Minutes—April 11, 2013
3:30 pm, Academic Affairs Conference RM 239

Members Present: Mark Revels, Kirk Atkinson, Stacy Wade, Cynthia Houston, Lance Hahn, Aaron Wichman, Thanh Nguyen, Martin Stone, Mark Doggett, Shilo Felton, Beth Plummer, Jane Fife, Jessica Paulson, Beverly Siegrist, Eve Main, Jane Olmsted

Members Absent: Rachel Martin, Kristen Ruga, Robyn Swanson, Kathleen Abrahamson, Alexandria Manglaris, Catherine Martin, Carl Fox (Dean GSR)

Guests Present: Colette Chelf, Jim Berger, Freida Eggleton, Sylvia Gaiko, Danita Kelley, Janet Applin, Cathleen Webb, Lawrence Snyder, Bob Hatfield, Crissy Priddy, Marge Maxwell, Sylvie Huang, Barbara Burch, Elena Novak, Ann Ferrell, Ritchie Taylor, Bill Kline, Vijay Golla, Cecilia Watkins, Rebecca Stobaugh, Kelly Madole, Rich Patterson

I. Consideration of March 21, 2013 minutes
   * Motion to approve, Wichman/Siegrist; Passed

II. New Business
   A. College of Education and Behavioral Sciences

<table>
<thead>
<tr>
<th>Information</th>
<th>Revise Program</th>
<th>Contact: Tony Norman, <a href="mailto:tony.norman@wku.edu">tony.norman@wku.edu</a>, 5-3061</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information</td>
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<td>Contact: Tony Norman, <a href="mailto:tony.norman@wku.edu">tony.norman@wku.edu</a>, 5-3061</td>
</tr>
<tr>
<td>Information</td>
<td>Revise a Certification Policy</td>
<td>Contact: Retta E. Poe, <a href="mailto:retta.poe@wku.edu">retta.poe@wku.edu</a>, 5-4662</td>
</tr>
<tr>
<td>Consent</td>
<td>*Motion to bundle CEBS Consent items, Wichman/Hahn;</td>
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<td></td>
<td>*Amendment by proponent to change implementation</td>
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<td></td>
<td>dates of ID 577 &amp; ID 587 to Spring 2014; Passed</td>
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<tr>
<td></td>
<td>Delete a Course</td>
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<td></td>
<td>ID 573 Instructional Performance and Task Analysis</td>
<td></td>
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<tr>
<td></td>
<td>Contact: Silvie Huang, <a href="mailto:xiaoxia.huang@wku.edu">xiaoxia.huang@wku.edu</a>, 745-4322</td>
<td></td>
</tr>
</tbody>
</table>
Consent
*Motion to bundle all other Consent items across colleges, Stone/Siegrist; Passed

*CHHS Proponent withdraws Delete a Course, PH 567;

*Discussion: Request clarification of why three CEBS Information items are not Consent items? Certification-only items fall under PEC and EPSB for approval. These programs do not need Graduate Council or Senate approval (Applin).

*Motion to move Revise a Program Ref #121 and Revise a Program #131 to Action items;
*Discussion: need for review and/or clarification of procedure for changes to certification-only and rank programs;

*Withdrawal of motion to move information items to action items, Hahn;

*Motion to refer issue of appropriate proposal type and process for approval of certification-only and rank programs to Rules Committee for clarification, Hahn/Wichman; Passed

Delete a Course
ID 581 Ethical and Legal Issues in Instructional Design
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322
| Consent | Delete a Course  
CNS 563 Counseling Adults  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
|---|---|
| Consent | Delete a Course  
CNS 564 Counseling the Elderly  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 565 Elementary Guidance Services  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 566 Secondary Guidance Services  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 573 Leadership in Student Affairs  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 575 Administration of Student Affairs  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 576 Technology in Student Affairs  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 661 Introduction to Rehabilitation Counseling  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Delete a Course  
CNS 662 Seminar Disability and Rehab. Counseling  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Revise a Course Catalog Listing  
ID 577 Management of Instructional Systems  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Consent | Revise Course Catalog Listing  
CNS 550 Introduction to Counseling  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Revise Course Title  
ID 587 Issues and Problems in ID  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Consent | Revise Course Title  
CNS 582 Sex Therapy  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Consent | Revise Course Title  
CNS 583 Marriage Therapy  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Action | Multiple Revisions to a Course  
CNS 560 Professional Studies in Counseling and Marriage and Family Therapy  
Contact: Bill Kline, bill.kline@wku.edu, 5-6318 |
| Action | Multiple Revisions to a Course  
| CNS 591 Mental Health Counseling/Marriage and Family Therapy Practicum  
Contact: Bill Kline, bill.klinne@wku.edu, 5-6318 |
| Action | Multiple Revisions to a Course  
| CNS 596 Mental Health Counseling/Marriage and Family Therapy Internship  
Contact: Bill Kline, bill.klinne@wku.edu, 5-6318 |
| Action | *Motion to bundle and approve ID 570, 583, 585, 590, and 595, Wade/Main;  
*Discussion: need to revise implementation date to Spring 2014; request by proponent to keep proposed Fall 2013 implementation date; Accepted by Freida Eggleton; Passed |
| Action | Multiple Revisions to a Course  
ID 570 Principles of Instructional Design  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Multiple Revisions to a Course  
ID 583 Training Materials  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Multiple Revisions to a Course  
ID 585 Distance Delivery Systems  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Multiple Revisions to a Course  
ID 590 Practicum in Instructional Design  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Multiple Revisions to a Course  
ID 595 Advanced Instructional Design Studio  
Contact: Silvie Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Create a New Course  
ID 560 Instructional Design Foundations  
Contact: Elena Novak, elena.novak@wku.edu, 745-4135 |
| Action | Create a New Course  
ID 572 Performance Improvement in the Workplace  
Contact: Elena Novak, elena.novak@wku.edu, 745-4135 |
| Action | Create a New Course  
ID 575 Special Topics in Instructional Design  
Contact: Elena Novak, elena.novak@wku.edu, 745-4135 |
| Action | Create a New Course  
ID 588 Multimedia Design  
Contact: Xiaoxia “Silvie” Huang, xiaoxia.huang@wku.edu, 745-4322 |
| Action | Revise a Program  
0418 Instructional Design Certificate  
Contact: Xiaoxia “Silvie” Huang, xiaoxia.huang@wku.edu, 745-4322 |
<table>
<thead>
<tr>
<th>Action</th>
<th>Revise a Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to approve, Plummer/Stone; Passed</td>
<td>0428 Master of Science in Instructional Design Contact: Xiaoxia “Silvie” Huang, <a href="mailto:xiaoxia.huang@wku.edu">xiaoxia.huang@wku.edu</a>, 745-4322</td>
</tr>
<tr>
<td>Motion to approve, Wichman/Doggett; Passed</td>
<td>043 Counseling Contact: Bill Kline, <a href="mailto:bill.kline@wku.edu">bill.kline@wku.edu</a>, 5-6318</td>
</tr>
<tr>
<td>Motion to bundle revise a program 0433, 0434, 0435, Hahn/Olmsted; Passed.</td>
<td>0433 Master of Arts in Education: Elementary Education for Teacher Leaders Contact: Lisa Murley, <a href="mailto:lisa.murley@wku.edu">lisa.murley@wku.edu</a>, 5-8822</td>
</tr>
<tr>
<td>Motion to approve, Plummer/Doggett; Passed</td>
<td>0434 Master of Arts in Education: Middle Grades Education for Teacher Leaders Contact: Rebecca Stobaugh, <a href="mailto:rebecca.stobaugh@wku.edu">rebecca.stobaugh@wku.edu</a>, 5-4497</td>
</tr>
<tr>
<td>Motion to approve, Stone/Doggett; Passed</td>
<td>0435 Master of Arts in Education: Secondary Education for Teacher Leaders Contact: Rebecca Stobaugh, <a href="mailto:rebecca.stobaugh@wku.edu">rebecca.stobaugh@wku.edu</a>, 5-4497</td>
</tr>
<tr>
<td>Motion to approve, Stone/Doggett; Passed</td>
<td>0457 Master of Arts in Education: Special Education for Teacher Leaders: LBD Contact: Gail Kirby, <a href="mailto:gail.kirby@wku.edu">gail.kirby@wku.edu</a>, 5-5-3746</td>
</tr>
<tr>
<td>Motion to approve; Hahn/Doggett; Passed</td>
<td>083 Library Media Education Contact: Marge Maxwell, <a href="mailto:marge.maxwell@wku.edu">marge.maxwell@wku.edu</a>, 5-2435</td>
</tr>
</tbody>
</table>
B. College of Health and Human Services

