

Sent to Provost Mehring  
for approval 1/22/09

**GRADUATE STUDIES**

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**EMPORIA STATE  
UNIVERSITY™**

To: Graduate Council

From: Michael Butler, Marcus Childress, Deborah Gerish, Gerrit Bleeker

Re: Proposed Guidelines for fulfilling Article V, Section 2, Item F of Graduate Studies Bylaws

Date: 1/15/09

In order to comply with Article V, Section 2, Item F of the Graduate Studies Bylaws, we recommend the following procedures.

1. Graduate programs will be reviewed on a five year cycle.
2. Department representatives will present a fifteen minute oral report to the Graduate Council, allowing for an additional five minutes for questions and discussion.
3. Reports will follow these suggested guidelines:
  - a. Mission Statement/Program Goals
  - b. Student Learning Outcomes
  - c. Program Requirements
  - d. Number of majors in program
  - e. Five year trend in enrollment
  - f. Size of graduate faculty
  - g. Summary of efforts to improve program
  - h. Program strengths
  - i. Program challenges
  - j. Other (e.g., delivery of instruction, student/faculty accomplishments, placement of graduates)



## GRADUATE STUDIES

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- Present:** Albrecht, Bleeker, Butler, Crupper, Gerish, Ghosh, Houchins, Keller, Schrader, Sehlaoui, Terrell, Thayer, Yanik
- Absent:** Alexander, Childress, Jones, Kjellman-Chapin, Miller, Neufeld, Sleezer, Tu
- Guests:** Associate Provost Jim Williams

The Council of Graduate Studies met at 3:30 p.m. on Thursday, April 16, 2009 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

1. The minutes from the January 15, 2009, meeting were amended to show that Dr. Michael Butler called the meeting to order. The amended minutes were unanimously approved.
2. Regular graduate faculty status was unanimously approved for the following listed faculty:  
  
James Aber, Professor, Physical Sciences  
DeWayne Backhus, Professor, Physical Sciences  
Jorge Ballester, Professor, Physical Sciences  
Terry Barham, Professor, Music  
Marjorie Bock, Associate Professor, Special Education and School Counseling  
Jozenia Colorado, Assistant Professor, IDT  
Robert W. Jones, Professor, Physical Sciences  
Arthur Landis, Associate Professor, Physical Sciences  
Gerald Liss, Assistant Professor, Special Education and School Counseling  
Cecelia Salvatore, Assistant Professor, SLIM  
Kenneth W. Thompson, Professor, Physical Sciences  
Eric Trump, Associate Professor, Physical Sciences  
Chad Wiley, Assistant Professor, Mathematics, Computer Science, and Economics
3. Associate graduate faculty status was unanimously approved for the following listed faculty:  
  
Thomas Eddy, Professor, Biological Sciences  
Jeonghyun Kim, Assistant Professor, SLIM  
Dwight Moore, Associate Professor, Biological Sciences
4. Dipak Ghosh and Nancy Albrecht were both nominated for vice chair of the graduate council for 09/10. The vote was a tie. Ballots will be sent to council members absent at the meeting. Council members will be notified of the final outcome of the absentee votes once ballots are received.
5. Dean Bleeker distributed a proposal from Gwen Alexander, Dean of the School of Library and Information Management. The proposal requested that doctoral students who have not completed all their requirements can attend the graduation ceremony but will not be hooded until all requirements are finished. After discussion, council members agreed to table this agenda item until the September 17 meeting.

6. Associate Provost Williams provided the council with an enrollment management update. He discussed current strategies and changes that will be coming with the implementation of the new Enrollment Management System. He also discussed challenges with graduate recruitment and solutions this system will provide. A question and answer session followed his presentation.
7. Council members discussed student involvement with the council and agreed this agenda item would be tabled until the September 17 meeting.
8. Council members voted unanimously that council minutes should be posted on the graduate web site.
9. Dean Bleeker announced that the Boylan Scholar Award, Boylan Thesis Award, and Robert J. Grover Scholarship would not be available next year due to the current downturn in foundation scholarship funds. The Durst Research Award will be offered Fall 2009.

Meeting adjourned at 4:50.



## Situation at a Glance

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To: Gary Bleeker  
From: Gwen Alexander  
Date: April 6, 2009  
Re: Doctoral commencement

ESU policy does not address the protocol for graduating doctoral students. I am unable to attend this week's Graduate Council meeting but I would like you to put forth this proposal to the assembled representatives: Doctoral students may elect to "walk" in commencement exercises but will only be hooded after their dissertations have been presented and approved by their doctoral committee members, the dean of SLIM, and the dean of the Office of Graduate Studies.

This is the policy at many doctoral-granting institutions. Because of the number of students who never complete their dissertations, it is premature to confer the honor of being hooded before this is accomplished. This policy would allow students to walk with their classmates for commencement but reserves hooding for people who have actually attained Ph.D. status.

I appreciate your assistance in bringing this before the Graduate Council.



EMPORIA STATE  
UNIVERSITY

OFFICE OF GRADUATE STUDIES

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TO: Members of the Graduate Council  
FROM: Gerrit Bleeker, Dean, Graduate Studies  
DATE: April 17, 2009

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, April 16, 2009 in the President's Conference Room.

**AGENDA**

1. Approval of minutes from the January 15, 2009 meeting.
2. Regular graduate faculty approval:  
James Aber, Professor, Physical Sciences  
DeWayne Backhus, Professor, Physical Sciences  
Jorge Ballester, Professor, Physical Sciences  
Terry Barham, Professor, Music  
Marjorie Bock, Associate Professor, Special Education and School Counseling  
Jozenia Colorado, Assistant Professor, IDT  
Robert W. Jones, Professor, Physical Sciences  
Arthur Landis, Associate Professor, Physical Sciences  
Gerald Liss, Assistant Professor, Special Education and School Counseling  
Cecelia Salvatore, Assistant Professor, SLIM  
Kenneth W. Thompson, Professor, Physical Sciences  
Eric Trump, Associate Professor, Physical Sciences  
Chad Wiley, Assistant Professor, Mathematics, Computer Science, and Economics
3. Associate graduate faculty approval:  
Thomas Eddy, Professor, Biological Sciences  
Jeonghyun Kim, Assistant Professor, SLIM  
Dwight Moore, Associate Professor, Biological Sciences
4. Action items
  - a. Elect Vice Chair for 09-10 council
  - b. Doctoral commencement (Gwen Alexander)

Graduate Council Agenda

April 16, 2009

Page 2

5. Reports/discussion
  - a. Enrollment management (Jim Williams)
  - b. *Emporia State Research Studies* (Trina Miller)
  - c. Council involvement with graduate students
  - d. Council minutes on web site
  - e. Report on award/scholarship funds available for FY 10
  
6. Comments from council members



## GRADUATE STUDIES

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- Present:** Albrecht, Alexander, Bleeker, Butler, Childress, Crupper, Gerish, Ghosh, Houchins, Keller (Storm), Kjellman-Chapin, Miller, Neufeld, Schrader, Sehlaoui, Storm, Terrell, Thayer, Tu, Yanik
- Absent:** Jones, Sleezer
- Guests:** Gwen Carnes, Katrina Miller

The Council of Graduate Studies met at 3:30 p.m. on Thursday, January 16, 2009 in the President's Conference Room. Dr. Marcus Childress called the meeting to order.

1. Minutes from the November 20, 2008 meeting were unanimously approved.
2. The Robert J. Grover Graduate Student Scholarship Application was unanimously approved with the following changes:
  - 1) Deadline of February 20, 2009
  - 2) Add three references required to list of criteria
3. Dean Bleeker distributed a draft copy of the proposed guidelines for qualitative review of graduate programs. After discussion, the following listed change was added to the proposal. The proposal was approved and will be forwarded to Provost Mehring.
  - 1) Change timeline from 3 years to 5 years

Dean Alexander requested that SLIM present the first review in Fall 2009 when the review process will begin. The order of reviews will be an agenda item at the next council meeting.

4. Dean Bleeker announced that Dalene Hawthorne had resigned as co-editor of the Emporia State Research Studies. Katrina Miller, remaining co-editor, discussed the need for a new co-editor. Dean Bleeker asked council members to submit the names of interested individuals.
5. Gwen Carnes, advisor for GSAC, discussed problems the current GSAC committee is experiencing and issues/projects the committee is working on. She stated GSAC would be restructuring their constitution in order to address some of the problems.

Meeting adjourned at 4:20p.m .



Office of Graduate Studies  
APPLICATION FOR THE ROBERT J. GROVER GRADUATE STUDENT  
SCHOLARSHIP

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For Academic Year 2008-2009  
Deadline:

Graduate students meeting the following criteria are eligible to compete for two \$400 awards. **Incomplete applications will not be considered for the award. It is the student's responsibility to make sure applications are complete.**

1. Applicants must be a full-time, degree-seeking graduate student with a gpa of 3.75 or better.
3. Applicants must submit a current resume.
4. Applicants must attach a statement of purpose for their ESU graduate experience.

**The scholarship is renewable and students may reapply each year providing they are progressing toward a degree at ESU.**

-----  
Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_ Telephone \_\_\_\_\_

Date of admission to graduate program \_\_\_\_\_ Graduate major at ESU \_\_\_\_\_

Print or type below the names and addresses of each reference:

1. Name \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Return completed form to:

Grover Scholarship Award Committee  
Office of Graduate Studies - Campus Box 4003  
Emporia State University  
Emporia, KS 66801



**Letter of Recommendation**

**I. To be completed by applicant (please print or type):**

Name of applicant: \_\_\_\_\_  
Last First Middle Student ID

Applying for:  Robert J. Grover Graduate Student Scholarship

Department/School: \_\_\_\_\_

I agree that the recommendation I am requesting shall be held in confidence by officials of Emporia State University, and I hereby waive any rights I may have to examine it.  Yes  No

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. To be completed by the recommender:**

*(A letter of reference on institutional letterhead may be submitted in lieu of this form).* Please indicate how long and in what capacity you have known the applicant. We would appreciate your evaluation of the applicant's past work and overall potential for doing graduate work and/or performing as a teaching or research assistant. The checklist below may be useful in suggesting areas on which to comment. (Use reverse or second sheet if necessary.)

Please rate the applicant according to the following scale:

5 = outstanding, 4 = excellent, 3 = very good, 2 = good, 1 = fair, 0 = poor, N = no basis for judgment

Intellectual capability      Ability to express thoughts in writing      Teaching ability (if known)      Motivation  
Research skill      Ability to express thoughts orally      Maturity      Overall ability

Recommender's name \_\_\_\_\_ Position or title \_\_\_\_\_

Signature \_\_\_\_\_ (please print or type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Please return this form directly to Graduate Studies, Box 4003, Emporia State University, 1200 Commercial, Emporia, KS 66801-5087

**Letter of Recommendation**

**I. To be completed by applicant (please print or type):**

Name of applicant: \_\_\_\_\_

Last

First

Middle

Student ID

Applying for:  Robert J. Grover Graduate Student Scholarship

Department/School: \_\_\_\_\_

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Recommender's name \_\_\_\_\_ Position or title \_\_\_\_\_

(please print or type)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Please return this form directly to Graduate Studies, Box 4003, Emporia State University, 1200 Commercial, Emporia, KS 66801-5087

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 Last First Middle Student ID

Applying for:  Robert J. Grover Graduate Student Scholarship

Department/School: \_\_\_\_\_

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Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Recommender's name \_\_\_\_\_ Position or title \_\_\_\_\_

Signature \_\_\_\_\_ (please print or type) Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Please return this form directly to Graduate Studies, Box 4003, Emporia State University, 1200 Commercial, Emporia, KS 66801-5087



EMPORIA STATE  
UNIVERSITY™

## GRADUATE STUDIES

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DRAFT COPY

To: Graduate Council

From: Michael Butler, Marcus Childress, Deborah Gerish, *Hub* Gerst Bleeker

Re: Proposed Guidelines for fulfilling Article V, Section 2, Item F of Graduate Studies Bylaws

Date: 1/15/09

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1. Graduate programs will be reviewed on a three year cycle.
2. Department representatives will present a fifteen minute oral report to the Graduate Council, allowing for an additional five minutes for questions and discussion.
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  - g. Summary of efforts to improve program
  - h. Program strengths
  - i. Program challenges
  - j. Other (e.g., delivery of instruction, student/faculty accomplishments, placement of graduates)



EMPORIA STATE  
UNIVERSITY

OFFICE OF GRADUATE STUDIES

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TO: Members of the Graduate Council  
FROM: Gerrit Bleeker, Dean, Graduate Studies  
DATE: January 14, 2009

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, January 15, 2009 in the President's Conference Room.

