The Graduate Council met Thursday, April 19, 2012 in 2007 Ullsvik Hall.

Members Present:
PROGRAM AREAS:

Computer Science
- Rob Hasker – graduate program

Counselor Education
- Kimberly Tuescher – graduate program
- Jovan Hernandez – elected faculty (term expires end of 2012 summer session)

Criminal Justice
- Cheryl Banachowski-Fuller – graduate program

Master of Science in Education
- Karen Stinson – graduate program
- Scott Ringgenberg – elected faculty (term expires end of 2012 summer session)

Project Management
- D. William Haskins – graduate program
- Scott Wright – elected faculty (term expires end of 2013 summer session)

At-Large Representatives
- Barb Barnet – elected faculty (term expires end of 2013 summer session)
- Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative
- Christopher Hanegraaf – elected graduate student (term expires end of 2012 summer session)

EX OFFICIO MEMBERS
- Dr. David Van Buren, Dean, the School of Graduate Studies
- Regina Pauly – Karrmann Library

Visitors Present – David Heimerdinger.

Chair Scott Ringgenberg opened the meeting at 3:02 p.m.

Minutes –

1. Approval of the minutes from the March 15, 2012 meeting.
   The minutes were approved on a motion by Kimberly Tuescher and seconded by Barb Barnet.

2. Second Reading – ISCM (Integrated Supply Chain Management) 7500, Supply Chain Logistics, 3 credits, effective fall 2012 – David Heimerdinger.
   From the April 21, 2011 Graduate Council Minutes: "Request for permission to develop a new course – ISCM (Integrated Supply Chain Management) 7500, Supply Chain Logistics, 3 credits – to be developed summer 2011 – Wendy Brooke. This course will serve as a foundation course for the Integrated Supply Chain Master’s program. Course description: Introduction to the logistics system of an organization. Procedures and techniques for the design and analysis of transportation, material handling, and inventory will be covered. It will examine the interdependencies between the logistics system and wider organizational activities."
Wendy Brooke presented and answered questions. John Hammermeister made a motion to approve the requests to develop the courses ISCM 7100 and ISCM 7500. Motion was seconded by Rob Hasker. Motion was approved."

David Heimerdinger was present to answer questions. Course was approved on a motion by Rob Hasker and seconded by Bill Haskins.

Rob Hasker went through the assessment report and answered questions. This item was for information only; thus no action was taken.

Kimberly Tuescher went through the assessment report and answered questions. This item was for information only; thus no action was taken.

5. Policy on conditional admission pending receipt of bachelor's degree and/or acceptable English proficiency score – David Van Buren.
David Van Buren discussed a current difference in application for admission procedures between on campus admission and distance learning center admission. Distance Learning Center is planning to admit and matriculate students as a conditional admit. Students admitted under conditional admit could be pending receipt of a bachelor's degree or supporting documentation. These students would be eligible for financial aid. The School of Graduate Studies Office admits students conditional pending receipt of a bachelor's degree but they do not matriculate the student. These students may register as a graduate special student (non-degree seeking) until verification of degree is received. Under the graduate special student status they would not be eligible for financial aid. However once verification of degree is received and the student is matriculated the Financial Aid Office can then apply their financial.

David Van Buren then discussed admission on a trial enrollment basis. Trial enrollment admissions are fully admitted (matriculated) but may be deficient in some area or their ability for successful completion is questioned. These students are eligible for financial aid. The student’s admission would be re-evaluated after the completion of six-nine credits.

David Van Buren asked if the council wished to modify any procedures. Discussion ensued but no action was taken.

NOTE: the Request for Admission to the Graduate Faculty Subcommittee met today at 2:30 p.m. Present were: Scott Ringgenberg, David Van Buren, Jovan Hernandez, Karen Stinson and Bill Haskins.

6. Request for admission to the Graduate Faculty – provisional membership – one year –
• Susan Kloosterboer – School of Education, Continuing Education – summer 2012 and expiring end of spring 2013.
  o TEACHING 6530E, Current Topics in Education: Educational Evaluation for Technical College Instructors.
• Larry Shyers – School of Education, Continuing Education – beginning spring 2012 and expiring end of fall 2012.
  o TEACHING 6530E, Current Topics in Education: Ethics and Safety in Education: Guidelines for Teachers and Administrators.

