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Graduate Council Meeting Minutes and Reports

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2007 April 30 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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Graduate Council – Minutes

East Tennessee State University

April 30, 2007 1:15pm

President’s Conference Room – Dossett Hall

Attending: Dr. Scott Champney, Dr. Ellis, Dr. Helene Halvorson, Ms. Billie Lancaster, Dr. Cecilia McIntosh, Dr. Martha Pointer, Dr. Robert Sawyer, Dr. Philip Scheuerman, Dr. Marie Tedesco, Dr. Paul Trogen, Dr. Jeffrey Powers-Beck, Dr. John Webb

Absent: Dr. David Arnall, Ms. Keisha Brown, Ms. Maria Costa, Dr. Wallace Dixon, Dr. Donald Hoover, Dr. Jasmine Renner, Dr. Jo-Ann Marrs, Ms. Mary Ellen Musick, Dr. Wayne Gillespie, Ms. LaDonna Hutchins, Dr. Michael Woodruff

A. Approval of March Minutes – March 26, 2007 minutes were approved.

B. Curriculum Committee – Dr. Martha Pointer

I. ARTH 5117, Women Artists and Their Art – New course proposal

Approved with the following changes:

A. Correct Course ID numbers.

B. Insert the word “a” between “from” and “predetermined” in the Reading and Essays section of Major Assignments.

C. Remove the asterisk and the material in the note in the Grade Assignment section.

D. Update the first Required Textbook.

E. Clarify the Attendance Policy.

Action taken by council: approved with recommended changes

II. Master of Public Health Non-Substantive Curriculum Change

Approved with the following change:

List the graduate faculty who will be teaching the courses listed as choices in the proposed change.

Action taken by council: approved with recommended changes

III. Master of Science in Environmental Health Non-Substantive Curriculum Change (ADMP)

Approved with the following changes:

- A. List the graduate faculty who will be teaching the courses listed as choices in the proposed change.
- B. Add more information to section number six of Program Graduation Requirements detailing how failures on the comprehensive exam are treated.

Action taken by council: approved with recommended changes

IV. Master of Science in Environmental Health Non-Substantive Curriculum Change (SPEC)

Approved with the following changes:

- A. List the graduate faculty who will be teaching the courses listed as choices in the proposed change.
- B. Add more information to section number six of Program Graduation Requirements detailing how failures on the comprehensive exam are treated.

Action taken by council: approved with recommended changes

V. Doctor of Public Health Establish a New Concentration

Approved with the following changes:

- A. Correct the word “of” to “offer” in the Narrative Description of Action.
- B. Remove the word “the” from the last line of the Purpose section on page 3.
- C. Add “the workforce” after the word “many” in the Need section on page 3.

Action taken by council: approved with recommended changes

VI. PUBH 6460, Reproductive and Perinatal Epidemiology – New course proposal

Approved with the following changes:

- A. Revise the Transcript Title.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the Catalog Description and the Purpose and Goals sections so that they are not the same.
- E. Add a comma after “weight” in the Course Description.
- F. Add a comma after “weight” in the Catalog Description.
- G. Add the word “to” before the word “using” in the Catalog Description.

- H. Change the word “this” to the word “the” in the second bulleted part of Major Assignments.
- I. Use consistent wording the Major Assignments section.
- J. Clarify the Attendance Policy.
- K. Change the comma after “accommodations” to a parenthesis; add a comma after “example”; and change the comma to a parenthesis before the word “should” in the Other Information Section.
- L. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- M. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- N. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- O. Check on the title of the form used by Disability Services.
- P. List the Required Readings.
- Q. Correct the spacing and grammar in the Bibliography section.
- R. Update the Bibliography.
- S. Revise the last entry in the Bibliography to list a specific database.

Action taken by council: approved with recommended changes

VII. PUBH, 6420, Applied Epidemiologic Analysis – New course proposal

Approved with the following changes:

- A. Revise the Transcript Title.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the Catalog Description and the Purpose and Goals sections so that they are not the same.
- E. Clarify the Attendance Policy.
- F Change the comma after “accommodations” to a parenthesis; add a comma after “example”; and change the comma to a parenthesis before the word “should” in the Other Information Section.
- G. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- H. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- I. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- J. Check on the title of the form used by Disability Services.

- K. List the Required Readings.
- L. Correct the spacing and grammar in the Bibliography section.
- M. Update the Bibliography.
- N. Revise the last entry in the Bibliography to list a specific database.
- O. Insert “hands-on” between “advanced” and “course” and eliminate the “hands-on” before “problems” in the Catalog Description.
- P. Insert the word “of” between “study” and “hypotheses” in the major Course Topics.
- Q. Revise the Required Textbook(s) section to include the latest editions of the textbooks.
- R. Reword the last item in the Core Competencies.

Action taken by council: approved with recommended changes

VIII. PUBH 6450, Cancer Epidemiology – New course proposal

Approved with the following changes:

- A. Eliminate the last two sentences of the Course Description.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the Catalog Description and the Purpose and Goals sections so that they are not the same.
- E. Clarify the Attendance Policy.
- F. Remove the comma after “design” in the second bulleted item in the Learning Outcomes.
- G. Remove the comma after “adjustments” in the last bulleted item in the Learning Outcomes.
- H. Add a comma after “e.g.” in the last bulleted item in the Learning Outcomes.
- I. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- J. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- K. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- L. Check on the title of the form used by Disability Services.
- M. Correct the spacing and grammar in the Bibliography section.
- N. Update the Bibliography.
- O. Revise the last entry in the Bibliography to list a specific database.

