FHSU Graduate Council

Meeting Agenda

Wednesday, November 17, 2021

Attendance: Dr. Kim Chappell, Dr. Brain Weber, Dr. Philip Olt, Dr. Gary Anderson, Dr. Janelle Harding, Dr. Brett Goertzen, Dr. Suzanne Becking, Dr. Kim Perez, Ms. Rhonda Weimer, Dr. Jian Sun, Dr. Jerrie Brooks, Dr. Valerie Yu, Dr. Pauline Scott, Dr. Dharma Jairam

Absent: Dr. Yuxiang Du, Ms. Angela Walters, Dr. Karmen Porter, Ms. Misty Koonse, Dr. Eric Gillock, Dr. Tom Schafer, Dr. David Fitzhugh, Ms. Linda Ganstrom, Mr. Brett Bieberle

Guest: Ms. Angie Roth, Ms. Carol Solko-Olliff

Start Meeting 3:03pm

Introductions

Old Business & Updates

1. Graduate School personnel updates

The Graduate School has 4 vacancies currently, and as of this meeting, November 17, we have made offers to 3 people, and 2 have accepted. Thank you to all that served on the committee. The Degree Analyst search has been extended since we were only able to fill one position of the two.

*Additional Information: We have switched around the positions as of December 9, 2021. Both Degree Analyst positions have been filled and the Administrative Assistant position has been filled and they are planned to start December 13, 2021.*

1. Strategic goals for the Graduate School
2. Engagement/retention ([Goal 2](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal2): Student Success)
3. Virtual Lunch & Learn series (simulcast on [Facebook](https://www.facebook.com/FHSUGraduateSchool))

The last meeting on November 4 was on mentorship, and it went well. We don’t have many people attending in the moment during 12pm-1pm CST, but , students are going back to watch. Tomorrow 11/17 is on negotiating.

1. Marketing/recruitment ([Goal 3](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal3): Strategic Growth)
2. Grad/career fairs
3. E-newsletter (F21 issue sent out by Alumni Affairs)

Our first copy of the e-newsletter went out in early November to all Graduate School Alumnus, from that effort we have received a gift for the endowed scholarship from our alumni.

1. External funding ([Goal 4](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal4): Resources & Infrastructure)
2. OSSP report

For FY22, we have 19 submissions totaling $5.9 million. We have 10 awards so far this year with $3 million awarded. At this time last year, we had 22 submissions totaling $3.1 million and we had 7 awards for $291,500. For FY 21, Fort Hays State University was awarded for $3.2 million in total.

1. [Graduate School Endowed Scholarship](https://www.justgiving.com/campaign/graduate-school-endowed-scholarship) fund update

We received the gift from an alumni from the newsletter. We will have a further update around April to give.

New Business

1. Curriculum Committee
2. **Program Approvals**
3. **MPS in Medical Imaging**

The committee reviewed program documents. The program was **approved** **with the following recommendations:**

1. Check for consistent language using the MPS designation. There were several instances of MS.
2. PLOs 7 & 9 do not meet program outcome standards. These need clarity to indicate what is being measured and how. General understanding is vague and not at graduate level.
3. Curriculum Map – revise for clarity by indicating only one number per box. (“Each required course should be linked with at least one Program Learning Outcome (PLO) and **at one level by entering the appropriate number in the relevant cell.**A course can include multiple PLOs. 1 = Introducing; 2= Broadening; 3= Fulfilling”)

Moved - Gary; 2nd - David

Committee voted to approve 8 –– 0 – 0

Dr. Gary Anderson Motion to Approve

Dr. Jerrie Brooks Seconded

13-0 Approve

1. **Course Approvals**
2. **Art 608G Community Engaged Art**

The committee **unanimously voted to table** the review pending revision of the course syllabus. There was confusion among the two undergraduate syllabi and the graduate syllabus. It is requested a representative attend the December committee meeting to answer questions:

1. Graduate syllabus in the template format needed
2. Clarity is needed on how the assignments are different for grad students - deeper learning vs. more

Moved - Karmen; 2nd - David

Committee voted to approve 8 –– 0 – 0

1. **MDI 810 Curriculum Development Instruction in Medical Imaging Education**

The committee reviewed syllabus and new graduate course form. The course was **approved with the following recommendations:**

1. Revise CLOs to clarify how higher/deeper learning is assessed, especially CLO 9.
2. Delineate 2 decimal places in the grading scale to align with best practice.

