## *MEETING LOGISTICS*:

| | |
|---|---|
| *Meeting Date:* | **FRIDAY, 23 OCTOBER 2020** |
| *Meeting Time:* | **11:15 AM – 12:30 PM** |
| *Meeting Location:* | **Zoom™ Videoconference:** https://eku.zoom.us/j/92915308661 |
| *Meeting Type:* | **Monthly Meeting of the EKU Graduate Council** |

## *ATTENDANCE:*

**Members Present =** [green]     **Members Absent =** [red]

| *Term Expires May 2021* | *Term Expires May 2022* | *Term Expires May 2023* |
|---|---|---|
| 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) |
| | | |
| *Student Representatives:* | Mr. Chase Barnes, EKU MPH | Ms. Alisha Helton, EKU English |
| | | |

| *EKU Graduate School:* | Dr. Jerry Pogatshnik | Dr. Ryan Baggett | Mrs. Kelly Fox |
|---|---|---|---|
| *Guests:* | Dr. Jeremy Mulholland | | |
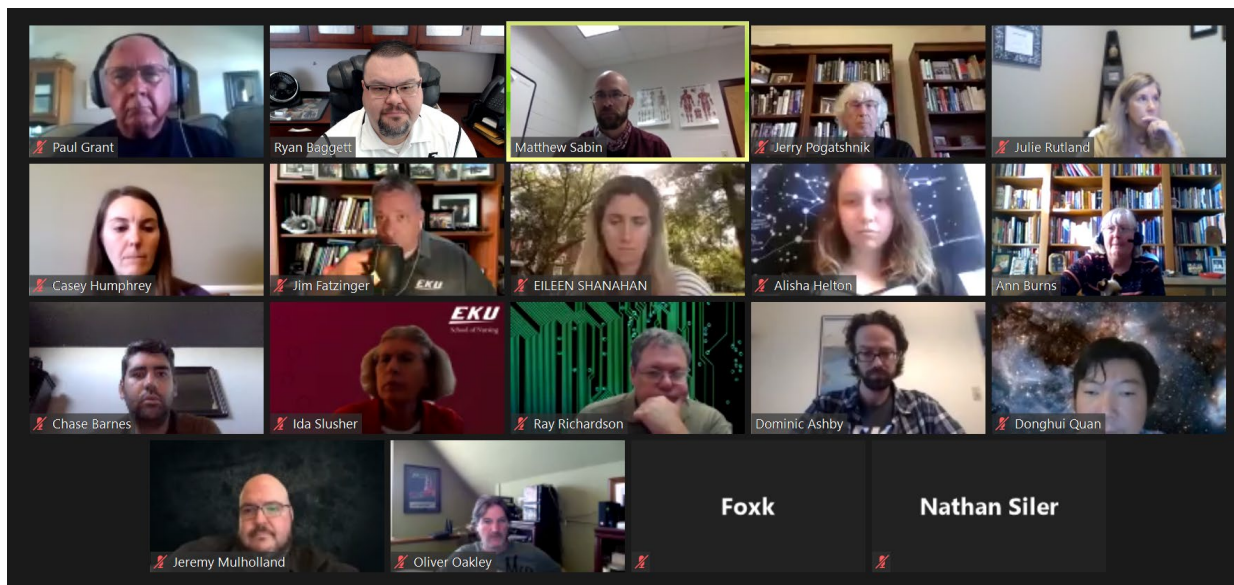


***SEE ICON AND COLOR DESIGNATIONS IN APPENDIX THREE***

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

**Dr. Sabin called the meeting to order at 11:18 AM.**

- Dr. Sabin welcomed Alisha Helton – CLASS – Pursuing a Master of Arts in English to her first council meeting. Welcome to the Council, Alisha!

## I.    LAST MEETING'S MINUTES

- Consideration of the Graduate Council Meeting Minutes from the Friday, September 18, 2020 Graduate Council Meeting.

**MOTION #1:    Move to approve the Graduate Council meeting minutes from the Friday, September 18, 2020 meeting.**

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

| | |
|---|---|
| *Motion Made by*: | Dr. Dominic Ashby |
| *Seconded by*: | Dr. Julie Rutland |
| *Discussion*: | None |
| *Committee Vote*: | **The September Graduate Council meeting minutes are approved with 15 votes in favor, 0 votes against and no abstentions.** |

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

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

**UPDATE:  Monday, 26 October 2020**

## II. GRADUATE FACULTY NOMINATIONS

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

The Faculty Affairs Subcommittee, under the direction of Dr. Ida Slusher, made all comments and required requested changes to forms prior to this graduate council meeting. Therefore, they have no comments/requested changes at this time.

**MOTION #2:** The Graduate Council Faculty Affairs Subcommittee moves to approve the 13 faculty members noted below for the graduate faculty status level listed beside their name.

