

# GRADUATE COUNCIL MINUTES

## May 17, 2013

The Graduate Council met at 1:30 p.m. in the Faculty Senate – JUB 100. Chair Kevin Donovan presided.

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

#### **Members present:**

Joseph Akins, Vaughn Barry, Helen Binkley, Carol Boraiko, Michael Chappell, Larry Burriss, Vince Cobb, Amy Harris, Theresa McBreen, David O'Brien, David Penn, Jason Reineke, Craig Rice, Jim Rust, and Jim Williams

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

Michael Allen, Dean, College of Graduate Studies  
Peter Cunningham, Associate Dean, College of Graduate Studies  
Greg Schmidt, Psychology

### **II. Announcements**

#### **A. Michael Allen, Dean, College of Graduate Studies**

Dr. Allen reported that 528 graduate students graduated this May. Twelve of those graduates were PhD candidates.

#### **B. Peter Cunningham, Associate Dean, College of Graduate Studies**

The M.S. in Management has been approved by TBR and THEC. Marketing and Communications is working on an advertising campaign for the new M.S. in Management.

Dr. Cunningham noted that the new Affordable Care Act requires the University to provide health care benefits to employees who work 30 hours or more per week.

### **III. Approval of minutes from last meeting—April 19, 2013**

*There was a typo in the April 19<sup>th</sup> Minutes. Under Dr. Peter Cunningham's announcements, it read: "Dr. Cunningham distributed a handout reflecting our top 25 feeder schools over the last five years." It should have read: "...a handout reflecting our **top** 25 feeder schools..."*

*A motion was made to accept the amended minutes of April 19, 2013. The motion was seconded and passed.*

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

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

**Dr. Amy Harris, Chair**

- Consent Calendar attached
- Cindi Smith-Walters' name was removed from the Consent Calendar for discussion. A motion was made to accept the amended consent calendar. The motion was seconded and passed. Dr. Smith-Walters' application had requested approval for the Associate level, but she actually met the requirements for approval at the level of Full Reappointment. Thus, the committee granted Full Reappointment. After discussion and clarification, Dr. Smith-Walters' name was placed back on the Consent Calendar as approved.

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

**Dr. Helen Binkley, Chair**

- No report

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

**Dr. Vince Cobb, Chair**

- Dr. Cunningham distributed a draft copy of the proposed revisions to the graduate faculty membership categories and criteria. The proposed revisions (attached) were accepted. Dr. Greg Schmidt expressed concerns of faculty members from the Psychology Department. Faculty members were concerned about the frequency of having to apply for doctoral approval each time a faculty member chairs a dissertation committee.
- A motion was made to remove the word, *endorsement*, from the heading on page 4 of the Graduate Faculty Membership Criteria. The heading read: "College of Graduate Studies Criteria for *Endorsement* to Chair a Doctoral Dissertation". The motion to remove the word, *endorsement*, was seconded and carried. A motion was made to replace the word, *endorsement*, with the word, *chairing*. The motion was seconded and carried.

##### **D. Graduate Program Review**

**Dr. Larry Burriss, Chair**

- Dr. Burriss reported that the Economics M.A. and Ph.D. program reviews were favorable.

## V. Old Business

- Accelerated Bachelor's / Master's Degree Programs

The Department of Mathematical Sciences has received approval to implement an accelerated Bachelor of Science to Master of Science (ABM) program for qualified students wishing to continue into the **Biostatistics concentration** within the M.S. in Professional Science.

The Department of Mathematical Sciences has received approval to implement an accelerated Bachelor of Science to Master of Science (ABM) program for qualified students wishing to continue into the **Actuarial Science concentration** within the M.S. in Professional Science.

## VI. New Business

- Three volunteers needed for May 29<sup>th</sup> Suspension Appeals

Drs. Craig Rice, Jim Williams, and David Penn volunteered.

Closing Remarks:

- Dr. Cunningham introduced David O'Brien as the newly elected President of the Graduate Student Association.
- Dr. Cunningham thanked all the Council members who are rotating off the Council as their service terms are ending.

