



**Minutes—August 14, 2014—3:00 pm
Academic Affairs Conference RM 239**

Members Present: Phillip Coleman, Blake Ditto, Claudia Strow (alt), Nielson Pereira, Kristin Wilson, Marge Maxwell, David Kerr, Ferhan Atici, Cheryl Davis, Lance Hahn, Angela Jerome, Shannon Vaughn, Dori Norman, Eve Main, Kurt Neelly, Beverly Siegrist, Andrew Rosa

Members Absent: Kirk Atkinson, Minwoo Lee, Robert Beverly, Eric Reed, Emily Bouchard, Molly Kerby, Kelsey Burton

Guests Present: Colette Chelf, Julie Harris, Scott Gordon, Laura Upchurch, Danita Kelley, Janet Applin, Cathleen Webb, Sylvia Gaiko, Andrew McMichael, Tiffany Robinson

I. Election of 2014-2015 Chair and Vice Chair

*Fox called for nominations for Chair; Main/Gerome nominated Beverly Siegrist; no further nominations; Coleman/Neelly motion to close nominations; unanimous approval vote

*Dr. Beverly Siegrist called for nominations for Vice Chair; Davis/Main nominated Lance Hahn; no further nominations; elected by acclamation

II. Call to Order. *by new Chair, Dr. Siegrist.

III. Consideration of May 8, 2014 minutes. *Davis/Coleman motion to approve; passed

IV. Report from Dean of the Graduate School

1. Presentation of the Graduate School Annual Report regarding 5-year applied/admitted/enrolled data at the University, college, and departmental levels.
2. Report of Graduate Faculty approvals by Dr. Fox made over the summer; Neelly/Wilson motion to approve; passed. The graduate faculty application has been revised and CVs are being retrieved from Digital Measures unless adjunct or temporary status which will need to be submitted with the application; Graduate School working to move the application to TopNet; discussion and agreement that the Graduate School Dean will review and approve or deny applications as they are submitted with a monthly report submitted to the full Graduate Council each month rather than forming a separate review committee.
3. Report of Research Grants approved by Dr. Fox over the summer; Coleman/Hahn motion to approve; passed. The Graduate School is working to post awards online. Reminder that travel grants will only be approved for students attending a scholarly event as a participant, not for those only attending conferences due to limited resources. Discussion of need for committee review and the processing of research grant approvals; Coleman commented that the committee functioned well last year; Webb agreed that presentations were valuable for the students; council agreed that student presentations and committee work will continue in the area of research grants; travel grants will continue to be approved in the Graduate School by the Graduate Dean; Dean Fox requested volunteers to serve on this committee; Nielson Pereira, Eve Main, and Shannon Vaughan volunteered.
4. Dr. Fox suggested and council agreed to rename the Rules Committee the Policy Committee.

5. Colette Chelf reviewed graduate policies and procedures that have been amended beginning in the Fall 2014 term.
 - a. Admission to Candidacy (Form D) is no longer required; however, EdD students will continue to be admitted to candidacy;
 - b. Program of Study form has been revised;
 - c. Committee & Topic selection form is now required for all thesis, specialist project and dissertation students prior to enrollment in 599, 699, or 799 coursework; Fox directed faculty to encourage students to submit within the first semester; concerns were raised that submission of committee & topic within the first or second semester would be difficult for many students particularly those in Potter College of Arts & Letters;
 - d. College Reader Approval and Authorization for Use forms have been combined into one form, College Reader Approval & Copyright Permission, for submission by thesis/specialist project/dissertation students;
 - e. Repeat graduate courses policy begins Fall 2014;
 - f. Graduate School archives, including Graduate Catalogs, Graduate Council minutes & agendas, are now available through the Library's University Archives online; and
 - g. Graduate Council proposal forms have been revised and are posted online, specifically Dr. Fox has directed that the Course Inventory Forms be used as the proposal forms for course proposals.

