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### 2015 March 30 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes**  
**East Tennessee State University**  
**March 30, 2015 1:15 p.m.**  
**President’s Conference Room – Dossett Hall 206**

**Present:** Ms. Jennifer Barber, Dr. Karin Bartoszuk, Dr. Stacy D. Brown, Dr. Wendy Doucette, Dr. Marsh Grube, Ms. LaDonna Hutchins, Dr. Karen King, Ms. Billie Lancaster, Dr. Michelle Lee, Dr. Lori Marks, Ms. Sierra Maxwell, Dr. Celia McIntosh, Dr. Phillip Musich, Dr. Robert Pack, Dr. Kathleen M. Rayman, Dr. Evelyn Roach, Dr. Mitch Robinson, Dr. Janna Scarborough, Dr. Paul Trogen, Dr. Florence M Weierbach, Dr. Brittany Wilkins

**Guests:** Dr. Gordon Anderson, Dr. Andrew Battista, Dr. David Briley, Dr. Tom Donohoe, Dr. Wendolin Elrod, Dr. Rebecca Keeler, Dr. Mauro Palmero, Dr. Ken Tillman, Dr. Randy Wykoff

**Absent:** Dr. Karen King, Ms. Maria D. Costa, Dr. William R. Duncan, Dr. Brian Maxson, Dr. Martha M. Pointer, Dr. Nicole Prior, Dr. Marie Tedesco

**A. Approval of January 26, 2015 Minutes**

- a. The motion was made, seconded, and approved to accept the February 2015 minutes with no changes

**B. Curriculum Subcommittee Report – Dr. Rayman**

**a. New Course Proposal: ARTA 4607/5607 Digital Photography II**

- i. Motion made to accept with following changes:
  - 1. Under Prerequisites please add “or equivalent”
  - 2. Learning Outcomes for graduate students please add “in addition to the above, the graduate student is expected to” and include several higher order outcomes.
  - 3. Assignments: add specific requirements for graduate assignments, for example a scholarly paper. Please weight assignments for undergraduate and graduate (an assignment completed by both may be more heavily weighted for graduate to reflect graduate level work)
  - 4. Are there only 3 supplemental items in library? Need more

Action: Motion to accept with changes listed was seconded and carried.

**b. New Course: GRAD 5001 The Art of Self Marketing**

- i. Motion made to accept with following changes:
  - 1. Learning Outcomes please edit to be more global and focus on skills at completion of course
  - 2. Catalog Description in Snapshot and Syllabus, line one ...”tools for seeking” change “their” to “a”. Second sentence should read.....”internships/ jobs to apply to” Delete “what”
  - 3. Other Information, 4<sup>th</sup> line, “poste” should be “posted”
  - 4. Include information regarding ETSU Career Counselling Center
  - 5. Suggest including guidance for job searches for specific disciplines

6. Revise attendance policy to online
7. Syllabus Course Topics capitalize first word only for listed items
8. Translate grading scale into point-based; Percentages add up to 99.9%

Action: Motion to accept with changes listed was seconded and carried.

**c. New Course: GRAD 5009 Leadership for Professionals**

- i. Motion made to accept with following changes:
  1. Revise Course Topics to relate to Purpose and Goals, and relate specifically to leadership
  2. Add assessment books and on line sites for leadership assessment
  3. Textbook and required readings should not be the same. Suggest graduate level textbooks
  4. Purpose and Goals: bullet 2 “of” should be “from”
  5. Learning Outcomes separate outcome 2 into 2 separate outcomes
  6. Grade Assignment, case studies, add space after “points”
  7. Major Assignments, “exams” should be be “exam”
  8. Important Notes, suggest deleting repetitive statements
  9. Please add ETSU Career Center information

Action: Motion to accept with changes listed was seconded and carried.

**d. New Course: GRAD 5003 Career Planning**

- i. Motion made to accept with following changes:
  1. Catalog Description, 2<sup>nd</sup> sentence revise to “support strategies for professional development are discussed”
  2. Goals of the Course, add to ”develop and strengthen soft skills”
  3. Learning Outcomes revise to be broader than course assignments
  4. Required Readings clarify “initial” or omit
  5. Please include ETSU Career Counselling information

Action: Motion to accept with changes listed was seconded and carried.

**e. New Course: GRAD 5008 Soft Skills for Professionals**

- i. Motion made to accept with following changes:
  1. Retitle “Interpersonal Interactions for Professionals” . Soft skills refers to EQ, leadership, etiquette, negotiation, teamwork, etc. Purpose and Goals do not address soft skills. They are information processing, interpretation, and discussion.
  2. Learning Outcomes, 3<sup>rd</sup> outcome “differentiate cultural differences” seems redundant
  3. Attendance Policy, “responsibility” is misspelled
  4. The Nash reference in the bibliography needs a space
  5. The last bibliography reference needs a space

Action: Motion to accept with changes listed was seconded and carried.

