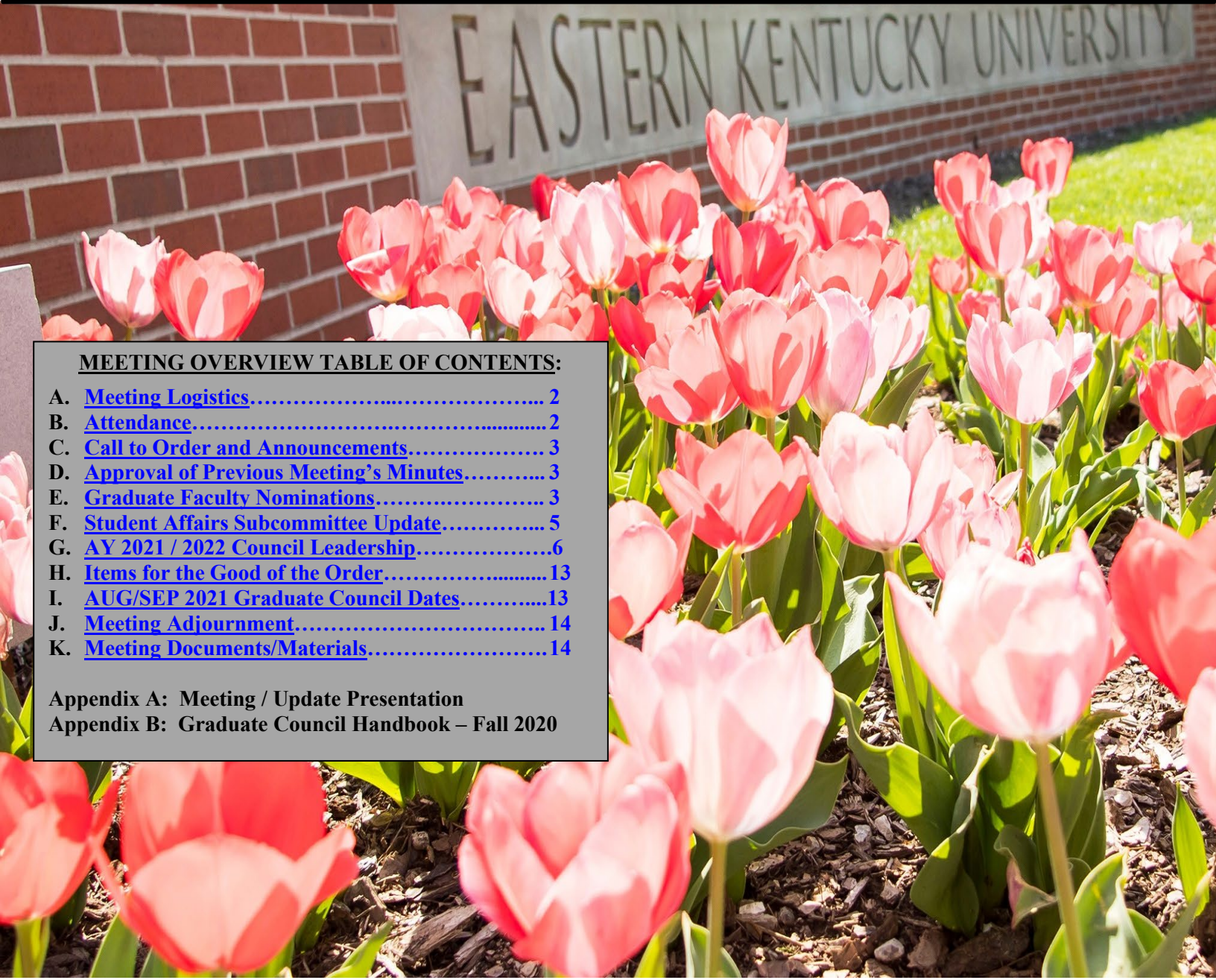


APRIL 2021

(APRIL 16, 2021)

***EASTERN KENTUCKY UNIVERSITY
GRADUATE COUNCIL
MEETING OVERVIEW***



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Appendix A: Meeting / Update Presentation


Appendix B: Graduate Council Handbook – Fall 2020

A. MEETING LOGISTICS:

Meeting Date:	FRIDAY, 16 APRIL 2021
Meeting Time:	12:00 PM – 1:00 PM
Meeting Location:	Zoom™ Videoconference: https://eku.zoom.us/j/92915308661
Meeting Type:	Monthly Meeting of the EKU Graduate Council – APRIL 2021

B. 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, <i>EKU MPH</i>	Ms. Alisha Helton, <i>EKU English</i>
<i>EKU Graduate School:</i>		Dr. Ryan Baggett	Mrs. Kelly Fox

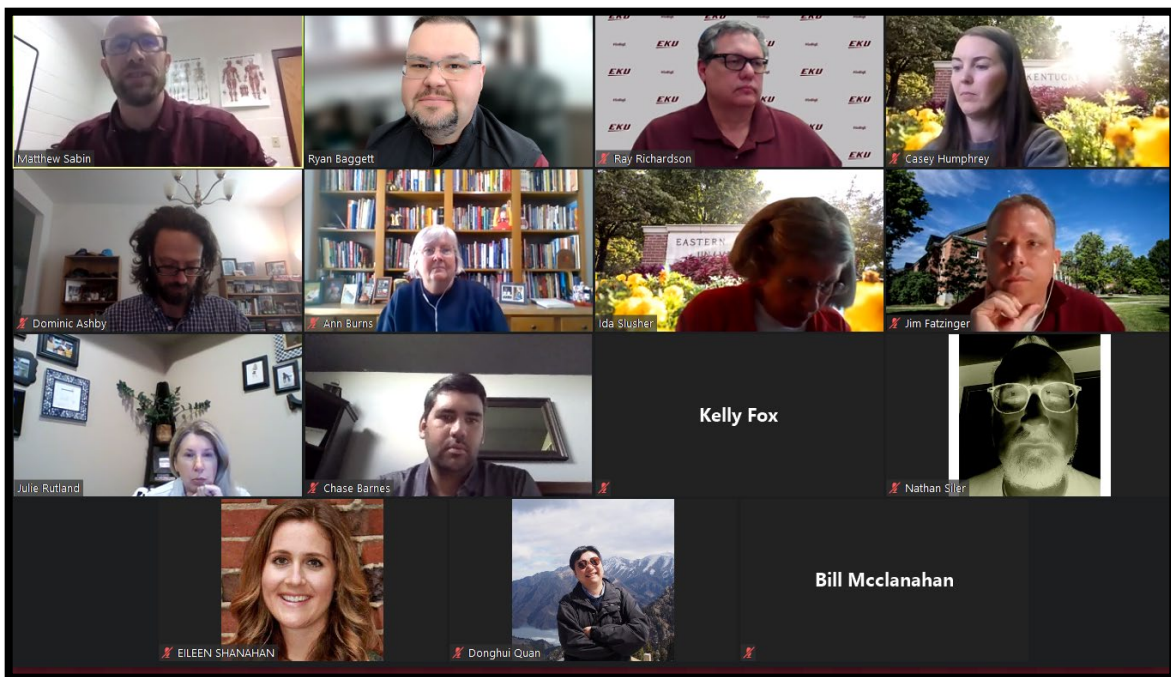


Figure One: APRIL 2021 Graduate Council Zoom Meeting Image – 16 APRIL 2021

C. CALL TO ORDER AND ANNOUNCEMENTS:

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

Dr. Sabin called the meeting to order at NOON – 12 PM.

D. APPROVAL OF PREVIOUS MEETING'S MINUTES

- Consideration of the March 2021 Graduate Council Meeting Minutes from the Friday, March 19, 2021 Graduate Council Meeting.



MOTION #1: Move to approve the 2021 Graduate Council meeting minutes from the Friday, March 19, 2021 meeting.



COUNCIL APPROVAL/VOTE: MEETING MINUTES

Motion Made by: Dr. Ida Slusher
Seconded by: Dr. Ann Burns
Discussion: None
Committee Vote: **The MARCH 2021 Graduate Council meeting minutes are approved with 14 votes in favor, 0 votes against and no abstentions.**



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will upload the finalized meeting minutes to the ECU Graduate Council webpage (<https://gradschool.eku.edu/eku-graduate-council-meeting-agendas-minutes>) and on the ECU Graduate Council Blackboard site.

E. GRADUATE FACULTY NOMINATIONS



COMMITTEE COMMENTS:

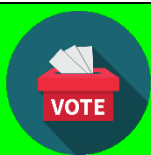
The Faculty Affairs Subcommittee, under the direction of Dr. Ida Slusher, made the following remarks:

- Eight (8) faculty status nominations were received for the April 2021 Graduate Council Meeting.
- There were no issues with the nominations received



MOTION #2: The Graduate Council Faculty Affairs Subcommittee moves to approve the eight faculty members listed below for the nomination level indicated.

