



Graduate Council

MINUTES—October 13, 2016

Academic Affairs Conference Room WAB 239

Members Present: Merrall Price (for Rosa), Chris Groves, Steve Wells, Lance Hahn, Marge Maxwell, Carl Myers, Ron Mitchell, Wes Berry, Molly Kerby, Thea Browder, Carla Beu, Amy Cappiccie, Eve Main, Beverly Siegrist (for Branstetter), Kirk Atkinson, Kamla Jones, Carl Dick, Brittany McNear, Kristin Wilson, Eric Reed.

Members Absent: Shannon Vaughan, Leyla Zhuhadar, Gavin Kirkwood, Mary Sanders, Abhishek Bose.

Guests: Cathleen Webb, Danita Kelley, Sylvia Gaiko, Colette Chelf, Janet Applin, Gail Kirby, Laura Upchurch, Julie Harris, Kurt Neelly, Ray VanWye, Dawn Winters, John Baker Tiffany Robinson, Bob Hatfield, Haley Miller, Kyle Wellendorff.

1. Call to Order

\*meeting presided by Vice Chair Kristin Wilson.

2. Report on the India Pilot Project by Provost Lee  
(attached)

3. Consideration of September 8, 2016 minutes

\*Hahn/Main, motion to approve; passed.

\*September and October Graduate Faculty report distributed.

4. Committee Reports

a. Curriculum Committee (report Included)

\*Atkinson presented report; Atkinson moved Education Specialist Gifted Education and Talent Development new program proposal, Master of Arts in Education Special Education LBD (0457) program revision, and Play Therapy new certificate to action agenda; Hahn moved Doctor of Physical Therapy (0013) move to action agenda.

\*Hahn/Kerby motion to approve consent report; passed.

\*Hahn/Browder motion to approve new program, Education Specialist Gifted Education and Talent Development; discussion of revisions requested at Graduate Curriculum Committee meeting; proponent (J. Applin) agreed to friendly amendment to update proposal to reflect that EDU 699 will be a 6 hour requirement in the 30 hour degree program, and also clarified that this degree program does not propose any teacher certification and will not lead to teacher certification; passed.

\*Hahn/Main motion to approve program revision, Master of Arts in Education Special Education LBD (0457); proponent (G. Kirby) agreed to friendly amendment to omit

admission language referencing GRE prior to August 1, 2011 due to the fact that the GRE is only valid for 5 years, and agreed to a friendly amendment to update program hours to 31-43 throughout the proposal; passed.

\*Hahn/Kerby motion to approve program revision, Doctor of Physical Therapy (0013); proponent (K. Neelly) agreed to friendly amendment to update technical standards language to read, "6. Technical Standards: Students are required...areas termed 'Technical Standards.' Students are required to self-assess and sign the minimum technical standards..."; passed.

\*Hahn/Main motion to approve new program proposal, Play Therapy certificate; proponent (J. Applin) agreed to friendly amendment to update admission criteria language as discussed at Graduate Curriculum Committee to, "Admission Criteria: Graduate students with undergraduate degrees in mental health programs..."; passed.

\*Atkinson relayed need for student support to take minutes at Graduate Curriculum meetings; suggested Graduate Council request financial support, or otherwise, from Senate similar to support provided to UCC.

\*Atkinson, friendly amendment to update implementation date for EDLD 799 to summer 2017.

b. Student Research Grants Committee (report included)

\*Hahn presented report; Atkinson motion to approve; passed

c. Policy Committee

\*Wilson presented report; distributed Conditional Admission policy (attached) for consideration at next meeting; distributed IP Grading policy (attached); \*Wells motion to approve IP Grading policy; Hahn motion to table until next meeting; passed.

5. Report from Dean of the Graduate School

\*Pathways handout (attached) & discussion

\*Report (attached)

6. Public Comments

7. Announcements & Adjourn

\*Maxwell motion to adjourn.

## MEMORANDUM

To: Graduate Council  
From: David Lee, Provost  
Date: September 30, 2016

RE: Summary Report on the India Pilot Project

This memo serves as a summary report to the Graduate Council on the India Pilot Project (IPP). It describes the admission and matriculation phases of the project. It also explains the current status of IPP students and the overall outcomes of the project.

