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Graduate Council Meeting Minutes and Reports

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2011 February 28 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes
East Tennessee State University
February 28, 2011 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Dr. David A. Arnall, Dr. Jeffrey P. Beck, Ms. Queen Brown, Dr. Stacy D. Brown, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. F. Wayne Gillespie, Dr. Eric S. Glover, Mr. Thaddeus Jablouski, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Maria Tedesco, Dr. Paul C. Trogen, Dr. Ester L. Verhovsek, Dr. Jon R. Webb

Absent: Ms. Amy J. Arnold (excused), Ms. Maria D. Costa, Dr. William R. Duncan (excused), Dr. Donald B. Hoover (excused), Dr. Jeffrey R. Knisley (excused), Dr. Lori J. Marks (excused), Ms. Cristine Trivette, Ms. LaDonna Hutchins, Ms. Mary Ellen Musick

Approval of January 2011 minutes:

The January 31, 2011 minutes were approved with one correction. Thaddeus Jablouski was corrected from Ms. to Mr.

**Curriculum Subcommittee report – Dr. Martha Pointer:
New Course Proposal – BIOL 4377/5377, Tropical Botany in Ecuador**

This course is offered as an international trip in the summer session. It has been offered on an experimental basis for several years, and is offered in conjunction with a Spanish cultural course.

The Subcommittee recommends approval with the following changes:

- A. Add an “a” after the last bullet in the Purpose and Goals section.
- B. Move “accurately to the second word in the first bullet in the Learning Outcomes section.
- C. Add an apostrophe to “students” in the Course in Spanish Language section of the Other Information section.
- D. Correct the Graduate Student Grading Scale for the “C” and “F.”
- E. In the Other Information, Scholarships, add the information about graduate-level scholarships and the requirements.

Action taken by council: approved with changes

New Course Proposal – ENTC 4517/5517 Industrial Automation and Robotics

This course adds an interdisciplinary facet to the Engineering Technology program. It brings together the entire automation process from problem identification through implementation.

The Subcommittee recommends approval with the following changes:

- A. Revise the words “will be” to “are” in the Rationale for Proposal Section.
- B. Change the word “that” to “who” in the last sentence of the rationale for Proposal section.
- C. In the Prerequisites section, and “or equivalent.”
- D. In the Major Assignments section, add a paragraph indicating the work required of graduate students (over and above that required of undergraduate students).
- E. Correct the Graduate Grading Scale to reflect the correct numbers for “C” and “F.”
- F. Explain the “Average of Team Evaluations” in the Grading Scale section.
- G. Include a statement on Academic Misconduct in the Other Information section.

Action taken by council: approved with changes

Termination of a Program – Terminate the E-Business Certificate

The certificate has had no students for the past five years. Most of the courses are no longer offered.

The Subcommittee recommends approval with the following changes:

- A. Remove the last sentence in the Narrative Description of Action.
- B. Change tin Proposed Implementation Date to August 2011.
- C. Change the Contact Information to Dr. Bach.
- D. Reword the Purpose (on page 2) to read “To terminate a low demand certificate program.
- E. In the Impact section (page 2) reword the sentence to read “No students currently are in the program.
- F. Remove the last sentence of section 7 on page 4.
- G. Change in Implementation date on the last page to August 2011.

Action taken by council: approved with changes

Establish a New Certificate Program – Nursing Informatics Certificate – RODP

The subcommittee recommends approval with the following changes:

