

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council

FROM: Michael Butler, Chair, Graduate Council

DATE: September 19, 2019

The Council of Graduate School will meet at 3:30 p.m. on Thursday, September 19, 2019 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the April 18, 2019 meeting.**
2. **Information/Congratulations/News**
 - Deadline for Curricular Changes
 - Graduate School trainings for department
 - GA Allocations
3. **Action**
 - Seniors Earning Graduate Credit: In an approved 4+1 program, in a Master's program requiring 40 or more hours of graduate coursework, no more than 15 semester hours of graduate credit can be accumulated as a senior earning graduate credit.
 - Thesis/Dissertation/Projects Binding Cost
4. **Regular Graduate Faculty**
 - Mirah Dow, Professor, School of Library and Information Management
 - Jerald Liss, Associate Professor, Elementary Ed/Early Childhood/Special Education
 - Gregory Robinson, Associate Professor, English, Modern Languages, Journalism
 - Mel Storm, Professor, English, Modern Languages, Journalism
 - Connie Schrock, Mathematics and Economics
 - Chad Wiley, Associate Professor, Mathematics and Economics
 - Janet Doud, Lecturer, Instructional Design/Technology
 - Jonathan D'Souza, Lecturer, Instructional Design/Technology
 - John Barnett, Associate Professor, Social Sciences
 - Amanda Miracle, Associate Professor, Social Sciences
 - Deborah Hann, Instructor, Social Sciences
 - Joanna Gress, Assistant Professor, Biological Sciences
 - Kim Simons, Associate Professor, Physical Sciences

5. **Associate Graduate Faculty**

- Robert Ward, Assistant Professor, Music
- Scott Michael, Instructor, Music
- Erin Blocker, Instructor, Health, PE & Recreation
- Rajarshi Dey, Assistant Professor, Mathematics and Economics
- Jason Applegate, Instructor, Physical Sciences
- Mingjing Sun, Assistant Professor, Physical Sciences
- Bobbie Bushman, Assistant Professor, School of Library and Information Management
- Zach Klein, Assistant Professor, Biological Sciences

4. **Reports/Discussion**

- Enrollment Update

6. **Comments**

- Learning Technologies Committee Update

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Johnson, Keough, Jensen (Fields), Liss, Widdersheim, Wade, Spotswood, Storm, Trump, Mahoney, Williams, Schmanke, Houchins, Rammel, B. Williams

Absent: Manjula Shinge

Guests: Mary Sewell, James Willingham

The Council of the Graduate School met at 3:30 p.m. on Thursday, September 19, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

Introduction

- Council made introductions.

Action

- Minutes from the April 18, 2019 meeting were approved (1 abstention).
- Graduate Council members discussed the proposed change to Seniors Earning Graduate Credit in a 4+1 program; council members unanimously approved the following change to the graduate policy handbook:
Seniors Earning Graduate Credit (page 21, #6)
In an approved 4+1 program, in a Master's program requiring 40 or more hours of graduate coursework, no more than 15 semester hours of graduate credit can be accumulated as a senior earning graduate credit.
- After discussion, council members unanimously approved to increase the binding cost of Thesis/Dissertation/Projects for the required bound copy from \$10(thesis), \$15(dissertation) to \$25 and personal copies increased from \$25 to \$35. Costs will be updated in the graduate policy handbook, page 22, for Fall 2020. Dean Spotswood asked council members to discuss with their respective departments the elimination of binding; the item will be included on the next agenda.

Information

- Council was reminded the last date to review curricular changes will be March 19, 2020.
- Dean Spotswood informed Council that the Graduate School will offer training sessions on processes and software to departments. Chairs should contact Mary Sewell to arrange a session.
- Dean Spotswood discussed new processes and timing for graduate assistantship allocations: 80% of allocations will be open for distribution beginning March 1, 2020.

Reports/Discussion

- Dean Spotswood made a presentation focused on graduate enrollment numbers from F2015 to F2019.

Regular Graduate Faculty

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

- Mirah Dow, Professor, School of Library and Information Management
- Jerald Liss, Associate Professor, Elementary Ed/Early Childhood/Special Education

Graduate Council Minutes

Page | 2

September 20, 2019

- Gregory Robinson, Associate Professor, English, Modern Languages, Journalism
- Mel Storm, Professor, English, Modern Languages, Journalism
- Connie Schrock, Professor, Mathematics and Economics
- Chad Wiley, Associate Professor, Mathematics and Economics
- John Barnett, Associate Professor, Social Sciences
- Amanda Miracle, Associate Professor, Social Sciences
- Joanna Gress, Assistant Professor, Biological Sciences
- Kim Simons, Associate Professor, Physical Sciences

The following listed faculty members did not meet the criteria for Regular status; the committee approved Temporary status:

- Janet Doud, Lecturer, Instructional Design/Technology
- Jonathan D'Souza, Lecturer, Instructional Design/Technology
- Deborah Hann, Instructor, Social Sciences

Associate Graduate Faculty

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

- Robert Ward, Assistant Professor, Music
- Rajarshi Dey, Assistant Professor, Mathematics and Economics
- Mingjing Sun, Assistant Professor, Physical Sciences
- Bobbie Bushman, Assistant Professor, School of Library and Information Management
- Zach Klein, Assistant Professor, Biological Sciences

The following listed faculty members did not meet the criteria for Associate status; the committee approved Temporary status:

- Scott Michael, Instructor, Music
- Erin Blocker, Instructor, Health, PE & Recreation
- Jason Applegate, Instructor, Physical Sciences

Comments

- Dr. Butler discussed the Learning Technologies at Emporia State University for faculty, staff and students.

Adjourned at 4:42pm

Next Meeting: October 17, 2019

EMPORIA STATE UNIVERSITY

Graduate School

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FROM: Michael Butler, Chair, Graduate Council

DATE: September 19, 2019

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AGENDA

1. **Approval of minutes from the April 18, 2019 meeting.**

Approved - 1 Abstention

2. **Information/Congratulations/News**

- ~~Deadline for Curricular Changes~~
- ~~Graduate School trainings for department~~
- ~~GA Allocations~~

*Reminders - must by March 11, 2020
(On Base, Degree Works) @ Answers
Dean will extend invitation
email chairs*

800-7721

3. **Action**

Add to Policy
Approved

Seniors Earning Graduate Credit: In an approved 4+1 program, in a Master's program requiring 40 or more hours of graduate coursework, no more than 15 semester hours of graduate credit can be accumulated as a senior earning graduate credit.

As stated

Add to 6 - Seniors Earning Grad Credit

- ~~Thesis/Dissertation/Projects Binding Cost~~

take back to discuss with depts.

4. **Regular Graduate Faculty**

unanimously approved

Add to outbox

- Mirah Dow, Professor, School of Library and Information Management
- Jerald Liss, Associate Professor, Elementary Ed/Early Childhood/Special Education
- Gregory Robinson, Associate Professor, English, Modern Languages, Journalism
- Mel Storm, Professor, English, Modern Languages, Journalism
- ~~Connie Schrock, Mathematics and Economics~~
- Chad Wiley, Associate Professor, Mathematics and Economics
- Janet Doud, Lecturer, Instructional Design/Technology
- Jonathan D'Souza, Lecturer, Instructional Design/Technology
- John Barnett, Associate Professor, Social Sciences
- Amanda Miracle, Associate Professor, Social Sciences
- Deborah Hann, Instructor, Social Sciences
- Joanna Gress, Assistant Professor, Biological Sciences
- Kim Simons, Associate Professor, Physical Sciences

Amendment to classifying

does not have grad teaching doc

* Unanimously approved

5. Associate Graduate Faculty

- ~~•~~ Robert Ward, Assistant Professor, Music
- ~~•~~ Scott Michael, Instructor, Music
- ~~•~~ Erin Blocker, Instructor, Health, PE & Recreation
- ~~•~~ Rajarshi Dey, Assistant Professor, Mathematics and Economics
- ~~•~~ Jason Applegate, Instructor, Physical Sciences
- ~~•~~ Mingjing Sun, Assistant Professor, Physical Sciences
- ~~•~~ Bobbie Bushman, Assistant Professor, School of Library and Information Management
- ~~•~~ Zach Klein, Assistant Professor, Biological Sciences

Graduate Head Court / 2/17/14
Student Credit Hours

4. Reports/Discussion

- Enrollment Update

- Dean Spotswood Power Point

6. Comments

- Learning Technologies Committee Update

* maintaining traditional base / keeping stability of traditional base

↑ Dr. Butterf formed by Senate / representatives from each dept.

Dr. Mahoney interface w/ IT staff - learn campus issues / vendor presentations

Concern by Technology - in class / barriers on Tech Assemblabilities - learning Tech

adjourned 4:12pm

Exceptional Value for Dissertation and Theses Authors

Authors can always purchase copies of their dissertations and theses at special pricing. Our Milestone Editions replicate the Library of Congress holdings—printed in full color, with elegant black linen covers and embossed gold titles. Milestone editions give you, your advisor, mentors, and family a treasure to be cherished.

Author Print Copy Editions and Pricing

Format	Description	Quantity	Pricing
Author Milestone Edition Hardbound 8 ½ x 11	8 ½ x 11; hardbound library bind; black linen cover; embossed gold title; white 24-lb acid-free archival-grade paper; double-sided color printing. Replicates Library of Congress holdings.	1-2	\$62.00
		3-4	\$56.00
		5 or more	\$50.00
Hardbound 6 x 9	6 x 9 Hardbound library bind; black linen cover; embossed gold title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2	\$51.00
		3-4	\$46.00
		5 or more	\$41.00
Softbound 8 ½ x 11	8 ½ x 11 Softbound; blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2	\$45.00
		3-4	\$41.00
		5 or more	\$37.00
Softbound 6 x 9	6 x 9 Softbound; blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2	\$38.00
		3-4	\$34.00
		5 or more	\$31.00

Thesis Department (One Department Copy)		TAX
Personal/Additional Copies	\$10.00 No Tax 25 ⁰⁰	
	\$25.00 Plus Tax 35	
Dissertation (One Department Copy)		TAX
Personal/Additional Copies	\$15.00 No Tax	- \$25 ⁰⁰
	\$25.00 Plus Tax 35	
Art Therapy Projects (2 Department Copies)		
Personal/Additional Copies	\$10.00 No Tax 25	
	\$25.00 Plus Tax 35	
Pricing - FY19		
Per Thesis		\$10.45
Front Stamping Title/Name (started chg FY19)		\$2.85
Total per Thesis		\$13.30
Pricing - FY20		
Per Thesis		\$11.50
Front Stamping Title/Name (up to 5 lines)		\$5.50
Postage (approx.)		\$3.19
Surcharge (\$2-\$2.50) 16-20 copies		\$2.00
Total per Thesis		\$22.19
6 lines or over		\$2.85 per line
9/18/2019		
Plus Surcharge		\$40.00
Plus Postage		\$3.19 approx - per thesis

25⁰⁰ - Dept.
~~10~~ - Personal
35⁰⁰
Action - }

427 - GRAD
2474 - GR
250 - GR

Graduate Files (#: 126)
Graduate Folder (#: 127)
Graduation (#: 142)
Intent to Graduate (#: 160)
Licensure Plan (#: 149)
Misc Docs (#: 135)
Miscellaneous (#: 137)
Portfolio (#: 229)
Recommendation (#: 132)
Release Probation/Admit Candidacy (#: 162)
Release from Probation (#: 161)
Repack (#: 138)
Resume (#: 133)
Test Score (#: 141)
Transcript (#: 130)
Unofficial Transcript (#: 186)
Waiver (#: 140)

Deposit Slips

W:Drive/Grad/Anderson/Deposits – Deposit Slip for Thesis Binding (Mary)

Mary will give me receipt spreadsheet with students name and check payment.

Personal Copies are only taxed. – Department Copy – No Tax

Stamp back of check (Stamp in top right hand drawer of front desk) – Put deposit slip with check in blue cashier bag

Complete Deposit Slip found in : W:drive/grad/Anderson/deposit/deposit slip

Have Grad assistant take to cashiers office

Enter on Graduate spreadsheet, DONOT include tax, thesis tab – enter receipt number # from Doug

Keep Receipt – Put in Thesis File Drawer

Binding Pricing

Thesis - \$10.00 – Department - NO Tax (Department only pay \$10.00 for one copy NO TAX, additional copies will be \$25.00) Department can pay will have to transfer funds

Thesis - \$25.00 – Personal – Plus Tax – KS State Tax – even if mailed out of state

Dissertation - \$15.00 – Dissertation Binding – Department, \$25.00 – Personal Copies

\$10.00 each – 2 per department only– Art Therapy department requires - 2 bound projects, \$25.00 – Personal - Projects

Tax – 8.5 %

James Willingham
Mary Sewell

Sept 19 '2019

Manjula Shinge -
Missing

GRADUATE COUNCIL 2019-2020

<input checked="" type="checkbox"/> Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
<input checked="" type="checkbox"/> Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
<input checked="" type="checkbox"/> Maire Johnson	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
<input checked="" type="checkbox"/> Shawn Keough	Business	Box 4039	5408	skeough@emporia.edu
<input checked="" type="checkbox"/> Stephen Fields William Jensen	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
<input checked="" type="checkbox"/> Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
<input checked="" type="checkbox"/> Michael Widdersheim	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
<input checked="" type="checkbox"/> John Wade	Psychology	Box 4031	5317	jwade2@emporia.edu
Manjula Shinge	Instructional Design and Technology	Box 4037	6153	mshinge@emporia.edu
<input checked="" type="checkbox"/> Gerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	jspotswo@emporia.edu
<input checked="" type="checkbox"/> Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	mstorm@emporia.edu
<input checked="" type="checkbox"/> Eric Trump	Physical Sciences	Box 4030	5991	etrump@emporia.edu
<input checked="" type="checkbox"/> Tom Mahoney	Mathematics and Economics	Box 4027	5635	tmahoney@emporia.edu
<input checked="" type="checkbox"/> Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
<input checked="" type="checkbox"/> Libby Schmanke	Counselor Education	Box 4036	5804	eschmank@emporia.edu
<input checked="" type="checkbox"/> Andy Houchins	Music	Box 4029	6089	ahouchin@emporia.edu
<input checked="" type="checkbox"/> Mo Rammel	Graduate Student Representative			mrammel@emporia.edu
<input checked="" type="checkbox"/> Brittany Williams	Graduate Student Representative			bwilli18@emporia.edu

3
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Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Seniors Earning Graduate Credit

College seniors at Emporia State University may earn graduate credit after accumulating 90 undergraduate hours by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Having a minimum overall undergraduate GPA of 2.5.
- 3) Having a degree contract on file with the undergraduate degree analyst in the Registrar's Office.
- 4) Completing a Request for Graduate Credit form for each course for enrollment. The approval of the advisor, course instructor, Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit form must be presented to Registration at the time of enrollment.
- 5) Graduate courses taken **may not** be used to meet undergraduate requirements, except in case of approved accelerated masters programs. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). **No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded.** Undergraduate students may not enroll in 800 or 900 level graduate classes.

