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Graduate Council Meeting Minutes and Reports

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### 2013-2014 - Graduate Council Annual Report

College of Graduate and Continuing Studies, East Tennessee State University

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**East Tennessee State University**

**Graduate Council**

**Annual Report**

**2013- 2014**

**Graduate Council Membership**

**Voting Members**

Russell Brown, Ph.D., College of Arts & Sciences

Stacy D. Brown, Ph.D., College of Pharmacy

William Scott Champney, Ph. D., Quillen College of Medicine, Chair

Emmett M. Essin, Ph.D., Faculty Senate

Marie Jones, Ed.D., Charles C. Sherrod Library Administration

Jeff R. Knisley, Ph.D., Member-at-Large, College of Arts & Sciences

Lori Marks, Ph.D., Clemmer College of Education

Phil Musich, Ph.D. Quillen College of Medicine

Robert P. Pack, Ph.D. College of Public Health

Martha M. Pointer, Ph.D., College of Business and Technology

Kathleen M. Rayman, Ph.D., College of Nursing

Mitchell Robinson, Ph.D., Biomedical Sciences, Member-at-Large

Joshua Savage, Graduate Student Member-at-Large

Colleen Scott, Graduate Student Member-at-Large

Marie Tedesco, Ph. D., School of Continuing Studies

Ester L. Verhovsek, Ed.D., College of Clinical and Rehabilitative Health Sciences

Florence Weierbach,, Ph.D., College of Nursing, Member-at-Large

### **Non-voting Members**

Cecilia A. McIntosh, Ph.D., Dean of the School of Graduate Studies

Karin Bartoszuk, Ph.D., Assistant Dean of School of Graduate Studies

Brian J. Maxson, Ph.D., Assistant Dean of the School of Graduate Studies

Maria D. Costa, International Programs

Queen Brown, Graduate Studies Office Manager

Marsh Grube, Ph.D., Vice Provost for Academic Affairs

LaDonna Hutchins, Office of the Registrar

Karen King, Ph.D., Representative from Academic Technology Support

Billie Lancaster, Office of the Registrar

Evelyn Roach, Ph.D., Office of the Registrar

### **Meeting Dates Fiscal Year 2013 - 2014**

- June 16, 2014
- April 28, 2014
- March 31, 2014
- February 24, 2014
- January 27, 2014
- November 25, 2013
- October 28, 2013
- September 30, 2013
- August 26, 2013

Meetings were held in Burgin Dossett Hall 206, the President's Conference Room. No meetings were held in December 2013 or May 2014.

## **Summary of Actions Taken**

40 New Graduate Faculty Appointments

86 Graduate Faculty Reappointments

13 New Courses Approved

14 New Program Proposals

03 Course Changes

21 Curriculum Changes

07 Policy and Related Actions

17 Miscellaneous Actions

## **Section 1: Graduate Faculty Appointments/Reappointments**

**August 2013**

### **New Appointments:**

1. Honeycutt, Scott	Literature & Language	Member
2. McManus, Stanton	Literature & Language	Member
3. Mitchell, Carissa	Teaching & Learning	Affiliate
4. Santana, Myra	Teaching & Learning	Affiliate

### **Reappointments:**

1. Bowen, Christopher	Curriculum & Instruction	Affiliate
2. Conrad, Kimberly	Curriculum & Instruction	Affiliate
3. Randall, Kincaid	Curriculum & Instruction	Affiliate
4. Knight, Terri	Curriculum & Instruction	Affiliate
5. Lawson, Danny	Curriculum & Instruction	Affiliate
6. Mackara, Warren	Economics & Finance	Member
7. Richardson, Cheryl	Curriculum & Instruction	Affiliate
8. Roane, David	Pharmaceutical Sciences	Member
9. Rusinol, Antonio	Biomedical Sciences	Senior Member
10. Smith, Brian	Kinesiology, Sport &	Affiliate
11. Walls, Jennie	Graduate College of Nursing	Affiliate