Bill Haskins made a motion to approve Susan Kloosterboer and Larry Shyers. Motion was seconded by Scott Wright. Motion passed.
Scott Ringgenberg made a motion, seconded by Kimberly Tuescher, to approve Mary Holcomb for a one year provisional membership.  **Motion passed.**

### 7. Request for admission to the Graduate Faculty – provisional membership – three years –
  - PSYCHLGY (Psychology) 7010, *Assessment and Diagnosis of Psychopathology*.
- **Randall Coorough** – School of Education, Adult Education – beginning summer 2012 and expiring end of spring 2015. (approval form still needs brief description of professional development since previous appointment – LJ)
  - TEACHING 7500, *Topics in Education*.
- **Patricia Foster** – School of Education, Adult Education – beginning summer 2012 and expiring end of spring 2015.
  - TEACHING 7550, *The Adult Learner*.
- **Jodean Grunow** – School of Education, on campus – beginning summer 2012 and expiring end of spring 2015.
  - TEACHING 6530, *Current Topics in Education*.
- **Mary Holcomb** – School of Education, Adult Education – beginning summer 2012 and expiring end of spring 2015.
  - TEACHING 7830, *Seminar Paper or Educational Project*.
- **Colleen McCabe** – School of Education, on campus – beginning summer 2012 and expiring end of spring 2015.
  - PHYSED (Physical Education) 7420, *Practicum in Athletic Coaching*.
- **Jeanne Williams** – School of Education, Adult Education – beginning summer 2012 and expiring end of spring 2015. (approval form still needs brief description of professional development since previous appointment – LJ)
  - TEACHING 7500, *Topics in Education*.

Bill Haskins made a motion, seconded by Rob Hasker, that Neeraj Agrawal be approved for a 3 year provisional membership.  **Motion passed.**

Scott Ringgenberg made a motion, seconded by Cheryl Banachowski-Fuller, to move Patricia Foster and Jodean Grunow to a request for admission to the Graduate Faculty as an associate membership.  **Motion passed.**

Scott Ringgenberg made a motion, seconded by Cheryl Banachowski-Fuller, to move Colleen McCabe to a request for admission to the Graduate Faculty for full membership.  **Motion passed.**

Scott Ringgenberg made a motion, seconded by Chris Hanegraaf, to move Mary Holcomb to a request for admission to the Graduate Faculty as a one year provisional membership.  **Motion passed.**

No action was taken on Randall Coorough and Jeanne Williams due to incomplete paperwork.

### 8. Request for admission to the Graduate Faculty – associate membership –

Kimberly Tuescher made a motion, seconded by Cheryl Banachowski-Fuller, to approve Richard Garrett, Patricia Foster and Jodean Grunow be approved for associate membership.  **Motion passed.**

### 9. Request for admission to the Graduate Faculty – full membership –
- **Sabina Burton** – Criminal Justice online program
Rob Hasker made a motion, seconded by Cheryl Banachowski-Fuller, to approve Colleen McCabe, Sabina Burton, Yuanyuan Hu and Scott Ringgenberg for full membership. Motion passed.

10. Other business –

- David Van Buren went over the new structure for the Graduate Council membership effective fall 2012:
  
  **PROGRAM AREAS:**
  - **Computer Science**
    - Rob Hasker – graduate program
  - **Counselor Education**
  - **Criminal Justice**
  - **Distance Education Leadership**
  - **Engineering**
    - Jill Clough – graduate program
  - **Integrated Supply Chain Management**
  - **Master of Science in Education**
  - **Organizational Change Leadership**
  - **Project Management**
  - **At-Large Representatives**
    - Barb Barnet – elected faculty (term expires end of 2013 summer session)
    - Patricia Bromley – elected faculty (term expires end of 2014 summer session)
  - **Additional At-Large Representative** –
  - **Graduate Student Representative**
    - Christopher Hanegraaf - elected graduate student (term expires end of 2013 summer session)

  **EX OFFICIO MEMBERS**
  - Dr. David Van Buren, Dean, the School of Graduate Studies
  - John Berg – Information Services
  - Dawn Drake – Director of the Distance Learning Center

  David Van Buren asked that the program areas let us know at the May 10, 2012 Graduate Council meeting who will be representing them. It should be noted that if a program area decides to go with an elected faculty representative, the program area will be responsible for holding the election and notifying the Graduate Council of the result.

