

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Brian Schrader, Chair, Graduate Council

DATE: September 21, 2016

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, September 22, 2016 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the April 14, 2016 meeting.**
2. **Information/Congratulations/News**
 - Every thesis is checked for plagiarism
 - Dr. Eric Yang will be attending the graduate council meeting at 3:30pm to present the proposed changes to add Non-Thesis to the MS-Biology.
3. **Curricular Change Request**
MS-Biology – Add Non-Thesis Concentration
4. **Regular Graduate Faculty**
 - Daniel Haskin, Associate Professor, School of Business
 - Jennie Long, Assistant Professor, Elementary Education, Early Childhood, Special Education
 - Connie Phelps, Associate Professor, Elementary Education, Early Childhood, Special Ed
 - Andrew Smith, Associate Professor, SLIM
 - Cathy Grover, Associate Professor, Psychology
 - Dipak Ghosh, Professor, School of Business
 - George Durler, Professor, School of Business
 - Yixin Eric Yang, Associate Professor, Biological Sciences
 - Joyce Thierer, Professor, Social Sciences
5. **Associate Graduate Faculty**
 - Ceara Shaughnessy, Instructor, Counselor Education
 - Gaile Stephens, Assistant Professor, Music
 - Essam Abotteen, Associate Professor, Mathematics and Economics
 - Huaqing Wang, Assistant Professor, School of Business
 - Nilo Ramos, Assistant Professor, Health, PE and Recreation
 - Sungwoong Lee, Assistant Professor, IDT
 - Yeol Huh, Assistant Professor, IDT

- Scott Michael, Assistant Professor, Music
- Robert Ward, Instructor, Music
- Paul Luebbers, Professor, Health, PE and Recreation

6. **Action**

- What is the number of transfer credit hours that will be accepted for a certificate program (was tabled in April for council members to bring to their respective department for decision).

7. **Reports/Discussion**

- Should there be a different admission (GPA) standards for program concentrations?
- Can a graduate course be substituted for thesis hours?
- Should certificate seeking students be enrolled in a minimum of 1 credit hour during their last semester?
- Timeframe on transfer credit?
- Revisit the 1 year limit on probationary work.
- Should 800 level courses be considered for graduate credit before the undergraduate degree has been awarded?
- Review Graduate Enrollment Policy.
- Request to extend the last day to withdraw from the university with full refund.

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church (Will), Johnson, Koerner, Liss, Miller, Sasidaharan, Schrader, Shinge, Smith (Fay), Spotswood, Storm, Trump, Wiley

The Council of Graduate Studies met at 3:30 p.m. on Thursday, September 22, 2016 in the President's Conference Room. Dr. Brian Schrader called the meeting to order.

Action

- Minutes from the April 14, 2016 meeting were unanimously approved.

Information/Congratulations/News

- Dr. Spotswood discussed the process for reviewing thesis projects and verifying for plagiarism, if suspected.
- Dr. Spotswood brought forward I-20 regulations for International students, effective July 2016. Federal regulations require any International student with requirements beyond the degree to be admitted as non-degree seeking. Dr. Spotswood will keep us updated on institutional efforts to satisfy these regulations.
- Dr. Spotswood discussed probable Graduate Assistant health plan changes. Legal Counsel for the Kansas Board of Regents has advised that the IRS will not allow subsidized health plans. Most KBOR institutions are leaning towards applying health plan funds to GA stipends and supplying students with information on the ACA. Dr. Spotswood will keep us informed of institutional decisions on this matter.
- Dr. Spotswood announced that ESU has been formally accepted into the Capitol Graduate Research Summit and that graduate students are invited to participate in this annual event. This year's CGRS will take place in Topeka on February 28th, 2017. Internal deadlines for the competition are 5:00 pm, Friday, December 2.

Curricular Changes

The following listed curricular changes were unanimously approved:

- MS-Biology – Non-Thesis Concentration

Regular Graduate Faculty

- The following listed faculty members were unanimously approved for **Regular Graduate Faculty** status:

Daniel Haskin, Associate Professor, School of Business
Jennie Long, Assistant Professor, Elementary Education, Early Childhood, Special Ed
Connie Phelps, Associate Professor, Elementary Education, Early Childhood, Special Ed
Andrew Smith, Associate Professor, SLIM
Cathy Grover, Associate Professor, Psychology
Dipak Ghosh, Professor, School of Business
George Durler, Professor, School of Business
Yixin Eric Yang, Associate Professor, Biological Sciences
Joyce Thierer, Professor, Social Sciences
Paul Luebbbers, Professor, Health, PE and Recreation

Associate Graduate Faculty

- The following listed faculty members were unanimously approved for **Associate Graduate Faculty** status:

Ceara Shaughnessy, Instructor, Counselor Education
Gaile Stephens, Assistant Professor, Music
Essam Abotteen, Associate Professor, Mathematics and Economics
Huaqing Wang, Assistant Professor, School of Business
Nilo Ramos, Assistant Professor, Health, PE and Recreation
Sungwoong Lee, Assistant Professor, IDT
Yeol Huh, Assistant Professor, IDT
Scott Wichaël, Assistant Professor, Music
Robert Ward, Instructor, Music

Reports/Discussion

- Council members discussed the number of transfer credit hours that will be accepted for a certificate program. After lengthy discussion, the item was tabled. Council members will discuss with their respective departments. This item will be placed on the October agenda.
- After discussion regarding the different GPA and admission standards for program concentrations, graduate council members decided to have the respective departments

approve the change within their department, then bring forward to graduate council to vote for approval. Dr. Spotswood will report the admission regulations of the Kansas Board of Regents for program concentrations at the next graduate council meeting

- Council members discussed the graduate course substitution for thesis hours. After discussion all council members agreed there will be NO course substitutions for thesis hours.
- Council members discussed whether a certificate seeking students should be enrolled in a minimum of 1 credit hour during the term in which the degree is granted or the requirements are met. The item was tabled to discuss this issue with their respective departments. Item will be placed on October's agenda.
- Council members discussed the 1-year limit on probationary work. Council members agreed not to make changes to the 1-year timeframe or the number of credit hours to complete.
- Council members discussed if an undergraduate student can request graduate credit in an 800-level course. Requests for graduate credit are courses numbered 500-799 only. After discussion, council members advised affected departments to re-label their courses to 700 level.
- Dr. Spotswood discussed the graduate enrollment policy: students admitted to graduate school are eligible to enroll in one semester before being admitted into the program, with an unofficial transcript. Official transcripts must be received by the end of the first semester or students will not be allowed to enroll in a second semester. Dr. Spotswood asked council members to discuss this issue with their respective departments. It will be placed on October agenda.
- After discussion to extend the withdrawal date from the university with full refund, all council members decided this was not a decision graduate council could approve. Departments requesting this change will need to present to the Tuition and Fees committee.

Comments

- All council members were asked to let Jan Gerstner know if they are having any issues with the Graduate Council SkyBox site.

Adjourned at 5:05pm

Next Meeting October 27, 2016

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Brian Schrader, Chair, Graduate Council

DATE: October 24, 2016

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, October 27, 2016 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the September 22, 2016 meeting.**
2. **Curricular Change Request**
 - RE725 – New Course
 - Early Childhood Unified – Admission Requirements
 - Instructional Specialist – Admission Requirements
 - Special Education- High Incidence & Gifted Education – Admission Requirements
 - MS Psychology –Eliminate Experimental Concentration
3. **Regular Graduate Faculty**
 - Allan Comstock – Professor, Music
 - Katherine O'Meara – Assistant Professor, English/Modern Languages/Journalism
4. **Associate Graduate Faculty**
5. **Information/Congratulations/News**
 - Program concentrations admission standards per KBOR.
 - Temporary Graduate Faculty status.
 - Graduate assistant's health insurance changes.
 - Updates on I-20 regulations for International students.
 - Reminder - Capitol Graduate Research Summit, Topeka, February 28th, 2017. Deadline by 5:00pm, Friday, December 2.
 - Graduate & Online Library Resources
6. **Action**
 - What is the number of transfer credit hours that will be accepted for a certificate program?
 - Should certificate seeking students be enrolled in a minimum of 1 credit hour during the term in which the degree is granted or requirement met?

7. **Reports/Discussion**

- Timeframe on transfer credit?
- Review Graduate Enrollment Policy – Should graduate students be eligible to enroll in one semester before being admitted into the program?
- Printing of Graduate Applications

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Johnson, Koerner, Liss, Miller, Schrader, Shinge, Smith (Sutton), Spotswood, Trump, (Schulmeister), Wiley, Williams, Woodworth

Absent: Sasidharan, Storm

The Council of Graduate Studies met at 3:30 p.m. on Thursday, October 27, 2016 in the President's Conference Room. Dr. Schrader called the meeting to order.

Action

- Minutes from the September 22, 2016 meeting were unanimously approved.
- After council members discussed the number of transfer credit hours for a certificate program, all council members approved a maximum of 9 graduate transfer credit hours, earned at an accredited institution. Respective departments have the option to be more restrictive.
- Discussion occurred whether a certificate seeking student should be enrolled in a minimum of 1 graduate credit hour during the term in which the certificate is granted. After council discussion, the following paragraph was approved for inclusion in the Graduate Policy Handbook. (one against, one abstention)

Graduate students seeking a certificate must be enrolled in a minimum of 1 graduate credit hour during the term in which the student requires certification.

Information/Congratulations/News

- Dr. Spotswood reported he found no reference in KBOR policy prohibiting program concentrations from having different admission standards. Departments must first approve of changes before bringing them to Graduate Council.
- Dr. Spotswood discussed temporary graduate faculty status. According to the Bylaws of the Graduate Council (2014), temporary members, if they hold unique qualifications, can serve as a member of a graduate committee. University Policy Manual (2013) will be updated to reflect these changes from 2014.
- Dr. Spotswood updated the Graduate Council members on the status of the Student Health Insurance Plan. At the present time, and until further notice, ESU can continue to subsidize 3G's within the SHIP plan.
- A handout with changes on I-20 regulations was distributed. Dr. Spotswood discussed how these changes will affect admission standards for International students. Dr. Spotswood will be visiting with Dr. Bruce to clarify how ESU will regulate English

- proficiency requirements, and he will provide an update at the November meeting.
- Dr. Spotswood reminded the graduate council members the application deadline for the Capitol Graduate Research Summit in Topeka, is Friday, December 2, at 5:00pm.
 - Dr. Spotswood reported that Michelle Hammond, Dean of University Libraries and Archives, would like to offer online library resources for graduate students in the near future. Dean Hammond would like ideas or suggestions from the graduate council members on selection processes for these resources.
 - Dr. Spotswood announced that he will hood students at graduate commencement in conjunction with representatives from each college.

Reports/Discussion

- After council members revisited the timeframe on transfer credits, the council agreed the timeframe is clearly stated in the graduate policy manual and decided no further action was required.
- Council members discussed the graduate enrollment policy for new graduate students. Dr. Spotswood agreed to speak with the Graduate School admissions staff regarding the release of pin numbers and possible rewording of the graduate letter. He will bring suggestions to the November meeting.
- After discussion on the proposed no print policy for graduate applications, council members agreed to discuss the issue with their respective departments. Dr. Spotswood will be in contact with IT regarding the Mac printing issues with OnBase and update the committee at the November meeting.

Curricular Changes

The following listed curricular changes were unanimously approved:

- RE 725 – New Course
- Early Childhood Unified – Admission Requirements
- Instructional Specialist – Admission Requirements
- Special Education – Admission Requirements
- MS Psychology – Eliminate Experimental Concentration

Regular Graduate Faculty

The following listed faculty members were unanimously approved for **Regular Graduate Faculty** status:

- Allan Comstock – Professor, Music
- Katherine O'Meara – Assistant Professor, English/Modern Languages/Journalism

Graduate Council Minutes

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October 27, 2016

Comments

- Dr. Miller requested clarification on policy manual guidelines for requirements for a Second Master's degree and transfer credits. Council discussed and offered clarification.

Adjourned at 4:43pm

Next Meeting November 17, 2016



SEVP Policy Guidance S13.1: Conditional Admission

Issue Date: July 13, 2016

Effective Date: July 13, 2016

Supersedes: N/A

Status: Final

Applicable to: 8 CFR 214.3(k)

Purpose/Background: This guidance interprets the Form I-20, "Certificate of Eligibility for Nonimmigrant Status," issuance regulation for prospective F-1 and M-1 students¹ (8 CFR 214.3(k)) to guide SEVP adjudicators.

Attachments: None.

Definitions:

1. **Conditional admission.** An agreement between a school and a student to tentatively admit the student into a program of study for which the student does not meet all standards for admission. This agreement is contingent upon the student successfully meeting a school-specified set of supplemental conditions intended to fully qualify the student for the program.
2. **Standards for admission.** A set of established criteria that a prospective student must meet in order to gain admittance unconditionally to a program of study at a school.²

Acronyms:

1. **CFR.** Code of Federal Regulations
2. **DSO.** Designated school official
3. **SEVIS.** Student and Exchange Visitor Information System
4. **SEVP.** Student and Exchange Visitor Program

Policy:

1. **Prohibition of Form I-20 issuance.** SEVP regulation prohibits the issuance of a Form I-20 based on conditional admission. DSOs can only issue a Form I-20 when students have met all

¹ This guidance pertains only to F-1 and M-1 students, not F-2 or M-2 dependents. All use of the term "student(s)" in the guidance refers to F-1 and M-1 student(s).

² School officials must report admission requirements on the school's Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."

standards for admission for the program of study listed on the Form I-20.³ These standards for admission include any English proficiency requirements.

2. **Form I-20 issuance.** DSOs must correctly issue a Form I-20, including completion of the English proficiency field, with the DSO's signature under the "School Attestation" section (see footnote 3). By doing so, the DSO certifies the following (see footnote 3):

- All information is accurate
- The student has submitted a written application to the school
- The school has received, reviewed and evaluated the following student documents:
 - Written application
 - Transcripts or other records of course taken
 - Proof of financial responsibility
 - Other supporting documents
- All information reflects the program for which the student gained admittance. The student's qualifications meet all standards for admission
- The official responsible for admissions has accepted the student for enrollment into the program of study

3. **Recordkeeping and reporting.** The student's record must contain evidence that the student has met all standards for admission, including English proficiency requirements.⁴ SEVP may request these records at any time. A school must report its admissions policies and requirements, including any English language proficiency requirements on the Form I-17⁵ and when submitting a program update.⁶

4. **Adverse action.** SEVP may deny a school's recertification or withdraw a school's SEVP certification on notice for failure to comply with applicable statutes and regulations related to SEVP certification, or with the admissions policies stated on the school's Form I-17.

References:

1. *8 CFR 214.3(g)(1)(x)*

2. *8 CFR 214.3(h)(3)(ii)*

³ *8 CFR 214.3(k)*

⁴ *8 CFR 214.3(g)(1)(x)*

⁵ See SEVIS field 16.