**Candidates for Faculty Status Approval (OCTOBER 2020) N=13**

*Listed alphabetically by last name…*

| LAST | FIRST | COLLEGE | NOMINATION |
|------|-------|---------|------------|
| Allison | Lee | Business and Technology | Graduate Faculty |
| Barthel | Laura | Business and Technology | Associate / Initial |
| Cornelison | Jill | Health Sciences | Graduate Faculty |
| Fatzinger | Jim | Business and Technology | Graduate Faculty |
| France | Wanda | Health Sciences | Associate / Initial |
| Gao | Siwei | Business and Technology | Graduate Faculty |
| Kenealy | Jessica | Business and Technology | Associate / Initial |
| Martin | Thomas | Business and Technology | Graduate Faculty |
| Mullins | Brooke | Education | Associate / Initial |
| Schwartz | Laurel | Health Sciences | Graduate Faculty |
| Sexton | Andrea | Business and Technology | Graduate Faculty |
| West | Deborah | Education | Graduate Faculty |
| Wilson | Kristen | Business and Technology | Graduate Faculty |

*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 13 faculty member's graduate faculty status nominations are approved with 15 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 13 faculty members and disseminate the letters via EKU email with a copy to the faculty member's Dean.

**UPDATE:  Under Development – will be disseminated on Monday, 26 October 2020.**

III.    **CURRICULUM**

**COLLEGE OF BUSINESS AND TECHNOLOGY**

**SCHOOL OF BUSINESS**

**Co-requisite Revisions**:

*Co-requisite:  a course that must be taken at the same time as another course.*

- MBA 811, Managerial Communication
- MBA 812, Data, Decisions, & Business
- NBA 813, The Showing Tell
- MBA 815, Introduction to Design Thinking

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

No comments or additions from the curriculum committee for the College of Business and Technology Co-requisite revisions.

**MOTION #3:    The Graduate Council Curriculum Review subcommittee moves to approve the Co-requisite revisions from the College of Business and Technology (MBA Program) as noted above.**

*COUNCIL APPROVAL/VOTE*:  **CBT Co-requisite 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 CBT (MBA) Co-requisite revisions above are approved with 15 votes in favor, 0 votes against and no abstentions.**

## COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES

### DEPARTMENT OF ART AND DESIGN:

*New Program*:    **M. S. in Instructional Design and Learning Technology**

*New Certificates*:    **Certificate in User Experience Design**
**Certificate in Online Learning Design**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

(1) Admission requirements are unclear – are all applicants from any background acceptable (any prerequisites required)? Are there any specific requirements for courses taken or the majors of related field? Is there a maximum number of students accepted each semester?  For international applicants, are the requirements sum of those for domestic applications plus those are specifically required for international students defined by the University?

(2) In the statement "*Current working professionals in the instructional design, training and learning development, or other similar fields may take another elective in lieu of completing the internship.*" It would be clearer to add the course number of the internship course at the end of the statement. (IDL 820)

(3) A period is needed for "*Part A.1. Specific actions requested*" of most curriculum change forms.

**MOTION #4:    The Graduate Council Curriculum Review subcommittee moves to approve the new major and certificates (under the condition that the changes noted above are sent back to the curriculum committee for a final review before they are sent to the EKU Council on Academic Affairs).   Deadline for November 2020 CAA Meeting Submissions is Friday, 6 November 2020.**

*COUNCIL APPROVAL/VOTE*:
**CLASS – MS in Instructional Design and Learning Technology** *(and two associated certificates)*

*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 new graduate degree and certificates are approved under the conditions noted above with 15 votes in favor, 0 votes against and no abstentions.**

*New Courses***:**

- **DES 850 Graphic Design for Learning**
- **DES 851 User Experience Design**
- **IDL 800 Introduction to Instructional Design and Learning Technology**
- **IDL 801 Instructional Design Mastery**
- **IDL 802 Data-Driven Decision Making**
- **IDL 810 Multimedia for Learning**
- **IDL 811 Online Learning Design**
- **IDL 812 Game Design for Learning**
- **IDL 813 Instruction for Diverse Learners**
- **IDL 814 Training the Modern Workforce**
- **IDL 820 Field Internship**
- **IDL 821 Portfolio and Exit Review**
- **IDL 890 Independent Study**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

- The Graduate Curriculum Subcommittee questions the seemingly high number of new courses created with this program indicating a lack of interdisciplinary collaboration.
- 13 new courses are proposed for the MS in Instructional Design and Learning Technology

  o Dr. Jerry Pogatshnik noted that there are four courses in the core that will be implemented for the fall 2021 semester.
  o The remaining nine (9) courses in certificates/concentrations will be rolled out gradually.
  o The gradual rollout will allow for the discovery/collaboration with other programs that may have beneficial courses for this area.

