

# GRADUATE COUNCIL MINUTES

## March 28, 2014

The Graduate Council met at 2:00 p.m. in Ingram 101. Chair Nita Brooks presided.

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

#### **Members present:**

Vaughn Barry, Carol Boraiko, Vince Cobb, Alex Collins, Bichaka Fayissa, Amy Harris, Theresa McBreen, David O'Brien, Jay Sanders, Jennifer Vannatta-Hall, Jim Williams and Jeremy Winters

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

Michael Allen, Dean, College of Graduate Studies  
Amy Sayward, Interim Associate Dean, College of Graduate Studies

### **II. Announcements**

#### **A. Dr. Nita Brooks, Chair**

Dr. Brooks opened the meeting.

#### **B. Dr. Michael Allen, Dean, College of Graduate Studies**

Dr. Allen reported that the search for an Associate Dean is underway. We had the first of five telephone interviews this morning. The plan is to select 2 or 3 candidates for campus interviews.

The College of Graduate Studies is in the early stages of selecting candidates to interview for the Graduation Analyst position. This particular analyst will be processing international graduate student admissions.

#### **C. Dr. Amy Sayward, Interim Associate Dean, College of Graduate Studies**

Dr. Sayward reported that THEC has agreed to a one-year moratorium on new academic program approvals. The formal moratorium will commence on July 1, 2014. There are a few curriculum items we are trying to move forward before the moratorium takes effect. We plan to review the Master of Science in Finance proposal next month. We are also working to increase the number of Accelerated Bachelor's / Master's degree programs moving forward.

In an effort to raise awareness for the College of Graduate Studies, we have an Open House scheduled for Friday, April 11<sup>th</sup> 8:00 am - 11:00 am. We are also a part of Senior Day 2014 which is on Monday, April 14<sup>th</sup> 11:00 am – 1:30 pm in the Student Union Building.

Dr. Sayward also announced that the College of Graduate Studies will have a Graduate Student Orientation this fall. This event is planned for the Thursday and Friday before the fall semester begins. We hope that Graduate Program Directors will have office hours as part of the orientation to give students an opportunity to meet them.

### **III. Approval of minutes from last meeting—February 28, 2014**

*A motion was made to accept the minutes of the February 28, 2014. The motion was seconded and passed.*

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

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

**Dr. Theresa McBreen, Chair**

- The February and March Consent Calendars are attached
- *A motion was made to accept both consent calendars. The motion was seconded and passed.*

#### **B. Student Affairs and Travel**

**Dr. Robin Lee, Chair**

- No report at this time

#### **C. Policies and Procedures**

**Dr. Jim Williams, Chair**

- This committee has voted to recommend the following changes to the MTSU Policy (IV:07:12) --- Appointment of Graduate Assistants under Part III. Required Assignments. Dr. Williams presented the following:
  - E. Three-quarter-time graduate assistants will perform the equivalent of  $\frac{3}{4}$  of the assignment of full-time graduate assistants. Three-quarter-time assistants will receive  $\frac{3}{4}$  of the stipend and  $\frac{3}{4}$  of the tuition and fees of full-time graduate assistants. Three-quarter-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 three-quarter-time graduate assistants.

- F. Half-time graduate assistants will perform the equivalent of  $\frac{1}{2}$  of the assignment of full-time graduate assistants. Half-time graduate assistants will receive  $\frac{1}{2}$  of the stipend and  $\frac{1}{2}$  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.
- G. Quarter-time graduate assistants will perform the equivalent of  $\frac{1}{4}$  of the assignment of full-time graduate assistants. Quarter-time graduate assistants will receive  $\frac{1}{4}$  of the stipend and  $\frac{1}{4}$  of the tuition and fees of full-time graduate assistants. Quarter-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 quarter-time graduate assistants.
- H. Fractional assistantships smaller than quarter-time are prohibited.
- I. Additional Campus Employment: Graduate assistants may be offered employment on campus in addition to their assistantships, in which case the graduate assistant should complete the necessary request form that must be approved by the College of Graduate Studies. Care should be taken that the graduate assistant's total hours worked per week does not exceed twenty-nine (29). Notwithstanding the hours listed in III.B., for the purposes of calculating total weekly hours worked, a full-time graduate assistant may not work more than nine (9) additional hours per week; a three-quarter-time graduate assistant may not work more than fourteen (14) additional hours per week; a half-time graduate assistant may not work more than nineteen (19) additional hours per week; and a quarter-time graduate assistant may not work more than twenty-four (24) additional hours per week.

*A motion was made to accept parts E, H and the re-lettering that came with reorganizing the document since last month's vote. The motion was seconded and passed. Dr. Amy Harris has a meeting next week with Human Resources to get feedback as to the proper wording of part I.*

**D. Graduate Program Review**  
**Dr. Larry Burriss, Chair**

- In Dr. Burriss' absence, Dr. Brooks reported that we are awaiting the written program review for the M.S. in Exercise Science.

**V. Old Business**

- There was no old business before the Council.

**VI. New Business**

- There was no new business.

There being no further business the meeting was adjourned at 2:39 pm. The next meeting is scheduled for April 25<sup>th</sup> at 2:00 pm.

# **Graduate Council – Consent Calendar March 28, 2014**

## **Graduate Faculty Membership**

George Benz / Biology / PhD  
Andrew Brower / Biology / PhD  
Bruce Cahoon / Biology / PhD  
Jennifer Caputo / Health and Human Performance / PhD  
Vincent Cobb / Biology / PhD  
John DuBois / Biology / PhD  
Richard Farley / Health and Human Performance / PhD  
Anthony Farone / Biology / PhD  
Amy Jetton / Biology / PhD  
Matthew Klukowski / Biology / PhD  
Jeff Leblond / Biology / PhD  
David Nelson / Biology / PhD  
Kim Sadler / Biology / EdD  
Tom Strawman / English / PhD  
Jeffrey Walck / Biology / PhD  
Raholanda White / Business Communication and Entrepreneurship / PhD  
Stephen Wright / Biology / PhD

### **Adjunct**

Jane Allison / Educational Leadership / EdD  
Siti Hidayati / Biology / PhD  
Wesley Lankford / Computer Information Systems / MS  
James Waters / Educational Leadership / EdD

## Graduate Curriculum Changes

### *Psychology*

#### **Changes in Credit Hours**

PSY 6490 Practicum: Quantitative Psychology  
Change from three credit hours to *three – six credit hours*

#### **Other**

Creation of an Applied Non-Thesis Track --- 12 hours

Changes to be effective Fall 2014

### *Health and Human Performance*

#### **Course Title Changes**

EXSC 6650 New Title: Exercise Physiology, effective Fall 2014  
Old Title: Physiological Bases of Human Performance

EXSC 6830 New Title: Laboratory Techniques in Exercise Science, effective Fall 2014  
Old Title: Measurement in Exercise Science

EXSC 7200 New Title: Applied Human Work Physiology, effective Fall 2014  
Old Title: Applied Human Exercise Physiology