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Graduate Council Meeting Minutes and Reports

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2018 February 26 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**Graduate Council – Minutes
East Tennessee State University
February 26, 2018 1:15pm
Graduate School Conference Room – Burgin Dossett Hall 309**

Present: Dr. Karin Bartoszuk, Dr. Julia Bernard, Dr. Patrick Bradshaw, Ms. Queen Brown, Dr. David Currie, Dr. Jon Ellis, Dr. William F. Flora, Dr. March Grube, Dr. Jean Hemphill, Ms. Connie Grindstaff, Ms. LaDonna Hutchins, Dr. Scott J. Kirkby, Dr. Jill Leroy-Frazier, Dr. Lori Marks, Dr. Martha Pointer, Dr. Kelly Price, Dr. Evelyn Roach, Ms. Casey Spurlin, Dr. Craig Wassinger, Dr. Brittany Wilkins

Absent: Ms. Maria Costa, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. David Hurley, Dr. Cecilia McIntosh, Mr. Guillermo Mendoza, Dr. Rob Pack, Dr. Mitch Robinson, Mr. Brandon Weirick

Guests: Dr. Robert Gardner, Dr. Stephen Marshall, Dr. Mary Mullins, Dr. L. Kathryn Sharp, Dr. Susan Waters

A. Approval of January 2018 minutes:

Motion was made, seconded, and carried to approve the January 22, 2018 minutes with proposed amendments to the curriculum section.

B. Approval of 2016-17 Annual Report – Dr. Marks:

Motion was made, second, and carried to approve the 2016-2017 annual graduate council report.

C. Curriculum Subcommittee – Drs. Ellis and Marks:

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

(The proposals can be viewed through Curriculog, <http://www.etsu.edu/curriculum-process/>.)

1. MAT Admission Policy Revision - Master of Arts in Teaching, Program Policy Revision – Aimee Govett
2. Mathematical Sciences, M.S. - Non-substantive Curriculum or Minor Revision – Robert Gardner
3. M.A. Early Childhood Education (Initial Licensure Concentration), Non-substantive Curriculum or Minor Revision – Kathryn Sharp
 - a. ECED - 5580 - Residency II: PreK-3 Seminar, Revise Course: Substantial Modification (major) – Kathryn Sharp
 - b. ECED - 5581 - Residency II: Supervised Field Experience, Propose New Course – Kathryn Sharp
4. Master of Social Work, Substantive Revision of a Degree or Concentration – Mary Mullins
 - a. SOWK - 5100 - Social Work Practice Foundations I, Propose New Course – Mary Mullins
 - b. SOWK - 5324 - Advanced Practice with Individuals II, Propose New Course – Mary Mullins
5. SOWK - 5103 - Social Work Practice Foundation I, Revise Course: Substantial Modification (major) – Mary Mullins
6. M.A. Brand and Media Strategy, Substantive Revision of a Degree or Concentration– Susan Waters
 - a. MCOM - 5080 - Media Law & Ethics, Propose New Course – Susan Waters
 - b. MCOM - 5085 - Media Theory, Propose New Course – Susan Waters
7. PUBR - 5325 - Brand Insight & Analytics, Propose New Course – Susan Waters
8. PUBR - 5335 - Social Media Strategy, Propose New Course – Susan Waters

Motion made, second, and carried to approve with recommendations.

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

February 2018

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
Mary Christine Andreae	Allied Health Sciences	Affiliate
Lesley Sherrill Bailey	Allied Health Sciences	Affiliate

Kristen Lawson McHenry	Allied Health Sciences	Affiliate
Heather Louise Moore	Educational Leadership & Policy Analysis	Affiliate
Stanley Lee Ridner	Nursing Graduate Programs	Senior

Reappointment			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
John Curtis Mooneyham	Curriculum & Instruction	Temporary	Affiliate
Lisa Anne Speer	Educational Leadership & Policy Analysis	Temporary	Affiliate
Kurt H Loess	Management & Marketing	Member	Member
Dennis D Isham	Engineering Technology, Surveying & Digital Media	Member	Member
Thomas Walter Ecay	Biomedical Sciences - COM	Member	Member
Paul David Baggett	Social Work	Member	Member
Kelly B Reath	Social Work	Member	Member
John David Briley	Political Science, International Affairs & Public Administration	Member	Member
Daniel T Boner	Appalachian Studies	Affiliate	Affiliate

Submitted: Jill LeRoy-Frazier, Mitch Robinson, Brittany Wilkins

Motion was made, second, and carried to accept the graduate faculty appointments and reappointments.

