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Graduate Council Meeting Minutes and Reports

8-30-2010

2010 August 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
August 30, 2010 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Dr. David A. Arnall, Ms. Amy J. Arnold, Dr. Jeffrey P. Beck, Ms. Queen Brown, Dr. Stacy D. Brown, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Costa, Dr. Wallace E. Dixon, Dr. William R. Duncan, Dr. F. Wayne Gillespie, Dr. Eric S. Glover, Dr. Donald B. Hoover, Mr. Thaddeus H. Jablonski, Ms. Billie Lancaster, Dr. Lori J. Marks, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Marie Tedesco, Ms. Cristine P. Trivette, Dr. Paul C. Trogen, Dr. Jon R. Webb

Absent: Ms. Maria D. Costa, Dr. Ester L. Verhovsek, Ms. LaDonna Hutchins, Ms. Mary Ellen Musick

Guests: Dr. Kerry E. Proctor-Williams, Dr. James I. Mead, Dr. Kurt J. Maier

Welcome and Introductions:

The Graduate Council meeting began with new and returning members introducing themselves. The new members to Graduate Council are Dr. Eric Glover, member-at-large, Ms. Cristine Trivette, and Mr. Thaddeus Jablonski who are graduate students.

Selection of Graduate Council Chair for 2010-2011:

The request was made to nominate the chairperson for the 2010-2011 academic years. Dr. Scott Champney’ name was submitted, voted, and unanimously chosen.

Approval of April minutes:

The April 26, 2010 minutes were approved without any corrections.

Report on summer e-vote for Graduate Faculty approvals:

The council agreed in the April meeting to vote by email on graduate faculty appointments and reappointments submitted over the summer. Ten persons responded to email vote, all for approval. Approval was recorded and letters sent. The following is a result of the e-vote.

Graduate Faculty Subcommittee Report

May 14, 2010 & July 12, 2010

New Applications

Applicant	Department	Recommendation
1.Auerbach, John	Audiology	Affiliate
2.Johnson, Earl	Audiology	Member
3.McKinney, Michael	Mgmt. Marketing	Member
4.Morgan, Robert	Accountancy	Member
5.Olson, Charles	Apalachian 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

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

Curriculum Subcommittee report and recommendations – Dr. Martha Pointer. :

I.Change in Culminating Experience Course in the Master of Public Health Practices – Environmental Health Practices Concentration – To bring in line with external accrediting body requirements for culminating experience. **The subcommittee recommended approval with the following changes:**

A. Change the number of credit hours of electives to 4 and the culminating experience to 6 to make the concentration parallel to the other MPH concentrations.

B. Remove the word “None from question 7 of the proposal and write a brief sentence stating there are no implications.

Action taken by council: approved without change to number of credit hours for Field Experience (left at 4 credit hours as in the proposal)

II. New Course Proposal – CDIS 5250, Autism Spectrum Disorder.

The subcommittee recommended approval with the following changes:

- A. List the graduate faculty who are qualified to teach the course.
- B. Correct the two occurrences of merged web addresses in the Bibliography section.
- C. Amend the date of the Smith-Myles text listed in the Bibliography.

The subcommittee recommended approval with the following changes:

III. New Course Proposal – CDIS 5280, Language and Literacy Disorders

The subcommittee recommended approval with the following changes:

- A. Correct the spelling of “literacy” in the Rationale for Proposal section.
- B. In the Purpose and Goals section, begin with something like “The purpose of this course is to provide students the opportunity to study....”
- C. In the Purpose and Goals section, delete the last partial sentence in the first paragraph, and begin a new paragraph with something like “The goals of the course are to:....”
- D. In the Learning Outcomes section, correct the fourth work of the first sentence.
- E. In the Attendance Policy, correct the spelling of the work “than.”

The subcommittee recommended approval with the following changes:

IV. Change in Admission Requirements for the Archival Studies Graduate Certificate

- A. State more clearly the reasons for the change. Include the difficulty students with less than a 2.75 grade point average have in completing the certificate. Include any effects the change will have on completion rates and retention rates for the certificate.
- B. Change “graduate” to former in the Impact section of Form Sum.
- C. Change the “2.70” to 2.75 in the Impact section of Form Sum.
- D. Determine how to add a check box for Change in Admission Requirements on Format PC.

The subcommittee recommended approval with the following changes:

V. Establish a new Master of Science in Geosciences. This proposal is a follow-up from a strategic review a couple of years ago. Delay in submission of the new degree proposal was due to reorganization and establishment of the Department of Geosciences.

