

IDAHO STATE UNIVERSITY
GRADUATE COUNCIL

Minutes #1047

DATE: 18 JAN 2023 TIME:

3:00-5:00pm

PLACE: Museum Building, Graduate School Conference Room #410 and Zoom Members

MEMBERS PRESENT: Saryu Sharma, Ali Habashi, Gina Clarkson, Dave Pearson, Amir Ali, Howard Gauthier, Justin Wood, Matt Van Winkle, and Maria Wong

MEMBERS ABSENT/EXCUSED: Liz Breuker

CHAIR: Adam Bradford

EX-OFFICIO PRESENT: Tracy Collum

ADMINISTRATOR: Brian Volk

ANNOUNCEMENTS:

1. Graduate Research Symposium: This will be held on March 15th. Oral and Poster Presentations are due soon. Lunch will be held with participants to ease their way into the process and build their confidence as the expert in their field. In about 3 weeks Adam Bradford will seek judges for this via email. Oral presentation will be allowed over Zoom.
2. Statewide 3MT: College of Western Idaho is hosting. This event will be held on February 15th. ISU will be competing against BSU and U of I student winners. This event will be live streamed. The link for the Live Stream will be sent out to faculty.
3. 23-24 Catalog Creation: The catalog creation process for 23-24 is now in full swing. All items that the council discussed and voted on this Fall will be implemented. The Grad School has pushed out a notification to Program Directors that there are a couple of weeks left to finalize program information that does not need to come through Grad Council. We are in the last steps of catalog creation. Dave Pearson asked if the items discussed today will be on this 23-24 catalog. Adam advised that a couple will, due to the nature of the proposals, but most will not and will be on the 24-25 catalog.

GUESTS: None

I. RATIFY ONLINE VOTING OUTCOMES AND APPROVE MINUTES FOR 11-30-22:

- **ACTION ITEM:** Bundled Minutes and Faculty Nomination voting. Motion to Ratify and Approve Online Voting by Justin Wood, 2nd Matt Van Winkle, unanimous (10y, 0n, 0a).

II. OLD BUSINESS:

1. PRC- CoE- Special Education Masters: Adam Bradford discussed proposal. Was tabled from the last meeting on 1-18-23. Tracy Collum advised that it was tabled because the MA of Science and MA of Art had discrepancies, as well the department did not use the correct template and formatting. It is now in the proper template and format. Adam Bradford discussed the item further. The core of the changes was to accommodate the students in the MA program. Some students come with a teaching certificate already in hand while other do not. The way the degree is currently configured, they earn the certificate along with the Degree. This is unnecessary for students that already have the certificate and requires the department submit multiple course waivers, which is frowned upon. This proposal will streamline the process and will avoid those multiple waivers. This will also protect against future audits. Justin Wood stated that in the updated catalog language, they do not show a GRE requirement. On their current catalog they show the GRE is still needed. This removal of the GRE is not on this proposal. Adam now sees this possible issue and will need to clear up admission requirements with the program director.
 - **ACTION ITEM:** Motion to Approve, pending clarification that GRE is being removed and vetted with all department heads, by Howard Gauthier, 2nd Justin Wood, Unanimous (10y, 0n, 0a).

III. NEW BUSINESS:

1. ECC- CoE- Discontinue M.Ed in Early Childhood Education: Howard Gauthier spoke about proposal. This proposal is to discontinue M.Ed in Early Childhood Education. There is a lack of interest and student enrollment that caused this to be discontinued. It's been about 5 years since the last student enrolled. Adam Bradford stated the data bores out and that this program is not attracting applicant any longer. Justin Wood stated the wrong form was submitted, ECC instead of a PRC. Adam advised that is not an issue and that we can accept this proposal as is. Justin then stated that we are missing Signatures. Adam confirmed they are missing and that we will need signatures before approving this.
 - **ACTION ITEM:** Motion to Approved, pending signature and notification from Department and Chair, by Howard Gauthier, 2nd Matt Van Winkle, Unanimous (10y, 0n, 0a).
2. PRC- CoH- Community and Public Health Remove GRE and replace with Proctored Essay: Adam Bradford discussed proposal. There are a couple of problems with this proposal. The New Catalog language still shows GRE as a requirement. Also, the information on the proctored essay is not detailed enough. There needs to be clarification on this proposal, what proctored service is being used, how is the essay proctored, and how is the information sent. We need clarity on the language and the program requirements, from the department, before voting on this. Justin Wood stated he could not find the old catalog language in the online catalog. He felt it is strange that the old catalog language on the proposal is not in the actual catalog and wonders where that information was pulled from. Adam stated he was not aware of this, but that the Webpage should have the most up to date catalog language. He stated this may have been pulled from the webpage. Regardless the new catalog language needs to match and that there are not issues with that. The department needs to make sure webpage requirements match up with catalog. Tracy Collum researched

