

**East Tennessee State University  
Graduate Council  
Minutes  
August 26, 2019  
Graduate Studies Conference Room  
309A Burgin Dossett  
1:15 p.m.**

**Present:** Dr. Julia Bernard, Dr. Jon Ellis, Dr. Patrick Bradshaw, Dr. Marie Tedesco, Dr. Brian Johnston, Dr. Lori Marks, Dr. Tony Pittarese, Dr. Craig Wassinger, Dr. Claudia Kozinetz, Dr. Karin Bartoszuk, David Currie, Dr. Marsh Grube, Connie Grindstaff, LaDonna Hutchins, Dr. Scott Kirkby, Dr. Sharon James McGee, Dr. Evelyn Roach, Casey Gardner

**Absent:** Queen Brown, Maria Costa, Dr. William R. Duncan, Dr. Wendy Doucette, Dr. Jean Hemphill, Dr. Brittany Wilkins

**A. Introduction of Members**

*All members in attendance introduced themselves and told which department they represented.*

**B. Selection of the Graduate Council Chair for 2019-2020 Academic Year**

*Motion was made, seconded, and approved for Dr. Lori Marks to serve as chair of the Graduate Council for the 2019-2020 academic year.*

**C. Approval of the Minutes: April 22, 2019**

*Motion was made, seconded, and carried to approve the April 22, 2019 minutes.*

**D. Graduate Council Charge and Attendance Policy**

**Dr. Marks reviewed the Graduate Council's charge and attendance policy.**

The Council is charged with formulating all policies relating to graduate education. All graduate curriculum matters, consideration of new graduate degree programs, formulation of graduate school regulations, approval of graduate courses and curriculum, and the appointment of graduate faculty are considered by the Council. The Council also receives reports of graduate program reviews which are completed on a regular cycle to determine need, assess quality, and evaluate enrollment and number of degrees awarded.

### Graduate Council and Subcommittee Attendance Policy

Graduate Council members are expected to serve the graduate faculty to the best of their abilities by attending meetings and fulfilling subcommittee assignments. The Graduate Council meets on the fourth Monday of the month from 1:15 to 3:00 p.m. All voting members of the Graduate Council serve on either the Graduate Faculty Subcommittee or the Graduate Curriculum Subcommittee; the subcommittees also convene monthly. Deans should nominate faculty members to serve on the Council, and faculty should agree to serve on the Graduate Council only after confirming that they can attend the regularly scheduled meetings for the entire academic year. Voting Graduate Council members who miss four meetings (not necessarily consecutive) of the Graduate Council and/or subcommittee within one academic year may be asked to resign. Following four absences, the Graduate Council may vote to declare the member's position open so that a suitable replacement can be installed to serve out the remainder of the term.

#### **E. Selection of subcommittee members**

##### I. Graduate Curriculum Subcommittee

*Dr. Jon Ellis – Chair*

*Dr. Julia Bernard*

*Dr. Patrick Bradshaw*

*Dr. Brian Johnston*

*Dr. Claudia Kozinetz*

*Dr. Lori Marks*

*Dr. Jennifer Pealer (per email)*

*Dr. Tony Pittarese*

*Dr. Craig Wassinger*

*Dr. Karin Bartoszek*

*Dr. Sharon McGee*

##### II. Graduate Faculty Subcommittee

*Dr. Brittany Wilkins – Chair*

*Ms. Emily Brockelman*

*Dr. Wendy Doucette*

*Dr. Ingrid Luffman*

*Dr. Marie Tedesco*

*Dr. Scott Kirkby*

**F. Graduate Curriculum Proposal and Graduate Faculty Application Review Process and Timeline (See attachment at the end of the minutes.)**

The review process and deadlines for Graduate Curriculum Proposals and Graduate Faculty Applications were discussed and suggestions for revisions made.

**G. Graduate Education Policies**

- I. Graduate Council membership selection process: See *Graduate Council and Subcommittee Attendance Policy* and *Membership Structure* items on the Graduate Council page within University Governance.

<https://www.etsu.edu/universitygovernance/governancecommittees/graduatecouncil.php>, Dr. Marks

**H. School of Graduate Studies Information Items**

- I. Dr. McGee, Dean

*The summer has been busy. We have been revising the Graduate Studies website; new URL is [www.etsu.edu/gradschool](http://www.etsu.edu/gradschool). We are looking at new processes. We are also rethinking our recruitment strategies. Graduate Studies is using Degree Works now, so there is no program of study. We had a good turnout for the coordinator's meeting. We had over 400 (on ground) and 100 (online) in attendance at orientation. Graduate Faculty is available on the S Drive. Someone needs to be taking notes at the Curriculum Subcommittee meetings. We are probably going to see 3 new programs coming through with new courses. We are also pushing our accelerated bachelors to masters.*

- II. Dr. Kirkby, Associate Dean

- i. CRM Update

*As of August 10<sup>th</sup>, 100% of programs are in the new CRM. September 13 there will be group training in the ATS lab. We are changing the offer of admission letter. It will be in 2 parts.*

**I. Old Business**

**J. New Business**

*Dr. Grube started a discussion about pre-curriculum procedures. She and Dr. Marks will put together those procedures to have at the September meeting. She said she was also hearing that the Graduate Council does not meet often enough. Dr. Marks commented that a calendar would be helpful with all meetings listed. The “Process and Deadlines for the Graduate Council’s Review of Graduate Curriculum Proposals” was also discussed. Revisions will be made by Dr. Marks.*

**K. Adjournment**

*There were no further items to discuss. Meeting was adjourned at 3:10pm*

*Attachment*

**Process and Deadlines for the Graduate Council's Review of  
Graduate Curriculum Proposals**

<b>Date</b>	<b>Action</b>
1 <sup>st</sup> Monday of the Month	Graduate curriculum proposals received by the Friday before the first Monday of the month will be forwarded to the Graduate Council's curriculum subcommittee.
2 <sup>nd</sup> Monday of the Month	The Graduate Council's curriculum subcommittee meets to review curriculum proposals that were received by the Friday before the first Monday of the month. A departmental or program representative is invited to attend the curriculum subcommittee meeting. Following this meeting, the curriculum proposal will be returned to the originator, if necessary, to address the subcommittee's recommendations (i.e., edits, additions, clarification). Proposals that do not require any changes will be approved and forwarded to the Graduate Council.
3 <sup>rd</sup> Monday of the Month	Edited (if needed) curriculum proposals that are posted by the 3 <sup>rd</sup> Monday of the month will be reviewed by the graduate curriculum subcommittee chair and, if approved, forwarded to the Graduate Council.
4 <sup>th</sup> Monday of the Month	The Graduate Council meets to review curriculum proposals that have been processed through all of the above actions. A departmental or program representative is invited to attend the Graduate Council meeting.