

GRADUATE COUNCIL MINUTES

February 28, 2014

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

I. Call to Order

Members present:

Joseph Akins, Vaughn Barry, Helen Binkley, Carol Boraiko, Larry Burriss, Vince Cobb, Kathleen Darby, Bichaka Fayissa, Robert Kalwinsky, Robin Lee, David O'Brien, Jennifer Vannatta-Hall, 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. The College of Graduate Studies is also conducting a search for a Graduation Analyst. This particular analyst will be processing international graduate student admissions.

Dr. Allen reported that the Provost's Office is planning to hire 55 student advisors in the near future. We are hoping to have at least one of those advisors placed within the College of Graduate Studies.

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

Dr. Sayward has been visiting with Graduate Program Directors to introduce herself as Interim Associate Dean and Dr. Amy Harris as the newly appointed Faculty Assistant to the Dean. During the meetings, they have been discussing the challenges of having a two-step process for admitting students.

We are planning to have a graduate student orientation in the fall of 2014. This will be an opportunity to help the graduate students to feel more connected with the campus. We hope that Graduate Program Directors will have office hours as part of the orientation to give students an opportunity to meet them.

Dr. Sayward reported that the language for the Accelerated Bachelor's / Master's (ABM) degree program is still being constructed.

Last month, Dr. Sayward informed the Council that the College of Graduate Studies has started notifying graduate program directors when students are emailed about being on academic probation or suspension. Also, there has been some concern about the graduate academic probation. Currently, once a student is placed on academic probation, he/she has three consecutive semesters in which to restore the cumulative GPA to the minimum required. It has been brought to Dr. Sayward's attention that perhaps the time period for re-establishing the minimum GPA should be shortened from three semesters to two semesters. This item is still being worked on.

III. Approval of minutes from last meeting—January 24, 2014

A motion was made to accept the minutes of the January 24, 2014. The motion was seconded and passed.

IV. Sub-Committee Reports

A. Graduate Faculty and Curriculum Review

Dr. Theresa McBreen, Chair

- The February Graduate Faculty Applications and Curriculum Change Requests will be placed on the March review date. There was not a quorum for the February review.

B. Student Affairs and Travel

Dr. Robin Lee, Chair

- Dr. Lee reported that 80 graduate students and 49 graduate faculty members have been awarded travel funds.
- Dr. Lee reported that this committee is still working to clarify the guidelines and award process for the awards for outstanding graduate students and faculty mentors. Dr. Lee requested an Ad Hoc Committee for developing policies for the award process. Dr. Helen Binkley volunteered to serve. The projected timeframe for the first awards will be Spring 2015 using the nominations from the previous calendar year (Spring, Summer and Fall of 2014).

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. This recommendation comes at the suggestion of Dr. Peter Cunningham and after subsequent discussions with Dr. Sayward. The following would be inserted in Section III of the current policy.
 - F. 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.
 - G. Fractional assistantships other than half-time and quarter-time are prohibited.
 - H. 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 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 F and G. The motion was seconded and passed. Part H was tabled in order to get feedback from Human Resources as to the proper wording. Dr. Sayward will be in contact with the Human Resources department.

I. Graduate Program Review
Dr. Larry Burriss, Chair

- Dr. Burriss reported that the M.S. in Exercise Science program review was held on February 17th and 18th. The external reviewer noted that this is a strong program deserving of more support. We are awaiting the formal written report.

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 2:44 pm. The next meeting is scheduled for March 28th at 2:00 pm.

**Graduate Council – Consent Calendar
February 28, 2014**

Graduate Faculty Membership

Full

Sanjay Asthana / Journalism / PhD
Carol Boraiko / Engineering Technology / PhD
Mary Evins / Center for Historic Pres / PhD
Katherine Foss / Journalism / PhD
Patricia Gaitely / English / PhD
Joey Gray / Health and Human Performance / PhD
Sharon Guttman / Psychology / PhD
Stephen Lewis / Business Communication and Entrepreneurship / PhD
Alyson Lischka / Mathematical Sciences / PhD
Rhonda McDaniel / English / PhD
Don Morgan / Health and Human Performance / PhD

Adjunct

Elizabeth Dow / History / PhD
Christian Haseleu / Recording Industry / MA
Mark Ivy / Health and Human Performance / PhD
Carter Smith / Criminal Justice / PhD
Jacqueline Woeppel / Nursing / ScD

Graduate Curriculum Changes

Educational Leadership

Other – Add Specialization

Add a Specialization in Teaching English as an International Language (EIL) to the existing M.Ed. in Curriculum and Instruction with Concentration in English as a Second Language.

Change to be effective Summer 2014

Other

Allow M.Ed. Administration and Supervision / Library Science concentration majors to take SPSE 6550 (Supervised Field Experience) in place of the two practicum courses, LIBS 6180 (Library Practicum Pre K – 6) and LIBS 6190 (Library Practicum 7 – 12); effective Summer 2014

Health and Human Performance

Proposed New Courses

LSM 7730 Socio-Cultural and Ethical Issues in Leisure and Sport, 3 credit hours, to be effective Summer 2014; *Dual-list with LSM 6730*

Course Title Changes

LSM 6570 New Title: Issues, Trends and Research in Leisure and Sport, effective Fall 2014

Old Title: Issues, Trends and Research in Recreation and Leisure

LSM 6670 New Title: Behavioral Concepts in Leisure and Sport, effective Fall 2014

Old Title: Behavioral Concepts in Recreation and Leisure Services

LSM 6720 New Title: Event Planning, Promotion, and Fundraising in Leisure and Sport, effective Fall 2014

Old Title: Sport Event Planning, Promotion, and Fundraising

LSM 6730 New Title: Socio-Cultural and Ethical Issues in Leisure and Sport, effective Summer 2014

Old Title: Socio-Cultural, Philosophical, and Ethical Issues in Sport and Human Performance

LSM 7670 New Title: Behavioral Concepts in Leisure and Sport, effective Fall 2014

Old Title: Behavioral Concepts Recreation and Leisure Services

Literacy Studies PhD Program

Proposed New Courses

LITS 7340 Literature Review and Readings in Literacy, 1 – 6 credit hours, effective Summer 2014

LITS 7350 Research Seminar in Literacy, 1 -6 credit hours, effective Summer 2014

Music

Changes in Credit Hours

- MUED 5220 Choral Music in the Middle and Senior High School, change from 2 to 3 credit hours, effective Fall 2014
- MUED 5240 Instrumental Rehearsal Problems, change from 2 to 3 credit hours, effective Fall 2014
- MUED 5250 Advanced Marching Techniques, change from 2 to 3 credit hours, effective Fall 2014
- MUED 5260 The Application of Technology to Music Teaching, change from 2 to 3 credit hours, effective Fall 2014

Proposed New Courses

MUS 6650 Special Topics in Music, 1-3 credit hours, effective Fall 2014

Nursing

Cross-Listed Courses --- Nursing courses to be cross-listed with Health Care Informatics (HCI) courses

Cross-List the following NURS courses with HCI courses of the same number:

- 6400 Introduction to the Clinical Healthcare Environment
- 6401 Introduction to Healthcare Informatics
- 6402 Health Care Information Systems and Technology Integration
- 6403 Project Management in the Design and Analysis of Health Care Information Systems
- 6404 Project Management in the Implementation and Evaluation of Health Care Information Systems
- 6406 Health Care Data Analysis and Evidence Based Practice
- 6407 Informatics Application I
- 6409 Informatics Application II