**AGENDA**

1. Approval of minutes from the November 20, 2008 meeting.
2. Reports/discussion
  - a. Robert Grover Scholarship
  - b. Qualitative review of graduate programs
  - c. Emporia State Research Studies editor position (Katrina Miller)
  - d. GSAC (Gwen Carnes)
3. Comments from council members



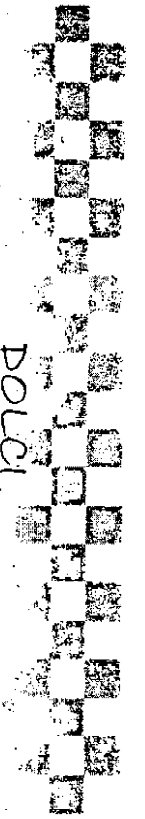
## GRADUATE STUDIES

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- Present:** Albrecht, Alexander, Bleeker, Butler, Crupper, Gerish, Ghosh, Houchins, Kjellman-Chapin, Miller, Neufeld, Schrader, Sehlaoui, Sleezer, Storm, Terrell, Thayer, Tu, Yanik.
- Absent:** Childress, Jones
- Guests:** June Coleman-Hull, Jan Farwell, Dalene Hawthorne, Nancy Hite, Liz Majors

The Council of Graduate Studies met at 3:30 p.m. on Thursday, November 20, 2008 in the President's Conference Room. Dr. Michael Butler called the meeting to order.

1. Minutes from the October 16, 2008 meeting were unanimously approved.
  2. The following listed faculty were unanimously approved for Regular Graduate Faculty status.  
James Ehlers, Assistant Professor, Art  
Dan Kirchhefer, Professor, Art  
Steven Neill, Associate Professor, School Leadership/Middle and Secondary Teacher Education  
Edwin Church, Associate Professor, School Leadership/Middle and Secondary Teacher Education  
Larry Schwarm, Professor, Art
  3. Three revalidation requests for Lisa Beye, a student in the Business Education program, were unanimously approved.  
June Coleman-Hull distributed information and discussed services offered by the Office of Career Services.
  5. Liz Majors, Jan Farwell, and Ashley Jost distributed information regarding services and programs offered at the Metro Learning Center in Kansas City. A power point presentation provided additional information for council members.
  6. Dalene Hawthorne distributed information on the current status of the *Emporia State Research Studies* and outlined future goals for the publication.
  7. Dean Bleeker distributed a proposal revising the current gpa requirements for graduate assistants to include a provision for graduate level course work. Council member unanimously approved the proposal. The proposal will now be sent to Provost Mehring for approval.
  8. Dean Bleeker discussed the need to make the following listed changes to the current Bylaws of the Office of Graduate Studies and stated these changes would be made unless there were any council concerns. No concerns were expressed so the bylaws will be updated.  
  
Graduate School will be changed to Office of Graduate Studies  
Dean of Graduate Studies and Lifelong Learning will be changed to Dean of Graduate Studies
  9. Dean Bleeker distributed a proposal to further define the method for periodic qualitative review of graduate programs referred to in Article V, Section 2, Item F of the Bylaws of the Office of Graduate Studies. After lengthy discussion, several council members suggested departments could give Power Point presentations providing information and assessment of their departments. Mike Butler and Marc Childress would work with the Dean on guidelines for these presentations. This will be an item on the next council agenda.
  10. Deb Gerish asked if graduate assistants would be cut in the future due to budget shortages and Dean Bleeker replied that was still being decided.
- meeting adjourned at 4:50.



Desserts

DOLCI

Treat yourself to a sweet cadence of career success with these perfect endings, (and beginnings) on your career journey.

Sugar and Spice and Everything Nice:.....Half or Full Professionalism as a Way of Life

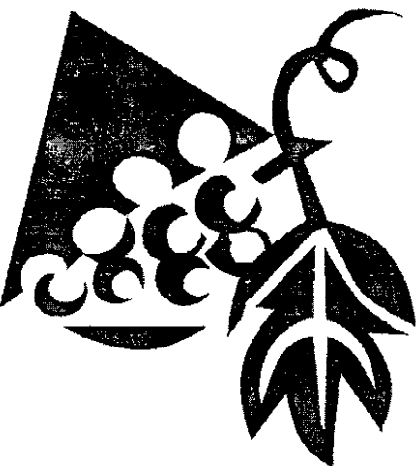
The Plain Truth of Job Hunting: Sugar-free Bliss:.....Half or Full

### WE ALSO CATER!

CHALLENGE US WITH A CAREER TOPIC OF YOUR CHOICE!  
WE WILL RESEARCH THE TOPIC  
AND PRESENT THE MOST CURRENT INFORMATION  
IN A CUSTOMIZED PRESENTATION!  
TOPICS MAY BE COMBINED TO MATCH YOUR NEEDS.

### MARK YOUR CALENDAR FOR THESE 2008-09 EVENTS!

Part-time Job Fair	August 25	12:00-2:30pm	<input type="radio"/>
Fall Career Fair	Sept. 16	10:00am-2:00pm	<input type="radio"/>
Fall Education Career Fair	Nov. 4	9:00am-3:00pm	<input type="radio"/>
Spring Education Career Fair	March 4	9:00am-3:00pm	<input type="radio"/>



*Gourmet Career Presentations*  
433 S. Morse Hall  
620-341-5407  
[www.emporia.edu/careerservices](http://www.emporia.edu/careerservices)

Contact Career Services at  
620-341-5407 or [career@emporia.edu](mailto:career@emporia.edu) to  
reserve your presentation TODAY!

Order online at [www.emporia.edu/careerservices](http://www.emporia.edu/careerservices)





The seasoned staff in Career Services is excited to offer a variety of high quality and delectable topics to satisfy your educational palate. Choose from the selection below and make your dinner reservations (classroom presentation) today!

**ANTIPASTI**

*Appetizers*

*These items have been prepared, not as a meal in themselves, but as a series of shorter presentations aimed at creating a desire to seek more.*

- Your Future—Start Talking..... 20 minutes
- Applications: Do I Really Have To?.....20 minutes
- The Art of Getting Good Recommendation Letters.....20 minutes
- Four Year Career Plan: Need a GPS?.....20 minutes

**ZUPPE**

*Soup*

*A short selection of items offered as either a Half portion (20 minutes) or Full portion (50 minutes).*

- What Good is an Internship Anyway?
- Sophisticated, NOT Sexy: Professional Dress 101
- You Can Think, But Can You Talk?

**MAIN COURSES**

*Exquisitely balanced, these entrees include 3 specialty items that combine to make one delectable meal.*

- Spice Up Your Job Search.....50 minutes  
*Online, Networking, Headhunters*
- Resumes: From Ordinary to Spectacular.....50 minutes  
*Content, Vocabulary, Aesthetics*
- Salary Negotiations: How to Ask for What You Want.....50 minutes  
*Confidence, Research, Tact*
- Want the World? Do Your Homework!.....50 minutes  
*GPA, Volunteer Work, Internships*
- Interview to WIN!.....50 minutes  
*Expectations, Questions, Attitude*
- Professional Etiquette.....50 minutes  
*The Interview, At Dinner, Correspondence*

**FERMO DEL GIORNO**

*Catch of the Day*

*These items are known to change with time and it is our desire to offer only the freshest information available. Half or Full portions.*

- Hot Jobs NOW: What's HOT and What's NOT in the marketplace!
- Hiring Trends in Specific Industries
- Are Dream Jobs for Real? How Will I Know?

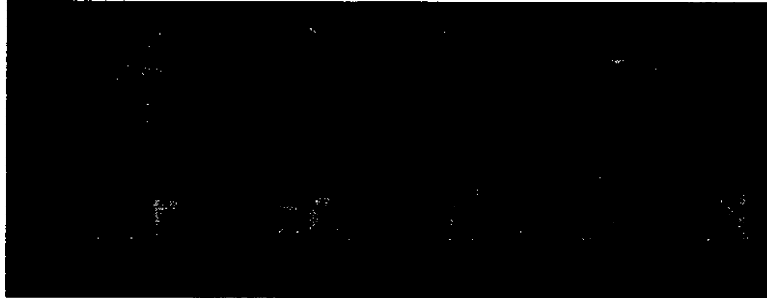




## List of Past Presentations Customized to Specific Graduate Programs

<b>ESU Program</b>	<b>Topic</b>	<b>Type of Workshop</b>
SLIM	<i>CV versus Resume: Knowing the Most Appropriate Design and Use for Each</i>	Classroom
SLIM	<i>Conducting a Competency-Based Job Search</i>	Classroom
Physical Sciences	<i>Careers in the Physical Sciences</i>	Departmental Seminar
IDT	<i>Careers in IDT</i>	Panel presentation with alumni employers
School Leadership	<i>Recruitment and Retention of Quality Teachers</i>	Classroom
MBA	<i>Employment Trends for MBA Graduates</i>	Classroom
MBA	<i>Job Search Strategies</i>	Employer Panel
All Campus	<i>The Art of Cultivating Quality Recommendation Letters</i>	Workshop
HPER	<i>Online career counseling to off site graduate students</i>	Individual Appointments
I/O Psychology	<i>Human Resources Job Shadow Day</i>	Coordinated with external HR professionals





Graduate Council Presentation  
Thursday, November 20, 2008  
Jan Farwell, Ashley Jost, and Liz Majors

## Metro Learning Center

**MLC Staff:**

Jan Farwell, Assistant Director Off-Site and Distance Education

- BSB, MBA – Emporia State University

Ashley (Ross) Jost, Program Coordinator

- BSB – Emporia State University

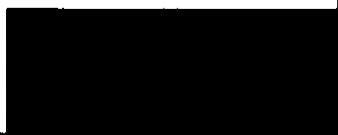
Liz (Barnum) Majors, Assistant Director KC Marketing

- BFA – Emporia State University, MA – University of Nebraska , Lincoln

**MLC Support Staff:**

Kathryn Strupp, Temporary Administrative Assistant

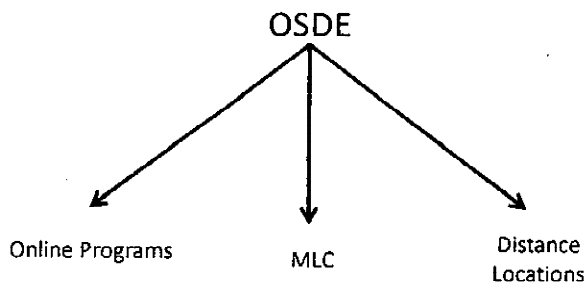
Faith Scott, Graduate Assistant



## Emporia State University in Kansas City

The ESU Metro Learning Center is located in the corporate center of Overland Park, Kansas. Metro Learning Center staff work closely with the business community, multiple metro area chambers of commerce, local community colleges, and metro area alumni to provide individuals the opportunity to work, live, and reach their educational potential without leaving the comforts of their own community.

## Off-Site and Distance Education



## Metro Learning Center

Supports the mission of Emporia State University and its  
Colleges, Departments and Units.

Support the growth of Emporia State University  
through online and hybrid programs  
available to individuals living in the Kansas City Metro Area.

Support the growth of the Emporia State University main campus through  
recruitment activities at the undergraduate level.