  The three at-large representatives will be elected by the Graduate Faculty holding full membership or associate membership status. These elections will be handled by the School of Graduate Studies Office.

  Christopher Hanegraaf agreed to serve on the Graduate Council for the next academic year. The Graduate Council agreed.

- Rob Hasker informed the Graduate Council that the Faculty Senate met on March 13, 2012 and one of the items was the establishment of a special committee to develop a university policy for creation, approval, support, and oversight of hybrid courses.
From the March 13, 2021 Faculty Senate minutes: “1. Creation of a Committee to Develop a Hybrid Course Policy – A suggestion of motions to create a committee to formulate a policy on hybrid courses was sent out to Faculty Senate by e-mail prior to the Faculty Senate meeting. Hasker moved to adopt the following motion, seconded by Drefcinski. The faculty senate hereby establishes a special committee charged with developing a university policy for creation, approval, support, and oversight of hybrid courses—defined as any course that reduces face-to-face meeting time by 10 percent or more as a result of an online component. The committee will be made up of seven faculty members, four chosen from voting members of the Faculty Senate and three chosen from voting members of the University Undergraduate Curriculum Commission (UUCC). The Faculty Senate will be represented by Melissa Gormley, Rob Hasker, David Kraemer, and Regina Pauly. Representatives of the UUCC will be chosen by the UUCC. The Chair of the committee will be elected by the committee from among its members. The Hybrid Course Policy Committee is expected to invite testimony and advice from members of the university community who have relevant expertise and to use as the starting point of its work the document titled “Motion Concerning Hybrid Courses,” submitted by Mary Rose Williams and Melissa Gormley and policy statements A, B, and C submitted by the Ad Hoc Committee of the Academic Planning Council, the Academic Affairs Council, and the LAE Council.

Senate had some discussion as to other areas of the university community to involve in these hybrid policy discussions. Motion was approved. Hasker offered to serve as convener.”

- Karen Stinson remarked that the School of Education has decided to “shelve” the reading specialist program for two years.

Meeting was adjourned at 3:55 p.m. on a motion by Scott Wright and seconded by Christopher Hanegraaf.

Information only –

1. 2011-2012 Assessment Report Schedule:

   - 2011
     - September –
     - October – Criminal Justice – Cheryl Banachowski-Fuller
     - November –
     - December – Project Management – Bill Haskins
   - 2012
     - February 2 – Engineering, Jill Clough.
     - February 23 – Master of Science in Education
     - March – Computer Science, Rob Hasker (moved to April)
     - April – Counseling Psychology – Kimberly Tuescher
     - May –

   - Basic questions:
     - A. What evidence do you have that students achieve your stated learning outcomes?
     - B. What have you learned as a result?
     - C. Document specific changes that have resulted from your assessment efforts.

2. 2012-2014 Graduate Catalog Changes – Linda Jamieson –

   - CHEMSTRY (Chemistry) 6820, Advanced Topics in Physical Chemistry – course description updated –
FROM – Topics selected from thermodynamics, chemical kinetics, nuclear chemistry, atomic and molecular structure, statistical mechanics and radiation chemistry. P: A grade of “C” or better in CHEMISTRY 6230.

TO - Topics selected from thermodynamics, chemical kinetics, nuclear chemistry, atomic and molecular structure, statistical mechanics and radiation chemistry.

- CHEMSTRY (Chemistry) 6830, Biochemistry Topics – course description updated –
  FROM - An in-depth study of metabolism and regulation and enzyme mechanisms as well as cell communication, transport mechanisms, and immunology, gene expression, and regulation. P: A grade of "C" or better in CHEMSTRY 4630/6630.
  TO - An in-depth study of metabolism and regulation and enzyme mechanisms as well as cell communication, transport mechanisms, and immunology, gene expression, and regulation. P: A grade of “C” or better in CHEMSTRY 4630.

