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Graduate Council Meeting Minutes and Reports

4-25-2016

2016 April 25 - 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 25, 2016, 1:15pm
President’s Conference Room – Dossett Hall 206

Present: Ms. Jennifer Barber, Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Dr. Stacy D. Brown, Dr. David Currie, Dr. Wendy Doucette, Ms. LaDonna Hutchins, Dr. Michelle Lee, Ms. Billie Lancaster, Dr. Jill Leroy-Frazier, Dr. Lori Marks, Dr. Brian Maxson, Dr. Cecilia A. McIntosh, Dr. Rob Pack, Dr. Kenneth d. Phillips, Dr. Martha M. Pointer, Dr. Nicole Prior, Dr. Evelyn Roach, Dr. Mitch Robinson, Dr. Janna Scarborough, Dr. Paul Trogen

Absent: Ms. Maria D Costa, Dr. William R. Duncan, Ms. Wendolin Elrod, Dr. Marsh Grube, Dr. Kelly Price-Rhea, Dr. Brittany Wilkins

Guests: Dr. Kurt Maier, Dr. Jeffrey Roach

A. Presentation from Graduate Student Success Specialist (Ivy Buerkle)

Ms. Ivy Buerkle presented the Graduate Success Specialist data report from August 2011 to January 2016. The report provided information on some common issues, retention rate, use of service by domestic, international, or unknown persons to name a few. When Bucky’s Pantry was mentioned, Dr. Prior suggested Starbucks is now allowed to give donations of food not sold. Dr. Phillips suggested payroll deductions to purchase perishable items. Dr. McIntosh thanked Ms. Buerkle for her report.

B. Approval of March 2016 Minutes

The motion was made, seconded, and approved to accept the March 28, 2016 minutes.

C. Curriculum Subcommittee report – Dr. Wendy Doucette

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

I. Non-Substantive Curriculum Change: MS Environmental Health AND PhD Environmental Health (Dr. Kurt Maier)

<http://etsuis.etsu.edu/CPS/forms.aspx?>

[DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=8830](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=8830)

[http://etsuis.etsu.edu/CPS/forms.aspx?
DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=8831](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=8831)

Motion made to accept with the following changes:

1. Overall: implementation date will be Fall 2017
2. Proposal:
 - a. Page 4, Identify the faculty who have the credentials to teach this course

Motion to accept with changes listed was seconded and carried.

II. New Course Proposal: CSCI 4507/5507, Computer Forensics (Dr. Jeffrey Roach)

[http://etsuis.etsu.edu/CPS/forms.aspx?
DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8685](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8685)

Motion made to accept with the following changes:

1. Snapshot:
 - a. Rationale for proposal: please expand this.
2. Syllabus:
 - a. Page 2, Grade assignment: make easier to read, if possible
 - b. Page 2, clarify grading scale to reflect graduate failure point (below 73)
 - c. Page 3, Research project (graduate): this Sherrod Library link no longer exists

Motion to accept with changes listed was seconded and carried

New Course Proposal: CSCI 4527/5527, Ethical Hacking (Dr. Jeffrey Roach)

[http://etsuis.etsu.edu/CPS/forms.aspx?
DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8687](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8687)

Motion made to accept with the following changes:

1. Snapshot:
 - a. Rationale for proposal: please expand this.

2. Syllabus:

- a. Page 2, Grade assignment: make easier to read, if possible
- b. Page 2, clarify grading scale to reflect graduate failure point (below 73)
- c. Page 3, Research project (graduate): Restate third sentence as "...evaluating the quality of various resources to determine the current state of computer security and to identify any potential future research."
- d. Additional resources: the Sherrod Library link no longer exists

Motion to accept with changes listed and to change CSCI 4527/5527 to CSCI 4537/5537 was seconded and carried.