*Seniors cannot earn graduate credit in the Accelerated Online Programs for Educational

Administration, Curriculum and Instruction, MBA and MAcc. (approved by Graduate Council, March, 2018).

6) In an approved 4+1 program, in a Masters program requiring 40 or more hours of graduate coursework, no more than 12 semester hours of graduate credit can be accumulated as a senior earning graduate credit.

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Students are required to complete and submit the Thesis and Dissertation Committee Declaration Form the semester prior to completing the thesis or dissertation. Please check with SLIM for the deadline for receiving the finalized dissertation in their school. One copy of the dissertation in final form and approved by the department with committee signatures is due in the Graduate School one week before graduation. The dissertation guide is available online on the graduate web site. Dates by which dissertations must be received in the Graduate School are listed in the dissertation guide booklet. Exceptions to the rules governing the typing of dissertations may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All dissertations must have the approval of the student's dissertation committee, the chair of the dissertation

Appendix A

4+1 Program - BS Chemistry / MS Forensics

Degree Requirements

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, the undergraduate honors thesis may not be substituted for the master's thesis.
- Accelerated Bachelor's/Master's programs may use a maximum of 12 pre-admission to Graduate School credits, which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. All 12 shared hours must be taken at the 700 level. No 500 or 600 level courses will be accepted as shared hours.
- Only course approved 700 level courses (12 shared hours) in which the student receives a B (B+, B) or better will be transferred to the graduate transcript. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts - Two transcripts, one undergraduate and one graduate, will show the completed coursework for Accelerated Degree students. Undergraduate transcripts will contain all courses taken for undergraduate credit. Graduate transcripts will contain all courses taken for graduate credit. All courses shown on the undergraduate transcript will be used to calculate the undergraduate GPA. Graduate GPA will be calculated using graduate courses. (Revision approved by Provost, April 2019)
- In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program. (Approved by Graduate Council, October 18, 2018)

Continuing and Graduation Requirements

- Maintain a cumulative GPA of 3.3 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (700 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the degree-granting program.
- If a student does not meet the above the standards, s/he will be removed from the accelerated degree program. At that time, the department will submit a request to change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor).

Program Monitoring

- The academic unit should outline a plan for monitoring the program's success after three years.
- For official university reporting purposes, students will be considered as undergraduates until the Bachelor's degree is awarded.

Jan Gerstner

From: Ashley Wolgram
Sent: Monday, August 12, 2019 8:52 AM
To: Jan Gerstner
Cc: Mo Rammel - Student; Brettany Williams - Student
Subject: Graduate Council (graduate student rep)

Good morning Jan,

Here are the names of the graduate student representative in the Graduate Council.

Mo Rammel mrammel@g.emporia.edu

Brettany Williams bwilli18@g.emporia.edu

Thank you,
Ashley Wolgram

EMPORIA STATE
UNIVERSITY

Ashley Wolgram
Student Assistant
Office of the President
Emporia State University
(620) 341-5551
www.emporia.edu/president



Jan Gerstner

From: Ashley Wolgram
Sent: Thursday, June 20, 2019 8:34 AM
To: Jan Gerstner
Cc: Sarah McKernan
Subject: RE: Schedule Presidents Conference Room

Good morning Jan,

I just wanted to let you know that I put all the dates in the President's Conference Room schedule and there were no conflicts. Please let me know if you need anything else.

Have a good day,
Ashley

EMPORIA STATE
UNIVERSITY

Ashley Wolgram
Student Assistant
Office of the President
Emporia State University
(620) 341-5551
www.emporia.edu/president

HORNET

From: Jan Gerstner <jgerstn1@emporia.edu>
Sent: Thursday, June 20, 2019 7:16 AM
To: Ashley Wolgram <awolgra1@emporia.edu>
Cc: Sarah McKernan <smckerna@emporia.edu>
Subject: Schedule Presidents Conference Room

Good Morning Sarah,

I would like to please schedule the Presidents' Conference room for the graduate council meetings for the next fiscal year.

Below are the dates and times:

Thursday, September 19, 2019 – 3:30-5:00 – President's Conference Room
Thursday, October 17, 2019 – 3:30-5:00 – President's Conference Room
Thursday, November 21, 2019 – 3:30-5:00 – President's Conference Room
Thursday, February 20, 2020 – 3:30-5:00 – President's Conference Room
Thursday, March 19, 2020 – 3:30-5:00 – President's Conference Room
Thursday, April 16, 2020 – 3:30-5:00 – President's Conference Room

Please let me know if there are any conflicts.

Thank you,
Jan

EMPORIA STATE
UNIVERSITY

Jan Gerstner
Graduate School
Emporia State University
620-341-5508
jgerstn1@emporia.edu

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: October 17, 2019

The Council of Graduate School will meet at 3:30 p.m. on Thursday, October 17 2019 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the September 10, 2019 meeting.** - 1 abstention
handcount
2. **Action**
 - Thesis/Dissertation/Projects eliminate binding from grad school - approved
3. **Curricular Change Request**
 - Fall 2020 - effective
 - Tuition & Fees - Remove

Counselor Education

approved

- MS Art Therapy-Clinical Counseling – Modify Admission Requirements
- MS Art Therapy – Modify Admissions Requirements
- MS Art Therapy – Modify Field Experience Hours
- MS Art Therapy – Modify Graduation Requirements

GUE
700 - Accreditation
stds

IDT

approved

- MA TESOL- Modify program - move from elective to core courses

Mathematics & Economics

approved

- Mathematics Certificate – Modify
- MA510 – Change Description

Add Language MA793
HLC required

4. Regular Graduate Faculty

NO Grad teaching experience

- Deborah Hanr, Assistant Professor, Social Sciences
- Yeol Huh, Assistant Professor, Instructional Design and Technology

Grad Council approved to move
Move to Associate
Associate make appropriate
approved

5. Associate Graduate Faculty

- moved & second

- Scott Wichaerl, Assistant Professor, Music
- Jason Applegate, Assistant Professor, Physical Sciences

approved

6. Reports/Discussion

- Deadlines for Theses

Done
408p

reading speed
Better structure from student
will

Sara Schwendfeger? for Gerald Liss

GRADUATE COUNCIL 2019-2020

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Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
Maire Johnson - absent	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
Shawn Keough	Business	Box 4039	5729	skeough@emporia.edu
William Jensen ^{2 lot or}	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
Jerry Liss - absent	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
Michael Widdersheim	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
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Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Mary & James

Jan Gerstner

From: Maire Johnson
Sent: Thursday, October 17, 2019 8:58 AM
To: Jan Gerstner; Jerald Spotswood
Subject: Today's grad council meeting

Dear Jerry and Jan,

I am felled by a migraine that does not want to let go. I manage to cope a lot of the time, but would far rather not have to come in for the meeting this afternoon if that can be avoided. I have asked my colleagues for a stand-in but there may not be anyone available due to short notice. I hope it is therefore okay if I simply pass on to you the results of my query to my colleagues concerning the full digitization of graduate theses.

In sum, the results were mixed. Some of my colleagues expressed concerns that students, once they had graduated and gone on to non-academic careers (or careers at non-Pro Quest institutions) might lose access to their own work. Others stated outright that they felt it crucial that we retain the single mandatory department bound copy. No one came forward to give full support to the proposal, but some simply did not register a response. For myself, I feel no particular investment in either direction, as I can see benefits and disadvantages to both routes. As a result, I think our department's overall view is that retention of a bound thesis copy is generally preferred.

I have no issue with the current crop of candidates for graduate faculty status.

Jan, I will get my Boylan decision to you as soon as I can stand looking at a screen longer than the few moments it took me to type this email on my phone... that may be a couple of days, but will definitely be before the Oct 30 deadline you established.

I apologize for the unorthodox nature of this version of my participation in the Council business. I will do my best to be there if I can, or to send a proxy, but I hope the above will be permitted to stand should neither of those be accomplishable.

Máire

[sent from my phone]

Jan Gerstner

From: Jerald Liss
Sent: Wednesday, October 16, 2019 1:28 PM
To: Jerald Spotswood
Cc: Jan Gerstner
Subject: RE: Grad Council Agenda

Hi Jerry,

Jo Kord switched the date of the SLAC meeting from last Thursday to tomorrow. So, as the interim chair, I need to attend the SLAC meeting. Would you like me to send a substitute to the Graduate Council meeting tomorrow? Or, could I vote electronically on items listed on the agenda?

On that note, I reviewed the agenda for tomorrow's Graduate Council meeting. I asked my department if they had any objections about the elimination of binding for theses (and then moving to an electronic format). The faculty had no objections.

Again, please let me know if a substitute is needed, in my absence, for tomorrow's meeting.

Thank you,

Jerry

From: Jan Gerstner <jgerstn1@emporia.edu>
Sent: Wednesday, October 16, 2019 9:30 AM
To: Amanda Lickteig <alicktei@emporia.edu>; Andrew Houchins <ahouchin@emporia.edu>; Brettany Williams <bwilli18@emporia.edu>; Eric Trump <etrump@emporia.edu>; James Williams <jwilliam@emporia.edu>; James Willingham <jwilling@emporia.edu>; Jerald Liss <jliss@emporia.edu>; Jerald Spotswood <jspotswo@emporia.edu>; John Wade <jwade2@emporia.edu>; Libby Schmanke <eschmank@emporia.edu>; Maire Johnson <mjohns38@emporia.edu>; Manjula Shinge <mshinge@emporia.edu>; Mary Sewell <msewell@emporia.edu>; Mel Storm <mstorm@emporia.edu>; Michael Butler <mbutler@emporia.edu>; Michael Widdersheim <mwidders@emporia.edu>; Mo Rammel <mrammel@emporia.edu>; Shawn Keough <skeough@emporia.edu>; Thomas Mahoney <tmahoney@emporia.edu>; William Jensen <wjensen1@emporia.edu>
Cc: Michael Morales <mmorales@emporia.edu>
Subject: Grad Council Agenda

Good Morning,

Attached is the Graduate Council agenda for tomorrow at 3:30pm. Please click on the link to review the curricular changes in OnBase: <https://esuobweb.emporia.edu/AppNet-curr/docpop/docpop.aspx?clienttype=html&cqid=180>

Thank you,

THESIS APPROVAL PROCESS

Candidates should confer with their major advisor regarding the role of the thesis committee in thesis approval. Each thesis must be carefully proofread and edited by the student, thesis advisor, and thesis committee for typographical errors, grammar, mechanics, style, citation/reference accuracy, and format before the thesis is submitted to the Graduate School. A copy of the completed thesis should be submitted to the advisor no later than six weeks before the day on which the degree is to be conferred. Requests for variations to the thesis requirements listed in this guidebook must be approved by the Dean of the Graduate School.

The final exam for a master's student completing a thesis is the thesis defense. The chair of the thesis committee is responsible for setting up the defense date, time, and place and for communicating that information to the Graduate School at least one week in advance of the defense. After successfully defending the thesis and making all changes as requested by the department, the student will submit a copy with all departmental signatures to the Graduate School for review. Students have the option of submitting a printed draft to the Graduate School or an electronic Word document, sent as an attachment, to jspotswo@emporia.edu. A single copy of the thesis, approved by the department with all departmental signatures, is due in the Graduate School, ready for review by the Graduate Dean, according to the following schedule:

THESIS DUE DATES

Summer 2019	July 12, 2019
Fall 2019	November 15, 2019
Spring 2020	April 03, 2020
Summer 2020	July 10, 2020
Fall 2020	November 06, 2020

The Graduate School will review the submitted thesis for any additional changes that need to be made and return the thesis to the student for revision. It normally takes two weeks to review a thesis. After all edits have been made, the student will submit a final, signed hard copy of the thesis to the Graduate School and an electronic copy (pdf) as an attachment to jspotswo@emporia.edu. The electronic copy need not contain departmental signatures. Please save and submit the electronic thesis in pdf format.

The candidate must submit one unbound final copy of the thesis to the Graduate School. The cost for binding the required copy is \$10. If personal copies are desired, students must provide one unbound copy for each personal copy requested. The cost for binding these copies is \$25 plus applicable tax. These copies should be submitted by the candidate at the time the one copy required by the University is submitted.

Jan Gerstner

From: William Jensen
Sent: Friday, October 4, 2019 1:44 PM
To: Jan Gerstner
Cc: Jerald Spotswood
Subject: RE: Graduate Council - Curricular Changes

Thanks, Jan. Also, I would like to add a discussion item for the next Council meeting, if possible: Graduate School deadlines for theses. Could we consider the possibility of moving them forward to accommodate thesis completion? I realize the Graduate Dean (cc'd) reviews all theses in a given semester, but was wondering if these reviews can be somehow expedited (review team???) to allow more time for student analyses and writing. Thank you for considering.