## September 2013

### **New Appointments:**

1. Bhuse, Vijay	Computing	Member
2. Bland, Carol Mason	Teaching & Learning	Member
3. Chesley, Colin	Health Services Mgmt. & Policy	Affiliate
4. Gorman, Charles	Management & Marketing	Member
5. Hoque, Mohammad	Computing	Affiliate
6. Johnson, Michelle	Allied Health	Affiliate
7. Joyner, Andrew	Geosciences	Member
8. Krishnam, Koyamangalath	Internal Medicine	Senior Member
9. Pealer, Jennifer	Criminal Justice & Criminology	Member
10. Roach, Ronald	Appalachian Studies	Member
11. Tavoc, Tabitha	Allied Health Sciences	Member
12. Tweed, Stephanie	Educational Leadership	Affiliate

### **Reappointments:**

1. Crittenden, Courtney	Criminal Justice & Criminology	Member
2. Drinkard-Hawkshawe, Dorothy	History	Member
3. Greene, Rachel	Chemistry	Member
4. Lehrfeld, Michael	Computing	Member

## October 2013

### **New Appointments:**

1. Ellis, Elizabeth	Curriculum & Instruction	Affiliate
2. Novak, David	Curriculum & Instruction	Affiliate
3. Ozment, Tammy	Surgery	Member

### **Re-appointments:**

1. Agrawal, Alok	Biomedical Sciences	Senior Member
2. Bidgood, Lee	Appalachian Studies	Member
3. Cameron, Nancy	Nursing	Member
4. Diffenderfer, Sandy	Nursing	Member

5. Littleton, Mary Ann	Community & Behavior Health	Senior Member
6. Sokell, Geri Ann	Physical Therapy	Member
7. Stewart, James	Biological Sciences	Member
8. White, Larry	Economics & Finance	Member

### **November 2013**

#### **New Appointments:**

1. Ferguson, Neina	Audiology & Speech Language Pathology	Member
2. Ross-Sheehy, Shannon	Psychology	Member
3. Whitaker Dotson, JoDee	Curriculum & Instruction	Affiliate

#### **Reappointments:**

1. Alsop III, Fred J.	Biological Sciences	Senior Member
2. Cantrell Peggy J.	Psychology	Senior Member
3. Champney, Scott	Biomedical Sciences	Senior Member
4. Cottongim, Constance M.	Teaching & Learning	Affiliate
5. Dalton III, William T.	Psychology	Member
6. Dorgan, Kelly	Communication	Member
7. Enloe, Sandra	Education	Affiliate
8. Hillhouse, Joel	Community & Behavioral Health	Senior Member
9. Hong, Jinseok	Engineering Technology, Surveying & Digital Media	Member
10. Miller, Larry S.	Criminal Justice & Criminology	Member
11. Nelson, Ardis L.	Literature & Language	Senior Member
12. Parker, Herbert Mark	Communication/Division of Theater And Dance	Member
13. Ross, Jeremy	Engineering Technology, Surveying & Digital Media	Affiliate
14. Shemwell, Donald	Management & Marketing	Member
15. Wykoff, Randy	Health Services Management And Policy	Senior Member

### **January 2014**

#### **New Appointments:**

1. Arns, Michelle	Nursing	Affiliate
2. Burton, Kara	Audiology & Speech Language Pathology	Affiliate
3. DeWeese, Brad	Exercise & Sport Science	Member
4. Fox-Horton, Julie	Continuing Programs/Degree Programs	Affiliate
5. Griggs, Jill	Audiology & Speech Language	Affiliate
6. Haddad, Lisa	Nursing	Member
7. Hagg, Theo	Biomedical Sciences	Senior Member
8. Hudson, Tina	Teaching & Learning	Member
9. Rock, Terryl Smith	Curriculum & Instruction	Affiliate

### **Reappointments:**

1. Beach, Robert	Economics & Finance	Affiliate
2. Braswell, Michael	Criminal Justice & Criminology	Senior Member
3. Broderick, Jane Tingle	Teaching & Learning	Senior Member
4. Dalton, Bruce	Social Work	Member
5. Duffourc, Michelle	Biomedical Sciences	Senior Member
6. Greer, Kathryn D.	Teaching & Learnings	Affiliate
7. Henley, Patrick Jonathan	Audiology & Speech Language Pathology	Affiliate
8. Kamolnick, Paul	Sociology & Anthropology	Senior Member
9. Knisley, Jeff	Mathematics & Statistics	Senior Member
10. Martin, Anita Jane	Counseling & Human Services	Affiliate
11. Miller, Merry	Psychiatry	Senior Member
12. Nyarambi, Arnold	Teaching & Learning	Member

