Graduate Council – Minutes
East Tennessee State University
February 27, 2017, 1:15pm
President's Conference Room – Dossett Hall 206

Present: Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Queen H. Brown, Dr. Wendy Doucette, Dr. William F. Flora, Ms. Connie Grindstaff, Dr. Marsh Grube, Dr. David L. Hurley, Dr. Jill Leroy-Frazier, Dr. Scott J. Kirkby, Ms. Billie Lancaster, Dr. Lori Marks, Dr. Cecilia A. McIntosh, Dr. Rob Pack, Dr. Kenneth D. Phillips, Dr. Martha M. Pointer, Dr. Kelly Price, Dr. Nicole Prior, Dr. Evelyn Roach, Dr. Mitch Robinson, Dr. Janna Scarborough, Dr. Brittany Wilkins

Absent: Ms. Jennifer Barber, Dr. Michelle Lee, Mr. Brandon Weirick, Ms. Maria D. Costa, Dr. David Currie, Dr. William R. Duncan, Ms. LaDonna Hutchins

Guests: Dr. Lee Bidgood, Dr. Nancy Cameron, Dr. Myra Clark, Dr. Aimee L. Govett, Dr. Ron Roach, Dr. Randy Wykoff

A. Approval of January 2017 Minutes

The motion was made, second, and carried to accept the January 2017 minutes.

B. Curriculum Subcommittee report – Dr. Nicole Prior
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: SPCH-4327/5327 – Popular Communication

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8868

- Add the following phrase to the end of the first paragraph under purpose and goals: "The goals are to:"

- Learning Outcomes section: Add undergraduate to the first sentence and "at the completion of the course, the graduate student is expected to:" before the graduate learning outcomes.

Motion was made, seconded, and carried to accept this proposal with the recommendations.

II.   New Course Proposal: ECED 7812 – Early Childhood Qualitative Research
- Tabled waiting for TBR proposal

This proposal has been tabled until next meeting.

III.   New Course Proposal: APST 5950 – Research and Methods in Appalachian Studies

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9106
- Delete the word And from the beginning of the catalogue description and start with Introduction
- Purpose and goals are learning outcomes and not goals. Rewrite so that the section reflect the goals of the class
- Make the learning outcomes more specific and do not tie the outcomes to the class assignments.
- Add more description/specificity to the Major Assignments section

Motion was made, seconded, and carried to accept this proposal with the recommendations.

IV.   Curriculum Change Proposal: Appalachian Studies for both the Appalachian Communities and Appalachian Culture and Heritage Concentrations

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9337
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9383
- In the "List ETSU courses to be removed from the program of study", insert semi-colon between classes. Also, change HIST 5400 to HIST 5950.
- In the "Insert proposed curriculum revision with changes in bold" delete double spaces and add "(3 credits)" after APST 595-: Research and Methods in Appalachian Studies".

Motion was made, seconded, and carried to accept this proposal with the recommendations.

V.   New Course Proposal: ACCT-5620 – Advanced Auditing Practice

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9154

- Make rationale for proposal more clear and current instead of discussing what formerly happened to lead up to the proposal.
- Add "or equivalent" to prerequisites.
- Add "approximately one per week" to the practice set of auditing assignments in the Major Assignments section
- Correct the grading scale to reflect graduate grading scale (ie. Delete C-, D+, D, and make F=Below 74%)
- Add guidelines for auditing assignments to attendance policy given that they are online.
- Make publication style in the Bibliography, Recommended Readings, and/or Supplemental Materials section consistent with the discipline.

Motion was made and carried to accept this proposal with the recommendations.

VI.   Curriculum Change Proposal: Accounting – MACC-ACCT

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9157

- Remove last sentence in Summary of Actions section
- Delete the classes listed in the "List modified ETSU course for this curriculum change", and write None instead
- Change the title of ACCT 5630 – Auditing Risk and Assurance to Forensic Auditing at the top of page 3 in the proposal
- Unbold the course ACCT 5630 – Forensic Auditing (3 credits) in the "Insert proposed curriculum revisions with changes in bold" section

Motion was made, seconded, and carried to accept this proposal with the recommendations.

VII.   TRB Proposal: STEM K-12 Education Graduate Certificate

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9250

- Expected Learning Outcomes should read "the student is expected to:
- Need to clarify the learning outcomes and make each one measurable
- Correct the line spacing throughout the TBR proposal

- Remove "Tennessee Department of Education" from the first sentence in "Plans for Accreditation" section and add sentence stating that the Tennessee Department of Education has approved the program.
- Add back in numbers 1 and 2 to the "Type of Change" Section. Also add the sentence "four new courses for a total of 12 credits" at the end of the section.
- Correct the grammatical issues in the first paragraph of Appendix A.
- In Appendix C, change the word transfer to "apply up to."

