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Graduate Council Meeting Minutes and Reports

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10-31-2011

### 2011 October 31 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes  
East Tennessee State University  
October 31, 2011 1:15pm  
President’s Conference Room – Dossett Hall 206**

**Present:** Dr. Karin Bartoszuk, Dr. Jeffrey P. Beck, Ms. Queen H. E. Brown, Dr. Russell Brown, Dr. Stacy D. Brown, Ms. Alyssa Buckingham, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. Marsh Grube, Ms. LaDonna Hutchins, Dr. Marie Jones, Ms. Billie Lancaster, Dr. Jeff R. Knisley, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Marie Tedesco

**Absent:** Dr. David A. Arnall, Mr. Billy Brooks, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Emmett M. Essin, Dr. Eric S. Glover, Dr. Donald B. Hoover, Dr. Janna L. Scarborough, Dr. Ester L. Verhovsek

**Guests:** Dr. Jeff Howard, Dr. Joyce Duncan, Dr. Virginia Foley, Dr. Don Good,

**Approval of September 2011 minutes:**

The September minutes were approved with no corrections.

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

The committee reported that each of the following proposals was considered using the characteristics listed below as applicable to each proposal:

- Appropriate credit hour assignment
- Appropriate discipline-specific best practices
- Appropriate purpose and goals of the proposal
- Appropriate intellectual/learning outcomes
- Appropriate content and topics
- Appropriate major assignments
- Appropriate class level
- Appropriate course type
- Appropriate course delivery method
- Conflict with other courses or programs
- Articulation and transferability of credit to other institutions

**I. Un-table New Course Proposal – SPAN 4747/5747, Historical Reflections in Contemporary Spain**

This course is offered as an international trip in the summer session. It has been reviewed and approved by the International Council.

The Subcommittee recommended 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: Approved with recommended changes***

**II. Revise Degree and Establish Concentrations in the Master of Education in Educational Leadership**

The proposal establishes three concentrations in the M.Ed. in Educational Leadership: School Administration and Leadership, Teacher Leadership, and Student Personnel Leadership.

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

- A. On the Snapshot, revise the Proposed Actions and the Title of Action to reflect the three new concentrations.
- B. On the Form: Sum, remove the first sentence in the Instructional Leadership/Administration section of the purpose.
- C. On the Form: Sum, delete the fourth sentence of the Instructional Leadership/Administration section of the Purpose.
- D. In the Needs section on page 5, reword the first sentence in the Instructional Leadership/Administration section to read something like "...need to establish the focus of the existing...."
- E. In the Student Personnel section on page 6, delete the first sentence.
- F. In the Admission, Retention, and Graduation Requirements section on page 9, begin the section with something like "In addition to the admission requirements for the Graduate School, applicants must...." Then list the requirements, using bullets.
- G. In section I on page 9, insert the word "the" before Southern Regional Education Board.
- H. In the Accreditation section on page 12, correct the spelling of the word "when."
- I. In the Labor Market Evidence section on page 14, change "an" to "a" before "job posted 8-8-11...."
- J. In the last sentence on page 15, add an apostrophe to "masters" and change "and" to "at."
- K. In the Student Enrollment Projections on page 17, insert information about the year-round characteristics of the program.
  - I. Discuss with Dr. Grube how to insert the financial projections into the proposal.

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

**III. 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.**

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

**IV. New Course Proposal – CUA1 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.**

***Action taken by council: Approved***

**V. New Course Proposal – EDFN 5104/6014, 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 second goal of the Purpose and Goals section, correct the spelling of the work “that.”

B. In the Major Assignments section, add the word “be” before “required” in the third bullet.

C. In the Major Assignments section, add the “in” before “APA” in the fourth bullet.

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

**VI. 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.**

***Action taken by council: Approved***

**VII. 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.

***Action taken by council: Approved***

**VIII. New Course Proposal – ELPA 5108/610, 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.

***Action taken by council: Approved***

**IX. 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.

***Action taken by council: Approved***

**X. 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.

***Action taken by council: Approved***

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

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

The Subcommittee recommended approval.