Bill

William E. Jensen, Ph.D.
Natural Areas Director
Graduate Program Coordinator
Department of Biological Sciences
Campus Box 4050
Emporia State University
1 Kellogg Circle
Emporia, KS 66801-5415
ph. (620) 341-5339
<https://sites.google.com/g.emporia.edu/wjensen1/home>

From: Jan Gerstner <jgerstn1@emporia.edu>
Sent: Friday, October 4, 2019 11:56 AM
To: Amanda Lickteig <alicktei@emporia.edu>; Andrew Houchins <ahouchin@emporia.edu>; Brettany Williams <bwilli18@emporia.edu>; Eric Trump <etrump@emporia.edu>; James Williams <jwilliam@emporia.edu>; James Willingham <jwilling@emporia.edu>; Jerald Liss <jliss@emporia.edu>; Jerald Spotswood <jspotswo@emporia.edu>; John Wade <jwade2@emporia.edu>; Libby Schmanke <eschmank@emporia.edu>; Maire Johnson <mjohns38@emporia.edu>; Manjula Shinge <mshinge@emporia.edu>; Mary Sewell <msewell@emporia.edu>; Mel Storm <mstorm@emporia.edu>; Michael Butler <mbutler@emporia.edu>; Michael Widdersheim <mwidders@emporia.edu>; Mo Rammel <mrammel@emporia.edu>; Shawn Keough <skeough@emporia.edu>; Thomas Mahoney <tmahoney@emporia.edu>; William Jensen <wjensen1@emporia.edu>
Subject: Graduate Council - Curricular Changes

Hi,

The old InfoPath Curricular Change Request Level 1 and Level 2 forms have been replaced by one new OnBase form, CUR-Curricular Change. I have posted a PDF listing the OnBase link in SharePoint for council members to view the curricular changes. Using this link, the documents are locked, no change can be made, only viewing documents is allowed. The same link I provide will always produce any existing or new documents for viewing.

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: October 16, 2019

The Council of Graduate School will meet at 3:30 p.m. on Thursday, October 17 2019 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the September 10, 2019 meeting.**

2. **Action**

- Thesis/Dissertation/Projects eliminate binding

3. **Curricular Change Request**

Counselor Education

- MS Art Therapy-Clinical Counseling – Modify Admission Requirements
- MS Art Therapy – Modify Admissions Requirements
- MS Art Therapy – Modify Field Experience Hours
- MS Art Therapy – Modify Graduation Requirements

IDT

- MA TESOL- Modify program

Mathematics & Economics

- Mathematics Certificate – Modify
- MA510 – Change Description

4. **Regular Graduate Faculty**

- Deborah Hann, Assistant Professor, Social Sciences
- Yeol Huh, Assistant Professor, Instructional Design and Technology

5. **Associate Graduate Faculty**

- Scott Michael, Assistant Professor, Music
- Jason Applegate, Assistant Professor, Physical Sciences

6. **Reports/Discussion**
 - Deadlines for Theses

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Keough, Jensen, Liss (Schwerdtfeger), Widdersheim, Wade, Shinge, Spotswood, Storm, Trump (Morales), Mahoney, Williams, Schmanke, Houchins, Rammel, B. Williams

Absent: Maire Johnson

Guests: Mary Sewell, James Willingham

The Council of the Graduate School met at 3:30 p.m. on Thursday, October 17, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

Reports/Discussion

- Council members discussed the deadlines for theses and dissertations reviewed by the Graduate Dean. After discussion, no further action was requested.

Action

- Minutes from the September 19, 2019 meeting were approved (1 abstention).
- Graduate council approved the elimination of a binding fee and a required bound copy of a thesis or dissertation. Departments may impose their own requirements.

Curricular Change Requests

The following listed curricular changes were unanimously approved:

Counselor Education

- MS Art Therapy-Clinical Counseling – Modify Admission Requirements
- MS Art Therapy – Modify Admissions Requirements
- MS Art Therapy – Modify Field Experience Hours
- MS Art Therapy – Modify Graduation Requirements

IDT

- MA TESOL- Modify program

Mathematics & Economics

- Mathematics Certificate – Modify
- MA510 – Change Description

Regular Graduate Faculty

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

- Yeol Huh, Assistant Professor, Instructional Design and Technology

Graduate Council Minutes

Page | 2

October 18, 2019

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

Associate Graduate Faculty

- Scott Wichaël, Assistant Professor, Music
- Jason Applegate, Assistant Professor, Physical Sciences
- Deborah Hann, Assistant Professor, Social Sciences, did not meet the criteria for Regular status; the committee approved Associate status.

Adjourned at 4:08pm

Next Meeting: November 21, 2019

Minutes
Sep 17 '2019

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Johnson, Keough, Jensen (Fields), Liss, Widdersheim, Wade, Spotswood, Storm, Trump, Mahoney, Williams, Schmanke, Houchins, Rammel, B. Williams

Absent: Manjula Shinge

Guests: Mary Sewell, James Willingham

The Council of the Graduate School met at 3:30 p.m. on Thursday, September 19, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

Introduction

- Council made introductions.

Action

- Minutes from the April 18, 2019 meeting were approved (1 abstention).
- Graduate Council members discussed the proposed change to Seniors Earning Graduate Credit in a 4+1 program; council members unanimously approved the following change to the graduate policy handbook:
Seniors Earning Graduate Credit (page 21, #6)
In an approved 4+1 program, in a Master's program requiring 40 or more hours of graduate coursework, no more than 15 semester hours of graduate credit can be accumulated as a senior earning graduate credit.
- After discussion, council members unanimously approved to increase the binding cost of Thesis/Dissertation/Projects for the required bound copy from \$10(thesis), \$15(dissertation) to \$25 and personal copies increased from \$25 to \$35. Costs will be updated in the graduate policy handbook, page 22, for Fall 2020. Dean Spotswood asked council members to discuss with their respective departments the elimination of binding; the item will be included on the next agenda.

Information

- Council was reminded the last date to review curricular changes will be March 19, 2020.
- Dean Spotswood informed Council that the Graduate School will offer training sessions on processes and software to departments. Chairs should contact Mary Sewell to arrange a session.
- Dean Spotswood discussed new processes and timing for graduate assistantship allocations: 80% of allocations will be open for distribution beginning March 1, 2020.

Reports/Discussion

- Dean Spotswood made a presentation focused on graduate enrollment numbers from F2015 to F2019.

Regular Graduate Faculty

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

- Mirah Dow, Professor, School of Library and Information Management
- Jerald Liss, Associate Professor, Elementary Ed/Early Childhood/Special Education

Graduate Council Minutes

Page | 2

September 20, 2019

- Gregory Robinson, Associate Professor, English, Modern Languages, Journalism
- Mel Storm, Professor, English, Modern Languages, Journalism
- Connie Schrock, Professor, Mathematics and Economics
- Chad Wiley, Associate Professor, Mathematics and Economics
- John Barnett, Associate Professor, Social Sciences
- Amanda Miracle, Associate Professor, Social Sciences
- Joanna Gress, Assistant Professor, Biological Sciences
- Kim Simons, Associate Professor, Physical Sciences

The following listed faculty members did not meet the criteria for Regular status; the committee approved Temporary status:

New Forms - received

- Janet Doud, Lecturer, Instructional Design/Technology - *changed to Temp*
- Jonathan D'Souza, Lecturer, Instructional Design/Technology - *changed to Temp Academic Rank*
- → Deborah Hann, Instructor, Social Sciences - *resubmitted regular - info in Banner not updated*

Associate Graduate Faculty

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

- Robert Ward, Assistant Professor, Music
- Rajarshi Dey, Assistant Professor, Mathematics and Economics
- Mingjing Sun, Assistant Professor, Physical Sciences
- Bobbie Bushman, Assistant Professor, School of Library and Information Management
- Zach Klein, Assistant Professor, Biological Sciences

The following listed faculty members did not meet the criteria for Associate status; the committee approved Temporary status:

- → Scott Wichaël, Instructor, Music - *resubmitted new form*
- Erin Blocker, Instructor, Health, PE & Recreation
- → Jason Applegate, Instructor, Physical Sciences - *resubmitted new form*

Comments

- Dr. Butler discussed the Learning Technologies at Emporia State University for faculty, staff and students.

Adjourned at 4:42pm

Next Meeting: October 17, 2019

GRADUATE COUNCIL 2019-2020

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
Maire Johnson	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
Shawn Keough	Business	Box 4039	5729	skeough@emporia.edu
William Jensen	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
Michael Widdersheim	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
John Wade	Psychology	Box 4031	5317	jwade2@emporia.edu
Manjula Shinge	Instructional Design and Technology	Box 4037	6153	mshinge@emporia.edu
Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	jspotswo@emporia.edu
Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	mstorm@emporia.edu
<u>Eric Trump</u> <i>Mike Morales</i>	Physical Sciences	Box 4030	5991	etrump@emporia.edu
Tom Mahoney	Mathematics and Economics	Box 4027	5635	tmahoney@emporia.edu
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
Libby Schmanke	Counselor Education	Box 4036	5804	eschmank@emporia.edu
Andy Houchins	Music	Box 4029	6089	ahouchin@emporia.edu
Mo Rammel	Graduate Student Representative			mrammel@g.emporia.edu
Brettany Williams	Graduate Student Representative			bwilli18@g.emporia.edu

Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Jan Gerstner

From: Eric Trump
Sent: Tuesday, October 1, 2019 2:16 PM
To: Michael Morales
Cc: Jan Gerstner
Subject: RE: Substitute needed for next graduate council meeting

Thanks, Mike.

Jan, Mike Morales will be substituting for me at the next Graduate Council Meeting. I will be attending a conference.

Eric Trump

From: Michael Morales
Sent: Tuesday, October 1, 2019 1:17 PM
To: Eric Trump <etrump@emporia.edu>; PhysicalScienceDepartment-DL <physicalsciencedepartment-dl@emporia.edu>
Subject: RE: Substitute needed for next graduate council meeting

I'll volunteer. - Mike

From: Eric Trump <etrump@emporia.edu>
Sent: Monday, September 30, 2019 4:17 PM
To: PhysicalScienceDepartment-DL <physicalsciencedepartment-dl@emporia.edu>
Subject: Substitute needed for next graduate council meeting

I will need to miss the graduate council meeting on Thursday, October 17, at 3:30 PM because of a conference. Is there anyone who could attend in my place?

Eric Trump

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: November 21, 2019

The Council of Graduate School will meet at 3:30 p.m. on Thursday, November 21, 2019 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the October 17, 2019 meeting.**

2. **Curricular Change Request**

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration– Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours

Mathematics and Economics

- MA 510 – Course Description
- MA 793 – Course Description
- Math Certificate – Modify

School of Business

- MS Information Technology - Modify

School of Library and Information Management

- MLS – Admissions Policy

Social Sciences

- PO 530 – New Course

Sociology/Anth/Crime & Delinquency Studies

- SO 505 – New Course

3. **Regular Graduate Faculty**

- Jennifer Moss, Assistant Professor, Psychology
- Brenda Koerner, Associate Professor, Biological Sciences
- Ken Weaver, Professor, Psychology

4. **Reports/Discussion**
 - Graduate Faculty Status

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, (Will), Keough, Jensen, Liss, Widdersheim, Wade, Shinge, Spotswood, Storm, Trump, Mahoney, Williams, Schmanke, Houchins, B. Williams

Absent: James Williams, Mo Rammel

Guests: James Willingham

The Council of the Graduate School met at 3:30 p.m. on Thursday, November 21, 2019 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

Reports/Discussion

- Council members discussed the pros and cons of eliminating graduate faculty status. After discussion, Dr. Butler recommended council members discuss with their respective departments. There will be further discussion in February's scheduled council.

Action

- Minutes from the October 17, 2019 meeting were unanimously approved.

Curricular Change Requests

The following listed curricular changes were tabled:

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration– Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours

The following listed curricular changes were unanimously approved:

Mathematics and Economics

- MA 510 – Course Description
- MA 793 – Course Description
- Math Certificate – Modify

School of Business

- MS Information Technology - Modify

School of Library and Information Management

- MLS – Admissions Policy

Graduate Council Minutes
Page | 2
November 22, 2019

Social Sciences

- PO 530 – New Course

Sociology/Anth/Crime & Delinquency Studies

- SO 505 – New Course

Regular Graduate Faculty

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

- Jennifer Moss, Assistant Professor, Psychology
- Brenda Koerner, Associate Professor, Biological Sciences
- Ken Weaver, Professor, Psychology

Adjourned at 4:21 pm
Next Meeting: February 20, 2020

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: November 21, 2019

The Council of Graduate School will meet at 3:30 p.m. on Thursday, November 21, 2019 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the October 17, 2019 meeting.** *approved*

2. **Curricular Change Request**

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration– Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours

Mathematics and Economics

- MA 510 – Course Description
- MA 793 – Course Description
- Math Certificate – Modify

School of Business

- MS Information Technology - Modify

School of Library and Information Management

- MLS – Admissions Policy

Social Sciences

- PO 530 – New Course

Sociology/Anth/Crime & Delinquency Studies

- SO 505 – New Course

3. **Regular Graduate Faculty**

- Jennifer Moss, Assistant Professor, Psychology
- Brenda Koerner, Associate Professor, Biological Sciences
- Ken Weaver, Professor, Psychology

*move
delay
vote to
Feb.
next
agenda*

approved

approved

approved

approved

approved

approved

*Adjourned
4:21pm*

4.