**f. TBR Proposal to Establish a New Academic Degree: Joint Doctor of Nursing Practice (DNP) Program**

- i. Motion made to accept with following changes:
  1. Snapshot, in first line should be space after DNP
  2. P. 5 TTU Coordinator will need to work out logistics of communication
  3. P. 7 last paragraph provide networking opportunities...add “opportunities for research presentations”
  4. P. 33 NRSE 5001 research is misspelled
  5. P. 59 under Resources last bullet states (TTU’s insert). Please insert/ complete
  6. P. 60 need TTU signature
  7. P. 47 Existing Information Technology Resources, please strike “Wimba” and replace with “synchronous online environment”
  8. Remove grade of “D” on all course syllabi
  9. Consistently define grade of F as “below 75”

Edits for syllabi to communicate to TTU:

10. Pediatric Nurse Practitioner:
  11. p. 19 Second line from bottom, Stamford, Connecticut
  12. P. 42, second line from bottom, Stamford, Connecticut
  13. p. 62 Evaluation Methods BD?
  14. p. 76 line 12, portfolio
15. Acute Care Nurse Practitioner:
  - a. p. 24 Major Course Topics, “today’s”
  - b. p. 28 What does it mean in the Communications section?
  - c. p. 32 What does it mean in the Communications section?
  - d. P. 35 What does it mean in the Communications section?
  - e. p. 36 Course description, “processes to”
  - f. p. 38 What does it mean in the Communications section?
  - g. p. 41 What does it mean in the Communications section?
  - h. p. 42 Text(s), space between title and publisher
  - i. p. 44 What does it mean in the Communications section?
  - j. p. 47 What does it mean in the Communications section?
  - k. p. 51 line 13, portfolio
  - l. p. 61 What does it mean in the Communications section?
  - m. p. 64 What does it mean in the Communications section?
  - n. p. 75 Major Course Topics, last line needs a space between resources and ethics
  - o. p. 82 Catalog Description project is misspelled
16. Women’s Health Nurse Practitioner
  - a. p. 2 Title of NRSE 5704 needs to be capitalized
  - b. p. 23 second line from bottom, Stamford, Connecticut
  - c. p. 24 Text(s), Bartlett: Massachusetts needs a space
  - d. p. 25 What does it mean in the Communications section?
  - e. p. 27 Text(s), Bartlett: Massachusetts needs a space
  - f. p. 29 Text(s), Bartlett: Massachusetts needs a space
  - g. p. 32 Text(s), Bartlett: Massachusetts needs a space

- h. p. 35 Text(s), Springer Publishing needs a space
- i. p. 35 Post-partum needs a hyphen?
- j. p. 36 Post-partum needs a hyphen?
- k. p. 37 Text(s), Bartlett: Massachusetts needs a space
- l. p. 37 Other References, Text(s), Bartlett: Massachusetts needs a space
- m. p. 38 What does it mean in the Communications section?
- n. p. 40 Text(s), Bartlett: Massachusetts needs a space
- o. p. 41 What does it mean in the Communications section?
- p. p. 43 Text(s), Bartlett: Massachusetts needs a space
- q. p. 46 Text(s), Bartlett: Massachusetts needs a space
- r. p. 46 Text(s), the last one needs a space in the title
- s. p. 47 What does it mean in the Communications section?
- t. p. 54 Jamieson reference needs a space
- u. p. 55 line 13, portfolio
- v. p. 69 Text(s), Bartlett: Massachusetts needs a space
- w. p. 70 What does it mean in the Communications section?
- x. p. 71 Second text needs a space
- y. p. 73 Text(s), Bartlett: Massachusetts needs a space
- z. p. 74 What does it mean in the Communications section?
- aa. p. 75 Typo in Text(s)
- bb. p. 79 In number 10, past should be paste

Action: Motion to accept with changes listed was seconded and carried.

**C. Graduate Faculty Subcommittee report and recommendations – Dr. Trogen.**

i. :

<b>Appointment</b>		
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Recommendation</u></b>
1. Nicholas E Hagemeier	Pharmacy Practice	Member
2. Jennifer R Hunt	Health Services Management and Policy	Affiliate

Action: Motion made, seconded, and carried to accept the appointments

<b>Reappointment</b>	-	-	-
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Present Status</u></b>	<b><u>Recommendation</u></b>
1. Norma Jane Hogan	Curriculum & Instruction	Member	Member
2. Brooks Barnes Pond	Pharmaceutical Sciences	Member	Member

Action: Motion to accept reappointments was seconded and carried.

**D. Report from Academic Council – Dr. Marks**

**a. Six proposals from Graduate Council passed by Academic Council**

- i. Review admission requirements for ECEE
- ii. Establish Graduate Certificate for post-DNP
- iii. Establish M.S. Sports Science and Coach Education
- iv. Establish M.S. Human Services
- v. Establish EDD in Global Sports Leadership
- vi. Phase out RODP MSN Nursing Informatics

**E. Old Business**

**a. Accelerated (FastTrack) Bachelor's to Master's policy**

- i. Dr. McIntosh reported that the policy obtained unanimous approval from UCC on March 25, 2015. Motion was made, seconded, and carried for approval by Graduate Council. This will go before Academic Council at its April 9, 2015 meeting.