## **February 2014**

### **New Appointments:**

None

### **Reappointments:**

1. Al-Imad, Leila	History	Member
2. Couch, Evelyn	Counseling & Human Services	Affiliate
3. Godbole, Anant	Mathematics & Statistics	Senior Member

4. Harralson, Heidi	Criminal Justice & Criminology	Affiliate
5. Hounshell, Jonathan	Engineering, Technology, Surveying, & Digital Media	Member
6. Maas-Brady, Jane	Social Work	Affiliate
7. Rowe, Brian	Biomedical Sciences	Member

### **March 2014**

#### **New Applications:**

1. Greene, Amanda	Kinesiology, Sport & Recreation Management	Affiliate
2. Wilson, Phillip	History	Senior Member

#### **Reapplications:**

1. Greer, Lindsay	Audiology & Speech Language Pathology	Affiliate
2. Lampley, James	Educational Leadership & Policy Analysis	Member
3. Reed, Delanna	Communication/Curriculum & Instruction	Member

### **April 2014**

#### **New Appointments:**

1. Dickson, Louise	Educational Leadership & Policy Analysis	Affiliate
2. Hood, Amanda	Art & Design	Affiliate
3. Mullins, Mary	Social Work	Member
4. Powers, Leigh	Nursing, Graduate Programs	Member

#### **Reappointments:**

1. Beck, Scott	Sociology & Anthropology	Senior Member
2. Bitter, James	Counseling & Human Services	Senior Member



3. Liu, Yali	Mathematics & Statistics	Member
4. Panus, Peter	Pharmaceutical Sciences	Member
5. Poole, George	Mathematics & Statistics	Member
6. Slatton, Ralph	Art & Design	Member
7. Schneider, Kent	Accountancy	Member
8. Smith, Mike	Art & Design	Member

### **June 2014**

#### **New Appointments:**

1. Baker, Mary	Community & Behavioral Health	Affiliate
2. Burford, Michael	Social Work	Affiliate
3. Hossler, Fred	Biomedical Sciences	Affiliate

#### **Reappointments:**

1. Champouillon, David	Music	Affiliate
2. Chu, Ting-Heng	Economics & Finance	Member
3. Chua, Balvin	Cecile Cox Quillen Chair of Geriatrics	Member
4. Dula, Chris	Psychology	Member
5. Ferslew, Kenneth	Biomedical Sciences	Senior Member
6. Green, Joe	Philosophy	Member
7. Gregg, Chris	Geosciences	Member
8. Hall, Jennifer	Biomedical Sciences	Member
9. Holbrook, Helene	College of Nursing	Member
10. Johnson, David	Biomedical Sciences	Senior Member
11. Johnson, Kelli	Speech Pathology	Affiliate
12. King, Karen	Academic Technology, eLearning, & Online Education	Member
13. Luffman, Ingrid	Geosciences	Affiliate
14. Manahan, Richard	Accountancy	Member
15. Najundeswaran, Chayadevie	Audiology & Speech Language Pathology	Member
16. Otukonyong, Effiong	Health Sciences	Member
17. Sobol, Joseph	Communication	Senior Member
18. Williams, Lynn	Audiology & Speech Language Pathology	Senior Member

## **Section 2: New Courses Approved**

### **August 2013**

- APST 5905 Internship

### **September 2013**

- NRSE 6512- Integrated Complementary Healing Approaches for Advanced Nursing Practice

### **November 2013**

- New Course: MATH-5850 Stochastic modeling
- New Course: MATH 5840 Complex Networks and Systems
- New Course: MATH 5880 Modeling of Infectious Diseases
- New Course: MATH5870 Mathematical Modeling Using Graph Theory
- New Course: NRSE 5500 (Executive Leadership Practicum)

### **January 2014**

- New Course SOWK 5410 Social Work Practice in Rural Settings
- New Course ELPA 6873 Advance Technology Applications for Educational Leaders

### **March 2014**

- New Course: SOWK-4407/5407 Social Work in the Criminal Justice System

### **April 2012**

- New Course: BADM-5700 Intercultural Studies for Business (Study Abroad)

### **June 2014**

- New Course: ENGL-4157/5157 Linguistic Analysis of Literature
- New Course: ENTC-4757/5757 Lean Six Sigma