*Discussion: Gaiko questioned if the CIF reports specific SACS requirements for learning outcomes, rationale, benchmark information, etc.; McMichael questioned how this body will know if the course meets best practices; Fox asserted this criteria will be addressed through college & department level approvals; McMichael questioned if this body will be ceding their authority to the dept./college; Applin questioned if CIF provides enough information to determine if new courses are repetitive of other programs; Fox argued that graduate courses do not typically overlap and the Graduate School will be reviewing proposals as well; McMichael questioned the basis of approval for this body; D. Kelley commented that no learning outcomes are specified on the CIF; Webb this process will allow the department/colleges to determine the course and those bodies can require a form; Fox agreed; Webb if you have 400G course will still have to have UCC proposal form; Maxwell what form will faculty complete for college level approval; Applin will still be using UCC form or the curriculum committee can decide to use CIF for graduate courses; Fox questioned if Graduate Council wanted to review detail information for each course; Gerome specified that review was needed for new courses; Fox stated many changes are minor and merely book keeping issues such as course title changes; Gerome questioned how course repetition would be detected by Graduate Council only considered the CIF and Senate would have to review closer; Applin stated colleges share college curriculum committee agendas; Maxwell & Gerome asserted assumptions that curriculum review was biggest function of graduate council; Fox questioned at what level the council wanted to review; Neelly commented that DPT had to submit packets of courses for approval by Graduate Council that no other discipline's faculty were qualified to critique DPT curriculum; Gerome contended that many other disciplines' courses overlap; McMichael stressed that the Council represents intelligent faculty who are able to review curriculum outside of their discipline; Siegrist stated that curricular discussions do occur in the departments and at the college level for graduate education and these debates typically do not happen at the Graduate Council or the Senate; Gerome asserted that UCC reviews and debates the curriculum proposals; Fox reiterated that the Graduate School will be reviewing and knows more about the university-wide curriculum and course overlap than any individual department or program; D. Kelley stated that the proposal proponent could be contacted for clarification; Fox emphasized that past council members have not reviewed the agenda packet; Chelf clarified that the e-catalog and curriculum workflow

program will be implemented in Fall 2015 so this process and proposal forms debated today will only be in place for this year; Applin agreed with Kelley that streamlining processes is good, however need to reiterate that faculty own the curriculum and fear that administrators may takeover if adopt only the CIF without a formal proposal; Fox but the department and college levels make the decision on the CIF; Vaughan if decision is made at college level then what is purpose of Graduate Council; Fox very unlikely that Graduate School or anyone else would deny a program offering a course; Vaughan just because unlikely does not make negligible; Gerome what is our purpose if proposal is omitted and claimed that programs could title courses and write proposals on the CIF and in order to overlap another programs courses; Fox why; McMichael for another faculty line; Fox argued that does not happen at the graduate level, but suggested dividing the course proposals by type, perhaps new courses only; Wilson doesn't proponent come to the council; Fox could request more information ahead of time; Strow could request a syllabus along with the CIF; Applin this will be confusing for faculty to use one form at college level, another at Graduate Council, another at UCC; Gaiko syllabus makes sense because student learning outcomes are specified there along with the course information on the CIF; Price concern that faculty can adapt for only one year; Wilson agreed that syllabus would double for the syllabus and the proposal; Eve questioned the omission of the benchmarking information on the current proposal forms; Chelf answered the current proposal forms are UCC forms and the benchmarking institutions are undergraduate benchmarks; Chelf clarified that this discussion is only about courses (new, revised, suspended, deleted, reactivated) and the proposal forms for programs are the CPE forms; Hahn/Gerome motion for new, revised, and reactivated courses Graduate Council will require the submission of the appropriate Course Inventory Form plus a syllabus and for suspended or deleted courses only submit the CIF; D. Kelley asked how much more information will be needed for the new e-catalog next year; Chelf WKU will define what criteria is wanted on the proposal forms so there will be no difference except proposals will be submitted online; passed.

V. New Business

A. University College

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| <p>Action *Coleman/Main motion to approve; friendly amendment to remove MATH 590 and replace with MATH 598 from examples of similar courses at in other departments; passed</p> | <p>Create a New Course LEAD 598 Independent Study in Organizational Leadership Contact: John Baker, john.baker@wku.edu, 5-5149</p> |
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VI. Announcements & Adjourn *Vaughan/Wilson motion to adjourn.

**University College
School of Professional Studies
Proposal to Create a New Course
(Action Item)**

Contact Person: John Baker, john.baker1@wku.edu , 745-5149

1. Identification of proposed course:

- 1.1 Course prefix (subject area) and number: LEAD 598
- 1.2 Course title: Independent Study in Organizational Leadership
- 1.3 Abbreviated course title: Ind Study in Org Leadership
(maximum of 30 characters or spaces)
- 1.4 Credit hours: 1 – 6; repeatable for up to 6 credits (variable)
- 1.5 Grade type: standard letter grade
- 1.6 Prerequisites/corequisites: Permission of instructor.
- 1.7 Course description: Individual research, literature review or professional development project in a specific area of leadership, in close cooperation with supervising faculty.