The subcommittee recommended approval with the following changes:

- A. Throughout the proposal, emphasize how this degree is different from the M.S. in Biology degree concentration and how this will open studies in paleontology to students with different prior scientific training.
- B. Change the Proposed Implementation Date to Fall 2011.
- C. On page 3 of the proposal, change “degree is Geosciences” to degree in Geosciences.
- D. After the Geographic Information System reference on the third line of page 3, insert GIS in parenthesis.
- E. Check that all degree abbreviations have periods after each letter.
- F. On page 5, insert “trained” before graduate assistants and “qualified” before adjunct faculty.

- G. On page 5, replace “regular faculty” to tenured and tenure-track faculty.
- H. Also on page 5, remove the last section of the first sentence in the second paragraph.
- I. In the second paragraph on page 5, include information about the geospatial appeal to ETSU undergraduates.
- J. In the Admission, Retention, and Graduation Requirements section, change “bachelor’s degree” to undergraduate course work.
- K. In the Admission, Retention and Graduation Requirements section, the fourth requirement should be changed to a two-page letter discussing career goals and specific academic and research interests.
- L. In the Admission, Retention, and Graduation Requirements section, begin the section with “In addition to the requirements of the School of Graduate Studies....”
- M. Change the credit hours in GEOS 5200 and GEOS 5300 to 3 credits.
- N. Remove the wording after GEOS 5960.
- O. In the Accreditation section, note that SACS will be notified about the new degree if it is approved.
- P. In the third paragraph of the Evaluation Plans, change thesis to theses, job to jobs, location to locations, and appointment to appointments.
- Q. In the Evidence of Demand and Need section, remove the word “can” from the next-to-the-last sentence.
- R. In the Student Interest/Demand section, begin the section with phone call, e-mail and other inquiry evidence of student interest. Move the existing paragraph after the new section.
- S. In the Labor Market Evidence, remove the word “just” from the last line on page 10.
- T. On page 11, in the last sentence of the first paragraph, change “holding down jobs in” to “employed in.”
- U. In the Societal Need Evidence section, spell out the GSA and AAPG in the first reference to these organizations.
- V. On page 12, in the last sentence of the first paragraph, change “here-proposed” to ETSU-proposed.
- W. Correct the word “Geogaphy” at the end of the second paragraph of the page 12.
- X. Remove the paragraphs referring to Appalachian State and Murray State.
- Y. In the last paragraph of page 12, remove “and the immediate surroundings.”
- Z. In the last paragraph of page 12, change the second sentence to “ With faculty strengths in stratigraphy....”
- AA. In the last paragraph of page 12, remove “not only”and “in the associated region.”
- BB. Change the wording on page 13 to “Funds are needed....” And/or clarify this statement.
- CC. The funds that are needed should be reflected on page 15.
- DD. On page 14, the end of the last paragraph should be worded to reflect that the two additional faculty will bridge the differencing perspectives within the department.
- EE. On page 14, remove the next-to-the-last sentence.

The subcommittee recommended approval with the following changes:

VI. New Course Proposal – GEOS 5000, Geosciences Research Methods

The subcommittee recommended approval with the following changes:

- A. In the Course Description section, change the last words to “peer-review journal.”
- B. In the Facilities section, reword to something like “Current classroom and proposed classrooms in Ross Hall that will available in July 2011 are adequate.
- C. In the Purpose and Goals section, insert a sentence before the bulleted items something like “The goals of the course are to:.”
- D. In the Learning Outcomes section, add the words “be able to” before the bulleted section.
- E. In Major Assignments section, change “write-up” to written and remove the parenthesis around prospectus
- F. In the Major Assignments section, change write-up to document.
- G. In the Grade Assignment section, change the write-up words to draft
- H. In the Attendance Policy section, remove “for a graduate class.”

The subcommittee recommended approval with the following changes:

VII. New Course Proposal – GEOS 5300, Topics in Geospatial Analysis

The subcommittee recommended approval with the following changes:

- A. Change credits to 3.
- B. Reword the Facilities section to something like “Current classroom and proposed classrooms in Ross Hall that will be available in July 2011 will be adequate.
- C. In the Purpose and Goals section, reword the bulleted section to read something like “The goals of the course are to: Provide the students with familiarity with...”
- D. In the Major Assignments section, add the word “and” before new applications, and delete the “Such topics will focus on the technology aspect.”
- E. In the Grading Scale remove the words “University Grading Scale.”
- F. In the Attendance Policy, remove “For a graduate class.”

