

East Tennessee State University
Graduate Council Minutes
October 25, 2021 1:15pm

Present: Dr. Virginia Foley, Dr. Brian Johnston, Dr. Scott Kirkby, Dr. Jill Leroy-Frazier, Dr. Natalie Smith, Dr. Bill Flora, Dr. David Currie, Andrew Howell, Shon Wheatley, Dr. Michelle Johnson, Dr. Leslie McCallister, Dr. Karin Bartoszuk, Stacie Hill, Dr. Ingrid Luffman, Dr. Megan Quinn, Dr. Sharon McGee, Dr. Todd Emma, Dr. Patrick Bradshaw, Dr. Evelyn Roach, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Danielle Olmo, Becky Birdwell

A. Graduate Faculty Subcommittee

a. Review/Discuss Proposal for Termination of Senior Graduate Faculty Status

When reviewing applications for graduate faculty status, three levels are very clear, (temporary, affiliate, and member) but *senior* member is hard to differentiate from member. There was discussion about what extensive record means and what advantages there are for being a senior member. (Seven vs five year membership) Since there are not many benefits, the group decided to grandfather any senior member until their renewal, but to do away with senior member status. Senior status has nothing to do with ranking, tenure, or promotion. The decision needs to be made by faculty, so Grad Council will before moving forward. It may need to go out for public comment from Faculty Senate. Checking with Kay Lennon for verification on approval process. Council members should go back to their departments and inform their people this change is probably coming. Motion put on hold for now.

B. Curriculum Subcommittee Approvals

a. See Approvals from Oct 4th and Oct 18th Minutes Approved

b. **Expedited New Academic Program Proposal (E-NAPP) - Master of Science in Applied Data Science (Frank Hagelberg)** Presented at last curriculum meeting to expedite the program; no further discussion. Motion approved.

C. Graduate Student Leave of Absence Policy Committee reviewed policies from other institutions and came up with some benchmarks to include in the best elements to send to university council. Documentation may be requested for reason of absence. After some small edits, it will go to legal, then out for public comments and back through grad council. Motion was approved.

D. Master of Science in Medical Science – Discuss Not a publicized program, but offering a master's of science to students who just don't think med school is for them. They then have a huge debt, but no degree. This could bridge the gap and offer a degree. Several medical schools are moving to this idea and grant a credential for them to teach. This would be a low yielding program through Grad School, not the College of Med. Will need to check about accreditation. Dr. McGee will offer feedback so they can think through any issues.

Next Meeting November 22, 2021

E. Policies for Review/Discussion

- a. Graduate Degree and Certificate Requirements Policy (begin work) **Work behind the scenes now and will hopefully get something to the group early in the year.**

*******If a policy/procedure is developed that requires a new form or an update to a form, please provide a template when submitting the document*******

F. Graduate School Updates

- a. Dr. McGee **3MT (Three Minute Thesis) will be November 10 in the Culp.**
- b. Dr. Bartoszuk **No update**
- c. Dr. Kirkby **No update**

G. Updates from Shadow Team **No update from Shon**

- H. Observations/Comments from Non-voting members **Dr. McGee asked Dr. Roach to update the group on the GPA issue with SP having no credit attached to it. Proposing amendment to policy to include credit for SP. It is an editorial change, so should not go out for public comment.**

Will have a presentation at our next meeting, November 22nd. Meeting adjourned at 2:20pm

October 2021 Graduate Faculty Subcommittee Meeting Minutes

Date: 9/20/2021 Remote via zoom

Attending: Ingrid Luffman, Jill Leroy-Frazier, Megan Quinn, Wendy Doucette (asynchronous),
Scott Kirkby, Michelle Johnson (anynchronous)

Recommended Appointments October 2021

Name	Dept	Current Rank	Committee Recommendation
Heidi Harralson	Criminal Justice	Not provided	Affiliate
Robert Grubb	Criminal Justice	Lecturer	Member

Recommended Reappointments September 2021

Name	Dept	Current Rank	Committee Recommendation
Cassandra Pusateri	Counseling and Human Services	Director of field instruction	member
Daryl Stephens	Mathematics	Associate	member
Gary Shelley	Economics and Finance	Associate	member
Jeff Knisley	Mathematics and Statistics	Professor	senior
Judy McCook	Nursing	Professor	member
Nathan Hale	HSMP	Associate	senior
Qian Xie	Biomedical Sciences	Associate	member
Sarah Treat	Nursing	Assistant	member
Steven Nash	History	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

PROPOSAL FOR TERMINATION OF SENIOR GRADUATE STATUS

9/29/2021

The Graduate Faculty Subcommittee proposes the following to Graduate Council for consideration:

We propose to eliminate the rank of Senior Member of the Graduate Faculty.