P. Reword the last item in the Core Competencies.

Action taken by council: approved with recommended changes

IX. PUBH 6440, Cardiovascular Disease Epidemiology – New course proposal

Approved with the following changes:

- A. Remove the “Gradin” beneath the Grade Assignment section.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the Catalog Description and the Purpose and Goals sections so that they are not the same.
- E. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- F. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- G. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- H. Check on the title of the form used by Disability Services.
- I. Correct the spacing and grammar in the Bibliography section.
- J. Update the Bibliography.
- K. Revise the last entry in the Bibliography to list a specific database.
- L. Reword the last item in the Core Competencies.

Action taken by council: approved with recommended changes

X. PUBH 6410, Advanced Multivariate Analysis – New course proposal

Approved with the following changes:

- A. Revise the Transcript Title.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the Catalog Description and the Purpose and Goals sections so that they are not the same.
- E. Change the “&” to “and” in the Catalog Description.
- F. Use consistent presentation in the Learning Outcomes.
- G. Remove the word “it” from the last sentence in the Attendance Policy.

- H. Reword the third bulleted item in Major Assignments.
- I. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- J. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- K. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- L. Check on the title of the form used by Disability Services.
- M. List the Required Readings.
- N. Correct the spacing and grammar in the Bibliography section.
- O. Update the Bibliography.
- P. Revise the last entry in the Bibliography to list a specific database.
- Q. Reword the last item in the Core Competencies.

Action taken by council: approved with recommended changes

XI. PUBH 6430, Field Epidemiology – New course proposal

Approved with the following changes:

- A. Insert a comma after the word “investigations” in the Course Descriptions.
- B. In the Staffing section, name the faculty who may teach the course.
- C. Eliminate the phrase “or equivalent” in the Prerequisites section.
- D. Revise the catalog Description and the Purpose and Goals sections so that they are not the same.
- E. Clarify the Attendance Policy.
- F. Change the comma after “accommodations” to a parenthesis; add a comma after “example”; and change the comma to a parenthesis before the word “should” in the Other Information Section.
- G. In the second line of Academic Misconduct section, change the “of” to “or” in the second sentence.
- H. In the Academic Misconduct section, place double quotation marks around the quote beginning with “The” and ending with “mind.”
- I. Place double quotation marks around the section in the third paragraph of the Academic Misconduct section that begins with “to” and ends with “independently.”
- J. Check on the title of the form used by Disability Services.
- L. Correct the spacing and grammar in the Bibliography section.
- M. Update the Bibliography.

- N. Revise the last entry in the Bibliography to list a specific database.
- R. Reword the last item in the Core Competencies.
- S. Reword the Major Course Topics to address the use of Access and Excel.
- T. Reword the sixth bulleted item in the Learning Outcomes removing the comma after “study” and inserting a parenthesis. Also remove the comma after needs. Then close the parenthesis at the end of the item.
- U. Include the analysis of data in the Grade Assignment if it is a Major Assignment.
- V. Change course number (number already in use)

Action taken by council: approved with recommended changes

C. Graduate Faculty Sub-Committee – Dr. Wally Dixon

I. New Applicants for Graduate Faculty Status – recommendations of subcommittee

Name	Current	Recommended	Department
Guntupalli, Vijaya		Full	Communication Disorders
Lobertini, Jo	Temp	Associate	Cross-Disciplinary Studies

II. Re-applications for Graduate Faculty Status

Name	Current	Recommended	Department
Cornett, Cheryl	Associate	Associate	Technology & Geomatics
Maier, Kurt	Full	Full	ENVH
Rusinol, Antonio	Associate	Full	Biochemistry/Molecular Biology
Thewke, Douglas	Associate	Full	Biochemistry/Molecular Biology

D. Old Business

- a. International Issues: India accreditation, Bologna Agreement – (Powers-Beck)

The Bologna Agreement and India accreditation subcommittee met in March and April. The subcommittee is composed of the following members:

- Dr. Jeffrey Powers-Beck, Associate Dean of Graduate Studies
- Dr. David Arnall, Chair, Physical Therapy
- Dr. Helene Halvorson, Graduate Coordinator, Social Work
- Dr. Dilawar Grewal, Assistant Vice Provost, Educational Administration
- Dr. Mark Ellis, Sherrod Library

Dr. Martha Michieka, English

Dr. Powers-Beck gave a summation report of the issues and points discussed in the subcommittee meeting. The amended recommendation was as follows:

“An international student must have an equivalent four-year bachelor’s degree with at least a ‘B’ average on various grading scales. European students with three-year Bologna bachelor’s degrees and Indian students with three-year bachelor’s degrees from Indian universities ranked A (3.01-4.0) through the NAAC accreditation process will be considered to have equivalent four-year degrees. The B average requirement includes...”

After a discussion by the council members the above recommendation was adopted to place in the catalog for 2008-2009.

b. Update/report on fact-finding related to exploration of whether or not to upgrade service from gradschools.com (Powers-Beck) – **Tabled**

c. Report on success of offering grade change option on manuscript review form (ETD form)

The grade change option on the ETD Manuscript Review form has been selected by all but one thesis/dissertation supervisor. This seems like a desired service and the Graduate School will continue to make this an option for the next year.

E. New Business

- a. Possible need to call May grad council meeting

The Graduate Council members agreed to have a May meeting for pressing curriculum matters if all documentation and approval process is met.

F. Other

- a. No New Business

G. Adjournment – Dr. Champney adjourned at 2:00 p.m.