program requirements and also could not find this information. It may have been removed or lost when items were changed or moved around. Adam Bradford recommended that we table this until we have the correct catalog language and department feedback.

- ***ACTION ITEM:*** Motion to Table by Dave Pearson, 2nd Justin Wood, Unanimous (10y, 0n, 0a).
3. ECC- CoH- MPH 6640 Research and Writing in Health: Adam Bradford discussed these changes. This will be a change of credit hours. MPH 6640 from 3 to 2. Split credits of MPH 6640; MPH 5540, now 1 credit, and MPH 6640, now 2 credits. There is not an issue in the change or splitting, but since these courses are required, we will need a PRC to make this shift in requirements. Otherwise, this will not show as correct in the catalog. Justin Wood asked if we need an NCP for MPH 5540 as it is not currently in the catalog. Adam advised 5540 does not exist and that we will need an NCP for creation of MPH 5540 as well as a PRC for this requirement change.
 - ***ACTION ITEM:*** Motion to Table, until the NCP for MPH 5540 and PRC are submitted, by Justin Wood, 2nd Ali Habashi, unanimous (10y, 0n, 0a).
 4. NCP- CoH- COUN 6617 New Course: Adam Bradford discussed proposal. This is a new course proposal that can be created and added to the elective bucket, but if this is to be added as a requirement for the CRC program, we need a PRC to see where the course fits into the requirements. We can create the course or table and request the department submits a PRC. Dave Pearson stated they did not list this course in the catalog that this course is not required. Tracy Collum asked for clarity on the language they use when referring to a “certificate” and if this is the external state certification. She stated we do not have a certification within CRC program. Adam educated that this is likely part of the MA program as there is no CRC certificate.
 - ***ACTION ITEM:*** Motion to Table, until a PRC is submitted by department and given clarity on the certification language, by Matt Van Winkle, 2nd Justin Wood, unanimous (10y, 0n, 0a).
 5. NCP- CoH- HSEM 5599 Experimental Course: Adam Bradford discussed proposal as a straightforward experimental course. Justin Wood asked if an NCP is needed for 5599 course or if they can just run them for 3 semesters. Adam advised this is just for structure of the course as it will run 1-6 credits while the standard is 3 credits. This is just to clarify the variability. Justin stated the proposal does not have a catalog description and asked if they will need a description once the course becomes real. Adam advised it will require a course proposal, number, and true description once it becomes a real course. No description needed for experimental course until it becomes a true course. There is a place holder description for all experimental courses used.
 - ***ACTION ITEM:*** Motion to Approve by Justin Wood, 2nd Ali Habashi, unanimous (10y, 0n, 0a)
 6. ECC- CoH- PTOT 5534 Change to 6634: Adam Bradford discussed proposal. Adam had extensive conversations with the Registrar office on course number changes. Adam discussed ECE course number changes with the Registrar and that it will impact reporting to use the same course number as previously used. Every course had a large amount of Historical data tied to the number, as a tag. Once that number is set, it is tied to all that

historical data and cannot be changed. In this case, PTOT is actually in violation of the number of 66XX level classes, which can create a real problem with accreditation requirements. This change must come through to avoid harming students if audited. Justin Wood asked if this was an item that was already seen. Adam advised we did see this on the last meeting's agenda.