<table>
<thead>
<tr>
<th>Change Course Prefix FACS to HMD 581, 583, 584, 586, 587</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Dr. Rich Patterson, <a href="mailto:rich.patterson@wku.edu">rich.patterson@wku.edu</a>, 745-4031</td>
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<thead>
<tr>
<th>Consent Delete a Course</th>
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<tbody>
<tr>
<td>ENV 460G Industrial Environment Management</td>
</tr>
<tr>
<td>Contact: Ritchie Taylor, PhD, <a href="mailto:ritchie.taylor@wku.edu">ritchie.taylor@wku.edu</a>, 745-8975</td>
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<tr>
<th>Consent Delete a Course</th>
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<tbody>
<tr>
<td>ENV 480G Hazard and Solid Waste</td>
</tr>
<tr>
<td>Contact: Ritchie Taylor, PhD, <a href="mailto:ritchie.taylor@wku.edu">ritchie.taylor@wku.edu</a>, 745-8975</td>
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<tbody>
<tr>
<td>HCA 584 Health Policy and Planning</td>
</tr>
<tr>
<td>Contact: William Mkanta, PhD, <a href="mailto:william.mkanta@wku.edu">william.mkanta@wku.edu</a>, 745-5260</td>
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<tr>
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<tbody>
<tr>
<td>PH 460G School and Community Health Workshop</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tr>
<td>PH 462G Folklore and Medicine</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tr>
<td>PH 463G Consumer Health</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tr>
<td>PH 466G Clinical Health Education</td>
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<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tr>
<td>PH 469G Critical Issues in Health and Safety</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tr>
<td>PH 545 Health Education Curriculum</td>
</tr>
<tr>
<td>Contact: Darlene Shearer, PhD, <a href="mailto:darlene.shearer@wku.edu">darlene.shearer@wku.edu</a>, 745-5868</td>
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<tr>
<th>Consent *Withdrawn (see above) Delete a Course</th>
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<tbody>
<tr>
<td>PH 567 Administration Comprehensive School Health Program</td>
</tr>
<tr>
<td>Contact: Darlene Shearer, PhD, <a href="mailto:darlene.shearer@wku.edu">darlene.shearer@wku.edu</a>, 745-5868</td>
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<tr>
<td>PH 579 Solid and Hazardous Wastes</td>
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<tr>
<td>Contact: Darlene Shearer, PhD, <a href="mailto:darlene.shearer@wku.edu">darlene.shearer@wku.edu</a>, 745-5868</td>
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<td>PH 590 Public Health Law</td>
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<tr>
<td>Contact: Darlene Shearer, PhD, <a href="mailto:darlene.shearer@wku.edu">darlene.shearer@wku.edu</a>, 745-5868</td>
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<tr>
<td>SFTY 470G Driver Education and Traffic Safety II</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
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<tbody>
<tr>
<td>SFTY 471G Advanced Studies in Driver Education</td>
</tr>
<tr>
<td>Contact: Grace Larney, PhD, <a href="mailto:grace.larney@wku.edu">grace.larney@wku.edu</a>, 745-3941</td>
</tr>
</tbody>
</table>
### Consent
Delete a Course
SFTY 530 Independent Investigation in Community Health
Contact: Grace Larney, PhD, grace.larney@wku.edu, 745-3941

Delete a Course
SFTY 570 School and Community Safety
Contact: Grace Larney, PhD, grace.larney@wku.edu, 745-3941

### Action
*Motion to approve, Hahn/Wade; Passed*
Create a New Program
Environmental and Occupational Health Science
Contact: Dr. Vijay Golla, vijay.golla@wku.edu, 745-2448
Dr. Ritchie Taylor, ritchie.taylor@wku.edu, 745-8975
Dr. Cecilia Watkins, cecilia.watkins@wku.edu, 745-4796

### C. Gordon Ford College of Business

<table>
<thead>
<tr>
<th>Consent</th>
<th>Delete a Course</th>
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<tbody>
<tr>
<td></td>
<td>BA 507 Managerial Marketing</td>
</tr>
<tr>
<td></td>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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<tr>
<td></td>
<td>BA 509 Managerial Finance</td>
</tr>
<tr>
<td></td>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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<tr>
<td></td>
<td>BA 533 Managing Database Applications</td>
</tr>
<tr>
<td></td>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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<tr>
<td></td>
<td>BA 541 Survey of Public Finance</td>
</tr>
<tr>
<td></td>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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<tr>
<td></td>
<td>BA 550 Bank Management</td>
</tr>
<tr>
<td></td>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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<tr>
<td><em>Motion to approve, Hahn/Olmsted; Failed</em></td>
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<tr>
<td><em>Discussion: question 3.1 and 3.3 regarding level of rigor for graduate students and omission of 3.2 criteria;</em></td>
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<tr>
<td><em>Motion to allow proponent to revise and submit to GSR by tomorrow (4/12/13) to be distributed to Graduate Council members for an email vote by Wednesday (4/17/13), Wichman/Main;</em></td>
<td></td>
</tr>
<tr>
<td>BA 536 Metrics in Sustainability</td>
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<tr>
<td>Contact: Bob Hatfield, <a href="mailto:bob.hatfield@wku.edu">bob.hatfield@wku.edu</a>, phone ext. 56581</td>
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</table>
Passed.

*Motion to approve revised proposal, Wichman/Main; (Email vote concluded 4/17/13; 9 Yes, 3 No); Passed

| Action | Create a New Course  
|---------|--------------------------------------------------|
| *Motion to approve, Doggett/Hahn;  
*Discussion: course catalog description is justification rather than description & is too long;  
*Amendment by proponent to change catalog description to “Combines the resourcefulness of traditional entrepreneurship with a mission to change society offering insights that may stimulate ideas for more socially acceptable and sustainable business strategies and organizational structure”;  
*Amendment by proponent to correct numbering of 2.1 through 2.6; Passed |
| BA 537 Sustainability and Social Entrepreneurism  
Contact: Bob Hatfield, bob.hatfield@wku.edu, phone ext. 56581 |

D. Ogden College of Science and Engineering

| Consent | Delete a Course  
|---------|--------------------------------------------------|
| Consent | MATH 523 Topics from Geometry  
Contact: Vivian Moody, vivian.moody@wku.edu, x56209 |

| Consent | Suspend a Course  
|---------|--------------------------------------------------|
| Consent | MATH 509 History of Modern Mathematics  
Contact: Vivian Moody, vivian.moody@wku.edu, x56209 |
## E. Potter College of Arts and Letters

<table>
<thead>
<tr>
<th>Action</th>
<th>Consent/Consent Delete a Course/Consent Suspend a Course</th>
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<tbody>
<tr>
<td>Action</td>
<td>Consent Suspend a Course: FLK 566 Oral History</td>
</tr>
<tr>
<td>Action</td>
<td>Consent Suspend a Course: FLK 570 Appalachian Folklore and Folklife</td>
</tr>
<tr>
<td>Action</td>
<td>Consent Delete a Course: ANTH 430G Kentucky Archaeology</td>
</tr>
<tr>
<td>Action</td>
<td>Consent Delete a Course: FLK 446G Restoration of Historic Interiors</td>
</tr>
<tr>
<td>Action</td>
<td>Consent Delete a Course: FLK 447G History of Architecture Interiors III</td>
</tr>
<tr>
<td>Action</td>
<td>Consent Delete a Course: FLK 574 Urban Folklore</td>
</tr>
<tr>
<td>Action</td>
<td>Action *Motion to approve, Stone/Siegrist; Discussion: question of necessity to establish a degree type prior to the proposal for a new degree program; concern that this degree type proposal references Ogden when that college curriculum committee has not reviewed or endorsed this degree type; reference made to Senate approval (Feb 2009) to establish a degree type prior to the degree program; clarification that this Senate approval referenced was a policy approved and sent to Senate by UCC and Graduate Council has not reviewed or approved that procedure; *Motion to pull</td>
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</table>

*Motion to approve, Stone/Siegrist; Discussion: question of necessity to establish a degree type prior to the proposal for a new degree program; concern that this degree type proposal references Ogden when that college curriculum committee has not reviewed or endorsed this degree type; reference made to Senate approval (Feb 2009) to establish a degree type prior to the degree program; clarification that this Senate approval referenced was a policy approved and sent to Senate by UCC and Graduate Council has not reviewed or approved that procedure; *Motion to pull
III. Other Business

A. Report from Graduate Student Research Grant Committee
   *No report

B. Report from Graduate Faculty Committee
   1. Standing Committee Report
      *Discussion and review of qualifications;
      *Committee chair (Revels) amends report to recommend Kevin Williams for Regular status, Fred DeGraves for Associate status, Moon-Soo Kim for Temporary status, and Yan Cao for Associate status; Passed
   2. Proposal to amend Operating Papers for Graduate Studies - Graduate Faculty policy (first reading)
      *Revels distributed summary matrix of graduate faculty status privileges and eligibility criteria;
      *Discussion that Associate status does not allow chairing a thesis/specialist project/dissertation which would be detrimental to multiple programs;
      *Discussion that Affiliate member description as able to serve as “additional” member of a thesis/specialist project/dissertation committee may be misleading and infer that Affiliate members may only serve as a fourth member of the committee;
      *Need to add which members may vote on graduate faculty matters to the new policy.