- The subcommittee also questioned the number of Student Learning Outcomes (SLOs) that included a high number of "discuss, identify, recognize" verbs related to a lower level knowledge taxonomy. The subcommittee questions whether the current learning level of outcomes as related to Graduate Level work. The subcommittee would like this reviewed and strengthened.

  o As noted, the earlier courses will require some foundational knowledge due to a lack of background in this area; thus, requiring the lower level taxonomy verbs. However, the upper level courses should contain the higher-level verbs.
  o Dr. Pogatshnik noted that he did see some higher-level verbs in the SLOs but agrees that the SLOs should be further reviewed in order to ensure graduate level work.

**MOTION #5:** The Graduate Council Curriculum Review subcommittee moves to approve the new courses (under the condition that the SLOs are furthered reviewed to ensure graduate level work with changes sent back to the curriculum committee for a final review before they are sent to the EKU Council on Academic Affairs). Deadline for November 2020 CAA Meeting Submissions is Friday, 6 November 2020.

*COUNCIL APPROVAL/VOTE*:
**CLASS – NEW COURSES in MS in Instructional Design and Learning Technology**

| | |
|---|---|
| *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 new graduate degree and certificates are approved under the conditions noted above with 15 votes in favor, 0 votes against and no abstentions.** |

## DEPARTMENT OF ENGLISH:

*Course Drops*:

- **ENG 704 Creative Writing Mentorship (Cross-listed with ENG 504)**
- **ENG 825 Old English Language and Literature**
- **ENG 853 Seminar in Nineteenth Century American Literature**
- **ENG 854 Seminar in Twentieth Century American Literature**
- **ENG 861 Reading and Teaching Poetry**
- **ENG 862 Reading and Teaching Fiction**
- **ENG 864 Reading and Teaching Nonfiction**
- **ENG 873 Seminar in Renaissance Literature**
- **ENG 876 Seminar in Restoration and Eighteenth Century Literature**
- **ENG 878 Seminar in Nineteenth Century British Literature**
- **ENG 895 Mentored Scholarly Project**
- **ENG 899 Thesis II**
- **GRD 857e: English Written Comprehensive Exam**
- **GRD 858e: Thesis**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

No comments or additions from the curriculum committee for the CLASS English course drops noted above.

**MOTION #6:** The Graduate Council Curriculum Review subcommittee moves to approve the course drops from the CLASS English Program as noted above.

*COUNCIL APPROVAL/VOTE*:  <u>CLASS – English Course Drops</u>

*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 CLASS – English Course Drops above are approved with 15 votes in favor, 0 votes against and no abstentions.**

*Program Revisions*:    **M. A. English**
- **Revise program name to M.A. in English & Writing Professions**
- **Revise catalog text and program requirements**

**<u>COMMITTEE COMMENTS/REQUESTED CHANGES</u>**:

▪ Discussed what would happen if an undergraduate student were to not qualify for the graduate program after enrolling in the 3+2 and taking the nine hours of graduate credit.

- Dr. Baggett and Dr. Pogatshnik both addressed this situation by noting that it is very rare for this to occur.
- Dr. Baggett noted that the English 3+2 verbiage was consistent with other 3+2 programs at EKU
- Generally speaking, to qualify for the 3+2 the student is academically sound and usually does not face a challenge with the nine credit hours.
- However, if the student does not make it into the graudate program they will still graduate with their undergraduate degree. Very similar to taking dual credit college courses when you are in high school.

(1) In the program revision form of M.A. English, Part III "Recording Data for Revised or suspended Program", under "Accelerated Dual Degree Program (3+2), where "Students" is changed to "Undergraduate students", the big "S" is in strikethrough but an "s" is missing. It now reads as "Undergraduate tudents".

(2) In the same form as above, also in Part III, under "English Program Special Admission Requirements", since all words before "completion" is in strikethrough, c needs to be capitalized. It now reads as "completion …" at the beginning of a sentence.

(3) In the same form as above, same part, under the title of "MASTER OF ARTS (M.A.) English & Writing Professions", titles of each section (ADMISSION REQUIREMENTS, PROGRAM REQUIREMENTS, EXIT REQUIREMENTS" are all listed as item I. Shouldn't they be items I, II, III?

(4) In the same form as above, same part, there is a comment of changing font size and style. This needs to be removed from the official proposal.

**MOTION #7:** The Graduate Council Curriculum Review subcommittee moves to approve the new program (under the condition that items 1-4 are addressed with changes sent back to the curriculum committee for a final review before they are sent to the EKU Council on Academic Affairs). Deadline for November 2020 CAA Meeting Submissions is Friday, 6 November 2020.

*COUNCIL APPROVAL/VOTE*: <u>CLASS – MA in English – Program Name and Catalog Text/Program Revisions</u>

*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 new graduate degree and certificates are approved under the conditions noted above with 15 votes in favor, 0 votes against and no abstentions.**

## B. A. / M. A. English

- **Revise program name, catalog text, and program requirements**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

- For the M.A. English program, are the admission requirements not restricted to any major specific courses? Currently it lists only GPA and GRE requirements.

