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Graduate Council Meeting Minutes and Reports

8-31-2015

2015 August 31 - 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 31, 2015 1:15 p.m.
President’s Conference Room – Dossett Hall 206**

Present: Ms. Jennifer Barber, Dr. Karin Bartoszek, Dr. Stacy D. Brown, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. Marsh Grube, Ms. LaDonna Hutchins, Ms. Billie Lancaster, Dr. Michelle Lee, Dr. Jill Leroy-Frazier, Dr. Lori Marks, Dr. Brian Maxson, Ms. Sierra Maxwell, Dr. Celia McIntosh, Dr. Phillip Musich, Dr. Robert Pack, Dr. Martha M. Pointer, Dr. Kelly Price-Rhea, Dr. Nicole Prior, Dr. Judy Rice, Dr. Evelyn Roach, Dr. Janna Scarborough, Dr. Paul Trogen, Dr. Brittany Wilkins

Absent: Dr. David Currie, Ms. Wendolin Elrod, Ms. Maria D. Costa, Dr. Mitch Robinson,

A. Selection of Council Chair for 2015-2016

- a. Dr. Lori Marks was selected to serve.

B. Approval of June 2015 Minutes

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

C. Subcommittee Membership

a. Graduate Faculty Subcommittee

- i. The following members were selected for this committee to serve the 2015-2016 term:

1. Dr. Paul Trogen
2. Dr. Brittany Wilkins
3. Dr. Lori Marks
4. Dr. Janna Scarborough
5. Dr. Judy Rice
6. Dr. Brian Maxson
7. Dr. Robert Pack
8. Dr. Jill Leroy-Frazier
9. Dr. Phillip Musich

b. Curriculum Subcommittee

- i. The following members were selected for this committee to serve the 2015-2016 term:

1. Dr. Wendy Doucette
2. Dr. Michelle Lee
3. Dr. Martha M. Pointer
4. Dr. Stacy D. Brown
5. Dr. Nicole Prior
6. Dr. Karin Bartoszek
7. Dr. Cecilia McIntosh
8. Dr. Kelly Price-Rhea
9. Dr. Marsh Grube
10. Ms. Jennifer Barber

D. Curriculum Subcommittee Report – Dr. Wendy Doucette

- a. **Non-Substantive Curriculum Change Proposal: Remove from catalog reference to EDFN 6730 as an elective for the PPSL concentration in the Educational Leadership Ed.D.** http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_5a_6&FormID=17&Instance=7776

- i. Motion was made to accept with following changes:

1. Under “Rationale for Proposal, the final quotation marks are missing in the first sentence.
- ii. Motion to accept with changes listed was seconded and carried.

b. TBR Proposal: Terminate the Digital Media Concentration in the Master of Science in Technology

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_5a_8&FormID=11&Instance=7015

- i. Motion was made to accept with following changes:
 1. On the cover page under Proposed Degree [or] Certificate CIP and SOC codes, please enter the appropriate codes.
 2. Change Proposed Implementation Date to “upon approval.”
 3. Page 2, under Purpose, please replace “unsustainable” with “substantial.”
 4. Need/rationale: replace “university’s accreditation” with “accreditation recommendation.” Argument can be strengthened by including information from the snapshot page.
 5. Impact: replace “requiring no phase-out” with “therefore no phase-out is required.” This argument can be strengthened to list the remaining graduate electives in the MS in Technology.
- ii. Motion to accept with changes listed was seconded and carried.

c. TBR Proposal: To Revise Admissions in Public Health (Dr. Jodi Southerland)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_5a_8&FormID=11&Instance=8235

- i. Motion was made to accept with following changes:
 1. Request needs to be on new TBR/THEC form
 2. On snapshot, edit Narrative Description of action to read : To remove the requirement for test scores to be sent to the ETSU School of Graduate Studies by students applying through SOPHAS for admission to the Master of Public Health degree program and to clarify information on official transcript submission and submission of proof of undergraduate degree.
 3. Correct implementation date on proposal to be “upon approval”
 4. Correct Appendix A to include information about transcripts
 5. Other edits to proposal due to change in form.
- ii. Motion to accept with changes listed was seconded and carried.

E. Graduate Faculty Subcommittee report and recommendations – Dr. Trogen

- i. Motion made to accept the following appointments and reappointments:

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
Phillips, Kenneth Doyle	Nursing	Senior
Boyce, Sarah Marie	Audiology	Affiliate

Reappointment	-	-	-
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
Eisenzopf, Kristy Strong	Audiology	Temp	Affiliate
Kim, Kyung Min	Teaching and Learning	Temp	Affiliate

1. Motion to accept was seconded and carried.

F. Report from Academic Council – Dr. Marks

- i. Academic council met August 15th and approved the following proposals:
 1. Substantive change to the MPA: Public Administration
 2. Terminative the Reading concentration, and moving the M.S. in Education to an M.Ed.

- ii. Graduate School enrollment is up from last year, and has possibly set a record for the university.

G. Old Business

- a. Accelerated Fast-Track Bachelor's to Master's Policy: Dr. McIntosh
 - i. Dr. McIntosh met with undergraduate recruiters and admission counselors on June 15th to discuss
 - ii. Also met on June 23rd with the Undergraduate Advisory Council and issued a campus-wide email in August
 - iii. Dr. McIntosh discussed the policy with Graduate Coordinators at their annual meeting August 18th
 - iv. Press release issued in August with contact information of appropriate office(s), and Jennifer Clements is working on a landing page with more information for students

H. New Business

- a. Clarification about undergraduate taking graduate courses policy
 - i. Editorial change to undergraduate council to point to graduate policy on Accelerated and Advanced Admission
 - 1. Dr. McIntosh will send a clarifying statement to council members to look over, then will send the change to Dr. Marsh Grube to include in the catalog
- b. Email concerning graduate faculty status for professors teaching 4xx7/5xx7 courses discussed
 - i. Graduate faculty status is required in these instances, and professors teaching these courses have been informed of this requirement. Options were discussed such as applying for temp status to teach the course, or changing the course number if the department wants to make a course undergraduate only or graduate only.
- c. Clarification of policy of minimal GPA for admission as a non-degree seeking graduate student or for any admission
 - 1. Several clarifications in language were proposed.
 - 2. Graduate council endorsed the changes, and voted for them to be edited in the catalog

I. Other

- a. Information Item: Expect 2013-2014 and 2014-2015 annual reports to be ready for review and approval at the September 2015 meeting
- b. Information Item: Long Term Graduate Program Data Report: new version should be ready in late September or early October.

J. Adjournment: 2:15 p.m.