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Graduate Council Meeting Minutes and Reports

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3-22-2021

### 2021 March 22 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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East Tennessee State University  
Graduate Council Agenda  
March 22, 2021 1:15pm  
Meeting Minutes

Present: Dr. Brian Johnston, Dr. Patrick Bradshaw, Dr. Sharon McGee, Dr. Karin Bartoszuk, Dr. Scott Kirkby, Dr. Bill Flora, Dr. Evelyn Roach, Dr. David Currie, Dr. Bea Owens, Dr. Michelle Johnson, Dr. Natalie Smith, Dr. Virginia Foley, Dr. Jean Hemphill, Dr. Tony Pittarese, Dr. Megan Quinn, Dr. Wendy Doucett, Dr. Ingrid Luffman, Dr. Jill Leroy Frazier, Kay Lemon-McGrew, Andrew Howell, Queen Brown, Becky Birdwell

- A. Approval of the minutes: February 22, 2021 *Motion was made, seconded and carried to approve the February 22, 2021 minutes.*
- B. Subcommittee Minutes for Review
- a. Graduate Faculty
    - i. March 15, 2021 *Motion was made, seconded and carried to approve the March 15, 2021 minutes.*
  - b. Curriculum
    - i. March 1, 2021 *Motion was made, seconded and carried to approve the March 1, 2021 minutes.*
    - ii. March 15, 2021 *Motion was made, seconded and carried to approve the March 15, 2021 minutes.*
- C. Proposal Discussion
- a. Establish New Certificate 12-23 credits - C4, Recovery Research (Robbie Pack) *This proposed certificate program was contingently passed at the last curriculum meeting; once all new courses are approved, this certificate proposal will progress with the new program.*
- D. Update from GPSA Representative Shon Wheatley *Shon was not at the meeting, so Dr. Brian Johnston and Dr. Karin Bartoszuk informed the committee of a few points of interest with GPSA. They are working on the annual budget request, where funding is provided for travel and membership dues. GPSA is trying to find more ways to get undergraduate students, especially juniors and seniors, more engaged and want to stay at ETSU after graduation. In the fall of 2021, they hope to begin a brown bag lunch series to answer questions about GPSA.*
- E. Update from the Graduate School
- a. Dr. Bartoszuk and Dr. Kirkby *Dr. Bartoszuk just finished with a Zoom workshop that had 42 participants. Dr. Kirkby requested that students not have to do both a personal statement and admissions essay that seems redundant. If an essay is required, he asked that it have specific instructions. The department is working on the Mentor Award for the faculty/staff who helps graduate students. It is a \$1,000 award.*

- b. Dr. McGee *University is working on increasing international recruitment by hiring a consultant and two contact agents to bring in highly qualified and hopefully financially stable international students for both graduate and undergraduate students.*
  - i. Kay Lennon to present Graduate School Policies *These policies have been broken down into smaller pieces, but the content is the same. Redundant language has been removed. The process includes legal review, public comment, academic council, President, and then it is official.*

Proposals approved at Curriculum Level

1. CDST - 4317/5317 - Applied and Professional Ethics (Allen Coates)
2. Revise Curriculum: Substantive - Ed.D. Educational Leadership (Administrative Endorsement Concentration) - Credit Change (Jill Channing)
3. COUN - 5300 - Telemental Health (Mickey White)
4. Revise Program Policy - M.S. Human Services – Admission (Jamie Brown)
5. Establish Articulation Policy (Degrees and Certificates) - STEM K-12 Education Certificate; M.Ed. Curriculum and Instruction (Laura Robertson)
6. Revise Program Policy - Curriculum & Instruction, M.Ed. – Admission (Lori Meier)
7. Revise Program Policy - M.Ed. School Librarianship – Admission (Renee Lyons)
8. Revise Curriculum: Non-Substantive - Instructional Design, Graduate Certificate (Credit Change) (Alison Barton)
9. Revise Program Policy - M.P.S., Professional Studies – Admission (Julie Fox-Horton)
10. Revise Program Policy - M.S. in Computer Science – Admission (Brian Bennet)
11. Revise Program Policy - M.S. in Computer Science – Graduation (Brian Bennet)

***Dr. Johnston created a poll and Dr. Cecilia McIntosh won the Graduate Mentor Award***

***Dr. Currie told the committee about the eBucs and TopDesk software in procurement implements the process more quickly.***

***Dr. Roach informed the group that the new catalog will be published on April 1.***

***Dr. Kirkby stated that new CRM information will be sent out to others on campus who did not attend the training.***

**There were no further agenda items to discuss and the meeting adjourned at 1:50pm.**

## March 2021 Graduate Faculty Subcommittee Meeting Minutes

Date: Remote via email

Attending: Ingrid Luffman, Jean Hemphill, Megan Quinn, Wendy Doucette, Scott Kirkby, Michelle Johnson

### Recommended Appointments March 2021

Name	Dept	Current Rank	Committee Recommendation
Constanze Weise	History	Assistant	Member

### Recommended Reappointments January 2021

Name	Dept	Current Rank	Committee Recommendation
Amy Wahlquist	Biostatistics and Epidemiology	Associate	Affiliate
April Morrison	Nursing	Assistant	Member
Cerrone Foster	Biology	Assistant	Member
James Patterson	Social Work	Assistant	Affiliate
Joel Hillhouse	Community and Behavioral Health	Full	Senior Member
Kimberly Ferguson	Nursing	Assistant	Member
Paul Kamolnick	Sociology and Anthropology	Full	Senior Member
Rebecca Pyles	Biology	Emerita	Member
Robert Dunn	Media and Communication	Associate	Member
Shara Lange	Mass Communication	Associate	Member
Susan Waters	Mass Communication	Associate	Senior Member

