

East Tennessee State University

Graduate Council Agenda

August 23, 2021 1:15pm

Present: Dr. David Currie, Dr. Scott Kirkby, Dr. Brian Johnston, Dr. Patrick Bradshaw, Dr. Nicholas Hagemeyer, Dr. Megan Quinn, Dr. Natalie Smith, Mr. Todd Emma, (in for Tony Pittarese) Mr. Shon Wheatley, Dr. Bill Flora, Dr. Sharon McGee, Dr. Virginia Foley, Mr. Andrew Howell, Ms. Stacie Hill, Dr. Wendy Doucette, Dr. Jill Leroy-Frazier, Dr. Bea Owens, Dr. Evelyn Roach, Dr. Kathryn Wilhoit, (in for Lisa Haddad) Dr. Leslie McCallister, Dr. Ingrid Luffman, and Ms. Becky Birdwell

- A. Welcome
 - a. New Members **Welcome Todd Emma and Lisa Haddad**

- B. Subcommittee Members
 - a. Graduate Faculty
 - b. Curriculum
 - i. One Pager **Directions for proposals**
 - ii. New Course Proposal Video **PowerPoint and video for new proposal directions on "how to" for new members**

- C. Degree Works – S and SP Grades (Dr. Roach) **There is a glitch on Banner side for grades; SP grade in Degree Works does not carry any credit for these grades. Grading/credit needs to be consistent. Working on an amendment to the policy to allow the credit for some courses to show up. This topic was tabled for further discussion.**

- D. Approval of August Grad Faculty **Motion approved and carried.**

- E. Graduate School Updates
 - a. Dr. McGee **Approximately 350 new grad students came to orientation. We had the graduate coordinator meeting/breakfast with a good turnout. The Graduate Faculty software is about to die. We are implementing a new system soon, and in the meantime using a bandage solution in Dynamic Forms.**
 - b. Dr. Bartoszuk
 - c. Dr. Kirkby

- F. Updates from Shadow Team **Dr. Currie informed the committee that the FBI will be on campus soon to monitor end points by setting up experimental hardware in the data center. They will monitor storage gateways to help with an added layer of security to research, watching for foreign and criminal infiltration. ETSU is a high volume target for its research and we are the 2nd university in the US to participate in this pilot program. The university gets approximately 10,000 phishing email per day, proving people are after our data.**
Dr. Hagemeyer spoke briefly about the IRB with Ballard and said they are working out details that may affect graduate students.

Shon Wheatley said GPSA will focus on getting grad students more involved on campus and they are working toward faculty/mentor relationships. He also told the group that the time and place for GPSA will be changing since Graduate School is in Yoakley and that he will have an update for the next meeting.7377

- G. Future Meeting Review Schedules may need to be adjusted for holiday/closings. The Faculty Subcommittee will set their own schedule. (last page, attached)

Meeting adjourned at 2:00pm.

August 2021 Graduate Faculty Subcommittee Meeting Minutes

Date: 8/16/2021 Remote via zoom

Attending: Ingrid Luffman, Jean Hemphill, Megan Quinn, Wendy Doucette, Scott Kirkby,
Michelle Johnson

Recommended Appointments August 2021

| Name | Dept | Current Rank | Committee Recommendation |
|--------------------|----------------------|--------------|--------------------------|
| Jonathan Hicks | Math and Stat | Lecturer | Member |
| Robin Ann Foreman | Nursing | Assistant | Member |
| Saritdikhun Somasa | Engineering, Tech... | Assistant | Member |
| Beth Ann Thompson | Nursing | Assistant | Member |
| Xin Xlie | Econ and Finance | Associate | Member |

Sub said
ren D. Luffman

Recommended Reappointments August 2021

| Name | Dept | Current Rank | Committee Recommendation |
|----------------------------|----------------------|--------------|--------------------------|
| Alok Agrawal | Biomedical Sci | Full | Senior |
| Carl Buerkle | Comm/Performance | Full | Senior |
| Myra Carew | Nursing | Associate | Member |
| Amy Doran | Early Childhood | Adjunct | Member |
| Wendy Doucette | Library Admin | Associate | Member |
| Angela Flemmer | Nursing | Assistant | Member |
| Retha Gentry | Nursing | Associate | Member |
| Diego Javier Rodriguez Gil | Biomedical Sci | Assistant | Member |
| Karin Keith | Curriculum/Instr | Associate | Senior |
| Greta Marek | Nursing | Associate | Member |
| Dina Mayo-Bobee | History | Associate | Member |
| Pamela Scott | Ed Leadership/Policy | Full | Member |
| Lynda Sharp | Early Childhood | Associate | Senior |
| Florence Weierbach | Nursing | Associate | Senior |
| Valentin Yakubenko | Biomedical Sci | Associate | Member |

