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Graduate Council Meeting Minutes and Reports

8-27-2012

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

Present: Dr. Karin Bartoszuk, Dr. Jeffrey Beck, Ms. Queen H. Brown, Dr. Russell Brown, Dr. Stacy Brown, Dr. Scott Champney, Dr. Eric Glover, Dr. Marsh Grube, Dr. Donald Hoover, Dr. Marie Jones, Ms. Billie Lancaster, Dr. Cecilia McIntosh, Dr. Martha Pointer, Dr. Kathleen Rayman, Dr. Lori Marks, Dr. Marie Tedesco

Absent: Ms. Maria Costa, Dr. William R. Duncan, Dr. Emmett Essin, Ms. LaDonna Hutchins, Dr. Jeff Knisley, Dr. Rob Pack, Ms. Colleen Scott, Dr. Ester Verhovsek, Mr. Logan Vess, Dr. Flo Weierbach

Guests: Dr. Henry Antkiewicz, Dr. Norma Hogan, Dr. Jay Franklin, Ms. Kristi Williams

Introductions and welcome to new members:

The new and current graduate council members were introduced and stated their title and department and college they are representing. The new members are Dr. Flo Weierbach and Dr. Rob Pack. Ms. Kristi Williams is the new degree audit specialist in the Registrar’s office.

Approval of June 2012 Minutes:

The June 25, 2012 minutes were approved without correction.

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

Establish five new concentrations in the M.Ed. in Secondary Education and revise the course requirements for the existing degree and the existing concentration in Classroom Technology. This will formalize existing advising tracks, provide transcript notation of specialty/focus area, and encourage those seeking add-on endorsements to complete an appropriate master’s degree thus contributing to the degree attainment of residents in our service area.

The subcommittee recommended approval with the following changes:

- A. Add the word “offer” in the first bullet on page 4.
- B. Remove the “s” from “schools” in the second bullet on page 5.
- C. Re-word the first paragraph under the three bullets on page 5 to read something like “students who already are completing...”
- D. Add the words “or upon approval” to the Intended implementation date on page 7.
- E. Remove the word “so” from, the last line of part two on page 8.
- F. Migrate to new TBR forms and add missing sections. (consult with Dr. Grube)

Action taken by council: approved with recommended changes

New Course Proposal – ANTH 4047/5047, Paleolithic Archaeology

This course covers material, study of the Paleolithic human record, not covered in any other departmental courses at ETSU.

The subcommittee recommended approval with the following changes:

- A. Re-word the first part of the Rationale for Proposal on the Snapshot to read something like “Human history makes up less than 1% of human record. Therefore, most of what is recorded is only available through archeological studies.”
- B. In the Purpose and Goals section, change “of” to “for” in the first sentence.
- C. In the Major Course Topics, add a period to the end of the list.
- D. In the Major Assignments, add an “ed” to “peer review.” Also, add the word “other” before “Internet” in the last sentence of that topic.
- E. In the “Other Information,” add a statement regarding academic misconduct. The statement may read something like the following:

“ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion. (ETSU Syllabus Attachment.)”

Action taken by council: approved with recommended changes

New Course Proposal – HIST/PSCI 4197/5197, China Summer Abroad

In keeping with ETSU’s international focus, this new course offers students to spend a month of intense study in China.

The subcommittee recommended approval with the following changes:

- A. In the Purpose and Goals section, reword the first bullet to read something like “...China into students’ majors, minors, or intellectual interests...”
- B. Remove one of the periods after “FINAL TEST” in the Major Assignments section.
- C. Add a space between “2” and “pages” in the Grade Assignment section, the fourth part.
- D. Add the information for a grade of “F” to the Grading Scale.
- E. In the Other Information, add something like the following:

“ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion. (ETSU Syllabus Attachment.)”

Action taken by council: approved with recommended changes

New Course Proposal – MATH 5750, Survival Analysis

This new course contains information not found in other courses and offers content that can be used in multiple disciplines.

The subcommittee recommended approval with the following changes:

- A. In the Staffing section of the Snapshot, insert the name of the professor who will teach the course.
- B. In the Purpose and Goals section, re-word the second sentence of the second paragraph to read something like “Specific goals include: Recognition of when Identification of different types...” etc.
- C. In the Other Information section, add a statement about academic misconduct similar to the following:

“ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion. (ETSU Syllabus Attachment.)”

Action taken by council: tabled

Non-Substantive Curriculum Change – Psychology, Clinical Psychology Concentration, M.A/Ph.D.