RID:	LAST	FIRST	RANK:	COLLEGE	DEPARTMENT:	NOMINATION
1	Adams	Krista	<i>Assistant Professor</i>	COE	Curriculum and Instruction	Initial
2	Carrucci	Christina	<i>Associate Professor</i>	CLASS	Music	Graduate Renewal
3	Fairchild	Jennifer	<i>Professor</i>	CLASS	Communication	Initial
4	Johnson	Matthew	<i>Assistant Professor</i>	CLASS	Music	Graduate New
5	Nelson	Lawrence	<i>Associate Professor</i>	CLASS	Music	Graduate New
6	Sciaraffa	Mary	<i>Associate Professor</i>	CHS	Applied Human Sciences	Graduate Renewal
7	Siler	Nathan	<i>Associate Professor</i>	CLASS	Music	Initial
8	Taylor	Rachel	<i>Adjunct</i>	CLASS	Music	Adjunct



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: **Motion #2 presented above passes with 14 votes in favor, 0 votes against and no abstentions.**



ACTION ITEM FOR: Graduate School

Mrs. Fox will develop approval letters for the Eight (8) faculty members. Dr. Baggett will disseminate those letters to the faculty's Deans and Associate Deans (*College of Health Sciences, College of Education and College of Letters, Arts and Social Sciences*) for dissemination to the faculty member and their respective chairs.

UPDATE: *Completed*

F. Student Affairs Subcommittee Update (Dr. Olly Oakley)

- Dr. Baggett provided updates on the 3MT @ EKU.
- Please see slides in Appendix A.
- SEE Three Minute Thesis (3MT) - <https://ekuscholars.eku.edu/3MT>



Thank you for contribution to the successful, inaugural Three Minute Thesis Competition at EKU! In what was basically a “ground-up” build, each of you provided valuable insights whether it was on the steering committee, the judges panel or other functions. I wanted to close the loop on this year’s competition and provide a few pieces of information:

- 1) This year’s faculty recognition ceremony (featuring the 3MT award winners) is available at: <https://www.youtube.com/watch?v=XosQeCr6d5U> (3MT is featured from the 32 to 46 minute marks)
- 2) Each of the videos are showcased on YouTube™ with a listing available on: <https://ekuscholars.eku.edu/peoples-choice-award>
- 3) The excellent synopsis video that Brad Powell (Noel Studio) developed is available for viewing at: [3MT@EKU 2021 Winners - YouTube](#)
- 4) Plaques have been ordered for the two award winners, please see images below:



- 5) EKU Printing has printed the certificates for the other award winners, please see image below for an example certificate:



- 6) Mrs. Kelly Fox is working with the students to develop the appropriate paperwork for funds distribution.

G. AY 2021/2022 GRADUATE COUNCIL LEADERSHIP

Dr. Ryan Baggett, *Dean of the Graduate School*

1. Gratitude and Congratulations...

Sincere gratitude to our AY 2020/2021 Council Leadership Team:

- Dr. Matt Sabin – *Council Chair*
- Dr. Ann Burns – *Chair of the Curriculum Subcommittee*
- Dr. Ida Slusher – *Chair of the Faculty Affairs Subcommittee*
- Dr. Olly Oakley – *Chair of the Student Affairs Subcommittee*

Sincere gratitude to our AY 2020/2021 Graduate Students:

- Ms. Alisha Helton – English
- Mr. Chase Barnes – Public Health

Sincere gratitude to our Six Year Term (Two Consecutive Three Year Terms) Members who are rotating off:

- Dr. Olly Oakley – Biology
- Dr. Ray Richardson – Technology

Congratulations to Members who have opted in for an additional Three-Year Term:

- Dr. Ann Burns – Educational Leadership
- Dr. Nathan Siler – Music
- Dr. Ida Slusher – Nursing

2. Handbook Process Additions and Edits:

Motion THREE: ADD SECTION D (After Section C: Council Chair on Page 4)

D. Council Past Chair

The Council Past Chair will work closely with the Council Chair to provide counsel and advice. The Council Past Chair will also serve on the Executive Committee and lead any special projects that arise during the year that do not fit within the purview of one of the three Graduate Council subcommittees. As such, the Council Past Chair will not be assigned to a subcommittee. The position will serve the academic year after their year as Council Chair. If the faculty member's three-year term expires after serving as Chair, they will be granted a one-year extension to serve as the Council Past Chair.



MOTION #3: Move to add Section D: Council Past Chair as written above to the Graduate Council Handbook.



COUNCIL APPROVAL/VOTE: SECTION D to Graduate Council Handbook

Discussion:

None

Committee Vote:

The addition of Section D "Council Past Chair" to the Graduate Council Handbook is approved with 14 votes in favor, 0 votes against and no abstentions.



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will add the section above to the Graduate Council Handbook and post the new version to the ECU Graduate Council Blackboard site.

Motion FOUR: Edits to verbiage in D1. Executive Subcommittee (Page 5)

The Executive Subcommittee is comprised of the Chair of the Graduate Council, **Council Past Chair** and the three Chairs of the standing subcommittees.



MOTION #4: Move to add the position of Council Past Chair to the Executive Subcommittee language written above to the Graduate Council Handbook.



COUNCIL APPROVAL/VOTE: Add Council Past Chair to Executive Subcommittee

Discussion:

None

Committee Vote:

The addition of the Council Past Chair to the Graduate Council Executive Subcommittee is approved with 14 votes in favor, 0 votes against and no abstentions.



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will add the section above to the Graduate Council Handbook and post the new version to the ECU Graduate Council Blackboard site.

Motion FIVE: Edits to verbiage in C. Council Chair – Page 4

The Council Chair will be elected from the membership of the Graduate Council in the last full meeting of the spring semester (typically the April meeting). With a preference of the candidate serving as a past subcommittee chair, the **Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates.** If the newly elected Chair represents a College (one of the two faculty members from above) the Chair will move to an open At Large position, to best reflect University interests in graduate education matters.

The term of the Chair shall be for one year. The Chair may be re-elected for one additional term.

Add language to subcommittee chair election sections:

Graduate Curriculum Subcommittee – Page 7

Chair

The Chair of the Graduate Curriculum subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.

Faculty Affairs Subcommittee – Page 8

Subcommittee Chair

The Chair of the Faculty Affairs subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.

Student Affairs Subcommittee – Page 9

Chair

The Chair of the Student Affairs subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.



MOTION #5: Move to add the verbiage above (as written) to the Council Chair and Subcommittee Chair descriptions in the Graduate Council Handbook.



***COUNCIL APPROVAL/VOTE:* Add Election Information to Chair Positions in**

Discussion: None
Committee Vote: **The addition of the Chair Positions election information is approved with 14 votes in favor, 0 votes against and no abstentions.**



***ACTION ITEM FOR:* Mrs. Kelly Fox**

Kelly will add the section above to the Graduate Council Handbook and post the new version to the ECU Graduate Council Blackboard site.

3. Election of Chair and Subcommittee Chairs:

Dr. Matt Sabin, *Council Chair*

C1. Election of Graduate Council Chair



***NOMINATION #1:* Nominate Dr. Ann Burns for the position of Council Chair for the 2021/2022 ECU Graduate Council.**



***COUNCIL APPROVAL/VOTE:* COUNCIL CHAIR 2021/2022**

Nomination #1 Made by: Graduate Executive Subcommittee

Discussion: None
Committee Vote: **Dr. Ann Burns is elected as the 2021/2022 Graduate Council Chair with 14 votes**



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will update the graduate council information on the website and on the EKU Graduate Council Blackboard site.

C2. Election of Chair – Graduate Curriculum Subcommittee



NOMINATION #1: Nominate Dr. Casey Humphrey for the position of Graduate Curriculum Subcommittee Chair for the 2021/2022 EKU Graduate Council.



COUNCIL APPROVAL/VOTE: Graduate Curriculum Subcmte. Chair 2021/2022

Nomination #1 Made by: Graduate Executive Subcommittee

Discussion: None

Committee Vote: **Dr. Casey Humphrey is elected as the 2021/2022 Chair of the Graduate Curriculum Subcommittee with 14 votes**



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will update the graduate council information on the website and on the EKU Graduate Council Blackboard site.

C3. Election of Chair – Faculty Affairs Subcommittee



NOMINATION #1: Nominate Dr. Julie Rutland for the position of Faculty Affairs Subcommittee Chair for the 2021/2022 EKU Graduate Council.



COUNCIL APPROVAL/VOTE: Faculty Affairs Subcommittee Chair 2021/2022

Nomination #1 Made by: Graduate Executive Subcommittee

Discussion: None

Committee Vote: **Dr. Julie Rutland is elected as the 2021/2022 Chair of the Faculty Affairs Subcommittee with 14 votes**



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will update the graduate council information on the website and on the EKU Graduate Council Blackboard site.

C4. Election of Chair – Student Affairs Subcommittee



NOMINATION #1: Nominate Dr. Eileen Shanahan for the position of Student Affairs Subcommittee Chair for the 2021/2022 EKU Graduate Council.



