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Graduate Council Meeting Minutes and Reports

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2012 February 27 - 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 27, 2012 1:15pm
President’s Conference Room – Dossett Hall 206

Present: Dr. David A. Arnall, Dr. Karin Bartoszuk, Dr. Jeffrey P. Beck, Dr. Russell Brown, Ms. Queen H. E. Brown, Dr. Stacy D. Brown, Dr. Ranjan N. Chakraborty, Dr. Emmett M. Essin, Dr. Donald B. Hoover, Dr. Marie Jones, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Lori Marks, Dr. Marie Tedesco

Absent: Dr. Scott W. Champney, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Eric S. Glover, Dr. Jeff R. Knisley, Dr. Ester L. Verhovsek, Ms. La Donna Hutchins, Dr. Marsh M. Grube

Guests: Dr. Michelle Lee, Dr. Jay Franklin, Dr. Brian C. Martin, Dr. Gary Burkette

Dr. McIntosh stated Dr. Scott Champney had a prior engagement and requested a volunteer to chair meeting in his absence. Dr. Donald Hoover volunteered.

Approval of January 2012 Minutes:

The January 30, 2012 minutes were approved without corrections.

Curriculum Subcommittee report – Dr. Martha Pointer:

Each of the proposals below was considered using the following characteristics as an element of the appropriateness of the 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

Non-Substantive Curriculum Changes – M.A. in Kinesiology and Sport Studies

These two proposals were tabled so that they could be combined into one substantive curriculum change proposal and so that questions regarding content and clarification of scope of proposed changes could be addressed.

Action taken by council: Tabled

Non-Substantive Curriculum Change

The addition of three requirements for admission into the Educational Communications and Technology Concentration of the Master of Arts in Education.

The proposal was tabled to allow additional editing of the proposal.

Non-Substantive Curriculum Change - Master of Science in Social Work

This proposal removes the third statistics course from the courses required for the degree and substitutes a second elective course so that students can opt to add additional clinical experience for this clinically-based program.

The subcommittee recommends approval of the curriculum change.

- A. In the Summary of Action, remove the “SOWK 5xxxx” from the first sentence.
- B. In the Rationale for Proposal, re-word the 11th line by substituting “is” for “may be considered” and removing the word “present.” In item of 3 of the same section, remove the first ten words and begin with “a second practice...” and remove the word “desirable” before “flexibility.”

Action taken by council: approved with recommended changes

New Course Proposal – ANTH 5057, Paleolithic Archaeology in France

This proposal is for a new course, to be held in France, that will allow students the opportunity to participate in a Paleolithic archaeological excavation in France.

After reviewing the characteristics of the course, including the items listed at the end of this memo, the Subcommittee recommends approval with the following changes:

- A. The second sentence of the Rationale for Proposal needs to be edited to reflect more accurately the opportunities for students.
- B. In the Purpose and Goals section, begin the first sentence with “The purpose of the course is to introduce...”
- C. In the Purpose and Goals section, begin the goals statement with the words “The goals of the course are:”
- D. In the Major Assignments section, correct the wording of the ninth sentence following the comma to read “but also it is an...”

- E. In the Major Assignments section, Graduate:, in the next-to-the-last sentence, and the word “and” before ”data entry.”
- F. In the Grade Assignment section, not all of the major assignments for the graduate students are reflected in the grade determination.
- G. In the Other Information section, add some information about Academic Misconduct.

Action taken by council: Approved with recommended changes

New Course Proposal – NTFD 5517, Nutrition Education and Counseling

This course is proposed to meet accreditation standards (CADE). After reviewing the characteristics of the course, including the items listed at the end of this memo, the Subcommittee recommends approval with the following changes:

- A. In the Rationale for Proposal, add a statement that the course is required for undergraduate majors and is an elective for graduate students.
- B. Re-word the prerequisite information to state that “graduate students must be admitted to the MS in Clinical Nutrition Program.”
- C. In the Other Information section, add some information about Academic Misconduct.

Action taken by council: Approved with recommended changes

New Course Proposal – DIGM 5917, Digital Media Production

This proposal was tabled until a representative could be present.

Articulated Doctor of Pharmacy and Master of Public Health degrees.

