

**GRADUATE COUNCIL MINUTES**  
Thursday, December 12, 2024 – CMCT 241

**PRESENT:** Ngan Chau, Bree Dority, Janet Graham, Mary Harner, Torsten Homberger, Miechelle McKelvey, Whitney Schneider-Cline, Christopher Strickland, Erin Sweeney, Doug Tillman, Michelle Warren, Melissa Wuellner, Chloe Dakan, Elizabeth Neukirch, Linda Johnson

**ABSENT:** Brook Envick, Angela Hollman, Austin Nuxoll, Laurinda Weisse

**I. Approval of the November 14, 2024, Minutes – approved via email.**

**II. Graduate Dean's Report**

Dean Ellis welcomed everyone to the meeting and thanked them for taking time at the end of the semester to meet.

*A. Approval of 2024 Graduates*

Unanimous approval of the slate of fall graduates (Miechelle McKelvey/Christopher Strickland).

Assoc. Dean Adkins shared Graduate Studies has transitioned the responsibility of reading names at commencement from the Assoc. Dean to a faculty member in Modern Languages. This change aims to ensure names are pronounced correctly. Michelle Warren will be reading names for the Graduate College at the December 2024 commencement.

*B. Graduate Transfer Credit Policy*

Each NU campus approaches transfer credits differently. At UNK, students can transfer up to 25% of the program (e.g., 9 hours in a 36-credit hour program). Council members engaged in a productive conversation about transfer credit policies and the number of credit hours that can be shared between graduate programs. The Office of Graduate Studies will make recommendations and then share with Graduate Council for further discussion and approval at the next meeting.

*C. Graduate Council Bylaws & Policy*

The NU Graduate College is in the process of revising the Graduate College Bylaws. Dean Ellis asked the council to look over the UNK section that starts on page 22. Discussion was held. Proposed Bylaws revisions will focus on clarifying Graduate Faculty status and Graduate Faculty duties and responsibilities. The revisions will be shared with campus in the Spring and then a system-wide Graduate Faculty vote will be held to approve the changes.

*D. Graduate Student Association*

UNK now has an active Graduate Student Association (GSA) and graduate students serving on the Graduate Council. However, the GSA experiences high turnover. To address this, the graduate office asks all graduate council members to encourage students to join, consider serving on the executive council, and ideally the GSA would like to bring new members into the GSA during the Spring semester to ensure a smooth transition and “passing of the torch” to new leadership.

*E. Commencement – December 20*

Winter Commencement is scheduled for Friday, December 20 in the Health Sports Center. Dean Ellis encourages all faculty to attend. Dean Ellis thanked anyone who has or will be hooding or reading.

### III. Committee Reports

#### A. Policy & Planning Committee

Policy & Planning Committee will be reviewing the Graduate Transfer Credit.

#### B. Academic Programs Committee –

Associate Dean Adkins thanked Heather for vetting each of the course and program changes prior to review from the graduate council members. She thanked all Graduate Council members for taking the time, and everyone who serves on the Executive Committee II.

Five program changes were recommended for approval by the Graduate Council, Comm II.

For Graduate Council Action – motion to approve after recommended revisions by Wuellner/Graham. Motion carried unanimously.

Program Name	Nature of Request	Recommendation
INTECH-MSE: Learning Design and Technology, Master of Science in Education	The Program is currently set at 27 hours. The minimum hours need to be 30. The proposed changes will get all concentration areas to a minimum of 30 hours.	Approve
MUSIC-MAE: Music Education, Master of Arts in Education	We are proposing to remove three credit hours of electives to reduce the program to 33 credit hours. We are not proposing any other changes. The reason behind our request is to make our program more competitive with other graduate music education programs, but not compromise the core of the program.	Approve. More information given in justification than is needed. Approval is of reducing the program from 36 to 33 credit hours.
PE-MAE: Kinesiology and Sport Sciences, Master of Arts in Education	To better serve the students who are interested in master's programs in our disciplines, we are proposing to modify the coaching emphasis to Coaching and Sport Performance. In addition, we are removing the recreation option.	Approve
SCHSUP-EDS: School Superintendent, Education Specialist	Add a third letter of recommendation as an admission requirement from two, as is a requirement for accreditation for Educational Administration programs in Rule in Regulation from the Nebraska Department of Education. (Two letters must	Approve

	come from school administrators and one additional letter).	
SUSPED-MAE: Supervisor of Special Education, Master of Arts in Education	Add a third letter of recommendation as an admission requirement from two, as is a requirement for accreditation for Educational Administration programs in Rule in Regulation from the Nebraska Department of Education. (Two letters must come from school administrators and one additional letter).	Approve

One accelerated program revision was recommended for approval by the Graduate Council, Comm II.