- A. In the Snapshot, reword the Narrative Description of Action to read something like "To establish a new post-master's degree certificate in Nursing Informatics."
- B. In the Form – Cover, reword the Proposal as stated above.
- C. Check with Dr. Grube regarding the new Formal Degree Abbreviation and the Proposed CIP Code.
- D. Change the implementation date to Fall 2011.
- E. Correct the "masters" to "master's" in the Purpose section of the Form – Sum (two places).
- F. Change "completed" to "complete" in the Purpose section of Form – Sum.
- G. Move the Hours Required from "Concentration" to the appropriate line.
- H. In the Plans for Accreditation in the Forms – Sum, add wording to indicate that SACS will be notified of the new program.
- I. Correct the word "for" in the last sentence of the Form – Sum.
- J. Place a period after the last word in number 5 of Form – CL.
- K. Correct the spelling of RODP in number 7 of Form – CL. Include a statement that the certificate program will be accredited.
- L. In number 7 of Form – CL, include the specific plans for evaluation of the program, including how often the review will take place.
- M. In number 9 of Form – CL, include a statement assuring that all courses will be taught by faculty with active graduate faculty status from at least one participating institution.
- N. On Form – PS, capitalize the word "Practice" in the fifth course listed. Also, do not capitalize "in" in the fourth course listed.
- O. In letter H of Form – PS, change "College" to "School."
- P. In the additional admission requirements, please specify which grade point average is to be analyzed in number 3.
- Q. Reword number 4 of the Additional admission requirements to include other forms of TOEFL and other exams. Include the wording "at least" when discussing the cutoff score.
- R. In letter J of the Form – PS, State that the course already are approved ROPD courses.
- S. In the Accreditation section of Form – PJ, be consistent with what is stated earlier about the review process. Indicate that SACS will be notified. See above comment about evaluation plans.
- T. On the Form – PJ, under Evaluation Plans, list the specific evaluation plans and how they will be implemented.
- U. In the Evidence of Demand and Need on Form – PJ, please include data or research studies that validate the demand. "Occupational Outlook Handbook" would be a good place to start.
- V. In the Program Duplication section of Form – PJ, reword the section to read something like "No other public institutions in Tennessee offer this post-master's certificate.
- W. On the Form SE, include in the notes that the figures are for the entire program, not just one institution.
- X. On the last page of the financial information, in note 1, reword the sentence to read something like "This is a post-master's certificate building on the existing MSN program. Revenue will be generated the first semester of the program."

Action taken by council: approved with changes

Establish a New Certificate Program – Nursing Education Certificate – RODP

The subcommittee recommends approval with the following changes:

- A. In the Snapshot, reword the Narrative Description of Action to read something like “To establish a new post-master’s degree certificate in Nursing Education.”
- B. In the Form – Cover, reword the Proposal as stated above.
- C. Check with Dr. Grube regarding the new Formal Degree Abbreviation and the Proposed CIP Code.
- D. Change the implementation date to Fall 2011.
- E. Correct the “masters” to “master’s” in the Purpose section of the Form – Sum.
- F. Change “completed” to “complete” in the Purpose section of Form – Sum.
- G. Eliminate the word “entire” from the last sentence of the Purpose section of the Form – Sum.
- H. Add an apostrophe in “master’s degree” in the Purpose section of Form – Sum.
- I. In the Need section of Form –Sum the third sentence appears to have some words missing. “Schools of Nursing cannot increase the number of students who enroll and graduate.”
- J. Move the Hours Required from “Concentration” to the appropriate line.
- K. In the Plans for Accreditation in the Forms – Sum, add wording to indicate that SACS will be notified of the new program.
- L. Correct the word “for” in the last sentence of the Form – Sum.
- M. Place a period after the last word in number 5 of Form – CL.
- N. Correct the spelling of RODP in number 7 of Form – CL. Include a statement that the certificate program will be accredited.
- O. In number 7 of Form – CL, include the specific plans for evaluation of the program, including how often the review will take place.
- P. In number 9 of Form – CL, include a statement assuring that all courses will be taught by faculty with active graduate faculty status from at least one participating institution.
- Q. The last line of Form – CL should not be in bold.
- R. In letter H of Form – PS, change “College” to “School.”
- S. In the additional admission requirements, please specify which grade point average is to be analyzed in number 3.
- T. Reword number 4 of the Additional admission requirements to include other forms of TOEFL and other exams. Include the wording “at least” when discussing the cutoff score.
- U. In letter J of the Form – PS, State that the course already are approved ROPD courses.
- V. In the Accreditation section of Form – PJ, be consistent with what is stated earlier about the review process. Indicate that SACS will be notified. See above comment about evaluation plans.
- W. On the Form – PJ, under Evaluation Plans, capitalize the word “Nursing” in the first bullet. List the specific evaluation plans and how they will be implemented.

- X. In the Evidence of Demand and Need on Form – PJ, please include data or research studies that validate the demand. “Occupational Outlook Handbook” would be a good place to start.
- Y. In the Program Duplication section of Form – PJ, reword the section to read something like “No other public institutions in Tennessee offer this post-master’s certificate.
- Z. On the Form SE, include in the notes that the figures are for the entire program, not just one institution.
- AA. On the last page of the financial information, in note 1, reword the sentence to read something like “This is a post-master’s certificate building on the existing MSN program. Revenue will be generated the first semester of the program.”