This proposal provides for articulation of programs of study to remove duplication for students wishing to pursue these existing degree programs in dual degree status. After reviewing the characteristics of the articulation documents, the subcommittee recommends approval with the following changes:

- A. On the first page of Form Sum, for clarity, spell out the names of the two programs.
- B. On Form SE (page8), in the first sentence, change “problems” to “programs.”
- C. In the Purpose section of Form Sum, change “to provide” to “providing.”
- D. In the No. of new courses section of Form Sum, change NA to “none.”
- E. In the Need section of Form Sum, place the word “articulation” after “MD/MPH” and “PharmD/MPH” in the last paragraph.
- F. On page 4, in the Introduction of the Articulation Structure, remove “a propose” and substitute “an articulated” in the first sentence. In the last sentence of that paragraph, add an “s” to “program.” In the first sentence of the next paragraph

also add an “s” to program.” In the last paragraph of that section, in the last sentence, insert the word “articulated” after “MD/MPH” and add an “s” to program.

G. In the Peer Programs section add an “s” to degrees in the second sentence, and remove the word “program” (after articulation) in the last sentence.

H. In the paragraph before Table 1, insert “each” between “by” and “concentration.”

I. On page 7, the paragraph before PharmD/MPH Program Admission Requirements, in the last sentence, re-word it to read “one of which may be the MPH field placement.”

J. In the first paragraph of the PharmD/MPH Admission Requirements, insert the word “articulated” between “PharmD/MPH” and “dual.” Also, because admission to the MPH program is through the School of Graduate Studies, remove the phrase “the ETSU College of Public Health (including admission to” and remove the close parenthesis at the end of the sentence.

K. In the first full paragraph on page 8, before Evaluation Plans, insert “articulated” between “the” and “PharmD/MPH.” In that same paragraph, add the words “as scheduled” at the end of the last sentence.

L. In the paragraph before the Financial Projections table, add the word “articulated” between PharmD/MPH” and “dual in the first sentence of that paragraph.

Action taken by council: Approved with recommended changes

Revision of the Master of Accountancy degree

This proposal (a) revises the program to include a Fast-Track undergraduate and graduate degree articulation, (b) updates the curriculum, (c) with articulation permits selected undergraduate seniors to take a limited number of graduate courses, and (d) adds two concentrations (auditing and tax) to the degree.

After reviewing the characteristics of the proposal, the subcommittee recommended approval pending clarification of wording of the Fast-Track program and of admission requirements. (Attachment has been edited).

Action taken by council: Approved with recommended changes

New Course Proposal – ACCT 5630, Auditing Risk and Assurance

This proposal is for a new course in the auditing area that will be offered as part of the new auditing concentration.

After reviewing the characteristics of the proposal, the subcommittee recommends approval with the following changes:

A. Correct the spelling of “points” in the Grading Scale.

Action taken by council: Approved with recommended changes

New Course Proposal – ACCT 5640, Internal Auditing

This proposal is for a new course in the auditing area that will be offered as part of the new auditing concentration.

After reviewing the characteristics of the proposal, the subcommittee recommends approval with the following changes:

- A. Correct the spelling of “points” in the Grading Scale.

Action taken by council: Approved with recommended changes

New Course Proposal – ACCT 5430, Taxation of Flow-Through Entities

This proposal is for a new course in the taxation area that will be offered as part of the new taxation concentration.

After reviewing the characteristics of the proposal, the subcommittee recommends approval.

Action taken by council: Approved

New Course Proposal – ACCT 5440, Estate and Gift Taxation

This proposal is for a new course in the taxation that will be offered as part of the new taxation concentration.

After reviewing the characteristics of the proposal, the subcommittee recommends approval.

Action taken by council: Approved

Graduate Faculty Subcommittee report and recommendations – Dr. Tedesco. February 2012

New Applications

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Barber, Amy	Lit. & Lang.	Affiliate
2. Bennett, Loren W.	Audio & Spch Path	Member
3. Foster, Cerrone	BIOL	Affiliate

4. Hall, Courtney	Phys. Therapy	Member
5. Isham, D. Dean	ENTC	Member
6. Longo, Stefano	SOCI	Member
7. Loury, Sharon	NURS	Member
8. Pickel, Courtney	Phys. Therapy	Affiliate