## Undergraduate Programs

Programs Available to Individuals Living in KC Metro Area

- BSB – Accounting\*\*
- BSB – Business Administration\*\*
- BSB – Information Systems\*\*
- BSB – Marketing\*\*
- BSB – Management\*\*
- BSE – Elementary Education\*\*\*
- BS – Information Resource Studies\*\*
- BS – Health Promotion\*\*
- BS – Recreation\*
- BIS – Integrated Studies\*

- \* Program offered completely online
- \*\* Program offered online and onsite at MLC
- \*\*\* Program offered at KCKCC

## Graduate Programs

Programs Available to Individuals Living in KC Metro Area

### College of Liberal Arts and Sciences

- MA – TESOL\*
- MS – Mathematics\*\*\*\*
- MS – Physical Science/Earth Science\*

### School of Business

- MBA\*\*
- MBA – Accounting\*\*
- MBA – Information Systems\*\*
- MS – Business Education\*\*

### School of Library and Information Management

- MLS – Library Science\*\*\*\*
- MLC – Library Science – Library Media Specialist\*\*\*\*
- PHD – Library Science\*\*\*\*

- \* Program offered completely online
- \*\* Program offered online and onsite at MLC
- \*\*\* Program offered at KCKCC
- \*\*\*\* Program offered online and an onsite location

## Graduate Programs

Programs Available to Individuals Living in KC Metro Area

### The Teachers College

- MS – Curriculum and Instruction - Curriculum Leadership Pre K-12\*\*\*\*
- MS – Curriculum and Instruction - National Board Certification Pre K-12\*\*\*\*
- MS – Curriculum and Instruction - Effective Practitioner Pre K-12\*\*\*\*
- MS – Early Childhood Education\*
- MS – Educational Administration\*\*\*\*
- MS – Health, Physical Education and Recreation\*
- MS – Instructional Design and Technology\*
- MS – Master Teacher - Elementary Subject Matter\*\*\*\*
- MS – Master Teacher - Reading Specialist\*\*\*\*
- MS – School Counseling\*\*\*\*
- MS – Special Education – Adaptive\*\*\*\*
- MS – Special Education - Gifted, Talented, & Creative\*

- \* Program offered completely online
- \*\* Program offered online and onsite at MLC
- \*\*\* Program offered at KCKCC
- \*\*\*\* Program offered online and an onsite location

# Licensure and Certificates

Programs Available to Individuals Living in KC Metro Area

## Undergraduate

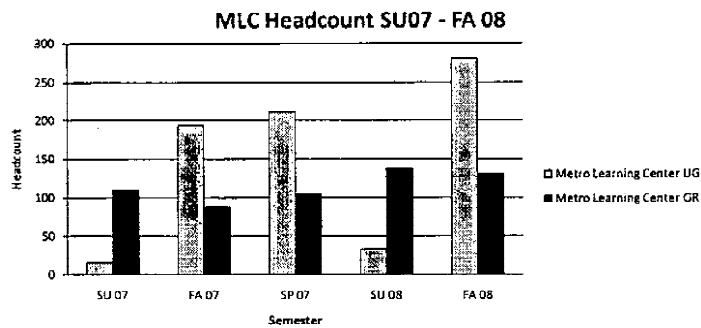
- Elementary Education

## Graduate

- Geospatial Analysis
- Archives Studies
- English as a Second Language
- Library Media Specialist
- Building Level Administrator
- Early Childhood Unified
- Post Baccalaureate - Health
- Reading Specialist
- School Counselor
- Special Education – Adaptive
- Special Education - Gifted, Talented, & Creative

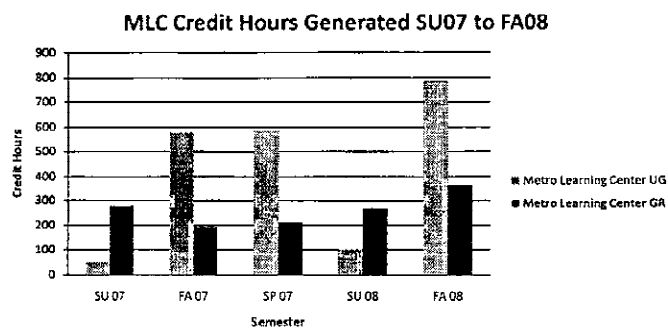
NOTE: Refer to previous slides for mode of delivery.  
Some programs may only be offered as part of a specific degree program.

# MLC Headcount



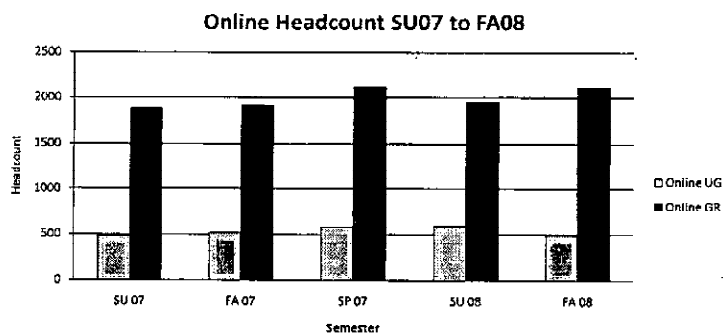
SOURCE: Christy Schreck, Institutional Research

## MLC Credit Hour Generation



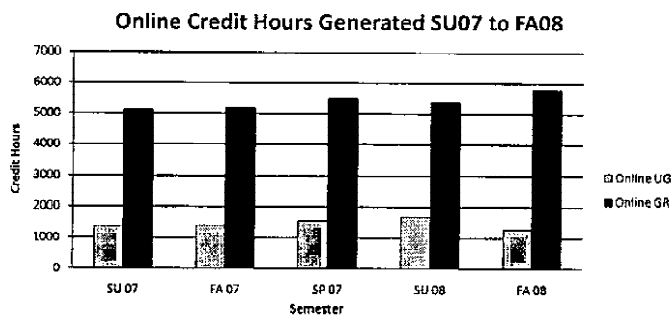
SOURCE: Christy Schreck, Institutional Research

## Online Headcount



SOURCE: Christy Schreck, Institutional Research

## Online Credit Hour Generation



SOURCE: Christy Schreck, Institutional Research

## Potential Growth - JoCo

*KASB Article on Kansas Population Growth - January 11, 2005*

"The population of Kansas today is the smallest percentage of the total US population it has been since the earliest days of statehood."

"The latest estimates for Kansas, show a stagnant rate of population growth."

"80 counties have declined since 2000 and only 25 have grown"

Johnson County is the fastest growing county in the state — the population was 451,086 at the time of the 2000 census, an estimated 516,731 today, and is projected to reach nearly 626,723 by 2015, making it the largest in the state.



## Potential Growth – KC Metro

### Demographics:

- Metro population is 2 million
- The annual per household income is \$67,000
- Per capita income is \$37,331
- Median home price in Kansas City is \$153,000
- The average age is 36.1
- 89.4% of KC residents have a high school education
- 32% of KC residents have a college degree

### Home to Major Corporate Headquarters such as:

Aquila, Capital Federal Financial, Cerner Corporation, Commerce Bancshares, DeBruce Grain, DST Systems, Garmin, H&R Block, Hallmark Cards, Interstate Bakeries, Perceptive Software, Seaboard Corporation, Sprint Corporation, UMB Financial, Westar Energy, YRC Worldwide

SOURCE: ThinkKC.com

## MLC Outreach

Alumni

Community Colleges

Corporations

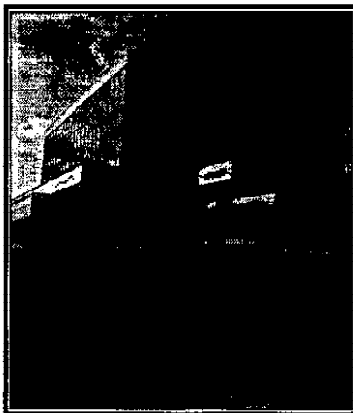
Professional Organizations

School Districts

## Student Services

Bookstore  
CAAP, MAT, MFT Testing Site  
Career Services Liaison  
Distance student Buzz-in Access  
Financial Aid Liaisons  
Laptops, wireless internet  
Metro Area Off-Site Registration  
One-on-One New Student Orientation  
Onsite Pre-Admission Advising  
Student ID's  
Test Administration and Make-up Exam Proctoring Site

## Questions?



**Come Visit Us!**

8400 W 110<sup>th</sup> St., Suite 150  
Overland Park, KS 66210

# ESU. The Right Choice.

You know that **furthering your education** is the next step in accomplishing your career goals. You know you have several options to complete your **Bachelor's** or **Master's degree** in the **Kansas City Area**. Here are a few reasons why **ESU** should be your **first choice**.

## Quality

You can earn a **Bachelor's** or **Master's** degree from a **nationally recognized** public university. All majors have outstanding **accreditation**; ESU's **School of Business** is AACSB accredited, putting us in the **top quarter** of business schools in the US. Our **Teachers College** was recently recognized as being one of the **best teacher preparation** institutions in the nation! Our courses are taught by **highly credentialed** and experienced ESU faculty and field practitioners. Their excellent credentials and **real-world experience** will give you the education you need to **fulfill your earning potential** and make the transition from where you are now, to where you want to be.

## Convenience

Whether you choose a program that is **online**, offered through our **Metro Learning Center** in Overland Park, or both; all programs are designed to allow you to **balance** life, work, and school. Courses are conveniently offered in the evenings, online, and/or weekends. The admissions process is simple and straightforward, so if you decide that one of ESU's programs is the **right choice** for you, it's easy to get started.

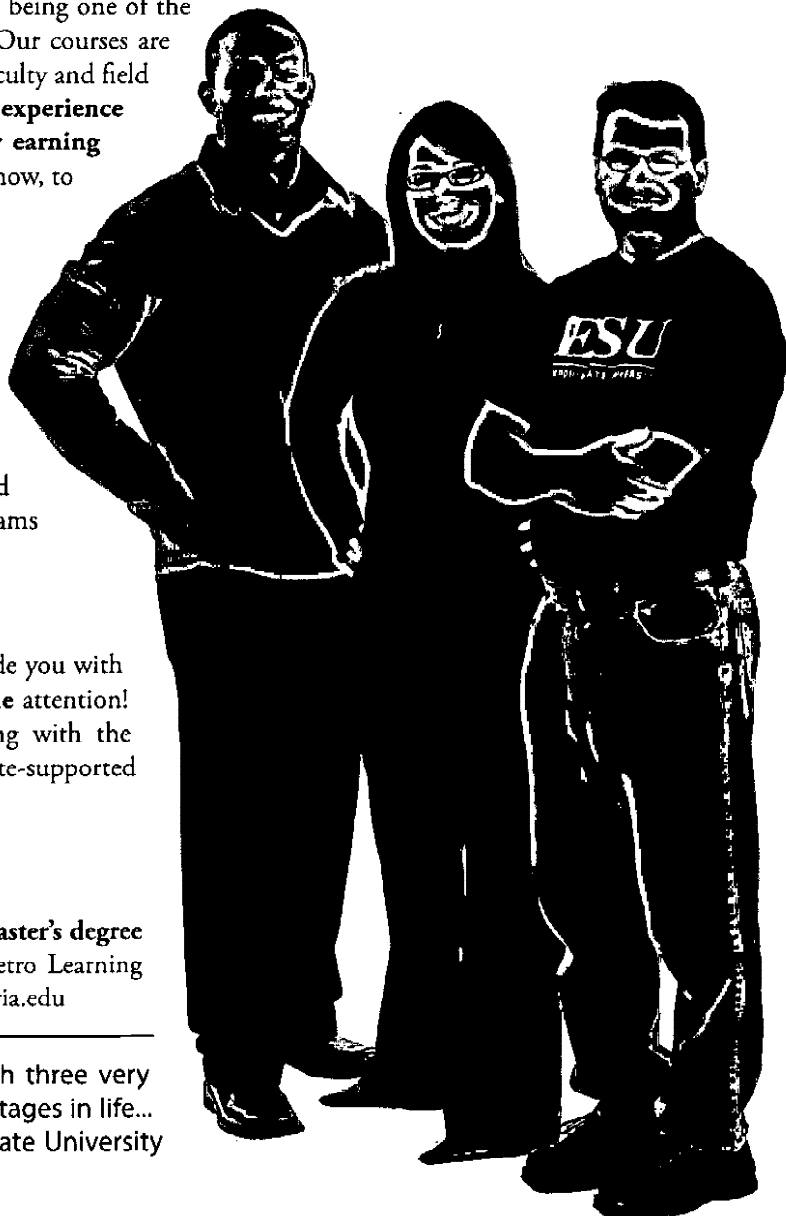
## Value

ESU's **Bachelor's** and **Master's** degree programs provide you with **small class sizes**, **practical experience**, and **one-on-one** attention! Each program offers **state-of-the-art resources**, along with the affordability you would expect from a **premier** state-supported university.

## Information

Contact us today to learn how **ESU's Bachelor's and Master's degree programs** are the right choice for you. . . Call the Metro Learning Center at 913-338-4-ESU or email: [ESUMetro@emporia.edu](mailto:ESUMetro@emporia.edu)

"Meet Payne, Shelli, and Neil... three students with three very different stories to tell... three students at various stages in life... three students that will graduate from Emporia State University in 2008."



Metro Learning Center • Overland Park, KS • 913-338-4-ESU  
[www.emporia.edu/lifelong/mlc](http://www.emporia.edu/lifelong/mlc)

 EMPORIA STATE UNIVERSITY™

Please see reverse for detailed information.

