The Graduate Council convened monthly from August through November in 2017, and January through April and again in June in 2017. In addition to the monthly Graduate Council meetings, members also served on either the Graduate Curriculum Subcommittee or the Graduate Faculty Subcommittee. The Council’s voting members included elected faculty representatives from the nine academic units that offer graduate programs, the Sherrod Library, the Faculty Senate, two representatives from the Graduate and Professional Student Association, and three additional at-large individuals representing graduate education.

The Graduate Council is charged with the appointment of graduate faculty, all graduate curriculum matters, and the formulation of policies relating to graduate education. The Council reviewed and approved 24 new graduate faculty appointments and 137 graduate faculty reappointments. Related to curriculum proposals, the Graduate Council approved 34 new courses and 24 course revisions. Two new graduate certificates and two new concentrations within existing programs were established. Substantive revisions were approved for 13 degrees or concentrations and 14 non-substantive revisions. The Graduate council approved the termination of five academic programs or concentrations. Two graduate education policies and procedures were revised; these included: 1) a revision of the Admission Deferral policy and procedures, 2) the Graduate Admissions policy, which was revised to allow applicants to submit unofficial transcripts with their initial application. The Graduate Council also developed and approved a Graduate Council and Subcommittee Attendance Policy.

Graduate Council Membership

Voting Members

Jon Ellis, Ph.D., Department of Psychology

Martha Pointer, Ph.D., College of Business and Technology

Craig Wassinger, Ph.D., Physical Therapy

Lori Marks, Ph.D., Clemmer College of Education, Chair

Patrick Bradshaw, Ph.D., Quillen College of Medicine

Jean Hemphill, Ph.D., College of Nursing

David Hurley, Ph.D., Bill Gatton College of Pharmacy
Rob Pack, Ph.D., College of Public Health
Wendy Doucette, Ph.D., Charles C. Sherrod Library Administration
Jill Leroy-Frazier, Ph.D., School of Continuing Studies
Julia Bernard, Ph.D., College of Education
William Flora, Ph.D., Faculty Senate Representative
Mitch Robinson, Ph.D., Member-At-Large
Kelly Price, Ph.D., Member-At-Large
Brittany T. Wilkins, Ph.D., Member-At-Large
Guillermo Mendoza, Graduate Student Representative
Brandon Weirick, Graduate Student Representative

Non-Voting Members
Cecilia McIntosh, Ph.D., Dean of the School of Graduate Studies
Karin Bartoszuk, Ph.D., Associate Dean of the School of Graduate Studies
Scott Kirkby, Ph.D., Associate Dean of the School of Graduate Studies
LaDonna Hutchins, Office of the Registrar
Casey Gardner, Office of the Registrar
Connie Grindstaff, Recorder
Marsh Grube, Ph.D., Vice Provost for Academic Affairs
Maria Costa, Director of International Programs
William Duncan, Ph.D., Vice
David Currie, Ph.D., Representative from
Queen Brown, Recorder
Evelyn Roach, Ed.D, Office of the Registrar
**Meeting Dates Fiscal Year 2017-2018**

- August 28, 2017
- September 25, 2017
- October 23, 2017
- November 27, 2017
- January 22, 2018
- February 26, 2018
- March 26, 2018
- April 23, 2018
- June 18, 2018

Meetings were held in Burgin Dossett Hall, Room 206 (the President’s Conference Room) and Room 309 (the Graduate School Conference Room). The Graduate Council did not convene in December 2017 and May 2018.

**Summary of Actions Taken**

Graduate Faculty Appointments
- 24 New Graduate Faculty Appointments
- 137 Graduate Faculty Reappointments

Course Proposals:
- 34 New Courses Approved
- 24 Course Revisions

Program Proposals:
- 2 New Certificates Established
- 2 New Concentrations in an Existing Program Established
- 13 Substantive Revisions of a Degree or Concentration
- 14 Non-Substantive Curriculum or Minor Revisions
- 1 Program Policy Established
- 7 Policy Revisions
- 5 Academic Programs or Concentrations Terminated

24 Miscellaneous Actions

**Graduate Faculty Appointments/Reappointments Approved**

**August 2017**

**Appointment:**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Department</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>1. Evan Butts</td>
<td>Philosophy &amp; Humanities</td>
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### Reappointments:

<table>
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<tbody>
<tr>
<td>2. Rana DuncanDaston</td>
<td>Social Work</td>
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<td>3. Matthew Fehskens</td>
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<td>Member</td>
</tr>
<tr>
<td>4. Dorothy Greene</td>
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<td>Affiliate</td>
<td>Member</td>
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<tr>
<td>5. Kathryn Greer</td>
<td>Education Foundation &amp; Special Education</td>
<td>Affiliate</td>
<td>Affiliate</td>
</tr>
<tr>
<td>6. Deborah HarleyMcClaskey</td>
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<td>Member</td>
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<tr>
<td>7. Mark Holland</td>
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<td>Affiliate</td>
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<tr>
<td>8. Satoshi Mizuguchi</td>
<td>Sport, Exercise, Recreation, &amp; Kinesiology</td>
<td>Member</td>
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<tr>
<td>9. Victoria Palau</td>
<td>Pharmaceutical Science</td>
<td>Member</td>
<td>Member</td>
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<tr>
<td>10. David Tarnoff</td>
<td>Computer</td>
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**September 2017**

### Appointments:

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<tr>
<td>1. William Herbert Heise</td>
<td>Management and Marketing</td>
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<td>2. Tema Stauffer</td>
<td>Art and Design</td>
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<tr>
<td>3. Susie Crowe</td>
<td>Pharmacy Practice</td>
<td>Member</td>
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<tr>
<td>4. Bradley D. Edwards</td>
<td>Criminal Justice and Criminology</td>
<td>Member</td>
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<tr>
<td>5. David M. Close</td>
<td>Physics and Astronomy</td>
<td>Senior</td>
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<tr>
<td>6. Emily Kelley Flores</td>
<td>Pharmacy Practice</td>
<td>Member</td>
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<tr>
<td>7. Marcy K. Lau</td>
<td>Audiology and SpeechLanguage Pathology</td>
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## Reappointments:

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<tr>
<td>Angela Radford Lewis</td>
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<td>Brian J. Maxson</td>
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<td>Cara Leigh Harker</td>
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<td>Charles Jones</td>
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<td>Christopher D. Wallace</td>
<td>Computing</td>
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<td>Colin G. Chesley</td>
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<td>Affiliate</td>
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<td>George Spanos</td>
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<td>Ginette C. Blackhart</td>
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<td>Henley J. Patrick</td>
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<td>Affiliate</td>
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<td>Istvan Karsai</td>
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<td>Jeffery S. Howard</td>
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<td>Jill Diane Stinson McKnight</td>
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<td>John Jerold Wheeler</td>
<td>Educational Foundations and Special Education</td>
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<td>John Michael Rankin</td>
<td>History</td>
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<tr>
<td>Jonathan M. Peterson</td>
<td>Health Sciences</td>
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</table>
18. Kason M. O’Neil  
Sport, Exercise, Recreation, and Kinesiology  
Affiliate  
Member

19. Kim Suzette Schairer  
Audiology and Speech Language Pathology  
member  
Affiliate

20. Lindsay Pickler Greer  
Audiology and Speech Language Pathology  
Affiliate  
Affiliate

21. Lori T. Meier  
Curriculum and Instruction  
Temporary  
Senior

22. Matthew Ian Palmatier  
Psychology  
Member  
Member

23. Megan Ashley Quinn  
Biostatistics and Epidemiology  
Member  
Member

24. Melissa L. Shafer  
Theatre and Dance  
Member  
Member

25. Norma Jane Hogan  
Curriculum and Instruction  
Member  
Member

26. Rebecca Fletcher  
Appalachian Studies  
Temporary  
Member

27. Richard A. Manahan  
Accountancy  
Member  
Member

28. Robert V. Schoborg  
Biomedical Sciences – COM  
Senior  
Senior

29. Scott Randolph Honeycutt  
Literature and Language  
Member  
Member

30. Shelly W. Burton  
Curriculum and Instruction  
Temporary  
Affiliate

31. Stacy Denice Brown  
Pharmaceutical Sciences  
Member  
Member

32. Taylor Phillip Stevenson  
Economics and Finance  
Member  
Member

33. Tommy D. Lee  
History  
Member  
Member

34. Yousif Abdelrahim Elhindi  
Literature and Language  
Senior  
Member

October 2017

Appointments:

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<td>Department</td>
<td>Recommendation</td>
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| Kason M. O’Neil                 | Sport, Exercise, Recreation, and Kinesiology | Affiliate  
Member |
| Kim Suzette Schairer            | Audiology and Speech Language Pathology | member  
Affiliate |
| Lindsay Pickler Greer           | Audiology and Speech Language Pathology | Affiliate  
Affiliate |
| Lori T. Meier                   | Curriculum and Instruction        | Temporary  
Senior |
| Matthew Ian Palmatier           | Psychology                        | Member  
Member |
| Megan Ashley Quinn              | Biostatistics and Epidemiology    | Member  
Member |
| Melissa L. Shafer               | Theatre and Dance                 | Member  
Member |
| Norma Jane Hogan                | Curriculum and Instruction        | Member  
Member |
| Rebecca Fletcher                | Appalachian Studies               | Temporary  
Member |
| Richard A. Manahan              | Accountancy                       | Member  
Member |
| Robert V. Schoborg              | Biomedical Sciences – COM         | Senior  
Senior |
| Scott Randolph Honeycutt        | Literature and Language           | Member  
Member |
| Shelly W. Burton                 | Curriculum and Instruction        | Temporary  
Affiliate |
| Stacy Denice Brown              | Pharmaceutical Sciences           | Member  
Member |
| Taylor Phillip Stevenson        | Economics and Finance             | Member  
Member |
| Tommy D. Lee                    | History                           | Member  
Member |
| Yousif Abdelrahim Elhindi       | Literature and Language           | Senior  
Member |
1. Stacy Cummings-Onks  Educational Leadership & Policy Analysis  Affiliate
2. Krishna Shrestha  Engineering Technology, Surveying, & Digital Media  Member
3. Michael Grady Smith  Health Services Management & Policy  Member
4. Georgita Tolbert  Nursing Graduate Programs  Member

Reappointments:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Department</th>
<th>Present Status</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>1. Courtney Andrews</td>
<td>Audiology &amp; Speech Language Pathology</td>
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<tr>
<td>2. Robert Beach</td>
<td>Economics &amp; Finance</td>
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<td>Member</td>
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<tr>
<td>3. Prasun Bhattacharjee</td>
<td>Engineering Technology, Surveying, &amp; Digital Media</td>
<td>Affiliate</td>
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<tr>
<td>4. Hugh Wilson Broome</td>
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<tr>
<td>5. Russell Wayne Brown</td>
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<td>Senior</td>
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<tr>
<td>6. Martha Copp</td>
<td>Sociology &amp; Anthropology</td>
<td>Senior</td>
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<tr>
<td>7. Joyce Duncan</td>
<td>Counseling &amp; Human Services</td>
<td>Affiliate</td>
<td>Member</td>
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<td>8. Sandra Enloe</td>
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<td>9. William Flora</td>
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<td>10. James Joseph Fox</td>
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<td>11. Robert Funk</td>
<td>Communication &amp; Performance</td>
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<td>12. Cathy Gaylon Kermidas</td>
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<td>13. Jean Croce Hemphill</td>
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<td>14. William J. Hemphill</td>
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<td>15. Karen Kornweibel</td>
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<td>16. Michael Kruppa</td>
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<td>Member</td>
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17. Carol LeBaron          Art & Design       Temporary       Affiliate
18. Patricia VanHook      Nursing Graduate Program    Member        Member
19. Daniel Westover       Literature & Language    Member        Member
20. Lev Yampolsku         Biological Sciences      Member        Senior

November 2017

Appointments:

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<td>Gerardo Arceo Gomez</td>
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<td>David Ryan</td>
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Reappointments:

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<tr>
<td>Michael Allen</td>
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<td>Cheryl Cornett</td>
<td>Engineering Technology, Surveying, &amp; Digital Media</td>
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<td>Thomas Crofts</td>
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<td>Julia Dodd</td>
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<td>Kenneth Hall</td>
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<td>Jennifer Hunt</td>
<td>Health Services Management &amp; Policy</td>
<td>Affiliate</td>
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<td>Theresa McGarry</td>
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<td>Owen Murnane</td>
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<td>Apita Nandi</td>
<td>Geosciences</td>
<td>Member</td>
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<tr>
<td>Charlotte Powers</td>
<td>Health Sciences</td>
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<td>Kristal Riska</td>
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<td>Joe Robertson</td>
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<td>Arshak Sargsyan</td>
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<td>Candice Nicole Short</td>
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January 2018