This change is in response to concerns or questions about the master’s level component of the program of study that were expressed by the APA accreditation committee.

The subcommittee recommended approval with the following changes:

- A. In the Rationale For Proposal, eliminate the last part of the last sentence regarding the change in credit hours.
- B. In the Staffing section, insert “NA.”
- C. Correct title (and internal content of proposal where applicable) to clarify that this is referring to the clinical psychology concentration within the MA/PhD psychology program.

Action taken by council: approved with recommended changes

New Course Proposal – GRAD 4017/5017, Responsible Conduct of Research

This course is in response to Federal grant funding agencies requiring that students receive training related to the responsible conduct of research. Rationale for offering as an XX7 course was shared and approved.

The subcommittee recommends approval with the following changes:

- A. Correct the spelling of “enrollment” in the Course Description.
- B. Correct the point ranges in the Grading Scale.
- C. Capitalize “Guide” in the first Required Textbook(s).
- D. In Other Information, include a statement regarding academic misconduct similar to the following:

“ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion. (ETSU Syllabus Attachment.)”

Action taken by council: approved with recommended changes

New Course Proposal – GRAD 7850, Mentoring Student Research

This course provides an opportunity for faculty members to develop and/or improve mentoring skills.

The subcommittee recommended approval with the following change:

- A. In Other Information, insert a statement on academic misconduct similar to the following:

“ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord

with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion. (ETSU Syllabus Attachment.)”

Action taken by council: approved with recommended change

Graduate Faculty Subcommittee report and recommendations – Dr. Tedesco.

**Graduate Faculty Subcommittee Report
August 2012**

New Appointments:

| <u>Applicant</u> | <u>Dept.</u> | <u>Recommendation</u> |
|--------------------|-----------------------|-----------------------|
| Bond, Cherie | Pharm. | Member |
| Hong, Huili | CUAI | Member |
| Johnson, Marie | Audiology/Spch. Path. | Affiliate |
| Lyons, Reneé | CUAI | Affiliate |
| Moran, Reneé | CUAI | Affiliate |
| Peterson, Jonathan | Health Sciences | Member |
| Reath, Kelly | SOWK | Member |

Action taken by council: approved

Reappointments:

| <u>Applicant</u> | <u>Dept.</u> | <u>Present Status</u> | <u>Recommendation</u> |
|-------------------|-----------------|-----------------------|-----------------------|
| Baisden, Ronald | Biom. Sci. | Member | Member |
| Baryla, Edward | Econ. & Finance | Member | Member |
| Brown, Stacy | Pharm. | Affiliate | Member |
| Dixon, Wallace | Psychology. | Member | Senior |
| Ecay, Tom | Biom. Sci. | Full | Member |
| Glover, Eric | ELPA | Associate | Senior |
| Hemphill, William | Eng. Tech. | Affiliate | Member |

| | | | |
|--------------------|-------------------|---------------|------------|
| Hipple, Frederick | Econ. & Finance | Associate | Member |
| Jiang, Yu Lin | Chemistry | Full | Affiliate* |
| Jones, Jodi | Psychology | Associate | Member |
| Karsai, Istvan | Biol. Sciences | Associate | Member |
| Kridler, Jamie | HDAL | Full | Senior |
| Moore, Tom | MGMT/MKTG | Associate | Member |
| Powers, C. Laraine | Health Sciences | Interim | Member |
| Rhoton, Jack | CUAI | Member | Senior |
| Rice, Judy | Grad. Prog. Nurse | Not indicated | Affiliate |
| Saucemen, Fred | APST | Affiliate | Affiliate |
| Stewart-Glen | Grad. Prog. Nurse | Temporary | Affiliate |
| Stidham, April | Grad. Prog. Nurse | Not indicated | Affiliate |
| Stone, William | Pediatrics | Full | Senior |
| Van Hook, Patricia | Grad. Prog. Nurse | Associate | Member |
| Wallace, Chris | CSCI | Interim | Member |
| Williams, Stacy | Psychology | Full | Member |
| Wundergem, Robert | Biom. Sciences | Full | Senior |
| Yin, Deling | Int. Medicine | Full | Senior |
| Zhao, Ningfen | CHEM | Associate | Member |

*Chair indicated that 2012-13 will be the applicant's last year at ETSU and that, as such, affiliate was the appropriate level to recommend.

