

Graduate Council Minutes

November 2, 2018

The Graduate Council met at 1:00 p.m. in Ingram 101. Dr. Katie Foss presiding

I. Call to Order

Members present:

Helen Binkley, Kyle Butler, Norma Dunlap, Michael Fleming, Katie Foss, Jwa Kim, Steven Morris, Luciana Preste, Michael Roach, Brian Robertson, Lisa Sheehan-Smith, Judith Van Hein, Dong Ye, and Mischa Renfroe.

Kimberly Douglass, Associate Dean, College of Graduate Studies
Dr. Butler, Vice Provost Research and Dean of the College of Graduate Studies

II. Approval of minutes from last meeting:

- a. Minutes were approved with the change of adding Dr. Robertson to the list of members who attended.

III. Message from Dean Butler

- a. New Hires
 - i. The new hires are helping with the growth of graduate programs through good customer services practices.
- b. ITD – New Online Application Process
 - i. This is an ongoing process.
 - ii. We are pushing for speed.
 - iii. We are to the point now that the process will be completed. It cannot be cancelled.
 - iv. We are about to start beta testing it with certain programs who will provide input.
 - v. This application process will be as paperless as possible.
 - vi. The process is updated immediately.
 - vii. Once in place we will be working to stay current with new technology that will improve this online application process.
 - viii. What is taking the most time is moving documents from DocuShare to BDMS. There are approximately 36,000 files that will be moved manually.
 - ix. This is supposed to be done by early May. Dean Butler believes it will be August.
 - x. The online system can handle 1 or 1 million applications, without labor processing being the determining factor for capacity.

- xi. All documents needed can be uploaded into the application.
 - xii. The only paper will be transcripts from institutions that still only print or email them.
- c. Six Week E-Team – Increasing Enrollment
- i. How do we boost enrollment for Fall 2019?
 - ii. How do we boost enrollment in the semesters beyond?
 - iii. The College of Graduate Studies has been provided with one time funds for digital marketing for select programs.
 - 1. Eight programs have volunteered for this marketing initiative.
 - 2. There will be digital ad development.
 - 3. The ads will be launched after Thanksgiving.
 - 4. We will invest in ads during the time that interest is up.
 - a. We have tested the three Great Divisions and found that most interest is from Middle Tennessee. We will start with this market first then we will go to West Tennessee then if money is left we will market in East Tennessee.
- d. GRE Ad Hoc Committee
- i. We have to be sure all students are treated the same. We cannot waive the GRE for one student and not for another.
 - ii. The main instrument holding up Graduate Application Packets are GRE scores.
 - iii. The committee would look at the GRE and try to determine if helps or hinders applicants. With this knowledge we decide how to proceed.
 - iv. There is no expected outcome.
 - v. What roll does it play?
 - vi. Committee can reach out to program directors to see how they use it and how effective it is in determining successful completion of the program.
 - vii. The Council suggested instead of looking at GRE we should be looking at what is hindering enrollment.
 - 1. Some reasons enrollment is hindered that we know are follows:
 - a. GA stipends are too low.
 - b. Programs are at capacity.
 - c. The packets are incomplete, many times for GRE scores. We are not sure if students are unaware they have to take it or if they are waiting too long, or don't know where to take it.
- e. The Committee would produce a report that can be shared with program directors and deans.
- i. Predictability of program success.
 - 1. The Council believes predictability may be controversial. It is a concern that the report would be used to create policy for

programs and the programs will have no input and the policy is beyond the scope of this Council.

- ii. Ascertain what other universities are doing about the GRE and why.
- f. This Ad Hoc Committee and its findings is meant to gather information for the program directors and deans to be able to use.

IV. Announcements

- a. After this meeting the ABM Sub Committee will meet.
- b. Routing form for Graduate Assistants
 - i. The College of Graduate Studies is working on a dynamic form for the Graduate Assistants which would make applying for an assistantship completely online.
 - ii. The form will start with an application for the student which will then be routed to the department for consideration. When the department decides to hire the student the form will be filled out by the department administrative assistant and routed to the CGS. At that point once the student has met all requirements the CGS will notify the department.
 - iii. We plan on testing this with a few departments soon.
- c. Update on Degree Works
 - i. By some estimates Degree Works is complete.
 - ii. We are not clear what needs to be done further.
 - iii. The CGS plans to hire a vendor to make sure everything is coded properly and that faculty, advisors, etc. are trained on the system.
 - iv. Any incomplete or inaccurate information will have to be manually corrected by the Graduate Analyst.
 - v. Spring Meet and Greet
 - 1. Since the Fall New Graduate Student Orientation was a success the CGS is going forward with a Spring Meet and Greet for new graduate students.
 - 2. They will have a chance to meet current students and program directors, get a campus tour, and receive information on Graduate School and how to succeed.
- d. Volunteers needed for grade/suspension appeals
 - i. We need a list of Council members that may be available over the winter break to sit in on appeals if needed.

V. Committee Reports:

- a. Consent Calendar
 - i. All Graduate Faculty Applications were approved unanimously.
 - ii. The CGS is working to find out what departments have internal policies for Graduate Faculty Status.
- b. Curriculum Changes – Curriculum Committee – all changes were approved unanimously.

