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Graduate Council Meeting Minutes and Reports

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3-26-2012

### 2012 March 26 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**East Tennessee State University  
March 26, 2012 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, Dr. Ranjan N. Chakraborty, Dr. Scott W. Champney, Dr. Emmett M. Essin, Dr. Eric S. Glover, Dr. Marsh Grube, Dr. Donald B. Hoover, Dr. Jeff R. Knisley, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Lori Marks, Dr. Marie Tedesco, Mr. Logan Vess

**Absent:** Dr. David A. Arnall, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Marie Jones, Ms. Colleen Scott, Dr. Ester L. Verhovsek

**Guests:** Dr. Todd Emma, Dr. Katrina Heil

**Approval of February 2012 Minutes:**

**The February 27, 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

**New Course Proposal – DIGM 5917, Digital Media Production:**

This proposal is part of a curriculum revision at the undergraduate level. It is the capstone course for the Digital Media undergraduate program. The department would like to make this available to graduate students since it is in a high demand area.

The subcommittee recommends approval with the following editorial changes:

- A. In the Purpose and Goals section, reword the Purpose by inserting “the” before production, “to” before develop, and change create to produce.

- B. Reword the Rationale for Proposal to delete the word “capstone.
- C. In the Grading Scale section, include the definitions of the letter grades for both the undergraduate and graduate sections. Include the higher expectations, if necessary, for graduate students.
- D. In the Attendance Policy, change the word “sop” to police person.

### **New Course Proposal – SPAN 5377, Language and Culture in Ecuador**

This course provides students with the opportunity to learn about the language and culture in Ecuador.

The committee recommends approval with the following editorial changes:

- A. Reword the Graduate Learning Outcomes by moving “in detail” before general and replacing a “-“ with or.
- B. In the Graduate Grade Assignment, remove the grade of “D” and combine the information with the “F” information.
- C. Reword the Course Cost so that the information is in parallel construction by placing parenthesis around \$2200.

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

### **New Course Proposal – PSYC 5077, Psychological Aspects of Humanitarian Aid**

This course provides students with information about the psychological aspects of providing and receiving aid.

The subcommittee recommends approval with the following editorial changes:

- A. Revise Course Description to move “sometimes” to the first word of the sentence.
- B. Remove the information about possible other instructors in the Staffing section.
- C. Revise the Learning Outcomes to show different expectations for graduate students.
- D. Revise the Grading Scale for Graduate Students to remove the “C-“ and to correct the percentages (some are missing).

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

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

**Graduate Faculty Subcommittee Report  
March 2012**

### **New Applications**

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Hall, Jennifer and signature	Biomedical Sci.	Return for dean's rec.
2. Kortum, Richard	PHIL	Member

***Action taken by council: approved***

<u>Applicant</u> <u>Recommendation</u>	<u>Department</u>	<u>Present Status</u>	
1. Ramsauer, Victoria	PHARM	Temporary	Member
2. Zhang, Chunhua	Geosciences	Associate	Member

***Action taken by council: approved***

### **Old Business:**

Dr. Bartoszuk stated the latest revised draft regarding the application for the thesis/dissertation scholarships was sent to the council members for feedback. During the council meeting the draft was distributed for review and recommendations. The recommendations consisted of editorial corrections and clarification of who to report to, where to send, and the official email address. The application and other information will be posted to the Graduate School web site by the end of the week.

Dr. Bartoszuk requested volunteers to review the thesis/dissertation boot scholarship applications. Dr. Russell Brown, Dr. Marie Tedesco, and Dr. Kathleen Rayman volunteered.

Dr. Bartoszuk summarized the status of the awards committees and selection of awardees. All committees except one have completed their selection and the

remaining committee will be done the next day. Dr. Beck stated the Quillen Scholarship awarded nineteen graduate students. The acceptance letters and invitations should be sent shortly. Also, Ms. Amy Greene will be the representative at the Graduate Education Week in Nashville on April 4, 2012. Invitations have been sent to departments requesting their participation in the award ceremony. Several departments will be participating again this year. The School of Graduate Studies annual awards ceremony will be April 25, 2012 from 2:00 pm to 3:00 with refreshments to follow from 3:00 pm to 4:00 pm. Dr. McIntosh indicated time was required to proof read and print the program. The process should begin within the next week.

### **New Business :**

Dr. McIntosh discussed the add-on fellowship and stated four graduate students have received the award to date. Last year two students were chosen and two students received awards the previous year. She made an appeal to the council members to request their colleague for donation to the add-on fellowship foundation account so that this fellowship can continue. Dr. Glover asked if funds could be donated by a department. Dr. McIntosh will research whether this option is available. In the meantime, she will email the information regarding the add-on fellowship scholarship to Dr. Glover and Dr. Tedesco.

Dr. McIntosh asked for volunteers to meet to brainstorm a model for the boot camp. Dr. Russell Brown, Dr. Marie Tedesco, and Dr. Kathleen Rayman volunteered to create a model for the boot camp. Dr. Rob Russell will be asked to join the others for his expertise in writing lab.

Others: None

Adjournment:

There was no further business. Therefore, the meeting was adjourned at 2:50 p.m.

