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Graduate Council Meeting Minutes and Reports

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### 2010-2011 - Graduate Council Annual Report

College of Graduate and Continuing Studies, East Tennessee State University

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**East Tennessee State University**

**Graduate Council**

**Annual Report**

**2010-2011**

**Graduate Council Membership:**

Voting Members

David A. Arnall, Ph.D., Member-at-Large, College of Physical Therapy

Amy J. Arnold, M.S. L.S, Sherrod Library

Stacy D. Brown, Ph.D., The Bill Gatton College of Pharmacy

Ranjan N. Chakraborty, Ph.D., College of Public Health

William Scott Champney, Ph.D., Quillen College of Medicine (Chair)

Wallace E. Dixon, Ph.D., Member-at-Large, College of Arts and Sciences

Eric S. Glover, Ed.D., Member-at-Large, Clemmer College of Education

Donald B. Hoover, Ph. D., Quillen College of Medicine

Thaddeus Jablonski, Graduate Student Representative

Lori J. Marks, Ph.D., Clemmer College of Education

Martha M. Pointer, Ph.D., College of Business and Technology

Kathleen M. Rayman, Ph.D., College of Nursing

Marie Tedesco, Ph.D., School of Continuing Studies

Christine Trivette, Graduate Student Representative

Paul C. Trogen, Ph.D., Faculty Senate Representative

Ester L. Verhovsek, Ed.D., College of Clinical and Rehabilitative Health Sciences

Jon Webb, Ph.D., College of Arts and Sciences

Non-Voting Members

Cecilia A. McIntosh, Ph.D., Dean of the School of Graduate Studies

Jeffrey P. Beck, Ph.D., Associate Dean of the School of Graduate Studies

Maria Costa, International Programs

William R. Duncan, Ph.D., Vice Provost of Research and Sponsored Programs

F. Wayne Gillespie, Ph.D., Assistant Dean of the School of Graduate Studies

LaDonna Hutchins, Office of the Registrar

Billie Lancaster, Office of the Registrar

Mary Ellen Musick, Office of Planning and Analysis, Data Management

**Meeting Dates Fiscal Year:**

- May 30, 2011
- April 25, 2011
- March 28, 2011
- February 28, 2011
- January 31, 2011
- November 15, 2010
- September 27, 2010
- August 30, 2010

Meetings were held at the President's Conference Room- Dossett Hall 206 at 1:15pm.

**Summary of Actions Taken:**

62 New Graduate Faculty Appointments

106 Graduate Faculty Re-appointments

20 New Courses Approved

0 Courses Deleted

5 Course Changes

22 Curriculum Changes

3 Editorial Changes

17 Miscellaneous Actions Taken

### **Section 1: Graduate Faculty Appointments/Reappointments Approved**

August 20, 2010

#### New Applications

1.Auerbach, John	Audiology	Affiliate
2.Johnson, Earl	Audiology	Member
3.McKinney, Michael	Mgmt. Marketing	Member
4.Morgan, Robert	Accountancy	Member
5.Olson, Charles	Appalachian Studies	Senior Member
6.Blakely, April	CUAI	Affiliate
7.Collins, Charles	Pharm. Sciences	Member
8.Harirforoosh, Saedreza	Pharm. Sciences	Member
9.Hurley, David	Pharm. Sciences	Member
10.Pond, Brooks B.	Pharm. Sciences	Member

#### Reappointments

1.Barnes, Tammy	CUAI	Member
2.Dotterweich, Douglas	Econ. & Finance	Member
3.Cajka, Karen	English	Member
4.Graves, Travis	Art & Design	Member
5.Jones, Thomas	BIOL	Member
6.Joplin, Karl H.	BIOL	Member
7.Leigh-Paffenroth, Eliz.	Audiology	Affiliate
8.Liu, Yali	MATH	Member
9.Liu, Yusheng	BIOL	Member
10.MacRae, Norma	CUAI	Member
11.Marchioni, Michael	PSCI	Member
12.Martin, Brian C.	Health Sci.	Member
13.Murnane, Owen	Audiology	Senior Member
14.Noel, Colleen	Audiology	Member
15.Ramsey, Michael	KLSS	Member
16.Sauceman, Fred	Appal. Studies	Affiliate
17.Schneider, Kent	Accountancy	Member
18.Stephens, Daryl	MATH	Member
19.Thompson, Phyllis	English	Member
20.Akins, Faith W.	Aud/Spch Path	Member

