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Graduate Council Meeting Minutes and Reports

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3-26-2018

### 2018 March 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  
March 26, 2018 1:15pm  
President’s Conference Room, Burgin Dossett 206**

**Present:** Dr. Julia Bernard, Dr. Patrick Bradshaw, Dr. Wendy Doucette, Dr. Jean Hemphill, Dr. Jill Leroy-Frazier, Dr. Lori Marks, Dr. Rob Pack, Dr. Mitch Robinson, Dr. Craig Wassinger, Brandon Weirick, Dr. Karin Bartoszuk, Ms. Connie Grindstaff, Ms. LaDonna Hutchins, Dr. Scott Kirkby, Dr. Cecilia McIntosh, Ms. Evelyn Roach, Mrs. Casey Gardner.

**Absent:** Dr. Maria Costa, Dr. Davie Currie, Dr. William R. Duncan, Dr. Marsh Grube, Dr. William Flora, Dr. David Hurley, Guillermo Mendoza, Dr. Kelly Price, Dr. Martha Pointer, Dr. Brittany Wilkins, Dr. Jon Ellis, Ms. Queen Brown

**Guests:** Brittany Bartholomew, Dr. Satoshi Mizuguchi

**A. Approval of February 2018 minutes**

***Motion was made, seconded, and carried to approve the February 26, 2018 minutes.***

**B. 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/>.)

Curriculum Proposals:

1. M.S. in Sport Science and Coach Education, Non-substantive Curriculum or Minor Revision, Satoshi Mizuguchi
2. PEXS 5100 – Practicum in Applied Sport Science; Revise Course: Substantial Modification (major), Satoshi Mizuguchi

***Motion was made, seconded, and carried to approve the curriculum changes.***

**C. PowerPoint Presentation from Brittany Bartholomew: Graduate Success Specialist for School of Graduate Studies.**

Report presented was trends from from August 2011 to January 2018. Ms. Bartholomew presented data on how the specialists provide help to graduate students such as identifying problems, providing referrals, and other information in this annual update. Data showed 326 students have been served since inception and approximately 80% have been retained (stayed in school and/or graduated).

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

**Graduate Faculty Subcommittee Report  
March 2018**

<b>Appointment</b>		
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Recommendation</u></b>
Candace Marie Bright	Sociology & Anthropology	Member
Felipe de Oliviera Fiuza	Literature & Language	Affiliate

<b>Reappointment</b>			
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Present Status</u></b>	<b><u>Recommendation</u></b>
Andrew Czuchry	Engineering Technology, Surveying & Digital Media	Senior	Senior
Julie Dawn Fox-Horton	Cross-Disciplinary Studies	Temporary	Member
Martin Richard Fitzgerald	No Degree - Digital Media	Affiliate	Member
Charles Allen Gorman	Management & Marketing	Member	Member
Bert C. Lampson	Health Sciences	Senior	Senior
Hua Mei	Chemistry	Member	Member
K. Brent Morrow	Counseling and Human Services	Member	Member

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

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

**E. Old Business**

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

***Implementation plan is on its way. The company will be making a***

**site visit. Should go live (testing) mid-June. ETSU has also purchased the "Train the Trainer" module.**

II. Selection of Award winners – Dr. Kirkby

**Deadline for entries is April 1<sup>st</sup> Award ceremony is April 18, 2018.**

**F. New Business –**

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

**Dr. McIntosh talked about 2 examples: UTK and UC Santa Barbara and their policies and procedures on when official transcripts needed to be received. Council voiced preference for the UTK model. At the request of the Council, Dr. McIntosh will draft wording and it will be distributed to voting members for vote on approval.**

II. Selection of Graduate Faculty Mentor Award – Dr. Kirkby

**Ballots were sent around for all voting members to choose which one they recommend. Dr. Marks read the list and members talked about strengths and weaknesses of each nominee. The Council chose Dr. Robert Schoborg from Biomedical Sciences as the 2018 Graduate Faculty Mentor awardee.**

III. Attendance at Graduate Council and Subcommittee Meetings.

**Dr. Marks led discussion on development of a policy on how many meetings (Grad Council and subcommittee) can be missed. After Discussion, the Council asked Dr. Marks to draft language to be acted on at the Council meeting in April.**

IV. Schedule a May/June Graduate Council Meeting – Dr. Marks

**Because Memorial Day is May 28<sup>th</sup>, there will be no meeting in May. June meeting will be June 18, 2018.**

**G. Other**

I. Information Item – how to find proposals in Curriculumlog using proposal number or other identifier – Dr. Evelyn Roach

**Dr. Roach demonstrated how to find proposals in Curriculumlog when one is provided a link or proposal number and answered questions.**

II.

## **H. Adjournment**

**There was no further council business, therefore, the meeting was adjourned at 3:05 p.m.**