



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

Present: Albrecht, Butler, Cauthon, Costello, Ehlers (Kjellman-Chapin), Ermler, Gerish, Ghosh, Houchins, Howell, Koerner, McLain, Morrow, Schrader, Smith, Storm, Williams, Yanik

Absent: Ballester, Quinn, Zhou

The Graduate Council met at 3:30 p.m. on Thursday, April 19, 2012 in the President's Conference Room. Dr. Nancy Albrecht called the meeting to order.

Action

- Minutes from the February 16 meeting were unanimously approved.
- Council members unanimously approved the revalidation requests (10 hrs.) for Susan Dopp (SLIM student).
- Andrew Smith was unanimously approved as the new Vice Chair for the Graduate Council beginning in September.
- The change to Graduate Council Bylaws listed below was unanimously approved by council members. The first sentence in Article III, Section 3 was changed (in italics) to read as follows:

Associate membership in the Graduate Faculty is open to faculty members at the rank of assistant professor and above who have a master's degree plus at least 30 hours of additional graduate work *or an ABD* and have demonstrated productive scholarly activities appropriate to their field.

- Council members also discussed Article III, section 3, sentence 2 regarding the issue of associate members serving as a major advisor. After discussion, council members were asked to take this issue back to their departments and this would be an agenda item in September.

Information/Congratulations/News

- The following information/congratulations items were discussed:
 - Commencement reception
 - Thesis Declaration Form
 - Kevin Rabas – President's Research Award
 - Amy Sage Webb – Roe R. Cross Award
 - Joyce Zhou's new son
 - Graduate application has been fixed

Reports/Discussion

- The Council discussed different degree candidacy procedures used by graduate departments and the need for a singular process to be used by all graduate departments. Council members were asked to take this issue back to their departments and this item would be placed on the September agenda.
- Data handouts of graduate statistics/retention data were distributed and discussed the findings. The Graduate School would be concentrating on retention in the upcoming academic year.
- Only five departments have taken advantage of the marketing funding available. All graduate departments

Graduate Council Minutes

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April 19, 2012

were encouraged all departments to take advantage of this funding.

- The Graduate School is currently taking applications for two scholarship opportunities. Each scholarship is worth \$500 and we have 50 to award. Dean Ermler asked council members to encourage their students to apply. Currently, only two students have applied.
- The results from the Advising Assessment Survey were posted on the council site in Blackboard. Council members were encouraged to review these results.
- Council members unanimously approved the proposal to require all theses/dissertations to be submitted in Times Roman, 12 pt. font.
- The Council discussed the current policy that requires students to have a minimum 2.5 overall undergraduate gpa. to be eligible for a graduate assistantship but a 3.0 gpa to maintain a graduate assistantship. Council members were asked to take this issue back to their departments and this would be an agenda item in September.
- The curricular change request from SLIM requesting modifications to the Archives Certificate program was unanimously approved by the council.
- Monica Kjellman-Chapin was unanimously approved as Associate Graduate Faculty.
- Dean Ermler thanked Nancy Albrecht for her leadership of the council this past year and also thanked council members for the productive and congenial past year.
- Council members were asked to send any issues for next year's council to Dean Ermler.

Adjourned at 4:40



Curricular Change Request

School/College:

Department:

I. COURSE/PROGRAM INFORMATION

This request is proposed to: Add Modify Delete

	<u>Course #</u>	<u>Credit Hours</u>	<u>Course Title</u>
Old:	<input type="text"/>	<input type="text"/>	<input type="text"/>
New:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other major change (program, major, etc.):

Archives Studies Certificate program change

II. CURRICULAR CHANGE INFORMATION

A. What is proposed? Provide a general statement on proposal.

Two courses that were required for the Archives Studies Certificate program have undergone course changes: LI849 has been changed from two to three credit hours and has been changed to an elective within the ASC program, and LI873 has been changed from three to six credit hours to three credit hours only (it remains required).

In addition, the ASC program now requires an ASC student to select three credit hours of elective in consultation with ASC advisor.

B. What is the rationale for the proposal?

To create greater flexibility of course choices for ASC students to reflect the wide-range of interests and specialties within the archives profession.

C. How does this new course or proposed change fit into the curriculum of this major or of general education?

See attached document below.

Is this new course or proposed change directly related to any teacher preparation program or teacher or other school personnel licensure area? Check "yes" only if the course is required or is included in a limited set of elective courses from which the student must choose.

Yes

No

If yes, explain:

If this is a proposal for a new program, concentration, or course, information must be provided on the adequacy of library resources to support the program.

Library resources are adequate


Library resources are NOT adequate

NOTE: Syllabus, course outlines, etc. should be included with this form when necessary. This information is **always** attached when adding a course.

Signatures

Signature Order: Chair, Dean, Academic Affairs

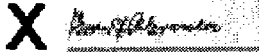
Chair

 Click here to sign this section

School/College Dean

Send to Academic Affairs

4/4/2012



Signed by: panderso

Academic Affairs

Finalize

[Click here to sign this section](#)

Document Routing Control Panel

Form will be routed via E-Mail as indicated below.

Current User: Next Route: My Other Routes:

Reroute to:

Message from previous Router(s):

Disj



Program Changes in
Archives Certificate
Program submitted
20121.docx
Microsoft Word
Document
17.3 KB

Attachment:

Graduate Advising Survey

Spring, 2012

Every three years, the Graduate School and Distance Education conducts an advising survey sent to all graduate students. This summary sheet contains aggregate of the responses for all graduate students who completed the survey (Spring, 2012).

Programs Represented	Number of Completed Surveys
Art Therapy	6
Biology	12
MBA	31
Business Education	3
Clinical Psychology	3
Curriculum and Instruction	20
Early Childhood	28
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English	8
HPER	64
History	6
IDT	42
SLIM – PHD	4
SLIM – MLS	115
Master Teacher	15
Mathematics	9
Mental Health Counseling	13
Music	10
Physical Science	10
Psychology	12
Rehabilitation Counseling	6
School Counseling	25
School Psy (8 EDS)	9
Special Education	46
MED	8
TESOL	6

Survey Questions	1	2	3	4	5	N/A
My graduate academic advisor answers my questions promptly and accurately	10 2%	23 4%	28 5%	156 25%	394 63%	3 1%
My graduate academic advisor can answer questions about university policies and procedures related to my degree program	7 1%	9 2%	41 7%	198 32%	328 53%	29 5%
My graduate academic advisor assists me in developing a graduate degree plan early (within the first year) of my graduate program.	22 4%	44 7%	69 11%	145 23%	314 51%	23 4%
My graduate academic advisor assists me in selecting and enrolling in classes each semester (if help is needed)	13 2%	30 5%	46 8%	153 25%	360 58%	15 2%
My graduate academic advisor provides me with information about graduation requirements and time frames.	17 3%	44 7%	68 11%	176 28%	296 48%	16 3%
My graduate academic advisor is able to see me or communicate with me within a reasonable time when I have asked a question or requested information.	12 2%	19 3%	35 6%	166 27%	373 61%	8 1%
Overall, I am satisfied with my graduate academic advisor.	18 3%	24 4%	51 8%	161 26%	357 58%	3 1%

Demographic	Degree	Licensure	Certificate	Non Degree	Not Identified
Indicate student level.	544	49	13	8	7
	88%	8%	2%	1%	1%

Demographic	1 Faculty	Multiple	Admin Assistant	Not Identified
Which best describes your graduate advisor(s)	474	57	54	8
	80%	10%	9%	1%

Demographic	1	2	3	4	5	6	7
How many years have you been working on graduate degree	295	191	53	33	6	6	8
	50%	32%	9%	6%	1%	1%	1%

Demographic	Email	In Person	Phone	Other
How do you usually communicate with your advisor	481	104	13	19
	77%	17%	2%	3%

Summary of Comments

1. Communication – needs to be more timely, more consistent, more frequent and through more than just an email.
2. Develop FAQs for each graduate program.
3. Availability of the advisor.
4. Information on requirements for the program. – What does I need to take and when will those classes be available/offered.
5. Update students when program changes (curriculum changes) and make sure they are aware of the changes.
6. Know policies, timeframes and requirements.
7. Do not know who my advisor is or my advisor keeps changing.
8. Check in with advisees at least one time per semester, particularly before registration.
9. More effort should be made to contact online students.
10. Send pin number and check our enrollment before enrollment starts.
11. General information page for each graduate program.
12. Establish and follow a guideline that requires emails to be responded to within a minimum timeframe.
13. When working on dual degrees, have advisors communicate on a degree plan.


EMPORIA STATE UNIVERSITY™
ASSOCIATE GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. A minimum of two areas from questions 5-7 must be completed.

1. Name of candidate: Monica Kjellman-Chapin
2. Present academic rank: Associate Professor
3. Year joined Emporia State faculty: 2004

4. Degrees:

BS or BA:	<u>BUS</u>	Year Completed:	<u>1989</u>	Institution:	<u>University of New Mexico</u>
MS or MA:	<u>MA</u>	Year Completed:	<u>1994</u>	Institution:	<u>Tulane University</u>
EDS:		Year Completed:		Institution:	
Ph.D. or Other:	<u>PhD</u>	Year Completed:	<u>2003</u>	Institution:	<u>Boston University</u>

5. Graduate courses taught and/or advising activities within the last five years:

None

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Peer-reviewed publications (previous five years):

- Kitsch: History, Theory, Practice (forthcoming 2012; under contract with Cambridge Scholars Press). Contributed critical introduction "Kitsch in History, Theory, and Practice," and "From Kitsch to Critical: Mobilizing Kinkade" (pp. 144-65).
- "Art of the Nineteenth Century," an introductory essay on the art of the 19th century, plus 19 individual essays on late 19th-century art and artists and 128 image captions for The Art Museum (London: Phaidon Press, 2011).
- "Manufacturing Masterpieces for the Market: Thomas Kinkade and the Rhetoric of 'High' Art." In Thomas Kinkade: The Artist in the Mall, edited by Alexis Boylan, 206-35. Durham: Duke University Press, 2011.
- "Reproduction in Reverse: The Paradoxical Production of Pygoya." In Cultural Production in Virtual and Imagined Worlds, edited by Tracey Bowen and Mary Lou Neminic. Newcastle upon Tyne: Cambridge Scholars Publishing, 2010.
- "The Politics of Kitsch," Rethinking Marxism: A Journal of Economics, Culture and Society, vol. 22, no. 1 (January 2010): 27-41.
- "Fake Identity, Real Work: Authenticity, Autofiction, and Outsider Art," Specs: A Journal of Contemporary Culture and Art, special issue on Faux Histories, vol. 2 (2009): 148-59.
- "Points of Contact and Context: Whistler's Nudes Framed." Studies on James McNeill Whistler and Nineteenth-Century Art: Fréer Gallery of Art Occasional Papers, New Series, vol. 2 (2008).
- "Art in the Age of Cyberia: The Obsolescence of the Original?" In The Computer Culture Reader, edited by Judd

Ruggill, Ken McAllister, and Joseph R. Chaney. Newcastle upon Tyne: Cambridge Scholars Publishing, 2008.

"Kinkade and the Canon: Art History's (Ir)Relevance." In *Partisan Canons*, edited by Anna Brzyski, 268-88. Durham: Duke University Press, 2007.

Regional/National/International Conference Presentations (previous five years):

"The Art of the Hoax: Faking, Making, and Fabricating." Southeastern College Art Conference, Mobile, AL, October 2009

"The Figure and Formal Rupture: Whistler and the Constitutive Blank." 54th Annual Conference of the British Association for American Studies, University of Nottingham, April 2009

"Curating Kinkade: The Ballad of Jeffrey Vallance." National Popular Culture Association/American Culture Association Conference, New Orleans, LA, April 2009

"Kitsch's Codes." Midwest Art History Society Annual Conference, Nelson-Atkins Museum of Art, April 2009

"Constructing Kinkadeland." 34th Annual Conference of the Association of Art Historians, Tate Britain and Tate Modern, London, April 2008

"The Car Monument in the American Imaginary: Cadillac Ranch's Shifting Sense." 53rd Annual Conference of the British Association for American Studies, School of History, Classics and Archaeology, University of Edinburgh, March 2008

"Fake Identity, Real Work: Authenticity, Autofiction, and Outsider Art." National Popular Culture Association/American Culture Association Conference, San Francisco, CA, March 2008

"Reproduction in Reverse: The Paradoxical Production of Pygoya." 96th Annual College Art Association Conference, Dallas, TX, February 2008

"Ontologically Perverse: The Problem of Proximate-Painting." 29th Annual SW/Texas Popular Culture Association/American Culture Association Conference, Albuquerque, NM, February 2008

"The Shrewd Naif: Self-Constructed Marginality and Outsider Art." Southeastern College Art Conference, Charleston, W.VA, October 2007

"Carhenge, Cadillac Ranch, and the Carthenon: America's Vehicular Veneration." Midwest Popular Culture/American Culture Association Conference, Kansas City, MO, October 2007

"Precious Americana: Capitalizing on Cuteness in Carthage." 52nd Annual Conference of the British Association for American Studies, Centre for American Studies, University of Leicester, April 2007

"Popular Canonics: Art for Dummies, Art History for Everybody." National Popular Culture Association/American Culture Association Conference, Boston, MA, April 2007

"Collecting the Visually Reprobate: The Museum of Bad Art." 28th Annual SW/Texas Popular Culture/American Culture Association Conference, Albuquerque, NM, February 2007

7. Participation in professional activities/service during the last five years:

Professional activities/service (external):

Book review (published): *Heart of the West: New Painting and Sculpture of the American West*, edited by Laura Caruso, for *The Great Plains Quarterly*, vol. 30, no. 1 (Winter 2010).

Manuscript reviewer, Phaidon Press, 2011

Manuscript reviewer, Manchester University Press, 2010

Textbook reviewer, Gardner's Art Through the Ages: The Western Perspective, 13th edition, Thomson Higher Education/Wadsworth Publishing

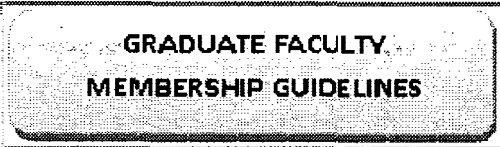
Chair and Organizer of panel Autofictions, Avatars, and Alter Egos: Fabricating Artists. 98th Annual College Art Association Conference, Chicago, IL, February 2010 [two-day/double session]

Chair of panel Aesthetics in American Culture. 54th Annual Conference of the British Association for American Studies, University of Nottingham, April 2009

8. Department: Art
9. The department graduate faculty met and recommends the following action on this renewal:
- | | | | |
|---|--------------------------------------|--|--|
| 4 | # of votes supporting recommendation | | # of votes not supporting recommendation |
| 1 | # of votes abstaining | | |

Type of alternative membership supported (if applicable) Select...

10. Effective date: 04/12/2012



I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

4/12/2012

X *[Signature]*

Signed by: reformed

College/School Dean

Route to Graduate Dean

4/14/2012

X *[Signature]*

Signed by: reformer

Graduate Dean

Finalize Form (no further changes, locks data)

[Click here to sign this section](#)

Document Routing Control Panel

Form will be routed via E-Mail as indicated below.

Current User: Next Route: My Other Routes:

Reroute to:

Message from previous Router(s):

Marie,
Please sign and return to me. (Hard copy put in your box Thursday 3:30 pm)
Thanks,
Traci

Display alert

Distribution: Graduate Office, Academic Dean, and Department chair.

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SLIM – MLS	115
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Mathematics	9
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Physical Science	10
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11. General information page for each graduate program.
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13. When working on dual degrees, have advisors communicate on a degree plan.

Graduate Retention and Graduation

1. Look at overall graduate graduation rates and then compare to individual programs – what are programs doing that are below average graduation rates? What are programs doing that are above average graduation rates?
2. Look over average terms to degree and the best cohort to look at would be 07-8, since we have 4 full years of data.
3. Degree candidacy – has been an issue – based on the data, it appears the year the student graduate is also the year they are admitted to degree candidacy.

Program	2007-2008	N Graduated	Program	2008-2009	N Graduated	Program	Average
SP	100%	9	SP	100%	5	SP	100%
TESOL	100%	4	MHC	100%	7	MHC	95%
Music	100%	3	Phy Sc	100%	3	TESOL	93%
CLP	100%	6	HPER	90%	55	Music	90%
SC	100%	9	TESOL	86%	6	HPER	90%
C&I	93%	27	EDAdm	83%	29	EDAdm	87%
EDAdm	90%	35	MLS	83%	98	C&I	87%
MHC	89%	8	English	83%	5	MLS	86%
HPER	89%	63	Music	80%	4	Phy Sc	84%
MLS	89%	97	C&I	80%	24	CLP	84%
IDT	86%	24	ARE	80%	8	ARE	82%
ARE	83%	5	BUE	80%	4	English	81%
BUE	80%	8	Math	80%	4	BUE	80%
English	78%	7	MBA	73%	29	IDT	77%
History	75%	3	IDT	68%	17	SC	72%
Master Teach	70%	14	CLP	67%	4	MBA	71%
MBA	69%	24	Psy	60%	3	Math	65%
Phy Sc	67%	9	Master Teach	58%	11	Master Teach	64%
Psy	62%	8	Bio	56%	21	Psy	61%
RHC	60%	3	SPED	45%	3	History	54%
Math	50%	3	SC	43%	1	Bio	48%
SPED	50%	23	History	33%	3	SPED	48%
SSM	50%	1	RHC	30%	2	RHC	45%
EC	44%	7	EC	20%	0	EC	32%
Bio	40%	2	SSM	0%		SSM	25%

Blue line represents graduation rates for all degree seeking graduates in all programs (78% and 72%).

Program	2007-2008 Ave # of Terms	Program	2008-2009 Ave # of Terms
School Psychology	5.2	School Psychology	5.2
English	6.1	Mathematics	5.5
Health, Phys Ed, & Recreation	6.4	Early Child Education	6
Curriculum & Instruction	6.6	Clinical Psychology	6.3
Clinical Psychology	6.7	Psychology	6.3
Mathematics	6.7	Business Administration	6.4
Music	6.7	Mental Health Counseling	6.4
Master Teacher	6.9	English	6.6
Business Administration	7	Health, Phys Ed, & Recreation	6.7
Mental Health Counseling	7	Library Science - MLS	6.7
Business Education	7.1	Educational Administration	6.9
Library Science - MLS	7.2	Instru Design/Tech	6.9
History	7.3	Curriculum & Instruction	7
Educational Administration	7.5	Rehabilitation Counseling	7
Instru Design/Tech	7.8	Art Therapy	7.1
Biology	8	Tchg Engl to Speakrs Othr Lang	7.2
Rehabilitation Counseling	8	Business Education	7.3
Social Sciences Mat	8	Special Education	7.7
Special Education	8.2	History	8
Physical Science	8.4	Physical Science	8
Tchg Engl to Speakrs Othr Lang	8.8	Master Teacher	8.2
Psychology	8.9	Music	8.5
Early Child Education	9.9	Biology	8.6
Art Therapy	10	School Counseling	9.3
School Counseling	10		

Blue line represents average number of terms for all graduate programs. (7.6 and 7.1)



Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Susan M. Dopp requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10003221

Course No. and Title: LI 903 Research Philosophy

Semester or year taken: Fall 2003

Original Grade: A-

Hours Credit: 3

Instructor: Nancy Thomas

Department validation examiner: Gwen Alexander, Dean

Detailed description of method of revalidation:

A written paper about research philosophy in information science, which addresses the topics of types of social science research, epistemology, ontology, ethics, received view of knowledge, socially-constructed knowledge, diffusion of information, institutional theory, knowledge management, and organizational learning, was submitted to validate current knowledge of these issues. The paper includes the empirical, rationalistic, historical, and pragmatic views and methods of classifying knowledge. Student Dopp has demonstrated that she continues to be current although this course was completed Fall 2003.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

In the past 10 years there has been constant "churning" of faculty and deans with negative consequences for students, especially the Ph.D. students who have experienced numerous changes in program management, appointed committee members, advising, and dissertation guidance. The doctoral program has been recently strengthened with the result that discouraged students were encouraged to complete their dissertations. Student Dopp has worked diligently to complete her dissertation proposal, which is scheduled for presentation April 23.

Signature of Advisor: _____

Signature of Department Chairperson: Gwen Alexander

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4-19-12

C. Graduate Council Approval:

Method of Revalidation approved: [check] Method of Revalidation denied: _____

Signature of Graduate Council Chair: Nancy Albrecht Date: 4/19/12

D. Validation Completion Approval:

This is to certify that _____ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: _____ Date: _____



Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

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Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Susan M. Dopp requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10003221

Course No. and Title: LI 900 Orientation

Semester or year taken: Fall 2003 Original Grade: A Hours Credit: 1

Instructor: Robert Grover

Department validation examiner: Gwen Alexander, Dean

Detailed description of method of revalidation:

Orientation took place over one weekend session and involved the expectations faculty had for student commitment to the program, writing using the APA stylebook, the curriculum, reading assignments, issues related to earning a doctoral research degree, committee selection, proposals and dissertations, membership and involvement in professional organizations, student research and presentations, scholarships, and conference attendance. Method of revalidation was a conversation with Student Dopp.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

Evidence of understanding of the LI 900 course subjects in Fall 2003 is evidenced by the progress Student Dopp has made in the program.

Signature of Advisor: _____

Signature of Department Chairperson: Gwen J. Alexander

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4/19/12

C. Graduate Council Approval:

Method of Revalidation approved: [Signature] Method of Revalidation denied: _____

Signature of Graduate Council Chair: Nancy Allrecht Date: 4/19/12

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Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

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Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Susan M. Dopp requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10003221

Course No. and Title: LI 905 Research Strategies: Qualitative Methods and Theory

Semester or year taken: Fall 2004 Original Grade: A Hours Credit: 3

Instructor: John Agada

Department validation examiner: Gwen Alexander, Dean

Detailed description of method of revalidation:

A written paper about qualitative research methods and theories, which addresses the logic, design, and techniques of qualitative methods, was submitted to validate current knowledge of these subjects. The paper includes characteristics of qualitative research, research strategy, role of the researcher, data collection and analysis procedures, ethical issues, and study significance. Student Dopp has demonstrated that she continues to be current although this course was completed Fall 2004.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

In the past 10 years there has been constant "churning" of faculty and deans with negative consequences for students, especially the Ph.D. students who have experienced numerous changes in program management, appointed committee members, advising, and dissertation guidance. The doctoral program has been recently strengthened with the result that discouraged students were encouraged to complete their dissertations. Student Dopp has worked diligently to complete her dissertation proposal, which is scheduled for presentation April 23.

Signature of Advisor: _____

Signature of Department Chairperson: Gwen Alexander

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4-19-12

C. Graduate Council Approval:

Method of Revalidation approved: [check] Method of Revalidation denied: _____

Signature of Graduate Council Chair: Nancy O'Connell Date: 4/19/12

D. Validation Completion Approval:

This is to certify that _____ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: _____ Date: _____



Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Susan M. Dopp requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10003221

Course No. and Title: LI 914 Information Organization Seminear

Semester or year taken: Fall 2004 Original Grade: A Hours Credit: 3

Instructor: Cathy Perley

Department validation examiner: Gwen Alexander, Dean

Detailed description of method of revalidation:

A written paper about the theoretical foundations and essential strands of library and information science organization of information, including subject access points, information retrieval, classification compared to organization, patterns of organization, social and cognitive consequences of organizing processes, domain mapping and analysis, was submitted to validate current knowledge of these issues. Student Dopp has demonstrated that she continues to be current although this course was completed Fall 2004.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

In the past 10 years there has been constant "churning" of faculty and deans with negative consequences for students, especially the Ph.D. students who have experienced numerous changes in program management, appointed committee members, advising, and dissertation guidance. The doctoral program has been recently strengthened with the result that discouraged students were encouraged to complete their dissertations. Student Dopp has worked diligently to complete her dissertation proposal, which is scheduled for presentation April 23.

Signature of Advisor: _____

Signature of Department Chairperson: Aileen J. Alexander

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 4-19-12

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: Nancy Albrecht Date: 4/19/12

D. Validation Completion Approval:

This is to certify that _____ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: _____ Date: _____



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

TO: Members of the Graduate Council
FROM: Nancy Albrecht, Chair, Graduate Council
DATE: May 8, 2012

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, April 19, 2012, in the President's Conference Room.

AGENDA

1. Approval of minutes from the February 16, 2012 meeting.
2. Information/Congratulations/News
 - Commencement Reception – Friday, May 11, 5:00-6:30 p.m. - Webb Lecture Hall
 - Graduate application
 - Reminder of Thesis Declaration form submissions
 - Kevin Rabas – President's Research Award
 - Amy Sage-Webb – Roe R. Cross Professor
 - Joyce Zhou's baby – Boy Kyler
3. Action
 - Degree candidacy
 - Election of vice chair
 - Course verification
4. Reports/discussion
 - Retention, candidacy, graduation data
 - Graduate faculty criteria
 - Marketing funding
 - Scholarship opportunities
 - Graduate advising assessment (departments)
 - Thesis formatting
 - Graduate assistant gpa
 - Summer contacts
5. Curricular Changes
 - Archives Certificate Program
6. Associate Graduate faculty renewal
 - Monica Kjellman-Chapin, Associate Professor, Art

7. Comments



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

- Present:** Ballester, Butler, Cauthon, Church, Costello, Ermler, Gerish, Ghosh, Houchins, Howell, Kjellman-Chapin, Koerner, Morrow, Quinn, Schrader, Smith, Yanik, Zhou
- Absent:** Storm
- Guests:** Bill Noblitt and Umair Abbassi

The Council of Graduate Studies met at 3:30 p.m. on Thursday, February 16, 2012 in the President's Conference Room. Vice Chair Jean Morrow called the meeting to order.

Informational

- Bill Noblitt and Umair Abbassi discussed content review of university web sites. Review will begin in March with administrative sites. Council members also discussed issues with videos on web sites. Departments can currently get help from Patrick Resa in TCS but Bill Noblitt stated the university is looking into partnering with an outside company for video production.

Action

- Minutes from the January 19 meeting were unanimously approved.
- The Thesis and Dissertation Committee Declaration Form was unanimously approved with one change (the word presented changed to proposed) by the council and will be used beginning summer 2012.
- The degree candidacy statement was unanimously approved with one change (change in italics). The approved statement is listed below:

“A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of termination with the reasons for the termination *from the department chair/dean*. If the student disagrees with the decision of termination, the student may appeal this decision in writing within thirty days from receipt of the letter. The written appeal should be sent to the Dean of the Graduate School and Distance Education. The Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and his/her department will occur in writing within ten business days of receipt of the appeal request.”

- Changes to the Admissions Policies handout were unanimously approved with the following corrections:
 - his or her and s/he were changed to his or her and he or she in item 2.
 - conditional changed to probationary with an asterisk in item 2 and a definition of probationary added to the bottom of the policies.
 - by the end of the first semester was added to the end of the first sentence in item 3.

Reports/Discussion

- Vice Chair Morrow congratulated the Graduate School on the new edition of the *Quest* magazine.
- Dean Ermler announced a statement regarding the 12 credit hour limit for non-degree students has been added

Graduate Council Minutes

Page | 2

February 16, 2012

to the graduate application.

- Council members discussed the time frame for degree candidacy and degree plan. After discussion, this discussion was tabled until the March meeting. Departments will be asked to submit their procedures for degree candidacy and the degree plan to Dean Ermler prior to the next meeting.
- Curricular change requests for AT 708, CE 893, Modify Art Therapy Counseling program, Dual degree initiative between Art Therapy and Mental Health Counseling were discussed. All requests were unanimously approved with one abstention.
- Vice Chair Morrow announced an external review would take place in February 2013 by two outside reviewers. More details will be available at the next council meeting.
- Dean Ermler discussed new funding/scholarship opportunities available for students. Departments can also take advantage of new funding available for recruiting/marketing efforts.

Graduate Faculty

- The Graduate Faculty requests for the following listed Music faculty were unanimously approved.
Dennis Bassett, Assistant Professor
Dawn Courtney, Associate Professor
Martin Cuellar, Professor
Andrew Houchins, Professor
Carol Krueger, Assistant Professor
Jeremy Starr, Assistant Professor
Gary Ziek, Professor
- The Graduate Faculty requests for the following listed BAE faculty were unanimously approved.
Kevin Coulson, Associate Professor
Kevin Johnson, Associate Professor
Donald Miller, Professor
Thomas Slocombe, Professor
- The Graduate Faculty requests for the following listed Mathematics, Computer Science, and Economics faculty were unanimously approved.
Rob Catlett, Assistant Professor
Marvin Harrell, Professor
Brian Hollenbeck, Associate Professor
- The Graduate Faculty requests for the following listed Elementary Education/Early Childhood/Special Education faculty were unanimously approved with one abstention.
Ashlie Jack, Assistant Professor
Gary Rice, Associate Professor
- The Graduate Faculty requests for the following listed Social Sciences faculty were unanimously approved.
Christopher Lovett, Professor
Karen Manners Smith, Professor
- The Graduate Faculty requests for the following listed Psychology faculty were unanimously approved.
Brian Schrader, Professor
John C. Wade, Associate Professor

Graduate Council Minutes

Page | 3

February 16, 2012

- The Graduate Faculty request for Mike Butler, Associate Professor, HPER, was unanimously approved with one abstention.
- The Graduate Faculty request for Christopher Pettit, Assistant Professor, Physical Sciences, was unanimously approved.

