

Graduate Council Minutes

March 19, 2004

The Graduate Council met at 2:00 p.m. in the President's Conference Room. Chair Thomas Berg presided.

I. Call to Order

Members present: Drs. Frank Bailey, Claudia Barnett, Ken Blake, Jackie Eller, David Foote, Michael Hein, Jung-Song Lee, Jeffrey Walck, Norman Weatherby, Barbara Young

Ex-officio members present: Robert F. Carlton, Interim Vice Provost for Research and Dean Graduate Studies; Peter Cunningham, Interim Associate Dean College of Graduate Studies

Guests present: Dr. Robbie Melton, Associate Vice Chancellor –Tennessee Board of Regents (TBR), Regents Online Degree Program (RODP); Pam Holder, RODP Nursing Coordinator; Lynn Parsons, Chair of Nursing, Middle Tennessee State University (MTSU)

II. Announcements

Dr. Carlton introduced Dr. Robbie Melton, Associate Vice Chancellor for Academic Affairs, Tennessee Board of Regents - Regents Online Degree Program (RODP). Dr. Melton gave a brief overview and history of RODP, its mission, and vision for the future. (See attached handout). Dr. Melton then discussed the proposed RODP Master of Arts in Professional Studies (MAPS). After her presentation Dr. Melton entertained questions and discussions with the group. Dr. Jackie Eller motioned that the council express a continuing interest, as well as participation in the planning process of the Master of Arts in Professional Studies, or some such designated degree program. The motion was seconded and carried.

A. Dr. Thomas Berg, Chair – No announcements

B. Dr. Robert F. Carlton

- Dr. Carlton reported that in the preliminary budget hearing the College of Graduate Studies was told to reduce the budget by five percent (5%); this figure has now been changed to 2 and one-half percent (2.5%). Given the new criteria, the effect on students will be much less and he may not have to cut any Graduate Assistant positions.
- The Ad Hoc Committee on Quality will be meeting soon and needs the council's input. Please email your thoughts and/or ideas to Michael Hein, chair of the committee. Dr. Hein will present a report from the committee at the next Graduate Council meeting.
- All council members are encouraged to attend the remaining three interviews for the Vice President of Research and Dean of Graduate Studies position. The remaining interviews are scheduled for March 29th, March 31st, and April 5, 2004.

C. Dr. Peter Cunningham

- Dr. Cunningham introduced Rick Henegar. Mr. Henegar was recently hired as the Enrollment Management Specialist in the College of Graduate Studies. His responsibilities will include strategizing new ways to increase enrollment and the enrollment and maintenance of undeclared students. After Mr. Henegar has settled in he will begin making appointments with the Graduate Program Coordinators to discuss their graduate programs. Please do all you can to help him help you.

III. Approval of Minutes – February 27, 2004

A motion was made to accept the minutes of the February 27, 2004 meeting. The motion was seconded and carried.

IV. Sub-Committee Reports

A. Graduate Faculty and Program Review Dr. Jackie Eller

- Consent calendar attached – all items have been recommended for approval. A motion was made to adopt the attached consent calendar. The move was seconded and carried.

B. Student Affairs and Travel Dr. Fayissa Bichaka, Chair

- Eight (8) student travel grants were awarded totaling \$3,606.86; three (3) faculty travel grants were awarded totaling \$710.00 leaving a remaining balance of \$14,810.92.

C. Policies and Procedures Dr. David Foote, Chair

- The committee is in the process of reviewing and developing common approaches to Dr. Gebert's response to the Workload Committee's report. This will be brought to the council at the next meeting.

V. Old Business

No old business.

VI. New Business

No new business.

There being no further business the meeting was adjourned.

