

**East Tennessee State University
Graduate Council
Minutes
August 27, 2018
President's Conference Room
1:15 p.m.**

Present: Dr. Julia Bernard, Dr. Patrick Bradshaw, Dr. Wendy Doucette, Dr. Jon Ellis, Dr. William Flora, Dr. Jean Hemphill, Dr. Jill Leroy-Frazier, Heath Shelton, Dr. Lori Marks, Dr. Claudia Kozinetz, Dr. Martha Pointer, Dr. Craig Wassinger, Dr. Brittany Wilkins, Dr. Karin Bartoszuk, David Currie, Dr. Marsh Grube, Connie Grindstaff, LaDonna Hutchins, Dr. Scott Kirkby, Dr. Sharon James McGee, Dr. Brian Johnston, Evelyn Roach, Casey Gardner

Absent: Queen Brown, Maria Costa, Dr. David Hurley, Dr. Mitch Robinson, Mr. Brandon Weirick

Guests: Dr. Myra Clark

A. Introduction of Members

Each member introduced themselves and told which department they represented.

B. Approval of the Minutes: June 18, 2018

Motion was made, seconded, and carried to approve the June 18, 2018 minutes.

C. Graduate Council Charge and Attendance Policy (attachment)

Dr. McGee noted that the graduate council charge is described differently in the catalog and under governance organization. They need to be aligned. The charge as described under governance organization is the most recent version.

D. Selection of subcommittee members

I. Graduate Curriculum Subcommittee

Dr. Jon Ellis, Chair

Dr. Lori Marks

Dr. Jean Hemphill

Dr. Martha Pointer

Dr. Sharon James McGee

Dr. Karin Bartoszuk

Dr. Claudia Kozinetz

Dr. Brian Johnston
Dr. Craig Wassinger
Mr. Heath Shelton

II. Graduate Faculty Subcommittee

Dr. Brittany Wilkins, Chair
Dr. Wendy Doucette
Dr. Julia Bernard
Dr. William Flora
Dr. Jill Leroy-Frazier
Dr. Scott Kirkby
Dr. Mitchell Robinson

E. Graduate Curriculum Proposal and Graduate Faculty Application Review Process and Timeline

Curriculum reviews need to be ready by the 1st Monday of the month. Curriculum subcommittee meets in the President's Office the 2nd Monday of the month, edits by the 3rd Monday of the month. Faculty subcommittee meets the 3rd Monday of the month. Applications need to be in the Wednesday before the meeting. Everyone needs to look at the Graduate Faculty on the S Drive.

F. Graduate Curriculum Subcommittee report – Drs. Ellis and Marks

Curriculum proposals are considered using the following characteristics to determine 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

- I. Revision to M.S.N. Admission Policy, Program Policy Revision 2017, <https://etsu.curriculog.com/proposal:1885/form>, Myra Clark

Motion was made, seconded and carried to approve this revision.

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

Reappointments			
<u>Applicant</u>	<u>Department</u>	<u>Present Status</u>	<u>Recommendation</u>
Mary Dave Blackman	Music	Affiliate	Temporary
Christopher R. Bowen	Curriculum & Instruction	Temporary	Affiliate
Aimee Lee Govett	Curriculum & Instruction	Member	Senior
Gary W Haney	Computing	Temporary	Affiliate
Timothy Andrew Joyner	Geosciences	Member	Member
Victoria E Palau	Pharmaceutical Sciences	Temporary	Member
Christian J. Rieben	Art & Design	Temporary	Affiliate
Karen A Tarnoff	Management & Marketing	Member	Member

Submitted: Wendy Doucette, Mitch Robinson, Brittany Wilkins

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

H. School of Graduate Studies Reports

- I. Dr. McGee, Dean

Dr. McGee stated she is getting to know all the Deans, the practices and policies. We had 400 register for orientation, 161 RSVP, 117 logged in for live streaming. We had a good turnout for the coordinators meeting. Dr. Kirkby gave a preview of the CRM.

- II. Dr. Bartoszuk, Associate Dean

III. Dr. Kirkby, Associate Dean

Dr. Kirkby said the CRM should go live sometime this fall. We still have a few technical issues we need to resolve.

I. Curriculog Demonstration, Evelyn Roach

Evelyn Roach demonstrated Curriculog and the various ways of submitting and checking proposals.

J. Old Business

I. Graduate Education Policy Review (attachments)

K. New Business

Dr. Marsh Grube talked about how the whole university is looking at all policies and procedures. The topic of looking at GRE requirements for doctoral programs was also discussed.

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

M. Adjournment

There were no further items to discuss. The meeting adjourned at 2:50pm