2. Rationale:

- 2.1 Reason for developing the proposed course: Leadership is a very diverse subject, and the present leadership curriculum covers many aspects of the leadership process, but not all. Students who want to explore alternative aspects of leadership presently have no mechanism to conduct research and further their understanding of that field. Additionally, transfer students in particular often need a variable number of credits to graduate due to articulation of their previous studies. The proposed Independent Studies course will provide students a pathway to graduation that enhances their learning experience while affording them a degree of subject flexibility. The course supports the University mission to provide pathways for people to gain the knowledge and credentials they need to be productive, engaged, and socially responsible citizen-leaders of a global society.
- 2.2 Projected enrollment in the proposed course: One to three students per semester; limited to students enrolled in the Masters or Certificate in Organizational Leadership. We do not anticipate students outside the School of Professional Studies taking this course.
- 2.3 Relationship of the proposed course to courses now offered by the department: Organizational-Leadership is the only graduate program within the School of Professional Studies, and thus the school does not currently offer a graduate level independent study course. This proposal closes that gap.
- 2.4 Relationship of the proposed course to courses offered in other departments: various other academic departments at WKU offer independent study courses for similar reasons as those proposed. Examples include:
AGRI 597: Independent Special Projects/Agriculture
BIOL 675: Independent Advanced Topics/Biology
MATH 598: Graduate Seminar
COMM 595: Independent Study in Communication
FLK 579: Independent Study Folklore

Examples in University College include:
ICSR 579 Independent Study in Social Responsibility & Sustainable Communities
GWS 590 Directed Study in Women's & Gender Studies

- 2.5 Relationship of the proposed course to courses offered in other institutions: The following universities offer similar courses, as most leadership curriculums recognize the need for students to conduct research and gain knowledge of a specific aspect of leadership not covered in their curriculum. Given the nature of Leadership Studies, the discipline is often taught in various academic departments.

Northern Kentucky University: MGT 699 – Independent Study: Management
Kansas State: LEAD 502 – Independent Study in Leadership Studies
Gonzaga University: ORGL 590 – Independent Study
Ball State: MGT 697 – Independent Study

3. Discussion of proposed course:

- 3.1 Schedule type: L
- 3.2 Learning Outcomes: students will analyze, synthesize, research, or explore various topics in leadership studies with the primary learning outcome to gain an overview or deeper understanding of a chosen aspect of leadership.
- 3.3 Content outline:
- a. Under the guidance of a Leadership Studies faculty member, the student will develop a proposal for a study investigating an aspect of leadership that is appropriate to the student's needs or to complement other aspects of his or her program of study.
 - b. The student will develop a program of study or establish a methodology to conduct a research project. The student will work with the supervising faculty to define learning milestones, deliverables, and the means of assessment.
 - c. The student will provide a weekly status report to the supervising faculty member and meet periodically throughout the semester to discuss progress, identify difficulties, and assess learning.
- 3.4 Student expectations and requirements: The student will be required to produce a final product or portfolio (as appropriate for the work undertaken). Examples include a comprehensive paper or report, a collection of shorter essays, a website, video product, or a combination based on prior agreement with the supervising faculty member.
- 3.5 Tentative texts and course materials: will vary based on the research project but must include primary source materials.

4. Resources:

- 4.1 Library resources: given the nature of an independent study, it is not possible to determine the library resources necessary. Presently, the library has adequate resources to support this course based on previous faculty research.
- 4.2 Computer resources: adequate.

5. Budget implications:

- 5.1 Proposed method of staffing: existing faculty can support this proposed course.
- 5.2 Special equipment needed: none.
- 5.3 Expendable materials needed: adequate resources exist within the School.
- 5.4 Laboratory materials needed: none.