⁶ *8 CFR 214.3(h)(3)(ii)*

3. *8 CFR 214.3(k)*

4. *8 CFR 214.3(k)(3)-(4)*

Limits of use – no private right of action: This SEVP Policy Guidance applies to and is binding on all SEVP employees unless specifically exempt. Its intention is solely for the guidance of SEVP personnel in the performance of their official duties. Nothing in this guidance limits SEVP's authority or discretion to interpret, administer or enforce any statute, regulation, policy or guidance related to SEVP certification. This guidance may be modified, superseded or withdrawn at any time. It is not intended to, does not, and may not be relied upon to create or confer any right or benefit, substantive or procedural, enforceable at law or in equity by any person, individual or other party, public or private, in any administrative, civil or criminal matter.

Signed by Rachel Canty on July 13, 2016
Deputy Director, External Operations
Student and Exchange Visitor Program

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Brian Schrader, Chair, Graduate Council

DATE: November 15, 2016

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, November 17, 2016 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the October 27, 2016 meeting.**
2. **Curricular Change Request – Email vote by Thursday, December 1st**
 - EL 784 – New Course
 - SD 762 – New Course
 - SD 761 – New Course
 - SD 803 – New Course
 - MS-Special Education, High Incidence Concentration – Modification
 - MS- Special Education, High Incidence Endorsement – Modification
 - Reading Specialist Licensure –Modification
 - MS- Instructional Specialist –Reading Specialist K-12 Concentration program
3. **Regular Graduate Faculty**
 - Kelly McEnerney, Assistant Professor, Psychology
 - Michael Smith, Professor, Social Sciences
 - Shawn Keough, Assistant Professor, School of Business
4. **Associate Graduate Faculty**
5. **Information/Congratulations/News**
 - I-20 Regulations for International student's admission standards
 - Capitol Graduate Research Summit, Topeka, February 28th, 2017.
Deadline by 5:00pm, Friday, December 2.
6. **Action**

7. **Reports/Discussion**

- Graduate Policy Enrollment – pin numbers & rewording graduate letter
- No Print Policy in OnBase – Update on MAC printing issues
- Emeritus Graduate Faculty status

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Johnson, Koerner, Liss, Miller, Sasidharan, Schrader, Shinge, Smith, Spotswood, Storm, Trump, Wiley, Woodworth

The Council of Graduate Studies met at 3:30 p.m. on Thursday, November 17, 2016 in the President's Conference Room. Dr. Schrader called the meeting to order.

Action

- Minutes from the October 27, 2016 meeting were unanimously approved with changes suggested by Jerry Liss. Graduate Council approved the following amendment:

Graduate students seeking a certificate must be enrolled in a minimum of 1 graduate credit hour during the term in which the student acquires their certificate.

Information/Congratulations/News

- Dr. Spotswood updated graduate council on ESU's decision regarding the I-20 regulations. Per Dr. Cordle, ESU will not make any changes, move forward with the same process, unless told otherwise.
- Dr. Spotswood reminded the graduate council members the application deadline for the Capitol Graduate Research Summit in Topeka, is Friday, December 2, at 5:00pm.

Reports/Discussion

- Dr. Spotswood distributed copies of graduate letters. After graduate council reviewed and discussed the letters, Brian Schrader suggested to form a sub-committee to review and edit the letters, then bring forward to graduate council to approve. Dr. Spotswood gave options of pros and cons regarding the graduate pin number. Council members agreed to discuss with their respective departments and bring information back to next meeting.
- Dr. Spotswood updated Graduate Council members on the OnBase no-print policy. Per Cory in IT, problems with Mac products should no longer be an issue. Graduate council members brought up additional issues, cannot open OnBase when off-site, still having issues with MAC. Dr. Spotswood will revisit with Cory, will update the committee at the next meeting.
- Council members discussed adding Emeritus Graduate Faculty status to the Graduate Faculty Recommendation Form. Emeritus status would have the same policy as temporary faculty members, with confirmation from the respective department.

After discussion council members agreed to discuss with their respective departments.
This item will be on the next agenda.

Curricular Changes

The following listed curricular changes were unanimously approved :

- SD 761 – New Course
- SD 762 – New Course
- SD 803 – New Course
- MS-Special Education, High Incidence Concentration – Modification
- MS-Special Education, High Incidence Endorsement– Modification
- Reading Specialist Licensure – Modification
- MS- Instructional Specialist – Reading Specialist K-12 Concentration- Modification

- EL784 – changes were approved with one abstention

Regular Graduate Faculty

The following listed faculty members were unanimously approved for **Regular Graduate Faculty** status:

- Kelly McEnerney, Assistant Professor, Psychology
- Michael Smith, Professor, Social Sciences
- Shawn Keough, Assistant Professor, School of Business

Comments

- Dr. Sasidharan would like to receive a notification from the International Office, reason a student was denied admittance to ESU, if for the reason of I-20 regulations. Dr. Spotswood will discuss with Dr. Bruce, the process of notifying respective departments, will bring information to next meeting.

Adjourned at 4:35pm
Next Meeting February 16, 2017

Application Received Letter

EMPORIA STATE UNIVERSITY

■ Graduate School

Campus Box 4003
1 Kellogg Circle
Emporia, Kansas 66801-5415
620-341-5403
620-341-5909 fax
www.emporia.edu/grad

November 03, 2016

Dear [REDACTED]

Thank you for your application to graduate studies at Emporia State University.

ESU has assigned you an email account at this point in the admission process to facilitate communication. Please remember this information.

Your assigned student email address is [REDACTED]@g.emporia.edu.

Your username/userid is [REDACTED]

BuzzIn allows you to register for classes, pay your bills, check your schedule and many other things. To obtain your University ID and assigned default password for BuzzIn, follow these steps:

1. Go to <https://indri.emporia.edu/identity/lookupuniversityid.aspx> and follow instructions on the right-hand side.
2. Enter the username assigned to you in this letter and in the Password field enter your Social Security Number. (If you did not submit your SSN on your application, please call the Graduate Office to obtain your University ID.)
3. Your University ID (E Number) will be displayed in red to the right of the Secure Access ID Lookup box.

You can access your ESU BuzzIn account via <https://buzzin.emporia.edu>. Your username is the one assigned to you in this letter and your default password is EsuXXXXXX (X's are the last six digits of your University ID.)

After accessing your Buzzin account, you can access your ESU email account by going to <https://accounts.google.com>. You will need to enter your assigned student email address in its entirety and the password you created for your Buzzin account. **All future correspondence from the Graduate Office will be sent via the assigned ESU email address.**

If you are taking online courses or web-enhanced courses, you will need to access Canvas(<https://canvas.emporia.edu>). Your username and password will be the same as your Buzzin and ESU email accounts. Direct access to Canvas can be found on the Quick Links menu in Buzzin.

If you need assistance with your ESU email account, password or username/userid, please contact the Technology and Computing Services Department at 620-341-5555 or toll free at 877-341-5555.

Your departmental contact is Vicki Worrell, vworrell@emporia.edu. You will need to contact your departmental contact prior to enrolling for coursework. If no contact is listed, please call the office of Distance Education at (620) 341-5385 / (877) 332-4249 or the Registrar's office at (620) 341-5211 to enroll in coursework

Thanks for choosing ESU!

Brandi Turner
Graduate Admissions

Official Transcripts Received Letter

EMPORIA STATE UNIVERSITY

Graduate School

Campus Box 4003, 1Kellogg Circle, Emporia KS 66801 620-341-5403/800-950-GRAD

November 4, 2016

Dear **Lacy Brokaw (E10341035)**:

Your official transcripts have been received by the Graduate School and your file is being forwarded to the Education Department for eligibility determination. It is the responsibility of your major department to determine your acceptance/denial to its program. If you have any questions regarding your status, please contact the Education Department.

You may also want to verify that your departmental admission requirements are completed via your Graduate Admissions Checklist in BuzzIn' or contact your major department with any questions you may have pertaining to outstanding items on this checklist.

Thank you,
Brandi Turner
Senior Administrative Specialist

Acceptance Letter Following Return of OnBase Form from Department

EMPORIA STATE UNIVERSITY

Graduate School Campus Box 4003, 1Kellogg Circle, Emporia KS 66801 620-341-5403/800-950-GRAD

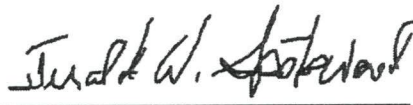
July 20, 2016

Dear «First_Name»:

Your application for graduate study for the Master of «Degree» has been approved for the «Term» semester. You should confer with your advisor, «Advisor», in preparing a degree plan. It is your responsibility to be familiar with the degree and program requirements as outlined by the department.

Accept our congratulations and wishes for success in pursuit of your academic goals. This office will be happy to provide any additional information you may require concerning your graduate program. We strongly encourage you to view the graduate policies at <http://www.emporia.edu/grad/graduate-policies/>, or if you have a specific need for a Graduate Policy Handbook, please e-mail us at gradinfo@emporia.edu or call us at 620-341-5403 or 1-800-950-GRAD.

Sincerely,



Jerald W. Spotswood
Dean
Graduate School and Distance Education

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EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Brian Schrader, Chair, Graduate Council

DATE: February 15, 2017

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, February 16, 2017 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the November 17, 2016 meeting.**
2. **Information/Congratulations/News**
 - Megan O'Brien will attend to present Joselyn Hummel appeal for course extensions, EA773, ED 833 and ER752.
 - Melissa Reed will attend to present MS Elementary Education program proposal.
 - Richard Sleezer & Ellen Hansen will attend to present MS Informatics program proposal and new concentration.
 - Rob Catlett will attend to present the new Economic courses, at 4:30pm.
3. **Curricular Change Request**
 - MS Elementary Education – New Program
 - EL 819 – New Course
 - EL 875 – New Course
 - MS Curriculum & Instruction - Add Instructional Coach/Teacher Concentration
 - TS 760 – New Course
 - MS – Physical Science – Concentrations – Remove GRE
 - LI 837 – Increase Credit Hours
 - MS Library Science /School Library Media Licensure Modification
 - MS Informatics – Change Core Courses
 - MS Informatics – New Concentration – Geoinformatics
 - EC 581 – New Course
 - EC 582 – New Course
 - EC 583 – New Course
 - EC 584 – New Course
 - EC 585 – New Course

4. **Regular Graduate Faculty**

- Carols Peroza, Assistant Professor, Physical Sciences
- Claudia Aguirre-Mendez, Assistant Professor, Physical Sciences
- Kevin Coulson, Professor, School of Business
- Kevin Johnson, Professor, School of Business
- Steven Lovett, Assistant Professor, School of Business
- Rachelle Smith, Professor, English/Modern Languages/Journalism
- William Jensen, Associate Professor, Biology
- David Edds, Professor, Biology
- Marshall Sundberg, Professor, Biology
- Scott Crupper, Professor, Biology

5. **Action**

- Appeal for Joselyn Hummel, course extensions
- Emeritus Faculty Status
- Revised Graduate Letters- subcommittee reviewed and approved

6. **Reports/Discussion**

- Degree Plans /Program of Study
- Grades of C
- Proposal to limit Graduate Assistantships tuition waiver hours
- OnBase – No Print Policy
- International Office process of notifying the respective departments, reason student was denied admittance to ESU.
- President's Award for Research & Creativity
- Research & Creativity Day: April 27th

7. **Comments**

- Nominations for Council Vice Chair before April Meeting

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Johnson, Koerner, Liss, Miller, Sasidaharan (Ghosh), Schrader, Shinge (Howell), Smith, Spotswood, Storm, Trump, Wiley, Woodworth

Guests: Megan O'Brien, Melissa Reed, Richard Sleezer, Ellen Hansen, Rob Catlett

The Council of Graduate Studies met at 3:30 p.m. on Thursday, February 16, 2017 in the President's Conference Room. Dr. Schrader called the meeting to order.

Action

- Minutes from the November 16, 2016 meeting were unanimously approved with changes suggested by Andrew Smith. Graduate Council approved the following amendment:

Graduate students seeking a certificate must be enrolled in a minimum of 1 graduate credit hour during the term in which the students acquire their certificate.

- A petition was presented by Megan O'Brien on behalf of Joselyn Hummel for revalidation of EA 773, ED833 and ER752. After discussion, the council unanimously approved the revalidation of the three courses.
- After discussion, Council approved a motion to create the category of Emeritus Graduate Faculty. This new status will be added to the Bylaws of the Graduate School. Emeritus Graduate Faculty status will be available to individuals who meet the following qualifications:
 - Retired and currently holding Emeritus status from Emporia State University;
 - Formerly tenured at Emporia State University;
 - Meet all qualifications of Temporary Graduate Faculty status;
 - Appointments will be for three years and can be renewed;
 - Appointments will be made by the Graduate Dean upon the recommendation of the school or college Dean.
- Graduate Council discussed the three revised Graduate School letters, welcome, transcript received and admittance letter. After discussion, the council members unanimously approved all three letters.

Curricular Changes

The following listed curricular changes were unanimously approved :

- MS Elementary Education – New Program
- EL 819 – New Course
- EL 875 – New Course
- MS Curriculum & Instruction - Add Instructional Coach/Teacher Concentration
- TS 760 – New Course
- MS – Physical Science – Concentrations – Remove GRE
- LI 837 – Increase Credit Hours
- MS Library Science /School Library Media Licensure Modification
- MS Informatics – Change Core Courses
- MS Informatics – New Concentration – GeoInformatics
- EC 581 – New Course
- EC 582 – New Course
- EC 583 – New Course
- EC 584 – New Course
- EC 585 – New Course

Regular Graduate Faculty

The following listed faculty members were unanimously approved for **Regular Graduate Faculty** status:

- Carlos Peroza, Assistant Professor, Physical Sciences
- Claudia Aguirre-Mendez, Assistant Professor, Physical Sciences
- Kevin Coulson, Professor, School of Business
- Kevin Johnson, Professor, School of Business
- Steven Lovett, Assistant Professor, School of Business
- Rachele Smith, Professor, English/Modern Languages/Journalism
- William Jensen, Associate Professor, Biology
- David Edds, Professor, Biology
- Marshall Sundberg, Professor, Biology
- Scott Crupper, Professor, Biology

Reports/Discussion

- Dr. Spotswood made a plea for departments to file an approved degree plan, signed by the advisor, department chair and the Dean of the Graduate School and Distance Education, after completion of a maximum of 15 hours. Degree plan amendments can be emailed to Mary Sewell in the Graduate School.
- Dr. Spotswood asked all Council members to send, by Friday, March 3, departmental policy on "C" grades: 1) does your program accept C grades? If so, under what conditions do you accept a C grade?
- Dr. Spotswood distributed a handout on graduate assistantship stipends and tuition waiver conditions. Dr. Spotswood suggested the Council consider limiting the waiver to a full-time load of 9 hours on academic, not financial grounds. After discussion, Dr. Spotswood recommended council members take this issue back to their respective departments for consideration in April.
- Dr. Spotswood will email all graduate faculty asking for evidence based objections to a no print practice of OnBase application materials. If no new objections surface by March 3, we will move to a no print practice under the following schedule: 1) The Graduate School will hold OnBase and DegreeWorks training session in March and April. 2) No print practice will go in effect on Monday, May 15. 3) Print files will be available in the Graduate School, but they must be reviewed on site. When review is complete, paper documents will be destroyed.
- Dr. Spotswood will meet with Mark Daly, Executive Director of International Education, to discuss the process of notifying respective departments, regarding International students being denied admission to ESU. Dr. Spotswood will bring information to next graduate council meeting in April.
- Dr. Spotswood reminded the graduate council members nominations for the President's Award for Research and Creativity, must be submitted to Research and Grants no later than March 17th.
- Dr. Spotswood reminded graduate council members Research and Creativity Day is Thursday, April 27, 2017.