COUNCIL APPROVAL/VOTE: Student Affairs Subcommittee Chair 2021/2022

Nomination #1 Made by: Graduate Executive Subcommittee

Discussion: None

Committee Vote: **Dr. Eileen Shanahan is elected as the 2021/2022 Chair of the Student Affairs Subcommittee with 14 votes**



ACTION ITEM FOR: Mrs. Kelly Fox

Kelly will update the graduate council information on the website and on the EKU Graduate Council Blackboard site.

H. OTHER ITEMS FOR THE GOOD OF THE ORDER

1. Graduate School Updates - *Dr. Ryan Baggett*
 - See Slides in Appendix A
2. ECU Curriculum Review and Approval Process – *Dr. Ryan Baggett*
 - See Slides in Appendix A
3. Continue Discussion on FY 2020/2021 Graduate Council Accomplishments – *Dr. Matt Sabin*
4. Other Items for the Good of the Order?

I. AUGUST AND SEPTEMBER 2021 ECU GRADUATE COUNCIL DATES OF INTEREST

- Friday, 20 August 2021 – 11:15 AM - Graduate Council Organizational Meeting
 - Format: TBD
- Friday, September 3, 2021 - Agenda Items Due By 4:30 pm to Kelly.Fox@eku.edu
- Friday, September 10, 2021 - Executive Committee Meeting - 11:15 am – TBD Format
- Friday, September 17, 2021 - Graduate Council Meeting - 11:15 am – TBD Format

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



MOTION #7: Motion to adjourn the March 2021 ECU Graduate Council Meeting until August 2021

COUNCIL APPROVAL/VOTE: MEETING ADJOURNMENT



Motion Made by: Dr. Matt Sabin

Discussion: None

Committee Vote: **The ECU Graduate Council stands adjourned with 14 votes in favor, 0 votes against and no abstentions.**

ACTION ITEM FOR: Graduate School

Dr. Baggett will develop the meeting minutes for the meeting and send them to Dr. Sabin and Mrs. Fox for review. 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 general council meeting (on blackboard) and will be voted on during the general meeting. Following their approval, the final meeting minutes will be posted on the Graduate Council webpage with a copy on the GC Blackboard site.

UPDATE:

- ✓ Meeting Minutes Developed – **COMPLETED**
- ✓ Minutes sent to Sabin and Fox – **COMPLETED**
- Minutes sent to Graduate Council Executive Subcommittee – **TBD**
- Minutes posted on GC Blackboard site for GC Review – **TBD**

K. DOCUMENTS/MATERIALS FOR THIS MEETING:

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

- Friday, 16 April 2021 Graduate Council Agenda
- Friday, 19 March 2021 Graduate Council Meeting Minutes
- April Graduate Council Agenda Supporting Items:
 - Eight (8) Graduate Faculty Nominations
- Graduate Council Handbook – Fall 2020



GRADUATE COUNCIL

APPENDIX A





GRADUATE COUNCIL

**APRIL 2021 MEETING
FRIDAY, 16 APRIL 2021
NOON- ZOOM**





AGENDA 16 MARCH 2021

Meeting Call to Order – Dr. Matt Sabin

- I. **Last Meeting's Minutes – 19 MARCH 2021**
- II. **Faculty Affairs Subcommittee - Graduate Faculty Nominations (n=8) – *Dr. Ida Slusher***
- III. **Student Affairs Subcommittee Update – *Dr. Olly Oakley***
- IV. **AY 2021/2022 Graduate Council Leadership – *Dr. Ryan Baggett and Dr. Matt Sabin***
- V. **Other Items for the Good of the Order**
 - Graduate School Updates – *Dr. Ryan Baggett***
 - EKU Curriculum Review Process Revisions – *Dr. Ryan Baggett***
 - Continued Discussion of 2020/2021 Graduate Council Accomplishments - *Dr. Matt Sabin***
 - Other Items for the Good of the Order**
- VI. **Graduate Council Dates of Interest**

Meeting Adjournment – Dr. Matt Sabin

Review/Approval of 19 March 2021 Graduate Council Meeting Minutes

MARCH 2021

(March 19, 2021)

EASTERN KENTUCKY UNIVERSITY GRADUATE COUNCIL MEETING OVERVIEW



**GRADUATE
COUNCIL**

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Appendix A: Meeting / Update Presentation
Appendix B: Dr. Sabin presentation



Faculty Affairs Subcommittee – AY 2020/2021
Dr. Ida Slusher - CHAIR

E[®]
**GRADUATE
COUNCIL**



EKU Graduate Council – April 2021 Meeting

Graduate Faculty Nominations – Review / Approval

RID:	LAST	FIRST	RANK:	COLLEGE	DEPARTMENT:	NOMINATION
1	Adams	Krista	Assistant Professor	COE	Curriculum and Instruction	Initial
2	Carrucci	Christina	Associate Professor	CLASS	Music	Graduate Renewal
3	Fairchild	Jennifer	Professor	CLASS	Communication	Initial
4	Johnson	Matthew	Assistant Professor	CLASS	Music	Graduate New
5	Nelson	Lawrence	Associate Professor	CLASS	Music	Graduate New
6	Sciaraffa	Mary	Associate Professor	CHS	Applied Human Sciences	Graduate Renewal
7	Siler	Nathan	Associate Professor	CLASS	Music	Initial
8	Taylor	Rachel	Adjunct	CLASS	Music	Adjunct

Student Affairs Subcommittee AY 2020/2021

Dr. Olly Oakley- CHAIR



3MT@EKU

THREE MINUTE THESIS AT EASTERN KENTUCKY UNIVERSITY

<https://ekuscholars.eku.edu/3MT>

**ONE SLIDE. THREE MINUTES. PROFESSIONAL
SKILLS. MONETARY AWARDS. YOUR RESEARCH!**

EKU

GRADUATE COUNCIL

E

GRADUATE
SCHOOL

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For ACADEMIC CREATIVITY



FOUNDED BY THE UNIVERSITY OF QUEENSLAND

EKU

3MT@EKU
THREE MINUTE THESIS AT EASTERN KENTUCKY UNIVERSITY

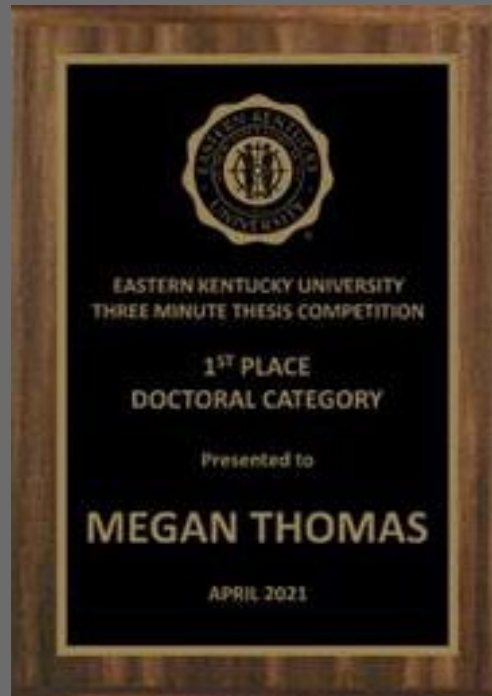


AWARDS CEREMONY:

This year's faculty recognition ceremony (featuring the 3MT award winners) is available at: <https://www.youtube.com/watch?v=XosQeCr6d5U>
(3MT is featured from the 32 to 46-minute marks)

PARTICIPANT VIDEOS:

Each of the videos are showcased on YouTube™ with a listing available on: <https://ekuscholars.eku.edu/peoples-choice-award>



Faculty with Terms Ending...

THANK YOU!

End of 2nd Three Year Term...Rotating Off:

[Dr. Oliver R. Oakley](#) - *Associate Professor*, Biology

[Dr. Ray Richardson](#) - *Professor*, Applied Engineering & Technology

[Dr. Matthew J. Sabin](#) - *Professor*, Exercise & Sport Science

End of 1st Three Year Term...Starting 2nd Three Year Term

[Dr. Ann Burns](#) - *Associate Professor*, Educational Leadership

[Dr. Nathan Siler](#) - *Associate Professor*, Music

[Dr. Ida Slusher](#) - *Professor*, Nursing



*Thank You to Our Graduate Student Representatives –
Alisha and Chase!!!*



THANK YOU!



1 YEAR TERMS: Ending April 2022

OPEN SEAT – CJS (SSEM)

Dr. Julie Rutland - Early Childhood (COE)

Dr. Donghui Quan - Chemistry (COS)

Dr. Matthew Sabin – Athletic Training (CHS) – *Past Chair*

2 YEAR TERMS: Ending April 2023

Dr. Dominic Ashby - English (CLASS)

Dr. Jim Fatzinger – Management (COB)

Dr. Casey Humphrey - Occupational Therapy (CHS)

Dr. Bill McClanahan - Justice Studies (CJS)

Dr. Jeffrey Neugebauer – Mathematics (COS)

Dr. Eileen Shanahan - C&I (COE)

3 YEAR TERMS: Ending April 2023

OPEN SEAT – FACULTY COS

OPEN SEAT – FACULTY CBT / COS (Tech)

OPEN SEAT – FACULTY CHS

OPEN SEAT – GRADUATE STUDENT

OPEN SEAT – GRADUATE STUDENT

Dr. Ann Burns - Ed. Leadership (COE)

Dr. Nathan Siler – Music (CLASS)

Dr. Ida Slusher – Nursing (CHS)

Thank you to the 2020/2021 Subcommittee Chairs...