### 1. Admission

The IPP was designed as a short-term experimental initiative that included a recruiting trip to India. The IPP was designed to use new recruiting strategies and WKU's existing admission policies and procedures.

The admission phase of the IPP took place in during the fall 2015 semester. During the IPP, 306 students applied to WKU. Of those, 148 were admitted to graduate programs in Computer Science (114), Engineering Technology Management (31), and Geoscience, Health Care Administration, and Organizational Leadership (1 each). The admission rate of 48.4% was consistent with past admission rates of international graduate students at WKU (44.9% for the 2013-14 academic year). Nearly all admitted IPP students were admitted on a conditional basis.

WKU Programs	Incomplete Applications	Denied Admission	App Withdrawn by Student	Admit Good Standing	Graduate Conditional Admit	Total
Business Administration	1	0	0	0	0	1
Chemistry	0	5	0	0	0	5
Computer Science	22	47	1	5	109	184
Engineering Technology Mgt	13	59	1	12	19	104
Geoscience	0	0	0	0	1	1
Health Care Administration	0	3	0	1	0	4
Organizational Leadership	1	0	0	1	0	2
Public Health	5	0	0	0	0	5
Total	42	114	2	19	129	306
Percentage	13.7%	37.3%	< 1.0%	6.2%	42.2%	

### 2. Matriculation and Student Support Services

Of the 148 admitted applicants, 57 students enrolled in courses at WKU in spring, 2016. Of the 57 students who enrolled, 4 were admitted in good standing and 53 were conditionally admitted.

Given the IPP's experimental nature and the overall academic profile of the admitted students, and in order to give the IPP students a fair chance at success, WKU provided additional academic support services beyond those available to all international students. Almost all of the matriculating IPP students were conditionally admitted and needed additional language training to be successful in graduate coursework. Furthermore, because nearly all the IPP students planned to matriculate into two

programs, Computer Science (CS) and Engineering Technology Management (ETM), additional instructional resources were devoted to those departments.

WKU created and staffed a special writing course tailored to ETM's new IPP students. The university also provided funding to create additional sections in both CS and ETM for the spring 2016 semester to accommodate the influx of IPP graduate students. Finally, WKU provided additional orientation and mentoring services to the IPP students.

### **3. Status of IPP Students after the Spring 2016 Semester**

In May, 2016, the University performed an academic audit of the IPP students following their first semester of coursework. The audit resulted in the following actions:

- Conditional admit IPP students: 11 met their conditions of admission and continued in their programs in good standing; 42 were dismissed from the university for failing to meet their conditions of admission.
- Direct admit IPP students: 0 remained in good standing; 4 were placed on academic probation.

During the summer term, 10 IPP students appealed their academic dismissals with the support of their program faculty and were reinstated into their programs. The reinstated students must meet the terms of the academic plans specified by their programs. Some IPP students who were eligible to continue in their programs decided to leave WKU before the fall 2016 semester.

As of September 26, 2016, 16 IPP students are enrolled in classes at WKU.

### **4. Outcomes of the IPP**

The IPP was a one-time experiment that will not be repeated. Changes to visa regulations in mid-July, 2016, make it impossible for WKU to issue Form I-20 (permission to apply for a student visa) to international students who are conditionally admitted to programs, as the bulk of IPP students were.

WKU will continue to support its IPP students as they work toward completing their degrees.

**Academic Policy – Revise  
(Action Item)**

Date: September 1, 2016  
Department: Graduate School  
Contact Person: Eric Reed, 55471 (eric.reed@wku.edu)

**1. Policy Name: Conditional Admission**

**2. Description:**

**2.1 Existing:**

Students who are conditionally admitted must successfully complete the conditions as prescribed. Students who do not meet conditions of admission will be dismissed from the program and the Graduate School.

**2.2 Revised:**

If a student does not meet all university and program admission requirements, and if the academic program's review of the student's record indicates the likelihood of success, the student may be granted conditional admission by the Dean of the Graduate School upon the recommendation of the program.

The conditions of admission will be specified in the admission notification. All conditions of admission must be fulfilled upon the completion of twelve hours of coursework. Programs are responsible for monitoring the progress of students admitted conditionally and will notify the Graduate School when conditions have been met. Students who do not meet conditions of admission upon earning twelve hours will be dismissed. The Graduate School will not consider appeals of dismissal due to failed conditions of admission; students will be required to reapply.

