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Graduate Council Meeting Minutes and Reports

11-26-2012

2012 November 26 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes
East Tennessee State University
November 26, 2012 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Dr. Karin Bartoszuk, Dr. Jeffrey P. Beck, Dr. Russell Brown, Dr. Stacy D. Brown, Queen H.E. Brown, Dr. Emmett M. Essin, Dr. Eric S. Glover, Dr. Marsh M. Grube, Dr. Marie Jones, Ms. Billie Lancaster, Dr. Lori Marks, Dr. Robbie Pack, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Marie Tedesco, Dr. Florence M. Weierbach, Ms. Laura Pepper-Weiler

Absent: Dr. Scott W. Champney, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Donald B. Hoover, Ms. LaDonna Hutchins, Dr. Jeff R Knisley, Dr. Cecilia A. McIntosh, Ms. Colleen Scott, Dr. Ester L. Verhovsek

Guests: Dr. Janna L. Scarborough, Dr. Nancy Cameron, Ms. Evelyn Roach

Approval of October 2012 Minutes:

The October 29, 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 – NURS 5307, Nursing Management Practicum:

This course is part of the curriculum revision that increases the number of practicum (clinical) hours necessary to meet industry standards for Master of Science in Nursing education.

The subcommittee recommends approval with the following changes:

- A. On the second page of the Snapshot, please list the graduate faculty members who have the credentials to teach the course.
- B. In Other Information, Discussion Boards, please fix the formatting errors at the end of the list.
- C. In the Required Textbooks, please fix the formatting errors at the end of the list.
- D. In Required Reading(s), list the readings required. If none are required, please state that none are required.
- E. In the Bibliography, please list the databases and other information found at the end of the Required Textbook section.

Action taken by council: approved with the above recommendations

Non-Substantive Curriculum Change – Nursing Masters on line:

This proposal is a curriculum revision that increases the number of practicum (clinical) hours necessary to meet industry standards for the ROPD Master of Science in Nursing.

The subcommittee recommends approval with the following changes:

- A. Revise the Major Name to ROPD Master of Science in Nursing Administration.
- B. In the Rationale For Proposal, hyphenate the “two-semester” credit hour.

Action taken by council: approved with the above recommendations

Non-Substantive Curriculum Change – Nursing Administration Graduate Certificate:

This proposal is a curriculum revision that increases the number of practicum (clinical) hours necessary to meet industry standards for the graduate education in Nursing.

The subcommittee recommends approval with the following changes:

- A. In the Summary of Actions, hyphenate the “two-semester” credit hour wording.
- B. In the existing curriculum section, correct the formatting by deleting the bullets.
- C. In the proposed curriculum section, correct the formatting by deleting the bullets.

Action taken by council: approved with the above recommendations

TBR Proposal – Revision of the admission requirements for the ROPD Master of Science in Nursing Administration:

This proposal clarifies the English language proficiency requirement, adds prerequisite statistics requirement, and requires an unencumbered Registered Nurse license.

The subcommittee recommends approval with the following changes:

- A. In the Narrative Description of Actions, after “The purpose” insert of this proposal.
- B. In the Purpose section, indicate how the proposed changes are aligned with the ETSU Mission.
- C. In the last paragraph of the Need section, change “assure” to assures, place an apostrophe between the “RN” and the “s,” change “assure” to “assures” in the next-to-the-last line, and place a comma after 2011.
- D. In the Impact section, hyphenate and add quarter to the third sentence, and hyphenate the “four-semester-hour.”
- E. In the Impact section, change “departments” to “schools” and delete the word “anyway.”
- F. In the Diversity Statement, use the standard ETSU statement.
- G. In Plans for Accreditation, please state any plans for nursing accreditation.
- H. In the chart showing the new admission criteria, re-word the (first) part 4 to include the statement that ETSU students must meet ETSU English language proficiency standards and remove the following chart.
- I. In the same chart, re-number the second 4 to a 5.

Action taken by council: approved with the above recommendations

TBR Proposal – Substantive Curriculum Modification for the Master of Arts in Counseling:

This proposal re-names three of the concentrations and revises the curriculum of the degree.

