East Tennessee State University
Graduate Council
Minutes
March 25, 2019
President’s Conference Room
1:15 p.m.

Present: Dr. Julia Bernard, Dr. Patrick Bradshaw, Dr. Jon Ellis, Dr. Jean Hemphill, Dr. Jill Leroy-Frazier, Dr. Brian Johnston, Dr. Lori Marks, Dr. Martha Pointer, Dr. Mitch Robinson, Heath Shelton, Dr. Craig Wassinger, Dr. Brittany Wilkins, Dr. Claudia Kozinetz, Dr. Karin Bartoszuk, Queen Brown, Janet Keener for David Currie, Dr. William R. Duncan, Dr. Marsh Grube, Connie Grindstaff, LaDonna Hutchins, Dr. Scott Kirkby, Dr. Sharon James McGee, Evelyn Roach, Janet Green (for Casey Gardner)

Absent: Maria Costa, Dr. Wendy Doucette, Dr. William Flora, Dr. David Hurley

Guests: Dr. Stephen Marshall, Dr. Andrea Clements, Matthew Desjardins

A. Approval of the Minutes: February 25, 2019

   Motion was made, seconded, and carried to approve the February 25, 2019 minutes.

B. Curriculum Subcommittee – Dr. Ellis

   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

1. Non-Substantive Curriculum Revision - Film Production, Graduate Certificate*,
2. Program Policy Revision - MA/PhD Psychology, Non-Substantive Curriculum Revision,

Curriculum Subcommittee Members Present 3/18/2019:

Patrick Bradshaw, Jon Ellis, Brian Johnston, Claudia Kozinetz, Heath Shelton, Submitted: Craig Wassinger
Absent: Jean Hemphill, Lori Marks, Martha Pointer

*Motion was made, seconded, and carried to approve the curriculum proposals.*

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

March 2019

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<th>Appointment</th>
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<th>Reappointment</th>
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<td>John K Boyd, Jr.</td>
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<td>Cheri Whitehead Clavier</td>
<td>Educational Leadership &amp; Policy Analysis</td>
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Present: William Flora, Jill LeRoy-Frazier, Mitch Robinson, Brittany Wilkins
Submitted: Wendy Doucette, Julia Bernard

**Motion was made, seconded, and carried to approve the graduate faculty appointments and reappointments.**

**D. Graduate Education Policies**

I. Policy Change – GA/TS Course Load. Dr. McGee

*The policy establishes the minimum enrollment credits per term required for Graduate Assistantship and Tuition Scholarship holder. Policy was discussed and some wording will be changed. Those changes will be made and approval will be made at the April meeting.*

II. Application for Admission to a Doctoral Program Policy, Optional GRE update, Dr. Marks

*Dr. Marks wants to talk to all the Chairs and get their input on this proposal before the next meeting.*

**E. School of Graduate Studies Information Items**

I. Dr. McGee, Dean
   - Announcements (Awards Ceremony, Changing Program Coordinators)

II. Dr. Bartoszuk, Associate Dean
   - Illuminated
Dr. Bartoszuk said the next issue of Illuminated will be coming out. Please keep in mind stories for the Fall 2019 issue.

III. Dr. Kirkby, Associate Dean
   
i. CRM go-live update

   *Dr. Kirkby said we have approximately 40% of our programs in the new CRM system now, with all programs expected to be in the new system by mid-September, 2019.*

   ii. Graduate Awards Committees

F. Action Item

I. **Graduate Faculty Award for Outstanding Mentor Selection** – Please review the application materials on the Graduate Council Office 365 SharePoint group. They’re within the 2019 Graduate Mentor Award Folder. [https://etsu365.sharepoint.com/:f:/s/graduatecouncil/EuHmJ_LXVk1MrJ7ZuCh0B6faoGs945cJ26bOYkv8XvQ?e=6YEah4](https://etsu365.sharepoint.com/:f:/s/graduatecouncil/EuHmJ_LXVk1MrJ7ZuCh0B6faoGs945cJ26bOYkv8XvQ?e=6YEah4)

   *All voting members were asked to stay to vote for the Graduate Faculty Award for Outstanding Mentor. Voting members selected Dr. Aruna Kilaru, Department of Biological Sciences, for the Graduate Faculty Award for Outstanding Mentor.*

G. New Business, Announcements, Updates

H. Adjournment

   *There were no further items to discuss. Meeting was adjourned at 1:55pm*
Graduate Council and Subcommittee Voting Member Attendance, 2018-2019

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**X** = Attended  
**S** = Absent but submitted  

* Note: Attendance was not recorded for these meetings