***Action taken by council: Approved***

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

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

The Subcommittee recommended approval.

***Action taken by council: Approved***

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

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

The Subcommittee recommended approval with the following changes:

- A. On page 8, just before the Evidence of Demand and Need, reword the sentence to read something like "The University selects peer reviewers to conduct its program and academic reviews."

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

**XIII. New Course Proposal – HIST 4257/5257, History of Women in Appalachia.**

This proposal is for a course that will provide students with the opportunity to learn about women in the history and culture of Appalachia.

The committee recommended approval with the following changes:

- A. Correct the Course Requirements for Graduate Students to reflect the five essays that are required and to specify the historiography requirement.
- B. Remove the information in parenthesis at the end of the Grading Scales for both undergraduates and graduates.
- C. In the Other Information section, add information about Academic Misconduct.

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

**XIII. Non-Substantive Curriculum Change – Master of Arts in Sociology with a Concentration in General.**

This proposal is to require a statistics course for the students in the M.A. in Sociology with a Concentration in General Sociology.

The committee recommended approval with the following changes:

- A. Correct the first sentence in the Rationale for Proposal to read something like "This proposal requests requiring all Master of Arts in Sociology with a Concentration in General to take SOCI 5444...."

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

**XIV. New Course Proposal – HDAL 4017/5017, Homelessness, Hunger, Poverty, & Politics**

This new course would address populations with which students will work. It is designed for the Winter Session.

The committee recommended approval with the following changes:

- A. Add information about the Winter Session applicability in the Rationale for Proposal section.
- B. Revise the Course Description to remove the “junior standing” requirement.
- C. Reword the Purpose and Goals section so that the first section begins with “The purpose of the course is to enhance....” Also, the second section should begin “The goals of the course are:....”
- D. In the Other Information section, add some information about Academic Misconduct.

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

#### **XIV. New Graduate Certificate Program – Early Childhood Education Emergent Inquiry Certificate Program.**

This new graduate certificate program will be the first online Reggio-based program in the nation.

The committee recommended approval with the following changes:

- A. In the Narrative Description of Action, hyphenate “18-credit.”
- B. In the Narrative Description of Action, delete the sentence that begins “Currently there are only two colleges....”
- C. Revise the Proposed Implementation Date to Summer 2012 on both the Form Cover and Form Sum.
- D. In the Purpose section on page 2, insert the word “graduate” before “Certificate Program” in the first sentence.
- E. At the end of the second sentence in the Purpose section on page 2, add the word “education.”
- F. At the end of the first paragraph of the Purpose section on page 2, insert the information contained in Appendix A, and remove Appendix A.
- G. In the first bullet of the objectives on page 2, add the word “graduate” before Certificate Program.
- H. At the end of the learning outcomes on page 2, insert the information from Appendix B, and remove Appendix B.
- I. In the Need section on page 3, remove the second sentence.
- J. In the Need section on page 3, insert the word “graduate” before “certificate” in the third sentence.
- K. In the Impact section on page 3, begin the section with something like “The ETSU graduate certificate program in Emergent Inquiry will....”
- L. In the Impact section on page 3, insert “For example, Early Childhood Education doctoral ....”

M. In the Admission information on page 5, begin the section with something like “In addition to the requirements of the Graduate School...” Then use bullets to list the items required.

N. In the first sentence on page 6, insert an apostrophe in “Master’s.”

O. In the third paragraph on page 6, reword the paragraph to read something like “A student who applies and is accepted into the Master’s Program in Early Childhood Education with a concentration in Master Teacher or Research concentration, may apply up to eighteen credit hours from the Emergent...” Then delete the following paragraph.

