

MEETING LOGISTICS:

<i>Meeting Date:</i>	FRIDAY, 18 SEPTEMBER 2020
<i>Meeting Time:</i>	11:15 AM
<i>Meeting Location:</i>	Zoom™ Videoconference: https://eku.zoom.us/j/96110326954
<i>Meeting Type:</i>	Monthly Meeting of the EKU Graduate Council

ATTENDANCE:

Members Present = Members Absent =

<i>Term Expires May 2021</i>	<i>Term Expires May 2022</i>	<i>Term Expires May 2023</i>	
Dr. Ann Burns (COE)	Mr. Paul Grant (CJS)	Dr. Dominic Ashby (CLASS)	
Dr. Oliver Oakley (COS)	Dr. Julie Rutland (COE)	Dr. Jim Fatzinger (CBT)	
Dr. Ray Richardson (CBT)	Dr. Donghui Quan (COS)	Dr. Casey Humphrey (CHS)	
Dr. Matthew Sabin (CHS)		Dr. Bill McClanahan (CJS)	
Dr. Nathan Siler (CLASS)		Dr. Jeff Neugebauer (CLASS)	
Dr. Ida Slusher ((CHS)		Dr. Eileen Shanahan (COE)	
<i>Student Representatives:</i>	Mr. Chase Barnes, ECU MPH	Ms. Alisha Helton, ECU English	
<i>EKU Graduate School:</i>	Dr. Jerry Pogatschnik	Dr. Ryan Baggett	Mrs. Kelly Fox
<i>Guests:</i>	None		



Meeting Moderated by: Dr. Matthew Sabin, Chair – AY 2020/2021 ECU Graduate Council

Dr. Sabin called the meeting to order at 11:16 AM.

- Dr. Sabin welcomed Mr. Chase Barnes – College of Health Sciences – Pursuing a MPH with a concentration in Health Promotion to his first council meeting. Mr. Barnes will be one of two Graduate Student Representatives for the 2020/2021 Graduate Council.



***ACTION ITEM FOR:* Graduate School**

Follow up with Ms. Alisha Helton (*College of Letters, Arts and Social Sciences – Pursuing a Master of Arts in English*) to determine why she did not participate in the 18 September 2020 meeting.



UPDATE: Completed: Dr. Baggett sent Alisha an email on 21 SEP 2020 – 11:30 AM. Awaiting Response.

I. LAST MEETING'S MINUTES

- Consideration of the Graduate Council Meeting Minutes from the Friday, August 21, 2020 Graduate Council Meeting.



MOTION: Move to approve the Graduate Council meeting minutes from the Friday, August 21, 2020 meeting.



***COUNCIL APPROVAL/VOTE:* MEETING MINUTES**

Motion Made by: Dr. Ray Richardson
Seconded by: Dr. Dominic Ashby
Discussion: None
Committee Vote: **The August Graduate Council meeting minutes are approved with 14 votes in favor, 0 votes against and no abstentions.**

II. GRADUATE FACULTY NOMINATIONS

Dr. Ida Slusher (*Chair of the Graduate Council Faculty Affairs Subcommittee*) **made a motion on behalf of her subcommittee as follows:**



MOTION: The Graduate Council Faculty Affairs Subcommittee moves to approve the 29 faculty members noted below for the graduate faculty status level listed beside their name.


Candidates for Faculty Status Approval (September 2020) N=29

Listed alphabetically by last name...