# Emporia State University Metro Learning Center

## Bachelor's and Master's Degree Programs for Working Professionals

### The ESU Metro Learning Center

Established in 1863, Emporia State University is a fully accredited Kansas public university. Opened in 2005, the ESU Metro Learning Center is located in the corporate center of Overland Park, Kansas. Metro Learning Center staff work closely with the business community, multiple metro area chambers of commerce, local community colleges, and metro area alumni to provide you the opportunity to work, live, and reach your educational potential without leaving the comforts of your own community.

### ESU Metro Learning Center Programs

Bachelor's, Master's, certificate, and licensure programs offered through the ESU Metro Learning Center are designed for working professionals living in the Kansas City Metro Area. All degree programs are uniquely structured to allow you the opportunity to complete a degree in a time frame that is convenient for you.

### Programs Available to Individuals Living in the Kansas City Metro Area Through ESU

#### Bachelor's Degree Programs:

All bachelor degree programs are primarily designed for students who have completed an Associate Degree or hold a number of undergraduate level courses from accredited institutions.

- Accounting
- Business Administration
- Business Management
- Elementary Education
- Health Promotion
- Integrated Studies\*
- Information Systems
- Information Resource Studies
- Marketing
- Recreation\*

\*Program offered completely online

#### Master's Degree Programs, Licensures, and Certificates:

All degree, licensure, and certificate programs are designed to meet the requirements of their respective industry. Each program has specific admission, licensure, and/or pre-requisite requirements.

##### Degree Programs:

- Adaptive Special Education\*\*
- Business Administration\*\*
- Business Education\*
- School Counseling\*\*
- Curriculum and Instruction\*\*
- Early Childhood Education
- Earth Science\*
- Educational Administration\*\*
- Elementary Teacher Education\*
- Gifted, Talented, and Creative Special Education\*
- Health, Physical Education, & Recreation\*
- Instructional Design and Technology\*\*
- Legal Information Management\*\*
- Library Science\*\*
- Mathematics\*\*
- Reading Specialist\*\*
- Teaching English to Speakers of Other Languages\*

\* Program offered completely online

\*\* Program offered online and onsite in Kansas City

\*\*\*Available as part of specific Master's degree program.

##### Licensure Programs:

- Adaptive Special Education\*\*\*
- Building Level Administrator\*
- District Level Administration\*
- Early Childhood Unified\*\*\*
- English as a Second Language\*
- Gifted Special Education\*\*\*
- Health Education\*
- K - 12 Program Leadership\*
- Library Media Specialist\*\*
- Reading Specialist\*\*
- School Counselor\*\*\*

##### Certificate Programs:

- Archives Studies\*\*
- Geospatial Analysis\*
- Information Management\*\*
- Legal Information Management\*

### ESU Metro Learning Center Student Services

The ESU Metro Learning Center works collaboratively with the main campus in Emporia, KS to provide you with a variety of academic services that allow you to successfully complete your degree! Services include, but are not limited to; academic and career advising, disability services, campus bookstore, and access to your personal academic information 24-hours a day.

### ESU Tuition

ESU is a Kansas Regents institution. ESU tuition is significantly less than comparable four-year schools in the Kansas City Metro and surrounding area. For a current tuition schedule, visit: [www.emporia.edu/lifelong](http://www.emporia.edu/lifelong)

### Getting Started

For detailed program information and to get started, please contact the ESU Metro Learning Center at 913-338-4-ESU or [ESUMetro@emporia.edu](mailto:ESUMetro@emporia.edu)





# Center for Off-Site and Distance Education

1-877-332-4249 or [lifelong@emporia.edu](mailto:lifelong@emporia.edu)

## Tuition and Fees Academic Year 2008-2009 Fall/Spring/Summer

### Undergraduate

	<u>KS Resident</u>	<u>Non-Resident</u> <sup>1</sup>
KS Distance Locations	\$174/hr	\$230/hr
Internet, ITV & Telenet	\$174/hr + \$60/class	\$230/hr + \$60/class
Metro Learning Center	\$174/hr + \$30/hr	\$230/hr + \$30/hr
On-Campus <sup>2</sup>	\$161/hr	NEARR: \$217/hr NONRES: \$445/hr

### Graduate

	<u>KS Resident</u>	<u>Non-Resident</u> <sup>1</sup>
KS Distance Locations	\$230/hr	\$313/hr
Internet, ITV & Telenet	\$230/hr + \$60/class	\$313/hr + \$60/class
Metro Learning Center		
IDT classes	\$230/hr + \$10/hr + \$40/class	\$313/hr + \$10/hr + \$40/class
All other classes	\$230/hr + \$30/hr	\$313/hr + \$30/hr
SLIM Out of State On-Site	\$230/hr	\$565/hr
On-Campus <sup>2</sup>	\$217/hr	NEARR: \$300/hr NONRES: \$552/hr

<sup>1</sup> An exception or waiver would be allowed for specific circumstances. Each semester, the student must complete an Application for Resident Fee Privilege for Out-of-State Residents Employed in Kansas or for Recruited or Transferred Employees to Kansas. Waiver is not applicable for on-campus courses.

<sup>2</sup> An on-campus flat rate is available to students enrolled full-time in on-campus courses (Undergraduate: 10 or more hrs; Graduate: 7 or more hours). See [www.emporia.edu/busaff/tuitwaiv.htm](http://www.emporia.edu/busaff/tuitwaiv.htm) for details. Full-time on-campus students who are also enrolled in Lifelong Learning courses will pay Lifelong Learning tuition and fees in addition to the on-campus flat rate. The NEARR rate involves the states of Nebraska, Colorado, Oklahoma, Missouri, and Texas.

FL 51758\_1

# ESU. The Right Choice.

You know that being a **teacher** is a part of your heart! As an educator, holding an **advanced degree** is a part of your career goals. We know you have lots of options to complete your **Graduate Degree** or additional **Education Licensures**. Here are a few reasons why ESU should be your first choice!



Meet Courtney Aguilar, 2008 BSE Graduate, and Joanie Hulse, ESU Alumnus and Teaching Mentor. Two ESU Graduates . . . Two dedicated women with one mission . . . Just two of the many ESU graduates making a positive difference in the life of a child . . . and you can too!

## Quality

Our Teachers College is known as one of the **top universities** in the U.S. for preparing our nation's top teachers! Why? Our graduates are well prepared to meet the unique demands that today's educators face! Through ESU's nationally recognized **Graduate and Licensure programs**, you will develop skills that will enhance your ability to work effectively with technology, fellow teachers, administrators, and your school district in meeting the needs of today's students. Our courses are taught by highly credentialed and experienced ESU Faculty and Field Practitioners, allowing you to obtain both real and practical knowledge.

## Convenience

ESU's **educational graduate programs** are specifically designed for individuals working in a school setting – courses are offered online and onsite through the ESU Metro Learning Center and various KC Metro Area locations. The structure is perfect for individuals working in K-12 Education, allowing you to balance your life, graduate work and your career! The admissions process is simple and straightforward, so, if you decide that one of ESU's programs is the right fit for you, it's easy to get started.

## Value

ESU's **Graduate and Licensure programs** provide small class sizes, practical experience, and one-on-one attention! ESU offers state-of-the-art resources along with the affordability you would expect from a premier state-supported university.

## Information

For more information on ESU's **Graduate and Licensure programs** available to **Educators** living in the Kansas City Metro Area, call the ESU Metro Learning Center at 913-338-4-ESU or email: [ESUMetro@emporia.edu](mailto:ESUMetro@emporia.edu)

The Teachers College • Emporia, KS • 1-877-332-4249 ext. 5367

[www.emporia.edu/lifelong/programs/](http://www.emporia.edu/lifelong/programs/)

 **EMPORIA STATE UNIVERSITY**™

## **About Graduate and Licensure Programs for Educators**

Emporia State University Offsite and Distance Education and the nationally recognized Teachers College are committed to helping educational professionals advance themselves through graduate level degree programs and courses. ESU's mission includes providing opportunities for offsite and distance education using innovative instructional strategies and delivery systems. ESU's graduate programs for educators embody the latest technology to customize the educational experience for individuals living in the Kansas City Metro Area who are faced with the challenges of balancing their school responsibilities, family, and life.

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### **Degrees and Licensure Available Through Offsite and Distance Education**

#### **Master Degree Programs**

Business Education\*  
Curriculum and Instruction\*\*  
Early Childhood Education\*  
Educational Administration\*\*  
Health, Physical Education, & Recreation\*  
Instructional Design & Technology\*\*  
Library Science\*\*  
Master Teacher - Elem. Subject Matter\*  
Master Teacher - Reading Specialist\*\*  
Mathematics\*\*  
Physical Science (Earth Science)\*  
School Counseling\*\*  
Special Education - Adaptive\*\*  
Special Education - Gifted, Talented, & Creative\*  
Teaching English to Speakers of Other Languages\*

#### **Licensures**

Alt. Route - Restricted Teaching - Sec. Teaching\*\*\*\*  
Alt. Route - Restricted School Specialist - School Counseling\*\*\*\*  
Alt. Route - Restricted School Specialist - School Library Media\*\*\*\*  
Building Level Administrator\*  
District Level Administrator\*  
Early Childhood Unified\*\*\*  
English as a Second Language\*  
Health (Post-Baccalaureate)  
Library Media Specialist\*\*  
Program Leadership\*  
Reading Specialist\*\*  
School Counselor\*\*\*  
Special Education - Adaptive\*\*\*  
Special Education - Gifted, Talented, & Creative\*\*\*

\* Program offered completely online

\*\* Program offered in a combination online and on-site format in the Kansas City Metro Area.

\*\*\* Available as part of a specific master's degree program

\*\*\*\* Offered online with minimal meeting in Emporia

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## **Graduate Program Admission and Application Process**

All individuals must first apply for admission to the ESU Graduate School. In addition, individuals may also need to apply to their program of interest. Admission to each program is contingent on the fulfillment of both Emporia State University graduate admission requirements and the requirements of the respective academic department. For detailed information on Graduate Admission visit: [www.emporia.edu/grad](http://www.emporia.edu/grad)

## **Degree Completion Time**

All programs are primarily structured for individuals working within a K-12 school setting. All courses are conveniently scheduled online or in the late afternoons, evenings, and/or Saturdays. Both online and online/onsite programs follow a recommended course sequence. Students work directly with an advisor from their respective department to ensure that the program is completed in a timely manner and meets all state licensing and accrediting standards. Per university policy, requirements for graduate degrees must be completed within seven (7) years from date of first enrollment.

## **Location**

Graduate and Licensure programs are conveniently offered online, onsite through the ESU Metro Learning Center in Overland Park, KS, and various locations throughout the Kansas City Metro area.

## **Tuition**

ESU is a Kansas Regents institution. ESU tuition is significantly less than comparable four-year schools in the Kansas City Metro and surrounding area. For a current tuition schedule, visit [www.emporia.edu/lifelong](http://www.emporia.edu/lifelong).

## **Getting Started**

For additional information and to get started in the program that is right for you, please contact the ESU's Metro Learning Center at 913-338-4-ESU or email [ESUMetro@emporia.edu](mailto:ESUMetro@emporia.edu)

## EMPORIA STATE RESEARCH STUDIES: 2008-09 GOALS

### NEXT ISSUE

The plan this year is to publish one issue in the Spring semester, by the end of May. There are currently enough submissions to do this.

### PUBLICITY

ESU has been contacted by EBSCO Publishing about including ESRS in their databases. This could significantly increase exposure to the journal. However, ESU has never signed agreements with authors in the past to gain the right to include their works in these databases. EBSCO is still interested in starting with the newest issues and going forward. Tracy Greene is willing to work with us on the license agreement with EBSCO and to develop a contract to use with authors in the future. It will be based on the Creative Commons license.

Another idea we have about publicity is to send email invitations to submit papers to a variety of society listservs and post a call for papers on the website.

If there is funding, we would also like to create a physical brochure about the journal to distribute.

### SOFTWARE PLATFORM

We would like to implement Open Journal Systems software to manage the journal. It provides a very professional-looking platform and also includes tools to manage electronic submissions.

<http://pkp.sfu.ca/?q=ojs>

An example of an open access journal that uses this software is Biodiversity Informatics, published by the University of Kansas. <https://journals.ku.edu/index.php/ibi>



ESRS Articles Under Consideration

Title	Submit Date	Author /Contact	Reviewer/s	Response Date	Status
Stereotype Lift	unknown	McJunkin/lmcjunkki@emporia.edu	unknown (2)	September 2008	undergoing revision per reviewer comments
Patient Satisfaction with Health Systems	June 2008	Moore/csufresno.edu	Calhoun	November 2008	awaiting decision regarding publication
Unknown	unknown	Kochman/adriennekochman.sbcglobal.net	TBA	November 2008	Awaiting resubmission of readable copy

## PROPOSED GRADUATE ASSISTANT GPA REQUIREMENTS

To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work.

