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Graduate Council Meeting Minutes and Reports

10-31-2016

2016 October 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
October 31, 2016, 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Ms. Jennifer Barber, Ms. Janet Keener for Dr. David Currie, Dr. William R. Duncan, Dr. Patrick Bradshaw, Dr. William Flora, Dr. Marsh Grube, Dr. David L. Hurley, Ms. LaDonna Hutchins, Ms. Billie Lancaster, Dr. Michelle Lee, Dr. Jill Leroy-Frazier, Dr. Kelly Price, Dr. Nicole Prior, Mr. Don Rice, Dr. Evelyn Roach, Dr. Janna Scarborough, Mr. Brandon Werick, Dr. Brittany Wilkins, Dr. Scott Kirkby

Absent: Dr. Karin Bartoszuk, Ms. Maria D. Costa, Dr. Wendy Doucette, Dr. Lori Marks, Dr. Rob Pack, Dr. Kenneth D. Phillips, Dr. Martha M. Pointer, Dr. Mitch Robinson, Dr. Cecilia McIntosh

Guests: Mr. David R. Moore, Dr. Katherine Weiss, Dr. Karin Keith

A. Approval of September 2016 Minutes

Motion was made, seconded, and approved.

Discussion about changing formatting of council minutes tabled until next council meeting.

B. Curriculum Subcommittee report – Dr. Michelle Lee

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. New Course Proposal: CUA I 5780, Organizing and Implementing Response to Intervention in Classrooms (Dr. Karin Keith)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8729

- a. Snapshot page 2, catalog description: Reword last sentence to eliminate 3 RTI’s
- b. Snapshot page 2, change proposed implementation term to Fall 2017
- c. Syllabus, page 2, major assignments: In description of RTI Interventionist Notebook, insert ‘paper’ in ‘Students will complete a 5 page reflection’

Motion was made to approve with recommended changes, seconded, and approved.

II. New Course Proposals: HSMP 6310, Population Health Management (Dr. Nathan Hale); HSMP 6320, Health Services Research Methods (Dr. Nathan Hale); HSMP

6330, Health Policy, Advocacy, and Ethics (Dr. Nathan Hale); HSMP 6340, Leadership, Management, & Governance in Public Health (Dr. Nathan Hale)
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8917

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8985

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8987

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8989

- a. No revisions needed

Motion was made to approve with recommended changes, seconded, and approved.

III. New Course Proposal: SPED 5610, Evidence-Based Practices in Response to Intervention: Ensuring Success in the Diverse Classroom (Dr. Tina Hudson)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8591

- a. Snapshot page 2, rationale for proposal: space needed between parentheses and to delete ‘recently’-sentence should read ‘model which was mandated in Tennessee’
- b. Snapshot page 2, catalog description: Delete ‘This course’ and start sentence with Prepares; delete ‘will’ in ‘Candidates will learn’
- c. Snapshot page 3, course repeatable for credit: change to ‘no’
- d. Syllabus, page 2, major assignments: third sentence of Research-to-Practice Lesson Plans, change ‘incorporates’ to ‘incorporate’ and hyphen needed between evidence and based
- e. Syllabus, page 3, grade assignment: revise totals in quantity, point value/weight, and total points columns
- f. Syllabus, page 3, grading scale: add ‘F below 76’

Motion was made to approve with recommended changes, seconded, and approved.

IV. New Course Proposal: SPED 5620, Response to Intervention in Mathematics (Dr. Tina Hudson)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=8976

- a. Snapshot, page 2, rationale for proposal: space needed between parentheses and framework
- b. Snapshot, page 2, catalog description: delete ‘This course’ and start with ‘Addresses’; delete ‘will’ in last sentence
- c. Snapshot, page 2, course repeatable for credit: change to ‘No’
- d. Syllabus, page 1, purpose and goals: delete space between 4th and 5th bullet; bullet last sentence “Develop leadership skills...”
- e. Syllabus, page 2, learning outcomes: bullet last sentence “Monitor and evaluate...”
- f. Syllabus, page 2, grade assignment: revise total column to 50, 50, 50, 20, 30

- g. Syllabus, page 3, other information: Desire 2 Learn is listed twice, delete one

Motion was made to approve with recommended changes, seconded, and approved.

V. Substantial Course Modification: ENGL 4407/5407 London Theatre, Study Abroad (Dr. Katherine Weiss)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=10&Instance=8411

- a. Snapshot, page 2, catalog description: complete course deletion for THEA 4407 and course editorial for “This course may be repeated up to four times.” Consult Dr. Marsh Grube.
- b. Syllabus, page 1, learning outcomes: need learning outcomes for undergraduate students and graduate students
- c. Syllabus, page 4, grading scale: change F to below 73
- d. Syllabus, page 4, other information: add syllabus attachment link, ETSU Academic Misconduct and ETSU Honor Code

Motion was made to approve with recommended changes, seconded, and approved.

VI. TBR Proposal: Establish a new concentration, DrPH concentration in Health Management and Policy (Dr. Nathan Hale)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8975

- a. Proposal, page 3, Need/Rationale: insert ‘other’ in sentence “Currently, there are no other Doctor...”

Motion was made to approve with recommended changes, seconded, and approved.

