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### 2017 March 27 - 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 27, 2017, 1:15pm**  
**President’s Conference Room – Dossett Hall 206**

**Present:** Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Ms. Queen Brown, Dr. David Currie, Dr. David L. Hurley, Ms. LaDonna Hutchins, Dr. Michelle Lee, Dr. Jill Leroy-Frazier, Dr. Scott J. Kirkby, Ms. Billie Lancaster, Dr. Lori Marks, Dr. Rob Pack, Dr. Martha M. Pointer, Dr. Nicole Prior, Ms. Connie Grindstaff, Dr. Evelyn Roach, Dr. Janna Scarborough, Dr. Brittany Wilkins

**Absent:** Ms. Jennifer Barber, Ms. Maria d. Costa, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. William F. Flora, Dr. Marsh Grube, Dr. Cecilia A. McIntosh, Dr. Kenneth D. Phillips, Dr. Kelly Price, Dr. Mitch Robinson, Mr. Brandon Weirick,

**Guests:** **Dr. Myra Clark**, Dr. Christina N. H. Lewis, Dr. Arpita Nandi, Dr. Carol M. Trivette, Dr. Mohammad M. Uddin,

**A. Approval of February 2017 Minutes**

*The motion was made, second, and carried to accept the February 2017 minutes with the following correction. Under item F. New Business item I. second paragraph was corrected thus: Also, Dr. Marks reported that Dr. Grube has developed simplified ETSU forms for submitting curriculum proposals; these forms are replacing TBR’s forms since curriculum proposals will no longer be reviewed by TBR.*

**B. Curriculum Subcommittee report – Dr. Nicole Prior**

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. Proposal to Establish a New Graduate Certificate in Film Production - [http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=9231](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9231)
- Change implementation date to Fall 2018

- Adjust program goals so that they are not learning outcomes
- Spell out RTVF
- Add the impact for our region to the impact statement
- Included NA in the plans for accreditation
- Change advisor approved to graduate coordinator

***The motion was made, seconded, and carried to accept this proposal with the recommendations.***

II. Proposals for RTVF 5100, RTVF 5200, and RTVF 5300 -

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=9043](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9043)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=9047](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9047)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=9046](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9046)

- End the first sentence of the rationale for proposal after production.
- Spell out PCOM and NMST.
- RTVF 5100 – add another graduate faculty member
- Take out “This class” in the catalogue descriptions.
- RTVF 5200 – change prerequisites to “with permission from instructor,” change the learning outcomes so that they are not assignments, change master to mastery in bullet 6 in major assignments section
- RTVF 5100 – add explanation or description for the final project
- RTVF 5300 – prerequisite is RTVF 5200, describe major assignments, add information for readings in the library
- The goals of each class need to be changed so that they are not learning outcomes
- Change the F in each grading scale to read “below 70.”
- Add the link to the syllabus attachment.

***The motion was made, seconded, and carried to accept this proposal with the recommendations.***

III. Proposal for MATH 5740 -

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=9307](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9307)

- Change course title to Fundamentals of Functional Analysis
- Question about the prerequisite being an or possibility
- Catalog Description should start with “Focus on the standard ...”, delete “in this course” for the last sentence, and delete and the prerequisite information.
- Add second bullet in Learning Outcomes
- Delete last sentence in major assignments and grade assignment.

- Grading Scale should read “F would be below 73%.”

*The motion was made, seconded, and carried to accept this proposal with the recommendations.*

IV. Proposal for STAT 5730 -

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&formID=6&Instance=9310](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&formID=6&Instance=9310)

- Prerequisites should read “By permission of the instructor.”
- Catalogue Description should begin with “Covers the standard topics ...”
- Add faculty status to faculty designated to teach the course
- Delete proposed in front of courses in both the purpose and goals and major course topics sections.
- Add syllabus attachment and academic misconduct under Other Information

*The motion was made, seconded, and carried to accept this proposal with the recommendations.*

V. Substantive Curriculum Modification Proposal for MS in technology Concentration -

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&formID=11&Instance=8966](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&formID=11&Instance=8966)

- Rewrite last sentence to read “To help recruit and retain to graduation in this program.”
- Add the word engineering to the concentration
- Under purpose, rewrite last sentence to read “To help recruit and retain to graduation in this program” and more clearly communicate the requirements of the program.
- Change the department name to the correct name throughout the proposal.
- Change consists to consisting in last sentence of need and rationale section
- Spell out ABET and delete the phrase “the primary accrediting agency for program like ours”.
- Under number 7, change is to are and eliminate the word proposed before courses and concentration. Change the second to the last sentence to read “This change may result in a ...”
- In Appendix A unbold everything on the current side and everything except ENTC 5800 and below on the proposed side.

VI. Proposal to establish a new certificate program in GIS -

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&formID=11&Instance=9416](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&formID=11&Instance=9416)

- Add comas around the phrase “within one year” in the last sentence of the narrative description of action

- Add a purpose and statement of goals in the purpose section
- Change “seeing” to “experiencing an increase in students ....” In the need and rationale section.
- Move the survey to an appendix and summarize in the proposal.
- Put course titles on the right in Question 1 on the survey
- Eliminate the phrase “at least not in the immediate future” from the impact statement and change to read “a graduate coordinator is required.”
- Appendix A – Do not use the poster

***The motion was made, seconded, and carried to accept this proposal with the recommendations.***

VII. Proposals for Non-Substantive Curriculum Change for Early Childhood Education and two associated courses.

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=17&Instance=9297](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9297)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=8898](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8898)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=8939](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8939)

- Add the word Educational throughout all proposals so it they read Early Childhood Educational ...
- Add repeatable up to 12 hours to ECED 7960 in curriculum proposal
- Eliminate ELPA 7811 .... replace with: and ELPA 7812 .... replace with”
- Change transcript titles to read Early Child Ed Quant Res and Early Child Ed Qual Res
- Start catalogue descriptions at Develops. For EDED 7812 take out phrase “This course will ...” and reward the last sentence.
- ECED 7811 – reward the last phrase in the first paragraph under the purpose and goals section, restructure the purpose and goals section to mimic ECED 7812, and eliminate the word study in the last bullet of learning outcomes.
- ECED 7812 – Change This to The at the beginning of purpose and goals.
- Change the grading scale so that F is below 72%.
- Eliminate bullet one in Other information and renumber
- Change the helpdesk email to reflect the new email addresses.
- Might want to add graduate student success specialist contact information to syllabus.

