

GRADUATE COUNCIL MINUTES

April 25, 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, Helen Binkley, Carol Boraiko, Larry Burriss, Alex Collins, Kathleen Darby, Bichaka Fayissa, Robin Lee, David O'Brien, and Jennifer Vannatta-Hall

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 made an announcement that Dr. Amy Harris had a healthy baby boy on April 20th.

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

Dr. Sayward reported that TBR has approved the proposed revisions to the 1978 MTSU-TSU Joint Operating Agreement governing the operation of the Master of Criminal Justice degree. Revisions to the agreement will remove the requirement that students complete 18 credit hours, including specific courses at each school, thus eliminating the requirement to travel between Nashville and Murfreesboro. This revision will also create a non-thesis option allowing students to select a program of study best suited to their career and professional objectives.

III. Approval of minutes from last meeting—March 28, 2014

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

IV. Sub-Committee Reports

A. Graduate Faculty and Curriculum Review

Dr. Theresa McBreen, Chair

- The April Consent Calendar is attached.
- *A motion was made to accept the Consent Calendar. The motion was seconded and passed.*

B. Student Affairs and Travel

Dr. Robin Lee, Chair

- Dr. Lee reported that the committee met and decided on the six graduate scholarship recipients. The award letters will be sent out in May.

C. Policies and Procedures

Dr. Jim Williams, Chair

- For purposes of clarification, this committee has voted to recommend the following revisions to the Accelerated Bachelor's / Master's (ABMs) Degree Programs --- under the Formal Admission to an ABM Program section, the third bullet should read:
 - *Official transcripts of all previous college work.*
- Under Retention and Graduation Requirements of the ABM Policy, the second and third bullet points should read:
 - *Students must receive a grade of B (3.0) or better in double counted graduate courses. Courses with a grade below B (including B-) cannot be doubled counted toward the graduate degree requirements. ***If a student wishes to retake a graduate course in order to replace a grade, the College of Graduate Studies will allow them to do so even if they have been dismissed from the ABM program.****
 - ***If a student receives a grade of A- in a double counted graduate course, the grade will be recorded as an A- on the student's graduate transcript but as an A on the***

undergraduate transcript (due to the absence of an A- on the undergraduate grading scale).

- *A motion was made to accept these revisions to the ABM Policy. The motion was seconded and carried. The revised policy is attached.*
- Dr. Sayward noted that the Council will need to explore the possibilities of covering the costs of undergraduate courses for Graduate Assistants.

D. Graduate Program Review
Dr. Larry Burriss, Chair

- Dr. Burriss reported that overall there was favorable responses from the program reviews. He distributed a brief summary (attached) of the following four program reviews:
 - 1) Exercise Science (MS)
 - 2) Recording Arts & Technology (MFA)
 - 3) Public History (PhD)
 - 4) Literacy Studies (PhD)

V. Old Business

- Dr. Sayward distributed the revised College of Graduate Studies Awards guidelines and nomination forms. These include awards for Outstanding Thesis/Dissertation and Outstanding Graduate Faculty Mentor.
- *A motion was made to accept the College of Graduate Studies Awards guidelines with the following revisions: addition of the 1) application deadline and the 2) link to the nomination form. The motion was seconded and carried.*

VI. New Business

- There was no new business.

There being no further business the meeting was adjourned at 2:25 pm. The next meeting will be May 16th at 2:00 pm.

< > denotes revision

POLICY ON ACCELERATED BACHELOR'S / MASTER'S DEGREE PROGRAMS

Introduction:

The Accelerated Bachelor's / Master's (ABM) program allows undergraduate students an opportunity to complete the requirements for both the bachelor's and master's degrees in a compressed time frame. Participating undergraduate students may double count up to 12 graduate credit hours and obtain a non-thesis master's degree in the same field within 12 months of completing the bachelor's degree or obtain a thesis-based master's degree in the same field within 18 months of completing the bachelor's degree.