**3. Rationale for proposed policy:**

Please see attached memo for rationale and discussion of the proposed policy.

**4. Impact on existing academic or non-academic policies:**

**4.1 Impact on policies:** This policy will clarify the terms and process of conditional admission.

**4.2 Impact on populations that may be affected:** This policy will impact all students admitted via conditional admission, and all programs that admit students via the conditional admission process.

5. **Term of implementation: Summer 2017**

6. **Dates of committee approvals:**

Graduate Council Policy Committee

10/13/16

Graduate Council

University Senate

**Academic Policy – Create New or Revise  
(Action Item)**

Date:

Department:

Contact Person: Name, email, Phone

1. **Policy Name:** IP Grading

2. **Description:**

2.1 New (or existing):

Current policy wording (in Grading section of catalog): In Progress. The IP designation is restricted to specific courses designed to span more than one term. Unless approved otherwise, an IP designation unresolved at the end of one year after its assignment will be converted to an F.

2.2 Revised (if applicable):

Proposed policy wording: In Progress. The IP designation is restricted to specific courses designed to span more than one term. Unless approved otherwise, an IP designation unresolved at the end of three years after its assignment will be converted to an F.

3. **Rationale for proposed policy:**

Students enroll in thesis credits, but no grade is assigned until the thesis is completed: A thesis is not completed in discrete units that can be graded independently. If a student enrolls in thesis credits early in their program of student, one year is an insufficient length of time to provide a grade for the thesis.

4. **Impact on existing academic or non-academic policies:**

4.1 Impact on policies:

4.2 Impact on populations that may be affected:

5. **Term of implementation:**

6. **Dates of committee approvals:**

Graduate Council Policy Committee (if applicable)

10/13/10

Graduate Council

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University Senate

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## Information and Suggested Guidelines for Graduate "Pathways" Program Proposals

**I. Introduction and Background.** The number of options for admitting and matriculating international graduate students to WKU has been reduced in the last year. Recent changes to visa regulations have contributed to this trend. As of July, WKU can no longer issue Form I-20 (permission to apply for a student visa) to international graduate students who do not meet all criteria of admission to the university and/or the academic program. Going forward, international graduate students who wish to study in the United States on a student visa must be directly admitted to their program of study without conditions.

The program of study can be a degree-granting program, or it can be a graduate-level "Pathways" program (sometimes called a "bridge" or "pre-master's program") that prepares the student for admission to a subsequent degree-granting program. ESLI continues to operate an English proficiency Pathways program that serves WKU's graduate students. Navitas managed several academic Pathways programs for WKU; however, those programs ended last year.

Currently, the WKU's one undergraduate Pathways program continues to operate, but the university offers no graduate Pathways programs. Such programs could be beneficial to the university and its students. WKU's undergraduate and graduate Pathways programs should undergo periodic assessment.

The Provost has indicated that proposals for graduate Pathways programs should be considered by the faculty curriculum review process. Pathways programs do not convey a degree or credential and, thus, do not fit into the standard curriculum proposal/revision process. The following proposal format/process is suggested.

**II. Proposed Graduate Pathways Program Proposal Process.** Programs that wish to initiate graduate Pathways programs should submit proposals to the Graduate Council Curriculum Committee that include the following elements:

1. If applicable, an assessment of the performance of international graduate students that the program has admitted in the past six years. The evaluation should answer the general question, "What accounts for international student successes and difficulties in the program?," and should include:

- An assessment of the academic performance of international students admitted to the program directly, without conditions;
- An assessment of the academic performance of international students admitted to the program and who did not meet all qualifications for direct admission, including students admitted via a Pathways (Navitas) program or conditionally admitted outside a Pathways;
- Quantitative and/or qualitative data to support the assessment.

2. **Proposed admission standards for the Pathways program.** Admission standards must be quantifiable (i.e., meet certain GPA or test score thresholds, or specific course equivalencies), and should be supported (e.g., benchmark institutions, research on international student success).

3. **A proposed curriculum for the Pathways program.** Courses in the proposed curriculum must be in the WKU catalog or proposed concurrently with the Pathways program proposal. The proposal should explain how the proposed Pathways program curriculum relates to subsequent degree-granting program(s). Programs may consider developing common Pathways curricula.