- COMPUTER 7990, Thesis Research – course description added –
  FROM – none.
  TO - The thesis may be an outgrowth of a research course (e.g. TEACHING 7000 Research Procedures) or may be developed independently within the program area. The thesis will report the results of original and independent student research on a given problem or topic, by systematic and impartial methods, and will demonstrate the student's ability to use techniques customarily employed in the particular field of investigation. Although a thesis for the master's degree may not always be expected to make a significant contribution to existing knowledge, it should be a scholarly document that is accurate, verifiable, objective, and impartial. In consultation with the program advisor, the student proposes a committee of three faculty members. The committee normally includes the thesis advisor, one additional major department member, and one faculty member from another department. In some instances, a student may prefer a thesis advisor who is different from the program advisor assigned at the time of admission. An approved thesis proposal must be submitted and approved prior to registration. There is a website with useful links to guide the graduate student in grammar, style, evaluating web resources, and formats. (Thesis students will find the Texas A and M link useful for formatting procedures and other technical assistance.) The thesis advisor will provide guidance regarding the site. The site may be accessed through the University's Karrmann Library.

- CRIMLJUS (Criminal Justice) 7920, Seminar Paper Research – course description updated –
  FROM - Based on individual interest and consultation with an advisor, the student will be required to write an advanced research paper on a specific topic; the independent empirical research should serve as a capstone to the student's educational experience, and as a bridge to the student's future in the criminal justice field. P: CRIMLJUS 7030, CRIMLJUS 7130 or CRIMLJUS 7730, CRIMLJUS 7230, and CRIMLJUS 7330. (Contact advisor for prior approval and registration instructions.)
  TO - Based on individual interest and consultation with an advisor, the student will be required to write an advanced research paper on a specific topic; the independent empirical research should serve as a capstone to the student's educational experience, and as a bridge to the student's future in the criminal justice field. P: for online master's programs: CRIMLJUS 7030, CRIMLJUS 7130 or CRIMLJUS 7730, CRIMLJUS 7230, and CRIMLJUS 7330. (All master's programs: contact advisor for prior approval and registration instructions.)

- CRIMLJUS (Criminal Justice) 7990, Thesis Research – course description updated –
  FROM - Completion and defense of a carefully delineated scholarly work advancing an original point of view as a result of research. The topic chosen must reflect the student's area of emphasis, and must be approved by a thesis committee. P: CRIMLJUS 7030,
CRIMLJUS 7130, CRIMLJUS 7230, and CRIMLJUS 7330. (Contact advisor for prior approval and registration instructions.)

- TO - Completion and defense of a carefully delineated scholarly work advancing an original point of view as a result of research. The topic chosen must reflect the student's area of emphasis, and must be approved by a thesis committee. P: for online master's programs: CRIMLJUS 7030, CRIMLJUS 7130, CRIMLJUS 7230, and CRIMLJUS 7330. (All master's programs: contact advisor for prior approval and registration instructions.)

- ENGRG (Engineering) 7830, Advanced Cost and Value Analysis – course description updated –
  - FROM – Introduction to cost estimating and value engineering: basic principles of accounting and forecasting; estimate assurance, decision making, and systems engineering for life-cycle costing. Applications of engineering valuation. Basic principles of function analysis. Discussion of current techniques in process value evaluation and improvement.
  - TO - Introduction to the concepts of value within the manufacturing environment. Investigation of various methods of increasing value and defining value are considered. Emphasis is on creating value for the customer through application of sound economic analysis and manufacturing methods improvements. Value Engineering including function analysis. Value Stream Mapping and 5S applications are studied in the context of Lean Manufacturing methods.

- INDUSTDY (Industrial Studies) 7920, Seminar Paper Research – course description added –
  - FROM – none.
  - TO - The seminar paper or educational project need not be a report of original and independent research. It must demonstrate, however, the student's ability to survey a field of knowledge and assemble, organize, evaluate, interpret, and present evidence in a logical and intelligent manner. Although the seminar paper or educational project may originate from work done in connection with one of the student’s graduate courses and be based upon a term paper or course project, it must be more comprehensive and complete in coverage and treatment. In consultation with the program advisor, the student proposes a seminar paper or educational project and a seminar paper or educational project advisor. An approved seminar paper or educational project proposal must be submitted and approved prior to registration. There is a website with useful links to guide the graduate student in grammar, style, evaluating web resources, and formats. The seminar paper or educational project advisor will provide guidance regarding the site. The site may be accessed through the University’s Karrmann Library.