LAST	FIRST	COLLEGE	NOMINATION
Blake	Michelle	CLASS	CLINICAL
Blakely	April	Education	GRADUATE FACULTY
Callahan	Ann	CLASS	INITIAL
Domenghini	Jacob Cody	Business and Technology	GRADUATE FACULTY
Ginn	Cassie	Health Sciences	INITIAL
Hight	Jennifer	Health Sciences	GRADUATE FACULTY
Humphrey	Casey	Health Sciences	GRADUATE FACULTY
Keener	Allen	Health Sciences	INITIAL
Kircher	Jan	CLASS	CLINICAL
Lasher	Rebecca	CLASS	CLINICAL
Lauk	Raymond	Education	INITIAL
Martin	Karen	CLASS	INITIAL
McGlown	Joanne	Justice and Safety	GRADUATE FACULTY
Middleton	Lisa	Science	INITIAL
Miller	Jamie-Marie	Education	INITIAL
Petrilli	Peggy	Education	INITIAL
Privott	Christine	Health Sciences	GRADUATE FACULTY

II. GRADUATE FACULTY NOMINATIONS continued


LAST	FIRST	COLLEGE	NOMINATION
Reid	Caroline	CLASS	INITIAL
Sciascia	Aaron	Health Sciences	GRADUATE FACULTY
Shanahan	Eileen	Education	GRADUATE FACULTY
Skees-Hermes	Susan	Health Sciences	INITIAL
Stearns	Justin	Business and Technology	GRADUATE FACULTY
Stevenson	Erin	CLASS	INITIAL
Toler	Kimberly	CLASS	CLINICAL
Viverette	April	CLASS	CLINICAL
Vorbeck	Jonathan	Health Sciences	CLINICAL
Woodruff	Benjamin	Business and Technology	GRADUATE FACULTY
Yow	Sonya	Education	GRADUATE FACULTY
Zuccaro	Emily	Education	INITIAL

 **COUNCIL APPROVAL/VOTE: GRADUATE FACULTY NOMINATIONS**

Motion Made by: Dr. Ida Slusher on behalf of GC Faculty Affairs Subcommittee
Seconded by: Motion made by subcommittee does not require a second
Discussion: None
Committee Vote: **The 29 faculty member’s graduate faculty status nominations are approved with 14 votes in favor, 0 votes against and no abstentions.**

 **ACTION ITEM FOR: Graduate School**

Dr. Baggett and Mrs. Fox will develop approval letters for the 29 faculty members and disseminate the letters via EKU email with a copy to the faculty member’s Dean.

 **UPDATE: Completed – all approval letter packets and emails from Dr. Baggett have been disseminated. 21 SEP 2020 – Between 8:30 and 10:30 AM**

III. CURRICULUM

Dr. Ann Burns (*Chair of the Graduate Council Curriculum Review Subcommittee*) noted that the subcommittee had several questions that were raised to the College of Education. **Dr. Nicola Mason** (Chair) and **Dr. Faye Deters** (Associate Dean) provided answers on **Wednesday, 16 September 2020** that can be found in **Appendix A** of these meeting minutes. With those questions answered, **Dr. Burns's** first motion was as follows:



MOTION: The Graduate Council Curriculum Review subcommittee moves to approve the course drops, editorial change and new courses from the College of Education as noted below.

COLLEGE OF EDUCATION

Course Drops: Courses are being replaced with other Music courses.

EME 579 Music Education: Principles and Practices
EME 779 Music Education: Principles and Practices

Editorial Change: Master of Arts in Education (M.A.ED) Literacy P-12

New Courses: Theses cross-listed courses were dropped from the catalog and are needed due to state reviewers expecting methods courses with education prefixes.

ESE 550 Teaching Mathematics in the Secondary School
ESE 750 Teaching Mathematics in the Secondary School

COUNCIL APPROVAL/VOTE: COE Course Drops, Editorial Change and New Courses



Motion Made by: Dr. Ann Burns on behalf of GC Curriculum Review Subcommittee
Seconded by: Motion made by subcommittee does not require a second
Discussion: None
Committee Vote: **The two course drops, editorial change and two new courses listed above are approved with 14 votes in favor, 0 votes against and no abstentions.**



MOTION: The Graduate Council Curriculum Review subcommittee moves to approve the four COE program revisions as noted below.

