GRADUATE COUNCIL FINAL REPORT: 2018-2019 ACADEMIC YEAR
Overall Summary of Graduate Council Accomplishments

Graduate Council met 13 times during the 2018-2019 academic year. In addition, Graduate Council Exec (Chair, Co-Chair) met 4-5 times. Attendance by GC members at meetings was consistent with at least 7-8 of the nine voting members present at every meeting. A graduate student representative also attended the majority of the meetings.

The major accomplishments of Graduate Council for the 2018-2019 academic year included: Graduate Program Review for the Bayh College of Education (13 programs), Scott College of Business (1 program); follow-up review for two College of Arts & Sciences programs (Masters in Music, MS in Communications); revisions to the Graduate Catalog; revision to the criteria for the CGPS research awards (to clarify how many awards would be given in each category); and review of curriculum. In addition, Graduate Council reviewed and approved five Accelerated (i.e., 4+1) graduate programs, developed a template for graduate catalog language for accelerated program, and developed a “Tips for Submitting Proposals in Curriculog” document in conjunction with the Curriculum Courses subcommittee (See Appendix A).

In the process of reviewing and discussing the Accelerated Program proposals, Graduate Council developed a template for graduate catalog language that can be modified for individual programs to facilitate consistency in key content (i.e., 600 level courses taken in senior year will not apply towards undergraduate degree; see Appendix B). In addition the committee proposed that Accelerated Programs use the same format in the title of the program (i.e., Accelerated DEGREE in AREA) to make it easier for students to distinguish the Accelerated Programs from other graduate programs.

Graduate Council approved two minor edits to the Thesis/Dissertation Guide section of the Graduate catalog (Items 1, 8) in the Fall of 2018. The first edit was a correction based on a change in the minimum number of doctoral committee members (reduced from 5 down to 3) that was approved several years ago (approved: “the doctoral committee consists of at least three members of the graduate faculty...”). The second edit was intended to clarify that the chair of the thesis/dissertation is responsible for submitting grades for dissertation credit (approved: “For all ungraded thesis/dissertation credit hours, the thesis/dissertation chairperson will ensure that grades are submitted.”). Additional edits to the Graduate Catalog were proposed by Dean Collins during the 5/1/19 meeting (see Appendix C). These changes involved edits to restore specificity for minimum GPA required for graduation, course validation process, and revisions to make some things more clear. Graduate Council voted to approve all the proposed changes, with the exception of a proposed change to require that Ed.S programs include a minimum of 66 credit hours as GC members did not agree with the rationale for “re-inserting” this content in graduate catalog based on an assumption that changes made prior to 2013 were not approved (see Appendix D for Email from Dean Collins).

Graduate Council reviewed 13 Program Review reports from the Bayh College of Education, 1 Program Review report from SCOB, and reviewed two additional “follow-up” reports from the Masters of Music program and Masters in Communication program. All programs were evaluated by the Program Review subcommittee, which analyzed each program’s strengths, weaknesses, and noted any other observations (Appendix F). The Program Review Committee recommended two BCOE programs (Teacher and Learning M.S., MS in Educational Technology) for further review and discussion by Graduate Council and deemed the other 12 BCOE Program Review reports and SCOB MBA Program Review report as acceptable and did not recommend further review/discussion by Graduate Council. The Program Review committee recommended further review and discussion in regard to the follow-up report provided by the Masters in Music program. Graduate Council voted to require the MM program to submit another update by November of 2019 that should include a recruitment plan, formal assessment plan, report on assessment data collected in fall 2019, and a plan for program/course offerings to address low enrollment (i.e., summer program, hybrid delivery). GC Exec reviewed the follow-up report from the Masters in Communication program (Appendix G). No further action was taken since the
program will be submitting a full Program Review report in the fall of 2019 as requested by Graduate Council during the 2017-2018 CAS Program Review cycle.

The Student Affairs subcommittee reviewed and made a recommendation for six graduate student appeals, three in the F18 semester and three in the Spring 19 semester. The Student Affairs subcommittee also made edits to the CGPS Research Awards criteria to clarify how many awards would be granted in each category (Appendix E). In response to their charge to explore how ISU assistantship stipends compare to graduate programs at our peer institutions, the committee consulted with Dean Collins who purchased access to the results of national survey, however no specific recommendations were provided by the committee (see Appendix H for Student Affairs summary report).

Graduate Council, as well as the Curriculum- Courses subcommittee, reviewed a large number of curriculum proposals during the 2018-2019 academic year. The Curriculum-Programs subcommittee, and graduate council, also reviewed 5 Accelerated Program proposals and six additional program change proposals. (See Appendix I for summary report from Curriculum Programs committee). In order to facilitate more complete and understandable course and program proposals, Graduation Council, in conjunction with the Curriculum- Courses subcommittee, developed a “Tips for Graduate Course Proposals in Curriculog” (see Appendix A) that will be shared with chairs and program directors in the fall of 2019. A summary report from the Curriculum Courses subcommittee can be found in Appendix J. No end of the year report was provided by the Program Review committee. Graduate Council took the following curricular action for the 2018-2019 academic year (these actions are reflected in the attached minutes, See Appendix J):

<table>
<thead>
<tr>
<th></th>
<th>Reviewed</th>
<th>Approved</th>
<th>Approved w/Revisions</th>
<th>Tabled (till F19)</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>38</td>
<td>28</td>
<td>10</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Programs</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recommendations for Graduate Council Charges for 2019-2020

1. Monitor the progress and implementation of approved accelerated degree programs and encourage the development of proposals for additional accelerated degree programs. This may include reviewing/updating the “Checklist for reviewing Accelerated Graduate Program Proposals” (draft developed in spring 2017).

2. Review current Program Review procedures to better align expectations with other review procedures (i.e., Assessment Council, external program review, accreditation).

3. Follow-up with the following CAS programs:
   a. College of Music: asked to submit a follow-up report by November 1, 2019.
   b. Communication MA/MS: will be submitting a full Program Review report during the 2019-202 review cycle (as requested during 2017-2018 review cycle).

4. Provide recommendations for criteria that may distinguish a dissertation from a culminating research project. Recommendation may include how dissertations and culminating research projects are presented in the graduation program (i.e., differentiating dissertations from culminating research). Recommendations may also address whether or not more than one doctoral student may be allowed to share the same culminating research project.
APPENDIX A: Tips for Submitting Course Proposals in Curriculog

Tips for Graduate Course Proposals in Curriculog

Approved by Graduate Council on 5/1/19

1) **Include Relevant Minutes from Faculty or Curriculum Committee**: Curriculog can accept file attachments. Minutes, or sections of minutes (which could be entered in the “Decision” box if not attached as a file) are a vital part of the curricular record, and would allow the Curriculum Courses committee to view more context for a proposal. Including detailed minutes may allow the subcommittee to move a proposal on without inviting a guest (i.e., if minutes answer questions subcommittee might have). Including minutes may save time, and will also allow people at all levels of review to know that these changes have been considered by a department and/or college. If no relevant minutes to include, please note this in comment box.

2. **Provide a complete rationale**: The “rationale” box in Curriculog is one of the most vital pieces of information for appropriate curricular review. Unfortunately, many course modifications/proposals make inadequate use of this part of the form. Often the change is described, rather than justified or discussed (e.g., “This course is being reactivated,” rather than “We are reactivating this course because…”). Oftentimes a decision to modify an existing course or to develop a new course is associated with program review, accreditation considerations and/or review of assessment outcomes. Instead of a brief one-or-two sentence “rationale” we recommend a more complete description of the need for the modification/proposal.

3. **Include consideration of resources**: While course modification/proposal may not require resources (indeed, a course proposal such as a banking or elimination may free up resources), most proposals appear to avoid discussing resources. Since the Curriculum Courses subcommittee almost always asks a question about resources, this is another underutilized field in Curriculog which would save time if it were used more often. If the proposed modification/proposal does not involve a need for resources, please note this in the proposal.

4. **Include Syllabus**: Often course modifications, reactivations, or new course proposals come to the subcommittee without an attached syllabus. Course modifications and reactivations need a syllabus as well since the syllabus may need to reflect the modification, and a reactivated course will almost certainly be changed to reflect the state of the art in the discipline. Thus both new course proposals and modified or reactivated course proposals should include a syllabus. Per the Faculty Handbook (2014 revisions), syllabi must include a list of required course texts and materials, how they will be used in the course, and an explanation of how course grades will be determined.

5. **If 400/500 course, note distinction between undergraduate and graduate sections**: In cases where a 500-level course has a 400-level counterpart the syllabus must reflect a difference in expectation and evaluation of graduate students versus undergraduate students. If the distinction does not reflect a substantial-enough difference, the program will likely be asked to provide more information to support a level of rigor appropriate for a graduate level course.
6. Make note of consultation with other units: While the Registrar does an audit to see if a course is required in another program, there may be need for additional consultation between the unit proposing/modifying the course and other programs that are affected. Furthermore, in cases where a course is an elective (i.e., not required) in another program there is usually no Registrar audit. Course proposals should include documentation of consultation (i.e., copy of minutes) or an explanation as to why consultation was not deemed necessary.

7. Note if Course Proposal is part of a Program Change Proposal: Since course proposals and program proposals are reviewed at different times and by different subcommittees, we strongly recommend that all proposals include a list of courses being modified/proposed and also list the program being modified in the “Rationale” box in Curriculog. Including this information will make it much easier for all entities involved in curricular review.
APPENDIX B: Template for Graduate Catalog Language for Accelerated programs

Proposed catalog language for Accelerated programs

(Note that content in yellow may differ across accelerated programs).

Note: The three 500-level courses taken in the senior year (9 credits) will count towards the 120 hours for the BS, but will / will not fulfill XX requirements for the BS. These 500-level courses will also count towards the DEGREE. The two 600-level courses taken as a senior will not apply toward the BS degree, only the MS. Thus, 15 credits of the MS program are completed in the senior year and the remaining 18 credit hours are completed in the year following. At least half of the credits for the MS degree must be in courses numbered 600 or above.

The Accelerated program is open on to ISU undergraduates who must apply by the end of the Junior year. Admission to the accelerated program requires a 3.0 GPA in all courses and faculty recommendation. All applicants to Accelerated Graduate Programs are subject to usual graduate admissions procedures. Admission to an Accelerated Graduate Program is NOT a “fifth year” extension to the four year graduation guarantee; graduate study is not covered by that guarantee.
APPENDIX C: Proposed edits to Graduate Catalog

(Note the following edits were approved by Graduate Council on 5/1/19, however these edits have not been forwarded for discussion/review to Faculty Senate)

See PDF document included with summary report
APPENDIX D: Email from Dean Collins explaining rationale for adding content to graduate catalog

Colleagues,

It came to my attention that there were some items removed from the Grad Catalog around 2013, and there was no indication that the Graduate Council was aware of these specific removals. I found the Unapproved Minutes from the September 17, 2013, Graduate Council meeting (the approved minutes folder for 2013-2014 is empty) where the revision of the policies section of the catalog was approved. In the summary, it shows that Dean Gatterell did not detail the items removed, characterizing the changes as removal of repetition. I became aware of the removed items because of questions I have received related to the 3.0 grade point average requirement for graduation, EdS credit requirements, and course validation procedures. Based on my comparison of the pre-2013 catalog and the current catalog, these are the things that were removed from the 2013 revision. However, this has caused problems with interpretation of policies and upholding graduation standards.

In my 2019 review, in addition to restoring the specificity for GPA, EdS requirements, and course validation, I revised some of the language to make things more clear. For example, I put the general requirements for graduation at the top of the section before the degree-level sections. I added information about returning from academic dismissal (I adapted the language from the undergrad catalog), because this is a common question. I removed the whole section on grade appeals, referring instead to the Policy Library.

There are no policy changes here, just replacing things that were removed without GC (or Fac Senate or anyone else’s) approval and rewording things. I am sending this to you for your review and possible addition to the GC Agenda (either the next meeting or a later meeting).

Thank you,

Denise Collins, PhD
Dean, College of Graduate and Professional Studies
Professor, Educational Leadership
Indiana State University
(812) 237-3087 | denise.collins@indstate.edu
pronouns: she/her/hers
APPENDIX E: ReVised CGPS Graduate Awards Criteria

Graduate Awards

(Revisions highlighted in yellow approved by Graduate Council 10/17/18)

Nomination Process and Procedures
Departments may nominate up to one individual per degree level for each award. The nomination materials should include a cover letter prepared by the department (Graduate Program Director or Student Advisor) outlining qualifications, the student’s curriculum vitae, and copies of relevant evidence of accomplishments (e.g. the title page of published articles, abstracts, news articles, programs). The nominators are responsible for coordinating the application process and nominations packets should be limited as follows: 1 page nomination letter, 1-2 pages CV, up to 3 pages of supplemental evidence. Nomination materials should be representative, not necessarily comprehensive.

Selection Process
Nominations should be submitted to the College of Graduate and Professional Studies no later than the third Monday in February. The Graduate Council’s sub-committee on Student Affairs will review all nominations and forward a list of recipients to the Dean of the College of Graduate and Professional Studies. The awardees will be notified no later than the Friday prior to Spring Break.

General Eligibility Criteria
Students who have been actively enrolled and who have completed at least 1 semester are eligible for the award. A student may be nominated for either the CBRPS or the R&S award but not both. Nominees for the CBRPS and R&S award may also be nominated for the Ethos Award.

