



Graduate Council

Agenda—Thursday, March 5, 2020, **3:15** p.m.
Academic Affairs Conference Room, WAB 227

3:15-4:00 Meeting with visiting candidate, Associate Provost for Research and Graduate Education

Regularly scheduled Graduate Council meeting to follow

1. Call to Order
2. Consideration of February 13, 2020 minutes (Appendix A, including Dean's report)
3. Committee Reports
 - a. Graduate Council Executive Committee
 - b. Policy Committee: Carl Dick (Appendix B)
 - c. Research Committee: No report
 - d. Curriculum Committee: Martha Day (Appendix C)
4. Report from Dean of the Graduate School
5. Public Comments
6. Announcements & Adjourn

APPENDIX A



Graduate Council
Minutes —Thursday, February 13, 2020, 3:00 p.m.
Academic Affairs Conference Room, WAB 227

Members Present: Kenneth Payne, Ray Blankenship, Casey McKinney, Sarah E. Ochs, Aaron Hughey, Dominic Lanphier, Diane Marie Lickenbrock, Carl Dick, Katie M. Wheeler, Ann Ferrell, Marko Dumancic, Richard Dressler, Adam West, Scott Arnett, Cheryl Davis

Members Absent: Alex Lebedinsky, Helen Liang, Martha Day, Jessica Johnson, Cheryl Hopson, Mary Madison Lyons, Haley B. Wheeler, Emily Anne Pride

Guests: Merrall Price, Cathleen Webb, Danita Kelley, Rheanna Plemons, Jennifer Hammonds, Colette Chelf, Marilyn Gardner, Xiuhua Ding, Scott Gordon, Laura Burchfield

1. Call to Order *Ferrell
2. Consideration of January 16, 2020 minutes (Appendix A, including Dean's report) *Dick/Lickenbrock; approved
3. Graduate Enrollment Report (Scott Gordon; Appendix B) *Gordon reported on the current graduate enrollment data. *Discussion ensued regarding trends in enrollment.
4. Committee Reports
 - a. Graduate Council Executive Committee *The Associate Provost for Research and Graduate Education search is continuing. There should be updates on potential interviews in the coming weeks.
 - b. Policy Committee: No report
 - c. Research Committee: No report
 - d. Curriculum Committee: Martha Day (Appendix C) *Dressler makes a motion to approve the Curriculum Committee's report. *Blankenship makes a motion to pull BDAN 515, BDAN 517, BDAN 519, and CYSA 520 for discussion. He makes a friendly amendment to change the pre-requisites for the BDAN courses and update learning objective number two for CYSA 520 – approved. Vote to approve the curriculum report as amended – approved.
5. Report from Dean of the Graduate School *John D. Minton nominations are being accepted through March 20th. *The 50th Annual WKU Student Research Conference is being held March 28th. Gordon is

chairing the Student Research Council this year. *The research and travel grant deadline is February 19th. *The Distinguished Minority Fellowship is accepting applications again this year. *Chelf is going to be reaching out to department heads to define unknown program elective courses. *The CourseLeaf CIM implementation for UCC is ongoing. *WKU Public Radio is airing promotional announcements about the Graduate School.

6. Public Comments

*Discussion ensued regarding the admission application and admission materials.

*There was further discussion regarding marketing graduate programs.

7. Announcements & Adjourn *Dumancic/Blankenship; adjourn



THE GRADUATE SCHOOL

Dean's Report to Graduate Council

Cheryl D. Davis, Interim Dean

February 13, 2020

3:00 p.m.

Nomination materials for the John D. Minton Award are now being accepted via email to graduate.school@wku.edu through Friday, March 20, 2020. The John D. Minton Graduate Student Award recognizes a graduate student for outstanding contributions to the academic discipline while pursuing a graduate degree.

The 50th Annual WKU Student Research Conference **is scheduled for** Saturday, March 28, 2020 in the Downing Student Union. Deadline for abstract submission is February 24, 2020.

Proposal deadline for the next round of travel grants and research grants is February 19, 2020. Please encourage students to apply.

I am pleased to announce that the Distinguished Minority Fellowship program will be accepting applications for the next academic year. We have just recently received approval for the FY21 program, and we will provide updated information once we have had a chance to revise/update the application and website information.