Additional Items

- Vice Chair Morrow asked council members to look at the dates to remember listed on the agenda.

Council adjourned at 4:50pm

Next meeting March 15

Peggy Anderson

From: James Costello
Sent: Friday, February 17, 2012 11:19 AM
To: Peggy Anderson
Cc: Kathy Ermler
Subject: RE: Degree Candidacy

Peggy,

In the department of counselor education, degree candidacy is completed following the students first 6-9 credit hours of work in their respective programs (Art Therapy and Counseling, Mental Health, Rehabilitation, and School Counseling).

I plan to work with the faculty to hold off on degree candidacy until the student has demonstrated the necessary knowledge, skills, and dispositions to progress to their counseling practicum. There are times when students perform up to standard in didactic courses, but struggle to various degrees in the application of their skills and dispositions in actual counseling settings. Our programs and students would be best served if candidacy were held off until approximately 25 to 30 credits into the 60 credit program. It certainly would make counseling them out of the program much easier.

Currently, we are communicating via our program acceptance letters that skills and dispositions will be evaluated on an ongoing basis, and may result in their difficulty progressing through the program to completion.

Hope this helps.

Jim

From: Peggy Anderson
Sent: Friday, February 17, 2012 9:30 AM
To: Andrew Houchins; Andrew Smith; Betsy Yanik; Brenda Koerner; Brian Schrader; Cameron Cauthon; Danielle Quinn; Deborah Gerish; Dipak Ghosh; Dusti Howell; James Costello; James Williams; Jean Morrow; Jodi Brinkman; Jorge Ballester; Joyce Zhou; Kathy Ermler; Liz McLain; Mel Storm; Michael Butler; Monica Kjellman; Nancy Albrecht
Subject: Degree Candidacy

What is your procedure for admitting students to degree candidacy? When and what must a student do in your department to be admitted to degree candidacy? Please send this information to Dr. Ermler by Friday, February 24. Thanks!

Admission Policies

An applicant for admission to graduate study must hold a baccalaureate degree from a regionally accredited institution. The applicant must complete the Application for Admission to the Graduate School. All undergraduate work toward the baccalaureate degree and any previous graduate work must be verified by official transcripts. There are three categories for admission into the graduate school at Emporia State University:

1. Regular admission to graduate study requires a grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program. Some academic departments' requirements may be higher.
2. Probationary* admission to graduate study is permitted if the student has a cumulative GPA between 2.2 and 2.49. The student must achieve a 3.00 GPA in his or her first nine semester hours of graduate study. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.
3. Admission as a non-degree or licensure student for professional growth requires the student furnish proof of a baccalaureate degree from a regionally accredited institution by the end of the first semester. A non-degree student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. No more than twelve graduate hours earned as a non-degree student can be applied to the degree program.

*Conditional refers to permitting undergraduate seniors to take graduate classes for graduate credit. Probationary refers to permitting graduate students into a graduate program if they do not meet regular admission criteria.

Emporia State University – Graduate School Thesis and Dissertation Committee Declaration Form

A graduate student completing a thesis or dissertation must submit a Committee Declaration Form. The form must be completed at least the semester prior to completing the thesis or dissertation.

Name

Email

Department

Degree

Title of Proposal

Date Proposal Presented

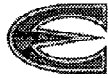
Expected Graduation Term

The Graduate Thesis or Dissertation Committee* affirms that the candidate listed above has presented an acceptable research topic and has the academic and professional background to address this topic.

Name (please type or print)	Signature	Date
Thesis Chair:		
Member:		
Member:		
Member:		
Member:		

Department Chair Approval: _____

***Master's thesis and dissertation committees** must consist of at least three members. The chairperson must hold Regular Graduate Faculty status and committee members must hold Regular or Associate Graduate Faculty Status. At least one member of the dissertation committee must be from outside of the area of specialization.



Curricular Change Request

School/College: Teachers College

Department: Counselor Education

I. COURSE/PROGRAM INFORMATION

This request is proposed to: Add Modify Delete

	<u>Course #</u>	<u>Credit Hours</u>	<u>Course Title</u>
Old:			
New:	AT 708	3	Art Media and Material Use in Art Therapy

Other major change (program, major, etc.):

Initiation of dual degree initiative (MHC and AT) - see below.

II. CURRICULAR CHANGE INFORMATION

A. What is proposed? Provide a general statement on proposal.

All art therapy students in the ESU Graduate Art Therapy Program are required to take a course titled AR 708: Problems in Art for the Related Professional; The course is a studio art course intended to meet curriculum content mandated by the Education Program Approval Board (EPAB) of the American Art Therapy Association (AATA). The course is generally treated as an independent study by faculty in the Art Department who are eligible to teach graduate level courses; the course is taught in tandem with a course being offered by the art department faculty, and often meets three times a week. The art therapy faculty increasingly find a need to offer an equivalent independent study course to substitute for this requirement because art therapy students intern on Thursdays and Fridays, or cannot otherwise match the art department schedule to their own degree plan requirements. This course would secure a place for the required content within the ESU art therapy program curriculum, taught by art therapy program faculty. Additionally, the studio component would be specialized for the needs of the art therapy students, particularly regarding media use.

Course Description

This course is an advanced art therapy seminar providing opportunities for art therapy graduate students to explore media and its application within the context of art therapy practice. Media exploration and use will emphasize Kagin and Lusebrink's Expressive Therapies Continuum (ETC) Model. The course will engage students in experiential learning,

both in and out of class, and will underscore studio art practices within the context of art therapy and specific to application with clinical populations. Venue and cultural implications, as well as ethical and safety issues, of media use will be explored. The course also presents opportunities for students to plan for self-care, through art making, in future professional practice.

B. What is the rationale for the proposal?

This course addition reflects a needed curricular change to ensure the efficacy and coherence of the program. The proposal is prompted by the initiation of the dual curriculum of Art Therapy and Mental Health Counseling (MHC). In fact, this refers not to one combined degree, but to two separate Masters of Science Degrees, one in MHC, and one in Art Therapy Counseling. This course of study, full-time, will be a three-year course of study which meets the individual criteria for each degree.

C. How does this new course or proposed change fit into the curriculum of this major or of general education?

The course serves to maintain the curriculum content mandated by the Education Program Approval Board (EPAB) of the American Art Therapy Association (AATA).

Is this new course or proposed change directly related to any teacher preparation program or teacher or other school personnel licensure area? Check "yes" only if the course is required or is included in a limited set of elective courses from which the student must choose.

- Yes
 No

If yes, explain:

If this is a proposal for a new program, concentration, or course, information must be provided on the adequacy of library resources to support the program.

- Library resources are adequate Library resources are NOT adequate

NOTE: Syllabus, course outlines, etc. should be included with this form when necessary. This

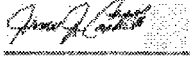
Information is **always** attached when adding a course.

Signatures

Signature Order: Chair, Dean, Academic Affairs

Chair


2/8/2012

X 

Signed by: jcostell


School/College Dean

Send to Academic Affairs

 [Click here to sign this section](#)

Academic Affairs

Finalize

 [Click here to sign this section](#)



AT 708.SYLLABUS.docx
Microsoft Word
Document
27.6 KB

Attachment:



Curricular Change Request

School/College: Teachers College
Department: Counselor Education

I. COURSE/PROGRAM INFORMATION

This request is proposed to: Add Modify Delete

	<u>Course #</u>	<u>Credit Hours</u>	<u>Course Title</u>
Old:			
New:	CE 893	3	Ethical, Professional and Legal Issues

Other major change (program, major, etc.):

II. CURRICULAR CHANGE INFORMATION

A. What is proposed? Provide a general statement on proposal.

Previously, two classes, one a 1-credit hour class and the other a 2-credit hour class, functioned together as a single 3-credit hour course. The change would create a single course number and title. Importantly, the title and minor content changes would allow graduate students in Mental Health Counseling, as well as Art Therapy Counseling, to take the course and meet licensure requirements. This would consolidate multiple offerings of related courses for each program.

Course Description:

This course will examine codes of ethics, professional behavior, ethical issues, and legal and liability concerns facing practitioners working in art therapy and mental health counseling. This course introduces codes of ethics, legal responsibilities and liabilities of clinical supervision, practice and research, the development of a professional attitude and identity by examining the role of professional socialization, the development of cultural competence, professional organizations, licensure, and certification. The course places particular emphasis on issues of confidentiality, child abuse, elder abuse, and ethical dilemmas associated with dual-role relationships, as well as the use of creative arts within art therapy or the counseling setting. Other topics include issues associated with psychotherapy, multiculturalism, research, advertising, and challenges related to specific work settings. Participants will examine professional credentialing specific to art therapy and mental health counseling. Art therapy and counseling techniques for addressing ethical issues and credentialing taught and

demonstrated through experiential exercises along with written assignments and presentations.

B. What is the rationale for the proposal?

Required content for the Master of Science in Art Therapy Counseling, as well as the Master of Science in Mental Health Counseling.

C. How does this new course or proposed change fit into the curriculum of this major or of general education?

This course fulfills the content requirements of the ethics curriculum approved by the Education Program Approval Board (EPAB) of the American Art Therapy Association. Furthermore, the change collapses two courses that already function as one course. Finally, the creation of the single course facilitates the dual curriculum in Art Therapy Counseling and Mental Health Counseling.

Is this new course or proposed change directly related to any teacher preparation program or teacher or other school personnel licensure area? Check "yes" only if the course is required or is included in a limited set of elective courses from which the student must choose.

- Yes
 No

If yes, explain:

If this is a proposal for a new program, concentration, or course, information must be provided on the adequacy of library resources to support the program.

- Library resources are adequate Library resources are NOT adequate

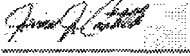
NOTE: Syllabus, course outlines, etc. should be included with this form when necessary. This information is **always** attached when adding a course.

Signatures

Signature Order: Chair, Dean, Academic Affairs

Chair


2/8/2012

X 

Signed by: jcostell


School/College Dean

Send to Academic Affairs

 Click here to sign this section

Academic Affairs

Finalize

 Click here to sign this section



CE 893.Syllabus.docx
Microsoft Word
Document
24.0 KB

Attachment:



Curricular Change Request

School/College: Teachers College
Department: Counselor Education

I. COURSE/PROGRAM INFORMATION

This request is proposed to: Add Modify Delete

	<u>Course #</u>	<u>Credit Hours</u>	<u>Course Title</u>
Old:			
New:			

Other major change (program, major, etc.):

This request is a proposal to approve a dual curriculum leading to Masters of Science Degrees in Mental Health Counseling and a Master of Science in Art Therapy Counseling.

II. CURRICULAR CHANGE INFORMATION

A. What is proposed? Provide a general statement on proposal.

Common courses between the Mental Health Counseling 60 credit hour Master of Science and Art Therapy Counseling Master of Science 57 credit hour degrees for students accepted into both programs.

NOTE: This articulation is based on the proposed Art Therapy Counseling Master of Science degree.

- * CE710 Multicultural Issues in Counseling and Related Fields for 3 credit hours
- * CE825 Counseling Theories for 3 credit hours
- * CE893 Ethical, Legal, & Professional Issues for 3 credit hours
- * Either ER752 Analysis of Research for 3 credit hours or ER851 Research Design and Writing for 3 credit hours can count
- * MH830 Group Process in Mental Health Counseling for 3 credit hours
- * MH860 Assessment in Mental Health Counseling for 3 credit hours
- * MH861 Evaluation, Diagnosis and Treatment Planning in Mental Health Counseling for 3 credit hours
- * MH770 Relationship and Family Counseling for 3 credit hours
- * RE833 Diagnosis and Treatment of Mental Disorders for 3 credit hours
- * Up to 4 electives in the Mental Health Counseling Master of Science program are Art Therapy Counseling Master of Science courses

In conclusion, up to 31 credit hours shared by the two degrees

B. What is the rationale for the proposal?

The faculty and administrators of the programs and department have worked hard to develop a curriculum which will meet the requirements for each degree, and also meet the criteria for counseling licensure eligibility through the Kansas Behavioral Sciences Regulatory Board (BSRB).

Art therapists across the nation find themselves unable to meet licensure requirements needed find meaningful employment. This unique dual curriculum, leading to a Master of Science Degree in Art Therapy and a Master of Science Degree in Mental Health Counseling will meet the professional and licensing needs of Emporia State University graduates. Furthermore, because of the Kansas BSRB's strict requirements, alumni will also find reciprocity for licensure in nearly every state in the country. Both degrees will come from Emporia State University, as a result of coursework completed here; any transfer credits will be limited to those established by the university.

Students who plan to live in states with Art Therapy Licenses (such as the LCAT) or in which they will meet counseling licensure requirements without the dual curriculum will complete the Art Therapy Counseling Degree Plan.

The proposed curricula will attract additional students not only to the Art Therapy Counseling Program, but also to the Mental Health Counseling program. Furthermore, the dual curriculum will highlight the university's commitments to student success, exemplary academic programming, and model curriculums within the Teachers College.

C. How does this new course or proposed change fit into the curriculum of this major or of general education?

N/A

Is this new course or proposed change directly related to any teacher preparation program or teacher or other school personnel licensure area? Check "yes" only if the course is required or is included in a limited set of elective courses from which the student must choose.

- Yes
 No

If yes, explain:

If this is a proposal for a new program, concentration, or course, information must be provided on the adequacy of library resources to support the program.

Library resources are adequate

Library resources are NOT adequate

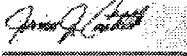
NOTE: Syllabus, course outlines, etc. should be included with this form when necessary. This information is **always** attached when adding a course.

Signatures

Signature Order: Chair, Dean, Academic Affairs

Chair


2/13/2012

X 

Signed by: jcostell


School/College Dean

Send to Academic Affairs

 Click here to sign this section

Academic Affairs

Finalize

 Click here to sign this section

Document Routing Control Panel

Form will be routed via E-Mail as indicated below.

Current User:

Next Route:

My Other Routes:

Reroute to:

Message from previous Router(s):

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 **EMPORIA STATE UNIVERSITY™**
Curricular Change Request

School/College: Teachers College
Department: The Department of Counselor Education

I. COURSE/PROGRAM INFORMATION

This request is proposed to: Add Modify Delete

	<u>Course #</u>	<u>Credit Hours</u>	<u>Course Title</u>
Old:			
New:			

Other major change (program, major, etc.):

II. CURRICULAR CHANGE INFORMATION

A. What is proposed? Provide a general statement on proposal.

Modifying the Art Therapy Counseling Master of Science degree from 47 hours to 57 hours (attached current and proposed curricula)

B. What is the rationale for the proposal?

The Master of Science in Art Therapy Counseling will parallel a dual curriculum which will meet the requirements for the Master of Science in Mental Health Counseling and the Master of Science in Art Therapy Counseling, leading to counseling licensure eligibility through the Kansas Behavioral Sciences Regulatory Board (BSRB). Art therapists across the nation find themselves unable to meet licensure requirements needed find meaningful employment. This unique dual curriculum, leading to a Master of Science Degree in Art Therapy and a Master of Science Degree in Mental Health Counseling will meet the professional and licensing needs of Emporia State University graduates. Furthermore, because of the Kansas BSRB's strict requirements, alumni will also find reciprocity for

licensure in nearly every state in the country. Both degrees will come from Emporia State University, as a result of coursework completed here; any transfer credits will be limited to those established by the university. Students who plan to live in states with Art Therapy Licenses (such as the LCAT) or in which they will meet counseling licensure requirements without the dual curriculum will complete the Art Therapy Counseling Degree Plan. The proposed curricula will attract additional students not only to the Art Therapy Counseling Program, but also to the Mental Health Counseling program. Furthermore, the dual curriculum will highlight the university's commitments to student success, exemplary academic programming, and model curriculums within the Teachers-College.

C. How does this new course or proposed change fit into the curriculum of this major or of general education?

Is this new course or proposed change directly related to any teacher preparation program or teacher or other school personnel licensure area? Check "yes" only if the course is required or is included in a limited set of elective courses from which the student must choose.

- Yes
- No

If yes, explain:

If this is a proposal for a new program, concentration, or course, information must be provided on the adequacy of library resources to support the program.

- Library resources are adequate
- Library resources are NOT adequate

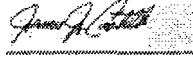
NOTE: Syllabus, course outlines, etc. should be included with this form when necessary. This information is **always** attached when adding a course.

Signatures

Signature Order: Chair, Dean, Academic Affairs

Chair


2/14/2012

X 

Signed by: jcostell


School/College Dean

Send to Academic Affairs

 Click here to sign this section

Academic Affairs

Finalize

 Click here to sign this section

Document Routing Control Panel

Form will be routed via E-Mail as indicated below.

Current User: Next Route: My Other Routes:

Reroute to:

Message from previous Router(s):

Disj

Attachment:

 File Attachment

**Emporia State University
Department of Counselor Education (CE)**

Current and Proposed Art Therapy Counseling Curricula

DIV	#	COURSE TITLE	HRS.	DIV	#	COURSE TITLE	HRS
AT	800	Art Therapy Foundations	3	AT	800	Art Therapy Foundations	3
AT	810	Introduction to Art Therapy Research	1	AT	810	Introduction to Art Therapy Research	2
AT	801	Art Therapy Group Dynamics & Special Populations	2	AT	801	Art Therapy Group Dynamics & Special Populations	2
PY	520	Statistics I Thesis Option Requirement Only	3	PY	520	Statistics I Thesis Option Requirement Only	3
AT	802	Dev. and Treat. Models in Art Therapy	3	AT	802	Dev. and Treat. Models in Art Therapy	3
AT	812	Applied Art Therapy Research	2	AT	812	Applied Art Therapy Research	2
AT	805	Art Therapy Ethics and Professional Issues	2	CE	893	Ethical, Legal, and Professional Issues	3
AT	835	Art Therapy Internship	3	AT	835	Art Therapy Internship	3
AT	835	Art Therapy Internship	3	AT	835	Art Therapy Internship	3
AT	803	Multicultural Issues in Art Therapy	3	CE	710	Multicultural Issues in Counseling and Related Fields	3
ER	851	Research Design and Writing	3	ER	851	Research Design and Writing	3
AT	804	Art Therapy with Families & Advanced Assessment	3	AT	804	Art Therapy Advanced Assessment and Techniques in Relationships and Families	3
AT	849	Master's Project Seminar or	3	AT	849	Master's Project Seminar or	3
AT	850	Master's Thesis Seminar	3	AT	850	Master's Thesis Seminar	3
PY	815	Projective Assessment Techniques	3				
PY	806	Personality Assessment	2	MH	860	Assessment in MHC	3
PY	810	Clinical Report Writing	2	MH	861	Evaluation, Diagnosis & Treatment Planning in Mental Health Counseling	3
PY	827	Seminar in Psychopathology	3	RE	833	Diagnosis and Treatment of Mental Disorders	3
				CE	825	Counseling Theories	3
				AT	708	Art Media and Material Use in Art Therapy	3
				MH	830	Group Process in MHC (summer/spring)	3
				MH	770A	Relationship and Family Counseling	3
		Subtotal:	44				
		Electives	3				
		Total:	47				
						Total:	57

**Emporia State University
Department of Counselor Education (CE)**

Proposed Dual Curricula for the Master of Science in Art Therapy Counseling and the Master of Science in Mental Health Counseling

DIV	#	COURSE TITLE	Credit Hours
AT	800	Art Therapy Foundations	3
MH	700	Intro to Mental Health Counseling	3
CE	810	Counseling Skills/Pre-Practicum(10 max)	2
MH	830	Group Process in MHC (summer/spring)	3
AT	801	Art Therapy Group Dynamics and Special Populations	2
CE	825	Counseling Theories	3
AT	810	Introduction to Art Therapy Research	2
RE	833	Diagnosis and Treatment of Mental Disorders	3
AT	802	Dev. and Treat. Models in Art Therapy	3
CE	891	Ethical, Legal, and Professional Issues	3
MH	898	Supervised Practicum in MHC (6 student max-option Spring or Summer)	3
CE	710	Multicultural Issues in Counseling and Related Fields	3
AT	812	Applied Art Therapy Research	2
MH	860	Assessment in MHC	3
MH	861	Evaluation, Diagnosis & Treatment Planning in Mental Health Counseling	3
MH	770	Relationship and Family Counseling	3
AT	804	Art Therapy Advanced Assessment and Techniques in Relationships and Families	3
RE	670	Alcohol and Drug Abuse in Counseling	3
PY	520	Statistics I (Thesis Option Only)	3
AT	835	Art Therapy Internship	3
AT	835	Art Therapy Internship	3
MH	899	Mental Health Counseling Internship	3
MH	899	Mental Health Counseling Internship	3
RE	832	Psychosocial Development & Disability	3
SC	820	Career Counseling	3
MH	890	Administration of Mental Health Programs	3
ER	851	Research Design and Writing	3
AT	708	Art Media and Material Use in Art Therapy	3
AT	849	Master's Thesis Seminar (if thesis and Fall Semester to complete)	3
AT	850	Master's Project Seminar	3
PY	806	Personality Assessment	2



EMPORIA STATE
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GRADUATE SCHOOL

TO: Members of the Graduate Council
FROM: Nancy Albrecht, Chair, Graduate Council
DATE: February 17, 2012

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, Feb. 16, 2012 in the President's Conference Room.

AGENDA

- Approval of minutes from the January 19, 2012 meeting.

Information/Congratulations/News

- Graduate department web sites – Bill Noblitt and Umair Abbassi

Action

- 12 hour limitation for non-degree students
- Committee Declaration Form – (attached)
- What can be done with students after degree candidacy has been completed – Suggested process for removing a student from degree candidacy. “A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of termination with the reasons for the termination. If the student disagrees with the decision of termination, the student may appeal this decision in writing within thirty days from receipt of the letter. The written appeal should be sent to the Dean of the Graduate School and Distance Education. The Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and his/her department will occur in writing within ten business days of receipt of the appeal request.”
- A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher. Suggested change for admission (attached)
- Degree Plan and Degree Candidacy time frames – Degree Plan – must be filed by end of the first semester of graduate study. Candidacy can be filed any time after student has completed at least 6 hours of course work
- Curricular change requests for AT 708, CE 893, Modify Art Therapy Counseling program, Dual degree initiative between Art Therapy and Mental Health Counseling.

Reports/Discussion

- External Review – will occur in February, 2013. Actual date in February to be decided – Two individuals have been chosen to conduct the review. Final details at next meeting.
- Funding Opportunities
 - New, recently completed ESU undergraduates – opportunity for a 1 time \$500.00 scholarship.
 - 1 McNair Scholar - \$2,500 (annually for 2 years)
 - \$100 funding for research supplies for graduate students
 - 2 Grover Scholarships (\$350)
 - Recruiting opportunities – up to \$1,250

Graduate Faculty Approval

- Dennis Bassett, Assistant Professor, Music
- Mike Butler, Associate Professor, HPER
- Rob Catlett, Assistant Professor, Mathematics, Computer Science, and Economics
- Kevin Coulson, Associate Professor, BAE
- Dawn Courtney, Associate Professor, Music
- Martin Cuellar, Professor, Music
- Marvin Harrell, Professor, Mathematics, Computer Science, and Economics
- Brian Hollenbeck, Associate Professor, Mathematics, Computer Science, and Economics
- Andrew Houchins, Professor, Music
- Ashlie Jack, Assistant Professor, Elementary Education/Early Childhood/Special Education
- Kevin Johnson, Associate Professor, BAE
- Carol Krueger, Assistant Professor, Music
- Christopher Lovett, Professor, Social Sciences
- Donald Miller, Professor, BAE
- Christopher Pettit, Assistant Professor, Physical Sciences
- Gary Rice, Associate Professor, Elementary Education/Early Childhood/Special Education
- Brian Schrader, Professor, Psychology
- Thomas Slocombe, Professor, BAE
- Karen Manners Smith, Professor, Social Sciences
- Jeremy Starr, Assistant Professor, Music
- John C. Wade, Associate Professor, Psychology
- Gary Ziek, Professor, Music

Additional Items

Dates to Remember

April 26 – Research Day

March 1 - Intent to Graduate (for summer graduation)

March 2 - GTA Teaching Award nominations due

March 16 - Boylan Scholarship applications due

May 4 - Final copies of theses due to graduate school

May 11 - Commencement Reception - Webb Lecture Hall - 5:00 pm - 6:30 pm



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

- Present:** Albrecht, Ballester, Butler, Cauthon, Costello, Ermler, Gerish, Ghosh, Houchins, Howell, Kjellman-Chapin, Koerner, McLain, Morrow, Schrader, Smith, Storm, Yanik, Zhou
- Absent:** Quinn
- Guests:** Mary Sewell

The Council of Graduate Studies met at 3:30 p.m. on Thursday, January 19, 2012 in the President's Conference Room. Dr. Nancy Albrecht called the meeting to order.

Action

- Minutes from the November 17 meeting were unanimously approved.
- The admissions statement listed below regarding international students was unanimously approved by the council.
*International student policy *Undocumented persons (must provide documentation of citizenship application) or resident aliens (must provide a copy of permanent residency card) who do not hold an F1 or J1 visa may apply for graduate study in anyone of four categories listed above.*
- The proposal for permanent pin numbers for graduate students failed in the council vote of 7 for and 8 opposed.
- Dean Ermler announced she hasn't been able to find a way to put a hold on non-degree students after the 12 hour limit is reached. After council discussion, the Dean agreed to look into the possibility of adding a statement on this policy with a check box to the graduate admission applications. This item will be discussed again at the next council meeting.
- After council discussion regarding the definition of a thesis committee member "outside the area of specialization, council decided to leave the current policy with no changes and permit departments to decide the meaning of "outside of the area of specialization" is interpreted.
- A proposed Thesis and Dissertation Proposal Approval Form was distributed to council members. After council discussion, changes will be made to the form with suggested changes. This item will be discussed again at the next council meeting.

Reports/Discussion

- Current Program Review procedures were discussed. After discussion, council members approved the proposal for an external review every 5 years. One council member voted against.
- A request from the School of Library and Information Management to reduce the requirement of 7 cr. hrs. of enrollment for MSEP eligibility to 6 cr. hrs. of enrollment was brought to council members. After council discussion, the proposal was unanimously approved. The approved proposal will be submitted to Provost Mehring for approval.

Graduate Council Minutes

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January 19, 2012

- Dean Ermler discussed the need for a process to remove a student from degree candidacy. She asked council members to take the following listed proposal back to their respective departments for discussion and this would be discussed again at the next council meeting.

"A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of termination with the reasons for the termination. If the student disagrees with the decision of termination, the student may appeal this decision in writing within thirty days from receipt of the letter. The written appeal should be sent to the Dean of the Graduate School and Distance Education. The Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and his/her department will occur in writing within ten business days of receipt of the appeal request."

- Issues related to the current required gpa for graduate admission were brought to the council. A new policy proposal for consideration was distributed to council members. Council members were asked to take the proposal back to their respective departments for discussion and this would be discussed at the next council meeting.
- Current time frames for submission of degree plans and degree candidacy were reviewed by council members. She asked council members to look at the current policy and make any suggestions for changes. Council members will discuss this policy with their respective departments and this will be an item on the next council agenda.
- The update regarding online GTAs was tabled until the next meeting.
- New Federal guidelines require students to complete at least 4 cr. hrs. in order to be eligible for financial aid each semester. This new policy will affect the current practice of giving graduate students an I or IP grade for thesis hours. Council members were asked to discuss this issue with their respective departments and this will be on the agenda at the next council meeting.
- An issue related to undergraduate, non-ESU; non-degree students enrolling as a graduate student without providing proof of receiving an undergraduate degree was brought to council members. Council members were asked for their support to ask these students to provide either an official letter from a university registrar or unofficial transcript showing the conferral of an undergraduate degree. Council members voted unanimously to support this procedure.