Community-Based Research and Problem Solving (CBRPS)
The CBRPS is intended to recognize outstanding graduate student contributions in the area of community engagement and applied research. This award is intended to recognize work in those fields for which community engagement, clinical practices, and/or action research are essential, but all students are eligible. Up to four (4) awards may be given per academic year with no more than two (2) for any degree level (Master’s, Specialist, and Doctoral). The committee may or may not make awards annually at each degree level depending on the strength of the nominee pool. In addition to the general eligibility criteria above, all nominees are required to have participated at least once in the campus research showcase known as the “Exposium: A Celebration of Student Research & Creativity”.

Nominees must have met one or more of the following criteria with evidence of community-based research or problem solving to be a recipient:

- one or more published (or accepted) peer-reviewed journal articles as sole or co-author; one or more solo shows or public performances of his or her creative work at an appropriate professional venue at the regional, national, or international level;
- one or more published creative works in an appropriate professional/disciplinary venue;
- one or more externally funded grant projects or contracts as PI or Co-PI;
- one or more papers published in a proceedings volume (Master’s and Specialist only);
- multiple examples of high quality published public scholarship (not necessarily peer reviewed);
- evidence of one or more outstanding and unique research or creative contributions to his/her discipline consistent with the practices of the profession or discipline.
Awardees will be selected based upon the strength of the nomination letter, eligibility, and quality of the community-based interactions.

**Research & Creativity**
The Research & Creativity Award is intended to recognize those students who have evidenced significant contributions to their field and/or discipline. **Up to four (4) awards may be given per academic year with no more than two (2) for any degree level (Master’s, Specialist, and Doctoral).** The committee may or may not make awards annually at each degree level depending on the strength of the nominee pool. In addition to the general eligibility criteria above, all nominees are required to have participated **at least once** in the campus research showcase known as the “Exposium: A Celebration of Student Research & Creativity”.

Nominees must have met **one or more of the following criteria** to be a recipient:
- one of more published (or accepted) peer reviewed journal articles as sole or co-author;
- one or more solo shows or public performances of his or her creative work at an appropriate professional venue at the regional, national, or international level;
- one or more published creative works in an appropriate professional/disciplinary venue;
- one or more externally funded grant projects or contracts as PI or Co-PI;
- one or more juried awards for their creative or research contributions;
- one or more papers published in a proceedings volume (Master’s and Specialist only);
- multiple examples of high-quality, published public scholarship (not necessarily peer reviewed);
- evidence of one or more outstanding and unique research or creative contributions to his/her discipline consistent with the practices of the profession or discipline.

**Ethos Award**
The Ethos Award is intended to recognize high-quality and balanced contributions of individual scholarship that embody the university mission and values of graduate education at ISU. These students have arguably served as the **standard for excellence** within a given degree program. **A maximum of one award may be made per degree level annually (Master’s, Specialist, and Doctoral).** The committee may or may not make awards annually at each degree level depending on the strength of the nominee pool.
APPENDIX F: Program Review Committee reports for Bayh college of education and Scott College of Business (MBA Program)

Date: 14 Feb, 2019
Department: CDCSEP
Program: Ed.S. School Psychology
Contact: Dr. Carrie Ball

--- Needs Graduate Council Discussion

Program Review Committee:

- Ms. Edith Campbell, chair
- Dr. M. Affan Badar
- Dr. Stan Buchanan
- Dr. Yong Joon Park
- Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:

- students maneuver through a structured sequence of courses
- the program maintains a strong reputation in the state
- assessing is being performed; the program was recognized by ISU for its assessment practices
- there is a high rate of satisfaction from employers of recent graduates
- the program intends to grow by increasing hybrid & PT students. This will allow the program to maintain its experiential component.
- there's an increased demand for school psychologists in the state (EdS is one way to qualify for the position.)

Challenges:

- Small enrollment
- decreasing number of graduates

Observations for further consideration: (none)
Contact: Dr. Tonya Balch

___ ___ Needs Graduate Council Discussion

Program Review Committee:
  Ms. Edith Campbell, chair
  Dr. M. Affan Badar
  Dr. Stan Buchanan
  Dr. Yong Joon Park
  Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

strength
  • The program maintains consistent enrollment numbers.
  • The Program is accredited and performs assessment.
  • Students engage with the community by volunteering in local schools.
  • The program maintains a consistent enrollment that is diverse enrollment.
  • Graduates have a 100% job placement.
  • The program has room for additional students while remaining within accrediting guidelines.
  • The program uses an advisory board to maintain relevance.
  • The program is available on a PT or FT basis.
  • An ongoing self evaluation provides for continual program improvement.
  • Core faculty is responsible for 3/4 or more of the courses offered.

Challenges
  • Faculty instability mentioned in report.
  • The program is working on a self-study to identify areas in need of improvement.

Observations for further consideration:
  • How do students maneuver the program? Are there any online programs? Cohorts?
Date: 14 Feb, 2019
Department: CDCSEP
Program: MS Speach and Language Pathology
Contact: Dr. Vicki Hammen

___ ___ Needs Graduate Council Discussion

Program Review Committee:

Ms. Edith Campbell, chair
Dr. M. Affan Badar
Dr. Stan Buchanan
Dr. Yong Joon Park
Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:

- The program has a strong reputation in the state, region, and nationally for preparing skilled speech-language pathologists.
- Graduates have a 100% employment rate within one year of degree completion.
- Students have a 100% passing rate on the first attempt for the Praxis II examination.
- Despite slight dip in graduates, the number of students enrolled seems consistent.
- Students are actively engaged by in the community and with the university.

Challenges:

- Ability to grow the program is limited by the lack of availability of clinical placements and an insufficient number of faculty to support growth.
- Competition exists from new programs in the state.

Observations for further consideration:
MEMO

To: Graduate Council

From: Vicki Hammen, Program Director, Communication Disorders

RE: Corrections to Graduate Program Review Subcommittee Memo

After reviewing the memo created by the subcommittee that reviewed the MS in Speech-Language Pathology program I would like to submit a few corrections. First, there is a spelling error in the program name [‘Speach’ should be ‘Speech’]. Ny last name is misspelled as ‘Hammond’ instead of ‘Hammen.’ Finally, the memo states there has been a drop in graduates from the program. While the data would indicate a drop from 22 graduates in FY 2017 to 15 in FY 2018 I believe this is not an accurate reflection of actual graduation rates but related to data collection on a FY. Students in the MS-SLP program complete their degree at the end of the summer session so not all students in the cohort that finished in August 2018 are captured in the data for FY 2018. Below is the worksheet for program completion [graduates] that I am required to submit annually to our national accreditation agency. This data is collected from August 1 through July 31 each year. The 15 students that completed in the summer of 17 are likely those that are being reported for FY 2018 but only represent a portion of the cohort.

<table>
<thead>
<tr>
<th>Program Completion Worksheet - Residential Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Year</td>
</tr>
<tr>
<td>Number of students who earned their degree in the Fall term</td>
</tr>
<tr>
<td>Number of students who earned their degree in the Winter term</td>
</tr>
<tr>
<td>Number of students who earned their degree in the Spring term</td>
</tr>
<tr>
<td>Number of students who earned their degree in the Summer term</td>
</tr>
</tbody>
</table>

Of the students counted in the above 4 rows, how many took more than the published number of terms for completing the program because:

- they were given a university approved leave of absence (e.g., medical, military) or had other non-curricular reasons unrelated to the program (e.g., personal, financial, relocation) | 0 | 1 | 1 |
- they needed more time to complete the program (e.g., repeat an academic or clinic course, infrequent course offerings, remediation was required, had to carry a reduced load) | 0 | 0 | 5 |

How many students left the program:

- because they were dismissed for academic, ethical, clinical, student integrity, or other program-related reasons | 0 | 0 | 0 |
- of their own choice for reasons related to the program, faculty and staff, or academic or clinical curriculum (e.g., insufficient course offerings or clinical placements, poor grades, lack of remediation) | 0 | 0 | 0 |
- for personal reasons unrelated to the program, faculty and staff, or academic or clinical curriculum | 0 | 0 | 0 |
BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- strong program with consistent enrollment

Challenges:
- The program has difficulty keeping faculty (competition with employment in other sectors).
- The program needs more faculty to maintain programs quality particularly to increase student enrollment.

Observations for further consideration: none
Date: 14 Feb, 2019
Department: CDCSEP
Program: PhD School Psych
Contact: Carrie Ball

___ ___ Needs Graduate Council Discussion

Program Review Committee:
  Ms. Edith Campbell, chair
  Dr. M. Affan Badar
  Dr. Stan Buchanan
  Dr. Yong Joon Park
  Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
• School psychologists are in high demand and this degree is one way to qualify for the position.
• The program is noted for quality and value.
• ISU is the second largest producer of PhD grads in School Counseling in IN.

Challenges:
• The program is experiencing decreasing enrollment and this is not addressed in the report.
• The program has a decreasing graduation rate with large number of students failing to complete degree requirements. The department has a plan to address this issue.

Observations for further consideration: .
• Only 3 faculty members?
Date: 12 Feb, 2019  
Department: Ed Leadership  
Program: MEd K-12 Administrative Supervision  
Contact: Terry McDaniel

___ ___ Needs Graduate Council Discussion

Program Review Committee:

Ms. Edith Campbell, Chair  
Dr. M. Affan Badar  
Dr. Stan Buchanon  
Dr. Yong Jung Park  
Dr. Cat Patterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:

- performs assessment  
- has a healthy PT enrollment  
- maintains the average of about 50 part- and full- time students each year  
- a collaborative working relationship has been evident with the School Counseling preparation program and Teaching and Learning Department-Secondary Education faculty.  
- offers a variety of course delivery options  
- offers a variety of strategies to maneuver through the program  
- serves as a gateway to EdS or PhD program  
- receives high marks on Advising & Faculty Effectiveness Surveys  
- offers interventions for field placements; career counseling

Challenges:

- Declining FT enrollment  
- inadequate number of faculty  
- The program identifies the need for part-time on-campus or off-campus faculty for the future growth.  
- The program identifies that it has in increasing student/faculty ratio that depletes its reputation.

Observations for further consideration: (none)

Leads to EdS and Ph.D.—majority of students in Masters do proceed to doctoral program. Fewer students than in the past, thus sufficient faculty for current # of students.
BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- performs assessment
- has a healthy PT enrollment
- maintains the average of about 50 part- and full- time students each year
- a collaborative working relationship has been evident with the School Counseling preparation program and Teaching and Learning Department-Secondary Education faculty.
- offers a variety of course delivery options
- offers a variety of strategies to maneuver through the program
- serves as a gateway to EdS or PhD program
- receives high marks on Advising & Faulty Effectiveness Surveys
- offers interventions for field placements; career counseling

Challenges:
- Declining FT enrollment
- inadequate number of faculty
- The program identifies the need for part-time on-campus or off-campus faculty for the future growth.
- The program identifies that it has in increasing student/faculty ratio that depletes its reputation.

Observations for further consideration: (none)

Leads to EdS and Ph.D.--majority of students in Masters do proceed to doctoral program. Fewer students than in the past, thus sufficient faculty for current # of students.
Date: 14 Feb, 2019
Department: EDLR
Program: EdS K-12 Educational Administration
Contact: Terry McDaniel

___ ___ Needs Graduate Council Discussion

Program Review Committee:
   Ms. Edith Campbell, chair
   Dr. M. Affan Badar
   Dr. Stan Buchanan
   Dr. Yong Joon Park
   Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- a variety of class delivery options
- highest enrollment of the 6 EdS in School Admin programs in the state
- part time enrollment is consistent
- integrates courses from other departments
- high enrollment expectations leading to higher student success
- support is provided for struggling students
- assessment is being performed
- the program also offers a certification necessary for career advancement

Challenges:
- accreditation standards don’t correlate well to local school district standards; no remedy stated

Observations for further consideration:
- No new students were admitted fall 2018.
- What is the benefit of maintaining a full-time program when nearly all students are part-time?
- What is the vision for growth?
- With so many options in delivery methods and ways to structure courses, how do students learn to maneuver the program?
Date: 14 Feb, 2019  
Department: EDLR  
Program: MS SAHE  
Contact: Dr. Amy French

___ ___ Needs Graduate Council Discussion

Program Review Committee:  
 Ms. Edith Campbell, chair  
 Dr. M. Affan Badar  
 Dr. Stan Buchanan  
 Dr. Yong Joon Park  
 Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- The program is actively addressing diversity.
- Graduates have a 98% job placement rate after the completion of the degree.
- The online master’s program is very successful, enrolling 10-20 students per year.

Challenges:
- low enrollment not addressed in the report

Observations for further consideration: .
Date: 14 Feb, 2019  
Department: EDLR  
Program: PhD Higher Ed  
Contact: Dr. Kandace Hinton

___ ___ Needs Graduate Council Discussion

Program Review Committee:  
Ms. Edith Campbell, chair  
Dr. M. Affan Badar  
Dr. Stan Buchanan  
Dr. Yong Joon Park  
Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:

- The program’s culminating experiences includes a comprehensive exam and dissertation.  
- The faculty is engaged in international travel and publication research, thus earning a national and international reputation.  
- The program maintains a small faculty with “growing” number of adjuncts assigned to courses.  
- There is evidence of thorough assessment practices.

Challenges:

- The decrease in student enrollment was not addressed.  
- No plans for future growth were evidenced.  
- The program has difficulties in finding and maintaining faculty.
Program Review Committee:
   - Ms. Edith Campbell, chair
   - Dr. M. Affan Badar
   - Dr. Stan Buchanan
   - Dr. Yong Joon Park
   - Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
   - A good number of degrees recently conferred
   - Enrollment has recently dipped.
   - The program combines a number of pedagogical methods.
   - The program maintains high admission standards.
   - There is evidence of thorough assessment practices.
   - The program maintains a sound state, regional and national reputation.