Reports/Discussion

- Graduate Faculty Status

CURRICULAR CHANGE REQUESTS
GRADUATE COUNCIL – November 21, 2019

OnBase Link: <https://esuobweb.emporia.edu/AppNet-curr/docpop/docpop.aspx?clienttype=html&cqid=180>

Elementary Education/Early Childhood/Special Education

*Vote
delayed.
Feb 2020*

EL 821 – Modify credit hours -Tkt#129

EL 823 – Modify course title - Tkt#122

EL 825 – Delete course - Tkt#121

EL 827 – Modify course title - Tkt#90

EL 829 – Modify credit hours - Tkt#123

EL 854 – Modify credit hours - Tkt#124

MS Instructional Specialist/STEM Concentration – Reduce Hours – Tkt#126

MS Instructional Specialist/Elementary Content Concentration – Reduce Hours – Tkt#127

MS Instructional Specialist/Reading Specialist Concentration – Reduce Hours – Tkt#128

Mathematics and Economics

✓ MA 510 – Course Description – Tkt#37

✓ MA 793 – Course Description – Tkt#38

✓ Math Certificate – Modify – Tkt#160

School of Business

MS Information Technology – Modify – Tkt#223

School of Library and Information Management

✓ MLS – Admission Policy – Tkt#225

Social Sciences

✓ PO 530 – New Course – Tkt#184

Sociology/Anth/Crime & Delinquency Studies

✓ SO 505 – New Course – Tkt#8

Nov 21, 2019

GRADUATE COUNCIL 2019-2020

✓ Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
Amanda Lickteig Kirsten Limpert	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
✓ Maire Johnson Jerry Will	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
✓ Shawn Keough	Business	Box 4039	5729	skeough@emporia.edu
✓ William Jensen	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
✓ Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
✓ Michael Widdersheim	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
✓ John Wade	Psychology	Box 4031	5317	jwade2@emporia.edu
✓ Manjula Shinge	Instructional Design and Technology	Box 4037	6153	mshinge@emporia.edu
✓ Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	jspotswo@emporia.edu
✓ Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	mstorm@emporia.edu
✓ Eric Trump	Physical Sciences	Box 4030	5991	etrump@emporia.edu
✓ Tom Mahoney	Mathematics and Economics	Box 4027	5635	tmahoney@emporia.edu
✓ Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
✓ Abby Schmanke	Counselor Education	Box 4036	5804	eschmank@emporia.edu
✓ Andy Houchins	Music	Box 4029	6089	ahouchin@emporia.edu
✓ Mo Rammel	Graduate Student Representative			mrammel@g.emporia.edu
✓ Brittany Williams	Graduate Student Representative			bwilli18@g.emporia.edu

James Willingham

Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Jan Gerstner

From: Amanda Lickteig
Sent: Wednesday, November 13, 2019 10:25 PM
To: Jan Gerstner
Subject: GC Sub

Jan,

I wanted to let you know that I will be out at a conference next week so my SLMSTE colleague Dr. Kirsten Limpert has volunteered to attend Thursday's Graduate Council meeting in my place.

Thank you,

Amanda

Amanda Lickteig, Ph.D.
Director of Secondary Education
Department of School Leadership/Middle & Secondary Teacher Education
204 Visser Hall | 1 Kellogg Circle | Campus Box 4037
alicktei@emporia.edu | (620) 341-5096

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: February 19, 2020

The Council of Graduate School will meet at 3:30 p.m. on Thursday, February 20, 2020 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the November 21, 2019 meeting.**
2. **Curricular Change Request**

Biological Sciences

- BO 856 – New Course
- EB 701 – New Course
- EB 702 – New Course
- EB 847 – New Course
- FO 715 – New Course
- FO 725 – New Course
- FO 730 – New Course
- FO 735 – New Course
- FO 740 – New Course
- FO 745 – New Course
- GB 512 – New Course
- GB 705 – New Course
- GB 733 – New Course
- GB 751 – New Course
- GB 760 – New Course
- GB 765 – New Course
- GB 870 – New Course
- GB 880 – Modify Credit Hours
- ZO 895 - New Course
- MS Biology – Non Thesis – Modify
- MA Biology – Modify
- MS Biology – Thesis – Modify
- MS Forensic – Chemistry - Modify

Counselor Education

- MS Clinical Counseling -Reduce Credit Hours
- MS School Counseling – Non Thesis – Modify
- MS School Counseling – Thesis – Modify
- MS Clinical Counseling – Rehabilitation Counseling – Deaf & Hard of Hearing Concentration
- MS Clinical Counseling – Rehabilitation Counseling – Autism Spectrum Disorders Concentration

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- SD 721 – New Course
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration– Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours
- Autistic Spectrum Disorder Certificate– Title Change
- Elementary Literacy Certificate – Modify
- Secondary Literacy Certificate – Modify
- Reading Specialist Licensure - Modify

English/Modern Languages/Journalism

- FL 479 – Change course number to FL579

HPER

- MS Athletic Training – Modify
- AX 757 – New Course
- AX 767 – New Course
- AX 867 – New Course
- AX 868 – New Course

Mathematics and Economics

- MS Informatics – Quantitative Economics Concentration – Modify
- Quantitative Economics Certificate – New

Nursing

- MS Nursing

Physical Sciences

- CH 732 – New Course
- ES 551 – Title/Description Change
- ES751 – New Course
- Geospatial Analysis Certificate - Modify

Psychology

- Psychology of Learning Certificate – Modify
- EdS School Psychology – Modify
- EdS School Psychology – Modify Admissions
- EdS School Psychology – Modify Requirements
- MS School Psychology – Name Change
- MS Psychology - Modify
- MS Psychology – Modify Requirements
- MS Psychology – Modify Admissions
- MS Psychology – New Concentration – Experimental Psychology
- MS Psychology – New Concentration – Educational Psychology
- MS Psychology – New Concentration – School Psychology
- Social-Emotional Learning and Psychological Well-Being Certificate - New
- PY 750 – New Course
- PY 760 – New Course

- PY 765 – New Course
- PY 565 – New Course

School Leadership/Middle & Secondary Teacher Education

- Master of Education-Teaching – Modify Description
- Master of Education – Teaching – Modify
- Master of Education – Teaching Option 1 – Remove
- Master of Education – Teaching – Modify Admissions
- Master of Education – Teaching – Modify credit hours – LI877

Social Sciences

- PO 710 – New Course
- PO 720 – New Course
- MS Informatics – Political Science Concentration

3. **Regular Graduate Faculty**

- Nancy Smith, Professor, Elementary Education/Early Childhood/Special Education
- Vicki Worrell, Professor, Health, PE and Recreation
- Shawna Shane, Associate Professor, Health, PE and Recreation
- Jennifer Thomas, Associate Professor, Health, PE and Recreation
- Daniel Stiffler, Associate Professor, School Leadership/Middle/Secondary Teacher Ed
- Nancy Albrecht, Professor, School Leadership/Middle/Secondary Teacher Ed
- Janet Holland, Professor, Instructional Design & Technology
- Dusti Howell, Professor, Instructional Design & Technology

4. **Reports/Discussion**

- Graduate Faculty Status

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Johnson, Keough, Jensen, Liss, Widdersheim, (Beth Hendrickson), Wade, Shinge, Spotswood, Storm, Trump, Wiley, Williams, Schmanke, Houchins,

Guests: Mary Sewell, James Willingham. Linda Adams Wendling

The Council of the Graduate School met at 3:30 p.m. on Thursday, February 20, 2020 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

Reports/Discussion

- Council members discussed eliminating graduate faculty status. There were mixed opinions on the subject. After discussion, Dr. Butler solicited draft proposals for many of the ideas expressed in discussion. There will be further discussion in March's scheduled council meeting based on the proposals submitted.

Action

- Minutes from the November 21, 2019 meeting were approved, with 1 abstention.

Curricular Change Requests

The following listed curricular changes were unanimously approved.

Biological Sciences

- BO 856 – New Course
- EB 701 – New Course
- EB 702 – New Course
- EB 847 – New Course
- FO 715 – New Course
- FO 725 – New Course
- FO 730 – New Course
- FO 735 – New Course
- FO 740 – New Course
- FO 745 – New Course
- GB 512 – New Course
- GB 705 – New Course
- GB 733 – New Course
- GB 751 – New Course
- GB 760 – New Course
- GB 765 – New Course
- GB 870 – New Course
- GB 880 – Modify Credit Hours
- ZO 895 - New Course
- MS Biology – Non Thesis – Modify
- MA Biology – Modify

Graduate Council Minutes

Page | 2

February 21, 2020

- MS Biology – Thesis – Modify
- MS Forensic – Chemistry - Modify

Counselor Education

- MS Clinical Counseling -Reduce Credit Hours
- MS School Counseling – Non Thesis – Modify
- MS School Counseling – Thesis – Modify
- MS Clinical Counseling – Rehabilitation Counseling – Deaf & Hard of Hearing Concentration
- MS Clinical Counseling – Rehabilitation Counseling – Autism Spectrum Disorders Concentration

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- SD 721 – New Course
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration– Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours
- Autistic Spectrum Disorder Certificate– Title Change
- Elementary Literacy Certificate – Modify
- Secondary Literacy Certificate – Modify
- Reading Specialist Licensure - Modify

English/Modern Languages/Journalism

- FL 479 – Change course number to FL579

HPER

- MS Athletic Training – Modify
- AX 757 – New Course
- AX 767 – New Course
- AX 867 – New Course
- AX 868 – New Course

Mathematics and Economics

- MS Informatics – Quantitative Economics Concentration – Modify
- Quantitative Economics Certificate – New

Nursing

- MS Nursing - Modify

Physical Sciences

- CH 732 – New Course
- ES 551 – Title/Description Change
- ES751 – New Course
- Geospatial Analysis Certificate - Modify

Psychology

- Psychology of Learning Certificate – Modify
- EdS School Psychology – Modify
- EdS School Psychology – Modify Admissions
- EdS School Psychology – Modify Requirements
- MS School Psychology – Name Change
- MS Psychology - Modify
- MS Psychology – Modify Requirements
- MS Psychology – Modify Admissions
- MS Psychology – New Concentration – Experimental Psychology
- MS Psychology – New Concentration – Educational Psychology
- MS Psychology – New Concentration – School Psychology
- Social-Emotional Learning and Psychological Well-Being Certificate - New
- PY 750 – New Course
- PY 760 – New Course
- PY 765 – New Course
- PY 565 – New Course

School Leadership/Middle & Secondary Teacher Education

- Master of Education-Teaching – Modify Description
- Master of Education – Teaching – Modify
- Master of Education – Teaching Option I – Remove
- Master of Education – Teaching – Modify Admissions
- Master of Education – Teaching – Modify credit hours – LI877

Social Sciences

- PO 710 – New Course
- PO 720 – New Course
- MS Informatics – Political Science Concentration

Regular Graduate Faculty

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

- Nancy Smith, Professor, Elementary Education/Early Childhood/Special Education
- Vicki Worrell, Professor, Health, PE and Recreation
- Shawna Shane, Associate Professor, Health, PE and Recreation
- Jennifer Thomas, Associate Professor, Health, PE and Recreation
- Daniel Stiffler, Associate Professor, School Leadership/Middle/Secondary Teacher Ed
- Nancy Albrecht, Professor, School Leadership/Middle/Secondary Teacher Ed
- Janet Holland, Professor, Instructional Design & Technology

Elementary Education/Early Childhood/Special Education

- EL 821 – Modify Credit Hours
- EL 823 – Modify Course Title
- EL 825 – Delete Course
- EL 827 – Modify Course Title
- EL 829 – Modify Credit Hours
- EL 854 – Modify Credit Hours
- SD 721 – New Course
- MS Instructional Specialist/STEM Concentration – Reduce Hours
- MS Instructional Specialist/Reading Specialist Concentration – Reduce Hours
- MS Instructional Specialist/Elementary Content Concentration – Reduce Hours
- Autistic Spectrum Disorder Certificate – Title Change –
- Elementary Literacy Certificate – Modify
- Secondary Literacy Certificate – Modify
- Reading Specialist Licensure - Modify

Reduce
35-30HRS

unanimous
unanimously approved
Tabled
Nov.

untabled - declared
untabled
Dr. Butler

was umbrella #

Tabled
Nov.

update / courses

English/Modern Languages/Journalism

- FL 479 – Change course number to FL579

- unanimously unanimous

HPER

- MS Athletic Training – Modify
- AX 757 – New Course
- AX 767 – New Course
- AX 867 – New Course
- AX 868 – New Course

unanimous
unanimously approved

Mathematics and Economics

- MS Informatics – Quantitative Economics Concentration – Modify
- Quantitative Economics Certificate – New

- unanimously unanimous

elective choice

approved - Nursing (AOP)

- MS Nursing – Modify

Majke Johnson
zachad

Physical Sciences

- CH 732 – New Course
- ES 551 – Title/Description Change
- ES751 – New Course
- Geospatial Analysis Certificate - Modify

unanimous

deleted fieldtrip

to reflect what course offers -

included updated # course titles

Psychology

- Psychology of Learning Certificate – Modify
- EdS School Psychology – Modify
- EdS School Psychology – Modify Admissions
- EdS School Psychology – Modify Requirements
- MS School Psychology – Name Change
- MS Psychology - Modify
- MS Psychology – Modify Requirements
- MS Psychology – Modify Admissions
- MS Psychology – New Concentration – Experimental Psychology
- MS Psychology – New Concentration – Educational Psychology
- MS Psychology – New Concentration – School Psychology
- Social-Emotional Learning and Psychological Well-Being Certificate - New
- PY 750 – New Course
- PY 760 – New Course

unanimously unanimously

Add new courses

- PY 765 – New Course
- PY 565 – New Course

School Leadership/Middle & Secondary Teacher Education

unanimous
- unanimously

- Master of Education-Teaching – Modify Description
- Master of Education – Teaching – Modify
- Master of Education – Teaching Option 1 – Remove *
- Master of Education – Teaching – Modify Admissions
- Master of Education – Teaching – Modify credit hours – L1877

Social Sciences

unanimous
unanimously
campaigns class

- PO 710 – New Course
- PO 720 – New Course
- MS Informatics – Political Science Concentration

3. Regular Graduate Faculty

unanimous
unanimously approval

- ~~Nancy Smith~~, Professor, Elementary Education/Early Childhood/Special Education
- ~~Vicki Worrell~~, Professor, Health, PE and Recreation
- ~~Shawna Shane~~, Associate Professor, Health, PE and Recreation
- ~~Jennifer Thomas~~, Associate Professor, Health, PE and Recreation
- ~~Daniel Stiffler~~, Associate Professor, School Leadership/Middle/Secondary Teacher Ed
- ~~Nancy Albrecht~~, Professor, School Leadership/Middle/Secondary Teacher Ed
- ~~Janet Holland~~, Professor, Instructional Design & Technology
- ~~Dusti Howell~~, Professor, Instructional Design & Technology

4. Reports/Discussion

- Graduate Faculty Status –

1st Andy Howarth/Dr Liss - 2nd

Dr. Butler brought this up last meeting
Back to departments.