Previously, the rank of Member was granted to eligible recipients for a three-year term. At this time, Senior membership was granted to eligible recipients for a seven-year term.

Currently, the rank of Member is granted to eligible recipients for a five-year term. Senior membership is granted to eligible recipients for a seven-year term. Notably, Senior membership, in contrast to regular full membership, brings no additional distinction (monetary or otherwise) beyond a two-year extension in submitting a re-application for Graduate Faculty status.

Our reasoning for proposing the elimination of Senior rank is as follows.

Whereas there are definite and meaningful distinctions in the criteria for recommending the rank of Temporary, Affiliate, and Member, there is extreme subjectivity in criteria for determining Senior status. This is a burden on the graduate faculty sub-committee, which must consistently apply subjective criteria month to month and year to year.

Moreover, the additional scale of tracking seven-year Senior members compared to the number of Members serving five-year terms poses a burden to the College of Graduate and Continuing Studies, as this tracking is currently done manually.

Last, removing the category of Senior will reduce the necessity for college and departmental administrators to provide an additional burden of proof to support "seniority," a level of status not determined by years within the discipline nor at ETSU but instead on an extremely subjective assessment of publications, presentations, grants, and service.

Should this proposal be approved, we suggest the following implementation.

Faculty who currently hold Senior rank will retain this rank and the associated seven-year term. New applications will be evaluated for Graduate Faculty membership at ranks of Temporary, Affiliate, or Member only, with the criteria for these ranks remaining unchanged.

We propose implementation beginning in the 2022-2023 Academic Year.

Submitted for consideration by the Graduate Faculty Subcommittee of the Graduate Council

Ingrid Luffman (Chair), Wendy Doucette, Michelle Johnson, Jill Leroy-Frazier, and Megan Quinn.



Graduate Student Leave of Absence Policy	
Responsible Official: Dean of Graduate School	Responsible Office: Graduate School

Policy Purpose

This policy specifies when a graduate student may qualify for a Leave of Absence in their degree program.

Policy Statement

A graduate student may experience circumstances that make taking a Leave of Absence (LOA) from their program necessary.

I. Eligibility.

An ETSU graduate student who is in good academic standing may qualify to interrupt their graduate program temporarily for circumstances described in this policy.

Doctoral students who have achieved candidacy or Master's students in the thesis stage who have a continuous enrollment requirement must have an approved LOA to be exempt from the continuous enrollment requirement.

Pre-candidacy master's and doctoral, educational specialist, and certificate students are not required to request a LOA if stopping out; however, it is recommended that they do so as the process provides a vehicle for more easily resuming their studies.

II. Circumstances.

There are four conditions under which a graduate student can petition for a LOA: personal exigency, personal illness, family care, and military service.

- A. Personal exigency includes non-medical reasons or professional obligations that necessitate a student temporarily halt graduate study. Normally, students in candidacy stage are not approved for personal exigency leaves of absence.

- B. Personal illness is when a student has a serious medical illness. The student will be required to submit appropriate documentation.
- C. Family care includes (a) providing serious illness or end-of-life care for a spouse/partner, child/step-child, parent/step-parent/foster parent, parents-in-law, grandparent/step-grandparent, grandchild/step-grandchild, or any family member who resides in the same home, or (b) pregnancy, maternity, or paternity care, including adoption. The student will be required to submit appropriate documentation.
- D. Military service includes when a student is called for active duty military service. The student will be required to submit appropriate documentation.

III. Request and Approval.

A graduate student requests a LOA by completing the request form found on the Graduate School website and attaching the required supporting documentation (as applicable). The student must specify in the request the exact length of the LOA requested. The applicant must document a rationale for the time requested. A student can request a LOA more than once.