Victoria Pope	Nursing	Assistant	Member
William L Stone	Pediatrics COM	Professor	Senior Member

Temporary part time faculty or community member teaching graduate classes or serving on committee (not chair)

Affiliate adjunct to tenured and does not meet criteria for full member, may teach and serve on graduate committees (not chair)

Member full time, terminal degree, teaching, research, graduate advising

Senior As above but extended record

Graduate Council Curriculum Subcommittee Meeting  
Monday March 15, 2021 at 1:00 PM  
Minutes

Present: Dr. Patrick Bradshaw, Dr. Brian Johnston, Dr. Karin Keith, Dr. Leslie McCallister, Dr. Karin Bartoszuk, Dr. Bea Owens, Dr. Evelyn Roach, Dr. Jill Leroy-Frazier, Dr. Sharon McGee, Dr. Tony Pittarese, Dr. Virginia Foley, Mr. Andrew Howell, Mr. Shon Wheatley, Dr. Julie Fox-Horton, Dr. Robert Pack, Dr. Mickey White, Dr. Jamie Brown, Dr. Alison Barton, Dr. Brian Bennett, Ms. Becky Birdwell

Individual Review Assignments are in **RED**.

1. COUN - 5300 - Telemental Health (Mickey White) (**Brian Johnston**) *This course has already been offered and will be an elective for counseling and graduate students within several mental health related fields and include an experiential component.*  
**Motion was made, carried, and approved.**
2. Revise Program Policy - M.S. Human Services – Admission (Jamie Brown) (**Brian Johnston**) *This proposal was a revision to eliminate the need for the GRE.*  
**Motion was made, carried, and approved.**
3. Establish Articulation Policy (Degrees and Certificates) - STEM K-12 Education Certificate; M.Ed. Curriculum and Instruction (Laura Robertson) (**Leslie McCallister**) *Dr. Karin Keith explained this proposal is an overview of the pathway to STEM certification from a masters in elementary and secondary education.*  
**Motion was made, carried, and approved.**
4. Revise Program Policy - Curriculum & Instruction, M.Ed. – Admission (Lori Meier) (**Tony Pittarese**) *Dr. Karin Keith explained this proposal is to clean up the admission language to reflect the new degree name.*  
**Motion was made, carried, and approved.**
5. Revise Program Policy - M.Ed. School Librarianship – Admission (Renee Lyons) (**Jill Leroy-Frazier**) *Dr. Karin Keith informed the group that this proposal was to align with the accrediting body to include a writing score along with reading and math scores.*  
**Motion was made, carried, and approved.**
6. Establish New Certificate 12-23 credits - C4, Recovery Research (Robbie Pack) (**Bea Owens**) *Dr. Robbie Pack explained the interest and need for addiction science and recovery science. This Certificate program will be offered every semester.*  
**Motion was made, carried, and approved, contingent upon new course approval.**
7. Revise Curriculum: Non-Substantive - Instructional Design, Graduate Certificate (Credit Change) (Alison Barton) (**Virginia Foley**) *Dr. Alison Barton explained the reduction of classes and credit hours. The content of the last two course will be integrated into the other four classes, and it will go from 18 to 12 hour certificate program.*  
**Motion was made, carried, and approved.**

8. Revise Program Policy - M.P.S., Professional Studies – Admission (Julie Fox-Horton) **(Virginia Foley)** *Dr. Julie Fox-Horton informed the group that this proposal should be the final update of language since discontinuing with ECampus. Verbiage is more in line with ETSU policies.*  
**Motion was made, carried, and approved.**
  
9. Revise Program Policy - M.S. in Computer Science – Admission (Brian Bennet) **(Natalie Smith)** *Dr. Brian Bennett explained the difficulty of comparing GRE scores for international and domestic students. The department is dropping the GRE requirement and can make provisions as needed.*  
**Motion was made, carried, and approved.**
  
10. Revise Program Policy - M.S. in Computer Science – Graduation (Brian Bennet) **(Natalie Smith)** *Dr. Brian Bennett informed the committee that the revision still meets graduation requirements.*  
**Motion was made, carried, and approved.**

**There were no further agenda items to discuss and the meeting adjourned at 1:30pm.**

Graduate Council Curriculum Subcommittee Meeting  
Monday March 1, 2021 at 1:00 PM

Join Zoom Meeting

<https://etsu.zoom.us/j/93999185752?pwd=SmJFQzlwM2s5cS9JeUs0cHFYNjlPQT09>

Present: Dr. Anthony Pittarese, Dr. Patrick Bradshaw, Dr. William Flora, Dr. Karin Bartoszuk, Dr. Brian Johnston, Mr. Shon Wheatley, Dr. Leslie McCallister, Dr. Jill LeRoy-Frazier, Dr. Evelyn Roach, Dr. Natalie Smith, Dr. Virginia Foley, Mr. Andrew Howell, Dr. Sharon McGee

Absent: Dr. Beatrice Owens

Individual Review Assignments are in **RED**.

1. CDST - 4317/5317 - Applied and Professional Ethics (Allen Coates) (**Tony Pittarese**)

The motion was passed.

2. Revise Curriculum: Substantive - Ed.D. Educational Leadership (Administrative Endorsement Concentration) - Credit Change (Jill Channing) (**Leslie McCallister**)

The motion was passed.