There being no further business the meeting was adjourned.

## **Overview of Graduate Faculty Membership**

Because appointment to the MTSU Graduate Faculty demands knowledge of current scholarship in the discipline and because continuing professional activity is a distinct part of a faculty member's work at this university, individuals seeking appointment to the graduate faculty of the university must provide evidence of scholarly productivity and engagement that meets the expectation of their discipline and the Graduate Council.

Only members of the MTSU Graduate Faculty are eligible to teach 5000/6000/7000 level graduate courses (including dual-listed UG/GR courses), or to serve on thesis or dissertation committees. Graduate faculty members in doctoral degree granting programs who wish to chair a dissertation committee must be endorsed for such service by their program and approved by the graduate dean.

Recognizing that variations in scholarship (research and creative activity) exist across disciplines and believing that scholars within a particular discipline are best positioned to know acceptable levels of scholarship for that discipline, the Graduate Council encourages each graduate program to develop procedures for review of applications and establish minimum criteria for eligibility for appointment to graduate faculty appropriate for its discipline. Discipline specific criteria established by individual programs must be equivalent to or exceed the general criteria established by the Graduate Council and must be approved by the Graduate Council. As an alternative, programs may choose to use the general criteria for graduate faculty membership established by the Graduate Council.

Individual faculty applications must be reviewed and recommended by their program or department and approved by the Graduate Council.

Academic deans and associate deans are granted full membership.

---

## **Procedures for Applying for Graduate Faculty Membership**

Graduate faculty membership is a 5-year renewable appointment. Renewals of membership are considered at the May meeting of the Graduate Council, to take effect on the following July 1<sup>st</sup>. The MTSU Graduate Council will also consider initial appointments and adjunct appointments at the first Graduate Council meetings of the fall and spring semesters.

Initial review of applications for graduate faculty membership occurs at the department / program level. Applications and supporting documentation are

reviewed and recommendations for appointment are forwarded to the Graduate Council. The original and seven (7) copies of the signed recommendation form and attached documentation are forwarded to the College of Graduate Studies, Sam H. Ingram Building, MTSU Box 42 by April 1<sup>st</sup>. The Graduate Faculty and Program Review sub-committee reviews all applications and makes recommendations to the Graduate Council which then makes recommendations to the dean of the College of Graduate Studies. Persons accepted for graduate faculty membership receive notification from the College of Graduate Studies and their acceptance is noted in the Graduate Council minutes.

---

## **College of Graduate Studies Criteria for Appointment to the Graduate Faculty of MTSU**

These criteria apply to tenured and tenure-track faculty in programs seeking appointment to the graduate faculty of Middle Tennessee State University and serving in programs that have not approved discipline specific criteria.

### **Requirements for Consideration**

Applicants for graduate faculty membership must hold the terminal degree in the teaching field. If the terminal degree is not a doctorate in the field, the application must include an approved MTSU Academic Preparation Certification (APC) verifying that the applicant meets SACS criteria to teach at the graduate level.

Applicants for graduate faculty membership must be recommended by the department chair and the applicant's dean. Persons in interdisciplinary graduate programs must be recommended by the Graduate Program Director and appropriate dean.

Applicants for graduate faculty membership must satisfy both of the following criteria:

- Scholarly Teaching, and
- Research, Creative, or Other Scholarly Activities

### **Scholarly Teaching**

Applications must include a letter from the department chair (or Graduate Program Director if in interdisciplinary programs) describing graduate teaching expertise. (If the applicant has not previously taught graduate courses the letter must specifically address instructional expertise in the areas of anticipated instruction).

### **Research, Creative, or Other Scholarly Activities:**

Must meet one of the following criteria: A) Publications; B) Presentations; or C) Ongoing Research, Creative, or Other Scholarly Activities. (Examples of required documentation include first page of article, title page of book, printed program or review of performance, proceedings from meetings showing date and citation).

