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Graduate Council Meeting Minutes and Reports

4-24-2017

2017 April 24 - 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 24, 2017, 1:15pm
Graduate School Conference Room – Dossett Hall 309

Present: Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Ms. Queen H. E. Brown, Dr. David Currie, Dr. Wendy Doucette, Ms. Connie Grindstaff, Dr. Marsh Grube, Ms. LaDonna Hutchins, Dr. David L. Hurley, Dr. Scott J. Kirkby, Dr. Jill Leroy-Frazier, Ms. Billie Lancaster, Dr. Lori Marks, Dr. Cecilia A. McIntosh, Dr. Rob Pack, Dr. Kelly Price, Dr. Nicole Prior, Dr. Evelyn Roach, Dr. Mitch Robinson, Dr. Janna Scarborough, Dr. Brittany Wilkins

Absent: Ms. Jennifer Barber, Ms. Marie Costa, Dr. William R. Duncan, Dr. William F. Flora, Dr. Michelle Lee, Dr. Kenneth D. Phillips, Dr. Martha M. Pointer, Mr. Brandon Weirick

Guests: Ms. Jenny Savery, Ms. Deanna Heath, Dr. Jean Marie Hendrickson

A. Approval of March 2017 Minutes

The motion was made, second, and carried to accept the March 27, 2017 minutes with no corrections.

Jenny Savery and Deanna Heath, the Graduate Student Success Specialists, presented a Power Point presentation detailing the job functions of the Graduate Student Success Specialists. There was a breakdown of the number of students served, what student's needs were, and how many times the students returned. Confidentiality is a very important aspect between students and the Graduate Student Success Specialist. Overall, the Graduate Success Specialist program is a success retaining 80% of students who use the service.

B. Curriculum Subcommittee report – Dr. Marsh Grube

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

- A. MS in Computer and Information Sciences, Information Technology concentration**
– approved as submitted
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9478

- B. MS in Computer and Information Sciences, Applied Computer Science concentration- approved as submitted
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9477

The motion was made, seconded, and carried to accept these proposals.

- II. New Course approved with recommended edits – STAT 5217 (elective)
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9314
- Change prerequisite to “No prerequisite for Graduate Students”
 - Fix grading scale so there are no gaps in numbers
 - Revise goal statement: 1) to expose students ---- and 2) to provide -----
 - Include Academic Integrity policy in syllabus

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

- III. Hold pending College of Education’s TEAC decision on Research Course for Non-Substantive Curriculum Change for
- MS in Human Services
 - MA in Counseling, College Counseling/Student Affairs concentration
 - MA in Counseling, Clinical Mental Health
 - MA in Counseling, Couples & Family Counseling

The proposal was tabled per Dr. Grube.

- IV. Returned for further work: must be received by May 8 in order to be reviewed by the sub-council and Graduate Council in May
- Course Substantive Modification: NRSE 6110 and 6307
 - New Course: NRSE 6035, 6045, 6101, 6122, 6130, 6300, 6308
 - Missing course NRSE 6020, NRSE 6015
 - Program Substantive Revision

The proposal was tabled per Dr. Grube.

- V. Information Item: Graduate Certificate in Community Leadership mode of delivery changed to Fully Online.

Dr. Grube stated the Graduate Certificate in Community Leadership mode of delivery changed from traditional to fully online.

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

Reappointment			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Michael Burford	Social Work	Affiliate	Member
2. Heather Carpenter	Audiology and Speech Language Pathology	Temporary	Affiliate
3. Louise Dickson	Educational Leadership and Policy Analysis	Affiliate	Affiliate
4. Edward Dwyer	Curriculum and Instruction	Member	Member
5. Stephanie Tweed	Educational Leadership and Policy Analysis	Temporary	Affiliate

Recording of Attendees

Present: Patrick Bradshaw, Scott Kirkby, Jill LeRoy-Frazier, Lori Marks, Brittany Wilkins

Absent: Rob Pack

Absent but Submitted: Mitch Robinson, Janna Scarborough

The motion was made, seconded, and carried to accept the graduate faculty reappointments. There were no new appointments.

E. Old Business

Dr. Marks stated there was no old business to discuss.

F. New Business –

I. Report from Academic Council – Dr. Marks

Dr. Marks reported the Academic Council approved the revisions admission policy for the PhD in Nursing and MSN in Nursing. Additionally, the minutes for Academic Council are now available on the Academic Affairs website by clicking on Academic Council tab and login using your user name and password to access prior minutes.

G. Other

I. Information items

A. Report on CHBGS and CSGS conferences: Drs. Bartoszuk, Kirkby, and McIntosh. The CSGS presentation has been scheduled for the May Graduate Council meeting.

C. Report on Status of Graduate Education – Dr. McIntosh

Dr. McIntosh gave a PowerPoint presentation regarding Graduate Education providing an update on applications, admissions, enrollment, and graduates. This is an overview based on the Long-term Graduate Data report shared this past October including some updates. The number of programs has increased to 42 masters programs, 12 doctoral programs, and 34 graduate certificates.

D. Information on Award Ceremony - Dr. Kirkby

The School of Graduate Studies Awards ceremony was held April 19, 2017 in the D. P. Culp Center auditorium. Dr. McIntosh, Dr. Noland, Dr. Bach and Dr. Bishop gave remarks regarding the awards ceremony.

The Graduate School awarded eight research grants. Additionally, awards were given for outstanding dissertation, thesis, capstone, teaching associate, teaching assistant, Graduate Council's Outstanding Mentor award, Graduate Quillen Scholarships, and many individual department/program awards. Overall, there were over 80 awards presented.

E. Update on commercial application/CRM acquisition. Dr. Kirkby

Dr. Kirkby gave an update on the commercial application/CRM acquisition. Presently, there are six initial ETSU university units currently engaged in assessing potential companies that are giving products demos. Those companies are Enrollment RX/Sales forces that demonstrated last week and Ellucian that demonstrated this week. The next step after the demonstration will be the finalization of the RFP. Dr. Kirkby stated he would like the system similar to what UT-San Antonio presently has implemented which was presented at the CSGS conference in March.

F. Other:

Dr. Bartoszuk reported on her attendance at the NAGAP (National Association of Graduate Admissions Professionals) annual conference at Salt Lake City, Utah on April 19 to April 22, 2017. The NAGAP annual conference emphasized recruitment, grading, CRM software, international certification, criminal background checks, and more.

G. Dr. Marks reminded the council members of final Graduate Council meeting on May 22, 2017 and subcommittee meeting on May 15, 2017.

H. Graduate Study Review – Dr. Marks

- A. Memo re: endorsement of Graduate Studies Review (attachment)
- B. Graduate Education Policy Revision (attachment)

Graduate Council's voting members discussed the recommendation from the Academic Council to pursue a 'Graduate Policy Analysis' that includes a review and proposed improvement where necessary in Graduate Education Policies and Procedures. Discussion included a list of policies and procedures that had specifically been identified by the Academic Portfolio Review committee, and some from other faculty who have provided recommendations. Dr. Marks will develop a drop box to compile information that is pertinent to the policy and procedures review.

I. Adjournment

There was no further business to discuss, therefore, the meeting was adjourned at 2:40 p.m.