21.Roane, David Pharm. Sciences Member

September 27, 2010

New Applications

1.Alvic, Fadia	CDST	Affiliate
2.Baker, Joseph	SOAA	Member
3.Boner, Daniel	APST	Temp (Fall Spring)
4.Hounshell, J	DIGM	Affiliate
5.Johnson, Amy D.	CDST	Affiliate
6.Keeler, Rebecca	PMGT	Member
7.Lehrfeld, Michael	CSCI	Affiliate
8.Randall, Elizabeth	SOWK	Member
9.Wongsrichanalai, Kanisorn	HIST	Affiliate

Reappointments

1.Boggs, Teresa	Audiology	Affiliate
2.Buerkle, C. Wesley	Communications	Member
3.Musich, Phillip	Biochem.	Member
4.Robinson, Mitchell	Biochem.	Member
5.Sanderson, Donald	CSCI	Member
6.Scott, Pamela	ELPA	Member
7.Rice, Jody	Audiology	Affiliate
8.Sherlin, Erin	HDAL	Affiliate
9.Warner, Carla	CDST	Affiliate

November 15, 2010

New Applications

1.Negrisanu, Raluca	Lang. & Lit	Affiliate
2.Lange, Shara K.	Communication	Returned for more information

Reappointments

1.Antkiewicz, Henry	History	Member
2.Duncan, William	SOAA	Member
3.Dunn, Robert	Communication	Member
4.Elbin, R. J.	KLSS	Member

5.	Ferguson, Donald, Jr	Microbiology	Member
6.	Price, Kelly	Mgmt. & Mkt.	Member
7.	Schmitt, Dale	History	Member
8.	Seier, Edith	Math	Senior
9.	Smurzynski, Jacek	Aud. & Speech	Senior
10.	Verhovsek, Ester	ALHE	Returned for more information
11.	Wassinger, Craig	Physical Therapy	Member

January 31, 2011

#### New Applications

1.	Archer, Melody	ECED	Affiliate
2.	Beach, Robert	Econ. & Finance	Affiliate
3.	Burks, Christopher	SPCH/Audiology	Affiliate
4.	Byrd, Rebekeh	HDAL	Member
5.	Coates, Allen	PHIL	Member
6.	Davison, John	HDAL	Affiliate
7.	Dobbins, Dorothy	SOWK	Member
8.	Emma, Todd	ENTC	Affiliate
9.	Gates, Nathan	PSYC	Affiliate
10.	Henley, Patrick	SPCH/Audiology	Affiliate
11.	Holbrook, Helene	NURS	Affiliate
12.	Hong, Jinseak	ENTC	Affiliate
13.	Johnson, Kelli	SPCH/Lang. Path.	Affiliate
14.	Joyner, Michelle	MATH	Member
15.	Kalayci, Selim	CSCI	Affiliate
16.	Mims, Pamela	HDAL	Member
17.	Nanjundeswaran, Chayadevie	SPCH/Lang. Path.	Affiliate
18.	Prior, Nicole	CJCR	Member
19.	Shephard, Edward	CUAI	Affiliate
20.	Short, Glenda Lester	SOWK	Member
21.	Smith, Michael	SOWK	Member
22.	Sweeny, Aryn	MUSC	Member
23.	Weierbach, Florence	NURS	Member
24.	Zheng, Shimin	Biostats	member