Moved – Angela; 2nd – Karmen

Committee voted to approve 8 –– 0 – 0

1. **MDI 812 Assessment and Evaluation in Medical Imaging Education**

The committee reviewed syllabus and new graduate course form. The course was **approved with the following recommendations:**

1. Revise CLOs to clarify how higher/deeper learning is assessed and edit for readability.
2. Delineate 2 decimal places in the grading scale to align with best practice.

Moved – Karmen; 2nd – Valerie

Committee voted to approve 8 –– 0 – 0

1. **MDI 854 Research Methods**

The committee reviewed syllabus and new graduate course form. The course was **approved with the following recommendations:**

1. Delineate 2 decimal places in the grading scale to align with best practice.

Moved – Gary; 2nd – Rhonda

Committee voted to approve 8 –– 0 – 0

1. **MDI 856 Advanced Technologies in Medical Imaging Sciences**

The committee reviewed syllabus and new graduate course form. The course was **approved.**

Friendly comments: The CLOs meet minimum for grad courses, but author is encouraged to make these more advances to strengthen the course.

Moved – Rhonda; 2nd – David

Committee voted to approve 8 –– 0 – 0

1. **MDI 858 Capstone in Medical Imaging**

The committee reviewed syllabus and new graduate course form. The course was **approved with the following recommendations:**

1. Indicate where CLOs are assessed in the schedule.
2. Delineate 2 decimal places in the grading scale to align with best practice.

Moved – Karmen; 2nd – Valerie

Committee voted to approve 8 –– 0 – 0

All these courses are a block to be voted on since they all belong to the new MS in Medical Imaging.

Ms. Rhonda Weimer Motion to Approve

Dr. Suzanne Becking Seconded

13-0 Appove

1. **NURS 916 Nurse Practitioner Roles in Primary Care**

The committee reviewed syllabus and new graduate course form. The course was **approved.**

Moved – Kim; 2nd – Rhonda

Committee voted to approve 8 –– 0 – 0

Dr. Kim Chappell Motion to Approve

Dr. Brian Weber Seconded

13-0 Approve

1. Appeals Committee (nothing to report this month)

Reached out to the appeals committee on a question for an application.

1. Discussion and possible Action item: Policy for shared courses between graduate degrees

This is in regards to the proposed MBA/DNP and MBA/MSN dual degree. This program calls into question our current policy regarding transfer courses. This program is intending to share 3 courses between the degrees; however, we can’t bring in courses from other degrees. The current language of the policy is “*Under no circumstances can a course be used on more than one program of study.”* We either need to fix our language, or change the policy. This is available since the MBA program has electives which are being planned on being filled by DNP courses. Each requires a minimum of 30 hours each. Dual Degrees have the possibility of expanding our current programs MSN/MBA and DNP/MBA degrees and is attractive towards recruiting. This is also a chance to make our handbook consistent for all transfer courses. As an example, a student is trying to transfer in current courses for a degree from a program they are currently working on at another university, but since they have not completed the degree, they argue it is acceptable to transfer the courses to the degree they are working on at FHSU. A working group is proposed to review the language of the transfer policy.

Dr. Brett Goertzen Move for working group.

Dr. Phillip Olt Seconded

Ms. Rhonda Weimer volunteered for the group, as did Dr. Kim Chappell. We will reach out to Ms. Angela Walters since it is regarding her college.

1. Action item: Proposed verbiage update to Requirements for Admission (regarding letters of reference)

This has to do with letters of reference. This is going to be an issue we see more and more of. For example, today we had a letter of reference from an applicants ex-boyfriend. The proposed wording of the new policy is “Applicants are to provide any other documents required by specific departments, such as a personal statement, letters of reference,\* vita, background check release, writing sample, or digital art slides, etc. (\*Professional or academic references are expected; letters of reference from family members may not be considered, at the department's discretion.)”

Jerrie Brooks: Had a letter that was 15 years old, can we provide instructions regarding time length.

Answer: This should be handled on case by case situation by the department when reviewing.

Dr. Kim Chappell Move to Approve

Dr. Gary Anderson Seconded.

