GRADUATE COUNCIL MINUTES
Thursday, December 12, 2019
WRNH 2147 – 3:30 p.m.

PRESENT:  Said Abushamleh, Kazuma Akehi, John Bauer, Matt Bice, Bree Dority, Dena Harshbarger, Whitney Schneider-Cline, Janet Steele, Theresa Wadkins, Hanna Heil, and Gabriela Lopez Lemus

ABSENT:  Doug Biggs, Noel Palmer, Marguerite Tassi, Frank Tenkorang, Michelle Warren, Mallory Wetherell, Ron Wirtz, and Erin Anderson

I. Approval of the November 14, 2019 Minutes – approved via email

II. Graduate Dean’s Report

A. Natalie Danner, Chair of Montessori Education
   Dean Ellis introduced Natalie Danner, Chair of Montessori Education, to the council. She provided a handout and power point presentation on the Graduate Credit Transfer Policy Proposal. This proposal involves transferring credits from Montessori freestanding teacher education centers that are accredited by Montessori Accreditation Council for Teacher Education and affiliated by American Montessori Society. After the presentation, the council had a positive yet critical discussion concerning the proposal. The discussion was tabled until the next meeting.

B. Fall 2019 Graduates
   Unanimous approval of the slate of fall graduates (Steele/Dority).

C. Restructuring Committees
   Dean Ellis offered to the council that it is possible to restructure the three committees into two committees to allow for more members to share the workload. No decision was made.

D. Graduate Student Professional Development
   Dean Ellis informed the council that he submitted a graduate student fee request for the creation of the Professional Development Program. With feedback from the fee committee, it was decided to pull the fee request and resubmit next year. The Office of Graduate Studies will design a professional development institute or academy that will allow online and on campus graduate students to acquire professional skill sets / competencies in their areas / disciplines. The University of Oregon has such a program that we will use as a model.

   Bice announced upcoming spring workshops to include developing digital portfolios, graduate student mental well-being by David Hof, and multi-culture and diversity in the workplace by Juan Guzman. UNK workshops are available to graduate and undergraduate students, faculty and the public and all are invited to a face-to-face delivery or synchronously via Zoom. The workshops will also be recorded and available on the Graduate Studies website to be viewed later. It was suggested to award students who complete all the workshops with a badge. A workshop on research was suggested to aid those who will present at Research Day in the spring.
E. **Research Week**

Dean Ellis announced that the Research Week schedule will include the New Frontiers Reception, panels comprised of the faculty featured in the publication, Undergraduate Student Research Day, and ending the week with Graduate Student Research Day. He asked the Council to encourage graduate faculty to include Research Week participation and / or attendance in their Spring syllabi.

F. **Thesis Guidelines**

The thesis guidelines are outdated, lengthy, and cumbersome. Committee I will revise these in the spring.

G. **Graduate Lecturer Credentials**

Dean Ellis explained that faculty should have the degree higher than what they are teaching according to HLC guidelines. For example, to teach a graduate class the faculty should have the terminal degree. HLC allows for “Tested Experience” as another pathway towards qualification to teach graduate courses for instructors without the terminal degree. Dean Ellis emphasize that departments should use Tested Experience as the exception rather than the rule. The Graduate Office is exploring the use of Tested Experience at the other NU campuses in preparation for drafting a UNK policy.

III. **Committee Reports**

A. Policy & Planning Committee – no report.

B. Academic Programs Committee

For **Graduate Council Action**

The program changes for items C) and D) come as a seconded motion to the Graduate Council. Motion Carried for items C) and D) only.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Nature of Request</th>
<th>Suggestion(s) / Comment(s)</th>
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| CRINST-MAE: Curriculum and Instruction, Master of Arts in Education | Program Change Request – A) Added High Ability/Gifted Concentrations as options. One option is thesis based and the other is non-thesis. B) Added Reading International concentration for graduate students in a China Cohort. C) Updated ESL concentrations to meet state requirements for endorsement. D) Cleaned up wording for electives in Montessori E) concentration/course changes. | Suggestion to Graduate Council - Discussion on Items A. & B. Comments:
A.) Is Graduate Council okay with two concentrations that look duplicated with SPED?
B.) Title Reading International? Concentration is very similar to Reading PK-12.
C.) Approve ESL changes.
D.) Approve
E.) Program/Course changes – Removing P from Transitional Certification Courses |
Tabled:

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<td>New Proposal</td>
<td>Significant Revisions were sent to Dr. Danner - Revisions needed before reviewed by Graduate Council</td>
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| CRINST-MAE: Curriculum and Instruction, Master of Arts in Education (Tabled items A, B, and E only) | Program Change Request –  
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For Graduate Council Information - The following courses have been approved by Committee II. Bice informed the council that ENG 810 and ENG 893 will be issued new call numbers.

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<td>CSP 845: Global Perspectives in Higher Education Student Affairs</td>
<td>New Course Proposal</td>
<td>Approve pending minor modifications. Update standard statement</td>
</tr>
<tr>
<td>ENG 809: Theory of Rhetoric and Composition</td>
<td>New Course Proposal</td>
<td>Approve pending minor modifications. Add 809 to title, office hours, Typo (Cindy, not Cindy), update standard university statement with updated information, add CST on due date times.</td>
</tr>
<tr>
<td>ENG 810: English around the Globe</td>
<td>New Course Proposal</td>
<td>Approve pending minor modifications. Add 810 to title, office hours, Typo (Cindy, not Cindy), update standard university statement with updated information. Can you please note if the course is going to be hybrid or synchronous? The course number might have to change per Grad Office/Registrar’s office.</td>
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<tr>
<td>Course Code</td>
<td>Course Description</td>
<td>Action</td>
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<td>ENG 885: Narrative Strategies</td>
<td>Course Change Request</td>
<td>Approve. Removing the prerequisite</td>
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<tr>
<td>ENG 886: Poetic Strategies</td>
<td>New Course Proposal</td>
<td>Approve pending minor modifications. Add 886 to title, Office hours (or how online students will contact instructor beyond email), add CST on due date times</td>
</tr>
<tr>
<td>ENG 893: Creative Writing Thesis Workshop</td>
<td>New Course Proposal</td>
<td>Approve pending minor modifications. Add 893 to title, please add instructor information (contact, office hours, meeting times, etc.), update standard university statement with updated information. The Graduate Office will be checking course number for possible duplication, no action from Department or Graduate Council. The course number might have to change per Grad Office/Registrar’s office.</td>
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C. Faculty & Student Affairs Committee – One of the Reichenbach recipients cannot accept the award (which was to be $1,000 for the spring semester). It was decided to award two $500 awards to Teran Boyer and Alexis Reinart who were the next highest-ranking students.

IV. Other Business

There being no additional business, the meeting adjourned.

Respectfully submitted,
Janna Shanno