Comments

- Katrina Miller made a request on behalf of one student to waive the requirement of enrollment in a minimum of 1 graduate credit hour during the term in which the student requires certification, due to a lapse in advising. Dr. Spotswood said he would attend to this one-time request.
- Katrina Miller brought to graduate council attention that the High Impact Learning Grants were limited only to Undergraduate Academics.
- Brian Schrader requested nominations for Council Vice Chair be emailed to either Dr. Schrader, Dr. Storm or Dr. Spotswood, prior to next Graduate Council meeting in April.

Graduate Council Minutes

Page | 4

February 20, 2017

Adjourned at 5:00pm

Next Meeting April 13th, 2017

Transcript Received letter

EMPORIA STATE UNIVERSITY

Graduate School

Campus Box 4003, 1Kellogg Circle, Emporia KS 66801 620-341-5403/800-950-GRAD

Date

Dear Student Name (E#)

Your official transcripts have been received by the Graduate School, and your file is being forwarded to the Department Name for admission review. If you have any questions regarding your status, please contact the Department Name.

A Graduate Admissions Checklist is available in BuzzIn to verify that all necessary documents are present in your file. Questions pertaining to outstanding items on the checklist should be directed to your major department.

Sincerely,

Yesenia Vazquez
Graduate Admissions Assistant

Welcome Letter

First Name,

Thank you for your application to graduate studies at Emporia State University. If you have applied to a degree, licensure or certificate program, your file will be forwarded on to your department for admission review once it is complete. Your departmental contact is **Contact Name, Contact Email Address**. If you have applied as a non-degree seeking student, your contact is the office of Distance Education at (620) 341-5385 / (877) 332-4249 or the Registrar's office at (620) 341-5211.

All future correspondence from the Graduate Office will be sent via an assigned ESU email address, so it is important to access ESU's service portal, BuzzIn, to set your password.

Your assigned student email address is **Student Email Address**.

Your username/userid is **Student User Name**.

Go to [ID Lookup](#) and follow instructions on the right-hand side.

1. Enter your username, and in the password field enter your Social Security Number. (If you did not submit your SSN on your application, please call the Graduate Office to obtain your University ID).
2. Your University ID will be displayed in red to the right of the Secure Access ID Lookup box.

You can access your ESU BuzzIn account via [BuzzIn.Emporia](#). Your username is listed above, and your default password is EsuXXXXXX (X's are the last six digits of your University ID).

After accessing your Buzzin account, you can access your ESU email account [here](#). You will need to enter your assigned student email address in its entirety and the password you created for your Buzzin account.

If you need assistance with your ESU email account, password or username/userid, please contact the Information Technology Department at 620-341-5555 or toll free at 877-341-5555.

Sincerely,

Brandi Turner – Admissions
313 Plumb Hall
gradinfo@emporia.edu
620-341-5403
Toll Free - 1-800-950-GRAD (4723)

Admit Letter

EMPORIA STATE UNIVERSITY

Graduate School

Campus Box 4003, 1Kellogg Circle, Emporia KS 66801 620-341-5403/800-950-GRAD

February 2, 2017

Dear Student First Name:

Congratulations! Your application for graduate study for the Master of DEGREE has been approved, beginning the TERM semester. You should confer with your advisor, Advisor Name in preparing a degree plan. It is your responsibility to be familiar with the degree and program requirements as outlined by the department.

We strongly encourage you to view graduate policies at <http://www.emporia.edu/grad/graduate-policies/>, or if you have a specific need for a Graduate Policy Handbook, please e-mail us at gradinfo@emporia.edu or call us at 620-341-5403 or 1-800-950-GRAD.

Sincerely,



Jerald W. Spotswood
Dean
Graduate School and Distance Education

yv

EMPORIA STATE UNIVERSITY

Department of Physical Sciences

29 November 2016

Dear Dean Spotswood,

Dr. Carlos Peroza joined the faculty in the Department of Physical Sciences in the Fall of 2015. Last year, he completed his dissertation and joined the ranks of assistant professor in a tenure-track position.

His service to the Department has been extraordinary. One of the reasons for his hire was to develop the M.S. Forensic Science program. Given the number of students in the program and the need for each of the students to have an independent research project, it is essential that he work with several students to help them complete their research requirement. He is working with several students.

I am requesting that he be provided permission to chair a masters committee per the Graduate Council Bylaws:

“In exceptional circumstances and with the approval of the Department Chair and the Dean of the Graduate School, may chair a masters committee.”

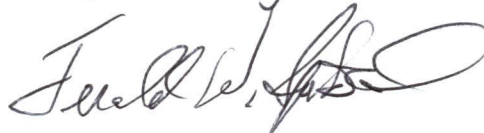
Without his service, we would be unable to meet the needs of the students. There are not enough faculty in the program to cover the dozens of students needing mentoring.

Thank you for considering this request,



Kim T. Simons
Chair of the Department of Physical Sciences

Approved after Dr. Peroza applies for and is approved by Council for Associate Graduate Faculty status at February council meeting



12/2/16

RECEIVED

DEC 02 2016

GRADUATE OFFICE

Jan Gerstner

From: Jerald Spotswood
Sent: Tuesday, February 21, 2017 3:15 PM
To: GraduateFacultyDL
Cc: Mary Sewell
Subject: OnBase and DegreeWorks Training Sessions

Dear Colleagues:

The Graduate School will be offering six sessions of hands-on OnBase and DegreeWorks training for graduate faculty in March and April. The hour long sessions will be held in the Richel Learning Space, located in Cremer Hall 193, and will cover OnBase navigation, DegreeWorks navigation and any questions pertaining to these topics. Each session has limited seating; therefore, it is important to reserve your space. Please email Mary Sewell at msewell@emporia.edu to reserve a seat.

Available Training Session

Wednesday, March 1: 3:00 pm

Wednesday, March 8: 3:00 pm

Monday, March 13: 10:00 am

Tuesday, April 4: 1:00 pm

Thursday, April 6: 10:00 am

Tuesday, April 11: 9:00 am

--jerry

EMPORIA STATE
U N I V E R S I T Y

Jerald W. Spotswood

Dean

Graduate School and Distance Education

Emporia State University

620-341-5508

www.emporia.edu

Jan Gerstner

From: Jerald Spotswood
Sent: Friday, February 17, 2017 4:36 PM
To: GraduateFacultyDL
Subject: Printing of Graduate Applications

Dear Graduate Faculty:

For much of the past academic year within Graduate Council, we have debated the pros and cons of moving to a practice of non-printing, from OnBase, for all graduate applications and materials directly related to them. The primary motive for moving to a no-print practice would be to help secure confidential student information.

Objections raised in our conversations in Council include OnBase compatibility with Macs, access to OnBase outside of the university, and difficulty in reading files digitally. IT has resolved compatibility issues with Macs and is willing to work with individual faculty if a problem arises. OnBase is also accessible outside the university as long as a compatible browser is used, and IT is willing to work on an individual basis with faculty if a problem arises. OnBase can be manipulated to allow for various screen views, and document size can be adjusted. While I understand eye strain of reading documents off a computer can be a problem, the security of student information, for me, takes precedence.

I would ask all graduate faculty to please examine and experiment with OnBase graduate student applications over the next two weeks. If, based upon your use at the university and elsewhere, you have evidence based objections, beyond those mentioned above, please send those to me by 5:00 pm on Friday, March 3 at jspotswo@emporia.edu. If no significant accessibility issues arise that cannot be addressed, we will move forward to a no-print practice for graduate applications and related application materials according to the following timeline:

- March/April, 2017: OnBase and DegreeWorks training sessions led by the Graduate School.
- Monday, May 15: Begin no print practice of graduate applications and related application materials.
- Print will be available in the graduate office. If a faculty member would rather review a file(s) in print, we will make our conference room available for review. When your examination of the file(s) is complete, we will destroy the paper copy.

--jerry

EMPORIA STATE
UNIVERSITY

Jerald W. Spotswood
Dean
Graduate School and Distance Education
Emporia State University
620-341-5508
www.emporia.edu

Grades

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Accountancy, Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a grade point average of B (3.0) in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no grade lower than C may be used in other graduate classes. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B (inclusive of B-) or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed 40% of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

Non-degree graduate students are held to the same academic standard as degree seeking graduate students. Degree seeking graduate students and non-degree graduate students must maintain a 3.0 GPA. If a graduate (Degree and Non-degree) student's semester GPA falls below 3.0, the student will be placed on academic probation and may be dismissed from her/his graduate program at the discretion of the department (denial of degree candidacy). A student who has two consecutive semesters of a GPA below a 3.0 will be dismissed from the Graduate School and not be permitted to enroll in classes.

In-Progress Grades

In Progress (IP) grade extensions are used in graduate classes identified by the College/School as requiring graduate work that extends beyond one semester "IP" grades may be extended each semester at the discretion of the faculty member in charge. A final course grade must be submitted for the course(s) by the end of the semester the student graduates. Upon the graduate student's completion of a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from "IP" to "W" grades. (FSB 03007)

Incomplete Grades

The grade "I" (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the "incomplete" as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline.) During the initial extension period, a student may submit a written

Katrina Miller

From: Gaelynn Wolf Bordonaro
Sent: Tuesday, February 14, 2017 2:15 PM
To: Katrina Miller
Subject: RE: Revised Graduate Council Agenda

Hi Trina,

I do have a request/inquiry for you to take to the Graduate Council. Last week, I read with interest the call for proposals for High Impact Learning Grants. I was dismayed that the funding for projects and programs of excellence was limited to undergraduate academic projects.

If these projects are funded by an external individual or agency, I understand that the university would have to abide by an MoU which might exclude graduate faculty and graduate students. If this is the case, I would hope the university would advocate for inclusion of all faculty and students with the individual or agency.

If this is not the case, it is hard to image a rationale for this decision, and I do hope the decision will be **reconsidered immediately**. We need a systems shift which does not undermine excellence at *all* levels and does not diminish morale, inclusion, and opportunities for exemplary programming.

The call for proposals is copied below:

High Impact Learning Grants for Undergraduate Academics - Applications due April 1, 2017

Posted on: Feb 02, 2017 12:51 pm

The Story:

Application guidelines for High Impact Learning Initiative grants for the 2017-18 academic year are now available. Faculty may apply for funding in support of new innovative high impact learning activities. Proposals for funding of undergraduate academic projects for the 2017-18 academic year are due April 1 and should be submitted electronically via email to Brenda Wiggins at bwiggins@emporia.edu. Barring significant changes in the general budget, the total amount available for all worthy proposals is \$35,000.00 so individual proposals should be budget

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Joselyn Hummel requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10212745

Course No. and Title: ED 833 Beliefs, Values, & Issues in Ed Practice

Semester or year taken: summer 07 Original Grade: A Hours Credit: 3

Instructor: Dr. Paul Bland

Department validation examiner: Dr. Paul Bland

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

Joselyn completed the C&I program in 2007. Joselyn had started the building-level Education Administration (EA) program a year ago as licensure-only (non-degree) so that she could transfer in the 15 shared hours from her C&I degree. She is currently completing the final building-level practicum course this spring 2017. There was a change in aid requirements during the summer 2016 that no longer allowed licensure-only students to be aid eligible.

Joselyn switched to the degree-seeking option (in order to be aid eligible) but in doing so--lost the 15

hours of transferred courses, as they were beyond the 7-year time frame allowed for degree-seeking students. Joselyn agreed to retake 6 of the credit hours (one course added to each semester of practicum) in order to meet aid requirements, but is asking for an exception to the graduate policy for the other 9 hours (ER752, ED833, and EA773). Those 9 hours fall within the maximum time frame of possible acceptance (10 years), but require Graduate Council approval to be accepted.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 2/1/17

C. Graduate Council Approval:

Method of Revalidation approved: X Method of Revalidation denied: _____

Signature of Graduate Council Chair: [Signature] Date: 2/16/17

D. Validation Completion Approval:

This is to certify that Joselyn Hummel has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: [Signature] Date: 1/30/17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: [Signature] Date: 2/17/17

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Joselyn Hummel requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10212745

Course No. and Title: ER 752 Analysis of Research

Semester or year taken: summer 07 Original Grade: A Hours Credit: 3

Instructor: Dr. Neal Luo

Department validation examiner: Dr. Neal Luo

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

Joselyn completed the C&I program in 2007. Joselyn had started the building-level Education Administration (EA) program a year ago as licensure-only (non-degree) so that she could transfer in the 15 shared hours from her C&I degree. She is currently completing the final building-level practicum course this spring 2017. There was a change in aid requirements during the summer 2016 that no longer allowed licensure-only students to be aid eligible.

Joselyn switched to the degree-seeking option (in order to be aid eligible) but in doing so--lost the 15

hours of transferred courses, as they were beyond the 7-year time frame allowed for degree-seeking students. Joselyn agreed to retake 6 of the credit hours (one course added to each semester of practicum) in order to meet aid requirements, but is asking for an exception to the graduate policy for the other 9 hours (ER752, ED833, and EA773). Those 9 hours fall within the maximum time frame of possible acceptance (10 years), but require Graduate Council approval to be accepted.

Signature of Advisor: Megan O'Brien

Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Terrell W. Spotwood Date: 2/2/17

C. Graduate Council Approval:

Method of Revalidation approved: Method of Revalidation denied:

Signature of Graduate Council Chair: [Signature] Date: 2/16/17

D. Validation Completion Approval:

This is to certify that Joselyn Hummel has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: [Signature] Date: 2/1/2017

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Terrell W. Spotwood Date: 2/17/17

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Joselyn Hummel requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10212745

Course No. and Title: EA 773 Adv. Ed. Psychology

Semester or year taken: Summer 07 Original Grade: A- Hours Credit: 3

Instructor: Dr. Jenny Hill

Department validation examiner: Dr. Jenny Hill

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

Joselyn completed the C&I program in 2007. Joselyn had started the building-level Education Administration (EA) program a year ago as licensure-only (non-degree) so that she could transfer in the 15 shared hours from her C&I degree. She is currently completing the final building-level practicum course this spring 2017. There was a change in aid requirements during the summer 2016 that no longer allowed licensure-only students to be aid eligible.