12-0 Approved

1. Action item: Consider changes to ESL leveling/testing amid new partnership with TLC (The Language Company) Guest: Ms. Carol Solko-Olliff

All the documents are found in the Backboard monthly meeting for the TLC proposal. Currently, we require what is known by TOFEL as a 9+ requirement. This requires an extra module. What TLC is proposing is borderline with what we require. Our current requirement is 79 on the TOFEL , TLC level 9 is 65-78. Current model was either an 8 week or semester class, TLC runs in 4 week blocks. TLC was here a number of years ago, and we chose to go a different route and we are going back to outsourcing our language requirement. The Graduate School has various positions on admitting with language tests not meeting the required standard. This is working towards standardizing and recruitment for international students. A proposed student will be considered Academically Accepted, and once they pass ESL they can be admitted. International documents (visa) will be under TLC and then changed to FHSU once a student passes language competency and then are fully admitted to the program and Graduate School. This is a discussion for Graduate School and Graduate Counsel on admitting students with language issues, that can work on their language through ESL courses. This will affect SIAS University recruiting and online students recruiting. This will be over the next few months to make a path forward.

Dr. Jerrie Brooks: How long does it take to get language proficiency?

Ms. Carol Solko-Olliff : It will depend on the student. If a student comes in with a close score it may only be a semester. A C2 level to look at will be good, which may be the 9+ that we currently require. It will be on the student for what they test in on and how hard they work. We allowed Duolingo since COVID and other online language proficiency exams.

Dr. Phillip Olt: This doesn’t change the relationship with our partner universities? If a student has graduated from a university that is in English instruction or a partner school they do not have to provide a language test. A student may have been removed from education for a number of years, and would we still accept them or require a language test?

Dr. Angela Pool-Funai: We will need to add/vote on in the future on what is required from the language company.

Ms. Carol Solko-Olliff: The Language Company is happy to meet with the Graduate Council and discuss what they can offer and what we will require. It will be a different model than what students are used to. Table for now until we have more information for students being recruited.

1. Update: Changes to Academic Standing reports (i.e., D&U and Low GPA report)

*Background Information: Workday has changed the report we receive at the end of the semester for Academic Standing (D&U list and Low GPA report). Going forward, the report does not indicate the course a student receives a low grade in, or what the grade was. The solution going forward will be any student on the report will have a hold placed on their account and will be notified by the Graduate School of the hold. We will send the report consisting of both D&U students and Low GPA students to the department chair or program director to be disbursed. The advisor will have to review what courses the student either received a D or U in, or the Low Program GPA, and submit the recommendation to the Graduate School. At that time, the recommendation will be communicated to the student, and the hold will either be released, or the student dismissed if that is the recommendation. If you have any questions, please reach out to Scott Sakraida for assistance.*

1. Discussion: GTA funding

GTA funding. Our total funding was not changed from last year, so we did not make a change to each departments funding level. This decision was made last February, and in January or February new GTA funding proposals will be sent to departments. This does not mean the funding level will be approved, but you can ask for as much as you think you need and can justify.

1. Discussion: Assigning of cohorts & graduate faculty advisors

Dr. Brett Goertzen: Question: A situation emerged when program directors/ review application. The Graduate School no longer assigns the advisor. It goes to the program director or administrative assistant to assign the advisor, and that can’t happen until the application is fully completed.

Dr. Phillip Olt: The system does not recognize the person as a student until they are fully admitted. No way to force a student in until that process is completed.

Dr. Jerrie Brooks: SPED has cohorts, and automatically advised by last name, then the administrative assistant assigns them to the particular advisor.

Dr. Kim Chappell: Speak to Dr. Sherry Crow on what she did. She spent most of last year to get AEP cohorts and advising to work.

*Background Information: This change was made when Workday went live in February 2021. Before, the Graduate School would manually assign advisors in CICS after receiving the decision to admit was made by the department, and which advisor to assign. This option was no longer available when Workday went live. The best practice the Graduate School can advise is for students to be assigned to the administrative assistant, who does not have any advisees, and they can assign students to the appropriate advisor when the student has been matriculated.*

1. Discussion: MAGS Excellence in Teaching Award

We have received 0 admissions. The deadline from MAGS is not due soon, but we have a deadline for November 19 for review. We can only submit one student GTA.

1. Discussion: 3MT (Three-Minute Thesis) competition

There is a thesis competition for Council of Graduate Schools, but the student has to win the university 3MT. We currently do not have a local competition. Is this something to start or bring forward?

Coming Up

* Athletics (basketball tickets & recognition opportunities)

Important Deadlines

**Comprehensive Exams**

Final Date to Sign Up in the Graduate School: 10/04/21

Exam Results Due (written and/or oral): 11/29/21

**Master's Theses/Specialists’ Field Studies**

Final Title Due in the Graduate School: 11/08/21

Final Copy Due in the Graduate School: 11/29/21

Oral Examination Report over Theses or Field Studies:  11/29/21

Meeting end: 4:24pm