THANK YOU!





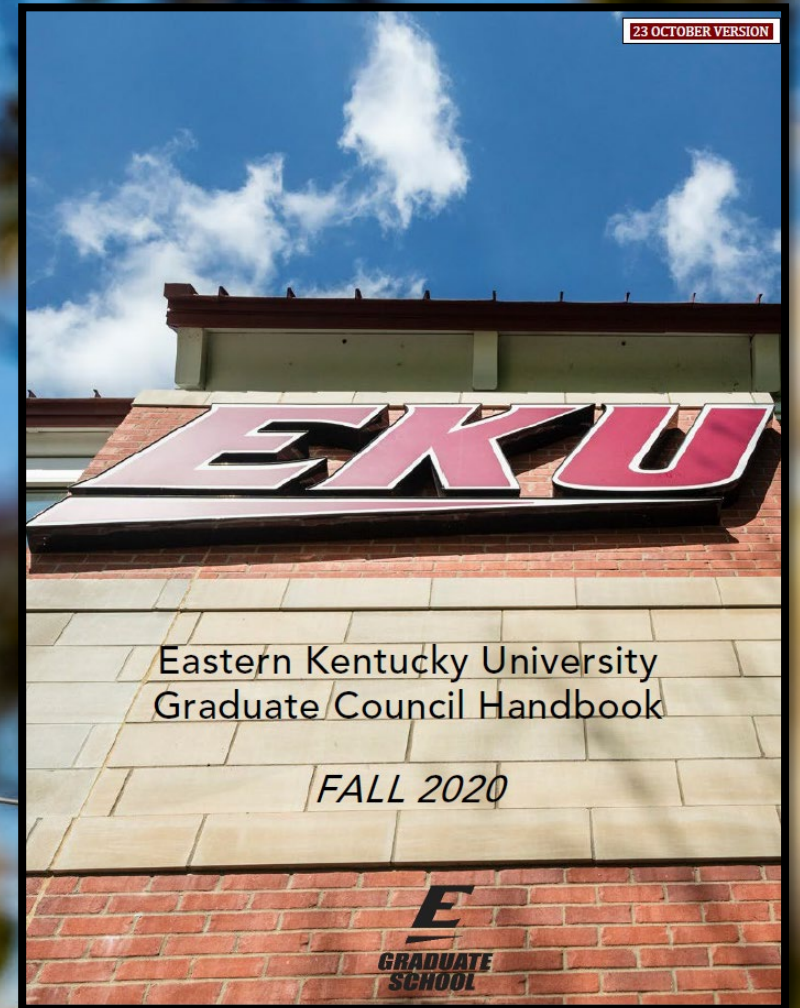
With Sincere Appreciation to:

Matthew J. Sabin, PH.D., LAT, ATC, SMTC
2020/2021 Graduate Council Chair

THANK YOU!

Dr. Sabin!!

Proposed Process Additions and Edits to the Graduate Council Handbook



Motion: ADD SECTION D (After Section C: Council Chair on Page 4)



D. Council Past Chair

The Council Past Chair will work closely with the Council Chair to provide counsel and advice. The Council Past Chair will also serve on the Executive Committee and lead any special projects that arise during the year and do not fit within the purview of one of the three Graduate Council subcommittees. As such, the Council Past Chair will not be assigned to a subcommittee. The position will serve the academic year after their year as Council Chair. If the faculty member's three-year term expires after serving as Chair, they will be granted a one-year extension to serve as the Council Past Chair.

MOTION: Edits to D1 – Executive Subcommittee – for inclusion of Council Past Chair (Page 5)



D1. Executive Subcommittee

The Executive Subcommittee is comprised of the Chair of the Graduate Council, **Council Past Chair** and the three Chairs of the standing subcommittees.

MOTION: Add election verbiage to Section C. Council Chair on Page 4



C. Council Chair

The Council Chair will be elected from the membership of the Graduate Council in the last full meeting of the spring semester (typically the April meeting). With a preference of the candidate serving as a past subcommittee chair, **the Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates.** If the newly elected Chair represents a College (one of the two faculty members from above) the Chair will move to an open At Large position, to best reflect University interests in graduate education matters.

The term of the Chair shall be for one year. The Chair may be re-elected for one additional term.

MOTION – Taken as a Group – Add election verbiage to subcommittee chair sections as indicated:



- *Graduate Curriculum Subcommittee – Page 7*

Chair

The Chair of the Graduate Curriculum subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.

- *Faculty Affairs Subcommittee – Page 8*

Chair

The Chair of the Faculty Affairs subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.

- *Student Affairs Subcommittee – Page 9*

Chair

The Chair of the Student Affairs subcommittee is elected from among the subcommittee members for a one-year term. **The Graduate Council Executive Committee will nominate a candidate based on their observations and experiences during the past year. However, the Council membership may also nominate candidates with the election being held during the last meeting of the academic year (typically April).** A Chair may not serve more than two consecutive terms.

AY 2021 / 2022 CHAIR NOMINATIONS and ELECTIONS:

Leadership

- Council Chair
- Chair of the Graduate Curriculum Subcommittee
- Chair of the Faculty Affairs Subcommittee
- Chair of the Student Affairs Subcommittee

AY 2021/2022
EKU GRADUATE COUNCIL



CHAIR OF THE
GRADUATE COUNCIL

AY 2021/2022
EKU GRADUATE COUNCIL



CHAIR OF THE
CURRICULUM REVIEW
SUBCOMMITTEE

AY 2021/2022
EKU GRADUATE COUNCIL

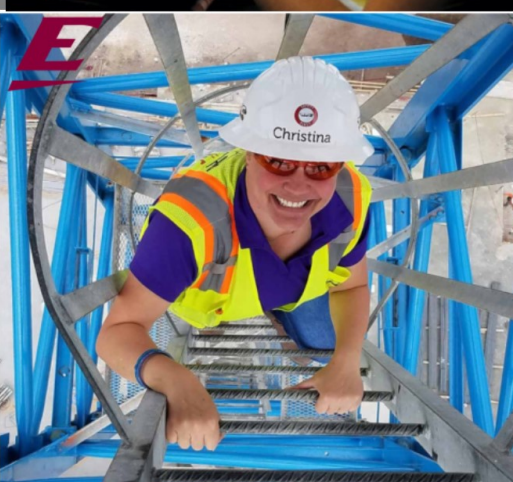


CHAIR OF THE
FACULTY AFFAIRS
SUBCOMMITTEE

AY 2021/2022
EKU GRADUATE COUNCIL



CHAIR OF THE
STUDENT AFFAIRS
SUBCOMMITTEE



GRADUATE SCHOOL

Advanced Degrees...Advancing Careers

UPDATE – 16 APRIL 2021

EKU Graduate School Enrollment Report

Point-in-Time Analysis



SEMESTER:	ENROLLED:	Percent Change – This Time Last Year
SPRING 2021	2,374	2% INCREASE
SUMMER 2021	1,280	9% INCREASE
FALL 2021	530	35% INCREASE



Significant Projects Under Development

- Q3 FY2021 Graduate School Quarterly Update Report – Next Week
- PENGUIN Release and Training Materials – Monday or Tuesday
- Accreditation (Regionally vs. Nationally) Change Adjustments
- Graduate Student Survey – Fall 2021
- Graduate Program Guide – Fall 2021
- Revised Graduate Student Orientation – Fall 2021
- EKU Graduate School Preparation Guide - NOW AVAILABLE at:
https://issuu.com/easternkentuckyu/docs/2021_gradschool_preparationguide_5x7_ar05

