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Graduate Council Meeting Minutes and Reports

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4-29-2013

### 2013 April 29 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes  
East Tennessee State University  
April 29, 2013 1:15pm  
President’s Conference Room – Dossett Hall 206**

**Present:** Queen H. E. Brown, Dr. Russell Brown, Dr. Scott W. Champney, Dr. Emmett M. Essin, Dr. Eric S. Glover, Dr. Marsh M. Grube, Dr. Donald B. Hoover, Dr. Marie Jones, Ms. Billie Lancaster, Dr. Lori Marks, Dr. Cecilia A. McIntosh, Ms. Laura Pepper-Weiler, Dr. Martha M. Pointer, Dr. Kathleen M. Rayman, Dr. Marie Tedesco, Dr. Ester L. Verhovsek, Dr. Florence M. Weierbach

**Absent:** Dr. Stacy D. Brown, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Jeff R. Knisley, Dr. Rob Pack, Ms. Colleen Scott

**Guests:** Dr. Mike Ramsey, Dr. William H. Sands, Dr. Angela Radford Lewis, Dr. Joseph Sobol, Dr. Cynthia R. Chambers

**Approval of March 2013 Minutes:**

The March 25, 2013 minutes were approved with no 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 – ELPA 6040, Writing for Professional Educators**

This course is designed to help graduate students develop professional writing skills.

The subcommittee recommends approval with the following changes:

- A. In the Rationale for proposal, make the words “prospectus,” “proposal,” and “dissertation” plural.
- B. In the Rationale for Proposal, hyphenate “graduate-level” and insert a comma after “writing.”
- C. In the Catalog Description, re-word the course description to remove the redundant “this course” and remove the last sentence.
- D. In the graduate faculty listing, add the word “listed” between “All” and “faculty.”
- E. In the Prerequisites, use the formal title of the program.
- F. In the Purpose and Goals section, begin with “The purpose of this course directly....”

- G. In the second section of the Purpose and Goals section, begin with the statement “The goals of this course are to enable students to.”
- H. In the Major Assignments section, part (1) is unclear. Perhaps it should be titled “Online discussion forums.” In the Research Paper section, specify who will be submitting the source materials.
- I. In the Grading Scale section, the last item should be “Below 596” and “F.”
- J. In the Other Information section, under Intellectual Property, there should be a semicolon after “unavoidable,” the period should be inside the quotation marks, and a space should be inserted in the first words of the last sentence.
- K. In Required Textbook(s), the first entry appears to have an extra word.
- L. In the Other Information section, Library, change Amy Arnold to Joanna Anderson.

*Action taken by council: approved with recommendations*

#### **Substantial Course Modification – STOR 5140, Basic Storytelling**

This course was revised to be a graduate-only course.

The subcommittee recommends approval with the following changes:

- A. Remove the “4147” from the Course ID if possible.
- B. In the Purpose and Goals section, begin with “The purpose of this course is to provide graduate students with the opportunity to:.” Then begin each of the items with a verb (master, practice, form, experience, and develop).
- C. In the Major Assignments section, correct the listing so that the total points add up to 1,000.
- D. In the Other Information section, include the web addresses for the information provided under the Honor Code and the Disciplinary Offences.
- E. In the Purpose and Goals section, replace “majors” with “fields.”
- F. In the Attendance Policy, Night Classes, change “4” to “3.”
- G. In the Other Information section, Class Etiquette, change “than” to “as.”

*Action taken by council: approved with recommendations*

#### **New Course Proposal – READ 5890, The Role of the Reading Specialist and Literacy Coach**

*Previously reviewed and approved. Motion made, second, approval carried.*

#### **New Course Proposal – READ 5871, Advanced Practicum**

*Previously reviewed and approved. Motion made, second, approval carried.*

#### **New Course Proposal – READ 5950, Action Research in Reading Education**

This new course is part of the curriculum that will implement TBR's Ready 2 Teach initiative. The subcommittee recommends approval with the following changes:

- A. In the Identify faculty section, please list the graduate faculty status of the members listed.

*Action taken by council: approved with recommendations*

**New Course Proposal – SPED 4/5367, Systematic Instruction for Functional and Academic Programming**

This new course is part of the curriculum change proposal that will implement TBR's Ready 2 Teach initiative for the master's in special education.

The subcommittee recommends approval with the following changes:

- A. Hyphenate "empirically-validated" in the Purpose and Goals section.

***Action taken by council: approved with recommendations***

**New Course Proposal – SPED 4/5767, Advanced Strategies for Behavioral Interventions**

This new course proposal is part of the curriculum change proposal required for TBR's Ready 2 Teach initiative for the master's in special education.