Program Revisions

- MAEd Secondary Education: Preparation to teach Dual Credit Instructional Computer Technology - Update the language of admission requirements and adjust program options.
- Master of Arts in Elementary Education - Update to provide a non-certification route open to a variety of disciplines.
- School Media Librarian – Change admission requirements.
- Masters of Arts (MA) Student Personnel Services in Higher Education – Change the name, decrease the number of hours required and remove 3 hours course from requirements.

COUNCIL APPROVAL/VOTE: COE Program Revisions



Motion Made by: Dr. Ann Burns on behalf of GC Curriculum Review Subcommittee

Seconded by: Motion made by subcommittee does not require a second

Discussion: None

Committee Vote: **The four COE Program Revisions listed above are approved with 14 votes in favor, 0 votes against and no abstentions.**



ACTION ITEM FOR: Graduate School

Check in with Rita Downing (College of Education) and let her know the curriculum changes were approved (with the new syllabus that was provided).



UPDATE: COMPLETED - 21 SEP 2020 – 11:15 AM

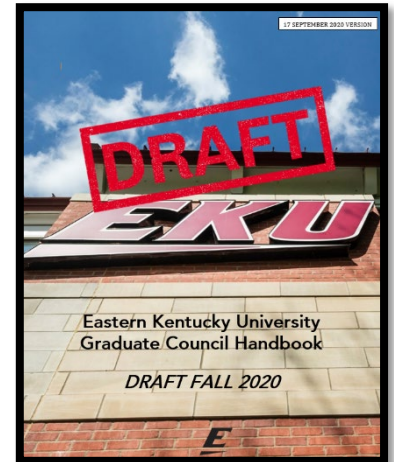
IV. OTHER ITEMS FOR THE GOOD OF THE ORDER**• Discussion – Graduate Council Handbook – 17 SEP 2020 Version (Blackboard)**

- Overview – Dr. Ryan Baggett
- Introduction – 21 AUG 2020 Meeting
- Discussion – 18 SEP 2020
- Vote for Approval – 23 OCT 2020 Meeting

- Dr. Baggett began a discussion on the Graduate Council Handbook. The Handbook was revised four years ago and the version is designed to more accurately reflect the operations of the ECU Graduate Council. Members of the Graduate Council are encouraged to review the document prior to the next Graduate Council meeting on Friday, 23 October 2020. Feedback may be sent to Dr. Sabin or Dr. Baggett.
- Dr. Pogatshnik provided a historical perspective on the document from 10 – 12 years ago. He noted that there were four committees (included a quality enhancement committee that was developed after a SACSCOC review). However, there was really no mission for the committee and it had no real tasks after a while. The Student Affairs committee was designed to hear student appeals on various issues, tasks that were later moved to the Graduate School office based on the vote of a Graduate Council. It then changed to help with outstanding thesis, scholar's week and now will be running the Three Minute Thesis (3MT) project for ECU.

Note, Dr. Oakley was notified during the meeting that the existing 3MT information on hand was moved to the Graduate Council website for his (and his subcommittee's review).

- Dr. Pogatshnik noted that an evaluation of the number of council members, subcommittee tasks, roles and responsibilities and well as other council operations could be analyzed as part of this handbook revision.
- Dr. Sabin concluded this month's discussion of the handbook by noting that he would like to implement the handbook through a formal vote at an upcoming meeting. If a substantial amount of feedback is obtained prior to the October meeting, we will use it as another "good of the order" discussion point. If not, it will be placed on the agenda as an actionable item.

**ACTION ITEM FOR: GRADUATE COUNCIL**

Review the revised ECU Graduate Council Handbook (17 SEP 2020 Version) available on the ECU GC Blackboard Site. Provide any comments/feedback to Dr. Sabin or Dr. Baggett by Friday, 16 October 2020.