Revised Recommendation for Revisions to Certificates

Background

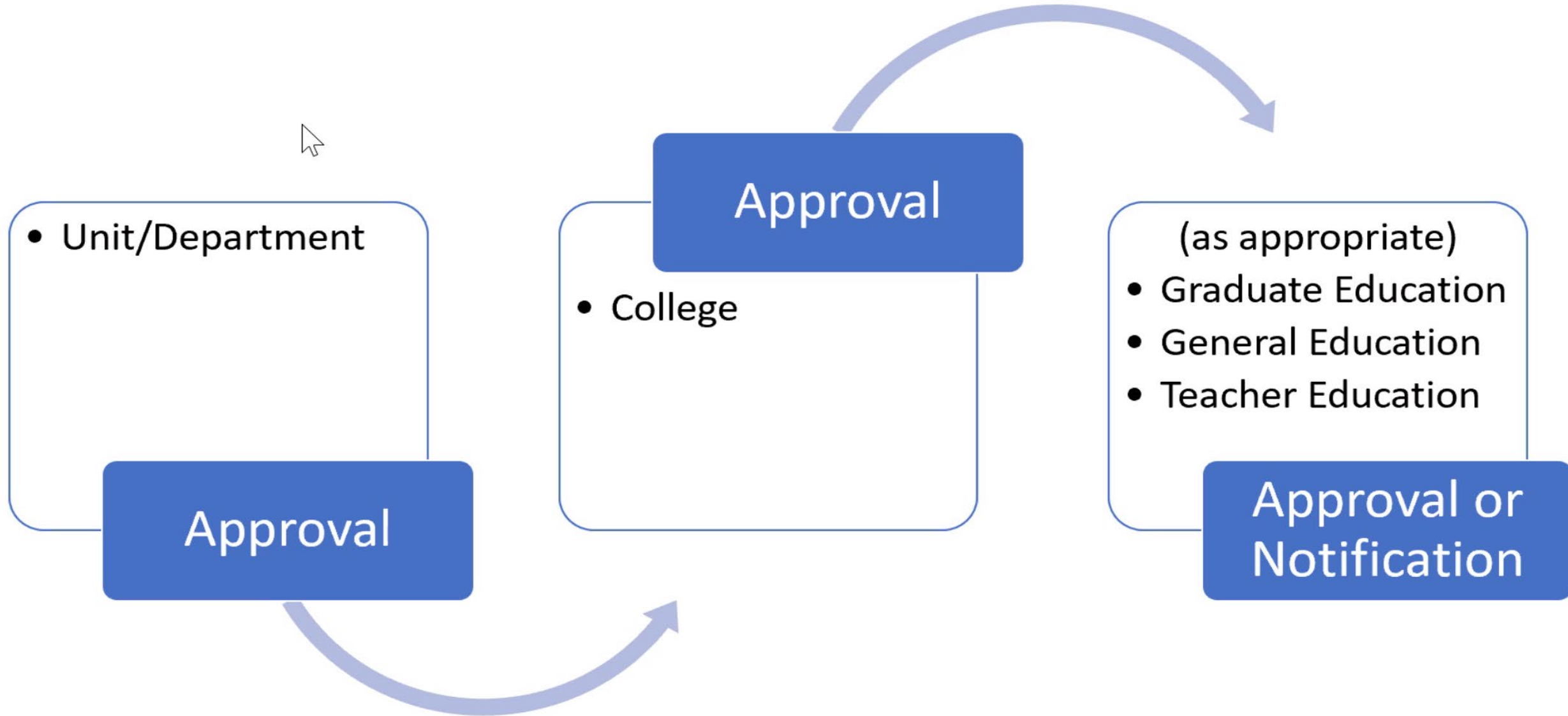
The Certificates Working Group, a group of ten individuals from various ECU areas, reviewed and analyzed policies, practices, and processes related to ECU certificates (all levels, all types). The current certificate process can be found here: [prot_certapproval.pdf \(ecu.edu\)](https://www.ecu.edu/prot_certapproval.pdf).

Recommendations

Certificates can provide: specialized knowledges or skill sets for employability and advancement; appealing options for learners returning to school; and a recognition while pursuing a lengthier program of study. Therefore, the following actions are recommended:

1. Reduce the minimum number of hours for an undergraduate University Certificate to 12 hours in the 2021-2022 catalog.
2. Reduce the minimum number of hours for a graduate University Certificate to 12 hours in the 2021-2022 catalog.
3. Begin offering badges (6-hour minimum) via a digital learner record.

CAA Process Improvement



CAA Process Improvement

CAA as Notifications

- Revised Course (<49% revised content)
- Drop Course
- Revised Program (<49% revised content)

CAA as Approvals

- New Course (100% new content)
- Revised Course (>50% revised content)
- New Program (>25% new content)
- Program Suspension/Closure
- Revised Program (>50% revised content)

Proposed CAA Process Revision – Fall 2021 Implementation

NEW COURSE – 100% NEW CONTENT

	Examples	Department/Unit Responsibility (NOTE: All items must include a revised curriculum map)	Additional Committee Action (as appropriate)	CAA
NEW COURSE (100% new content)	Note: New courses that are included in a new or substantially revised program should be submitted as a collection.	Substantial Curriculum Change Form General Education Approval Form, As applicable Syllabus Department Curriculum Committee approval vote	Approvals (as appropriate): Graduate Education Council General Education Committee Teacher Education Committee	Approval

Proposed CAA Process Revision – Fall 2021 Implementation

REVISED COURSES: 50 – 99%, 25 – 49%, 0 – 24%

	Examples:	Department / Unit Responsibility	Additional Committee Action:	CAA
REVISED COURSE-Substantial (50-99% revised content as measured via student learning outcomes, description, and/or title)	Renumbering course to a different level (e.g. 200 to 300) Revising >50% student learning outcomes	Substantial Curriculum Change Form General Education Approval Form, As applicable Syllabus Department Curriculum Committee approval vote	Approvals (as appropriate): Graduate Education Council General Education Committee Teacher Education Committee	Approval
REVISED COURSE-Routine (25-49% revised content as measured via student learning outcomes, description, and/or title)	Prerequisite and co-requisite changes	Routine Curriculum Change Form Syllabus Department Curriculum Committee approval vote	Notification (as appropriate): Graduate Education Council General Education Committee Teacher Education Committee	Notification
REVISED COURSE-Editorial (0-24% revised content as measured via student learning outcomes, description, and/or title)	Course title changes Prerequisite changes Drop former equivalent course number	Routine Curriculum Change Form Syllabus Department Curriculum Committee approval vote	Notification (as appropriate): Graduate Education Council General Education Committee	Notification

ALL Revisions REQUIRE a Curriculum Map!

Proposed CAA Process Revision – Fall 2021 Implementation

DROP COURSE

DROP COURSE	Examples:	Department / Unit Responsibility	Additional Committee Action:	CAA
		Course Drop Form Department Curriculum Committee approval vote	Notifications (as appropriate): Graduate Education Council General Education Committee Teacher Education Committee	Notification

Proposed CAA Process Revision – Fall 2021 Implementation

NEW PROGRAM – 50 - 100% & 25 – 49%

	Examples:	Department / Unit Responsibility	Additional Committee Action:	CAA
NEW PROGRAM (50-100% new content for a new CIP code)	New program CIP with new courses.	SACSCOC New Program Proposal CPE New Program Proposal Substantial Curriculum Change Form Department Curriculum Committee approval vote	Approvals (as appropriate): Graduate Education Council Teacher Education Committee	Approval
NEW PROGRAM (25-49% new content for a new CIP code)	New program CIP with existing courses.	SACSCOC New Program Proposal CPE New Program Proposal Substantial Curriculum Change Form Department Curriculum Committee approval vote	Approvals (as appropriate): Graduate Education Council Teacher Education Committee	Approval

Proposed CAA Process Revision – Fall 2021 Implementation

PROGRAM SUSPENSION / CLOSURE

	Examples:	Department / Unit Responsibility	Additional Committee Action:	CAA
Program Suspension/Closure		SACSCOC Program Closure Proposal (with teach-out plan) Substantial Curriculum Change Form Department Curriculum Committee approval vote	Approvals (as appropriate): Graduate Education Council Teacher Education Committee	Approval

Proposed CAA Process Revision – Fall 2021 Implementation

REVISED PROGRAM: 50 - 99% & 0 – 49%

	Examples:	Department / Unit Responsibility	Additional Committee Action:	CAA
REVISED PROGRAM Substantial (50-99% revised content as measured via program-level learning objectives, description, and/or title)	<p>Revisions to a program core.</p> <p>Addition or deletion of a minor or concentration.</p> <p>Combining or separating existing programs.</p> <p>Changing program delivery modality.</p>	<p>Substantial Curriculum Change Form</p> <p>Department Curriculum Committee approval vote</p>	<p>Approvals (as appropriate):</p> <p>Graduate Education Council</p> <p>Teacher Education Committee</p>	Approval
REVISED PROGRAM-Routine (0-49% revised content as measured via program-level learning objectives, description, and/or title)	<p>Changing a CIP code.</p> <p>Deleting dropped courses.</p> <p>Updating course numbers and related credit hours.</p> <p>Revising supporting courses.</p>	<p>Substantial Curriculum Change Form</p> <p>Department Curriculum Committee approval vote</p>	<p>Notification (as appropriate):</p> <p>Graduate Education Council</p> <p>Approval (as appropriate):</p> <p>Teacher Education Committee</p>	Notification

SPRING IMPLEMENTATION

OCTOBER 1 - The following documents are due to the Associate Provost:

- Council on Postsecondary Education **Notification of Intent (NOI)**
- Southern Association of Colleges & Schools – Commission on Colleges **full proposal**, all EKU curriculum related forms and supplemental documents

OCTOBER 15TH

Council on Postsecondary Education Notification of Intent information entered by Associate Provost

