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Graduate Council Meeting Minutes and Reports

9-27-2021

2021 September 27 - Graduate Council Minutes

College of Graduate and Continuing Studies, East Tennessee State University

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East Tennessee State University
Graduate Council Agenda
September 27, 2021 1:15pm

Present: Dr. Karin Bartoszuk, Dr. Scott Kirkby, Dr. Evelyn Roach, Dr. Judy McCook, Dr. Brian Johnston, Dr. Patrick Bradshaw, Dr. Bea Owens, Dr. Virginia Foley, Dr. Michele Johnson, Ms. Becky Birdwell, Dr. Sharon McGee, Mr. Andrew Howell, Dr. Natalie Smith, Dr. Wendy Doucette, Ms. Stacie Hill, Dr. Lisa Haddad, Dr. Bill Flora, Ms. Danielle Olmo, Dr. Leslie McCallister, Dr. David Currie, Dr. Nick Hagemeier, Dr. Ingrid Luffman, Dr. Todd Emma, Dr. Megan Quinn

- A. Graduate Faculty Subcommittee **One struggle as a committee is to objectively evaluate the criteria for grad faculty classification levels. (Distinction for senior status vs member is unclear.) Further discussion about the need for senior status to come. Only one change to the list, Michelle Lee, now has senior status. Faculty Subcommittee minutes approved.**
- B. Curriculum Subcommittee Approvals **All three of the items below were approved.**
 - a. Establish Articulation Policy (Degree and Certificates) C4 Heritage Interpretation and Museum Studies (Ronald Roach)
 - b. MALS – 5400 Seminar in Interdisciplinary Research (Jill Leroy-Frazier)
 - c. Revise Program Policy – M.A. Sociology – Admission (Martha Copp)
- C. Discussion Item from Curriculum Subcommittee
 - a. Terminate Academic Program or Concentration – C4 Forensic Nursing (Judy McCook) **This proposal had been approved previously, but upon further reflection, the committee decided to put the “termination” on hold and change it to “inactive” in case of future changes.**
- D. Policies for Review/Discussion
 - a. Leave of Absence Policy (Ready for October Meeting) **Dr. McGee discussed the need of a policy to outline continuous enrollment if a student needs a short leave of absence. They talked about logistics of reasons and of timing with matriculation. Ingrid Luffman and Leslie McCallister will assist. This policy proposal will be discussed further at the October meeting.**
 - b. Graduate Degree and Certificate Requirements Policy (begin work) **Updating policies and requirements where there are some gaps concerning dissertations. Also need to streamline a standardized procedure on how thesis/dissertation defenses are conducted to avoid an inadvertent discrimination. Further discussion scheduled for January or February meeting.**
- E. Graduate School Updates
 - a. Dr. McGee **The 3MT competition will be November 10 and registration ends on October 15. Scholarship money on the line for any kind of research project, not just a thesis or dissertation.**

Next Meeting October 25, 2021

Dr. McGee is advocating for an increase on GA stipend every chance she gets. Some institutions are even offering insurance benefits. ETSU is a bit behind in that regard.

- b. Dr. Bartoszuk GPSA update; now having brown bag lunch meetings and workshops. New applications coming in and membership dues paid, thanks to faculty who are promoting to the students. Informed the group about money available for conferences; up to \$300 to attend and up to \$600 if they are a presenter at a conference.
- c. Dr. Kirkby No update.
- d. Dr. Nick Hagemeier updated the group on Ballard IAA studies and budgets. Working on new faculty survey. To recruit good students and faculty, we need to grow research and have better cost recovery on startups. Some students have difficulty getting IRB approvals. On the radar for collaboration, for data and for people. Right now ETSU is not a priority with Ballard compared to everything else that is going on there.
- e. Dr. David Currie updated the group on cyber security training for campus as part of the State audit.

F. Updates from Shadow Team No update, but Dr. Flora touched on getting ideas connected and started and time gets away from us on deadlines.
Dr. McGee spoke about the University changing the requirements of certificates from 12 to 9 hours and ways to do stackables.

G. Observations/Comments from Non-voting members Broken down into four basic areas.
Danielle Olmo spoke about international students and the hurdles they face and if decisions about admission are late, they may not be able to get documentation in time to get into the US. She will create a flowchart for international deadlines. The issue is getting recommendations back from programs. Six months or more is needed for consideration deadlines.

Sharon discussed deadlines and expectations of no more than two weeks turnaround time after an application has been submitted. Scholarships and GA-ships need to be awarded earlier in order to be competitive and timely. We need to use these GA/TS-ships as recruiting tool instead of a position.

Name changes in the curriculum need more time to get completed.

Meeting ended at 2:13pm.

September 2021 Graduate Faculty Subcommittee Meeting Minutes

Date: 9/20/2021 Remote via zoom

Attending: Ingrid Luffman, Jill Leroy-Frazier, Megan Quinn, Wendy Doucette, Scott Kirkby, Michelle Johnson (anynchronous)

Recommended Appointments September 2021

Name	Dept	Current Rank	Committee Recommendation
Ahmad Al Doulat	Computing	Assistant	member
Bess Sirmon-Taylor	Audiology & Speech-Lang Path	Full	senior
Christel Young	Computing	Instructor	member
Cindy Phillips	Nursing	Assistant	member
Kendrea Todt	Nursing	Assistant	member
Patricia Harnois-Church	Nursing	Assistant	member
Wondimu Manalew	Health Serv Mgmt & Policy	Assistant	member
Aubrey Dueweke	Psychology	Assistant	member
David Miller	Political Science	Assistant	member
Kelli Barnett	University School		affiliate

