

Graduate Council Meeting

February 12, 2025

Members Present: Karen Koehler, Jodi Dunham, Jennifer Pauley, Doug Darbro, David DeSario, Christine Raber, John Whitaker, Mikel Stone, Jennifer Scott, Cathy Bailey, Ann Marie Allen, Debra Knutson, Jason Lovins, Adair Carroll, Michael Barnhart, Jim Reneau, Bobbi Madden, Tami Sheets, and Adam Miller.

Guest: Barbara Warnock, Erik Larson

| Topics | Discussions | Actions |
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| <i>Roll Call and establishment of a quorum</i> | A quorum was established. The meeting was called to order at 4:02pm by Karen Koehler. | |
| <i>Minutes of the October Meeting:</i> | Karen asked if there were any comments or corrections for minutes from our previous minutes. There were none | Karen motioned that we accept the November meeting minutes. Doug seconded. Passed unanimously. |
| <i>Proposals:</i> | | |
| OTD-7009- Doctoral Studies in Occupational Therapy Special Topics | Karen reminded us that this proposal was tabled from last meeting due to some issues include the total number of hours this course could be repeated for. This updated proposal indicated that the course could be repeated for up to 6 hours. | Karen motion to bundle the OTD-7009, MOT-6655, MSNR-5130, and MSNR-5235 for approval. Cathy seconded. The bundling motion passed unanimously |
| MOT-51.2306-MOT-6655- Level 1: OT Process in Mental Health | Barb mentioned that this was a course in the MOT program that had not been through the alteration to the program becoming a hybrid program. John mentioned that this course which was previously listed as MOT 5580 is not listed in the 2024-2025 academic catalog but is listed in the 2023-2024 academic catalog. He also pointed out that on the proposal, the old course description did not match perfectly with what was listed in the 2023-2024 catalog. Jason confirmed that there were slight differences in | Karen motioned for approval of the proposals for OTD-7009, MOT-6655, |

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| <p>MSNR-5130-Instructional Technology and Informatics in Advance Practice Nursing</p> <p>MSNR-5235- Teaching Methodologies and Needs Assessment</p> <p><i>Graduate Faculty Applicants:</i></p> <p>Claudia Hanrahan: Lute School of Business</p> <p><i>Other Business:</i></p> <p>Updated Scholastic Requirements in Graduate Manual</p> | <p>the description listed, but not any substantive differences. John wanted to make sure that this course not being listed in the current catalog or extremely minor discrepancies in the old course description would not be any issue to the registrar's office. Tami stated that it would not be as she would work with the proposal as a new course.</p> <p>Karen stated that these two nursing courses have already been approved as courses, but these proposals where being done as part of the process for payment for those who did revisions to these courses. Karen asked if there were any questions or comments. John noted that the MSNR 5130 was listed as being developed through Risepoint whereas MSNR 5235 was developed through Anthology. Adair explained that Risepoint stopped working with them and that SSU's administration got Anthology to work with the nursing program. Jennifer Pauley clarified that Anthology is not an online program manager, but Anthology was hired to provide instructional design support for our MSN faculty. Cathy said that she probably should have listed Anthology for developing MSNR 5130.</p> <p>Karen asked if there were any questions about Claudia's application for graduate status. There were no questions.</p> <p>Karen reminded us that David and Doug had been working on updating scholastic requirements and that we had tabled their work from the November meeting to give people more time to review their suggestions. Doug started to highlight their work listed in a document. However, John and Jen said they had not seen the document as they did not believe the document had been provided.</p> | <p>MSNR-5130, and MSNR-5235. Adair seconded. Passed unanimously.</p> <p>Adair motioned for the approval of Claudia Hanrahan's application for graduate status. Cathy seconded. Passed Unanimously.</p> <p>Karen and Doug agreed to table the discussion on the scholastic requirements until the March meeting when everyone has had time</p> |
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| <p>Graduate faculty Status Application Update Update</p> <p>Updates</p> <p><i>Motion to Adjourn: 4:33 PM</i> Jim motioned. Seconded by Mikel Unanimously approved</p> | <p>Jen Scott reported that due to the variation in the applications submitted for graduate status where some don't include all the needed material and some applications include too much, she along with Karen and Jason have been identifying exemplary applications to have on the graduate council website to help inform and guide future applicants. They are still working, but are making progress.</p> <p>Karen reminded us that we would be having our next graduate council meeting on March 19th and due to spring break (March 2-9), she will need to send out the meeting agenda and have the 5-day hearings much earlier than usual. Thus, proposals for the next graduate council meeting should be sent to her sooner (before Feb. 26th). Adair said she had proposals that she would send in within the next week.</p> <p>Karen also reminded people that David was in charge of monitoring the due dates for individual faculties' graduate faculty status applications which we have come due often in March. She commended David for the job he was doing, but said that if we could help David by reminding him of any upcoming needed renewals that would be great.</p> | <p>to review David's and Doug's work.</p> <p>No action taken</p> |
| <p><i>Next Graduate Council meeting date:</i> Respectfully submitted,</p> <p>John Whitaker Graduate School Council Member</p> | <p>3/19/2025</p> | |