- For the M.A. English program, in core courses, the current order is ENG 801, 800, 808, 814. Is this intentional that 801 is listed before 800? Usually it should be in numerical order.

  - Dr. Dominic Ashby noted that this was a result of merging new courses in with the existing courses. He also noted that 800 and 801 would usually be taken in the same semester.

**MOTION #7:** The Graduate Council Curriculum Review subcommittee moves to approve the revision in program name, catalog text and program requirements for the CLASS – BA/MA in English.

*COUNCIL APPROVAL/VOTE*: <u>CLASS – BA/MA in English – Program Name, Catalog Text and Program Requirements</u>

*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 revisions to the BA/MA in English are approved with 15 votes in favor, 0 votes against and no abstentions.**

## Course Revisions:

- **ENG 500/700 Topics in Professional Writing: Revise course title and catalog text**
- **ENG 502/702 Advanced Creative Writing: Revise course title, pre-reqs, and catalog text**
- **ENG 503/703 Creative Writing Workshop: Increase number of credit hours, revise course title, term offered change, and revised catalog text**
- **ENG 530/730 Topics in Genre:_____: Revise catalog text**
- **ENG 550/750 Topics in Literature: ____: Revise course title and catalog text**
- **ENG 800 Seminar on Composition: Revise course title and catalog text**
- **ENG 801 Introduction to Graduate Study: Revise course title and catalog text**
- **ENG 806 Topics in Modern Rhetoric: ____: Revise catalog text**
- **ENG 808 Studies in Modern Composition: Revise course title and catalog text**
- **ENG 827 History of Rhetoric: Revise course title and catalog text**
- **ENG 830 Seminar in Literature: Revise course title and catalog text**
- **ENG 833 Modern Literary Criticism: Revise course title and catalog text**
- **ENG 839 Applied Learning in English: Revise course title and catalog text, and add credit not awarded statement**
- **ENG 850 Seminar in Early American Literature: Revise course title and catalog text**
- **ENG 860 Topics in Reading and Teaching Literature: Revise course title and catalog text**
- **ENG 863 Writing and Teaching Writing: Revise course title and catalog text**
- **ENG 870 Seminar in Medieval Literature: Revise course title, revise catalog text, and add repeatable hours**
- **ENG 898 Thesis I: Add catalog text and credit not awarded statement**

## New Courses:

- **ENG 520/720 History of the English Language**
- **ENG 810 Advanced Grammar**
- **ENG 814 Writing Across the Curriculum**
- **ENG 840 Foundations in ProTech Writing**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

- ENG 850 – Seminar in Early American Literature – NO SLOs are noted in the syllabus.

**MOTION #8:** **The Graduate Council Curriculum Review subcommittee moves to approve the English course revisions/new courses (under the condition that the revised ENG 850 syllabus is sent back to the curriculum committee for a final review before it is sent to the EKU Council on Academic Affairs). Deadline for November 2020 CAA Meeting Submissions is Friday, 6 November 2020.**

*COUNCIL APPROVAL/VOTE*:  <u>CLASS – MA in English –Course Revisions / Additions</u>

| | |
|---|---|
| *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 MA in English Course Revisions/Additions are approved under the condition noted above with 15 votes in favor, 0 votes against and no abstentions.** |

<u>**DEPARTMENT OF HISTORY, PHILOSOPHY AND RELIGIOUS STUDIES:**</u>

*Program Revision*:   **M. A. History**

- **Revise program to add Applied History Plan**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

No comments or additions from the curriculum committee for the CLASS MA in History program revisions noted above.

**MOTION #9:**   **The Graduate Council Curriculum Review subcommittee moves to approve the program revisions from the CLASS MA in History Program as noted above.**

*COUNCIL APPROVAL/VOTE*:  <u>CLASS – MA in History Program Revisions</u>

| | |
|---|---|
| *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 CLASS – MS in History Program Revisions above are approved with 15 votes in favor, 0 votes against and no abstentions.** |

*Course Revisions*:

- **HIS 838 Practicum in Public History: Revise catalog text and add number of repeatable hours**

- **HIS 839 Cooperative Study in Public History: Revise catalog text and add number of repeatable hours**

**COMMITTEE COMMENTS/REQUESTED CHANGES**:

No comments or additions from the curriculum committee for the CLASS MA in History course revisions noted above.

**MOTION #10:** The Graduate Council Curriculum Review subcommittee moves to approve the course revisions from the CLASS MA in History Program as noted above.

*COUNCIL APPROVAL/VOTE*: **CLASS – MA in History Course 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 CLASS – MS in History Course Revisions above are approved with 15 votes in favor, 0 votes against and no abstentions.**

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

Dr. Baggett will send meeting minutes regarding curriculum revisions to the respective Associate Deans and their administrative staff contact.

