

## GRADUATE COUNCIL MINUTES

October 23, 2015

The Graduate Council met at 2:00 p.m. in Ingram 101. Chair Jennifer Vannatta-Hall presided.

### I. **Call to Order**

#### **Members present:**

Vishwas Bedekar, William Crabtree, Virginia Dansby, Robert Kalwinsky, Steve Livingston, Richard Meeks, Pamela Morris, Lynn Nelson, Brian Robertson, Jennifer Vannatta-Hall, Monica Wallace, Cliff Welborn, Jeremy Winters, Michelle Fields, and Kolby McGee Wright

#### **Ex-Officio/ Guests present:**

Scott Handy, Interim Associate Dean, College of Graduate Studies

### II. **Announcements**

#### **a. Dr. Jennifer Vannatta-Hall, Chair**

Dr. Vannatta-Hall opened the meeting at 2:00 p.m.

#### **b. Dr. Scott Handy, Interim Associate Dean, College of Graduate Studies**

- Dr. Handy noted that overall graduate enrollment is up slightly.
- Next week, Dr. Handy will be emailing program coordinators to inform them of the migration to DegreeWorks.

### III. **Approval of Minutes from last meeting – September 25, 2015**

The minutes were distributed to the Graduate Council for review. A motion was made to accept the minutes of the September 25, 2015 meeting. The motion was seconded and passed.

### IV. **Sub-Committee Reports**

#### **a. Graduate Faculty and Curriculum Review**

##### **Dr. Cliff Welborn, Chair**

- The October Consent Calendar is attached. The Consent Calendar comes in the form of a motion. It was seconded and passed.
- Dr. Welborn noted that the existing graduate faculty membership criteria would need to be reviewed and updated for clarification. Since this subcommittee reviews the applications for graduate faculty membership, the responsibility for reviewing and updating the criteria will fall to this subcommittee.

#### **b. Student Affairs and Travel**

##### **Dr. Kathleen Darby, Chair**

- No report at this time.

c. **Policies and Procedures**

**Dr. Jeremy Winters, Chair**

- Dr. Winters presented the issue of having language about paying for undergraduate coursework in the policy for Appointing Graduate Assistants (MTSU Policy IV:07:12). The current policy makes mention of the tuition not being covered for prerequisite undergraduate courses for half-time graduate assistants, but makes no mention of whether or not to cover the same costs for full-time graduate assistants. Although, the current policy does not make note of how the tuition is handled for full-time graduate assistants taking prerequisite undergraduate courses, currently tuition is covered for full-time graduate assistants taking prerequisite undergraduate coursework. Note Section III, Part C and Part E of the current policy:

*C. All graduate assistants must register for at least six (6) graduate credit hours of course work per semester in order to receive an assistantship and be classified as full-time graduate students. Graduate Assistants in their last semester of study may register for only those hours remaining to complete the degree. Graduate assistants holding summer term appointments may register for less than six (6) hours but their stipends may be subject to federal withholding requirements. All catalog regulations pertaining to full-time students are applicable to Graduate Assistants.*

*E. Half-time Graduate Assistants will perform the equivalent of ½ of the assignment of Full-time Graduate Assistants. Half-time Graduate Assistants will receive ½ of the stipend and ½ of the tuition and fees of Full-time Graduate Assistants. Half-time Graduate Assistants are charged the balance of their tuition and fees at the resident fee level. Tuition for prerequisite undergraduate courses is not covered for Half-time Graduate Assistants.*

- The subcommittee proposes adding the following language to Section III, Part C: “Tuition for prerequisite undergraduate courses is not covered for Full-time Graduate Assistants unless the coursework is part of the student’s Degree Plan. If additional undergraduate coursework as advised by the program coordinator is necessary beyond the Degree Plan, the Dean of the College of Graduate Studies must approve tuition payment for such coursework.” The subcommittee also proposes adding the following language to Section III, Part E: “Half-tuition for prerequisite undergraduate courses is not covered for Half-time Graduate Assistants unless the coursework is part of the student’s Degree Plan. If additional undergraduate coursework as advised by the program coordinator is necessary beyond the Degree Plan, the Dean of the College of Graduate Studies must approve half-tuition payment for such coursework.”
- A motion was made to accept the above mentioned proposed additions to MTSU Policy IV:07:12 Section III, Parts C and E. The motion was seconded and passed.

- Dr. Winters and the subcommittee clarified what constitutes a Full-time Graduate Assistant. Within the policy for Appointing Graduate Assistants (MTSU Policy IV:07:12 Section III, Part B), it currently reads:

*B. Assignment: Full-time Graduate Assistants will engage in:*

1. Six (6) contact hours per week in classroom or laboratory instruction in which the GTA assigns the grade, or
2. Eight (8) contact hours per week in laboratory supervision in which the professor assigns the grade, or
3. Ten (10) contact hours per week in teaching at the Campus School, or
4. Twenty (20) clock hours per week in supervised activities in the department or office of their assistantship, or
5. A combination of above, not to exceed these specifications.

- The proposed revision is for #1 and #2 to remain the same, remove #5, and replace the language in #3 and #4 with the following:

”3. Twenty (20) clock hours per week in supervised activities in the department or office of their assistantship, or

4. A combination of the above not to exceed half the time in 1-3 above if combining two duties or not to exceed a third of the time in 1-3 above if combining all three (e.g. four (4) contact hours per week in laboratory supervision in which the professor assigns the grade and ten (10) clock hours per week in supervised activities in the department or office of their assistantship).”

