To: Faculty Senate  
From: James Armstrong, Chair of the Graduate Council  
Subject: Annual Report of Graduate Council Activity, 2012-2013

As requested by the Faculty Senate, this report provides an overview of the Graduate Council’s activities for the 2012-2013 academic year. The report responds to the primary functions of the Graduate Council, which include curricular changes and all matters of policy and procedures of the Graduate College (as stated in Section 9.c.ii of the “Faculty Senate Committee List”: http://academics.boisestate.edu/facultysenate/files/2009/01/Faculty-Senate-Committees2.pdf).

The Graduate Council meets twice a month, starting on the third Tuesday of September and ending on the first Tuesday in December during the fall semester (5 meetings in Fall 2012) and starting on the third Tuesday in January and ending on the first Tuesday in May during the spring semester (7 meetings through April 16 in Spring 2013). The following data represent 12 total meetings of the Graduate Council. Following the text is the appendix, which lists the members of the Graduate Council for Spring 2013.

I. Curricular Changes and Faculty Appointments

From September through February, the primary activities of the Graduate Council involved the consideration of curriculum proposals and faculty appointments. For curriculum changes to be implemented in the Graduate Catalog 2013-2014, Graduate Council approval of Requests for Curriculum Action was required by February 19. Table 1 provides tallies of the different types of curriculum proposals that the Council considered from September 18 through April 16. Please note:

- Nearly all of the curriculum requests included more than one item, such as changes affecting multiple courses;
- In the bottom row of the table, the total on the right refers to the total number of different departments/units that made curriculum requests*.

Table 1. Minor Requests for Curriculum Action

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Requests</th>
<th>Departments/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Creation/Change/Deletion</td>
<td>39</td>
<td>20</td>
</tr>
<tr>
<td>Change in Degree Requirements</td>
<td>26</td>
<td>15</td>
</tr>
<tr>
<td>Create New Degree Program</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Create New Certificate Program</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72</strong></td>
<td><strong>23</strong>*</td>
</tr>
</tbody>
</table>

In considering proposed curricular actions, the Graduate Council adopts multiple perspectives to ensure that high-quality courses and programs are being approved for implementation. At the level of catalog details, we review course descriptions, which must be clearly stated and...
consistent with catalog style and format. For changes in degree requirements, we not only add up the credit hours, but also look carefully at the “Justification of Change” statements. When considering a new degree or certificate program, the Council looks at these preceding items and also becomes a consulting body. We make suggestions with the view of strengthening a program or asking the department to consider factors that they might not have previously looked at. We ask questions, such as “How will your students find you?” or “If you’re offering all your courses in eight-week sessions of instruction to be completed in a year, do you really want to have each course in the sequence be a prerequisite for the next course?” With this kind of questioning, we raise issues and help to solve potential problems. Because the Graduate Council has seen many proposals for new programs, we use our collective knowledge base to guide the formation of each new, unique program. In all proposals that request a new course, new degree, or new certificate, we scrutinize the “Resources Needed” section of the Curriculum Action Request to make sure that the financial and staffing resources are in place so that the new offering will have the support it needs to be successful.

The Graduate College has the responsibility of the systematic appointment of qualified faculty members, which have been nominated by the departments to teach courses and serve on the supervisory committees of graduate students. The Graduate Council reviews these nominations and has the responsibility of approving them.

Table 2. Faculty Appointments

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Faculty</td>
<td>20</td>
</tr>
<tr>
<td>Emeriti Graduate Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Adjunct Graduate Faculty</td>
<td>23</td>
</tr>
<tr>
<td>Affiliate Graduate Faculty</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

Table 2 shows that the Graduate Council has approved 62 faculty nominations thus far in the 2012-2013 year. Graduate Faculty members are full-time official faculty. Emeriti Graduate Faculty members were Graduate Faculty prior to retirement. Adjunct Graduate Faculty members are part-time faculty, faculty from other universities, and personnel from affiliated agencies; adjunct graduate faculty have terminal degrees in an appropriate discipline and may be appointed for up to seven years. With the nominating department’s endorsement, emeriti and adjunct graduate faculty may chair student supervisory committees. Affiliate Graduate Faculty members do not have terminal degrees and may be appointed for terms up to three years to carry out narrowly defined duties, such as teach specific courses or serve on a student’s committee; affiliate graduate faculty may chair a supervisory committee.