- **Discussion of Graduate Studies Policy Process**
 - *Overview – Dr. Jerry Pogatshnik*
 - Discussion of a university driven approach as compared to a Graduate School driven approach
 - *Example: Academic Bankruptcy Policies (Available on Graduate Council Blackboard site under Policies)*
 - *EKU Policy 4.5.3P – Academic Bankruptcy of Graduate Work*
 - *EKU Policy 4.2.8P – Academic Bankruptcy of Transferred Work*
 - *EKU Policy 4.2.7P – Academic Bankruptcy of Eastern Work*

- Dr. Pogatshnik provided a historical perspective on the policy review process at EKU. Retired Associate Provost Sherry Robinson was in charge of EKU Policy reviews until her retirement. At that time, the responsibility was given to the EKU Legal Office and Mrs. Haley Norberg is now directing policy review efforts. In the past, the Graduate Council has been responsible for their own policies with the Graduate Council serving as the drafting team. The policy was then sent to the EKU Council on Academic Affairs for review/approval.

- Dr. Pogatshnik also provided context on EKU Policies, which are separated by Volume.
 - SEE: <https://policies.eku.edu/policies-volume>
 - Volume Four (4) is the volume for Academic Affairs
 - Specifically, chapter five within volume four contains four specific policies on graduate education:
 - [4.5.2 Time Limit on Graduate Degree Programs](#)
 - [4.5.3 Academic Bankruptcy of Graduate Work](#)
 - [4.5.4 Midterm Grades for Graduate Courses](#)
 - [4.5.5 Limits on Transferred Graduate Work](#)
 - While there are other policies that impact graduate education, these four were developed by the Graduate Council.

- The question now becomes...**who owns the revision process?**

- Likely two primary options:
 - 1) EKU Legal Counsel Office forms a drafting team who reviews all policies (to include graduate education policies. Graduate education related policies would require a Graduate Council representative on the drafting team. The results of that drafting team is then sent to the Graduate Council for review. (*University-Driven Approach*)

2) Maintain the existing structure that whenever a 4.5.X policy (see list above) is due for review, the ECU Graduate Council serves as the drafting team. On all other policies that affect graduate education, the Graduate Council provides a representative on the drafting team. Dr. Sabin noted that this process could also include outside graduate faculty on the drafting team if necessary. (*Graduate School – Driven Approach*).

- Dr. Pogatshnik noted that regarding policy, it should be the graduate council's responsibility to ensure that ECU policy conform to best practices of graduate education. **Additionally, after the 23 October 2020 Graduate Council meeting, he will need a recommendation to take forward to the policy group.**
- Dr. Richardson asked about delaying the policy development process with option one which would likely take longer than option two.
- Dr. Sabin requested the use of **polling the Graduate Council members after they had time to consider both options and discuss with their ECU colleagues.** See information in action item box regarding the polling plan.

ACTION ITEM FOR: Graduate School



The graduate school will send out a poll to all the ECU Graduate Council Members. The poll will ask the member's preference of option #1 or #2 above and will also ask for any feedback that has been received from colleagues after discussions in their departments.

The poll was disseminated via email on Thursday, 9 October. Council members were asked (although a short duration) to complete the poll by 11 AM on Friday, 10 October. Those unable to complete the poll in that timeframe were asked to do so by Wednesday, 14 October. The preliminary results were discussed at the Friday, 9 October Executive Subcommittee meeting.

- **Volunteer to Participate on a Policy Drafting Team as the Graduate Council Representative**
 - *Overview – Dr. Ryan Baggett*
 - Policy 4.3.7P, Drop or Withdrawal from Courses
 - (Available under “Policies” on Graduate Council Blackboard)
 - 5-7 members as well as a “chair” or “subject matter expert” to lead discussion
 - **Dr. Dominic Ashby volunteered to serve on the drafting committee as a representative of the ECU Graduate Council. Thank you to Dr. Ashby for volunteering!**

ACTION ITEM FOR: Graduate School



Dr. Baggett will send an email to Mrs. Haley Norberg (EKU Legal Counsel Office) noting Dr. Ashby's role as the Graduate Council representative on the drafting team for Policy 4.3.7P – Drop or Withdrawal from Courses.



