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Graduate Council Meeting Minutes and Reports

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8-23-2021

### 2021 August 23 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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East Tennessee State University

Graduate Council Agenda

August 23, 2021 1:15pm

Present: Dr. David Currie, Dr. Scott Kirkby, Dr. Brian Johnston, Dr. Patrick Bradshaw, Dr. Nicholas Hagemeyer, Dr. Megan Quinn, Dr. Natalie Smith, Mr. Todd Emma, (in for Tony Pittarese) Mr. Shon Wheatley, Dr. Bill Flora, Dr. Sharon McGee, Dr. Virginia Foley, Mr. Andrew Howell, Ms. Stacie Hill, Dr. Wendy Doucette, Dr. Jill Leroy-Frazier, Dr. Bea Owens, Dr. Evelyn Roach, Dr. Kathryn Wilhoit, (in for Lisa Haddad) Dr. Leslie McCallister, Dr. Ingrid Luffman, and Ms. Becky Birdwell

A. Welcome

- a. New Members Welcome Todd Emma and Lisa Haddad

B. Subcommittee Members

- a. Graduate Faculty
- b. Curriculum
  - i. One Pager Directions for proposals
  - ii. New Course Proposal Video PowerPoint and video for new proposal directions on "how to" for new members

C. Degree Works – S and SP Grades (Dr. Roach) There is a glitch on Banner side for grades; SP grade in Degree Works does not carry any credit for these grades. Grading/credit needs to be consistent. Working on an amendment to the policy to allow the credit for some courses to show up. This topic was tabled for further discussion.

D. Approval of August Grad Faculty Motion approved and carried.

E. Graduate School Updates

- a. Dr. McGee Approximately 350 new grad students came to orientation. We had the graduate coordinator meeting/breakfast with a good turnout. The Graduate Faculty software is about to die. We are implementing a new system soon, and in the meantime using a bandage solution in Dynamic Forms.
- b. Dr. Bartoszek
- c. Dr. Kirkby

F. Updates from Shadow Team Dr. Currie informed the committee that the FBI will be on campus soon to monitor end points by setting up experimental hardware in the data center. They will monitor storage gateways to help with an added layer of security to research, watching for foreign and criminal infiltration. ETSU is a high volume target for its research and we are the 2<sup>nd</sup> university in the US to participate in this pilot program. The university gets approximately 10,000 phishing email per day, proving people are after our data.

Dr. Hagemeyer spoke briefly about the IRB with Ballard and said they are working out details that may affect graduate students.

Shon Wheatley said GPSA will focus on getting grad students more involved on campus and they are working toward faculty/mentor relationships. He also told the group that the time and place for GPSA will be changing since Graduate School is in Yoakley and that he will have an update for the next meeting.7377

- G. Future Meeting Review Schedules may need to be adjusted for holiday/closings. The Faculty Subcommittee will set their own schedule. (last page, attached)

Meeting adjourned at 2:00pm.

## August 2021 Graduate Faculty Subcommittee Meeting Minutes

Date: 8/16/2021 Remote via zoom

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

### Recommended Appointments August 2021

Name	Dept	Current Rank	Committee Recommendation
Jonathan Hicks	Math and Stat	Lecturer	Member
Robin Ann Foreman	Nursing	Assistant	Member
Saritdikhun Somasa	Engineering, Tech...	Assistant	Member
Beth Ann Thompson	Nursing	Assistant	Member
Xin Xlie	Econ and Finance	Associate	Member

*Sup David Luffman*  
*re*

### Recommended Reappointments August 2021

Name	Dept	Current Rank	Committee Recommendation
Alok Agrawal	Biomedical Sci	Full	Senior
Carl Buerkle	Comm/Performance	Full	Senior
Myra Carew	Nursing	Associate	Member
Amy Doran	Early Childhood	Adjunct	Member
Wendy Doucette	Library Admin	Associate	Member
Angela Flemmer	Nursing	Assistant	Member
Retha Gentry	Nursing	Associate	Member
Diego Javier Rodriguez Gil	Biomedical Sci	Assistant	Member
Karin Keith	Curriculum/Instr	Associate	Senior
Greta Marek	Nursing	Associate	Member
Dina Mayo-Bobee	History	Associate	Member
Pamela Scott	Ed Leadership/Policy	Full	Member
Lynda Sharp	Early Childhood	Associate	Senior
Florence Weierbach	Nursing	Associate	Senior
Valentin Yakubenko	Biomedical Sci	Associate	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**

Status	Membership Structure	Name	Area of Representation	Length of Term (Expires in May of Year Indicated)
Voting	<p>One elected representative from each academic unit offering graduate programs and the Sherrod Library. Elected representatives shall serve for overlapping three-year terms. Elected representatives of academic units may serve for multiple terms.</p>	Leslie McCalister	Arts & Sciences	2023
		Todd Emma	Business & Technology	2022
		Beatrice Owens	Clinical & Rehabilitative Health Sciences	2023
		Virginia Foley	Education	2023
		Patrick Bradshaw	Medicine	2023
		Lisa Haddad	Nursing	2024
		Megan Quinn	Public Health	2024
		Wendy Doucette	Sherrod Library	2022
		Jill LeRoy-Frazier	Graduate and Continuing Studies	2022
	<p>One additional representative is elected or appointed by the academic unit of the Graduate Council Chair. This individual shall serve for a one-year term concurrent with the Chair's term of office.</p>	TBD		2022
	<p>One representative selected from the Faculty Senate's Academic Matters Committee, also serving a three year term.</p>	Michelle Johnson	Faculty Senate	2022
	<p>Three individuals representing graduate education. These individuals shall serve for overlapping three-year terms and be selected by the Dean of the School of Graduate Studies. No more than one such individual shall be selected from any single academic department.</p>	Ingrid Luffman	At-Large	2022
		Brian Johnston (Chair)	At-Large	2024
		Natalie Smith	At-Large	2023