Temporary Part time faculty or community member teaching graduate classes or serving on committee (not chair)

Affiliate Adjunct to tenured and does not meet criteria for full member, may teach and serve on graduate committees (not chair)

Member Full time, terminal degree, teaching, research, graduate advising

Senior As above but extended record

| Status | Membership Structure | Name | Area of Representation | Length of Term (Expires in May of Year Indicated) |
|---------------|---|---------------------------------|---|--|
| Voting | <p>One elected representative from each academic unit offering graduate programs and the Sherrod Library. Elected representatives shall serve for overlapping three-year terms. Elected representatives of academic units may serve for multiple terms.</p> | Leslie McCalister | Arts & Sciences | 2023 |
| | | Todd Emma | Business & Technology | 2022 |
| | | Beatrice Owens | Clinical & Rehabilitative Health Sciences | 2023 |
| | | Virginia Foley | Education | 2023 |
| | | Patrick Bradshaw | Medicine | 2023 |
| | | Lisa Haddad | Nursing | 2024 |
| | | Megan Quinn | Public Health | 2024 |
| | | Wendy Doucette | Sherrod Library | 2022 |
| | Jill LeRoy-Frazier | Graduate and Continuing Studies | 2022 | |
| | <p>One additional representative is elected or appointed by the academic unit of the Graduate Council Chair. This individual shall serve for a one-year term concurrent with the Chair's term of office.</p> | TBD | | 2022 |
| | <p>One representative selected from the Faculty Senate's Academic Matters Committee, also serving a three year term.</p> | Michelle Johnson | Faculty Senate | 2022 |
| | <p>Three individuals representing graduate education. These individuals shall serve for overlapping three-year terms and be selected by the Dean of the School of Graduate Studies. No more than one such individual shall be selected from any single academic department.</p> | Ingrid Luffman | At-Large | 2022 |
| | | Brian Johnston (Chair) | At-Large | 2024 |
| Natalie Smith | | At-Large | 2023 | |

| | | | | |
|---|--|------------------|---|------------|
| | Two graduate students selected by the East Tennessee State University Graduate & Professional Student Association. The student members shall serve for one-year terms. | Shon Wheatley | Graduate & Professional Student Association | 2022 |
| | | TBD | Graduate & Professional Student Association | |
| Non-Voting | Dean of Graduate Studies | Sharon McGee | | Indefinite |
| | Associate Dean of Graduate Studies | Karin Bartoszuk | | Indefinite |
| | Assistant Dean of Graduate Studies | Scott Kirkby | | Indefinite |
| | Three representatives from the Registrar's Office | LaDonna Hutchins | | Indefinite |
| | | Stacie Hill | | Indefinite |
| | | Evelyn Roach | | Indefinite |
| | | Andrew Howell | | Indefinite |
| | Recorder | Rebecca Birdwell | | Indefinite |
| | Representative from Academic Affairs | William Flora | | Indefinite |
| | Representative from International Programs | Danielle Olmo | | Indefinite |
| | Representative from Research & Sponsored Programs | Nick Hagemeier | | Indefinite |
| Representative from Academic Technology Support | W. David Currie | | Indefinite | |

| Graduate Faculty | | Graduate Curriculum | |
|------------------------|-----------------|--------------------------|-----------------|
| Representative | Term Expiration | Representative | Term Expiration |
| Ingrid Luffman (Chair) | 2022 | Patrick Bradshaw (chair) | 2023 |
| Jill Leroy-Frazier | 2022 | Leslie McCallister | 2023 |
| Wendy Doucette | 2022 | Bea Owns | 2023 |
| Michelle Johnson | 2022 | Natalie Smith | 2023 |
| Megan Quinn | 2024 | Todd Emma | 2022 |
| | | Lisa Haddad | 2024 |
| | | Virginia Foley | 2023 |
| | | Brian Johnston | 2024 |