UPDATE: Action Item Complete – 12:45 PM – 18 September 2020 – Dr. Ashby was copied on the email correspondence.

V. OCTOBER 2020 EKU GRADUATE COUNCIL DATES OF INTEREST

- October 2 - Agenda Items Due By 4:30 pm
- October 9 - Executive Committee Meeting - 11:15 am - Zoom
- October 23 - Graduate Council Meeting - 11:15 am - Zoom

Meeting Adjournment (Dr. Matt Sabin, *Chair*)



MOTION: Motion to adjourn the September 2020 EKU Graduate Council Meeting

COUNCIL APPROVAL/VOTE: MEETING ADJOURNMENT



Motion Made by: Dr. Ida Slusher
Seconded by: Dr. Dominic Ashby
Discussion: None
Committee Vote:

The EKU Graduate Council stands adjourned with 14 votes in favor, 0 votes against and no abstentions.

ACTION ITEM FOR: Graduate School



Dr. Baggett and Mrs. Fox will develop the meeting minutes for the meeting and send them to Dr. Sabin and Dr. Pogatshnik for initial approval. The minutes will then be sent to the Graduate Council Executive Subcommittee prior to their meeting for approval. The minutes will finally be shared with the graduate council for review one week prior to the 23 October 2020 meeting (on blackboard) and will be voted on during the 23 October 2020 meeting. Following their approval, the meeting minutes will be posted on the Graduate Council webpage with a copy on the GC Blackboard site.

UPDATE:

- ✓ Meeting Minutes Developed – 18 September 2020 – 4:30 PM
- ✓ Minutes sent to Sabin and Pogatshnik – 21 September 2020 – 11:45 AM
- ✓ Minutes sent to Graduate Council Executive Subcommittee – 1 PM - 9 October 2020
- ✓ Minutes posted on GC Blackboard site for GC Review – 1 PM - 9 October 2020

DOCUMENTS/MATERIALS FOR THIS MEETING:

**The official copies of all EKU Graduate Council documents are available on the Graduate Council Blackboard site.*

- Friday, 18 September 2020 Graduate Council Agenda
- Friday, 21 August 2020 Graduate Council Meeting Minutes
- September Graduate Council Agenda Supporting Items:
 - 29 Graduate Faculty Nominations
 - College of Education Curriculum Changes
- EKU Graduate Council Handbook – September 17, 2020 Version
- Policies:
 - *EKU Policy 4.5.3P – Academic Bankruptcy of Graduate Work*
 - *EKU Policy 4.2.8P – Academic Bankruptcy of Transferred Work*
 - *EKU Policy 4.2.7P – Academic Bankruptcy of Eastern Work*
 - *EKU Policy 4.3.7P - Drop or Withdrawal from Courses*

APPENDIX A:

College of Education feedback received on Wednesday, 16 September 2020

The feedback answers questions that were raised by the Graduate Council Executive Committee on Friday, 11 September 2020.

From: "Baggett, Ryan" <Ryan.Baggett@EKU.EDU>
Date: Friday, September 11, 2020 at 3:21 PM
To: "Powers, Sherry" <Sherry.Powers@eku.edu>, "faye. edu" <Faye.Deters@eku.edu>
Cc: "Henderson, Katie" <Katie.Henderson@eku.edu>, "Fox, Kelly" <Kelly.Fox@eku.edu>, "Pogatshnik, Jerry" <Jerry.Pogatshnik@eku.edu>
Subject: Graduate Council Executive Team - Curriculum Committee Questions - COE Curriculum Changes for the September 18, 2020 Meeting

Good Afternoon Sherry and Faye,

The Executive Committee of the Graduate Council met earlier today to discuss the agenda items for the 18 September 2020 meeting. As you may know, each subcommittee chair provides initial feedback to the Executive Committee on the agenda items. This email concerns the COE curriculum changes that were submitted for the 18 SEP 2020 agenda:

- 1) Please note that the Graduate Council cannot include the EME 378 – Teaching Music in Grades P-8 course in their review due to the undergraduate level of the course. Please submit that course (and any other undergraduate courses) directly to CAA.

