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Graduate Council Meeting Minutes and Reports

10-22-2018

2018 October 22 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**East Tennessee State University
Graduate Council
Minutes
October 22, 2018
Graduate Studies Conference Room
309A Dossett Hall
1:15 p.m.**

Present: Dr. Sharon James McGee, Dr. Karin Bartoszek, Dr. Scott Kirkby, Dr. Lori Marks, Dr. Jon Ellis, Dr. Bill Flora, Dr. Brian Johnston, Queen Brown, Connie Grindstaff, Dr. Patrick Bradshaw, Dr. Jill Leroy-Frazier, Dr. Wendy Doucette, Dr. Jean Hemphill, Dr. Mitchell Robinson, Health Shelton, Dr. Martha Pointer, Dr. Marsh Grube, Evelyn Roach, Casey Gardner, Dr. Craig Wassinger

Absent: Maria Costa, Dr. Claudia Kozinetz, Dr. Brittany Wilkins, Dr. David Hurley, LaDonna Hutchins, Dr. William R. Duncan, Dr. Julia Bernard

Guests: Dr. Kelly Price-Rhea, Dr. Cynthia Chambers, Dr. Rob Pack, Dr. Megan Quinn, Chelsie Dubay, Stephanie Tweed, Dr. Arsham Alamain, Rachel Kellogg

A. Approval of the Minutes: September 24, 2018

Motion was made, seconded, and carried to approve the September 24, 2018 minutes

B. Curriculum Subcommittee – Dr. Ellis

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. Non-substantive Curriculum Revision - M.S. Digital Marketing, Kelly Price-Rhea, <https://etsu.curriculog.com/proposal:2214/form>
2. MSDM - 5070 - Digital Marketing Ethics, Propose New Course, Kelly Price-Rhea, <https://etsu.curriculog.com/proposal:2200/form>
3. Establish New Certificate 18 Credits - C4, Instructional Design Certificate, Establish New Certificate 12-23 Credits, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2029/form>
4. EDFN - 5015 - Theoretical Foundations of Instructional Design, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:1997/form>
5. EDFN - 5020 - Exploring Instructional Design Technology Tools, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2023/form>
6. EDFN - 5025 - Designing Effective and Sustainable Learning Environments, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2024/form>
7. EDFN - 5030 - Instructional Design Practicum, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2025/form>
8. EDFN - 5035 - Investigating Research in Instructional Design and Development, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2026/form>
9. EDFN - 5040 - Current Trends and Emerging Issues in Instructional Design and Training, Propose New Course, Cynthia Chambers, <https://etsu.curriculog.com/proposal:2027/form>
10. Substantive Revision of a Degree or Concentration - Doctor of Public Health, Substantive Revision of a Degree or Concentration, Rob Pack, <https://etsu.curriculog.com/proposal:2196/form>
11. COBH - 6150 - Evaluation Research in Public Health, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2225/form>
12. COBH - 6160 - Systems Approaches to Public Health Issues, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2163/form>
13. COBH - 6200 - Intervention Design in Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2189/form>
14. COBH - 6210 - Health Assessment and Surveillance Research, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2223/form>
15. COBH - 6220 - Methods in Community Health Research, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2198/form>
16. COBH - 6250 - Evidence-Based Public Health: Best Practices in Community Health, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2250/form>
17. EPID - 6410 - Advanced Multivariate Epidemiologic Data Analysis, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2194/form>