Colette Chelf will be reaching out to department heads in the coming weeks to ask for clarification on unknown program elective courses. This will be a necessary first step towards Degree Works implementation.

Coursleaf CIM implementation for UCC is ongoing, which will include CIM Program form updates for Graduate Council.

Be sure and listen for the Graduate School advertising spots on WKU Public Radio – we are grateful to Marketing for providing the necessary funding.

Thank you,

Cheryl Davis

APPENDIX B

Academic Policy (Revision) (Action)

Date: February 13, 2020
College: Graduate Council
Department: Policy Committee
Contact Person: Carl Dick, carl.dick@wku.edu

1. **Policy Name:** Graduate Catalog (Graduate Faculty)

2. **Description:**

2.1 Existing:

Graduate Faculty

All courses offered for graduate credit at WKU must be taught by graduate faculty. Membership in the graduate faculty may be acquired through two methods. First, membership may be granted through the hiring process. The department head or program director/coordinator should recommend graduate faculty status at the time of hire. The College Dean will review the recommendation, approve, and forward the recommendation to the Graduate Dean for approval. Second, membership may be granted to current faculty members via a recommendation by the faculty member's department head or program director/coordinator. The College Dean must review the recommendation, (dis)approve, and forward to the Graduate Dean for approval.

Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities and/or professional accomplishments which are recognized or commended by professional organizations in the candidate's field and professional standing. Graduate faculty should also express a willingness to direct the study of graduate students. College deans, department heads, or program director/coordinator should evaluate faculty for graduate faculty status as part of the annual review procedure in accordance with the general criteria listed above.
(Approved by Graduate Council 12/10/15)

2.2 Revised:

Graduate Faculty

All courses offered for graduate credit at WKU must be taught by graduate faculty. Academic departments are responsible for their own criteria with respect to evaluating discipline-specific criteria (eg. scholarly or creative productivity, being current in field of study, etc.). Membership in the graduate faculty may be acquired through one of two methods. First, membership may be

granted through the hiring process. The department chair/head or program director/coordinator may recommend graduate faculty status at the time of hire. The College Dean will review the recommendation, (dis)approve, and forward the recommendation to the Graduate Dean/Associate Provost for Research & Graduate Education for approval. Second, membership may be granted to current faculty members via a recommendation by the faculty member's department chair/head or program director/coordinator. The College Dean must review and (dis)approve the recommendation, and forward to the Graduate Dean/Associate Provost for Research & Graduate Education for final (dis)approval as appropriate.

Recommendations are based upon the general criteria of evidence of scholarly/creative attainment, active participation in research, scholarly/creative activities, and/or professional accomplishments which are recognized or commended by professional organizations in the candidate's field of professional standing. Graduate faculty are generally expected to engage with graduate students through formal instruction of graduate level courses and service on student advisory committees. Department chairs/heads or program directors/coordinators, and College Deans, should evaluate faculty for graduate faculty status as part of the annual review procedure in accordance with the general criteria listed above.

Categories of Graduate Faculty

Regular Member: A Regular Member of the graduate faculty may 1) teach graduate courses, 2) serve as the chair or as a member of a thesis, specialist project, or dissertation committee, 3) advise graduate students, and 4) serve on Graduate Council.

Eligibility:

- (1) Hold the appropriate terminal degree
- (2) Hold a full-time faculty or administrative appointment at WKU
- (3) Provide evidence of or capacity for effective teaching
- (4) Provide evidence of appropriate experience and sustained productivity in scholarly and creative achievement, as appropriate to the discipline and as determined by departmental/program standards
- (5) Provide evidence of experience of or capacity for mentoring graduate students.

Regular Member status shall be in effect for 6 years or until removal of graduate faculty status.

Associate Member: An Associate Member of the graduate faculty may 1) teach graduate courses, 2) serve as a member of a thesis, specialist project, or dissertation committee, and 3) advise graduate students.

Eligibility:

- (1) Hold at least a master's degree or have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the academic field
- (2) Hold an appointment at WKU
- (3) Provide evidence of or capacity for effective teaching
- (4) Provide evidence of current scholarly, creative, and/or professional activity as appropriate to the discipline and as determined by departmental/program standards

(5) Provide evidence of experience of or capacity for mentoring graduate students.

