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Graduate Council Meeting Minutes and Reports

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2017 January 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
January 30, 2017, 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Dr. Karin Bartoszuk, Ms. Jennifer Barber, Ms. Queen Brown, Dr. Patrick Bradshaw, Dr., David Currie, Dr. William R. Duncan, Dr. Wendy Doucette, Ms. Connie Grindstaff, Dr. Marsh Grube, Ms. LaDonna Hutchins, Dr. Scott J. Kirkby, Ms. Billie Lancaster, Dr. Michelle Lee, Dr. Lori Marks, Dr. Cecilia A. McIntosh, Dr. Rob Pack, Dr. Kenneth D. Phillips, Dr. Kelly Price, Dr. Evelyn Roach, Dr. Mitch Robinson, Dr. Jill Leroy-Frazier

Absent: Dr. William F. Flora, Dr. David L. Hurley, Dr. Martha M. Pointer, Dr. Nicole Prior, Mr. Brandon Weirick, Dr. Brittany Wilkins

Guests: None

A. Approval of November 2016 Minutes

Motion was made, seconded, and approved.

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. Termination of Paleontology concentration in M.S. Biology without phase-out. http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4_a_9&FormID=11&Instance=9139 - Dr. Joe Bidwell

Subcommittee recommendations:

- a. Cover page: put proposed implementation date as Immediately upon Approval

- b. Page 2: Effective date could be “immediately upon approval”, and phase out should have “non-applicable; currently there are no students in this concentration”.

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

C. Graduate Faculty Subcommittee report and recommendations – Dr. Lori Marks.

**Graduate Faculty Subcommittee Report
January 2017**

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Yongke Lu	Health Sciences	Member
2. Joseph Newhard	Economics and Finance	Affiliate

Reappointment			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Katrina Heil	Literature and Language	Member	Member
2. Carolyn King	Sociology and Anthropology	Member	Member
3. Christine Mullins	Nursing Graduate Programs	Temporary	Member
4. Terryl Rock	Curriculum and Instruction	Affiliate	Affiliate
5. Andrew Ross	Art and Design	Member	Member
6. Donald Samples	Allied Health Sciences	Member	Member
7. James Wronecki	Engineering Technology, Surveying and Digital Media	Temporary	Affiliate

Recording of Attendees

Present: Patrick Bradshaw, Scott Kirkby, Lori Marks, Rob Pack, Mitch Robinson, Brittany Wilkins

Absent: Jill LeRoy-Frazier, Janna Scarborough

Absent but Submitted: none

Appointments and Reappointment motion was made, seconded, and approved.

D. Old Business:

I. Update on inclusion of policies in graduate catalog into university policies – Dr. McIntosh

Dr. McIntosh stated the inclusion of policies in the graduate catalog into university policies are almost completed. There are some minor questions remaining. Some recommendations for future policy review to come to Graduate Council may emerge.

II. Discussion of date to start implementing the change in process/calendar for curriculum approvals. – Dr. McIntosh

Dr. Grube announced that the university will be changing the software it uses to process curriculum proposals, and the changeover affects the speed at which proposals need to be processed this semester. She presented the following background information:

Meeting times for ETSU Board of Directors
March 24, 2017 First meeting, By-Laws, policies
July 2017 Budget
November 2017 Academic/Curricular Items

We have one last opportunity to send items through TBR for approval. Academic items, such as curriculum, proposals, etc., will have to be submitted to TBR in early March 2017, thus to Graduate Council by February 13, 2017 to be heard at the February 2017 meeting.

Dr. Grube shared that new CPS-like software, Curriculog, and associated forms, will be in place by August 1, 2017.

The Council discussed when to implement the new calendar for Graduate Council Curriculum Subcommittee review. Dr. Marks made motion to implement the new calendar (with proposals ready by first Monday of the month, curriculum committee review second Monday of the month and returned for editing, revised proposal resubmitted by third Monday of the month for full Council review the last Monday of the month) starting in August 2017. This will provide time to inform the campus community of the change. The motion was seconded and carried.

E. New Business:

I. Report on Academic Council – Dr. Marks

Dr. Marks reported the Academic Council approved the change to the Graduate Council charge to include that the Council will receive reports of graduate accreditation reviews in addition to program reviews.

III. School of Graduate Studies Program Review – Dr. McIntosh

Dr. McIntosh presented a PowerPoint summarizing the School of Graduate Studies Response to the Academic Review. All materials were provided to the Graduate Council in advance of the meeting. Dr. Scarborough made a motion to endorse the response with the addition of an explicit statement that a long term strategic plan would be developed once ETSU's new strategic plan was approved and the budget model and process information available. The motion was seconded and carried.

IV. Sherrod Library Graduate Student Award for Excellence in Research – Dr. Wendy Doucette

Dr. Doucette presented a PowerPoint providing information on new graduate student awards the library will be implementing for the 2017 fall semester. The library research awards are for students in earlier stages of their programs. Input on criteria was sought. Professors can nominate students or students can apply with support from the faculty member. Once criteria, application processes, etc. are finalized, the School of Graduate Studies will help get information out to graduate students via email.

V. Research Grants and Other Awards – Dr. Scott Kirkby

Dr. Kirkby stated the deadline for the Research, Thesis, and Dissertation award is March 1, 2017. Volunteers are needed to chair the committees. Dr. Marks, Dr. Doucette, Dr. Bartoszuk, and Dr. McIntosh volunteered. An email blast to students will be sent this week.

VI. Approval of Graduate Council Annual Report – Dr. Marks (attachment)

Dr. Marks made a motion to accept the 2015-2016 Graduate Council annual report with corrections to add Dr. Kenneth Phillips, Dr. Patrick Bradshaw, and Dr. Kelly Price to the members list. Motion was carried.

G. Other

I. Information items

A. THEC vote on joint DNP program – Dr. McIntosh

Dr. McIntosh gave the DNP joint program presentation at the THEC meeting in Nashville, Tennessee, and the THEC members unanimously voted to approve the joint DNP program between ETSU and Tennessee Tech.

B. Upcoming Council of Southern Graduate Schools presentation on professional development and mentoring – Dr. McIntosh has been invited to present. Drs. Bartoszek and Kirkby will be included. Conference is March 2-4, 2017 in Annapolis. MD.

I. Adjournment

There was no further business to conduct, therefore, the council meeting was adjourned at 2:20 pm.