

**Graduate Council – Minutes
East Tennessee State University
August 29, 2016, 1:15pm
President’s Conference Room – Dossett Hall 206**

Present: Ms. Jennifer Barber, Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Dr. David Currie, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. Scott Kirkby, Ms. Billie Lancaster, Dr. Michelle Lee, Dr. Jill Leroy-Frazier, Dr. Lori Marks, Dr. Cecilia McIntosh, Dr. Rob Pack, Dr. Martha Pointer, Dr. Kelly Price, Dr. Nicole Prior, Mr. Brandon Werick, Dr. Brittany Wilkins

Absent: Ms. Maria Costa, Dr. William Flora, Dr. Marsh Grube, Dr. David Hurley, Ms. LaDonna Hutchins, Dr. Kenneth D. Phillips, Dr. Evelyn Roach, Dr. Mitch Robinson

Guest: Dr. Keith Green, Dr. Julie Fox-Horton,

A. Introduction of Members

B. Selection Chair for 2016-17

Dr. Lori Marks was selected as chair.

C. Approval of June 2016 Minutes

The motion was made, seconded and approved to accept the June 27th, 2016 meetings.

D. Curriculum Subcommittee report – Dr. Wendy Doucette

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. New Course Proposal: CDST 4117/5117, Introduction to the Digital Humanities: Interdisciplinarity and Digital Culture (Dr. Julie Fox-Horton)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&In stance=8958

Snapshot:

- a. *Rationale for proposal: Line 11, remove “is useful and”*

Syllabus:

- a. *Page 1, Purpose and Goals: leave only the second sentence*
- b. *Page 5, Other Information, line 7: there are no longer computers at the Culp (moved to Sherrod).*

Motion was made and carried to accept this proposal.

II. New Course Proposal: PHIL 4147/5147, Health Justice (Dr. Joe Green)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8653

Snapshot:

- a. *Page 2, remove “special circumstances” entirely*
- b. *Page 2, Rationale for Proposal: remove typos in lines 1 and 4*
- c. *Page 2, Prerequisites: change wording to “lower division” for all*
- d. *Page 2, Course Description: remove prerequisites*
- e. *Page 3, Proposed Implementation Term: Fall 2017*
- f. *Page 3, insert correct stats (grad and undergrad) under “previously offered”*
- g. *Page 3, explicitly state level of faculty status*

Syllabus

- a. *Prerequisites: see c. above*
- b. *Description: omit final sentence*
- c. *Purpose and goals: replace existing paragraph with bullet #1 directly below*
- d. *Separate bullet #2 into 2 bullets*
- e. *Add “additionally” to final bullet on page 1*
- f. *Page 2, Learning Outcomes: add colon after (graduates only)*
- g. *Page 5, standardize grading scale*
- h. *Page 5, Classroom Attendance: correct typos*
- i. *Page 6, Other Penalties: move to page 5 into paragraph 2 of Attendance Policy*
- j. *Page 6, Policies: remove Inclement Weather and move Mental Health to the end*
- k. *Page 7, Required Textbook: add author's initial and ISBN*
- l. *Page 7+: verify style is standardized*

Overall, standardize spelling, remove additional spacing and underlining.

Motion was made and carried to accept this proposal.

III. New Course Proposal: PHIL 4177/5177, Global Justice (Dr. Joe Green)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8655

Snapshot:

- a. Page 3, remove “special circumstances” entirely
- b. Page 3, Rationale for Proposal: remove final sentence
- c. Page 3, Prerequisites: change wording to “lower division” for all
- d. Page 4, Course Description: remove prerequisites
- e. Page 4, Proposed Implementation Term: Fall 2017
- f. Page 4, insert correct stats (grad and undergrad) under “previously offered”
- g. Page 4, explicitly state level of faculty status

Syllabus:

- a. Prerequisites: see c. above
- b. Description: omit final sentence
- c. Purpose and goals: use line 7 as primary purpose
- d. Firm up bullets in Purpose and Goals
- e. Page 2, Learning Outcomes: add “additionally” to graduate line
- f. Page 2, Major Assignments changes narrative tone
- g. Page 4, standardize grading scale
- h. Page 4, Policies: remove Inclement Weather
- i. Page 5, Required Readings: unbold
- j. Page 6+: class dates are unnecessary

Overall, standardize spelling, remove additional spacing and underlining.

Motion was made and carried to accept this proposal.

IV. New Course Proposal: PRST 5996, Research in Professional Studies (Dr. Julie Fox-Horton)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8960

Snapshot:

- a. Rationale for proposal: restate more succinctly

Syllabus:

- a. Page 1, Purpose and Goals: leave only the first sentence
- b. Page 2, Major Assignments: standardize capitalization
- c. Page 3: insert dishonesty and disability policies
- d. Page 3, Required Textbooks: Zelenzik

Motion was made and carried to accept this proposal.

V. Tabled:

- a. **Establish a New Certificate Program in Response to Intervention (Dr. Tina Hudson): Tabled until all course proposals are ready**
- b. **Change Rural Health Graduate Certificate (Dr. Jodi Southerland)**
- c. **Change in MAT Courses: Tabled until curriculum change proposal is ready. (Dr. Aimee Govett)**

E. Graduate Faculty Subcommittee report and recommendations – Dr. Marks.

Appointment

<u>Applicant</u>	<u>Department</u>	<u>Recommendation</u>
1. Hale, Nathan L.	Health Services Management and Policy	Member
2. Ning, Shunbin	Internal Medicine-COM	Member

Reappointment

<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
1. Alamian, Arsham	Biostatistics and Epidemiology	Member	Member
2. Brooks, Billy	Biostatistics and Epidemiology	Temporary	Member
3. Burkette, Gary D.	Accountancy	Member	Member
4. Carter, Daryl A.	History	Member	Member
5. Pointer, Martha Ellen	Accountancy	Senior Member	Senior Member
6. Rice, Judith A.	Nursing Graduate Programs	Temporary	Member
7. Sayers, Adam L.	Graduate school, Global Sport Leadership	Temporary	Member

8.	Slawson, Deborah L.	Community and Behavioral Health	Member	Senior Member
9.	Spritzer, Allan D.	Management and Marketing	Temporary	Member
10.	Stidham, April L.	Nursing Graduate Programs	Affiliate Member	Member
11.	Taylor, Jerry Dean	Engineering Technology, Surveying and Digital Media	Temporary	Member
12.	Uddin, Mohammad Moin	Engineering Technology, Surveying and Digital media	Member	Member
13.	Watson, Elwood D.	History	Member	Member
14.	Zou, Yue	Biomedical Sciences	Senior	Senior

E. Old Business

- I. None

F. New Business –

- I. Standing Subcommittee memberships and chairs
 - a. Curriculum Subcommittee
 - b. Graduate Faculty Subcommittee
- b. Graduate Faculty Subcommittee

All members present identified which subcommittees they will serve on; those members absent will be asked to join a subcommittee at the September meeting.

- II. Revision of admission categories – Drs. Bartoszuk and Kirkby

Proposal to change conditional admission to unconditional with provisions, due to updates in SEVP policies. International and domestic requirements must be the same, and the prerequisites for admission cannot be excessive. This will require catalog revisions and new banner codes.

Motion was made and carried to accept this proposal.

G. Other

- I. Information on GA stipends – Dr McIntosh

There is a planned GA stipends increase of \$250. If enrollment and budget allow, this will be implemented in October by Financial Services using the process from last year when the first increase occurred.

I. Adjournment

Adjournment was at 2:19