C. Report from Rules Committee
   1. Proposal to change catalog description of 400G course (second reading)
      *Motion to approve, Doggett/Hahn; Passed
   2. Proposal to change Dismissal/Probation policy (first reading)
      *Proponent amends proposal to add, “Students can be dismissed for failing to make satisfactory progress toward a degree or certificate.”
      *Discussion: Questions regarding who will determine whether or not a student is dismissed in relation to this statement? What is “satisfactory progress”; and what are examples of these dismissals? The student will be dismissed by Graduate Studies upon recommendation by the department or program. An example is a student who was admitted yet never enrolled after multiple semesters.
      *Discussion: Concern that students dismissed after being readmitted would be required to sit out for three years.
   3. Proposal to establish Minimum Credit Requirements for Degrees (first reading)
      *Withdrawn

D. Discussion of plus/minus grading system
   *Atkinson will distribute information through email and request Graduate Council’s endorsement of a grading system to be included in the April Graduate Council report to be considered at the May Senate meeting

E. Discussion of possibility of dissertation committee co-chairs
   *No discussion
F. Discussion of the necessity for pre-approval by Graduate Dean prior to a student taking the foreign language exam to substitute for the research tool
   *No discussion

G. Report from Graduate Dean (Jim Berger, Acting Associate Dean for Carl Fox, Dean)
   *Applications are being accepted for the position of Associate Dean, Graduate Studies & Research.
   *Graduate Council nominations will open Monday, April 22\(^{nd}\) through Friday, April 26\(^{th}\). Graduate Council election will be Tuesday, April 30\(^{th}\) through Thursday, May 2\(^{nd}\).

IV. Adjournment 5:58 PM
Proposal Date: 2/26/2013

College of Education and Behavioral Sciences
School of Teacher Education
Proposal to Revise A Program
(Action Item)

Contact Person: Marty Boman, marty.boman@wku.edu  5-8833

1. Identification of program:
   1.1 Current program reference number: 441
   1.2 Current program title: Autism Spectrum Disorders
   1.3 Credit hours: 15

2. Identification of the proposed program changes:
   - This proposal revision will allow students to be enrolled in a master’s degree and the ASD certificate simultaneously.
   - Change “School Psychology,” to “Psychology” in the program narrative enrollment restrictions description.

3. Detailed program description:

   This 15-hour program prepares students to provide academic, social, behavioral, communication, sensory, and community services and information to individuals diagnosed with ASD and their families. Individuals who complete the program will be knowledgeable about the various disorders included in the spectrum of autism, characteristics, educational strategies, collaboration efforts, communication, and technology skills to be implemented with individuals with ASD.

   Enrollment in this program is restricted to post-master's students who have completed a degree in any of the following graduate programs: Education, Literacy, School Psychology, Communication Disorders, Social Work, Marriage and Family Therapy, Mental Health Counseling, Nursing, Public Health. It may also be appropriate for other post-master's individuals seeking to learn more about individuals who have been diagnosed with ASD. The program consists of 15 hours of required courses: SPED 610 (prerequisite for all other courses), 612, 615, 618, and 619. SPED 612 requires completion of a 3-hour practicum (comprising at least 120 hours) at an approved site in the field of autism. To enroll in the practicum the student must have completed SPED 610, and the internship site and supervisor must be approved by the program coordinator. The graduate Autism Spectrum Disorders certificate provides essential information regarding individuals diagnosed with ASD. Students examine research-based practices that have been identified for individuals with ASD as well as learn how to implement these strategies in the classroom and community. Practicum hours will be required.
4. **Rationale for the proposed program change:**
   - Concurrent enrollment in two programs was not previously permitted by Graduate Council policy but is now allowed. The proposed program change will allow students to seek a master’s degree and the ASD certificate simultaneously, if desired.
   - Other areas of Psychology, in addition to School Psychology, are involved in serving individuals with ASD and researching Autism Spectrum Disorders and have interest in this certificate program.

5. **Proposed term for implementation and special provisions (if applicable):** Fall 2013

6. **Dates of prior committee approvals:**
   - School of Teacher Education: 3/22/2013
   - CEBS Curriculum Committee: 4/2/2013
   - Graduate Curriculum Committee: 
   - University Senate: 

College of Health and Human Services
Proposal for an Exception to an Academic Policy
(Action Item)

Contact Person:  Dean May, 745-2693, dean.may@wku.edu
Harvey Wallmann, 745-4070, harvey.wallmann@wku.edu

1. Identification of proposed policy exception:
   The College of Health & Human Services (CHHS) Graduate Curriculum Committee requests an exception to the Graduate School’s course load policy of limiting graduate assistants to taking any more than 12 hours during a regular academic semester.

2. Catalog statement of existing academic policy:
   Found on page 29 of the 2012-2013 WKU Graduate Catalog, the Course Load policy identifies that, “During a regular semester, the course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum. Students are discouraged from requesting approval of a course overload. Graduate assistants may carry a course load of 9-12 hours during each semester while holding an assistantship appointment.”

3. Catalog statement of proposed policy exception (changes in italics):
   During a regular semester, the course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum. Students are discouraged from requesting approval of a course overload. Graduate assistants may carry a course load of 9-12 hours during each semester while holding an assistantship appointment. Professional programs in the College of Health and Human Services may award graduate assistantships to students taking more than 12 hours.

4. Rationale for proposed policy exception:
   As stated in the document entitled Graduate Assistantship Details - Effective Fall 2013 (http://www.wku.edu/graduate/aid/ga/details.php), "Programs of graduate study are designed to transform students into knowledgeable practitioners and/or professional scholars." As such, the primary goal of the graduate assistantship program is to assist student progress toward completing a graduate degree program. Furthermore, the graduate assistantship should not interfere with the educational objectives of the student. It appears the university offers two graduate assistantship options: all graduate assistants are required to work either a maximum of 20 hours per week for a half-time appointment or 10 hours per week for a quarter-time appointment.

Many graduate assistantships are for graduate students wishing to teach undergraduate courses and are awarded to students pursuing graduate research degrees. These graduate programs typically require students to take between 9-12 hours of graduate coursework. In these cases, students are not allowed to take more than 12 hours if they wish to apply for a graduate assistantship. However, as previously mentioned, there are many students who wish to become knowledgeable practitioners and who will be accepted into professional programs that require more than 12 hours of coursework per semester. It is also important to give them the opportunity to be awarded graduate assistantships.

The assumption is, given 15 hours or more of coursework, that these students do not have enough time to fulfill their duties and should therefore not be awarded graduate assistantships. However, there are several professional programs throughout the country that award graduate assistantships to students in these programs. Graduate research programs differ from professional programs in the type of courses that are offered.

The faculty of the WKU CHHS are recommending that students in its professional programs should be allowed the opportunity to have graduate assistantships. This is the standard practice in many programs, including professional programs within the state and at WKU’s benchmark institutions. The faculty of the CHHS are recommending that the respective departments set the maximum number of credit hours for
graduate assistantships in their disciplines. For example, the DPT Program requires 15 or more hours per semester. Consistent with standard practices at other DPT Programs, the faculty of this unit will determine the maximum number of academic hours that a student may take to qualify for half-time and quarter-time graduate assistantships. Given that the MSW Program’s curriculum mandates as much as 15 required credit hours during some semesters, the maximum number of academic hours that a student may take to qualify for a graduate assistantship will be set at 15. Historically, MSW graduate assistants have taken 15 hours and met with success in both their GA positions as well as in their coursework, thus this policy acknowledges the standard practice of the MSW Program since its inception in 2003.

***See Appendix for Kentucky and WKU Benchmark data program examples.

5. Impact of proposed policy exception on existing academic or non-academic policies:
This proposed policy change will only impact professional programs in the College of Health and Human Services. This change will allow these programs to award graduate assistantships consistent with departments across the university, yet recognizes the unique curricular expectations of these programs.

6. Proposed term for implementation: Fall 2013

7. Dates of prior committee approvals:

CHHS Graduate Curriculum Committee       April 22, 2013

Graduate Council Rules Committee (if needed)       

Graduate Council       

University Senate       


Benchmark and Other Institutions

**Benchmark Institutions** with DPT Programs

- **Western Kentucky University** – 118 credits
- **California State University-Fresno** – 110 credits ([http://www.fresnostate.edu/chhs/physical-therapy/](http://www.fresnostate.edu/chhs/physical-therapy/))
- **Missouri State University** – 132 credits ([http://www.missouristate.edu/PhysicalTherapy/4365.htm](http://www.missouristate.edu/PhysicalTherapy/4365.htm))
- **Oakland University** – 130 credits ([http://www.oakland.edu/?id=14256&sid=356](http://www.oakland.edu/?id=14256&sid=356))
  A select number of Graduates Assistantships are available on a competitive basis for DPT students. Assistantships are open to students in their second to ninth semester in the DPT curriculum.
- **Youngstown State University** – 104 credits ([http://web.ysu.edu/gen/bcohhs_generated_bin/documents/basic_module/dpt_curriculum.pdf](http://web.ysu.edu/gen/bcohhs_generated_bin/documents/basic_module/dpt_curriculum.pdf))
  They split the positions between 2 students, so that they only work 10 hours per week due to study obligations. So there are 4 students working in spring and 4 in fall. They receive tuition remission for the year which they split, and a stipend.