Respectfully submitted: Lynn Parker
Recording Secretary

/lp

Attachment



Regents Online Degree Programs Guidelines, Procedures, Process for Graduate Level Program and Courses

Presented by
Dr. Robbie K. Melton
Associate Vice Chancellor for Academic Affairs
Regents Online Degree Programs

1. **Identification of a State wide Need** (Based on Need Assessments from TBR, Agencies, Businesses, etc (Confirmed by the Tennessee Board of Regents)
*MSN was address at the March and September 2003 Board Meetings
2. TBR Division of Academic Affairs (as authorized by the Board) oversees and coordinates the development of the system wide program (RODP) by establishing a planning committee to address the need, impact, accreditation, cost, and the collaboration model of RODP.
*Deans of Nursing at the six universities
3. Committee formulates an operational framework and identifies the items for the development and management of the program.
 - a. Type of Curriculum
 - b. Costs
 - c. Staffing
 - d. Consultants
 - e. Program Approvals
 - f. Accreditation
4. TBR selects a program coordinator to facilitate and coordinate the activities with the Associate Vice Chancellor for RODP (this person serves as ex-officio to all the RODP committees) and to assist with the preparation of the SACS Prospectus
*Pam G. Holder is the program coordinator for the RODP-MSN
*Robbie Melton is the Associate Vice Chancellor (RODP) and
*Trevia Berryman is the Associate Vice Chancellor at TBR for Allied Health and Nursing Programs
5. TBR-AA informs THEC and SACS of the need and the plan to develop and offer the program
*Letter of Intent for the MSN was sent to THEC in August and to SACS in Sept.
*Received approval to proceed from THEC and SACS
6. The program coordinator and the committee set up the framework for the governance of the program
*The six nursing deans and the program coordinator as the ex-officio serve as the executive board for the RODP-MSN. They are authorized to approve and oversee the operations of the program.
7. The committee selects a faculty representative from each university to serve on the curriculum subcommittee for the program.
*The subcommittee for the MSN Graduate Curriculum Committee was formed on July 31, 2003
*The subcommittee is charged with the development of the curriculum

8. The curriculum subcommittee develops the curriculum and the required course syllabus
*In progress
9. The program coordinator presents the concept and the need for the program to the RODP Curriculum Committee was a recommendation to be sent to the RODP Oversight Committee.
*Complete September 29, 2003
10. The RODP Oversight Committee reviews and approves the recommendation to establish the program.
*Meeting scheduled for October 7, 2003
11. The program coordinator, with input from the Executive Board, RODP, AA, prepares the program proposal with the attached conceptual framework and course syllabus, timelines, and implementation date.
12. The six university presidents prepare a letter of **Request to Establish Program** to TBR-AA (which is included as part of the program proposal).
13. The program proposal is submitted for approval to:
 - a. RODP Curriculum Committee
 - b. RODP Oversight Committee
 - c. Local Curriculum Committees
 - d. Local Graduate Committees
14. TBR-AA prepares and presents the proposal to the TN Board of Regents at their formal meeting.
*Preparing for December Board Meeting
15. Upon approval from TBR, the proposal is forwarded to THEC for review and approval.
*Preparing for January THEC Meeting
16. *Upon notification of SACS of visits, the program coordinator and the AA prepare the prospectus and activities for the site visit on behalf of all the schools.
17. **COURSE DEVELOPMENT**
 - a. Course developers are identified by the respective divisional dean/chairs
 - b. A course proposal and syllabus are submitted to the RODP Curriculum Committee
 - c. A copy of the course developer's credentials are submitted with the course proposal
 - d. Upon approval, the course developer signs a intellectual copyright contract which indicates the compensation for developing the course and the agreement to attend the required training and to adhere to the RODP guidelines and template.
 - e. The course developer attends the required training
 - f. The course is reviewed by the RODP Peer Evaluation Team (including instructional designer, content expert, and a member of the RODP Assessment Subcommittee).
 - g. *The course developer teaches the course the first semester offered.
18. **TEACHING ONLINE**
 - a. Instructors' credentials must be verified in terms of the SACS guidelines in order to teach in the program.
 - b. Instructors must attend training (WebCT, pedagogy of teaching and learning online) prior to teaching online.
 - c. Instructors are assigned a RODP Faculty Mentor during the semester
 - d. Instructors must participant in the RODP Course Evaluations and Complete a Course Improvemer Plan each semester
 - i. Feedback is provided to the instructor's chair and dean
 - ii. Feedback is provided to the RODP VC
 - e. Instructors must complete their local campus faculty evaluations.