Establishment of ABM Programs:

A department that has both an undergraduate and master's degree program may propose the creation of an ABM program. A department which participates in an interdisciplinary master's program may also propose an ABM. Finally, a department with an ABM program may accept an undergraduate student from a closely related field, if approved by the College of Graduate Studies.

No student can be admitted to an ABM program unless the program has been approved by the College of Graduate Studies.

Admission to ABM Programs:

Formal application to an ABM program should be made upon completion of a minimum of seventy-five (75) credit hours in the undergraduate program (including advanced placement credits). Applicants should also have at least two full-time semesters of undergraduate coursework remaining at the time of application. Transfer students must also have completed a minimum of two semesters as a full-time student at MTSU.

Students must have a minimum cumulative grade point average (GPA) of 3.25/4.0 at the time they apply to the ABM program.

Formal admission to an ABM program requires the following.

Admission to the College of Graduate Studies, including:

- Submission of an application for admission to the College of Graduate Studies.
- Payment of application fee.
- Official transcripts of all previous college ~~work.~~
- Any other application documents required by the graduate program.

Submission of an approved Program of Study for all graduate work, including:

- Signature of the student, and both undergraduate and graduate program directors.
- The graduate courses that will be double counted for both bachelor's and master's degree (maximum of 12 hours may be double counted).
- The additional graduate courses that will be taken while an undergraduate student and which will not be counted toward the bachelor's degree.
- The courses that will be taken after matriculating into the graduate program.
- The proposed graduation date for the master's degree (e.g., 12 months after completing the bachelor's degree for a non-thesis master's or 18 months after completing the bachelor's degree for thesis programs).

Retention and Graduation Requirements:

- Students must complete the bachelor's degree prior to entering the master's program.
- Students must receive a grade of B (3.0) or better in double counted graduate courses. Courses with a grade below B (including B-) cannot be double counted toward the graduate degree

requirements. If a student wishes to retake a graduate course in order to replace a grade, the College of Graduate Studies will allow them to do so even if they have been dismissed from the ABM program.

- If a student receives a grade of A- in a double counted graduate course, the grade will be recorded as an A- on the student's graduate transcript but as an A on the undergraduate transcript (due to the absence of an A- grade on the undergraduate grading scale). >
- If a student completes his/her bachelor's degree requirements with a cumulative GPA of less than 3.25 / 4.0 he/she is no longer eligible to double count credit hours and is automatically terminated from the ABM program. When a student is dismissed from a program the Graduate Program Director must inform the student in writing with a copy of the letter delivered to the College of Graduate Studies. No more that twelve (12) hours of graduate work may be counted towards the requirements of both degrees.
- Students who do not follow the approved Program of Study may become ineligible to continue in the ABM program.
- A student who is ineligible to participate in the ABM program cannot double count any courses for both bachelor's and master's degrees.
- A student who withdraws from the ABM program cannot double count any courses for both bachelor's and master's degrees.

Withdrawal From ABM Program:

A student in an ABM program may withdraw at any time, by informing the undergraduate and graduate program directors in writing. A copy of the letter of withdrawal must be sent to the College of Graduate Studies. Once a student withdraws from an ABM program he/she is ineligible to subsequently re-enter that ABM program.

Revised: March 28th, 2014

Program Review Summary

The rating scale for the qualitative standard is:

- 0 = poor
- 1 = minimally acceptable
- 2 = good
- 3 = excellent.

Exercise Science (MS)

Objective Standards: all eight standards met.

Qualitative Standards	
A. Student Experience	3.00
B. Graduate Faculty Quality	2.40
C. Teaching/Learning Environment	2.00
D. Program Evaluation	2.75
Overall Score	2.54

Public History (PhD)

Objective Standards: all eight standards met.

Qualitative Standards	
A. Student Experience	3.00
B. Graduate Faculty Quality	2.83
C. Teaching/Learning Environment	2.67
D. Program Evaluation	2.75
Overall Score	2.81

Literacy Studies (PhD)

Objective Standards: all eight standards met.

Qualitative Standards	
A. Student Experience	3.00
B. Graduate Faculty Quality	2.17
C. Teaching/Learning Environment	2.67
D. Program Evaluation	2.50
Overall Score	2.59

Recording Arts & Technology (MFA)

Objective Standards: all eight standards met.