Informational

- Liz McLain distributed the new Scholar's Circle Fund brochures and announced her recruiting schedule is now available on the graduate web site. Faculty are welcome to join her on any recruiting functions or provide her with any contacts in the area.
- Dean Ermler announced \$700 in funding is already available from the Scholar's Circle Fund. A form for applying for this funding (in increments of \$100) will be available next week.
- The Graduate School will be awarding the Robert J. Grover Scholarship. It will be awarded for distribution Fall 2012. Two \$350 scholarships will be awarded. Applications and information have already been distributed to departments.
- Liz McLain asked council members to email her with the names of any graduate/undergraduate students who are doing any research or presentations that could be included in the new marketing publication entitled "ESU

Graduate Council Minutes

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January 19, 2012

Experience.” This is a new publication showcasing ESU students. She is also currently working on a new publication of the “Quest Magazine.”

Adjourned at 4:40

Next Meeting – Feb. 16th

Application for admission to graduate study should be submitted to the Graduate School no later than two weeks before the first day of an enrollment period. Some programs require earlier application or additional application forms prior to admission. Students should check with individual departments for additional application requirements.

Application fees are not refundable and application materials are non-returnable.

We strongly encourage students to familiarize themselves with all graduate student policies and procedures. These can be found in the Graduate Policy Handbook, or by accessing the Graduate School website at <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>.

Notice to students: All correspondence from the graduate school (e.g., admissions information, eligibility, degree analysis, instructions for graduation) will be directed to your **ESU email account**. Please contact technology and computing services (TCS) at 341-5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

GRADUATE ADMISSIONS CATEGORIES

Non-degree Seeking Student

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Licensure Seeking

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of licensure are classified as licensure seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Students are required to pay a \$25 application fee.

Certificate Seeking

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of

obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing for specific certificate programs offered at ESU. Students are required to pay a \$40 application fee.

Master's Degree (MA, MAT, MBA, MED, MLM, MLS, MM, MS)

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
- 3) A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- 4) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 5) Submission of **official** transcripts from **each** institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source (for example, Educational Credential Evaluation Service).
- (6) Payment of a \$40 application fee.

Specialist in Education Degree (Ed.S.)

Please contact the Department of Psychology and Special Education for information. Students are required to pay a \$40 application fee.

Doctor of Philosophy (Ph.D.)

Please contact the School of Library and Information Management for information. Students are required to pay a \$50 application fee.

*Undocumented persons (must provide documentation of citizenship application) or resident aliens (must provide a copy of permanent residency card) who do not hold an F1 or J1 visa may apply for graduate study in any one of four categories listed above .

GRADUATE ASSISTANTSHIP AWARDS

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs.

Non-degree Seeking Student

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Advisory Committee

Each candidate who is writing a thesis must have the work supervised by an advisory committee. A department may require an advisory committee for the supervision of research papers or projects, which are part of a degree program. The candidate will select a chair of the thesis committee in consultation with the candidate's advisor. One member of the committee must be from outside the candidate's area of specialization.

Emporia State University – Graduate School Thesis and Dissertation Proposal Approval Form

Prior to a student registering for Master's Thesis or Doctoral Dissertation, a Committee must be formed. Once a student has a proposed thesis or dissertation project approved by the supervising committee, the student must complete this form and secure the required signatures. The form should be sent by the Committee Chairperson to the Department Chairperson, for signature, then to the Academic College Dean and finally to the Graduate College Dean. Upon final approval, the student is then permitted to register for thesis/dissertation credits. An electronic form will be placed in the student's file.

Name _____

Email _____

Department _____

Degree _____

Title of Proposal _____

Date Proposal Presented _____

Expected Graduation Term _____

Does your research involve human subjects? Yes No

If yes, please attach a copy of approved IRB application _____

The Graduate Thesis or Dissertation Committee* affirms that the candidate listed above has presented an acceptable research topic and has the academic and professional background to address this topic.

Name (please type or print)	Signature	Date
Thesis Chair:		
Member:		
Member:		
Member:		
Member:		

Department Chair Approval: _____

***Master's thesis and dissertation committees** must consist of at least three members. The chairperson must hold Regular Graduate Faculty status and committee members must hold Regular or Associate Graduate Faculty Status. At least one member of the dissertation committee must be from outside of the area of specialization.

Admission Policies

An applicant for admission to graduate study must hold a baccalaureate degree from a regionally accredited institution. The applicant must complete the Application for Admission to the Graduate School. All undergraduate work toward the baccalaureate degree and any previous graduate work must be verified by official transcripts. There are three categories for admission into the graduate school at Emporia State University:

1. Regular admission to graduate study requires a grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program. Some academic departments' requirements may be higher.
2. Conditional admission to graduate study is permitted if the student has a cumulative GPA between 2.2 and 2.49. The student must achieve a 3.00 GPA in his or her first nine semester hours of graduate study. If the student does not meet this condition, s/he will not be permitted to continue in graduate study.
3. Admission as a non-degree or licensure student for professional growth requires the student furnish proof of a baccalaureate degree from a regionally accredited institution. A non-degree student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. No more than twelve graduate hours earned as a non-degree student can be applied to the degree program.

Liz Travel Report

MONTH	DATES	EVENT	LOCATION	SPONSOR	WEB SITE
JANUARY	27	Garden City Teacher Inservice	Garden City, KS	Garden City Public Schools	
FEBRUARY	16	Washburn Career & Grad School Fair	Topeka, KS	Washburn University	http://www.washburn.edu/services/career/career_fairs.html
	17-19	14th Annual Texas Nat'l McNair Scholars Research	Denton, TX	University of North Texas	http://trio.unt.edu/mcnair/conference
	21	U Nebraska-Kearney Career & Grad Fair	Kearney, NE	University of Nebraska	http://www.unk.edu/offices/ACS/Career_Services/Career_Fair/Spring_2012_Career_Fair/
	22	Nebraska Wesleyan Campus Recruiting	Lincoln, NE	Nebraska Wesleyan University	
	29-1	Hendricks County Graduate Degree Fair	Danville, IN	Hendrick County College Network	http://www.hendrickscollegenetworg/index.html
MARCH	8	Sterling College Campus Recruiting	Sterling, KS	Sterling College	
	9	ESU Education Fair	Emporia, KS	Emporia State University	
	20	Baker University Campus Recruiting	Baldwin City, KS	Baker University	
	29-30	National Conference on Undergraduate Research	Ogden, UT	Weber State University	http://www.weber.edu/ncur2012/
APRIL	3	Bethany College Campus Recruiting	Lindsborg, KS	Bethany College	
	4	Kansas Wesleyan Campus Recruiting	Salina, KS	Kansas Wesleyan University	
	24-28	National Association of Graduate Admissions Prof.	Austin, TX	NAGAP	http://www.nagap.org/conferences/annual.asp

MONTH	DATES	EVENT	LOCATION	SPONSOR	WEBSITE
JUNE	12-15	National Association of Colleges & Employers	Las Vegas, NV	NACE	http://www.naceweb.org/home.aspx
	21-24	SAEOPP McNair/SSSS Scholars Research Conf.	Atlanta, GA	SAEOPP	http://www.saeopp-mcnairconference.com/

Graduate Exit Survey

Fall, 2011

Each semester, the Graduate School and Distance Education conducts an exit survey. This survey is sent to all graduate students who are graduating in a given semester. Each department in which students respond are sent the responses from the graduate students in their program. This summary sheet contains aggregate of all student responses on the Fall, 2011 exit survey.

Programs Represented	Number of Completed Surveys
Biology	4
Business Education	2
MBA	16
C & I	11
English	6
HPER	21
Psychology	7
IDT	10
SLIM	30
SPED	7
MT – El Ed/Reading	3
MHC	1
Phy Sci	3
RHC	3
Music	1
School Counseling	5
TESOL	1
Total	131

Employed	Yes	No
Are you currently employed?	99	31
	76%	24%

Future Plans – no current job	Number
Get a Job	17
Internship	2
PHD Program	1
Move back to International area	2
DMA Program	1

Survey Questions	SA	A	N	D	SD
Department provided appropriate and accurate advisement in timely manner	68	42	11	6	3
	52%	32%	9%	5%	2%
I received valuable education in my graduate program	61	59	8	1	1
	47%	45%	6%	1%	1%
I would recommend my graduate program to someone else	75	32	13	3	2
	58%	25%	13%	2%	2%

State of Residence	Number	Percent
Kansas	67	57%
Utah	9	9%
Missouri	4	3%
Minnesota	1	1%
Nevada	1	1%
Georgia	3	2%
New York	5	4%
Pennsylvania	3	3%
Oregon	1	1%
Alaska	1	1%
Ohio	3	3%
Michigan	1	1%
Colorado	1	1%
Massachusetts	3	2%
California	1	1%
DC	2	1%
South Carolina	4	
International	3	3%
Blank	6	6%
Out of state	52	44%
In state	67	56%

Program Strengths and Issues

The final three questions on the exit survey looked at the strengths and issues of the graduate students' programs and any concern the students had with the Graduate Office (admissions, enrollment, graduation, etc.). The summary below categorizes the responses and indicates the number of students who made a comment concerning a particular strength, issue or graduate office concern.

Issues

Faculty Issues

1. Poor attitude of faculty
2. Favoritism
3. Unavailable to students
4. Little or no teaching or direction from faculty
5. Grading was too easy
6. Faculty was slow to respond to email
7. Faculty would not accept legitimate excuses

Technology Issues

1. Technology too difficult
2. Online classes not tailored for full time jobs
3. Blackboard difficulties
4. No late night technology support

Program/Course Issues

1. Low admission standards
2. Outdated course material
3. Department is fragmented and critical of each other and university
4. Too much busy work in class
5. Too much theory
6. No focus on real world skills
7. Course standards are too low
8. Program is distance but required to drive to Emporia
9. No layout of degree program or course sequence
10. Need more group work for online students
11. Lack of Emporia recognition across the country
12. Classes shifted from ESU to Metro

Strengths of Programs

Faculty Strengths

1. Caring, passionate faculty
2. Amazing, timely feedback
3. Communication
4. Mentorship with faculty
5. Quality faculty
6. Professional network available

Miscellaneous Strengths

1. Good study environment
2. Newsletters and reminders
3. Technology capabilities
4. Relaxed atmosphere

Program/Course Strengths

1. Flexibility of sites and delivery (MLC, Online)
2. Quality at good price
3. Ability to alter degree plan
4. Exceptional tools for current teaching position
5. Exciting assignments
6. Convenience of classes
7. Practical – emphasis on job skills
8. Small classes
9. Cohort groups

Issues and Concerns with Graduate School (admission, registration, commencement)

Graduate School Issues

1. Procedure for graduation should be clearer
2. Difficult for distance students to register and should be allowed to register online
3. Buzz-in billing difficult to understand
4. GAs in more timely manner
5. Website

Graduate School Strengths

1. User friendly
2. Interaction were helpful
3. Always received help on any issue
4. Students services were more than satisfactory

Graduate Assistant Exit Survey

Fall, 2011

Each semester, the Graduate School and Distance Education conducts an exit survey for all graduate assistants completing their assistantship. This summary sheet contains aggregate of the responses for all GAs completing their assistantship in the Fall, 2011.

Programs Represented	Number of Completed Surveys
Biology	1
MBA	3
English	3
HPER	1
EL Ed/SPED	1
Financial Aid	1
Athletics	1
History	1
Total	12

Survey Questions	Very Helpful	Helpful	Somewhat Helpful	Not Helpful
How helpful was your training	6 50%	3 25%	3 25%	0 0%
How helpful was your assistantship with respect to your professional development?	6 50%	6 50%	0 0%	0 0%

Duties	Yes	No
Were your assistantship responsibilities clearly defined for you throughout the semester?	11 92%	1 8%

Training	Yes	No
Did you receive any orientation or training within your department	11 92%	1 8%

Hours	Over 20	16-20	11-15	10 and Under
How many hours per week you worked on your assistantship duties	6 50%	5 42%	1 8%	0 0%

General Comments – What would have improved your assistantship experience?

1. Training could have been better.
2. Limited resources – GAs had very limited number of computers available and then the computers rarely worked.
3. Better salary
4. More practical assistance throughout the semester
5. Lab procedures were never define for me, learned the hard way.
6. Additional training the second semester and the second year.

Graduate School Enrollment Trends, Projections, and Goals

The intent of this report is to provide a profile of graduate enrollment, as well as a plan specifically centered on graduate enrollment. Table 1 indicates the 20th day data for the past five years. The five year (2007-2011) average headcount for graduate students is 2,111. The last two years have been above the five year average. Fall, 11 was the second highest enrollment the graduate school had in the past 10 years and the highest enrollment in the history of ESU. The growth in headcount for the graduate school can be attributed to the growth of online distance education programs. These programs saw significant increases in headcount over the past 10 years and have reached a point of limited growth due to faculty resources. ***Growth in the graduate headcount will stabilize or decrease in the coming years unless campus based programs see an increase in headcount or resources are directed toward programs with waiting lists or growth potential.***

Table 1:

	Fall 07	Fall 08	Fall 09	Fall 10	Fall 11
New	505	482	468	439	430
Returning	163	67	87	113	95
Continuing	1364	1548	1541	1644	1605
Total	2034	2097	2099	2196	2131

Figure 1:

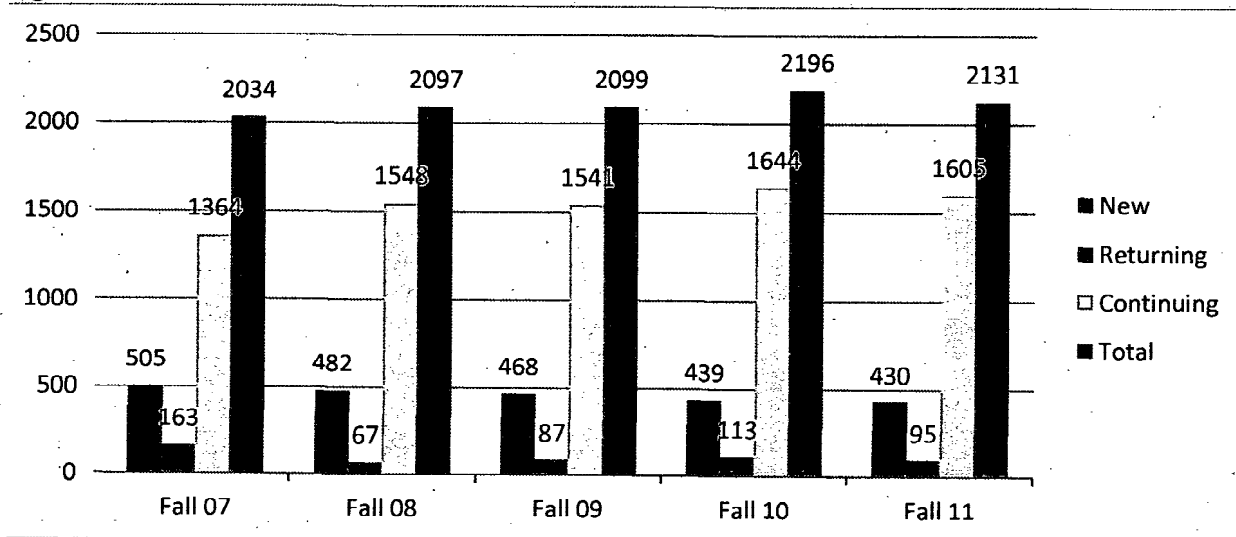


Figure 2 indicates the degrees conferred for all graduate students during a given academic year (including fall, spring and summer terms). During the 2010-2011 year, the Graduate School graduated the most students (678) in the past 10 years. In comparing this to 2007, this is a 38% increase in the number of degrees conferred from 2007 to 2010 and a 109% increase when comparing 2000 to 2010.

Figure 2:

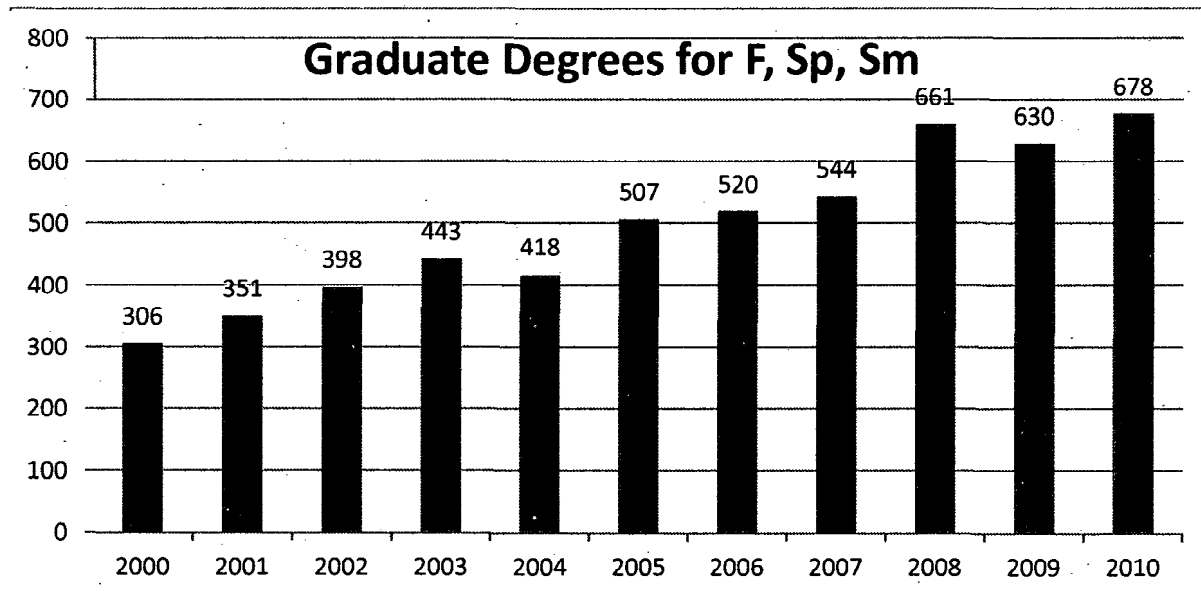


Table 2 indicates the percent change in the number of graduate students from one year to the following year.

Table 2:

	Fall 07	Fall 08	Fall 09	Fall 10	Fall 11
New	505	482	468	439	430
Returning	163	67	87	113	95
Continuing	1364	1548	1541	1644	1605
Total	2034	2097	2099	2196	2131
Percent change (each year to the next)		3%	.09%	4.62%	-3%
Percent change (each year to Fall, 11)	4.7%	1.6%	1.5%	-3%	

Table 3 and Figure 3 indicate projections for potential growth over the next three years (Fall, 2012 to Fall, 2014).

Table 3:

Projections	Fall 12	Fall 13	Fall 14
Based on 2.5% increase each year	2148	2165	2182

Figure 3:

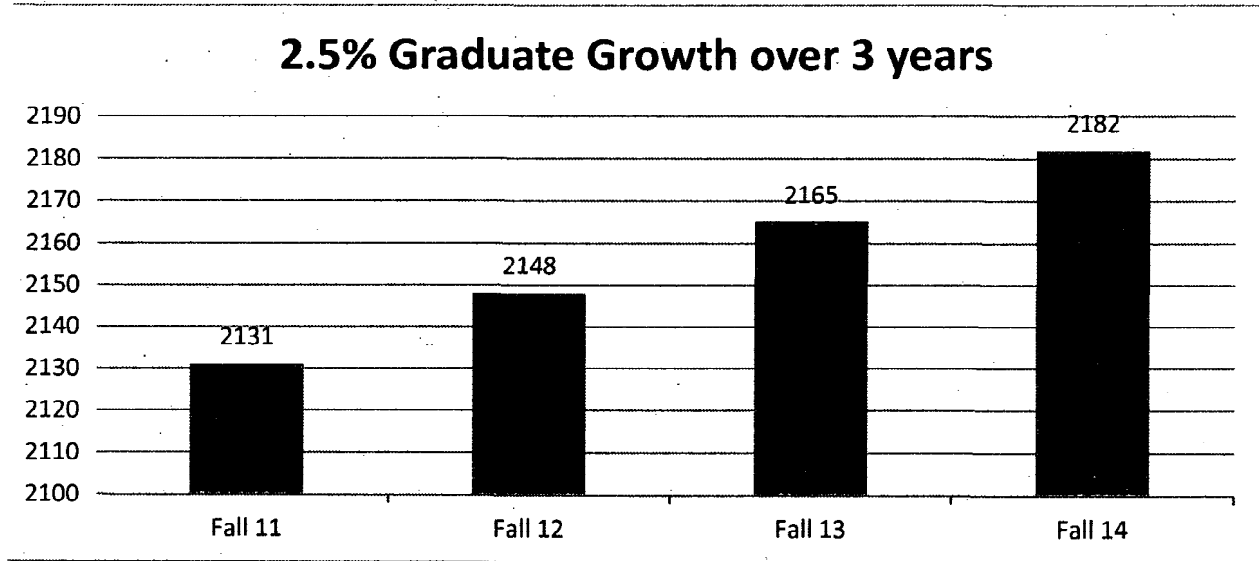


Figure 4 indicates the number of applications by term.

Table 4:

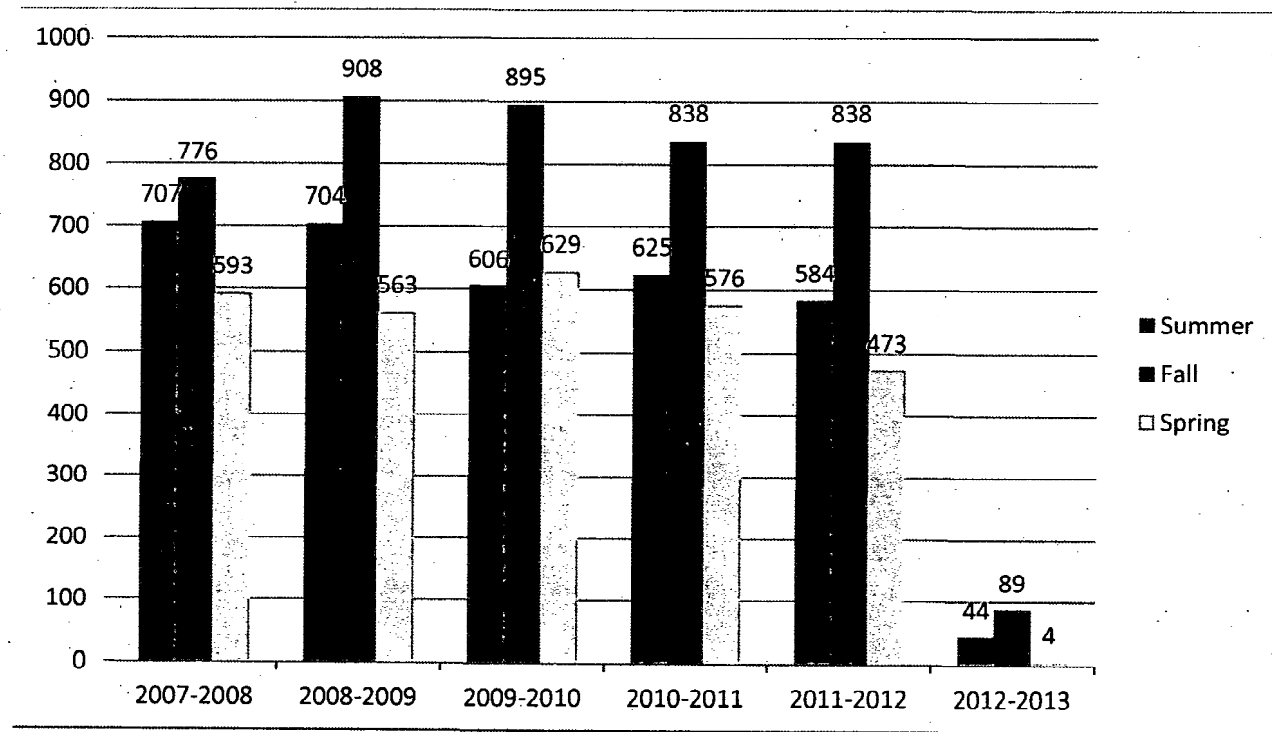


Table 4 indicates the percent change in application numbers. The total number of completed applications received and percent change by for each year is shown.

Table 4:

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Fall	17%	-1.4%	-6%	0%	
Spring	-5%	11%	-8%	-17%	
Summer	.42%	-13%	3%	-6%	

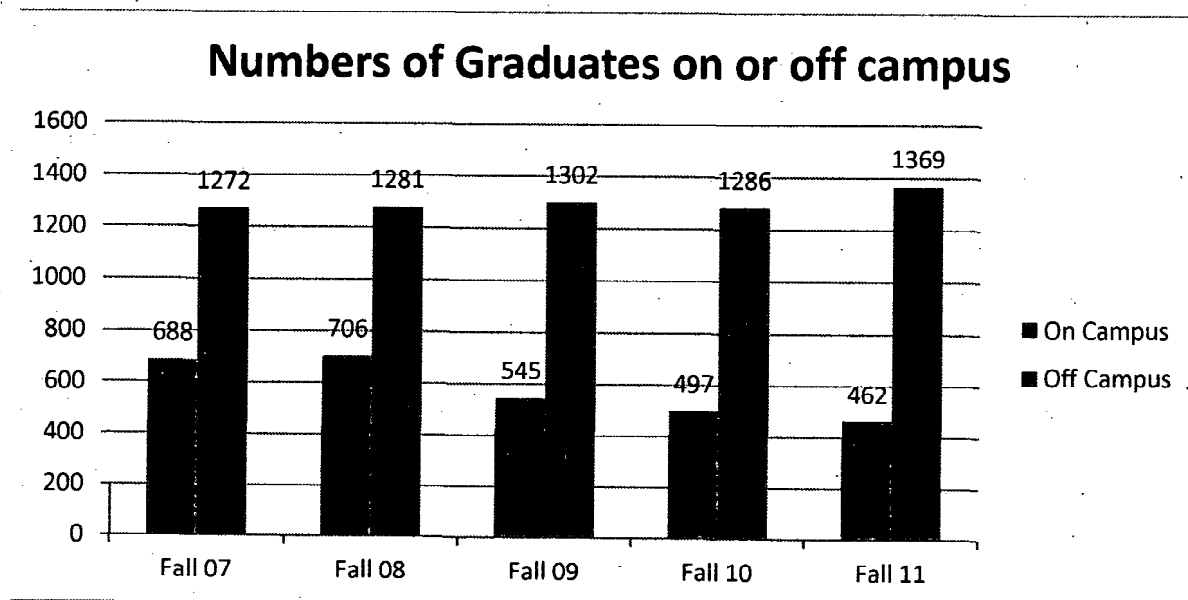
Table 5 reflects the total number of ESU graduate students who have undergraduate degree from ESU as opposed to having an undergraduate degree from any other college/university. Of all of the current graduate students, 23% have an ESU undergraduate degree.

Table 5:

	Fall 07	Fall 08	Fall 09	Fall 10	Fall 11
ESU Degree		449	522	514	500
Non ESU		1667	1584	1682	1630

In Fall 07, the percent of on-campus graduate students was 35%. This percent has decreased to 25% in Fall 11. This only reflects the number of students taking an online class, not the actual number of students in totally online programs. However, it is an indication of the change in the percent of classes being offered either on the ESU campus or off-campus (online or distance sites). Figure 5 shows this trend.

Figure 5:



The following are goals that have been established to maintain and enhance graduate enrollment.

Goal #1: Increase graduate enrollment 2.5% over the next three years

Action Steps:

1. Place Google ads highlighting three distinct programs each semester. Ads run from October to December and then from February through April.
2. Attend selected graduate recruiting fairs with particular emphasis on McNair scholar students.
3. Develop internal recruiting events including a major internal recruiting event in the fall followed by smaller recruiting opportunities.
4. Host a "best practices in graduate recruiting" workshop for all departmental graduate programs. This workshop would provide the ability to strategically work with programs in updating their recruitment practices.
5. Provide matching funds for programs to assist in deferring the cost of an exhibit booth to recruit students.
6. Determine effectiveness of marketing materials and ads (TV, radio) developed by marketing department to improve visibility of ESU graduate programs.
7. Determine the effectiveness of recruiting strategies through use of BRM.
8. Assess the application process to determine where communication "dead spots" occur and strengthen the process.
9. Develop a communication process that encourages continuing graduate students to enroll in classes and to be in paid status as quickly as possible.

Goal #2: Increase graduate enrollment from internal (undergraduate) population by 5% over the next three years.

Action Steps:

1. Develop internal recruiting events including a major internal recruiting event in the fall followed by smaller recruiting opportunities.
2. Integrate recruiting opportunities with campus based events (research day, career day).
3. Communicate with all junior and senior ESU undergraduates about graduate events and opportunities.
4. Encourage graduate programs to explore the feasibility of accelerated (4+1) graduate programs.

Goal #3: Improve visibility of the Graduate School through improved marketing strategies.