#### Reappointments

1.	Alavi, Jafar	Econ. & Finance	Member
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2.	Behringer, Bruce	Public Health	Member
3.	Blanton, Hugh	ENTC	Member
4.	Brown, Russell	PSYC	Senior
5.	Calhoun, Sandra	NURS	Affiliate
6.	Chase, Patricia	SPCH/Audiology	Member
7.	Chen, Ke	Geoscience	Member
8.	Cherry, Donna	sowk	Member
9.	Â Clark, William	ENTC	Member
10.	Clements, Andrea	PSYC	Member
11.	Cline, Keely	HDAL	Member
12.	Copp. Martha	SOCI	Senior
13.	Cottongim, Constance	HDAL & ELPA	Affiliate
14.	Couch, Evelyn	Housing	Affiliate
15.	Disque, Joseph	HDAL	Member
16.	Enloe, Sandy	EDUC	Affiliate
17.	Evanshen, Pamela	HDAL	Senior
18.	Floyd, Michael	Family Medicine	Member
19.	Fox, James	HDAL	Senior
20.	Franklin, Jay	SOAA	Member
21.	Geiken, Rosemary	HDAL	Member
22.	Greer, Kathy	HDAL	Affiliate
23.	Hall, Delbert	COMM/Theater	Member
24.	Harralson, Heidi	CJCR	Affiliate
25.	Helfgott, Michale	Math	Member
26.	Hollenbeck, Scott	HDAL	Affiliate
27.	Holtsclaw, Jennifer	SOWK	Affiliate
28.	Hossler, Susan	NURS	Affiliate
29.	Hu, Chih-Long	Music	Member
30.	Hull, Vida	ARTH	Member
31.	Jackson, Frances	NURS	Affiliate
32.	Kao, Race	Surgery	Senior
33.	Kinser, Amber	COMM	Senior
34.	Kirkby, Scott	CHEM	Member
35.	Knight, Hal	ELPA	Senior
36.	Lamont, Hugh	KLSS	Member
37.	Lloyd, Tess	ENGL	Member
38.	Maas-Brady, Jean	SOWK	Affiliate
39.	Marshall, Stephen	COMM	Member
40.	Martin, Anita	HDAL	Affiliate

41.	McDowell, Timothy	BIOL	Member
42.	McIntosh, Cecilia	BIOL	Senior
43.	McMurray, Marcia`	HDAL	Affiliate
44.	Nyarambi, Arnold	HDAL	Affiliate
45.	Owen, Kathleen	HDAL	Affiliate
46.	Owens, Daniel	BIOL	Affiliate
47.	Parker, Herbert	COMM/Theater	Affiliate
48.	Reed, Delanna	CUAI	Affiliate
49.	Ryman, Joel	MGMT/MRKT	Member
50.	Scherer, Nancy	SPCH/Audiology	Senior
51.	Smith, Karen	Music	Affiliate
52.	Spitzer, Alan	MGMT	Member
53.	Stead, Edward	MGMT/MRKT	Senior
54.	Wallace, Stephen	Geoscience	Senior
55.	Wu, Tiejian	Biostats	Senior

February 28, 2011

New Applications

1.	Culbertson, Alicia	HDAL	Affiliate
2.	Nauli, Andromeda	Health Sci.	Member
3.	Park, Hyung Sam	SOAA	Affiliate
4.	Parton, Leigh Ann	HDAL	Affiliate
5.	Ross, Jeremy	ENTC	Affiliate
6.	Williams, Burl	Health Sci.	Affiliate

Reappointments

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1.	Cox, Mary Elle	SOWK	Member
2.	Czuchry, Andrew	ENTC	Senior
3.	Jenrette, Thomas	Music	Member
4.	Shelley, Gary	ECON	Member
5.	Winchester, Jason	KLSS	Member
6.	Zembower, Christian	Music	Member

