

**GRADUATE COUNCIL MINUTES**  
Thursday, April 10, 2025 – CMCT 241

**PRESENT:** Ngan Chau, Bree Dority, Janet Graham, Mary Harner, Torsten Homberger, Miechelle McKelvey, Christopher Strickland, Erin Sweeney, Doug Tillman, Michelle Warren, Chloe Dakan, Elizabeth Neukirch, Linda Johnson, Mark Ellis

**ABSENT:** Brooke Envick, Angela Hollman, Austin Nuxoll, Whitney Schneider-Cline, Laurinda Weisse, Melissa Wuellner, Megan Adkins

**I. Approval of the March 13, 2025, Minutes – approved via email.**

**II. Graduate Dean's Report**

Dean Ellis welcomed everyone to the meeting and thanked them for taking time to attend.

Dean Ellis reminded the council that the Graduate Student Association (GSA) will undergo a restructuring process. The GSA has drafted a proposed structure along with guidelines outlining how students may become involved in the organization. Chloe Dakan, the GSA representative, provided the council with an overview of the process behind the proposal. Discussions on this matter are still ongoing.

The council reviewed the proposed revisions to the Graduate College Bylaws. The revisions have already been approved at the campus level and will now advance to the system level for final approval. The vote to approve or reject the bylaws is currently open and will remain so until May 5. A public hearing, hosted by the Provost's Office, will take place via Zoom on April 15. All Graduate Deans will be in attendance.

Dean Ellis reminded the council that Student Research Day will take place on April 17. All are encouraged to attend and support the event by viewing the student poster presentations and oral sessions.

**III. Committee Reports**

*A. Policy & Planning Committee*

*B. Academic Programs Committee –*

Sweeney sent a draft for a Dual-Listed Course Policy to the council. Discussion addressed expectations and necessary components for syllabi submitted to the CIM system for 4XX/8XXP courses. These courses are taught by the same instructor and occur in the same physical or online space. However, the expectations must be clearly differentiated between the two student groups.

Additional information was needed, so the revised policy will be emailed to the council members and voted upon via email.

The current Executive Members of the Grad Committee II will be stepping down from their positions. Sweeney led a discussion on potential candidates. Voting for the new Executive Members will take place after the Grad Council Elections conclude. Sweeney will send out the voting in May.

Linda Johnson informed the council of some changes that the Nebraska Department of Education is making to endorsements. These changes include:

- Social Science 7-12 is now Social **Studies 6-12**
- Middle Level Social Science is now Middle Level Social **Studies** (no grade level change)
- The following endorsements change from grades 7-12 to 6-12:
  - English Language Arts
  - Geography
  - History
  - Political Science
  - Psychology
  - Secondary English
  - Sociology
  - Social Studies (was Social Science)

Students currently enrolled under the old name or grade level will have the new name and/or grade level on their teaching certificates.

For Graduate Council Action – A vote was made to approve the proposed Accelerated Programs by Michelle McKelvey/Christopher Strickland. Motion carried (See next page)

For Graduate Council Action – A vote was made to approve the program changes submitted except for the change for Special Education by Michelle McKelvey/ Torsten Homberger. Motion carried.

For Graduate Council Action – A vote to approve the Special Education program with edits by Christopher Strickland/ Bree Dority. Motion carried.

For Graduate Council Information – the following courses were approved by Committee II. (See next page)

#### *C. Faculty & Student Affairs Committee*

Committee III met and rendered the decision on the student grade appeal. Michelle McKelvey will email the decision to Dean Ellis.

#### **IV. Other Business**

Motion by Christopher Strickland to adjourn the meeting.

## GRADUATE COUNCIL MINUTES

Friday, April 11, 2025 – Email Vote

For Graduate Council Action –Vote on the Dual-Listed Course Policy by email by Christopher Strickland/Torsten Homberger. Motion carried.

### Course Numbering

Graduate courses are numbered at the 800- or 900-level. Courses numbered "800P" may have an undergraduate counterpart numbered at the 400-level or may be taught by non-graduate faculty. (These 400-numbered courses are listed in the undergraduate catalog.)

Courses numbered 800 (without the "P") are designated primarily for study beyond the bachelor's degree or towards a Master's degree. One half of a student's Master's degree must be numbered with 800 (non-P) courses.

Courses numbered at the 900-level are designated primarily for study beyond the Master's Degree.

### Dual-Listed (P-Course) Course Policy

Dual-listed courses are usually courses that are offered concurrently for both undergraduate and graduate students. These courses are taught by the same instructor and occur in the same physical or online space. However, the expectations must be clearly differentiated between the two student groups.

#### 1. Course Structure and Expectations

- **Dual-listed courses** with an undergraduate component must have distinct undergraduate and graduate components in terms of assessments. Graduate students will be held to higher academic standards than undergraduate students, in line with accreditation criteria.
- **Dual-listed courses** with an undergraduate component are designated with specific course numbering conventions:
  - Any new proposed P-level course must be a **400-level course** that is dual-listed with courses numbered **8xxP** for graduate credit.
  - Current dual-listed courses are expected to have an undergraduate 400-level course with an 800-level course, exceptions may be made for 300-level courses.
- Graduate students are expected to complete more challenging work, and their assessments will reflect higher expectations than those for undergraduates enrolled in the same course.

#### 2. Syllabus Requirements

- The **syllabus for dual-listed courses** with an undergraduate component must include:
  - A clear distinction between undergraduate and graduate-level performance expectations.
  - Specific assessment measures unique to graduate-level work.
  - A statement indicating that graduate students will be assessed at a higher level in both content complexity and intellectual rigor.