1. Revise and update graduate view book by August, 2012.
2. Continue to revise and update one page college focus information and one page cost flyer.
3. Review and enhance the use and effectiveness of social media as a marketing tool.
4. Revise the website to make better use of the website as a marketing tool.
5. Work with marketing to develop and place television and other media ads.
6. Place ads in critical population centers (JCC paper, BCC paper, Pitch, KC Business Today).
7. Continue the Quest publication and begin the ESU Experience Magazine.
8. Assess the effectiveness of marketing strategies.

Issues and Concerns

1. Limited scholarship funding for graduate students, as well as limited graduate assistantship funding significantly impacts the growth of on-campus graduate students.
2. The current funding model needs review and revision. The graduate programs that have produced enrollment growth need to be provided with incentives to continue to grow. In addition, a model that rewards graduate programs for entering into nontraditional modes of delivery needs to be developed.
3. Historically, the Graduate School has never had any centralized or unified enrollment/recruiting plan. Without an historic foundation, it is difficult, if not impossible, to determine the effect of various recruiting strategies until a base has been established.
4. Increases in the international graduate population, as well as the undergraduate population, require improvements in resources to assist this population. This includes such items as tutors, language concerns, housing, mentoring, student safety, financial assistance, etc.
5. Optimal Graduate numbers – the administration needs to look at current and future resources and determine the optimal graduate numbers for ESU.



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

TO: Members of the Graduate Council
FROM: Nancy Albrecht, Chair, Graduate Council
DATE: January 19, 2012

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, January 19, 2012 in the President's Conference Room.

AGENDA

- Approval of minutes from the November 17, 2011 meeting.

Information/Congratulations/News

- Skyler Delmott and Ben Smith – graduate students in Biology for receiving travel awards from Southwestern Association of Naturalists
- James Aber and David Edds for being highlighted by Science in Kansas – a Kansas Sesquicentennial Project
- Nancy Albrecht and Salim Sehlaoui, who received a USDE collaborative grant of \$1.97 million
- Scholar's Circle and Recruitment Information
- Data available on blackboard

Action

- International student policy *Undocumented persons (must provide documentation of citizenship application) or resident aliens (must provide a copy of permanent residency card) who do not hold an F1 or J1 visa may apply for graduate study in any one of four categories listed above.
- Permanent Pin number
- 12 hour limitation for non-degree students
- Clarification on thesis committee having "member outside the area of specialization"
- Thesis Proposal Form – (attached)

Reports/Discussion

- Program Review Presentations
- MSEP criteria of full time – See below
- What can be done with students after degree candidacy has been completed – Suggested process for removing a student from degree candidacy. "A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of

Graduate Council Agenda

Page 2

January 19, 2011

termination with the reasons for the termination. If the student disagrees with the decision of termination, the student may appeal this decision in writing within thirty days from receipt of the letter. The written appeal should be sent to the Dean of the Graduate School and Distance Education. The Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and his/her department will occur in writing within ten business days of receipt of the appeal request.”

- A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- Degree Plan and Degree Candidacy time frames – Degree Plan – must be filed by end of the first semester of graduate study. Candidacy can be filed any time after student has completed at least 6 hours of course work
- Online GTA – update from departments piloting the GTAs (HPER and IDT)
- Incomplete grades and financial aid
- Students taking graduate classes who have not completed an undergraduate degree

Additional Items

Dates to Remember

Jan. 26 – PHD Movie – 7:30 – 9:30 pm in SH 72

April 26 – Research Day

March 1 - Intent to Graduate (for summer graduation)

March 2 - GTA Teaching Award nominations due

March 16 - Boylan Scholarship applications due

May 4 - Final copies of theses due to graduate school

May 11 - Commencement Reception - Webb Lecture Hall - 5:00 pm - 6:30 pm

MSEP

In Kansas, all students participating in the Midwest Student Exchange Program:

Must enroll as full-time students and make acceptable progress toward the degree as verified by the department chair or academic advisor.

Must reside in Illinois, Indiana, Michigan, Missouri, Minnesota, Nebraska, North Dakota or Wisconsin.

Must have a bachelor's degree from a regionally accredited college or university and have a grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

Present: Albrecht, Ballester, Butler, Ermler, Gerish, Ghosh, Houchins, Howell, Kjellman-Chapin, Koerner, McLain, Quinn, Schrader, Smith, Storm, Yanik, Zhou

Absent: Cauthon, Costello, Morrow

Guests: James Roach

The Council of Graduate Studies met at 3:30 p.m. on Thursday, November 17, 2011 in the President's Conference Room. Dr. Nancy Albrecht called the meeting to order.

1. Minutes from the September 22 meeting were unanimously approved.
2. Chair Albrecht made informational/congratulatory announcements.
3. The revised thesis policy was unanimously approved. The following listed sentence was added to the third paragraph of the existing policy.

All theses must have the approval of the student's thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School.

4. Council members discussed the revisions to the international student policy. After discussion, the item was tabled until the January meeting. Dean Ermler agreed to speak with the International Education office and get answers to some of the council member's questions.
5. The current requirements for the master's degree and the possibility of accepting undergraduate degrees other than the bachelor's degree were discussed by Council. After discussion, council members agreed the Graduate School could accept other degrees providing the degree has the equivalent required hours to a bachelor's degree, the student has the required gpa, and the department approves.
6. Jorge Ballester presented a program review of the Physical Sciences department. Chair Roach was on hand for any questions.
7. The current problems regarding the 12-hour limitation for non-degree students switching to a degree-seeking program were discussed. Council members wanted the policy to stand and had suggestions for handling the problems. Dean Ermler agreed to pursue the possibility of a solution in Banner. This item was tabled until the January meeting.
8. Council members discussed the possibility of either a permanent pin number or annual pin number for graduate students. After discussion, council members agreed to take this issue back to their departments and this item was tabled until the January meeting.
9. Council members were asked for clarification regarding the requirement of including a member outside the area of specialization on student's thesis advisory committees. After discussion, council members agreed to take this issue back to their departments and the item was tabled until the January meeting.

10. Dean Ermler asked for four volunteers to serve on a Graduate Recruiting Advisory Committee. The committee will meet once a semester to assist the Dean with suggestions/ideas for graduate recruiting. Jorge Ballester, Mike Butler, Deb Gerish, and Andrew Smith agreed to serve on the committee.
11. Council members were asked to have someone in their department complete the Graduate School Departmental Survey now available on the graduate web site. Peggy Anderson will be sending council members the link.
12. The Graduate School will be sending a semi-annual newsletter. Council members were asked to send any information/announcements they would like included in the newsletter to Peggy Anderson by Christmas break.
13. Council members were asked to send suggestions for the format of the new view book and any information/pictures they would like included in the new view book to Peggy Anderson by January 1.
14. Dean Ermler discussed the need for seamless degrees. She would like to begin work with a few departments to develop this type of program. She will be visiting with each department regarding this issue.
15. Gregory Robinson, Assistant Professor in the Department of English, Modern Languages, and Journalism, was unanimously approved as a member of the Associate Graduate Faculty.
16. Chair Albrecht made the following announcements:
 - The next council meeting will be January 19
 - The Social Sciences department will present their program review at the January meeting
 - The Graduate Commencement Reception will be Friday, December 16, from 5:00-6:30 in Webb Lecture Hall
 - Final corrected theses copies are due in the Graduate School Friday, December 9
 - A showing of the Ph.D. Movie is scheduled for January 26 in Science Hall 72
17. Liz McLain announced the Scholars Circle fund has been established and she will be distributing brochures to departments in the next few weeks.

Meeting adjourned at 4:25.

Thesis

A thesis is required for certain degrees and is an option in others. A copy of the thesis must be submitted to the major department no later than three weeks prior to the day on which the degree is to be conferred. Some departments may have earlier deadlines. One copy of the thesis in final form, required ProQuest form, and a money order made payable to PQIL in the amount of the publishing option chosen are due in the Graduate School one week before graduation. The thesis guide is available by accessing the Graduate Publications link on our web page (<http://www.emporia.edu/grad/load.htm>). Dates by which theses must be received in the Graduate School are listed in the thesis guide booklet. Exceptions to the rules governing the typing of theses may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All theses must have the approval of the student's thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School. An electronic copy of the thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. The electronic copy should be sent as an attachment to kermier@emporia.edu and need not contain departmental signatures. It should be the same as the hard-copy manuscript that is submitted, without the signature page. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester.

Application for admission to graduate study should be submitted to the Graduate School no later than two weeks before the first day of an enrollment period. Some programs require earlier application or additional application forms prior to admission. Students should check with individual departments for additional application requirements.

Application fees are not refundable and application materials are non-returnable.

We strongly encourage students to familiarize themselves with all graduate student policies and procedures. These can be found in the Graduate Policy Handbook, or by accessing the Graduate School website at <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>.

Notice to students: All correspondence from the graduate school (e.g., admissions information, eligibility, degree analysis, instructions for graduation) will be directed to your **ESU email account**. Please contact technology and computing services (TCS) at 341/5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

GRADUATE ADMISSIONS CATEGORIES

*Students (U.S. citizens and undocumented/resident aliens who do not hold an F1 or J1 visa) may apply for graduate study in any one of four following categories:

Non-degree Seeking Student

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Licensure Seeking

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work for the purpose of licensure are classified as licensure seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College for specific licensure programs offered at ESU. Students are required to pay a \$25 application fee.

Certificate Seeking

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work for the purpose of obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Specialist in the Teachers College for specific certificate programs offered at ESU. Students are required to pay a \$25 application fee.

Master's Degree (MA, MAT, MBA, MED, MLM, MLS, MM, MS)

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
- 3) A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- 4) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 5) Submission of **official** transcripts from **each** institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source.
- (6) Payment of a \$40 application fee.

Specialist in Education Degree (Ed.S.)

Please contact the Department of Psychology and Special Education for information. Students are required to pay a \$50 application fee.

Doctor of Philosophy (Ph.D.)

Please contact the School of Library and Information Management for information. Students are required to pay a \$50 application fee.

***Please note:** Undocumented/resident aliens are required to provide ESU with a copy of the alien registration card.

graduate study at ESU by honoring outstanding scholars. Degree-seeking graduate students must submit an application and demonstrate a financial need.

Harold Durst Graduate Research Award

The Harold Durst Graduate Research Award is presented annually to provide financial support for creative activities and research by a graduate student completing a thesis. Students are required to submit a proposal including introduction, background, significance of proposed research/creative activity, methodology, expected outcomes, literature cited, budget, and include a vita. Proposals are reviewed by a sub-committee of the Graduate Council.

Graduate Teaching Assistant University Award for Excellent Teaching

The Graduate Council established two awards to recognize excellence in teaching, defined as instruction in both traditional classroom and technology-assisted formats. Two awards of \$250 each are awarded annually. Nominations must be submitted by faculty members, department chairs, or graduate teaching assistants. Nominations are reviewed by a sub-committee of the Graduate Council.

Exceptions to these Policies

All questions concerning possible exceptions or the interpretations of these policies, procedures, and requirements should be directed to the Dean of the Graduate School and Distance Education.

INTERNATIONAL STUDENT ADMISSIONS POLICIES

International Student Admission

All students applying to ESU who hold or will hold an F1 or J1 visa must complete the international student application process. All non-U.S. residents/non-U.S. citizens attending Emporia State University are classified as international students. The procedures and requirements for applying for admission for international graduate students who seek acceptance to Emporia State University are as follows:

International Student Application

International student applicants must complete the International Student Application and return it, along with all other requested documents to:

Office of International Education

1200 Commercial St.

Emporia State University, ESU Box 4041

Emporia, KS 66801-5087

with a baccalaureate degree, or higher, from an accredited U.S. institution of higher education, or from such an institution in one of the countries listed above whose medium of instruction is English; c) Receipt of institutional copy, not student's copy, of applicant's TOEFL scores achieved no more than two years prior to the semester of admission. A minimum TOEFL score of 450 is needed to be admitted to the Intensive English Program and a minimum score of 550 is needed to be exempted from testing by the Intensive English Program and for admission to a graduate degree program. A graduate student must have a minimum TOEFL score of 500 or its equivalent before enrolling in any academic courses for graduate credit; d) Receipt of official copy of an IELTS score. An IELTS score of 6.5 will exempt a graduate student from regular IEP classes.

Graduate students with TOEFL scores between 550 and 574 (iBT 79-89) or IELTS 6.0 – 6.5 must take the graduate level IEP course FL 075, Communication Skills for International Students. Students enrolling in this course may be subject to placement in Intensive English Program (IEP) Intermediate or Advanced Writing. If the diagnostic test they take in FL 075 shows they need instruction at the developmental level, they will be placed in the appropriate IEP writing course and must then meet the IEP requirements for advancement and/or exemption. A graduate student with an IELTS score of 6.5 and a minimum part score of 6.5 on each part of the IELTS exam is exempted from taking FL 075.

Official English proficiency scores must be received in the Office of International Education before the following dates in order to exempt a student from the IEP Placement Test.

Fall: August 1 **Spring:** December 1 **Summer:** May 1

Letters of Recommendation

Three letters of recommendation from former instructors, administrators, or employers are required. These letters must be on official company or school letterhead and/or carry the seal of the school or business. Letters from friends and relatives and letters not written on official stationery will not be accepted.

Foreign Student Advisor Recommendation Form (transfer students only)

Students who have attended or are attending a college or university in the United States must complete this form before acceptance can be granted. A form for this purpose will be sent only to students who are currently attending or have previously attended a U.S. college or university.

Master's Degree (MA, MAT, MBA, MED, MLM, MLS, MM, MS)

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
- 3) A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- 4) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 5) Submission of **official** transcripts from **each** institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source.
- (6) Payment of a \$40 application fee.

Non-degree Seeking Student

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Advisory Committee

Each candidate who is writing a thesis must have the work supervised by an advisory committee. A department may require an advisory committee for the supervision of research papers or projects, which are part of a degree program. The candidate will select a chair of the thesis committee in consultation with the candidate's advisor. One member of the committee must be from outside the candidate's area of specialization.


EMPORIA STATE UNIVERSITY
ASSOCIATE GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. A minimum of two areas from questions 5-7 must be completed.

1. Name of candidate: Gregory Robinson
2. Present academic rank: Assistant Professor
3. Year joined Emporia State faculty: 2011

4. Degrees:

BS or BA:	<u>BA</u>	Year Completed: <u>2000</u>	Institution: <u>U of North Alabama</u>
MS or MA:	<u>MA</u>	Year Completed: <u>2003</u>	Institution: <u>U of Alabama</u>
EDS:		Year Completed: <u></u>	Institution: <u></u>
Ph.D. or Other:	<u>PhD</u>	Year Completed: <u>2011</u>	Institution: <u>U of Alabama</u>

5. Graduate courses taught and/or advising activities within the last five years:

No graduate courses taught before coming to ESU.

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Have participated in various Latin American international conferences in Central America and in the US. I have published an article in a literary magazine in Panama in 2009. Also, two articles in a magazine online in 2006. I have served as president of the graduate students from Aug. 2007 to spring 2009. Presently, I am conducting a research in women writers from Central America who has developed similar patterns like the writers in the Boom era. Mainly this research tries to establish particular traits and designs that make these writers very unique in their style.

7. Participation in professional activities/service during the last five years:

I have participated in the following professional organizations:
 Modern Language Association (MLA)
 Latin American Studies Association (LASA)
 Congreso Internacional de Literatura Centroamericana (CILCA)
 American Council on the Teaching of Foreign Languages (ACTFL)
 National Education Association (NEA)
 Alabama-Mississippi TESOL (AMTESOL)

Also,
 Graduate Student Assistant, Community Service Center. March 2010. Assisted university students in Panama.
 Graduate Student Assistant, Alabama-in-Spain Program. June 2008. Assisted the director of the program in coordinating various academic and travel activities.

8. Department: English, Modern Languages and Journalism
9. The department graduate faculty met and recommends the following action on this renewal:

<u>6</u>	# of votes supporting recommendation	<u>0</u>	# of votes not supporting recommendation
<u>0</u>	# of votes abstaining		

Type of alternative membership supported (if applicable) Select...

10. Effective date: 09/22/2011

**GRADUATE FACULTY
MEMBERSHIP GUIDELINES**

I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

9/22/2011

X 

Signed by ratorm

College/School Dean

Route to Graduate Dean

9/22/2011

X 

Signed by ratorm

Graduate Dean

Finalize Form (no further changes, locks data)

[Click here to sign this section](#)

Document Routing Control Panel

Form will be routed via E-Mail as indicated below.

Current User: panderso Next Route: kermler@empori... My Other Routes:

Reroute to:

Message from previous Router(s):

[Empty text area for message from previous router(s)]

Display alert

Distribution: Graduate Office, Academic Dean, and Department chair.



EMPORIA STATE
UNIVERSITY

GRADUATE SCHOOL

TO: Members of the Graduate Council
FROM: Nancy Albrecht, Chair, Graduate Council
DATE: November 17, 2011

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, November 17, 2011 in the President's Conference Room.

AGENDA

- Approval of minutes from the September 22, 2011 meeting.

Information/Congratulations/News

- Greg Sievert, biology faculty member, was honored as the 2011 recipient of the Suzanne L. & Joseph T. Collins Award for Excellence in Kansas Herpetology.
- Jennifer Singleton, biology student, was the 2011 recipient of the Howard Kay Gloyd-Edward Harrison Taylor Scholarship.
- Students and faculty from the HPER department attended the KAHPERD Convention. Jodie Leiss received the KAHPERD Honor Award, Damon Leiss received the Recreation Award, Kristin Gilmore received the Outstanding Graduate Teaching Award.
- Katelynn Robinson, graduate student in English, was awarded the Laurence C. Boylan Award for the Outstanding Master's Thesis Award.
- Matt Holoubek, graduate student in biology, was awarded the Harold Durst Graduate Research Award.

Action

- Revised thesis policy
- Revised international student policy (pgs. 5, 6, 22, & 24 of the Graduate Policy Handbook)
- Undergraduate degree requirements for graduate admission

Reports/Discussion

- Physical Sciences' Program Review
- 12-hour limit for non-degree courses
- Permanent pin number for graduate students
- Thesis committee requirements
- Graduate recruiting advisory committee

- Graduate semi-annual newsletter
- Graduate viewbook
 1. Student testimonials
 2. Department/college message
 3. New look
 4. Student services emphasized
 5. Pictures
 6. Information to include
- Seamless (undergraduate to graduate) degrees

Graduate Faculty

- Gregory Robinson, Assistant Professor, English, Modern Languages, and Journalism

Additional Items

- The Graduate Commencement Reception is scheduled for Friday, December 16, from 5:00-6:30 p.m. in Webb Lecture Hall #2.
- Final corrected theses copies are due in the Graduate School on Friday, December 9.
- Showing of the Ph.D. Movie in Science Hall 72 on January 26 for all graduate students.



GRADUATE SCHOOL

Present: Albrecht, Ballester, Butler, Cauthon, Costello, Ermler, Gerish, Houchins, Howell, Kjellman-Chapin, Koerner, Lane (Ghosh), McLain, Morrow, Pore (Zhou), Quinn, Schrader, Storm, Yanik

Absent: Smith

The Council of Graduate Studies met at 3:30 p.m. on Thursday, September 22, 2011 in the President's Conference Room. Dr. Nancy Albrecht called the meeting to order.

- Council voted to unanimously approve the minutes from March, 2011.

Information/Congratulations/News

- The new *Quest* will be published in January.
- A new graduate student computer lab will be coming on the 4th floor of White Library. Updates will be provided as the lab is completed.
- The Graduate Advisor Workshop is scheduled for October 5 at 3:00pm in PH 316. The workshop will discuss common problems and future enhancements for advising. Speakers will be Doug Cooper, Kathy Ermler, Jan Farwell, and Mary Sewell.
- Copies of *Quest* and the *Graduate Viewbook* have been distributed to area businesses and community colleges. Council members were provided with a mailing list.
- Copies of the current curricular review process guidelines were distributed to council members as a reminder of the process.
- Council members were given a copy of their committee assignments.
- Congratulations to the IDT department as their students will be competing for the second year in a row in the 2011 AECT PacifiCorp finals at the November AECT International Convention in Jacksonville, FL.

Action

- Council members received a copy of the revised thesis policy to share with their respective departments. Dean Ermler discussed the rationale for the changes. Members will vote at the November meeting.
- Council members received a copy of the revised international student policy to share with their respective departments. Dean Ermler discussed the rationale for the changes. Members will vote at the November meeting.
- Council members were given copies of two course revalidation requests for Ruth Mbugua, Psychology. Brian Schrader discussed the circumstances and revalidation methods. Council members voted to *unanimously* approve the two course revalidations (PY 740 and PY 833).

Reports/discussion

- Dean Ermler announced the new *Viewbook* will be available in August 2012. Any changes/updates departments would like to include should be sent to her via email by the November meeting.
- Dean Ermler and Liz McLain discussed the following items regarding graduate recruiting:
 - Liz McLain has been out most of the summer and will be out most of October and November at career fairs/recruiting events in Kansas, California, New York, Georgia, Virginia, Oregon, Colorado, Texas, and

Missouri. Most of these events include McNair Scholars students.

- Google ads will begin on Monday, 9/26 and run 2 months.
- TV ads will begin on Monday, 9/26 and run 2 ½ months.
- An internal Career Day was held on Wednesday, 9/21. Any suggestions for improvement should be sent to Chair Albrecht or the Dean.
- Dean Ermler discussed the creation of the Scholars Circle for graduate giving. Funding will be used to support students and faculty. Membership in the circle requires an annual \$500 gift. The foundation currently has three donors. Applications for this funding will be available in the next two weeks. Awards should begin Fall 2012.
- Liz McLain announced brochures for the fund will be available within the next two weeks.
- Liz McLain announced she would be receiving a portfolio of approximately 200 alums from the foundation. She will be visiting with these people to solicit funding for the Scholars Circle. Council members were asked to submit the names of any alums they think would be interested in this opportunity.

Graduate Faculty

- The following listed faculty were unanimously approved for graduate faculty status.
 - George Durler, Associate Professor, Accounting and Information Systems
 - Ronald Freeze, Assistant Professor, Accounting and Information Systems
 - Dipak Ghosh, Professor, Accounting and Information Systems
 - Cathy Grover, Associate Professor, Psychology
 - Paul Luebbbers, Associate Professor, Health, Physical Education, and Recreation
 - Michael Richard, Associate Professor, Counselor Education
 - R. Brent Thomas, Professor, Biological SciencesJennifer Thomas, Gregory Robinson, and Gregory Schymik were removed from the agenda. Gregory Robinson's will be resubmitted for the next meeting.

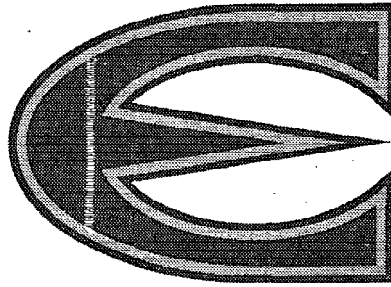
Dates to Remember

- Chair Albrecht discussed the dates and events listed on the agenda.

Additional Items

- Chair Albrecht announced the next council meeting will be in November due to the October fall break.
- The Dean reminded council members to make sure their departments were using the updated Council Bylaws regarding graduate faculty.
- Agenda items should be submitted to Chair Albrecht or the Dean.
- Chair Albrecht announced the next program review would be at the November meeting. Physical Sciences will be the department reviewed. Social Sciences would be reviewed at the January meeting.

Adjourned 4:10



**EMPORIA STATE
UNIVERSITY™**

GRADUATE ADVISOR GUIDE

FALL 2011

The process of moving a graduate student through the system to the ultimate goal of degree completion is a sequential process. This guide has been developed to help you understand this process.

Admissions

The first requirement is that a student must complete a graduate application and pay the application fee. Applications are available online at <http://www.emporia.edu/grad/appinstr.htm> (online or pdf format).

Application is processed as follows:

- a. All students who complete an application for graduate study at Emporia State University are assigned an ESU email address and student ID number (SID). A letter is sent to students notifying them their application has been received and providing them with their assigned email address and instructions on how to access their SID. This letter also contains information about their BuzzIn (university portal) account, how to view the status of their graduate application and checklist of items missing from their file (both Graduate School and departmental), and assigned advisor (if applicable). The letter states that all further correspondence from the Graduate School will be via the ESU email address.
- b. If the student does not have all **official** transcripts (official transcripts are those that come directly from the institution in a sealed envelope) on file, the department is notified of the student's application and interest in their program. The student's incomplete admissions file is scanned into In Progress in OnBase. Students are able to view the **official** transcripts missing from their file via their checklist in BuzzIn. Graduate policy allows students to enroll for one semester with an incomplete file. (Some departments do not allow students to enroll until their file is complete with the Graduate School and/ or the department. Please check with your department Chair regarding your department's policy.) When the application is processed, a hold will be placed on the student that will activate on the day prior to pre-enrollment for the semester following their first enrollment. This hold will automatically enforce this one semester policy and will not be released until all transcripts have been received. Students will not be eligible for financial aid or graduate assistantships until they are found eligible for a graduate program.
- c. When all of a student's transcripts are on file, the student's last 60 GPA is calculated. The student's file is scanned into *OnBase, the department is notified that the new student's file is available for review in *OnBase, and the student's Banner screens are updated. The student is sent an email (via ESU email) stating that his/her file has been forwarded to his/her major department for eligibility determination. The student is still not eligible for

financial aid or a graduate assistantship at this time.

Eligibility

The department will be notified when a student's file is complete and ready for review in *OnBase. It is the department's responsibility to review the student's file in *OnBase and determine eligibility. The department will determine whether the student is to be:

- 1) Accepted
- 2) Accepted with Conditional/Probationary Requirements
- 3) Not Accepted

The department notifies the Graduate School via InfoPath of the eligibility determination. The form must state whether the student has been found eligible, eligible with conditions (specific requirements must be listed), or denied eligibility (specific reasons for denial must be listed), and list the assigned academic advisor (if accepted).

Upon notification of the student's eligibility, the Graduate School will send the student an email outlining the eligibility status. The student's Banner screens are updated with the application status and type of eligibility (if applicable). A copy of the eligibility and the student email are scanned into *OnBase for viewing by the department. If the student is found eligible or conditionally eligible, he/she is now eligible for financial aid and a graduate assistantship.

If a student is determined not eligible by a department, the student's degree seeking application is inactivated. The student is sent an email notifying him/her of ineligibility. To return and/or enroll in course work, the student will need to submit a new application.

Qualifying Examinations

If qualifying examinations are required by the department, official results of GRE or Miller's Analogy Test scores must be on file with the Graduate School. If the student has designated Emporia State as a recipient of these scores, the Graduate School will receive official scores from the testing company. Miller Analogies Scores are scanned into the student's file in OnBase, posted to the **SOATEST record in Banner, and the department is notified of receipt of the scores. In the case of GRE scores, scores are now uploaded by disk to the **SOATEST record in Banner.

Degree Plans

By the end of the first semester of enrollment, the academic advisor should meet with the student and determine what classes are required and what courses will be used as

electives to fulfill degree requirements. This plan should be signed by the academic advisor and department chair and forwarded to the Graduate School for review and approval by the Dean of the Graduate School.

Degree Candidacy

The department must notify the Graduate School via email of a student's degree candidacy. The following items must be on file with the Graduate School before degree candidacy can be granted:

- 1) Release from Probation notification to the Graduate School if the student was admitted with probationary requirements.
- 2) An approved degree plan.
- 3) All qualifying exam scores on file with the Graduate School (if applicable).
- 4) A minimum of 6 graduate hours must have been successfully completed.

If all of the above requirements have been met, the Graduate School will process the degree candidacy and send an email notifying the student of his/her admission to candidacy for the degree. A copy of the email will be scanned into *OnBase and the **SHANCRS screen in Banner will be updated with the date of degree candidacy.

Applying to Graduate

The student who is preparing to graduate must complete an "Intent to Graduate" form no later than March 1 for summer degree completion, July 1 for a December degree completion, and November 1 for a spring degree completion. The Intent is available online at <https://www.emporia.edu/grad/intent1.htm> (online or pdf format). The **SHADEGR screen in Banner will be updated with the date the "Intent to Graduate" is received.

***Please contact Cheryl O'Dell in TCS if you need instructions and password for using OnBase.**

****This is one of several graduate student screens available in Banner. Please complete the "ESU Banner Student Module Request Form" available in Buzzin' for security to access these forms.**

Graduate Assistants

Graduate assistants are required to show normal academic progress (3.00 grade point average) each semester. When a student's semester grade point average (GPA) falls below 3.00, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a

graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term. The summer enrollment requirement will be waived for students holding an assistantship during the intercession period between the spring and summer semesters if the student held a graduate assistantship during the previous spring semester and maintained an enrollment of 6 cr. hrs. or the student was an enrolled graduate student and maintained an enrollment of at least 3 cr. hrs.