**Kentucky Public Institutions** with DPT Programs

- **University of Kentucky** – 121 credits ([http://www.mc.uky.edu/pt/dpt.html](http://www.mc.uky.edu/pt/dpt.html))
  None

**Other Institutions** with DPT Programs

- **Bellarmine University** – 147 credits ([http://www.bellarmine.edu/lansing/pt/requirements/dpt.aspx](http://www.bellarmine.edu/lansing/pt/requirements/dpt.aspx))
  Some limited graduate assistantships are offered – 4 students receive $5,000/year for three years. The students work with one of the faculty on research projects or other initiatives.
- **Belmont** – 133 credits ([http://www.belmont.edu/pt/admissions/index.html](http://www.belmont.edu/pt/admissions/index.html))
  They are currently exploring the use of graduate assistantships.
- **Bradley University** – 105 credits ([http://www.bradley.edu/dpt/](http://www.bradley.edu/dpt/))
  A select number of Graduates Assistantships are available on a competitive basis for DPT students and apply to only one academic year of the program. In return for 10 hours per week, a GA will receive a partial tuition remission and minimal stipend.
- **Emory University** – 144 credits ([http://www.rehabmed.emory.edu/pt/prospective/scholarships.shtml](http://www.rehabmed.emory.edu/pt/prospective/scholarships.shtml))
  A limited number of graduate assistantships are offered to third year students based on their scholastic achievements during the DPT program. These assistantships are offered on a competitive basis.
- **IUPUI** – 105 credits ([http://shrs.iupui.edu/physical_therapy/](http://shrs.iupui.edu/physical_therapy/))
  None
  Some limited graduate assistantships are offered – 4-6 students work on an hourly basis.
**Tennessee State University** – 113 credits ([http://www.instate.edu/pt/](http://www.instate.edu/pt/))
They have two GA positions. Traditionally, one is for a Year 1 student and the other is for a Year 2 student. The benefit for the GA (usually an out-of-state student) is that they receive in-state tuition rates. In addition to GA positions, they have a grant that supports two to three additional students (depending on funding).

**University of Indianapolis** – 115 credits ([http://pt.uindy.edu/dpt/scholarships.php](http://pt.uindy.edu/dpt/scholarships.php))
DPT students are considered for graduate assistantships that provide a 25% tuition credit in exchange for 150 hours of work per semester in the Krannert School of Physical Therapy.

Several graduate assistantship awards (4-6) are available to second year physical therapy students.

**University of South Alabama** – 121 credits ([http://www.southalabama.edu/alliedhealth/pt/](http://www.southalabama.edu/alliedhealth/pt/))
None

**University of Tennessee Health Science Center** – 125 credits ([http://www.uthsc.edu/allied/pt/](http://www.uthsc.edu/allied/pt/))
They utilize PT work study students for many tasks in the program (lab assistants, data collection, laundry for the lab and the faculty practice, maintenance of faculty practice, odds and ends). These students are paid on an hourly basis.
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Cr. Hr.</th>
<th>Status</th>
<th>GAs</th>
</tr>
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<tbody>
<tr>
<td>NAU</td>
<td>111</td>
<td>public</td>
<td>NR</td>
</tr>
<tr>
<td>CSU- Fresno</td>
<td>110</td>
<td>public</td>
<td>NR</td>
</tr>
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<td>Missouri State</td>
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<td>Wichita State</td>
<td>124</td>
<td>public</td>
<td>NR</td>
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<td>Youngstown State</td>
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<td>UK</td>
<td>121</td>
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<td>Bellarmine</td>
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<td>Belmont</td>
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<tr>
<td>Bradley</td>
<td>105</td>
<td>private</td>
<td>yes</td>
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<tr>
<td>Emory</td>
<td>144</td>
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<td>yes</td>
</tr>
<tr>
<td>IUPUI</td>
<td>105</td>
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<td>no</td>
</tr>
<tr>
<td>Regis</td>
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<td>NR</td>
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<tr>
<td>Rockhurst</td>
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<td>Uindy</td>
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<td>UNLV</td>
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<tr>
<td>South Alabama</td>
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</tr>
<tr>
<td>Tennessee H S Center</td>
<td>125</td>
<td>public</td>
<td>yes</td>
</tr>
</tbody>
</table>

Minimum 104  
Median 115  
Mean 119  
Maximum 147  
WKU 118
## Graduate Assistantships offered to MSW students

<table>
<thead>
<tr>
<th>Benchmark Institutions</th>
<th>Advanced Standing</th>
<th>Traditional Program</th>
<th>Offer Graduate Assistantships</th>
<th>How Many Hours do they work each week?</th>
<th>What is the maximum number of credit hours they can take and still have a GA position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball State University</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>California State University - Chico</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>California State University - Fresno</td>
<td>30-32</td>
<td>59-61</td>
<td>emailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Central Missouri</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Illinois University</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern Michigan University</td>
<td>35</td>
<td>63</td>
<td>Yes</td>
<td>20</td>
<td>12</td>
</tr>
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<td>Florida Atlantic University</td>
<td>30</td>
<td>60</td>
<td>Yes</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Indiana State University</td>
<td>37</td>
<td>60</td>
<td>?</td>
<td>Program newly approved</td>
<td></td>
</tr>
<tr>
<td>Middle Tennessee State University</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montclair State University</td>
<td>No MSW Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## WKU - MSW Program
- Credit hours: 33, 60
- Yes
- 20
- 12
- Currently 4-8 part-time positions work 10 hours per week (1/2 tuition &
  part-time 9hrs/full-time 15)

## U of K
- Credit hours: 38-39, 60
- Yes
- 20
- No
- Only for PhD students
- MSSW student may be a GA with another department

## U o L
- Credit hours: 30, 60
- No
- 20
- 9
- Depends 6 - 10 Students are awarded differently - work more during busy times of the year
- No maximum hours student must be full-time

## NKU
- Credit hours: X, 60
- Yes
- 20
- 15 (12 on academics + 3 hrs field)

## Campbellsville University
- Credit hours: 30, 60
- Yes
- 20
- 15
- Benchmark Institutions
  - Advanced Standing
  - Traditional Program
  - Offer Graduate Assistantships
  - How Many Hours do they work each week?
  - What is the maximum number of credit hours they can take and still have a GA position?
<table>
<thead>
<tr>
<th>University</th>
<th>No MSW Program</th>
<th>MSW Program (Semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Arizona University</td>
<td>No MSW Program</td>
<td></td>
</tr>
<tr>
<td>Oakland University</td>
<td>No MSW Program</td>
<td></td>
</tr>
<tr>
<td>Missouli State University</td>
<td>34 62 Yes 20 15</td>
<td></td>
</tr>
<tr>
<td>Stephen F Austin State University</td>
<td>39 64 Yes 20 15</td>
<td>15-16</td>
</tr>
<tr>
<td>Towson University</td>
<td>No MSW Program</td>
<td></td>
</tr>
<tr>
<td>University of Northern Iowa</td>
<td>39 50 Yes 20 12</td>
<td></td>
</tr>
<tr>
<td>Western Illinois University</td>
<td>No MSW Program</td>
<td></td>
</tr>
<tr>
<td>Wichita State University</td>
<td>36 60 Yes 20 14</td>
<td></td>
</tr>
<tr>
<td>Youngstown State University</td>
<td>36 60 Yes 20</td>
<td>recommend 12 but may take 15</td>
</tr>
</tbody>
</table>
Proposal Date: February 11, 2013

Ogden College of Science and Engineering
Department of Chemistry
Proposal to Revise a Program
(Action Item)

Contact Person: Cathleen Webb, cathleen.webb@wku.edu, 745-3457

1. Identification of program:
   1.4 Current program reference number: # 059
   1.5 Current program title: Master of Science in Chemistry
   1.6 Current Credit hours: 30 plus 3 credit hours of research tool

2. Identification of the proposed program changes:
   [1]. Reduce the current credit hour requirement to 30 which includes 3 hours of research tool.

3. Detailed program description:

<table>
<thead>
<tr>
<th>Current program Description</th>
<th>Proposed program description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admission Requirements</strong></td>
<td><strong>Admission Requirements</strong></td>
</tr>
<tr>
<td>In addition to Graduate Studies admission requirements, candidates for admission to this program must submit evidence of satisfactory completion of undergraduate curricula in chemistry. The Master of Science degree program in Chemistry has been designed around a core curriculum. In addition, a number of elective courses are offered in analytical, inorganic, and physical chemistry, and in biochemistry. This program offers a Master of Science in chemistry in Normal Thesis, and Research Intensive Thesis concentrations.</td>
<td>In addition to Graduate Studies admission requirements, candidates for admission to this program must submit evidence of satisfactory completion of undergraduate curricula in chemistry. The Master of Science degree program in Chemistry has been designed around a core curriculum. In addition, a number of elective courses are offered in analytical, inorganic, and physical chemistry, and in biochemistry. This program offers a Master of Science in chemistry in Normal Thesis and Research Intensive Thesis concentrations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Requirements-30-33 hours</th>
<th>Degree Requirements-30-32 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thesis Concentration</strong></td>
<td><strong>Thesis Concentration</strong></td>
</tr>
<tr>
<td><strong>All candidates</strong> are required to complete a minimum of 30 semester hours of graduate work. Students are required to complete 24 semester hours of course work and 6 hours of thesis research. Students who have completed 3 subject courses at the 500-level with a B average may elect to take CHEM 516 as part of the 24-hour course work requirement.</td>
<td><strong>All candidates</strong> are required to complete a minimum of 30 semester hours of graduate work. Students are required to complete a minimum of 24 semester hours of course work and 6 hours of thesis research. Students who have completed 3 subject courses with a B average may elect to take CHEM 516 as part of the 24-credit course work requirement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required -12 hours</th>
<th>Required Subject Courses -12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must complete 4 out of 5 subject area requirements, and at least two of the courses must be at the 500-level: CHEM 435G Analytical Chemistry OR CHEM 531 Advanced Analytical Chemistry CHEM 446G Biochemistry OR CHEM 535 Analytical Biochemistry OR CHEM 562 Advanced Biochemistry CHEM 420G Inorganic Chemistry</td>
<td>Students must complete 4 out of 5 subject area requirements, and at least two of the courses must be at the 500-level: CHEM 435G Analytical Chemistry OR CHEM 531 Advanced Analytical Chemistry CHEM 446G Biochemistry OR CHEM 535 Analytical Biochemistry OR CHEM 562 Advanced Biochemistry CHEM 420G Inorganic Chemistry</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>OR CHEM 520</td>
<td>Advanced Inorganic Chemistry I</td>
</tr>
<tr>
<td>CHEM 440G</td>
<td>Organic Synthesis</td>
</tr>
<tr>
<td>OR CHEM 541</td>
<td>Advanced Organic Chemistry II</td>
</tr>
<tr>
<td>CHEM 452G</td>
<td>Physical Chemistry</td>
</tr>
<tr>
<td>OR CHEM 450G</td>
<td>Advanced Physical Chemistry I</td>
</tr>
<tr>
<td>OR CHEM 550</td>
<td>Advanced Physical Chemistry I</td>
</tr>
</tbody>
</table>

**Investigation Course-3 hours**

CHEM 580 Chemical Skills

The student must review the current chemical literature on a selected topic approved by the course instructor, and prepare a written report.