The subcommittee recommends approval with the following change:

- A. In the Purpose and Goals section, hyphenate "Empirically-validate" in the second sentence of the purpose.
- B. In the Purpose and Goals section hyphenate "function-based" in the last goal.
- C. In the Major Assignments section, spell out the meaning of BIP the first time it is used.

***Action taken by council: approved with recommendations***

**Non-Substantive Curriculum Change – Sport Physiology and Performance**

This change is being made to provide courses with more specific focus on neurobiology and statistical analysis for the Ph.D. in Sport Physiology and Performance.

The subcommittee recommends approval with the following changes:

- A. In the Rationale for Proposal, add the credits in parenthesis after each course listed.

***Action taken by council: approved with recommendations***

**New Course Proposal – PEXS 6630, Neuromotor Control.**

This new course will provide students with a focused in-depth educational experience in neuromotor control.

The subcommittee recommends approval with the following changes:

- A. Clarify justification for the six credit hours for the course.
- B. In the Catalog Description, hyphenate skill-based.
- C. In the Purpose and Goals section, do not capitalize neuromotor in the purpose section.
- D. In the Purpose and Goals section remove all of the unnecessary capitalization in the goals list.
- E. In the Learning Outcomes section, remove all of the unnecessary capitalization.
- F. In the Catalog Description, change "neurology" to neurobiology."
- G. In the Other Information Section, add information about Academic Misconduct.

***Action taken by council: approved with recommendations***

**New Course Proposal – PEXS 7100, Advanced Statistics for Sport Science**

This course addresses the need for additional statistics training for sport science.

The subcommittee recommends approval with the following changes:

- A. In the Catalog Description, remove the first three sentences.
- B. In the Catalog Description, before the list of topics, include “and may include but not limited to the following topics.”
- C. In the Other Information section, add information on Academic Misconduct.

***Action taken by council: approved with recommendations***

Master of Arts in Teaching

### **Substantive Curriculum Revision – Master of Arts in Teaching**

This curriculum revision is in response to the TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes:

- A. Enter the proposed CIP code on the Cover Page.
- B. Revise the courses listed in Appendix A to reflect the actual actions to be taken.
- C. In Appendix A, retitle the second column Editorial Course Changes.
- D. In Appendix A, correct the Total Credit Hours to reflect the changes made above.
- E. Include the Graduate Catalog information for the revised programs.
- F. In the chart on page 4, add “and” between “Secondary” and “K-12” and remove “Music” from the last column.
- G. On page 6, insert a title for the transition plan.

***Action taken by council: approved with recommendations***

### **New Course Proposal – CUI 5401, Pre-Residency: Classroom and Instructional Management K-12 Clinical/Field**

This new course is part of a curriculum revision as mandated by TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes:

- A. Review the Prerequisite list based on Banner’s ability to enforce prerequisites based on area.
- B. In the Major Assignments section, spell out the meaning of TPA the first time it is used.
- C. In the Grade Assignment section, place a bullet before TPA Task One A.
- D. In the Grading Scale, for the grade of “F,” use “below 74%” and “below 296.”

***Action taken by council: approved with recommendations***

### **New Course Proposal – CUI 5441, Social Studies in the K-6 Classroom**

This new course is part of a curriculum revision as mandated by TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Major Assignments section, Social Studies Through a Child’s Eye, reword the last sentence so as to convey who draws the conclusions.
- B. In the Grading Scale, for a grade of “F” use “Below 430” and “below 73.”
- C. In the Attendance Policy, reword the second sentence so that it does not appear that students will be encouraged to receive a failing grade.

***Action taken by council: approved with recommendations***

### **New Course Proposal – CUI 5560, Residency II: Clinical Field Experience Elementary (K-6)**

This new course is part of a curriculum revision a mandated by TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes:

- A. In the Prerequisites section, revise the prerequisites based on Banner’s ability to enforce them. “Passing scores on all required courses” is vague.
- B. In the Catalog Description, remove the capitalization from “For” and “Elementary,”
- C. In the Purpose and Goals section begin with “The purpose of this course is to support...”
- D. In the Purpose and Goals section, place a bullet before the last entry in the goals section.
- E. Remove temporary faculty from the list of graduate faculty.
- F. In the Grading Scale, add a comment that there is no “C-.”