Challenges:
   - The program may be too much in demand, with not enough room to admit all qualified and deserving students.

Observations for further consideration:  .
BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- The program performs assessment.

Challenges:
- While there is a shortage of Special Education teachers in the state, this particular degree isn't necessary for hiring or promotion in most districts in IN.
- Low enrollment is not addressed.
- No plan for growth.

Observations for further consideration:
- The program is considering bundling courses to create a certificate of completion. How will this compete with the MS program? (The certification is sufficient for hiring.)
- Admission standards at CGPS minimum
- National accreditation is conditional. Updated decision due in February, 2019.
BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:

- Strong tradition with historic normal school orientation of ISU.
- Assessment strategy is complete and presented well.

Challenges:

- Program identified a high faculty turnover
- The program has self-identified a concern regarding promotion and recruitment of students. They have a plan for trying to resolve this.

Observations for further consideration:

There’s a similar program in College of Technology: Masters in Tech Ed
How do students navigate the program?
What are the admissions standards?
Is this program sustainable particularly given the small enrollment?

PROGRAM (Malea and Ryan) FEEDBACK ON PROGRAM REVIEW:
Program director-Robin Burton—not available
Agree with committee summary
- enrollment has been a challenge—Masters for working educators is not incentivized
- not as much turnover as much as re-deployment—Ed Tech faculty not teaching—Susan Powers and Janet Dean (administrators), small # of faculty, smaller # of students
Plans to re-invigorate Technology in Education—could use help in recruiting for Master program
BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- admissions standards exceed CGPS standards
- program attracts domestic and international students
- assessment is performed

Challenges:
- decreasing enrollment is not addressed; no plan for growth
- the degree is not required for hiring or promotion by those in the profession

Observations for further consideration:
- Is this program sustainable?
- State and national reputation is not evidence.
Date: 14 Feb 2019
Department: Teaching and Learning
Program: PhD in Curriculum and Instruction
Contact: Robin Burden

___ ___ Needs Graduate Council Discussion

Program Review Committee:
   Ms. Edith Campbell, chair
   Dr. M. Affan Badar
   Dr. Stan Buchanan
   Dr. Yong Joon Park
   Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
   • The program is delivered online and on campus.
   • Enrollment numbers are steady.
   • There is an increased international enrollment, particularly from Morocco.
   • Assessment is being performed.

Challenges:
   • The program states the need for more faculty
   • The program is concerned about admission stands for international students. Other tests are being considered for admission to the program.

Observations for further consideration:
   • Is the number of international students sustainable?
   • Are there experts in each of the 14 areas to supervise dissertation research?
   • The faculty is overloaded.
   • Admissions standards are not clearly stated.
Date: 14 Feb
Department: Scott College of Business
Program: MBA
Contact: Dr. Brien Smith

___ ___ Needs Graduate Council Discussion

Program Review Committee:
- Ms. Edith Campbell, chair
- Dr. M. Affan Badar
- Dr. Stan Buchanan
- Dr. Yong Joon Park
- Dr. Cat Paterson

BELOW ARE THE IDENTIFIED STRENGTHS, CHALLENGES, AND OBSERVATIONS FOR FURTHER CONSIDERATION.

Strengths:
- revenue positive, accredited program
- designed for working professionals
- stated path to completion
- nationally recognized program
- strong alumni network
- degree offered is necessary for some career advancement
- assessment is being performed

Challenges:
- many competing programs in the state; no remedies addressed
- insufficient faculty for growth of the program
- relies on international student enrollment; stated no recruitment plans in that regard

Observations for further consideration: .
Will the MBA in Ed Leadership continue after the grant ends?
Date: 30 November 2018

To: Chair, Graduate Council
    Dean, College of Graduate and Professional Studies
    Dean, College of Arts and Sciences

From: Darlene M. Hantzis, Chair

Subject: Response to request for progress report following 2017-2018 program review

Please accept the attached document as the Department’s response to the request that we submit a one-page report by December 1, 2018 on

1. efforts to collect assessment data and
2. progress in proposing the accelerated program.

We understand that the program is also asked to submit a full Program Review report in the fall of 2019 (2019-2020 review cycle).

If you require anything further, please contact me.
Department of Communication
Progress Report to the Graduate Council
December 1, 2018

(1) Report on efforts to collect assessment data

The Graduate Faculty Committee for the Department of Communication has been working diligently to rebuild the infrastructure of our program. The faculty voted to establish a collaborative governance relationship between the Graduate Faculty Committee and Assessment and Curriculum committees. The committee chairs work with me and the members of the faculty to ensure forward momentum. Two assessment benchmarks have been cleared:

a. Learning Outcomes were reviewed aligned appropriately with established undergrad outcomes. Revisions were approved by both the graduate faculty committee and the department.

b. Program assessment was initiated. Two sections of 601 (RTof and distance) and one 614 course artifacts were collected (i.e. syllabi, final projects), and examined by the committee to assess progress in achieving LOs 1-3. Our ongoing rotation supports assessing each 600-level class each semester. In addition to artifact assessment, the committee is convening student focus group and follow-up interviews in the spring.

Data collected from the document assessment and student conversations will be summarized; findings and recommendations will be presented to the Graduate Faculty in last spring.

(2) Report on progress in proposing the accelerated program

The department has approved a 4+1 degree proposal that delineates the path to the MA for students completing the Media Studies or Public Relations concentration as undergraduates. We prioritized these proposals because 2/3 of our majors choose one of these concentrations. The proposals will be submitted to Curriculog before end of term, having been approved by the Curriculum and Graduate Faculty committees in mid-November. We plan to craft 4+1 paths for Culture and Journalism concentrations early in spring 2019.

While we wait for the revised master’s degree program proposal submitted one year ago to work its way through the curriculum review process*, we’ve further updated our graduate program by clarifying our non-thesis options with the proposal of a new research project course to parallel our creative project course and edited 500-level courses to ensure compliance with our policy that all 400-level courses offer a 500-level option.

*we remedied gaps in the proposal addressing assessment and degree mapping; we anticipate the attachment of the missing course syllabus immediately and understand the proposal will then be cleared by AA.
Graduate Council Student Affairs Committee  
2018-2019 Activities Report

Members: Michael Williamson (Chair), Vicki Hammen, Whitney Boling, Natalie Bulick

1) The committee reviewed six student appeals and provided the committee’s decision and rationale to the graduate dean and committee.
2) We created a survey asking for graduate pay and stipends from similar university and provided our findings to Dean Collins.
3) The committee met with the Dean to discuss the Assistantship/Fee Waiver budget over the past 8-9 years. Dean Collins provided some data regarding the budget.
4) The committee requested information regarding assistantship stipends currently being offered at ISU.
5) The committee identified a report created on the current status of graduate pay and forwarded to Dean Collins for review.
Appendix I: Curriculum- Programs Subcommittee Summary Report

College of Graduate and Professional Studies
Curricular Affairs Program Subcommittee
2018-2019
Year End Report

Committee Members:
Jolynn Kuhlman (Chairperson) (8 meetings attended)
R.B Abhyankar (Secretary) (8 meetings attended)
Margaret Hill (Vice Chairperson) 7 meetings attended)
Brian Bunnett (5 meetings attended, not appointed till after 3rd meeting)
Xiaolong Li (3 meetings attended)

Programs approved:
Genetic Counseling M.S
Master of Public Health (MPH)
M.S. in Occupational Therapy
Accelerated Earth and Quaternary Sciences (Thesis Option) M.S.
Accelerated Master of Arts in Geography and Sustainability
Accelerated Master of Arts in Geography and Sustainability
Accelerated Non-Thesis in Biology
Physician Assistant Studies M.S
Deaf/Hard of Hearing Certificate
Doctorate in Health Sciences Program
M.F.A. with a Studio concentration in Digital Art
Accelerated Program in Dietetics

We addressed the charges given to the committee by the following:
Making sure the necessary paperwork accompanied the proposal, rigor was that expected for a graduate
program, and there were sufficient resources. We did not have any new programs proposed.
We invited a representative from the program to present their proposal at a meeting of the committee.
The committee chair posted comments and the vote in curriculog and we attempted to address all
programs in a timely manner (15 days).
Appendix J: Minutes for all Graduate council meetings 2018-2019

ISU Graduate Council
Meeting Minutes
September 5, 2018

Attendance:

Members: R. Abhyankar, Jolynn Kuhlman, Chris MacDonald, Liz O’Laughlin Mehran Shahhosseini, Bridget Roberts-Pittman, Howell Tapley, Vicki Hammen, Rusty Gonser

Representatives: Ashley Layman, Carrie Ball, Jackie Shin, Denise Collins, Troy Allen, Yasenka Peterson

1. Call to Order
   Liz O’Laughlin called to order at 1:00 pm.

2. Adoption of Agenda

3. Approval of 4/30/18 Minutes
   a. Motion to approve minutes moved by Jolynn Kuhlman, Chris MacDonald second. (5*,0,0) (*only 2017-2018 GC members voted)

4. New Business
   A. Nomination of officers:
      a. Bridget Roberts-Pittman as Chair, Liz O’Laughlin as Vice Chair and Mehran Shahhosseini as secretary. (L. O’Laughlin and B. Roberts-Pittman will co-chair in the fall semester)
         a. Motion to approve the nomination moved by Liz O’Laughlin, seconded by Dean Collins (9,0,0)
   
   B. Charges from Faculty Senate
      a. Program Review
         i. Bayh College of Education and Scott College of Business up for review in 2018-2019
         ii. Dean Collins requested that Program Review committee review program review process/content of reports
            1. Goal to find ways that program review reports are more useful for programs, perhaps use similar data for program review and university assessment report
            2. Any changes to current process will need to be approved by Faculty Senate. Current process will be used for 2018-2019 reports
         iii. L. O’Laughlin—do we need to extend the deadline (Nov. 1st) since BCOE and SCOB have not yet received dashboard data?
1. L. O’Laughlin will send link with program review procedures to Linda Sperry (BCOE) and Ashley Layman (SCOB), they will check with program directors about feasibility of Nov. 1st deadline for reports

b. Membership and charges for subcommittees  
   i. L. O’Laughlin will develop a draft of subcommittee membership in consultation with other officers and send out to GC members for email vote. Will discuss charges for subcommittee at 9/19 meeting

c. Liz O’Laughlin: add charge to edit Graduate Catalog to ensure that information regarding minimum number of doctoral committee members is consistent throughout the catalog. (Should be three members minimum, some places in catalog still say 5 members minimum).  
   i. Change from 5 to 3 minimum was made several years ago, based on a review of previous versions of grad catalog.

d. Dean Collins would like to develop an ad-hoc committee to review graduate assistantship process and allocation of funds, also tuition waiver and whether grad students with assistantships should be considered in-state residents (which is done at other schools).  
   i. L. O’Laughlin, could ask Student Affairs committee to do this  
   ii. R. Gonser: favor an ad-hoc committee  
   iii. L O’Laughlin: will put this on agenda for 9/17 meeting  
   iv. J. Kuhlman: request that the dean pursue additional funding for graduate assistants

e. R. Gonser: suggested charge for curriculum subcommittees—to develop a checklist of common mistakes in curriculum proposals

5. Reports

A. Dean Collins  
   a. Will be doing a listening tour, visiting each college  
   b. Grad student organization meeting is today and will elect officers. Will also recruit for student representatives for committees, including grad council  
   c. Goal for CGPS to review every process in the college and make sure they are effective and we are fulfilling our mission.  
   d. CGPS staff are currently planning the Dec 14 hooding ceremony
B. Liz O’Laughlin:
   a. CGPS “workshop” for new faculty that is required to chair a thesis/dissertation committee appears to be a form with documents to review. We perhaps need to make it clear that review of documents is all that is required as term ‘workshop” is confusing, especially for new faculty.

   b. For programs that do not review/accept applications year-round, is there a way to stop applicants from applying past the deadline? This is potentially problematic if we can’t “turn off” applications as applicants are paying the application fee and application is not being reviewed (or not reviewed till next review cycle, and student may not realize this).

   c. Mehran: problem with not knowing immigration status for applicants to COT graduate programs, can’t make a decision without this info as some programs can’t accept international students.

Adjournment

Liz O’Laughlin adjourned the meeting at 1:50 pm.
Present Members: Jolynn Kuhlman, Chris MacDonald, Liz O’Laughlin, Mehran Shahhosseini, Howell Tapley, Vicki Hammen, Rusty Gonser

Absent Members: Ramachandra Abhyankar, Bridget Roberts-Pittman

Representatives: Ashley Layman, Carrie Ball, Jackie Shin, Denise Collins, Troy Allen, Yasenka Peterson, Bassam Yousif

1. Call to Order
   Liz O’Laughlin called to order at 1:00 pm.

2. Approval of 09/05/18 Minutes
   a. Motion to approve minutes moved by Chris MacDonald, Mehran Shahhosseini second. (7,0,0)

3. New Business

   A. Charges for GC Subcommittees
      a. Program Review
         i. L. O’Laughlin—Motion to extend the deadline from Nov. 1st to Dec. 1st, since BCOE and COB have not yet received dashboard data. Moved by Jolynn Kuhlman, Rusty Gonser second. (7,0,0).
         Note: SCOB and Library has nobody in the review team, need someone to represent it.