Michael Widdersheim - slim - fine - control themselves
Social Sciences - 1 Maine - external Grad Council - has can
should retain - Grad Faculty - having (valuable to retain)

Elem Ed - Dr. Liss (valuable to retain, as
currently exercise excess) exit
excessition)

CE - department should be limited
decided

Psychology - department - keep internal within
eliminate dept.

Business - ADP concerns need to be addressed
Coachs are not teaching classes

GRAD Council Feb 20, 2020

GRADUATE COUNCIL 2019-2020

✓ Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
✓ Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
✓ Maire Johnson	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
✓ Shawn Keough	Business	Box 4039	5729	skeough@emporia.edu
✓ William Jensen	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
✓ Jerry Liss	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
✓ Michael ^{Beth Hendrickson} Widdersheim	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
✓ John Wade	Psychology	Box 4031	5317	jwade2@emporia.edu
✓ Manjula Shinge	Instructional Design and Technology	Box 4037	6153	mshinge@emporia.edu
✓ Jerald Spotswood	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	jspotswo@emporia.edu
✓ Mel Storm	English, Modern Languages, and Journalism	Box 4019	5563	mstorm@emporia.edu
✓ Eric Trump	Physical Sciences	Box 4030	5991	etrump@emporia.edu
✓ Chad Wiley	Mathematics and Economics	Box 4027	5641	cwiley1@emporia.edu
✓ Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
✓ Libby Schmanke	Counselor Education	Box 4036	5804	eschmank@emporia.edu
✓ Andy Houchins	Music	Box 4029	6089	ahouchin@emporia.edu

Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Guests - Linda Adams Wendling
Slim Beth Hendrickson
Mary Sewell / James

Jan Gerstner

From: Linda Adams Wendling
Sent: Wednesday, February 19, 2020 11:53 PM
To: Jan Gerstner
Cc: Linda Adams Wendling
Subject: RE: Graduate Council Meeting - MSN

Jan,
I am happy to attend. I will need to leave at 4pm as I teach a class.....see you at 3:30.....

Sincerely,
Linda

**EMPORIA STATE
UNIVERSITY**

Linda Adams-Wendling, Ph.D., MSN, MBA, APRN, GNP-BC, NEA-BC, CNE

Chair and Professor
Department of Nursing
Emporia State University
1127 Chestnut
Emporia, Kansas 66801
ladamswe@emporia.edu
office-620-341-4441
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Knowing is not enough; we must apply. Willing is not enough. We must do. (Goethe)

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From: Jan Gerstner <jgerstn1@emporia.edu>
Sent: Wednesday, February 19, 2020 11:17 AM
To: Linda Adams Wendling <ladamswe@emporia.edu>
Subject: Graduate Council Meeting - MSN

Hi Linda,

Dr. Spotswood would like to invite you to present the curricular changes for the Masters in Nursing tomorrow at the Graduate Council meeting at 3:30pm. If you will not be able to attend, Dr. Spotswood will be glad to present.

Please let me know.

Thank you,
Jan

Jan Gerstner

From: Amna Moustafa <amoustaf@g.emporia.edu>
Sent: Wednesday, February 12, 2020 4:32 PM
To: Jan Gerstner
Subject: Re: Grad Council - Curricular Changes

Dear Ms. Gerstner,

I am sorry i can not be part of it. It was mistaken that I can join on Thursdays at this time, I mentioned being able to join on Tuesdays as i have class at that time.

Thank you for your understanding,

On Wed, Feb 12, 2020 at 4:07 PM Jan Gerstner <jgerstn1@emporia.edu> wrote:
Good Afternoon Everyone,

Our next Graduate Council meeting is Thursday, February 20 at 3:30pm, President Conference Room. I have attached a list of the curricular changes for you to begin to review for next week's meeting.

OnBase link to view forms: <https://esuobweb.emporia.edu/AppNet-curr/docpop/docpop.aspx?clienttype=html&cqid=180> . This link will provide any existing or new documents for viewing.

SharePoint link to Graduate Council
folder: <https://emporia.sharepoint.com/sites/GraduateCouncil/SitePages/Home.aspx>

Thank you,
Jan

[cid:image001.jpg@01D117B5.7CC304D0]
Jan Gerstner
Graduate School
Emporia State University
620-341-5508
jgerstn1@emporia.edu<mailto:jgerstn1@emporia.edu>

--

Yours,
Amna Moustafa (she/her)
Teaching Assistant | Instructional design and technology
Senate Operations Senator | Associated Student Government
Emporia State University
amoustaf@emporia.edu

Jan Gerstner

From: Brittany Williams
Sent: Monday, December 9, 2019 8:19 AM
To: Jan Gerstner
Subject: Graduate Council

Hello Jan!

I wanted to let you know that I will no longer be able to serve as a graduate student representative on the graduate council as I will be graduating this week. I will be completing a practicum position out of town, otherwise I would still gladly come to campus for the meetings. Thank you for this opportunity, I have enjoyed it!

Sincerely,
Brittany Williams

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: March 17, 2020

The Council of Graduate School will meet at 3:30 p.m. on Thursday, March 19, 2020 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the February 20, 2020 meeting.**
2. **Curricular Change Request**
 - Elementary Education/Early Childhood/Special Ed**
 - EL515 – New Course
 - Music**
 - MU 751 – New Course
 - School of Business**
 - MBA & MIT – New Dual Degree
 - MBA – Admissions Modify
 - MSIT – Admissions Modify
 - School Leadership/Middle/Secondary Teacher Ed**
 - MEd – Modify – Title Change
 - SLIM**
 - LI 825 – Modify Title/Hours/Description
 - LI 836 – New Course
 - LI 828 – New Course
 - LI 842 – Modify Title/Hours/Description
 - LI 866 – Modify Title/Hours/Description
 - LI 881 – New Course
 - LI 886 – New Course
 - MLS – Health Information Professionals Concentration – NEW
 - Health Information Professionals Certificate – NEW
 - Youth Services Certificate – Modify
 - Leadership & Administration in Information Organizations Certificate – Modify
 - Leadership & Administration Concentration - Modify
3. **Regular Graduate Faculty**
 - Keith Wylie, Assistant Professor, Psychology
4. **Reports/Discussion**
 - Discuss Graduate Faculty Status, qualifications proposals

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Johnson, Keough, Jensen, Liss, Widdersheim, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Schmanke, Houchins

Guests: Mary Sewell, James Willingham

Absent: Jim Williams

The Council of the Graduate School met at 3:30 p.m. on Thursday, March 19, 2020 in a video conferencing session. Dr. Michael Butler called the meeting to order.

Reports/Discussion

- Council members discussed eliminating graduate faculty status. There were mixed opinions on the proposals presented. After discussion, Dr. Butler invited revised proposals for a vote in April's scheduled council meeting.

Action

- Minutes from the February 20, 2020 meeting were approved, with 1 abstention.

Curricular Change Requests

The following listed curricular changes were unanimously approved.

Elementary Education/Early Childhood/Special Ed

- EL515 – New Course

Music

- MU 751 – New Course

School of Business

- MBA & MIT – New Dual Degree
- MBA – Admissions Modify
- MSIT – Admissions Modify

School Leadership/Middle/Secondary Teacher Ed

- MEd – Modify – Title Change

SLIM

- LI 825 – Modify Title/Hours/Description
- LI 836 – New Course
- LI 828 – New Course
- LI 842 – Modify Title/Hours/Description
- LI 866 – Modify Title/Hours/Description
- LI 881 – New Course
- LI 886 – New Course

Graduate Council Minutes

Page | 2

March 24, 2020

- MLS – Health Information Professionals Concentration – NEW
- Health Information Professionals Certificate – NEW
- Youth Services Certificate – Modify
- Leadership & Administration in Information Organizations Certificate – Modify
- Leadership & Administration Concentration - Modify

Regular Graduate Faculty

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

- Keith Wylie, Assistant Professor, Psychology

Comments

- Dr. Spotswood informed council members that due to the COVID-19 pandemic, binding services for Theses/Dissertations would not be available, since Graduate School staff are working from remote locations. The Graduate School will provide information to students concerning alternate binding options.
- Dr. Wiley expressed concern for students on probation given the challenges they face during the pandemic. Dr. Spotswood informed council members that Graduate School policies would continue to be enforced, but he added that the terms of probation or dismissal were wholly up to departments.

Adjourned at 4:43pm

Next Meeting: April 16, 2020

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: March 18, 2020

The Council of Graduate School will meet at 3:30 p.m. on Thursday, March 19, 2020 in the President's Conference Room.

AGENDA

1. **Approval of minutes from the February 20, 2020 meeting.**

*minutes unanimously approved
Jerry Liss*

2. **Curricular Change Request**

Michael Widdishheim - abstention

Elementary Education/Early Childhood/Special Ed

- EL515 – New Course *unanimously approved*

Music

- MU 751 – New Course *unanimously approved*

School of Business

- MBA & MIT – New Dual Degree
- MBA – Admissions Modify
- MSIT – Admissions Modify

unanimously approved

School Leadership/Middle/Secondary Teacher Ed

- MEd – Modify – Title Change

*unanimously approved
Be sure to ask if received email about
LI 877 MEd part 2*

SLIM

- LI 825 – Modify Title/Hours/Description
- LI 836 – New Course
- LI 828 – New Course
- LI 842 – Modify Title/Hours/Description
- LI 866 – Modify Title/Hours/Description
- LI 881 – New Course
- LI 886 – New Course
- MLS – Health Information Professionals Concentration – NEW
- Health Information Professionals Certificate – NEW
- Youth Services Certificate – Modify
- Leadership & Administration in Information Organizations Certificate – Modify
- Leadership & Administration Concentration - Modify

unanimously approved

3. **Regular Graduate Faculty**

- Keith Wylie, Assistant Professor, Psychology

*approved
members should be associated
vote on form 8-0
concerned*

4. **Reports/Discussion**

- Discuss Graduate Faculty Status, qualifications proposals

Thursday, Mar 19

GRADUATE COUNCIL 2019-2020

✓ Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
✓ Amanda Lickteig	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
✓ Maire Johnson	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
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✓ William Jensen	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
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✓ Chad Wiley	Mathematics and Economics	Box 4027	5641	cwiley1@emporia.edu
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
✓ Libby Schmanke	Counselor Education	Box 4036	5804	eschmank@emporia.edu
✓ Andy Houchins	Music	Box 4029	6089	ahouchin@emporia.edu
Amna Moustafa	Graduate Student Representative			amoustaf@g.emporia.edu

James Willingham, Erin Tuttle, Mary Sewell

Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Whowas?
MS?
Manjula Shinge

3:24pm meeting began

- removed

March
Agenda

Jan Gerstner

From: Jerald Liss
Sent: Thursday, February 20, 2020 9:45 AM
To: Jerald Spotswood
Cc: Jan Gerstner
Subject: Fw: Graduate Council

Hi Jerry,

Would it be possible to add one more item to today's Graduate Council agenda? This would be a request for an extension for two graduate students for the validation of courses.

See the email below from Erin Tuttle, the Graduate Advisor for my department, for more details.

I dropped the ball on notifying you about this. I was supposed to contact you earlier this week, but forgot to do so. Just let me know if this should be put on the March agenda.

Thank you for considering this request,

Jerry Liss

Dr. Jerald Liss, Interim Chair & Associate Professor
Dept. of Elem. Ed/Early Childhood/Special Ed.
Emporia State University
1 Kellogg Circle
320 Visser Hall
Emporia, KS 66801
(620) 341-5821 ESU Office
jliss@emporia.edu

From: Erin Tuttle <etuttle@emporia.edu>
Sent: Thursday, February 20, 2020 9:30 AM
To: Jerald Liss <jliss@emporia.edu>
Subject: Graduate Council

Hi Jerry-

If possible, I would like to petition Graduate Council this afternoon on behalf of two students that are requested extensions on their timelines to complete their Master's. The first is Special Education High Incidence student Gary Lee, and the second is Reading Specialist Student, Renee Roswurm. Both students would need the maximum 10 year extension.

Thank you!

Erin

Jan Gerstner

From: Holly Robert on behalf of James Williams
Sent: Wednesday, February 12, 2020 9:51 AM
To: Jan Gerstner
Cc: James Williams
Subject: Graduate Council Meeting

Good morning Jan,

I wanted to reach out to let you know that Dr. Williams will be unable to attend the graduate council meeting scheduled for Thursday, March 19th.

Thank you for your understanding.

Holly

**EMPORIA STATE
UNIVERSITY**

Holly Robert
Executive Assistant to the Vice President and Dean of Students
Division of Student Affairs
Emporia State University
620-341-5269

Dr. Mike Butler – Graduate Faculty Proposal

This proposal is to end the system of graduate faculty status at the university. The primary rationale for this proposal is that the benefits of this system do not make it worthwhile to continue. The cost of continuing this system is mainly the time and energy on the part of all involved. The benefits are debatable, but the primary benefit is said to be the protection offered to those faculty who are put into the associate category. This protection is that those faculty are not allowed to chair a thesis committee. They can serve on thesis committees, but not chair them.

The idea behind this protection seems to be that new tenure-track faculty members could be overwhelmed if they were to chair one or more thesis committees while engaging in the expected teaching, service, and research activities to become tenured.

Discussion in the graduate council suggests that this protection is rarely needed. Furthermore, there is currently a clause in the policy that allows for regular graduate faculty status to be assigned in exceptional circumstances with the approval of the department chair and the dean of the graduate school. In addition, some members of the graduate council have suggested that their departments find the current policy to be a burden and they would like to have the ability to get regular graduate faculty status for all of their new tenure-track faculty explaining that they need that status to facilitate their research in order to gain tenure.

Given these facts, it would appear that the protection offered by the current system is either not needed or easily circumvented. That is why this proposal is to completely remove the graduate faculty system at the university and allow each department to manage these issues without the oversight of the graduate council.