Except in emergency situations, a graduate student should submit a request before the start of the semester, but must submit it no later than the Census Date of the semester in which the leave is needed. A LOA cannot be approved retroactively for a previous semester(s). A LOA will not be approved to avoid paying tuition, to avoid the policy on continuous enrollment, or to avoid the full-time requirement for international students.

If the LOA request is due to an emergency situation, the Dean of the Graduate School may request additional documentation.

All LOA requests are granted on a case-by-case basis. The final decision is that of the Dean of the Graduate School or designee. The student may file one reconsideration request if the student is providing additional supporting documentation or information.

IV. Students Pursuing Two Degrees.

A student who is pursuing two degrees must submit a LOA request to both programs.

V. Length of LOA.

A LOA may be granted for up to three semesters (including summer) per request.

VI. Effect on Matriculation Limits.

Since currency in the discipline is essential at the graduate level, a LOA for personal exigency, personal illness, or family care will not extend the Matriculation Limits to complete the degree. If a

student is granted a LOA for military service, the student will receive a matriculation/time extension equal to the LOA request up to a maximum of three (3) semesters total.

VII. Returning to Graduate School after an Approved LOA.

A student who obtained an approved LOA in accordance with this policy will be eligible to resume graduate study if the student:

- A. submits a Readmission Update Form found on the Graduate School website;
- B. does not have criminal convictions that would prohibit admission;
- C. returns to the same graduate program(s) from which the LOA was approved; and
- C. is readmitted and enrolled for the term and year identified in the approved LOA.

A student may return from a LOA earlier than the date indicated on the approved LOA.

Depending on the length of time the student is away from ETSU, new program degree requirements may be in effect. With an approved LOA, the student may opt to complete the degree under the previous degree requirements or change to the catalog and the new requirements. Changing to a new catalog requires the approval of the graduate advisor and completing the required documents.

The student is responsible for filing new financial aid applications (if applicable) by the applicable deadlines and should consult with the Office of Financial Aid. .

VIII. Access to University Resources during Approved LOA.

Because a LOA is intended for reasons of personal or other exigency, as opposed to degree progress, there is no support—whether faculty or university resources (library, office space, funding, etc.)—provided to the student during a LOA.

Students with an approved LOA can complete outstanding work in course(s) for which they have been issued grade(s) of Incomplete (I) by the appropriate deadline for the term in which the course was taken. They cannot, however, fulfill any other degree requirements during the time on leave.

IX. Canceling Registration.

The student is responsible for canceling their registration or dropping classes by the deadline published on the Academic Calendar; failing to do so will result in billing and assigned grades for the term(s). An approved LOA does not automatically cancel any registrations; the student must contact the Office of the Registrar to complete this process.

X. International Students.

International students holding visas are responsible for contacting the Office of International Student Services to discuss the impact of a leave on their immigration status prior to submitting a

LOA request. The student is responsible for following all visa requirements.

XI. Impact on Graduate Assistantship, Tuition Scholarships, and Other University Scholarships.

A student who receives an approved LOA cannot hold a Graduate Assistantship (GA) or Tuition Scholarship (TS) during the LOA period. The program or unit is under no obligation to hold the GA or TS scholarship for a student on a personal exigency, personal illness, or family care LOA. GA or TS positions must be held for students on a LOA for military service, pursuant to the Uniformed Services Employment and Reemployment Rights Act; however, that GA or TS position does not have to be for the same project or with the same unit.

Before requesting a LOA, the student should consult with their GS or TS supervisor about the need for a LOA and implications on the GA or TS position and on any remaining tuition charges for which the student will be responsible (if applicable). Students whose GA positions are funded through sponsored activity must also abide by the guidelines of their respective funding agencies.

Students cannot hold university scholarships while on LOA. Students are responsible for consulting with the ETSU Financial Aid Office on the impact of a LOA on their scholarship after the LOA.

XII. Impact on Federal Financial Assistance.

For students receiving federal financial assistance, the U.S. Department of Education regulations require the university to report enrollment status as withdrawn when students take a leave of absence for one semester or more. This results in the beginning of the Federal Stafford Loan grace period and/or the starting of repayment of the Supplemental Loan for Students. The student is responsible for discussing the possible impact of a LOA on federal loans with the Office of Financial Aid.