NOVEMBER

College Approval

Council on Postsecondary Education Council of Chief Academic Officers approval

DECEMBER

When necessary, approvals from the following bodies:

- University General Education Committee (UGEC)
- Graduate Council
- College of Education's Teacher Education Committee (TEC)

JANUARY

Council on Academic Affairs Approval deadline

FEBRUARY

Faculty Senate Approval

MARCH

EKU Board of Regents (BOR) Approval

MAY

Council on Postsecondary Education – Academic & Strategic Initiatives Committee

JUNE

New program (25-49%) notification due to SACSCOC

June 15

New Program (50-100%) Approval due to SACSCOC (for July 1 deadline)

AUGUST (FALL) IMPLEMENTATION

FALL IMPLEMENTATION

DECEMBER 1 - The following documents are due to the Associate Provost:

- Council on Postsecondary Education **Notification of Intent (NOI)**
- Southern Association of Colleges & Schools – Commission on Colleges **full proposal**, all EKU curriculum related forms and supplemental documents

DECEMBER 15th

Council on Postsecondary Education Notification of Intent information entered by Associate Provost

JANUARY

College Approval

Council on Postsecondary Education Council of Chief Academic Officers approval

FEBRUARY

When necessary, approvals from the following bodies:

- University General Education Committee (UGEC)
- Graduate Council
- College of Education's Teacher Education Committee (TEC)

MARCH

Council on Academic Affairs Approval deadline

APRIL

Faculty Senate Approval

JUNE

EKU Board of Regents (BOR) Approval

AUGUST or OCTOBER

Council on Postsecondary Education – Academic & Strategic Initiatives Committee

SEPTEMBER or NOVEMBER

New program (25-49%) notification due to SACSCOC

For a substantive change requiring notification only, it can be submitted any time before implementation. Once the institution has submitted notification, it may implement before receiving a response from SACSCOC.

December 15

New Program (50-100%) Approval due to SACSCOC (for January 1 deadline)

AUGUST (FALL) IMPLEMENTATION



GRADUATE COUNCIL

REFLECTIONS FOR AY 2020/2021

ACCOMPLISHMENTS

SMART PRACTICES

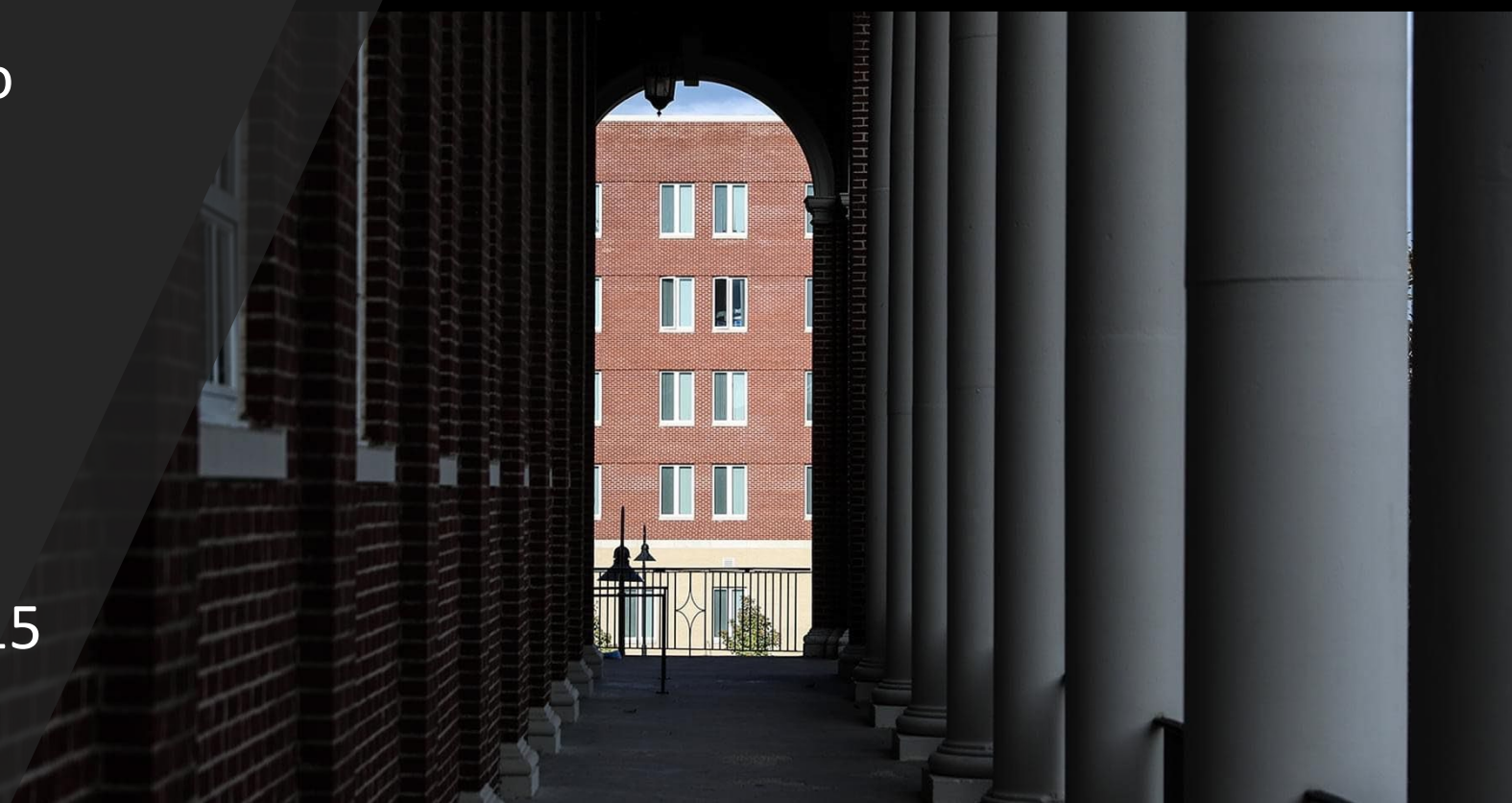
LESSONS LEARNED

EKU GRADUATE COUNCIL

DATES OF INTEREST

- Friday, 20 August 2021 – 11:15 AM - Graduate Council Organizational Meeting: Format: TBD
- Friday, September 3, 2021 - Agenda Items Due By 4:30 pm to Kelly.Fox@eku.edu
- Friday, September 10, 2021 - Executive Committee Meeting - 11:15 am – TBD Format
- Friday, September 17, 2021 - Graduate Council Meeting - 11:15 am – TBD Format

SAVE THE DATE!