New Course Evaluation

Access the course in Curriculog

Step 1 – Read through the entire proposal

Step 2 – Begin reviewing the proposal

- Academic Justification
- Course and Transcript Title
- Catalog Description
 - Does the description accurately relay the course to the reader?
- Proposed Implementation Term
 - Is this doable?
- Course Purpose
- Course Objectives
- Major Course Topics
- Expected Learning Outcomes
 - Appropriate verbs for the level
 - Stated correctly
- Major Assignments, Exams, and Grade-weight Values
 - Appropriate for the credit hours requested
 - Do not focus on specific assignments, but the plan for assessment
- Grading Scale
- Required Text
- Attendance Policy
- Academic Misconduct Policy

Step 3 – Answer these questions:

- Is this a duplicate course already offered at ETSU?
- Are the assignments/rigor appropriate for the credit hours requested?
- Are the learning outcomes appropriate for the level requested?
- Does this course add to the Mission and Vision of the ETSU?
- Does this course add to the Department?

Step 4 – Make notes and contact the originator prior to the Curriculum Subcommittee Meeting

- This provides the originator with time to make corrections or further explain an area of concern.
- During the proposal presentation the originator can address these concerns and any changes can be made at that time.

Step 5 – Make any comments or recommendations during the Proposal Presentation at the Curriculum Subcommittee meeting

2021/2022 Meeting Schedule

August 2021

- 8/16 – Curriculum Subcommittee
- 8/23 – Graduate Council

September 2021

- 9/6 – No meeting (Labor Day)
- 9/16 – Faculty Subcommittee
- 9/20 – Curriculum Subcommittee
- 9/27 – Graduate Council

October 2021

- 10/4 – Curriculum Subcommittee
- 10/11 – Faculty Subcommittee
- 10/18 – Curriculum Subcommittee
- 10/25 – Graduate Council

November 2021

- 11/1 – Curriculum Subcommittee
- 11/8 – Faculty Subcommittee
- 11/15 – Curriculum Subcommittee
- 11/22 – Graduate Council

December 2021

- 12/6 – Curriculum Subcommittee
- 12/13 – Faculty Subcommittee

January 2022

- 1/3 – Curriculum Subcommittee
- 1/10 – Faculty Subcommittee
- 1/17 – Curriculum Subcommittee
- 1/24 – Graduate Council

February 2022

- 2/7 – Curriculum Subcommittee
- 2/14 – Faculty Subcommittee
- 2/21 – Curriculum Subcommittee
- 2/28 – Graduate Council

March 2022

- 3/7 – Curriculum Subcommittee
- 3/14 – Faculty Subcommittee
- 3/21 – Curriculum Subcommittee
- 3/28 – Graduate Council

April 2022

- 4/4 – Curriculum Subcommittee
- 4/11 – Faculty Subcommittee
- 4/18 – Curriculum Subcommittee
- 4/25 – Graduate Council

May 2022

- 5/2 – Curriculum Subcommittee
- 5/9 – Faculty Subcommittee

June 2022

- 6/27 – Curriculum Subcommittee

Unless otherwise noted all meetings will be on zoom.

Please communicate with the chair of your respective subcommittee if you have any concerns (Dr. Bradshaw – Curriculum; Dr. Luffman – Faculty).

The summer meeting was a success last year. We will plan to do another one this year and follow the same process as last year.

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May 2022

- 5/2 – Curriculum Subcommittee
- 5/16~~19~~ – Faculty Subcommittee

Commented [LIE4]: Faculty Subcommittee meets only if Grad Council meets in May.

June 2022

- 6/27 – Curriculum Subcommittee

Commented [LIE1]: Thanksgiving week, move to 11/29?

Unless otherwise noted all meetings will be on zoom.

Please communicate with the chair of your respective subcommittee if you have any concerns (Dr. Bradshaw – Curriculum; Dr. Luffman – Faculty).

Commented [LIE2]: Faculty subcommittee meets only if Grad council meets in December

The summer meeting was a success last year. We will plan to do another one this year and follow the same process as last year.

Commented [LIE3]: MLK Day – ETSU open? Faculty Subcommittee can meet via email.