**F. New Business**

**a. Request for reconsideration of Proposal for Curriculum Change to MPA degree program – Request made by Dr. Gordon Anderson and Dr. Rebecca Keeler. Motion was made, seconded, and carried to reconsider the proposals.**

**i. TBR Proposal: Substantial Revision to the MPA Program**

1. Motion made to accept with following changes:
  - a. The names of the new concentrations should appear early in the document (starting with the purpose section) and be restated elsewhere.
  - b. Impact: please focus on student learning and not staffing. A degree program is for students, not faculty. Delete sentence “In light of recent changes in faculty....”.
  - c. Plans for Accreditation: must have a statement. If there is not accreditation, say so. Also state that SACS notification is not requires.
  - d. Type of Program Change: Under “No. of credit hours impacted by the revision since last TBR action” please add “See appendix A for catalog descriptions of new courses”.
  - e. Item 4: Add “See Appendix B for Current and Proposed Program of Study”.
  - f. Item 8: Need transition plan for current students
  - g. Appendix A—please include catalog description for new courses. Must match course proposals exactly.
  - h. Appendix B – current and proposed program of study
  - i. PGMT 5180 please add “Course Editorial Change”
  - j. PGMT 5200 please add “Substantial Course Modification”
  - k. PGMT 5400 please add “New Course”
  - l. PGMT 5347 please add “Course Editorial Change”
  - m. PGMT 5310 please add “New Course”
  - n. PGMT 5320 please add “New Course”
  - o. Nonprofit & Public Financial Management Concentration please add “combination of two concentrations”
  - p. If reducing the concentrations, should the dept. submit a Termination of Concentration Proposal?

Action: Motion to accept with changes listed was seconded and carried.

**ii. New Course Proposal: PGMT 5310: GIS for Planning and Development**

1. Motion made to accept with following changes:
  - a. Snapshot: Rationale for Proposal, last sentence capitalize “Geographic Information System”
  - b. Course Required for Major: check “yes”
  - c. If similar to exiting course, need letter from Jim Mead
  - d. Syllabus: Purpose and Goals, please list more than one goal
  - e. Learning Outcomes: last bullet, add “an” after conduct
  - f. Grade Assignment: change “exercises” to “projects”
  - g. Grading Scale: delete C-. change F to <70
  - h. Other Info: Add academic misconduct statement, disability info, syllabus attachment.
  - i. Required Textbooks: Check Pickles 2006 for latest edition.

Action: Motion to accept with changes listed was seconded and carried.

**iii. New Course Proposal: PGMT 5320: Transportation Planning and Development**

1. Motion made to accept with following changes:
  - a. Syllabus: Catalog Description: Please change “introduces” to “considers”
  - b. Purpose and Goals: Please reword to “The purpose of this course is to consider ...” And “The goals of the course are to:” . Omit “to” from bullets.
  - c. Learning Outcomes: bullet 1 last word change to “systems”
  - d. Major Assignments: Add “a” after “a survey of...”
  - e. Assignment #3: First sentence, change “this” to “the”
  - f. Please add description of Presentation under Assignments.
  - g. Grading Scale, there is no C- grade for graduate students so please remove. Thus the F portion should be changed to read F Below 72%
  - h. Other information should include information on disability services and academic misconduct.
  - i. Textbooks: please check for updated editions (2004, 2001 listed).

Action: Motion to accept with changes listed was seconded and carried.

**iv. New Course Proposal: PGMT 5400: Legal Considerations in Local Government**

1. Motion made to accept with following changes:
  - a. Course title here and in TBR proposal do not match. Please be sure they are the same.
  - b. Grading Scale: F portion should read F = below 70%
  - c. Please provide descriptions for major assignments
  - d. Add explanation of presentation
  - e. Other information should include information on disability services

Action: Motion to accept with changes listed was seconded and carried.

**v. Substantial Course Modification: PMGT 5200 Legal and Ethical Considerations in Public Service**

1. Motion made to accept with following changes:

- a. Grading Scale: Please change to F< 70%
- b. Other Information: please add disability services information

Action: Motion to accept with changes listed was seconded and carried.

**b. Graduate Faculty Mentor Award**

- i. Council voted to elect Dr. Chris Dula for the Graduate Faculty Mentor Award

**c. Request to evaluate requirements for official transcripts for Graduate Admission**

- i. Council voted to guide interpretation of current admissions policy requirement for official transcripts to consider pdf transcripts official when provided by organizations corroborated and vetted by ACCROA as following best practice to protect integrity of transcripts.

**d. Summer meeting dates – Dr. Marks**

- i. April 27 and June 8 at 1:15 p.m.

**G. Other**

**H. Adjournment: 2:45 p.m.**