Qualitative Standards	
A. Student Experience	2.33
B. Graduate Faculty Quality	2.33
C. Teaching/Learning Environment	3.00
D. Program Evaluation	2.50
Overall Score	2.54

MTSU College of Graduate Studies Awards



Outstanding Thesis/Dissertation Awards:

- Outstanding Thesis/Dissertation in Behavioral & Health Sciences, Liberal Arts, or Mass Communication
- Outstanding Thesis/Dissertation in Science, Mathematics, or Engineering Technology
- Outstanding Dissertation

Nominees' theses/dissertations/projects should be highly original scholarly works that make a significant contribution to their field of study. Interested students are encouraged to contact their faculty advisor or department to inquire about potential consideration as a nominee.

Each graduate program is eligible to select up to two nominees (one for project/thesis, one for dissertation). The nominee(s) will have completed their thesis/dissertation/project in the previous calendar year. Awards are made in the spring semester each year.

Nomination packets should be submitted to graduate@mtsu.edu and should include:

- nomination form (link to that form to be added)
- a web link to the thesis, dissertation, or project
- at least two (2) letters of recommendation from faculty in the program discussing, in particular, the unique contribution of the thesis or dissertation to the student's field of study
- resumé or curriculum vita of the nominee

Outstanding Graduate Faculty Mentor Award:

The purpose of the graduate faculty mentor award is to recognize graduate faculty advisors who place a high value on and excel in mentoring graduate students. Factors that the awards committee will consider include

- assistance to students in establishing and developing in their profession as scholars beyond formal classroom teaching and teaching evaluations
- promotion of timely and successful completion of students' degree programs
- advocacy in fostering an environment supportive of graduate student success

Each graduate program may nominate one member of the graduate faculty in the spring of each year; awards will be made each August at the Fall Faculty Meeting. To be eligible, nominees must have been graduate faculty for the preceding five years and not have won the award in the preceding five years.

Nominations packet should be submitted to graduate@mtsu.edu and include:

- nomination form to be completed by the graduate program (link to that form to be added)
- three (3) letters of recommendation to be solicited by the graduate program from the following:
 - the graduate program chair or director
 - a fellow faculty member
 - a student advisee whose project, thesis, or dissertation was chaired by the faculty member
- a statement of graduate mentoring philosophy to be provided by the nominee
- curriculum vita to be provided by the nominee

Outstanding Thesis/Dissertation Award Nomination Form

Name:

M#

Link to thesis/dissertation (cut and paste from MTSU Library link):

Mailing Address:

Email address:

Department:

College:

Thesis/dissertation committee members:

People submitting letters of recommendation on your behalf:

Outstanding Graduate Faculty Mentor Award Nomination Form

Name:

M#

Email address:

Department:

College:

People submitting letters of recommendation on behalf of the nominee:

Graduate program director or chair:

Fellow faculty member:

Student advisee whose thesis/dissertation was chaired by faculty member:

Thesis/dissertation committees that the nominee served on in the past five years:

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Graduate Council – Consent Calendar April 25, 2014

Graduate Faculty Membership

Full

Wendy Beckman / Aerospace / EdD / M01001340
Laura Dubek / English / PhD / M00021080
Suzanne Duchacek / History / PhD / M01271935
Nancy Goldberg / Foreign Languages and Literature / PhD / M00020792
Martha Hixon / English / PhD / M00021885
Christine Isley-Farmer / Music / DMA / M00019626
Mark Jackson / English / PhD / M01074546
John Merchant / Recording Industry / MFA / M00305673
Carol Nies / Music / DMA / M00020968
Tanya Peres / Sociology & Anthropology / PhD / M01000997
Christopher Quarto / Educational Leadership / PhD / M00021131
Medha Sarkar / Computer Science / PhD / M00020835
Roland Untch / Computer Science / PhD / M00019800

Adjunct

Frederick Cottle / Human Sciences / PhD / M01055047
David Loyd / Educational Leadership / EdD / M01181453
Marcia Melton / Educational Leadership / EdD / M00005832
Margurette Oliver / Educational Leadership / EdD / M00023766
Patty Poe / Human Sciences / EdD / M00023057
Antoinette van Zelm / Center for Historic Preservation / PhD / M00019704

Graduate Faculty Departmental Review

The Math and Science Education (MSE) Ph.D. program has voted on a set of departmental guidelines for graduate faculty membership. The guidelines are attached.

