

**Graduate Council – Minutes  
East Tennessee State University  
November 28, 2016, 1:15pm  
President’s Conference Room – Dossett Hall 2016**

**Present: Dr. Karin Bartoszuk, Dr. Patrick Bradshaw, Ms. Queen H. E. Brown, Dr. Wendy Doucette, Dr. William R. Duncan, Dr. March Grube, Dr. David L. Hurley, Ms. LaDonna Hutchins, Dr. Scott J. Kirkby, Ms. Billie Lancaster, Dr. Cecilia A. McIntosh, Dr. Michelle Lee, Dr. Lori Marks, Dr. Rob Pack, Dr. Kenneth D. Phillips, Dr. Marta M. Pointer, Dr. Kelly Price, Mr. Don Rice, Dr. Evelyn Roach, Mr. Brandon Weirick, Dr. Brittany Wilkins**

**Absent: Ms. Jennifer Barber, Ms. Maria D. Costa, Dr. David Currie, Dr. William F. Flora, Dr. Jill Leroy-Frazier, Dr. Nicole Prior, Dr. Mitch Robinson**

**Guests: Dr. Gordon K. Anderson, Dr. Myra Clark, Dr. Stephen W. Marshall**

**A. Approval of October 2016 Minutes**

*Motion was made, seconded, and approved.*

**B. Curriculum Subcommittee report – Dr. Michelle Lee**

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

**I. TBR Proposal: Substantive Curriculum Modifications (Dr. Stephen Marshall/Dr. Gordon Anderson)**

**[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=9127](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=9127)**

- a. Snapshot, page 2 Narrative Description of Action: insert “to revise” between and the admissions standards.
- b. TBR Proposal, page 5: change font of paragraph before IMPACT.
- c. TBR Proposal, page 8: first bullet on right hand side of page under “Proposed”, revise bullet to address domestic and international students
- d. TBR Proposal, page 8, #3: change BA to MA in both columns

*Motion was made to approve with recommended changes, seconded, and approved.*

**II. TBR Proposal: Policy Revision: Admission/Progression/Graduation (Dr. Lisa Haddad/Dr. Myra Clark)**

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=54a8&FormID=11&Instance=8804>

- a. TBR Proposal, Cover Page: Bold “Progression”
- b. TBR Proposal, Cover Page: omit need PhD codes and replace with NA
- c. TBR Proposal, Cover Page: capitalize H in Mental Health Nurse Practitioner in Concentrations section.
- d. TBR Proposal, page 2: Bold “Progression”
- e. TBR Proposal, page 2: change proposed effective date to Summer 2017
- f. TBR Proposal, page 2: Under propose, include goals of this policy revision; move numbers 1-5 to Need/Rationale section and include a reason for each number
- g. TBR Proposal, page 2: #2 in Need/Rationale section needs clarification
- h. TBR Proposal, page 3: Impact section-make More small m; change impacted to impacted
- i. TBR Proposal, page 4: #8 delete info and replace with NA
- j. TBR Proposal, Appendix A: left side of the table, renumber
- k. TBR Proposal, Appendix A: Right side of table, combine #2 and #3 and clarify what will happen; Rewrite #3 to “DNP students may repeat a course once in which a grade of less than B- was received.”; Combine #4 and #5; #6-revise bolded sentence to include “until satisfaction of course requirements.”; Revise “Time extension requests” sentence to “must be submitted by faculty member of record to the Dean of the School of Graduate Studies for approval.”; Include in the last sentence of #6 “and GPA recalculated”; renumber after revisions.

*Motion was made to approve with recommended changes, seconded, and approved.*

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

**Graduate Faculty Subcommittee Report  
November 2016**

***NO NEW APPOINTMENTS***

<b>Reappointment</b>			
<b><u>Applicant</u></b>	<b><u>Department</u></b>	<b><u>Present Status</u></b>	<b><u>Recommendation</u></b>
1. Michael Bourassa	Physical Therapy	Temporary	Member
2. Charles Cooley	Nursing Graduate Programs	Temporary	Member
3. Donald Good	Educational Leadership & Policy Analysis	Member	Member
4. Amanda Greene	Kinesiology, Sport and Recreation Management	Affiliate	Member
5. Courtney Hall	Physical Therapy	Member	Member