**Required Seminar-2 hours**

CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.

**Thesis-6 hours**

CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head.

**Electives**

Elective course work may be selected from among the content courses or other advisor approved chemistry courses.

**Thesis Concentration - Coal Chemistry Option**

Thesis Requirements with the following courses must be incorporated in the concentration requirements:

- CHEM 490G Materials Chemistry
- CHEM 591 Coal Chemistry Laboratory

**Thesis Concentration - Biochemistry Option**

Thesis Requirements with the following courses must be incorporated in the concentration requirements:

- CHEM 446G Biochemistry
- CHEM 447G Biochemistry Laboratory
- CHEM 467G Biochemistry II
- CHEM 535 Analytical Biochemistry
- CHEM 562 Advanced Biochemistry

**Research Intensive Thesis Concentration**

Candidates are required to complete 33 semester hours of graduate work, including 17 hours of course work and 16 hours of research-related graduate work. Candidates must apply to the Department Graduate Committee in order to be considered for this concentration. As part of the concentration application, they must select a research advisor and meet with the committee to demonstrate they understand the research.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR CHEM 520</td>
<td>Advanced Inorganic Chemistry I</td>
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<tr>
<td>CHEM 440G</td>
<td>Organic Synthesis</td>
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<td>OR CHEM 541</td>
<td>Advanced Organic Chemistry II</td>
</tr>
<tr>
<td>CHEM 452G</td>
<td>Physical Chemistry</td>
</tr>
<tr>
<td>OR CHEM 450G</td>
<td>Advanced Physical Chemistry I</td>
</tr>
<tr>
<td>OR CHEM 550</td>
<td>Advanced Physical Chemistry I</td>
</tr>
</tbody>
</table>

**Investigation Course-3 hours**

CHEM 580 Chemical Skills

The student must review the current chemical literature on a selected topic approved by the course instructor, and prepare a written report.

**Required Seminar-2 hours**

CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.

**Thesis-6 hours**

CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head.

**Electives**

Elective course work may be selected from among the content courses or other advisor approved chemistry courses.

**Thesis Concentration - Coal Chemistry Option-32 hrs**

Thesis Requirements with the following courses incorporated to meet concentration requirements:

- CHEM 490G Materials Chemistry
- CHEM 591 Coal Chemistry Laboratory

**Thesis Concentration -Biochemistry Option-32 hrs**

Thesis Requirements with the following courses incorporated to meet the concentration requirements:

- CHEM 446G Biochemistry
- OR CHEM 535 Analytical Biochemistry
- OR CHEM 562 Advanced Biochemistry
- CHEM 447G Biochemistry Laboratory
- CHEM 467G Biochemistry II

**Research Intensive Thesis Concentration**

Candidates are required to complete 30 semester hours of graduate work, including 17 hours of course work and 13 hours of research-related graduate work. Candidates must apply to the Department Graduate Committee in order to be considered for this concentration. As part of the concentration application, they must select a research advisor and meet with the committee to demonstrate they understand the research.
requirements for this concentration. The Committee must consider factors such as previous research experience of the student, publication record of the student, and the research advisor’s publication record when determining if the student can pursue this concentration. The student and advisor must submit a progress report to the Committee by the end of the second semester. If the committee determines there is insufficient progress towards research and publication, the student will be moved to the normal thesis concentration. A student in the Research Intensive Thesis concentration may also opt to pursue the Thesis option at the end of the first or second semester after consulting with their research advisor.

A student moving to the normal thesis option within the first or second semester should be able to complete the requirements for the normal thesis option within the standard two-year period. A student who wishes to move to the normal option in the second year of graduate study must get permission from the Graduate Committee and will probably require an additional semester of coursework to complete the degree.

**Required - 3 hours**

Students must complete one of the following 500-level courses:

- CHEM 520 Advanced Inorganic Chemistry
- CHEM 531 Advanced Analytical Chemistry
- CHEM 535 Analytical Biochemistry
- CHEM 541 Advanced Organic Chemistry II
- CHEM 550 Advanced Physical Chemistry I
- CHEM 562 Advanced Biochemistry

**Required Seminar - 2 hours**

CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.

**Thesis - 6 hours**

CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head. Students in the Research Intensive Thesis concentration may opt to use their published papers as chapters in their thesis.

**Electives - 3 hours**

Only one elective course work may be selected from the subject courses or other appropriate chemistry courses approved by the student's graduate committee.

**Research Proposal - 3 hours**

requirements for this concentration. The Committee must consider factors such as previous research experience of the student, publication record of the student, and the research advisor’s publication record when determining if the student can pursue this concentration. The student and advisor must submit a progress report to the Committee by the end of the second semester. If the committee determines there is insufficient progress towards research and publication, the student will be moved to the normal thesis concentration. A student in the Research Intensive Thesis concentration may also opt to pursue the Thesis option at the end of the first or second semester after consulting with their research advisor.

A student moving to the normal thesis option within the first or second semester should be able to complete the requirements for the normal thesis option within the normal two-year period. A student who wishes to move to the normal option in the second year of graduate study must get permission from the Graduate Committee and will probably require an additional semester of coursework to complete the degree.

**Required Subject Courses - 3 hours**

Students must complete one of the following 500-level courses:

- CHEM 520 Advanced Inorganic Chemistry
- CHEM 531 Advanced Analytical Chemistry
- CHEM 535 Analytical Biochemistry
- CHEM 541 Advanced Organic Chemistry II
- CHEM 550 Advanced Physical Chemistry I
- CHEM 562 Advanced Biochemistry

**Required Seminar - 2 hours**

CHEM 598 Graduate Seminar requirements are to be satisfied according to the current departmental policy.

**Thesis - 6 hours**

CHEM 599 requirements are to be satisfied by preparing a thesis on the project chosen by the student and approved by the members of the student's graduate committee. These are to be prepared in accordance with the specifications established by the Office of Graduate Studies and Research. A thesis grade will be given after the final thesis has been approved by the student's graduate committee and the Department head. Students in the Research Intensive Thesis concentration may opt to use their published papers as chapters in their thesis.

**Electives - 3 hours**

Only one elective course work may be selected from the subject courses or other appropriate chemistry courses approved by the student's graduate committee.
CHEM 588 requires students to prepare a research proposal which must be presented to and approved by the student’s research committee and one member of the Department Graduate Committee.

**Practicum Research Experience in Chemistry** - 10 hours
CHEM 596 requirements are to be satisfied by conducting a research project under the direction of the student’s research advisor. This course provides faculty-mentored research experiences and emphasizes skill based training for students. Bridging the gap between academic study and professional development, this course will help students to develop and enhance problem solving and communication skills. This course emphasizes mastery of advanced technical skills, independent of thesis research.

**Scientific Writing in Chemistry** - 6 hours
CHEM 595 requires students to prepare and submit two manuscripts based on their research to peer-reviewed journals under the guidance of the student’s research committee. At least one paper must be accepted to receive credit and graduate.

<table>
<thead>
<tr>
<th>4. Rationale for the proposed program change:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise the current credit hour requirement to 30-32 hours which includes 3 hours of research tool. This revision is proposed in keeping with the increased emphasis on the research mission of WKU and to be consistent with other programs in Ogden College.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Proposed term for implementation and special provisions (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Dates of prior committee approvals:</th>
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</thead>
<tbody>
<tr>
<td>Department of Chemistry</td>
</tr>
<tr>
<td>OCSE Curriculum Committee</td>
</tr>
<tr>
<td>Graduate Council</td>
</tr>
<tr>
<td>University Senate</td>
</tr>
</tbody>
</table>
Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:
   1.1 Current course prefix (subject area) and number: SOCL 520
   1.2 Course title: Professional Research and Writing in Sociology
   1.3 Credit hours: 3

2. Rationale for the course suspension:
   The department has no plans to offer this course in the near future.

3. Effect of course suspension on programs or other departments, if known:
   No effect on sociology program or other programs at WKU.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:
   Sociology Department: March 22, 2013
   PCAL Curriculum Committee: April 4, 2013
   Graduate Council: 
   University Senate: 

Attachment: Course Inventory Form
Potter College of Arts & Letters  
Department of Sociology  
Proposal to Delete a Course  
(Consent Item)

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:
   1.1 Current course prefix (subject area) and number: SOCL 430G
   1.2 Course title: Penology
   1.3 Credit hours: 3

2. Rationale for the course deletion: Course has been suspended. Graduate students now take penology as SOCL 530.

3. Effect of course deletion on programs or other departments, if known: None.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:
   Sociology Department: March 22, 2013
   PCAL Curriculum Committee April 4, 2013
   Graduate Council
   University Senate

Attachment: Course Inventory Form
Potter College of Arts & Letters  
Department of Sociology  
Proposal to Delete a Course  
(Consent Item)

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:
   1.1 Current course prefix (subject area) and number: SOCL 432G
   1.2 Course title: Sociology of Criminal Law
   1.3 Credit hours: 3

2. Rationale for the course deletion: Course has been suspended. Graduate students now study criminology and law in SOCL 533.

