

Graduate Council Meeting

March 19, 2025

Members Present: Karen Koehler, Jodi Dunham, Jennifer Pauley, Doug Darbro, David DeSario, John Whitaker, Mikel Stone, Jennifer Scott, Cathy Bailey, Ann Marie Allen, Debra Knutson, and Adair Carroll.

Guest: Kimberly Inman, Erik Larson

Topics	Discussions	Actions
<i>Roll Call and establishment of a quorum</i>	A quorum was established. The meeting was called to order at 4:03pm by Karen Koehler.	
<i>Minutes of the February Meeting:</i>	Karen announced that she made a correction to February's minutes in that Erik Larson is to be listed as a guest instead of a member. Karen said that Erik had brought that to her attention. Erik said that there should be a correction that we had contracted out work with Anthology, but we have not hired Anthology as an online program manager.	Karen motioned that we accept the February meeting minutes with these changes. Mikel seconded. Passed unanimously.
<i>Proposals:</i>	Karen said that we had no proposals	
<i>Graduate Faculty Applicants:</i> Paula Nance: Education Robin Finley: Education. Margaret Briley: Education Duane Skaggs: Mathematics Heather Johnson: Nursing Alicia Fink: Nursing Jessica Carrington: Nursing Alissa Cannoy: Occupational Therapy Sandi Allen: Occupational Therapy Angela Stevens: Occupational Therapy	Karen said that we have several graduate faculty status renewals. She said that the renewals were Robin Finley and Margaret Briley in Education, Duane Skaggs in Mathematics, and Alissa Cannoy, Sandi Allen, and Angela Stevens in Occupational Therapy. Karen asked if there were any questions about the renewal applications. John wondered about the productivity of Margaret Briley within the last three years as he was unsure when some of her work had been done. Karen stated that Margaret had retired for two years but believed she did grant work and submitted a paper just before she retired. With the clarification that this work had been done during the review period, he was satisfied with Margaret's application. Karen said that she would encourage Margaret to continue to do work beyond teaching. Jen Scott said that we could encourage people to present at the	Karen motioned that we bundle the graduate faculty applications. Adair seconded. Passed unanimously.