6. Kimberlee Hall	Environmental Health	Temporary	Affiliate
7. Jacqueline Hinshaw	Nursing Graduate Programs	Temporary	Affiliate
8. Dharendra Kumar	Biological Sciences	Member	Member
9. Janice Lazear	Nursing Graduate Programs	Temporary	Member
10. Ying Li	Environmental Health	Temporary	Member
11. Sharon Loury	Nursing Graduate Programs	Member	Member
12. Matthew McBee	Psychology	Member	Member
13. Tricia Metts	Environmental Health	Member	Member
14. Robert Plummer	Graduate School	Temporary	Affiliate
15. Melanie Richards	Mass Communication	Temporary	Member
16. Jonathan Ward, Jr.	Environmental Health	Temporary	Affiliate

*Reappointment motion was made, seconded, and approved.*

**D. Old Business**

**I. Discussion of requirements for service on Subcommittees – Dr. Marks (see attachment/addendum at end of agenda)**

The council discussed the requirements for service on the graduate faculty and graduate curriculum subcommittees. The motion was made to accept proposed requirements, seconded, and approved.

**I. Graduate Council Charge – Dr. Marks**

<https://www.etsu.edu/universitygovernance/governancecommittees/graduatecouncil.aspx>

The council discussed the charge and recommended a modest change that was approved. Dr. Marks will take to Academic Council for further action.

**III. Revisit tabled motion to eliminate revision notes for curriculum proposal items from the meeting minutes.**

The council discussed a new process whereby proposers would make subcommittee recommended changes prior to view by the Graduate Council. If implemented, then the proposed revisions would not be part of the agenda or meeting minutes. The Council voted approval of this change in process. The next questions was when to implement the change in process. This was tabled until the January meeting.

**E. New Business –**

**I. Solicitation of policies needing review and/or updating – Dr. Marks**

The solicitation of policies needing review and/or updating was discussed.

**II. Discussion of including policies in graduate catalog in the numbered system of university policies, Dr. Grube and Dr. McIntosh**

The council discussed including policies currently in the graduate catalog in the numbered system of university policies being developed in anticipation of the new ETSU Board of Trustees. This was favored unanimously.

**III. Formation of selection committee for the Graduate Fees Scholarship – Dr. Kirkby**

The council discussed, made the motion, and approved the formation of selection committee for the Graduate Fees Scholarship. Members are: Drs. Kirkby, Doucette, and Pointer.

**F. Other -**

**I. Information item – School of Graduate Studies Staffing, Dr. Cecilia McIntosh**

Dr. McIntosh advised council of Mr. Don Rice's promotion to Graduate Program Specialist and the Executive Aid position will be filled in January.

**I. Adjournment**

There was no further Council business to discuss, therefore, the meeting was adjourned.

## ADDENDUM FOR DISCUSSION

### Suggestions Related to Graduate Council Charge and Policy and Procedures

Please see the Graduate Council Charge at

<https://www.etsu.edu/universitygovernance/governancecommittees/graduatecouncil.aspx>

#### Graduate Council Charge

- Regarding "... receives reports of graduate program reviews":
  - The Council should receive a summary of the regular reports as they are completed.
  - The Council will review reports as information items and use them to inform decisions and other activities (e.g., curriculum proposals).
  - Should the need arise, the Council may invite a representative from the graduate program, department, or college to present a summary of findings.
- Regarding "evaluate enrollment and number of degrees awarded": The Council should review that data at least annually.

#### Policy & Procedures

##### Graduate Council

- Members are expected to attend monthly Graduate Council Meetings. In the rare circumstance when a member is unable to attend a meeting, they should notify the Graduate Council chair prior to the meeting.
- Continue to list members who are present and absent in the meeting minutes.

##### Curriculum and Graduate Faculty Subcommittees

- Continue to review curriculum and graduate faculty status through the subcommittees.
- All Graduate Council members are expected to actively serve on either the curriculum or the graduate faculty status subcommittee.
- In the rare circumstance when a member is unable to attend a subcommittee meeting, the member shall send their review of curriculum/faculty to the subcommittee chair in a timely manner (e.g., 3 days prior to the meeting).
- Subcommittee recommendations are included in the Graduate Council agenda along with the record of subcommittee attendees who were present, absent but submitted a review with recommendations, and absent.