Joselyn switched to the degree-seeking option (in order to be aid eligible) but in doing so--lost the 15

hours of transferred courses, as they were beyond the 7-year time frame allowed for degree-seeking students. Joselyn agreed to retake 6 of the credit hours (one course added to each semester of practicum) in order to meet aid requirements, but is asking for an exception to the graduate policy for the other 9 hours (ER752, ED833, and EA773). Those 9 hours fall within the maximum time frame of possible acceptance (10 years), but require Graduate Council approval to be accepted.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: Don Egan

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Paul W. Spetner Date: 2/1/17

C. Graduate Council Approval:

Method of Revalidation approved: X Method of Revalidation denied: _____

Signature of Graduate Council Chair: James L. ... Date: 2/16/17

D. Validation Completion Approval:

This is to certify that Joselyn Hummel has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: Joseph D. Hill Date: 2-1-17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Paul W. Spetner Date: 2/17/17

Jan Gerstner

From: Megan O'Brien
Sent: Tuesday, January 10, 2017 3:42 PM
To: Jerald Spotswood; Jan Gerstner; Mary Sewell
Cc: Daniel Stiffler; Edwin Church; Darcy Stevens
Subject: SLMSTE request for extension on graduate credits for J. Hummel
Attachments: J. Hummel Appeal.pdf; Hummel, Joselyn EA Bldg.doc

Greetings,

I have been assisting one of our students, Joselyn Hummel E10212745, in the process to request an extension on the time frame for accepting courses into her building-level Education Administration degree program. Joselyn completed the Curriculum & Instruction (C&I) program here at ESU in 2007. Joselyn had started the EA program a year ago as licensure-only so that she could transfer in the 15 shared hours from her C&I degree. She is currently completing the building-level practicum course this spring 2017. There was a change in aid requirements during the summer 2016 that no longer allowed licensure-only students to be aid eligible.

Joselyn switched to the degree-seeking option (in order to be aid eligible) but in doing so--lost the 15 hours of transferred courses, as they were beyond the 7-year time frame allowed for degree-seeking students. Joselyn has agreed to retake 6 of the credit hours (one course added to each semester of practicum, fall 2016 and spring 2017) in order to meet aid requirements, but is asking for the an extension from the Graduate Council for the other 9 hours (ER752, ED833, and EA773). Those 9 hours would fall within the maximum time frame of possible acceptance (10 years) as she finishes the program this spring.

I have attached the Graduate School Policy reference from Mary Sewell, Joselyn's statement requesting the extension, as well as validation from the instructors for the three courses for which she has requested the extension. Additionally, I have attached her program plan which reflects exemplary academic progress in the required courses.

Please let me know if you need any additional information from our department as we would like to have this issue considered at the February 16 Graduate Council meeting.

Cheers,

Megan O'Brien, MS Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

EMPORIA STATE
UNIVERSITY

RE: extension for coursework to 10th year

Megan O'Brien

Sent: Monday, November 07, 2016 4:12 PM

To: Mary Sewell

Cc: Daniel Stiffler; Jan Gerstner

Categories: reference

Hi Jan and Mary,

Could one of you please guide me on this process? For instance, where the policy states "department approval"-- is that our chair or does it need to be voted on by our faculty? After that department approval, is there a particular form or format that needs followed when sending the petition to Graduate Council?

Thank you!

Megan O'Brien, MS

Graduate Student Advisor

Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

From: Mary Sewell

Sent: Monday, August 01, 2016 4:49 PM

To: Megan O'Brien

Cc: Daniel Stiffler; Jan Gerstner

Subject: RE: Enrollment

Megan-

Per the [GS Policy Handbook](#) on page 22:

Time Limit

Requirements for the master's, certificates and specialist in education graduate degrees must be completed within seven (7) years from the date of the first enrollment. Requirements for the Ph.D. program must be completed within eight (8) years from the date of the first enrollment. In the case of compelling circumstances, the Department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

I'm not sure, but maybe Jan could assist you with the process. (It appears it will need to be approved per Graduate Council.) I've carbon copied her.

Thank you-

Mary

Mary Sewell

Graduate School Coordinator

620-341-5403/800-950-GRAD

www.emporia.edu/grad

From: Megan O'Brien

From: Megan O'Brien
Sent: Wednesday, November 09, 2016 3:53 PM
To: Mary Sewell <msewell@emporia.edu>
Subject: FW: Petition for graduate council approval of 9 hours

See below!

Thanks for all you do :)

Megan O'Brien, MS Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

From: Joselyn Hummel [jhummel@g.emporia.edu]
Sent: Sunday, November 06, 2016 8:16 PM
To: Megan O'Brien
Subject: Petition for graduate council approval of 9 hours

Here is my statement about why I feel the Graduate Council should approve my original 9 hours for transfer.

Dear Graduate Council--Over the summer of 2016 the financial aid awards were changed and licensure courses were no longer allowed to receive financial aid. I only had 8 hours to complete for my administrative license (the Fall and Spring Practicum). I am unable to pay for the hours out of pocket as I no longer live in Kansas. As a native Emporian, I have had the hornet nation in my blood and could never imagine going anywhere else, even though it does cost me more being out of state.

My only option was to change to the degree seeking administration program. When I first decided to seek an administration degree, I found that my masters (MS 2008) in curriculum and instruction with an emphasis in school leadership has many of the same courses. Since I already had a masters from ESU I decided to just do the licensure program.

I currently retaking a course to meet the 12 hour requirement for the masters degree. I am petitioning you to approve my original 9 hours from 2007-8 so that I do not have to extend my graduation date and to take those courses again.

I am very proud to let you know that my daughter has chosen to continue the hornet legacy my family has (Hornet Heritage Family for the 150th anniversary) and has chosen to attend ESU in the Fall 2017. It would be nearly impossible financially for my daughter and I to attend ESU at the same time. Since she will be out of state the cost is significantly higher.

I am hoping that you will approve my request so that I can complete my degree in the Spring 2017, so that my daughter can then attend in the Fall 2017.

Thank you for your consideration of my request,

Joselyn Hummel

RE: Petition for graduate council approval of 9 hours

Neal Luo

Sent: Thursday, December 22, 2016 10:42 PM

To: Megan O'Brien

Categories: in progress; needs reply

Hi Megan,

I started to teach the ER752 class 6 years ago and do not have information of the course content longer than that. Over the past 6 years, the teaching content and materials has been added, revised and updated including the textbook content and assignments, and projects. I hope this can provide some information that you need. If not, we can probably discuss it at our meeting in the spring semester. Thank you.

ML

From: Megan O'Brien

Sent: Tuesday, December 20, 2016 12:32 PM

To: Neal Luo <mluo@emporia.edu>; Jerry Will <jwill@emporia.edu>; Paul Bland <pbland@emporia.edu>

Cc: Daniel Stiffler <dstiffle@emporia.edu>

Subject: FW: Petition for graduate council approval of 9 hours

Greetings,

I am writing to follow up on the request for extension of acceptance for 9 credit hours for our student Joselyn Hummel. Her case was reviewed in our last department meeting where the change in financial aid requirements caught her in a situation where she had to switch from licensure to degree seeking in the building-level administration program. The 9 hours for which she needs an extension would automatically be accepted without time restriction in the licensure-only option, but as a degree-seeking student--she needs approval from various levels. As a department, we voted to support the extension--but I also need specific confirmation for each course from the faculty who are teaching it.

I need confirmation from each of you that the content for the following courses has not changed significantly in the past 10 years when Joselyn originally took these courses OR if you feel there has been a significant change, please let me know what you will need from Joselyn to demonstrate mastery of the concepts so that the Graduate Council will grant her the additional extension. She is enrolled in the second semester of practicum and intends to complete the program in May (pending all goes well with the extension).

ER752: Dr. Luo

ED833: Dr. Bland

EA773: Dr. Will

Please reply to me affirming the knowledge of course content should be sufficient for Joselyn OR what you need from her to demonstrate achievement of course concepts. I will then forward the information on with her petition to the Graduate Council.

Thank you for your time and consideration!

Megan O'Brien, MS Graduate Student Advisor

Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

RE: Petition for graduate council approval of 9 hours

Paul Bland

Sent: Thursday, December 22, 2016 9:50 AM
To: Megan O'Brien
Categories: in progress; needs reply

The ED 833 course has not changed significantly in the past 10 years.

P.Bland

From: Megan O'Brien
Sent: Tuesday, December 20, 2016 12:32 PM
To: Neal Luo <mluo@emporia.edu>; Jerry Will <jwill@emporia.edu>; Paul Bland <pbland@emporia.edu>
Cc: Daniel Stiffler <dstiffle@emporia.edu>
Subject: FW: Petition for graduate council approval of 9 hours

Greetings,

I am writing to follow up on the request for extension of acceptance for 9 credit hours for our student Joselyn Hummel. Her case was reviewed in our last department meeting where the change in financial aid requirements caught her in a situation where she had to switch from licensure to degree seeking in the building-level administration program. The 9 hours for which she needs an extension would automatically be accepted without time restriction in the licensure-only option, but as a degree-seeking student--she needs approval from various levels. As a department, we voted to support the extension--but I also need specific confirmation for each course from the faculty who are teaching it.

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Thank you for your time and consideration!

Megan O'Brien, MS Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

From: Megan O'Brien
Sent: Monday, November 14, 2016 3:15 PM
To: Joselyn Hummel
Subject: RE: Petition for graduate council approval of 9 hours

Joselyn,

Re: Petition for graduate council approval of 9 hours

Jerry Will

Sent: Tuesday, December 20, 2016 4:10 PM

To: Megan O'Brien

Categories: in progress; needs reply

Megan, content for EA773 has changed but not significantly. So good to go on this course. Jerry

Sent from my iPad

On Dec 20, 2016, at 10:32 AM, Megan O'Brien <mobrien1@emporia.edu> wrote:

Greetings,

I am writing to follow up on the request for extension of acceptance for 9 credit hours for our student Joselyn Hummel. Her case was reviewed in our last department meeting where the change in financial aid requirements caught her in a situation where she had to switch from licensure to degree seeking in the building-level administration program. The 9 hours for which she needs an extension would automatically be accepted without time restriction in the licensure-only option, but as a degree-seeking student--she needs approval from various levels. As a department, we voted to support the extension--but I also need specific confirmation for each course from the faculty who are teaching it.

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Please reply to me affirming the knowledge of course content should be sufficient for Joselyn OR what you need from her to demonstrate achievement of course concepts. I will then forward the information on with her petition to the Graduate Council.

Thank you for your time and consideration!

Megan O'Brien, MS

Graduate Student Advisor

Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

From: Megan O'Brien

Sent: Monday, November 14, 2016 3:15 PM

To: Joselyn Hummel

Subject: RE: Petition for graduate council approval of 9 hours

Joselyn,

Yes, you will need an additional class to be aid eligible. I enrolled you into EA830, which you had previously taken in spring of 2017. The other 9 hours you are petitioning for an extension

**Department of School Leadership/Middle & Secondary Teacher Education
Degree Plan for Educational Administration**

Name: Joselyn Hummel E-mail address: jhummel@g.emporia.edu

Current mailing address: _____

ID#: E10212745 Telephone: _____ Faculty Advisor: Nancy Albrecht

SEM. CODES: first two numbers=year last number: 1=spring 3=summer 5=fall EX) 143=summer 2014

REQUIRED COURSES						SUBSTITUTIONS				
DIV	#	COURSE TITLE	HRS	GR	SEM	DIV	#	COURSE TITLE	HRS	GR
EA	750	Technological Applications in School Leadership	1	A-	161					
EA	811	Supervision and Evaluation	3	A	161					
EA	885	Human Relations and Group Processes in Education	2	A	161					
EA	830	School Leadership Theory	3	A	071	retake 171				
EA	849	Educational Law and Regulations	3	A	155					
EA	888	School Systems Management	3	A	155					
ER	752	Analysis of Research	3	A	073	*				
ED	820	Curriculum Leadership: Models & Strategies	3	A	071	retake 165				
ED	833	Beliefs, Values & Issues in Educational Practices	3	A	073	*				
EA	773	Advanced Educational Psychology for Teachers & Administrators	3	A-	073	*				
EA	896	Practicum I in EA/Building Level Fall	4	A	165			<i>Last fall semester</i>		
EA	897	Practicum II in EA/Building Level Spring	4		171			<i>Last spring semester</i>		
Total Hours			35							

Transfer Credit

College	Course Number & Name	Hrs	Grade	Semester	ESU Course

A grade of 'C' or better is required for 700 level and above courses. A grade of 'B' or better is required for 500-600 level courses, as well as in practicum. Candidate must have an overall GPA of 3.0 to graduate/complete the program. Department faculty and staff will provide assistance as needed, but the ultimate responsibility for completion of required course work falls to the candidate. All courses counted towards the degree must be completed in a 7-year time frame.

Transfer Credit (up to nine credit hours authorized): Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Workshops do not count. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation. University policy prohibits the transfer of courses where a grade of "C" or lower was obtained. For full rules and restrictions regarding transfer credit visit <http://www.emporia.edu/regist/com/policy.html>.

Advisor's Signature _____ Megan O'Brien _____ Date 4/18/16

Department Chair Signature _____ Dr. Dan Stiffler (mo) _____ Date 4/18/16

Graduate School Dean Signature _____ Date _____

Note (Masters only): must be enrolled in at least one credit hour during the semester the degree is granted.

Revised 8/19/14

**Department of School Leadership/Middle & Secondary Teacher Education
Degree Plan for Educational Administration**

Name: Joselyn Hummel E-mail address: jhummel@g.emporia.edu

Current mailing address: _____

ID#: E10212745 Telephone: _____ Faculty Advisor: Nancy Albrecht

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Graduate School Dean Signature _____ Date _____

Note (Masters only): must be enrolled in at least one credit hour during the semester the degree is granted.

Requirements for Membership in the Graduate Faculty

Procedures

The appointment/reappointment process begins at the departmental level. The deadlines for receipt of applications in the Graduate School are September 30 and February 28.

1. The Graduate School notifies Graduate Faculty members who are due for reappointment at the beginning of each semester. Initiative for appointment of new and current faculty members rests in the department.
2. Faculty members up for appointment or reappointment complete the appropriate application for Graduate Faculty (Regular, Associate or Temporary). The application must be filled out completely. Any incomplete applications will not be evaluated. No vitas will be accepted in lieu of the form. Application forms are located in InfoPath.
3. All applications are reviewed and voted upon by the graduate faculty in the faculty member's department. The result of the vote in the department must be noted on the form. If the faculty member receives a positive recommendation (simple majority) from the department, the application is forwarded to the Chair of the Department.
4. The Department Chair sends forward approved applications to the Dean of the School or College.
5. The Dean of the School or College sends forward approved applications to the Graduate School for review by the Graduate Council.
6. The Graduate Council evaluates each application and votes on whether to recommend the application to the Graduate Dean. If any member of the Graduate Council has applied for reappointment, s/he must leave the room while his/her application is being reviewed. Only the council's recommendation (approval or denial) should appear in the Graduate Council minutes.
7. After receiving recommendations from the Graduate Council, the Dean of the Graduate School makes a final decision on the approval or denial of each application.

Membership in the Graduate Faculty

Regular membership in the Graduate Faculty is open to those faculty members who demonstrate all of the categories listed below.

