

# Executive Council of Graduate Faculty

December 13<sup>th</sup>, 2:00 – 4:00pm  
CLAS Conference Room, 210 Strong Hall

Presiding: Thomas Heilke

Members present: Ben Chappell, Promothesh Chatterjee, Aaron Clopton, James Daugherty, David Ekerdt, Victor Frost, Van Kelly, Brian Laird, Tien-Tsung Lee, Mahbub Rashid, and John Stobaugh

Guests: Peter Welsh, Shapour Vossoughi, Dee Steinle, and Kent Spreckelmeyer

Staff: Austin Fitts and Roberta Pokphanh

## AGENDA

1. Announcements: Calendar change, February 2014 meeting will now be held *February 28<sup>th</sup>*
2. Review of minutes: November 22<sup>nd</sup>, 2013 meeting
3. Graduate certificate program proposals:
  - a) Museum Studies
  - b) Petroleum Management
  - c) Health and Wellness
4. Policy Review:
  - a) English Proficiency Requirements for International Students
  - b) Admission to Graduate Studies
  - c) Permit to Re-enroll

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1. Announcements made by the Dean of Graduate Studies:

Dean Heilke opened the meeting at 2:07pm. He welcomed the Council members and guests representing the current program proposals. Dean Heilke briefly discussed the meeting date change and the transition to a new Dean of Graduate Studies in January 2014 before moving to the agenda.

2. Review of minutes: November meeting

Professor Clopton moved to approve the minutes for the meeting of November 22<sup>nd</sup>, 2013, seconded by Professor Rashid. The motion carried unanimously.

Updated minutes are available on the Executive Council website:  
<http://www.graduate.ku.edu/executive-council-graduate-faculty>

3. Program Proposals:
  - a) Graduate certificate: Museum Studies

Dean Heilke introduced Dr. Peter Welsh and asked for clarification on the internship information provided in the proposal. Dr. Welsh provided details to the Council on how internships operate in Museum Studies. Professor Laird asked about the standard amount of credit hours for graduate certificates and Austin Fitts provided clarification on the limits indicated in the policy.

Professor Laird moved to approve the new certificate program, seconded by Professor Daugherty. The motion carried unanimously.

- b) Graduate certificate: Petroleum Management  
Professor Laird asked about coursework offered through the Masters of Business Administration (MBA) program and Dr. Vossoughi clarified the normal course standards.

Professor Vossoughi provided information regarding the Navy's recommendation that this program involve the School of Business and the School of Engineering. The Council discussed that these students are all currently Navy personnel and Dr. Vossoughi gave further details on how the Navy is involved. Dee Steinle pointed out the long-standing partnership with the Navy and the University of Kansas.

Professor Laird discussed the proposal being limited to students in the professional MBA program. Dee Steinle agreed that the proposal needed to indicate a broader pool of applicants and offered to coordinate changes to the proposal with Dr. Vossoughi and Austin Fitts.

Professor Frost moved to approve the new certificate program with a caveat, seconded by Professor Laird. The motion carried unanimously. Graduate Studies agreed to follow up with Dee Steinle and the Dr. Vossoughi before sending the proposal materials to the Provost's Office.

- c) Health and Wellness  
Professor Ekerdt asked about the nature of the program and Dr. Spreckelmeyer provided details on how the certificate is meant to distinguish existing students. Dr. Spreckelmeyer also indicated that these classes are offered to certificate-seekers outside the professional master's program.

Professor Ekerdt asked for clarification on how the courses would be offered and Dr. Spreckelmeyer indicated the courses are offered at least once per year. Dr. Spreckelmeyer discussed the need for the program and that other universities offer this specialization.

Professor Daugherty moved to approve the new certificate program, seconded by Professor Stobaugh. The motion carried unanimously.

#### 4. Policy Review

- a) English Proficiency for Requirements for International Students  
Dean Heilke indicated the policy is on the agenda as a point of information, but that there were minor wording changes made since the November meeting. Dean Stobaugh asked about the impact of the changes and Dean Heilke provided the Council with details on the current changes.
- b) Admission to Graduate Studies  
Dean Heilke gave the Council information on the proposed changes and added this is policy is on the agenda as a point of information.
- c) Permit to Re-enroll  
Dean Heilke gave the Council information on this new policy, specifying that the most significant content change is the amount of time students can use the permit to re-enroll has been reduced to one year.

Council members discussed the differences between leave of absence, involuntary discontinuance, and voluntary withdrawal and how this policy might impact students in different scenarios.

The Council tabled a vote on this policy until January 2014 pending needed clarification of whether the term voluntary withdrawal or voluntary discontinuance should be utilized.

Dean Heilke thanked the Council for its hard work and wished them well in their future endeavors. The Council expressed their appreciation of Dean Heilke serving as the Dean of Graduate Studies. The meeting was adjourned at 3:20pm.

Respectfully submitted,  
Austin Fitts