Motion was made, seconded, and carried to accept this proposal with the recommendations.

VIII. **New Course Proposals: SCED 5600 – STEM Theory and Pedagogy, SCED 5610 – Creativity and Inquiry in STEM Education, SCED 5620 – Bridging STEM in Education and Business, and SCED 5630 – Integrating STEM Curriculum and Development**

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9242
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9244
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9246
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=9248

- Alter learning outcomes so that they are not tied to course assignments
- Add short description of each major assignment
- Clarify the attendance policy for online portion of class and online assignments

Motion was made, seconded, and carried to accept this proposal with the recommendations.

IX. **Curriculum Change Proposal – Teacher Education – TEML Middle Grades**
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=9141

- Summary of Actions section needs number 3 stating "No action required"
- Remove the bolding in the "insert existing approved curriculum as shown in catalog."

Motion was made, seconded, and carried to accept this proposal with the recommendations.

X. Curriculum Change Proposal – Teacher Education – TEML Secondary Education

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=17&Instance=8405

- No changes

Motion was made, seconded, and carried to accept this proposal.

XI. New Course Proposal: CUAI 5591 – Residency II MAT Seminar
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8944

- Cannot use "or" in the prerequisites section. Please change.
- Add "up to four credits" at the end of the catalog description.
- Change the answer to "Course similar to course(s) in other departments" to either yes or no.
- Change proposed implantation term to Fall 2017/
- Add more description to major assignments.

Motion was made, seconded, and carried to accept this proposal with the recommendations

XII. New Course Proposal: CUAI 5590 – Supervised Field Mentoring
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8952

- Add "up to nine credits" at the end of the catalogue description.
- Change implementation term to Fall 2017.
- Add a purpose to the purpose and goals section.
- Change the goals so that they do not reflect the student outcomes as they should be the overall goals of the course.
- Add more description to the major assignments.

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XIII. Course Modification Proposal: CUAI 5458: Residency I: Middle Grades Clinical I
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=10&Instance=8848

- Change proposed credit hours maximum to NA
- Remove "This course is a" and replaced with Supervised in the proposed catalogue description.
- Change the goals so that they do not reflect the student outcomes as they should be the overall goals of the course.
- Add more description to the major assignments.
- Change the F in the grading scale to read "Below 431".

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XIV. Course Modification Proposal: CUAI 5438: Residency I: Secondary Field II
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=10&Instance=8949
- Remove "This course is a" and replaced with Supervised in the proposed catalogue description.
- Change the goals so that they do not reflect the student outcomes as they should be the overall goals of the course.
- Add more description to the major assignments.
- Change the F in the grading scale to read "Below 431".

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XV. Course Modification Proposal: CUAI 5570: Residency II: Middle Grades
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=10&Instance=8954
- Remove "This course is a" and begin with Supervised in the proposed catalogue description.
- Change proposed implantation date to Fall 2017.
- Change the goals so that they do not reflect the student outcomes as they should be the overall goals of the course.

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XVI. Course Modification Proposal: CUAI 5580: Residency II: Secondary

- Remove "This course is a" and begin with Supervised in the proposed catalogue description.
- Change proposed implantation date to Fall 2017.
- Change the goals so that they do not reflect the student outcomes as they should be the overall goals of the course.

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XVII. **Curriculum Change Proposals: Family Nurse Pract (RODP) – Cert, RODP-MSN Online Family Nurse Practitioner Concentration, and RODP-MSN Online**

- Move the proposals to TBR proposal form
- Add a cover sheet

Motion was made, seconded, and carried to accept this proposal with the recommendations.

XVIII. **TBR Proposals: Phase-in inactivation of TN eCampus MSN Informatics** concentration and Post-master's Information concentration, Phase-in inactivation of TN eCampus MSN Certificate in Nursing Informatics, Clarity on licensure status in admission criteria, Licensure state clarification on admission criteria, and Termination without phase-out of an existing program

- Add cover sheet
- Approve as is for the remainder of the proposals.

Motion was made, seconded, and carried to accept this proposal with the recommendations.