1. Are full-time, tenure-track faculty members at the rank of assistant professor and above or faculty members with the rank of associate professor or above, having 35 semester hours beyond the master's degree from an accredited institution and engaged in research or creative activities.
2. Hold a terminal degree appropriate for his or her academic field.
3. Demonstrate a record of current engagement (within the past 5 years) in graduate-level teaching and/or advising supported by such items (but not limited to) peer evaluations, student evaluations, thesis and/or project supervision, and graduate teaching assignments; and
4. Demonstrate a record of current engagement in research (within the past 5 years)

- or scholarly or creative contributions to the discipline recognized beyond the university. Examples include but are not limited to publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants; and
5. Demonstrate a record of current participation in professional activities. Examples include but are not limited to participation on university committees or in state, regional, or national professional organizations, consulting/contract work in disciplinary or research interest, relevant professional practice.

Regular members of the Graduate Faculty assume all the rights and responsibilities stated in Article IV of these bylaws. Terms of appointment for regular members are five years.

Associate membership in the Graduate Faculty is open to faculty members who:

1. Are full-time, tenure-track faculty members at the rank of assistant professor and above have a master's degree plus at least 30 hours additional graduate work or an ABD and have demonstrated productive scholarly activities appropriate to their field. Demonstrate 2 of the 3 categories listed below:
 - Demonstrate a record of current engagement (within the past 5 years) in graduate-level teaching and/or advising supported by such items (but not limited to) peer evaluations, student evaluations, thesis and/or project supervision, and graduate teaching assignments; **and/or**
 - Demonstrate a record of current engagement in research (within the past 5 years) or scholarly or creative contributions to the discipline recognized beyond the university. Examples include but are not limited to publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants or other (use of work coming from other category must be approved through procedural steps as defined in article II); **and/or**
 - Demonstrate a record of current participation in professional activities. Examples include but are not limited to participation in state, regional or national professional organizations, consulting/contract work in disciplinary or research interest, relevant professional practice.

Associate members may serve on graduate committees, but not as major advisor. Otherwise, they share the rights and responsibilities of regular members. Terms of appointment for associate members shall be three years.

New faculty members who are expected to immediately teach graduate courses should be nominated for membership in the Graduate Faculty at the same time as they are recommended for appointment.

Assistant Professors: Entering tenure-track (not tenured) assistant professors who have recently completed (received Ph.D. within the past 5 years) the Ph.D. will be permitted to teach graduate classes and are eligible to apply for associate membership in the Graduate Faculty. They may not chair thesis committees or doctoral dissertation committees. In exceptional circumstances and with the approval of the Department Chair and the Dean of the

Graduate School, may chair a masters committee. Entering tenure-track (not tenured) assistant professors with significant prior post- doctoral experience may apply for regular graduate faculty status and if appointed, serve as chairs of thesis and/or doctoral committees.

Temporary membership in the Graduate Faculty is open to faculty who:

- Have significant professional accomplishments in their field may be appointed as Temporary members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college Dean.

Temporary members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the temporary appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. A temporary appointment can be renewed at the end of the three-year period.

Upon completion of terms of appointment, the Graduate Office will notify the appropriate departments. The Graduate Faculty of the department (through the chairperson) must decide whether to reappoint members for another term. Initial and continuing membership in the Graduate Faculty is contingent upon the same criteria.

At the time of reappointment, faculty members who during their five-year appointment cannot document current scholarship, active professional activity and graduate teaching/advising effectiveness are not eligible for reappointment as regular graduate faculty members. Regular members who meet the qualification are reappointed for another term.

At the time of reappointment, associate members who during their three years cannot document at least 2 areas from the following 1) current scholarship, 2) active professional activity, or 3) graduate teaching effectiveness are not eligible for reappointment at the associate level.

The President, Provost/Vice President for Academic Affairs, Deans and Associate Deans of the academic schools/colleges, and Dean of the Graduate School are members of the Regular Graduate Faculty.

**BYLAWS OF THE GRADUATE SCHOOL
EMPORIA STATE UNIVERSITY**

ARTICLE I

Name

The name of this organization shall be the Graduate School, Emporia State University.

ARTICLE II

Purpose

The purpose of these bylaws is to define policies and procedures of the Graduate School and to define the roles and responsibilities of the Graduate Faculty and the Graduate Council.

ARTICLE III

The Graduate Faculty of Emporia State University shall consist of the faculty of the school/college who have been nominated and approved as members of the Graduate Faculty. Appointments will be as either a regular, associate or temporary member. The President, Provost/Vice-President for Academic Affairs, Deans and Associate/Assistant Deans of the Academic Schools/Colleges and Dean of the Graduate School are members of the Regular Graduate Faculty.

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4. Demonstrate a record of current engagement in research (within the past 5 years) or scholarly or creative contributions to the discipline recognized beyond the university. Examples include but are not limited to publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants; and
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Demonstrate 2 of the 3 categories listed below:
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Section 3. Temporary membership in the Graduate Faculty is open to faculty who:

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Temporary members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the temporary appointment will be specified at appointment time for a maximum of three years and be consistent with the nature of the specified duties. A temporary appointment can be renewed at the end of the three-year period.

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At the time of reappointment, associate members who during their three years cannot document at least 2 areas from the following 1) current scholarship, 2) active professional activity, or 3) graduate

teaching effectiveness are not eligible for reappointment at the associate level.

Section 5. The President, Provost/Vice President for Academic Affairs, Deans and Associate Deans of the academic schools/colleges, and Dean of the Graduate School are members of the Regular Graduate Faculty.

ARTICLE V

Functions and Responsibilities of the Graduate Faculty

Section 1. The purpose of the Graduate Faculty is to teach, advise, and demonstrate scholarly activity in graduate programs at Emporia State.

Section 2. Regular and associate members of the Graduate Faculty teach graduate classes and seminars, advise students in the design of their graduate study plans, and approve said plans. Graduate faculty members can serve as committee members, but only regular members serve as major advisors for theses, dissertations, projects, and performances.

Section 3. Regular and associate Graduate Faculty in the individual academic units shall have responsibility for the content and quality of graduate programs offered, for determining when the requirements for a graduate degree have been met and, through the Dean of the School or College and the Dean of the Graduate School, for recommending to the President and to the Board of Regents that the degree be conferred.

Section 4. All members of the Graduate Faculty may initiate action on any matter of concern pertaining to graduate education by bringing it before the Graduate Council and may appear before the Council to debate the item, but may not vote on any motion that may result. Agenda items should be presented to the Chairperson of the Graduate Council ten days before the meeting at which they are to be considered, either directly or through the appropriate representative on the Graduate Council.

Appeal

If the applicant is not satisfied with the outcome of the graduate faculty status application process at any level (department, College/School Dean, or Graduate Council) of the review process, he/she may request the application be forwarded to the next level for review (e.g., not recommended at the department level – request a review from the College or School Dean). The applicant has the option of attaching a letter to accompany the application. If the applicant is not satisfied with the final decision of the Graduate Dean, he/she will be referred to Section 1E.01 Grievance Procedures for Faculty, Staff, and Students in the University Policy Manual.

ARTICLE VI

The Graduate Council

Section 1. The Graduate Council shall be a representative body of the Graduate Faculty and graduate students. Its purpose shall be to enhance the quality of graduate education by providing a forum for broad participation in the formulation of academic policies that govern graduate programs. The Graduate Council shall recognize the need for shared responsibility in the governance of graduate education. The departments, schools and colleges shall be responsible for the support and management of graduate programs, whereas the Graduate Council shall perform the functions of review and coordination. The objectives of the Graduate Council shall be as follows:

- A. To develop and maintain high standards of quality in all graduate programs,
- B. To recommend general academic policies and procedures relating to graduate programs in the University,
- C. To represent the interests of the Graduate Faculty and graduate students in the University,
- D. To advise the Dean of the Graduate School concerning the administration of the Graduate School.

Section 2. The duties of the Graduate Council shall be as follows:

- A. To review and approve minimum standards for admission to graduate degree programs;
- B. To review and approve the basic requirements for graduate degrees;
- C. To review and approve new and revised graduate courses and degree programs;
- D. To recommend policy for support of graduate students;
- E. To review the administrative structure of graduate degree programs that involve more than one department, school, or college;
- F. To provide for periodic qualitative review of graduate programs;

The major purpose of Graduate Program Review (GPR) at Emporia State University is to ensure that programs are functioning at the highest possible levels of academic quality and are operating in ways that are consistent with the mission of the University and the Graduate School. The process of GPR serves as a means to inform faculty, administrators, students and University governance bodies with respect to the relative merits and areas of needed improvement in particular programs. A GPR is an opportunity to reflect, evaluate and plan in a deliberative and collegial setting. GPRs can assist in identifying strengths, weaknesses, aspirations, opportunities and needs.

1. All graduate programs would be reviewed on the KBOR cycle and using either the KBOR report as the basis for the review or the replacement for the PASL.

2. All new programs (newly developed masters or doctoral programs) would be reviewed during the 3rd year of existence.
 3. The review will provide feedback (written, oral or both) of the program to the department in which the program is located.
- G. To develop general criteria and procedures for the establishment of membership in the Graduate Faculty;
- H. To provide a copy of the minutes of all meetings of the Graduate Council to the chair of the Committee on Campus Governance, the President of the Faculty, and members of the Graduate Council.

Section 3. The Graduate Council shall be composed as follows:

- A. The chair of each department offering graduate coursework or a regular member of the graduate faculty designated by the chair,
- B. The Dean of the Graduate School,
- C. Two graduate students selected by the Dean of the Graduate School and the Graduate Student Advisory Committee, to serve two-year staggered terms.

Section 4. The organization of the Graduate Council shall be as follows:

- A. Officers:
 1. The Chair shall be elected annually by the Graduate Council from its membership.
 2. A Vice-Chair to be elected annually by the Graduate Council from its membership.
- B. Meetings:
 1. The Graduate Council shall meet monthly during the academic year. Any monthly meeting can be cancelled by the Chair with the consent of the Vice-Chair. Special meetings may be called by the Chair as required.
 2. Meetings are open to all members of the Graduate Faculty who may debate issues but not vote.
 3. Minutes of meetings shall be recorded and maintained by the Graduate School, which shall be responsible for distributing the minutes as stated in Article V, Section 2, item H, above.
 4. Agenda items must be submitted to the Chair at least ten calendar days prior to the meeting at which they are to be considered.

5. Items that involve a change in university graduate policy shall not be voted upon until the meeting following the meeting of introduction.

C. Committees:

1. There shall be no standing committees of the Graduate Council.
2. Special committees may be appointed by the Chair as required and may include graduate students and members of the Graduate Faculty who are not members of the Council.

ARTICLE VII

Amendments

Section 1. A proposed amendment to these bylaws shall be submitted in writing to the Chair of the Graduate Council at least ten calendar days prior to the regular meeting at which it is to be discussed.

- (a) Any proposed amendment shall be submitted to the Graduate Council and shall become effective upon approval by two-thirds vote.
- (b) Proposed amendments may not be voted upon until the meeting following the meeting at which they are introduced.

GA STIPEND AND WAIVER CONDITIONS (KBOR INSTITUTIONS)

UNIVERSITY	F/S STIPEND	WAIVER CONDITIONS	ENROLLMENT	GA CATEGORIES COVERED
ESU	7,344	At .5 includes 100% tuition (6 semesters maximum)	Minimum 6 hours	All GA's
FHSU	10,000	At .475 includes 100% tuition for up to 9 hours (4 semesters maximum)	Minimum 6 hours	GTA's only
KSU	12,000-16,000	At .5 includes 100% tuition for up to 10 hours	Minimum 6 hours Maximum 12 hours	GTA's only
KU	16,000-24,000	At .4 includes 100% tuition and fees	No limit mentioned	No excluded types mentioned
PSU	5,500	At .5 includes 100% tuition and fees	Minimum 6 hours Maximum 12 hours	GTA's only
WSU	5,800-24,000	At .5 includes 100% tuition and fees At .5 includes 75% tuition and fees	Full-time (9 hours) Full-time (9 hours)	GTA's direct teaching GTA's non direct teaching

Emporia State University Summary of GA/GTA Students Based on the Resident Base Rate

Tuition Rate	FY17 - Fall 2016		FY16 - Fall 2015		FY15 - Fall 2014		FY14 - Fall 2013		FY13 - Fall 2012		FY12 - Fall 2011		FY11 - Fall 2010		FY10 - Fall 2009	
	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount	Number of Students	Waiver Amount
Fall GAA/GRA/GTA Students	165	(397,935.70)	148	(337,431.09)	153	(327,735.79)	146	(314,167.48)	137	(269,962.35)	144	(296,794.85)	146	(289,239.98)	139	(277,093.91)
Spring (for comparison to Fall Amount)			154	(351,829.31)	153	(322,302.31)	148	(319,045.10)	144	(273,385.51)	146	(304,763.47)	148	(283,478.41)	135	(268,629.65)
Total Students Taking More Than 9 Credit Hours	65	(58,233.00)	65	(44,180.00)	62	(47,390.79)	69	(46,420.00)	61	(34,776.00)	104	(57,701.00)	101	(60,713.60)	111	(66,701.00)
Percentage of students	39%		44%		41%		47%		45%		72%		69%		80%	
		(116,466.00)		(88,360.00)		(94,781.58)		(92,840.00)		(69,552.00)		(115,402.00)		(121,427.20)		(133,402.00)

Note: The nonresident rate is waived because they are employees.
 This estimate is based on the resident base amount that is waived for all GAA/GRA/GTA students.
 For Fall and Spring estimate, the Fall Amount is doubled. Summer is not included in this total.
 First year of per credit hour pricing for Graduate students is FY 2013

Rough Estimate of Savings if Waiver Capped @ 9 SCH per Fall & Spring Semester for Fiscal Year Total

GA STIPEND AND WAIVER CONDITIONS (KBOR INSTITUTIONS)

UNIVERSITY	F/S STIPEND	WAIVER CONDITIONS	ENROLLMENT	GA CATEGORIES COVERED
ESU	7,344	At .5 includes 100% tuition (6 semesters maximum)	Minimum 6 hours	All GA's
FHSU	10,000	At .475 includes 100% tuition for up to 9 hours (4 semesters maximum)	Minimum 6 hours	GTA's only
KSU	12,000-16,000	At .5 includes 100% tuition for up to 10 hours	Minimum 6 hours Maximum 12 hours	GTA's only
KU	16,000-24,000	At .4 includes 100% tuition and fees	No limit mentioned	No excluded types mentioned
PSU	5,500	At .5 includes 100% tuition and fees	Minimum 6 hours Maximum 12 hours	GTA's only
WSU	5,800-24,000	At .5 includes 100% tuition and fees At .5 includes 75% tuition and fees	Full-time (9 hours) Full-time (9 hours)	GTA's direct teaching GTA's non direct teaching

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				Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours		Total Students Taking More Than 9 Credit Hours	
				Percentage of students		Percentage of students		Percentage of students		Percentage of students		Percentage of students		Percentage of students		Percentage of students	
				Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH		Rough Estimate of Savings if Waiver Capped @ 9 SCH	
				per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total		per Fall & Spring Semester for Fiscal Year Total	

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 First year of per credit hour pricing for Graduate students is FY2013

Jan Gerstner

From: Megan O'Brien
Sent: Tuesday, April 04, 2017 2:26 PM
To: Jan Gerstner
Subject: FW: request for extension
Attachments: EXTENSION LETTER ESU 2017.docx

Categories: Follow Up

Hi Jan,

Here is the information on Thatcher Decker's request for a one semester extension (beyond the 8th year already granted by the department) to finish his MEd this summer 2017.