E[®] GRADUATE COUNCIL

**THANK YOU FOR
YOUR SERVICE TO
THIS YEAR'S
COUNCIL...**

**HAVE A WONDERFUL
SUMMER!!**

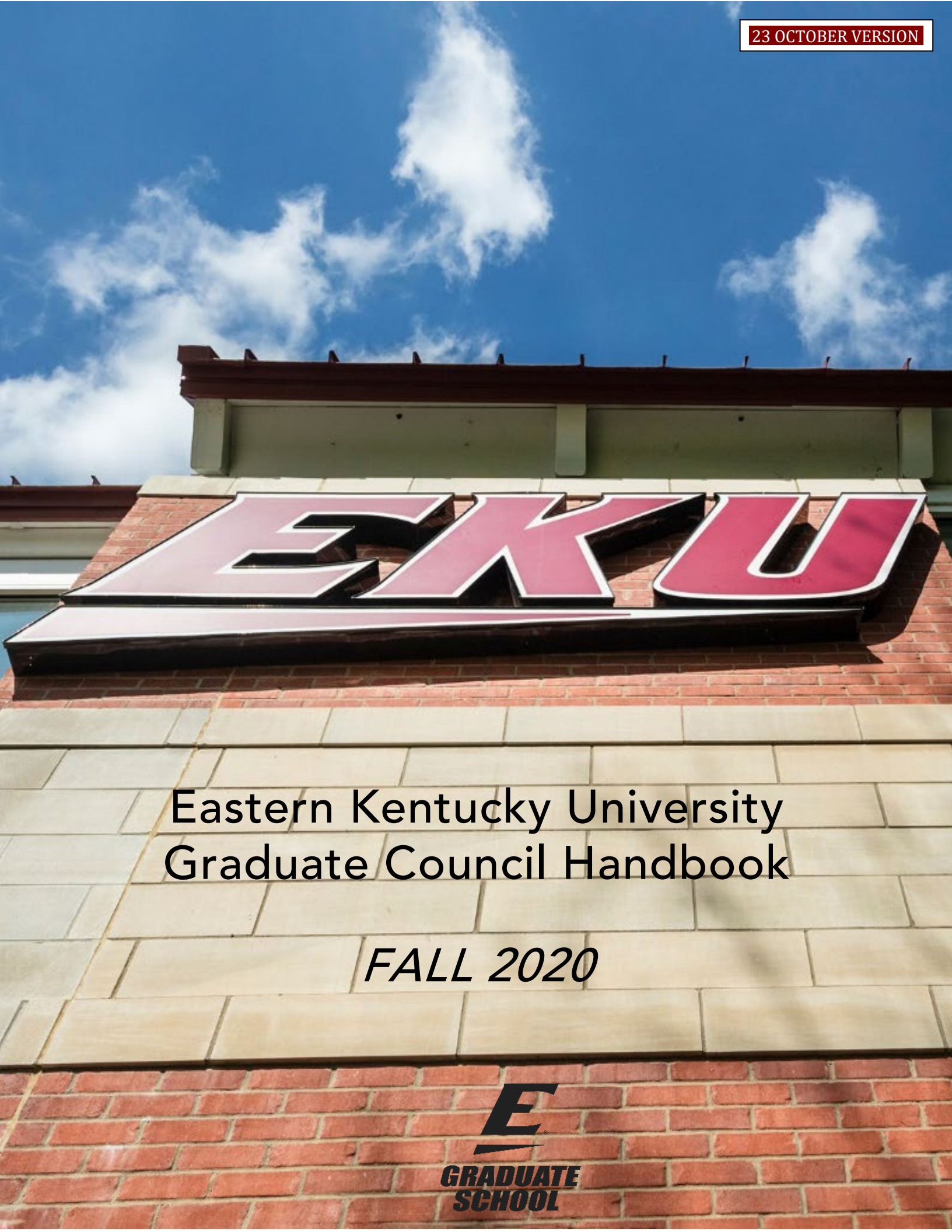




GRADUATE COUNCIL

APPENDIX B





Eastern Kentucky University
Graduate Council Handbook

FALL 2020





Eastern Kentucky University Graduate Council Handbook
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A. Purpose / Mission

The EKU Graduate Council promotes learning by creating, reviewing, and approving policies that support and maintain high-quality graduate programs. In doing so, it proposes policy for graduate education at EKU and makes recommendations to the Dean and the Associate Dean of the Graduate School in the development of graduate programs to encourage, foster, and support:

- scholarly and creative research
- achievement in graduate education
- recruitment and retention of graduate students and faculty

B. Council Composition

The Graduate Council shall consist of 15 members.

Faculty

There will be two graduate faculty members from each of the six EKU academic colleges. Additionally, there will be one at-large council member representing the EKU doctoral programs. Faculty appointments are made for a three-year term. Faculty may serve two, sequential three-year terms. Appointees to the Graduate Council must be willing to accept the obligations of service on the Council and on any assigned subcommittees. Additionally, graduate council members must be willing to serve on other academic assignments (such as policy drafting teams) on behalf of the Graduate Council. Faculty appointees must hold either Full or Associate Graduate Faculty status.

Graduate Students

Two EKU graduate students will serve on the EKU Graduate Council. Graduate student appointments are for one year but may be renewable for up to three years. At least one of the student representatives must not be an employee of the University.

Therefore, the EKU Graduate Council composition shall reflect the following:

- Two (2) Faculty from each academic college (12 total)
- One (1) At Large members from among the doctoral programs
- Two (2) Graduate Students

The Dean and Associate Dean of the Graduate School will serve as an ex-officio, non-voting members of the Graduate Council.

B1. Initial Selection

Faculty - The 13 faculty members will be appointed by the Graduate School Dean from nominations received by the Faculty Senate and College Deans.

Graduate Students - Nominations for graduate student council members will be sought from graduate council members at the council's first meeting in the fall with the two members appointed by the Graduate Dean/Associate Dean.

B2. Vacancies

In the event that a member of the Graduate Council is unable to fulfill his or her responsibilities for an extended period of time, the position will be declared vacant. Similarly, council members with more than three unexcused absences, without prior notification, at Council or Committee meetings during any academic year may have their position declared vacant. A replacement nomination request will be made to the Dean/Associate Dean of his/her college for the remainder of the term on the council. If the candidate provided by the Dean/Associate Dean meets graduate council requirements, the Graduate Dean will appoint the new faculty member as a council member.

Exceptions may be made for new council members who have a course time conflict during their first semester of service.

C. Council Chair

The Council Chair will be elected from the membership of the Graduate Council in the last full meeting of the spring semester. If the newly elected Chair represents a College (one of the two faculty members from above) the Chair will move to an open At Large position, to best reflect University interests in graduate education matters.

The term of the Chair shall be for one year. The Chair may be re-elected for one additional term.

D. Council Subcommittees

There are four standing subcommittees of the Graduate Council: Graduate Curriculum Review, Faculty Affairs, Student Affairs, and the Executive Subcommittee. Each of these established subcommittees serves as a working committee to explore issues and bring forth recommendations to the full Graduate Council. Each subcommittee Chair may solicit membership of non-council graduate faculty members to obtain comprehensive input related to the tasks assigned to the subcommittee. The subcommittee Chair may add additional non-council members, as needed, for appropriate task assignments. An Executive subcommittee, consisting of the Graduate Council Chair and the chairs of the three standing subcommittees, will serve in an advisory capacity to the Graduate Dean.

D1. Executive Subcommittee

The Executive Subcommittee is comprised of the Chair of the Graduate Council, and the three Chairs of the standing subcommittees. The Executive Subcommittee serves in an advisory capacity to the Dean and Associate Dean of the Graduate School.

To develop the agenda for the Graduate Council Executive Subcommittee Meeting, the Graduation Coordinator assigned to assist the Graduate Council will consult with the Dean/Associate Dean and Chair in the week prior to the meeting to determine agenda items. The Coordinator will then send the Graduate Council Chair a draft agenda at least two academic days prior to the Executive Subcommittee meeting. The graduate council chair will then finalize agenda and distribute to the Executive Subcommittee.

The Graduate Council Executive Subcommittee will normally meet one to two weeks prior to the meeting of the full Graduate Council. At that meeting, they will finalize the agenda for the full council meeting. The agenda for the meeting of the full Graduate Council will be placed on the Graduate Council's Blackboard site, along with any other pertinent documents to include, but not limited to: graduate faculty nominations, curriculum review documents, policy, etc.

If necessary, the Graduate Council may elect to delegate normal responsibilities to the Executive Subcommittee during the summer months when the full Graduate Council is not in session.

D2. Curriculum Review Subcommittee

Membership

Membership on the Graduate Curriculum subcommittee consists of the following:

- 5 Council members (No more than 1 from each of the academic Colleges)
- Council or Non-Council member(s) selected from faculty holding graduate faculty status from unrepresented Colleges, or graduate student representatives, as needed.

Responsibilities

The Graduate Curriculum subcommittee is responsible for the following:

- 1) Review all requests for new courses or course modifications
- 2) Review all requests for new programs or program modifications
- 3) Develop policies and procedures related to standards for graduate courses and programs
- 4) Establish and review guidelines for syllabi and course descriptions to insure compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements
- 5) Establish and review guidelines for catalog language to insure compliance with SACSCOC requirements

The Graduate Curriculum subcommittee makes recommendations to the Graduate Council on all course and program additions/modifications. Changes to the curriculum must be approved by the Graduate Council and the Graduate Dean, before being forwarded to the Council on Academic Affairs.

All graduate curriculum changes must undergo a vetting process for review and approval:

- 1) Originated by individual graduate programs (editorial, revisions, creation, policy)
- 2) Department Curriculum Review Committee
- 3) College Curriculum Review Committee
- 4) ECU Graduate Council - Graduate Curriculum Review Subcommittee
- 5) ECU Graduate Council - Executive Subcommittee
- 6) ECU Graduate Council
- 7) Council on Academic Affairs (CAA)
- 8) Faculty Senate Executive Committee
- 9) Faculty Senate
- 10) ECU Board of Regents
- 11) Kentucky Council on Postsecondary Education (if necessary)

TABLE ONE: Sample Calendar / Progression of Curriculum Committees (L to R)

TEC 3:30-5:00 pm Mat. due by 4pm	GenEd 2:00pm	GRAD 11:15 am*	CAA 1:30 pm	FS Exec 3:30 pm Mat.due by 4:30	FS 3:30 pm Mat.due by 2:00***	BOR 12:30 pm Unless otherwise noted
---	---	AUG 21	---	AUG 24 Items Due 8/20	---	AUG 20 1:00-3:00 pm (Special session) https://epresence.eku.edu/bor-meeting
SEPT 1 Items Due 8/24	SEPT 1 SEPT 29	EC: SEPT 11 GC: SEPT 18 Items Due 9/4	SEPT 17 Items Due 9/4	SEPT 28 Items Due 9/24	SEPT 14 ORGANIZATIONAL Items due 9/9	https://regents.eku.edu/agendas-0
OCT 6 Items Due 9/28	OCT 20	EC: OCT 9 GC: OCT 23 Items Due 10/2	OCT 15 Items Due 10/2	OCT 19 Items Due 10/15	OCT 5 Items Due 9/30	SEPT 20
NOV 2 Items Due 10/26	NOV 17	EC: NOV 13 Items Due 11/6	NOV 19 Items Due 11/6	NOV 23 Items Due 11/19	NOV 2 Items Due 10/28	DEC 10
DEC 1 Items Due 11/23	---	---	---	---	DEC 7 Items Due 12/2	
---	---	EC: JAN 15 GC: JAN 22 Items Due 1/8	---	JAN 25 Items Due 1/21	---	
FEB 2 Items Due 1/25	FEB 2	EC: FEB 12 GC: FEB 19 Items Due 2/5	FEB 18 Items Due 2/5	FEB 15 Items Due 2/11	FEB 1 Items Due 1/24	
MAR 2 Items Due 2/22	MAR 2 MAR 30	EC: MAR 12 GC: MAR 19 Items Due 3/5	MAR 25** Items Due 3/5	MAR 22 Items Due 3/18	MAR 1 Items Due 2/24	
APR 6 Items Due 3/29	APR 20	EC: APR 9 GC: APR 16 Items Due 4/2	APR 15 Items Due 4/2	APR 19 Items Due 4/15	APR 5 Items Due 3/31	
MAY 4 Items Due 4/26	---	---	---	---	MAY 3 Items Due 4/28	
Rita Downing 2-3515	Garett Yoder 2-1527	Kelly Fox 2-1744	Rick McGee 2-1247	Pauletta King (859) 582-1150	Pauletta King (859) 582-1150	

*TEC and General Education (GenEd) – not applicable to graduate curriculum.