*This policy will be effective upon approval by the President.*

DRAFT COPY

PROPOSED AMENDMENT TO THE BYLAWS OF GRADUATE STUDIES

Proposal: To amend Article V, Section 2, Item F. to read as follows:

F. To provide for periodic qualitative review of graduate programs. Graduate programs will be reviewed on a three year cycle. Departments will submit a report for each program offered. The report will include the following information:

1. Statement of Mission
2. List of student learning outcomes
3. Summary of assessment of student learning and assessment of program
4. Summary of efforts to improve program
5. Number of majors in program
6. Three year trend in enrollment
7. Delivery of instruction
8. Summary of significant faculty creative/research accomplishments
9. List of resource needs



EMPORIA STATE  
UNIVERSITY

OFFICE OF GRADUATE STUDIES

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TO: Members of the Graduate Council  
FROM: Gerrit W. Bleeker, Dean, Graduate Studies  
DATE: November 21, 2008

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, November 20, 2008 in the President's Conference Room.

**AGENDA**

1. Approval of minutes from the October 16, 2008 meeting.
2. Regular graduate faculty approval
  - James Ehlers, Assistant Professor, Art
  - Dan Kirchhefer, Professor, Art
  - Steven Neill, Associate Professor, School Leadership/Middle and Secondary Teacher Education
  - Edwin Church, Associate Professor, School Leadership/Middle and Secondary Teacher Education
  - Larry Schwarm, Professor, Art
3. Action items
  - a. GPA requirements for graduate assistants
  - b. Revalidation requests for Lisa Beye (Nancy Groneman)
4. Reports/discussion
  - a. Career Services presentations (June Coleman-Hull)
  - b. Metro Learning Center report (Liz Majors, Jan Farwell, and Ashley Jost)
  - c. *Emporia State Research Studies* report (Dalene Hawthorne)
  - d. Graduate Council Bylaws
  - e. Qualitative review of graduate programs
  - f. GSAC
5. Comments from council members



## GRADUATE STUDIES

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**Present:** Albrecht, Bleeker, Butler, Childress, Crupper, Gerish, Darby (Neufeld), Ghosh, Houchins, Kjellman-Chapin, Schrader, Sehlaoui, Storm, Terrell, Thayer, Yanik

**Absent:** Alexander, Miller, Sleezer

**Guests:** Roy Briggeman, James Harter, Shana Smith, Gloria Swift

The Council of Graduate Studies met at 3:30 p.m. on Thursday, October 16, 2008 in the President's Conference Room. Chair Marcus Childress called the meeting to order.

1. Minutes from the September 18, 2008 meeting were unanimously approved.
2. The following listed Regular Graduate Faculty requests were unanimously approved.

Malonne Davies, Assistant Professor, Physical Sciences  
James Roach, Associate Professor, Physical Sciences  
Marcia Schulmeister, Assistant Professor, Physical Sciences  
Charles Seimears, Assistant Professor, Early Childhood/Elementary Teacher Education

3. Shana Smith distributed the results of a survey sent to graduate students during the spring 2008 semester. She also reported that GSAC is working on a newsletter and social events for graduate students. Dean Bleeker discussed three areas of concern in the survey. Graduate students expressed a need for a graduate student orientation, graduate career fair, and expressed concerns with online advising.

Jim Harter distributed a proposal regarding accepting a minimum part score of 6.5 on each part of the IELTS exam as exempting students from taking FL 075. This is more or less equivalent to a TOEFL of 575. This proposal was unanimously approved.

4. Dean Bleeker distributed the current gpa requirements for graduate assistants. Marcus Childress discussed the need for consideration of a student's post-undergraduate gpa (if applicable). Council members were asked to take this issue back to their respective departments and this would be an item on the November agenda.
5. Dean Bleeker announced that the Marketing Office is working on creating three to four templates that can be used for departmental graduate brochures. Once the Graduate Office has these templates, graduate departments will be contacted for template selection and input into the content of a brochure for their department. Since the Graduate Office is no longer printing a viewbook, this funding will be used to pay for the departmental brochures.
6. Dean Bleeker discussed the need to update the Graduate Council Bylaws. Peggy Anderson agreed to send an electronic copy of the bylaws to all council members so they can make suggestions for updates. This will be an item on the November agenda.
7. Dean Bleeker discussed Article V, Section 2, Item F of the Council Bylaws which states that the council will provide for periodic qualitative review of graduate programs. Council members discussed the method of review and requested that Dr. Bleeker meet with Provost Mehring for direction on this review process. Dr. Bleeker agreed to meet with Provost Mehring and provide a report on their meeting at the November council meeting.
8. Deb Gerish distributed a survey entitled "Faculty as Influencers in Undergraduate Students' Search and Selection of Graduate Programs."

9. Marcus Childress and Dean Bleeker discussed the recent Regent's visit and various issues discussed with the Regents.

Meeting adjourned at 4.40 p.m .

# Emporia State University

## GSAC Survey Results Spring 2008

### 275 Participants

#### 1. Gender:

Male: 71 (26%)  
Female: 204 (74%)

#### 2. Working?:

Full-time: 194 (71%)  
Part-time: 62 (23%)  
Not working: 19 (7%)

#### 3. Do you have an assistantship?:

No: 230 (84%)  
TA: 31 (11%)  
Research: 7 (3%)  
Administrative: 7 (3%)

#### 4. Tuition:

In-state: 211 (77%)  
Out-of-state: 64 (23%)

#### 5. Graduate level tuition is..:

Low: 5 (2%)  
About right: 148 (54%)  
Too high: 121 (44%)

#### 6. Year of study considered:

Prerequisite: 1 (0%)  
First year: 54 (20%)  
Second year: 134 (49%)  
Other: 86 (31%)

#### 7. College:

School of Business: 18 (7%)  
College of Liberal Arts and Sciences: 38 (14%)  
Teachers College: 157 (58%)  
School of Library Science: 60 (22%)

#### 8. Programs of Study: (no particular order)

Educational Administration (Emphasis):  
District Level

Building Level  
School Leadership  
Education (Emphasis):  
Physical education  
Music  
School Counseling  
Reading Specialist  
Early Childhood  
Social Studies  
Curriculum and Instruction  
Gifted Education  
Special Education  
Elementary Education  
TESOL  
Library and Information Science (Emphasis):  
Archive Cert.  
Business Education  
MBA (Emphasis):  
Accounting  
Instructional Design and Technology  
Psychology (Emphasis):  
Clinical  
Rehabilitation Counseling  
Art Therapy  
Mental Health Counseling  
Science (Emphasis):  
Biology  
Earth Science  
Physical Science and Geospatial analysis  
History  
Music (Emphasis):  
Performance  
Percussion  
Math  
English

**9. Class load:**

Less than 6 hours: 95 (35%)  
Between 6-9 hours: 140 (51%)  
Between 9-12 hours: 32 (12%)  
More than 12 hours: 8 (3%)

**10. How satisfied with class workload:**

Very satisfied: 47 (17%)  
Satisfied: 140 (51%)  
Neutral: 67 (24%)

Dissatisfied: 16 (6%)  
Very Dissatisfied: 4 (1%)

**11. What grade would you give ESU's quality of instructors?:**

A: 136 (50%)  
B: 109 (40%)  
C: 23 (8%)  
D: 3 (1%)  
F: 1 (0%)

**12. What grade would you give ESU's quality of program/course offerings?:**

A: 119 (44%)  
B: 106 (39%)  
C: 36 (13%)  
D: 8 (4%)  
F: 4 (1%)

**13. What grade would you give ESU's quality of facilities?:**

A: 94 (37%)  
B: 105 (41%)  
C: 41 (16%)  
D: 12 (5%)

**14. What grade would you give your department's graduate program advising?:**

A: 143 (52%)  
B: 79 (29%)  
C: 36 (13%)  
D: 12 (4%)  
F: 5 (2%)

**15. Comments to questions 11-14:**

N/A to Grad Council

**16. Do you take graduate classes online?:**

Yes: 237 (86%)  
No: 38 (14%)

**17. On average, how many graduate classes do you take online per semester?:**

0: 32 (12%)  
1: 129 (47%)  
2: 80 (29%)  
3: 25 (9%)  
3+: 7 (3%)

**18. Are your online classes..:**

Required: 188 (68%)



Elective: 57 (21%)  
I do not take any: 30 (11%)

**19. The number of online course offerings is adequate:**

Strongly agree: 52 (19%)  
Agree: 128 (47%)  
Neutral: 54 (20%)  
Disagree: 30 (11%)  
Strongly Disagree: 7 (3%)

**20. Online course fees are:**

Low: 4 (1%)  
About right: 98 (37%)  
Too high: 165 (62%)

**21. Are you involved in any campus organizations?:**

Yes: 47 (17%)  
No: 223 (83%)

**Organizations Include:**

MBA Association  
GSAC  
Beta Gamma Sigma  
Phi Kappa Phi  
SCALA (Student Chapter of the American Library Association)  
Psychology Club  
Psi Chi  
ISTA (Instructional Technology Student Association)  
SIOP  
Earth Science Club  
Chinese Student Association  
Swing Dance Club  
Multi-Cultural Organization  
Phi Alpha Theta  
Society of Public Historians  
Rehabilitation Club  
MENTO (Mental Health Counseling Organization)  
BAP  
Muslim Student Association  
Information Systems Club  
International Business Group  
Beta Alpha Psi  
Student Chapter of Kansas Rehab Association  
Accounting Club  
CIS Club  
ASG

Grad Council  
AAA Committee

**22. Prior to this survey, had you heard of GSAC?:**

Yes: 118 (44%)

No: 153 (56%)

**23. Would you be interested in joining GSAC?:**

Yes: 20 (7%)

No: 201 (73%)

Unsure: 53 (19%)

**24. What kinds of activities would you like to see GSAC sponsor for students?:**

Graduate student orientation: 92 (51%)

Annual social event: 51 (28%)

Biannual social event: 32 (18%)

Speakers: 69 (38%)

Workshops: 80 (44%)

Small social events: 55 (30%)

Other: 35 (19%)

**Responses:**

- Things for online students
- Job fairs
- Build online community
- Graduate TA job orientation
- Online Podcasts from speakers or Online workshops
- Grad student orientation for online students
- Get tuition lowered for out-of-state students
- Better technology
- Advocate for Grad students without additional fees
- Workshops on APA style, Analysis software, etc.
- Online Workshops
- Webinars
- Coffee and bagels in evenings aligning with classes
- Weekend specific events
- Research seminars

**25. Would you be interested in having a Graduate student lounge with computers, couches, etc. that would be just for grad students?:**

Yes: 100 (39%)

No: 80 (31%)

Unsure: 78 (30%)

**26. Suggestions about what should be in a graduate student lounge:**

N/A to Grad Council

27. Are you aware of scholarships and/or funding opportunities for graduate students?:

Yes: 118 (43%)

No: 154 (57%)

28. How do you receive most information about graduate scholarships and opportunities?:

Advisor: 54 (20%)

Department: 52 (20%)

Have not received any: 116 (43%)

Other: 47 (17%)

**Responses (Other):**

-Email (from):

Grad Office

Stumail

My department

Financial Aid

School wide emails

Advisor

Teachers

-Fast web notifications

-Searching on the Internet

-Websites and posters, handouts on campus

-Payment office

-Rumor mill

-School website

-Kansas Board of Regents

**Gloria Swift - IELTS**

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**From:** Gloria Swift  
**To:** Bleeker, Gary  
**Date:** 9/25/2008 4:54 PM  
**Subject:** IELTS  
**CC:** Anderson, Peggy; Harter, James

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Dr. Bleeker,

Per our recent meeting concerning IELTS scores and their TOEFL equivalents, the Office of International Education recommends that Emporia State University accept a 6.5 score on the IELTS as exempting students from taking FL 075. The student must have a minimum part score of 6.5 on each part of the exam to be exempt.

This is more or less equivalent to a TOEFL of 575.

Thank you for the consideration.

Gloria Swift

Administrative Specialist

Office of International Education

From: James Harter  
To: Swift, Gloria  
Date: 12/19/01 1:37PM  
Subject: Fwd: [inter-l] Re: ATESL, ADSEC: TOEFL and other tests

FYI and files

>>> EAC Moldova <eac@dnt.md> 12/19/01 09:12AM >>>  
Hello!