Let me know if you need additional information from me to get this onto the Grad Council agenda for next week.

Thank you!

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

EMPORIA STATE
UNIVERSITY

From: Megan O'Brien
Sent: Thursday, March 30, 2017 9:11 AM
To: Daniel Stiffler <dstiffle@emporia.edu>
Cc: Darcy Stevens <dsteven2@emporia.edu>; Kirsten Limpert <klimpert@emporia.edu>
Subject: FW: finishing MEd program

Please add Thatcher Decker to the agenda for next week... we are meeting next week, correct? 😊

He is requesting an extension beyond the additional 1-year we gave him to finish the MEd program. His rationale for the extension request is attached. We need to review this in the department and if approved, get it to Graduate Council for their meeting on April 13. Thatcher is hoping to finish his remaining 12 hours this summer.

Thanks!

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

From: THATCHER DECKER [mailto:thatcherdecker@gmail.com]

Sent: Wednesday, March 29, 2017 3:18 PM

To: Megan O'Brien <mobrien1@emporia.edu>

Subject: Re: finishing MEd program

Good afternoon !!!!

I have attached my statement. if you have a moment can you look it over and see if it is acceptable? I had to do alot of condensing to get it to a page ;-)

thanks again for all your help!!!!

On Mon, Mar 27, 2017 at 9:08 AM, Megan O'Brien <mobrien1@emporia.edu> wrote:

Thatcher,

The statement is really up to you. I would suggest a 1-page word document explaining your life circumstance that prevented you from finishing within 8 years, as well as how you could benefit from completing your degree. I would also advise you include a timeline for finishing the program. I have attached your degree plan to inform that plan. You could potentially take your remaining 4 courses this summer (if granted the extension), so you would be requesting a one-semester extension (beyond the 1 year that was already granted by the department).

Our last faculty meeting is next Wednesday April 5 and then the last Graduate Council meeting is April 13, so we would need to get your statement by the end of this week.

Best,

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

From: THATCHER DECKER [mailto:thatcherdecker@gmail.com]

Sent: Monday, March 20, 2017 12:46 PM

To: Megan O'Brien <mobrien1@emporia.edu>

Subject: Re: finishing MEd program

Megan , you are the best !!

What form should the statement take ? Bottom line is I am a single dad pretty much trying to get my life back on track after an awful divorce

Any help or insight you could give would be invaluable !!!!

Thanks again !!

TKD

On Mar 20, 2017, at 11:26 AM, Megan O'Brien <mobrien1@emporia.edu> wrote:

Thatcher,

In order to earn an additional extension on your previous credit, it will have to be approved first by our department and then by the Graduate Council. Please draft a statement specifying why you feel an additional extension should be granted and I will work with our department chair to have that reviewed within our department. Once it is approved by our department, it will need to be approved by the Graduate Council. I am not sure if/when they meet again this semester—so there may be some timing issues to consider. I will keep you posted as I get information in that regard.

Best,

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

EMPORIA STATE
UNIVERSITY

From: THATCHER DECKER [<mailto:thatcherdecker@gmail.com>]

Sent: Friday, March 17, 2017 2:48 PM

To: Megan O'Brien <mobrien1@emporia.edu>

Subject: Re: finishing MEd program

i received the extension in July meaning the extension runs until july correct ?

On Fri, Mar 17, 2017 at 9:44 AM, Megan O'Brien <mobrien1@emporia.edu> wrote:

Hi Thatcher,

Thank you for contacting me about returning to finish your MEd. In regard to my email from last summer, I notified you that your coursework had already expired (and would be beyond an extension date after this spring 2017 semester). I have attached your program plan for reference. The 7-year requirement for completing the degree is a university policy that we cannot override in the department (beyond the 1-year extension I outlined last July), therefore you will need to retake your previous coursework to have it applied towards a degree program.

Please let me know if you have any questions in that regard.

Best,

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

EMPORIA STATE
UNIVERSITY

From: THATCHER DECKER [mailto:thatcherdecker@gmail.com]

Sent: Thursday, March 16, 2017 9:17 AM

To: Megan O'Brien <mobrien1@emporia.edu>

Subject: Re: finishing MEd program

Mrs O'Brien -

good morning ! I hope this email finds you doing well !

we briefly discussed me being able to finish my Med program (see email above) since we have talked I have gotten divorced against my will and moved to a new district. i am planning on taking the 12 hours i need this summer but I am unsure what step I need to take next ?

can you point me in the right direction ?

thank you and have a wonderful day !

On Wed, Jun 1, 2016 at 12:54 PM, Megan O'Brien <mobrien1@emporia.edu> wrote:

Hi Thatcher,

Thank you for contacting us about returning to ESU to finish the MEd program! I have attached a degree plan that outlines the 12 hours you have remaining. As your first courses towards the program were completed in the summer 2009, they expired this spring 2016. I have copied our department chair to request a 1-year extension on those credits. If approved, you will have until May 2017 to complete the program.

In order to move forward, you will initiate your application for the MEd program here with the Graduate Office, <http://www.emporia.edu/grad/admissions/>. If you have any questions when completing this application, you should contact the Graduate Office directly at [620.341.5403](tel:620.341.5403).

You can go ahead and start on the admission materials required by our department, listed here under Admission Requirements <http://www.emporia.edu/teach/slmste/teaching/index.html>. In regard to the two references mentioned, please send me the names and e-mail addresses for two supervisors whom we can send an electronic reference link (no letters required).

Let me know if you have additional questions as you get started back!

Megan O'Brien, MS Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education

Emporia State University

www.emporia.edu/slmste

To whom it may concern:

My name is Thatcher Decker and was formerly a graduate student at Emporia State University. I completed my teaching certification through the Alternate Route to Teaching program. I have been a full time teacher and coach for the past 6 years, and am presently teaching Junior High History and am the Head Boys' Basketball coach in the Santa Fe Trail School district.

Upon completion of my certification I was unaware that graduate hours eventually expired. I had always intended to come back and finish my graduate degree but had never found the time to do so as I got my teaching and coaching career on track. A year ago I was informed that my hours would be expiring soon and I was fortunate to receive a year extension in July 2016 on their expiration. Unfortunately at the time my personal life was in a shambles as I was in the midst of a messy divorce that was forced upon me, I was trying to rebuild a life for myself and my two sons, who are ages 14 and 10, as well as starting a new teaching and coaching position in a new district. This new position requires a roundtrip daily commute of 85 miles for myself and my two sons. For the previous two years I had a personal commute of 100 miles roundtrip but my sons did not attend my district. With the new position I was given permission to take my sons with me so they could attend school in the Santa Fe Trail School District where I teach and coach, it was a win in most respects but still a highly strenuous undertaking for all involved.

Underestimating the intensity of my first year teaching in a Junior High setting, taking over as head coach of a struggling program, commuting 85 miles every day, and attempting to put the pieces of my families personal lives back together I was unable to complete the hours during this school year. I then devised a plan to complete my coursework during the summer of 2017. I was under the impression that extension ran until July 2017, a calendar year after it was granted. It appears I was again incorrect in that timeline which is why I am writing this letter to you now. In addition, during this tumultuous year, both personally and financially I had a student loan go into default status. I am in the process of returning to "good standing" with the US Department of Education but sadly that takes some time.

Due to the details I have tried to explain above I am earnestly asking you to grant me one more second chance. I am requesting a one year extension on my already completed graduate hours with the intent of completing them this summer. I am only asking for more than just the summer to complete the rest of my coursework as I am working to secure a personal loan to pay for the coursework. As I stated before I am in default on a student loan so I am unable to secure financial aid for this summer and am not one hundred percent sure at this moment I can get a loan to pay my tuition. Worst case scenario is it will take six months to get back in good standing with the Department of Education making me eligible for student loans again. Please understand that I am doing everything in my power to complete all coursework this summer and the only thing that could impede that progress is money.

If granted this extension it would mean the world to myself and my family. Without it I do not believe I will ever be able to earn my graduate degree as I will never be able to afford to retake all of the coursework. It would give me a personal sense of accomplishment to earn my graduate degree, it would make me much more marketable as I continue to grow in my fledgling education career, and it would be an immense help financially as I continue to pay student loans and attempt to raise two young men and prepare to send them to college. I hope that you will be able to see your way clear to grant me this extension and I look forward to hearing from you in the near future.

Thank You for your time!!
Thatcher K. Decker

**EMPORIA STATE
UNIVERSITY**
TEACHERS COLLEGE

**Degree Plan for Master of Education in Teaching via Restricted Licensure Program
Department of School Leadership/Middle & Secondary Teacher Education**

Name: Thatcher Decker E-mail address: _____

Current mailing address: _____

Student ID#: E10344971 Telephone: _____ Faculty Advisor: K.Limpert

SEM. CODES: first two numbers=year last number: 1=spring 3=summer 5=fall EX) 143=summer 2014

REQUIRED COURSES										
DIV	#	COURSE TITLE	HRS	GR	SEM	Div	#	Semesters offered	Hrs	GR
ED	841	Essentials of Curriculum Design	3	---	093	✓ ED	886	Designing Instr Programs	3	A
ED	840	Managing a Classroom	2	---	093	✓ ED	879	Classroom Mgmt	2	A
✓ SD	550	Survey of Exceptionality	3	A	095					
✓ SC	719	Classroom Climate	1	A	093					
ED	535	Cultural Awareness	3					<i>offered online every semester</i>		
EA	773	Advanced Educational Psychology	3					<i>offered online every semester</i>		
ED	887	Developing Authentic Assessments	3					<i>Offered every semester online — should be taken after ED886</i>		
ED	833	Beliefs, Values & Issues in Education or Content Area Advanced Methods	3	---	103	✓ SS	740	Adv Methods for Tching Sec Soc	3	A-
ER	752	Analysis of Research	3					<i>offered online every semester</i>		
		Total Hours	24							
		Comprehensive Exam						<i>offered online every semester</i>		

Must complete (12 cr hrs) for Restricted Licensure program

✓ ED	893	Internship I	6	105	A					
✓ ED	894	Internship II	6	105	A					
		Total hours	12							

A grade of 'C' or better is required for 700 level and above courses. A grade of 'B' or better is required for 500-600 level courses, as well as in internship. Candidate must have an overall GPA of 3.0 to graduate/complete the program. Department faculty and staff will provide assistance as needed, but the responsibility for completion of required course work falls to the candidate. All courses counted towards the degree must be completed in a 7-year time frame. All students must complete a comprehensive exam during one of the last two semesters in the program. Students must sign up for the comprehensive exam by calling our department office at 620.341.5777 or by emailing easec209@emporia.edu. Candidate must be enrolled in at least 1 credit hour during the semester the degree is granted.

Transfer Credit (up to nine credit hours authorized): Any courses that are transferred in to fulfill degree requirements at ESU must be applicable toward a degree at the university from which they are taken. That university must be fully accredited. Workshops do not count. The course must have been taught by a full-time faculty member at that university. Before making any determination concerning transfer credits, ESU requires a transcript explanation, normally found on the back of official transcripts. Courses accepted for transfer must also have been completed within a 7-year period prior to the semester of graduation. University policy prohibits the transfer of courses where a grade of "C" or lower was obtained. For full rules and restrictions regarding transfer credit visit <http://www.emporia.edu/regist/com/policy.html>.

Advisor's Signature _____ Megan O'Brien _____ Date 4/7/17

Department Chair Signature _____ Dr. Dan Stiffler (mo) _____ Date 4/7/17

Graduate School Dean Signature _____ Date _____

To whom it may concern:

My name is Thatcher Decker and was formerly a graduate student at Emporia State University. I completed my teaching certification through the Alternate Route to Teaching program. I have been a full time teacher and coach for the past 6 years, and am presently teaching Junior High History and am the Head Boys' Basketball coach in the Santa Fe Trail School district.

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Thank You for your time!!
Thatcher K. Decker

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: SS740 Adv Methods for Teaching Sec Soc

Semester or year taken: 103

Original Grade: A-

Hours Credit: 3

Instructor:

Department validation examiner:

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4/12/17

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: [Signature] Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: [Signature] Date: 4-11-17
(see attached email)

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: [Signature] Date: 4/21/17

Kirsten Limpert

From: Darla Mallein
Sent: Tuesday, April 11, 2017 4:03 PM
To: Kirsten Limpert
Subject: Re: SS740 Advanced Methods for teaching social studies

Kirsten,

I think that was the last time I taught that class, so I'm not sure how to answer your question as we no longer have the MAT program, which means I will never teach that class again.

If I were to teach it, I would keep it pretty much the same, with updated materials, of course! :-)

I hope that helps???

Darla

On Apr 11, 2017, at 3:39 PM, Kirsten Limpert <klimpert@emporia.edu> wrote:

Hi Darla,
Hope you're having a great year!

Thatcher Decker took SS740 as a part of his MEd master's degree and was going to finish the MEd this year but was faced with a divorce and getting custody of his two boys so he needs a year extension. Can you verify that this course has not changed significantly from summer 2010 so it can count toward his MEd degree?

Thanks,
Kirsten

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

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A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: ED894 Internship II

Semester or year taken: 105

Original Grade: A

Hours Credit: 6

Instructor: Dr. Kirsten Limpert

Department validation examiner: Dr. Kirsten Limpert

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: Don Styer

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Paul W. Spetwood Date: 4/12/17

C. Graduate Council Approval:

Method of Revalidation approved: Yes Method of Revalidation denied: _____

Signature of Graduate Council Chair: Don Styer Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Shatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: Kristen Limpert Date: 4-11-17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Paul W. Spetwood Date: 4/21/17

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: SC719 Classroom Climate

Semester or year taken: 093

Original Grade: A

Hours Credit: 1

Instructor: _____

Department validation examiner: _____

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Jerald W. Spetard Date: 4/12/17

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: [Signature] Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: [Signature] Date: 4-11-17
(see attached email)

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Jerald W. Spetard Date: 4/27/17

Kirsten Limpert

From: Alice Hinck
Sent: Tuesday, April 11, 2017 4:41 PM
To: Kirsten Limpert
Subject: RE: SC719

I don't think it is substantially different, but Melissa has been teaching it the past several years now. We still use the same textbook, etc., so I'm going to say it should still be adequate.