A. Publications: These require primary authorship or relevant co-authorship. If not yet in print, the faculty member may submit documented evidence of acceptance (i.e., in press).

Within the last five years the applicant must:

- have published a scholarly book requiring independent review; **OR**,
- have published two articles or essays in a peer-reviewed academic journal.

B. Presentations: Presentations includes artistic performances/presentations, product design, or the presentation of scholarly papers at professional meetings.

Within the last five years the applicant must:

- have created at least two original works for presentation/performance or two products designed and exhibited on an international, national, or regional level. The submitted activity must have been subject to external (off campus) review and be equivalent in contribution and rigor to the publication criteria defined above; **OR**,
- have presented scholarly conference papers to at least two international or national conferences or three regional conferences. The submitted activity must have been subject to external (off campus) review and equivalent in contribution and rigor to the publication criteria defined above.

C. Ongoing Research, Creative, or Other Scholarly Activities: Must be equivalent in contribution, rigor, and peer review status as publication criteria defined above as determined by the Graduate Council. The burden of evidence rests upon the applicant to prove that the contribution, rigor, and peer-reviewed status of the research, product design, creative activity, or scholarly activity meet the criteria.

Must be recommended by the Graduate Council and approved by the Dean, College of Graduate Studies.

These are minimum standards in assessing graduate faculty membership. Individual programs may apply different standards by vote of the faculty of the program as long as they are equivalent or more stringent and are approved by the Graduate Council and the Dean of the College of Graduate Studies.

## **Adjunct Membership**

Part-time adjunct faculty members and full-time faculty members on non-tenure track appointments at MTSU, and individuals who are not MTSU faculty members but have specific expertise pertinent to graduate programs may be recommended for membership on an adjunct basis. Adjunct membership must be renewed every three years. Adjunct members may not direct doctoral dissertations or Master's theses, but may serve as committee members/readers and may teach graduate courses.

### **Requirements for Consideration**

If assigned to teach a graduate course the individual must hold the terminal degree in the teaching field. If the terminal degree is not a doctorate in the field, the application must include an approved MTSU Academic Preparation Certification (APC) verifying that the applicant meets SACS criteria to teach at the graduate level.

Provide evidence of qualifications to execute assignments successfully.

Be recommended by the department chair (or Graduate Program Director if in an interdisciplinary program) and the applicant's college dean.

Be recommended by the Graduate Council.

Be approved by the Dean, College of Graduate Studies.

### **The department chair / graduate program director must:**

provide evidence that the individual is qualified to execute assignments successfully by attaching a copy of the approved MTSU Academic Preparation Certification (APC) form to the application for adjunct graduate faculty membership or documentation of expertise in the area of responsibility.

---

## **College of Graduate Studies Criteria for Chairing a Doctoral Dissertation**

These criteria apply to faculty holding graduate faculty membership that wish to chair a doctoral dissertation. Approval is granted for the purpose of chairing the dissertation committee of a specific student and ends with the graduation of the student. Likewise, if the doctoral student fails to enroll in two consecutive semesters the approval must be reconsidered at the time of the student's reenrollment.

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.

### **Requirements for Consideration**

Must hold the doctoral degree in the discipline and must be teaching in a doctoral degree granting department or in interdisciplinary doctoral programs.

Must be a member of the Graduate Faculty.

Must be recommended by the department chair (or the graduate program director if in an interdisciplinary degree program).

Must have at least one year of experience in advising or teaching in a graduate program.

Must have distinguished themselves in research and/or creative activity; thesis and/or dissertation direction; and graduate teaching. In certain instances, evidence of two of these three may be considered sufficient. Evidence of such distinction is indicated by a number of significant publications, presentations of original creative works, or products recognized at a national or international level; by successfully chairing prior theses or dissertations; and by excellence in graduate teaching. (Conference presentation of scholarly papers does not meet the criteria for research and or creative activity).

Must be recommended by the Graduate Council and approved by the Dean of the College of Graduate Studies.