- c. Assessment and Review Committee
 - i. We are waiting on programs to submit three candidates for reviewers.
- d. ABM, Certificates & New Programs
 - i. Dr. Douglass outlined a draft policy.

VI. Adjournment

Dr. Foss adjourned the meeting at 2:00.

Graduate Council – Consent Calendar
November 2, 2018
Graduate Faculty Membership

Adjunct

Conners, Ryan / Health and Human Performance
Herren, Meghan / Nursing
Lankford, Wesley / Information Systems & Analytics
Sparkman, Timothy / Concrete & Construction

Faculty

Chevrette, Roberta / Communication Studies
Cirillo-McCarthy, Erica / English
Clark, Leigh Ann / Management
Contreras, Bethany / Psychology
Fenton, Kathryn / Music
Foran, Nicole / Art & Design
Franklin, Sekou / Political Science
Gilbert, Jackie / Management
Helford, Elyce Rae / English
Higgins, Charles / Physics & Astronomy
Kethley, R. Bryan / Management
Maynor, John / Political Science and IR
McDaniel, Rhonda L. / English
Mullane, John / Management
Myatt, Julie / English
Ostrowski, Carl / English
Rice, Michael / Foreign Languages & Literatures
Thomas, R. Earl / Management
Welborn, Cliff / Management
Woodworth, Grace / Music

Curriculum Changes

Old Business

Mathematical Sciences

Mathematics, Actuarial and Financial Mathematics Concentration, M.S.
Effective Fall 2019 – Vote unanimous

Agriculture

New Course

AGRI 5710 - Focuses on applied statistics and experimental design and analysis in both animal and plant science domains. Topics include: agricultural units conversion; descriptive/inferential statistics; experimental design and analysis; agricultural study case analysis. Dual listed with AGRI 4710, but additional rigor required for graduate credit. Effective Spring 2019 – Vote unanimous

Chemistry

Proposed Change to Course Catalog Description/Make Repeatable

CHEM 6520 - Changes made to reflect original course proposal intent to allow student to repeat CHEM 6520 if course topic differs from that of previous course taken. Effective Fall 2019 - Vote unanimous

Elementary and Special Education

Effective Fall 2019

Proposed New Course

ECE 6320 - This course provides discussion and practice of assessment and evaluation strategies used with young children and their families for the purpose of planning instructional programs and environments for young children (birth-8). Data analysis for progress monitoring, program planning, and accountability will be discussed and practiced. This course will be taught in a hybrid manner. - Vote unanimous

ECE 6350 - This course develops knowledge and understanding of family and family interaction theories. Examination, development, and reflection on approaches and strategies for supporting families are discussed. Topics include collaboration, home visiting, communication strategies, coaching, relationship development, individualized planning, transition supports, problem-solving, and advocacy. The course is an interactive course that requires students to engage with one another through case studies, role playing, and problem-based learning. - Vote unanimous

Proposed Program Reactivation

The Special Education, Preschool Disabled Students program was inactivated during the fall of 2016. We are requesting to reactivate the program. This reactivation includes a program name change, change in admission policy, and curriculum updates. - Vote unanimous

Proposed Course Reactivation

SPED 6900 - This course provides an in-depth study of the development of young children ages birth-8 with developmental delays and disabilities. Developmental and family theories will be discussed. An overview of legislation, models, and approaches for supporting young children with developmental delays and disabilities will be discussed. - Vote unanimous

SPED 6930 - Recommended practices and instructional strategies for supporting young children (birth to grade 3) who are developmentally delayed or have diagnosed disabilities are discussed. Prerequisite: SPED 6900. - Vote unanimous

Proposal Course Changes

SPED 6920 - Practicum experience in settings serving preschoolers and/or K-3 students with diagnosed disabilities or developmental delays. Students will spend 60 hours in a school based early childhood setting supporting young children with disabilities. Prerequisites SPED 6900, SPED 6930. - Vote unanimous

SPED 6950 - Practicum experience in home and community-based settings serving young children who have developmental delays Students will spend 60 hours in the home and community-based setting(s). Prerequisites SPED 6900, SPED 6930, ECE 6350 - Vote unanimous

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All Elementary and Special Education Proposals Effective Fall 2019

Information Systems and Analytics

Proposed New Course

INFS 6190 - The course will be a programming intensive course. It will be primarily composed of hands-on activities creating SQL (Structured Query Language) program code to accomplish advanced data manipulation tasks in a relational database environment. Effective Summer 2019 - Vote unanimous

Mathematical Sciences

Proposed New Concentration

Mathematical Sciences, Mathematics Education Concentration, M.S. Effective Fall 2019
- Vote unanimous

Professional Science

Proposed Change to Curriculum

Professional Science, Biostatistics Concentration, M.S. - They are making STAT 5140, STAT 6020, and STAT 5700 optional so that students who already understand these topics can take something else. Effective Fall 2019

Professional Science, Health Care Informatics Concentration, M.S.- They are removing HCI 6430 - Applied Health Care Data Management from the curriculum. HCI 6420 - Topics in Contemporary Health Care has been changed to a 1-hour class. Students can now choose 2 electives instead of one. They are adding HLTH 6510 - The Nation's Health as an elective. Effective Fall 2019 - Vote unanimous

Social Work

Proposed Change to Admission Requirement

Remove GRE requirement form the admissions process. Effective Fall 2019 - Vote unanimous