	<p>Faculty Expo in the fall where professors are welcome to make presentations related to their teaching and we consider that as research activity on the graduate faculty rubric.</p> <p>Mikel commented that Teresa Buster's application is on blackboard, but our review of her application is not on the agenda. Karen said that Teresa's application materials needed some updating and that she did not submit before the deadline for this meeting.</p> <p>Karen then noted that Paula Nance in Education and Heather Johnson, Alicia Fink, and Jessica Carrington in Nursing all made new graduate faculty status applications. Jodi said that Paula is an adjunct trained in the science of reading and was instrumental in the recent science of reading audit. Karen asked if there were any questions about the new graduate faculty status applications. Karen indicated that if approved, since Paula does not have a terminal degree, she will need a letter of support from Jodi justifying her graduate faculty status. Karen said Alicia did not have a terminal degree and will also need a letter of support. Adair said that Alicia has a lot of expertise for teaching the one graduate class she does and can provide a letter of support. Adair indicated that both Sandi and Angela are getting close to acquiring their terminal degree and asked if they need support letters as well. Karen said yes. Karen asked if they will be teaching before they get their doctorate, and Adair said they probably will. Kim indicated that anytime we have a teacher without a terminal degree teaching graduate course, we must have a letter indicating why we are making an exception for them to teach graduate courses. Kim said it is good for the letter to include their characteristics and experiences that make them qualified is critical. Karen asked if faculty without terminal degrees who are applying for renewal need a new support letter. Kim said they don't need a new letter as their original support letter is sufficient.</p> <p>Karen mentioned that any graduate faculty status applications for the next meeting should be submitted to her and David by April 2, 2025. Teresa should be applying for the next meeting.</p>	<p>Adair motioned to approve all the applicants for graduate status. Cathy seconded. Passed Unanimously.</p>
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<p><i>Other Business:</i></p> <p>Graduate Graduation Requirements</p>	<p>Karen stated that this proposal is the work of Doug, David, and Tami. David indicated that this work was done primarily by Doug. John asked about the first sentence in the academic suspension in terms of the expression of the students g.p.a. falling below 3.0 for “the second time”. He thought that it should have revised language that indicated that students who are on probation and whose g.p.a stays below 3.0 would be on academic suspension. David explained that prior language in the proposal indicated that in such a situation, the student would be on academic suspension. David said that this first line under academic suspension was about a different situation where students who were on probation and later drop below a 3.0 g.p.a again.</p> <p>Jodi said that some students could be placed on probation, and it be impossible mathematically for them to raise the g.p.a. to at least a 3.0 after the following term. Doug said he had the same concern. Doug said in such a situation advising is critical and students may need to retake classes. Kim said that the undergraduate policy states that a student on probation who in their next term has at term g.p.a above 2.0 but whose cumulative g.p.a. is under 2.0 will be allowed to continue as a student still on probation. Jennifer Pauley confirmed the policy. Jodi and Doug said they are in favor for such a policy for our graduate program with using a 3.0 g.p.a. instead of 2.0 g.p.a. listed in the undergraduate policy. Kim suggested that there might be some consideration about how the fewer credit requirements for graduate degrees in comparison to the undergraduate degree could influence the policy. Jodi asked what constitutes a term. David reported about a student who was on probation and then did poorly on the next seven-week course they took. David asked if the student should be allowed to take classes in the next seven-week period. Adair said that they had a student on probation that was doing poorly in their next seven-week course due to health reasons and they hoped that the student can get a retroactive withdraw, but they put the student on academic suspension. Kim said that by the language the</p>	<p>Doug said that he would work with Tami to alter the proposal and include clarification about a term, edits to the academic probation and academic suspension to more closely mirror the undergraduate policy, and have a smaller appeals committee.</p>
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	<p>registrar uses, a term is a semester, and a session is a seven-week time period.</p> <p>Doug noted a typo that should be “suspension.”</p> <p>David wondered about the appealing process. He wondered how we could appeal a suspension that is triggered by g.p.a. David also indicated that the appeals committee was too large. David suggested that academically suspended students re-apply for admissions to the program. Doug said that this part of the proposal was written by Tami who is not in attendance. Kim said that this part of the proposal is mirroring the undergraduate appeals process. Karen asked about the undergraduate appeals committee. Kim said that there is an application with a deadline for a student to submit the appeal with supporting documents. Tami sends the appeal to the appeals committee who usually meet once a semester. Doug said having the graduate appeals committee consisting of the associate provost, dean of the college where the program is housed, program director and a program representative from the program of the appealing student. David Jennifer liked the smaller committee suggestion. Karen asked if the registrar should be on the committee. Doug agreed.</p> <p>John inquired about the academic suspension part of the proposals. Doug said that section would need to be rewritten. Kim, with help from Jennifer Pauley, explained that the undergraduate policy for those returning from academic suspension are on academic probation. If after one term, the student’s cumulative g.p.a. is below the standard but their term g.p.a is above the standard, they remain on probation but can take more courses. If they raise their cumulative g.p.a. to above the standard and then later their cumulative g.p.a. falls below the standard, they are put on probation. Kim suggested mimicking this undergraduate policy. Ann Marie suggested that the proposal include a dichotomous key (flow chart). Jennifer Scott suggested again to reach out to Tami to get clarification about what a term means.</p>	
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Graduate faculty Status Application Update	Jen Scott said that she and Karen have identified some exemplary applications. Jason will be reviewing applications soon. Jen said once Jason has made suggestions and they have approval from the applicants, they will post exemplars on the graduate council blackboard site.	
Site Expansion for the MBA Program	Kim explained that the site expansion planned with Adena has drawn interest from other folks (Kenworth and Packard) for MBA offerings. There is enough interest to have an MBA cohort at this Chillicothe site. The MBA program is hiring and have enough adjuncts to teach at this site location. So, we will be offering MBA courses in Chillicothe along with some other health science programs like nursing. Kim said that we will need to submit a request for a second site. Karen asked about what would be involved in the request and what is the timeline? Kim and Jennifer Pauley explained that there is a form from the Higher Learning Commission that we would need to submit to the Ohio Department of Higher Education. We are not sure how long the approval process will take, but we think it should be within three to five months. We expect to offer courses on site first during the spring 2026 term. Karen asked if we should expect additional faculty seeking graduate faculty status approval. Kim said yes and letters of support for faculty without terminal degrees may be needed.	
Graduate Assistant Selection	Jodi said that they have an upcoming graduate assistantship opening in education. She said that their students often have full time teaching jobs and don't apply for their g.a. position. She is getting applications from students from non-education programs. She wonders if it is o.k. for them to use graduate students from other programs as their g.a. ? Jennifer Pauley thought that g.a.'s should be from the program, but that the graduate manual does not indicate that g.a.'s can't be from another program. Adair said that nursing shared a g.a. from occupational therapy. John believes that when he was a graduate student at LSU, math graduate students taught for other departments such as engineering. Jennifer Pauley said there is one of our graduate students working in	

<p>Update</p> <p><i>Motion to Adjourn: 5:15 PM</i> Karen motioned. Seconded by Mikel Unanimously approved</p>	<p>communications. Jodi asked for advice on how to interact with others in this process. Jennifer Pauley said that she would think about it and give some suggestions</p> <p>John did not have an update but noted that some of the recent graduate faculty status application included indicated rubric items that were not included on their resume, and he wished the curriculum vitas could more clearly support the rubric claims. Karen said that some applicants included in the rubric copied segments from their resume indicating how the applicant satisfied a component of the rubric. Karen said we could have exemplars which did that.</p>	
<p><i>Next Graduate Council meeting date:</i> Respectfully submitted,</p> <p>John Whitaker Graduate School Council Member</p>	<p>4/16/2025</p>	