**UPDATE: Email sent to Dr. Trish Isaacs/Heather Morris (CBT) and Dr. Jeremy Mulholland/Sharon Lee (CLASS) on 23 October 2020 with curriculum meeting minutes.**

*REFERENCE: COLLEGE STAFF CURRICULUM POINTS OF CONTACT*

| | | |
|---|---|---|
| College of Business and Technology | Heather Morris | Heather.Morris@eku.edu |
| College of Education | Rita Downing | Rita.Downing@eku.edu |
| College of Health Sciences | Anna Dixon | Anna.Dixon@eku.edu |
| College of Justice and Safety | Melinda Jones | Melinda.Jones@eku.edu |
| College of Letters, Arts and Social Sciences | Sharon Lee | Sharon.Lee@eku.edu |
| College of Science | Sarah Adams | Sarah.Adams@eku.edu |

IV.    **Student Affairs Subcommittee Update** *(Dr. Olly Oakley)*

- Dr. Olly Oakley noted that the subcommittee discussed moving forward with a spring 2021 virtual 3MT (Three Minute Thesis Event) in the April / May time frame.
- Dr. Pogatshnik noted that this would be an excellent addition to Scholars' Week at EKU in April
- Dr. Pogatshnik requested that Dr. Baggett reach out to Rusty Carpenter to further discuss the addition to scholars' week.

- Dr. Baggett mentioned a crawl, walk, run, fly model building off Dr. Oakley's comments about starting with an EKU internal event. Year two could include participation in a regional event – Southern Association of Graduate Schools, Year three would be national and Year four would be international with the University of Queensland.

- Dr. Oakley also noted that existing poster sessions could accompany those sessions with a 3MT and places a QR code on their poster that links to their presentation on YouTube™. The addition of the video in that case would not be much more effort.

- Dr. Baggett also requested that Dr. Baggett develop a 3MT presentation for Dean's Council for November.
  - o It was requested that the presentation also be sent to Coordinators/Council so they would know the plan going forward

*ACTION ITEM FOR*: **Dr. Baggett**

Develop a presentation on 3MT for Dean's Council, Coordinators, Council Members

Consult with Rusty Carpenter for inclusion in Scholar's Week

**UPDATE:**

V. **Graduate Council Handbook – SEP 2020 Version (Blackboard)**

**MOTION #11:** **Motion to Approve and Finalize the draft copy the September 2020 version of the Fall 2020 Eastern Kentucky University Graduate Council Handbook**

*COUNCIL APPROVAL/VOTE*: **Approve and Finalize the EKU Graduate Council Handbook**

*Motion Made by*: Dr. Ann Burns
*Seconded by*: Dr. Jim Fatzinger
*Discussion*: No feedback was received by either Dr. Sabin or Dr. Baggett after the September 2020 meeting.
*Committee Vote*: **The EKU Graduate Council Handbook 2020 (September Version) is approved with 15 votes in favor, 0 votes against and no abstentions.**

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

The word "DRAFT" will be removed from the Graduate Council Handbook and posted to Blackboard.

**UPDATE: Completed on 23 October 2020; updated copy posted to Blackboard.**

### VI. OTHER ITEMS FOR THE GOOD OF THE ORDER

**A. Discussion of Graduate Studies Policy Process / Results of Poll** *(Dr. Matt Sabin)*

TWO OPTIONS presented at 18 September 2020 Meeting / Poll disseminated on Thursday, 8 October 2020 to Graduate Council Members:

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 EKU 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. Sabin noted that the poll results indicated a vote of nine (9) in favor of option two above with (2) preferring option one. With the majority of council members in favor of option two, a letter was drafted from the Graduate Council to Provost Jerry Pogatshnik *(see Appendix A for letter).*

- Dr. Pogatshnik noted that a recent meeting with Dana Fohl (EKU Legal Counsel), Haley Norberg (Policy – Legal Counsel) and Jennifer Weis (Associate Provost – Policy Liaison and himself indicating that the Legal Counsel was comfortable (in fact enthusiastic) about option two and looked forward to interacting with the Graduate Council on policy development and re-developments.

**MOTION #12: Motion to Approve the Graduate Council Letter regarding policy development / re-development and send the letter to Dr. Pogatshnik.**

*COUNCIL APPROVAL/VOTE*:  **Approve Graduate Council Letter and Send to Provost**

*Motion Made by*:   Dr. Olly Oakley
*Seconded by*:        Dr. Ida Slusher
*Discussion*:          None
*Committee Vote*:         **The Graduate Council letter is approved for dissemination with 15 votes in favor, 0 votes against and no abstentions.**

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

Send the letter presented in Appendix A to Provost Pogatshnik along with the applicable meeting minutes outlining the letter noted above.