## **Section 3: New Program Proposals**

### **September 2013**

- TBR Proposal - New Program: M. S. in Digital Marketing
- New Course Proposal: MSDM 5000 Social Media and the Brand
- New Course Proposal: MSDM 5010 Search Marketing
- New Course Proposal: MSDM 5020 E-Commerce Marketing/Direct Marketing (B2C)
- New Course Proposal: MSDM 5030 Consumer Behavior in the Online Environment
- New Course Proposal: MSDM 5040 B2B Digital Marketing
- New Course Proposal: MSDM 5050 Web Analytics
- New Course Proposal: MSDM 5060 Business Analytics, Data Visualization & Online Metrics
- New Course Proposal: MSDM 5080 Digital Marketing Research
- New Course Proposal: MSDM 5090 Digital Marketing Strategy
- New Course Proposal: MSDM 5100 Digital Marketing Strategic Experience

### **November 2013**

- TRB Proposal: Modify Reading Education Programs
- TBR Proposal – Establish Online Graduate Certificate in Mathematical Modeling in Bioscience
- TBR Proposal: Establish a Graduate Certificate in Athletic Administration

## **Section 4: Course Changes**

### **February 2014**

- Special Education: Advanced Studies in Special Education, Special Education, Early Childhood Special Education is to change one course in the major field core courses for Special Education M. Ed. Majors with concentrations (SEAP, SPED, ECSE)

### **March 2014**

- AVST-5310- Archives History and Issues. Change course title and catalog description
- AVST-5311 – Archives Theory and Practice. Change course title and catalog description

## **Section 5: Curriculum Changes**

### **August 2013**

- Substantial Course Modification – CAUI 5455, Social Studies Methods for Middles Grades
- Non-Substantive Curriculum Change – DrPH in Epidemiology
- Non-Substantive Curriculum Change – Epidemiology Graduate Certificate
- Non-Substantive Curriculum Change – M.A. in Early Childhood, Master Teacher and Research/Thesis Concentrations

### **September 2013**

- Non-Substantive Curriculum Change – BIOS, MPH Change in concentration requirements – replace two math stat courses with two biostatistics courses – recommended by Council on Education in Public Health accreditation team
- Non-Substantive Curriculum Change – BIOS, Biostatistics Certificate
- Substantial Course Modification MGMT-5547 Corporate Etiquette

### **October 2013**

- Policy Change to allow transfer all fifteen credits earned in the Rural Health Care Certificate to the MPH in Community Health concentration. It is an articulation for acceptance of certificate credits toward a master's degree.
- Terminate MCM Degree is an alternate degree designation for a concentration within the MPA program, not a separate degree program.

### **November 2013**

- Non-Substantive Curriculum Change – CNSL-SCHL (Counseling- School Counseling)

### **January 2014**

- Division of Cross-Disciplinary Studies – Require minimum of B in MALS 5400, Seminar in Interdisciplinary Research (Core MALS course)
- Substantive Curriculum Change: PhD Early Childhood Educations Change pre-requisites and collateral courses.
- Non-Substantive Curriculum Change: Early Childhood Education Emergent Inquiry Certificate change in admission requirements-tabled
- Non-Substantive Curriculum Change: Early Childhood Education MA, Initial Licensure concentration change in admission requirements-tabled

- Substantive Curriculum change Nursing – change required clinical course to be fewer hours and repeatable in order to accommodate schedules of students who are working professionals.

#### **March 2014**

- Site-Based and Electronic Delivery: Delivery Plan for PhD in Early Childhood Education at Sevierville
- Substantial Course Modifications – AVST 5310: Archives History and Issues. Change course title and catalog description

#### **April 2014**

- Revision of Admission Requirements: Social Work

#### **June 2014**

- Curriculum Change: ECED-RSEA Early Childhood Education M. A. Research Concentration
- Curriculum Change: ECED-MTEA Early Childhood Education M. A. Research Concentration
- TBR Proposal to articulate credits from completed certificate in Epidemiology into the MPH with a concentration in Epidemiology

### **Section 6: Policy and Related Actions**

Dr. McIntosh and Dr. Rayman presented the proposed new policy/policy revision for second doctoral degree. The motion was made, approved, and voted to accept.

Dr. McIntosh summarized the Dean's Council discussion regarding Academic Audit versus Program Review for graduate programs.

