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### 2011 March 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**  
**March 28, 2011 1:15pm**  
**President’s Conference Room – Dossett Hall 206**

**Present:** Dr. David A. Arnall, Dr. Jeffrey P. Beck, Ms. Queen H. E. Brown, Ms. Amy J. Arnold, Dr. Stacy D. Brown, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. F. Wayne Gillespie, Dr. Eric S. Glover, Dr. Donald B. Hoover, Mr. Thaddeus Jablonski, Dr. Jeff R. Knisley, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Paul C. Trogen, Dr. Jon R. Webb

**Absent:** Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Lori J. Marks, Dr. Maria Tedesco, Dr. Ester L. Verhovsek

**Guests:** Dr. David Roane, Chair of Pharmaceutical Sciences, Dr. Martin Barrett-Dept. Computer Science, Dr. Linda Steele, Curriculum and Instruction, Dr. Mitchell E. Robinson, Biochemistry and Molecular Biology

**Approval of February 2011 minutes**

The February 28, 2011 minutes were approved with no corrections.

**Curriculum Subcommittee report – Dr. Martha Pointer**

**Substantial Course Modification – MEDA 5925, Practicum**

This course is the capstone course for the School Library Media Concentration. Changes are being made to the title and catalog description to more accurately reflect requirements.

**The subcommittee recommends approval with the following changes:**

- A. On page 2 of the Snapshot, the Dual-Listed Course Number should be left blank.
- B. Include in the course title some description of the practicum.
- C. In the Proposed Catalog Description, include the graduate certificate in the first sentence.
- D. On the Course Syllabus, the Course ID should have been MEDA 5925.
- E. In the Purpose and Goals section, begin the section with the words “The purpose of this course is to implement the standards...”
- F. In the Purpose and Goals section, change the word “objectives” to “goals.”
- G. In the Major Assignments section, part 2, include when the second reflective essay is due.
- H. Revise the Grading Scale so as to include a grade of “F.”

*Action taken by council: approved with changes*

**New Course Proposal – CSCI 4757/5757, Information Systems Implementation**

This course adds a course on enterprise resource planning (ERP) to the curriculum and would be an option as an elective for graduate students.

**The subcommittee recommends approval with the following changes:**

- A. In the Purpose and Goals section, begin the first paragraph with the words “The purpose of the course is to present key concepts....”
- B. Add a column in the Grade Assignment section to detail how the graduate students’ grades are determined differently from the undergraduate students’ grades.

*Action taken by council: approved with changes*

### **New Course Proposal – CSCI 4767/5767, Enterprise Programming**

This course (in addition to the above course) adds offerings in enterprise programming. These additional courses will aid in securing ABET accreditation and would be an option as an elective for graduate students.

**The subcommittee recommends approval with the following changes:**

- A. In the Purpose and Goals section, begin the first paragraph with the words “The purpose of the course is to explore programming....”
- B. Check for a newer edition of the Required Textbook.

*Action taken by council: approved with changes*

### **Substantial Course Modification – CSCI 4857/5857, User Interface Programing**

The requirements of the course have changed from a major lab component to a project component; therefore, the credit hours have been reduced from 4 to 3.

**The subcommittee recommends approval with the following changes:**

- A. State why there is a change in the Catalog Description related to counting towards degree requirements.
- B. Spell out HCI in the Proposed Catalog Description.
- C. Begin the Purpose and Goals section with the words something like “The purpose of the course is to provide students with information about ....”
- D. Begin the second section of the Purpose and Goals section with the words “The goals of the course are to teach:.”
- E. Check for a newer edition of the Required Textbook.

*Action taken by council: approved with changes*

### **Curriculum Change Proposal – Add Pharmaceutical Sciences and Quantitative Biosciences concentrations to the Ph.D. in Biomedical Sciences**

The addition of the two new concentrations will address the needs for these types of professionals and will aid in the expansion of interdisciplinary offerings of the university.