IV. TBR Proposal: Establish a New Graduate Certificate in Public Health (Dr. Robbie Pack)

<http://etsuis.etsu.edu/CPS/forms.aspx?>

[DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8724](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8724)

Motion made to accept with the following changes:

1. Snapshot:

- a. Page 2, Narrative Description of Action: Please spell out the initials

2. Proposal:

- a. Page 1, Proposal statement: The following two points should be in TBR language
 - i. Establish a certificate of less than 24 SCH
 - ii. Other: Articulation agreement between certificate and degree program
- b. Page 1, Anticipated delivery site(s): remove "fully"
- c. Page 2, Proposal: restate as above
- d. Page 2, Need/Rationale: clarify Appendix as B
- e. Page 6, paragraph 1, sentence 1: "GPA of 2.4 (out of 4.0) at the undergraduate level and 3.0 (out of 4.0) for international students"
- f. Page 6, paragraph 5, sentence 3: "face-to-face"
- g. Page 7, Appendix B: remove first sentence

- h. Overall: replace all instances of “on-line” with “online”
- i. Appendix A; move articulation language to its own heading and edit language to clarify per discussion.

Motion to accept with changes listed was seconded and carried with Dr. Pack abstention

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

Motion made to accept the following appointments and re-appointments

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Joshua S Reid	Literature and Language	Affiliate
2. Cheri Whitehead Clavier	Educational Leadership and Policy Analysis	Affiliate
3. Zhenyu Tang	Sociology and Anthropology	Affiliate
4. Qian Xie	Biomedical Sciences	Member

Reappointment	-	-	-
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Mark D Baumgartner	Literature and Language	Member	Member
2. Robert A Beeler	Mathematics and Statistics	Member	Senior
3. Benjamin D Caton	Music	Member	Member
4. Alison Patricia Deadman	Music	Member	Member
5. James T Donaldson	Biological Sciences	Affiliate	Affiliate
6. James R Hayman	Biomedical Sciences	Senior	Member
7. Jonathan Patrick	Biomedical Sciences	Member	Member
8. Moorman			
9. Anthony D Pittarese	Computing	Member	Member
10. Judith B Slagle	Literature and Language	Senior	Senior
11. Michael Hilary Small	Management and Marketing	Temporary	Sent back for clarification
12. Charles Albert Stuart	Internal Medicine	Senior	Member
13. Kenneth R Tillman	Nursing	Temporary	Member
14. Florence M Weierbach	Nursing	Temporary	Member

The motion was made, seconded, and carried to accept the appointments and re-appointments.

E. Report from Academic Council – Dr. Marks

Dr. Marks reported Academic Council presented four proposals. The proposals are establishing a new concentration in MALS, Applied Theatre Pedagogy, establishing a new graduate certificate of Reinforcing Education through Artistic Learning, establishing a new graduate certificate of Community College Leadership, and revising DNP Admissions Policy. Other proposals presented are revision of the Guidelines for Graduate Faculty Appointments which was approved. Additional, Dr. Marks stated a report regarding 2016 fall enrollment was presented by Dr. Mike Hoff.

F. Old Business

Dr. Maxson gave a summary report regarding the Annual Graduate Studies Award ceremony on April 20. Dr. Maxson stated the award ceremony had good attendance and both students and faculty was happy with the program. There was approximately 90 to 100 awards recipients. Also, the awards program was scheduled for an hour, however, for future graduate studies' award ceremony it will be scheduled for an hour and half. This is due to increase interest by departments and number of award recipients. The council members made a few suggestions for the future such as, (Dr. Scarborough) giving the awards program to graduate coordinators at the next coordinator's meeting and (Dr. Pack) suggested the colleges/departments submit the names of their awards recipients to Dr. Maxson earlier so the names can be printed in the program in a timely manner.

G. New Business –

The council discussed when the next meeting would be schedule since May 30 is a holiday. After much discussion, the council members agreed to schedule the next meeting for June 27th. This will give the subcommittees time to meet for curriculum proposals and graduate faculty review.

The council mentioned questions concerning the new governance and how that will impact the curriculum proposals. Dr. McIntosh stated that Dr. Bach and the Academic Council is researching.

H. Other

I.

I. Adjournment

There was no further business, therefore, the meeting was adjourned at 2:05 pm