Graduate assistants with a summer assistantship during the intercession not meeting either of these requirements will be expected to comply with the summer enrollment requirement of 3 cr. hrs. Courses which count toward the 6 credit hour enrollment requirement for graduate assistants must include required prerequisites or graduate courses. The student's advisor must request approval (prior to enrollment) for any courses that do not fit into either of these categories.

Graduate School Contacts:

Peggy Anderson, Graduate Assistants, ext. 5508

Doug Cooper, Degree Conferral, ext. 5509

Seresa Howe, Eligibility, ext 5272

Mary Sewell, Graduate Admissions, ext. 6404

Pam Fillmore, Research and Grants, ext. 5351

Common/Recurring Problems

- 1) **Students not clear what an official transcript is.** Official transcripts are transcripts enclosed in a sealed envelope from the granting university. On occasion, transcripts are received and opened in the departmental office. These transcripts are still considered official if the department can verify they were received in an official envelope. Even though some transcripts are stamped "issued to student," they can be accepted if they are received in a sealed envelope from the institution.
- 2) **Failure to process course substitutions/exemptions.** The only way to make changes to a student's degree program is by emailing the substitutions/exemptions to the degree analyst in the Graduate School or by submitting a revised degree plan.
- 3) **Failure to submit change of grades for in-progress course work from previous semesters.** This often happens with those students who have been enrolled in practica or thesis. Once the practicum or thesis has been completed, a "change of grade" must be submitted to the Transcripts & Records Office to have the grade changed.
- 4) **Degree Candidacy submitted out of sequence.** A student must have completed all qualifying exams as required by the department and the student

must have completed a minimum of 6 graduate credit hours.

- 5) **Acceptance of transfer work without official transcripts having been filed with the Graduate School.** The Dean of the Graduate School will not approve a degree plan with transfer work unless an official transcript from the university/universities has been received in the Graduate School. The maximum number of transfer hours allowed is 9 for programs requiring fewer than 40 hours and 15 for programs requiring 40 or more hours of graduate coursework, and no course work can be transferred in unless the student has earned an A, B, or P. No grade of C or lower can be transferred in. Transfer work must have been taken for graduate credit from the university/universities from which the credit is transferred and be applicable toward a graduate degree at that university.
- 6) **Failure to complete degrees within the 7-year time limit.** A student is allowed a total of 7 years, or 21 semesters, to complete a graduate degree. With departmental approval for extenuating circumstances, the limit is 8 years, or 24 semesters. The count begins with the semester in which the first course for the degree was taken.
- 7) **"C" grades.** A course numbered 500-600 level in which a student received a grade of "C" cannot be used to fulfill graduate degree requirements. 500-600 level courses are considered lower-level graduate courses and grades of A, B, or P must be received in these courses. *Please note: Not all 500-600 level courses are for graduate credit.*
- 8) **Policy requiring enrollment the semester the degree is conferred.** A student must be enrolled in a minimum of 1 credit hour at ESU the semester in which the degree is actually completed. Any requests for an exception of this policy must be directed in writing to the Dean of the Graduate School, with a detailed explanation of why the exception should be granted.

Central Community College
3134 W Highway 34
PO Box 4903
Grand Island NE 68802-4903

Little Priest Tribal College
601 East College Drive
PO Box 270
Winnebago, NE 68071

Metropolitan Community College
P.O. Box 3777
Omaha, NE 68103-0777

McCook Community College
Campus
1205 East Third Street
McCook, NE 69001

North Platte Community College -
North Campus
1101 Halligan Drive
North Platte, NE 69101

NCTA
404 E 7th Street
Curtis, NE 69025

Nebraska Indian Community
College
1111 Hwy 75
P.O. Box 428
Macy, NE 68039

Northeast Community College
801 East Benjamin Ave
Norfolk, Nebraska 68701

Southeast Community College
8800 O St.
Lincoln, NE 68520-1299

Southeast Community College
4771 W. Scott Road
Beatrice, NE 68310-7042

WNCC
1601 E. 27th Street
Scottsbluff, NE 69361

WNCC
371 College Drive
Sidney, NE 69162

WNCC
1750 Sweetwater Avenue
Alliance, NE 69301

Aims Community College
5401 West 20th Street
Greeley, CO 80634

Arapahoe Community College
5900 South Santa Fe Drive
Littleton, Colorado 80120-1801

CNCC - Rangely Campus
500 Kennedy Dr
Rangely, CO 81648

CNCC - Craig Campus
50 College Dr
Craig, CO 81625

Community College of Aurora
16000 East CentreTech Parkway
Aurora, Colorado 80011-9036

Community College of Aurora
Alton Way
Denver, Colorado 80230

Community College of Denver
P.O. Box 173363
Campus Box 201
Denver, CO 80217-3363

FRONT RANGE COMMUNITY
COLLEGE
3645 WEST 112TH AVENUE
WESTMINSTER, CO 80031

Lamar Community College
2401 South Main Street
Lamar, Colorado 81052

Morgan Community College
920 Barlow Rd.
Fort Morgan, CO 80701

Northeastern Junior College 100
College Avenue
Sterling, Colorado 80751

Otero Junior College
1802 Colorado Ave.
La Junta, CO 81050

Pikes Peak Community College
5675 S. Academy Blvd.
Colorado Springs, CO 80906

Pueblo Community College
900 West Orman Avenue
Pueblo, CO 81004-1499

RRCC Lakewood Campus
13300 W. 6th Ave.
Lakewood, CO 80228

RRCC Arvada Campus
5420 Miller St,
Arvada, CO 80002

Trinidad State Junior College
600 Prospect Street
Trinidad, CO 81082

Colorado Mountain College
831 Grand Avenue
Glenwood Springs CO, 81601

Carl Albert State College
1507 S. McKenna
Poteau, OK

Connors State College
Rt. 1 Box 1000
Warner, OK 74469

Eastern Oklahoma State College
1301 West Main
Wilburton, OK 74578

Murray State College
One Murray Campus
Tishomingo, OK 73460

NEO A&M College (Grove)
1201 NEO Loop
Grove, OK 74345

NEO A&M College (Miami)
200 I Street, NE
Miami, OK 74354

Northern Oklahoma College
P.O. Box 310
Tonkawa, OK 74653

Northern Oklahoma College
P.O. Box 2300
Enid, OK 73702

Northern Oklahoma College
P.O. Box 1869
Stillwater, OK 74076

Oklahoma City Community College
7777 South May Avenue Oklahoma
City, OK 73159-4444

Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304

Rose State College
6420 S.E. 15th Street.
Midwest City, OK 73110-2799

SEMINOLE STATE COLLEGE
P.O. BOX 351
2701 BOREN BOULEVARD
SEMINOLE, OK 74868

SWOSU
409 E. Mississippi
Sayre, OK 73662

Tulsa Community College
909 South Boston Avenue
Tulsa, Oklahoma 74119

Western Oklahoma State College
2801 N Main
Altus, OK 73521

Cotter College
1000 W. Austin
Nevada, Missouri 64772

Crowder College
601 Laclede
Neosho, MO 64850

East Central College
1964 Prairie Dell Rd.
Union, MO 63084

Jefferson College
1000 Viking Dr,
Hillsboro, MO 63050

Linn State Technical College
One Technology Drive
Linn, MO 65051

Metropolitan Community College
PO Box 3777
Omaha, NE 68103

Mineral Area College
5270 Flat River Road
Park Hills, MO 63601

Missouri State University-West Plains
128 Garfield Avenue
West Plains, MO 65775

Moberly Area Community College
101 College Avenue
Moberly, MO 65270

North Central Missouri College
1301 Main Street
Trenton, MO 64683

Ozarks Technical Community College
1001 E. Chestnut Expressway
Springfield, MO 65802

St. Charles Community College
4601 Mid Rivers Mall Drive
Cottleville, MO 63376

St. Louis Community College
3400 Pershall Rd.
Ferguson, MO 63135

**Southeast Hospital College of
Nursing & Health Sciences
2001 William Street
Cape Girardeau, MO 63703**

**State Fair Community College
3201 W. 16th St
Sedalia, Missouri 65301**

**Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901**

**Wentworth Military Academy &
College
1880 Washington Ave
Lexington, MO 64067**

**Northeast Lakeview College
1201 Kitty Hawk Rd.
Universal City, Texas 78148**

**Northwest Vista College
3535 N. Ellison Dr.
San Antonio, TX 78251**

**Palo Alto College
1400 W. Villaret Blvd.
San Antonio, TX 78224**

**St. Philip's College
1801 Martin Luther King Dr
San Antonio, TX 78203**

**San Antonio College
1300 San Pedro Avenue
San Antonio, TX 78212**

**Alvin Community College
3110 Mustang Rd.
Alvin, TX 77511**

**Amarillo College
P.O. Box 447
Amarillo, TX 79178**

**Angelina College
3500 South First St.
Lufkin, TX 75901**

**Austin Community College
5930 Middle Fiskville Rd.
Austin, Texas 78752**

**Blinn College
2423 Blinn Blvd.
Bryan, TX 77801**

**Brazosport College
500 College Drive Lake
Jackson, TX 77566**

**Central Texas College
P.O. Box 1800
Killeen, TX, 76540**

**Cisco College
101 College Heights
Cisco, TX 76437**

**Clarendon College
1122 College Drive
Clarendon, TX 79226**

**Coastal Bend College
3800 Charco Road
Beeville, TX 78102**

**College of the Mainland
1200 Amburn Road
Texas City, TX 77591**

**Collin County Community College
District
2200 W. University Drive
McKinney, TX 75071**

**Dallas County Community
College District
1601 South Lamar
Dallas, TX 75215**

**Brookhaven College
3939 Valley View Lane
Dallas, TX 75244**

**Cedar Valley College
3030 North Dallas Avenue
Lancaster, TX 75134**

**Eastfield College
3737 Motley Drive
Mesquite, TX 75150**

**El Centro College
801 Main Street
Dallas, TX 75202**

**Mountain View College
4849 W. Illinois Avenue
Dallas, TX 75211**

**North Lake College
5001 North MacArthur Boulevard
Irving, TX 75038**

**Richland College
12800 Abrams RD
Dallas, TX 75243**

**Del Mar College
101 Baldwin Blvd
Corpus Christi, TX 78404**

El Paso Community College
919 Hunter Drive
El Paso, TX 79915

Franks Phillips College
P.O. Box 5118
Borger, TX 79008

Galveston College
4015 Ave. Q
Galveston, TX 77550

Grayson County College
6101 Grayson Drive (Hwy. 691)
Denison, TX 75020

Hill College
112 Lamar
Hillsboro, Texas 76645

Houston Community College
3100 Main St.
Houston TX 77002

Howard College
1001 Birdwell Lane
Big Spring, TX 79720

**Southwest Collegiate Institute for the
Deaf**
3200 Avenue C
Big Spring, TX 79720

Jacksonville College
105 B.J. Albritton Drive
Jacksonville, TX 75766

Kilgore College
1100 Broadway
Kilgore, TX 75662

Laredo Community College
West End Washington Street
Laredo, TX 78040

Lee College
P.O. Box 818
Baytown, TX 77522

Lon Morris College
800 College Avenue
Jacksonville, TX 75766

Lone Star College System
5000 Research Forest Drive,
The Woodlands, TX 77381

McLennan Community College
1400 College Drive
Waco, TX 76708

Midland College
3600 N. Garfield
Midland, TX 79705

Navarro College
3200 W. 7th Ave.
Corsicana, TX 75110

North Central Texas College
1525 W. California Street
Gainesville, TX 76240

Northeast Texas Community
P.O. Box 1307
Mt. Pleasant, TX 75456

Odessa College
201 W. University
Odessa, TX 79764

Panola College
1109 W. Panola
Carthage, TX 75633

Paris Junior College
2400 Clarksville St.
Paris, TX 75460

Ranger College
1100 College Circle
Ranger TX, 76470

San Jacinto College
5800 Uvalde Rd.
Houston, TX 77049

South Plains College
1401 S. College Ave.
Levelland, TX 79336

South Texas College
3201 W. Pecan
McAllen, TX 78501

Southwest Texas Junior College
2401 Garner Field Road
Uvalde, TX 78801

Tarrant County College
1500 Houston Street
Fort Worth, TX 76102

Temple College
2600 South First Street
Temple, TX 76504

Texarkana College
2500 N. Robison Road
Texarkana, TX 75599

Texas Southmost College
80 Fort Brown
Brownsville, TX 78520

TSTC Harlingen
1902 North Loop 499
Harlingen, TX 78550

TSTC Marshall
2650 East End Blvd. South
Marshall, TX 75671

TSTC Waco
3801 Campus Drive
Waco, TX 76705

TSTC West Texas
650 East Highway 80
Abilene, TX 79601

Lamar Institute of Technology
PO Box 10043
Beaumont, TX 77710

Lamar State College- Orange
410 Front Street
Orange, TX 77630

Lamar State Colleg - Port Arthur
1500 Procter Street
Port Arthur, TX 77640

**Trinity Valley Community
College**
100 Cardinal Dr,
Athens, TX75751

Tyler Junior College
P.O. Box 9020
Tyler, TX 75711

Vernon College
4400 College Drive
Vernon, TX 76384

Victoria College
2200 E. Red River
Victoria, TX 77901

Weatherford College
225 College Park Drive
Weatherford, TX 76086

Western Texas College
6200 College Avenue
Snyder, TX 79549

Wharton County Junior College
911 Boling Highway
Wharton, TX 77488

4M.05 CURRICULUM REVIEW PROCEDURES (FSB 79010 approved by President 6/13/80; FSB 88024 approved by President 5/1/89; FSB 90002 approved by President 3/18/91; FSB 99008 approved by President 2/28/00; FSB 09009 approved by President 2/5/2010)

The procedure for instituting curricular changes is as follows:

1. The initiator(s) of a curricular change must prepare all recommendations on the University Curricular Change Request form that are available from the office of each school or college dean.
2. Once a proposed change has been approved at all levels and the ESU Curriculum Form has been sent to and processed by the Registrar's office, the process is complete. Until the process is complete, a faculty member, chair, or dean who does not concur with the proposed curricular change may submit a request to the office of the Provost to refer the curricular change request to the Curriculum Review Panel.
3. If the proposal is for a new degree, a new major, a new program, or a new sub-specialty under an existing degree, it is considered a major curricular or organizational change and must go through Level Two review (see Level Two Curriculum Review Process below). After the Level Two process has been completed on campus, the proposal must then be approved by the Kansas Board of Regents before it goes into effect. The Board requires documentation in accord with the Procedures for Approval of New Programs or Academic Units, copies of which are available from the office of the Provost. Those initiating such requests must provide the full required documentation required when they submit their request to the dean of the initiating school or college. The office of the Provost will coordinate the documentation and submission of any curricular changes requiring Kansas Board of Regents approval. It is the responsibility of the University's representative on COCAO to present the proposal to COCAO, after which it is sent to the Council of Presidents and on to the Board of Regents. All other curricular changes are handled on campus.
4. Other changes not listed above are considered course and program changes. If a proposed course change also affects a degree program, concentration, minor, or certificate program, a separate curricular change form will need to be submitted for each change (1 curricular change request form for the new course and another curricular change request form for the revised program will need to be submitted). However, these changes may be submitted at the same time. Proposed changes encompass two levels of review. Level One curriculum changes encompass any modification of a course that affects only the department where the course is housed and does not require review by the Council on Teacher Education, the General Education Council, the Graduate Council, or the Committee on Advanced Programs. These changes are minor modifications where the course description and course content (including the syllabus) remain essentially the same as when originally approved. These changes do not significantly alter the intent and purpose of the course and do not have implications for another department. They include the following:
 - Changing a course number within the same level: lower division, upper division, or graduate. (Must check with Registrar's office to make sure an appropriate number is selected prior to submitting the curriculum change.)
 - Changing a course title.
 - Changing a prerequisite that exists only within that department. (Must check with the Registrar's office to make sure that the change is compliant with the course management system prior to submitting the curriculum change.)
 - Changing the number of hours.
 - Deleting a course.

Only the course identification section (Part I) and the general statement proposal (Part II, A) on the Curricular Change Request form need to be completed.

5. All other curriculum changes belong to Level Two, including changing a course number to a different level, changing a course or degree program/concentration/minor/certificate that affects another department, adding a new course (courses that were previously taught under umbrella numbers are considered new courses), an extensive course change is being requested, or the change requires review by either the Council on Teacher Education, the General Education Council, the Graduate Council, or the Committee on Advanced Programs, then full details must be supplied on the Curricular Change Request form (Part II, B). Before any course can be required of any students, full details of the course must be provided on the Curricular Change Request form and that course must have been approved via the curriculum review process.

6. Level One Curriculum Review Process

All curriculum changes are initiated at the department level (the School of Library and Information Management acts as a department for curriculum review procedures). When the department approves the curriculum proposal, it forwards the proposal to the office of the dean, which in turn directs the proposal through the respective college's or school's internal approval process. If the proposal is approved by the school/college and dean, it will be electronically distributed by the office of the Provost to all deans and department chairs for a review period of 10 working days. The academic deans and department chairs are expected to inform faculty of the proposed curricular changes.

a. If the office of the Provost receives no written objections to the proposal during the 10 working day review period, the proposal is considered approved. The office of the Provost informs the Registrar's office and the originating dean of the approval. The department completes the ESU Curriculum Form and returns it to the Registrar's office. This form must be received and processed by the Registrar's office before changes can be implemented.

b. If the office of the Provost receives written objections to the proposal(s) during the 10 day working day review period, the office of the Provost forwards objections to the originating academic unit and the respective dean. Objections are resolved by consensus among the interested parties. Objections that cannot be resolved by consensus are submitted by the office of the Provost to the Curriculum Review Panel for resolution (see #9).

7. Level Two Curriculum Review Process

All curriculum changes are initiated at the department level (the School of Library and Information Management acts as a department for curriculum review procedures). When the department approves the curriculum proposal, it forwards the proposal to the office of the dean, which in turn directs the proposal through the respective college's or school's internal review process. If 2 or more schools or colleges are involved with initiating the proposed change, then the proposal must be submitted to all deans of the units involved for review by the college/school's curricular review process. For a Level Two proposal, the office of the dean also forwards the proposal to the applicable review body(ies) (e.g., the General Education Council, Graduate Council, Council on Teacher Education, Committee on Advanced Programs) to initiate its review. If the proposal is approved by the school/college, respective dean, and all additional review committees or councils, it will then be electronically distributed by the office of the Provost to all deans and department chairs for a review period of 10 working days. The academic deans and department chairs are expected to inform faculty of the proposed curricular changes.

a. If the office of the Provost receives no written objections to the proposal during the 10 working day review period, the proposal is considered approved. The office of the Provost informs the Registrar's office and the originating dean of the approval. The department completes the ESU Curriculum Form and returns it to the Registrar's office. This form must be received and processed by the Registrar's office before changes can be implemented.

b. If the office of the Provost receives written objections to the proposal(s) during the 10 day working day review period, the office of the Provost forwards objections to the originating academic unit and the respective dean. Objections are resolved by consensus among the interested parties. Objections that cannot be resolved by consensus are submitted by the office of the Provost to the Curriculum Review Panel for resolution (see #9).

8. If a department has final approval to change a course that is required in the program(s) of another department and the second department is substituting the new course for the old course, the second department can submit one curriculum change request that covers all affected programs within that department and that change would be considered a Level One change.

9. If objections cannot be resolved by the two parties, the office of the Provost, the chair, and members of the Curriculum Review Panel will be notified. In addition, the dean(s) and chair(s) of the initiating unit, as well as, the initiator(s) will be notified. The chair of the Curriculum Review Panel shall contact the initiator(s) of the curricular change and the group(s) objecting to the change. The chair shall engage all groups involved to attempt to resolve the issue. The Curriculum Review Panel will serve as mediator in the matter.

10. If a resolution is not possible, the matter along with the recommendation from the Curriculum Review Panel will be sent back to the office of the Provost. The President or a designee in the office of the Provost becomes the final authority on the matter.

Deadlines: In order for courses to be listed in the printed class schedule, proposals must be approved and submitted to the office of the provost by April 1 for the change to be effective in the academic year that starts the following July 1.

**COMMITTEE ASSIGNMENTS
GRADUATE COUNCIL
2011-2012**

Durst Research Award (Fall)

Dusti Howell
Brenda Koerner
Danielle Quinn
Xin Zhou

Graduate Teaching Assistant Award (Spring)

Michael Butler
Deb Gerish
Brian Schrader
Betsy Yanik

Boylan Scholar Award (Spring)

Cameron Cauthon
Dipak Ghosh
Andrew Houchins
Jean Morrow

Boylan Thesis Award (Fall and Spring)

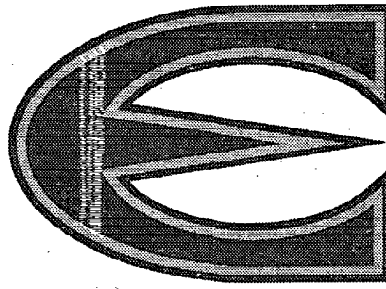
Nancy Albrecht
James Costello
Andrew Smith
Mel Storm

Thesis

A thesis is required for certain degrees and is an option in others. A copy of the thesis must be submitted to the major department no later than three weeks prior to the day on which the degree is to be conferred. Some departments may have earlier deadlines. One copy of the thesis in final form, required ProQuest form, and a money order made payable to PQIL in the amount of the publishing option chosen are due in the Graduate School one week before graduation. The thesis guide is available by accessing the Graduate Publications link on our web page (<http://www.emporia.edu/grad/load.htm>). Dates by which theses must be received in the Graduate School are listed in the thesis guide booklet. Exceptions to the rules governing the typing of theses may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All theses must have the approval of the student's thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School. An electronic copy of the thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. The electronic copy should be sent as an attachment to kermier@emporia.edu and need not contain departmental signatures. It should be the same as the hard-copy manuscript that is submitted, without the signature page. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester.



**EMPORIA STATE
UNIVERSITY™**

Graduate Policy Handbook

Fall 2011/Spring 2012

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GRADUATE SCHOOL

Mission

The Graduate School provides leadership for graduate study at Emporia State University. It fosters quality and academic excellence by creating an environment conducive to learning, scholarship, and creativity; encouraging continual expansion and discovery of knowledge; and serving as a catalyst for intellectual dialog between graduate faculty and students.

Graduate School Administration

The Dean of the Graduate School and Distance Education is responsible for carrying out the university policies concerning graduate education. Emporia State University offers programs of study leading to the degrees Master of Science, Master of Arts, Master of Business Administration, Master of Library Science, Master of Arts in Teaching, Master of Music, Specialist in Education and Ph.D. in Library and Information Management.

The Graduate Council

The Graduate Council assists the Dean with review and coordination of all graduate programs, formulation of academic policies governing graduate programs, and with administration of the Graduate School. It meets monthly, additional times if necessary, and is chaired by an elected chairperson. Membership in the Graduate Council consists of the chair of each department offering graduate course work, or a full member of the graduate faculty either designated by the chair or elected by department faculty, and two student representatives who are selected annually by the Graduate Dean.

Departmental Committees

Each department has a graduate committee. The departmental graduate committee determines departmental graduate policies and procedures as long as they are not in conflict with university/graduate school policy.

GRADUATE ADMISSIONS POLICIES

Applications may be submitted online.

Graduate School - Box 4003

1200 Commercial St.

Emporia, KS 66801-5087

FAX number: 620-341-5909

telephone: 620-341-5403 or 1-800-950-GRAD

e-mail: gradinfo@emporia.edu

Application for admission to graduate study should be submitted to the Graduate School no later than two weeks before the first day of an enrollment period. Some programs require earlier application or additional application forms prior to admission. Students should check with individual departments for additional application requirements.

Application fees are not refundable and application materials are non-returnable.

We strongly encourage students to familiarize themselves with all graduate student policies and procedures. These can be found in the Graduate Policy Handbook, or by accessing the Graduate School website at <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>.

Notice to students: All correspondence from the graduate school (e.g., admissions information, eligibility, degree analysis, instructions for graduation) will be directed to your **ESU email account**. Please contact technology and computing services (TCS) at 341/5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

GRADUATE ADMISSIONS CATEGORIES

*Students (U.S. citizens and undocumented/resident aliens who do not hold an F1 or J1 visa) may apply for graduate study in any one of four following categories:

Non-degree Seeking Student

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

Licensure Seeking

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work for the purpose of licensure are classified as licensure seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College for specific licensure programs offered at ESU. Students are required to pay a \$25 application fee.

Certificate Seeking

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate course work for the purpose of obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Specialist in the Teachers College for specific certificate programs offered at ESU. Students are required to pay a \$25 application fee.

Master's Degree (MA, MAT, MBA, MED, MLM, MLS, MM, MS)

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
- 3) A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- 4) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 5) Submission of **official** transcripts from **each** institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source.
- (6) Payment of a \$40 application fee.

Specialist in Education Degree (Ed.S.)

Please contact the Department of Psychology and Special Education for information. Students are required to pay a \$50 application fee.

Doctor of Philosophy (Ph.D.)

Please contact the School of Library and Information Management for information. Students are required to pay a \$50 application fee.

***Please note:** Undocumented/resident aliens are required to provide ESU with a copy of the alien registration card.

GRADUATE ASSISTANTSHIP AWARDS

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs.

Graduate Assistantships

Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work. The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term. The summer enrollment requirement will be waived for students holding an assistantship during the intercession period between the spring and summer semesters if the student held a graduate assistantship during the previous spring semester and maintained an enrollment of 6 credit hours or the student was an enrolled graduate student and maintained an enrollment of at least 3 credit hours. Graduate assistants with a summer assistantship during the intercession not meeting either of these requirements will be expected to comply with the summer enrollment requirement of 3 credit hours. Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must include required prerequisites or graduate courses. The student's advisor must request approval (prior to enrollment) for any courses that do not fit into either of these categories. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses. A waiver of the minimum enrollment requirement may be granted by graduate studies with the approval of the department and graduate dean.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment

for at least 20 hours duty per week. Graduate assistants will be responsible for paying the campus fees each semester.

All graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in rare and unusual circumstances.

A graduate student may hold an assistantship funded via university allocations for a maximum of six semesters (excluding summers) while working on a single graduate degree. Ph.D. students may hold an assistantship for a maximum of six academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 6 and 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. Graduate students in a 60 hour program can hold a graduate assistantship for up to three years. (Revised by the Graduate Council January 20, 2011.)

Students are required to show normal academic progress (3.00 grade point average) each semester. When a student's semester grade point average (GPA) falls below 3.00, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

Graduate Assistant Categories and Job Descriptions

Graduate Teaching Assistant

A Graduate Teaching Assistant (GTA) serves an instructional role in a class or laboratory offered by an academic unit for credit. The GTA need not be the instructor of record. Duties may include actual instruction in a classroom setting; leading discussion sessions; conducting help and/or tutoring sessions; assisting with laboratory setup; helping faculty prepare lectures and course materials; grading papers, exams, laboratory reports, projects, and class homework; coaching; and performing other duties pertaining to the instructional mission of ESU.

GTAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GTAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Research Assistant

The primary function of a Graduate Research Assistant (GRA) is to assist a faculty member in an academic department with her/his scholarly and/or creative activities. Duties may include maintaining and operating scientific instruments and/or computer equipment; locating, reading, and summarizing pertinent research articles; performing laboratory experiments and assisting with fieldwork; calculating and analyzing results of research; and assisting musicians and artists in their creative endeavors.

GRAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GRAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

Graduate Administrative Assistant

The primary function of a Graduate Administrative Assistant (GAA) is to assist in non-teaching and non-research activities. A GAA should perform more than the usual receptionist/secretary duties. Duties should augment a student's academic program and provide opportunities to apply knowledge gained through the program. Duties may include entering computer data, maintaining records, preparing reports and surveys, and interpreting and correlating administrative data. GAA responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. Departments will be expected to explain briefly on the actual award form how the GAA duties augment the student's academic program.

GAAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

Student Health Insurance

Graduate students holding a full-time (20 hours per week) graduate teaching, research, or administrative assistantship for a complete semester are eligible for student health insurance with the university contributing toward the monthly premium. Eligible graduate assistants can enroll for the health insurance through the Office of Human Resources, Plumb Hall 211.

Insurance applications and brochures can be downloaded at <http://www.student-resources.net>.

Graduate Assistant Technology Policy

Each graduate assistant must have access to a dedicated computer and work station with appropriate software and network connection to support his/her graduate assistant work within his/her department (approved November, 2004).

Application Deadline

Application forms for assistantships may be submitted online at <http://www.emporia.edu/grad/GTA/index.php>. Applications should be submitted by the third Friday in February to insure full consideration for fall semester appointments by selection committees.