   B. Discussion of Ad-hoc committee to review graduate assistantship process and allocation of funds
      a. L. O’Laughlin
         i. The GA positions were supposed to be given to department wise, then it changed as position wise, now it came back to offering the GA department wise. The GA allocation should be reviewed again. Changing of tuition waiver which means instate tuition waiver it should be considered irrespective of credit hours.

      b. Dean Collins
         i. Requested help from the committee on the motion of GA allocation some evidence and help during the process. She did not request them to provide with full support but some evidence on how to take it forward.
c. Liz O’Laughlin:
   i. We should clarify the balance of the assistantship

d. Dean Collins:
   i. The graduate school also wants to see what can be done to increase the number of student intake who can pay tuition fees. This is not yet enforced.

e. Rusty Gonser:
   i. We should know about the breakdown. Need to categorize the budget allocations as Research, administration, Instructional and TA.
   ii. Needs data on what percentage of students are in each type of positions.

f. Dean Collins:
   i. The percentage should be checked according to department wise and not college wise.

g. Rusty Gonser:
   i. We should know the ration at department and college.

h. Dean Collins:
   i. Should we also make a list of criteria that the CGPS should look for before offering the assistantship?
   ii. What should the student pass as criteria for the department to allocate more pay than a minimum stipend?

i. Liz O’Laughlin:
   i. Need to answer few important questions before taking decisions regarding the raise of tuition fee:
      Q1: Breakdown Q2: Stipend criteria

j. Jolynn Kuhlman:
   i. What are the standards for peer institutions

k. Vicki Hammen:
   i. Q3: Tuition vs fee waiver

l. Liz O’Laughlin:
   i. Q4: Criteria of Min. pay

m. Jolynn Kuhlman:
   i. Q5: Policies

n. Dean Collins:
   i. If we raise the tuition fee will the students still want to come to ISU.
   ii. Do we want to increase quantity or do we want to improve the quality of students?

o. Liz O’Laughlin:
i. Made a motion that all the GA related questions can be answered by Student affairs, Chris MacDonald second (7,0,0)
ii. Faculty should also have their opinions to be considered too. For that create a committee and ask globally. Rusty Gonser made a motion to look for volunteers, Jolynn Kuhlman second (7,0,0)

C. Nominee for Theodore Dreiser Research/Creativity Award Committee
   i. Jolynn Kuhlman nominated herself

4. Reports

   A. CGPS Dean
      a. Review data will be there on Monday. Has to ask the curriculum affairs meeting to some other date so that the graduate council will have some documents beforehand for their meeting.

   B. Faculty Senate Liaison (Carrie Ball)
      a. The programs are strong programs under enrollment feedbacks.

Adjournment
Liz O’Laughlin adjourned the meeting at 1:55 pm.
ISU Graduate Council
Meeting Minutes
October 17, 2018

Present Members: Bridget Roberts-Pittman, Jolynn Kuhlman, Chris MacDonald, Liz O’Laughlin, Mehran Shahhosseini, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar

Absent Members: Vicki Hammen

Present Representatives: Susan Powers, Carrie Ball, Yasenka Peterson, Linda Sperry, Bassam Yousif, Jhansi Chagalakonda, Sanjaya Bhandari

Absent Representatives: Ashley Layman, Jackie Shin, Denise Collins, Troy Allen

1. Call to Order
   Liz O’Laughlin called to order at 1:00 pm.

2. Approval of 09/19/18 Minutes
   a. Motion to approve minutes moved by Chris MacDonald, Bridget Roberts-Pittman second. (5,0,1)

3. Adoption of Agenda
4. Old Business
   A. Edits to Graduate Catalog – Thesis/Dissertation Guide
      a. L. O’Laughlin—people are in favor of the revisions (items 1-8).
         Motion to have Item 8 as: “for all ungraded thesis/dissertation credit hours we need to ensure that grades are submitted”. Moved by Chris MacDonald, Mehran Shahhosseini. second. (8,0,0).

5. New Business
   B. Graduate Awards suggested revisions (Student Affairs committee).
      Motion to approve the changes. Moved by Jolynn Kuhlman, Chris MacDonald second. (8,0,0).

   C. Curriculum
      a. Program Proposals
         i. Genetic Counseling MS: moved to approve by Bridget Roberts-Pittman, Chris MacDonald second. (7,0,1)
         ii. Master of Public Health: moved to approve by Chris MacDonald, Mehran Shahhosseini second. (8,0,0)
b. Course Proposals
   i. PE 580: moved to table it by Chris MacDonald, Rusty Gonser second. (6,1,1)
   ii. AHS 655: moved to approve by Chris MacDonald, Rusty Gonser second. (8,0,0)

6. Reports

   A. Faculty Senate Liaison (Carrie Ball)
      a. Reinitiated Potential Redundancy

Adjournment
Liz O’Laughlin adjourned the meeting at 1:47 pm.
Graduate Council
Approved Minutes
10/31/18
Stalker Hall 211

Attendance:
Present Members: Bridget Roberts-Pittman, Jolynn Kuhlman, Chris MacDonald, Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Vicki Hammen Absent Members: Mehran Shahhosseini
Present Representatives: Susan Powers, Bassam Yousif, Denise Collins, Carrie Ball, Yasenka Peterson, Jhansi Chagalakonda, Sanjaya Bhandari Absent Representatives: Linda Sperry, Ashley Layman, Jackie Shin, Troy Allen

1. Call to Order
   a. Liz O’Laughlin called the meeting to order at 1:00pm
2. Approval of Agenda (Kuhlman, Gonser; 7-0-0)
3. Approval of 10/17/18 minutes
   a. Minutes Approved (MacDonald, Gonser; 7-0-0)
4. New Business
   A. Curriculum Program
      Proposals:
      Occupational Therapy M.S. https://indstate.curriculog.com/proposal:3214/form
         a. Program was approved (Kuhlman, Gonser; 8-0-0)

      Course Proposals:
      PE 580: https://indstate.curriculog.com/proposal:2548/form
         a. Vote to discuss (MacDonald, Tapley; 8-0-0)
         b. Vote to approve with directive that the graduate level syllabus be clear about expectations for graduate students
         c. Approved (O’Laughlin, Gonser; 7-0-0-1)

      AHS - 604 - Statistical Methods in Health Sciences:
      https://indstate.curriculog.com/proposal:3276/form
a. Vote to approve (MacDonald, O’Laughlin; 8-0-0)
AHS - 630 - Culminating Project in Health Sciences: 
https://indstate.curriculog.com/proposal:3272/form

   a. Vote to approve (MacDonald, O’Laughlin; 8-0-0)

AHS - 636 - Advanced Medical Nutrition Therapy Supervised Practice: 
https://indstate.curriculog.com/proposal:3351/form

   a. Vote to approve (MacDonald, O’Laughlin; 8-0-0)
   b. This course will be part of a 4+1 program.


   a. Will be discussed at the next meeting

PASS - 632 - Specialty Care III: https://indstate.curriculog.com/proposal:2772/form

   a. Vote to approve (Hammen, Kuhlman; 8-0-0)

5. Reports:

   A. Administrative:
      a. Dean Collins shared that Jackie Shin is recovering well from surgery. We wish her a healthy recovery.
      b. Dean Collins initiated a discussion about the flow in Curriculog. It was determined that the public display of curriculum will move to the step before the Graduate Council review in the workflow of Curriculog.
      c. Dean Collins is exploring the possibility of moving to a new Centralized Application System. The new system would interface with our existing programs and will offer more flexibility than our current system. She will invite the vendors to campus to provide information to program directors.
      d. A hooding ceremony for doctoral students will occur this year in University Hall Theater on the Friday evening before Commencement (Dec. 14th). Graduates are welcome to also attend Commencement. They will wear their hoods at Commencement whether or not they attended the hooding ceremony.

   B. Graduate Student Representatives
      a. The next event for GSA is November 27th and the focus is to address career preparedness such as resume writing and interviewing. It was requested that GSA work with CGPS staff to also notify program directors in regard to upcoming events so they can prompt students who may be interested in attending.

   C. Faculty Senate Liaison
      a. No report

   D. Graduate Council Chairperson
      a. It is anticipated that several upcoming course proposals will be ready for review on November 14, 2018.
b. Program review committee has asked for clarity in regard to their charge. Carrie Ball, as Faculty Senate liaison, provided the committee with feedback from FS Exec in regard to purpose of program review. The committee will meet today and Liz O’Laughlin will be in attendance to answer their questions and offer clarification. Rusty Gonser may also provide the history of the need for program review.

C. Bridget Roberts-Pittman and Liz O’Laughlin will meet next week to begin to develop a more comprehensive Dissertation and Thesis Handbook. The goal is to create one document that synthesizes information. The Graduate Catalog will house the process material and the new Dissertation and Thesis Handbook will be the place for policy issues.

Meeting adjourned at 2:02pm

Next meeting, Wednesday, Nov. 14th at 1:00pm
Attendance:

Present Members: Bridget Roberts-Pittman, Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini

Absent Members: Vicki Hammen, Jolynn Kuhlman, Chris MacDonald

Present Representatives: Denise Collins, Yasenka Peterson, Sanjaya Bhandari, Ashley Layman, Troy Allen

Absent Representatives: Susan Powers, Bassam Yousif, Carrie Ball, Jhansi Chagalakonda, Linda Sperry

1. Call to Order
   a. Liz O’Laughlin called the meeting to order at 1:00 pm

2. Approval of Agenda (Roberts-Pittman and Gonser; 6, 0, 0)

3. Approval of 10/31/18 minutes
   a. Minutes Approved (Roberts-Pittman and Gonser; 6, 0, 0)

4. New Business
   A. Curriculum Course Proposals:

      SPED661 – Audiology for Teachers of the Deaf/Hard of Hearing Program was approved [https://indstate.curriculog.com/proposal:3052/form](https://indstate.curriculog.com/proposal:3052/form) (Roberts-Pittman and Tapley; 6, 0, 0) – new course and will be offered this coming spring

      PE584 – Applied Biomechanics: [https://indstate.curriculog.com/proposal:3159/form](https://indstate.curriculog.com/proposal:3159/form) (Roberts-Pittman and Peterson; 6, 0, 0)

      AHS575 - Nutrition for Physical Performance: [https://indstate.curriculog.com/proposal:3320/form](https://indstate.curriculog.com/proposal:3320/form) (Roberts-Pittman and Peterson; 6, 0, 0)

      (O’Laughlin and Gonser; 6, 0, 0)
B. Discussion points for Thesis/Dissertation Handbook edits
   a. Clarification regarding goal in revising handbook and edits to Grad Catalog

Dean Collins: Thesis/Dissertation section of graduate catalogue is predominately content related to procedures and all information regarding policy is located elsewhere in the graduate catalog. Thus this section could be taken out of graduate catalog with the goal of eventually creating a comprehensive CGPS guide (with procedure information).

b. Is there need to retain the “Chapter” headings (vs. APA or MLA style)

Through discussion it was decided that “front matter” outlined in the Thesis/Dissertation Handbook (i.e., title page, CV, abstract, preface, table of contents) should be consistent across all theses and dissertation, however formatting may vary depending on style (i.e., APA or MLA). One goal of revising Thesis/Dissertation Handbook is to revise criteria that were specific to hard copies of dissertation/thesis (i.e., Chapter heading appears on 4th double spaced line, page number centered rather than far right).

Dean Collins: Graduate Council may wish to consider having a discussion regarding what constitutes a dissertation. Can we accommodate different forms of dissertations?

O’Laughlin: Two page abstract seems too long, especially in comparison to abstracts that appear in dissertation abstracts. Suggestion made to revise Dissertation/Thesis Handbook to specify that abstracts should be one page or shorter.

Shahhosseini: Is there an example available of a one page Vita? Dean Collins:

Yes, we can provide that.

c. Plagiarism check—how/when is this done currently across colleges?

O’Laughlin: BCOE requires the students to submit a Turnitin report along with the proposal defense form as well as final defense form. What is in place to ensure that all theses/dissertations are being evaluated for possible plagiarism?

Through discussion it was agreed that checks for plagiarism should occur when the student is preparing his/her proposal. O’Laughlin will share a copy of the BCOE checklist for proposals and final thesis/dissertation with Associate Deans. Dean Collins meeting with Associate Deans in early December and will revisit this issue.

5. Reports:

   A. Administrative:
Dean Collins: I went to Morocco with Dean Alp and spoke about some partnership programs and to explore the possibility of developing new partnership programs to increase graduate enrollments. Representatives from GRADCAS are on campus today to present information on this online application system.

Requests for 2019-2020 Graduate Assistantships will be sent out to Department Chairs the end of November and decisions about final allocations will be made by final’s week.

B. Graduate Student Representatives:
   a. No report
C. Faculty Senate Liaison
   a. No report
D. Graduate Council Chairperson
   a. O’Laughlin: We will be discussing at least 1-2 of the Accelerated program proposals at the next meeting. Several of the subcommittees have had difficulty meeting more than once a month, thus causing some delays in moving proposals forward to Graduate Council.

Meeting adjourned at 1:55pm
Graduate Council
Minutes
11/28/18
Stalker Hall 211

Attendance:

Present Members: Bridget Roberts-Pittman, Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini, Vicki Hammen, Jolynn Kuhlman, Chris MacDonald

Present Representatives: Denise Collins, Yasenka Peterson, Sanjaya Bhandari, Ashley Layman, Susan Powers, Bassam Yousif, Carrie Ball, Jhansi Chagalakonda, Linda Sperry

Absent Representatives: Troy Allen Guests:

Nicole Heck and Donna Selman

1. Call to Order
   a. O’Laughlin called the meeting to order at 1:00 pm

2. Approval of Agenda (O’Laughlin and Gonser; 9, 0, 0)

3. Approval of 11/14/18 minutes
   a. Minutes Approved (O’Laughlin and Gonser; 6, 0, 3)

4. New Business
   A. Curriculum Course Proposals:

PASS 621 – Genetics: https://indstate.curriculog.com/proposal:2738/form:

The Council and guests discussed the course as it applies to the Physician Assistant program. The Chair of Biology attended the meeting and shared that Pass 621- Genetics is duplication of title with BIO 681 Genetics. Chair Selman noted that they were not consulted on this current course proposal. The Program Director, Nicole Heck, and Susan Powers noted that by having this course as opposed to BIO 681 they would have more flexibility in collecting course evaluations and as well as evaluation of the instructor for accreditation purposes.