3/6/2020

Question: Should the role of the Graduate Council as the final arbiter of who is or is not qualified to serve as Regular Graduate Faculty, and therefore who is eligible and/or qualified to mentor a graduate student through a thesis or dissertation as their committee chair, be eliminated?

Discussion of the Question: After the Graduate Council took the question back to their departments and subsequent discussion of the matter was held in the Graduate Council itself, it became apparent that there are two separate concerns. First, there is the issue of eradicating the Graduate Council's role both as a means of streamlining the process of who is or is not experienced enough, not only to teach graduate classes but to chair a thesis or dissertation committee, and as a means of returning greater autonomy to individual departments/disciplines concerning whom they judge qualified as Regular Graduate Faculty. Second, there is the issue of the Graduate Council's role in aiding newly hired colleagues from being overloaded too early in their career at ESU.

Faculty consulted on this question tended to adhere very strongly to one of these two issues. All faculty acknowledge that the Graduate Council's role in distinguishing between Associate and Graduate Faculty is most often that of presuming that departments know who is best qualified, or that of catching minor clerical errors such as accidentally mis-categorized nominations. For faculty strongly of the opinion that eradication of the Graduate Council's final judgment should occur expressed the view that the Council's general tendency to simply rubber-stamp the designations requested by departments means that the Council's role is redundant. These faculty consistently emphasized that it should really be the departments and/or disciplines who are most qualified to assess the expertise and experience of new hires and to determine their suitability to either teach or to chair graduate committees. Additionally, scholarly productivity of faculty in certain disciplines is dependent upon collaboration with graduate students (e.g., research in the sciences, which entails mentoring/chairing graduate student committees) and this productivity is important toward tenure and promotion of junior faculty. Faculty who disagreed with eradicating Graduate Council's faculty review, however, stated that the Council's existing function in potentially protecting new hires from overload, even if it is historically relatively uncommon, remains too important to end the Council's oversight of the process. Rarity, they argued, was an insufficient justification to remove that oversight because there are cases where the Council has had to step in and protect new hires, which makes it possible that will occur again; they also additionally noted that the Council's work on the matter generally is not onerous, so retaining the Council's role is not a burden for the Council but could be essential for some new hires at ESU.

Potential compromise: During the February 2020 Graduate Council, Máire Johnson (Social Sciences) proposed that a middle ground solution could be enacted. This middle ground solution would retain the Graduate Council's oversight role, and thus retain the protections for new faculty that the Council offers through that oversight, but would also insert new language into the University Policy Manual's language concerning the required qualifications for Regular Graduate Faculty that allowed for expertise gained without teaching to be considered in that rubric. At present, most new hires are given Associate Graduate Faculty

status because they have not taught a graduate course within the last five years, regardless of how much research, how many publications, how many post-doctoral research fellowships, or the like they may have had. The proposed compromise would insert language into the UPM that includes the consideration of all of these elements and, as a result, would accord greater weight to the departmental/disciplinary determination of a new hire's readiness to mentor a graduate student's research by chairing a thesis or dissertation committee. This compromise would particularly (but not exclusively) benefit those in the sciences and mathematics, fields in which faculty frequently require collaboration with graduate students to do publishable research but may or may not have had previous opportunity to teach a graduate course.

Proposed emendation to the UPM: What follows is the proposed change to the UPM's text concerning who may qualify for Regular Graduate Faculty. The proposal has been drafted by Máire Johnson (Social Sciences) and Bill Jensen (Biological Sciences). The original text is located on pages I-7 through I-8 of the UPM; I have included here only those passages directly related to the determination of those requirements. Current UPM text is given in regular type-face. Proposed deletions are shown with ~~strike-through text~~. Proposed additions are given in **bold and underlined**.

[page 1-7 of UPM]

1B.0601.01 Regular Graduate Faculty

Membership in the regular graduate faculty is restricted to those faculty members with the rank of assistant professor or above who hold earned doctorates or recognized terminal degrees in their fields and are actively participating in research or creative activities and teaching. Faculty members with the rank of **assistant** ~~associate~~ professor or above, having 35 semester hours beyond the master's degree from an accredited institution and engaged in research or creative activities, may also be considered for appointment to the regular graduate faculty.

Members of the regular graduate faculty:

- demonstrate a record of current engagement (within the past ~~5~~**3** 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
- demonstrate a record of current engagement in research (within the past ~~5~~**3** years) or scholarly or creative contributions to the discipline recognized beyond the University (examples include but are not limited to **post-doctoral research or other post-graduate fellowships**, publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants); and
- 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).

Departments nominating a new faculty member for Regular Graduate Faculty who does not have the stated teaching experience may submit, as part of the process of appointment, a brief explanation of the appointee's qualifications as regular graduate faculty, and thus their qualifications to chair a thesis or dissertation committee; this explanation should demonstrate that the candidate's record of current engagement in research or creative contributions to their discipline exceeds the requirements for Associate Graduate Faculty and that this engagement has occurred within the past 3 years.

[page I-8 of the UPM]

1B.0602 Guidelines for Graduate Faculty Membership (Updated 9/2010; revised by Graduate Council 2/17/2011; approved by Provost 3/11/2011)

[page 1-9 of the UPM]

1. Entering tenure track (not tenured) assistant professors who have recently completed (received PhD within past 5 years) the PhD **and whose teaching, research, or creative scholarly experience falls outside the past 3 years** 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 dean of the Graduate School, may chair a masters committee.
2. Entering tenure track (not tenured) assistant professors with significant prior post-doctoral experience **within the past 3 years** may apply for regular graduate faculty status and, if appointed, serve as chairs of thesis and/or doctoral committees.

Jan Gerstner

From: Jan Gerstner
Sent: Tuesday, March 10, 2020 11:29 AM
To: Maire Johnson; William Jensen; Michael Butler
Subject: RE: Grad faculty status proposal

Good Morning,

The criteria for being granted the status of emeritus must meet these 2 provisions:

1. the retiring faculty member must have served Emporia State University for at least 10 years;
and
2. at the time of retirement must have the rank of associate professor or professor, or an administrative rank equivalent to either.

Jan

From: Maire Johnson <mjohns38@emporia.edu>
Sent: Monday, March 9, 2020 5:10 PM
To: William Jensen <wjensen1@emporia.edu>; Michael Butler <mbutler@emporia.edu>; Jan Gerstner <jgerstn1@emporia.edu>
Subject: Re: Grad faculty status proposal

Thanks, Jan. Within how many years does someone need to have demonstrated scholastic engagement in order to be eligible for Emeritus Grad Faculty status?

Máire

[sent from my phone]

From: Jan Gerstner <jgerstn1@emporia.edu>
Sent: Monday, March 9, 2020 9:05:30 AM
To: Maire Johnson <mjohns38@emporia.edu>; William Jensen <wjensen1@emporia.edu>; Michael Butler <mbutler@emporia.edu>
Subject: RE: Grad faculty status proposal

Good Morning,

Emeritus appointment is a maximum of three years.

Jan

From: Maire Johnson <mjohns38@emporia.edu>
Sent: Monday, March 9, 2020 8:46 AM
To: William Jensen <wjensen1@emporia.edu>; Michael Butler <mbutler@emporia.edu>; Jan Gerstner <jgerstn1@emporia.edu>
Subject: Re: Grad faculty status proposal

Ah, I see, Bill. As I understand it, retired faculty would be eligible for Emeritus Graduate Faculty status, I think-- is that right, Jan?--rather than Regular Graduate Faculty. That status I have not touched and I think it retains the original 5-year window of the Regular Grad Faculty.

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: April 13, 2020

The Council of Graduate School will meet at 3:30 p.m. on Thursday, April 16 2020 in a video conferencing session.

AGENDA

1. **Approval of minutes from the March 19, 2020 meeting.**

2. **Action**
 - Erin Tuttle will present the appeal for Gary Lee, revalidation for the following courses: SD700, SD702, SD800, SD802, SD708, SD820, SD809 and EL812.

 - Erin Tuttle will present the appeal for Renee Roswurm, revalidation for the following courses: EL821, EL 892, and EL721.

 - Graduate Faculty Status

 - Election of Council Vice Chair for Fall 2020

3. **Reports/Discussion**

Due to unforeseen circumstances graduate faculty recommendation forms could not be completed prior to the Graduate Council meeting for two SLIM faculty members. When I receive the forms in the next couple of weeks, an email will be sent to vote on the following graduate faculty: Stan Trembach & Volodymyr Chumachenko.

EMPORIA STATE UNIVERSITY

Graduate School

Present: Butler, Lickteig, Johnson, Keough, Jensen, Liss, Widdersheim, Wade, Shinge, Spotswood, Storm, Trump, Wiley, Schmanke, Houchins

Guests: Mary Sewell, James Willingham, Erin Tuttle

Absent: Jim Williams

The Council of the Graduate School met at 3:30 p.m. on Thursday, April 16, 2020 in a video conferencing session. Dr. Michael Butler called the meeting to order.

Action

- Minutes from the March 19, 2020 meeting were unanimously approved.
- William Jensen was elected to serve as Vice Chair for the 2020-2021 Graduate Council.
- An appeal was presented by Erin Tuttle on behalf of Gary Lee for revalidation of courses SD 700, SD702, SD800, SD708, SD820, SD809 and EL812, beyond the eighth year. After discussion, Graduate Council unanimously approved.
- An appeal was presented by Erin Tuttle on behalf of Renee Roswurm for revalidation of courses, EL821, EL892 and EL721, beyond the eighth year. After discussion, Graduate Council unanimously approved, upon conditional approval of document agreement.

Reports/Discussion

- Council members discussed eliminating graduate faculty status. There were varied opinions on the revised proposals presented. Dr. Butler agreed to present a proposal draft for council to present to faculty senate. This vote will be on the September agenda.

Comments

- Dr. Jensen's individual department is composing a letter expressing concern that assistance was not specifically offered to Graduate Students during COVID-19.

Adjourned at 4:31 pm
Next Meeting: September 2020

EMPORIA STATE UNIVERSITY

Graduate School

TO: Members of the Graduate Council
FROM: Michael Butler, Chair, Graduate Council
DATE: April 16, 2020

The Council of Graduate School will meet at 3:30 p.m. on Thursday, April 16 2020 in a video conferencing session.

AGENDA

1. **Approval of minutes from the March 19, 2020 meeting.**

unanimously approved

2. **Action**

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- Graduate Faculty Status
- Election of Council Vice Chair for Fall 2020

3. **Reports/Discussion**

Due to unforeseen circumstances graduate faculty recommendation forms could not be completed prior to the Graduate Council meeting for two SLIM faculty members. When I receive the forms in the next couple of weeks, an email will be sent to vote on the following graduate faculty: Stan Trembach & Volodymyr Chumachenko.

ended 4:31pm

Dr Spitzwood → No pass hard → C

*Comments
Dr. Jensen - putting together a letter about ~~COVID19~~ COVID19
raise issues*

*unreasonable addendum grad policy
issues that weren't specifically offered to grad students
Access to labs
Grad School students
Grad School accommodations
Current Pass/No Pass ~~Fail~~ not an option various GRAD
Grad Policy C-7*

*(in progress)
level isn't an option for a regular course
time designated*

GRADUATE COUNCIL 2019-2020

Michael Butler ✓	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
Amanda Lickteig ✓	School Leadership/Middle and Secondary Teacher Educ.	Box 4037	5096	alicktei@emporia.edu
Maire Johnson ✓	Social Sciences	Box 4032	5461	mjohns38@emporia.edu
Shawn Keough ✓	Business	Box 4039	5729	skeough@emporia.edu
William Jensen ✓	Biological Sciences	Box 4050	5339	wjensen1@emporia.edu
Jerry Liss ✓	Elementary Education/Early Childhood/Special Education	Box 4037	5821	jliss@emporia.edu
Michael Widdersheim ✓	School of Library and Information Management	Box 4025	5203	mwidders@emporia.edu
John Wade ✓	Psychology	Box 4031	5317	jwade2@emporia.edu
Manjula Shinge ✓	Instructional Design and Technology	Box 4037	6153	mshinge@emporia.edu
Jerald Spotswood ✓	Dean, Graduate School and Distance Education (Ex-Officio)	Box 4003	5403	jspotswo@emporia.edu
Mel Storm ✓	English, Modern Languages, and Journalism	Box 4019	5563	mstorm@emporia.edu
Eric Trump ✓	Physical Sciences	Box 4030	5991	etrump@emporia.edu
Chad Wiley ✓	Mathematics and Economics	Box 4027	5641	cwiley1@emporia.edu
Jim Williams	Vice President, Student Affairs (Ex-Officio)	Box 4007	5269	jwilliam@emporia.edu
Libby Schmanke ✓	Counselor Education	Box 4036	5804	eschmank@emporia.edu
Andy Houchins ✓	Music	Box 4029	6089	ahouchin@emporia.edu

Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary

Guests. Erin Tuttle
 Mary Sewell
 James Willingham

Gary Lee

E10801637

Course	Completed	Ninth Year	Tenth Year
D700	201050	201950	202050
D702	201110	202010	202110
D800	201150	202050	202150
D802	201210	202110	202210
D708	201250	202150	202250
D820	201310	202210	202310
D809	201450	202350	202450
L812	201610	202510	202610

EMPORIA STATE UNIVERSITY
Department of Elementary Education/Early Childhood/Special Education
MASTER OF SCIENCE DEGREE PLAN

Name: Gary Lee Professional (KSDE) License: Expires: _____
 Present Mailing Address: Teaching License ID #: _____ E# _____ Telephone: _____ Email: @g.emporia.edu
 Major: SPECIAL EDUCATION (Master's Degree Plan) Area of Concentration: _____

All Courses Require a Grade of a B or Higher

REQUIRED COURSES						SUBSTITUTIONS					
DIV	#	COURSE TITLE (* required for provisional)	HRS.	GRADE	SEM	DIV	#	COURSE TITLE	HRS	GRADE	SEM
SD	700	*Characteristics of Students with High Incidence Disabilities	3	A	Fall 10						
SD	702	* Strategies for Students with High Incidence Disabilities	3	B	Spr1 1						
SD	708	* Supervised Practice, HI Elementary I or Supervised Practice, Secondary I	3	A	Fall 12						
SD	709										
SD	799	Consultation/Collaboration	3			SD	800	Consultation/Collaboration	3	A	Fall 11
SD	802	Seminar in Behavior Management	3	B	Spr1 2						
SD	803	Promoting Literacy for Students with HI Disabilities	3			EI	812	Reading for Individuals w Special Needs	3	B+	Spr 16
SD	808	Supervised Practice, HI Elementary II or Supervised Practice, Secondary II	3	A	Fall 14						
SD	809										
SD	820	Assessment in Schools	3	A	Spr1 3						

NOTE: Recommendation for High Incidence Special Education Endorsement requires that all Kansas State Licensure Exams be passed. Completion of the three *courses above means eligibility for the first provisional license has been achieved, if employed in a Kansas school. APPLY NOW!