Graduate Assistant Awards For International Graduate Students

International graduate students cannot be offered a graduate assistantship until they have completed all the admission requirements of the Office of International Education and have been accepted to Emporia State University and have been found eligible for a graduate program of study.

Once these requirements are met, an offer can be made contingent upon successful clearance of a background check and receipt of a Social Security number. Since a graduate assistant award form cannot be initiated until the student has received a social security card, the department will be required to provide the student with a letter stating they have been offered a position. This proof of employment is a requirement in order to obtain a Social Security number. The student cannot begin work until Human Resources has received all the required employment documents and the background check has cleared.

Required Tests for International Graduate Teaching Assistants

In addition to English Proficiency requirements for admission to graduate study, graduate teaching assistants being considered for any employment having classroom or laboratory instructional responsibility and/or direct tutorial responsibilities and whose first language is not English must meet the following requirements **PRIOR** to being awarded a graduate teaching assistantship.

1. Present a TOEFL score of at least 550.
2. Present a score of at least 50 on the Test of Spoken English (TSE), or a score of 250 on the Speaking Proficiency English Assessment Kit (SPEAK) exam, or equivalent, or a minimum score of 22, set by Board staff in consultation with the Council of Chief Academic

Officers and with the approval of the Board Academic Affairs Standing Committee, on the Speaking section of the Test of English as a Foreign Language Internet Based Test (TOEFL IBT) by the third Monday in July for the fall semester or by December 1 for the spring semester or take the SPEAK exam at ESU before the appropriate deadline.

3. Must be interviewed and have their competency in spoken English assessed by no fewer than three institutional personnel, one of whom shall be a student. The interview can be conducted either face-to-face or by mediated means.
4. Prospective graduate teaching assistants who do not meet the above requirements shall not be assigned teaching responsibilities nor other tasks requiring direct instructional contact with students.

International Graduate Teaching Assistant requirements taken from the *Kansas Board of Regents Policy and Procedures Manual*.

International students requiring testing for teaching assistantships will be on campus and available for testing two weeks prior to the date classes begin.

DEGREE REQUIREMENTS

Master's/Ed.S./Ph.D.

Master's Degree

1. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.
2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
3. The student must be admitted to degree candidacy by the major department.
4. The student must complete the required number of semester hours of graduate level course work set by their department.
5. A minimum of 60 percent of credit hours must be earned in courses numbered 700 and above.

6. Satisfactory grades must be maintained as defined in the section titled "Grades."
7. Commencement fees must be paid to the Business Office.
8. Graduates may participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

The Specialist in Education Degree

The Specialist in Education (EdS) is an advanced degree involving a year of study beyond the master's degree. This degree program is designed to be independent of any further graduate study. It is wholly within the province of an institution offering the doctorate to determine whether or not any part of the specialist program may partially fulfill requirements for the doctorate.

1. A master's degree from a regionally accredited institution with a GPA of 3.5 on the most recent master's degree.
2. If the master's degree was awarded by Emporia State University, then the student will not be required to repeat the Graduate Essay Examination of The Teachers College. The residency requirement for the Specialist in Education degree is one full semester as a regularly enrolled full-time student or one summer session for at least five weeks on campus.
3. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.
4. A specialist degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
5. The student must complete the required number of semester hours of graduate level course work set by their department. If equivalent courses were completed at the undergraduate level, graduate courses must be taken to fulfill the graduate hour requirements.
6. One academic year of supervised experience (internship) is required before the student may be recommended for full approval as a school psychologist **certified by the Kansas Department of Education.**

7. Students must pass an oral examination over their thesis area and research.
8. Satisfactory grades must be maintained as defined in the section titled "Grades."
9. Commencement fees must be paid to the Business Office.
10. Graduates may participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

The Ph.D. Program

The curriculum of the Ph.D. program is designed to produce effective teachers and skilled researchers in fields related to library and information management.

1. All requirements for the degree must be completed eight years after admission to the doctoral program.
2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
3. Students will advance to degree candidacy after passing qualifying exams. These exams must be taken within a six-month period.
4. Students must complete the required number of semester hours of graduate level course work set by their department.
5. Students must be enrolled in a class each semester in order to be active in the program.
6. Students must complete at least 15 hours of dissertation credit and enroll in at least three credits each semester until the dissertation is completed.
7. Students must complete a minimum of 90 graduate hours beyond the baccalaureate degree.
8. Students must maintain a satisfactory level of work as determined by the doctoral faculty.
9. Graduates may not participate in the commencement ceremonies before acceptance of the dissertation by the committee, SLIM dean, and Graduate School dean.

APPLICATION PROCEDURES/REQUIREMENTS GRADUATE CERTIFICATE PROGRAMS

Certificate programs offered are: Archives, Coaching, Digital Audio Recording, Geospatial Analysis, Health Education, International Student Music Performance, Music Performance, Music Technology, Pedagogy, and Piano Pedagogy.

Application Procedures and Program Requirements

1. A graduate application for admission and payment of the application fee must be submitted to the Graduate School.
2. Official transcripts from all universities attended must be on file already in the Graduate School or submitted directly to the Graduate School.
3. The Department/School will determine the eligibility of the student for the Certificate Program and notify the Graduate School of the determination.
4. A Certificate Plan listing all courses used to fulfill the Certificate Program requirements must be submitted to the Graduate School and approved by the Graduate Dean.
5. Students completing the Geospatial Analysis Certificate Program must complete all courses for the certificate with a 3.0 GPA. Students completing the Information Management Certificate Program and Legal Information Management Certificate Program must complete all courses for the certificate with a 3.5 GPA.
6. A Certificate Completion Notification should be submitted to the Graduate School by the student mid-semester prior to the semester in which the student anticipates completing the Certificate Program requirements. The Certificate Completion Notification form can be found at <https://www.emporia.edu/grad/cert.htm>. This form is also available in PDF format at <http://www.emporia.edu/grad/docs/cert2.pdf>.
7. Completion of a graduate certificate program does not guarantee acceptance into a master's degree program.
8. The information on the transcript will read as follows:

Graduate Certificate: Archives, Coaching, Digital Audio Recording, Geospatial Analysis, Health Education, International Student Music Performance, Music Performance, Music Technology, Pedagogy, or Piano Pedagogy (whichever applicable)

Date: (Same as degree conferral dates for degree-seeking graduate students)

Check with the School of Library and Information Management, Music Department, Department of Physical Sciences, or Department of Health, Physical Education, and Recreation for additional information/requirements.

GRADUATE POLICIES

Eligibility to study in a graduate program is determined by a graduate committee in each department and by the Dean of the Graduate School and Distance Education. Classifications for eligibility are either unconditional, conditional (seniors earning graduate credit), or probationary. Students will receive notification from their department or the Graduate School of their eligibility status. Admission to graduate study does not imply admission to candidacy for an advanced degree.

Degree Candidacy

After having been admitted to graduate study with the objective of earning an advanced degree, the student must apply for and be admitted to candidacy for the degree sought. Candidacy is the formal approval for pursuit of a graduate degree after it is determined that all specified preliminary requirements have been met. Procedures and requirements for admission to candidacy are determined by the department in which the student is specializing, including the following general requirements:

1. The student must have met the entrance or candidacy requirements of the major department, and the results must be on file in the Graduate School.
2. The student must have filed a degree plan in the Graduate School during the first semester of graduate study and the plan must have been approved by the Dean of the Graduate School and Distance Education.
3. The student must have completed at least six hours of course work on the graduate program of study before being admitted to degree candidacy.

Admission to degree candidacy is based not only on the minimal standards stated above, but also includes an appraisal of the student's record and potential. The Graduate School has a responsibility to maintain a standard of excellence determined by the graduate faculty.

Graduate Examinations

Departments offering a graduate program may require one or more examinations for admission to degree candidacy or for graduation. The nature of these examinations varies among departments. Students should confer with their graduate advisor concerning this requirement.

Advisory Committee

Each candidate who is writing a thesis must have the work supervised by an advisory committee. A department may require an advisory committee

for the supervision of research papers or projects, which are part of a degree program. The candidate will select a chair of the thesis committee in consultation with the candidate's advisor. One member of the committee must be from outside the candidate's area of specialization.

Degree Plan

Degree-seeking graduate students must submit a degree plan signed by their advisor and approved by the Dean of the Graduate School and Distance Education to the Graduate School by the end of the first semester of graduate study.

Intent to Graduate

Notice of intent to graduate must be received by the Graduate School the semester preceding graduation. The Intent to Graduate form is due March 1 for summer graduates, July 1 for fall graduates, and November 1 for spring graduates. Failure to give notice of intent to graduate may cause a delay in graduation. The intent to graduate form may be submitted online or downloaded at <http://www.emporia.edu/grad/load.htm>.

Grades

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a grade point average of B (3.0) in all courses used for the degree. A grade of A, B, or P (no C, D or F grades) may be used in 500 and 600 level courses. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed two-fifths of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

In-Progress Grades

In Progress, IP, grade extensions are used in graduate classes identified by the College/School as requiring graduate work that extends beyond one semester. IP grades are automatically extended each semester, but a final course grade must be submitted for the course(s) by the end of the

semester the student graduates. Upon the student's graduation from a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from IP grades to W grades. With the exception of the "IP" grade extension, the "I" policy for undergraduates also applies to graduate students. (FSB 97003, passed by Faculty Senate 11/4/97, approved by President 2/24/98; FSB 01010, passed by Faculty Senate 4/2/02, approved by President 4/4/02)

Incomplete Grades

The grade "I" (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the "incomplete" as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). During the initial extension period, a student may submit a written petition for an extension of one additional semester during which an incomplete grade may be removed. In the most exceptional cases, the faculty member with the written approval of the department chair, may grant the request for an extension. An extension beyond two semesters will require the approval of the dean of the school or college in which the course was offered. (The granting of an extension will not be routine.) Individual instructors may establish earlier deadlines for completion of the work. Students who do not complete the unfinished work by the established deadline will have the grade of "F" entered on the transcript and will be required to re-enroll to earn credit in the course.

Definition of Semester Hours

All credits on official transcripts are certified in terms of the semester hour. A semester hour consists of a minimum of 750-800 minutes of classroom contact on lecture courses or its equivalent in independent study during the semester.

Residence

Some academic departments do have residency requirements. Please contact the academic department of your intended academic major for program requirements.

Transfer Credit

Graduate credit earned in regionally accredited institutions may be transferred for credit toward the Master's, Specialist in Education, or Ph.D. degrees subject to the following conditions:

- 1) No more than nine (9) semester hours of credit may be transferred into an ESU program requiring fewer than 40 hours of graduate coursework, or fifteen (15) into an ESU program requiring 40 or more hours of graduate coursework. Individual programs may reduce this limit at their discretion.
- 2) A grade of B or higher must have been earned in all such transfer credit.
- 3) Official transcripts of all transfer work must be on file in the Graduate School prior to submitting degree plans.
- 4) Transfer courses must be approved by the chair of the major department and the Dean of the Graduate School and Distance Education.
- 5) The transfer credit must be applicable toward a graduate degree at the university at which the course work was taken.

Students who have completed graduate level course work at accredited international universities must submit their transcripts to an approved foreign credential evaluation service. Students with questions should consult with the Office of International Education, Registration Office, or the Graduate School. All of the usual criteria for transfer credits apply (approved by Graduate Council March, 2005).

Seniors Earning Graduate Credit

College seniors at Emporia State University, or other four-year institutions, may earn graduate credit during the term in which the undergraduate degree is received and the term immediately preceding the final term by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Completing a Request For Graduate Credit card for each course for enrollment. The approval of the advisor, course instructor, and Dean of the Graduate School and Distance Education is required. The Senior Request for Graduate Credit card must be presented to Registration at the time of enrollment.
- 3) Not needing or using the courses to meet undergraduate degree requirements.
- 4) Providing assurance that the total enrollment (undergraduate and graduate) will not exceed 17 hours per semester or 10 hours per

summer term and that no more than 12 semester hours of graduate credit is to be accumulated in this way.

Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded.

Dissertation

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Please check with SLIM for the deadline for receiving the finalized dissertation in their school. One copy of the dissertation in final form and approved by the department with committee signatures, required ProQuest form, and \$65 money order or cashier's check made payable to PQIL are due in the Graduate School one week before graduation. The dissertation guide is available by accessing the Graduate Publications link on our web page (<http://www.emporia.edu/grad/load.htm>). Dates by which dissertations must be received in the Graduate School are listed in the dissertation guide booklet. Exceptions to the rules governing the typing of dissertations may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester.

Thesis

A thesis is required for certain degrees and is an option in others. A copy of the thesis must be submitted to the major department no later than three weeks prior to the day on which the degree is to be conferred. Some departments may have earlier deadlines. One copy of the thesis in final form, required ProQuest form, and \$55 money order made payable to PQIL are due in the Graduate School one week before graduation. A candidate may obtain a thesis guide booklet in the Graduate School, Plumb Hall, 313. The thesis guide is also available by accessing the Graduate Publications link on our web page (<http://www.emporia.edu/grad/load.htm>). Dates by which theses must be received in the Graduate School are listed in the thesis guide booklet. Exceptions to the rules governing the typing of theses may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. An electronic copy of the thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. The electronic copy should be sent as an attachment to kermier@emporia.edu and need not contain departmental signatures. It should be the same as the hard-copy manuscript that is submitted, without the signature page. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester.

Thesis and Research Credit

There are no limitations on the number of thesis and investigative credit hours for which a student may enroll. However, only six hours and five hours of thesis credit may apply toward master's and specialist degrees respectively, and no more than 12 hours of thesis and investigation (independent study, project) credit may apply toward a single graduate degree.

Graduate Degree and Enrollment

Graduate students using the resources of the university (e.g., instructors, libraries, laboratories, computers) are expected to be enrolled in courses for credit and must be enrolled in at least one semester credit hour during the term in which the degree is granted or the requirements are met.

Loads

A graduate student enrolled in seven or more semester hours in a given semester during the academic year or in four or more semester hours during a five-week summer term is classified as a full-time student. (Graduate assistants are required to enroll in a minimum of 6 credit hours to maintain their assistantship.)

The maximum load for a graduate student during the fall and spring semesters is 16 hours per semester. The minimum load required for students with a fall or spring graduate assistantship is 6 hours. Overloads may be approved under exceptional circumstances during the fall and spring semesters. A department under the supervision of its respective school may establish additional restrictions upon credit hours earned during an enrollment period. The normal load for summer session is 1 hour of graduate credit per week enrolled. The maximum load for summer is 1.5 hours of graduate credit for each week of attendance. The minimum load required for students with a summer assistantship is 3 hours.

Students may earn no more than 12 hours of credit during the period between the end of spring semester and the beginning of fall semester. The student may also earn no more than 9 hours in any six week period. Overloads beyond these maximum limits must be approved by the advisor and the head of the department. The Graduate Dean's signature is not required on overload forms for the summer.

Courses enrolled in for audit credit do not count in computing minimum course load requirements for graduate assistants. Any exception to these regulations must be requested by the chair of the major department and approved prior to enrollment by the Dean of the Graduate School and Distance Education.

Time Limit

Requirements for graduate degrees must be completed within seven (7) years from the date of the first enrollment. In the case of compelling circumstances, the Department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

Post-baccalaureate Certification

Holders of baccalaureate degrees who wish to obtain certification for teaching at the elementary or secondary level should contact the teacher licensure specialist in the Office of Professional Education Services in The Teachers College for initial advisement, phone 620-341-5447, fax 620-341-6123.

Requirements for a Second Master's Degree

Should a student wish to secure a second master's degree at ESU, a department or school may approve a degree plan, which includes a maximum of ten semester hours of credit from the first degree. Any exception to this ten-hour limit must be requested by the chair of the major department and approved by the Dean of the Graduate School and Distance Education. The second degree program must fulfill all of the requirements for that particular master's degree.

Laurence C. Boylan Scholar Award

The Laurence C. Boylan Scholar Award was created by a special fund drive to honor Dr. Boylan, Dean of Graduate Studies from 1958-66. The Laurence C. Boylan Fund provides awards for distinguished scholarship in

graduate study at ESU by honoring outstanding scholars. Degree-seeking graduate students must submit an application and demonstrate a financial need.

Harold Durst Graduate Research Award

The Harold Durst Graduate Research Award is presented annually to provide financial support for creative activities and research by a graduate student completing a thesis. Students are required to submit a proposal including introduction, background, significance of proposed research/creative activity, methodology, expected outcomes, literature cited, budget, and include a vita. Proposals are reviewed by a sub-committee of the Graduate Council.

Graduate Teaching Assistant University Award for Excellent Teaching

The Graduate Council established two awards to recognize excellence in teaching, defined as instruction in both traditional classroom and technology-assisted formats. Two awards of \$250 each are awarded annually. Nominations must be submitted by faculty members, department chairs, or graduate teaching assistants. Nominations are reviewed by a sub-committee of the Graduate Council.

Exceptions to these Policies

All questions concerning possible exceptions or the interpretations of these policies, procedures, and requirements should be directed to the Dean of the Graduate School and Distance Education.

INTERNATIONAL STUDENT ADMISSIONS POLICIES

International Student Admission

All students applying to ESU who hold or will hold an F1 or J1 visa must complete the international student application process. All non-U.S. residents/non-U.S. citizens attending Emporia State University are classified as international students. The procedures and requirements for applying for admission for international graduate students who seek acceptance to Emporia State University are as follows:

International Student Application

International student applicants must complete the International Student Application and return it, along with all other requested documents to:

Office of International Education

1200 Commercial St.

Emporia State University, ESU Box 4041

Emporia, KS 66801-5087

U.S.A.

Telephone: 620-341-5374

Fax: 620-341-5918

Official Statement of Finance

Submit a **financial statement** certifying the sources and amounts of funding available. International students must show proof of funds on deposit for the total cost of two semesters of study at Emporia State University.

Transcripts and Related Documents

Transcripts and degree certificates from all colleges or universities attended must be sent. These must either be originals or certified by a notary public to be true copies of the originals. Each transcript must have the official school seal affixed and bear the signature of the proper school official. In order to begin a graduate degree program, a bachelor's degree must have been completed at an accredited or recognized institution. Emporia State University reserves the right to require a general evaluation of any diploma if the accreditation of the issuing institution cannot be determined. This will be done at the student's expense.

English Language Proficiency Requirements

Emporia State University, like most universities in the United States, requires that all non-native speakers of English demonstrate an acceptable level of proficiency in English before they can be considered for admission. Such a determination is based on the score obtained by the student on the Test of English as a Foreign Language (TOEFL). The TOEFL Bulletin of Information may be secured through American embassies or consulates, United States Information Services, US Educational Commissions, and many other centers and private organizations such as the Institute of International Education. Candidates may also obtain a TOEFL bulletin by writing directly to TOEFL, Educational Testing Service, P.O. Box 899, Princeton, NJ 08540, USA. Applicants should have their scores forwarded to the Office of International Education at Emporia State University in order to be fully considered for admission.

The following are the various acceptable means of verifying English proficiency for purposes of being admitted to ESU. These guidelines are subject to change by official action of the appropriate governance bodies:

- a) Verification that the applicant's native language is English, as shown to a high degree of probability by citizenship in an English-speaking country such as Australia, Belize, Canada (except Quebec), Commonwealth Caribbean, Ireland, Liberia, New Zealand, United Kingdom;
- b) Graduation

with a baccalaureate degree, or higher, from an accredited U.S. institution of higher education, or from such an institution in one of the countries listed above whose medium of instruction is English; c) Receipt of institutional copy, not student's copy, of applicant's TOEFL scores achieved no more than two years prior to the semester of admission. A minimum TOEFL score of 450 is needed to be admitted to the Intensive English Program and a minimum score of 550 is needed to be exempted from testing by the Intensive English Program and for admission to a graduate degree program. A graduate student must have a minimum TOEFL score of 500 or its equivalent before enrolling in any academic courses for graduate credit; d) Receipt of official copy of an IELTS score. An IELTS score of 6.5 will exempt a graduate student from regular IEP classes.

Graduate students with TOEFL scores between 550 and 574 (iBT 79-89) or IELTS 6.0 – 6.5 must take the graduate level IEP course FL 075, Communication Skills for International Students. Students enrolling in this course may be subject to placement in Intensive English Program (IEP) Intermediate or Advanced Writing. If the diagnostic test they take in FL 075 shows they need instruction at the developmental level, they will be placed in the appropriate IEP writing course and must then meet the IEP requirements for advancement and/or exemption. A graduate student with an IELTS score of 6.5 and a minimum part score of 6.5 on each part of the IELTS exam is exempted from taking FL 075.

Official English proficiency scores must be received in the Office of International Education before the following dates in order to exempt a student from the IEP Placement Test.

Fall: August 1 **Spring:** December 1 **Summer:** May 1

Letters of Recommendation

Three letters of recommendation from former instructors, administrators, or employers are required. These letters must be on official company or school letterhead and/or carry the seal of the school or business. Letters from friends and relatives and letters not written on official stationery will not be accepted.

Foreign Student Advisor Recommendation Form (transfer students only)

Students who have attended or are attending a college or university in the United States must complete this form before acceptance can be granted. A form for this purpose will be sent only to students who are currently attending or have previously attended a U.S. college or university.

Statement of Purpose

Each applicant is required to write a short (one or two page) autobiography. This statement should describe the student's background, expectations from studying at ESU, and future plans after completing a degree at Emporia State University.

Passport Information

Send a **photocopy** of the **information page** in your **passport**. This copy must show your picture and name.

Application Processing Fee

Emporia State University requires a non-refundable application processing fee of \$75.00 (U.S.) which applies to all international students seeking admission to a graduate program. Send a check or money order made payable to: Emporia State University in the amount of \$75.00 to the Office of International Education. No application will be considered complete until this fee is paid.

ACADEMIC DISHONESTY POLICY

3D.0701 ACADEMIC DISHONESTY POLICY (FSB 95002 approved by President 1/31/96; FSB 03002 passed by Faculty Senate 1/20/04; approved by President 2/9/04; FSB 05002 passed by Faculty Senate 1/17/06; approved by President 2/7/06; title update approved by President of the Faculty 8/22/2010; FSB 10007 passed by Faculty Senate 3/15/2011; approved by President 3/21/2011).

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the student's major or from the University. In addition, acts of academic dishonesty shall be grounds to deny admission to a department or program.

In addition to the penalties above, the faculty member shall notify in writing his/her department chair and the registrar of the infraction. The department

chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs and Student Life. The registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs and Student Life shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs and Student Life will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs and Student Life shall notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and Vice President for Academic Affairs and Student Life may impose additional penalties, including expulsion of the student from the University.

The student has the right to appeal the charge of academic dishonesty (see Student Conduct section). If after an appeal it is found that the student did not commit an act of academic dishonesty, no penalties will be imposed on the student.

A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs and Student Life a list of all currently enrolled ESU students within that major or program who have committed acts of academic dishonesty. This request may be a standing request to be filling automatically during each semester until the request is rescinded by the chair or director. In addition, a chair of a department or director of a program may submit to the office of the Provost and Vice President for Academic Affairs and Student Life a list of applicants to a program or major and the chair or director may be informed if any of the applicants has committed any acts of academic dishonesty.

Prior to the beginning of the next academic year, the office of the Provost and Vice President for Academic Affairs and Student Life shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the Provost's office, the total number of infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life.

08/11



Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Ruth Mbugua requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10001887

Course No. and Title: PY 740 Personnel Selection and Testing

Semester or year taken: Spring 2003 Original Grade: B Hours Credit: 3

Instructor: Brian Schrader

Department validation examiner: George Yancey

Detailed description of method of revalidation:

Student will have to take written specialty exams in the content area to be graded by the two I/O Psychology faculty.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

*** from Ruth Mbugua *** Writing my Masters degree thesis has been a rewarding and life changing experience that I do not regret. Although I have faced a number of challenges in the course of its completion, it has been worth every sacrifice. Through this process I have improved my technical writing skills. It has also strengthened my commitment to finish anything I start irrespective of the hurdles that may arise along the way. It is in the light of this that I would like the Graduate Council to consider my request to approve my thesis as part of the requirements of Masters of Science in Industrial and Organizational Psychology.

AS alluded above, there were several factors that contributed to the delay in completion of my thesis. I began to write my thesis proposal in 2004. All the typing during this period was done from the Emporia State Library and the computer laboratory since I did not have a personal computer or laptop at the time. After completing all course work in December 2004 and getting a promising phone interview, I moved to Dallas in the hope of securing employment where I could get the money to buy

a personal computer. However, there were some delays in processing my work permit and this resulted in a deferment of employment. After I eventually got a job in the summer of 2005 that met the requirements of my work permit, I bought a computer in early 2006 and I began to work on my thesis proposal again. I had limited access to the relevant journals for my proposal and was often compelled to request friends in various universities to assist me by emailing full articles from their school libraries. This was partly because I did not have a vehicle to travel to these universities, while those that were close by (and could be accessed by train or bus), did not have I/O Psychology programs hence making it not possible to get all the articles that I needed. In the winter 2007, with assistance from my family in Kenya, I travelled to Ohio to stay with a relative who was willing to offer his car so that I could access the Ohio State University library. It was here that I was able to access more articles, continue writing my thesis proposal and purchase the SPSS statistical software. After I completed my thesis proposal and received approval to proceed with it, I traveled to Emporia to present it and conduct the study. The official defense of my thesis proposal was in September 2008. Due to the expiry of my student visa, and the unprecedented violence that broke out in my country, I had to travel back to Kenya to my family and worked on compiling my thesis document from home. Unfortunately, my computer broke down and the computer technician who I could contact was in a different town. It took him two months to format and repair my computer. When I got it back, I continued to work on my thesis. In June 2009 I submitted an updated draft of my thesis via email to a thesis committee member who was reviewing the statistical components of my document. Unbeknownst to me she had not seen my email and I waited for two months for her response. After getting in touch with her and I discovered this and resent it, following which she responded promptly.

Another challenge I faced was limited internet access. The internet connection in my home area is very erratic and unreliable. During this period it was often difficult to have continuous access to the internet. In addition, due to an employment opportunity that arose in a different town that had long working hours and the long commute, I had limited time to work on my thesis. There were delays in accessing hard copies of the corrections since my postal address is in a different town and I had to request someone to deliver the mail to me.

After finally submitting my thesis in the fall of 2010, my advisor indicated that the thesis had to be in the 6th edition of the APA format. None of the bookshops in Kenya that I checked had this edition of the APA format and I therefore requested a friend of mine in the USA to buy the manual and have it shipped to Kenya. It took about a month for me to receive the book.

Please note that the aforementioned challenges have not deterred my commitment to complete my thesis and fulfill the requirements for the Master of Science degree in Psychology. I would like to request that the Graduate Council consider the circumstances surrounding the delay of the completion of my thesis and provide the written approval of this request. I look forward to your favorable response.

Signature of Advisor: George B. Yancey
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 9/16/11

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: _____ Date: _____

D. Validation Completion Approval:

This is to certify that _____ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: _____ Date: _____



Graduate Studies
Revalidation Request Form

In order to begin the revalidation process, section A must be completed and forwarded to the Graduate Office. A form must be completed for each course requiring revalidation. After council approval or disapproval, the form will be returned to the department chair. The department will complete section D and forward along with supporting material to the Graduate Office once revalidation is completed and approved. Courses will not be considered revalidated or used to satisfy degree requirements on the student's degree plan until the form with sections A-D has been completed and returned to the Graduate Office.

***Department may give one year extension (eight year). Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year dating from the first enrollment. No revalidation after the tenth year.**

Signatures are NOT electronic. Print form when complete and submit with original signatures.

A. Departmental Approval:

(Student Name) Ruth Mbugua requests permission to validate the following course which was completed at least *nine years prior to the beginning of the current term.

Student EID: E10001887

Course No. and Title: PY 833 Organizational Psychology

Semester or year taken: Spring 2003 Original Grade: B+ Hours Credit: 2

Instructor: Brian Schrader

Department validation examiner: George Yancey

Detailed description of method of revalidation:

Student will have to take written specialty exams in the content area to be graded by the two I/O Psychology faculty.

Briefly explain the extenuation circumstances as to why an extension is necessary and the revalidation should be allowed.