***Action taken by council: approved with recommendations***

### **New Course Proposal – CUI 5570, Residency I: Clinical Field Experience Middle Grades (4-8)**

This new course is part of a curriculum revision as mandated by TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. Insert a space between “II” and “Clinical” in the Course Title.
- B. In the Purpose and Goals section, begin the purpose statement with “The purpose of this course is to support...”
- C. Remove PRAXIS comment from the Prerequisites.
- D. Remove temporary graduate faculty from the graduate faculty list.
- E. In the Grading Scale, add a comment that there is no “C-.”
- F. Update the Bibliography if possible.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5400, Seminar in Classroom Management**

This modified course is part of the curriculum revision mandated by TBR’s Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Catalog Description, remove the last word,
- B. In the Prerequisites Change question, the answer should be “True” and the prerequisite changes should be listed.
- C. Review the prerequisites in light of the ability of Banner to enforce non-course prerequisites.
- D. In the Major Assignments, explain in detail each of the listed assignments.
- E. In the Grade Assignment section, list how each of the assignments is weighted and the rubrics used.
- F. In the Grading Scale, for the grade of “F” use “below 74%” and “below 296.”
- G. In the Proposed Catalog Description, remove the Prerequisite and Corequisite information.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5426, Secondary Clinical Field I**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Purpose and Goals section, begin the goals section with the words "The goals of this course are:...."
- B. In the Learning Outcomes section, hyphenate "developmentally-appropriate" in the first item listed.
- C. In the Grade Assignment section, the Wong Review is not mentioned in the Major Assignments.
- D. In the Grade Assignment section, breakdown the grade assignments by modules.
- D. In the Grade Assignment section, indicate which oral presentation is being graded.
- E. In the Grading Scale, for the grade of "F," use "Below 75."

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5438, Residency I: Secondary Clinical Field II**

This course is part of the curriculum revision mandated by TBE's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. Revise proposed prerequisites in light of Banner's ability to handle non-course prerequisites.
- B. The Corequisites Change should be marked "False."
- C. In the Purpose and Goals section, begin the goals section with the words "The goals of this course are:...."
- D. In the Learning Outcomes section, hyphenate "developmentally-appropriate" in the first item.
- E. In the Grade Assignment section, identify which oral presentation will be graded.
- F. In the Grade Assignment section, breakdown the grade assignment by modules.
- G. In the Grading Scale, change the grade of "F" to "Below 75" and "Below 225."

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5442, Elementary Clinical Field I**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. Correct the Current Course Title to reflect the actual title (Reading and Communication Clinical Field Experience K-6).
- B. Credit Hour Change should be changed to "False."
- C. In Learning Outcomes, hyphenate "developmentally-appropriate" in the first item.
- D. In the Grade Assignment section, Mentor Evaluation Form and Reflection/Self-Evaluation on lesson taught are not referenced in the Major Assignments.
- E. In the Grading Scale, for the grade of "F," use "below 525" and "Below 75." There is no grade of "C-."
- F. Correct the Grade Assignment to align with the modules listed in Major Assignments.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5444, Residency I: Elementary Clinical Field II**

This course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. Complete the two areas "Current Transcript Title" and "Proposed Transcript Title."
- B. In the Purpose and Goals section, the first item in the goals section, include the collaboration with whom and accountability to whom.
- C. In the Learning Outcomes section, hyphenate "developmentally-appropriate" in the first item.
- D. In the Grade Assignment section, edit the information to align with the modules listed in the Major Assignments section.
- E. In the Grade Assignment section, the fourth and fifth items are not listed in the Major Assignments section.
- F. In the Grading Scale, for the grade of "F" use "Below 75" and "Below 540." There is no grade of "C-."

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5452, Middle Grades Clinical Field I**

This course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. With the course title change, has the transcript title changed?
- B. In the Purpose and Goals section, the first item in the goals section, include the collaboration with whom and accountability to whom.
- C. In the Grade Assignment section, explain which oral presentation is being graded.
- D. In the Grading Scale, for the grade of "F," use "Below 75" and "below 223."
- E. In the Other Information section, add information about academic misconduct.
- F. In the Grade Assignment section, edit the material to align with the modules listed in the Major Assignments section,

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5455, Residency I: Middle Grades Social Studies**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. None of the questions listed are answered as "True." Therefore, why is this form being completed? If any of these items are being changed, insert the necessary information.
- B. In the Major Assignments, explain in some detail the items listed in Grade Assignment.
- C. In the Grading Scale section, for the grade of "F," use "below 75."

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUI 5458, Residency I: Middle Grades Clinical Field II**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.



The subcommittee recommends approval with the following changes.

- A. Revise the Proposed Prerequisites in light of Banner's ability to use non-course prerequisites.
- B. In the Proposed Catalog Description, remove the list of corequisites.
- C. In the Purpose and Goals section, the first item in the goals section, include the collaboration with whom and accountability to whom.
- D. In the Grade Assignment section, include which oral presentation is being graded.
- E. In the Grading Scale section, for the grade of "F," use "Below 75" and "Below 223."
- F. In the Other Information, include information about academic misconduct.
- G. In the Grade Assignment section, edit the information to better align with the modules in Major Assignments.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – CUII 5580, Residency II**

This course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Catalog Description, hyphenate "graduate-level" in the first sentence.
- B. Reword the second sentence removing the credit hour information.
- C. The Credit Hours Changed should be marked "False."
- D. Reword the second sentence of the Proposed Catalog Description. See part A. above. Remove the last sentence in the paragraph.
- E. In the Other Information section, include information about academic misconduct.
- F. In the Other Information section, add the link to the ETSU Honor Code.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – READ 4/5437, Reading Instruction in the Middle and Secondary School**

This course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Learning Outcomes section, spell out "ELL" in the fifth item.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – READ 5441, Reading in the K-6 Classroom**

This course modification is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Proposed Catalog Description, remove the prerequisite and corequisite sections.