**Appointments:**

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<td>1. Julie Newland</td>
<td>Education Foundations and Special Education</td>
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<tr>
<td>2. David Timbs</td>
<td>Curriculum and Instruction</td>
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**Reappointments:**

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<tr>
<td>1. Kesheng Wang</td>
<td>Biostatistics and Epidemiology</td>
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<td>2. W. Hal Knight</td>
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<td>3. Terri Knight</td>
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<td>Affiliate</td>
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<td>4. Michelle E. Johnson</td>
<td>Allied Health Sciences</td>
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<td>5. Steven Wallace</td>
<td>Geosciences</td>
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<td>Senior</td>
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<td>6. Sara Hitt</td>
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<td>7. Rodney Lewis Keaton</td>
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<td>8. Robert M. Price</td>
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<td>10. Pamela A. Evanshen</td>
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<td>Senior</td>
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<td>11. Kelly Nicole Foster</td>
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<td>12. Daniel Newcomer</td>
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<td>13. Blaine W. Schubert</td>
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<td>14. Andrew Leonard Slap</td>
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<tr>
<td>15. Amber E. Kinser</td>
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</table>
16. Sean James Fox  Health Sciences  Affiliate  Affiliate
17. Thomas W. Moore  Management and Marketing  Member  Member
18. Stacey J. Fisher  Curriculum and Instruction  Member  Member
19. Ruth Facun-Granadozo  Early Childhood Education  Affiliate  Member
20. Renee Critcher Lyons  Curriculum and Instruction  Member  Member
21. Warren F. Mackara  Economics and Finance  Affiliate  Member
22. Kristal M. Riska  Audiology and Speech Language Pathology  Member  Affiliate

February 2018

Appointments:

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<tr>
<td>1. Mary Christine Andreae</td>
<td>Allied Health Sciences</td>
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<td>2. Lesley Sherrill Bailey</td>
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<td>3. Kristen Lawson McHenry</td>
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<tr>
<td>4. Heather Louise Moore</td>
<td>Educational Leadership &amp; Policy Analysis</td>
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<td>5. Stanley Lee Ridner</td>
<td>Nursing Graduate Programs</td>
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Reappointments:

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<td>3. Kurt H Loess</td>
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<td>Member</td>
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<tr>
<td>4. Dennis D Isham</td>
<td>Engineering Technology, Surveying &amp; Digital Media</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>5. Thomas Walter Ecay</td>
<td>Biomedical Sciences - COM</td>
<td>Member</td>
<td>Member</td>
</tr>
</tbody>
</table>
6. Paul David Baggett  Social Work  Member  Member
7. Kelly B Reath  Social Work  Member  Member
8. John David Briley  Political Science, International Affairs & Public Administration  Member  Member
9. Daniel T Boner  Appalachian Studies  Affiliate  Affiliate

March 2018

Appointments:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Department</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Candace Marie Bright</td>
<td>Sociology &amp; Anthropology</td>
<td>Member</td>
</tr>
<tr>
<td>2. Felipe de Oliviera Fiuza</td>
<td>Literature &amp; Language</td>
<td>Affiliate</td>
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</table>

Reappointments:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Department</th>
<th>Present Status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Andrew Czuchry</td>
<td>Engineering Technology, Surveying &amp; Digital Media</td>
<td>Senior</td>
<td>Senior</td>
</tr>
<tr>
<td>2. Julie Dawn Fox-Horton</td>
<td>Cross-Disciplinary Studies</td>
<td>Temporary</td>
<td>Member</td>
</tr>
<tr>
<td>3. Martin Richard Fitzgerald</td>
<td>No Degree - Digital Media</td>
<td>Affiliate</td>
<td>Member</td>
</tr>
<tr>
<td>4. Charles Allen Gorman</td>
<td>Management &amp; Marketing</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>5. Bert C. Lampson</td>
<td>Health Sciences</td>
<td>Senior</td>
<td>Senior</td>
</tr>
<tr>
<td>6. Hua Mei</td>
<td>Chemistry</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>7. K. Brent Morrow</td>
<td>Counseling and Human Services</td>
<td>Member</td>
<td>Member</td>
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</tbody>
</table>

April 2018

Appointment:

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1. Tabitha Nicole Fair</td>
<td>Allied Health Sciences</td>
<td>Affiliate</td>
</tr>
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</table>
## Reappointments:

<table>
<thead>
<tr>
<th>Applicant</th>
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<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gregory B Marlow</td>
<td>Engineering Technology,</td>
<td>Affiliate</td>
<td>Affiliate</td>
</tr>
<tr>
<td></td>
<td>Surveying &amp; Digital Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Sarah Elizabeth Likis-Werle</td>
<td>Counseling and Human Services</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>3. Colleen M Noe</td>
<td>Audiology &amp; and Speech-Language Pathology</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>4. Lisa Ellen Ousley</td>
<td>Nursing Graduate Programs</td>
<td>Temporary</td>
<td>Member</td>
</tr>
<tr>
<td>5. Jo Ann Summitt Marrs</td>
<td>Nursing Graduate Programs</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>6. William N Duncan</td>
<td>Sociology &amp; Anthropology</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>7. Ronald Ray Roach</td>
<td>Appalachian Studies</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>8. Melissa R Schrift</td>
<td>Sociology &amp; Anthropology</td>
<td>Member</td>
<td>Senior</td>
</tr>
<tr>
<td>9. Jennifer Pealer</td>
<td>Criminal Justice &amp; Criminology</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>10. Christina Nicole Holder Lewis</td>
<td>Mathematics &amp; Statistics</td>
<td>Member</td>
<td>Member</td>
</tr>
<tr>
<td>11. Douglas P Thewke</td>
<td>Biomedical Sciences - COM</td>
<td>Member</td>
<td>Senior</td>
</tr>
<tr>
<td>12. Brandi Marie Eveland-Sayers</td>
<td>Sport, Exercise, Recreation, &amp; Kinesiology</td>
<td>Temporary</td>
<td>Member</td>
</tr>
</tbody>
</table>

**June 2018**

## Reappointments:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Ranjan Nanigopal Chakraborty</td>
<td>Health Sciences</td>
<td>Senior</td>
<td>Senior</td>
</tr>
<tr>
<td>2. Larry Rudolph White</td>
<td>Economics &amp; Finance</td>
<td>Member</td>
<td>Affiliate</td>
</tr>
</tbody>
</table>
3. William Raymond Duncan  Graduate School  Member  Member
4. Marc A Fagelson  Audiology and Speech-Language Pathology  Senior  Senior
5. Jane Blair MacMorran  Appalachian Studies  Affiliate  Member
6. Sarah Marie Boyce  Audiology and Speech-Language Pathology  Affiliate  Affiliate
7. Samantha R Wampler  Audiology and Speech-Language Pathology  Member  Affiliate
8. Marie Johnson  Audiology and Speech-Language Pathology  Affiliate  Affiliate

Curriculum Proposals

New Courses

November 2017


January 2018


February 2018


April 2018


June 2018

1. PEXS - 6666 - Athlete Monitoring, ZA Propose New Course 2017; https://etsu.curriculog.com/proposal:1788/form; Satoshi Mizuguchi/Mike Ramsey


Revised Courses, Substantial Modification
January 2018


18. NRSE – 6800 (6803, 2 cr, DNP Project Implementation) - DNP Residency Internship, Revise Course: Substantial Modification (major), Judith Rice

19. NRSE - 6800 (6804, 3 cr., DNP Project Evaluation and Dissemination)- DNP Residency Internship, Revise Course: Substantial Modification (major), Judith Rice


**February 2018**


**March 2018**

1. PEXS 5100 – Practicum in Applied Sport Science; Revise Course: Substantial Modification (major), Satoshi Mizuguchi, [https://etsu.curriculog.com/proposal:1246/form](https://etsu.curriculog.com/proposal:1246/form)

**June 2018**
1. PEXS - 6630 - Neuromotor Control, ZA Revise Course: Substantial Modification (major 2017); https://etsu.curriculog.com/proposal:1789/form; Satoshi Mizuguchi/Mike Ramsey

New Certificates Established

January 2018


April 2018


Establish New Concentration in an Existing Program

January 2018


Substantive Revision of a Degree or Concentration

November 2017


January 2018


5. MSN- Revision of Master of Science in Nursing Degree, Substantive Revision of a Degree or Concentration 2017 – MSN Myra Clark, [https://etsu.curriculog.com/proposal:1694/form](https://etsu.curriculog.com/proposal:1694=form)