For Graduate Council Action – motion to approve the accelerated program after recommended revisions by Schneider-Cline/Homberger. Motion carried unanimously.

Program Name	Nature of Request	Recommendation
MAED-KSS, Accelerated Program Revisions		Approve

For Graduate Council Information – the following courses were approved by Committee II.

Prefix & Course Name	Nature of Request	Recommendation
CYBR 834: Information Technology Teaching Methods	Remove prerequisites and add highly recommended coursework instead	Yes, with minor revisions
CYBR 834P: Information Technology Teaching Methods	Make prerequisites and description consistent with CYBR 434 undergraduate course, which is already approved and in the catalog.	Yes, with minor revisions
CDIS 876: Cognitive Communication Disorders	Remove prerequisite course. Our Students take Neurological Foundations at the Undergraduate level (not CDIS 815), so this is causing undue registration issues for all.	Yes, with minor revisions
KSS 808: Athletic Training Therapeutic Intervention I	Updating to reflect CAATE accreditation standards	Yes, with minor revisions
KSS 809: Athletic Training Therapeutic Intervention II	Updating the Course Description and Objectives to reflect CAATE accreditation standards	Yes, with minor revisions
KSS 820: Non-Orthopedic Assessment & Management	Updating course title, course description, and objectives to reflect requirements for CAATE accreditation.	Yes, with minor revisions

KSS 823: Non-Orthopedic Assessment & Management II	New course proposal. CAATE accredited programs must have a mental health course for AT students.	Yes, with minor revisions
TE 816B: Practicum: Reading and Literacy	Updating course title and catalog description to reflect changes to the field with the insertion of language specifically dedicated to reading and literacy.	Yes, with minor revisions
TE 823P: Science of Reading	This course is a new elective course being proposed for use in the graduate reading program. Nebraska State Legislature Rule 20 proposes all teacher preparation programs offer the science of reading. In depth discussion of this content of brain development and brain function is not provided in other course work.	Yes, with minor revisions
TE 845: Contemporary Theory & Practicum Literacy	(NOTE: Although almost all professional organizations, such as the International Literacy Association, the Nebraska State Literacy Association, the Association of Literacy Educators and Researchers, the Literacy Research Association, etc., have changed their official names from the term Reading to the term Literacy, the Nebraska Department of Education still refers to Reading in Rule 24 (Reading Specialist); therefore, the terms Reading and Literacy; Reading; or Literacy, may be used interchangeably in these course revision descriptions, rather than just the term Reading, to keep up-to-date with terminology changes in the field.)	Yes, with minor revisions
TESE 861P: Legal Issues in Special Education and IEP Development	Moving to an accelerated MA program option, offering TESE 461 and TESE 861 components. Designating TESE 861P as a P course.	Yes – with minor revisions (Course objectives do not match what is included in syllabus)
BIOL 809P: Biological Studies using GIS	Supposed to be a course description change but no change is showing	Yes, with minor revisions  Course numbers are not the same as in CIM – need to add P to syllabus course number and add section number. Advise adding a line in the syllabus for Prerequisites even if there are none.

