

GRADUATE STUDIES

Graduate Council Minutes

January 16, 2020

UC Tribute Room

MINUTES APPROVED: _____

Members:

Present: Cho, Crocker, Deken, Evans, Glackin, Godard, Hopkins (proxy Hinkle), Jones, Koch, Ladwig, Amick (proxy McFerron), Ragain, Sobba, Timlin, Waggoner, Ward

Absent: Copeland, Gunn, Hollerbach, Kullum

Guests: Gloria Green (Nursing), Eric Billington (Psychology & Counseling)

A. **Minutes:** Motion by Glackin, second by Hopkins, to approve the distributed minutes from the November 21, 2019 Graduate Council meeting with minor revisions. Motion was approved unanimously by voice vote.

B. **Reports:**

1. Provost

a. Dr. Godard attended the CAO Meeting in Jefferson City; they are working through changes to processes and procedures at MDHEWD; one area that they are looking to revise is the comprehensive review process for new programs. They will allow for a peer review process (from Council of Academic Officers). We are looking for ways to partner with other institutions. Comprehensive Program Review will start in 2021, to look at every single program to see if they are meeting the metrics in terms of graduating students from the programs. We will start an internal process before we get the list from the review.

2. Curriculum Subcommittee – (none)

3. Academic Standards Subcommittee – Doug sent email to the committee to look at outcomes. They will meet after council today.

4. Thesis Review Subcommittee – Thesis reviews are under way. Looking into a standardized template for people to use.

5. Summer Research/Creative Activity Grant Subcommittee – (none)

C. **Action Items:**

1. College of Education, Health, and Human Studies

a. Department of Leadership, Middle, and Secondary Education

i. M.A. in Educational Administration – Admission Requirements Revision

Koch and Godard explained the proposal. Discussion followed. Motion by Ward, second by Waggoner, to consider and approve the changes to the M.A in Educational Administration. Motion passed unanimously.

ii. M.A. in Higher Education Administration – Program Change

Koch explained the proposal. Discussion followed. Motion by Ragain, second by Crocker, to consider and approve the changes to the M.A in Higher Education Administration. Motion passed unanimously.

b. Department of Nursing

i. M.S.N. Program Changes

1. NS603 *Advanced Diagnostics & Reasoning* – Title Change/Course Revision

2. NS629→NS627 *Advanced Health Assessment Practicum* – Course number change

3. NS649→NS637 *Primary Care I Practicum* – Course number and Course Title Change

4. NS659→NS647 *Primary Care II Practicum* – Course number and Course Title Change

Gloria Green explained the proposal. Discussion followed. Motion by Hopkins, second by Waggoner, to consider and approve the changes to the M.S.N. Program. Motion passed unanimously.

c. Department of Psychology and Counseling

i. M.A. in Applied Behavior Analysis – Course Revisions and Course Additions

1. AB535 *Principles in Psychopharmacology* – Title Change/Course Revision

2. AB537 *Behavioral Consultation and Management* – New Course

3. AB605 *Research and Practice in Applied Behavior Analysis I* – Title Change/Course Revision

4. AB607 *Research and Practice in Applied Behavior Analysis II* – Title Change/Course Revision

5. AB608 *Research and Practice in Applied Behavior Analysis III* – Title Change/Course Revision

Billington explained the proposal. Discussion followed. AB537 is missing the undergraduate grading scale. Must revise the syllabus to include undergraduate grading scale for courses that admit

undergraduate students and be clear if undergraduate students must meet the same expectations as graduate students. Consider if any of the 500 course should be listed as 600. Motion by Ward, second by Ragain, to consider and approve the changes to the M.A. in Applied Behavior Analysis, with the discussed syllabus revisions. Motion passed unanimously.

D. Informational Items:

1. College of Education, Health & Human Studies

a. Department of Psychology and Counseling

i. M.A. in Applied Behavior Analysis – Course Revisions

1. AB531 *Basic Principles in Applied Behavior Analysis* – Syllabus Revision
 2. AB532 *Methods for Studying the Behavior of Individuals* – Syllabus Revision
 3. AB533 *ABA I: Skill Acquisition and Assessment* – Syllabus Revision
 4. AB534 *Functional Assessment and Behavior Reduction* – Syllabus Revision
 5. AB601 *Conceptual Topics in Behavior Analysis* – Syllabus Revision
 6. AB603 *Ethics, Disciplinary Systems, and Professionalism in Applied Behavior Analysis* – Syllabus Revision
- Billington spoke to the revision of the courses.

2. College of Science, Technology, Engineering, & Math

a. Temporary Course Approval

i. IM591 *Cooperative Technology Management Internship*

E. Recommendation for Graduate Faculty Status:

Motion by Ragain, second by Wagganer, to approve for Graduate faculty status all those recommended who have a terminal degree, or are an Ed Specialist with a degree level above Masters within their discipline, and those whose certifications or experience qualify them to teach graduate classes, according to HLC criteria.

Discussion followed. Motion passed unanimously.

The Council supported appointment of graduate faculty status of the following faculty:

- | | | |
|-----------------|--|---------|
| 1. Nathan Wills | Leadership, Middle and Secondary Education | Adjunct |
|-----------------|--|---------|

F. Discussion:

1. Curriculum Tracking in Smartsheet

a. Koch will send links to the group of a new tracking system for curriculum changes from the Provost's office. He asked for feedback on the system.

- i. Ragain suggested new entries at the top
- ii. Wagganer suggested separate reports for complete and incomplete
- iii. Deken suggested automatic reminders be created asking for approvals.

b. We will notify the deans/chairs that they may get emails asking for approvals from Smartsheet

2. Assigning 3rd committee member for thesis

a. Currently the student gets 1 chair & 1 faculty member and then asks the office of Graduate Studies for a 3rd member.

i. Historically there was a list of faculty with Graduate Faculty Status and their research interests.

b. Koch suggests that chairs find a 3rd member that is out of the department or discipline.

c. Discussion of this will continue in a future Graduate Council.

3. Research Compliance – IRB and IACUC

a. We will need a letter from IRB for all projects/theses

b. Suggestion: Add it to the topic sheet.

c. The requirement will be the same for funding any projects/FFR proposals

d. Suggestion: Have workshops to educate students on research processes

e. Discussion of this will continue in a future Graduate Council.

f. How often does it have to be renewed for ongoing research?

- i. IRB approval is for a year, then a report has to be submitted. There is an option to renew the approval or to end the research. When new students are included in research, they should be added to the IRB approval.

4. Appeals

- a. Currently there is no standardized process in place, and we would like to create a process, which includes documentation.
 - i. Ward mentioned her program has to come back for approval to go over 12 credits for almost every student. Previously, they had approval from the provost to go over 12 credits for their program to maintain its faculty/student ratio. Systemically, because the process is manual, every student requires a new approval.

G. Other:

Next meeting of Graduate Council: February 20, 2019 @ 8:30 a.m. in the UC Redhawks Room.

Motion by Deken, second by Evans, to adjourn. Meeting adjourned.