Licensure	Praxis	Date Passed	
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Courses Below are Required for Master's Degree

REQUIRED COURSES						SUBSTITUTIONS					
SD	899	Capstone Course	3		Fall 20						
ER	752	Analysis of Research	3		Fall 20						

ELECTIVES (6 hours)

SUBSTITUTIONS

Electives must be approved by the advisor

		TBD	3		Su 20						
		TBD	3		Su 20						

TRANSFER CREDIT, 9 HOURS MAXIMUM

COLLEGE	COURSE NUMBER AND NAME	HRS.	GRADE	SEM	ESU COURSE

Advisor's Signature _____ Date 3/20/2020

Department Chair Signature _____ Date _____

Certification Officer _____ Date _____

To the Graduate Council,

First, I would like to thank you for your time and consideration regarding this review of the seven year policy requirement for obtaining my Master's Degree. During the last few years I paused the progress on my master's degree while we focused on financial planning so that we would be able to fund the remaining courses due to the lack of school funding support at that time.

Continuing my education had to be postponed further while we stepped into a care giver role for my family. Tim, my non-verbal adult brother with low functioning autism, needed a home to transition into while my family sought out an appropriate group home placement for him. My wife, Amanda, and I opened our home to Tim to live with us during this transition from September of 2017 to May of 2018.

It has always been on my heart and mind to return and finish up this degree. I would greatly appreciate your consideration for allowing me to finish up this Master's Degree.

Sincerely,

Gary Lee

Student E ID *	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix *	Course Number *	Course Title *
SD	700	CHAR MILD/MODERATE DISABILITY

Semester taken *	Original Grade *	Hours Credit *
201050	A	3

Instructor UserID *	Instructor First Name	Instructor Last Name
MBOCK	Margaret	Bock

Dept Validation Examiner UserID *	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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

Gary had financial hardship as well as becoming the primary caregiver for his brother who is disabled.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/17/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	391	Wait GR Office	03/17/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	702	STAT FOR STUD MILD/MOD DISAB

Semester taken*	Original Grade*	Hours Credit*
201101	B	3

Instructor UserID*	Instructor First Name	Instructor Last Name
DMILLER	Diane	Miller

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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

Gary had financial hardship due to becoming the primary caregiver to his adult brother who is disabled.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/17/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	392	Wait GR Office	03/17/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	800	CONSULTATION & COLLABORATION

Semester taken*	Original Grade*	Hours Credit*
201105	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
SANDERS3	Susan	Anderson

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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

Gary faced some financial hardships while becoming the primary caregiver for his adult brother who is disabled.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/17/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	393	Wait GR Office	03/17/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	802	SEMINAR IN BEHAVIOR MGMT

Semester taken*	Original Grade*	Hours Credit*
201201	B	3

Instructor UserID*	Instructor First Name	Instructor Last Name
KONEAL	Kelly	O'Neal-Hixson

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEA		

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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

Gary encountered financial hardship after becoming the primary caregiver for his adult brother who has a disability.

Attachment

GR - Revalidation

Approval

Orgn	UserID	Date
ADVISR	ETUTTLE	03/17/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	394	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	708	SUPERVISED PRACT ELEM ADAP I

Semester taken*	Original Grade*	Hours Credit*
101250	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
KONEAL	Kelly	O'Neal-Hixson

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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

Gary suffered financial hardship after becoming the primary caregiver for his adult brother who has a disability.

Attachment

GR - Revalidation

Approval

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	395	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	820	ASSESSMENT IN SCHOOL

Semester taken*	Original Grade*	Hours Credit*
201310	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
MBOCK	Margaret	Bock

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

Briefly explain the extenuating circumstances as to why an extension is necessary and the revalidation should be allowed *
Gary faced financial hardship as he became the primary caregiver for his adult brother who is disabled.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	396	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
SD	809	SUPERVISED ADAPT SEC II

Semester taken*	Original Grade*	Hours Credit*
201450	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
JLISS	Jerald	Liss

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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Attachment

GR - Revalidation

Approval

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	397	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10801637	Gary	Lee

Course Prefix*	Course Number*	Course Title*
EL	812	READING FOR INDIVID W SPECIAL NEEDS

Semester taken*	Original Grade*	Hours Credit*
201610	B+	3

Instructor UserID*	Instructor First Name	Instructor Last Name
MREED	Melissa	Reed

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
KONEAL	Kelly	O'Neal-Hixson

Detailed description of method of revalidation *

Faculty met as a program and determined that all of Gary's licensure coursework to be valid. Gary has maintained an active license and would have been required to complete continuing education credit for any changes that would have occurred in curriculum.

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Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

Renee Roswurm

E10177118

Course	Completed	Ninth Year	Tenth Year
EL821	201110	202010	202110
EL892	201110	202010	202110
EL721	201110	202010	202110

DEGREE PLAN: Master of Science
Instructional Specialist: Reading Specialist PK-12
 Emporia State University
 Department of Elementary Education/Early Childhood/Special Education

Name: Aeneas Resuman E-Mail Address: _____

Mailing Address: _____

Student ID #: _____ Phone: _____ 2nd Phone: _____

Admission Requirements: Graduate School Application Completed Admission Date: _____
 3.0 or above GPA (last 60 hrs.)
 Statement of Introduction
 2 Disposition Assessments & Signature Page
 2 References

Required Core Courses (17 credit hours)

Substitutions

DEPT	#	COURSE TITLE	HRS	GRADE	SEMESTER	DEPT	#	COURSE TITLE	HRS	GRADE
EL	751	Application of Developmental Theories	3		S 2020					
EL	810	Information Literacy	3		S 2020					
EL	725	Differentiating Instruction	2			EL	821	Rdng. Curr. Dev./Strategy Inst. (Spr. 2011)	2	A
EL	828	Instructional Leadership and Coaching	2		Spr. 2021					
EL/ED	892	Teaching/Learning Models	3	A	Spr. 2011					
ER	752	Analysis of Research	3		F 2020					
EL	829	Leadership and Coaching Practicum (pre-req. ELB28: Capstone Included)	1		Spr. 2021					

Concentration Courses (12 credit hours)

Substitutions

DEPT	#	COURSE TITLE	HRS	GRADE	SEMESTER	DEPT	#	COURSE TITLE	HRS	GRADE
EL	721	Reading Theory & Literacy Practices: Elementary	3	A	Spr. 2011					
EL	723	Reading Theory & Literacy Practices: Secondary	3		S 2020					
EL	823	Analysis and Instruction of Reading I (pre-req. EL721)	3		F 2020					
EL	825	Analysis and Instruction of Reading II (pre-req. EL723)	3		Spr 2021					

Elective Courses (6 credit hours)

Substitutions

DEPT	#	COURSE TITLE	HRS	GRADE	SEMESTER	DEPT	#	COURSE TITLE	HRS	GRADE
*EL	821	Literacy Curriculum and Standards	1			EL	821	Rdng. Curr. Dev./Strategy Inst. (Spr. 2011)	1	A
*EL	827	Assessing and Instructing Learners (practicum with pre-req. EL823 & EL 825)	3		Sum 2021					
*EL	854	Action Research in the Classroom (Practicum)	2		F 2020					

*Required electives for a Kansas Reading Specialist License

Transfer Credits (9 hour maximum)

University or College	Transfer Course # & Name	Hrs	Grade	Semester	ESU Course

Advisor Signature: Dr. Gerry Coffman Date: 1/24/19

Chair Signature: _____ Date: _____ 3/2015

Copies to:	<input type="checkbox"/> Student	<input type="checkbox"/> Graduate Office	<input type="checkbox"/> Dept. Hard Copy File
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Renee Roswurm
14916 S. Locust St.
Olathe, KS 66062

February 10, 2020

Dr. Jerald Spotswood
1 Kellogg Circle
Plumb Hall 313
Emporia, KS 66801

Dear Dr. Jerald Spotswood:

My name is Renee Roswurm, and I graduated from Emporia State University with a Bachelor of Science in Education in May of 2007. I returned to Emporia State University to pursue a graduate program in the Instructional Specialist Reading program in the August of 2010.

I chose an aggressive plan for completing my Master's degree, by completing twenty-two of the thirty-five required hours in three semesters.

In the fall of 2011, my plan was to take two courses, but I was unable to complete those courses due to the beginning process of losing my home to foreclosure. I was attempting to save my home by obtaining a part-time job, while teaching full-time. I did not want to give up my dream of being a Reading Specialist, so I tried to balance all of my obligations. I was unsuccessful, which resulted in losing my home to foreclosure.

I was unable to return to Emporia State University until now because I had borrowed a significant amount of money to pay for graduate school and to try and save my home. I have repaid sixty-five percent of the funds borrowed for those twenty-two courses I passed and the other courses that I was unable to complete. In the midst of my financial struggles, I lost my younger brother and was diagnosed with significant hearing loss and cancer. Fortunately, with the use of a hearing aide, I have regained my hearing. I am also cancer free. Due to these unforeseen circumstances, I was unable to return to taking classes within the expected timeframe.

Being cancer free and in a financial place where I can afford to return to Emporia State University to continue my degree as a Reading Specialist, I am asking for an exception due to the circumstances described above to allow me to apply the applicable courses I have taken and passed to the Instructional Specialist Reading program.

Thank you for your time,

Ms. Renee Roswurm

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	403	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10177118	Renee	Roswurm

Course Prefix*	Course Number*	Course Title*
EL	821	RDNG, CURR. DEV./STRATEGY INST

Semester taken*	Original Grade*	Hours Credit*
101101	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
EDOBLER	Elizabeth	Dobler

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
GCOFFMAN	Geraldine	Coffman

Detailed description of method of revalidation *

Dr. Coffman reviewed the student's previous course work and compared that to current standards. Three courses were determined to fit current standards and be within the 10 year frame.

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

The student lost her home to foreclosure while also losing her younger brother and diagnosed with cancer as well as significant hearing loss. Renee is a much better place financially and health wise.

Attachment

GR - Revalidation

Approval

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	404	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10177118	Renee	Roswurm

Course Prefix*	Course Number*	Course Title*
EL	892	TEACHING/LEARNING MODELS

Semester taken*	Original Grade*	Hours Credit*
201110	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
AADDISON	Ann	Addison

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
GCOFFMAN	Geraldine	Coffman

Detailed description of method of revalidation *

Dr. Coffman reviewed the student's previous course work and compared that to current standards. Three courses were determined to fit current standards and be within the 10 year frame.

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

Renee had several crisis occur over a short time. She is now in a better place health wise and financially.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

GR - Revalidation



Originator	Ticket Number	Status	Document Date
ETUTTLE	405	Wait GR Office	03/18/2020

Student E ID*	Student First Name	Student Last Name
E10177118	Renee	Roswurm

Course Prefix*	Course Number*	Course Title*
EL	721	READING THEORY & LITERACY PRACTICES

Semester taken*	Original Grade*	Hours Credit*
201110	A	3

Instructor UserID*	Instructor First Name	Instructor Last Name
KBATES	Karen	Bates

Dept Validation Examiner UserID*	Examiner First Name	Examiner Last Name
GCOFFMAN	Geraldine	Coffman

Detailed description of method of revalidation*

Dr. Coffman reviewed the student's previous course work and compared that to current standards. Three courses were determined to fit current standards and be within the 10 year frame.

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

Student had several life crisis at the time of her degree. She is in a much better place health wise and financially.

Attachment

GR - Revalidation

Approvals

Orgn	UserID	Date
ADVISR	ETUTTLE	03/18/2020

Butlerian -- Graduate Faculty Proposal

The proposal to remove graduate faculty status from Emporia State University (the Butlerian proposal) involves just that – removing these as status. This could start with a recommendation from the Graduate council and then be considered in the Faculty Senate. This would be necessary as there is policy in the University Policy Manual that specifies these things.

Below is information regarding specific changes to make to the policy if this initiative is pursued.

Graduate Faculty policy information can be found in the UPM in section 1B.06.

Removal of graduate faculty status would best be achieved by removing this section 1B.06 from the UPM. However, certain subsections (see below) would probably need to be preserved so they would probably need to be renumbered as appropriate. Note that the current policy does not say that regular or associate grad faculty can teach graduate classes, although this is specified for temporary and emeritus statuses.

This raises the question do we need to retain the statuses of temporary and emeritus grad faculty? If we do need to retain these then perhaps what needs to be removed from the UPM is everything under 1B.06 up to the section on Temporary Graduate Faculty (1B.0601.03) – also retaining the subsequent section on emeritus status.

The section that follows emeritus status deals is 1B.0602 Guidelines for Graduate Faculty Membership. This also could be deleted if we move forward with this initiative.

If protection of entering tenure track assistant professors is deemed desirable, we could also retain section 4 (in Guidelines) with some modification (simply removing the clause regarding associate membership). This would continue the present policy of “protection” for these assistant professors (with the same potential exceptions). Section 5 (in Guidelines) could also be retained for the same purpose.