**The subcommittee recommends approval with the following changes:**

- A. Revise the first paragraph of the Purpose (p. 2) to remove the redundancy of the core curriculum information.
- B. In the last paragraph of the Purpose section, edit the last sentence to more clearly state the list and spell out THEC.
- C. Correct the spelling of “doctoral” in the last paragraph of the Impact section (p. 4).
- D. Check with Dr. Grube about SACS implications.
- E. On page 5, number 2, place the “x” inside the box.
- F. On page 5, number 3, complete the chart even if the information remains the same.
- G. Expand the information about how the evaluations will be handled. (p. 11)
- H. Hyphenate ”well-qualified” on page 11, Student Interest/Demand.
- I. Add more information to the Societal Need Evidence on page 11.
- J. In the Human Resources Needs, add some information about the additional faculty that will be available to students as a result of the interdisciplinary nature of the new concentrations.
- K. Attach the additional spreadsheet containing the financial information.

*Action taken by council: approved with changes*

### **New Course Proposal – MATH 5830, Analytics and Predictive Modeling**

This course is one of the new courses that could be taken for one of the new concentrations in the Biomedical Sciences Ph.D. program.

**The subcommittee recommends approval with the following changes:**

- A. The Max Credit Hours should be NA.
- B. In the Purpose and Goals section, begin a new paragraph with the sentence “The purpose....”
- C. In the Purpose and Goals section, begin the section of goals with a new paragraph starting “The goals of the course are as follows:.”
- D. Add the word “the” before “same” in the first paragraph of the Major Assignments.
- E. Add the word “the” before “second major assignment” in the Module 2 of Major Assignments.
- F. Add the word “the” before “third major assignment” in the Module 3 of Major Assignments.
- G. In the Grade Assignment section, clearly state that each of the assignments is 1/7<sup>th</sup> of the final grade.

*Action taken by council: approved with changes*

### **New Course Proposal – PMSC 6100, Pharmaceutical Analysis**

This course is one of the new courses that could be taken for one of the new concentrations in the Biomedical Sciences Ph.D. program.

**The subcommittee recommends approval with the following changes:**

- A. In the Course Description, remove the abbreviations.
- B. Re-name the section now called “Course Goals/Objectives” to “Learning Outcomes.”
- C. Add the course goal(s) and objectives.
- D. Add a bibliography at the end of the syllabus.

*Action taken by council: approved with changes*

### **New Course Proposal – PMSC 6205, Advanced Drug Metabolism**

This course is one of the new courses that could be taken for one of the new concentrations in the Biomedical Sciences Ph.D. program.

**The subcommittee recommends approval with the following changes:**

- A. Change “discusses” to “covers” in the Course Description.
- B. Correct the spelling of “studying” in the Course Description.
- C. In Prerequisites and/or Co-requisites, use semi-colons to separate the section and use bullets to highlight the items.
- D. Re-name the section now called “Course Goals/Objectives” to “Learning Outcomes.”
- E. Add the course goal(s) and objectives.
- F. Correct the spelling of “Explain” and “reactions” in the second bullet of “Learning Outcomes.”
- G. Include examinations in the Requirements section. (You may want to re-name the section “Major Assignments” and change the “Evaluation” to “Grade Assignment.”)
- F. Alphabetize the bibliography at the end of the syllabus.
- G. Change the Course Schedule to 15 weeks.

*Action taken by council: approved with changes*

### **New Course Proposal – PMSC 6210, Advanced Pharmacokinetics**

This course is one of the new courses that could be taken for one of the new concentrations in the Biomedical Sciences Ph.D. program.

**The subcommittee recommends approval with the following changes:**

- A. Change “discusses” to “covers” in the Course Description.
- B. In Prerequisites and/or Co-requisites, use semi-colons to separate the section and use bullets to highlight the items.
- C. Check for newer editions of the Reading Sources.
- D. Re-name the section now called “Course Goals/Objectives” to “Learning Outcomes.”
- E. Add the course goal(s) and objectives.
- F. Change “1th” to “1<sup>st</sup>” in the second item in the Bibliography.
- G. Change the Course Schedule to 15 weeks.