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

Appointment		
Applicant	**Department**	**Recommendation**
1. Thomas Bishop	Family Medicine – COM	Affiliate
2. Bill Garris	Counseling and Human Services	Member
3. Kay Lennon	Sport Exercise, Recreation, and Kinesiology	Affiliate
4. Yongke Lu	Health Sciences	Member
5. Aaron Polichnowski	Biomedical Sciences – COM	Member
6. Natalie Smith	Kinesiology, Sport, and Recreation Management	Member
7. Christopher Widga	Geosciences	Affiliate

Reappointment			
Applicant	**Department**	**Present Status**	**Recommendation**
1. Melody Archer	Early Childhood Education	Temporary	Affiliate
2. Mary Kate Baker	Community and Behavioral Health	Affiliate	Member
3. William Blanton	Engineering Technology, Survey, and Digital Media	Temporary	Affiliate
4. Cynthia Chambers	Educational Foundations and Special Education	Member	Member
5. Michael Cody	Literature and Language	Member	Member
6. Deborah Dotson	Allied Health Sciences	Member	Member
7. JoDee Dotson	Curriculum and Instruction	Affiliate	Affiliate

8. Jody Jennings	Curriculum and Instruction	Temporary	Affiliate
9. Edward Kelly	Educational Leadership and Policy Analysis	Affiliate	Affiliate
10. Brenda Louw	Audiology and Speech Language Pathology	Senior	Senior
11. Donald Luttermoser	Physics and Astronomy	Member	Member
12. Catherine McCusker	Chemistry	Temporary	Member
13. Susan Meade-Lewis	Early Childhood Education	Temporary	Affiliate
14. Rebecca Milner	Counseling and Human Services	Temporary	Member
15. Suzanne Smith	Computing	Member	Member
16. Paul Trogen	Political Science, International Affairs, and Public Administration	Member	Senior
17. Faustine Williams	Health Services Management and Policy	Temporary	Member

The motion was made, seconded, and carried to accept the graduate faculty appointments and reappointments along with adding the attendance report.

Recording of Attendees
Present: Patrick Bradshaw, Scott Kirkby, Jill LeRoy-Frazier, Lori Marks, Mitch Robinson, Brittany Wilkins
Absent: Rob Pack
Absent but Submitted: Janna Scarborough

E. Old Business
I. Research Grants and other awards – Dr. Kirkby

Dr. Kirkby stated the emails were sent to all graduate coordinators regarding annual awards for Research Grants, Outstanding Thesis, Dissertation, and Capstone, Excellence in Teaching, and Service for the Public Good. The coordinators were asked to share information with all faculty members and graduate students. The deadline for nominations is March 1, 2017.

F. New Business –
        I. Report on Academic Council – Dr. Marks

     Dr. Marks reported the Academic Council approved to terminate the Paleontology concentration in the MS in Biology.

     Also, Dr. Marks reported that Dr. Grube has developed a TBR form to submit curriculum and proposals to be processed since the Curriculum Proposal System (CPS) is being phased out in preparation for implementation of Curriculog in August.

        II. Request for review of dual program admission policy – Dr. Pack (attachment)

Dr. Wyoff summarized the review of the dual program admission policy to allow doctoral and masters programs in Public Health and Biomedical Sciences. After the council discussed, a motion was made, seconded, and carried to accept the amended version as follows:

In warranted circumstances, a student may seek admission simultaneously to (1) two master's programs, or (2) a master's program and a graduate certificate program, ~~or~~ (3) a doctoral program and graduate certificate program or (4) a doctoral program and a master's program. Prior to admission to the second program, approval must be granted by the graduate program coordinator in each program and by the Dean of the School of Graduate Studies. All requirements of both programs and the School of Graduate Studies, including matriculation limits, must be met.

        III. Request for out of cycle review of curriculum items – Drs. Prior and Marks

     Dr. Prior brought to the council's attention a request for an out-of-cycle curriculum review. Dr. Grube summarized the items as proposal of five courses and curriculum changes under the masters of Nursing that was a part of the e-Campus of six universities. ETSU has left the e-Campus with respect to delivery of the MSN and will be offering this in-house starting in Fall 2017. The timing of this action by the university is such that approval is needed to permit sufficient time for marketing.   The council agreed to review and vote by email regarding the curriculum items.

        Note: The Curriculum Subcommittee reviewed and distributed recommendations to the Council by email. The Council voted 12 responses in favor of approving the College of Nursing proposals with the recommended changes.

   G. Other
        I. Information items

A. EAB report, Royall 2016 Graduate Survey – Dr. McIntosh (attachment)

Dr. McIntosh presented a PowerPoint overview of the EAB, Royall 2016 Graduate Survey regarding how students shop for graduate programs, how best to recruit young and older students, trends, etc. The PowerPoint has been distributed to graduate coordinators, deans, and School of Graduate Studies recruiters. Dr. McIntosh will share the PowerPoint with the council members per Dr. Mark's suggestion.

I.   Adjournment

There was no further business to discuss, therefore, the meeting was adjourned at 2:20 p.m.