

GRADUATE COUNCIL MINUTES

November 19, 2008

The Graduate Council met at 3:00 p.m. in the 1st Floor Conference Room of the Sam Ingram Building. Vice-Chair Vince Smith presided.

I. Call to order

Members present:

Kevin James, Mary Lou Veal, Jane Marcellus, Medha Sarkar, Robert Kalwinsky, Ronald Ferrara, Dorothy Craig, Bren Martin, Gore Ervin, Chassen Haynes, and Teri Davis

Ex-Officio members present:

Michael Allen, Dean, College of Graduate Studies
Peter Cunningham, Associate Dean, College of Graduate Studies
Philip Phillips, Associate Professor, English

II. Announcements

A. Dr. Vince Smith, Vice-Chair

Dr. Smith called the meeting to order.

B. Dr. Michael Allen, Dean, College of Graduate Studies

C. Dr. Peter Cunningham, Associate Dean, College of Graduate Studies

Dr. Cunningham stated that since Tennessee's current financial situation is not good, it's possible that the university will be asked to make additional cuts to our current year budget. The College of Graduate Studies is asking that the awarding of new graduate assistantships for the spring 2009 semester be placed on hold. This "freeze" on the awarding of assistantships only applies to new appointments. Only currently unfilled assistantship lines and lines being vacated by departing students are included in the freeze at this time.

Dr. Cunningham reminded the Council that the Graduate Minority Fellowship is available for any underrepresented students to apply. It can be offered in addition to graduate assistantships.

III. Approval of minutes from last meeting—October 29, 2008

A motion was made to accept the minutes of the October 29, 2008 meeting with the following revision. Under part C of the Announcements, remove the third sentence and replace the

*second sentence to read: The two **feasibility studies** include a Master of Science in Management and a Master's in Human Services. The motion was seconded and passed.*

IV. Sub-Committee Reports

A. Graduate Faculty and Curriculum Review

Dr. Kevin James, Chair

- Consent calendar attached --- *A motion was made to accept the consent calendar. The motion was seconded and carried.*

B. Student Affairs and Travel

Dr. Bren Martin, Chair

- Dr. Martin reported the Graduate Program Enhancement Travel Budget has awarded travel funds to 24 graduate students and 18 faculty members this semester. The available balance (with encumbrances) is \$14, 990.00.

C. Policies and Procedures

Dr. Teri Davis, Chair

- Dr. Davis noted that the current offering of Graduate Minors as it is outlined on page 59 of the 2008-2010 Graduate Catalog allows for a distributive minor. At the October 29th meeting, the Council expressed a need for more concentrated Graduate Minors. Currently, there are three patterns of minors from which a candidate must choose:
 1. *A single minor consisting of at least 12 semester hours; 12 undergraduate hours in an area are prerequisite to a single minor in that area at the master's level.*
 2. *A minor consisting of a minimum of 6 semester hours in each of two subjects.*
 3. *The distributive minor consisting of a minimum of 12 semester hours in at least three subjects.*
- *A motion was made to eliminate Option 3 under Graduate Minors on page 59 of the 2008-2010 Graduate Catalog. The motion was seconded and passed.*
- Dr. Davis gathered feedback from individual departments in regards to if and how faculty members are compensated in the summer for thesis/dissertation direction and committee service. The following questions were asked of the departments.

1. Are students in your program(s) allowed, encouraged, or discouraged to enroll in thesis/dissertation hours over the summer?
 2. When a student signs up thesis/dissertation hours, to whom are those hours assigned?
 3. Does your faculty get a course release for teaching graduate courses? Does thesis/dissertation credit count toward workload in the summer/fall/spring?
- In questioning the departments, Dr. Davis found that:
 - A. Most departments responding to the survey indicate that thesis/dissertation credit is assigned to the individual faculty member chairing the thesis/dissertation.
 - B. Most departments will allow, encourage, or require students to take thesis hours during the summer. Exercise Science is discouraging/preventing students from taking thesis hours during the summer due to the lack of faculty compensation.
 - C. Departmental teaching loads differ. Some allow a 9-hour load (or less) if teaching a graduate course. Supervising theses does not impact teaching loads.
 - D. Although in most cases the thesis credits are noted on the workload form, there is no real impact (compensation) for thesis supervision.
 - Dr. Davis and the committee members will continue to research how best to put together a thesis/dissertation compensation proposal that works for MTSU across all departments. Information will be gathered from peer institutions.