From: Kirsten Limpert
Sent: Tuesday, April 11, 2017 4:04 PM
To: Alice Hinck <afrost@emporia.edu>; Melissa Briggs <mbriggs1@emporia.edu>
Subject: SC719

Hi Alice and Melissa,

We have a graduate student who needs a year extension for the MEd due to family issues but the graduate office wants someone to verify that SC719 is not significantly different. He took the course from you, Alice. Can either of you verify that it isn't significantly different and what he took in 2009 could count for the Master of Education in Teaching? The student is Thatcher Decker and he received an A in the course. It wouldn't matter if it is different as the topic of Classroom Climate could take multiple directions.

Thanks,
Kirsten Limpert
School Leadership/Middle and Secondary Teacher Education
MEd advisor

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: ED879 Classroom Management

Semester or year taken: 093

Original Grade: A

Hours Credit: 2

Instructor: Dr. Kirsten Limpert

Department validation examiner: Dr. Kirsten Limpert

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megand Bruen
Signature of Department Chairperson: Don Siz

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Judith W. Spataro Date: 4/12/17

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: Judith W. Spataro Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: Kieran Lempert Date: 4-11-17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Judith W. Spataro Date: 4/27/17

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: SD550 Survey of Exceptionality

Semester or year taken: 095

Original Grade: A

Hours Credit: 3

Instructor:

Department validation examiner:

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4/24/17

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: [Signature] Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: [Signature] Date: 4/11/17
(See attached email)

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: [Signature] Date: 4/21/17

Kirsten Limpert

From: Matt Seimears
Sent: Wednesday, April 12, 2017 1:08 PM
To: Kirsten Limpert
Subject: Re: SD550 course

Hi Kirsten,

Correct, I am in support.

Matt

On Apr 12, 2017, at 1:06 PM, Kirsten Limpert <klimpert@emporia.edu> wrote:

Matt, so you're in support of letting this course count for Thatcher Decker—he took it in 2009 and got an A. Just wanted to clarify that you are in support of counting the course so Thatcher can count it when he finishes his MEd degree in 2018?

Thanks,
Kirsten

From: Matt Seimears
Sent: Wednesday, April 12, 2017 1:02 PM
To: Kirsten Limpert <klimpert@emporia.edu>
Subject: Re: SD550 course

I am supportive of this due to the Instructor situation.

Matt

On Apr 12, 2017, at 1:00 PM, Kirsten Limpert <klimpert@emporia.edu> wrote:

Matt,
This student already took the course and we're hoping it will count even though he can't finish the degree in 2017. He doesn't have the money to retake it so hopefully it will count.
Kirsten

From: Matt Seimears
Sent: Wednesday, April 12, 2017 12:57 PM
To: Kirsten Limpert <klimpert@emporia.edu>
Cc: Marla Darby <mdarby@emporia.edu>
Subject: Re: SD550 course

Hi Kristen,

Let me look into this. One option is completing the course this summer as an Independent Study under the summer Instructor.

Matt

On Apr 12, 2017, at 11:12 AM, Kirsten Limpert <klimpert@emporia.edu> wrote:

Hi Matt,

We have a graduate student who needs a year extension to finish the MEd due to family difficulties. We need someone to verify that SD550 didn't significantly from the course he took with Bob Aman. The current instructors haven't answered my email but they may not know. Would either of you be able to do that?

Thanks,

Kirsten

Jan Gerstner

From: Megan O'Brien
Sent: Wednesday, April 12, 2017 2:34 PM
To: Kirsten Limpert
Cc: Jan Gerstner
Subject: RE: SD550 course for T. Decker

Thank you, Dr. Limpert!

I just got back from delivering the materials to Jan Gerstner, so I have copied her to add the communication below to Thatcher's extension request.

Megan O'Brien, MS

Graduate Student Advisor
Department of School Leadership/Middle and Secondary Teacher Education
Emporia State University
www.emporia.edu/slmste

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From: Kirsten Limpert
Sent: Wednesday, April 12, 2017 2:12 PM
To: Megan O'Brien <mobrien1@emporia.edu>
Subject: FW: SD550 course

Megan,
Marla Darby responded. 😊
Kirsten

From: Marla Darby
Sent: Wednesday, April 12, 2017 2:09 PM
To: Kirsten Limpert <klimpert@emporia.edu>
Cc: Matt Seimears <cseimear@emporia.edu>
Subject: RE: SD550 course

Hi, Kirsten,

SD 550's course content has not changed significantly over the past 7 years. Bob added a few new videos, but only to enhance the course content. The only significant change is that the term "mental retardation" is no longer used, but instead, "intellectual disability" is now the term used in the special education law, IDEA, as the label for people who were once labeled with mental retardation. Letting Thatcher know this fact is important.

Marla

From: Kirsten Limpert
Sent: Wednesday, April 12, 2017 1:59 PM
To: Marla Darby
Subject: RE: SD550 course

Marla,

Thatcher Decker is the student and he took the course from Bob and received an A. It is a required course for alternate route students. Thatcher got his teaching license and has been teaching social studies since 2010, but needed to finish the other courses for the Master of Education in Teaching by 2017. He planned to be done this summer and then his wife left him with two boys, he had taken a job at a new school so it was overwhelming for him and he didn't take the classes this year that he needed to finish. He has a request in to the graduate office to have a year extension so he can finish in 2018.

Matt Seimears did respond and said he would support counting this course even though the time expired for finishing in 7 years. We just have to validate that the course didn't change significantly.

Thanks,

Kirsten

From: Marla Darby

Sent: Wednesday, April 12, 2017 1:53 PM

To: Matt Seimears <cseimear@emporia.edu>; Kirsten Limpert <klimpert@emporia.edu>

Subject: RE: SD550 course

Hi, Kirsten,

Can you tell me more about this student? Did he take SD 550 from Bob? What is he required to take?

Marla

From: Matt Seimears

Sent: Wednesday, April 12, 2017 12:57 PM

To: Kirsten Limpert

Cc: Marla Darby

Subject: Re: SD550 course

Hi Kristen,

Let me look into this. One option is completing the course this summer as an Independent Study under the summer Instructor.

Matt

On Apr 12, 2017, at 11:12 AM, Kirsten Limpert <klimpert@emporia.edu> wrote:

Hi Matt,

We have a graduate student who needs a year extension to finish the MEd due to family difficulties. We need someone to verify that SD550 didn't change significantly from the course he took with Bob Aman. The current instructors haven't answered my email but they may not know. Would either of you be able to do that?

Thanks,

Kirsten

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Thatcher Decker requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10344971

Course No. and Title: ED893 Internship I

Semester or year taken: 105

Original Grade: A

Hours Credit: 6

Instructor: Dr. Kirsten Limpert

Department validation examiner: Dr. Kirsten Limpert

Detailed description of method of revalidation:

Course content has not changed significantly since student originally took the course.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

See attached statement from student.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: Don Stutz

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Jerald W. Spitzer Date: 4/18/17

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: Jim Schuler Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: Kerita Lemire Date: 4-11-17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Jerald W. Spitzer Date: 4/21/17

EMPORIA STATE UNIVERSITY

Graduate Studies Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID:

Course No. and Title:

Semester or year taken:

Original Grade:

Hours Credit:

Instructor:

Department validation examiner:

Detailed description of method of revalidation:

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

Signature of Advisor: Megan O'Brien
Signature of Department Chairperson: Don Suss

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: Todd W. Spetwood Date: 4/12/17

C. Graduate Council Approval:

Method of Revalidation approved: [Signature] Method of Revalidation denied: _____

Signature of Graduate Council Chair: [Signature] Date: 4/17/17

D. Validation Completion Approval:

This is to certify that Thatcher Decker has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: Kurtin Limpert Date: 4-11-17

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: Todd W. Spetwood Date: 4/21/17

Jan Gerstner

From: Jerald Spotswood
Sent: Wednesday, March 29, 2017 3:54 PM
To: Michael Butler; Edwin Church; William Woodworth; Katrina Miller; Abdelilah Sehlaoui; Brenda Koerner; Jerald Liss; Maire Johnson; Eric Trump; Sharath Sasidharan; Brian Schrader; Andrew Smith; Mel Storm; Chad Wiley
Cc: Jan Gerstner
Subject: A Reminder and a Plea

Dear Graduate Council Colleagues:

One reminder and a plea before our next Graduate Council meeting on April 13th:

Reminder

We need nominations for Vice Chair of the Graduate Council for the 2017-2018 academic year. Please send nominations before the meeting to Brian, Mel or me.

Plea

I need volunteers, preferably from each college, to serve as judges for the 3-minute Thesis competition on April 27th from 10:00-11:00 at Research and Creativity Day. Volunteers will be awarded with lunch at the banquet that afternoon.

--jerry

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Jerald W. Spotswood

Dean
Graduate School and Distance Education
Emporia State University
620-341-5508
www.emporia.edu

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Brian Schrader, Chair, Graduate Council

DATE: April 12, 2017

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, April 13, 2017 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the February 16, 2016 meeting.**
2. **Information/Congratulations/News**
 - Megan O'Brien will attend to present Thatcher Decker extension appeal.
 - Dr. Kim Simons will attend to present MS Physical Sciences program modifications for the candidacy requirements.
3. **Action**
 - Election of Council Vice Chair 2017-2018
 - Graduate Assistantship limiting the tuition waiver, full time load 9 graduate credit hours
4. **Curricular Change Request**
 - MS – Physical Sciences – Modify candidacy requirements

Curricular Changes below were unanimously approved via email votes

- MA TESOL – Modify
- eLearning and Online Teaching Certificate – Modify
- TESOL Certificate – Modify
- MS Early Childhood Unified Accelerated – Modify
- CH 777
- IDT - New Certificate in Teaching with Technology
- TESOL – Add TESOL Endorsement
- MS-IDT - Non-Thesis option modify
- MS-IDT – Thesis option modify
- MS - Instructional Specialist –New STEM Certificate

- MA TESOL – Add IDT Concentration
- MS IDT (non-thesis)– Add TESOL concentration
- MBA – Admission Requirements
- MA TESOL – Modify PRAXIS Test Score
- MS – Art Therapy – Admission Requirement - GRE/MAT Scores
- MS – Clinical Counseling – Admission Requirement - GRE/MAT Scores
- MS – Rehabilitation– Admission Requirement - GRE/MAT Scores
- MS – School Counseling – Admission Requirement - GRE/MAT Scores

5. **Regular Graduate Faculty**

- Robert Jones, Professor, Physical Sciences
- Michael Morales, Associate Professor, Physical Sciences
- Christopher Lovett, Professor, Social Sciences
- Brian Schrader, Professor, Psychology
- John Wade, Professor, Psychology
- Michael Butler, Associate Professor, Health, PE and Recreation

6. **Associate Graduate Faculty**

- Sunnin Keosyounheuang, Instructor, Health, PE and Recreation

7. **Reports/Discussion**

- Dr. Spotswood to discuss the International Office process of notifying the respective departments, the reason a student was denied admittance to ESU.
- Dr. Spotswood and Kerri Jackson will present information on Recruitment and Advertising.
- Seniors earning graduate credit increase maximum number of hours per term

8. **Comments**

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Church, Johnson, Koerner, Liss, Miller, (Jim Costello), Sasidaharan, Schrader, Smith (Sarah Sutton), Spotswood, Storm, Trump, Wiley, Woodworth

Absent: Shinge (Abdelilah Sehlaoui)

Guests: Megan O'Brien, Carol Russell, Kim Simons

The Council of Graduate Studies met at 3:30 p.m. on Thursday, April 13, 2017 in the President's Conference Room. Dr. Brian Schrader called the meeting to order.

Action

- Minutes from the February 16 meeting were unanimously approved.
- An appeal was presented by Megan O'Brien on behalf of Thatcher Decker for revalidation/extension of courses SD 550, ED 893, ED 894, SC719, SS 740, ED 886 and ED 879, beyond the eighth year. After discussion, Graduate Council unanimously approved an additional year extension, to be completed by spring 2018.
- Dr. Simons presented curricular changes to candidacy requirements for all the MS Physical Sciences concentrations. After discussion, the council approved the curricular changes, with an exception that the curricular change request forms be revised for each concentration, if necessary.
- Brenda Koerner was unanimously elected to serve as Vice Chair for the 2017-2018 Graduate Council.
- Graduate Council discussed limiting the number of graduate credit hours for graduate assistantship tuition waivers. After discussion, the council approved a limit of 12 graduate credit hours per semester: 7 yes; 4 no; 2 abstentions.

Reports/Discussion

- Dr. Carol Russell asked the council to make an exception to the overload policy for undergraduate students within the accelerated program in Elementary Education. After discussion, council members suggested that the department find a solution that did not conflict with policy
- Dr. Spotswood informed council members the International Office communicates through OnBase forms for students denied admission.
- Dr. Spotswood gave a PowerPoint presentation on graduate enrollment, graduate trends, online program growth, and discussed the amount of funds the graduate school contributes to advertise and market graduate programs.
- Kerri Jackson mentioned the new Graduate Recruitment Request Form that departments will need to use from this point forward to request our attendance at conferences, grad fairs, etc. This form is now accessible through the graduate website.

Graduate Faculty

The following listed faculty were unanimously approved for **Regular Graduate Faculty** status:

- Robert Jones, Professor, Physical Sciences
- Michael Morales, Associate Professor, Physical Sciences
- Christopher Lovett, Professor, Social Sciences
- Brian Schrader, Professor, Psychology
- John Wade, Professor, Psychology
- Michael Butler, Associate Professor, Health, PE and Recreation

The following listed faculty were unanimously approved for **Associate Graduate Faculty** status:

- Sunnin Keosybounheuang, Instructor, Health, PE and Recreation

Curricular Changes

The following listed curricular changes were unanimously approved:

- MA TESOL – Modify
- eLearning and Online Teaching Certificate – Modify
- TESOL Certificate – Modify
- MS Early Childhood Unified Accelerated – Modify
- CH 777
- IDT - New Certificate in Teaching with Technology
- TESOL – Add TESOL Endorsement
- MS-IDT - Non-Thesis option modify
- MS-IDT – Thesis option modify
- MS - Instructional Specialist –New STEM Certificate
- MA TESOL – Add IDT Concentration
- MS IDT (non-thesis)– Add TESOL concentration
- MBA – Admission Requirements
- MA TESOL – Modify PRAXIS Test Score
- MS – Art Therapy – Admission Requirement - GRE/MAT Scores
- MS – Clinical Counseling – Admission Requirement - GRE/MAT Scores
- MS – Rehabilitation– Admission Requirement - GRE/MAT Scores
- MS – School Counseling – Admission Requirement - GRE/MAT Scores
- MS – Physical Sciences – Modify candidacy requirements

Jan Gerstner

From: Kerri Jackson
Sent: Friday, April 14, 2017 9:38 AM
To: Jan Gerstner
Subject: Graduate Recruitment Request Form

Hi Jan,

Could you send the following information out to graduate faculty?

Grad Council members:

Yesterday, I mentioned the new Graduate Recruitment Request Form that departments will need to use from this point forward to request our attendance conferences, grad fairs, etc. This form is now accessible through our website, www.emporia.edu/grad. From there, click the "Faculty" tab, and choose "Graduate Recruiting Tips". The form will be then linked in yellow. If you have questions, please don't hesitate to let me know. Thank you!

