April 22, 2014

To: Faculty Senate
From: James Armstrong, Chair of the Graduate Council
Subject: Annual Report of Graduate Council Activity, 2013-2014

As requested by the Faculty Senate, this report provides an overview of the Graduate Council’s activities for the 2013-2014 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 2013), and starting on the third Tuesday in January and ending on the first Tuesday in May during the spring semester (6 meetings through April 15 in Spring 2014). The following data represent 11 total meetings of the Graduate Council and curriculum change requests handled through the consent-agenda process. Appendix A lists the members of the Graduate Council for Spring 2014.

I. Curricular Changes

From September through February, the primary activities of the Graduate Council involved the consideration of curriculum proposals and faculty appointments. Table 1 provides tallies of the different types of curriculum proposals that the Council considered from September 17 through April 15. 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>
<thead>
<tr>
<th>Request Type</th>
<th>Requests</th>
<th>Departments/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Change/Removal/Deletion</td>
<td>31</td>
<td>13</td>
</tr>
<tr>
<td>Course Creation</td>
<td>20</td>
<td>13</td>
</tr>
<tr>
<td>Change in Degree Requirements</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>Create New Degree Program</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Create New Certificate Program</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>66</strong></td>
<td><strong>19</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 making certain that the department has looked at a number of factors that have come up in similar proposals from other departments. We’ve asked questions such as, “Where will students find information about specific electives, which is not stated in the catalog degree box?” or “How do you think prospective graduate students, who aren’t Boise State undergraduates, will interpret this information? With this kind of questioning, we raise issues and help to solve potential problems.

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. For example, in the fall one department proposed the creation of several new courses, but didn’t have a formal agreement with another department who had informally offered to provide faculty resources to co-teach these new courses. As a result, the Graduate Council required—as a condition of approval of the curriculum request—that the two departments establish a formal agreement to secure adequate resources were in place for implementing the proposed new courses.

II. Faculty Appointments

The Graduate College has the responsibility for 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>22</td>
</tr>
<tr>
<td>Emeriti Graduate Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Adjunct Graduate Faculty</td>
<td>21</td>
</tr>
<tr>
<td>Affiliate Graduate Faculty</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Table 2 shows that the Graduate Council approved 60 faculty nominations thus far in the 2013-2014 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 with departmental endorsement.

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.

III. Policy

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 considered the revision of BSU Policy 7170 Graduate Assistantships.

Policy 7170 addresses the nature, conditions, and regulations that apply to all graduate assistantships at the university. Over a period of many months, Graduate Dean Jack Pelton headed the effort to revise Boise State’s policy regarding Graduate Assistantships. Because Boise State and its graduate programs had evolved significantly since the previous major revision of the graduate-assistant policy, Dean Pelton undertook a comprehensive revision of the policy. He conferred with representatives of the campus departments and units who would be affected by this policy. He also conferred with Human Resource Services and the Graduate Council. The revised version of the policy makes explicit the apprenticeship nature of Graduate Assistantships as well as the conditions and processes that apply to graduate assistantships. The policy strives to protect the rights of both graduate assistants and the university. At its meeting on November 19, 2013, the Graduate Council unanimously approved the revised policy.

IV. Graduate Catalog

A. Catalog Deadlines for Implementing Curriculum Proposals

The Graduate College has established the following practice for the “Implementation Date” of Curriculum Action Requests, which it has approved. To ensure inclusion in the next edition of the Graduate Catalog:

1. The creation of new courses, degree programs, certificate programs and the like must be approved by the Graduate Council during the previous fall semester (e.g., Fall 2013 for the Fall 2014 catalog).

2. Revisions to existing courses, degree programs, certificate programs and the like must be approved by the Graduate Council no later than its second February meeting of the spring semester preceding implementation (e.g., February 2014 for the Fall 2014 catalog).
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Note: These deadlines for the Graduate Catalog are different from those established by the Undergraduate Curriculum Committee for undergraduate curriculum requests.

B. The PERM/INST Designation

This year, the Graduate Council considered a number of Requests for Curriculum Action that involved course pre-requisites. In particular, we noted that as one department proposed to list “or PERM/INST,” along with a Boise State undergraduate course, another department was systematically removing “or PERM/INST” from its courses with BSU undergraduate prerequisites. Both departments justified their proposed actions.

The Graduate Council affirmed that “PERM/INST” is always implied for every graduate course that lists one or more pre-requisites and that each department can determine whether or not to include “PERM/INST” as a course pre-requisite.

C. Management of the Graduate Catalog

As of spring 2014, the Graduate College—no longer the Registrar’s Office—has the responsibility for updating the Graduate Catalog and for producing both the printed version and electronic version of the document.

V. Consent-Agenda Process

This spring, the Graduate Council instituted a consent-agenda process to allow members to discuss and vote via email on Curriculum Action Requests that are related only to existing courses; all other proposals become agenda items at regular meetings of the Council. The Council has agreed that consent-agenda items must be approved as written; any potential changes to a consent-agenda item will be considered only at a regular Council meeting. If a Council member requests that a consent-agenda item be taken up as a regular agenda item, then that item is moved to the agenda of a regular meeting. See Appendix B for the “Consent-Agenda Guidelines.”

VI. Conclusion

During 2013-2014 the Graduate Council has worked in a timely way to carry out its responsibilities in a 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 have become available. Finally, we have deliberated on policy matters as soon as a need has been identified.

The Graduate Council brings together representatives from major academic units on campus, so the group has diverse perspectives in considering revisions to existing curricula and the creation of new courses and programs. We are prepared to meet the challenges of being a responsive and responsible agent in the evolving world of graduate education at Boise State. 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.
I'm grateful to Dawn Ramirez of the Graduate College for managing the data related to Graduate Council actions and for her assisting me with some of the key details that appear in this report. Special thanks to Dean Pelton for his feedback on the first draft of my summary of the revision of Policy 7170 on Graduate Assistantships.

Appendix A: Graduate Council, Spring 2013

Voting Members
Arts & Sciences, Arts: Russell Willerton
Arts & Sciences, Sciences: David Wilkins
ASBSU Graduate Senator, Tracey Smith
Business & Economics, Kirk Smith
Education, James Armstrong
Engineering, Faculty Senate Liaison, Nader Rafla
Health Sciences, Leonie Sutherland
Social Science & Public Affairs, Royce Hutson

Ex Officio Members
Graduate College, Jack Pelton
Graduate College, Christopher Hill
Graduate College, Dawn Ramirez
Library, Tracy Bicknell-Holmes
Registrar's Office, Mark Damm

Appendix B: Consent-Agenda Guidelines

Following college or divisional approval of the change(s), the proposal and accompanying forms are routed according to their program or curriculum impact. Those with changes not having a direct impact on a program’s degree or certificate requirements or not involving the creation of a new course, will be routed to the Graduate Council for review as a consent agenda item at a regular Graduate Council meeting. Curriculum changes that fall under this expedited procedure include changes involving the deletion of courses from the University Catalog, changes in course number, name, semester offered, course description, contact hours, and prerequisites or corequisites.

All other graduate curriculum changes, including those that have a direct impact on a program’s degree or certificate requirements, such as the addition or removal of courses from a program curriculum requirement, creation or deletion of an existing degree or certificate program, and any other changes in or creation of curriculum requirements, are routed to and reviewed by the Graduate Council as a regular agenda item.