Motion to approve (Peterson and Tapley; 7, 1, 1; by paper ballot)

AHS 528 – Experimental Food Science: https://indstate.curriculog.com/proposal:3367/form

AHS 631 – Advanced Food Service Management Supervised Practice: https://indstate.curriculog.com/proposal:3365/form

Motion to approve both courses together (MacDonald and Liz O’Laughlin; 8, 0, 1)
Program Proposals (Accelerated Programs):

General Discussion:
Committee Chair O’Laughlin had distributed a checklist for reviewing Accelerated Graduate Program Proposals that was developed by Grad Council Exec in spring 2017. Kuhlman, Chair of Curriculum Programs Subcommittee, was advised by O’Laughlin that the checklist is not an official checklist but a guideline. For example, Kuhlman noted that catalogue copy is listed on the checklist, yet no current proposals included catalog copy. The accelerated proposals under review were proposed prior to the distribution of the checklist.

Action Items:
Accelerated program in Earth and Quaternary Sciences https://indstate.curriculog.com/proposal:3024/form

Accelerated Masters of Arts in Geography and Sustainability https://indstate.curriculog.com/proposal:2894/form

During a discussion relative to Earth and Quaternary Sciences, Kuhlman noted that the committee found the curriculum map provided showed that students would earn 91 credit by the end of the junior year, rather than 96 hours (which is stipulated in guidelines for accelerated programs). Steve Aldrich, Program Proposal Originator, was in attendance at the meeting of the Subcommittee and shared that he would provide an updated curriculum map. As of today’s GC meeting, the curriculum map has not been received. Kuhlman further noted the same concern (curriculum maps doesn’t show 96 hours completed by end of junior year) was found for the other program, Geography and Sustainability. After some discussion, the committee voted to table both programs until the follow information is received: 1) a revised undergraduate curriculum map and 2) catalog copy language.
(O’Laughlin and Kuhlman; 9, 0, 0)

This above discussion led O’Laughlin to propose the development of a template for graduate catalog content that could be used and modified as needed for all accelerated programs proposed. Further, the committee discussed consistency for accelerated program titles. The committee determined that this following format would add consistency: “Accelerated Masters in Math” and “Accelerated Masters in Earth and Quaternary Sciences”.

Accelerated Program in Math.: https://indstate.curriculog.com/proposal:2745/form

It was determined that this program would be considered at a future meeting given the above discussion.

5. Reports:

A. Administrative:
Dean Collins: Sent out information to chairs regarding requests for Graduate Assistantships. We have increased the stipend floor. Despite increase in the stipend, it is anticipated that a similar number of assistantships will be funded in 2019-2020 as compared to 2018-2019.
B. Graduate Student Representatives:
   a. Human Right Conference is scheduled for March 19th. The presentation proposals are due Dec. 2nd.
C. Faculty Senate Liaison
   a. No report
D. Graduate Council Chairperson
   a. The Biology Accelerated program proposal has gone to the Programs subcommittee, we will hopefully be able to discuss all four accelerated programs at the 12/12/18 meeting.
   b. Mehran will send out a doodle poll to determine a date for our GC meetings in the spring 19 semester.

Meeting adjourned at 2:05pm
Graduate Council
Minutes
(approved)
12/12/18
Stalker Hall 211

Attendance:

Present Members:, Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini, Vicki Hammen, Jolynn Kuhlman, Chris MacDonald

Absent Members: Bridget Roberts-Pittman

Present Representatives: Yasenka Peterson, Sanjaya Bhandari, Ashley Layman, Bassam Yousif, Carrie Ball, Jhansi Chagalakonda, Linda Sperry

Absent Representatives: Denise Collins, Susan Powers, Troy Allen Guests: Angie MacLaren and Stephen Aldrich

1. Call to Order
   a. O’Laughlin called the meeting to order at 1:00 pm

2. Approval of Agenda (As amended)

3. Approval of 12/28/18 minutes
   a. Minutes Approved (Jolynn Kuhlman and Chris MacDonald; 8, 0, 0)

4. New Business
   A. Curriculum Course Proposals:

The following course proposals were tabled pending receipt of program proposal. PASS 610:

Bioscience  https://indstate.curriculog.com/proposal:2739/form

PASS 617: Intro to Physician Assistant Practice
https://indstate.curriculog.com/proposal:2771/form


Program Proposals (Accelerated Programs):

General Discussion:
Stephen Aldrich explained the following action items. Action

Items:
Accelerated program in Earth and Quaternary Sciences  
https://indstate.curriculog.com/proposal:3024/form Accelerated
Masters of Arts in Geography and Sustainability  
https://indstate.curriculog.com/proposal:2894/form

Motion to approve the above proposals; Jolynn Kuhlman and Rusty Gonser; 8, 0, 0

**Action Items:**
Accelerated Program in Math.:  https://indstate.curriculog.com/proposal:2745/form

Motion to approve the above proposals; Rusty Gonser and Jolynn Kuhlman; 8, 0, 0

**General Discussion:**
O’Laughlin explained the following action item.


Motion to approve the above proposals; Jolynn Kuhlman and Chris MacDonald; 7, 0, 1

5. **Reports:**

   A. Administrative:
      a. No report
   B. Graduate Student Representatives:
      a. No report
   C. Faculty Senate Liaison
      a. No report
   D. Graduate Council Chairperson
      a. The date for our GC meetings in the spring 2019 semester will be Wednesdays at 1-2 pm. First meeting will be on Jan. 16th, 2019.

Meeting adjourned at 1:36pm
Graduate Council
Minutes
(approved)
2/13/19
Stalker Hall 211

Attendance:

Present Members: Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini, Vicki Hammen, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts-Pittman

Absent Members: None

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Susan Powers, Denise Collins, Peggy Weber, Kara Harris, Angie MacLaren

Absent Representatives: Ashley Layman, Sanjaya Bhandari, Carrie Ball, Linda Sperry

1. Call to Order
   a. O’Laughlin called the meeting to order at 1:00 pm

2. Approval of Agenda (As amended)

3. Approval of 12/28/18 minutes
   a. Minutes Approved (Vicki Hammen and Chris MacDonald; 6, 0, 0)

4. New Business

   Curriculum Proposals:

   Action Items:

   AHS558 - Vitamins and Minerals
   (https://indstate.curriculog.com/proposal:3370/form)

   Motion to approve the above proposal; Chris MacDonald and Bridget Roberts-Pittman; 7, 0, 0.

   Action Items:

   AHS601 – Research Methodology in the Health Sciences:
   https://indstate.curriculog.com/proposal:3431/form (course modification)

   AHS612 – Epidemiology: https://indstate.curriculog.com/proposal:3494/form (course modification)
   AHS619 – Seminar: Advanced Health Program Planning and Coordination:
   https://indstate.curriculog.com/proposal:3493/form (course modification)

   AHS628 – Seminar: Advanced Program Evaluation in Health Professions:
   https://indstate.curriculog.com/proposal:3492/form (course modification)

   AHS818 – Research Methods: https://indstate.curriculog.com/proposal:3501/form (course modification)
Motion to approve the above proposals; Vicki Hammen and Chris MacDonald; 7, 0, 0. **Action Items:**

HIST547 – Contested Heritage: Making, Shaping, and Fighting over Public History: https://indstate.curriculog.com/proposal:3357/form (course modification)

Motion to table the above proposal; Rusty Gonser and Mehran Shahhosseini; 7, 0, 1. Its syllabus is needed.

**Action Items:**

- PSY627 – Clinical Practice in Pluralistic Society: https://indstate.curriculog.com/proposal:3659/form (banking)

Motion to bank the above proposals; Jolynn Kuhlman and Chris MacDonald; 8, 0, 0. Future banking only proposals will go to GC Exec who will report out to Grad Council.

**Program Proposals:**

**Action Items:**

- Physician Assistant M.S. https://indstate.curriculog.com/proposal:2736/form

Motion to approve the above proposal; Jolynn Kuhlman and Bridget Roberts-Pittman; 9, 0, 0.

**Action Items:**

- Doctorate Health Sciences https://indstate.curriculog.com/proposal:3275/form

Motion to approve the above proposal; Mehran Shahhosseini and Chris MacDonald; 9, 0, 0. **Action Items:**


Motion to approve the above proposal; Jolynn Kuhlman and Bridget Roberts-Pittman; 9, 0, 0.

**Proposed Catalog Language for non-degree seeking students taking graduate courses:**

Motion to approve the above proposal; Liz O’Laughlin and Bridget Roberts-Pittman; 9, 0, 0.
5. Reports:

A. CGPS Dean Report
   a. Rebecca Stinnett is out on extended medical leave.
   b. Dean Collins has some faculty graduate status applications that need GC approval. GC Exec will review and provide feedback.

B. Graduate Student Representatives:
   a. GA Recognition event will be in the evening instead of the morning. All GA’s will be invited to attend. Programs are still asked to nominate one GA per program for GA award.

C. Faculty Senate Liaison
   a. No report

D. Graduate Council Chairperson
   • Liz attended Faculty Senate Exec on 1/29 to provide background on accelerated program review. 2 programs submitted are revised/2 as new programs. FS would like to review new accelerated programs—thus future proposals should be submitted as new programs (will not go to trustees)
   • Curriculum subcommittee has completed work on a checklist of common Curriculog errors, will forward to College Associate Deans for their feedback. Curriculum programs has been asked to prepare a similar document
   • Student Affairs is working on charge regarding distribution of GA funds, have asked for/gotten information from CGPS on current distribution for types of GA, expect their report by end of the semester
   • Program review is working on BCOE (and MBA) program review reports. Received a brief narrative report from Music

Meeting adjourned at 2:00pm
Graduate Council
Minutes (Approved)
2/27/19
Stalker Hall 211

Attendance:

Present Members: Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini, Vicki Hammens, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts-Pittman

Absent Members: None

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Denise Collins, Carrie Ball, Peggy Weber, Linda Sperry

Absent Representatives: Susan Powers, Ashley Layman, Sanjaya Bhandari, Kara Harris, Angie MacLaren

Guests: Malea Crosby and Ryan Donlan

1. Call to Order
   a. O’Laughlin called the meeting to order at 1:00 pm

2. Approval of Agenda (As amended)

3. Approval of 02/13/19 minutes
   a. Minutes Approved (Vicki Hammen and Liz O’Laughlin; 8, 0, 0)

4. New Business

   Curriculum Proposals:

   Action Items:


   Motion to approve the above proposal; Jolynn Kuhlman and Chris MacDonald; 8, 0, 0.

   Program Review Proposals:

   Action Items:

   MEd K-12 Administrative Supervision (Approved by Program Review subcommittee without recommendation for GC review) Motion to approve the above proposal; Rusty Gonser and Liz O’Laughlin; 8, 0, 0.
Action Items:

MS Educational Technology
Recommendation by Program Reviews subcommittee for GC review Malea Crosby
(Assessment Director) & Ryan Donlan (chair) attending

Ryan Donlan:
- Dr. Donlan spoke about larger change that has occurred in education in terms of incentives no longer being present for those seeking Master’s degrees and this has been true for the last several years.
- Program has robust adjunct pool to teach the courses and a search is underway for Dr. Peng’s replacement;
- The program currently has nearly 20 students
- Faculty are considering the possibility of an on-line PhD program in Curriculum Instruction
- Faculty also considering a certificate program in instructional design.

Liz O’Laughlin:
- Dr, O’Laughlin asked about the maximum capacity of the program and Dr. Donlan stated between 18-25 candidates

Vicki Hammen:
- Dr. Hammen asked about potential for a new hire to teach across Master and Doctoral programs and Dr. Donlan noted this would be the case and the department would utilize their adjunct pool of 5-6 individuals to assist as well.

Motion to approve the above proposal; Jolynn Kuhlman and Rusty Gonser; 9, 0, 0.

Old Business:

Action Items:

HIST547 – Contested Heritage: Making, Shaping, and Fighting over Public History: https://indstate.curriculog.com/proposal:3357/form (course modification)
(Syllabus sent out with agenda)

Motion to approve the above proposal; Chris MacDonald and Bridget Roberts-Pittman; 8, 0, 0.

New Business

Discussion of ombudsman for graduate students specifically
- Dean Collins proposed that we invite Al Perone (ombudsman) to a meeting to discuss capacity of his office to meet both U/G need.
- Asked student representatives to come prepared to present some examples of possible graduate student issues

5. Reports:
A. CGPS Dean Report
   a. Graduate Assistant funding is out now.

B. Graduate Student Representatives:
   a. GA Recognition Reception

C. Faculty Senate Liaison
   a. Katie Butwin and Susan Powers continue to revise and enhance the policy library catalog.

D. Graduate Council Chairperson
   a. The Program review subcommittee has finished their review of all the program review reports. We will discuss the remaining 12-13 Program review reports over the next 2-3 meetings.