- **ACTION ITEM:** Motion to Approve by Ali Habashi, 2nd Maria Wong, unanimous (10y, 0n, 0a).

7. PRC- CoSE- MSCS Clarification: Amir Ali spoke on proposal. This has a good mix of multiple changes to the program. This is removing a course requirement from the MA students and adding 1 course for students that are coming into the program without a Computer Science Bacc background. Other change is to remove GRE from the requirements listed for MA students and changing the due dates for Computer Science and GTA Applications. Tracy Collum stated the admission requirement shows a 2.5 GPA is acceptable, but this needs to be update to show 3.0 GPA requirement. Adam Bradford stated they will work to align the admission requirements for this department and program, as a 2.5 GPA will need a petition to be accepted for admittance. Adam advised on GPA requirements. Amir Ali asked if duolingo was approved to be taken with/instead of the standard language requirement tests. Stated Computer Science still shows toefl as the requirement for international students. Adam advised they can take any of the approved tests. Tracy educated on the current requirement, that duolingo was approved and is permanently accepted. Tracy also confirmed that the MCSC webpage does show DUO as a possible language test, but is oddly worded. The admissions section of the graduate school webpage has a good description that the department can copy. Dave Pearson asked if all department need to align their testing language with admission's requirements. Adam advised we encourage programs to not stipulate admission requirements to avoid outdated information and having to track down the difference between departments.

- **ACTION ITEM:** Motion to Approve, pending language clarification, by Maria Wong, 2nd Justin Wood, unanimous (10y, 0n, 0a).

8. ECC- CoSE- MSCS 5532, 5533, 6634, and 5535: Adam Bradford spoke on proposal. This proposal from Computer Science is asking to change course numbers, which can cause further issues. These courses should have originally been approved as 55XX, not 51XX. These courses have only run for a year, so the change in course numbers would not cause an issue with historical data.

- **ACTION ITEM:** Motion to Approved by Dave Pearson, 2nd Ali Habashi, unanimous (10y, 0n, 0a)

9. NCP- CoSE- CS 6680 Quantum Computing: Adam Bradford discussed proposal. This course will be offered only as an elective. No PRC is needed. Just being added to the elective bucket for the related program.

- **ACTION ITEM:** Motion to Approve by Justin Wood, 2nd Saryu Sharma, unanimous (10y, 0n, 0a).

10. PRC- CoSE- EAS Program: Adam Bradford discussed proposal. Adam has been working with the EAS program for a while. What is being proposed is fine; specifying each area of focus for students in the EAS program, giving them the opportunity to set their admissions

requirements, and talking more in detail about their specific plan of study. These will all help students in streamlining the process. The only concern is if all departments have their admission requirements specified. Dave Pearson stated he talked with his department and that they do not have specific requirements for the emphasizes. Dave suggested we possibly table this item until that information is determined. Adam stated we need to see at least email verification that each department head is happy with their requirements. Otherwise, we need a program requirement change from the department regarding these changes. Amir Ali asked why Nuclear Engineering is not listed on the proposal as an engineering program. Adam educated that the Nuclear Engineering PhD is done through the Nuclear Engineering PhD program and not through EAS. That change was made a while ago.

- **ACTION ITEM:** Motion to Table by David Pearson, 2nd Saryu Sharma, unanimous (10y, 0n, 0a). Must reach out Chikashi to request additional confirmation from department heads or additional proposals.

11. PRC- CoSE- Geoscience GRE Removed: Dave Pearson spoke on proposal. Dave stated the GEO department will be removing the GRE requirement language from the catalog description.

- **ACTION ITEM:** Motion to Approve by Ali Habashi, 2nd Maria Wong, unanimous (10y, 0n, 0a).

12. NCP- CoH- School of Nursing New Grad CERT, Clinical: Gina Clarkson spoke on proposal. This is a new Graduate Certificate course, NURS 6646L. This course will give practical experience from a clinical side of the nursing education certificate. Adam Bradford stated the academic nursing focus course is 6647L and that both 6646L and 6647L will be added to the catalog for next Fall's semester. Maria Wong asked for clarity on the course description. It says the learner will explore and practice various facets of the educator role. Maria would like clarity on this wording. Adam educated that this program is taking current nurses who are active professional and practitioners and train them to be nurse educators in the clinical space.