Associate Member status shall be in effect for 4 years or until removal of graduate faculty status.

Temporary Member: A Temporary Member of the graduate faculty may 1) teach graduate courses, and 2) serve as a member of a thesis, specialist degree, or dissertation committee.

Eligibility:

(1) Hold at least a master's degree in the teaching discipline or have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the academic field

(2) Provide evidence of effective teaching

(3) Provide evidence of current scholarly, creative, and/or professional activity as appropriate to the discipline and as determined by departmental/program standards

Temporary Member status shall be in effect for 2 years from date of approval or removal of graduate faculty status.

Change of Graduate Faculty Status

Graduate Faculty status will typically be reviewed for appropriateness via the process of Annual Review and/or Tenure/Promotion. If warranted, Graduate Faculty may be reviewed more frequently. Such review would originate in the departmental unit. Based on the criteria set forth for each category of Graduate Faculty, as well as criteria set forth by academic departments, a recommendation for change in graduate faculty status, including revocation if warranted, may be forwarded by the Department Chair/Head to the College Dean and the Graduate Dean /Associate Provost for Research & Graduate Education.

3. Rationale for proposed policy:

3.1 The Graduate School (Graduate Dean) requests that the Graduate Council provide clarification on this policy, including:

Guidance on criteria and categories for graduate faculty appointments

Guidance on length of appointments

Guidance on establishing graduate faculty status

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: Current graduate faculty will retain their appointments until date of expiration. Following the guidelines above, graduate faculty status may be conferred to new hires through the hiring process, or renewed for existing faculty. Change or revocation of graduate faculty status could result from termination of faculty appointment, or through negative recommendation derived from annual review or tenure/promotion review originating in departmental units.

4.3 The Faculty Handbook, Senate Charter, Graduate Catalog, and Graduate Website must be consulted for relevant language, and updated as necessary.

5. Term of implementation: Fall 2020

6. Dates of committee approvals:

Graduate Council Policy Committee

13 February 2020 (6-0)

Graduate Council

University Senate

APPENDIX C

**Graduate Council Curriculum Committee Meeting
Thursday, February 27, 2020**

| Graduate Council (13) | | | |
|---------------------------|--|-----------|-----------|
| Code | Title | Initiator | Received |
| BA 513 | BA 513: Contemporary Business Analytics | ryb41989 | 2/27/2020 |
| BA 534 | BA 534: Electronic Commerce | dnm79223 | 2/27/2020 |
| BA 535 | BA 535: International Accounting Issues for Management Decision Making | dnm79223 | 2/27/2020 |
| BA 536 | BA 536: Metrics in Sustainability | dnm79223 | 2/27/2020 |
| BA 537 | BA 537: Sustainability Social Entrepreneurism | dnm79223 | 2/27/2020 |
| BA 572 | BA 572: Consumer Behavior | dnm79223 | 2/27/2020 |
| BA 579 | BA 579: Supply Chain Management | dnm79223 | 2/27/2020 |
| BA 583 | BA 583: Procurement Management | dnm79223 | 2/27/2020 |
| BA 584 | BA 584: Supply Chain Analytics | dnm79223 | 2/27/2020 |
| NURS 450G | NURS 450G: Rural Health and Safety | mrv92101 | 2/27/2020 |
| NURS 492G | NURS 492G: Faith Community Nursing | mrv92101 | 2/27/2020 |
| SLP 513 | SLP 513: Cognitive-Communication Disorders | rch35585 | 2/27/2020 |
| SLP 570 | SLP 570: Administration and Supervision in Speech Language Pathology | rch35585 | 2/27/2020 |

| Programs | | | |
|------------------------|---|-----------|-----------|
| Code | Title | Initiator | Received |
| 57 | 057: Business Administration | dnm79223 | 2/27/2020 |
| 121 | 121: School Administration, Rank I | gry63984 | 2/27/2020 |
| 131 | 131: Certification Only, Education Leadership | gry63984 | 2/27/2020 |
| 9999 | 9999: Cybersecurity Data Analytics | ryb41989 | 2/27/2020 |
| 999999 | 999999: Data Analytics | ryb41989 | 2/27/2020 |