***Action taken by council: approved with recommendations***

### **Substantial Course Modification – READ 5453, Residency I: Advanced Middle Grades English/Language Arts**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. The Credit Hour Change should be marked "False."
- B. In the Grade Assignment section, edit the information to align with the modules listed in the Major Assignments section.

***Action taken by council: approved with recommendations***

**Substantial Course Modification – CUA1 5443, Residency I: Mathematics and Science in the K-6 Classroom**

This modified course is part of the curriculum revision mandated by TBR's Ready2Teach initiative.

The subcommittee recommends approval with the following changes.

- A. In the Major Assignments section, include an explanation of the first assignment.
- B. In the Grading Scale, for the grade of "F," use "Below 73."
- C. Include any textbooks required for the course.
- D. In the Major Assignments section, add a sentence of explanation for the position paper.

***Action taken by council: approved with recommendations***

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

**Graduate Faculty Subcommittee Report  
April 2013**

**New Appointments**

<u>Applicant</u>	<u>Dept.</u>	<u>Recommendation</u>
1. Capes, Justin	PHIL	Affiliate
2. Jagers, Jeremiah	SWRK	Affiliate
3. James, Denetria	SWRK	Affiliate

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

<u>Reappointments</u>	<u>Dept.</u>	<u>Present Status</u>	<u>Recommendation</u>
Applicant			
1. Crofts, Thomas	Lit. & Lang.	Associate	Member
2. Loess, Kurt	Mgmt. & Marketing	Associate	Member

3.	Mahoney, Faith	COUN	Temporary	Affiliate
4.	Roberts, Anna D.	Mgmt. & Marketing	Associate	Member
5.	Stoots, Michael	COBH	Associate	Member
6.	Wallace, Gregory	COUN	Temporary	Affiliate
7.	Williams, David L.	Surgery	Full	Senior

**Action taken by council: approved**

**Old Business:**

*Dr. McIntosh made an appeal to the council regarding the add-on fellowship scholarship. If nine people donated \$10 monthly, this would pay for one \$1000 scholarship for the best and brightest graduate students. Also, this would assist in recruiting of the best and brightest. In the past couple of years, the fellowship has been able to fund two graduate students. However, the account only has money to fund one student for the 2013-2014 academic year. Dr. Glover asked if the departments could utilize funds in his department to support students. Dr. McIntosh stated the foundation accounts rollover to the next year whereas the administrative account does not. There may be restriction on certain funding by the departments and departments should check closely. Dr. McIntosh made an additional appeal for council members to petition the faculty in the individual departments for donations.*

Dr. Bartoszuk gave a summary of the Graduate Studies Spring Awards ceremony held April 2013. The awards ceremony received positive feedback. With each award ceremony, we strive to improve. For example, we had two photographers to take pictures; one on stage as the recipient received their award and the other just outside the auditorium taking group pictures of the award recipients. Next year the award ceremony will be live-streamed to increase greater participation and to see if we can help those that could not travel to attend virtually (and, if receiving an award, could be shown on-screen). The overall award ceremony was a great success with over 150 persons in attendance.

Dr. Pfeiffer and Dr. Tedesco presented the revised football resolution letter to be submitted to Dr. Noland. The revised items included lack of representation of graduate students in the decision-making, the increase in the program services fees, and the impact to the international students. The council members discussed some additional items to be included. Those are linking the increase fees to offset the international student's fees, utilizing the fees to increase the stipends of graduate students, and for students to option out of the increase fees. Dr. Pfeiffer and Dr. Tedesco will revise the football resolution letter and submit to the council at the next meeting with the above suggestions.

**Other:**

None

**New Business:**

First, the council discussed meeting in May or June. The consensus was to meet June 10, 2013.

Second, the summer boot camp for thesis and dissertation will be May 17-18, May 31-June 1, June 14-15 and June 28-29, 2013. Plans are being made for the fall semester and will be announced as soon as possible.

Finally, Dr. McIntosh announced the assistant dean position applications closed today. The search committee will meet soon to review application and hope to have a new assistant dean hired before

June.

**Adjournment:**

There was no further business to discuss; therefore, the meeting was adjourned at 2:20 pm.