If we modified the UPM based on these recommendations, we would be left with the ability to give people temporary or emeritus status to teach graduate classes or serve on committees (as departments see fit). We could also continue the protection offered by current policy if that is desirable. We would not have to continue the process of regular or associate graduate status for anyone.

William
Jensen - Final
Draft 4/13/2020

Question: Should the role of the Graduate Council as the final arbiter of who is or is not qualified to serve as Regular Graduate Faculty, and therefore who is eligible and/or qualified to mentor a graduate student through a thesis or dissertation as their committee chair, be eliminated?

Discussion of the Question: After the Graduate Council took the question back to their departments and subsequent discussion of the matter was held in the Graduate Council itself, it became apparent that there are two separate concerns. First, there is the issue of eradicating the Graduate Council's role both as a means of streamlining the process of who is or is not experienced enough, not only to teach graduate classes but to chair a thesis or dissertation committee, and as a means of returning greater autonomy to individual departments/disciplines concerning whom they judge qualified as Regular Graduate Faculty. Second, there is the issue of the Graduate Council's role in aiding newly hired colleagues from being overloaded too early in their career at ESU.

Faculty consulted on this question tended to adhere very strongly to one of these two issues. All faculty acknowledge that the Graduate Council's role in distinguishing between Associate and Graduate Faculty is most often that of presuming that departments know who is best qualified, or that of catching minor clerical errors such as accidentally mis-categorized nominations. For faculty strongly of the opinion that eradication of the Graduate Council's final judgment should occur expressed the view that the Council's general tendency to simply rubber-stamp the designations requested by departments means that the Council's role is redundant. These faculty consistently emphasized that it should really be the departments and/or disciplines who are most qualified to assess the expertise and experience of new hires and to determine their suitability to either teach or to chair graduate committees. Additionally, scholarly productivity of faculty in certain disciplines is dependent upon collaboration with graduate students (e.g., research in the sciences, which entails mentoring/chairing graduate student committees) and this productivity is important toward tenure and promotion of junior faculty. Faculty who disagreed with eradicating Graduate Council's faculty review, however, stated that the Council's existing function in potentially protecting new hires from overload, even if it is historically relatively uncommon, remains too important to end the Council's oversight of the process. Rarity, they argued, was an insufficient justification to remove that oversight because there are cases where the Council has had to step in and protect new hires, which makes it possible that will occur again; they also additionally noted that the Council's work on the matter generally is not onerous, so retaining the Council's role is not a burden for the Council but could be essential for some new hires at ESU.

Potential compromise: During the February 2020 Graduate Council, Máire Johnson (Social Sciences) proposed that a middle ground solution could be enacted. This middle ground solution would retain the Graduate Council's oversight role, and thus retain the protections for new faculty that the Council offers through that oversight, but would also insert new language into the University Policy Manual's language concerning the required qualifications for Regular Graduate Faculty that allowed for expertise gained without teaching to be considered in that rubric. At present, most new hires are given Associate Graduate Faculty

status because they have not taught a graduate course within the last five years, regardless of how much research, how many publications, how many post-doctoral research fellowships, or the like they may have had. The proposed compromise would insert language into the UPM that includes the consideration of all of these elements and, as a result, would accord greater weight to the departmental/disciplinary determination of a new hire's readiness to mentor a graduate student's research by chairing a thesis or dissertation committee. This compromise would particularly (but not exclusively) benefit those in the sciences and mathematics, fields in which faculty frequently require collaboration with graduate students to do publishable research but may or may not have had previous opportunity to teach a graduate course.

Proposed emendation to the UPM: What follows is the proposed change to the UPM's text concerning who may qualify for Regular Graduate Faculty. The proposal has been drafted by Máire Johnson (Social Sciences) and Bill Jensen (Biological Sciences). The original text is located on pages I-7 through I-8 of the UPM; I have included here only those passages directly related to the determination of those requirements. Current UPM text is given in regular type-face. Proposed deletions are shown with ~~strike-through text~~. Proposed additions are given in **bold and underlined**.

[page 1-7 of UPM]

1B.0601.01 Regular Graduate Faculty

Membership in the regular graduate faculty is restricted to those faculty members with the rank of assistant professor or above who hold earned doctorates or recognized terminal degrees in their fields and are actively participating in research or creative activities and teaching. Faculty members with the rank of **assistant associate** professor or above, having 35 semester hours beyond the master's degree from an accredited institution and engaged in research or creative activities, may also be considered for appointment to the regular graduate faculty.

Members of the regular graduate faculty:

- demonstrate a record of current engagement (within the past ~~5~~**3** 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
- demonstrate a record of current engagement in research (within the past ~~5~~**3** years) or scholarly or creative contributions to the discipline recognized beyond the University (examples include but are not limited to **post-doctoral research or other post-graduate fellowships**, publications, presentations, performances, exhibits, competitions, journal editorship, review panels, grants); and
- 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).

Departments nominating a new faculty member for Regular Graduate Faculty who does not have the stated teaching experience may submit, as part of the process of appointment, a brief explanation of the appointee's qualifications as regular graduate faculty, and thus their qualifications to chair thesis or dissertation committees; this explanation should demonstrate that the candidate's record of current engagement in research or creative contributions to their discipline exceeds the expectations for Associate Graduate Faculty and that this engagement has occurred within the past 3 years.

[page 1-8 of the UPM]

1B.0602 Guidelines for Graduate Faculty Membership (Updated 9/2010; revised by Graduate Council 2/17/2011; approved by Provost 3/11/2011)

[page 1-9 of the UPM]

1. Entering tenure track (not tenured) assistant professors who have recently completed (received PhD within past 5 years) the PhD **and whose teaching, research, or creative scholarly experience falls outside the past 3 years** 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 dean of the Graduate School, may chair a masters committee.
2. Entering tenure track (not tenured) assistant professors with significant prior post-doctoral experience **within the past 3 years** may apply for regular graduate faculty status and, if appointed, serve as chairs of thesis and/or doctoral committees.

Jan Gerstner

From: Jerald Spotswood
Sent: Monday, June 15, 2020 9:21 AM
To: Sheila Markowitz; David Cordle; Brent Thomas; Tim Burnett
Cc: Jan Gerstner; Anita Davis; Mary Sewell; Teresa Rios
Subject: Re: MS/MA Biology

No Graduate Council approval necessary.

--jerry

EMPORIA STATE UNIVERSITY

Jerald W. Spotswood
Dean
Graduate School and Distance Education
Emporia State University
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1

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From: Sheila Markowitz <smarkowi@emporia.edu>
Sent: Monday, June 15, 2020 9:08 AM
To: David Cordle <dcordle@emporia.edu>; Brent Thomas <rthomas2@emporia.edu>; Tim Burnett <tburnett@emporia.edu>; Jerald Spotswood <jspotswo@emporia.edu>
Cc: Jan Gerstner <jgerstn1@emporia.edu>; Anita Davis <adavis@emporia.edu>; Mary Sewell <msewell@emporia.edu>; Teresa Rios <trios@emporia.edu>
Subject: RE: MS/MA Biology

Thank you Dr. Cordle!

I agree, somewhere along the way the catalog, the curriculum records and Banner got out of sync. In our ideal setting, the curricula records, the catalog and Banner would always match.

I know Jan and Anita, as well as Peggy and Sheri prior to them, work very hard to make sure the approved curricula changes are reflected accurately in the catalog. I can only assume somewhere in the "changing of the guards", something got overlooked.

Because the most recent curricula records still reflect the required concentrations, it would be good to have a historical record of the change. I would prefer to have a record of the change on file so the next "changing of

2

the guards” would have a record to refer to if future questions should arise. Tim, if you could go ahead and prepare those and send them through, it would be greatly appreciated.

I don't know that it necessarily needs to go through Grad Council, but I'll let Jerry make that decision.

Thank you everyone for help with resolving this!

Kindly,
Sheila

EMPORIA STATE
UNIVERSITY

Sheila Markowitz, M.S.

(she/her/hers)

University Registrar

Registration

Emporia State University

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3

From: David Cordle <dcordle@emporia.edu>

Sent: Sunday, June 14, 2020 10:33 AM

To: Sheila Markowitz <smarkowi@emporia.edu>; Brent Thomas <rthomas2@emporia.edu>; Tim Burnett <tburnett@emporia.edu>; Jerald Spotswood <jspotswo@emporia.edu>

Cc: Jan Gerstner <jgerstn1@emporia.edu>; Anita Davis <adavis@emporia.edu>; Mary Sewell <msewell@emporia.edu>; Teresa Rios <trios@emporia.edu>

Subject: Re: MS/MA Biology

Hello all,

I hope this doesn't muddy the waters further, but here goes:

The current catalog makes no mention of concentrations for either the MS or the MA. And if I understand correctly, the department doesn't want concentrations for either degree.

But Banner is currently set up to require one of five concentrations (or emphasis areas). So I guess at some point, for some reason, Banner got out of sync with the catalog.

If we understand the catalog to be the final authority on what the curriculum is, then removing the concentrations wouldn't actually be a curriculum change, since the catalog says the concentrations don't exist anyway.

4

So, if everyone is in agreement that the concentrations need to be removed from Banner, and if you need my OK to do that—you've got it.

Sheila, I don't immediately see why we need Curriculum Change forms to make this change. But if we do need them for some technical reason, let us know—it's not a big deal for the department to create them.

Thanks, everyone.

David

David Cordle
Provost and Vice President for Academic Affairs
Emporia State University
620-341-5171
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From: Sheila Markowitz <smarkowi@emporia.edu>

Sent: Friday, June 12, 2020 5:06:15 PM

To: Brent Thomas <rthomas2@emporia.edu>; David Cordle <dcordle@emporia.edu>; Tim Burnett <tburnett@emporia.edu>; Jerald Spotswood <jspotswo@emporia.edu>

Cc: Jan Gerstner <jgerstn1@emporia.edu>; Anita Davis <adavis@emporia.edu>; Mary Sewell <msewell@emporia.edu>;

5

Teresa Rios <trios@emporia.edu>

Subject: MS/MA Biology

Good Afternoon Everyone!

Recently we were approached regarding a request to change how the curricula is set up in Banner for the MA and MS-Biology to remove the required concentrations of Botany, Ecology and Biodiversity Concentration, General Biology, Microbial and Cellular Biology and Zoology.

I'm going to admit....this appears to be a little bit of a mess, but perhaps I'm not reading everything correctly. Here is what I do know.

Currently the SIS (Banner) is set up requiring the MA and MS in Biology to have one of the five concentrations declared. When we make changes in Banner it is based on approved Curriculum Changes.

The most recent Curriculum Changes we could find for the MA/MS Biology was in 2011. (This is where it gets messy) These changes were to ONLY change the title of the "Environmental Biology" concentration to "Ecology & Biodiversity".

The MA Biology Curriculum Change and the Word Document that was submitted along with it is attached. If you look at the attachment, you can see that in the attachment it was mentioned under the Current Requirements "35 hours of coursework in 4 of the 5 emphasis areas¹ in Biological Sciences" and specifically lists the five emphasis areas. (At ESU emphasis is considered a concentration). Under the Proposed area it states "No emphasis area

6

requirement". However, it appears that the department never submitted the Curriculum Change to actually remove the concentration.

Basically, the Curriculum Change form was only to change the title of the concentration. There was no Curriculum Change form submitted to change the overall requirements to exclude the concentrations.

To make things more confusing, the 2nd page of the Word Document lists the five concentrations again, with the Current Titles and the Proposed Titles.

I understand that there has been some conversation about removing the concentration. In order for us to do that, we will need the department to submit a Curriculum Change form for both the MA and MS.

Given the situation, and only with Dr. Cordle's permission, we could change the requirements in Degree Works and Banner effective Fall 2020 to remove the required concentration, but ONLY upon receipt of the Curriculum Change forms.

Dr. Cordle, if you and Teresa could discuss this situation and let us know your recommendation, we can develop a plan to resolve the situation.

Thank you all for your time!

Kindly,

7

Sheila M.

EMPORIA STATE
UNIVERSITY

Sheila Markowitz, M.S.

(she, her, hers)

University Registrar

Office of the Registrar

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8

COUNCIL MEETINGS

2019-2020

Thursday, September 19, 2019– 3:30-5:00 – President’s Conference Room

Thursday, October 17, 2019 – 3:30-5:00 – President’s Conference Room

Thursday, November 21, 2019 – 3:30-5:00 – President’s Conference Room

Thursday, February 20, 2020– 3:30-5:00 – President’s Conference Room

Thursday, March 19, 2020 – 3:30-5:00 – ~~President’s Conference Room~~

Thursday, April 16, 2020 – 3:30-5:00 – ~~President’s Conference Room~~

Zoom Meeting
Zoom Meeting

COMMITTEE ASSIGNMENTS
GRADUATE COUNCIL

~~2018-2019~~

2019-2020

Durst Research Award (Fall)

Application Deadline: September 27, 2019

Mel Storm
Shawn Keough
Eric Trump
Manjula Shinge

Boylan Thesis Award (Fall and Spring)

Application Deadlines: October 4, 2019 & March 6, 2020

Libby Schmanke
Jerald Liss
Amanda Lickteig
Maire Johnson

Robert J. Grover Award (Fall)

Application Deadline: November 15, 2019

Michael Butler
Tom Mahoney
John Wade
William Jensen

Graduate Teaching Assistant Award (Spring)

Application Deadline: March 12, 2020

Michael Butler
John Wade
Eric Trump
Brettany Williams

Boylan Scholar Award (Spring)

Application Deadline: March 6, 2020

Andy Houchins
Mel Storm
Shawn Keough
Chad Wiley

Faculty Mentor Award (Spring)

Application Deadline: March 6, 2020

Michael Widdersheim
Manjula Shinge
William Jensen
Mo Rammel

GRADUATE COUNCIL 2019-2020

Michael Butler	Health, Physical Education and Recreation	Box 4013	5947	mbutler@emporia.edu
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Michael Butler, Chair – Shawn Keough (Fall), Chad Wiley (Spring), Vice Chair – Jan Gerstner, Executive Secretary