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2002 October 28 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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MINUTES: Graduate Council - October 28, 2002, 1:15 p.m., East
Tennessee Room - DP Culp

ATTENDEES: Antkiewicz, Barrett, Bitter, Brown, Caton, Champney,
Herrin, Greer, Hoover, Pike, Scheuerman, Smith, Taylor, Whitson,
Ziegler

ABSENT: Dixon, Ellis, Norris-Thompson, Osborn, Woodruff

GUEST: Elhindi

I. Approval of Minutes - September 30, 2002

***Action taken by Council: Approved with the addition of
Dr. Pointer to the list of attendees.***

II. Curriculum Process System - Wes Brown, Dean

Dr. Brown briefly described the new electronic curriculum process for preparation and submission of course and non-substantive curriculum proposals. Format A-F will still need to go to TBR for approval after December 2002. Only new degree programs will be routed through TBR. One of the most important aspects of the process is that the electronic document can be completed in one step and submitted through the process or the creator has the option to save it and finish at a later date and time. Dr. Brown stated that links to the site and security ID(s) will be provided at a later date. He further stated that approvals throughout the process are password based and he doesn't perceive any problems at the front-end of the process. There was some concern expressed from the Council regarding identification of revisions and how individuals would be able to recognize or verify that revisions and/or changes had been authorized. Dr. Brown said that this would be addressed with the committee before the process is finalized and ready for implementation.

III. Graduate Faculty Sub-Committee - Pat Smith, Chair

A. New Appointments:

1. Ms. Gigi Alandt - Technology
Recommend - Interim Membership
2. Dr. Wallace E. Dixon, Jr. - Psychology
Recommend - Associate Membership
3. Dr. Masoud Ghaffari - Adult Nursing
Recommend - Associate Membership
4. Mr. Peter Hriso - Technology
Recommend - Associate Membership
5. Mr. Jeffrey Roach - Computer and Information Sciences
Recommend - Interim Membership
6. Mr. James A. Wronecki - Technology
Recommend - Interim Membership (lack of terminal degree)

Action taken by Council: Approved.

B. Reappointments:

1. Dr. M. Lou Ernst-Fonberg - Biochemistry
Full Membership Expired - Fall 02
Recommend - Full Membership
2. Dr. Donald B. Hoover - Pharmacology
Full Membership Expired - Fall 02
Recommend - Full Membership
3. Dr. Hamid S. Kasmai - Chemistry
Full Membership Expired - Fall 02
Recommend - Full Membership
4. Dr. Richard A. Wissell - Public Health
Associate Membership Expired - Fall 02
Recommend - Associate Membership

Action taken by Council: Approved.

V. Old Business

1. Dr. Brown displayed the new CD developed at the Graduate School which has the first 232 electronic Dissertations and Theses explaining that this format will be used to create an additional archive of documents as it is easier to maintain and takes up less space than the old paper archival method.
2. Dr. Brown informed Council members of the Administrative Retreat planned for November 14-15, 2002 emphasizing that there would be discussion regarding QEP at the graduate level.

VI. New Business

1. Editorial Changes - Jeff Greer distributed editorial changes for the 2003-3004 catalogs as an information item.
2. International Students - IELTS Issues - Dr. Joseph Elhindi

Dr. Herrin provided background information on IELTS (International English Language Testing System) explaining that the IELTS would not replace TOEFL for international students but be used as an alternative to the TOEFL. She also stated that this could be used as an optional test for international students who would otherwise have to go to another country to take the TOEFL test or receive special admission status prior to taking the TOEFL.

Dr. Elhindi explained the pros for accepting IELTS as follows:

1. It is recognized by more than 200 U.S. higher educational institutions as a valid predictor of English proficiency for undergraduate and graduate level students.

2. There is one fee (\$110 in the U.S.) and tests all four language skills, i.e. listening, reading, writing, and speaking.
3. The IELTS has flexible test dates and special test sessions available worldwide.
4. There are test centers in 107 countries.
5. A secure, two week turnaround time by test centers to receiving institutions.
6. The test is jointly managed by the University of Cambridge Local Examinations Syndicate (UCLES), the British Council, and IDP Education Australia.
7. The IELTS validity, reliability, and security are assured by UCLES.

Dr. Elhindi is now administering the OPI (Oral Proficiency Interview) to all international students hold graduate assistantships or tuition scholarships. This process currently takes 20-25 minutes. The new IELTS test will give the university this information rather than having to do the separate OPI test for international students.

After discussion from the Council regarding issues such as minimum scores and comparison scores on the TOEFL and IELTS, the following motion was made:

IELTS would be used as an alternative to TOEFL.
The minimum score for admission to Graduate School programs would be decided by the School of Graduate Studies. The Graduate School would need to look at TOEFL scores for score cap and minimum score. They would also look at raising computer based TOEFL score from 213 to 230.

Action taken by Council: Motion was tabled requesting additional information be obtained by the Graduate School on TOEFL score data and diversity implications.

3. Graduate School Policies - Dr. Roberta Herrin

A. Graduate Academic Review Board - Dr. Herrin distributed a handout detailing the report of the sub-committee to establish a Graduate Academic Review Board. She further requested approval from the Graduate Council for a change in the membership of the proposed Graduate Academic Review Board from five (5) to six (6) members. The six voting members would be recommended by the Graduate Dean and approved by the Graduate Council.

The Graduate Council endorsed establishment of a Graduate Review Board based on the proposal submitted by Dr. Herrin suggesting that she continue to refine and develop a final policy to bring back to the Council for review and approval.

B. Revision to Second Master's Degree Catalog Text - Dr. Roberta Herrin

Dr. Herrin requested approval to add "from a regionally accredited U.S. institution" to the text in the Graduate catalog for graduate students wishing to seek a second master's degree at ETSU.

Action Taken by Council: Approved.

C. The next meeting of the Graduate Council will be **Monday, November 25, 2002** in the East Tennessee Room, D.P. Culp Center.

VII. Adjournment

The meeting was adjourned at 2:35 p.m.

Scott Champney, Chair