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Kerri Jackson
Graduate Recruitment and Development Specialist
Emporia State University
Plumb Hall 314A
(620) 341-5430
kjacks20@emporia.edu

Jan Gerstner

From: Jerald Spotswood
Sent: Tuesday, April 04, 2017 2:55 PM
To: Kim Simons
Cc: Richard Sleezer; Jan Gerstner
Subject: Re: curricular change form

Hi Kim:

I am glad to bring any curricular changes before Graduate Council, but please note you have not included those forms with this email. While you and I talked about these changes extensively in the fall, I nor anyone in this office has seen curriculum change forms out of Physical Sciences. If you have the signed copy that went through LA&S, please forward that on as soon as possible so I can get it to Graduate Council before next week's meeting.

Please note that even if the changes are approved through Graduate Council, the Provost's deadline for curricular changes to go into effect for fall 2017 was April 1, 2017.

--jerry

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Jerald W. Spotswood

Dean
Graduate School and Distance Education
Emporia State University
620-341-5508
www.emporia.edu

From: Kim Simons
Sent: Tuesday, April 4, 2017 2:29 PM
To: Jerald Spotswood
Cc: Richard Sleezer; Jan Gerstner
Subject: curricular change form

Dean Spotswood,

Last fall, I rewrote the physical science master's program with the idea of making the concentrations more similar. Administrating each in their current state is overwhelming. I shared a copy of the changes with you, and you agreed they would be helpful changes. After editing the changes over many cycles, I shared the changes with faculty in the department. They were unanimously approved. They were submitted for curricular change before the deadline (end of January).

Not hearing anything, we looked into the curricular change form. Somehow, it was shared by Kim Massoth in Dean Thomas' office but not received by Jan Gerstner in your office. This could be the result of updating Outlook or some

• other glitch. While useful to identify the issue, my motive is to have the changes implemented for the next academic year.

I am begging you to accept the curricular change and share at the next graduate council meeting. The request to “wait another year” is unreasonable when I met the deadline. I am hoping that we can move forward on these changes. Please let me know if a meeting with myself and Rich Sleezer would be helpful.

-Kim

*Kim T. Simons, Ph.D. Biochemistry
Chair of the Department of Physical Sciences
Associate Professor, Chemistry
Science Hall 133*

*(620) 341-5330 (phone)
(620) 341-5515 (fax)*

*1 Kellogg Circle
Emporia State University
Emporia, KS 66801*

COUNCIL MEETINGS

2016-2017

Thursday, September 22, 2016– 3:30-5:00 – President’s Conference Room

Thursday, October 27, 2016 – 3:30-5:00 – President’s Conference Room

Thursday, November 17, 2016 – 3:30-5:00 – President’s Conference Room

Thursday, February 16, 2017– 3:30-5:00 – President’s Conference Room

Thursday, April 13, 2017 – 3:30-5:00 – President’s Conference Room

**COMMITTEE ASSIGNMENTS
GRADUATE COUNCIL
2016-2017**

Durst Research Award (Fall)

Andrew Smith
William Woodworth
Eric Trump
Manjula Shinge

Graduate Teaching Assistant Award (Spring)

Michael Butler
Luke Johnson
Eric Trump
Mel Storm

Boylan Scholar Award (Spring)

Brenda Koerner
Brian Schrader
Sharath Sasidaharan
Chad Wiley

Boylan Thesis Award (Fall and Spring)

Katrina Miller
Jerald Liss
Ed Church
Maire Johnson

Robert J. Grover Award (Fall)

Michael Butler
Chad Wiley
Janette Tulachka
Brenda Koerner

Faculty Mentor Award (Spring)

Andrew Smith
Manjula Shinge – **Sabbatical Spring**
William Woodworth
Sharath Sasidaharan

GRADUATE COUNCIL 2016-2017

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947
Ed Church	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5742
Maire Johnson	Social Sciences	Box 4032	5461
Brenda Koerner	Biological Sciences	Box 4050	5616
Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821
Katrina Miller	Counselor Education	Box 4036	5231
Sharath Sasidaharan	Business	Box 4039	5087
Brian Schrader	Psychology	Box 4031	5317
Manjula Shinge	Instructional Design and Technology	Box 4037	6153
Andrew Smith	School of Library and Information Management	Box 4025	5203
Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403
Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563
Eric Trump	Physical Sciences	Box 4030	5991
Chad Wiley	Mathematics and Economics	Box 4027	5641
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4045	5254
William Woodworth	Music	Box 4029	5295
Kerri Jackson	Graduate Recruitment and Development		
	Specialist (Ex-Officio)	Box 4003	5430
Luke Johnson &	Graduate Student	Box 4003	5403
Janette Tulachka	Graduate Student	Box 4003	5403

Brian Schrader, Chair – Mel Storm, Vice Chair – Jan Gerstner, Executive Secretary

Aug. 2015

APPROVED ACCELERATED BACHELOR'S/ECU MASTER'S PROGRAM

The accelerated programs allow academically qualified students to complete an undergraduate bachelor's degree and a master's degree in an accelerated timeframe, graduating with two degrees soon than in a traditional framework.

Undergraduate Program Elementary Education Total UG Hours 123

Graduate Program Early Childhood Unified B - 8 Total GR Hours 36

<i>Curriculum Requirements</i>	<i>Program Requirements</i>																				
<p>GPA Requirements Programs must establish a minimum undergraduate GPA requirement of at least 3.33 overall having taken a minimum of 75 hours as an undergraduate, for students to be admitted to an accelerated program. Note what your Program requirements will be (may be more restrictive, but not less than what's noted above)</p> <p>Students must have a minimum of a "B" (3.00) in graduate courses taken as an undergraduate (Shared Hours). Consequences for not obtaining at least a "B" in each graduate course must be noted in the Departmental Accelerated Program requirements. Please indicate what the Program's policy will be for students who earn less than a "B" in a graduate course</p>	<p>GPA Requirements Same</p> <p>Students must have a minimum of a "B" (3.00) in graduate courses taken as an undergraduate (Shared Hours). If lower than a "B" is earned (B- is considered lower than a "B"), the Candidate will need to repeat the course.</p> <p>Also see addition ECU Program Admissions Requirements, Degree Candidacy, Permission to participate in Practica, and Graduation Requirements, as noted in Proposal.</p>																				
<p>List courses to be shared</p> <p>Up to twelve (12) hours of graduate credit may be shared between the graduate and undergraduate degree. These shared hours must be at the 700 level and student must pass these hours with a B or better.</p> <p>List the undergraduate courses that will be replaced by graduate courses</p> <p>Ex:</p> <p>BIO 210, satisfied by BIO 624</p> <p>BIO 220, satisfied by BIO 660</p>	<p>Shared Hours</p> <table border="1" data-bbox="803 1444 1364 1906"> <thead> <tr> <th>Undergraduate Course</th> <th>Cr. Hrs.</th> <th>Graduate Course</th> <th>Cr. Hrs.</th> </tr> </thead> <tbody> <tr> <td>Electives</td> <td>3</td> <td>EL 751</td> <td>3</td> </tr> <tr> <td>Electives</td> <td>3</td> <td>ER 752</td> <td>3</td> </tr> <tr> <td>SD 550</td> <td>3</td> <td>CD 730</td> <td>3</td> </tr> <tr> <td>SD 560</td> <td>3</td> <td>CD 785 (CD 785 course will be taken only to replace G for</td> <td>3</td> </tr> </tbody> </table>	Undergraduate Course	Cr. Hrs.	Graduate Course	Cr. Hrs.	Electives	3	EL 751	3	Electives	3	ER 752	3	SD 550	3	CD 730	3	SD 560	3	CD 785 (CD 785 course will be taken only to replace G for	3
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			the UG 3 cr. at a 700 level. The Content of SD 560 is in CD 837 covering Collaboration taken following Sr. year	
	Total	12UG		12G
Program of Study Programs must complete a Program of Study, develop a plan for academic advising, and tracking of students. (See Example below) Advisor for Program:	Below is a representative example. Dr. Carol Russell			

Plan of Study for ECU Accelerated Masters Degree Program – Highlight the Shared Hours

Fall Courses				Spring Courses			
<u>Fall Freshman</u>				<u>Spring Freshman</u>			
Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.				Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.			
	Hours			Freshman - 2nd Semester	Hours		Grade
Freshmn1st Semester							
EG 101	Composition I	3		EG 102	Composition II (EG 101 prereq.)	3	
MA 110	College Algebra	3		GE/PO/ Lang	Multicultural Perspectives: (GE 101, GE 354, PO 330 or a 5 hr. Foreign Language course)	3	
SP 101	Public Speaking	3					
PY 100	Introductory Psychology	3					
HL 150	Critical Health Issues	3		GB 100	General Biology (GB 100, GB 102, or GB 103)	3	
MU/TH	Creative Arts (choose one): MU 226 or TH	2					

<p style="text-align: center;">105</p> <p>Total Hours: 17 UG</p>	<table border="0"> <tr> <td style="width: 30%;">PO</td> <td style="width: 40%;">Social & Behavioral Science (PO 100, PO 121, or PO 322)</td> <td style="width: 30%; text-align: right;">3</td> </tr> <tr> <td>MU 124</td> <td>Basic Music</td> <td style="text-align: right;">2</td> </tr> <tr> <td>PE/BU/SC/SO</td> <td>Personal & Social Well-Being (PE 100, BU 241, BU 293, LR 170, or SO 261)</td> <td style="text-align: right;">3</td> </tr> </table> <p>Total Hours: 17 UG</p>	PO	Social & Behavioral Science (PO 100, PO 121, or PO 322)	3	MU 124	Basic Music	2	PE/BU/SC/SO	Personal & Social Well-Being (PE 100, BU 241, BU 293, LR 170, or SO 261)	3
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<p><u>Fall Junior</u></p> <p>Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.</p> <p>If possible, complete all application requirements as finishing 90 hours, so able to take first Graduate Course in the Spring of Jr. year (CD 830)</p> <table border="0"> <tr> <td>EL 312</td> <td><i>Reading/Writing Connections</i> (EL 230 prereq.)</td> <td>3</td> </tr> <tr> <td>GB 303</td> <td>Field & Lab Biology (GB 100 prereq.)</td> <td>3</td> </tr> <tr> <td>MU 344</td> <td>Music for Elementary Teachers (MU 124 prereq.)</td> <td>2</td> </tr> <tr> <td>IT 371</td> <td>Advance Instruct. Tech for Educ. (IT 325 prereq.)</td> <td>23</td> </tr> <tr> <td>EL 319</td> <td>Literacy in the Mul Cul</td> <td>1</td> </tr> <tr> <td>EL 310</td> <td>Adapting Curriculum for Diverse Learners</td> <td>2</td> </tr> <tr> <td>AR 105</td> <td>Art Appreciation</td> <td>2</td> </tr> </table> <p>Total 15 UG</p> <p>90 hrs. required to apply for Accelerated Master's Program, so finish Jr. year & application process during the 2nd semester Jr. year, so can take Graduate courses in the summer.</p>	EL 312	<i>Reading/Writing Connections</i> (EL 230 prereq.)	3	GB 303	Field & Lab Biology (GB 100 prereq.)	3	MU 344	Music for Elementary Teachers (MU 124 prereq.)	2	IT 371	Advance Instruct. Tech for Educ. (IT 325 prereq.)	23	EL 319	Literacy in the Mul Cul	1	EL 310	Adapting Curriculum for Diverse Learners	2	AR 105	Art Appreciation	2	<p><u>Spring Junior</u></p> <p>Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.</p> <ul style="list-style-type: none"> - Apply for Accelerated Master's Program - Once accepted to Accelerated Program, complete ECU Program Pre-Admissions Requirements: - <u>Two References</u> completed by supervising administrators - <u>Two Disposition Assessments</u> – Completed by supervising administrators - Signed Disposition Disclosure form - <u>Admissions Essay</u>: Describe your critical thinking and beliefs about issues in early childhood education <table border="0"> <thead> <tr> <th>Junior - 2nd Semester</th> <th>Hours</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td colspan="3">Block 1</td> </tr> <tr> <td>EE 311</td> <td>Planning & Assessment</td> <td>1</td> </tr> <tr> <td>EE 313</td> <td>Reading for the Elementary Teacher I</td> <td>3</td> </tr> <tr> <td>EE 314</td> <td>Social Studies Methods</td> <td>2</td> </tr> <tr> <td>EE 316</td> <td>Elementary Science Methods</td> <td>2</td> </tr> <tr> <td>PE 381</td> <td>Elementary Health & PE</td> <td>2</td> </tr> <tr> <td>AR 324</td> <td>Elementary Art Education</td> <td>2</td> </tr> </tbody> </table> <p>Total Hours: 12 UG</p> <p>Complete Application for ECU Accelerated Master's Program. <u>Will have complete 93 by end of semester.</u></p>	Junior - 2nd Semester	Hours	Grade	Block 1			EE 311	Planning & Assessment	1	EE 313	Reading for the Elementary Teacher I	3	EE 314	Social Studies Methods	2	EE 316	Elementary Science Methods	2	PE 381	Elementary Health & PE	2	AR 324	Elementary Art Education	2
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Summer after Junior

CD 730- Characteristics Inclusive Early Childhood Education, 3 cr.

EL 751 - Application of Developmental Theories – 3 cr. Graduate

Total Hours: 6 G

Fall Senior – Begin taking Shared Hours (after 90 UG Hrs)

Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.

Senior - 1st Semester	Hours
Block 2	
EE 315	Language Arts Methods 3
EE 317	Math Methods 3
EE 318	Classroom Management 2
EE 320	Teaching/Learning Models 4
EE 413	Reading for the Elementary Teacher II 3
EE 414	Reading Practicum 1

ER 752 Analysis of Research – 3 cr. G

Total Hours: 16 UG & 3 cr. G

Summer Graduate

CD 832 - Observation, Assessment, and Screening in Inclusive Early Childhood - 3 cr

CD 838 - Methods of Inclusive Early Childhood Education - 3 cr

Total Hours: 6 G

Spring Senior

Please see attached Elementary Education Program Suggested Plan from Required courses from undergraduate catalog, in addition to JCC program.

Senior - 2nd Semester	Hours	Grade
Block 3		
EL 466	Student Teaching	12
EE 431	Professional Competencies	2

CD 785 Enhancing Artistic Creativity of Young Children – 3 cr. G

Total Hours: : 14 UG & 3 G

Fall Graduate

CD 841 - Clinical Experience: Inclusive Early Childhood Center-Based Practicum 3 cr

CD 842 - Family Involvement in Inclusive Early Childhood Programs, 3 cr

Total Hours: 6 G

Spring Graduate

CD 843 - Working with Infants and Toddlers with Special Needs and their Families, 3 cr

837 - Collaboration in Inclusive Early Childhood Programs 3 cr.

Total Hours: 6 G

Summer Graduate

CD 861 Early Childhood Practicum Home based (for infants and toddlers 0-3), 3cr.

CD 839 - Validation of Teaching Experience Portfolio, 3cr

Total Hours: 6 G