Meeting adjourned at 1:55 pm
Graduate Council
Minutes 3/13/19
Stalker Hall 211

Attendance:
Present Members: Liz O’Laughlin, Howell Tapley, Rusty Gonser, Ramachandra Abhyankar, Mehran Shahhosseini, Vicki Hammen, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts- Pittman

Absent Members: None

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Denise Collins, Carrie Ball, Peggy Weber, Ashley Layman

Absent Representatives: Susan Powers, Linda Sperry, Sanjaya Bhandari, Kara Harris, Angie MacLaren

Guests: Malea Crosby, Robin Burden, Al Perone and Ryan Donlan

1. Call to Order
2. Adoption of Agenda
3. Approval of 2/27/19 minutes (Vote O’Laughlin/Shahhosseini 7-0-0)
4. Old Business
   A. Proposal for Ombudsperson for Graduate Students
      - Al Perone, ISU Ombudsperson, Associate Dean of Students

Perone began by sharing background in terms of the types of situations, both undergraduate and graduate, that which his office is involved. Academic issues are referred to Susan Powers. His office works with students having any non-academic issues. He stated that of all cases, about 10% are graduate students. The committee addressed the unique needs of graduate students are can arise as many graduate students are in multiple roles with faculty (i.e., advisee, research assistant, teaching assistant).

Sycamores Care through the Dean of Students Office serves as the resource for all students and faculty can make a referral by filling out an electronic form or by placing a call to (812) 237-3829.

Dean Collins reported that she can make students aware of the service available through Sycamore Cares via the online graduate student orientation. She also plans for the CGPS website to be updated and enhanced to serve as a main source of information for graduate students. Further, the committee discussed hosting a separate orientation for teaching assistants.

B. Graduate Student Research Awards Deadline has been extended to 3/18/19

C. Program Review Proposals; (*Program Review report and Program review subcommittee reports are posted on Blackboard under 2018-2019 Meeting documents)
i. MS Special Education (Rebecca Hinshaw)
   Not discussed (moved to 4/3/19 agenda)
ii. M. Ed. Teaching and Learning and Ph.D. Curriculum and Instruction (Robin Burden)
   1. M.Ed. program was identified as needing further Graduate Council review. R. Burden was present to answer questions. Burden shared a new form that will be used by her area to more clearly delineate the area of concentration for students and more clearly articulate the course of study. The Department of Teaching and Learning has made efforts to increase enrollment including a partnership to bring Korean students to ISU.
   2. Vote to approve the report of the M.Ed. with the condition that a program update report be submitted in two years. Concerns to address are the recruitment plan, number of students, and the sustainability of the program. (Gonser/O’Laughlin 9-0-0)
   3. The Ph.D. in Curriculum and Instruction was not identified as needing further Graduate Council review. Burden provided some additional information noting that scores are required for international students on the TOEFL or the IELTS. She also noted that the program has fewer faculty than in years past. The program is down to 3 faculty.
   4. Vote to approve the program report (Gonser/MacDonald; 9, 0, 0).
iii. MBA Business (Brien Smith)
   1. Program was not recommended for further GC discussion. A. Layman shared current status of the program based on the subcommittee’s observations. The MBA in Educational Leadership will likely continue given that the courses required in addition to MBA classes are offered for other grad programs in BCOE. Efforts are being made to enhance partnerships with other countries including Morocco. Layman reported that an online program is being considered.
   2. Vote to approve report (Gonser/O’Laughlin 9-0-0)

5. New Business

A. Curriculum Proposals:
   i. LING515 – Topics in Sociolinguistics
   ii. MATH503 – Linear Algebra and Modeling for Data Science and Analytics
   iii. SFTY625 – Process Safety and Hazardous Waste Operations Management

Graduate Council will move these items to the next meeting, April 3rd due to time.

Reports
A. Administrative (CGPS Dean)
   a. (Due to time, Dean Collins submitted the following report via email)
   b. The Give To Blue Day event is going today. So far we have had 24 donors raise a total of $2150 for CGPS. These funds are earmarked for supporting student research and professional travel. I have contacted my former graduate students in the SAHE program, and so far they’re the biggest group of donors to CGPS. I hope will support
this fund and I ask you to contact your former students as well. Even a $5 donation will help!

c. The Graduate Assistant Appreciation Reception is April 1 at 4:00 pm in the Heritage Ballroom. I hope you all will attend!

d. For our hooding ceremony on May 10, I need TWO marshals who are not hooding students to assist. I hope the Grad Council members will participate. Please let me know. So far we have more than 65 doctoral candidates who have registered to attend the hooding ceremony out of 97 doctoral candidates who have applied to graduate.

e. We will have a fall Graduate Assistant Orientation program on Thursday, August 15, 2019. More information to come.

Adjournment. Next Meeting: April 3rd at 1pm Stalker Hall, 211
Graduate Council Minutes 4/3/19
Stalker Hall 211

Attendance:

Present Members: Liz O’Laughlin, Vicki Hammen, Ramachandra Abhyankar, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts-Pittman, Rusty Gonser

Absent Members: Howell Tapley, Mehran Shahhosseini

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Denise Collins, Carrie Ball, Peggy Weber, Susan Powers, Kara Harris

Absent Representatives: Linda Sperry, Sanjaya Bhandari, Angie MacLaren

1. Call to Order at 1:02pm
2. Adoption of Agenda
3. Approval of 3/13/19 minutes (Kuhlman; MacDonald, 5-0-0)
4. New Business
   A. Curriculum
      i. LING515 – Topics in Sociolinguistics:
         1. Vote to approve (MacDonald, O’Laughlin, 5-0-0)
      ii. MATH503 – Linear Algebra and Modeling for Data Science and Analytics:
          1. Vote to approve with condition that syllabus will be provided outlining topics covered (Kuhlman, O’Laughlin 5-0-0)
      iii. SFTY625 – Process Safety and Hazardous Waste Operations Management:
           1. Vote to approve with condition that syllabus will be provided outlining topics covered (Kuhlman, O’Laughlin 6-0-0)
   B. Program Review Proposals: (*Program Review report and Program review subcommittee reports are posted on Blackboard under 2018-2019 Meeting documents)
      i. MS Special Education
         1. Vote to approve (MacDonald, Hammen 7-0-0)
      ii. Med School Counseling
         1. Vote to approve (Gonser, O’Laughlin 7-0-0)
      iii. MS Clinical Mental Health Counseling
         1. Vote to approve (Gonser, O’Laughlin 7-0-0)
      iv. MS Speech Language Pathology
         1. Vote to approve (Gonser, O’Laughlin 6-0-1)
      v. EdS School Psychology
         1. Vote to approve (Gonser, O’Laughlin 7-0-0)
      vi. Ph.D. School Psychology
         1. Vote to approve (Gonser, O’Laughlin 7-0-0)
5. Old Business

C. Common Curriculog Errors document

The committee reviewed a list of issues/observations relative to Curriculog.

1. Missing Minutes: Inconsistencies include that meeting minutes are not routinely uploaded/included in course proposals. The recommendation is that some information be provided that may include meeting minutes or department vote.

2. Incomplete rationale: The recommendation is that a strong rationale be included and supportive materials be uploaded as appropriate.

3. No discussion of resources: The recommendation is that a proposal include some information related to resources or needed.

4. No syllabus included: The recommendation is that a syllabus be included and that the syllabus include all aspects as outlined by the university handbook such as grade determination and topic sequence.

5. No/Insufficient distinction between graduate and undergraduate sections:

6. No consultation/no evidence of consultation with other units: The recommendation is that a proposal will include evidence of consultation or that consultation was not needed.

Reports
A. Administrative (CGPS Dean, Registrar)

- Dean Collins thanked those individuals that attended the Graduate Student Reception on Monday. The format of the reception was well-received.

- Eighty-five students have registered for the hooding ceremony. If the attendance continues to grow, a larger venue than University Hall may be needed.

B. Graduate Student Representatives
C. Faculty Senate Liaison
D. Graduate Council Chairperson

Adjournment

Next meeting will be Wednesday, April 17, 2019
Graduate Council
Approved Minutes
4/17/19
Stalker Hall 211

Attendance:

Present Members: Liz O’Laughlin, Vicki Hammen, Ramachandra Abhyankar, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts-Pittman, Rusty Gonser, Mehran Shahhosseini, Howell Tapley

Absent Members: Vicki Hammen

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Denise Collins, Carrie Ball, Peggy Weber, Susan Powers, Kara Harris, Linda Sperry, Ashley Layman

Absent Representatives: Sanjaya Bhandari, Angie MacLaren

Guests Present: Mark McInerney and Scott Buchanan

1. Call to Order at 1:00pm
2. Adoption of Agenda (as amended)
3. Approval of 4/6/19 minutes (Approved; Kuhlman, O’Laughlin, 6-0-1)
4. New Business
   A. Curriculum
      a. MIS 510 Business Systems Analysis
         https://indstate.curriculog.com/proposal:3371/form
      b. MIS 530 Network Administration and Security
         https://indstate.curriculog.com/proposal:3072/form
      c. MIS 550 Projective Management
         https://indstate.curriculog.com/proposal:3374/form
         Curriculum is tabled for next meeting allowing the Subcommittee to compete their review
   B. Program Revisions
      a. Accelerated Program in Dietetics (Mark McInerney)
      b. Motion to approve (Kuhlman, O’Laughlin)
      c. Kuhlman reported on information that was requested/provided to the subcommittee
      d. Proposed language has been developed for both graduate and undergraduate catalog.
      e. Approved: 7-0-0
   C. Program Review Proposals
      a. Masters in Music (Scott Buchanan)
         i. Assessment plan is still under revision. The program faculty have sought consultation from the university’s Assessment Director.
         ii. Adjustment at this point has been to assess student progress earlier, rather than the end of the program only.
iii. Accreditation visit for the School of Music is planned for Spring of 2022
iv. Assessment data collection underway and will have data to present in Fall 2019
v. Enrollment expected in the fall is 4 students. Recruitment issues are being addressed and plan for recruitment is being developed. Faculty teaching some courses are adjuncts and recruitment is not part of their expectation. College of Graduate and Professional Studies staff will offer assistance in terms of recruitment.
vi. A unique challenge is that individualized instruction is necessary in their discipline
vii. The program is considering a summer-only program for students that work full-time to earn their Master’s degree with coursework in the summer.
viii. Motion to accept report provided by the Music program (Gonser/O’Laughlin 7-0-0)
ix. Motion to require the program to submit a report again next year that outlines specific items. This report will be due on November 1, 2019 and should include:
   1. Recruitment plan
   2. Formal assessment plans
   3. Report on Assessment data collected in fall 2019
   4. Plan for program/course offerings (i.e., summer program, hybrid delivery)
Motion to approve 7-0-0 (Gonser/O’Laughlin)
b. EdS K-12 Educational Administration (Terry McDaniel)
i. Motion to approve (MacDonald/O’Laughlin 8-0-0)
c. Ph.D. K-12 Educational Leadership (Terry McDaniel)
i. Motion to approve (MacDonald/Gonser 8-0-0)
d. MS Student Affairs Higher Education (Amy French)
i. Motion to approve (MacDonald/Gonser 8-0-0)
e. Ph.D. Higher Education (Kandace Hinton)
i. Motion to approve (MacDonald/Gonser 7-0-0)

D. A discussion occurred relative to Graduate Council Program Review as it relates to other review program evaluation such as accreditation bodies and external reviews required by ISU programs that are not accredited by any outside entity. It was proposed that Faculty Senate may wish to charge Graduate Council in 2019-2020 to review current program review procedures to better align expectations with other review processes (i.e., Assessment Council review, external program review, accreditation). It was also suggested that future program review reports should include a summary of findings from any external review that has occurred over the three years review period.

1. Old Business

   A. Common Curriculog Errors document—to be tabled until next meeting

Reports
   A. Administrative
a. Dean Collins reported that the doctoral hooding ceremony will be moved to the Hulman Center due to capacity.
B. Graduate Student Representatives - no report
C. Faculty Senate Liaison - no report
D. Graduate Council Chairperson
   a. May 1st will be our last meeting
   b. Remaining curriculum will be addressed
   c. Revised Curriculog feedback/recommendations will be addressed

Adjournment at 2:03pm
Graduate Council
Unapproved
Minutes
May 1, 2019
Stalker Hall 211

Attendance:

Present Members: Liz O’Laughlin, Vicki Hammen, Ramachandra Abhyankar, Jolynn Kuhlman, Chris MacDonald, Bridget Roberts-Pittman, Howell Tapley, Rusty Gonser

Absent Members: Mehran Shahhosseini

Present Representatives: Bassam Yousif, Jhansi Chagalakonda, Denise Collins, Carrie Ball, Peggy Weber, Ashley Layman, Angie Smith

Absent Representatives: Linda Sperry, Angie MacLaren, Susan Powers, Sanjaya Bhandari, & Kara Harris

Guests: Darlene Hantzis and Liz Brown

1. Call to Order
2. Adoption of Agenda
3. Approval of 4/17/19 minutes (MacDonald/Roberts-Pittman; 5-0-1)
4. New Business
   A. Curriculum
      a. MIS 510 Business Systems Analysis
         https://indstate.curriculog.com/proposal:3371/form
      b. MIS 530 Network Administration and Security
         https://indstate.curriculog.com/proposal:3072/form
      c. MIS 550 Projective Management
         https://indstate.curriculog.com/proposal:3374/form
      d. MIS 520: Data and Knowledge Management
         https://indstate.curriculog.com/proposal:3372/form
      e. MIS 525 Electronic Commerce
      Move to approve MIS curriculum together (MacDonald/Roberts-Pittman). Dr. Layman gave an overview. Discussed concerns about proposals relative to clear distinction between undergraduate expectations and graduate student expectations. Syllabi that were included did not provide sufficient information. Information missing in all proposals include student learning outcomes for graduate students, ways that students’ grades are assessed, and specific course readings for each student level (undergraduate and graduate) as well as more specific info regarding how expectations differ for grad students vs. undergraduates. Motion to approve all MIS curriculum pending the receipt of syllabi that specify: 1) student learning outcomes for graduate students, 2) ways grades are assessed, and 3) specific reading assignments and expectations for grad students (different from undergrad). (6-0-0)
      f. LING 514 Morphology
Dr. Yousif gave an overview. Motion to approve O’Laughlin/Hammen 8-0-0

g. Math 590 Topics in Mathematics
   https://indstate.curriculog.com/proposal:368
   5/form

Dr. Brown gave an overview. Motion to approve Kuhlman/MacDonald 7-0-0

h. Math 510 Introduction to Analysis
   https://indstate.curriculog.com/proposal:368
   6/form

Dr. Brown gave an overview. Motion to approve Kuhlman/Hammen 7-0-0

i. COM 557: Multimedia Production IV
   https://indstate.curriculog.com/proposal:342
   8/form

Dr. Hantzis gave an overview. Motion to approve pending receipt of the syllabus for COM 557. O’Laughlin/MacDonald 7-0-1.

