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Graduate Council Meeting Minutes and Reports

8-24-2020

2020 August 24 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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East Tennessee State University
Graduate Council
Minutes
August 24, 2020
1:15 p.m.

Present:

Dr. Sharon James McGee, Dr. Scott Kirkby, Dr. Karin Bartoszuk, Dr. Lori Marks, Dr. William Flora, Dr. Tony Pittarese, Casey Gardner, Connie Grindstaff, Dr. Brian Johnston, Dr. Patrick Bradshaw, Dr. Leslie McCallister, Dr. Ingrid Luffman, Dr. Wendy Doucette, Tom Donohoe, Evelyn Roach, Dr. Jean Hemphill, Andrew Howell, Dr. David Currie, Dr. William Duncan, Dr. Beatrice Owens, Dr. Virginia Foley,, Dr. Jill Leroy-Frazier

Absent:

*Dr. Michelle Johnson
Dr. Randy Byington*

A. Introduction of Members

Dr. Marks introduced all members and what colleges they represent. We have no one yet from the College of Public Health and we will have one more from Graduate Studies.

B. Selection of the Graduate Council Chair for 2020-2021 Academic Year

Dr. Brian Johnston was nominated for Graduate Council Chair for 2020-2021. Motion was made, seconded and carried to approve.

C. Approval of the Minutes: April 27, 2020

Motion was made, seconded, and carried to approve the April 27, 2020 minutes

D. Graduate Council Charge and Attendance Policy (attachment)

Dr. Marks read over the Graduate Council Charge and Attendance Policy

E. Selection of subcommittee members

I. Graduate Curriculum Subcommittee & Subcommittee chair

Dr. Patrick Bradshaw – Chair

Dr. Brian Johnston

Dr. Tony Pittarese

Dr. Virginia Foley

Dr. Karin Bartoszuk

Dr. Sharon James McGee

Dr. Jill Leroy-Frazier

Dr. Leslie McCallister

II. Graduate Faculty Subcommittee & Subcommittee chair

Dr. Ingrid Luffman – Chair

Dr. Wendy Doucette

Dr. Scott Kirkby

Dr. Randy Byington

Dr. Jean Hemphill

Dr. Michelle Johnson

F. Selection of Graduate Council Representative for the Quality and Effectiveness Sub-Council

1. Define and implement university policies and procedures related to quality and effectiveness
2. Develop a format for reviewing unit plans and reports
3. Review unit effectiveness plans and reports on a regular schedule, advising units on best practices throughout the review
4. Communicate the status of unit plans and reports to University Council
5. Develop a format and provide an annual report to the ETSU President and the ETSU Board of Trustees documenting strengths and weaknesses of the university's overall efforts
6. Advise the Office of Planning and Decision Support regarding the development and improvement of related processes and data management system

Dr. Jean Hemphill agreed to be the Graduate Council Representative

G. Graduate Curriculum Proposal and Graduate Faculty Application Review Process and Timeline (attachment)

Discussion about how to expedite the proposals quicker. Which proposals need to come to Graduate Council. Can the subcommittee have the final say without the proposers needing to come back to Graduate Council? Dr. Johnston and Dr. Bradshaw will talk over this process and bring it back to Graduate Council next month.

Proposals need to be received the Friday before the curriculum subcommittee meeting on the second Monday of the month.

H. School of Graduate Studies Information Items – Dr. McGee, Dean

1. *It looks like graduate level enrollment is down about five for Fall 2020.*
2. *The online orientation went out to all graduate students.*
3. *The Transfer Policy needs to go out for public comment*
4. *The TS review did not get off the ground. Everyone was too busy*

I. Old Business

J. New Business

K. Adjournment

There were no further items to discuss. Meeting adjourned at 2:15pm