6. Proposed term for implementation: Spring 2015

7. Dates of prior committee approvals:

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| School of Professional Studies Curriculum Committee | 7/15/2014 |
| University College Curriculum Committee | 8/1/2014 |
| Graduate Council | 8/14/14 |
| University Senate | |

GRADUATE FACULTY REPORT - 8/14/14

Regular

| <u>Name</u> | <u>Department</u> |
|----------------------------|--------------------------------|
| Ardrey, Sandra | Political Science |
| Chhachhi, Indudeep | Finance |
| Dakshinamurthy, Rajalingam | Chemistry |
| DeSander, Marguerita | Educational Administration |
| Dietle, Robert | History |
| Grubbs, Scott A. | Biology |
| Haggbloom, Steven J. | Psychological Sciences |
| Kuhlenschmidt, Sally | Psychology |
| Liang, Feng | Department of Management |
| McMichael, Andrew F. | History |
| Olmstead, Jane | Diversity & Community Studies |
| Olson, Alexander | Honors Academy |
| Plummer, Beth | History |
| Bain-Selbo, Eric | Philosophy and Religion |
| Smith, Douglas | Sociology |
| Wolf, Cheryl | Counseling and Student Affairs |
| Yager, Edward | Political Science |
| Yan, Jun | Geography and Geology |
| Zhuhadar, Leyla | Information Systems |

Associate

| <u>Name</u> | <u>Department</u> |
|-------------------------|---------------------------------|
| Branham, Kristi | Diversity & Community Studies |
| Chandrakanth, Emani | Biology |
| Crandall, Kenneth Jason | Kinesiology, Recreation & Sport |
| Furgal, Karen | Physical Therapy |
| Goodrich, Gregory | Geography & Geology |
| Hall, Elizabeth Dawn | Diversity and Community Studies |
| Hines, Lynn | School of Teacher Ed. |
| Horigan, Kate | Folk Studies & Anthropology |
| Na'puti, Tiara R. | Diversity & Community Studies |
| Oregon, Evelyn | Kinesiology, Recreation & Sport |
| Shearer, Darlene | Public Health |
| Bragg-Underwood, Tonya | School of Nursing |
| Upright, Paula | Kinesiology, Recreation & Sport |
| Young, Sonia | Physical Therapy |

Temporary

| <u>Name</u> | <u>Department</u> |
|------------------|----------------------|
| Mitchell, Ronald | Professional Studies |

Adjunct

| <u>Name</u> | <u>Department</u> |
|--------------------------|--|
| Bolster, Carl H. | Geography and Geology |
| Coffman, Sharon | Physical Therapy |
| Donahue, Christina Robin | Department of Social Work |
| Duncan, Renae | Educational Leadership |
| Ehresman, Cindy | Leadership Studies |
| Henn III, Kenneth Edward | Engineering Geology |
| Howard, Robert | Folk Studies & Anthropology |
| Kennedy, Michael | Physical Therapy |
| Martin, Kenyetta M. | Educational Leadership Doctoral Program |
| Napoles, Gerald | Counseling & Student Affairs |
| Noyes, Dorothy | Folk Studies & Anthropology |
| Pillow, Laura | School of Teacher Education |
| Pinerola, Jase | Physical Therapy |
| Stewart, Thomas Alan | Ed. Administration, Leadership, Research |
| Trivizadakis, Michail | Leadership Studies |



Minutes—May 5, 2014

WAB 208

3:15 p.m.

I. Proposal Briefings

FYI: A friendly reminder that student research grants are capped at \$2000.00 each

The following proposals were reviewed and recommended for full funding by Dr. Carl Fox.

Cassandra Sturycz, Psychological Sciences (Dr. Amy Brausch)

Subjective vs. Objective Physical Pain in individuals Who Report a History of Nonsuicidal Self-Injury: A Closer Look at What it Means to Experience Pain

Requesting \$750

Approved \$750

Mayme Van Meveren, Physics and Astronomy (Dr. Sanju Gupta)

Graphene-based 'Hybrid' Nanomaterials with Manganese Oxides for Alternative Clean Energy: Synthesis and Properties

Requesting \$2,000.00

Approved \$2,000.00

Kenyetta Martin, Educational Leadership (Dr. Tony Norman)

The Minority Assistantship Program (MAP) and Participant Impact

Requesting \$500

Approved \$500

Shahbaz Munawar, Educational Leadership (Dr. Tony Norman)

The Influence of Social Interaction with American students on Intercultural Sensitivity of International Students in Kentucky Higher Institutions

Requesting \$420

Approved \$420