VII. TBR Proposal: Establish a New Certificate Program, Certificate in Response to Intervention (Dr. Tina Hudson)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8596

- a. Snapshot, page 2, Narrative Description of Action: 4th line, delete ‘purports to’; 12th line, change ‘collaborative’ to ‘collaboratively’
- b. TBR Proposal, cover page, proposed implementation date: change to fall 2017
- c. TBR Proposal, page 2, proposed effective date: change to fall 2017
- d. Proposal, page 2, purpose: state purpose is...; move 2 paragraphs to need/rationale section
- e. Proposal, page 3, add “Learning Outcomes” section before need/rationale section; add student learning outcomes
- f. Proposal, page 4, plans for accreditation: shorten this paragraph, delete all but 1st and last sentence
- g. Proposal, page 4, Type of Change: add “curriculum component”, listing required courses and electives; add Appendix A, Appendix B-Demand for the Certificate, Appendix C-Alignment with Existing Programs, Appendix D-Admission Requirements

- h. Proposal, Appendix A: in table, course description, delete “this course” and “will” to SPED 5610 and SPED 5620; at the end of the table add “*Those seeking a Reading Specialist endorsement may transfer up to 9 credit hours into the M.Ed. in Reading upon approval from the graduate coordinator.”
- i. Proposal, Appendix D-Admission Requirements: delete section “If any new costs are anticipated...” And add to #7 on page 5 of proposal

Motion was made to approve with recommended changes, seconded, and approved.

VIII. New Course Proposal: CUI 5591, Residency II MAT Seminar (Dr. Aimee Govett) and Substantial Course Modification: CUI 5458, Residency I: Middle Grades Clinical Field 1 (Dr. Aimee Govett)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8944

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=10&Instance=8848

- a. Returned to Dr. Govett for revisions

No final action taken

Committee Members Attended: Nicole Prior, Martha Pointer, Brandon Weirick, Kelly Price, Karin Bartoszuk, Marsh Grube, Michelle Lee

C. Graduate Faculty Subcommittee report and recommendations – Dr. Brittany Wilkins.

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Caleb Bazylar	Exercise and Sport Science	Member
2. Gerald Deehan	Psychology	Member
3. Bethany Vovotny	Counseling and Human Services	Member

Reappointment			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Beth Bailey	Family Medicine – COM	Senior	Senior
2. Debra Bentley	Educational Leadership and Policy Analysis	Temporary	Member
3. Samuel Burke	Computing	Affiliate	Affiliate

4. Myra Clark	Nursing Graduate Programs	Temporary	Member
5. Joanna Cyrier	Counseling and Human Services	Temporary	Affiliate
6. Thomas Davis	Exercise and Sport Science	Affiliate	Member
7. Emily Donald	Counseling and Human Services	Temporary	Member
8. William Duncan	Sociology and Anthropology	Member	Member
9. Susan Epps	Allied Health Sciences	Member	Member
10. Virginia Foley	Educational Leadership and Policy Analysis	Member	Member
11. Darryl Haley	Literature and Language	Temporary	Member
12. Theresa Harrison	Biomedical Sciences – COM	Senior	Member
13. Michelle Johnson	Allied Health Sciences	Affiliate	Affiliate
14. Aruna Kilaru	Biological Sciences	Member	Member
15. Michaele Laws	Computing	Temporary	Affiliate
16. Joy Matson	Teaching and Learning	Temporary	Affiliate
17. Charles Olson	Appalachian Studies	Senior	Senior
18. John Ramsey	Computing	Temporary	Affiliate
19. Marina Roginskaya	Chemistry	Member	Member
20. Kimitake Sato	Exercise and Sport Science	Member	Member
21. Margaret Stone	Exercise and Sport Science	Affiliate	Affiliate
22. Liang Wang	Biostatistics and Epidemiology	Member	Member
23. John Whitehead	Criminal Justice and Criminology	Senior	Senior
24. Brittany Wilkins	Social Work	Member	Member

Appointments and Reappointments motions was made, seconded, and approved.

Recording of Attendees

Present: Patrick Bradshaw, Jill LeRoy-Frazier, Scott Kirkby, Lori Marks, Mitch Robinson, Janna Scarborough, Brittany Wilkins

Absent: Rob Pack

Absent but submitted: none

D. Old Business

I. Discussion of requirements for service on Subcommittees – Dr. Marks

The council discussed the requirements for service on the subcommittees, and it was tabled until the next meeting. This should provide time for the Curriculum subcommittee to discuss and formulate guidelines.

II. Graduate Council Charge – Dr. Marks

No real documentation aside from what is on the University website.
Reviews/Reports requested: Graduate Programs, accreditation, etc.
Dr. Grube will assist with reports.

F. New Business –

I. Solicitation of policies needing review and/or updating – Dr. Marks

- a) Time to degree for doctoral as ten year versus seven year. The policy needs to be re-examined. A group will benchmark other universities and bring up for further discussion. Members of the group are: Dr. William Flora and ???
- b) An Ad-Hoc Group was formed to make a proposal regarding advance degree study for full-time faculty members. Discussion was for a possible exception required for adjunct instructors while student if in different field. Current policy includes that a person may not be a graduate student in a program at ETSU and also have active graduate faculty status at ETSU. Proposed policy revisions will be thoroughly reviewed by Graduate Council and, if approved, will be sent on to Academic Council for further review and approval. Ad-Hoc members are: Dr. Scott Kirkby and Dr. Janna Scarborough.

Suggest proposal for Ad- Hoc committee for revision.

G. Other

I. Mr. David Moore and Mr. Brandon Werick presented a Power-Point on the procedures and policies for GPSA (Graduate and Professional Student Association) and the activities provided for GPSA members. The PowerPoint will be sent to all council members.

H. Adjournment

There was no further Council business to discuss, therefore, the meeting was adjourned.