Apr 2014

Graduate Curriculum Changes

Economics and Finance

New Program Proposal

Master of Science in Finance Proposed Implementation: Fall 2015

Proposed New Courses

FIN 6750 Advanced Corporate Finance, 3 credit hours, effective Fall 2015

FIN 6760 Derivatives Valuation, 3 credit hours, effective Fall 2015

FIN 6770 Modern Applications in Finance, 3 credit hours, effective Fall 2015

FIN 6780 Portfolio Analysis, 3 credit hours, effective Fall 2015

Course Title Changes

ECON/FIN 6460 New Title: Equity Valuation, effective Fall 2014
 Old Title: Financial Markets

FIN 6740 New Title: Bond Market Analysis, effective Fall 2014
 Old Title: Security Analysis

University College

Other – Add Concentration

Add the Human Resources Leadership Concentration to the existing Master of Professional Studies (MPS) degree, effective Fall 2014

Criminal Justice Administration

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Other – Create a Non-Thesis Option and Revise Joint Operating Agreement

Changes to be effective Fall 2014

Revision to the original 1978 MTSU-TSU Master of Criminal Justice Joint Operating Agreement to include

- 1) the creation of a non-thesis option in the Master of Criminal Justice degree and
- 2) remove the requirement that students must complete 18 credit hours, including specific courses, at each school

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Molecular Biosciences

Proposed New Course

MOBI 7700 Advanced Concepts in Molecular Biosciences, 3-4 credit hours, effective Summer 2014

Mathematics and Science Education

Proposed New Course

MSE 7700 Advanced Concepts in Mathematics and Science Education, 3-4 credit hours, effective Summer 2014

Computational Science

Proposed New Course

COMS 7700 Advanced Concepts in Computational Science, 3-4 credit hours, effective Summer 2014

Health and Human Performance

Course Title Changes

LSM 6530 New Title: History and Philosophy of Leisure and Sport, effective Fall 2014
Old Title: History and Philosophy of Leisure

Proposed New Course

LSM 7530 History and Philosophy of Leisure and Sport, to be dual-listed with LSM 6530, effective Fall 2014

Music

Other- Change Degree Name

Change the name of degree from M.A. in Music to M.M. (Master's of Music) in Music, Summer 2014

Apr 2014

Elementary and Special Education

Proposed New Course

ELED 6580 Effective Management Practices for the Elementary Classroom, 3 credit hours, effective Fall 2014

Other

- Add the existing course, YOED 6030 (Content Instruction for English Language Learners) to the Initial Licensure Program under the Curriculum & Instruction Master's program, effective Fall 2014

Informational Items:

Dean Allen has recently approved the following ABMs:

- B.S. to M.S. in Economics
- B.A. to M.A.T. in Foreign Languages
- B.S. to M.A. in International Affairs

Mathematics and Science Education Program Faculty

The Mathematics and Science Education (MSE) Ph.D. program is an interdisciplinary program that emphasizes discipline-based educational research. Students in this program are assured of quality mentorship provided by research-active program faculty. Members of the MSE Program Faculty are drawn from several different departments within the College of Basic and Applied Sciences, the College of Education, and the College of Behavioral and Health Sciences. Recognizing the variations within faculty regarding contributions to the program, the MSE Program Faculty consists of two designations: full and affiliate memberships. Descriptions of these designations follow.

Full Membership

Full membership in the MSE Program Faculty demands knowledge of current scholarship within mathematics and/or science education. Therefore, individuals seeking appointment at this level must provide evidence of scholarly productivity and scholarly engagement within mathematics and/or science education.