*Action taken by council: approved with changes*

### **New Course Proposal – PMSC 6220, Advanced Pharmaceutics**

This course is one of the new courses that could be taken for one of the new concentrations in the Biomedical Sciences Ph.D. program.

**The subcommittee recommends approval with the following changes:**

- A. List some examples of the readings in the Reading Sources section.
- B. Include the complete citation for the Remington book in the Reading Sources section.
- C. Re-name the section now called “Course Goals/Objectives” to “Learning Outcomes.”
- D. Add the course goal(s) and objectives.
- E. In the old Course Goals/Objectives, change numbers 3 and 6 so that they begin with a verb instead of an adverb.
- F. In the Course Outline, eliminate the “a” parts by including them in the prior heading.
- G. Re-title “Student Evaluation/Exams” to “Grade Assignment” and move the section so that it immediately follows “Major Assignments.”
- H. Re-title “Grading Scale and Grade Assignment” to “Grading Scale.”
- I. Add a bibliography at the end of the syllabus.

*Action taken by council: approved with changes*

**Graduate Faculty Subcommittee report and recommendations – Dr. Webb for Dr. Tedesco**

**Graduate Faculty Subcommittee Report\*  
March 2011**

**New Applications**

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Tai, Chih-Che	CUAI	Member
2. Wampler, Samantha	ALHS	Affiliate

**Reappointments**

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Bates, Shirley C.	ALHS	Temp.	Affiliate
2. Essin, Emmett	HIST	Member	Senior
3. Gray, Audra	CUAI	Temp.	Affiliate
4. McCook, Judy	NURS	Member	Member
5. Pritchett, Christopher	ALHS	Member	Member

\*The following applications for temporary status were forwarded to Dr. Beck for his consideration: Kathleen Wilch, SOCI and Robert Justice, MGMT/MKGT.

The following application lacked the signature of the graduate coordinator and was returned to the department: Deborah Parrott, CUI/MEDA.

The following application lacked a vita and indication of the applicant’s role on thesis and, possibly, dissertation committees and was returned to the department: Cecil Blankenship.

**Old Business:**

Dr. Gillespie detailed the dispersal of funds for the Research Grant and advised the money has been distributed to the nominees. However, beginning the next fiscal year an account will be set up under the major professor’s name for materials or supplies for the research grant award to be used by the recipient. Dr.

McIntosh stated this solution has been the result of a series of emails back and forth to various people followed by a meeting with Dr. B.J. King, Dwight Taylor, Dabney Coleman, Margaret Miller, Dr. Gillespie, Queen Brown, and Dr. McIntosh. As a result of the meeting, a range of specific index numbers was assigned for this purpose. The School of Graduate Studies will be responsible for requesting, transferring, and monitoring of the award funds. Presently, the minimum amount to set up such an account is \$500. Therefore, Dr. Gillespie offered a proposal to increase the award amount from the minimum \$500 to a maximum of \$800. Also, Dr. Gillespie proposed changing the deadline from December to May. Presently, the deadline is February. This will give the student(s) a year to utilize the research grant award money. Dr. Champney suggested presenting the changes in a proposal at the next Council meeting.

Dr. Gillespie gave an update on solicitation of nominees for other awards. The deadline was last week. Dr. Gillespie will provide a report of awardees and departmental participation in the spring award ceremony (April 26, 2011 at 2:00pm in the Culp Auditorium) at the next meeting.

**New Business:**

Dr. McIntosh offered an idea for competitive summer research fellowships. After the council members asked questions and discussed this possibility, Dr. Champney requested a written proposal to be presented at the next meeting.

**Other:**

Dr. Beck presented information on ESL site planned at ETSU in the near future. Contract negotiations are ongoing. He suggested working ahead to draft update for graduate catalog language related to English Language Proficiency for international students to be prepared for when the agreement is finalized. Dr. Champney requested composing a proposal to present at the next meeting.

**Adjournment:**

There was no further council business; therefore, a motion was made to adjourn at 2:15 p.m.