Dr. Marks reported the Academic Council approved the letter of intent for four post-DNP graduate certificates in the College of Nursing.

Dr. McIntosh gave a summary of the request for policy review from the College of Public Health. The request is to review existing GPA requirements, specifically the policy that all grades are used in GPA calculation. An ad hoc committee was formed to study the merit of the Academic Fresh Start for Graduate Students and the GPA calculation requirements. The committee members are Dr. Tedesco, Dr. Robert Pack, and Dr. Phil Musich, Dr. Brian Maxson, and Dr. McIntosh. The committee will present a proposal at the next meeting for review

Dr. McIntosh reviewed the Graduate Academic Fresh Start proposal from the ad hoc committee composed of Dr. Tedesco, Dr. Pack, Dr. Musich, Dr. Maxson, Dr. Scarborough, and Dr. Trogen.

Dr. Grube summarized the curriculum process system (CPS), the approval levels, and the forms required. The CPS forms and what initiates Graduate Council review of curriculum was discussed from the handout for clarification.

Dr. McIntosh stated the partnership between Graduate Studies and Dr. Bach to cost-share for the Thesis/Dissertation Reader will be discontinued after December and requested input as to handle the dissemination of this information. Council voted to require Turnitin report as part of the etd submission process.

## **Section 7: Miscellaneous Actions**

Dr. Champney conveyed two important items from Academic Council: the Faculty Handbook revision and SACS reaffirmation committee.

The motion was made to approve the 2012-2013 Graduate council Annual report with corrections.

Dr. McIntosh stated the new online Graduate Faculty applications demonstration will be presented at the Dean's Council on Thursday.

Dr. McIntosh gave an update on the progress of the online Graduate Faculty Application system.

Dr. Marks stated a proposal from Faculty Senate which concerns reporting and evaluation beginning January 2014.

The first GMAT prep workshop is scheduled for February 8, 2014.

Dr. McIntosh summarized President Noland response to the Graduate Council letter requesting his consideration to increase the graduate assistantship stipends.

Dr. McIntosh and Dr. Jones summarized the results of the Thesis/Dissertation Boot Camp, offered through the Office of Professional Development. A breakeven point of fifteen registered students was established for boot camp and this goal was obtained for the summer. Ms. Emily Redd facilitates with Ms. Darla Dye with registering students, set up the workshop, and ordering lunch with the registration money. Furthermore, members of the faculty community volunteer for the mini-workshops and various topics to be covered at boot camp.

Dr. McIntosh informed the council of a winter graduate coordinator's meeting scheduled for January 13, 2014.

Dr. McIntosh commented on the Meet the Deans that was held November 14, 2013.

Dr. Maxson updated the council regarding the Thesis/Dissertation, Diversity, and Out of State scholarships.

Dr. Maxson opened discussion on the Add-On Fellowships and input from graduate program coordinators. Dr. Maxson opened discussion to clarify communication of eligibility for Thesis/Dissertation Scholarships. Dr. Maxson distributed the current and proposed drafted fund-raising Add-on Fellowship letter to council members.

Dr. McIntosh presented a Power Point composed by Ms. Emily Redd, Editorial Assistant, to the council summarizing the Thesis/Dissertation Boot Camp.

Dr. Maxson stated a decision for the Outstanding Mentor award should be made today.

Dr. Bartoszek summarized what was discussed by the selection committee regarding how to clarify information needed for student to apply for the Research Grant.

Dr. Bartoszek discussed ideas for clarifying the instructions for the Teaching award application.

Dr. McIntosh announced the Annual Graduate Studies' Award ceremony is scheduled for Wednesday, April 23, 2014 at the D. P. Culp Center auditorium.

**ETSU rating:**

**Level:** 4 years or above

**Control:** Public

**Total Enrollment:** 14, 691

**Classification:** Co-educational

**Category:**

Prof.+A&S/SGC: Professions plus arts & sciences,  
some graduate coexistence

**Graduate Instructional Program:**

Doc/Prof: Doctoral, professional dominant

**Enrollment Profile:**

HU: High undergraduate

**Size and Setting:**

L4/N\$: Large four-year, primarily nonresidential

**Basic:**

DRU: Doctoral/Research Universities

**This institution participated in the following elective classification:**

Community Engagement

Curricular Engagement and Outreach and  
Partnerships