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Graduate Council Meeting Minutes and Reports

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9-23-2019

### 2019 September 23 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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**East Tennessee State University  
Graduate Council  
Minutes  
September 23, 2019  
President's Conference Room  
1:15 p.m.**

**Present: Dr. Julia Bernard, Dr. Patrick Bradshaw, Dr. Wendy Doucette, Dr. Jon Ellis, Dr. Jean Hemphill, Dr. Brian Johnston, Dr. Claudia Kozinetz, Dr. Lori Marks, Dr. Tony Pittarese, Dr. Marie Tedesco, Dr. Brittany Wilkins, Dr. Ingrid Luffman, Dr. Karin Bartoszuk, David Currie, Casey Gardner, Dr. Marsh Grube, Connie Grindstaff, LaDonna Hutchins, Dr. Scott Kirkby, Dr. Sharon James McGee, Dr. Evelyn Roach**

**Absent: Queen Brown, Maria Costa, Dr. William R. Duncan, Dr. Jennifer Pealer, Dr. Craig Wassinger**

**Guests: Dr. Theresa McGarry, Dr. Shimin Zheng**

**A. Approval of the Minutes: August 26, 2019**

*Motion was made, seconded, and carried to approve the August 26, 2019 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

1. BSTA - 5390 - Survival Analysis in Public Health, ZA Propose New Course 2017, <https://etsu.curriculog.com/proposal:1927/form>, Dr. Shimin Zheng

2. Program Policy Revision - C4, Teaching English to Speakers of Other Languages, Graduate Certificate – Admission, <https://etsu.curriculog.com/proposal:2840/form>, Dr. Theresa McGarry
3. ENGL - 5180 - Internship in Teaching English as a Second Language, ZA Revise Course: Substantial Modification (major 2018), <https://etsu.curriculog.com/proposal:2742/form>, Dr. Theresa McGarry
4. PHYT - 7805 - Implementation Science in Physical Therapy, ZA Propose New Course 2018, <https://etsu.curriculog.com/proposal:2879/form>, Dr. Craig Wassinger

**Curriculum Subcommittee Members Present 2/11/2019:**

Members Present: Ellis (committee chair), Bernard, Bradshaw, Johnston, Pittarese, Wassinger  
 Absent: Kozinetz (with permission), Marks (with permission)  
 Ex officio Present: Bartoszuk, Gardner, Grube, Hutchins, McGee, Roach  
 Guests: McGarry, Tarnoff  
 Minutes Taker: McGee

*Motion was made, seconded and carried to approve all but No. 4 (PHYT – 7805). That proposal will be postponed until the October 2019 meeting.*

**C. Graduate Faculty Subcommittee report and recommendations – Dr. Wilkins**  
**Graduate Faculty Subcommittee Report**  
**September 2019**

<b>Appointment</b>		
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Recommendation</u></b>
Kevin M Carroll	Sport, Exercise, Recreation, & Kinesiology	Member
Edward Allen Hall	Computing	Affiliate
Ghaith Husari	Computing	Member
LeAnn E Olson	Sport, Exercise, Recreation, & Kinesiology	Member
Dawn A Rowe	Educational Foundations & Special Education	Senior
Mickey E White	Counseling and Human Services	Member

<b>Reappointment</b>			
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Present Status</u></b>	<b><u>Recommendation</u></b>
Lana Lowe Becker	Accountancy	Member	Affiliate

Shannon Blevins Bramlette	Audiology & and Speech- Language Pathology	Member	Member
Jamie Branam Brown	Counseling and Human Services	Member	Senior
Shirley Jean Cherry	Allied Health Sciences	Member	Member
Joanna Elizabeth Cyrer	Counseling and Human Services	Member	Affiliate
Brad H DeWeese	Sport, Exercise, Recreation, & Kinesiology	Member	Member
Sean James Fox	Health Sciences	Affiliate	Member
Katherine Christine Hall	Nursing Graduate Programs	Member	Member
Delanna Reed	Communication and performance		Member
Margaret (Meg) Elizabeth Stone	Sport, Exercise, Recreation, & Kinesiology	Affiliate	Affiliate

**Graduate Faculty Subcommittee Members Present:** Wendy Doucette, Ingrid Luffman, Marie Tedesco, Brittany Wilkins  
Submitted:

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

#### **D. Graduate Education Policies**

- a.** Graduate faculty status for faculty who are enrolled in a graduate program at ETSU

*This was discussed concerning a “conflict of interest” for a graduate faculty to be enrolled in a graduate program within the same department. Dr. Julia Bernard said one of her faculty was interested in doing an MBA. This topic was brought up at an earlier meeting and Dr. Bernard and Dr. Wassinger had notes regarding this. They will pull their notes together and revisit this at the October 2019 meeting.*

**b. Length of GA Appointments**

(From 7 in the *Graduate Assistant/Tuition Scholar Handbook*) 5. Graduate assistants may be appointed for no more than two calendar years in a master's program, four years in a doctoral program for those students entering with a master's degree, or six years in a doctoral program for students entering with a baccalaureate degree. Requests for time extensions must be made by the supervisory unit in writing to Dr. McGee, Dean, School of Graduate Studies. 3-year GA without having to ask permission for the additional year.

*This topic was brought up at an earlier meeting by Dr. Phil Phiffer in regard to a GA having an additional year of funding to finish their degree if 2 years is not enough. Dr. Marks and Dr. Bernard will work up a proposal with the proper wording. (Not "as long as it takes" in regard to the length of the degree)*

**c. Application for Admission to a Doctoral Program Policy, Optional GRE**

*This was also discussed at an earlier meeting, but never came to a final decision. More and more doctoral programs are doing away with the GRE requirements. It was decided that all the coordinators for the doctoral programs would be brought together to discuss this. Dr. Marks has done some research from other institutions in regard to the wording that has been used. She asked Dr. Brian Johnston if he would be willing to meet with the chairs and coordinators concerning this. He said that he would. Dr. Marks will clear the list of programs with Dr. McGee first before a meeting is set up.*

**E. School of Graduate Studies Information Items**

**a. Dr. McGee, Dean**

*Dr. McGee said we had 24 students graduate from the AMBA Program on Saturday, September 21, 2019. Dr. Kirkby had training for the graduate program coordinators. We also have several more events coming up. They are:*

*September 24, 2019: Avoiding Plagiarism*

*September 26, 2019: Thinking About Graduate School?*

*October 2, 2019: CV Workshop*

*October 10, 2019: Grant Writing Workshop*

*October 12, 2019: GRE Workshop*

*October 16, 2019: ETD Workshops*

*October 23, 2019: Handling Criticism and Building Resiliency*

*November 13, 2019: 3MT Finals*

## **F. Old Business**

- a. Curriculog Form Helpsheet – Dr. Grube

*Dr. Grube drafted a Curriculog Helpsheet Form and it was handed out to each council member and discussed. There will be a few changes that need to be made and Dr. Grube will draft a new one to present at the October 2019 meeting.*

- b. Process and Deadlines for the Graduate Council's Review of Graduate Curriculum Proposals (see attachment)

*The wording for this proposal was discussed at length. There are some revisions that will need to be made. Dr. Marks will take care of the revisions.*

## **G. New Business**

## **H. Adjournment**

*There were no other items to discuss. Meeting adjourned at 2:30pm*