The subcommittee recommends approval with the following changes:

- A. In the Impact section, replace the comma before “however” with a semicolon.
- B. In the Impact section, spell out Tennessee.
- C. In the Impact section, hyphenate CACREP-accredited in two places.
- D. On the last page before the appendices, spell out Tennessee and hyphenate CACREP-accredited.
- E. In Appendix A, change the number of credits for COUN 5880 to 6 and explain that the course is taken twice.
- F. In Appendix A, explain the thesis versus the non-thesis options. Is it possible for a student to replace a thesis with one elective course?
- G. In Appendix A, note that COUN 5425 may be repeated up to three times for credit.
- H. In Appendix B, change the date for sharing the degree requirements to “Upon approval.”
- I. In Appendix B, hyphenate CACREP-accredited.
- J. On the Cover Page, in the Proposal Statement, change the first statement to read “To substantially revise the M.A. in Counseling curriculum.”
- K. In the Executive Summary, change the first statement to read “To substantially revise the M.A. in Counseling curriculum.”
- L. In the Impact statement, change “may” to “will” in the seventh line.
- M. In the Impact statement, bold and underline the last sentence.
- N. In the Plans for Accreditation, use parenthesis around “Clinical Mental Health ... Student Affairs.”
- O. In the Type of Program Change, add the ending parenthesis for the last item in the Curriculum Component.
- P. In the last page before the appendices, in the last paragraph remove the extra “is” and add some information about the transition for current students.
- Q. In Appendix A bold the differences in the proposed curriculum from the current curriculum.
- R. In Appendix B, change May 2015 to May 2016 in the third column of the chart.

Action taken by council: approved with above recommendations

New Course Proposal – COUN 5425, Focused Experiences in Family Counseling/Therapy:

This new course is part of the curriculum change that revises the curriculum to meet current best practices and meets accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Course Description, remove the phrase “as the course rotates from semester to semester and from faculty member to faculty member.”
- B. In the Grading Scale, remove the word “points” from the last column of the chart.

Action taken by council: approved with above recommendations

New Course Proposal – COUN 5020, School Counseling Program Development and Implementation:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Purpose and Goals section, the word “evaluation” should be changed to “evaluate.”
- B. In the Learning Outcomes section, “student should used instead “candidate” and “should be able to needs to be added to the ending of that statement.
- C. In the Learning Outcomes section, insert an “and” before “transition” in the fourth item.
- D. In the Learning Outcomes section, change “analyzes” to “analyze” in the seventh item.
- E. In the Learning Outcomes section, change “teaches” to “teach” in the ninth item.
- F. In the Learning Outcomes section, change “applies” to “apply” in the tenth section.
- G. In the Learning Outcomes section, remove the extra line before the last item.
- H. In the Major Assignments section, use bullets to list the four major assignments, with the descriptions of each following the title.
- I. In the Major Assignments section, the word “is” should be “are” in part b of the Mini’s section.
- J. In the Major Assignments section, in part c of the Mini’s the word “from” should have a “to” somewhere in the sentence.
- K. In the Grade Assignment section, points are given for class participation, but the discussion of how these points are awarded is missing.
- K. Consider shortening the title.

Action taken by council: approved with the above recommendations

New Course Proposal – COUN 5255, Clinical Issues in Mental Health Counseling:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Purpose and Goals section, remove the “a” before evidence-based” in the fourth item.
- B. In the Purpose and Goals section, hyphenate evidence-based in the fourth item.
- C. In the Learning Outcomes section, change the “&” to and in the third item.
- D. In the Learning Outcomes section, the phrase at the beginning should include the student should be able to.
- E. In the Attendance Policy, insert an “an” before excuse and explain how a student’s grade will be affected by absences.

Action taken by council: approved with the above recommendations

New Course Proposal – COUN 5555, Counseling Process and Skills: Individual, Couples, and Families:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Learning Outcomes section, the introductory statement should say the student is expected to be able to.
- B. In the Major Assignments section, include a description of the Weekly Journal.
- C. In the Major Assignments section, re-number the assignments to include all four assignments.
- D. Consider shortening the title.

Action taken by council: approved with the above recommendations

New Course Proposal – COUN 5723, Evaluation and Administration of College Counseling and Student Affairs:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Purpose and Goals section, the purpose is too broad. Adding “counseling and student affairs in” before the last three words would make the purpose statement more specific to the course.
- B. In the Purpose and Goals section, re-word the purpose the purpose by eliminating the first “and.”
- C. In the Learning Outcomes section, begin by stating the student is expected to be able to.
- D. In the Learning Outcomes section, add a bullet before the last item in the section.
- E. In the Major Assignments section, add bullets for each of the four major assignments.
- F. In the Attendance Policy, include any penalties for missing class.