- A motion was made to accept the proposed revisions to clarify the definition of Full-time Graduate Assistants. The motion was seconded and passed.
- Dr. Handy presented proposed revisions to the Dual/Joint Degree Policy. Currently, the policy reads: *An individual who has received one master’s degree from MTSU may obtain a second master’s degree with a minimum of 24 additional semester hours of coursework earned at MTSU if approved in advance by the director of graduate studies and the graduate dean. No transfer coursework is accepted towards the second master’s degree. All specific course requirements must be met for the second degree, including the written comprehensive examinations and thesis (if relevant). All semester hours to be applied toward the second degree must be earned after the first master’s degree has been conferred.* Dr. Handy proposes changing the language to read as follows: “In warranted circumstances, a student may seek admission to two master’s programs concurrently. Prior to admission to the second program, approval must be granted by the program coordinator in each program and by the Dean of the College of Graduate Studies. All requirements of both programs and the College of Graduate Studies, including matriculation limits, must be met, with the provision that up to nine (9) hours of graduate coursework may be applied to both programs (thus possibly reducing by nine (9) the total number of credit hours required for both degrees). Students will not be

permitted to enroll simultaneously in a master's degree and in a doctoral degree program at MTSU."

- After some discussion, a motion was made to accept the proposed revisions striking the last sentence. The motion was seconded and passed.

**d. Graduate Program Review**

**Dr. Bichaka Fayissa, Chair**

- Dr. Handy noted that the kickoff meeting for program reviews is November 2<sup>nd</sup>.

**V. Old Business**

**VI. New Business**

**a. Dr. Scott Handy, Interim Associate Dean, Graduate Studies**

Dr. Handy distributed a handout reflecting the criteria for chairing a doctoral dissertation. The request for approval to chair a dissertation is made at the time the Dissertation Advisory Committee Form is submitted and the doctoral student is advanced to candidacy. Dr. Handy noted that the College of Graduate Studies has received very few such forms. Thus, it is concluded that the process may not be working. Dr. Handy will investigate whether this endorsement is a part of SACS requirements.

There being no further business, the meeting was adjourned at 3:10 p.m.

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## **Graduate Council – Consent Calendar October 23, 2015**

### **Graduate Faculty Membership**

#### **Full**

Maria K. Bachman / English / PhD

Salvador E. Barbosa / Computer Science / PhD

Charles C. Chusuei / Chemistry / PhD

Lisa Bloomer Green / Mathematical Sciences / PhD

Christopher R. Herlihy / Biology / PhD

Colby Jubenville / Health and Human Performance / PhD

Amy S. Kaufman / English / PhD

Theresa McBreen / Foreign Languages and Literature / PhD

Kate Pantelides / English / PhD

Zachariah Sinkala / Mathematical Sciences / PhD

#### **Adjunct**

Michelle Arnold / Educational Leadership / EdD

Susan Bradley / Accounting / JD / M01202349

Sebastian Joyce / Biology / PhD

Aubrey David McKinney / Biology / JD

Michelle Oakes / Biology / PhD

Christine G. Potts / Educational Leadership / EdD

William Tansey / Biology / PhD

Angela Smith / History / PhD

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## Graduate Curriculum Changes

### *Biology*

#### **Proposed New Courses**

Changes to be effective Fall 2016

BIOL 6090                      Advanced Forest Ecology

### *History*

#### **Inactivations**

Changes to be effective Fall 2016

HIST 5770                      Women in America to 1890  
HIST 5780                      Women in America since 1890

#### **Proposed New Course**

Changes to be effective Fall 2016

HIST 5775                      U.S. Women's History, 3 credit hours

### *Economics and Finance*

#### **Non-Substantive Revisions in Curriculum of Existing Major, Minor, Emphasis**

ECON 6530/7530              Remove Prerequisite ECON 5440 and change wording of course description, effective Spring 2016

#### **Dual Listed Courses**

Changes to be effective Spring 2016

Add ECON 5650 as a dual listed course with ECON 4650

#### **Change in Admission to Economics Ph.D**

Changes to be effective Fall 2016

Require that applicants have a minimum mathematical experience of Calculus I and a minimum GPA of 3.0

#### **Other**

Create Accelerated Bachelor's to Master's degree in Finance, effective Spring 2016

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## *Marketing*

### **Non-Substantive Revisions in Curriculum of Existing Major, Minor, Emphasis**

Changes to be effective Spring 2016

BCED 5410                      Change course title and description

## *Health and Human Performance*

### **Change in Leisure and Sport Management M.S. Core**

Changes to be effective Fall 2016

Replace LSM 6050 with MGMT 6610  
Replace LSM 6510 with MKT 6880 or MKT 6800

### **Course Number/Title Change**

Changes to be effective Fall 2016

Change HLTH 5600 to course number HLTH 5450 to make it consistent with its dual-listed course, HLTH 4450  
Change HLTH 5601 to course number HLTH 5451 to make it consistent with its dual-listed course, HLTH 4451

## *Liberal Arts*

### **Proposed New Courses**

Changes to be effective Spring 2016

MALA 6060                      Liberal Arts Abroad, 1-6 credit hours  
MALA 6070                      Focused Study in Liberal Arts, 1-3 credit hours

## *Computer Information Systems*

### **Course Prefix Change**

Changes to be effective Spring 2016

Change the prefix of QM 6000 to BIA resulting in the new course name BIA 6000