E. Old Business:

- I. Update on Implementation of new application system/CRM – Dr. Kirkby

Dr. Kirkby gave an update on the implementation of the new application system. The contracts are at the University Legal counsel pending approval.

F. New Business:

I. Announcement – Graduate Education Week and TCGS Outstanding Thesis winner – Dr. Bartoszuk

Dr. Bartoszuk travelled to Nashville for Graduate Education Week and attended the Tennessee Conference of Graduate Schools (TCGS) annual meeting. Furthermore, Dr. Bartoszuk announced the student who travelled with her presented his thesis and won Best Thesis in the state of Tennessee. The student was awarded \$500 for his presentation. He is enrolled at Virginia Tech for his Ph.D.

II. Graduate Council/Graduate Studies Awards committee chairs and date applications/nominations are due – Dr. Kirkby

Dr. Kirkby stated the Graduate Studies Award deadline is March 1 for application and nominations. Also, Dr. Kirkby asked for volunteers to serve as award committee members and/or chairs that are composed of Graduate Council members.

The following Graduate Council members volunteered to chair committees that were in need of a chair.

- a. Dr. Karin Bartoszuk – chair for Excellence in Teaching - Assistant & Associate**
- b. Dr. William Flora – chair for Research Grant**
- c. Dr. Jill Leroy-Frazier – chair for Arts & Humanities**
- d. Dr. Patrick Bradshaw – chair for Service for Public Good**

III. Discussion of and Input on School of Graduate Studies Strategic Plan – Dr. McIntosh

Dr. Bartoszuk gave a PowerPoint presentation of the School of Graduate Studies short-term plan. The presentation gave an overview of items that have been implemented, such as professional development courses, are in the process of being implemented, such as the CRM application system, and goals for implementation for the future, such as increasing enrollment, retention, and graduation. Afterward, Dr. Bartoszuk led discussion from council members for comments and suggestions to be included in the longer term strategic plan. Several council members gave numerous suggestions, for example, increasing diversity, research, and fundraiser for more scholarships.

IV. Benchmarking on graduate faculty status policies – Dr. Kirkby

Dr. Kirkby distributed a handout to council members regarding the benchmarking on graduate faculty status policies which is part of the Graduate Council list of policies for review. This included information on graduate faculty qualifications, processing, and graduate faculty status ranks at many universities.

Graduate Council members noted that ETSU's graduate faculty review procedures appear to be in line with procedures of the comparison Tennessee institutions. In terms of frequency of review and required documentation, some institutions have more rigorous procedures, and others have less rigorous procedures. Council members discussed two issues that were identified in the School of Graduate Studies Academic Portfolio Review and in the related discussion at Academic Council: 1) ETSU's stringent review process (e.g., required documentation on the application and frequency of review), and 2) notification to faculty of their expiration of graduate status. Members commented that graduate faculty could be advised to maintain documentation of their graduate activities, such as thesis and dissertation committees, on an ongoing basis in their vita. Ms. Brown described the schedule and process for notifying faculty of their impending graduate faculty status expiration. Other members commented that faculty have access to their graduate status expiration information through ETSU's S-drive.

V. Initial Discussion: Procedure and calendar of when must receive official transcripts as work toward implementation of new application system/CRM – Dr. McIntosh

Tabled: next council meeting

G. Other:

I. Standardized Test Scores added to next council meeting agenda.

H. ETSU Graduate Education Policy Review, Executive Session – Dr. Marks

The executive committee did not meet.

I. Adjournment

There was no further council business, therefore, the meeting was adjourned at 3:00 p.m.