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Graduate Council Meeting Minutes and Reports

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2011 August 29 - 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 29, 2011 1:15pm
President’s Conference Room – Dossett Hall 206

Present: Dr. Karin Bartoszuk, Dr. Jeffrey P. Beck, Ms. Queen Brown, Dr. Russell W. Brown, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. Emmett M. Essin, Dr. M. Marshall Grube, Dr. Donald B. Hoover, Ms. LaDonna Hutchins, Dr. Marie F. Jones, Dr. Jeff R. Knisley, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Janna L. Scarborough, Dr. Marie Tedesco

Excused: Dr. David A. Arnall, Dr. Stacy D. Brown, Ms. Maria Costa, Dr. William R. Duncan, Dr. Eric S. Glover, Dr. Emmett Essin, Dr. Ester L. Verhovsek

Guests: none

Welcome and Introductions: The new and current graduate council member were introduced and stated their title and department.

Selection of Council Chair for 2011-12: Dr. McIntosh opened the floor for chair nomination. Dr. Scott Champney was named as nominee and unanimously selected as chair.

Approval of May 2011 minutes: The May 2011 minutes were approved with no corrections.

Curriculum Subcommittee report – Dr. Martha Pointer:

New Course Proposal – SPAN 4747/5747, Historical Reflections in Contemporary Spain

This course is offered as an international trip in the summer session.

The Subcommittee recommends approval with the following changes:

- A. Remove the information listed in the “Contact information for similar courses” section.
- B. In the “Other Information” section, add the Academic Misconduct Policy for the course.

Action taken by council: Tabled

New Course Proposal – CUI 5601, ESL – History, Practice and Assessment

This course is one of the four new courses that are part of the add-on ESL endorsement for certified teachers.

The Subcommittee recommends approval with the following changes:

- A. Capitalize the appropriate words in the “Course Title.”

- B. Revise the “Transcript Title” to reflect more information about the course.
- C. In the “Course Description,” begin the second sentence with something like “Topics for this course include...” and add the list of topics, divided with semi-colons, for the rest of the sentence.
- D. Change the “Proposed Implementation Date” to Spring 2012 or later.
- E. In the “Staffing” section, list the graduate faculty qualified to teach the course.
- F. In the “Purpose and Goals” section, begin with the words “The purpose of the course is” and use the first bulleted item as the purpose. In the next paragraph of the same section, begin with “The goals of this course include the following:” and use the remaining items as the goals. The font size changes at the end of the last item. Can this be corrected?
- G. In the “Learning Outcomes” section, change “evidence” to “show.”
- H. In the “Grading Scale” section, use a range of percentages for each letter grade.
- I. In the “Other Information” section, add the Academic Misconduct Policy for the course.
- J. Check for the latest edition of the Required Textbook.
- K. Remove the information in the “Required Reading(s)” section.
- L. The third item in the “Bibliography” section has two conflicting dates. Please revise to the correct date.

Action taken by council: approved with changes

New Course Proposal – CUI 5602, ESL, Literacy Development and Methods of Instruction

This course is one of the four new courses that are part of the add-on ESL endorsement for certified teachers.

The Subcommittee recommends approval with the following changes:

- A. Capitalize the appropriate words in the “Course Title.”
- B. In the “Course Description,” begin the third sentence with something like “This course...”
- C. Change the “Proposed Implementation Date” to Spring 2012 or later.
- D. In the “Staffing” section, list the graduate faculty qualified to teach the course.
- E. In the “Purpose and Goals” section, begin with the words “The purpose of the course is” and use the first bulleted item as the purpose. In the next paragraph of the same section, begin with “The goals of this course include the following:” and use the remaining items as the goals.
- F. In the “Major Assignments” section, remove the “Graduate class CUI 5617.”
- G. In the “Grade Assignment” section, remove “CUI 5617.”
- H. In the “Grading Scale” section, use a range of percentages for each letter grade.
- I. In the “Other Information” section, add the Academic Misconduct Policy for the course.
- J. Check for the latest edition of the Required Textbook.
- K. In the second item in the “Required Reading(s)” section, remove the second “all.”

Action taken by council: approved with changes

New Course Proposal – CUI 5603, Oral Language Development and Curriculum Design in ESL

This course is one of the four new courses that are part of the add-on ESL endorsement for certified teachers.

The Subcommittee recommends approval with the following changes:

- A. Change the “Course Title” to reflect the “Transcript Title.”
- B. In the “Course Description,” begin the second sentence with something like “The course topics include” and list the topics, separated with semi-colons.
- C. In the “Staffing” section, list the graduate faculty qualified to teach the course.
- D. In the “Purpose and Goals” section, begin with the words “The purpose of the course is” and restate the first bulleted item to reflect the goal of the course. In the next paragraph of the same section, begin with “The goals of this course include the following:” and list the goals of the course, using the information in the remaining bulleted items.
- E. In the “Learning Outcomes” section, change “evidence” to “show” at the beginning of the first bulleted item.
- F. In the “Grading Scale” section, use a range of percentages for each letter grade.
- G. In the “Other Information” section, add the Academic Misconduct Policy for the course.
- H. Correct the “snapshot” to the proper Primary Instructional Media (this is not a student teaching/field supervision course format)

Action taken by council: approved with changes

New Course Proposal – CUI 5604, Internship in ESL

This course is one of the four new courses that are part of the add-on ESL endorsement for certified teachers.