These are minimum standards to chair a dissertation committee. Individual programs may apply different standards by vote of the faculty of the program as long as they are equivalent or more stringent and are approved by the Graduate Council and the Dean of the College of Graduate Studies.

*Revised - January 2, 2012; May 2013*

**Graduate Council – Consent Calendar  
May 17, 2013**

**Graduate Faculty Membership**

**Adjunct**

Monica O'Rourke / Health & Human Performance

**Associate**

Yi Gu / Computer Science

Benjamin Miles / Music

Deborah Weatherspoon / Nursing

**Full Initial**

Ida Leggett / Sociology & Anthropology

Leah Lyons / Foreign Languages & Literature

Stephen D. Morris / Political Science

Greg Van Patten / Chemistry

Sherry Stevens / Nursing

Moses Tesi / Political Science

**Full Reappointment**

Kevin Breault / Sociology & Anthropology

Ralph Butler / Computer Science

Cosette Collier / Recording Industry

Chrisila Pettey / Computer Science

Saleh Sbenaty / Engineering Technology

Cindi Smith-Walters / Biology

**Doctoral Initial**

Dawn McCormack / History

**Doctoral Reappointment**

Mohammed Albakry / English

Stuart Bernstein / Psychology

# Curriculum Changes

## *College of Liberal Arts*

### Proposed New Courses

MALA 6000 Foundations of Liberal Arts I, 3 credit hours, effective Fall 2014

MALA 6010 Foundations of Liberal Arts II, 3 credit hours, effective Fall 2014

MALA 6020 Capstone Project, 3 credit hours, effective Fall 2014

MALA 6030 Topics in Culture & Ideas, 3 credit hours, effective Fall 2014

MALA 6040 Topics in Society & People, 3 credits hours, effective Fall 2014

MALA 6050 Science & Reason, 3 credit hours, effective Fall 2014

MALA 6640 Thesis Research, 1-6 credit hours, effective Fall 2014

## *Geosciences*

### Proposed New Course

GEOG 6050 Programming for Geospatial Database Applications, 3 credit hours, effective Fall 2013

## *Aerospace*

### Change in Admission to Program

For the MS in Aviation Administration:

--- Include the GMAT as an acceptable standardized test---not specifying score requirements, but minimum acceptable test scores are typically in the 50<sup>th</sup> percentile.

--- Applicants must submit a personal statement outlining the student's academic interests, potential area(s) of research interest, and professional goals.

--- Undergraduate transcripts must reflect 15 semester hours of aviation coursework. Applicants with undergraduate majors in fields other than aviation will be required to complete AERO 1010 and AERO 1020 during their first semester in the program, and 9 additional hours of undergraduate aviation courses prior to the completion of 21 hours of graduate credit. Applicants holding Federal Aviation Administration certificates may receive credit for AERO 1010 and AERO 1020.

## *Literacy Studies*

### **Inactivation of Course/Non-Substantive Rev in Curriculum of Existing Major, Minor, Emphasis**

READ 6260 Inactivate Individualized Reading, effective Fall 2013

Literacy M.Ed. --- Change 36-hour program to 33-hour program

## *Elementary and Special Education*

### **Reactivation of Course**

ELED 6400 Teaching the Special Needs Learner in the Heterogeneous Classroom, effective Fall 2013

## *Nursing*

### **Proposed New Course**

NURS 5307 Nursing Management Practicum, 2 credit hours, effective Summer 2013

### **Other**

NURS 5307 Add new course to the RODP-MSN Nursing Administration concentration ---  
Nursing Management Practicum, 2 credit hours, effective Summer 2013

NURS 5307 Add as a requirement to the RODP MSN Post-Master's Certificate in  
Nursing  
Administration, effective Summer 2013

## *Math and Science Education*

### **Other**

Change in the course description for the MSE 7500 - Directed Research to facilitate a change in Banner. This will allow MSE-PhD students to register for MSE 7500 multiple times, recognizing that only six hours may be applied towards the degree. Change to be effective Summer 2013.