March 28, 2011

New Applications



1. Tai, Chih-Che	CUAI	Member
2. Wampler, Samantha	ALHS	Affiliate

Reappointments

1. Bates, Shirley C.	ALHS	Affiliate
2. Essin, Emmett	HIST	Senior
3. Gray, Audra	CUAI	Affiliate
4. McCook, Judy	NURS	Member
5. Pritchett, Christopher	ALHS	Member

April 25, 2011

New Appointments

1. Dunst, Carl	HDAL	Affiliate
2. Raab, Melinda	HDAL	Affiliate
3. Trivette, Carol	HDAL	Affiliate

Reappointments

1. Blankenship, Cecil	HDAL	Member
2. Parrot, Deborah	MEDA/CUAI	Member
3. Sharp, Lynda	HDAL	Member

May 30, 2011

New Applications

1. Anastasia, Lynda	SOWK	Affiliate
2. Cockerham, Steve	HDAL	Affiliate
3. Elgazzar, Mohammed	Internal Medicine	Member
4. Graves, Jesse	English	Member
5. King, Karen	Allied Health	Affiliate
6. Seek, Michael	Engineer Tech.	Member

Reappointments

1. Hathaway, Michelle	SOWK	Temp.	Affiliate
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2. Hilton, John                      Art                      Temp.                      Affiliate

**Section 2: New Courses Approved**

August 30, 2010

- CDIS 5280, Language and Literacy Disorders
- GEOS 5000, Geosciences Research Methods
- GEOS 5300, Topics in Geospatial Analysis
- GEOS 5960, Thesis
- GEOS 5200, Topics in Paleontology

September 27, 2010

None

November 15, 2010

None

January 31, 2011

- GEOL 5407, Plate Tectonics

February 28, 2011

- BIOL 4377/5377, Tropical Botany in Ecuador
- ENTC 4517/5517 Industrial Automation and Robotics

March 28, 2011

- CSCI 4757/5757, Information Systems Implementation
- CSCI 4767/5767, Enterprise Programming
- CSCI 4857/5857, User Interface Programming
- MATH 5830, Analytics and Predictive Modeling
- PMSC 6100, Pharmaceutical Analysis
- PMSC 6205, Advanced Drug Metabolism
- PMSC 6210, Advanced Pharmacokinetics
- PMSC 6220, Advanced Pharmaceutics

April 25, 2011

- THEA 5040, Seminar in Theater
- SPCH 5040, Seminar in Speech Communication
- MALS 5300 Theory and Practice of Regionalism

May 23, 2011

- PUBH 5480, Genetic Epidemiology

### **Section 3: Courses Deleted**

None

### **Section 4: Course Changes**

August 30, 2010

None

September 27, 2010

None

November 15, 2010

None

January 31, 2011

- BIOL 5037/ Coastal Biology Field Trip

February 28, 2011

None

March 28, 2011

- MEDA 5925, Practicum
- CSCI 4857/5857, User Interface Programming

April 25, 2011

- PHYT 6674, Internship I
- PHYT 7775, Internship II

May 30, 2011

None

### **Section 5: Curriculum Changes**

August 30, 2010

- Culminating Experience Course in the Master of Public Health

September 27, 2010

None

November 15, 2010

None

January 31, 2011

- Master's in Early Childhood Education, Master Teacher Concentration (MTEA) to be offered through distance learning
- Proposal for Ed.S. Educational Leadership, Concentration in Counselor Leadership to be offered through distance education

February 28, 2011

- Termination of a Program – Terminate the E-Business Certificate
- Establish a New Certificate Program – Nursing Informatics Certificate – RODP
- Establish a New Certificate Program – Nursing Education Certificate – RODP
- Establish a New Certificate Program – Nursing Administration Certificate – RODP

March 28, 2011

- Add Pharmaceutical Sciences and Quantitative Biosciences concentrations to the Ph.D. in Biomedical Sciences