3. Effect of course deletion on programs or other departments, if known: None.

4. Proposed term for implementation: Fall 2013

5. Dates of prior committee approvals:
   Sociology Department: March 22, 2013
   PCAL Curriculum Committee April 4, 2013
   Graduate Council
   University Senate

Attachment: Course Inventory Form
Potter College of Arts 7 Letters
Department of Sociology
Proposal to Delete a Course
(Consent Item)

Contact Person: Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. **Identification of course:**
   1.1 Current course prefix (subject area) and number: SOCL 433G
   1.2 Course title: Community Corrections
   1.3 Credit hours: 3

2. **Rationale for the course deletion:** Course has been suspended. Graduate students now study community corrections in SOCL 534.

3. **Effect of course deletion on programs or other departments, if known:** None.

4. **Proposed term for implementation:** Fall 2013

5. **Dates of prior committee approvals:**
   Sociology Department: March 22, 2013
   PCAL Curriculum Committee: **April 4, 2013**
   Graduate Council: 
   University Senate: 

**Attachment:** Course Inventory Form
Potter College of Arts & Letters  
Department of Sociology  
Proposal to Reactivate a Suspended Course  
(Consent Item)

Contact Person:  Douglas Smith, Douglas.Smith@wku.edu, 5-3750

1. Identification of course:
   1.1 Current course prefix (subject area) and number: SOCL 434G
   1.2 Course title: Organized Crime
   1.3 Credit hours: 3

2. Rationale for the course reactivation: The Sociology Department does not offer a course on organized crime at the graduate level for either the Sociology MA or the Criminology MA program. Reinstating the G component of this course enables Sociology and Criminology graduate students to study this area.

3. Effect of course reactivation on programs or other departments, if known: None

4. Proposed term for implementation: Fall 2014

5. Dates of prior committee approvals:
   Sociology Department: March 22, 2013
   PCAL Curriculum Committee: April 4, 2013
   Undergraduate Curriculum Committee: 
   University Senate: 

Attachment: Course Inventory Form
Potter College of Arts & Letters  
Department of Political Science  
Proposal to Revise a Program  
Action Item

Contact Person: Victoria Gordon, victoria.gordon@wku.edu, 270-745-6192

1. Identification of program:
   1.7 Current program reference number: 051
   1.8 Current program title: Master of Public Administration
   1.9 Credit hours: 39

2. Identification of the proposed program changes:
   - Change in catalog description
   - Change in Program to amend internship component
   - Change in Program to delete pre-service and service tracks for internship

3. Detailed program description:

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Proposed Policy</th>
</tr>
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<tbody>
<tr>
<td>James Chappell, Director</td>
<td>The MPA program prepares graduate students from diverse backgrounds to be productive leaders and managers in the public service by sharing knowledge, encouraging excellence in research and practice, and fostering an environment of professionalism within the communities we serve. We have a long history of providing quality education and practical experience to our students through community partnerships with organizations such as Kentucky’s area development districts, the Legislative Research Commission, and the Center for Local Governments. Graduates go on to serve in a variety of local, state, federal, and nonprofit organizations, and many have successfully pursued doctoral degrees upon graduation from the MPA program.</td>
</tr>
</tbody>
</table>
| The MPA program serves three primary categories of students: (1) those preparing for careers in the public sector who possess little or no practical experience in governmental employment; (2) those experienced public administrators who seek additional academic and practical knowledge as a means to increase their administrative potential; and (3) members of the U.S. military service who seek a master’s degree to enhance their management potential for command officer status and professional development. | Degree requirements 39 hours

Degree requirements 39 hours

The degree requires 39 semester hours of course work including completion of 18 hours of core courses.

An internship is required of all students unless exempted based on previous administrative or managerial experience.

A final written comprehensive examination must be passed. Thesis is not required.

Required Core _ 18 hours
PS 501 Methods of Political Inquiry
PS 538 Ethics and Bureaucracy
PS 540 Seminar in Public Sector Organizations
PS 541 Public Personnel Administration

An internship is required of all students.

A final written comprehensive examination must be passed. Thesis is not required.

Required Core _ 18 hours
PS 501 Methods of Political Inquiry
PS 538 Ethics and Bureaucracy
PS 540 Seminar in Public Sector Organizations
PS 541 Public Personnel Administration
PS 542 Government Financial Administration
PS 542 Government Financial Administration
PS 545 Seminar in Public Policy Analysis
OR PS 546 Public Policy Evaluation

Electives _ 18 hours
See MPA Advisor for list of approved electives

Internship _ 3 hours
Internship can be satisfied by one of the following options:

a) Pre-service* Internship Required
b) Service** - 3 hours credit applied

*Note: Internship is satisfied by either PS 505 (Washington Internship) or PS 598 (Internship in Public Administration)
**Note: Service is defined as six months or more of professional employment in the public, private, or not-for-profit sectors.

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4. Rationale for the proposed program change:

- The MPA program’s accrediting body—the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) has changed standards under which we will be reaccredited in the future. The proposed program changes will assist in bringing MPA program language into compliance with the new NASPAA standards.

  In particular, because we are using the internship component as a vehicle for student assessment under the new standards, we need a similar means for assessing students who are not required to enroll in PS 598 or PS 505; adding PS 597 as an option will allow us to do this. Further, this change allows us to eliminate the “track” language which is in conflict with NASPAA standards’ language.

- These changes will also both clarify the requirements for the internship component of the degree and standardize the requirement for all students in the program. The proposed changes will formalize a consistent set of requirements for all students in the program.

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5. Proposed term for implementation and special provisions (if applicable):

The new program requirements will be applicable to all students entering the MPA program beginning in the Fall of 2013. Currently enrolled students will be given the option to complete their degree under the current requirements or to adopt the proposed requirements.

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6. Dates of prior committee approvals:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Political Science Department</td>
<td>March 21, 2013</td>
</tr>
<tr>
<td>PCAL Curriculum Committee</td>
<td>April 4, 2013</td>
</tr>
<tr>
<td>Graduate Council</td>
<td></td>
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<tr>
<td>University Senate</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Date: 2-26-13

Graduate Council
Graduate Faculty Committee
Proposal to Revise Operating Papers for Graduate Studies
(Action Item)

Contact Person: Mark Revels, mark.revels@wku.edu, 270-303-3019

1. Identification of proposed revision to the operating papers: Graduate Faculty status

2. Operating papers statement of existing policy:

   A. The Graduate Faculty

      1. Composition: The Graduate Faculty consists of members elected by the Graduate Council plus the President, Academic Vice President, and Graduate Dean of the University, as ex-officio members.

      2. Appointment procedures: Recommendation of a new member is initiated by the department head with the concurrences of the graduate faculty of the department. The recommendation must then be reviewed by the College Dean and forwarded to Graduate Studies. The Graduate Faculty Committee of the Graduate Council reviews the applications and makes recommendation to the Graduate Council. A recommended faculty member becomes a member of the Graduate Faculty in the category for which that person was recommended upon receiving a majority vote of the Graduate Council.

      3. Requirements for appointment to membership: Nominations and recommendations are based upon the general criteria of evidence of scholarly attainment, active participation in research, scholarly activities which are recognized or commended by professional organizations in the candidate's field, and willingness to direct the study of graduate students. Specific requirements for appointment to the different categories of membership are:

         a. To qualify for regular membership on the Graduate Faculty, the faculty member must be tenured and:

            (1) Hold the appropriate terminal degree in the teaching field.
            (2) Hold the rank of associate professor or above.
            (3) Have at least three years of full-time teaching experience at the senior college or graduate level.
            (4) Have a solid record of effective teaching.
            (5) Present a record of high-quality scholarly and creative achievement.
            (6) Have a history of acceptable University and public service.

         b. To qualify for associate membership on the Graduate Faculty, the faculty member must be untenured and:

            (1) Hold an appropriate terminal degree in the teaching field.
            (2) Hold a faculty appointment.
            (3) Have at least one year of full-time teaching experience at the senior college level or provide evidence of appropriate field related experience.
            (4) Show evidence of high-quality scholarly and creative achievements.
            (5) Be involved in University and public service.
c. A faculty member who fails to meet associate membership may be granted **temporary membership** on the Graduate Faculty. To qualify for temporary membership on the Graduate Faculty, a faculty member must meet the following academic requirements:

1. Hold an appropriate degree and appropriate professional experience in the teaching field.
2. Present evidence for potential for effective teaching and high-quality scholarly and creative achievement.
3. Be involved in University and public service.