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As alluded above, there were several factors that contributed to the delay in completion of my thesis. I began to write my thesis proposal in 2004. All the typing during this period was done from the Emporia State Library and the computer laboratory since I did not have a personal computer or laptop at the time. After completing all course work in December 2004 and getting a promising phone interview, I moved to Dallas in the hope of securing employment where I could get the money to buy

a personal computer. However, there were some delays in processing my work permit and this resulted in a deferment of employment. After I eventually got a job in the summer of 2005 that met the requirements of my work permit, I bought a computer in early 2006 and I began to work on my thesis proposal again. I had limited access to the relevant journals for my proposal and was often compelled to request friends in various universities to assist me by emailing full articles from their school libraries. This was partly because I did not have a vehicle to travel to these universities, while those that were close by (and could be accessed by train or bus), did not have I/O Psychology programs hence making it not possible to get all the articles that I needed. In the winter 2007, with assistance from my family in Kenya, I travelled to Ohio to stay with a relative who was willing to offer his car so that I could access the Ohio State University library. It was here that I was able to access more articles, continue writing my thesis proposal and purchase the SPSS statistical software. After I completed my thesis proposal and received approval to proceed with it, I traveled to Emporia to present it and conduct the study. The official defense of my thesis proposal was in September 2008. Due to the expiry of my student visa, and the unprecedented violence that broke out in my country, I had to travel back to Kenya to my family and worked on compiling my thesis document from home. Unfortunately, my computer broke down and the computer technician who I could contact was in a different town. It took him two months to format and repair my computer. When I got it back, I continued to work on my thesis. In June 2009 I submitted an updated draft of my thesis via email to a thesis committee member who was reviewing the statistical components of my document. Unbeknownst to me she had not seen my email and I waited for two months for her response. After getting in touch with her and I discovered this and resent it, following which she responded promptly.

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After finally submitting my thesis in the fall of 2010, my advisor indicated that the thesis had to be in the 6th edition of the APA format. None of the bookshops in Kenya that I checked had this edition of the APA format and I therefore requested a friend of mine in the USA to buy the manual and have it shipped to Kenya. It took about a month for me to receive the book.

Please note that the aforementioned challenges have not deterred my commitment to complete my thesis and fulfill the requirements for the Master of Science degree in Psychology. I would like to request that the Graduate Council consider the circumstances surrounding the delay of the completion of my thesis and provide the written approval of this request. I look forward to your favorable response.

Signature of Advisor: George B. Yancey
Signature of Department Chairperson: [Signature]

B. Graduate Office Approval:

Approval to forward revalidation proposal to the Council of Graduate Studies.

Signature of Graduate Dean: [Signature] Date: 9/16/11

C. Graduate Council Approval:

Method of Revalidation approved: _____ Method of Revalidation denied: _____

Signature of Graduate Council Chair: _____ Date: _____

D. Validation Completion Approval:

This is to certify that _____ has validated the above course. The validating examination, or it's equivalent, is attached to this for filing in the student's folder in the Graduate Office.

Signature of Validating Examiner: _____ Date: _____

E. Final Approval of Course Revalidation:

Signature of Graduate Dean: _____ Date: _____

Kathy Ermler

From: Buzz In Announcement <do.not.reply@emporia.edu>
Sent: Monday, August 01, 2011 10:20 AM
To: Kathy Ermler
Subject: Changes and Reminders Related to Satisfactory Academic Progress (SAP)

July 21, 2011

To: All Emporia State University Faculty
From: Dr. Jim Williams – Vice President and Associate Provost
Re: Required Changes and Reminders Related to Satisfactory Academic Progress (SAP)

As mandated by the Higher Education Act as Amended (HERA) Emporia State University was required to review and modify as necessary our policies and procedures as they relate to Student Satisfactory Academic Progress (SAP). This memo serves as a follow-up to the conversations I have had over the past two semesters with faculty during the opportunities I had to visit departments. The following information should be of assistance as you work with students.

Federal Government Satisfactory Academic Progress (SAP) Minimum Standards

The Federal Government SAP Standards require both a qualitative and quantitative review. The following are the qualitative measures under the Higher Education Act:

- 1) First year undergraduate students must achieve at a minimum a 1.80 cumulative grade point average. All other undergraduates, including second year freshman must attain at a minimum a 2.0 cumulative grade point average.
- 2) All graduate students must achieve at a minimum a 3.0 cumulative grade point average to remain eligible for federal financial aid.

The quantitative measures under the Higher Education Act include:

- 1) All undergraduates receiving federal financial aid must complete at a minimum 67% of their cumulative attempted hours.
- 2) All attempted hours, including articulated transfer work and Emporia State University coursework with grades of W, F, I, Y, IP, A, B, C, D (and +, -), S, U, P, N, V count as *attempted hours*. (NOTE: Graduate students do not have to meet this requirement).
- 3) Beginning with fall 2011, grades of "I" and "Y" will not count in meeting the 67% requirement. While this is not new for the "Y" grade, it is a change for the "I".

Course Repeat Requirements:

Based on the associated changes with the Federal Government SAP processes, Emporia State University must modify our processes associated with course repeats.

- 1) Beginning with fall 2011, courses in which a student has previously earned at least a "D" are only eligible for federal aid twice. The Office of Financial Aid and Scholarships will need to check the student's schedule prior to the disbursement of federal aid. Those courses attempted for a third time with a "D" grade or better will be excluded from the calculations associated with the level of aid eligibility.
- 2) Beginning with fall 2011, a course required to be repeated each semester, due to the student's selected major, would only be funded for federal aid twice. (NOTE: While repeat courses are not eligible for federal aid, the repeat course will be counted as hours the student has attempted and will be used in the 67% completion calculation.)

Degree Completion Requirements

New with the changes to the federal aid requirements is a reduction in the number of fundable hours toward degree.

- 1) Students seeking federal aid will be required to complete their degree within 150% of the published hours required for the awarding of the degree. Those students with attempted hours over 150% will have federal aid suspended. (NOTE: all courses, including those required to be repeated for the degree count in the 150% calculation.)
- 2) Once the Office of Financial Aid and Scholarships has determined that it is mathematically impossible for a student to complete the degree within the 150% hour requirement, federal aid will be suspended.

Student Reinstatement for Poor Academic Progress

There are two types of reinstatement:

- 1) Academic Reinstatement – Meaning students seeking reinstatement with Emporia State University having failed to meet the minimum grade point requirement for their class level.
 - A. Students with less than a 1.80 cumulative grade point average as a first year student, and
 - B. Students with less than a 2.00 cumulative grade point average at all other levels.
- 2) Satisfactory Academic Progress (SAP) – Meaning students who receive Federal Aid and failing to meet the minimum academic standards listed above seeking reinstatement of the Federal Aid.

In both circumstances, the student will receive written notice of the deficiency. Further, students will be provided guidance on the process to appeal the academic withdrawal through a referral to the appropriate academic department.

Satisfactory Academic Progress (SAP) Appeals

At the end of each term, academic progress is reviewed for all students, including those not receiving federal aid. If it is determined that the student is not meeting SAP requirements, they are notified in writing of aid suspension. The notification includes an appeal form with instructions for completing the form. Students are required to meet with their advisor to discuss their academic situation. Only complete forms will be considered for a reinstatement review.

Depending upon individual circumstances, the following might be outcomes of a student's reinstatement appeal:

- 1) A student, who accumulated too many hours to complete their degree within the 150% of the degree requirement, would be placed on an immediate degree plan. This degree plan would act as a degree audit and the student would not be funded for any courses not needed to fulfill the degree requirements. (NOTE: The repeated course work stipulation would still apply).
- 2) A student who might have a cumulative grade point average deficiency, but who might not have accumulated excessive hours, could be reinstated under a more simplified plan, and be required to complete all enrolled hours with a minimum 2.0 grade point average for the continuation of federal aid.

- 3) A student who is reinstated with a recommendation from either their advisor or the SAP Committee could be funded for less than full time enrollment, even if enrolled full time.
- 4) A student could be denied federal financial aid reinstatement. Per the federal guidelines, that decision is final and students do not have the right to appeal further until the student has successfully completed the equivalent of a full time student status for a semester using their own resources.

As you might expect, there are sure to be questions related to the associated changes with the Higher Education Act and Federal Financial Aid. Please note that the Office of Financial Aid and Scholarships is aware that as advisors and advocates for our students you are going to have questions. Please feel free to contact the **Office of Financial Aid and Scholarships (341-5457)** with general or specific questions. They will be more than pleased to assist and work with your student referrals.

 **EMPORIA STATE UNIVERSITY™**
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: M. George Durler
2. Present academic rank: Associate Professor
3. Year joined Emporia State faculty: 2000

4. Degrees:

BS or BA:	<u>BSBA</u>	Year Completed:	<u>1977</u>	Institution:	<u>Kansas State University</u>
MS or MA:	<u>MACC</u>	Year Completed:	<u>1978</u>	Institution:	<u>Kansas State University</u>
EDS:		Year Completed:		Institution:	
Ph.D. or Other:	<u>Ph.D.</u>	Year Completed:	<u>1997</u>	Institution:	<u>Louisiana State University</u>

5. Graduate courses taught and/or advising activities within the last five years:

AC 833 Advanced Auditing
 AC 805 and AC 505 Fraud Examination
 AC 505 Government and Not-for-Profit Accounting
 AC 853 Accounting Theory

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Research that I conduct is intended to enhance knowledge which can be shared with students in my courses. Below is a list of publications and presentations in the past five years.

Publications:
 "Accounting Students' Intent to Blow the Whistle on Corporate Fraudulent Financial Reporting: An Experiment" Kennett, D.L., Downs, A., Durler, M.G., International Journal of Business and Social Science, forthcoming
 "The Organizational Behavior of Accountants, Polychronicity and Other Variables" Review of Business Research, 2009 with Thomas Slocumbe
 "Knowledge Management Systems for the Development and Conservation of a Precious Natural Resource" Oil Gas & Energy Quarterly, October 2009 with Adam Benson
 "How Do Firms Address Multiple Taxonomy Issues?" Chapter in New Dimensions of Business Reporting and XBRL Edited by Roger Debreceeny, Carsten Felden, and Maciej Piechocki. 2007, with Zane Swanson and William Remington
 "Activity-Based Costing in Large U.S. Cities: Costs and Benefits" Journal of Government Financial Management, Spring 2007. Vol 56, No. 1 with Danny L. Kennett and Alexis Downs
 "Teaching After-Tax Cost-Volume-Profit Analysis - Problems and Graphs- In Introductory Managerial Accounting: No Equations Required" Accounting Instructor's Report, Winter 2006. with Danny L. Kennett and Dean Edmiston

Presentations:
 "REA: Has it Arrived or Missed the Boat?" Panel Discussion with Richard Newmark and David Fordam - Ninth

Annual Meeting of the AIS Educator Association, Estes Park, Colorado, June 29 - July 2, 2007

7. Participation in professional activities/service during the last five years:

Professional Meetings Attended:

- 2011 Missouri Valley Regional Meeting of Beta Alpha Psi, Lincoln, NE, April 8 - 9 2011
- 2010 Annual Meeting of Beta Alpha Psi, San Jose, CA August 5 - 7, 2010
- 2010 Missouri Valley Regional Meeting of Beta Alpha Psi, Kansas City, MO, April 9 - 10, 2010
- 2008 Annual Meeting of the American Accounting Association, Anaheim, CA, August 3 - 6, 2008
- 2008 Annual Meeting of Beta Alpha Psi, Anaheim, CA August 4 - 9, 2008
- 2007 Annual Meeting of Beta Alpha Psi, Chicago, IL, August 2 - 3, 2007
- 2007 Annual Meeting of the American Accounting Association, Chicago, IL, August 4 - 9, 2007
- Ninth Annual Meeting of the AIS Educator Association, Estes Park, Colorado, June 29 - July 2, 2007
- 2006 Annual Meeting of Beta Alpha Psi, Washington, DC, August 2-5, 2006
- 2006 Annual Meeting of the American Accounting Association, Washington, DC, August 6-9, 2006

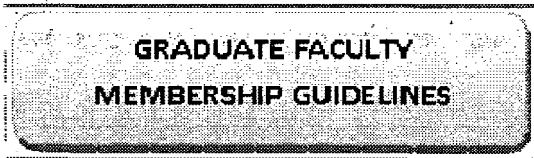
8. Department: Accounting and Information Systems

9. The department graduate faculty met and recommend the following action on this renewal:

5 # of votes supporting recommendation 0 # of votes not supporting recommendation
0 # of votes abstaining

Type of alternative membership supported (if applicable) Regular

10. Effective date: 08/24/2011



I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

08/24/2011


X

Signed by chair

College/School Dean

Route to Graduate Dean


02/1/2011

X 

Signed by **panderso**

Graduate Dean

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Distribution: Graduate Office, Academic Dean, and Department chair.


EMPORIA STATE UNIVERSITY™
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: Ronald D. Freeze
2. Present academic rank: Assistant Professor
3. Year joined Emporia State faculty: 2008

4. Degrees:

BS or BA:	BS	Year Completed:	1984	Institution:	GMI Engineering & Management Instit...
MS or MA:	MA	Year Completed:	2001	Institution:	University of Missouri – Kansas City
EDS:		Year Completed:		Institution:	
Ph.D. or Other:	Ph.D.	Year Completed:	2006	Institution:	Arizona State University

5. Graduate courses taught and/or advising activities within the last five years:

IS 873 Information Systems for Managerial Decision Making; IS 813 Information Technology Project Management

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

As ongoing activities, I have acted as a reviewer of numerous conferences (HICSS, AMCIS, ICIS, DSI, ECIS, ACIS) and journals (ISR, MISQ, EJIS, JKM, IJM). I have also acted as a conference mini-track chair for AMCIS and HICSS for the last two years. My current research activities at ESU include Enterprise Resource Planning and Expert Identification. Ongoing research activities include the expansion of my dissertation work on Knowledge Management Capability Assessment in Latin America and the EU. The following includes a list of conference proceedings and presentations made in the last five years.

Published Journal & Book Articles- Refereed

Lane, P., Alshare, K., Freeze, R., and Wen, J. "The Impacts of System and Human Factors on Online Learning Systems Use and Learner Satisfaciton", Decision Sciences Journal of Innovative Education, Forthcoming, Sept. 2011

Freeze, R., and Hodges, J. "Knowledge Management Capability in Education", Decision Support: An Examination of the DSS Discipline, Schuff, D.: Paradise, D.: Burstein, F.; Sharda, R. (Editors), Annals of Information Systems, Volume 14, 2010

Freeze, R., Alshare, K., Lane, P., and Wen, J. "IS Success Model in E-Learning Context Based on Students' Perceptions" Journal of Information Systems Education, Vol. 21, No. 2, Summer 2010, pp. 173-184

Alshare, K. A., Freeze, R. & Kwun, O., "Student Intention to Use Expert Systems: an Exploratory Study", Journal of Computer Information Systems, Volume 49, Issue 4, Summer 2009

Kulkarni, Uday & Freeze, Ronald, "Measuring Knowledge Management Capabilities", Knowledge Management: Concepts, Methodologies, Tools, and Applications, Jennex, M.E. (Editor), Information Science Reference, 2008

Freeze, R. & Kulkarni, U., "Validating Distinct Knowledge Assets: A Capability Perspective", International Journal of Knowledge Management, Volume 4, Issue 4, September 2008

Kulkarni, U., Ravindran, S. & Freeze, R., "A Knowledge Management Success Model: Theoretical Development and Empirical Validation", Journal of Management Information Systems, Volume 23, No 3, Winter 2007

Freeze, R. & Kulkarni, U., "Knowledge Management Capability: Defining Knowledge Assets", Journal of Knowledge Management, Volume 11, No 6, 2007

Kulkarni, Uday & Freeze, Ronald, "Measuring Knowledge Management Capabilities", Encyclopedia of Knowledge Management, Schwarz, D.G. (Editor), IDEA Group Publishing, 2005

Dissertation

"Relating Knowledge Management Capability to Organizational Outcomes", Completed August 10, 2006

Published Proceedings

Freeze, R.F. and Raschke, R., "Construct Transportability: a Choice that Matters", Proceedings of HICSS-44 2011 forthcoming

Freeze, R.F. and Marjanovic, O., "Knowledge Intensive Business Processes: Theoretical Foundations and Research Challenges", Proceedings of HICSS-44 2011 forthcoming

Freeze, R.F., Lane, P.L., Sasidharan, S., "Management Teams: The Case for Balancing or Unbalancing", Proceedings of HICSS-44 2011 forthcoming

Freeze, R.F., Lane, P.L., and Sasidharan, S., "Expert Relativity: Identify the Expert Just Ahead", Proceedings of AMCIS 2010

Alshare, K.A., Lane, P.L. and Freeze, R.F., "Predicting End-User Intention and Use of Expert Systems", Proceedings of DSI 2009

Freeze, R., and Hodges, J., "Building Knowledge Capabilities In Education", Proceedings of AMCIS 2009

Freeze, R., Raghu, T.S., Vinze, A., Campognolo, D., Partovi, S. and Tyry, T., "Analyzing Chronic Diseases with Latent Growth Models: An Analysis of Multiple Sclerosis", Proceedings of HICSS-42 2009 – Best Paper Nomination

Schymik, G., Kulkarni, U. and Freeze, R., "Impact of Knowledge Management Systems on Knowledge Intensive Business Processes", Proceedings of AMCIS 2007

Freeze, Ronald & Sen, Sagnika, "Knowledge Process Outsourcing: Identifying Potential Research Agenda Based on Industry Trends", Proceedings of ECIS 2007

Freeze, Ronald & Raschke, Robyn, "An Assessment of Formative and Reflective Constructs in IS Research", Proceedings of ECIS 2007

Freeze, Ronald, "Group Invariance: Culture, KM and IT Capability Perceptions", Proceedings of HICSS-40 2007 – Best Paper Nomination

7. Participation in professional activities/service during the last five years:

As ongoing activities, I have acted as a reviewer of numerous conferences (HICSS, AMCIS, ICIS, DSI, ECIS, ACIS) and journals (ISR, MISQ, EJIS, JKM, IJM). I have also acted as a conference mini-track chair for AMCIS and HICSS for the last two years.

Professional Service

Grievance Committee Panel – 2011-2012

Webmaster for School of Business Website – 2009-2012

Chair for ESU-IS Curriculum committee – 2009-2010

Track Chair for Knowledge Management mini-track at HICSS-42, HICSS-43, HICSS-44, HICSS-45 (2009-2012)

Track Chair for Knowledge Management mini-track at AMCIS 2008, AMCIS 2009 & AMCIS 2010

Associate Editor for ICIS 2009 – Methodologies Track

Review articles for the following conferences: AMCIS (2003 thru 2010), ICIS (2003, 2006, 2009, 2011), PACIS 2005, HICSS (2006, 2007, 2009, 2010, 2011) and ECIS (2003,2011).

Reviewed articles for special issues of EJIS, JAIS and MISQ.

Reviewer for MISQ, ISR, ECRA, DSS, EJIS, IJKM

Student Committee – 2009 – 2011

Undergraduate Research Committee – 2009 – 2011

Undergraduate Curriculum Committee – 2009 – 2010

ESU Web Development committee – 2009 – 2010

ESU Faculty Review committee – 2008-2009

ESU Faculty Recognition committee - 2008

ESU-VP for Academic Affairs Advisory Council – 2008-2009

IS Curriculum Committee – 2008-2012

General Education Council – Fall, 2008

ESU-IS Search Committee – 2008

ESU-IS Club Faculty – 2008, 2009

8. Department: Accounting and Information Systems

9. The department graduate faculty met and recommend the following action on this renewal:

3 # of votes supporting recommendation

0 # of votes not supporting recommendation

0 # of votes abstaining

Type of alternative membership supported (if applicable) Regular

10. Effective date: 08/29/2011

**GRADUATE FACULTY
MEMBERSHIP GUIDELINES**

I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

08/29/2011

X 

Signed by plane

College/School Dean

Route to Graduate Dean

08/29/2011

X 

Graduate Dean

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Distribution: Graduate Office, Academic Dean, and Department chair.


EMPORIA STATE UNIVERSITY™
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: Dipak Ghosh
2. Present academic rank: Professor
3. Year joined Emporia State faculty: 1997

4. Degrees:

BS or BA:	<u>B.Sc</u>	Year Completed: <u>1986</u>	Institution: <u>St. Xavier's College, Kolkata, India</u>
MS or MA:	<u>M.A.</u>	Year Completed: <u>1988</u>	Institution: <u>Tulane University, New Orleans, LA</u>
EDS:		Year Completed: <u></u>	Institution: <u></u>
Ph.D. or Other:	<u>Ph.D.</u>	Year Completed: <u>1994</u>	Institution: <u>Tulane University, New Orleans, LA</u>

5. Graduate courses taught and/or advising activities within the last five years:

BC 807 - Managerial Economics
BC 550 - International Economics (for both graduate and undergraduate credit)

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

My research is concentrated in the area of Applied Econometrics and Open Economy Macroeconomics.

"International Capital Mobility and the Feldstein-Horioka Puzzle: An empirical examination for the G5 nations," (with Swarna D. Dutt), forthcoming in Southwestern Economic Review.

"International Capital Mobility amongst the G5 Economies: Examining Feldstein-Horioka Using Panel Cointegration Tests," (with Swarna D. Dutt), presented at the 75th annual meeting of the Midwest Economics Association, St. Louis, Missouri, March 18-20, 2011.

" Threshold Cointegration test of the Nominal-Real Interest Rate Nexus: A Multicountry Study," (with Swarna D. Dutt), Indian Journal of Economics and Business, 2010, Vol. 9, No.1, pp. 1-12.

"Re-examining the Feldstein-Horioka Puzzle Using Panel Cointegration Tests" with (Swarna D., Dutt), presented at the 74th annual meeting of the Midwest Economics Association, Evanston, Illinois, March 19-21, 2010.

"The Feldstein-Horioka Puzzle: An Empirical Examination for the G5 Nations," With (Swarna D., Dutt), presented at the 73rd annual meeting of the Midwest Economics Association, Cleveland, March 20-22, 2009.

"Nonstationarity and Nonlinearities in the US Unemployment Rate: A Re-examination" (with Swarna D. Dutt), Journal for Economic Educators, Fall 2008, Vol. 8, No. 2, pp. 43-53.

"Re-examing the Stock Price – Inflation Rate Relationship: Case Study: USA," (with Swarna D. Dutt), Pennsylvania Economic Review, Spring 2008, Vol. 16, No. 1, pp. 20-29.

"The Feldstein-Horioka Puzzle: An Empirical Re-examination," (with Swarna D. Dutt), presented at the 72nd annual

meeting of the Midwest Economics Association, Chicago, March 14-16, 2008.

"A Threshold Cointegration Test of the Fisher Hypothesis: A Study Across Alternative Inflation Measures," (with Adrian Austin and Swarna D. Dutt), Clarion Business and Economic Review, Fall 2007, Vol. 7, pp.42-50.

"Stock Price – Inflation Nexus: A Multi Country Analysis," (with Swarna D. Dutt), presented at the 44th annual meeting of the Missouri Valley Economics Association, Kansas City, October 25-27, 2007

"Stock Price – Inflation Nexus: A Multi-Country Analysis," (with Swarna D. Dutt), presented at the 71st annual meeting of the Midwest Economics Association, Minneapolis, March 23-25, 2007.

"Stock Price – Inflation Nexus: A Multi-Index Analysis," (with Swarna D. Dutt), presented at the 34th annual meeting of the Academy of Economics and Finance, Jacksonville, February 14-17, 2007.

"Inflation Forecasts : an Empirical Re-examination," (with Swarna D. Dutt), Southwest Business and Economics Journal, Vol. 15, 2006-2007, pp 9-18.

"Price Controls and Professional Baseball" (with Glenn Pettengill), Midwestern Business and Economic Review, Spring 2007, No. 39, pp 41-45.

"A Threshold Cointegration Test of the Fisher Hypothesis: Case Study of 5 European Nations," (with Swarna D. Dutt), Southwestern Economic Review, Spring 2007, Vol. 34, No. 1, pp 41-49.

7. Participation in professional activities/service during the last five years:

Chair and Discussant for a session on Capital Flows at the 75th annual meeting of the Midwest Economics Association in St.Louis, Missouri, March 18-20, 2011

Discussant for a session on International Finance at the 74th annual meeting of the Midwest Economics Association in Evanston, Illinois, March 19-21, 2010.

Discussant for a session on International Finance at the 73rd annual meeting of the Midwest Economics Association in Cleveland, March 20-22, 2009.

Review "Do Economic Reforms and Human Capital Explain Post-Reform Growth?" for Journal of South Asian Development.

Discussant for a session on International Trade at the 72nd annual meeting of the Midwest Economic Association in Chicago, March 14-16, 2008.

Participated in focus groups on textbook development for Cengage Learning and Pearson.

Review of a chapter on "Elasticity" for a new textbook on Principles of Economics by Dirk Mateer for Norton Publishing Company.

Discussant for session on "Macroeconomics" during the the 44th annual meeting of the Missouri Valley Economics Association, Kansas City, October 25-27, 2007

Discussant for session on "Financial Econometrics" at the 71st annual meeting of the Midwest Economics Association, Minneapolis, March 23-25, 2007

Review of "Intermediate Microeconomics" by Thomas Nechyba for Thomson – Southwestern, 2007

Participated in focus groups for textbook development for Thomson-Southwestern and Addison-Wesley, 2007.

8. Department: Accounting and Information Systems

9. The department graduate faculty met and recommend the following action on this renewal:

5 # of votes supporting recommendation 0 # of votes not supporting recommendation
0 # of votes abstaining

Type of alternative membership supported (if applicable) Regular

10. Effective date: 08/24/2011

**GRADUATE FACULTY
MEMBERSHIP GUIDELINES**

I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

02/24/2011

X 

Signed by chair

College/School Dean

Route to Graduate Dean

02/24/2011

X 

Graduate Dean

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EMPORIA STATE UNIVERSITY™
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: Cathy A. Grover
2. Present academic rank: Associate Professor
3. Year joined Emporia State faculty: 2001

4. Degrees:

BS or BA:	Psychology; Business ...	Year Completed:	1986	Institution:	Emporia State University
MS or MA:	Psychology	Year Completed:	1988	Institution:	Emporia State University
EDS:		Year Completed:		Institution:	
Ph.D. or Other:	Psychology	Year Completed:	1992	Institution:	Texas A&M University

5. Graduate courses taught and/or advising activities within the last five years:

PY703PB University Level Teaching
 PY560 Physiological Psychology - both undergrad & grad
 PY570 Sensation & Perception - both undergrad & grad

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Publications:

Thielen, K. R., Stuber, D., Grover, C. A., & Weaver, K. A. (2011). Engaging students through psychology organizations. In R. Miller (Ed.), *Promoting Student Engagement: Volume 1: Programs, Techniques and Opportunities*. <http://teachpsych.org/resources/e-books/pse2011/index.php>

Grover, C. A., & Weaver, K. A. (2008). Integrating Research Methods and Introductory Statistics. In R. F. Rycek & R. Miller (Eds.) *Developing, promoting, & sustaining undergraduate research experience*. <http://teachpsych.org/resources/e-books/ur2008/ur2008.php>

Grover, C. A., & Davis, S. F. (2008). And then the lights went out: Constructing a Simple Ganzfeld. Reprinted with updates in L. T. Benjamin (Ed), *Favorite activities for the teaching of psychology*, Washington, D.C., A.P.A.

Grover, C. A. (2008). Drugs and Behavior. In S. F. Davis & W. Buskist (Eds.) *21st century psychology: A reference handbook*. CA :Sage.

Presentations:

Ball**, J. A., Lawson**, A., Tuttle**, E., Keightley**, D. M., & Grover, C., A. (2011, April). Spatial Learning Differences among Rats Raised in Different Environments. Poster presented at the annual meeting of the Southwestern Psychological Association, San Antonio, TX.

Grover, C. A. [Cain, M., Kirkpatrick, K., & Palmatier, M.]. (2011, April). Behavioral phenotypes as predictors of reward sensitivity. Kansas State Representative Symposium at the annual meeting of the Southwestern Psychological Association, San Antonio, TX.

Keightley**, D. M., Higgins**, S. B., Elliott**, D. M., Gilder*, K., McDaniel**, E. A., & Grover, C. A. (2010, November).

Piloting the ziggurat task: The pitfalls of research replication: Poster presented at the joint meeting of The Association for Psychological and Educational Research in Kansas and The Nebraska Psychological Association, Emporia, KS.

Ball**, J. A., Brown**, A. K., Miller**, T. M., Peterson**, J. R., Bennett**, B. C., Fishburn*, C., & Grover, C. A. (2009, April). The effect of environment on spatial learning in rats. Poster presented at the 25th Annual Research and Creativity Forum, Emporia, KS.

Brown**, A. K., Chadick**, C., Sauls*, C., Meara**, J., Ball**, J., Rea*, C., & Grover, C. A., Development of acute tolerance to ethanol in the male Sprague-Dawley rat. Poster presented at the 25th Annual Research and Creativity Forum, Emporia, KS.

