East Tennessee State University  
Graduate Council  
Minutes  
August 26, 2019  
Graduate Studies Conference Room  
309A Burgin Dossett  
1:15 p.m.

Present: Dr. Julia Bernard, Dr. Jon Ellis, Dr. Patrick Bradshaw, Dr. Marie Tedesco, Dr. Brian Johnston, Dr. Lori Marks, Dr. Tony Pittarese, Dr. Craig Wassinger, Dr. Claudia Kozinetz, Dr. Karin Bartoszuk, David Currie, Dr. Marsh Grube, Connie Grindstaff, LaDonna Hutchins, Dr. Scott Kirkby, Dr. Sharon James McGee, Dr. Evelyn Roach, Casey Gardner

Absent: Queen Brown, Maria Costa, Dr. William R. Duncan, Dr. Wendy Doucette, Dr. Jean Hemphill, Dr. Brittany Wilkins

A. Introduction of Members

All members in attendance introduced themselves and told which department they represented.

B. Selection of the Graduate Council Chair for 2019-2020 Academic Year

Motion was made, seconded, and approved for Dr. Lori Marks to serve as chair of the Graduate Council for the 2019-2020 academic year.

C. Approval of the Minutes: April 22, 2019

Motion was made, seconded, and carried to approve the April 22, 2019 minutes.

D. Graduate Council Charge and Attendance Policy

Dr. Marks reviewed the Graduate Council’s charge and attendance policy.

The Council is charged with formulating all policies relating to graduate education. All graduate curriculum matters, consideration of new graduate degree programs, formulation of graduate school regulations, approval of graduate courses and curriculum, and the appointment of graduate faculty are considered by the Council. The Council also receives reports of graduate program reviews which are completed on a regular cycle to determine need, assess quality, and evaluate enrollment and number of degrees awarded.
E. Selection of subcommittee members

I. Graduate Curriculum Subcommittee

   Dr. Jon Ellis – Chair
   Dr. Julia Bernard
   Dr. Patrick Bradshaw
   Dr. Brian Johnston
   Dr. Claudia Kozinetz
   Dr. Lori Marks
   Dr. Jennifer Pealer (per email)
   Dr. Tony Pittarese
   Dr. Craig Wassinger
   Dr. Karin Bartoszuk
   Dr. Sharon McGee

II. Graduate Faculty Subcommittee

   Dr. Brittany Wilkins – Chair
   Ms. Emily Brockelman
   Dr. Wendy Doucette
   Dr. Ingrid Luffman
   Dr. Marie Tedesco
Dr. Scott Kirkby

F. Graduate Curriculum Proposal and Graduate Faculty Application Review Process and Timeline (See attachment at the end of the minutes.)

The review process and deadlines for Graduate Curriculum Proposals and Graduate Faculty Applications were discussed and suggestions for revisions made.

G. Graduate Education Policies

I. Graduate Council membership selection process: See Graduate Council and Subcommittee Attendance Policy and Membership Structure items on the Graduate Council page within University Governance.
   https://www.etsu.edu/universitygovernance/governancecommittees/graduatecouncil.php, Dr. Marks

H. School of Graduate Studies Information Items

I. Dr. McGee, Dean

The summer has been busy. We have been revising the Graduate Studies website; new URL is www.etsu.edu/gradschool. We are looking at new processes. We are also rethinking our recruitment strategies. Graduate Studies is using Degree Works now, so there is no program of study. We had a good turnout for the coordinator’s meeting. We had over 400 (on ground) and 100 (online) in attendance at orientation. Graduate Faculty is available on the S Drive. Someone needs to be taking notes at the Curriculum Subcommittee meetings. We are probably going to see 3 new programs coming through with new courses. We are also pushing our accelerated bachelors to masters.

II. Dr. Kirkby, Associate Dean

i. CRM Update

As of August 10th, 100% of programs are in the new CRM. September 13 there will be group training in the ATS lab. We are changing the offer of admission letter. It will be in 2 parts.
I. Old Business

J. New Business

   Dr. Grube started a discussion about pre-curriculog procedures. She and Dr. Marks will put together those procedures to have at the September meeting. She said she was also hearing that the Graduate Council does not meet often enough. Dr. Marks commented that a calendar would be helpful with all meetings listed. The “Process and Deadlines for the Graduate Council’s Review of Graduate Curriculum Proposals” was also discussed. Revisions will be made by Dr. Marks.

K. Adjournment

   There were no further items to discuss. Meeting was adjourned at 3:10pm
Attachment

Process and Deadlines for the Graduate Council’s Review of Graduate Curriculum Proposals

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>1st Monday of the Month</td>
<td>Graduate curriculum proposals received by the Friday before the first Monday of the month will be forwarded to the Graduate Council’s curriculum subcommittee.</td>
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<tr>
<td>2nd Monday of the Month</td>
<td>The Graduate Council’s curriculum subcommittee meets to review curriculum proposals that were received by the Friday before the first Monday of the month. A departmental or program representative is invited to attend the curriculum subcommittee meeting. Following this meeting, the curriculum proposal will be returned to the originator, if necessary, to address the subcommittee’s recommendations (i.e., edits, additions, clarification). Proposals that do not require any changes will be approved and forwarded to the Graduate Council.</td>
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<tr>
<td>3rd Monday of the Month</td>
<td>Edited (if needed) curriculum proposals that are posted by the 3rd Monday of the month will be reviewed by the graduate curriculum subcommittee chair and, if approved, forwarded to the Graduate Council.</td>
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<tr>
<td>4th Monday of the Month</td>
<td>The Graduate Council meets to review curriculum proposals that have been processed through all of the above actions. A departmental or program representative is invited to attend the Graduate Council meeting.</td>
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