***The motion was made, seconded, and carried to accept this proposal with the recommendations.***

VIII. Proposals to change the admission requirements for MSN and PhD in Nursing

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=9480](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9480)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=9481](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9481)

- Move bullet one from Current MSN section over to Proposed section.
- Eliminate “and non-nursing master’s degree ....” From now second bullet in proposed section
- Change “but will have a longer program of study” to read “must complete the following bridge courses prior to registration in graduate courses”.
- Question about computer base TOEFL scores
- No changes for PhD proposal.

*The motion was made, seconded, and carried to accept this proposal with the recommendations.*

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

<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. Alison Barton	Educational Foundations and Special Education	Member	Member
2. Andrew Dotterweich	Sport, Exercise, Recreation, and Kinesiology	Member	Member
3. Richard Gregory	Economics and Finance	Member	Member
4. Alissa Lange	Early Childhood Education	Temporary	Member
5. Cecilia McIntosh	Biological Sciences	Senior	Senior
6. Brian Noland	Graduate School	Member	Member
7. Phillip Pfeiffer	Computing	Member	Member

**Recording of Attendees**

**Present:** Patrick Bradshaw, Scott Kirkby, Lori Marks, Brittany Wilkins

**Absent:** Jill LeRoy-Frazier, Rob Pack, Mitch Robinson

**Absent but Submitted:** Janna Scarborough

*The motion was made, seconded, and carried to accept the graduate faculty reappointments.*

### **E. Old Business**

I. Update on status of graduate student award selection – Dr. Kirkby

**Dr. Kirkby thanked the members of the awards committees and advised the deadline is April 1, 2017.**

### **F. New Business –**

I. Selection of Graduate Faculty Mentor Awardee – Dr. Kirkby (PLEASE REVIEW NOMINATIONS ON “S” DRIVE PRIOR TO MEETING)

**Dr. Kirkby distributed the information to the council members for the Mentor Awards nominees. Those nominees are Dr. Haddii Mumando and Dr. Teresa Stevens. Each council member reviewed the information, discussed each nominees, and voted to select Dr. Mumando.**

II. Report from Academic Council – Dr. Marks

**Dr. Marks reported that the Academic Council approved the revisions associated with the TN e-Campus MSN program, the addition of a concentration in Psychiatric Mental Health Nurse Practitioner, the termination of Nursing Informatics, and a new certificate in STEM K-12 Education.**

**Additionally, the Academic Council endorsed the Comprehensive Review of the School of Graduate Studies with five recommendations from the report. Two of the recommendations charge the Graduate Council to review and propose improvements where necessary to Graduate Education Policies and to specifically conduct a review of policy and practices associated with Graduate Faculty Status.**

**The Academic Council also approved revisions to the Dual Degree Admission policy, which allow students to seek admission simultaneously to a master’s and doctoral program.**

III. Discussion of future meeting: May 22? (May 29 is holiday) and/or meet in June? July?

**The council members discussed when to schedule the May Graduate Council meeting since May 29 is a holiday. The members selected May 15 for the faculty and curriculum subcommittees. The Graduate Council is scheduled to meet May 22.**

## **G. Other**

### **I. Information items**

- A. At April meeting, Drs. Bartoszuk, Kirkby, and McIntosh will provide report from their attendance at the CHBGS and CSGS conferences in Annapolis.

**As stated in the agenda, Drs. Bartoszuk, Kirkby, and McIntosh will present a report regarding their attendance at the Council of Historically Black Graduate Schools (CHBGS) and Council of Southern Graduate School (CSGS) 2017 annual conferences.**

- B. Information on Award Ceremony and invitation to attend – Drs. Bartoszuk and Kirkby

**Dr. Kirkby extended an invitation to all council members the Graduate Studies Award ceremony will be April 19 in the D. P. Culp Center auditorium right side from 2:30 pm to 3:30 pm with a reception to follow. Dr. Noland, Dr. Bach, and Dr. Bishop have been invited and graciously have accepted to attend. The presenters of their award students from various departments have been invited and will be attending, also.**

- B. Information on benchmarking spreadsheet construction per recommendation of SACSCOC presentation at conference: what is being captured and why. – Drs. Kirkby and Bartoszuk

**Dr. Kirkby stated a SACSCOC (Southern Association of Colleges and Schools Commission on College) presentation at the CSGS conference includes credit hours, admission policy, defense policy, fees, ease of utilizing each universities website, in state tuition, graduate faculty requirements and systems along with policy reviews.**

- C. Update on commercial application/CRM acquisition. Dr. Kirkby

**Dr. Kirkby states the commercial application/CRM acquisition is on track and a draft RFP has been submitted to ITS (Information Technology System) for review/approval.**

## **I. Adjournment**

**There was no further business to discuss, therefore, the meeting was adjourned at 2:15 p.m.**