Action taken by council: approved

Old Business:

Dr. McIntosh summarized the set up for Thesis/Dissertation Boot Camp, offered through the Office of Professional Development (Darla, Dye, Director). The location of the Boot Camp is ETSU Sherrod Library and the cost is \$125 for four sessions with lunch provided. The first session begins September 7 and 8 with Dr. Marie Jones. The other dates scheduled are September 21-22, October 5-6, and November 2-3. Several optional mini-workshops are being held throughout. Ms. Emily Redd, Editorial Assistant/ETD, will be accessible for questions/answers. Rob Russell is organizing optional sessions with writing tutors for an extra fee of \$15.00. Friday sessions are 6:00 p.m. until 10:00 p.m. and Saturday sessions are from 8:30 a.m. until 6:00 p.m. with an option to stay until 10:00 p.m. Presently, the boot camp has seventeen registered. There will be a reception held at the end of the boot camp and Dr. McIntosh will present a progress report to the council.

Dr. Bartoszuk informed the council that six students were awarded thesis/dissertation scholarships for the Fall 2012 term.

New Business:

Dr. Beck reported on a GRE prep class that is a result of collaboration between the School of Graduate Studies and the Office of Professional Development in the School of Continuing Studies. The one day workshop is open to undergraduate and graduate students with a cost of \$55.00. It will be held in the Math Cave in Gilbreath Hall that has a 40-seat capacity. The workshop is scheduled for September 20, 2012 and presently eleven students have signed up. The professors conducting the workshop will be Mr. Robert Russell (verbal section) and Dr. Robert Gardner (quantitative section). There will be a summary report given after the GRE workshop.

Dr. McIntosh reported on the annual Graduate coordinator meeting that was held at the Valley Brook Complex. Approximately 90% of the coordinators were in attendance. First, there was a meet and greet continent breakfast along with introduction of the new Graduate Studies staff. Dr. Marie Jones presented information on the library services and this was followed by a breakout session for the program specialists and the graduate coordinators. The complex was perfect for the breakout sessions because each specialist had a separate enclosed room to present updates and policy regarding admissions, application referrals, new forms, probation, graduation, and late admissions. The second part of the meeting presented updates on recruitment, student services, programs, policies, awards, new programs, SACS accreditation, enrollment, and the new electronic letters recommendation system. Dr. Bill Kirkwood reported on the QEP plan and the opportunity for graduate programs to participate. Also, Ms. Rebecca Loyd, Online Graduate Student Liaison, advised on the Graduate Studies new online graduate support system. The meeting ended at noon for a working lunch provided by Aramark. Feedback on both the site and the content were strongly favorable.

Dr. Beck and Dr. Bartoszuk reported a record attendance of over 350 students at the New Student Orientation held at the D. P. Culp Center auditorium. Mr. Larry Smith was on hand to take pictures of the historic event. Additionally, Dr. Bach and Dr. Bishop gave welcome remarks. The orientation was concise and informative regarding legal issues, grants, GPSA, library services, financial services, financial aid, research and sponsored programs, and academic policies. There were presenters from the various offices previously mentioned. A reception catered by Aramark followed for socializing. Ms. Rebecca Loyd, Online Graduate Student Liaison, coordinated with Dr. David Currie from ATS to stream the orientation for distance students.

Dr. McIntosh reported on early indications of a record graduate student enrollment for Fall 2012. Currently, the Graduate Studies has enrollment of 2200 plus graduate students. Dr. McIntosh thanked everyone for their support and participation in this success and promised to share more specific information after final enrollment is certified and after she has the opportunity to analyze which initiatives may have had a positive impact.

Dr. Bartoszuk stated that the School of Graduate Studies will release a new magazine designed by the New Media Studio which features graduate student research at ETSU and recent graduates. The title of the magazine is the *Illuminated*. The editorial staff consists of Mariam Ayad, Professional Communication, Jerome Morrison, New Media Studio, and Dr. Bartoszuk as editor. The magazine will be featured in print form and online access for fall, spring and summer semesters. Already there is a list of departments, student, and others requesting to be featured in the next issue of the *Illuminated* magazine.

Other:

The Sherrod library has expanded their weekly hours to 2:00 a.m. however; there will be no library staff and no weekend expansion of hours. Campus security will be available.

Ms. Billie Lancaster introduced Ms. Kristie Williams as the new DegreeWorks Coordinator. Ms. Williams summarized her job function and she is presently running a demo and focus group this week before beginning the DegreeWorks program initiative. Training will be provided.

Adjournment:

There was no further business to conduct. Therefore, the meeting was adjourned at 2: 15 p.m.