Ball**, J. A., Brown**, A. K., Miller**, T. M., Peterson**, J. R., Bennett**, B. C., Fishburn*, C., & Grover, C. A. (2009, April). The effect of environment on spatial learning in rats. Poster presented at the annual meeting of the Southwestern Psychological Association, San Antonio, TX.

Miller**, T. M., Brown**, A. K., Ball**, J. A., Peterson**, J. R., Bennett**, B. C., Rea*, C. P., & Grover, C.A. (2009, April). The effects of nicotine pretreatment on anxiety and reward in female rats. Poster presented at the annual meeting of the Southwestern Psychological Association, San Antonio, TX.

Grover, C. A., Brown**, A.K., Ball**, J. A., Chadick**, C., Miller**, T. M., & Howard**, W. J. (2009, April). Graduate research internships: Who, how, when, where, what, and why. Symposium at the annual meeting of the Southwestern Psychological Association, San Antonio, TX.

Ball**, J. A., Brown**, A. K., Miller**, T. M., Peterson**, J. R., Bennett**, B. C., Wade*, S. L., Fishburn*, C. J., Sigle*, A. L., & Grover, C. A. (2008, November). Enrichment effects on rats' spatial learning. Oral presentation at the annual meeting of The Association for Psychological and Educational Research in Kansas, Bellevue, NE.

Peterson**, J. R., Bennett**, B. C., Ball**, J. A., Brown**, A. C., Grover, C. A. (2008). Sleep deprivation induces weight loss and increased food consumption in adult and adolescent rats. Emporia State University Research and Creativity Forum.

Miller**, T. M., Grover, C. A., Rea*, C., & Peterson**, J. R. (2008). Nicotine induced anxiety on the EPM for adolescent rats: No pretreatment effects. Emporia State University Research and Creativity Forum.

Peterson**, J. R., Sones*, J. R., Miller**, T. M., Bennett**, B. C., Brown**, A. K., Ball**, J. A., & Grover, C. A. (2008, April). Effects of sleep deprivation and age on rats' operant performance. Poster presented at the annual meeting of the Southwestern Psychological Association, Kansas City, KS.

McJunkin**, L. M., & Grover, C. A. (2007, November). The effects of stereotype threat on the performance of children and adolescents: When does alleviation count? Oral presentation at the annual meeting of The Association for Psychological and Educational Research in Kansas, Wichita, KS.

Howard**, W. J., Yates*, C. L., Meara*, J. P., Miller**, T. M., Bergstrom*, J. Jackson**, G. C., Peterson**, J. R., & Grover, C.A. (2007, April). Isolated/social housing effects on rats' ethanol consumption and operant conditioning. Poster presented at the annual meeting of the Southwestern Psychological Association, Fort Worth, TX.

Jackson**, G. C., Enloe*, M., Miller**, T. M., Bergstrom*, J. C., Yates*, C. L., Meara*, J. P., & Grover, C. A. (2007, April). Anxiety and ethanol consumption in older Long-Evans rats. Poster presented at the annual meeting of the Southwestern Psychological Association, Fort Worth, TX.

Other:

ESU Academic Enhancement Funding: Student Participation in Southwestern Psychological Association Conference, \$4,800 awarded 3/21/08 for spring 2009 conference, San Antonio, KS.

ESU Office of Graduate Studies and Research Travel Assistance Award: \$100 to attend and present poster at Southwestern Psychological Association annual meeting in Kansas City, KS, spring 2008.

ESU Academic Enhancement Funding: Student Participation in Southwestern Psychological Association Conference, \$4,500 awarded 3/13/07 for the spring 2008 conference, Kansas City, KS.

ESU Office of Graduate Studies and Research Travel Assistance Award: \$100 to attend and present posters at Southwestern Psychological Association annual meeting in Fort Worth, TX, spring 2007.

7. Participation in professional activities/service during the last five years:

The Association for Psychological and Educational Research in Kansas (PERK)

Member current;

Web Master 2009-2011

Past President 2009, President 2007-8, President elect 2007

The Southwestern Psychological Association (SWPA)

Kansas Representative on Executive Committee, 2009-13

Newsletter Committee 2008-9

Newsletter Graphics Designer 2008-9

ESU Representative on the Great Plains Behavioral Research Association (GPBRA) Board

Host Designate for 2008 Great Plains Student Psychology Conference

Reviewer for Journal of Psychological Inquiry, 2002-current

Reviewer for Teaching of Psychology, current

Emporia State University:

Academic Grievance Panel 2010-11.

Curriculum Review Panel 2008-11

Chair Animal Care and Use Committee, 6-7, 8-9, 10-11

Secretary Animal Care and Use Committee, 7-8, 9-10

Alcohol Advisory Committee, Faculty Member

Honors Council, Fall/Spring current, Faculty Member

Honors Program Director Screening Committee, Member Spring 2007

The Teachers College:

Teachers College Associate Dean Search Committee, 2008

Teachers College Dean Search Committee, 2008

Dean's Evaluation Committee member, 2007

Departmental:

GTA Selection Committee

Experimental Psychology Graduate Program Director, 2001-current

Department Web Master 2008-current

Department Social Committee - current

Faculty Sponsor of Psychology Club, 2001 - 2011

Department Faculty Recognition Committee, 2002-4, 5-8

Department Grievance Committee,

Alternate Fall/Spring 2006-7,

Chair Clinical Psychology Faculty Search Committee, 2007-8

School Psychology Faculty Search Committees, Fall 2007

EEO Monitor for School Psychology Search Fall 2007

Faculty Mentor to Dr. Pam MacDonald, 2008-9, Dr. Ann Miller, 2007-8, Dr. Gaelynn Wolf Bordonaro, 2005-6

8. Department:

9. The department graduate faculty met and recommend the following action on this renewal:

of votes supporting recommendation # of votes not supporting recommendation

of votes abstaining

Type of alternative membership supported (if applicable)

10. Effective date:

**GRADUATE FACULTY
MEMBERSHIP GUIDELINES**

I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

8/3/2011

X 

College/School Dean

Route to Graduate Dean


8/11/2011

X 

Signed by: pbennett

Graduate Dean

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EMPORIA STATE UNIVERSITY™
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: Paul Luebbers
2. Present academic rank: Associate Professor
3. Year joined Emporia State faculty: 2006
4. Degrees:

BS or BA:	BSE	Year Completed:	1997	Institution:	Emporia State University
MS or MA:	MS	Year Completed:	2001	Institution:	Emporia State University
EDS:		Year Completed:	2005	Institution:	
Ph.D. or Other:	Ph.D.	Year Completed:		Institution:	Virginia Commonwealth University

5. Graduate courses taught and/or advising activities within the last five years:

PE 725-The Science of Coaching, PE 738-Advanced Technology in HPER, PE 768-Advanced Exercise Physiology, PE 840- Exercise Metabolism

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Publications:

Thomas, J. and Luebbers, P.E. (2009). The smoking milkshake. *American Journal of Health Education*, 40 (6), 322-328.

Brewer, J., Luebbers, P.E., and Smith, S. (2009). Increasing student physical activity during the school day: Opportunities for the physical educator. *Strategies*, 22(3), 20-23.

Luebbers, P.E., Pötteiger, J.A., Warren B.J., Clore, J.N., Gennings C., and Bond, D.S. (2008). Glucose uptake following resistance training of different intensities but of equal work volume. *The Journal of Strength and Conditioning Research*, 22(4), 1094-1100.

Lukaszuk, J.M., Luebbers, P.E., and Gordon, B. (2007). Preliminary study: Soy milk as effective as skim milk in promoting weight loss. *Journal of the American Dietetic Association*, 107 (10), 1811-1814.

Brandenburg, J.B., Pitney, W.A., Luebbers P.E., Veera, A., and Czajka, A. (2007). Time course of changes in vertical-jumping ability after static stretching. *International Journal of Sports Physiology and Performance*, 2, 170-181.

Presentations:

Luebbers, P.E., Fry, A.C. (2010). The Kansas Squat Test Protocol Comparison: Smith Machine vs Free-Weight. National Strength and Conditioning Association. Orlando, FL.

Luebbers, P.E., Fry, A.C. (2009). Validity of the Kansas Squat Test for Track and Field Sprinters and Jumpers. National Strength and Conditioning Association. Las Vegas, NV.

Luebbers, P.E., Fry, A.C. (2009). Validity of the Kansas Squat Test for Track and Field Throwers. National Strength and Conditioning Association. Las Vegas, NV.

Luebbers, P.E. (2010). Nutritional Ergogenics: Sport and Energy Drinks. National Strength and Conditioning Association Kansas Kansas Strength, Power and Programming Clinic. Emporia, KS.

Luebbers, P.E. (2009). Sports nutrition: Protein and the athlete. National Strength and Conditioning Association Kansas Kansas Strength, Power and Programming Clinic. Emporia, KS.

Luebbers, P.E. (2008). Nutritional strategies for improved performance. National Strength and Conditioning Association Kansas Kansas Strength, Power and Programming Clinic. Emporia, KS.

Association Kansas Kansas Strength, Power and Programming Clinic. Emporia, KS.
Luebbers, P.E. (2008). Incorporating high-intensity interval training. National Strength and Conditioning Association
Kansas Kansas Strength, Power and Programming Clinic. Emporia, KS.
Butler, M.S., and Luebbers, P.E. (2008) High-speed video for coaches. Kansas Association of Health, Physical
Education, Recreation and Dance. Emporia State University, Emporia, KS.
Butler, M.S., and Luebbers, P.E. (2007) Dartfish for coaches. Kansas Association of Health, Physical Education,
Recreation and Dance. Emporia State University, Emporia, KS.

Grants:

Luebbers, P.E. (2008). Dietary Supplement Research Practicum. National Institutes of Health: Office of Dietary
Supplements. Funded Training Grant.
Worrel, V., and Luebbers, P.E. (2007). Validation of Walk4Life MVP pedometer in a free-living environment.
Walk4Life Corporation Grant. Funded: \$1,500.00
Luebbers, P.E. and Worrel, V. (2007). Validation of Walk4Life MVP pedometer in a laboratory setting. Walk4Life
Corporation Grant. Not Funded
Luebbers, P.E. (2007). Comparison of pedometer-determined daily activity among undergraduate HPER-major and
non-HPER-major college students. Emporia State University, The Teacher's College Innovation and Creativity Grant.
Funded: \$400.00
Brandenburg, J.B., Pitney, W.A., and Luebbers, P.E. (2006). The duration of stretch-induced decrements in muscle
performance. Northern Illinois University, College of Education Research Grant. Funded: \$930.00

7. Participation in professional activities/service during the last five years:

Master of Science in Physical Education Thesis

- o Chair - Gareth Smith - The Effects of Coaching Education Programs on Coaching Efficacy in Volunteer Youth
Soccer Coaches (2010-2011)
- o Committee - Keith Pfannenstiel – The Effects of Spin Cycle Training on Anaerobic Power (2008-2009)

University/College/Department Service:

University Research and Creativity Day – Poster Judge (2011)
Search Committee - Graduate School and Distance Education Recruitment & Development Specialist (2010)
ESU Faculty Senate Executive Committee (2010-Present)
ESU Faculty Senate – Chair, Committee on Campus Governance (2010-Present)
ESU Faculty Senate – HPER Representative (2009-Present)
Dean's Discretionary Funds for Travel Committee (2009-2010)
Teachers College Faculty Review Committee (2010)
Undergraduate Research, Scholarship & Creative Activities Committee (2009-Present)
University Copyright Committee (2006-2009)
University Scholarly Communications Committee (2006-2008)
HPER Graduate Committee, Chair (2009-2010)
HPER Graduate Committee (2006-Present)
HPER Building and Equipment Committee (2006-2008)
Teachers College Appeal Committee (2007)
Search Committee, Chair, HPER Instructor (2007)
University SWOT Focus Group (2007)

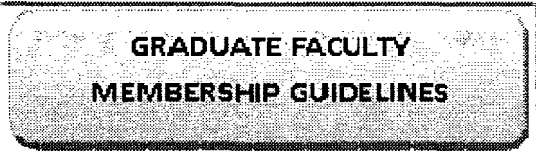
Professional Service:

- Chair, Director's Advisory Council, National Strength and Conditioning Association Kansas (2010-Present)
- Manuscript Reviewer, KAHPERD Journal (2008-Present)
- KAHPERD Convention, Technology Committee (2006-2008)
- NSCA Fly Solo Camp, Emporia, KS (2007)
- Book Review Panel member A Professional's Guide to Preventing Heart and Other Diseases, 1st ed., LaFontaine,
T.P. and Roitman, J.L., Lippincott, Williams & Wilkins (2010)
- Textbook Review Panel member, ACSM's Complete Guide to Fitness and Health, 1st ed., Bushman, B.A.,
Lippincott, Williams & Wilkins (2010)
- Manuscript Reviewer, Journal of the International Society of Sports Nutrition (2010-Present)
- Research Consortium, National Strength and Conditioning Association (2009-Present)
- Textbook Reviewer, Concepts of Physical Fitness, 13th ed., Corbin, C.B., Welk, G.J., Corbin, W.R., and Welk, K.A.
McGraw-Hill (2005)
- Manuscript Reviewer, Medicine and Science in Sports and Exercise (2003-2004)

8. Department: HPER
9. The department graduate faculty met and recommend the following action on this renewal:
- | | | | |
|----------|--------------------------------------|----------|--|
| <u>7</u> | # of votes supporting recommendation | <u>0</u> | # of votes not supporting recommendation |
| <u>0</u> | # of votes abstaining | | |

Type of alternative membership supported (if applicable) Regular

10. Effective date: 09/08/2011



I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

9/8/2011

X

Signed by **Bremer**

College/School Dean

Route to Graduate Dean

9/8/2011

X

Signed by **bennett**

Graduate Dean

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Distribution: Graduate Office, Academic Dean, and Department chair.


EMPORIA STATE UNIVERSITY™
REGULAR GRADUATE FACULTY RECOMMENDATION FORM

Please complete and submit to the Graduate Office. **All areas must be completed.**

1. Name of candidate: Michael A. Richard
2. Present academic rank: Associate Professor
3. Year joined Emporia State faculty: 2011

4. Degrees:

BS or BA:	<u>BS</u>	Year Completed: <u>1976</u>	Institution: <u>Athens College, Athens, AL</u>
MS or MA:	<u>M.Ed.</u>	Year Completed: <u>1982</u>	Institution: <u>Auburn University, Auburn, AL</u>
EDS:		Year Completed: <u></u>	Institution: <u></u>
Ph.D. or Other:	<u>Ph.D.</u>	Year Completed: <u>1997</u>	Institution: <u>Florida State Univ, Tallahassee, FL</u>

5. Graduate courses taught and/or advising activities within the last five years:

RE700 - Seminar in Rehabilitation Services
 RE701 - Foundations of Rehabilitation
 RE721 - Counseling Diverse Populations
 RE732 - Psychosocial
 RE744 - Conflict Resolution
 RE835 - Career Counseling
 RE855 - Supervised Practicum
 RE899 - Internship

6. Statement of research/creative activities and chronological listing of scholarly or creative contributions during the last five years:

Scholarly Productivity

Publications in Peer-Reviewed Journals

Rushton, S., & Jackson, M. Richard, M. (2007). Teacher's Myers-Briggs personality profiles Identifying effective teacher personality traits. *Teaching and Teacher Education*. 23,(4), 432-441.

Published Books

Richard, M.A., & Emener, W.G & Hutchison, W.S. (Editors/Authors), (2009). *Employee Assistance Programs: Wellness/Enhancement Programming* (4th Ed). Springfield, IL: Charles C. Thomas.

Emener, W.G., Richard, M.A. & Bosworth, J.J. (Editors/Authors), (2009). *A Guidebook to Human Service Professions: Helping College Students Explore Opportunities in the Human Services Field*. Springfield, IL: Charles C. Thomas.

Chapters in Books

Richard, M.A. (2009). An Ageing Workforce. In Richard, M.A., & Emener, W.G & Hutchison, W.S. (Eds.), *Employee Assistance Programs: Wellness/Enhancement Programming* (4th Ed). Springfield, IL: Charles C. Thomas.

Richard, M.A., Emener, W.G. & Hutchison, W.S. *Employee Assistance Programs: Evolving in a World of Ominous Change*. In Richard, M.A., & Emener, W.G & Hutchison, W.S. (Eds.), *Employee Assistance Programs*:

Wellness/Enhancement Programming (4th Ed). Springfield, IL: Charles C. Thomas.

Emener, W.G., Richard, M.A. & Bosworth, J.J. (2009). Okay, You Want to Work with and Help People. Now What Do You Do? In Richard, M.A., & Emener, W.G & Hutchison, W.S. (Eds.), A Guidebook to Human Service Professions: Helping College Students Explore Opportunities in the Human Services Field. Springfield, IL: Charles C. Thomas.

Richard, M.A. & Emener, W.G. (2009). Human Service Occupations: Selected Examples. In Emener, W.G., Richard, M.A. & Bosworth, J.J. (Eds.) A Guidebook to Human Service Professions: Helping College Students Explore Opportunities in the Human Services Field. Springfield, IL: Charles C. Thomas.

Emener, W.G., Richard, M.A. & Bosworth, J.J. (2009) Professional Ethics and Professionalism. In Emener, W.G., Richard, M.A. & Bosworth, J.J. (Eds.) Guidebook to Human Service Professions: Helping College Students Explore Opportunities in the Human Services Field. Springfield, IL: Charles C. Thomas.

Chapter Updates

Richard, M.A., (2009). Update 2003-2007 for Dickman, Fred & Challenger, R. B. Employee Assistance Programs: A Historical Sketch In Richard, M.A., & Emener, W.G & Hutchison, W.S. (Eds.), Employee Assistance Programs: Wellness/Enhancement Programming (4th Ed). Springfield, IL: Charles C. Thomas.

Richard, M.A., (2009). Update 2003-2007 for Dixon, C.G. & Wright, and T. J. Cultural Diversity Issues in Employee Assistance Programs. In Richard, M.A., & Emener, W.G & Hutchison, W.S. (Eds.), Employee Assistance Programs: Wellness/Enhancement Programming (4th Ed). Springfield, IL: Charles C. Thomas.

Richard, M.A., (2009). Update 2003-2007 for Richard, M.A. & Schemm, J.K., Changes in the Workforce and Changes in the Workplace Critical to Employee Assistance Programs. In Richard, M.A., Emener, W.G. & Hutchison, W.S. (Eds.), Employee Assistance Programs: Wellness/Enhancement Programming (4th Ed). Springfield, IL: Charles C. Thomas.

7. Participation in professional activities/service during the last five years:

Professional Certifications

Certified Rehabilitation Counselor #04077

Professional and Clinical Productivity

1/08- 5/09 Counselor: Counseling and Wellness Center, University of South Florida – Sarasota/Manatee.
Provide individual counseling on an as needed basis and attend weekly clinical staff meetings

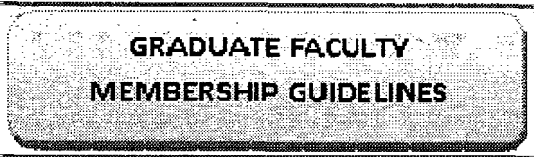
8. Department: Counselor Education

9. The department graduate faculty met and recommend the following action on this renewal:

of votes supporting recommendation # of votes not supporting recommendation
 # of votes abstaining

Type of alternative membership supported (if applicable) Select...

10. Effective date:



I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, Dean, Graduate Dean

Chair

01/22/2011

X 

Signed by kcostell

College/School Dean

Route to Graduate Dean

01/22/2011

X 

Signed by mckenna

Graduate Dean

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Distribution: Graduate Office, Academic Dean, and Department chair.

 **EMPORIA STATE UNIVERSITY**
GRADUATE FACULTY RECOMMENDATION RENEWAL FORM
Regular Graduate Faculty

Please complete and submit to the Graduate Office.

1. Name of candidate: R. Brent Thomas
2. Present academic rank: Professor
3. Graduate courses taught within the last **five** years:

GB 770 Seminar in Biology; GB 771 Seminar in Biology; GB 890 Thesis, M.S.; GB 750 Research Design & Analysis; GB 752 Scientific Writing; ZO 859 Spec Topics: Herpetology

4. Graduate advising activities during the last **five** years:

Served as the major advisor (i.e., thesis supervisor) for the following M.S. Biology students:
Ian Nall (M.S. Biology, 2009)
William House (M.S. Biology, 2009)
Jodie Hearlson (M.S. Biology, 2011)
Jennifer Singleton (Current M.S. Biology Candidate)

In addition, I have served (or am currently serving on) numerous student graduate committees over the past 5 years (>10)

5. Statement of research and creative activities within the last **five** years:

My research has focused on the ecology, behavior, and natural history of freshwater turtles inhabiting ponds in east-central Kansas.

6. Chronological listing of publications during the last **five** years:

House, W. J., I. M. Nall, and R. B. Thomas. 2011. Selected aspects of semi-aquatic turtle assemblages in east-central Kansas ponds. *Transactions of the Kansas Academy of Science* 114(3-4): In Press
Éverly, A., L. M. Sievert, and R. Brent Thomas. 2011. Dear enemy recognition in captive brown anoles (*Anolis sagrei*). *Journal of Kansas Herpetology* 39: In Press
House, W. J., I. M. Nall, and R. B. Thomas. 2010. Interpond movements of Painted Turtles (*Chrysemys picta*) in east-central Kansas. *Southwestern Naturalist* 53(3): 403-410.
Nall, I. M., and R. B. Thomas. 2009. Does method of bait presentation within funnel traps influence capture rates of semi-aquatic turtles? *Herpetological Conservation and Biology* 4:161-163.
Thomas, R. B., I. M. Nall, and W. J. House. 2008. Relative efficacy of three different baits for trapping pond-dwelling turtles in east-central Kansas. *Herpetological Review* 39:186-188.
Thomas, R. B., and R. Altig. 2006. Characteristics of the foreclaw display behaviors of female *Trachemys scripta* (Slider Turtles). *Southeastern Naturalist*. 5:227-234
Taylor, C. M., R. A. Fiorillo, L. R. Williams, R. B. Thomas, T. L. Holder, and M. L. Warren, Jr. 2006. Distribution, abundance, and diversity of upland stream fishes under variable environmental conditions. *Canadian Journal of Fisheries and Aquatic Sciences*. 63:43-54.
Thomas, R. B. 2006. *Trachemys scripta* – Slider or Yellow-bellied Slider. In: Meylan, P. A. (Ed.). *Biology and Conservation of Florida Turtles*. Chelonian Research Monographs No. 3, pp. 296-312.
Thomas, R. B., and K. P. Jansen. 2006. *Pseudemys floridana* – Florida Cooter. In: Meylan, P. A. (Ed.). *Biology and Conservation of Florida Turtles*. Chelonian Research Monographs No. 3, pp. 338-347.

7. Other evidence of distinguished scholarly attainment during the last **five** years:

Serve as a member of the International Union for Conservation of Nature/Species Survival Commission's Freshwater Turtle Specialist Group (membership is by invitation only).

Obtained FRC grants to help support research in my laboratory.

Numerous presentations at professional conferences (usually co-authored with students; listed below):

Singleton, J., and R. B. Thomas. 2011. Ontogeny of melanism in male Slider Turtles (*Trachemys scripta*). 143rd Annual Meeting of the Kansas Academy of Science, April 2011, Baldwin City, KS.

Singleton, J., J. Hearlson, and R. B. Thomas. 2011. Escape rates of aquatic turtles from funnel traps and basking traps. 58th Annual Meeting of the Southwestern Association of Naturalists, April 2011, Tyler, Texas.

Hearlson, J., J. Singleton, and R. B. Thomas. 2010. Selected Aspects of Semi-Aquatic Turtle Assemblages in East-Central Kansas Ponds. 37th Annual Meeting of the Kansas Herpetological Society. Topeka, Kansas.

J. Singleton, J. Hearlson, and R. B. Thomas. 2010. Escape Rates of Aquatic Turtles from Funnel Traps and Basking Traps. 37th Annual Meeting of the Kansas Herpetological Society. Topeka, Kansas.

Liu, D., C. Wilson, J. Hearlson, J. Singleton, R. B. Thomas, and S. S. Crupper, Emporia State University, Emporia, Kansas. Topic: Prevalence of Antibiotic Resistant Bacteria Associated with the Red-eared Slider (*Trachemys scripta elegans*). 37th Annual Meeting of the Kansas Herpetological Society. Topeka, Kansas.

Nall, I. M., W. J. House, and R. B. Thomas. 2008. Estimating turtle population demographics: how well do conventional techniques reflect reality? Southwestern Association of Naturalists. Memphis, Tennessee.

House, W. J., I. M. Nall, and R. B. Thomas. 2008. Interpond movement patterns of western painted turtles (*Chrysemys picta bellii*) in east central Kansas. Southwestern Association of Naturalists. Memphis, Tennessee.

Nall, I. M., W. J. House, and R. B. Thomas. 2008. The influence of trap bias on estimates of sex ratio for semi-aquatic turtle populations. Kansas Academy of Science. Emporia, Kansas.

House, W. J., I. M. Nall, and R. B. Thomas. 2008. Interpond movement patterns of western painted turtles *Chrysemys picta bellii* in east central Kansas. Kansas Academy of Science. Emporia, Kansas.

Nall, I. M., and R. B. Thomas. 2007. Linkage between foreclaw growth rate and stage of melanism in male slider turtles (*Trachemys scripta*): comparisons within and among populations. Kansas Herpetological Society. Topeka, Kansas.

House, W. J., I. M. Nall, and R. B. Thomas. 2007. Effectiveness of selected baits for trapping pond-dwelling turtles in east-central Kansas. Kansas Herpetological Society. Topeka, Kansas.

Nall, I. M., and R. B. Thomas. 2007. Relationship between foreclaw growth rate and stage of ontogenetic melanism of male slider turtles (*Trachemys scripta*). Southwestern Association of Naturalists. Stephenville, Texas.

Thomas, R. B. 2006. Sampling methods for studies of freshwater turtles: does methodology influence our estimates of abundance, richness, and diversity. Kansas Herpetological Society. Hays, Kansas.

8. Department: Biological Sciences

9. The department graduate faculty met and recommend the following action on this renewal:

12 # of votes supporting renewal

0 # of votes **not** supporting renewal

0 # of votes abstaining

Type of alternative membership supported (if applicable) Regular

10. Effective date of renewal: 08/25/2011

**GRADUATE FACULTY
MEMBERSHIP GUIDELINES**

I confirm I have reviewed and understand the Membership in Graduate Faculty at Emporia State University Guidelines.

Signatures

Signature Order: Chair, College/School Dean, Graduate Dean

Chair

0/25/2011

X 

Signed by strown10

College/School Dean

Route to Graduate Dean

0/25/2011

X 

Signed by strown10

Graduate Dean Finalize Form (no further changes, locks data)

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GRADUATE SCHOOL

TO: Members of the Graduate Council
FROM: Nancy Albrecht, Chair, Graduate Council
DATE: December 21, 2011

The Council of Graduate Studies will meet at 3:30 p.m. on Thursday, September 22, 2011 in the President's Conference Room.

AGENDA

1. Approval of minutes from the March 17, 2011 meeting.
2. Information/Congratulations/News
 - *Quest* magazine
 - Graduate student computer lab
 - Graduate advisor workshop – October 5 (Plumb Hall 316 – 3:00 pm)
 - Scholar's circle
 - Distribution of *Quest* and *Graduate Viewbook*
 - Graduate curricular process
 - Graduate Council committees 2011-2012
 - IDT
3. Action
 - Thesis policy
 - International student policy revisions (pgs. 5, 6, 22, & 24 of the Graduate Policy Handbook)
 - Course revalidation requests for Ruth Mbugua, Psychology
4. Reports/discussion
 - Graduate recruiting – Liz McLain
 - *Graduate Viewbook*
5. Graduate faculty
 - George Durler, Associate Professor, Accounting and Information Systems

- Ronald Freeze, Assistant Professor, Accounting and Information Systems
- Dipak Ghosh, Professor, Accounting and Information Systems
- Cathy Grover, Associate Professor, Psychology
- Paul Luebbers, Associate Professor, Health, Physical Education, and Recreation
- Michael Richard, Associate Professor, Counselor Education
- Gregory Robinson, Assistant Professor, English, Modern Languages, and Journalism
- Gregory Schymik, Assistant Professor, Accounting and Information Systems
- R. Brent Thomas, Professor, Biological Sciences

6. Dates to remember

- Graduate Advisor Workshop – Oct. 5 – 3:00 pm
- Thesis Deadline – single copy due November 21 and final copy due December 9
- Intent to Graduate Deadline – November 1 (spring graduation)
- Spring Registration – October 10
- IRB and Responsible Conduct of Research Workshop
- Research Day – April 26
- Graduate Commencement Reception – December 16
- GRC Workshop
- Next council meeting – October 20