructional Design, MS (#0428)	21	20	9	6	10	4	-11
1	Social Responsibility and Sustainable Communities, MA (#0448)	28	26	19	22	26	4	-2

1	Speech-Language Pathology, MS (#0466)	136	161	172	175	179	4	43
1	Applied Psychology, PSYD (#0476)	12	20	28	22	27	5	15
1	Engineering Technology Management, MS (#0447)	64	49	27	14	19	5	-45
1	Instructional Design, CER (#0418)	9	8	2	4	11	7	2
1	Psychiatric Mental Health Nurse Practitioner, CER (#0479)	5	9	12	19	26	7	21
1	Biology, CER (#0493)				3	14	11	
1	Libraries, Informatics, and Technology in Education, MS (#0497)				29	40	11	
1	Counseling, MAE (#043)	34	41	36	47	60	13	26
1	Not Pursuing a Degree, ND (#126)	17	20	14	10	29	19	12
1	Non-Degree Education, ND (#0005)	15	10	14	3	30	27	15
		2,644	2,593	2,503	2,360	2,182	-178	-462

Note: programs followed by a tilde (~) are no longer active.

## APPENDIX C

# Graduate Council Curriculum Committee

## Minutes – September 5, 2019

### 2:00pm WAB 0208

**Minutes: May 2, 2019**

**1<sup>st</sup>/2<sup>nd</sup>:** Dressler/Liang – **Vote:** Approved

**Voting Members:** Richard Dressler, Martha Day, Dominic Lanphier, Helen Liang

**Guest:** Merrall Price, Cate Webb, Danita Kelley, Scott Gordon, Collette Chelf, Dennis George, Rheanna Plemons, Jennifer Hammonds, Jason Polk, Sally Kuhlenschmidt

**Announcements:** Change start time to 2:15pm for all meeting this year so Helen Liang (voting member) can be here in time due to her class schedule.

#### Action Items:

Code	Title	Initiator	Action Taken - Notes
<a href="#">072</a>	<a href="#">072: Geoscience</a>	jsn15309	<b>1<sup>st</sup>/2<sup>nd</sup></b> – Dressler/Lanphier <b>Discussion:</b> Talked about the admission standards and what language needed to be there. Adjusted in system. Removed TOFL info and the passing grades info. Both of which will be posted on the website. <b>Vote:</b> Approved
<a href="#">092</a>	<a href="#">092: Psychology</a>	sll73851	<b>1<sup>st</sup>/2<sup>nd</sup></b> – Dressler/Lanphier <b>Discussion:</b> Sally wanted to make a change under “Reason for changing” EDFN to EDLD 712 722 (1 <sup>st</sup> line only). <b>Vote:</b> Approved

#### Other Business:

Archives-Collette Chelf – No need to approve minutes prior to the GCEC meeting.

#### Adjourn at 2:30pm

**1<sup>st</sup>/2<sup>nd</sup>** – Dressler/Liang

Respectfully submitted  
GCCC Recorder  
Jessica Steenbergen