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9-26-2011

### 2011 September 26 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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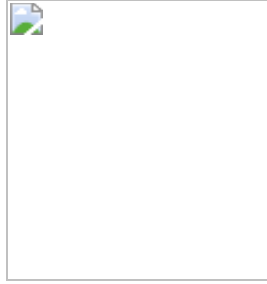
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**Graduate Council – Minutes  
East Tennessee State University  
September 26, 2011 1:15pm  
President’s Conference Room – Burgin Dossett Hall 206**

**Present:** Dr. Karin Bartoszek, Dr. Jeffrey P. Beck, Dr. Russell Brown, Dr. Stacy D. Brown, Ms. Queen Brown, Ms. Alyssa Buckingham, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. Eric S. Glover, Dr. M. M. Grube, Dr. Donald B. Hoover, Dr. Marie 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, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Emmett M. Essin, Ms. LaDonna Hutchins

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

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

**Establish Concentrations in the Master of Education in Educational Leadership**

The proposal establishes three concentrations in the M.Ed. in Educational Leadership: Instructional Leadership/Administration, Teacher Leadership, and Student Personnel. The current program has no concentrations but focuses on administrative endorsement.

***Action taken by council: Tabled for additional documentation and editing***

**New Course Proposal – CUA1 5102/6102, Teaching for Understanding**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Rationale for Proposal, remove the “ELPA” from the first line.
- B. In the Course Description, remove the National Board information and change from the future tense.
- C. In the Proposed Implementation Term, change th date to Fall 2012.
- D. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- E. In the Purpose and Goals section, remove the section that begins with “The student will be able to...” and replace it with a section that begins with “The goals of the course are:....”
- F. In the Major Assignments section, align the titles of the items with the titles of the times in the Grade Assignment section.
- G. In the Major Assignments section, change the section that states “Students enrolled in 6102 will:” to “Students enrolled in 6102 must....”
- H. In the Grading Scale section, include a line for the grade of “F.”

- I. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved (1 abstention) with recommended changes***

**New Course Proposal – CUI 5103/6103, Assessing for Understanding**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Description, remove the National Board information and change from the future tense.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C. In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to....”
- D. In the Purpose and Goals section, remove the section that begins with “The student will be able to...” and replace it with a section that begins with “The goals of the course are:....”
- E. In the Major Assignments section, change “f2” with “face-to-face.”
- F. In the Major Assignments section, describe each of the assignments.
- G. In the Major Assignments section, change the section that states “Students enrolled in 6103 will:” to “Students enrolled in 6103 must....”
- H. In the Grading Scale section, include a line for the grade of “F.”
- I. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved (1 abstention) with recommended changes***

**New Course Proposal – EDFN 5104/6104, Philosophy and Psychological Theories of Learning: Past, Present, and Future**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Title, remove the last four words from the title of the course
- B. In the Course Description, remove the National Board information and change from the future tense.
- C. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- D. In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to....”
- E. In the Purpose and Goals section, remove the section that begins with “Candidates are expected to...” and replace it with a section that begins with “The goals of the course are:....”
- F. In the Grade Assignment section, make sure the titles align with the Major Assignments titles.
- G. In the Major Assignments section, describe each of the assignments.
- H. In the Major Assignments section, change the section that states “Students enrolled in 6104 will:” to “Students enrolled in 6104 must....”
- I. In the Grading Scale section, include a line for the grade of “F.”
- J. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

**New Course Proposal – READ 5105/6105, Leading Literacy in the 21<sup>st</sup> Century**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Description, remove the National Board information and change from the future tense.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C. In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to....”
- D. In the Purpose and Goals section, remove the section that begins with “The student will be able to...” and replace it with a section that begins with “The goals of the course are:....”
- E. In the Grade Assignment section, make sure the titles align with the Major Assignments titles.
- F. In the Major Assignments section, change the section that states “Students enrolled in 6105 will:” to “Students enrolled in 6105 must....”
- G. In the Grading Scale section, include a line for the grade of “F.”
- H. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