Here is a concordance mini table for TOEFL vs IELTS:

IELTS	TOEFL (paper and pencil)	CBTOEFL
7.0	600	250
6.5	570	230
6.0	540	207
5.5	520	190
5.0	500	173

Sincerely,

Vitalie Vremis

Educational Advising Center  
bd. Stefan cel Mare si Sfânt 148  
Chisinau, Moldova, MD-2012  
tel: (3732) 221167, (3732) 221172  
fax: (3732) 221167  
Internet: <http://eac.iatp.md>  
<mailto:eac@dnt.md>

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## **GRADUATE ASSISTANTSHIPS/ACADEMIC ACHIEVEMENT AWARDS**

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs.

### **Academic Achievement Awards**

The President of the University has established a number of special graduate assistantships to be awarded annually by the Graduate Council for the purpose of recognizing outstanding academic achievements by assistantship applicants. AAA recipients are required to perform a useful academic service under the direction of the major department, not to exceed 20 hours a week. To qualify for these assistantships, an applicant must hold a baccalaureate degree, have a minimum undergraduate (four-year) grade point average of 3.0 based on a 4.0 system, and have one full year of graduate work remaining to be completed. Holders of these assistantships must enroll for six semester credit hours each term.

Approximately 10 awards are made annually. Stipends are set annually at a minimum of approximately \$1,696 and are paid in addition to the regular graduate assistantship stipend. A full-time, regular assistantship is automatically awarded in conjunction with each AAA award.

### **Graduate Assistantships**

Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system. The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term. The summer enrollment requirement will be waived for students holding an assistantship during the intercession period between the spring and summer semesters if the student held a graduate assistantship during the previous spring semester and maintained an enrollment of 6 cr. hrs. or the student was an enrolled graduate student and maintained an enrollment of at least 3 cr. hrs. Graduate assistants with a summer assistantship during the intercession not meeting either of these requirements will be expected to comply with the summer enrollment requirement of 3 cr. hrs. Courses

which count toward the 6 credit hour enrollment requirement for graduate assistants must include required prerequisites or graduate courses. The student's advisor must request approval (prior to enrollment) for any courses that do not fit into either of these categories. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses. A waiver of the minimum enrollment requirement may be granted by graduate studies with the approval of the department and graduate dean. Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for at least 20 hours duty per week.

All graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances.

A graduate student may hold an assistantship funded via university allocations for a maximum of four semesters (excluding summers) while working on a single graduate degree. Ph.D. students may hold an assistantship for a maximum of six academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 6 and 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. Graduate students in a 60 hour program can hold a graduate assistantship for up to three years.

Students are required to show normal academic progress (3.00 grade point average) each semester. When a student's semester grade point average (GPA) falls below 3.00, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a

student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.



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

**ARTICLE I**

Name

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

**ARTICLE II**

Purpose

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

**ARTICLE III**

Membership in the Graduate Faculty

Section 1. Nominations for full or associate membership in the Graduate Faculty shall be forwarded by the department chairperson upon a vote and recommendation of the Graduate Faculty in that department. Nominations are subject to approval by the school or college dean, the Graduate Council, and the Dean of Graduate Studies and Lifelong Learning. Temporary appointments may be made for a specified term without prior approval of the Graduate Council. All temporary appointments shall be reviewed by the Graduate Council.

Section 2. Full membership in the Graduate Faculty is restricted to faculty at or above the rank of assistant professor who have received an appropriate terminal degree and who are actively participating in productive scholarly activities and the teaching and/or advising of graduate students. Full members of the Graduate Faculty assume all the rights and responsibilities stated in Article IV of these bylaws. Terms of appointment for full members are five years. (The 5 year terms of current members begin with the adoption of these bylaws.)

Section 3. Associate membership in the Graduate Faculty is open to faculty members at the rank of assistant professor and above who have a master's degree plus at least 30 hours of additional graduate work and have demonstrated productive scholarly activities appropriate to their field. Associate members may serve on graduate committees, but not as major advisor. Otherwise, they share the rights and responsibilities of full members. Terms of appointment for associate members shall be three years.

Section 4. Persons with significant professional accomplishments in their field may be appointed as Temporary members of the Graduate Faculty for a specified period. Appointments are made by the Graduate Dean upon recommendation of the school or college dean. All such appointments shall be reviewed by the Graduate Council. Temporary members are appointed to teach a specified graduate course or, because of unique qualifications, to serve as a member of a graduate committee. The length of the temporary appointment will be specified at appointment time and be consistent with the nature of the specified duties.

Section 5. Upon completion of terms of appointment, the Graduate Office will notify the appropriate departments. The Graduate Faculty of the department (through the chairperson) must decide whether to re-appoint members for another term.

Initial and continuing membership in the Graduate Faculty are contingent upon the same criteria. Full Graduate Faculty members who during their five year appointment have not continued to teach and/or advise at the graduate level and actively participate in productive scholarly activities are not eligible for reappointment as full graduate faculty members. Full members who meet the qualification are reappointed for another term.

Associate members who during their three years have not continued to teach and/or advise at the graduate level and demonstrate productive scholarly activities appropriate to their field are not eligible for reappointment at the associate level.

Section 6. The President, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Deans and Associate/Assistant Deans of the of the academic schools/colleges, and Dean of Graduate Studies and Lifelong Learning are members of the Regular Graduate Faculty.

#### **ARTICLE IV**

##### **Functions and Responsibilities of the Graduate Faculty**

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

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

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

Section 4. All members of the Graduate Faculty may initiate action on any matter of concern pertaining to graduate education by bringing it before the Graduate Council and may appear before the Council to debate the item, but may not vote on any motion that may result. Agenda items should be presented to the Chairperson of the Graduate Council 10 days before the meeting at which it is to be considered, either directly or through the appropriate representative on the Graduate Council.

#### **ARTICLE V**

##### **The Graduate Council**

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

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

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

- A. To review and approve minimum standards for admission to graduate degree programs;

- B. To review and approve the basic requirements for graduate degrees;
- C. To review and approve new and revised graduate courses and degree programs;
- D. To recommend policy for support of graduate students;
- E. To review the administrative structure of graduate degree programs that involve more than one department, school, or college;
- F. To provide for periodic qualitative review of graduate programs;
- G. To develop general criteria and procedures for the establishment of membership in the Graduate Faculty;
- H. To provide a copy of the minutes of all meetings of the Graduate Council to the President of the University, all vice presidents, all academic deans, all graduate deans in the Kansas Regents' system, chair of the Committee on Campus Governance, the President of the Faculty, Members of the Graduate Council, and the President of the Associated Student Government.

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

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

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

A. Officers:

1. The Chair shall be elected annually by the Graduate Council from its membership.
2. A Vice-Chair to be elected annually by the Graduate Council from its membership.

B. Meetings:

1. The Graduate Council shall meet monthly during the academic year. Any monthly meeting can be cancelled by the Chair with the consent of the Vice-Chair. Special meetings may be called by the Chair as required.
2. Meetings are open to all members of the Graduate Faculty who may debate issues but not vote.
3. Minutes of meetings shall be recorded and maintained by the Graduate Dean's secretary, who shall be responsible for distributing the minutes as stated in Article V, Section 2, item H, above.
4. Agenda items must be submitted to the Chair at least ten calendar days prior to the meeting at which they are to be considered.
5. Items that involve a change in university graduate policy shall not be voted upon until the meeting following the meeting of introduction.

C. Committees:

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

**ARTICLE VI**

Amendments

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

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



*A Division of Royall & Company*

## **Faculty as Influencers in Undergraduate Students' Search and Selection of Graduate Programs**

*Prepared by:*

University Research Partners  
Pamela Kiecker, Ph.D., Head of Research and Issue Analysis  
Anne Dodson, Senior Research Analyst and Program Manager

## Executive Summary

### Research Design and Execution

University Research Partners, the independent research division of Royall & Company, conducted a survey of faculty to assess their influence on students' search and selection of graduate programs and institutions for graduate study.

The survey also gathered information about:

1. the sources of information about graduate programs used by faculty,
2. specific graduate programs and institutions faculty recommend to their students,
3. the reasons why faculty recommend specific programs and institutions, and
4. how faculty characterize *outstanding* graduate programs.

An electronic survey was sent to approximately 36,000 faculty employed at colleges and universities in the United States; the list of faculty names and email addresses was purchased for a single use—no pre-notification or follow-up mailings were included in the data collection effort. A total of 2,572 faculty participated in the study and their responses are included in the findings reported below.

### Participant Profile

Among faculty contributing to the study:

- 63.5% are male
- 56.1% have 16 or more years of experience in higher education; 21.6% have 5–10 years of experience; 16.3% have 11–15 years of experience; 6.0% have less than 5 years of experience in higher education
- 45.3% are full professors; 31.5% are associate professors; 17.0% are assistant professors; 4.2% are non-tenure track faculty; and 1.9% are lecturers
- 69.4% are on the faculties of public institutions
- 30.2% earned their highest degrees from schools in the Midwest; 18.4% from schools in the West; 16.7% from schools in the Middle States; 15.7% from schools in the South; 9.5% from schools in the Southwest; and 9.4% from schools in New England

The table on the following page displays schools from which faculty earned their highest degrees (including schools named by 20 or more participants).

	Count
University of California, Berkeley	58
University of Michigan – Ann Arbor	56
University of Wisconsin – Madison	51
University of Illinois at Urbana – Champaign	47
University of Texas at Austin	42
Harvard University	42
Yale University	40
University of Minnesota – Twin Cities	37
Purdue University	37
Northwestern University	32
Texas A&M University	31
University of North Carolina – Chapel Hill	30
Cornell University	30
University of Iowa	29
University of Arizona	29
Pennsylvania State University	27
Stanford University	27
North Carolina State University	26
Massachusetts Institute of Technology	26
Louisiana State University & A&M College	26
University of Kansas	26
University of California, Los Angeles	26
Michigan State University	25
University of Pennsylvania	24
Ohio State University	24
University of Chicago	24
University of Washington – Seattle	22
Columbia University in the City of New York	22
Indiana University – Bloomington	22
Princeton University	21

## Summary of Key Findings

### *Most faculty are asked for recommendations about graduate programs.*

More than 90% of tenured and tenure-track faculty members contributing to the study have offered recommendations about graduate programs to their students within the past academic year. The percentage of non-tenure track faculty members asked for recommendations is slightly lower than it is for tenured or tenure-track faculty members. Regardless of institutional type, faculty experience, rank, or geographical region, faculty reported having the opportunity to influence students in their selection of graduate programs. Professors at the rank of associate with several years of teaching experience reported offering graduate school recommendations at a rate slightly higher than did faculty with less and more experience.

### *Faculty recommendations focus on student-program fit and are tailored for individual students.*

Faculty consider student-program fit, reputation, potential for mentorship, and practical issues such as financial concerns, geographic location, and likelihood for admission when recommending graduate programs.

When making specific recommendations:

- 64.6% consider students' areas of interest, reasons for pursuing a specific courses of study, and the resulting fit with the academic programs they recommend
- 44.4% consider school and program reputation and program requirements
- 26.7% recommend possible faculty members at specific programs who can discuss the students' academic interests
- 19.5% consider students' ability to succeed
- 18.9% take into account financial concerns, including tuition expenses and availability of financial support
- 15.6% include considerations of students' geographical preferences

The criteria considered when making specific recommendations vary somewhat, based on the type of institution where the faculty member works and the rank and experience of the faculty member. For example, faculty affiliated with private, religiously affiliated institutions reported *cost and location* as considerations more frequently than other faculty when making graduate school recommendations. Faculty at private institutions—those with and without religious affiliations—reported relying on personal *familiarity* with graduate programs more frequently when making recommendations, while those at public institutions focused on perceptions of *research productivity*. Professors with more experience and higher rank reported focusing on possible *mentorship opportunities* for students more frequently than did faculty with less experience and lower rank.



Faculty indicated their recommendations varied according to the degree program under consideration by the student—that is, whether students were considering a master's degree or doctoral degree program. For recommendations to students interested in pursuing master's level work, faculty reported considering *cost and location* most frequently, while for doctoral level work, faculty reported considering *school reputation and student ability* most frequently.

***Faculty encourage students to rely upon other faculty and to use specific programs' websites to gather information about graduate programs.***

When advising students, the vast majority of faculty indicated they encourage students to turn to the faculty who are teaching courses in the programs of study they wish to pursue. Most faculty also suggest using school websites for information. Other sources of information recommended by faculty include graduate students in specific programs and faculty advisors at the schools under consideration. Only 12.2% of faculty reported recommending that students consider guidebooks as a source of information. These findings indicate that personal influences in the form of referential others are the primary sources of information.