- **ACTION ITEM:** Motion to Approve by Gina Clarkson, 2nd Justin Wood, unanimous (10y, 0n, 0a).

13. PRC- CAL- Multidisciplinary Certificate Program in Forensic Science: Adam Bradford spoke on this proposal. This proposal should have been addressed at the last meeting and if approved will be implemented in the 23-24 catalog. This proposal will create a new certificate program in forensic Science. Maria asked if this is a nationally granted or state granted certificate. Adam educated that this is a college awarded certificate, granted through ISU. Some students in programs like sociology or anthropology can take this certificate, which could open doors for them professionally. There is not a licensure or certificate that is granted when this is completed. Maria asked for clarity on Degree vs certificate awarded by ISU. Adam stated that a degree is a minimum of 30 credit hours. When completed the student would be granted a Masters. A certificate is between 12-18 credit hours and shows that a body of courses were taken in a discipline and show expertise in an area, without a degree. Maria asked for Adam to confirm that this is not related with a national certificate. Adam confirmed that this is not tied with a national or teaching certificate. A program will only accept a certain number of courses to be taken and double counted for both a certificate and a Masters. There is a formula in the graduate catalog that

determines how many courses can be double counted for a certificate and a masters program, about 6-9 hours on average. Maria asked if the home department will be anthropology or sociology. Adam educated that this program will be housed in the Anthropology catalog and department. The curriculum will be taught in both Anthropology and Sociology.

- **ACTION ITEM:** Motion to Approve Justin Wood, 2nd Dave Pearson, unanimous (10y, 0n, 0a).

IV. **FACULTY NOMINATIONS:**

1. Full- Chrissa Petersen:
 - Approved with Ratification of Online Voting.
2. Full- Gustavo Gonzalez Cuevas:
 - Approved with Ratification of Online Voting.
3. Allied- Jenifer Reader:
 - Approved with Ratification of Online Voting.

V. **OTHER BUSINESS:**

1. Three Year Plan: Adam Bradford presented information on the institution's 3 three year plan for academic development. This will cover program that are being instituted or discontinued. Deans in their respective programs will monitor, add, or remove to this plan based on conversations with the departments, programs, and chairs. This is a running list that is kept with the state board of education as well as other institutions in the state of Idaho. This is to coordinate non duplications of programs across markets, unless it viable. This plan allows people to see upcoming changes in their respective programs in the next 3 years. Adam wants grad council representatives to be aware of this, look it over, and possibly discuss these changes with their respective departments to provide insight. Adam showed examples of current items on the plan that are in the works now. Adam wants to make this document is available to all Grad Council representatives. Maria Wong asked if the items on the plan have been approved or not and if they are waiting for state board approval. Adam stated that most of these have not been approved, some will go to the state board but the majority will just need ISU approval with a letter of notification. All items on this list have the intention to be enacted in the next 3 year. Justin Wood asked for clarity on what goes to the stated board vs what doesn't have to go to the State Board. Adam advised there are many different levels of approval and notifications that are needed for program or course changes from the state board. The State Board Policy Manual has a section, P.3, has most of the information on what qualifies for a Letter of Notification, vs state board Executive vote, vs a full state board vote. PHD programs are much tougher to get based through the state board as they scrutinized more severely.

VI. **NEXT MEETING:** 02/01/2023

VII. **NOTES AND INFORMATION:** None

VIII. ADJOURN:

- ***ACTION ITEM:*** Motion to Adjourn at 3:58 PM by Justin Wood, 2nd Maria Wong, unanimous (10y, 0n, 0a).

FA- Faculty Nomination, Allied

FF- Faculty Nomination, Full NCP-

New Course Proposal NPP- New

Program Proposal OI- Other Items

PP- Policy Proposal

PRC- Program Requirements Change Proposal

ECC- Existing Course Change

LON- Letter of Notification

* Items included in Online Voting Endorsement