P. On Form PJ, adjust the Date to Summer 2012.

Q. On Form PJ, under Accreditation, remove “In addition” from the first sentence.

R. At the end of the Evaluation Plan on page 9, specify the office (or individual) that will be responsible for the assessment.

S. In the Student Interest/Demand section on page 10, change “as” to “has” in the first sentence.

T. In the Student Interest/Demand section on page 10, add “of American educators” after “large group” in the fifth bullet.

U. In the Student Interest/Demand section on page 10, begin the last bullet with “A.” Also, begin the sentences in the remainder of the bullet so that they do not begin with numbers.

V. In the paragraph before References on page 11, change nationally to internationally.

W. On page 12, remove all of the second paragraph except the first sentence.

X. In the Human Resource Needs section on page 12, the first bullet, reword the first paragraph to reflect that an adjunct will cover a course, thereby releasing a full-time faculty member to teach in the program.

Y. In the Human Resource Needs section on page 12, the second bullet, add the word “member” after faculty.

Z. On the Form SE, in the explanatory paragraph, move the asterisk so that it follows the “8.”

AA. On page 17, in the Justification for Duplicative Program and/or Course section, remove the information, and replace it with “There are none.”

BB. On page 18, in the Sharing section, mark as many boxes as are applicable.

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

#### **XV. New Course Proposal – ECED 5650, Language and Literacy from an Emergent Inquiry Perspective.**

This course is one of the five new courses that are part of the Certificate Program in Early Childhood Education Emergent Inquiry Perspective.



The committee recommended approval.

***Action taken by council: Approved***

**XVI. New Course Proposal – ECED 5640, Designing Physical Environments from an Emergent Inquiry Perspective.**

This course is one of the five new courses that are part of the Certificate Program in Early Childhood Education Emergent Inquiry Perspective.

The committee recommended approval.

***Action taken by council: Approved***

**XIII. New Course Proposal – ECED 5620, History and Philosophy from a Emergent Inquiry Perspective.**

This course is one of the five new courses that are part of the Certificate Program in Early Childhood Education Emergent Inquiry Perspective.

The committee recommended approval.

***Action taken by council: Approved***

**XIX. New Course Proposal – ECED 5610, Family Community Relations from a Emergent Inquiry Perspective.**

This course is one of the five new courses that are part of the Certificate Program in Early Childhood Education Emergent Inquiry Perspective.

The committee recommended approval.

***Action taken by council: Approved***

**XX. New Course Proposal – ECED 5600, Social Moral Development from a Constructivist Perspective.**

This course is one of the five new courses that are part of the Certificate Program in Early Childhood Education Emergent Inquiry Perspective.

The Committee recommended approval with the following change:

- A. If possible, remove the code appearing before the list of Major Course Topics.

