Present: Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Ms. Queen H. E. Brown, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. March Grube, Dr. David L. Hurley, Ms. LaDonna Hutchins, Dr. Scott J. Kirkby, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Michelle Lee, Dr. Lori Marks, Dr. Rob Pack, Dr. Kenneth D. Phillips, Dr. Marta M. Pointer, Dr. Kelly Price, Mr. Don Rice, Dr. Evelyn Roach, Mr. Brandon Weirick, Dr. Brittany Wilkins

Absent: Ms. Jennifer Barber, Ms. Maria D. Costa, Dr. David Currie, Dr. William F. Flora, Dr. Jill Leroy-Frazier, Dr. Nicole Prior, Dr. Mitch Robinson

Guests: Dr. Gordon K. Anderson, Dr. Myra Clark, Dr. Stephen W. Marshall

A. Approval of October 2016 Minutes

Motion was made, seconded, and approved.

B. Curriculum Subcommittee report – Dr. Michelle Lee

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

I. TBR Proposal: Substantive Curriculum Modifications (Dr. Stephen Marshall/Dr. Gordon Anderson)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9127


b. TBR Proposal, page 5: change font of paragraph before IMPACT.

c. TBR Proposal, page 8: first bullet on right hand side of page under “Proposed”, revise bullet to address domestic and international students

d. TBR Proposal, page 8, #3: change BA to MA in both columns

Motion was made to approve with recommended changes, seconded, and approved.
II. TBR Proposal: Policy Revision: Admission/Progression/Graduation (Dr. Lisa Haddad/Dr. Myra Clark)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_8&FormID=11&Instance=8804

- TBR Proposal, Cover Page: Bold “Progression”
- TBR Proposal, Cover Page: omit need PhD codes and replace with NA
- TBR Proposal, Cover Page: capitalize H in Mental Health Nurse Practitioner in Concentrations section.
- TBR Proposal, page 2: Bold “Progression”
- TBR Proposal, page 2: change proposed effective date to Summer 2017
- TBR Proposal, page 2: Under propose, include goals of this policy revision; move numbers 1-5 to Need/Rationale section and include a reason for each number
- TBR Proposal, page 2: #2 in Need/Rationale section needs clarification
- TBR Proposal, page 3: Impact section-make More small m; change impacted to impacted
- TBR Proposal, page 4: #8 delete info and replace with NA
- TBR Proposal, Appendix A: left side of the table, renumber
- TBR Proposal, Appendix A: Right side of table, combine #2 and #3 and clarify what will happen; Rewrite #3 to “DNP students may repeat a course once in which a grade of less than B- was received.”; Combine #4 and #5; #6-revise bolded sentence to include “until satisfaction of course requirements.”; Revise “Time extension requests” sentence to “must be submitted by faculty member of record to the Dean of the School of Graduate Studies for approval.”; Include in the last sentence of #6 “and GPA recalculated”; renumber after revisions.

Motion was made to approve with recommended changes, seconded, and approved.

C. Graduate Faculty Subcommittee report and recommendations – Dr. Brittany Wilkins.

Graduate Faculty Subcommittee Report
November 2016

NO NEW APPOINTMENTS

<table>
<thead>
<tr>
<th>Reappointment</th>
<th>Applicant</th>
<th>Department</th>
<th>Present Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Michael Bourassa</td>
<td>Physical Therapy</td>
<td>Temporary</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Charles Cooley</td>
<td>Nursing Graduate Programs</td>
<td>Temporary</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Donald Good</td>
<td>Educational Leadership &amp; Policy Analysis</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Amanda Greene</td>
<td>Kinesiology, Sport and Recreation Management</td>
<td>Affiliate</td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Courtney Hall</td>
<td>Physical Therapy</td>
<td>Member</td>
<td>Member</td>
</tr>
</tbody>
</table>
6. Kimberlee Hall  Environmental Health  Temporary  Affiliate
7. Jacqueline Hinshaw  Nursing Graduate Programs  Temporary  Affiliate
8. Dhirendra Kumar  Biological Sciences  Member  Member
9. Janice Lazear  Nursing Graduate Programs  Temporary  Member
10. Ying Li  Environmental Health  Temporary  Member
11. Sharon Loury  Nursing Graduate Programs  Member  Member
12. Matthew McBee  Psychology  Member  Member
13. Tricia Metts  Environmental Health  Member  Member
14. Robert Plummer  Graduate School  Temporary  Affiliate
15. Melanie Richards  Mass Communication  Temporary  Member