Requirements for consideration. Applicants seeking full membership in the MSE Program Faculty must meet each of the requirements outlined below.

- **MTSU Graduate Faculty Status** – To be considered for full membership in the MSE Program Faculty, the applicant must hold an appointment on the MTSU Graduate Faculty.
- **Documented contributions, or potential for contributions, to the MSE Program** - Contributions to the MSE Program include, but are not limited to, teaching program courses, participating in the preliminary examination process, and/or serving on dissertation committees.

- Research or scholarly activities in mathematics and/or science education – Evidence of research or scholarly activities in mathematics and/or science education includes, but is not limited to, peer-reviewed publications, presentations (international/national), and/or ongoing research activities.

Procedures for applying. To be considered for full membership in the MSE Program Faculty, the applicant must submit the items listed below to the program director. Application materials are accepted at any time during the academic year and will be reviewed by the MSE Coordination Committee in a timely manner.

1. A research plan that includes goals regarding research in mathematics and/or science education
2. A curriculum vita that clearly indicates evidence of, or potential for, program contributions and research/scholarship activities.

In addition, the applicant has the option of providing a letter of application, further outlining his or her qualifications for appointment to full membership.

Affiliate Membership

Affiliate membership in the MSE Program Faculty demands knowledge of current scholarship within the individual's discipline, as well as a sincere interest in contributing to the MSE Ph.D. program.

Requirements for consideration. Applicants seeking affiliate membership in the MSE Program Faculty must meet each of the requirements outlined below.

- MTSU Graduate Faculty Status – To be considered for affiliate membership in the MSE Program Faculty, the applicant must hold an appointment on the MTSU Graduate Faculty.

- Documented contributions, or the potential for contributions, to the MSE Program - Contributions to the MSE Program include, but are not limited to, teaching program courses, participating in the preliminary examination process, and/or serving on dissertation committees.

Procedures for applying. To be considered for affiliate membership in the MSE Program Faculty, the applicant must submit a curriculum vita that clearly indicates evidence of, or the potential for, program contributions. In addition, the applicant has the option of providing a letter of application, further outlining his or her qualifications for appointment to affiliate membership. Application materials are submitted to the program director and are accepted at any time during the academic year. The MSE Coordination Committee will review materials in a timely manner.

Criteria for Chairing a Doctoral Dissertation

While completing program coursework, a student in the MSE Ph.D. program is expected to identify his or her major professor who will serve as the chair of the dissertation committee. Once the faculty member has agreed to serve in this capacity, the MSE Coordination Committee must approve the faculty member's appointment as the chair of the dissertation committee.

Chairing a dissertation not only demands knowledge of current scholarship within mathematics and/or science education but also requires research skills that are gained through active engagement in the research process. Therefore, a faculty member aiming to chair a dissertation must provide evidence of research productivity in mathematics and/or science education.

Requirements for consideration. Faculty members seeking approval to serve as chair of a dissertation must meet each of the requirements described below.

- Full member of MSE Program Faculty – It is expected that the chair of a dissertation committee be a full member of the MSE Program Faculty. In certain situations, however, the MSE Coordination Committee will consider exceptions to this.
- Former dissertation committee member – The dissertation chair is expected to have previously served as a co-chair or member on at least one dissertation committee that resulted in the successful completion of the dissertation process.
- Research activity – The dissertation chair is expected to have published peer-reviewed research article(s) in mathematics and/or science education within the last five years.

Procedures for applying. To be considered to chair a dissertation, the faculty member must submit a curriculum vita that clearly indicates evidence of the previously listed requirements. In addition, the faculty member has the option of providing a letter of application, further outlining his or her qualifications to serve as chair of a dissertation committee. Application materials should be submitted to the program director as soon as the faculty member has verbally agreed to chair the student's dissertation committee. The MSE Coordination Committee will review materials in a timely manner.

Co-chairing dissertations. In some instances, a student may elect to have two faculty members serve as co-chairs of his or her dissertation committee. When this occurs, at least one of the co-chairs must meet the criteria for chairing a doctoral dissertation.