***Action taken by council: Approved***

**The following proposals were tabled until next meeting as there were no representatives present.**

- XXI. Substantive Curriculum Modification – Doctor of Physical Therapy  
This proposal adds a new course and substantially modifies two other courses in the Doctor of Physical Therapy program.  
The committee will recommend approval with the following changes:
- A. In the Snapshot Narrative Description of Action, include the recommendation of the accrediting agency.
  - B. On page 2, hyphenate “doctoral-level” in the first sentence of the Purpose section.
  - C. On page 2, remove the “s” from credit hour in the first line of the “No. of new courses.”
  - D. On page 3, in the fifth box, place a space between “of” and “10.”
  - E. On page 4, under Impact, reword the “potential for job opportunities” to something like “Competitiveness for job opportunities.”
  - F. On page 4, under Plans for Accreditation, correct the spelling of “Commission.”
  - G. On page 5, in the next-to-the last paragraph, change potential to competitiveness.
- XXII. Substantive Course Modification – PHYT 6405, Pharmacology I for PT  
This course will combine the material currently taught in PHYT 6405 and PHYT 7706 to make the DPT curriculum more efficient.  
The committee will recommend approval with the following changes:
- A. In the Purpose and Goal section, include a statement at the beginning that reads something like “The purpose of this course is....”
  - B. In the Required Textbook, correct “4rd” to “4<sup>th</sup>.”
- XXIII. New Course Proposal – PHYT 6642, Emergency Response for PT  
This new course was suggested by the accrediting agency and provides students with the skills to respond to emergency situations.  
The committee will recommend approval with the following changes:
- A. In the Staffing section, list the Graduate Faculty who may teach the course.
  - B. In the Purpose and Goals section, remove the first sentence in that section.
- XXIV. Substantive Course Modification – PHYT 6681, Administration & Management in PT  
This course combines PHYT 6681 and PHYT 7883 to make the curriculum more efficient.  
The committee will recommend approval with the following changes:
- A. In item 4 of the Major Assignments, put a period at the end of the first line of the fourth bullet. Then begin the second line with something like “The job descriptions should include....”
  - B. In item 4 of the Major Assignments, in the fifth bullet, place parentheses around “Goals, Strengths, and Areas for Improvement.”

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

**New Applications**

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Baumgartner, Mark	Language & Lit	Member
2. McBee, Matthew	PSYC	Member
3. Price, Tabitha	ALHS	Member
4. Rary, Jack	Pediatrics	Member
5. Roginskaya, Marina	CHEM	Member
6. Ross, Andrew	Art & Design	Member

***Action taken by council: Approved***

**Reappointments**

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Alamian, Arsham	Biostat.& Epidem.	Temp.	Member
2. Anderson, James L.	Biostat.& Epidem	Associate	Member
3. Beeler, Robert A.	MATH	Associate	Member
4. Lee, Michelle	ALHS	Associate	Member
5. Wachs, Joy	Nursing	Associate	Member
6. Wang, Liang	Biostat.& Epi.	Temp.	Member

***Action taken by council: Approved***

**Report on Academic Honesty/Integrity task force:**

Mr. Jeff Howard, Committee chair on Academic Honesty and Integrity, summarized the report from task force. Dr. Bach created the task force last spring

and charged the task force with creating an acceptable university policy regarding academic honor code, best practices, and rules of disciplines which will impact undergraduate, graduate and College of Medicine. A list of recommendations, task force membership, guiding principles, draft phrasing, and information resources was handed out to the council members for review and feedback.

### **Old Business:**

Dr. Cecilia McIntosh presented the Thesis and Dissertation Scholarship proposal. This proposal is an incentive for graduate students to completed their thesis and/or dissertation in a timely manner with monitoring from their advisor. The scholarship will consist of one semester of three credits (Thesis, Dissertation, or Readings and Research) for those students in the “writing stage” of their thesis/dissertation. The budgeted scholarships amounts are as follows: 2012-2013, \$100,000; 2013-2014, \$150,000; and 2014-2015 and beyond, \$250,000. The Council is asked to provide recommendations and feedback on eligibility, selection, administration, etc. for this new scholarship program over the course of the next few Council meetings. The goal is to have all aspects set by the end of the February 2012 meeting in order to be able to inform the campus community of the opportunity.

### **New Business:**

Dr. McIntosh asked the council for recommendations on interpretation of the graduate assistantship and tuition scholarship policy regarding number of semesters of support. The current policy is ***“Graduate assistant/Tuition Scholarship may be appointed for no more than two calendar years in a master’s program, four years in a doctoral program for those students entering with a master’s degree, or six years in a doctoral program for students entering with a baccalaureate degree. Requests for time extensions must be made by the supervisory unit in writing to Dr. McIntosh, Dean, School of Graduate Studies.”***

Dr. McIntosh is requesting input regarding consideration of extension of eligibility for students pursuing second master’s degrees.

**Other:**

**None**

**Adjournment:**

There were no further business to discuss; therefore, the meeting was adjourned at 2:45 p.m.