*Reappointment motion was made, seconded, and approved.*

**D. Old Business**

I. Discussion of requirements for service on Subcommittees – Dr. Marks (see attachment/addendum at end of agenda)

The council discussed the requirements for service on the graduate faculty and graduate curriculum subcommittees. The motion was made to accept proposed requirements, seconded, and approved.

I. Graduate Council Charge – Dr. Marks

https://www.etsu.edu/universitygovernance/governancecommittees/graduatecouncil.asp

The council discussed the charge and recommended a modest change that was approved. Dr. Marks will take to Academic Council for further action.

III. Revisit tabled motion to eliminate revision notes for curriculum proposal items from the meeting minutes.

The council discussed a new process whereby proposers would make subcommittee recommended changes prior to view by the Graduate Council. If implemented, then the proposed revisions would not be part of the agenda or meeting minutes. The Council voted approval of this change in process. The next questions was when to implement the change in process. This was tabled until the January meeting.

**E. New Business –**
I. Solicitation of policies needing review and/or updating – Dr. Marks

The solicitation of policies needing review and/or updating was discussed.

II. Discussion of including policies in graduate catalog in the numbered system of university policies, Dr. Grube and Dr. McIntosh

The council discussed including policies currently in the graduate catalog in the numbered system of university policies being developed in anticipation of the new ETSU Board of Trustees. This was favored unanimously.

III. Formation of selection committee for the Graduate Fees Scholarship – Dr. Kirkby

The council discussed, made the motion, and approved the formation of selection committee for the Graduate Fees Scholarship. Members are: Drs. Kirkby, Doucette, and Pointer.

F. Other -

I. Information item – School of Graduate Studies Staffing, Dr. Cecilia McIntosh

Dr. McIntosh advised council of Mr. Don Rice’s promotion to Graduate Program Specialist and the Executive Aid position will be filled in January.

I. Adjournment

There was no further Council business to discuss, therefore, the meeting was adjourned.
ADDENDUM FOR DISCUSSION

Suggestions Related to Graduate Council Charge and Policy and Procedures
Please see the Graduate Council Charge at
https://www.etsu.edu/universitygovernance/governancecommittees/graduategcouncil.aspx

Graduate Council Charge

- Regarding “… receives reports of graduate program reviews”:
  - The Council should receive a summary of the regular reports as they are completed.
  - The Council will review reports as information items and use them to inform decisions and other activities (e.g., curriculum proposals).
  - Should the need arise, the Council may invite a representative from the graduate program, department, or college to present a summary of findings.

- Regarding “evaluate enrollment and number of degrees awarded”: The Council should review that data at least annually.

Policy & Procedures

Graduate Council

- Members are expected to attend monthly Graduate Council Meetings. In the rare circumstance when a member is unable to attend a meeting, they should notify the Graduate Council chair prior to the meeting.
- Continue to list members who are present and absent in the meeting minutes.

Curriculum and Graduate Faculty Subcommittees

- Continue to review curriculum and graduate faculty status through the subcommittees.
- All Graduate Council members are expected to actively serve on either the curriculum or the graduate faculty status subcommittee.
- In the rare circumstance when a member is unable to attend a subcommittee meeting, the member shall send their review of curriculum/faculty to the subcommittee chair in a timely manner (e.g., 3 days prior to the meeting).
- Subcommittee recommendations are included in the Graduate Council agenda along with the record of subcommittee attendees who were present, absent but submitted a review with recommendations, and absent.