4. **A proposed staffing and resource plan for the Pathways program.** The plan should explain in specific financial terms the faculty resources and advising/student support services will be devoted to the proposed Pathways program.

5. **Proposed completion/certification requirements for the Pathways program** that lay out what a student must achieve in order to be certified as having completed the Pathways successfully. Completion requirements must be quantifiable (e.g., achieve certain course grades/GPA in Pathways curriculum, pass a certain capstone or placement exam, achieve certain standardized test scores).

6. **An assessment plan for the proposed Pathways program.** The assessment plan should include an explanation of qualitative and quantitative factors that will be used to measure the program's success and a time frame for assessment and reporting.

7. **Identification and logistical information,** including identification of the degree program(s) into which students who complete successfully a proposed Pathways program will matriculate; contact information of proposer(s); proposed implementation term; evidence of approval of the proposal by the appropriate department and college curriculum bodies.

Pathways program proposals will be reviewed by the Graduate Council Curriculum Committee, Graduate Council and the University Senate as action items. If approved, proposals will be sent to the Provost for review. If approved by the Provost, the Pathways programs will be considered active.

**III. Ongoing Academic Oversight of Graduate and Undergraduate Pathways.** A "Pathways Academic Oversight Committee" has been formed. It is an independent body that is responsible for general academic oversight of undergraduate and graduate Pathways programs. The committee is composed of expert faculty members who will provide advice and guidance to Academic Affairs, Pathways staff, academic programs, and curriculum review structures that respond to the unique characteristics and operational structures of Pathways programs at WKU.

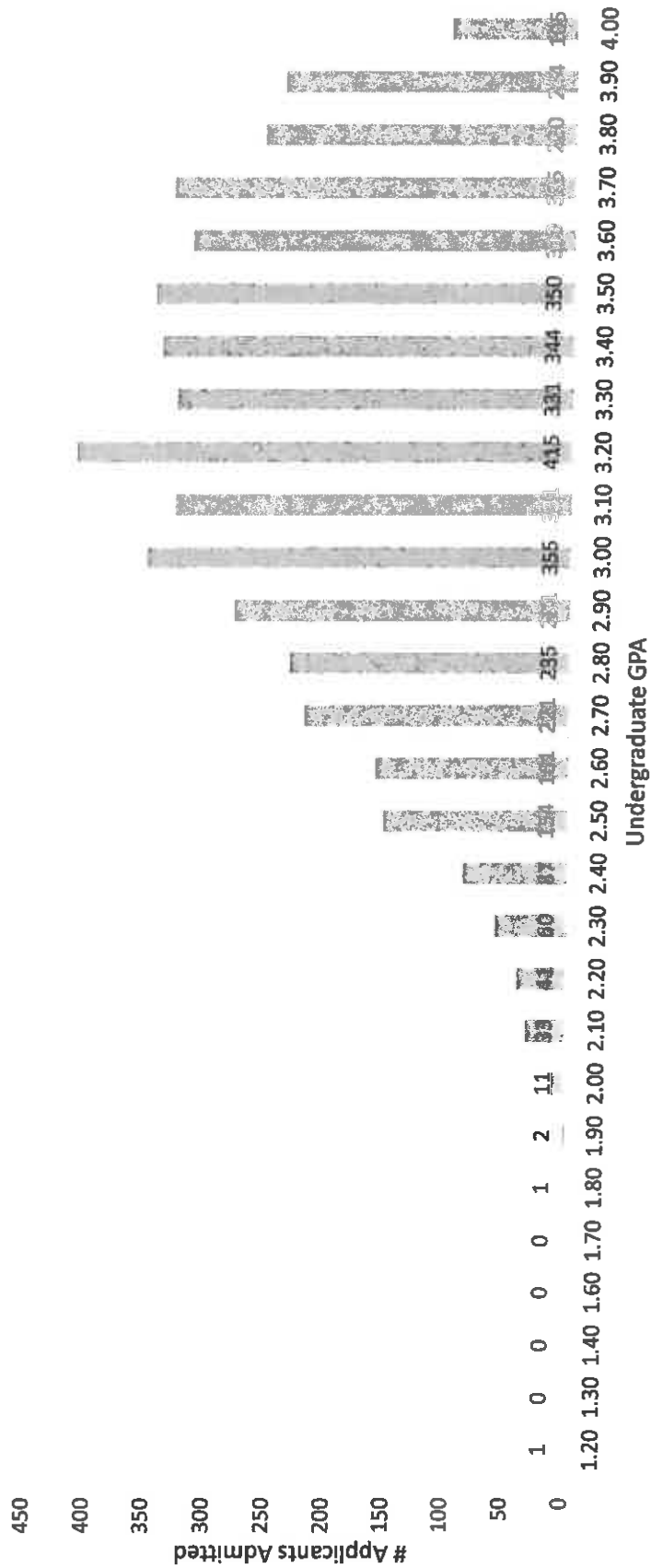
The initial membership of the Pathways Academic Oversight Committee is:

Eric Reed, Chair (Graduate School) -  
Greg Arbuckle (AMS)  
Mustafa Atici (Computer Science)  
John Baker (Organizational Leadership)  
Robert Dietle (History)

Rob Hale (English)  
Bob Hatfield (MBA/Management)  
Grace Lartey (Public Health)  
Daniel Super (Literacy)  
Graduate Council Representative (Curriculum  
Committee member)

# Admitted Graduate Applicants by UG GPA

## AY2011/12 through AY2015/16



Undergraduate GPA represents GPAs up through the next value (e.g., 1.20 contains GPAs from 1.20 through 1.29).

GPA of students admitted to WKU (2011/12-2015/16)

GPA	# Admitted	% of total
1.2	1	0.021%
1.3	0	0.000%
1.4	0	0.000%
1.6	0	0.000%
1.7	0	0.000%
1.8	1	0.021%
1.9	2	0.043%
2	11	0.235%
2.1	33	0.706%
2.2	41	0.877%
2.3	60	1.283%
2.4	87	1.860%
2.5	154	3.293%
2.6	161	3.442%
2.7	221	4.725%
2.8	235	5.025%
2.9	281	6.008%
3	355	7.590%
3.1	331	7.077%
3.2	415	8.873%
3.3	331	7.077%
3.4	344	7.355%
3.5	350	7.483%
3.6	319	6.821%
3.7	335	7.163%
3.8	260	5.559%
3.9	244	5.217%
4	105	2.245%

Students Admitted 2.4 GPA or lower

Number	% of total
236	5.05%

Students Admitted 2.7 GPA or lower

Number	% of Total
771	16.48%

Total 4677

*Graduate Council Notes, October 2016*

**1. Graduate School Application Fees:** The Graduate School application fees have changed from \$60 for all students to \$65 for domestic student applications, and to \$95 for international student applications. The revenues generated will be used to fund a staff position in the Graduate School that will provide additional services to domestic and international applicants and students.

**2. Graduate School Dean Search:** The Graduate School Dean search is underway. The search committee has been formed, position announcement has been posted, and the review of applications will begin on October 19. The new Dean will be appointed to start in January 2017. See this link for more information: [http://www.wku.edu/academicaffairs/openings/graduate\\_dean.php](http://www.wku.edu/academicaffairs/openings/graduate_dean.php)

**3. Graduate School Personnel News:** Lisa Allerkamp joined the Graduate School staff on October 11. Ms. Allerkamp will work part-time and will help bolster the Graduate School's financial and student services. One of her responsibilities will be to work with the Graduate Council's Graduate Research Committee to support its research grant management activities.

**4. Distinguished Minority Fellows (DMF) Program:** The DMF, formerly known as the Minority Assistantship Program, is a merit-based fellowship program that serves minority graduate students. Dr. Gregory Ellis-Griffith (Public Health) is the faculty coordinator of the program and Shanda Hopper, the Graduate School's Budget Manager, handles much of the program's logistical and financial work. A faculty committee reviewed applications and selected fellowship recipients.

The Distinguished Minority Fellows for this academic year are:

Ashleigh Barker (Public Administration)  
Emily Boston (Social Work)  
Nerica Bowie (Educational Leadership)  
Gaines Brown (Public Administration)  
Jared Carpenter (KRS – Sport and Recreation Administration)  
Moriah Corey (Clinical Mental Health Counseling)  
Kinya Embry (Communication Science and Disorders)  
Amanda Gadsden (Social Work)  
Reba Hall (Social Responsibility & Sustainable Communities)  
Brittany McNear (Clinical Mental Health Counseling)