**New Course Proposal – ELPA 5106/6106, Instructional Leadership through Coaching and Mentoring**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Description, remove the National Board information and change from the future tense.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C. In the Purpose and Goals section, remove the section that begins with “The course will prepare...” and replace it with a section that begins with “The goals of the course are:....”
- D. In the Grade Assignment section, make sure the titles align with the Major Assignments titles.
- E. In the Grade Assignment section, the point total is 500, but the pints assigned in the Grading Scale section are 700. Please revise the Grading Scale.
- F. In the Grading Scale section, include a line for the grade of “F.”
- G. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved (1 abstention) with recommended changes***

**New Course Proposal – ELPA 5107, Leadership for Differentiating Classrooms**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. Change the course number so that it does not end in a “7.” (not a 4xx7/5xx7 course)
- B. In the Course Description, remove the National Board information and change from the future tense.

- C. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to....”
- D. In the Purpose and Goals section, remove the section that begins with “Candidates are expected to...” and replace it with a section that begins with “The goals of the course are:....”
- E. In the Grade Assignment section, make sure the titles align with the Major Assignments titles.
- F. In the Grading Scale section, include a line for the grade of “F.”
- G. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

### **New Course Proposal – EDFN 5204/6204, Brain, Mind, Experience, and School**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Description, remove the National Board information and change from the future tense.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to....”
- D. In the Purpose and Goals section, remove the section that begins with “The student will be able to...” and replace it with a section that begins with “The goals of the course are:....”
- E. In the Grade Assignment section, make sure the titles align with the Major Assignments titles.
- F. In the Major Assignments section, change the section that states “Students enrolled in 6204 will:” to “Students enrolled in 6204 must....”
- G. In the Grading Scale section, include a line for the grade of “F.”
- H. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

### **New Course Proposal – ELPA 5820, Introduction to Higher Education in America**

This proposal adds a course needed for the new concentrations in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- B. In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to assist the student....”
- C. In the Purpose and Goals section, remove the section that begins with “Upon completion of the course...” and replace it with a section that begins with “The goals of the course are:....”
- D. In the Major Assignments section, explain and describe each of the items listed.
- E. Grading Scale correct the chart so that includes the entire range of points.
- F. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

**New Course Proposal – ELPA 5822, Legal Issues in Student Personnel**

This proposal adds a course needed for the new concentration in Student Personnel in the M. Ed. in Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Rationale for Proposal, replace the information given with information about the course proposal, stating that is part of the new concentration.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C. In the Purpose and Goals section, Begin the section with the phrase “The purpose of this course is to assist the student....”
- D. In the Purpose and Goals section, add a second paragraph that begins “The goals of the course are:....”
- E. In the Major Assignments section, explain and describe each of the items listed.
- F. Grading Scale correct the chart so that includes the entire range of points.
- G. In the Other Information section, include some information about academic misconduct.
- H. Check for a newer edition of the Required Reading(s).

***Action taken by council: approved with recommended changes***

**New Course Proposal – ELPA 5823, Program Planning and Budgeting in Higher Education**

This proposal adds a course needed for the new concentration in the M. Ed. In Educational Leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Rationale for Proposal, replace the information given with information about the course proposal, stating that is part of the new concentration.
- B. In the Staffing section, list the names of the Graduate Faculty who may teach the course.
- C. In the Purpose and Goals section, remove the section that begins with “Upon completion of the course...” and replace it with a section that begins with “The goals of the course are:....”
- D. In the Major Assignments section, explain and describe each of the items listed.
- E. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

**New Course Proposal – ELPA 6454, Policy, Power, and Politics in Education**

This proposal adds a course that may be used as an elective in the ELPA graduate programs in educational leadership.

**The Subcommittee recommended approval with the following changes:**

- A. In the Course Description, reduce the description, if possible, to emphasize the most important characteristics of the course.
- B. In the Proposed Implementation Term, change the year to 2012.
- C. In the Purpose and Goals section, begin with the phrase “The purpose of this course is....”
- D. In the Purpose and Goals section, introduce the second paragraph with the words “The goals of the course are...” and reword the bulleted items to remove the future tense.
- E. In the Major Assignments section, explain what is meant by the “equivalent” in part 2, the third bullet.
- F. In the Grade Assignment section, align the items listed with the titles of the items listed in the Major Assignments.