**UPDATE:  Completed on 23 October 2020; Dr. Baggett emailed Dr. Pogatshnik and copied Dr. Sabin.**

**B.     Curriculum Review Subcommittee** *(Dr. Matt Sabin and Dr. Ann Burns)*

Dr. Sabin noted that a meeting will be scheduled for all curriculum review subcommittee members to provide instruction on the curriculum review process.  It was noted with the recent 400-page curriculum review packet that some of the members of the committee may have not been properly instructed on how to evaluate curriculum.  More information will be forthcoming once the November curriculum revisions are received.

**C.     Graduate School Updates:**   *(Dr. Ryan Baggett)*

**C1.    Graduate Curriculum Information Transfer Process**

- Dr. Baggett presented the flowchart available in Appendix B.  The purpose of the chart is to ensure that all responsible entities share a common understanding of the information transfer process between colleges and the Graduate School regarding curriculum review paperwork.  Dr. Baggett noted that he reached out to each of the six administrative staff referenced on page 12 of this document and shared the chart with them.  The feedback was positive and noted (as an informational item only) that we would be using this process to transfer information for the 2020/2021 academic year.

**C2.    Graduate Faculty Status Electronic Form Development/Submission Process**

- Dr. Baggett discussed two initiatives (one near term and one future) to strengthen the graduate faculty status nomination process.

- *Near term* – the faculty status website has been reworked. Instead of all information on one page, users can click into the page they need based on a table of contents. https://gradschool.eku.edu/clone-graduate-faculty-application

  - Additionally, the faculty status renewal page has been updated with the exception of two colleges – Science and CLASS. These were the most difficult of the six since they were still combined with outdated information as Arts and Sciences. Data has been sent to the Science and CLASS Associate Deans and it is anticipated that the information will be complete for all colleges by the next meeting. https://gradschool.eku.edu/eku-graduate-faculty-status

- *Future* – Dr. Baggett spoke with Jeremiah Duerson of EKU IT. He developed an example faculty status form (using color coding) to show how branching could work on a digital form as well as signature routing. Jeremiah noted that EKU has not finalized a digital platform on which to complete such an action. However, he has noted that we will be one of the firsts in line and could possibly occur in early 2021.

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*ACTION ITEM FOR***: GRADUATE SCHOOL**

Complete the graduate faculty status listing (by college) with the addition of the College of Science and the College of Letters, Arts and Social Sciences (CLASS) - https://gradschool.eku.edu/eku-graduate-faculty-status

**UPDATE:**

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**C3. Discussion of Graduate Pedagogical Workshop/Panel Topics**

- Dr. Baggett was contacted by Ms. Jamie Shaffer of the Noel Studio. Jamie noted that some faculty have requested graduate level pedagogical workshops and she would like to collaborate with the Graduate School to identify, develop and deliver related workshops for faculty.

| **Jamie Shaffer** |
|---|
| Coordinator, Teaching & Learning Initiatives    Noel Studio for Academic Creativity |

- Dr. Baggett will develop a DRAFT list of potential topics for the workshops to the Graduate Council members. He asks members to do the following:

  1) Review the list of topics and determine additional topics that would be useful

  2) Consider developing and delivering a workshop (either with another graduate council member or a colleague)

  3) Discuss the opportunity with an EKU colleague and see if they would be willing to develop and present a workshop

*ACTION ITEM FOR*: **Dr. Baggett**

Develop a draft list of potential graduate-level workshop ideas (in collaboration with Jamie Shaffer) and send to Graduate Council members via email by 30 October 2020.

✓ **UPDATE:**

**D.** **Discussion of Graduate Student / Course / Program Expectations** *(Dr. Matt Sabin)*

- Dr. Sabin noted that during the last Graduate Council Executive Committee meeting, he discussed a conversation that he had with another faculty member. Basically, discussing deficits in graduate study rigor and student resilience in graduate education. He noted that during a time of COVID-19 this is difficult to strike a balance between mental health and academic rigor but expressed that it was worth it to further explore possible joint syllabus statements, workshops and other smart practices.

- Dr. Pogatshnik noted that many years back the Graduate School had developed a list of Graduate Student Objectives (GSOs) that are available in the EKU graduate catalog:

**EXCERPT FROM 39 OF THE 2020/2021 EKU GRADUATE CATALOG:**

[https://catalogs.eku.edu/sites/catalogs.eku.edu/files/files/Graduate%20Catalog%202020-21.pdf](https://catalogs.eku.edu/sites/catalogs.eku.edu/files/files/Graduate%20Catalog%202020-21.pdf)

**Graduate Student Learning Outcomes**

The Graduate School has adopted a core set of Graduate Student Learning Outcomes common to all graduate programs offered at EKU. While individual courses might not incorporate all of these, programs are expected to demonstrate that they are contained in a graduate student's program of study.
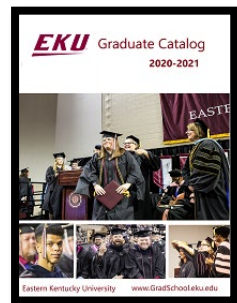
When students graduate from EKU Graduate Programs, they will be informed, critical and creative thinkers who communicate effectively.