		<p>Offered on-campus, Fall of odd-numbered years in course description is an inconsistency between the course description on CIM and the syllabus. Delete the old UNK policy on Diversity &amp; Inclusion</p> <p>Minor typo, but under Reading section, esri should be Esri.</p>
BIOL 814: Plant Pathology	We plan to offer this course in the near future	<p>Yes, with minor revisions</p> <p>No section number in syllabus; delete the Undergraduate Student Attendance Policy and Undergraduate Academic Integrity Policy listed in the syllabus; add a line in the syllabus for Prerequisites (even though there are none).</p>
BIOL 875: Internship in Biology	We are reducing the credits for the course to limit the number required from the experiential learning courses for graduation. Also the course is being changed to credit/no credit as it is difficult to assign a letter grade for experiential learning in work setting.	<p>Yes, with minor revisions</p> <p>Add section number to syllabus. Add line for Office Hours in syllabus even though it is an Internship, since there are assignments to be completed and an instructor of record. In justification, add “a” to read: <u>to assign a letter grade for experiential learning in a work setting.</u></p> <p>In course description on CIM form and in syllabus, we suggest clarifying the 3-4 hours of internship work per week corresponds to 1 credit hour “over the course of a 17-week semester” or whatever you want to have there.</p>
MATH 805: Cryptography for Teachers	New Course: Increasing offerings as part of a rollout of a graduate certificate. We would like to offer enough courses to have a regular rotation for teachers to gain enough content hours to teach dual enrollment.	<p>Yes, with minor revisions</p> <p>Add section number and credit hours to syllabus. We advise placing Pre-requisites on a separate line toward the top of the syllabus; add office hours-student drop-in hours to syllabus.</p>
MATH 841: Abstract Algebra for Teachers	Bringing this back to support a full course rotation as we move to offering a certificate for content courses aimed at helping teachers become	Yes, with minor revisions

	eligible to teach dual enrollment.	There needs to be a section number and credit hours added to the syllabus.
MODL 820: Methods of World Language Instruction	Over the past decade (or more) the language teaching profession writ large has been moving away from the term “foreign” to describe the languages we teach – preferring more accurate and inclusive terms like “modern” and “world.” Course title and catalog description are being updated to reflect this.	Yes, with minor revisions  Need section number added to syllabus and advise a line stating “Prerequisites: None” be added. Also advise putting the credit hours on a separate line in the syllabus. Undergraduate Policies on Attendance and Academic Integrity should be removed since not a combined 400/800 course.
MODL 872P: World Language Pedagogy	Over the past decade (or more) the language teaching profession writ large has been moving away from the term “foreign” to describe the languages we teach – preferring more accurate and inclusive terms like “modern” and “world.” Updating course title and description accordingly.	Yes with minor revisions  Syllabus needs the section number. Advise adding a line in the syllabus for Credit Hours (now in Course Description). The instructor listed in the syllabus is no longer at UNK. The syllabus needs to make clear the differences between what is required for MODL 472 and MODL 872. Course Description, Course Format, and Course Overview all have FORL 472. There is no mention of MODL 872. Grading criteria needs to include the Research Project for Graduate Students. We advise considering whether the “activities” column in the calendar is required since there is only one activity listed.
SPAN 872P: Content and Language Integrated Instructional Methods for Dual Language/Bilingual Education	This course is being created to support the development of a dual language endorsement pathway. The course can also be taken by endorsement candidates in other content areas who are bilingual and aspire to teach in bilingual/dual language education programs. It is being proposed as a P course so that it can be included as an elective in the SPAN MAE program as well. The undergraduate component 472P has been proposed as well. Graduate students in 872 will undertake an additional project applying course concepts to their professional context.	Yes – with Minor revisions  Add section number and number of credit hours to syllabus. We advise adding a line stating “Prerequisites: None”. The syllabus has links to undergraduate Attendance and Academic Honesty policies and not graduate UNK policies. The title of the course in CIM does not match the title in the syllabus.

C. Faculty & Student Affairs Committee –

The committee will need to begin reviewing and selecting the UNK Best Thesis award which is due by February 3. There are three theses to review, one from Biology, English & History.

**IV. Other Business**

There may be a last-minute grade appeal. Erin Sweeney asked about the process for appeals regarding incomplete grades and extended deadlines. In such cases:

- The Instructor, Graduate Program Committee (GPC) Chair, and Graduate Dean must approve the request.
- If the Instructor and GPC Chair are the same person, the approval process will still include the Graduate Dean for oversight.

Respectfully submitted,  
Heather Rhinehart