Action taken by council: approved with changes

**Establish a New Certificate Program – Nursing Administration Certificate –
RODP**

The subcommittee recommends approval with the following changes:

- A. In the Snapshot, reword the Narrative Description of Action to read something like “To establish a new post-master’s degree certificate in Nursing Administration.” Write out student credit hours.
- B. In the Form – Cover, reword the Proposal as stated above.
- C. Check with Dr. Grube regarding the new Formal Degree Abbreviation and the Proposed CIP Code.
- D. Change the implementation date to Fall 2011.
- E. Correct the “masters” to “master’s” in the Purpose section of the Form – Sum.
- F. Change “completed” to “complete” in the Purpose section of Form – Sum.
- G. Eliminate the word “entire” from the last sentence of the Purpose section of the Form – Sum.
- H. Add an apostrophe in “master’s degree” in the Purpose section of Form – Sum.
- I. Move the Hours Required from “Concentration” to the appropriate line.
- J. In the Plans for Accreditation in the Forms – Sum, add wording to indicate that SACS will be notified of the new program.
- K. Correct the word “for” in the last sentence of the Form – Sum.
- L. Place a period after the last word in number 5 of Form – CL.
- M. Correct the spelling of RODP in number 7 of Form – CL. Include a statement that the certificate program will be accredited.
- N. In number 7 of Form – CL, include the specific plans for evaluation of the program, including how often the review will take place.
- O. In number 9 of Form – CL, include a statement assuring that all courses will be taught by faculty with active graduate faculty status from at least one participating institution.
- P. On Form – PS, capitalize the word “Management” in the fifth course listed.
- Q. In letter H of Form – PS, change “College” to “School.”
- R. In the additional admission requirements, please specify which grade point average is to be analyzed in number 3.

- S. Reword number 4 of the Additional admission requirements to include other forms of TOEFL and other exams. Include the wording “at least” when discussing the cutoff score.
- T. In letter J of the Form – PS, State that the course already are approved ROPD courses.
- U. In the Accreditation section of Form – PJ, be consistent with what is stated earlier about the review process. Indicate that SACS will be notified. See above comment about evaluation plans.
- V. On the Form – PJ, under Evaluation Plans, capitalize the word “Nursing” in the first bullet. List the specific evaluation plans and how they will be implemented.
- W. In the Evidence of Demand and Need on Form – PJ, please include data or research studies that validate the demand. “Occupational Outlook Handbook” would be a good place to start.
- X. In the Program Duplication section of Form – PJ, reword the section to read something like “No other public institutions in Tennessee offer this post-master’s certificate.
- Y. On the Form SE, include in the notes that the figures are for the entire program, not just one institution.
- Z. On the last page of the financial information, in note 1, reword the sentence to read something like “This is a post-master’s certificate building on the existing MSN program. Revenue will be generated the first semester of the program.”

Action taken by council: approved with changes

Graduate Faculty Subcommittee report and recommendations – Dr. Tedesco

Graduate Faculty Subcommittee Report February 2011

New Applications:

Applicant Department Recommendation

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:

Applicant Department Present Status Recommendation

1. Cox, Mary Ellen SOWK Temp. Member

2. Czuchry, Andrew ENTC Full Senior
3. Jenrette, Thomas Music Associate Member
4. Shelley, Gary ECON/Finance Temp. Member
5. Winchester, Jason KLSS Temp. Member
6. Zembower, Christian Music Associate Member

Old Business:

Dr. Champney and Dr. McIntosh reported on the Academic Council consideration of the revised new catalog language related to dual degree programs and graduate certificates. The Academic Council made a motion on the recommended language with limited discussion and the motion was approved. The updated language will appear in the 2011- 2012 graduate catalog.

Dr. Tedesco has withdrawn the proposal to change admissions criteria for Archival Studies Graduate Certificate.

New Business:

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.

Dr. Gillespie advised the council members notifications requesting nominees for the Excellence in Teaching Assistant and Teaching Associate will be sent to the deans, chairs, etc. The deadline is tentatively set for mid-March. The awards ceremony is scheduled for April 26, 2011 from 2:00 to 3:00 p.m. with a reception to follow. Also, the departments that participated last year by recognizing departmental award recipients added nicely to the event. An invitation will be sent again this year to departments inviting their participation.

Other:

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.

Adjournment:

There was no further business to conduct; therefore, the council meeting was adjourned at 1:50 p.m.