G. In the Other Information section, include some information about academic misconduct.

***Action taken by council: approved with recommended changes***

**Establish a New Concentration in the Master of Arts in Liberal Studies**

The proposal is to establish a new concentration in Regional and Community Studies in the MALS program.

***Action taken by council: Tabled for additional editing***

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

**Graduate Faculty Subcommittee Report**

**September 2011**

**New Applications**

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Fehskens, Matthew	Language & Lit	Affiliate
2. Jennings, David	Geoscience	Affiliate
3. Kilaru, Aruna	BIOL.	Member
4. Luffman, Ingrid	Geosciences	Affiliate
5. Mayo-Bobee, Dinah	HIST	Member
6. Meyer, Victoria	HIST	Affiliate
7. Sato, Kimitake	KLSS	Member

**Reappointments**

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Brinson, Hiram	ELPA	Interim	Affiliate
2. Countermine, Terry	CSCI	Associate	Affiliate
3. Epps, Susan	ALHS	Associate	Member
4. Fagelson, Mark	Aud/SpchLangPath	Full	Senior
5. Herrmann, Andrew	COMM	Temp.	Member
6. Nash, Stephen	HIST	Affiliate	Member
7. Pitarese, Anthony	CSCI	Associate	Member
8. Price, Kellie	CSCI	Interim	Affiliate
Roach, Jeffrey	CSCI	Interim	Affiliate
10. Tarnoff, David	CSCI	Interim	Affiliate
11. Uwe-Nwagbo, Pearl	NURS	Interim	Affiliate

12. Watson, Elwood	HIST	Associate	Member
13. Wilson, Richard	Aud/SpchLangPath	Full	Senior
14. Zucker, Ronald	CSCI	Associate	Member

***Action taken by council: approved with no changes***

**Update on Credit Hour Definition committee:** Dr. Grube summarized the policy and procedures for the credit hour definition proposal which was handed out to the council members. According to the proposal the definition is as follows: “A semester credit is a unit of educational accomplishment represented by learning outcomes.” Also, the proposal defines a credit(s) not credit hours and the credit definition for the courses are appropriate. Furthermore, the criteria for determining credit for courses include some or all of the following:

1. Discipline-specific best practices
2. Purpose and goals of the course
3. Intellectual/learning outcomes
4. Content and topics
5. Major assignments
6. Assessment methods
7. Class level: lower or upper division undergraduate, undergraduate/graduate  
Combines, graduate (master and/or doctoral)
8. Course type: lecture, lab, clinical, studio, study abroad, internship, field placement, independent study, thesis, or dissertation;
9. Course delivery method: synchronous, asynchronous, or combined
10. Articulation and transferability of credit of other institutions; and
11. Other factors as appropriate

The proposal was accepted in principle after the council member’s discussion.

**Update on Academic Honesty/Integrity task force:** Dr. Hoover presented an overview of the task force committee on honesty/integrity policy and recommendations. Among the various recommendations are tutorial training for faculty and students, central reporting system for those students who cheat more than once, to place on the ETSU website to make all concerned informed of the consequence of cheating. There is another meeting scheduled for September in which a draft of the recommendations will be presented. The Council Request that Dr. McIntosh invite the committee chair, Jeff Howard, to give a presentation at the next council meeting.



**Old Business:** none

**New Business:** Dr. McIntosh presented a draft of the Thesis/Dissertation Scholarships proposal with an effective date of fall 2012. The concept is “to provide one semester to graduate students at the end stage of their program” as an incentive to complete the thesis or dissertation similar to boot camp. The approval was given in spring of 2011 to start this program in fall 2012. Dr. McIntosh is requesting the Council to formulate criterion for award of the scholarship and other details. The council members discussed and provided some initial suggestions. Dr. McIntosh will compose another draft proposal and present at the October meeting.

**Other:** none

**Adjournment:** There were no further business to discuss; therefore, the meeting was adjourned at 2:55 p.m.