B. Edits to Graduate Catalog
Dean Collins shared changes and additions to the Graduate Catalog. Edits include:
   1. Edits to restore the specificity for GPA
   2. EdS requirements
   3. Course validation
   4. Revised some of the language to make things more clear.
Move to approve changes Gonser/Roberts-Pittman 7-0-0. See edited document.
Notes: Drs. Gonser and O’Laughlin will attempt to locate previous minutes from 2011 relative to the Ed.S. requirements.

5. Old Business

A. Common Curriculog Errors document
   a. “Tips for Curriculog Graduate Course Proposals” document
   b. Move to approve Gonser/O’Laughlin 7-0-0

Reports

A. Administrative (CGPS Dean)
   a. Ninety students will be participating in the hooding ceremony to be held on Friday, May 10, 2019.

B. Graduate Student Representatives
   a. No report

C. Faculty Senate Liaison
   a. Faculty Senate to approve the slate of Graduate Council members for 2019-2020 at tomorrow’s Senate meeting

D. Graduate Council Chairperson
   a. Drs. O’Laughlin and Roberts-Pittman will review and determine the committee members for Graduate Council subcommittees for 2019-2020 in the next month and make contact with those members.

Adjournment 2:02pm
Appendix J: Curriculum- Curriculum Courses Summary Report

Curricular Affairs for Courses Subcommittee of Graduate Council 2018-2019
Final Report

Summary
This academic year the Curricular Affairs for Courses Subcommittee of Graduate Council met biweekly, opposite Graduate Council. Over the course of the academic year we considered at least 29 course proposals, with 8 guests representing these course proposals. In most of the discussions we recommended minor adjustments to course proposals (e.g., inclusion or revision of a syllabus, mention in the rationale section of the proposal that the course modification was part of a program modification, consultation with another program, etc.). The minutes of most of our meetings are attached.

Graduate Council also charged us with developing a memorandum regarding common errors proposers make when entering proposals into curriculog. These errors range from minor common issues, to curricular process shortcomings that Graduate Council may want to bring to Faculty Senate. In particular, our subcommittee recommends that we do more cross-unit consultations in the curricular process (one glaring shortcoming is an absence of Library consultation in pretty much every proposal) and more detailed and complete information in the “Rationale” section of course proposals. This memorandum is included below.

Meeting Minutes

Graduate Council Subcommittee – Curricular Affairs for Courses
Fall 2018
Agenda for September 19, 2018
TC314

1) Call to order
2) Old Business
   a. No old business
3) New Business
   a. Committee Duties according to Graduate Council Bylaws
   b. Guidelines for Course Review
   c. Overview of Curriculog
   d. Vote for subcommittee officers

Aldrich elected subcommittee chair, Graduate Council Curricular Affairs for Courses Subcommittee
Minutes
11/7/2018 – 1:30pm – Science 110
Present: Steve Aldrich (Chair), Mark McInerney, Valentine Muyumba, Szufang Chuang

Absent: Li-Wei Peng

1) Announcements
   a. No announcements

2) Curriculog Refresher & Information
   a. Demonstration and discussion of markup, comments, and file attachment functionality.

3) Meeting dates
   a. Biweekly meetings will not be possible this semester due to holidays and travel schedules, but e-mail discussion and votes on straightforward proposals will take place. Spring semester dates will be set bi-weekly in weeks between Graduate Council meetings.
   b. Next meeting is December 5th.

4) Old Business
   • Courses with Guests/New Information
     o SPED661 -- Audiology for Teachers of the Deaf/Hard of Hearing:
       https://indstate.curriculog.com/proposal:3052/form
       ▪ Guest: Carol Whetherell
       ▪ One course from a new program, the course is proposed individually instead of part of a program because there is a tight timeframe. The program is a Deaf/Hard of Hearing licensure course, and this course will be part of this program. It is intended as a Spring 2019 offering, hence the fast-tracking. Students are ready to register and an instructor is ready to be hired. The external funding (Bloomberg Center, State funding) that is mentioned in this proposal supports the faculty who teach the course. The course is written to the Indiana Licensing Standards for Deaf/Hard of Hearing courses. In order to be in the forthcoming program you will have to have an Indiana Teacher’s License or have applied for one, and this course will help teachers earn licensure to teach Deaf/Hard of Hearing students.
       ▪ The program will consist of 7 courses. This course is fast-tracked because there is time-sensitivity. Graduate Council might need to contact Dr. Whetherell about considering this course separately from the program proposal and the other 6 courses. Course will be offered in SPRING 2019.
         • An instructor already lined up and developing content.
       ▪ Sustainability of the funding source was discussed. The grant has been awarded for many years, and is an umbrella partnership with the State of Indiana which also covers the Visual Impairment licensure. If the State pulls funding, the state will lose two critical-area licensing programs in the State.
It is unlikely that will happen given demand for licensed teachers with these skills.

- There are no other similar licensing programs for established teachers in the State of Indiana. There are Undergraduate programs, but they are struggling at other institutions.
- In the unlikely event funding was withdrawn, ISU might decide to pick up the responsibility given demand.

- Question: Have you communicated with the library liaison to see what materials might be needed? No. At the moment, the department has hired someone to provide guidance on the establishment of the program. This IS an online class, although some classes in the forthcoming program proposal will have face-to-face components. There is a greater likelihood that library resources may be needed once the courses are actually developed.

- Mark McInerney Motions to Approve, 2nd by Valentine Muyumba. Vote: 4-0-0

    - From the proposer via e-mail: “This proposal is pretty straightforward. Dr. Finch, who teaches the class, wanted to change the name from Applied Sports Biomechanics to Applied Biomechanics, and to remove the internship language from the course notes (this class was never associated with an internship). When Yasenka reviewed it, the course description was longer than 50 words, so she asked Dr. Finch to make it more concise, so that is why we altered the description.”
    - Motion to approve PES84 Mark McInerney, 2nd by Szufeng Chuang. Vote: 4-0-0

    - Guest: Mark McInerney
    - Course is being added because of student demand, and will be part of the new 4+1 program being proposed. Kinesiology and Rec Sport are also interested in the course.
    - This is a 400/500 level split class, and grad students have a project, which differentiates them from undergraduates who do not.
    - Question about prerequisites: which are required? Syllabus language is confusing. Listing in curriculog is the correct one.
    - Prerequisites include ISU undergrad class numbers, since this is a 4+1 program, ISU prerequisites would apply (meaning that it is less problematic than usual to include ISU undergraduate courses as a prerequisite). Perhaps including “or instructor’s permission” would be a good idea (Discussion ensued about how this is generally understood to be the case, but some students might not know that). If students are taking this class outside of the 4+1 program, they would likely be ISU undergraduates taking the class at the 400-level.
    - Move to approve Valentine Muyumba, 2nd Szufeng Chuang. Vote: 4-0-0

    - Tabled last year by this committee due to prerequisites not arriving at the level of GC-Courses.
- Upon subcommittee research, it was noted that the prerequisite PASS613 was rejected at the College Level.
- Motion to table and invite a guest (Nicole Heck) to the next meeting, Mark McInerney. 2nd Valentine Muyumba. Vote: 4-0-0.
  - PASS - 617 - Introduction to Physician Assistant Practice: https://indstate.curriculog.com/proposal:2771/form
    - Tabled last year by this committee due to prerequisites not arriving at the level of GC-Courses.
    - Upon subcommittee research, it was noted that the prerequisite PASS613 was rejected at the College Level.
    - Motion to table and invite a guest (Nicole Heck) to next meeting, Mark McInerney, 2nd Szufeng Chua. Vote: 4-0-0
    - Tabled last year by this committee due to prerequisites not arriving at the level of GC-Courses.
    - Upon subcommittee research, it was noted that the prerequisite PASS613 was rejected at the College Level.
    - Motion to table and invite a guest (Nicole Heck) to the next meeting, Valentine Muyumba. 2nd by Mark McInerney. Vote: 4-0-0
- Motion to Adjourn, Mark McInerney. 2nd by Valentine Muyumba. 5-0-1

4) Adjourn

Graduate Council Curricular Affairs for Courses Subcommittee Meeting Notes

12/5/2018, Science 110 (Drummond Room)

Present: Steve Aldrich, Valentine Muyumba, Szufeng Chuang.

Absent: Mark McInerney, Li-Wei Peng

Meeting starts: 1:30pm
- Old Business
  - None
- New Business
  - PASS610 – Bioscience: https://indstate.curriculog.com/proposal:2739/form (Course Modification)
    - Pass 610 involves dissection of cadavers, currently a 4cr hour course, but actually involves 8cr of class time, and standards body requires this course to be an 8cr program. This class will increase to 8cr hour. Requirements of accrediting body are main driver for this change. Also has the benefit of tracking faculty load, as cr hours
    - Covers a variety of classes, increasing by 1cr hour. AHS617 is being eliminated from the program, keeping, and one cr hour from the course is being consumed here. The other 2 cr hours are being added to Pass 610.
  o Involves field-based master’s project, being reduced to 1cr hours to help support increase in Pass610 without increasing program overall credit hours. Students produce something more akin to a proposal/project outline, and later produce a thesis in a class that is not being changed.
• Question about PASS613-it’s supposed to be coming up and it was cancelled in Curriculog. Pass 613 was renamed to “Clinical Diagnostics” and it has already been approved.
• Guest: Nicole Heck. Provided two tables explaining program modification.
• PASS Program revisions will arrive at GC-Program level on/around January 28th. We recommend Grad Council hold off approving these courses until the program proposal arrives at the Graduate Council Level.
• **Motion to Approve all three PASS courses, Valentine Muyumba, second by Szufang Chuang. Vote: 3-0-0**
• GC Charge: Common Curriculog Errors List
  o Missing departmental/college minutes discussing the course.
  o Incomplete course rationale.
  o No discussion of resources required.
  o No attached syllabus.
  o Syllabus has no distinction between graduate and undergraduate students.
  o No consultation with other units (e.g., library, other programs using the course).
  o Library consultation is almost always absent; for new courses or substantial revisions courses should include this consultation.
  o Courses that constitute a major program revision arrive at different times, so rationale text should include a list of all courses being modified.
  o Aldrich will write memo to Graduate Council regarding these "common errors" and circulate to the subcommittee for approval before sending in.
• Spring Meeting Schedule
  o Aldrich will send doodle poll. Meeting every other week opposite grad council.
• Adjourn, Motion by Valentine Muyumba, Second Steve Aldrich

Curricular Affairs for Courses Subcommittee of Graduate Council

Meeting Minutes 1/23/2019

4pm, Science 110 (Drummond Room)

Present: Carol Whetherell (Guest), Mark McInenery, Szufang Chuang, Steve Aldrich, Amanda Solesky, Valentine Muyumba

Call to Order

New Business:

- **SPED662 - Foundations of Deaf/Hard of Hearing Education**
  (https://indstate.curriculog.com/proposal:2858/form)

  o GUEST: Carol Whetherell
  o New program: Deaf/Hard of Hearing licensing program, for people who already hold a teaching degree (or are eligible to hold) a teacher’s license. First class, SPED661 already approved, has 9 students in it right now. SPED662, Foundations course is a survey course, discusses the aspects of deaf/hard of hearing education, communication modes, educational placement, culture. SPED663, Service delivery, discusses placement and service delivery models in Special Education related to deaf/hard of hearing students, covers methods for planning curriculum/teaching and also assessment of courses, social/emotional skills and how students who are deaf/hard of hearing transition out of P-12 systems, discusses how itinerant teachers can be more effective (which is a feature of the whole program). SPED664, provides in-depth study of language acquisition and literacy for deaf/hard of hearing students, focusing on connection between the two, discusses modes of learning literacy and language. SPED665 offers an overview of American Deaf Culture including aspects of sign-language, will help assist working with professionals in the deaf community and in Education with students who are deaf, enhancing understanding of Deaf culture. SPED666, focuses on development of listening as a foundation for learning spoken-language, including assessing speech/auditory processing skills, acquiring and using adequate technology, teaching of auditory development according to best-practice. SPED667 is practical experience.
  o Does Butler (or Ball State) offer this program? There is another university that offers and undergraduate program in this area, but if focuses on undergrads getting a teaching degree, rather than the focus of this program which focuses on those who are already licensable. The other program in the state has very low enrollment because it focuses on those who are not already in the discipline of teaching. Deaf/Hard of Hearing educators are in short supply nationwide, and Indiana is no exception. Many special educators and other teachers may be interested in moving to this specialized area.
  o Is staffing these courses going to be an issue? The people developing these courses have all agreed to instruct these courses. The group meets virtually frequently and looks at curriculum together so that they know how it works, how courses build on each other, and to make sure the course sequence meets standards.
  o Cohort model, done in two years.
  o What are the modes delivery: all online, although in SPED661 there is a face-to-face weekend in Indianapolis. Overnight-lodging for students over 50 miles away is covered for students, instructor is flown in. SPED667 also will have face-to-face, but probably more individualized.
  o In Education, what is a “survey course”? Basically a foundational, general-overview of the discipline. Not research-based.
Experiential learning required in SPED665, 666, 667 that include “fieldwork” (not an internship!). It could be “Community Based Service Learning” depending on the context.