Recommended Reappointments September 2021

Name	Dept	Current Rank	Committee Recommendation
Tony Pittarese	Computing	Full	member
Chaya Guntupalli	Audiology & Speech-Lang Path	Associate	senior
Christopher Pritchett	Health Sciences	Associate	senior
Cuihong Jia	Biomedical Sciences	Assistant	member
Dawn Rowe	Educ Found & Special Ed	Associate	member
Debra Jean Bentley	Educational Lead & Policy Analysis	Adjunct	affiliate
Ginger Christian	Educational Lead & Policy Analysis	Assistant	member
Henry Antkiewicz	History	Full	senior
Isabel Sobrino	Literature & language	Assistant	member
James Boone	Rehabilitative Sci	Assistant	member
James Lampley	Educational Lead & Policy Analysis	Full	senior
James Stoots	Comm & behavioral health	Full	senior

James Hayman	Biomedical Sciences	Full	member
Jeffrey Adeeb Roach	Computing	Associate	member
Karin Bartoszek	Educational Found & Special Ed	Full	member
Ken Silver	Environmental Health	Associate	member
Kristy Eisenzopf	Audiology & Speech-Lang Path	Clinical Supervisor	affiliate
Lindsay Greer	Audiology & Speech-Lang Path	Pathologist	affiliate
Lisa Haddad	Nursing	Assistant	member
Marie Johnson	Audiology & Speech-Lang Path	Clinical Supervisor	affiliate
Martha Michieka	Literature & language	Full	member
Matthew Potterton	Music	Associate	member
Michael Hoff	Global Sport Leadership	Vice Provist/ CPO	member
Michelle Johnson Chandley	Biomedical Sciences	Associate	member
Michelle Lee	Rehabilitative Sci	Associate	senior
Nicole Prior	Criminal Justice & Criminology	Associate	member
Pamela Mims	Educational Found & Special Ed	Full	member
Phillip Brown	Educational Lead & Policy Analysis	Adjunct	affiliate
Phyllis Thompson	Literature & language	associate	member
Sharon Bigger	Nursing	Assistant	member
Sylvester Orimaye	Health Services Management and Policy	Assistant	member
Tabitha Fair	Allied Health Sciences	Assistant	member
Virginia Foley	Educational Lead & Policy Analysis	Full	senior
Diana Morelen	Psychology	Assistant	member
Gerald Deehan	Psychology	Assistant	member
Roy Andrade	Appalachian Studies	Associate	member
Scott Kirkby	Chemistry	Full	senior
Sharon Loury	Nursing	Associate	senior

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 School Forms

I've noticed that some academic departments still have old, paper forms of forms that we have converted to an electronic process. Our office sends out correspondence to Coordinators when these processes and documentation have changes, but it may not always translate to other personnel in each office being notified so they can update their communication with students and to remove physical forms that are no longer needed from their office spaces.

For processes that we've migrated to electronic forms, we have better tracking and ability to notify both the student and program quickly and conveniently when the forms have been processed. Electronic processes also keep the student from running around campus to physically obtain signatures since the electronic versions can be routed by email for the necessary signatures/approval.

Application Deadlines

I would also recommend that programs continue to evaluate their application deadlines, particularly for the summer admission term, to determine if it is too close in proximity to the beginning of the summer term. I've personally been part of several scenarios where students had an application deadline on a Friday and the following Monday was the beginning of the term. Even if that deadline was backed up by a week, there is no guarantee Graduate School will have the application process concluded (all necessary application materials have been received and referred to the academic program for their admission recommendation), a final admission decision granted, and the student would have time to register and resolve any financial situations (Financial Aid or otherwise) to ensure tuition is paid by the deadline so they're able to attend when classes begin.

I know it's tempting to want to allow applications as late as possible, but it seems to come at the student's expense. We know all those processes can't take place in a short period of time, so it seems like we're setting students up for issues.

Licensure

Graduate degrees and/or certificates that qualify students for licensure should be clearly outlined on academic program websites. If the wording is somewhat buried or difficult to interpret, even in the academic catalog, then potential students can be underinformed (both in terms of their options and how to go about pursuing them). If a college does not want to offer a pathway to licensure by way of the student taking the coursework as a non-degree-seeking student, it's recommended that this information be readily available online on the program's website. Programs may wish to consider whether all pathways to obtain licensure in their respective field are included in existing certificates we offer. It may also be worth noting that students may still find themselves in a scenario where they apply and are admitted as a non-degree seeking student only to find out the program will not let them take the courses under the non-degree classification.

In accordance with CPOS requirements, Coordinators may also wish to review their catalog to determine if their program allows for students to complete the degree without being licensure-eligible (ex: licensure coursework is not required for the degree). If it's not built into the degree and students take all coursework required for their degree, first, and then attempt to take licensure coursework (not required for the graduate degree) after the degree requirements are met then they will not be eligible for GA/TS positions and Financial Aid while completing those licensure courses.

New Program/Concentration Creation (Name Change, etc.)

There seems to be room for improvement with the information needed by Graduate School (Coordinator, Application Deadlines, etc.) between the time when program proposals move through the Curriculog process, get approved, and get implemented by the Registrar's Office.

At this time, there are many timing issues and a gap in information in what's required for Registrar's on their end vs the information necessary for Graduate School, Online Programs, etc., in order to post new programs/concentrations on the web, update our application system, manage applications and/or student records for those admitted to but have not started a program/concentration which is no longer being offered.