Temporary members may not vote on graduate matters.

d. Individuals who do not have regular appointments to Western Kentucky University may be approved for **adjunct membership** on the Graduate Faculty. Candidates for appointment to adjunct membership must either meet the requirements for associate membership or present equally notable qualifications based on education and experience specific to the assignment. Appointees approved on the basis of professional experience must be recognized for their high-quality contributions to their field of expertise and must be able to share the viewpoint of the professional practitioner.

Adjunct members may not vote on graduate matters.

4. Relation of Membership to Professorial Rank

Graduate faculty membership and professorial rank are dependent upon the same indicators of success in teaching, research/creativity, and public service. Therefore, there is a direct relation between the two processes for faculty who are involved in graduate programs.

a. Faculty who hold an appropriate terminal degree and who are appointed/promoted to the rank of associate or full professor are eligible for a term of regular graduate faculty membership*.

b. Faculty who hold an appropriate terminal degree and who are appointed/promoted to the rank of assistant professor are eligible for a term of associate graduate faculty membership*.

c. Temporary graduate faculty appointment is not automatic at any professorial rank.

*The department head submits the Graduate Faculty application form through the established process to the Graduate Council.

5. Requirements for continuation and/or change in status of membership:

a. Regular membership. Regular membership is subject to review at six-year intervals by the department head, the college dean, the Graduate Dean, and the Graduate Council.

b. Associate membership. Associate members are appointed for six-year periods. At the end of this period, the faculty member may be recommended for regular membership or may be continued as an associate member.

c. Temporary membership. Temporary appointments are made for two years. Approval for reappointment is based on such considerations as academic background, professional development, demonstrated success in teaching the course(s) involved, and success in related non-academic experience.

d. Adjunct membership. Adjunct membership may be renewed after the term(s) designated on the application or for two-year period.
6. Any graduate faculty appointment/reappointment made other than as provided herein shall require written justification from the department that such action will serve the best interest of the graduate program and shall have support of the college dean, graduate dean, and Graduate Council.

A regular or associate member who retires or enters early retirement will be continued at that same membership level during the retirement phase of the career. Retired graduate faculty are encouraged to continue their association with the graduate program.

7. Functions:
   a. The Graduate Faculty recommends academic policy on all matters concerning graduate students and graduate programs.
   
   b. The Graduate Faculty has responsibility for establishing and upholding academic standards in graduate courses and programs, for recommending establishment of new graduate programs, and recommending approval of the awarding of graduate degrees and certificates.
   
   c. The Graduate Faculty delegates its powers to the Graduate Council, reserving the following rights:
      (1) To elect members to the Graduate Council.
      (2) To receive minutes of each Graduate Council meeting.
      (3) To refer agenda items and issues to the Graduate Council.
      (4) To review Graduate Council actions.
      (5) To meet on call as a body to discuss graduate matters.

3. Operating papers statement of proposed policy:

Note: Because of the significant changes introduced by the proposed policy, bolding is used only for emphasis.

A. The Graduate Faculty

The graduate faculty has the responsibility for guiding the university mission at the graduate level. Specific responsibilities include establishing, through the Graduate Council and the policy-making process of the university, the policies and procedures of graduate studies and the determination of admission requirements. The graduate faculty is also responsible for the development of new graduate programs and the revision of existing programs. Graduate faculty members foster and develop high quality graduate education through the creation and delivery of graduate courses, by mentoring graduate students, and by directing graduate student research and creative activities. Graduate faculty members pursue excellence in scholarship as evidenced by their continuing commitment to conduct and disseminate research and/or produce creative work of high quality.

1. Graduate Faculty Appointments
   
   a. **Full member**: A full member of the graduate faculty may teach graduate level courses and may serve as a member of, or chair, thesis, specialist project, and dissertation committees.

      (1) **Eligibility**: Candidates for full membership must
      a. be full-time WKU faculty members with professorial rank, including research, clinical, or pedagogical faculty members,
      b. hold the terminal degree in their discipline,
      c. provide evidence of excellence in graduate level teaching,
d. provide evidence of sustained productivity in scholarly research or creative activities, as appropriate to the discipline and determined by departmental guidelines,
e. provide evidence of excellence in directing graduate student research or creative activities, as appropriate to the discipline and determined by departmental guidelines.

(2) **Term of appointment:** The term of appointment is six years and may be renewed.

b. **Associate member:** An associate member may teach graduate level courses and may serve on, but not chair, theses, specialist projects, and dissertation committees.

(1) **Eligibility:** Candidates for associate membership must
   a. be instructors or full-time, ranked WKU faculty members,
   b. typically hold the terminal degree in their discipline, but if not in possession of the terminal degree in their discipline, provide evidence of equivalent credentials or professional expertise,
   c. provide evidence of excellence in graduate level teaching,
   d. provide evidence of continued scholarly research or creative activities, as appropriate to the discipline and determined by departmental guidelines,
   e. provide evidence of experience in mentoring graduate student research or creative activities, as appropriate to the discipline and determined by departmental guidelines.

(2) **Term of appointment:** The term of appointment is six years, and may be renewed.

c. **Affiliate member:** An affiliate member may teach graduate level courses and may serve as an additional member of a thesis, specialist project, or dissertation committee. Affiliate members may not vote on graduate matters.

(1) **Eligibility:** Candidates for affiliate membership must
   a. typically hold the terminal degree in their discipline, but if not in possession of the terminal degree in their discipline, provide evidence of equivalent credentials or professional expertise,
   b. provide evidence of the potential for excellence in graduate level teaching,
   c. provide evidence of potential for involvement in scholarly research, creative activities, or relevant professional activities as appropriate to the discipline and determined by departmental guidelines,
   d. provide evidence of potential to mentor graduate student research or creative activities, as appropriate to the discipline and determined by departmental guidelines.

(2) **Term of appointment:** The term of appointment is three years, and may be renewed.

2. **Graduate Faculty Status Guidelines.**
   Each academic department is responsible for establishing its own Graduate Faculty Status Guidelines which shall include a departmental peer review. These guidelines are subject to approval by the Dean of Graduate Studies and Research. This document will identify the types of activities that will serve as acceptable evidence for excellence in graduate teaching, graduate mentoring, and productivity in scholarship. It is assumed that the criteria for productivity in research and creative activities will be consistent with the current Faculty Handbook for tenure and promotion.

3. **Appointment procedure**
a. Applications for graduate faculty membership are reviewed by the Graduate Faculty Committee of the Graduate Council August through April. Applications received in the Office of Graduate Studies and Research by the first of the month, will be considered in that month. Applications are first submitted to the candidate’s department head. Recommendations are made by the department head, who shall forward his or her recommendation to the college Dean. The college dean will forward his or her recommendation to the Office of Graduate Studies. The Office of Graduate Studies and Research will forward the application and recommendations to the Graduate Faculty Committee and all Graduate Council members. The Graduate Faculty Committee will make a recommendation to the Graduate Council. Applications submitted without evidence will result in application denial. The Graduate Council will then forward its recommendation to the Dean of Graduate Studies and Research for final approval. The Department Head, College Dean, and candidate will then be informed of the decision with written explanation by Graduate Studies and Research.

b. The Dean of Graduate Studies and Research, upon recommendation of the department head and dean, may offer a candidate provisional affiliate status, for one semester only, if an immediate need arises to provide instructional coverage for a graduate level course. Provisional affiliate status will be granted to a candidate only once and the candidate must meet the minimum criteria for affiliate status. The candidate’s application must be reviewed by the Graduate Council, as described in 3.a, in the next monthly cycle of graduate application review.

c. Affiliate faculty status may be granted to a new professorially-ranked faculty member, at the time of hire, with the concurrence of the Dean of Graduate Studies and Research.

d. Term limit expiration: All memberships will expire at the end of an academic term. Faculty may re-apply for membership at the same or different status prior to the expiration of their current membership. A regular or associate member who retires or enters early retirement may apply for affiliate graduate faculty membership.

4. **Rationale for proposed policy revision:** Changes to the Graduate Faculty policy were attempted in recent years; however, they were never implemented. The current Graduate Faculty and Rules subcommittees met with the Graduate Studies dean to review issues concerning the definition of graduate faculty status, application process, and operating procedures. This proposed policy addresses those issues.

5. **Impact of proposed policy revision on existing academic or non-academic policies:** None.

6. **Proposed term for implementation:** Fall 2013

7. **Dates of prior committee approvals:**
   
<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Graduate Council Graduate Faculty Committee</td>
<td>2/26/13</td>
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<tr>
<td>Graduate Council Rules Committee</td>
<td>2/26/13</td>
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<tr>
<td>Graduate Council</td>
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<tr>
<td>Faculty Senate</td>
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<tr>
<td>Provost</td>
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</tr>
</tbody>
</table>
1. Identification of proposed policy revision: Probation and Dismissal

2. Catalog statement of existing policy:

**Graduate Academic Probation and Dismissal**

Graduate students must maintain a 3.0 grade point average (GPA) for all courses taken at WKU and those graduate courses transferred to WKU to fulfill graduate program requirements. Students must maintain a minimum grade point average of 3.0 in both the major and the cumulative (overall) GPA to earn a degree or certificate. If a student's overall GPA falls below 3.0, the student will receive a letter of academic warning informing the student that the GPA is below 3.0. The student will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at WKU and will be dismissed from the graduate program. Students placed on academic probation are not eligible for graduate assistantship appointments.

