

**Graduate Council – Minutes  
East Tennessee State University  
November 30, 1:15pm  
President’s Conference Room – Dossett Hall 2016**

**Present:** Ms. Jennifer Barber, Dr. Karin Bartoszuk, Dr. Stacy D. Brown, Dr. W. David Currie, Dr. Wendy Doucette, Ms. Wendolin Elrod, Dr. Cecilia A. McIntosh, Dr. Michelle Lee, Dr. Lori Marks, Dr. Brian J. Maxson, Dr. Dr. Kelly Price, Dr. Nicole Prior, Dr. Judy Rice, Dr. Mitch Robinson, Dr. Paul Trogen, Dr. Brittany Wilkins

**Absent:** Ms. Maria Costa, Dr. William R. Duncan, Dr. Marsh Grube, Ms. LaDonna Hutchins, Ms. Billie Lancaster, Dr. Jill Leroy-Frazier, Dr. Phillip Musich, Dr. Rob Pack, Dr. Martha M. Pointer, Dr. Evelyn Roach, Dr. Janna Scarborough

**Guests:** Dr. Aimee L. Govett, Dr. Ken Phillips, Dr. Megan Quinn, Dr. Deborah Harley-McClaskey, Dr. Ron Roach

**A. Approval of October 2015 Minutes**

- i. The motion was made, seconded, and approved to accept the October 26, 2015 minutes with no changes.

**B. Curriculum Subcommittee report – Dr. Wendy Doucette**

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. The committee recommends approval of the following, which were discussed at the October meeting:**

**i. Motion made to accept with the following changes:**

- a. LEAD 5501, Strategies for Personal Productivity and Interpersonal Effectiveness (Dr. Deborah Harley)

[http://etsuis.etsu.edu/CPS/forms.aspx?](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7916)

[DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=7916](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7916)

- b. LEAD 5601, Foundations of 21<sup>st</sup> Century Leadership (Dr. Deborah Harley)

[http://etsuis.etsu.edu/CPS/forms.aspx?](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7922)

[DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=7922](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7922)

- c. LEAD 5701, Financial Leadership and Resource Development in Community Organizations (Dr. Deborah Harley) [http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=7932](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7932)
  - d. LEAD 5801, Capstone in Community Leadership: Empowerment, Collaboration, and Advocacy for Change (Dr. Deborah Harley) [http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=6&Instance=7945](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=7945)
  - e. TBR Proposal: Approval of Graduate Certificate in Community-based Leadership (Dr. Deborah Harley) [http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=7915](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=7915)
- ii. **Motion to accept with changes listed was seconded and carried.**

**II. TBR Proposal: Revision of Admission Requirements for MA in Appalachian Studies (Dr. Ronald Roach)**

**i. Motion made to accept with the following changes:**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=7940S](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=7940S)

- 1. Snapshot: no comments
- 2. Proposal:
  - a. Proposal statement (cover page): replace all existing wording in parentheses with “program specific”
  - b. Proposal statement (page 1): delete “institutional or”

**ii. Motion to accept with changes listed was seconded and carried.**

**III. TBR Proposal: Admission/Progression/Graduation and Substantive Curriculum Modification for MAT Teacher Education (Dr. Aimee Govett)**

**i. Motion made to accept with the following changes.**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=8406](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8406)

- 1. Snapshot: no comments

2. Proposal:

- a. Page 3, paragraph 1, sentence 2: “which have not changed.”
- b. Page 3, 3<sup>rd</sup> paragraph from the bottom, sentence 4: “high-need”
- c. Page 3, last paragraph, sentence 1: remove “All” after the colon
- d. Appendix B, page 7: credits in the left column total 23, not 19

**ii. Motion to accept with changes listed was seconded and carried.**

**IV. TBR Proposal: Policy Revision: Admission for MEd in Special Education / Special Education and Early Childhood Special Education (Dr. Cynthia Chambers)**

**i. Motion made to accept with the following changes:**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=8453](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8453)

1. Snapshot: no comments

2. Proposal:

- a. Proposal statement (cover page and page 2): delete “To make a”
- b. Appendix A: Please bold new changes in the right column and unbold “Admission Standards”

**ii. Motion to accept with changes listed was seconded and carried.**

**V. TBR Proposal: Policy Revision: Admission for MEd in Special Education / Advanced Studies in Special Education (Dr. Cynthia Chambers)**

**i. Motion made to accept with the following changes:**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=8455](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8455)

1. Snapshot: no comments

2. Proposal:

- a. Proposal statement (cover page and page 2): delete “To make a”

b. Appendix A: Please bold new changes in the right column and unbold “Admission Standards”

ii. **Motion to accept with changes listed was seconded and carried.**

**VI. TBR Proposal: Other: Articulation Agreement for MPH with concentration in Biostatistics (Dr. Megan Quinn)**

**i. Motion made to accept with the following changes:**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&FormID=11&Instance=8519](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=11&Instance=8519)