18. EPID - 6420 - Applied Epidemiologic Analysis, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2195/form>
19. EPID - 6435 - Field Epidemiology, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2168/form>
20. EPID - 6490 - Advanced Research Methods in Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2159/form>
21. HSMP - 5300 - Quality Improvement in Health Services Organizations, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2171/form>
22. HSMP - 6120 - Interprofessional Communication and Workforce Development in Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2229/form>
23. HSMP - 6330 - Health Policy, Advocacy, and Ethics, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2205/form>
24. HSMP - 6340 - Leadership, Management, & Governance in Public Health, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2251/form>
25. HSMP - 6840 - Organizational Behavior in Health Services Management, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2169/form>
26. Substantive Revision of a Degree or Concentration - Master of Public Health, Substantive Revision of a Degree or Concentration, Rob Pack, <https://etsu.curriculog.com/proposal:2215/form>
27. BSTA - 5350 - Biostatistics II, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2182/form>
28. BSTA - 5360 - Clinical Research: Design and Analysis, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2208/form>
29. BSTA - 5370 - Categorical Data Analysis, Revise Course: Substantial Modification (major) Rob Pack, <https://etsu.curriculog.com/proposal:2183/form>
30. BSTA - 5385 - Applied Longitudinal Data Analysis, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2184/form>
31. BSTA - 6170 - SAS Programming with Research Applications in Public Health, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2185/form>
32. COBH - 5250 - Community-Based Methods in Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2175/form>
33. COBH - 5950 - Capstone in Community Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2210/form>
34. EPID - 5100 - Analytic Methods in Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2176/form>
35. EPID - 5405 - Epidemiology II, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2187/form>
36. EPID - 5420 - Epidemiology of Chronic Disease, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2203/form>

37. EPID - 5430 - Epidemiology of Infectious Disease, Revise Course: Substantial Modification (major), Rob Pack, <https://etsu.curriculog.com/proposal:2204/form>
38. HSMP - 5010 - Foundations of Public Health, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2254/form>
39. HSMP - 5040 - Health Systems, Regulations, and Policies, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2179/form>
40. HSMP - 5200 - Health Leadership & Management, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2178/form>
41. HSMP - 5400 - Data Informed Decision-Making in Health Administration, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2211/form>
42. HSMP - 5950 - Capstone in Health Administration, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2207/form>
43. EPID - 5950 - Capstone in Biostatistics and Epidemiology, Propose New Course, Rob Pack, <https://etsu.curriculog.com/proposal:2232/form>

Curriculum Subcommittee Members Present: Patrick Bradshaw, Brian Johnston, Jon Ellis (chair), Jean Hemphill, Claudia Kozinetz, Lori Marks, Martha Pointer,
 Additional Graduate Council Representatives Present: Karin Bartoszuk, Casey Gardner, Marsh Grube, Evelyn Roach, Sharon McGee
 Absent but Submitted Reviews: Craig Wassinger

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

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

Appointment		
<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
Roger L Blackwell	Community and Behavioral Health	Affiliate
Alyson J Chroust	Psychology	Member
Kelly P Dixon	Audiology & and Speech-Language Pathology	Member
Matthew Alan Holtmeier	Literature & Language	Member
Anna V Knutson	Literature & Language	Member
Sharon James McGee	Literature & Language	Member
Anthony Chase Mitchell	Department of Media & Communication	Member

Chelsea Rose Wessels	Literature & Language	Member
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Reappointment			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
Russell James Fankhouser	Audiology & and Speech-Language Pathology	Affiliate	Affiliate
Trudy G Moss	Curriculum & Instruction	Affiliate	Affiliate

Submitted: Julia Bernard, Wendy Doucette, William Flora, Jill LeRoy-Frazier, Mitch Robinson, Brittany Wilkins

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

D. School of Graduate Studies Reports

I. Dr. McGee, Dean

We are looking at new course proposals over the next year. We are sending Jennifer Brothers to Washington, D.C. in November to attend a workshop dealing with international transcripts.

II. Dr. Kirkby, Associate Dean

i. CRM update

We will be doing in house testing and will be calling on coordinators to test their part. Will be looking for bugs as we begin testing. We will have training sessions for coordinators, and there will be a staggered roll out for each program. We are also considering the purchase of additional licenses.

E. Proposal for Fourth Year of GA Support for dual degree students

This proposal was brought to the council at the September 2018 meeting by Dr. Phil Pfeiffer, who requested that we revise the Graduate Assistant policy to enable students to obtain more than two years of support for students who are seeking dual or parallel masters degrees. The Policy Purpose: The policy specifies the maximum

appointment and award lengths for Graduate Assistants (GA's) and graduate Tuition Scholarships (TS's) respectively. Dr. Kirkby drafted the wording for the revised policy, which Graduate Council members read and provided feedback. Several items were discussed, and it was decided that more research and revision are needed. Dr. Marks said this policy would be revisited at next council meeting.

F. New Business

No new business

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

H. Adjournment

There was no further business to discuss. Meeting adjourned at 1:55pm.