- INDUSTDY (Industrial Studies) 7990, Thesis Research – course description added –
  - FROM – none.
  - TO - The thesis may be an outgrowth of a research course (e.g. TEACHING 7000 Research Procedures) or may be developed independently within the program area. The thesis will report the results of original and independent student research on a given problem or topic, by systematic and impartial methods, and will demonstrate the student's ability to use techniques customarily employed in the particular field of investigation. Although a thesis for the master's degree may not always be expected to make a significant contribution to existing knowledge, it should be a scholarly document that is accurate, verifiable, objective, and impartial. In consultation with the program advisor, the student proposes a committee of three faculty members. The committee normally includes the thesis advisor, one additional major department member, and one faculty member from another department. In some instances, a student may prefer a thesis advisor who is different from the program advisor assigned at the time of admission. An approved thesis proposal must be submitted and approved prior to registration. There is a website with useful links to guide the graduate student in grammar, style, evaluating web resources, and formats. (Thesis students will find the
Texas A and M link useful for formatting procedures and other technical assistance.)
The thesis advisor will provide guidance regarding the site. The site may be accessed
through the University's Karrmann Library.

- **MUSIC 6500, Seminar in Music** – course description added –
  - FROM – none.
  - TO - A critical examination of one area within the field of music, the specific subject to
    be determined by the instructor and the needs of the student.

- **PROJMGT (Project Management) 7080, Project Scope Management** – course description
  change –
  - FROM - Project scope management includes the processes required to ensure that the
    project includes all the work required, and only the work required, to complete the
    project successfully. Defining scope ensures the successful management of the other
    key project management areas, including time, cost, and quality, since it is the
    foundation upon which the schedule, the budget, the resource plan, and the overall
    project management plan, are prepared. Topics include scope management planning,
    scope definition, work breakdown structures, scope verification, and scope change
    control. P: PROJMGT 7010 and 7020.
  - TO - Project scope management includes the processes required to ensure that the
    project includes all the work required, and only the work required, to complete the
    project successfully. Defining scope helps to ensure that schedule, budget and quality
    objectives are successfully met. Project scope management has important
    relationships with all project knowledge areas which must be understood in order to
    successfully deliver a project. Topics include scope management planning and
    requirements collection, scope definition and work breakdown structures (WBS), and
    scope verification/validation/change control. P: PROJMGT 7010 and 7020.

- **TEACHING 7310, Educational Administration Practicum** – mistake in original change of --
  credit changed from 1-3 credits to 2 credits per Dr. Karen Stinson – effective summer 2012.
  Change should have been a credit change from 1-3 credits to 1-2 credits per Dr. Karen Stinson
  – effective summer 2012.

Graduate Council 2011-2012 Meeting Dates

Graduate Council will meet 3:00 p.m. – 5:00 p.m. in 2007 Ullsvik Hall:

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<th>Fall 2011</th>
<th>Spring 2012</th>
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<td>November 17, 2011</td>
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<td>April 19, 2012</td>
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Request for Admission to Graduate Faculty Subcommittee will meet 2:30 p.m. – 3:00 p.m. in 2007 Ullsvik Hall:

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GRADUATE COUNCIL MEMBERSHIP 2011-2012:

PROGRAM AREAS:
Agricultural Industries
Mike Compton – graduate program
Computer Science
Rob Hasker – graduate program
Mike Rowe – elected faculty (term expires end of 2012 summer session)
Counselor Education
Kimberly Tuescher – graduate program
Jovan Hernandez – elected faculty (term expires end of 2012 summer session)

Criminal Justice
Cheryl Banachowski-Fuller – graduate program
Sabina Burton – elected faculty (term expires end of 2012 summer session)

Engineering
Jill Clough – graduate program
Patricia Jinkins – elected faculty (term expires end of 2012 summer session)

Industrial Technology Management
Colleen Kaiser – graduate program

Master of Science in Education
Colleen McCabe (representing the Director of the School of Education, Karen Stinson) – graduate program
Scott Ringgenberg- elected faculty (term expires end of 2012 summer session)

Project Management
D. William Haskins – graduate program
Scott Wright – elected faculty (term expires end of 2013 summer session)

At-Large Representatives
Barb Barnet – elected faculty (term expires end of 2013 summer session)
Patricia Bromley – elected faculty (term expires end of 2012 summer session)

Graduate Student Representative
Vacant - elected graduate student (term expires end of 2012 summer session)

EX OFFICIO MEMBERS
Dr. David Van Buren, Dean, the School of Graduate Studies
Regina Pauly – Karrmann Library