COE RESPONSE: *Dr. Nicola Mason (Interim Chair): Apologies for the oversight. Thank you for the correction*

- 2) Regarding the two course drops of (EME 579/779 – Music Education: Principles and Practices), the council would like to know what courses will be replacing those two dropped courses? Have those courses already been approved? It is customary for the dropped courses to be accompanied by a program revision showing the new courses in the curriculum.

COE RESPONSE: *Dr. Nicola Mason (Interim Chair): MUE 502/702 Music Tech Teaching Methods was approved in spring 2020 and will replace EME 579/779. These courses were passed with substantial BM and MM curriculum revisions in the spring.*

- 3) The council would like to see a revised syllabus for the ESE 550/750 course. A couple reasons for this request: 1) we have been told that the Professional Growth and Effectiveness System (PGES) is no longer applicable – it is referenced a few times in the syllabus and 2) The syllabus does not contain the updated syllabus statements for AY 2020/2021 available at: <https://academicaffairs.eku.edu/syllabi>

COE RESPONSE: *Dr. Nicola Mason (Interim Chair):* An updated syllabus was provided by Dr. Mason. It has been uploaded on the Graduate Council Blackboard site with the following path:

Meetings → 2020-2021 Graduate Council Meetings → September 2020 → Curriculum Proposals

- 4) Of a greater concern was the statement on the change form: “We are not sure when and how these courses were dropped, but we must have them as cross-listed courses with the math department in order to offer a secondary math program. State reviewers will expect us to have methods courses with education prefixes.”

This is problematic for a couple reasons: 1) The program for which the course resides doesn't know why it was removed, 2) It has implications for your state reviewers and 3) MAE (Math Education) is still showing the course as cross listed with their MAE 750 in the new 2020/2021 Graduate Catalog:

- **MAE 750 Teaching Mathematics in the Secondary School. (3) I.** Cross-listed as ESE 750. Corequisite: CED 840. Developmentally appropriate materials and methods for teaching mathematics and computer science in secondary schools. Credit will not be awarded to students who have credit for ESE 750.

In trying to track this down, I noted that the course does not appear in the 2019/2020 or the 2018/2019 catalog, but was listed in the **2017/2018 catalog**:

- **ESE 750 Teaching Mathematics in the Secondary School. (3) I.** Cross listed as MAE 750. Prerequisite: admission to the MAT program. Developmentally appropriate materials and methods for teaching mathematics and computer science in secondary schools. Minimum of 96 field/clinical hours. Credit will not be awarded for both ESE 750 and MAE 750.

We are currently going back through CAA paperwork for mentions of MAE 550/750 or ESE 550/750. However, if you have any additional context to help guide our search, that would be helpful. I didn't want to hold up this email and other action items while we searched. **If you can provide the requested information by Thursday (17 SEP) Close of Business we can move forward with the consideration of items for next Friday's Graduate Council meeting.**

COE RESPONSE: *Dr. Faye Deters (Associate Dean): Email received 16 September 2020 – 3:16 PM: Direct quotation except for two clarifications in parenthesis.*

“I do not believe we (COE) put paperwork through to suspend ESE 550/750. I suspect that what may have happened is the process that is used for the courses that have not been taught for five years. In the past, we were sent a list of courses that had not been taught in five years and were subsequently in danger of being dropped. We were allowed to indicate which courses should be kept. We have not been sent such a list for several years now, but it could be that since the course was being offered as an MAE rather than an ESE, the ESE was on the list of courses not taught in five years. I had indicated to Ginni (Dr. Ginni Fair – former Department Chair) that there was a need to alternate the prefix on the cross-listed courses or to offer them both together in order to prevent one version from appearing on that list. I do not know if she reinstated that practice, but I do think that is likely what happened in this case.”