Authority: Section 484C of the Higher Education Opportunity Act of 2008; Uniformed Services Employment and Reemployment Rights Act; U.S. Department of Education

Previous Policy: new policy

Defined Terms

A Defined Term has a specific meaning within the context of this policy.

Census Date: The Census Date is indicated on the ETSU Academic Calendar.

Matriculation Limits: Matriculation Limits are defined in the Graduate School Policy on Degree and Certificate Requirements.

Policy History

Effective Date:

Revision Date:

Procedure

I. Actions Prior to Requesting a LOA.

Before requesting a LOA, a student should consult with the following individuals/departments depending on their individual circumstances:

- A. their graduate advisor and graduate program coordinator on the circumstances surrounding a needed Leave of Absence;
- B. International Student Services on visa impact (if an international student);
- C. Graduate Assistantship or Tuition Scholarship supervisor; and
- D. The Office of Financial Aid and Scholarships.

II. Requesting a Leave of Absence.

To request a Leave of Absence, a student:

- A. Fills out the Leave of Absence Request Form; and
- B. Submits the form and applicable supporting documentation to the graduate advisor and the graduate program coordinator.

III. Review of LOA Requests.

- A. The graduate advisor and graduate coordinator review the request and submit recommendations to the Dean of the Graduate School.
- B. The Dean of the Graduate School reviews the request and recommendations and approves or denies the request.
- C. The student, graduate coordinator, graduate advisor, GA/TS supervisor (if applicable), and International Student Services (if applicable) receive notification of the decision.
- D. The student should retain a copy of the LOA request and notification for their records.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

Leave of Absence Request Form (in process)
Readmission Update Form

Scope and Applicability

Primary: Academic

Secondary: Students

Master of Science in Medical Science

Rationale: Infrequently medical students who have enrolled in medical school are unable, or choose not to complete the Doctor of Medicine degree. This is usually due to inability to pass a part of the U.S. Medical Licensing Exam (USMLE) – a graduation requirement of the College of Medicine. This occurs for various reasons but most commonly occurs when the student has some type of learning disability and is unsuccessful in seeking accommodations from the USMLE. In even fewer cases this is due to withdrawal or dismissal at some time during the curriculum. It is common for such students to have over \$80,000 dollars in medical school indebtedness. While these students have meaningful educational attainment and have a significant fund of knowledge they have no academic credentials to show for this. To mitigate the impact of such a large time and money investment, the College of Medicine proposes that such students be granted a Master of Science in Medical Science. Such a degree may make them eligible for jobs requiring a Master’s degree.

Eligibility:

1. Admitted to the College of Medicine through the usual process.
2. Possession of a baccalaureate degree from a regionally accredited institution.
3. Successful completion of at least the first year of medical school.
4. Application to the graduate school through a mechanism to be determined.
5. Submit 36 credit hours from the following list of courses to be considered for the degree and completion of the Doctoring Course as a culminating experience. The courses must be passed.
6. Voluntary withdrawal from the College of Medicine.

Required curriculum for the degree (current curriculum for the first two years of medical school - until implementation of the new “Trails” curriculum for the entering class of 2026):

Course Number	Course Name	Credit Hours
ANTY-1314	Medical Human Gross Anatomy & Embryology	11
BCHM-1315	Cellular and Molecular Medicine	11
CBIO-1312	Cell and Tissue Biology	7
MEDU-1312	Biostatistics and Epidemiology	1
PHSY-1312	Medical Physiology	10
PSYH-1312	Lifespan Development	1
HGEN-1311	Genetics	3
IMUN-2311	Immunology	2
MCRO-2311	Medical Microbiology	11
NEUR-2321	Clinical Neuroscience	6
PATH-2311	Medical Pathology I	6
PATH-2312	Medical Pathology II	4
PHRM-2312	Medical Pharmacology	8
PSYH-2312	Introduction to Clinical Psychiatry	<u>3</u>
	Total Credit Hours	84
Culminating Course		
CSKL-1350	Doctoring	20