Action taken by council: approved with the above recommendations

Substantial Course Modification – COUN 5010, Principles and Administration of Counseling and Consultation Services:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Learning Outcomes section, include the phrase “the student is expected to be able to.”
- B. In the Learning Outcomes section, item ten needs to be re-worded to make it clear what the student should be able to demonstrate.
- C. In the Major Assignments section, use bullets to highlight the four major assignments.
- D. In the Major Assignments section, the first sentence should be edited to read something like “The response papers are to be 1-2 pages in length. They will be due by the start of each class when assigned and should cover the readings....”
- E. In the Major Assignments section, the description of the School Awareness Project, the sentence that begins “The final paper should contain a summary of the information gathered....” needs to be re-written for clarity.
- F. In the Major Assignments section, spell out what a “PBL” is, and in part A) delete the word teams after group.
- G. In the Major Assignments section, the Topic Research Paper and Presentation, the first sentence the quotation marks are not necessary.

- H. In the Major Assignments section, the Topic Research Paper and Presentation, the first sentence in part A0 the word “and” needs to be replaced with “that.”
- I. In the Major Assignments section, please include an explanation of the Final Exam.
- J. In the Grade Assignment section, class participation is mentioned, but an explanation of the grading of class participation needs to be included.
- J
- K. In the Attendance Policy, a penalty for missing class needs to be added.

Action taken by council: approved with the above recommendations

Substantial Course Modification – COUN 5550, Counseling I:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Purpose and Goals section, change “candidates” to “students.”
- B. In the Purpose and Goals section, in the last bullet, remove the extra space in “research-based.”
- C. In the Learning Outcomes section, add “be able to” to the end of the second sentence.
- D. In the Major Assignments section, use bullets to highlight the four major assignments.
- E. In the Major Assignments section, Work in Clinic, add the word “done” between “if” and “in.”
- F. In the Grade Assignment section, class attendance and participation is included but no discussion of how the points are determined.
- G. In the Grade Assignment section, correct the points to include a percentage of 93.

Action taken by council: approved with the above recommendations

Substantial Course Modification – COUN 5420, Family Therapy I:

This course covers is part of the Counseling Curriculum Change. It covers material necessary for the program to meet accreditation standards.

The subcommittee recommends approval with the following changes:

- A. In the Learning Outcomes section, add the phrase “be able to” at the end of the second sentence.
- B. In the Learning Outcomes section, item seven, change “&” to “and.”
- C. In the Grade Assignment section, Tests of knowledge base, add “(50 points each), then change the Points column to 100.
- D. In the Grade Assignment section, change the percentages so that they add up to 100. The Tests should be 50 percent, an each of the other four items should be 12.5 percent.
- E. In the Required Textbook(s) section, use italics for the book title in the first item.

Action taken by council: approved with the above recommendations

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

New Appointments:

None

Reappointments:

<u>Applicant</u>	<u>Dept.</u>	<u>Present Status</u>	<u>Recommendations</u>
1. Al-Imad, Leila	HIST.	Associate	Affiliate
2. Blackhart, Ginette	PSYC.	Full	Member
3. Cress, Eileen	ALHS	Interim	Affiliate
4. Forsman, Allen	Health Sci.	Associate	Senior
5. Fritz, Stephen	HIST.	Full	Senior
6. Knisley, Deborah	MATH	Full	Senior
7. Kostrzewa, Richard	PHARM	Full	Senior
8. Lee, Tommy D.	HIST	Full	Member
9. Lewis, Angela	CUAI	Associate	Member
10. Morrow, K. Brent	HDAL	Associate	Member
11. Newcomer, Daniel	HIST	Associate	Member
12. Schubert, Blaine	GEOS	Full	Member
13. Slapp, Andrew	HIST	Full	Member
14. Yampolsky, Lev	BIOL	Associate	Member

Action taken by council: approved

Old Business:

The motion was made and second to approve the 2011-2012 annual report and narrative. Dr. Russell Brown was acting chairperson in Dr. Scott Champney's absence. Dr. Pointer summarized the narrative for the curriculum and Dr. Tedesco summarized the graduate faculty.

New Business:

Dr. Beck handed out the recommended edits for the GA/TS handbook policy in order to clarify processes with the electronic online contract system, the addition of the new Graduate Student Success Specialist, and other updates to be in agreement. Dr. Beck read each edit as the council members made suggestions or agreed with the edits. A motion was made, seconded, and voted with the recommended edits approved to be added to the GATS online handbook.

Other:

Dr. Bartoszuk presented the draft proposal of the ETSU Graduate Faculty Award for Outstanding Mentoring to the council. Recommendations were made and the proposal approved pending edits.

Adjournment:

There was no further business to discuss: therefore, the meeting was adjourned at 2:30 p.m.