Action taken by council: approved

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Reappointments

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Alexander, Curt	Accountancy	Temp.	Affiliate
2. Blackman, Mary Dave	Music	Temp.	Affiliate
3. Dotson, Deborah	AHSC	Interim	Member
4. Funk, Bobby	COMM	Associate	Member
5. Keup, Jessica	CSCI	Temp.	Affiliate
6. Laughlin, Thomas	BIOL	Associate	Member
7. Li, Chuang	Surgery.	Full	Senior
8. Liu, Yusheng	BIOL	Associate	Senior
9. Ordway, Gregory	PHARM	Full	Senior
10. Owens, Beatrice	Phys. Therapy	Associate	Member
11. Shafer, Melissa	COMM	Associate	Member
12. Smith, Sherri	Audio & Spch Path	Full	Member
13. Speropolus, Karen	Phys. Therapy	Temp.	Affiliate
14. Wild, Stacy	BIOL	Temp.	Affiliate
15. Wronicki, James	ENTC	Temp.	Affiliate
16. Zhang, Chunhua rec. signature	Geosciences	Associate	Return for dean's and

Action taken by council: approved

Old Business:

Dr. Bartoszuk gave a descriptive account of the latest revisions to the draft application for the thesis/dissertation scholarships and distributed the application to the council members for review and recommendations. Various suggestions were discussed and a consensus reached. Those suggestions will be incorporated and the final draft emailed to the council members for review and final approval via email. Volunteers were asked to chair the scholarship selection committees three times per year (scholarships will be offered each semester). Dr. Marie Tedesco volunteered to chair the committee that would review applications in Arts/Humanities; Dr. David Arnall volunteered to chair the committee that would review applications in STEM; and Dr. Marie Jones volunteered to chair the committee that would review applications in Social Science/Education. Graduate faculty from across campus will be enlisted to help review applications. The approved application will be posted by April 1, 2012 and Graduate Program Coordinators, Department Chairs, and Deans will be informed of the deadline for the fall 2012 scholarships.

At the request of the Council, Dr. McIntosh presented draft language to appear in the FAQ section on the Graduate School website regarding interpretation of policy regarding terms of GA/TS eligibility for students pursuing second master's degrees. The Council suggested some wording changes. The following was approved by the Council for posting:

“The number of terms/years of eligibility for students pursuing master’s and doctoral degrees can be found in the GA/TS handbook. Students pursuing dual master’s degree programs or second master’s degree programs may be considered for a third year of support (one additional year); approval is considered by the Dean or Associate Dean of the School of Graduate Studies in response from a request from the student’s current Graduate Program Coordinator and by the GA/TS contracting unit. All other requirements of eligibility must be met.”

New Business:

Dr. Bartoszuk gave a progress report on the awards and thanked those who volunteered to review. There will be three members each serving on eight committees. The award categories are:

Outstanding Dissertation

Outstanding Thesis in Arts/Humanities

Outstanding Thesis in Education/Social Science

Outstanding Thesis in Math, Science, and Technology

Outstanding Capstone

Excellence in Teaching – Teaching Assistant

Excellence in Teaching – Teaching Associate

Service Award for the Public Good

Research Grants

The deadline for applications or nominations is March 9, 2012.

Dr. McIntosh reported a change in the distribution of the Research Grant funds. Previously, the graduate student received the monetary award and would spend it on research expenses. Recently, however, the students started being taxed as if this was income and therefore were not receiving the full amount of the grant. After several meetings with many persons in finance and accounting, the improvement is that the grants will be set up in a similar manner as the ETSU RDC awards for faculty. Because of lack of accessibility for students to purchase through eBucs, the grants will be set up in the major professor's name. All paperwork will need to be submitted by May 15 so that the accounts can be set up by July 1 and thus provide a full year for the funds to be spent. Dr. McIntosh and Queen Brown will staff this to get the paperwork correct and ready to be filled in at the time the awardees are selected so that complete paperwork will be submitted in time.

The Graduate Studies Award Ceremony will be held April 25, 2012 in the D. P. Culp Center Auditorium from 2:00 p.m. to 3:00 p.m. with refreshments to follow from 3:00 pm to 4:00 pm. An invitation will be sent to the other departments on campus that have participated in previous years to present the awards to their students at this setting.

Other: None

Adjournment:

There was no further business. Therefore, the meeting was adjourned at 3:00 p.m.