**February 2018**


**Non-Substantive Curriculum or Minor Revision**

**November 2017**


**January 2018**


February 2018


March 2018


March 2018


June 2018
1. Non-substantive Curriculum or Minor Revision - Ph.D. in Sport Physiology and Performance - Sport Physiology Concentration, ZA Non-substantive Curriculum or Minor Revision 2017; https://etsu.curriculog.com/proposal:1890/form; Satoshi Mizuguchi/Mike Ramsey

Establish Program Policy

January 2018


Policy Revisions

November 2017


January 2018


February 2018


June 2018


2. Program Policy Revision - M.Ed in Special Education (Early Childhood Special Education, High Incidence, and Low Incidence Concentrations); MA, Early Childhood Education (Initial Licensure Concentration); M.A.T. (K-5, Middle Grades Education 6-8, Secondary Education
Terminate Academic Program or Concentration

October 2017


November 2017

1. Graduate Certificate (C4) - Terminate Academic Program or Concentration (Certificate in Entrepreneurial Leadership), Martha Pointer, https://etsu.curriculog.com/proposal:1363/form

January 2018


2. Master of Arts (Communication & Performance) – Terminate Academic Program or Concentration in STRATEGIC COMMUNICATION, Carl Buerkle


Miscellaneous Actions

August 2017

1. Curriculum and Graduate Faculty Subcommittees and Council Processes for 2017-18 – Dr. Lori Marks
   Dr. Marks discussed of dates for the coming year. First Monday of the month all curriculum proposals ready for review will be distributed to the Curriculum Subcommittee. Second Monday Curriculum Subcommittee meets with proposers for review; editing of proposals to happen over the next week. Third Monday Graduate Faculty subcommittee meets and the final edited version of curriculum proposals are due. All subcommittee reports are due to be included in the agenda. Fourth Monday Graduate Council meets.

2. Curriculog Training for Graduate Council Members
   Evelyn Roach demonstrated how the new system would work and the work flow process. The President’s Conference Room was reserved for September 18, 2017, 1-2 pm for another
tutorial for the curriculum subcommittee members and chair, and Ms. Roach indicated that she would also meet with those who wish to have a one on one session.

3. Update on new application system/CRM – Dr. McIntosh stated that RFP still has not gone out.

4. Information on New Student Orientation – Dr. Bartoszuk reported that the Graduate School had more than 100 online students participate and over 300 in-person students.

**September 2017**

1. Update on new application system/CRM – Dr. Kirkby
   The RFP went out. The bids can be reviewed in three weeks. Graduate Studies will be in the group that reviews the bids. School of Graduate Studies is scheduled to be the first to implement.

2. Dr. McIntosh discussed graduate certificates and gainful employment. New guidelines were sent out by the U.S. Department of Education for approval of certificates for financial aid eligibility. ETSU’s Office of Financial Aid will be sending will be send those not yet approved (some have been waiting since 2011-12).

3. Information on staffing in School of Graduate Studies
   Dr. McIntosh gave her notice that she will be stepping down as Dean of Graduates Studies in August of 2018 and returning to faculty. A search committee was formed; Dr. William Duncan will serve as search committee chair.

4. ETSU Graduate Education Policy Review, Executive Session – Dr. Marks

**November 2017**

1. Proposed policy on admission deferrals – Dr. Bartoszuk
   The council approved the Admission Deferral policy, procedure, and form with changes. The policy will be referred to Academic Council for further review.

2. Discussion item: GRAD 7850 Mentoring Student Research. Should this be opened up to advanced doctoral students (late stage, near graduation)?
   The council discussed the pros and cons of opening up GRAD 7850 Mentoring Student Research to advanced doctoral students. Doctoral students may enroll.

**January 2018**

1. Update on new application system/CRM – Dr. Kirkby
   Dr. Kirby gave an update regarding the new CRM application system. The bidding was completed, and Dr. Kirkby is working with the graduate coordinators this semester for implementation of the new system. The vendor promised a 12-week implementation schedule after Procurement finalizes the contract. Late spring of 2018 is the expected full implementation date for the CRM system.
February 2018

1. Update on Implementation of new application system/CRM – Dr. Kirkby
   Dr. Kirkby provided an update on the implementation of the new application system. The contracts are at the University Legal counsel pending approval.

2. Announcement: Graduate Education Week and TCGS Outstanding Thesis winner
   Dr. Bartoszuk attended the Tennessee Conference of Graduate Schools (TCGS) annual meeting. The student who travelled with her presented his thesis and won Best Thesis in the State of Tennessee. The student was awarded $500 for his presentation. He is enrolled at Virginia Tech in a Ph.D. program.