1. Snapshot:

a. Narrative description

i. sentence 2:

1. delete “By” and “this”

2. replace “all credits” with “up to 15 credits”

ii. sentence 3: edit for clarity

2. Proposal:

a. Proposal statement (cover page and page 2): replace all current text with “Other” Articulation agreement”

b. Need/rationale, sentence 2: delete “By” and “this”

c. Flip the content of “purpose” and “rationale”

d. Impact, sentence 1: replace “full transfer” with “”transfer of up to 15” and edit the remainder of the sentence for clarity.

e. Plans for Accreditation: Justify text to the left and add “SACS notification is not needed.”

f. Type of Change, page 5, Other: only text should be “articulation agreement”

ii. **Motion to accept with changes listed was seconded and carried.**

**B. Graduate Faculty Subcommittee report and recommendations – Dr. Trogen.**

**i. Motion made to accept the following appointments and reappointments:**

<b>Appointment</b>		
<b>Applicant</b>	<b>Department</b>	<b>Recommendation</b>
1. Bradshaw, Patrick	Biomedical Sciences	Member
2. Jia, Chihong	Biomedical Sciences	Member
3. Dye, Heather Lynn	Social Work	Member
4. Rodriguez, Gil Diego Javier	Biomedical Sciences	Member
5. Yakubenko, Valentin	Biomedical Sciences	Member

<b>Reappointment</b>	-	-	-
<b>Applicant</b>	<b>Department</b>	<b>Present Status</b>	<b>Recommendation</b>
1. Bennett, Brian Todd	Computing	Temporary	Member
2. Blankenship Cecil N	Teaching and Learning	Member	Senior
3. Boggs Teresa Lynn	Audiology and Speech- Language Pathology	Affiliate	Affiliate
4. Dula Christopher Stephen	Psychology	Member	Senior
5. Dunn, Robert A.	Mass Communication	Member	Member
6. Eagle, Cassandra Theresa	Chemistry	Member	Senior
7. Graves, Travis H.	Art and Design	Member	Senior
8. Holmes, Thomas Alan	Literature and Language	Member	Senior
9. Isabell, Rebecca Gail	Teaching and Learning	Temporary	Member
10. Lange, Shara Kay	Mass Communication	Member	Member
11. Lichtenwalner, Shawna Thorp	Literature and Language	Member	Member
12. Liu, Ying	Biostatistics and Epidemiology	Temporary	Member
13. MacAvoy, Leslie A	Philosophy and Humanities	Member	Member
14. Masino, Anthony George	Accountancy	Affiliate	Member
15. Meade, Alan V	Physical Therapy	Temp	Affiliate
16. Michieka, Martha Moraa	Literature and Language	Member	Member
17. Nanjundeswaran, Chayadevie	Audiology & Speech Language Pathology	Member	Member
18. Osborne, Dustin Lee	Criminal Justice and Criminology	Temporary	Member
19. Rice, Jody Elaine	Audiology & Speech Language Pathology	Affiliate	Affiliate

20. Sharp, Lynda Kathryn	Teaching and Learning	Member	Member
21. Shelly, Gary L.	Economics and Finance	Member	Member
22. Smith, Laura E	Appalachian Studies	Temporary	Affiliate
23. Tai, Chih Che	Curriculum and Instruction	Member	Member
24. Warner, Carla R.	Cross Disciplinary Studies	Affiliate	Member
25. Wassinger Craig A.	Physical Therapy	Member	Member
26. Zembower, Christian M.	Music	Member	Member
27. Zheng, Shimin	Biostatistics and Epidemiology	Member	Member

ii. **Motion to accept appointments and reappointments was seconded and carried.**

### **C. Report from Academic Council – Dr. Marks**

i. There was no proposals related to Graduate Council, therefore, no report given by Dr. Lori Marks.

### **E. Old Business**

i. There was no old business to discuss.

### **F. New Business –**

i. Dr. McIntosh advised the council that applications for admission to ETSU School of Graduate Studies are up by 40% compared to last year at this same time and international applications have shown a significant increase. Dr. Bartoszuk is charged with analyzing the international transcripts of over 1000 applications per year. Due to the increase, the Graduate School has hired an International Credential Analyst to assist Dr. Karin Bartoszuk. Ms. Megan Miller is the new International Credential Analyst.

ii. Dr. Marks stated many faculty need to know how to advise their student for items such as how to access all the services on campus. Dr. McIntosh suggested the new graduate student orientation, graduate success specialist, and international program office relays most of the information regarding campus services.

iii. Dr. Doucette indicated Sherrod Library will create focus groups for future workshops. Also, Ms. Alison De Pollo is in charge of interlibrary loan and the guidelines of its usage. Additionally, if a student or department will advise Dr. Doucette a book is required for a course, then the library can purchase the book to have on hand at the library to be utilized.

### **G. Other**

i. There was no other business to discuss.

### **H. Adjournment**

i. The meeting was adjourned at 1:45 p.m.