*Informed* thinkers demonstrate mastery of the significant ideas of, and skills and abilities demanded by, their discipline.

- SLO 1: Graduate students are able to explain, discuss, and apply clearly and accurately the key concepts and central theories, and demonstrate expertise appropriate to the discipline.

*Critical and creative thinkers* raise vital questions and problems with a clear and appropriate methodology; gather and assess relevant information in ways that distill accurate and appropriate meaning from abstract ideas; analyze assumptions through alternative systems of thought; and generate new knowledge or creative expressions through the self-reflective synthesis of problems, information, evaluation and analysis.

- SLO 2: Graduate students are able to formulate and express important/essential questions and issues related to the discipline with clarity and accuracy, and appropriate depth and breadth.

- SLO 3: Graduate students are able to identify, collect, analyze, and evaluate relevant information to understand essential questions and issues and to advance knowledge in the discipline.

- SLO 4: Graduate students are able to identify, analyze, and evaluate underlying assumptions of arguments, abstract ideas, and alternative perspectives and theories.

- SLO 5: Graduate students are able to generate new knowledge, application, or creative expressions through the self-reflective synthesis of information, evaluation, and analysis of critical questions or issues/problems related to their discipline.

*Effective communicators* illustrate and successfully defend their point of view, information, analysis, and conclusions, using oral, visual, and written methods, in ways that demonstrate clearly and logically the appropriateness of their conclusions and the implications thereof.

- SLO 6: Graduate students are able to communicate clearly and logically using oral, written, and/or artistic forms.

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***ACTION ITEM FOR*: Graduate Council Executive Subcommittee**

The subcommittee will review the Graduate Student Learning Outcomes presented above and determine whether additional socialization (workshops, revisions, etc.) need to be taken.

✓ **UPDATE:**

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**E.      Other Items for the Good of the Order?**

- Dr. Sabin noted that he has an upcoming virtual open house/recruiting session.  He was looking for any advice regarding virtual open houses.

- Dr. Baggett noted that the graduate school has undertaken virtual recruiting and has asked the Graduate School GA – Mr. Chase Barnes (Student Representative on Graduate Council) to follow-up with Dr. Sabin regarding any smart practices / lessons learned.

- Dr. Baggett also noted that an article regarding virtual recruiting in higher education is being planned for the next bi-monthly EKU Graduate School report. (October/November), which will be disseminated in December.

## VII.     NOVEMBER 2020 EKU GRADUATE COUNCIL DATES OF INTEREST

- November 6 - Agenda Items Due By 4:30 pm to Kelly.Fox@eku.edu
- November 13 - Executive Subcommittee Meeting - 11:15 am - Zoom
- December 4 - Graduate Council Meeting - 11:15 am - Zoom

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

**MOTION:    Motion to adjourn the October 2020 EKU Graduate Council Meeting**

*COUNCIL APPROVAL/VOTE*:  **MEETING ADJOURNMENT**

*Motion Made by*:  Dr. Ida Slusher
*Seconded by*:  Dr. Julie Rutland
*Discussion*:  None
*Committee Vote*:  **The EKU Graduate Council stands adjourned with 15 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 4 December 2020 meeting (on blackboard) and will be voted on during the 4 December 2020 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 – **23 October 2020 – 5 PM**
✓ Minutes sent to Sabin and Pogatshnik – **23 October 2020 – 5 PM**
✓ Minutes sent to Graduate Council Executive Subcommittee – **TBD**
✓ Minutes posted on GC Blackboard site for GC Review – **TBD**

**DOCUMENTS/MATERIALS FOR THIS MEETING**:

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

- Friday, 23 October 2020 Graduate Council Agenda

- Friday, 18 September 2020 Graduate Council Meeting Minutes

- October Graduate Council Agenda Supporting Items:
    - 13 Graduate Faculty Nominations
    - College of Business and Technology Curriculum Changes
    - College of Letters, Arts and Social Sciences Curriculum Changes

- EKU Graduate Council Handbook – September 2020 Version
- Draft Letter to Provost regarding Graduate Council Policy Process Recommendation (Appendix A)
- Flowchart on Curriculum Information Transfer Process between Colleges and the Graduate School (Appendix B)

**APPENDIX A: Letter to Provost Pogatshnik from the EKU Graduate Council regarding graduate policy development and re-development**

**EASTERN KENTUCKY UNIVERSITY**
**GRADUATE COUNCIL**

Friday, October 16, 2020

To Whom It May Concern:

During the September 2020 Graduate Council Meeting, Dr. Pogatshnik, Dean of the Graduate School, posed a question before the Graduate Council regarding the process of reviewing and creating policies affecting graduate studies. The University policy on policies states that once a policy is identified as needing creation or drafting, the policy is submitted to the policy designee, either the Provost's Office or University Counsel, and then a drafting team is assigned. The wording on who is included in this drafting team states that "representative stakeholders" directly affected by the policy will be included. The Graduate Council, formed by graduate faculty representatives from all colleges within the University, would like to make the following recommendation.