3. Discussion of and Input on School of Graduate Studies Strategic Plan
   Dr. Bartoszuk presented the School of Graduate Studies’ short-term plan. The presentation gave an overview of items that have been implemented, such as professional development courses, are in the process of being implemented, such as the CRM application system, and goals for implementation for the future, such as increasing enrollment, retention, and graduation. Afterward, Dr. Bartoszuk led discussion from council members for comments and suggestions to be included in the longer term strategic plan. Several council members gave numerous suggestions, for example, increasing diversity, research, and fundraiser for more scholarships.

4. Benchmarking on Graduate Faculty Status policies
   Dr. Kirkby provided information regarding the benchmarking on graduate faculty status policies, which is part of the Graduate Council’s list of policies for review. The benchmarking included information on graduate faculty qualifications, processing, and graduate faculty status ranks at Tennessee’s universities.

   Graduate Council members noted that ETSU’s graduate faculty review procedures appear to be in line with procedures of the comparison Tennessee institutions. In terms of frequency of review and required documentation, some institutions have more rigorous procedures, and others have less rigorous procedures. Council members discussed two issues that were identified in the School of Graduate Studies Academic Portfolio Review and in the related discussion at Academic Council: 1) ETSU’s stringent review process (e.g., required documentation on the application and frequency of review), and 2) notification to faculty of their expiration of graduate status. Members commented that graduate faculty could be advised to maintain documentation of their graduate activities, such as thesis and dissertation committees, on an ongoing basis in their Curriculum Vitae. Ms. Brown described the schedule and process for notifying faculty of their impending graduate faculty status expiration. Other members commented that faculty have access to their graduate status expiration information through ETSU’s S-drive.

March 2018

1. Update on Implementation of new application system/CRM – Dr. Kirkby
Dr. Kirkby announced that the company will make a site visit soon, and the CRM should go live (testing) mid-June. ETSU purchased the ‘Train the Trainer’ module.

2. Selection of Graduate Faculty Mentor Award
   The Council selected Dr. Robert Schoborg from Biomedical Sciences as the 2018 Graduate Faculty Mentor awardee.

   **April 2018**

1. Update on Implementation of new application system/CRM – Dr. Kirkby
   The Site Visit occurred April 17-19, 2018. Live testing will be conducted in mid-June.

2. Graduate Admissions Policy Revision Approved
   The Graduate Admissions policy was revised to allow applicants to submit unofficial transcripts with their initial application. The submission of official transcripts, degree certificates, and English translations to the School of Graduate Studies is required following the offer of admission and must be received no later than the end of the first semester of enrollment.

3. Graduate Council and Subcommittee Attendance Policy was approved and forwarded to Academic Council. The policy will be included in the Graduate Council information on the University Governance website.
   Graduate Council members are expected to serve the graduate faculty to the best of their abilities by attending meetings and fulfilling subcommittee assignments. The Graduate Council meets on the fourth Monday of the month from 1:15 to 3:00 p.m. All voting members of the Graduate Council serve on either the Graduate Faculty Subcommittee or the Graduate Curriculum Subcommittee; the subcommittees also convene monthly. Deans should nominate faculty members to serve on the Council, and faculty should agree to serve on the Graduate Council only after confirming that they can attend the regularly scheduled meetings for the entire academic year. Voting Graduate Council members who miss four meetings (not necessarily consecutive) of the Graduate Council and/or subcommittee within one academic year may be asked to resign. Following four absences, the Graduate Council may vote to declare the member’s position open so that a suitable replacement can be installed to serve out the remainder of the term.

4. School of Graduate Studies Award Ceremony
   Nearly 100 students were recognized for awards from the School of Graduate Studies/Graduate Council and other colleges/departments.

   **June 2018**

1. Update on Implementation of new application system/CRM – Dr. Kirkby
   Dr. Kirkby demonstrated the new CRM and discussed the plan for program application deadlines and online application payment. The CRM is scheduled to go live on August 1, 2018 for submitted applications for Spring 2019 semester. Coordinators will be able to review application information and send to specialists.
2. Dr. Julia Bernard was selected as the Graduate Council’s Representative for ETSU’s Quality and Effectiveness Sub-council.

3. Dr. Marks was elected as Graduate Council chair for the 2018-2019 academic year.