	Two graduate students selected by the East Tennessee State University Graduate & Professional Student Association. The student members shall serve for one-year terms.	Shon Wheatley	Graduate & Professional Student Association	2022
		TBD	Graduate & Professional Student Association	
Non-Voting	Dean of Graduate Studies	Sharon McGee		Indefinite
	Associate Dean of Graduate Studies	Karin Bartoszuk		Indefinite
	Assistant Dean of Graduate Studies	Scott Kirkby		Indefinite
	Three representatives from the Registrar's Office	LaDonna Hutchins		Indefinite
		Stacie Hill		Indefinite
		Evelyn Roach		Indefinite
		Andrew Howell		Indefinite
	Recorder	Rebecca Birdwell		Indefinite
	Representative from Academic Affairs	William Flora		Indefinite
	Representative from International Programs	Danielle Olmo		Indefinite
	Representative from Research & Sponsored Programs	Nick Hagemeier		Indefinite
	Representative from Academic Technology Support	W. David Currie		Indefinite

Graduate Faculty		Graduate Curriculum	
Representative	Term Expiration	Representative	Term Expiration
Ingrid Luffman (Chair)	2022	Patrick Bradshaw (chair)	2023
Jill Leroy-Frazier	2022	Leslie McCallister	2023
Wendy Doucette	2022	Bea Owns	2023
Michelle Johnson	2022	Natalie Smith	2023
Megan Quinn	2024	Todd Emma	2022
		Lisa Haddad	2024
		Virginia Foley	2023
		Brian Johnston	2024

## **New Course Evaluation**

Access the course in Curriculog

**Step 1 – Read through the entire proposal**

**Step 2 – Begin reviewing the proposal**

- Academic Justification
- Course and Transcript Title
- Catalog Description
  - Does the description accurately relay the course to the reader?
- Proposed Implementation Term
  - Is this doable?
- Course Purpose
- Course Objectives
- Major Course Topics
- Expected Learning Outcomes
  - Appropriate verbs for the level
  - Stated correctly
- Major Assignments, Exams, and Grade-weight Values
  - Appropriate for the credit hours requested
  - Do not focus on specific assignments, but the plan for assessment
- Grading Scale
- Required Text
- Attendance Policy
- Academic Misconduct Policy

**Step 3 – Answer these questions:**

- Is this a duplicate course already offered at ETSU?
- Are the assignments/rigor appropriate for the credit hours requested?
- Are the learning outcomes appropriate for the level requested?
- Does this course add to the Mission and Vision of the ETSU?
- Does this course add to the Department?

**Step 4 – Make notes and contact the originator prior to the Curriculum Subcommittee Meeting**

- This provides the originator with time to make corrections or further explain an area of concern.
- During the proposal presentation the originator can address these concerns and any changes can be made at that time.

**Step 5 – Make any comments or recommendations during the Proposal Presentation at the Curriculum Subcommittee meeting**



## 2021/2022 Meeting Schedule

### August 2021

- 8/16 – Curriculum Subcommittee
- 8/23 – Graduate Council

### September 2021

- 9/6 – No meeting (Labor Day)
- 9/16 – Faculty Subcommittee
- 9/20 – Curriculum Subcommittee
- 9/27 – Graduate Council

### October 2021

- 10/4 – Curriculum Subcommittee
- 10/11 – Faculty Subcommittee
- 10/18 – Curriculum Subcommittee
- 10/25 – Graduate Council

### November 2021

- 11/1 – Curriculum Subcommittee
- 11/8 – Faculty Subcommittee
- 11/15 – Curriculum Subcommittee
- 11/22 – Graduate Council

### December 2021

- 12/6 – Curriculum Subcommittee
- 12/13 – Faculty Subcommittee

### January 2022

- 1/3 – Curriculum Subcommittee
- 1/10 – Faculty Subcommittee
- 1/17 – Curriculum Subcommittee
- 1/24 – Graduate Council

### February 2022

- 2/7 – Curriculum Subcommittee
- 2/14 – Faculty Subcommittee
- 2/21 – Curriculum Subcommittee
- 2/28 – Graduate Council

### March 2022

- 3/7 – Curriculum Subcommittee
- 3/14 – Faculty Subcommittee
- 3/21 – Curriculum Subcommittee
- 3/28 – Graduate Council

### April 2022

- 4/4 – Curriculum Subcommittee
- 4/11 – Faculty Subcommittee
- 4/18 – Curriculum Subcommittee
- 4/25 – Graduate Council

### May 2022

- 5/2 – Curriculum Subcommittee
- 5/9 – Faculty Subcommittee

### June 2022

- 6/27 – Curriculum Subcommittee

Unless otherwise noted all meetings will be on zoom.

Please communicate with the chair of your respective subcommittee if you have any concerns (Dr. Bradshaw – Curriculum; Dr. Luffman – Faculty).

The summer meeting was a success last year. We will plan to do another one this year and follow the same process as last year.

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- 5/16~~9~~ – Faculty Subcommittee

**Commented [LIE4]:** Faculty Subcommittee meets only if Grad Council meets in May.

### June 2022

- 6/27 – Curriculum Subcommittee

**Commented [LIE1]:** Thanksgiving week, move to 11/29?

Unless otherwise noted all meetings will be on zoom.

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**Commented [LIE2]:** Faculty subcommittee meets only if Grad council meets in December

The summer meeting was a success last year. We will plan to do another one this year and follow the same process as last year.

**Commented [LIE3]:** MLK Day – ETSU open? Faculty Subcommittee can meet via email.