

East Tennessee State University
Graduate Council Agenda
September 25, 2023 1:00pm

- A. Approval of Minutes
 - a. August Graduate Council - Paul Trogen motioned, Lisa Haddad seconded - **Passed**
 - b. Curriculum Subcommittee – no meeting
 - c. Faculty Subcommittee – no minutes

- B. Graduate School Admission Policy for Degree Seeking Students
 - a. **Please read this policy prior to the meeting:**
Possible revision of: students without bachelor’s degree can be admitted with special dean permission

Possible app fee waiver for active duty or honorably discharged US Military students – **Passed**

Change of Section B. – Take out the word “minimum” and accept changes - **Passed**
 - b. **Have any comments or concerns prepared to be presented during the meeting**

- C. Graduate School Updates
 - a. Dr. McGee – **Workshop 10/27 in Culp Center**
 - b. Dr. Bartoszek – No Updates
 - c. Dr. Kirkby – No Updates

- D. Updates from Shadow Team, Dr. Hagemeyer, Dr. Currie – Information about phishing and being aware of phishing attempts

- E. Questions/Concerns

- F. Next Meeting October 23rd at 1pm

Outside Observers for Thesis and Dissertation Defenses Information for Faculty

All members of the East Tennessee State University graduate faculty have a responsibility to serve as outside observers for thesis and dissertation defenses. As objective representatives of the graduate faculty, outside observers report to the Graduate School on the fairness and rigor of thesis and dissertation defenses. Outside observers are not members of the defense committee; therefore, they do not read and comment on the draft of the thesis or dissertation nor do they participate in the deliberations or vote on the outcome of the defense. Instead, they read the abstract provided and attend the entire defense, including any committee deliberations, and report on the process used.

The outside observation confirms that the university's procedures are properly followed, that students are treated fairly, and that the rigor of graduate defenses/presentations are appropriate to the degree sought. Furthermore, the outside observation contributes to the university's scholarly community, builds connections across disciplines, and provides an opportunity for graduate faculty to learn about the scholarship done outside of their area.

The outside observer provides details of the defense on an electronic form that is submitted to the Graduate School. The Graduate Dean reads and reviews each outside observation form submitted. Outside observers will receive an email noting their service that can be included in their annual Faculty Activity Report and/or tenure and promotion materials.

Suggested Rubric for Outside Observers

	YES	NO	Comments
Did all members of the dissertation committee participate in the defense?	Yes – all members of the dissertation committee participated in the defense appropriately	No - not all members of the defense participated in the defense: (List who did not)	
Were the questions asked of the candidate appropriate for the topic of the thesis/dissertation?	Yes – all questions asked of the candidate were appropriate for the degree earned.	No - not all the questions asked of the candidate were appropriate for the degree earned.	
Was the student able to effectively respond to the questions asked by the committee?	Yes – the student was able to effectively responds to the questions asked by the committee.	No - the student was not able to effectively respond to the questions asked by the committee.	
Was the organization of the defense appropriate for the degree earned?	Yes – the organization of the defense was appropriate for the degree earned.	No - the organization of the defense was appropriate for the degree earned.	
Was the length of the defense appropriate for the degree earned?	Yes – the length of the defense was appropriate for the degree earned.	No – the length of the defense was appropriate for the degree earned	