Any student failing to obtain the required 3.0 GPA after the probationary period who wishes to be readmitted to Graduate Studies must submit a written academic plan detailing how the required GPA can be obtained. The request for readmission must have the support of the graduate faculty in the academic program before being reviewed/considered in Graduate Studies. This request for readmission must be submitted with a new application following the semester of academic probation. Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. Readmitted students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. Please note that each program reserves the right to apply more restrictive requirements to graduate students regarding probation and dismissal.

**Dismissal**

Graduate students may be dismissed from the program for having failed twice the final comprehensive examination for the graduate degree. A graduate student may also be dismissed from the graduate program if the overall GPA, as a graduate student, (including graduate and undergraduate course work) falls below 3.0 as described in the academic probation section above.

Students may also be dismissed from programs for reasons other than failure to maintain a satisfactory grade point average. Expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs. Additional program-specific policies regarding student conduct and dismissal from a program for non-academic reasons may also apply. Students should contact their advisors for more information regarding expectations for appropriate student conduct.

3. Catalog statement of proposed policy:

**Graduate Academic Probation and Dismissal**

Graduate students must maintain a 3.0 grade point average (GPA) for all courses taken at WKU and those graduate courses transferred to WKU to fulfill graduate program requirements. Students must maintain a minimum grade point average of 3.0 in both the major program and cumulative (overall) GPA to earn a degree or certificate. If a student's overall GPA falls below 3.0, the student will be placed on academic probation. The student will receive a letter informing them of this probationary status. Students placed on academic probation are not eligible for graduate assistantship appointments.
The student will have one additional full-time semester or the equivalent (9 semester hours) to remove the academic probation by raising their cumulative GPA to a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student may not register for any additional graduate credit at WKU and will be academically dismissed from Graduate Studies. Individual academic programs may apply more restrictive criteria regarding probation and dismissal. Students may be dismissed for failing to make satisfactory progress toward a degree or certificate. Dismissal from a program will result in dismissal from Graduate Studies and Research.

An academically-dismissed student who wishes to be readmitted to his/her program must submit an Appeal of Graduate Policy, and, in consultation with their advisor, a written academic plan detailing how the required GPA can be obtained. The request Appeal of Graduate Policy for readmission must be submitted to Graduate Studies and Research the semester following the semester of academic probation dismissal and provide evidence for the support of the graduate faculty in the academic program before being reviewed considered in Graduate Studies. Each case will be reviewed by the Dean of Graduate Studies and Research for a determination regarding readmission to the desired academic program. An academically-dismissed student who wishes to be readmitted to Graduate Studies and Research as a non-degree seeking student will be required to update their admission application. An academically-dismissed student who wishes to be admitted to a different program will be required to complete a new admission application. Readmitted students will remain on probation and have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA.

Readmitted students who do not attain the requisite 3.0 GPA will be dismissed with no possibility of readmission until a period of three years has elapsed.

Non-Academic Dismissal
Students may also be dismissed from programs for reasons other than failure to maintain a satisfactory grade point average. Expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs. Additional program-specific policies regarding student conduct and dismissal from a program for non-academic reasons may also apply. Students should contact their advisors for more information regarding expectations for appropriate student conduct.

4. Rationale for proposed policy revision:

Revised policy clarifies the number of times a student can be placed on probation before being dismissed, how dismissal from a program will result in dismissal from Graduate Studies & Research, how dismissed students may be readmitted, and addresses students who are placed on probation two or more times.

5. Impact of proposed policy revision on existing academic or non-academic policies: N/A

6. Proposed term for implementation: Fall 2013

7. Dates of prior committee approvals:

Graduate Council Rules Committee  4/2/2013
Graduate Council
University Senate
Provost
Contact Person: Jim Berger, jim.berger@wku.edu, 5-2446

1. **Identification of proposed policy revision:** Minimum Credit Requirement for Degrees

2. **Catalog statement of existing policy:** None.

3. **Catalog statement of proposed policy:**

   **Minimum Credit Requirement for Masters Degree**
   The minimum semester credit requirement for masters degrees is thirty (30) credits. Individual programs may require more credits. Only those courses listed on a graduate Program of Study are applicable toward meeting graduate degree credit requirements. Six (6) to fifteen (15) thesis credits may be applied to meet the 30 credit minimum required for the degree. However, additional thesis hours may be taken to complete the thesis and will appear on the student’s transcript.

   **Minimum Credit Requirement for Specialist in Education Degree**
   The minimum semester credit requirement for the Specialist in Education degree is thirty (30) credits beyond the masters degree. Individual programs may require more credits. Only those courses listed on a graduate Program of Study are applicable toward meeting the Specialist in Education degree credit requirement. Six (6) to fifteen (15) thesis credits may be applied to meet the 30 credit minimum required for the degree. However, additional thesis hours may be taken to complete the thesis and will appear on the student’s transcript.

   **Minimum Credit Requirement for Doctoral Degree**
   The minimum semester credit requirement for the doctoral degree is sixty (60) credits post-baccalaureate and thirty (30) credits post-masters in a related field. Individual programs may require more credits. Only those courses listed on a graduate Program of Study are applicable toward meeting graduate degree credit requirements. Twelve (12) to thirty (30) dissertation credits may be applied to the 60 credit minimum required for the post-baccalaureate to doctoral degree. Six (6) to fifteen (15) dissertation credits may be applied to the 30 credit minimum required for the post-masters to doctoral degree. Additional dissertation hours may be taken to complete the dissertation and will appear on the student’s transcript.

4. **Rationale for proposed policy revision:** The new policy would put in description of minimum number of hours required for masters, specialist, and doctoral degrees.

5. **Impact of proposed policy revision on existing academic or non-academic policies:** None.

6. **Proposed term for implementation:** Fall 2013

7. **Dates of prior committee approvals:**

   Graduate Council Rules Committee ________________

   Graduate Council ________________

   University Senate ________________

   VP for Academic Affairs ________________
General Guidelines for
Temporary Course Offerings

- Approval to offer a temporary course is requested when the course:
  1) must be created to accommodate registration, and there is insufficient time to complete the new course approval process, or
  2) is proposed for offering on a trial basis.

- A proposal to create a temporary course is an information item on the UCC or Graduate Council agenda as appropriate.

- The proponent should ensure that the proposed temporary course does not duplicate existing courses in other departments and colleges.

- A temporary course is intended to be offered only once; however, under extraordinary circumstances, approval for a second offering may be granted. A proposal to offer a temporary course for a second time will require additional justification. A temporary course may not be offered more than two times.

PROCEDURE

- **For undergraduate courses**: submit the completed Course Inventory Form and the Temporary Course Proposal Form (including department head’s and dean’s signatures for approval) to the UCC Chair in a single PDF file. The UCC Chair will post the Temporary Course Proposal on the UCC website and forward notification of the posting by e-mail to UCC members, including College Representatives, and to the college deans. Recipients will be directed to communicate any concerns or objections to the course proponent and to the UCC Chair. Following a seven calendar day posting without objection, the UCC Chair will forward the proposal to the Office of Academic Affairs for approval. If, during the seven calendar day posting, there is an objection, the proponent will be notified. Parties involved will have an additional seven calendar days to resolve the objection. If the parties agree on the solution, the temporary course proposal will then be forwarded to the Provost by the UCC Chair. If no agreement is reached, the proposal will be returned to the proponent.

- **For graduate courses**: submit the completed Course Inventory Form and the Temporary Course Proposal Form (including department head’s and dean’s signatures for approval) to the Office of Graduate Studies and Research in a single PDF file for posting on the Graduate Studies website. Graduate Studies will notify Graduate Council members and college deans. Recipients will be directed to communicate any concerns or objections to the course proponent and to the Graduate Council Chair. Following a seven calendar day posting without objection, the Graduate Council Chair will forward the proposal to the Office of Academic Affairs for approval. If, during the seven calendar day posting, there is an objection, the proponent will be notified. Parties involved will have an additional seven calendar days to resolve the objection. If the parties agree on the solution, the temporary course proposal will then be forwarded to the Provost by the Graduate Council Chair. If no agreement is reached, the proposal will be returned to the proponent.

- The Course Inventory Form for the approved temporary course will be forwarded by Academic Affairs to the Office of the Registrar for processing. Approved temporary course proposals must be submitted by the college dean’s office as an information item for the next UCC or Graduate Council meeting.
Contact Person: Name, email, phone

1. **Identification of proposed course:**
   1.10 Course prefix (subject area) and number:
   1.11 Course title:
   1.12 Abbreviated course title:
      (maximum of 30 characters or spaces)
   1.13 Credit hours:
   1.14 Schedule type:
   1.15 Prerequisites/corequisites:
   1.16 Grade type: ____ standard letter grade ____ pass/fail ____in progress (IP)
   1.17 Course description:

2. **Rationale**
   2.1 Reason for offering this course on a temporary basis:
   2.2 Relationship of the proposed course to courses offered in other academic units:

3. **Description of proposed course**
   3.1 Course content outline
   3.2 Tentative text(s)

4. **Second offering of a temporary course (if applicable)**
   4.1 Reason for offering this course a second time on a temporary basis:
   4.2 Term course was first offered:
   4.3 Enrollment in first offering:

5. **Term of Implementation:**

6. **Dates of review/approvals:**

   Department of ______________________

   Dean, College of ____________________

   ______________________________________________________

   ______________________________________________________