When directing students to sources of information about graduate programs,

- 84.3% suggest turning to faculty members in the academic programs of interest
- 80.7% suggest using specific schools' websites
- 52.4% recommend talking with students enrolled in the programs
- 46.9% recommend talking to faculty advisors at the institutions in their consideration set
- 12.2% indicated guidebooks were an information source they recommend and 11.2% reported recommending students to specifically view *U.S. News & World Report*

There are some distinctions based on type of institution and on both faculty rank and experience. For example, faculty at private institutions with religious affiliations noted encouraging students to turn to other faculty more frequently than did others. Those at private institutions—with and without religious affiliations—suggest that their advisees talk with graduate students at specific programs more frequently than faculty at public institutions. Faculty with less experience and lower rank and non-tenure-track faculty recommend using guidebooks and *U.S. News & World Report* more frequently than those faculty with higher levels of rank and experience. These findings suggest that as faculty rise in rank and experience, they are likely to develop more knowledge of the field and the professors working in specific areas and, therefore, rely less on published information about programs and more on personal knowledge.

*Faculty not only encourage their students to rely on other faculty, but also turn to faculty themselves when forming their opinions of graduate programs.*

While faculty members reported using several sources of information when advising students about graduate programs, the reputation of faculty members at specific institutions and contact with those faculty members were mentioned more frequently than any other sources of information used.

- 51.2% rely on faculty reputation and contact with faculty
- 23.6% build opinions based on published research and knowledge of faculty research interests
- 22.2% make advising decisions based on personal experience and knowledge of faculty and programs
- 21.5% develop a base of knowledge on graduate programs from attending conferences and listening to conference presentations

To a lesser extent, faculty may seek out information from other sources including schools' websites, the Internet, alumni, printed materials from schools, and published third-party information such as guidebooks

The rate at which sources were identified varied by faculty rank and experience, and whether they were advising students about master's degree or doctoral degree programs. Faculty advising prospective master's-level students reported turning to the Internet and marketing materials published by the school for information more frequently, while those advising prospective doctoral students reported relying on exposure to research from faculty at the institutions under consideration more frequently. Faculty with higher rank and more years of experience reported relying on faculty reputation, personal knowledge of faculty, and conference attendance and networking more frequently than those at lower ranks and with less faculty experience.

*When advising students about their graduate school options, faculty want students to attend the best school they can.*

While respondents emphasized fit, programmatic interests, students' abilities, and practical considerations like cost and geographic location, when asked to explain the factors related to the specific school recommendations they make, faculty provided "program reputation" more frequently than any other response.

When asked for reasons why they advise students against specific programs, the two most common responses were (1) the students' abilities were such that they could attend a better school, and (2) the school did not have the research distinction of other schools. The institution's distinction in research was noted more frequently by faculty of higher rank and with more years of experience, for faculty with public school affiliations, and for faculty advising prospective doctoral students than for others.

Clearly, reputation is an important consideration for faculty when advising students about graduate school options. And it appears, based on the sources of information identified by faculty, program reputation may be gauged more on the basis of personal perceptions of faculty and research expertise at specific institutions and less on the basis of published rankings of programs by discipline. Influential faculty are themselves influenced by information obtained from conferences, networking with other faculty, exposure to advances in the discipline, and personal relationships.

***Faculty believe that outstanding graduate programs are those with outstanding faculty.***

The majority of faculty members judge the quality of graduate programs by the faculty affiliated with those programs.

- 88.5% said that outstanding graduate programs are those with reputations built on the expertise of faculty
- 78.2% indicated that the outstanding programs are those with faculty who are active in the academy
- 69.8% reported that outstanding programs have generous funding available for student and faculty research
- 66.3% said outstanding programs have national reputations
- 58.0% associated strong research facilities with great programs
- 22.2% make advising decisions based on personal experience and knowledge of faculty and programs

Other characteristics, including selectivity of admissions, diversity of the student body, and accreditation were noted to a lesser extent

***Faculty reputation/expertise, national ranking/reputation of the institution, and generous funding are the primary considerations when faculty are advising their most academically qualified undergraduate students.***

The most important factors to consider when advising the most gifted students are the expertise of faculty in a program, the reputation of faculty based on their active roles in the academy, national reputation of the program, and funding support for graduate students. These factors go hand in hand, as they all rely heavily on institutional resources to hire strong faculty, support faculty participation at conferences, invest in faculty research that can result in prolific research outcomes and build national reputations, and funding for graduate assistantships and tuition waivers for the most talented students.



**EMPORIA STATE  
UNIVERSITY**

OFFICE OF GRADUATE STUDIES

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TO: Members of the Graduate Council  
FROM: Gerrit W. Blecker, Dean, Graduate Studies  
DATE: October 10, 2008

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, October 16, 2008, in the President's Conference Room.

**AGENDA**

1. Approval of minutes from the September 18, 2008 meeting.
2. Regular graduate faculty approval  
Malonne Davies, Assistant Professor, Physical Sciences  
James Roach, Associate Professor, Physical Sciences  
Marcia Schulmeister, Assistant Professor, Physical Sciences  
Charles Seimears, Assistant Professor, Early Childhood/Elementary Teacher Education
3. Action item
  - a. TOEFL score requirements (Jim Harter and Roy Briggeman)
4. Reports/discussion
  - a. Graduate student survey (GSAC)
  - b. GPA requirements for graduate assistants (Childress)
  - c. Graduate departmental brochures (Blecker)
  - d. Revision of council bylaws (Blecker)
  - e. Graduate survey (Gerish)
5. Comments from council members



## GRADUATE STUDIES

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- Date:** September 18, 2008
- Present:** Albrecht, Alexander, Azwell (Thayer), Bleeker, Butler, Childress, Crupper, Freeze (Ghosh), Gerish, Houchins, Kjellman-Chapin, Neufeld, Schrader, Schlaoui, Sleezer, Storm, Terrell, Yanik
- Absent:** Miller
- Guests:** Elaine Henrie, Mary Mingenback, Connie Phelps

The Council of Graduate Studies met at 3:30 p.m. on Thursday, September 18, 2008, in the White Library Electronic Classroom (WL 209C). Dr. Marcus Childress called the meeting to order.

1. Elaine Henrie distributed a training handout regarding accessing legacy transcripts. She provided a short training demonstration for council members.
2. Mary Mingenback distributed guidelines regarding the new Post-Baccalaureate Tuition Policy. She explained the new policy and answered questions from council members.
3. Minutes from the April 17, 2008 meeting were unanimously approved.
4. The following listed faculty were unanimously approved for Graduate Faculty status.

Melissa Bailey, Assistant Professor, Biological Sciences  
Paul Bland, Associate Professor, School Leadership/Middle and Secondary Teacher Education  
Carol Daniels, Assistant Professor, Psychology and Special Education  
Jane Eberle, Assistant Professor, Instructional Design and Technology  
Kathy Ermler, Professor, Health, Physical Education, and Recreation  
Deborah Larson, Assistant Professor, Early Childhood/Elementary Teacher Education  
Robyn Long, Assistant Professor, Psychology and Special Education  
Pamelyn MacDonald, Associate Professor, Psychology and Special Education  
Joella Mehrhof, Professor, Health, Physical Education, and Recreation  
Dennis Pelsma, Professor, Counselor Education and Rehabilitation Programs  
Gregory Schneider, Associate Professor, Social Sciences  
Mark Stanbrough, Associate Professor, Health, Physical Education, and Recreation  
Jessica Woolhiser, Assistant Professor, Psychology and Special Education  
George Yancey, Associate Professor, Psychology and Special Education

5. Connie Phelps discussed a course revalidation for Pamela Simpson, a student in Special Education and School Counseling. Council members unanimously approved the revalidation request.
6. Graduate council members discussed several issues regarding enrollment statistics and under-prescribed programs. Dr. Bleeker agreed to meet with Provost Mehring to ask if she and the President would be willing to meet with the council to discuss these issues. The issue of tuition per credit hour will be added to the October agenda.

7. Dr. Bleeker asked council members whether an open forum for department chairs, staff, and graduate program directors to meet with Graduate Office staff for an informal question and answer session would be beneficial. After discussion, Dr. Bleeker agreed to begin working with departments to schedule the forum.
8. Marcus Childress distributed a humorous handout entitled "Technology Can Be 'Berry, 'Berry Addictive."
9. Committee assignments were distributed to council members with the agenda.

Meeting adjourned at 4:33 p.m.

# Accessing Legacy Transcripts Through SSB

Log into Buzzin

Emporia State University Login - powered by SunGard Higher Education - Windows Internet Explorer

http://buzzin.emporia.edu/cp/home/login

**Buzzin** EMPORIA STATE UNIVERSITY

Secure Access Login

User Name:

Password:

Having problems logging in? Click here.

Forget Password? [Click Here](#)

What's Inside?

This is an Emporia State University computer system. This system is for the use of authorized users only. Unauthorized or improper use of this system may result in penalties according to ESU policy, Kansas Board of Regents policy, state and federal law.

This secure site provides students, faculty and staff with world-class Intranet and Internet services. This is where you can check announcements, e-mail, and explore the Internet.

Click on Faculty/Advising tab

Luminis Platform - Windows Internet Explorer

http://buzzin.emporia.edu/cp/tag.3e943b05e63c435c.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeTab

**Buzzin** EMPORIA STATE UNIVERSITY

Welcome Mary Elaine Henrie  
You are currently logged in.

Home Libraries & Archives Technology Services Resources My Staff **Faculty/Advising** Work Life

September 18, 2008

**Campus Announcements**  
POST BOARD OF REGENTS MEETING

**My E-mail Inbox**  
INBOX folder has (651) messages. (3) unread chenrie@emporia.edu

From:	Subject:	Size:	Date:
<input checked="" type="checkbox"/>	SFBROWD FINISH...	5K	09/18/08
<input checked="" type="checkbox"/>	*Peggy An... Graduate Conc...	2K	09/18/08

**Quick Links**  
Emporia State University  
This link will take you to ESU's external web site.  
ESU Calendar of Events

**Banner Tutorials for Faculty and Advisors**  
Logging in to Banner  
Accessing Student Record  
Adding a Student to a Class  
Dropping a Student from a Class  
Class Permissions  
Grade Assignment

Click on "Look Up Classes"

Luminis Platform - Windows Internet Explorer

http://buzzin.emporia.edu/cp/tag.3e943b05e63c435c.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeTab

**Buzzin** EMPORIA STATE UNIVERSITY

Welcome Mary Elaine Henrie  
You are currently logged in.

Home Libraries & Archives Technology Services Resources My Staff **Faculty/Advising** Work Life

September 18, 2008

**Faculty Dashboard**  
There are no class assignments at this time.

**Advisor Dashboard**  
Term:   
ID:

**Faculty Registration Tools**  
 Look Up Classes  
 Add or Drop Classes  
 Change Course Options  
 Registration Overrides

**Banner Tutorials for Faculty and Advisors**  
Logging in to Banner  
Accessing Student Record  
Adding a Student to a Class  
Dropping a Student from a Class  
Class Permissions  
Grade Assignment

Click on Faculty Services tab

Luminis Platform - Windows Internet Explorer  
http://buzzn.emporia.edu/cp/render.UserLayoutRootNode.up?P...param=utf8utf=%2fcp%2fip%2flogin%3fsys%3dscstsl  
Live Search  
Luminis Platform  
back to Faculty/Advising Tab  
e-mail calendar groups logout help  
Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Finance  
Search [ ] Go RETURN TO MENU SITE MAP HELP  
Select Term or Date range  
Search by Term:  
None  
Submit Reset  
RELEASE: 7.3.2 powered by SUNGARD SCT HIGHER EDUCATION

Click on "Student Information Menu"

Luminis Platform - Windows Internet Explorer  
http://buzzn.emporia.edu/cp/render.UserLayoutRootNode.up?P...param=utf8utf=%2fcp%2fip%2flogin%3fsys%3dscstsl  
Live Search  
Luminis Platform  
back to Faculty/Advising Tab  
e-mail calendar groups logout help  
Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee Finance  
Search [ ] Go RETURN TO MENU SITE MAP HELP  
Faculty and Advisors  
Student Information Menu  
Term Selection  
CRN Selection  
Faculty Detail Schedule



Click on "Legacy Transcript"

The screenshot shows the Luminis Platform interface in a Windows Internet Explorer browser. The address bar displays the URL: [http://buzzin.emporia.edu/cp/render.UserLayoutRootNode.up?UP\\_tparam=ut&utf=%2fcp%2fip%2flogin%3fsys%3dsctssl](http://buzzin.emporia.edu/cp/render.UserLayoutRootNode.up?UP_tparam=ut&utf=%2fcp%2fip%2flogin%3fsys%3dsctssl). The page features a navigation bar with tabs for Personal Information, Alumni and Friends, Student and Financial Aid, Faculty Services, Employee, and Finance. A search bar is located at the top left. The main content area is titled "Student Information" and contains a list of menu items: Term Selection, ID Selection, Student Information, Student Address and Phones, Student E-mail Address, Student Schedule, Registration Overrides, Add or Drop Classes, Change Class Options, Academic Transcript, Degree Evaluation, Active Registrations, Registration History, Advisee Listing, View Test Scores, View Holds, and Legacy Transcript. A red arrow points from the text "Click on 'Legacy Transcript'" to the "Legacy Transcript" menu item. The footer includes "RELEASE: 7.3.2" and "powered by SUNBOARD SGT HIGHER EDUCATION".