#### 3. Enrollment Restrictions

- Graduate students cannot enroll in a dual-listed course if they have previously received credit for that course at the undergraduate level.
- A dual-listed course completed at the undergraduate level cannot be retroactively changed to a graduate-level course once it has been recorded on transcripts.

### Graduate-Only Level Course Requirement

Courses selected for a student's Program of Study must include 50% or more of courses restricted to graduate students only (800- and 900-level courses), unless the Graduate Council permits the student to reduce this amount. 800-level courses designated with the letter "P" do not apply to this requirement.

## Old Business Program

Program Name	Nature of Request	Recommendation
BUS-MBA- Accelerated Program for Business Admin track	4+1 already approved, however has to come back to grad studies after going to undergraduate	Approve
ATR-MATR- Accelerated Program for Athletic Training	3+2 changes already approved, however has to come back to grad studies after going to undergraduate	Approve
PE-MAE—Accelerated Program for Kinesiology and Sport Sciences	4+1 changes already approved, however has to come back to grad studies after going to undergraduate	Approve
Supervisor of Special Education	Can't just put "take a graduate special education class". We had to put a range of TESE 800-899.	Approved by Dean Ellis and fixed by Lisa Neal

## New Business Program

Program Name	Nature of Request	Recommendation
CRINST-MAE : Curriculum and Instruction, Master of Arts in Education	Catalog Clean Up: removing dormant TESE Courses. Remove all Montessori courses due to program ending Spring 2025, and changed TCP track to reflect new course changes	Approve
Post-Baccalaureate Transitional Certification Program	Creating Initial Certifications Program. Note this matches the TCP concentration in the Curriculum & Instruction MAE.	Approve
Supplemental Endorsement in Special Education Early Intervention Specialist B-PK	This supplemental endorsement has been approved for us to offer it at UNK. It will meet a need in the state for early intervention specialists who can support students' with their intervention needs from birth through PK.	Approve
INTECH-MSE: Learning Design and Technology, Master of Science in Education	This is an adjustment to the School Library concentration which will need TE 886P to retain the 36 credit Master's Program	Approve

Program Name	Nature of Request	Recommendation
SPED-MAE: Special Education, Master of Arts in Education	We are making changes to the advanced practitioner emphasis as well as splitting the special education generalist program into 3 emphases (K-6, 7-12, and K-12). These changes are improving the course offerings and streamlining our programs to be more in line with NDE supplemental endorsement requirements. We are also removing Assistive Technology as an emphasis	Approve with one revision to the K-12 Emphasis.

## Old Business Courses

Prefix & Course Name	Nature of Request	Recommendation
HIST 897: Public History Project	Changed credit hours from 1-6 to 3-6 per department, but forgot to edit that they could only take course 1-2 times instead of 1-6	Approved by Dean Ellis

## New Business Courses

Prefix & Course Name	Nature of Request	Recommendation
KSS 876P: Special Topics in Exercise Nutrition	This course is no longer being taught and is no longer a part of any programs, so need to make dormant.	Approve
TE 836: Clinical Practice: Student Teaching	Removing TE 833 pre-req (course no longer exists)	Approve
TEMO 803P: Montessori-Philosophy and Child Development	Need to make dormant since Montessori is no longer offered	Approve
TEMO 804P: Montessori Elementary I-Core Applications I	Need to make dormant since Montessori is no longer offered	Approve
TEMO 806P: Montessori Elementary I - Physical Science/Biology	Need to make dormant since Montessori is no longer offered	Approve
TEMO 807P: Montessori Elementary I - History/Geography	Need to make dormant since Montessori is no longer offered	Approve
TEMO 808P: Montessori Elementary I-Core Applications II	Need to make dormant since Montessori is no longer offered	Approve
TEMO 809P: Montessori Elementary I - Language/Grammar	Need to make dormant since Montessori is no longer offered	Approve
TEMO 810P: Montessori Elementary I - Mathematics/Geometry	Need to make dormant since Montessori is no longer offered	Approve
TEMO 811P: Montessori Early Childhood-Practical Life	Need to make dormant since Montessori is no longer offered	Approve
TEMO 812P: Montessori Early Childhood-Math and Sensorial	Need to make dormant since Montessori is no longer offered	Approve
TEMO 813P: Montessori Early Childhood-Language and Grammar	Need to make dormant since Montessori is no longer offered	Approve
TEMO 814P: Montessori Early Childhood-Core Applications I	Need to make dormant since Montessori is no longer offered	Approve
TEMO 815P: Montessori Early Childhood-Core Applications II	Need to make dormant since Montessori is no longer offered	Approve
TEMO 816P: Montessori Practicum: Early Childhood	Need to make dormant since Montessori is no longer offered	Approve

TEMO 817P: Montessori Elementary I - Practicum	Need to make dormant since Montessori is no longer offered	Approve
TEMO 831: Montessori Early Childhood Core Applications I	Need to make dormant since Montessori is no longer offered	Approve
TEMO 832: Montessori Early Childhood Core Applications II	Need to make dormant since Montessori is no longer offered	Approve
TEMO 833: Montessori Practicum 1: Early Childhood	Need to make dormant since Montessori is no longer offered	Approve
TEMO 834: Montessori Practicum 2: Early Childhood	Need to make dormant since Montessori is no longer offered	Approve
TEMO 841: Montessori Elementary I Core Applications I	Need to make dormant since Montessori is no longer offered	Approve
TEMO 842: Montessori Elementary I Core Applications II	Need to make dormant since Montessori is no longer offered	Approve
TEMO 843: Montessori Practicum 1: Elementary I	Need to make dormant since Montessori is no longer offered	Approve
TEMO 844: Montessori Practicum 2: Elementary 1	Need to make dormant since Montessori is no longer offered	Approve

Respectfully submitted,  
Heather Rhinehart