April 25, 2011

- Revision of Admission Criteria – Ph.D. in Nursing
- Electronic Delivery of a Degree Program – Graduate Certificate in Health Care Translation and Interpreting.
- Establish a New Concentration – add Biomedical Sciences Concentration to the Master of Science in Biology
- Substantive Curriculum Modification – Master of Arts in Professional Communication.
- Non-Substantive Curriculum Change – Doctor of Physical Therapy Program
- Master of Education in Educational Leadership - Concentration in Administrative Endorsement
- Educational Specialist in Educational Leadership
- Educational Specialist in School System Leadership
- Doctor of Education in Educational Leadership -Administrative Endorsement
- Doctor of Education in Educational Leadership -Postsecondary and Private Sector Leadership
- Doctor of Education in Educational Leadership -School Leadership

May 30, 2011

- Termination of a Concentration – Master of Science in Environmental Health, Administrative Concentration

- Non-Substantive Curriculum Change – Master of Education, Secondary Education
- Non-Substantive Curriculum Change – Master of Education, School Library Concentration

## Section 6: Editorial Changes

October 25, 2010

Dr. Jeffrey Beck presented the Graduate Faculty form for appointment or re-appointment with the suggested changes. Dr. Beck stated more space was added, additional lines, boxes were enlarged, and parenthesis added for explanatory memo. The council members discussed the various options regarding the form and concluded to change numbers VII, VIII, IX, X, XI from ... in last four years... to ... in last review period. The number IX will change from Attach Curriculum Vitae with all Scholarly Research, Publications, Grants, or Creative Activities in last four years, with dates to “Attach current curriculum vitae highlighting all scholarly research, publications, grants, or creative activities in the review period highlighted.” Dr. Beck will make the suggested changes on the Application for Appointment/Re-appointment to the Graduate Faculty form and present at the November 29th council meeting.

April 25, 2011

Dr. Gillespie summarized the proposed modification to the ETSU Graduate Council and School of Graduate Studies Research Grant Program from the attachment emailed to council members. In essence, the Research Grant program proposed modifications are to address issues related to disbursement and use of funds. Therefore, the new proposal allows for small research accounts to be set up in the name of the receiving student’s major professor and changes the deadline from December 1 to April 15. The award funds will be dispersed July 1 allowing the recipient a full fiscal year to utilize. Because the minimum amount for setting up accounts is \$500, proposed modifications include setting the minimum request amount at \$500 and the maximum at \$800. Whereas previously all graduate students in thesis/dissertation programs were eligible to receive up to 2 awards while in their programs, now master’s students will be eligible for one award and doctoral students for up to 2 awards.

Dr. Beck provided information on the proposed ELS institute and, pending approval, need to amend language regarding the international applicant requirements. This is pending approval of the contract with the English Language Services. If the contract is approved, the catalog language will appear in the 2011-2012 online graduate catalogs. The changes to the Graduate catalog appear in bold below to be added and a line through the sentence to be deleted.

“The following items must be received before admission will be considered. . . .

- ~~1.~~ **Certification of English proficiency.** Graduate students whose native language is not English must submit a score of 79 (internet-based) or 550 (paper-based) on the Test of English as a Foreign Language (TOEFL), taken within the past two years; a score of 6.5 on the International English Language Testing System (IELTS); **successful completion of the English Language Services program at Level 112;** or have received a degree from an accredited U.S. institution. ~~Certain programs may require higher TOEFL~~

—scores. (All international students who receive a tuition scholarship or graduate assistantship must sit for an oral English proficiency interview immediately upon their arrival at ETSU.)

### **Section 7: Miscellaneous Actions**

Dr. Beck gave a summary of the Acalog system. The Acalog system is the electronic version of the undergraduate and graduate catalogs. Currently, the catalog is in a pdf version until the electronic system can be fully implemented. The university will continue to print a small number of graduate catalogs for the near future.

Dr. McIntosh explained that, with the increasing number of graduate certificate programs at ETSU, the graduate deans have been drafting language to clarify policy related to graduate certificates. This includes consideration of “dual degree”, articulation of certificate coursework into graduate programs, etc. The deans intend to bring this to the Council for discussion at the September meeting.