Begin search – can enter name, partial name, ID and click "Get Student"

The screenshot shows the Luminis Platform interface in a Windows Internet Explorer browser. The address bar displays the URL: [http://buzzin.emporia.edu/cp/render.UserLayoutRootNode.up?UP\\_tparam=ut&utf=%2fcp%2fip%2flogin%3fsys%3dsctssl](http://buzzin.emporia.edu/cp/render.UserLayoutRootNode.up?UP_tparam=ut&utf=%2fcp%2fip%2flogin%3fsys%3dsctssl). The page features a navigation bar with tabs for Personal Information, Alumni and Friends, Student and Financial Aid, Faculty Services, Employee, and Finance. A search bar is located at the top left. The main content area is titled "View Student's Non Banner Transcript". Below the title is a "Student Search" form with three input fields: "First Name:", "Last Name:", and "University ID:". A "Get Student" button is located below the input fields. A red arrow points from the text "Begin search – can enter name, partial name, ID and click 'Get Student'" to the "Get Student" button. The footer includes "RELEASE: 1.0" and "powered by SUNBOARD SGT HIGHER EDUCATION".

The search could bring up a list (drop down box displays list of possible matches)

View Student's Non Banner Transcript

**Student Search**

First Name:

Last Name:

University ID:

Get Student

**Student Name Selection**

Student Name

Submit Student

RELEASE: 1.0

powered by  
EUNGLAND SCT HIGHER EDUCATION

Select student you want and click "Submit Student". This will display the transcript you selected. You can print by selecting the printer icon on the toolbar (top right side of screen).



*Cashiering Services*

**POST-BACCALAUREATE TUITION POLICY**  
**Effective Fall 2008**

**Degree Program students**

Post-baccalaureate students seeking graduate degrees pay graduate tuition rates. All tuition and fee charges listed on Page 1 of the Comprehensive Fee Schedule will apply to this group of students.

**Enrichment Program students**

**(Certificate, Licensure or Non-Degree Seeking)**

Post-baccalaureate students who are not in a degree seeking program may apply through the Graduate application process for consideration of **undergraduate tuition for courses numbered 100 – 499**. Courses numbered 500 and above will be charged at the graduate rates. The full-time tuition rate in the Fall and Spring semesters does not apply to these students. *All courses, for those enrolled as Enrichment Program students, are charged by the credit hour regardless of the number of enrolled hours.*

**Cashiering Services \* Plumb Hall 104 \* 620-341-5135**

**EMPORIA STATE UNIVERSITY**  
**Comprehensive Fee Schedule**  
**Fiscal Year 2009**

<u>FALL/SPRING SEMESTER FEES</u>	<u>Resident</u>		<u>Non-resident</u>	
	UDGR	GR	UDGR	GR
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Tuition	\$1,647.00	\$1,988.00	\$5,903.00	\$6,014.00
Required Campus Privilege Fees	421.00	421.00	421.00	421.00
Total Required Fees	<u>\$2,068.00</u>	<u>\$2,409.00</u>	<u>\$6,324.00</u>	<u>\$6,435.00</u>
Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Required Campus Privilege Fees	\$ 110.00	\$166.00	\$394.00	\$501.00
Total Required Fees (per credit hour)	<u>\$161.00</u>	<u>\$217.00</u>	<u>\$445.00</u>	<u>\$552.00</u>
Employees (at least 50% time appointment or equivalent) (See Note)				
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Total Required Tuition	\$1,647.00	\$1,988.00		
Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Total Required Tuition (per credit hour)	\$110.00	\$166.00		
<b>NOTE: Employee fee waiver form must be completed and submitted by student.</b>				
<u>SUMMER SESSION FEES (Per Credit Hour)</u>				
Tuition per credit hour	\$110.00	\$166.00	\$394.00	\$501.00
Required Campus Privilege Fees	51.00	51.00	51.00	51.00
Total Required Fees (per credit hour)	<u>\$161.00</u>	<u>\$217.00</u>	<u>\$445.00</u>	<u>\$552.00</u>
<u>NEARR FEES (involves the states of Nebraska, Colorado, Oklahoma, Missouri, and Texas)</u>				
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Tuition			\$2,470.00	\$2,988.00
Required Campus Privilege Fees			421.00	421.00
Total Required Fees			<u>\$2,891.00</u>	<u>\$3,409.00</u>
Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Tuition per credit hour			\$166.00	\$249.00
Required Campus Privilege Fees			51.00	51.00
Total Required Fees (per credit hour)			<u>\$217.00</u>	<u>\$300.00</u>
<u>OFF-SITE AND DISTANCE EDUCATION FEES *</u>				
Tuition per credit hour	\$110.00	\$166.00	\$166.00	\$249.00
Required Area Fees	64.00	64.00	64.00	64.00
Total Required Fees (per credit hour)	<u>\$174.00</u>	<u>\$230.00</u>	<u>\$230.00</u>	<u>\$313.00</u>

\*An exception or waiver would be allowed for out of state residents who are employed in Kansas. Verification must be made with the Office of the Registrar.

**NOTE: Students enrolled in Off-Site and Distance Education classes will pay tuition and Off-Site and Distance Education fees at the per credit hour rate. These charges will be applicable regardless of whether a student is enrolled in on-campus classes.**

OUT OF STATE ON-SITE CLASSES, i.e. SLIM CLASSES (Per Credit Hour)

All non-resident students will pay the non-resident rates per credit hour plus an area fee per credit hour when taking classes taught out-of-state face to face. Kansas residents will pay resident rates per credit hour plus an area fee per credit hour.

Tuition per credit hour	\$166.00	\$501.00
Required Area Fees	64.00	64.00
Total Required Fees (per credit hour)	<u>\$230.00</u>	<u>\$565.00</u>

# EMPORIA STATE UNIVERSITY™

## Graduate Studies Revalidation Request Form

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

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

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

### A. Departmental Approval:

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

Student EID: 000000113

Course No. and Title: PP850XA Characteristics of Individuals with Gifts & Talents

Semester or year taken: Fall 2000 Original Grade: A Hours Credit: 3

Instructor: Sheei Nowak

Department validation examiner: Connie Phelps

### Detailed description of method of revalidation:

The student will complete the current final examination with a score of 80% or higher. The exam is comprehensive, short essay responses and evaluative as the student must reflectively apply course content in key issue areas.

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

The student took PP850 during the Fall 2000 with the initial application; when her teaching position upon graduation required another discipline, she discontinued studies until ~~Fall~~ 2005 when she accepted a position in gifted education. Since that time, Pamela has consistently

taken program courses and excelled in achievements. (She is the 2008 Dr. Norma Hajek-Nichols scholarship recipient.) In addition, she needed some additional time for the birth of two children.

Signature of Advisor: Connie L. Phelps

Signature of Department Chairperson: [Signature]

**B. Graduate Office Approval:**

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

Signature of Graduate Dean: [Signature] Date: 9/18/09

**C. Graduate Council Approval:**

Method of Revalidation approved: yes Method of Revalidation denied: \_\_\_\_\_

Signature of Graduate Council Chair: [Signature] Date: 9/18/09

**D. Validation Completion Approval:**

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

Signature of Validating Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

**E. Final Approval of Course Revalidation:**

Signature of Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

# Technology Can Be 'Berry, 'Berry Addictive

## Study Finds That 35 Percent Of BlackBerry And PDA Users Would Choose Their Device Over Their Spouse

From: <http://wcbstv.com/technology/blackberry.pda.sheraton.2.818223.html>

### Scott Rapoport

NEW YORK (CBS) — Of all the possible things that can come between spouses, you can now add BlackBerrys — or more precisely — BlackBerry addiction to the list.

A new study reveals BlackBerry's are becoming — among other things — the 800-pound gorilla in the bedroom.

'Berry, 'Berry, addictive?

"I live with it. I can't live without it," one New York City resident told CBS 2 HD.

Yeah ... there's a reason some call 'em ... CrackBerrys.

But are you having a love affair with yours?

"I am on my BlackBerry more than I see my boyfriend," one woman said.

The study of 6,500 traveling executives says 35 percent of them would choose their PDA over their spouse.

"That's a tough call," one said.

"Oh you don't want to go there," another added.

And apparently that attitude is being seen in the sack. Of those polled, 87 percent said they bring their devices into the bedroom.

Another 84 percent check their e-mails just before they go to sleep. Another 80 percent check them in the morning as soon as they get up.

"It can actually ruin relationships," said Dr. Susan Bartell, a psychologist and relationship expert. Bartell said couples should be interfacing more, but with each other.

"People are so focused on their PDAs, they're not focusing on what might be going wrong in their relationships," Bartell said.

Of those polled, 62 percent said they love their blackberry or PDA, and most of them said it makes their life more productive. However, experts suggest, for the sake of your relationship, you might occasionally ...

"Turn it off, spend some time with your partner. Have a real relationship with a living human being," Bartell said.

The study was done by Sheraton hotels. Among its other findings: More than three quarters of those polled say their gadgets give them more quality time with friends and family... and help them enjoy life more.

Go figure.

**COMMITTEE ASSIGNMENTS  
GRADUATE COUNCIL  
2008-2009**

**Academic Achievement Award (Spring)**

Gwen Alexander  
Marcus Childress  
Andrew Houchins  
Don Miller  
Student (yet to be assigned)

**Boylan Scholar Award (Spring)**

Dipak Ghosh  
Brian Schrader  
Abdelilah Sehlaoui  
Student (yet to be assigned)

**Boylan Thesis Award (Fall)**

Michael Butler  
Scott Crupper  
Deb Gerish  
Sophie Thayer

**Durst Research Award (Fall)**

Nancy Albrecht  
Patricia Neufeld  
Richard Sleezer  
Mel Storm

**Graduate Teaching Assistant Award (Spring)**

Gary Bleeker  
Monica Kjellman-Chapin  
Nathaniel Terrell  
Joe Yanik





**EMPORIA STATE  
UNIVERSITY**

OFFICE OF GRADUATE STUDIES

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**TO:** Members of the Graduate Council  
**FROM:** Gerrit W. Bleeker, Dean, Graduate Studies  
**DATE:** September 16, 2008

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, September 18, 2008 in the White Library Electronic Classroom (WL 209C).

**AGENDA**

1. Approval of minutes from the April 17, 2008 meeting.
2. Regular graduate faculty approval
  - Melissa Bailey, Assistant Professor, Biological Sciences
  - Paul Bland, Associate Professor, School Leadership/Middle and Secondary Teacher Education
  - Carol Daniels, Assistant Professor, Psychology and Special Education
  - Jane Eberle, Assistant Professor, Instructional Design and Technology
  - Kathy Ermler, Professor, Health, Physical Education, and Recreation
  - Deborah Larson, Assistant Professor, Early Childhood/Elementary Teacher Education
  - Robyn Long, Assistant Professor, Psychology and Special Education
  - Pamelyn MacDonald, Associate Professor, Psychology and Special Education
  - Joella Mehrhof, Professor, Health, Physical Education, and Recreation
  - Dennis Pelsma, Professor, Counselor Education and Rehabilitation Programs
  - Gregory Schneider, Associate Professor, Social Sciences
  - Mark Stanbrough, Associate Professor, Health, Physical Education, and Recreation
  - Jessica Woolhiser, Assistant Professor, Psychology and Special Education
  - George Yancey, Associate Professor, Psychology and Special Education
3. Action items
  - a. Course revalidation request (Pat Neufeld)
  - b. Transcript training (Elaine Henrie)
4. Reports/discussion
  - a. Student enrichment program/tuition (Mary Mingenback)
5. Comments from council members