The subcommittee recommended approval with the following changes:

VIII. New Course Proposal – GEOS 5910, Research in Geosciences

The subcommittee recommended approval with the following changes:

- A. Reword the Rationale for Proposal to remove the phrase “provide students with time.”
- B. In the Rationale for Proposal, insert the word “projects” after the word “these.”
- C. Reword the Facilities section to something like “Current classroom and proposed classrooms in Ross Hall that will be available in July 2011 will be adequate.
- D. In the Learning Outcomes section, reword the first bullet to read “have produced field or laboratory research” and the second bullet to read “have produced written documentation which may be”
- E. Reword the second sentence of the Grade Assignment section to read something like “Notes with a large number of ...”
- F. In the Attendance Policy section, remove “For a graduate class.”

The subcommittee recommended approval with the following changes:

IX. New Course Proposal – GEOS 5960, Thesis

The subcommittee recommended approval with the following changes:

- A. Remove all of the information in the Explain Special Circumstances section.
- B. In the Rationale for Proposal section, just state the need for the course in a new graduate degree program.
- C. Remove the Course Description.
- D. Reword the Facilities section to something like “Current classroom and proposed classrooms in Ross Hall that will be available in July 2011 will be adequate.
- E. Remove the Syllabus information.

The subcommittee recommended approval with the following changes:

X.New Course Proposal – GEOS 5200, Topics in Paleontology

The subcommittee recommended approval with the following changes:

Because of glitch in CPS, proposal was not reviewed by full subcommittee; however committee chair will make recommendations.

The subcommittee recommended approval with the following changes:

Graduate Faculty Subcommittee report and recommendations – Dr. Tedesco

The subcommittee met and made the following recommendations.

New Applications:

Applicant	Department	Recommendation
11.Duncan, William	BIOL	Affiliate
12.Ghearing, Garth	Engineering Tech.	Affiliate
13.Keith, Karin	CUAI	Member
14.Lee, Michelle	Nutrition	Affiliate
15.Smith, Brian C.	KLSS	Affiliate

Reappointments:

Applicant	Department	Present Status	Recommendation
22.Bailes, Gordon	CSCI	Associate	Affiliate
23.Bishop, Wilsie	Hlth Serv. Admin.	Full	Member
24.Faust, Charles	ALHE	Associate	Affiliate
25.Haynes, Teresa	MATH	Full	Senior Member
26.Lichtenwalner, Shawna	ENGL	Associate	Member
27.Mamudu, Hadii	Hlth. Serv. Admin.	Associate	Member
28.Rice, Jody	Audiology	Temporary	Affiliate
29.Schoborg, Robert	Microbiology	Full	Senior Member
30.Smith, Suzanne	CSCI	Associate	Affiliate
31.Steadman, Mark	Accountancy	Associate	Affiliate

The council members discussed at length the different criteria for member and affiliate status. Therefore, Dr. Gordon Bailes, Dr. Suzanne Smith, and Dr. Mark Steadman were approved at the “Member” level. The council will continue the discussion of application of the criteria for different categories at the next meeting. To facilitate future discussions of committee recommendations, all members of the council will be granted access to the DataStore to review the graduate faculty appointment and reappointment forms.

Old Business:

Dr. Gillespie summarized the report on spring award ceremony held April 27, 2010 at 10:00 am in the D. P. Culp auditorium. The ceremony was well attended. Dr. Gillespie mentioned the departments who gave awards could

have the recipient at the annual award ceremony be recognized. This is an option for the departments and several departments participated this past spring.

Dr. McIntosh reported the programs approved over the summer were the M.A. in New Media Studio (will be admitting first class fall 2011), the Health Care Translation and Interpreting Certificate (admitting for fall 2010), and the Doctor of Nursing Practice (admitting first class spring 2011). Dr. McIntosh thanked the council for their valuable contributions to getting the new programs approved in a timely fashion.

New Business:

The curriculum subcommittee for the 2010-2011 academic years is as follows:

1. Dr. David Arnall
2. Ms. Amy Arnold
3. Dr. Martha Pointer
4. Dr. Eric Glover

The graduate faculty subcommittee for the 2010-2011 academic years is as follows:

1. Dr. Jon Webb
2. Dr. David Arnall
3. Dr. Paul Trogen
4. Dr. Don Hoover
5. Dr. Jeff Beck

Other:

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 certificates 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. McIntosh announced the centennial convocation will be October 1st. She suggested the council members consider marching with the School of Graduate Studies banner at the convocation.

Adjournment:

There was no further business to conduct; therefore, the meeting was adjourned at 2:55 p.m.