*We recommend that the Graduate Council, or appointees of the Graduate Council, would be appointed as the primary drafting team for all University policies pertaining to graduate students and programs, in accordance with University policy. With respect to policies that involve both graduate and undergraduate students or programs, we recommend that the drafting team includes a representative appointed by the Dean of the Graduate School or Graduate Council.*
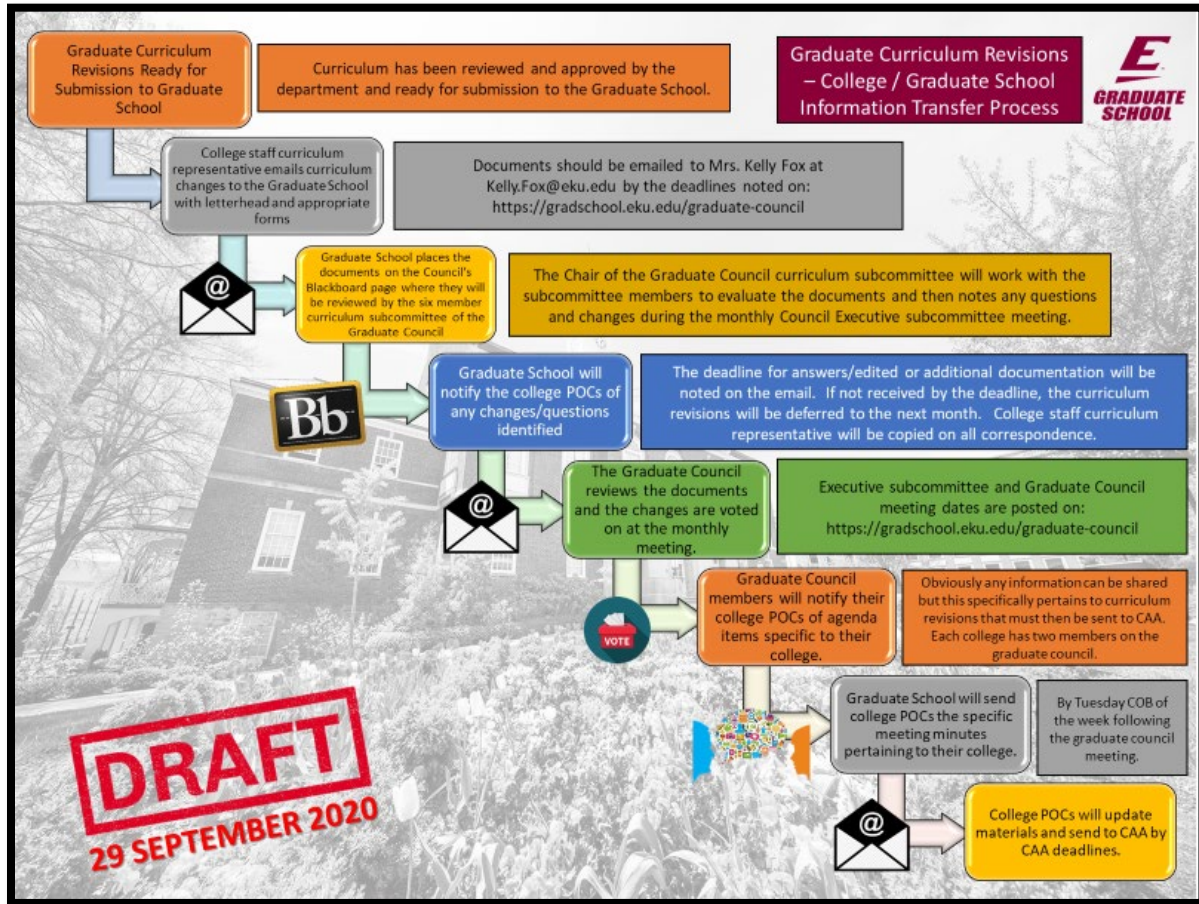
On behalf of the Graduate Council,

Dr. Matthew J. Sabin , LAT, ATC
*Chair*, 2020/2021 EKU Graduate Council

Web:    www.GradSchool.eku.edu
Email:  GraduateSchool@eku.edu
Office: 859-622-1742
Address: 310 Whitlock Building, CPO 68
        521 Lancaster Avenue

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**APPENDIX B:  Curriculum Revision – College / Graduate School Information Transfer Process**

### APPENDIX C:  ICON AND COLOR DESIGNATIONS

| ICON: | DESIGNATION: |
|-------|--------------|
| | **Action Item Stemming from the Meeting** |
| | **Council Vote Results** |
| | **Motion Made During the Meeting** |
| | **Subcommittee Comments/Requested Changes** |