Chair

The Chair of the Graduate Curriculum subcommittee is elected from among the subcommittee members for a one-year term. The election will be held during the first fall meeting of the Graduate Curriculum subcommittee. A Chair may not serve more than two consecutive terms.

Requests for Reconsideration and Appeals

Requests for reconsideration of decisions made by the Graduate Council regarding graduate curriculum matters may be submitted to the Dean/Associate Dean of the Graduate School. Appeals of the decision of the Graduate School regarding graduate curriculum matters may be submitted to the Council on Academic Affairs.

D3. Faculty Affairs Subcommittee

Membership

Membership on the Faculty Affairs subcommittee consists of the following:

- 5 Council faculty members (no more than 1 from each of the academic Colleges)
- Additional Council or Non-Council member(s) selected from faculty holding graduate faculty status from unrepresented colleges, as needed.

Responsibilities

The Faculty Affairs subcommittee is responsible for the following:

- 1) Review applications for Graduate Faculty status
- 2) Review and revise procedures for appointments as graduate faculty
- 3) Develop and revise guidelines for graduate Coordinators
- 4) Develop policies and procedures related to faculty development and faculty roles and responsibilities in graduate education
- 5) Hear appeals regarding graduate faculty matters

Subcommittee Chair

The Chair of the Faculty Affairs subcommittee is elected from among the subcommittee members for a one-year term. The election will be held during the initial fall meeting of the Faculty Affairs subcommittee. A Chair may not serve more than two consecutive terms.

Requests for Reconsideration and Appeals

Requests for reconsideration of decisions made by the Graduate Council regarding faculty applications may be submitted to the Dean/Associate Dean of the Graduate School. Appeals of the decision of the Graduate School regarding faculty applications may be submitted to the Provost/Vice-President of Academic Affairs.

D4. Student Affairs Subcommittee

Membership

Membership on the Student Affairs subcommittee consists of the following:

- 3 faculty council members and the 2 council Student Representatives (no more than 1 from each of the academic colleges)
- Additional Council or Non-Council member(s) selected from faculty holding graduate faculty status from one of the unrepresented Colleges or current graduate students in good standing, as needed.

Responsibilities

The Student Affairs subcommittee is responsible for the following:

- 1) Conduct periodic review of policies and procedures regarding graduate assistantships
- 2) Conduct periodic review of policies and procedures regarding graduate admissions
- 3) Develop policies and procedures related to student support, recruitment, and retention
- 4) Hear appeals regarding graduate student matters
- 5) Conduct special projects at the request of the Graduate Council and/or Dean/Associate Dean of the Graduate School (i.e. Three Minute Thesis)

Chair

The Chair of the Student Affairs subcommittee is elected from among the subcommittee members for a one-year term. The election will be held during the first fall meeting of the Student Affairs subcommittee. A Chair may not serve more than two consecutive terms.

Requests for Reconsideration and Appeals

Requests for reconsideration of decisions made by the Graduate Council regarding student petitions may be submitted to the Dean of the Graduate School. Appeals of the decision of the Graduate School regarding student petitions may be submitted to the Provost/Vice-President of Academic Affairs.

E. Meetings

During their monthly meetings, the Council reviews and evaluates existing graduate programs, as well as curriculum and program requirements, and makes recommendations on these issues to the Council on Academic Affairs. Additionally, it reviews and approves departmental nominations for graduate faculty status.

- The EKU Graduate Council meets monthly on the third Friday of the month with the Council’s Executive Committee meeting on the second Friday of the month.
- The fall 2020/spring 2021 schedule (available at <https://gradschool.eku.edu/graduate-council>) provides specific times and dates for the meetings.
- The Graduate Council will meet at least four times each semester for business meetings during the regular academic year. The Chair of the Graduate Council shall preside.
- Additional meetings maybe called at the request of the Graduate Council, the Provost, or the Graduate Dean/Associate Dean.
- Depending on national, state or local circumstances, the meeting(s) may be conducted over videoconferencing platforms such as Zoom™.

TABLE TWO: Example Graduate Council Fall Schedule (during Pandemic)

August 2020	Dates are all Fridays	Location and Time
GC Meeting	August 21, 2020	ZOOM @ 11:15 a.m.
September 2020		
Agenda Items Due	September 4, 2020	Email agenda items to kelly.fox@eku.edu
GC Executive Committee Meeting	September 11, 2020	ZOOM @ 11:15 a.m.
GC Meeting	September 18, 2020	ZOOM @ 11:15 a.m.
October 2020		
Agenda Items Due	October 2, 2020	Email agenda items to kelly.fox@eku.edu
GC Executive Committee Meeting	October 9, 2020	ZOOM @ 11:15 a.m.
GC Meeting	October 23, 2020	ZOOM @ 11:15 a.m.
November 2020		
Agenda Items Due	November 6, 2020	Email agenda items to kelly.fox@eku.edu
GC Executive Committee Meeting	November 13, 2020	ZOOM @ 11:15 a.m.
GC Meeting	December 4, 2020	ZOOM @ 11:15 a.m.

E1. Agendas

The agenda for all Graduate Council meetings shall be developed by the Chair of the Graduate Council, in consultation with the Dean/Associate Dean and Graduation Coordinator of the Graduate School, at least one week in advance of the meeting. The Agenda should be circulated to all members of the Graduate Council at least one week in advance of the meeting by email and posted on the Graduate School website.

E2. Rules of Order

The Chair of the Graduate Council shall preside over all meetings of the Graduate Council. Robert's Rules of Order shall be used to conduct the meetings and decisions made shall be in accordance with the Faculty/Staff Handbook where appropriate. Deliberations of the Council shall be governed by the rules set forth above. Visiting faculty and/or graduate students, upon recognition from the Chair, are encouraged to participate in a meeting, but will have voice only.

A simple majority (one more than half the voting members) shall constitute a quorum. A quorum is necessary for business to be acted upon. In the event of a tie vote, the Chair shall cast the deciding vote. Voting shall normally occur by voice and/ or a show of hands. Voting in elections for Chair of the Council must be conducted by secret ballot.

When student issues are being considered (e.g., petitions for waivers for extensions), the nature of the proceedings prohibits a student from attending when their case is under consideration. Nevertheless, a departmental representative may attend on behalf of the student.

E3. Meeting Materials/Documents for Review

The ECU Graduate Council will utilize the Blackboard SAAS™ platform as the official document repository. Ahead of each meeting, all meeting materials (to include curriculum changes, meeting agendas, faculty status nominations, etc.) will be placed in the specific meeting folder on Blackboard. Graduate Council members will be added to the Blackboard site by the Graduation Coordinator.

E4. Meeting Minutes

Within one week after the Graduate Council meeting, the Graduation Coordinator will distribute the minutes of the meeting to the Council Chair and Dean/Associate Dean for review. After all three have had input, these will become draft minutes for the Graduate Council to consider at the next meeting and posted to the Blackboard site.

Upon approval of the minutes by the full council, the minutes will be placed on the Graduate Council website under the meeting minute's link.

F. Council Resources

Mrs. Kelly Fox serves as the Graduation Coordinator for the ECU Graduate School and is the administrative coordinator for the ECU Graduate Council. Please contact her at Kelly.Fox@ecu.edu or by phone at (859) 622-1744.

In addition to the data repository on the Graduate Council Blackboard site (noted above), all historical Graduate Council information is available at: <https://gradschool.ecu.edu/graduate-council>.



GRADUATE SCHOOL

	310 Charles D. Whitlock Bldg. CPO 68 521 Lancaster Avenue Eastern Kentucky University Richmond, KY 40475		(859) 622 - 1742
	www.gradschool.eku.edu		graduateschool@eku.edu
	@EKUgradschool		@EKUGraduateSchool

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