The Subcommittee recommends approval with the following changes:

- A. Remove the courses listed in the “Prerequisites” section.
- B. In the “Course Description,” hyphenate “graduate-level” in the first sentence. Begin the second sentence with something like “Course topics include:” and list the items indicated on the proposal.
- C. In the “Staffing” section, list the graduate faculty qualified to teach the course.
- D. In the “Purpose and Goals” section, begin with the words “The purpose of the course is” and use the first bulleted item as the purpose. In the next paragraph of the same section, begin with “The goals of this course include the following:” and use the remaining items as the goals.

- E. In the “Major Course Topics” section, remove the items listed and replace them with the information in the course description above.
- F. In the “Learning Outcomes” section, change “evidence” to “show in the second bulleted item.
- G. In the “Grade Assignment” section removes the “CUAI 5637.”
- H. In the “Grading Scale” section, use a range of percentages for each letter grade.
- I. In the “Other Information” section, add the Academic Misconduct Policy for the course.
- J. Check for the latest edition of the Required Textbook.

Action taken by council: approved with changes

Graduate Faculty Subcommittee report and recommendations – Dr. Tedesco.

**Graduate Faculty Subcommittee Report
August 2011**

New Applications

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Bates, Cheryl	SOWK	Member
2. Kearns, Jill	Econ. & Finance	Affiliate
3. Pickler, Lindsay	SPCH/Lang. Path.	Affiliate
4. Uddin, Moin	ENTC	Member
5. Wilkins, Brittany	SOWK	Member

Reappointments

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Andrade, Roy	APST	Interim	Affiliate
2. Carter, Daryl	HIST	Temp.	Member
3. Foley, Virginia	ELPA	Associate	Member
4. Harr, Demetria	MGMT & MKTG	Interim.	Affiliate
5. Metts, Tricia	ENVH	Associate	Member
6. Palmero, Mauro	KLSS	Temp.	Member
7. Samples, Don	ALHS	Associate	Member

Report on Staffing changes in School of Graduate Studies: Dr. McIntosh detailed the employment changes that occurred at Graduate Studies. Fiona Goodyear replaced Robin O'Dell due to medical/disability reason. Bethany Glassbrenner was hired as a new program specialist funded from the fee application increase. Dr. Wayne Gillespie was replaced with Dr. Karin Bartoszuk due to returning to Criminal Justice department to teach. Joshua Shaffer replaced Linda Raines as data technical clerk. Linda was promoted to Executive Aid. Currently, there is a search for a new System Analyst to replace Christian Ferrer-Garcia who was hired by a corporate sector.

Report on Credit Hour Definition committee: Dr. Grube shared the final analyst regarding the definition of a credit hour policy that should be submitted to SACS this month. The committee is continuing to critique the policy and it is progressing to completion. The Graduate Council will be able to review the final policy.

Report on Academic Honesty/Integrity task force – Dr. Verhovsek was absent, therefore, Dr. Hoover, who is on the Academic Honesty and Integrity task force gave the update. First, Dr. Hoover expressed he was not aware how wide spread cheating has become. He stated more proactive action was required in the form of tutorial and documentation to inform the students regarding honesty and integrity policy. Also, the task force is composed of two sub-committees. One is responsible for the creed and codes and the other is responsible for the procedures to follow for appeals or action. Furthermore, there should be a tutorial for the faculty to know the procedure to follow. One of the methods to utilize is the Turn-it-in on D2L in an attempt to curve cheating. Additionally, there should be a way to track continuing occurrence, perhaps a central clearinghouse may be established. The information regarding evaluation, training, and policies should be campus-wide. There will be further discussion before the task force sub-committees will make recommendations to Dr. Bach for presentation to TBR.

Old Business: The two students named for the Add-on Fellowship are Ms. Jacqueline Shelton, History department, and Ms. Kristi Sanborn-Miller, College of Nursing. Each student will receive a \$1000 each.

New Business: Recently, the School of Graduate Studies added a new paid internship position to assist graduate students. Ms. Laura Pepper-Weiler is the Graduate Student Success Specialist and a Social Work graduate student. There are circumstances that occur during the academic career of students and this is a win-win situation to find resources for the graduate student to be successful at ETSU. Dr. Karin Bartoszuk is the task supervisor.

The information has been posted to the Graduate Studies website with name, email, and contract phone number. Also, the information was mentioned at the academic council, the Graduate Studies orientation, and emailed to all graduate students.

Other: Some of the items forthcoming are competitive summer research fellowships and policy on terms of GA/TS eligibility. Fund will be identified for the summer research fellowship for next month. A proposal will be submitted to the council at that time. Also, an interpretation of the policy for GA/TS eligibility will be placed on the agenda for September or October.

Adjournment: There was no further council business to discussed, therefore, the meeting was adjourned at 2:00 p.m.

I. Adjournment