In considering a candidate’s qualifications for appointment, the Graduate Council examines the correspondences among the department’s justification of the appointment, the nominee’s projected role(s) in the department, and the nominee’s vita. All of the nominations this year have been approved; prior to approval, however, some nomination forms have been returned to the departments for additional justification or for an updated vita from the nominee.
II. Policy and Procedures

The faculty is in charge of academic matters of the university. For this reason, faculty members and a student representative are the only voting members of the Graduate Council. Staff from the Graduate College, library, and Registrar’s Office are ex officio members. The staff of the Graduate College have the institutional memory of graduate education at Boise State and do the research that informs most of the policy actions of the Graduate Council. During the current academic year, the Council has addressed policy matters that have arisen from curriculum proposals and issues that are related to graduate program regulations.

A. Policy Matters and Procedures Arising from Curriculum Proposals

1. Designation of “Contact Hours” in the Graduate Catalog for online and hybrid courses. When the Council considered the courses for the COBE online master’s degree, we discussed how the contact hours for online and hybrid courses should be listed. A follow-up meeting included Mandy Nelson and Mark Damm from the Registrar’s Office; Julie Gerard and Dawn Ramirez from the Graduate College; Jeremy Ball, Chair of the Undergraduate Curriculum Committee, and me. We decided that the contact hours for these courses should approximate the contact hours as if the course were being taught in a traditional face-to-face setting. To address concerns related to accreditation and transfer of credits, we decided that individual programs could discuss the topic of “actual” contact hours in their handbooks.

2. Revision to Graduate Faculty Categories and Nomination Procedures of the Graduate Faculty Nomination Policy. Based on the changing nature of the masters’ and doctoral programs in the School of Nursing, the Graduate College proposed to include a “Clinical Faculty” category as part of the Graduate Faculty at Boise State. This change was approved by the Graduate Council and has been implemented.

3. The creation of paid and unpaid field-experience options in the new certificate program in College Teaching, which was proposed by the Center for Teaching and Learning. To address concerns related to the range of university resources available to graduate students and to the working relationships between professors and teaching assistants, a committee composed of members of the CTL, Graduate College, and Graduate Council reached a final proposal that was satisfactory to all parties and was approved by the Council.

B. Policies Related to Program Regulations

1. Credit Requirements for Ph.D. programs. Three of the five existing Ph.D. programs sought waivers from the “stipulations” of selected credit requirements, which were too constraining for their programs and in their fields. The Graduate Council recently approved a simpler credit requirement, which will apply to proposed Ph.D. programs in the future. The current “stipulations” will be removed, and the essence of the new credit requirements
will read as follows: “The program of study leading to a Ph.D. degree must satisfy the following minimum credit requirements: 66 total, at least half of which need to be earned in courses exclusive of dissertation.”

2. Duration-of-study policy for Ed.D. The catalog states a regulation for duration of study for Ph.D. programs, but this type of regulation hasn’t been established for the Ed.D. degree program. In consultation with the Doctoral Management Committee in the College of Education, the Graduate Council approved in principle the addition of a duration-of-study regulation for the Ed.D. The catalog language for this change will be drafted this summer.

III. Conclusion and A Glimpse Ahead

During 2012-2013 the Graduate Council has striven to carry out its responsibilities in a timely, conscientious manner. The Council has taken prompt action on all of the Requests for Curriculum Action. We have dealt with faculty nominations as soon as applications became available. Finally, we have deliberated on policy matters as soon as a need has been identified.

On a personal note, I enjoy very much serving on the Graduate Council, and I believe that the other Council members feel the same way. The work we do directly impacts the growth, innovation, and quality of graduate education at Boise State University. We enjoy working with each other, and we want our colleagues to feel welcome and supported when they attend Council meetings to present their Requests for Curriculum Action.

As the university’s academic needs and vision evolve so, too, will the work of the Graduate Council. For instance, during the last year, the Graduate Council approved more self-support programs than had previously existed at Boise State. Perhaps the Graduate Council will need to consider “umbrella conditions” that would apply to all self-support graduate programs. Similarly, the advent of “graduate badges” at Boise State might necessitate a consideration of appropriate regulations, in parallel with those already in place for degree and certificate programs. With these and other forthcoming developments, I’m confident that the Graduate Council is prepared to meet the challenges of being a responsive and responsible agent in the dynamic world of graduate education at Boise State.

IV. Appendix: Graduate Council, Spring 2013

Voting Members
Arts & Sciences, Arts: Janet Holmes
Arts & Sciences, Sciences: David Wilkins
ASBSU Graduate Senator, Tracey Smith
Business & Economics, Kirk Smith
Education, James Armstrong
Engineering, Murali Medidi
Faculty Senate Liaison, Nader Rafla
Health Sciences, Leonie Sutherland
Social Science & Public Affairs, Leslie Madsen-Brooks

Ex Officio Members
Graduate College, Jack Pelton
Graduate College, Christopher Hill
Graduate College, Dawn Ramirez
Library, Peggy Cooper
Registrar’s Office, Mark Damm