PASS question, is this sustainable given the Indiana Department of Education’s support? Is this sustainable? Since this is requested by the State of Indiana, and as long as we need these teachers it should receive a good number of students. Even if external support fails, the University would only have to hire instructors.

Maximum class size 15. Once listserv advertisement for the single already-approved course resulted in 75 inquiries.

Motion to approve SPED classes as a block, Mark McInerney. 2nd Valentine Muyumba

  - GUEST: Mark McInerney
  - AHS is putting through an Accelerated Dietetics 4+1. They are proposing a single course to cover these topics in a single class rather than distributing it throughout their curriculum. Students have requested the course, and it does have a 400-level section for undergraduates.
  - Undergraduate prerequisites are acceptable because this is a 4+1
  - What happens if a grad student fails the graduate project but gets 100% on the rest of the class. Do they fail the class? Or pass it?
    - Mark McInerney has a new version of the syllabus where a failing grade on the graduate project has significant repercussions. He provided it to the subcommittee.
  - Motion to approve with amended syllabus, Valentine Muyumba. Szufang Chuang 2nd. Vote: 4-0-1

Old Business:

- Common Curriculog Errors (list was distributed)
  - Are resources are available?
  - How will a course change affect a program? Sometimes credit-hour totals are not updated/considered. Sometimes course changes don’t cascade well into programs.
  - Consultation is really necessary! More of it needs to be done.

Open Discussion

Adjourn

Motion to adjourn, Mark McInerney. 4:40pm adjourn.

Curricular Affairs for Courses Subcommittee of Graduate Council

4pm, Science 110

Present: Valentine Muyumba, Stephen Aldrich (Chair), Lisa Phillips (Guest), Whitney Boling (Guest), Mark McInerney, Szufang Chuang

1. Convene Meeting
2. Announcements & Questions

3. New Business
   a. Guest: Dr. Whitney Boling
      • All changes are prerequisite related and will not increase program credit-hour totals. This is the outcome of looking at sequencing. No other stats classes are suitable – AHS604 includes research design for statistical analysis, rather than just the fundamental statistics. Also no suitable graduate-level comparable class.
      • AHS601 – Research Methodology in the Health Sciences: https://indstate.curriculog.com/proposal:3431/form (course modification)
        - Need a prerequisite of AHS604 – Research Design in Statistics is needed before Research Methods, and addresses advising difficulties, and gets students the establish a baseline. AHS630 is listed in the impact report because adding prerequisites increases courses that are needed to get to AHS630.
      • AHS612 – Epidemiology: https://indstate.curriculog.com/proposal:3494/form (course modification)
        - Also adding AHS604 – Research Design to establish a baseline in data literacy to make epidemiology.
      • AHS619 – Seminar: Advanced Health Program Planning and Coordination: https://indstate.curriculog.com/proposal:3493/form (course modification)
        - Adding prerequisites of AHS617 – Theory and AHS604 – Epidemiology to provide a significant base to understand needs in health program planning.
      • AHS628 – Seminar: Advanced Program Evaluation in Health Professions: https://indstate.curriculog.com/proposal:3492/form (course modification)
        - AHS604 and AHS619 – need to know how to plan a program before you evaluate it.
      • AHS818 – Research Methods: https://indstate.curriculog.com/proposal:3501/form (course modification)
        - Add AHS604 is fundamental to research methods (EPSY612 would be considered equivalent for doctoral students, is unsuitable for Master’s students, discussions include potentially removing that course from offering).
      • Motion to approve all prerequisite proposals for AHS courses, Mark McInerney, Szufang Chuang seconds. 4-0-0
   b. Guest: Lisa Phillips
      • HIST547 – Contested Heritage: Making, Shaping, and Fighting over Public History: https://indstate.curriculog.com/proposal:3357/form (course modification)
        - NOTE: This is a new course, but proposed in a way that makes it look like a modification. Subcommittee requires a syllabus and the proposers will provide one which we will pass along to Graduate Council.
        - Revising a course to enable the History department to continue Public History classes at the 500-level, which is not currently possible. Can be taught by multiple faculty. High-school students have to take classes on Holocaust-related material, and many History grad students are actually
current teaching professionals, and so when this course is taught by one of the two intended faculty it will include Holocaust-related material, which would enhance their courses. Other faculty would focus on other contested histories, such as labor or civil rights. Extends the nascent Museum Studies Minor.

- Would this course sometimes use special collections? Sometimes it would, depending on the topic.
- This course is an elective course. History strives to sequence courses such that students are able to complete programs without slipping through the cracks.

Motion to approve HIST547 once syllabus is provided, Mark McInerney. Valentine Muyumba 2nds. 4-0-0

c. No Guest (Messages from Liz O’Laughlin & Virgil Sheets)

- Department is banking these as they are mostly remnants of curriculum that is no longer offered.
- Motion to approve banking, Szufang Chuang, Mark McInerney second. 4-0-0
- PSY615 – History and Foundations of Clinical Psychology: 
  https://indstate.curriculog.com/proposal:3658/form (banking)
- PSY627 – Clinical Practice in Pluralistic Society:
  https://indstate.curriculog.com/proposal:3659/form (banking)
- PSY669 – Research Apprenticeship:
  https://indstate.curriculog.com/proposal:3660/form (banking)
- PSY682 – Prevention and Treatment of Addictive Behaviors (with Practicum):
  https://indstate.curriculog.com/proposal:3661/form (banking)

4. Old Business
   a. Common Curriculog Issues Memo (see attached draft memo)

   - Everyone should receive this, rather than just Associate Deans.
   - We discussed how the CAPS manual and the Handbook do not require course learning objectives in the syllabus or any other part of the process.
   - We also discussed how the CAPS manual limits course description to 50 words, but many courses come with much longer descriptions.
   - Motion to approve the memo, Mark McInerney, 2nd Valentine Muyumba. Vote: 4-0-0.

5. Adjourn
   a. Motion to adjourn Valentine Muyumba. 2nd Szufang Chuang.
Curricular Affairs for Courses Subcommittee of Graduate Council

4pm, Science 110

Present: Steve Aldrich, Ernest Sheldon (Guest, Department of Built Environment), Valentine Muyumba, Liz Brown (Guest, Math and Computer Science), Amanda Solesky

Absent: Szufang Chueng, Mark McInerney

1. Convene Meeting, 4pm
2. Approve minutes
   a. Minutes from 1/29/2019 meeting and 2/6/2019 meeting, Motion to approve, Valentine Muyumba. 2nd Amanda Solesky. 3-1-0
3. Announcements & Questions
4. New Business
   a. Guest: Ernest Sheldon
      • New course proposal. Course that the department advisory board recommended be added three years ago. It was first offered as a special topics course initially, and was well attended and received in that context. Process safety management is becoming a bigger emphasis for companies that handle hazardous materials, particularly chemicals and hazardous waste. It’s not a part of the undergraduate program, and has been a very small part of an existing graduate course, but now it will be a standalone class. Dr. Blyukher will be in charge. Will eventually be one of eight “core” courses, from which students will select four courses. That revision will be forthcoming, probably for next.
      • Move to approve by Amanda Solesky, Valentine Muyumba 2nd. 3-0-0
   b. Guest: Liz Brown
      • MATH503 – Linear Algebra and Modeling for Data Science and Analytics: https://indstate.curriculog.com/proposal:2816/form (new/reactivated course)
      • This course was created to go with the Data Science Master’s program, which will be held off on and made a concentration in Computer Science rather than a standalone Master’s. This is a course that focuses on linear modeling for students who need to apply these techniques to Data Science.
      • No 400-level counterpart.
      • Program revision is forthcoming, and will include the Data Science concentration. There may be other MATH-prefix courses, but they are not related to the Data Science concentration. Program will include DATA-prefix courses which have already been approved.
      • Delivery mode for this class (and all Data Science concentration classes) will be entirely online.
      • Move to approve, Amanda Solesky. Valentine Muyumba 2nd. Vote: 3-0-0
         1. Discussion: Proposed as “new reactivated” rather than new, but this is a limitation of curriculog.
   c. Guest: No Guest
• LING515 – Topics in Sociolinguistics: https://indstate.curriculog.com/proposal:3626/form (modification to allow course to be repeatable)
• Course will be repeatable under different topics.
• Noted that the primary difference between grads and undergrads is that graduate students have to give a presentation during study.
• Move to approve, Amanda Solesky. Valentine Muyumba 2nd. Vote: 3-0-1

5. Old Business

6. Adjourn, 4:26pm

To: Graduate Council
From: Curricular Affairs for Courses Subcommittee
Date: February 6, 2019
Subject: Common Curriculog Errors

In Fall 2018 Graduate Council charged our subcommittee with developing a list of common errors committed in proposing or modifying courses in order to help Curriculog users submit more successful and complete curricular proposals, and hopefully to help streamline curricular review. Our subcommittee has found that the following items are common problems in course-related curricular proposals:

2) **Missing minutes**: Curriculog can accept file attachments. In many (if not most) cases, course proposals do not include any minutes discussing the course. These minutes, or sections of minutes (which could be entered in the “Decision” box if not attached as a file) are a vital part of the curricular record, and would allow our committee to view more context for a proposal. Indeed, including detailed minutes may allow the subcommittee to move a proposal on without inviting a guest if those minutes answered all questions or concerns that the subcommittee might have. Including minutes may save time, and will also allow people at all levels of review to know that these changes have been considered by a department and/or college.

3) **Incomplete rationale**: The “rationale” box in Curriculog is one of the most vital pieces of information for appropriate curricular review. Unfortunately, many course modifications/proposals make inadequate use of this part of the form. Often the change is described, rather than justified or discussed (e.g., “This course is being reactivated,” rather than “We are reactivating this course because...”). In many cases outcome assessment, program review, or accreditation can lead a department or program to consider changes to their courses, but our subcommittee regularly discovers this as a motivation for a course modification/proposal only in discussions with the proposer whom we invited to our meetings. Instead of a brief one-or-two sentence “rationale” we recommend a more complete description of the need for the modification/proposal.
4) **No discussion of resources:** While course modification/proposal may not require resources (indeed, a course proposal such as a banking or elimination may free up resources), most proposals appear to avoid discussing resources at all costs. Since the subcommittee almost always asks a question about resources, this is another underutilized field in Curriculog which would save time if it were used more often.

5) **No syllabus attached:** Often course modifications, reactivations, or new course proposals come to our subcommittee without an attached syllabus. Course modifications and reactivations need a syllabus as well since the syllabus may need to reflect the modification, and a reactivated course will almost certainly be changed to reflect the state of the art in the discipline (most banked courses have been banked for quite some time).

6) **No/Insufficient distinction between graduate and undergraduate sections:** In cases where a 500-level course has a 400-level counterpart the syllabus must reflect a difference in expectation and evaluation of graduate students versus undergraduate students. Very frequently there is no distinction between graduate and undergraduate students, or the distinction does not reflect a substantial-enough difference. Graduate Council may want to provide more clarity in the distinction between 400- and 500-level versions of courses.

7) **No consultation/no evidence of consultation with other units:** Our subcommittee has noted that most course proposals contain little or no information about consultation with other units which may be affected by the modification/proposal to/of a course. While the Registrar does do a audit to see if a course is required in another program, there is often no consultation (or proof of consultation) between the unit proposing/modifying the course and the one affected. Furthermore, in cases where a course is an elective (i.e., not required) in another program there is usually no Registrar audit. The subcommittee believes we need to grow a culture of consultation in our curricular process, as it has diminished since the adoption of Curriculog.

8) **Library consultation:** Library consultation for course proposals (and we believe Program proposals, too) is almost always absent. The Library should be consulted in most modifications, reactivations, eliminations, and new course proposals. We recommend that the Library be explicitly added to the Curriculog routing chain.

9) **The timing of proposal review:** Since course proposals and program proposals are reviewed at different times and by different subcommittees, we strongly recommend that all proposals include a list of courses being modified/proposed and also list the program being modified in the “Rationale” box in Curriculog. Including this information will make it much easier for all entities involved in curricular review.

10) **New courses that are proposed as “Modified Courses”:** We have noted that some courses are actually new course proposals, but they come to our committee in Curriculog as course “modifications” because the proposer imported an old course and then modified title, description, and sometimes even course number. These “stealth new course proposals” should probably be rejected before they reach the Graduate Council Curricular Affairs for Courses Subcommittee and be reentered appropriately in Curriculog as new course proposals.

Approved by Curricular Affairs for Courses Subcommittee, 2/6/2019, 4-0-0

CC: Jolyn Kuhlman (Chair of Curricular Affairs for Programs Subcommittee)