Dr. McIntosh informed the Council that the long term graduate data report should be available in October this year. It will have a 15-year history of ETSU graduate programs’ applications, admissions, fall enrollment, fall credit hours, and annual graduates.

The THEC “Public Agenda for Tennessee Higher Education” funding formula was tabled until the next meeting.

Dr. Wallace Dixon requested the proposed name change for Ph.D. Clinical Psychology. This will allow a second concentration entitled Experimental Psychology.

Dr. McIntosh proposed drafting catalog language change for policies related to graduate certificate programs. As background the certificate programs were utilized as a recruiting tool. The idea was students be admitted into the non-degrees and switch to a degree program. Also, the certificate program offers licensure, post master certificates, and doctoral certificates.

Dr. Grube and Dr. McIntosh provided background information regarding why the ETSU Definition of Credit hours required reviewing. The credit hours determination includes labs, clinics, internship, independent study and practicum. Also, the criterion is toward programs not courses moving to the online delivery. After the council members discussed the definition of credit hours, the council endorsed in concept the straw man draft. However, Dr. Grube was asked to bring the final proposal back to the Graduate Council for review and approval

Dr. Gillespie reported on the research grant awardees. Nine graduate students will receive the Graduate Studies Research Grant monetary award. The students have been notified and the check requests submitted to be issued.

Dr. Gillespie discovered that students cannot directly receive research grant funds without being taxed 30%. Therefore, Dr. Gillespie is working on alternative options. One option is an account may be set up within the student’s department, therefore, the student may be reimbursed for such items as supplies, conference/workshop travel, etc. In this way, the student may receive the full award to be used toward research.

Dr. McIntosh stated in the beginning when the awards were set up, this situation did not exist.

Dr. Gillespie has been diligent in pursuing an alternate solution over the past year. They have another meeting soon that may resolve processing of the grants and will report on progress at the next Council meeting. (see actions above)

Dr. Champney reported Dr. Bach has formed a task force on academic integrity and misconduct and Dr. Don Hoover will be the Graduate Council representative. Dr. Hoover will report back to the Council as appropriate. The task force is expected to make recommendations within six months.

Dr. Champney and Dr. McIntosh are the representatives from the Graduate Council on an Academic Council ad hoc committee on credit hour definition in a manner that embraces different course delivery styles, including online and hybrid courses. They will report to the Council on progress as appropriate.

Dr. Beck stated an email will be sent to the departments regarding the Quillen Scholarship awards information requesting submission of nominations.

Dr. McIntosh, Dr. Gillespie, and Dr. Beck reported on the Conference of Southern Graduate Schools meeting they attended this past weekend. Dr. McIntosh will present information concerning this conference to the council members later. However, she wanted to inform the Council that one of the workshops dealt with best practices and it was readily apparent that ETSU is among one of the best in having policies and practices in place. This is in part due to the staff and the quality control that ETSU has in place. Dr. McIntosh commended the Council members for their dedication and interaction in the straightforwardness in resolving agenda items at the Council meetings.

Dr. Gillespie reviewed the request from TCGS to send a graduate student from ETSU to Tennessee Graduate Education Day in Nashville. We have sent students from Nursing and Biological Sciences (Paleontology) in prior years. Student representatives have the opportunity of presenting their research to state legislators at this event. Graduate Education Week is April 4-8, 2011 in Tennessee this year.

Report on Add-on Fellowships. Dr. McIntosh reported that two more awards will be made for fall 2011. Several Graduate Council members reviewed the nominations and recommended the following new students for awards: Jacqueline Shelton in the M.A. History program and Kristi Sanborn-Miller in the Ph.D. Nursing program. Dr. McIntosh noted that donations must increase to keep this program viable and asked Council members to encourage faculty in their colleges to consider a modest contribution through payroll deduction.