D. Graduate Program Review
Dr. Jane Marcellus, Chair

- Dr. Marcellus stated that the Graduate Program Reviewers have been selected for Aviation, Computer Science, and Mathematics. Respectively, the selected external reviewers are Tim Brady, Ph.D., Embry Riddle Aeronautical University, Pearl Y. Wang, Ph.D., George Mason University, and Harvey Diamond, Ph.D., West Virginia University.
- *A motion was made to accept the selected external reviewers. The motion was seconded and passed.*

E. Catalog Committee
Ad Hoc Only

V. Old Business

- Dr. Cunningham presented the policy for graduate teaching assistants checking out materials from Instructional Media Resources (Media Library). The Media Library permits graduate teaching assistants to check out video materials for the classes they teach just as full-time and adjunct faculty do.
- Faculty members may designate a student to act as their proxy for library circulation purposes at both Walker Library and Instructional Media Resources. The service is effective for only one semester at a time. It can be re-established at the beginning of any applicable semester. The proxy must present both the faculty member's ID and the proxy's ID at the circulation desk at the time of checkout. The faculty member is responsible for all items checked out by the proxy.

VI. New Business

None

There being no further business the meeting was adjourned.

Minutes submitted by: Melissa Hawkins, Recording Secretary

Graduate Council – Consent Calendar November 19, 2008

Graduate Faculty Membership

Adjunct

Paul Whitworth / Health and Human Performance

Associate

Alan Musicant / Psychology

Full – Initial Appointment

Mary Nichols / Electronic Media Communication

Robyn Ridgley / Human Sciences

Chris Stephens / Mathematical Sciences

Raholanda White / Business Communication and Entrepreneurship

Full – Reappointment

Al Cripps / Computer Science

Patricia Patterson / Chemistry

Bob Wood / Recording Industry

Doctoral – Reappointment

Will Brantley / English

Curriculum Changes

Political Science

Course Number / Title Change

P S 5320 **Change course title from Public Opinion and Propaganda to Public Opinion, 3 credit hours, effective Spring 2009**

Elementary and Special Education

Proposed New Course(s)

SPED 6700 Introduction to Autism Spectrum Disorders, 3 credit hours, effective Spring 2009

Health and Human Performance

Non-substantive Revisions in Curriculum of Existing Major, Minor, Emphasis

Add PHED 7920, Analysis of Teaching Physical Education, to approved pedagogy courses for the Ph.D. in Human Performance, 3 credit hours, effective Fall 2009

Educational Leadership

Proposed New Course(s)

SPSE 7180 Qualitative Evaluation and Research Methods, 3 credit hours, effective Fall 2009

Non-substantive Revisions in Curriculum of Existing Major, Minor, Emphasis

SPSE 6700 Practicum in ESL Grades 9-12, 1 credit hour, effective Summer 2009
Enrollment limited to students seeking licensure in ESL and Adding prerequisite
YOED 6020: Reading, Writing, and Learning Methods for ESL

SPSE 6710 Practicum in ESL Pre K - 3, 1 credit hour, effective Summer 2009
Enrollment limited to students seeking licensure in ESL and Adding prerequisite
YOED 6020: Reading, Writing, and Learning Methods for ESL

SPSE 6720 Practicum in ESL 4-8, 1 credit hour, effective Summer 2009
Enrollment limited to students seeking licensure in ESL and Adding prerequisite
YOED 6020: Reading, Writing, and Learning Methods for ESL

Engineering Technology

Proposed New Course(s)

ET 6720 Innovative and Renewable Energy Sources and Technologies, 3 credit hours, effective Spring 2009

ET 6730 Process Control, 3 credit hours, effective Fall 2009

Chemistry

Inactivation of Course(s)

CHEM 6531 Biochemical Techniques Laboratory, effective Spring 2009

Human Sciences

Course Number/Title Change

- HSC 5041** Change course title from **Human Development-Family Life to Seminar in Child Development and Family Studies**, 3 credit hours, effective Spring 2009
- HSC 5042** Change course title from **Foods-Nutrition to Seminar in Nutrition and Food Science**, 3 credit hours, effective Spring 2009
- HSC 5043** Change course title from **Clothing-Design to Seminar in Textiles, Merchandising, and Design**, 3 credit hours, effective Spring 2009
- HSC 5044** Change course title from **Housing-Design to Seminar in Interior Design**, 3 credit hours, effective Spring 2009
- HSC 5051** Change course title from **Human Development-Family Life to Advanced Problems in Child Development and Family Studies**, 3 credit hours, effective Spring 2009
- HSC 5052** Change course title from **Foods-Nutrition to Advanced Problems in Nutrition and food Science**, 3 credit hours, effective Spring 2009
- HSC 5053** Change course title from **Clothing-Design to Advanced Problems in Textiles, Merchandising, and Design**, 3 credit hours, effective Spring 2009
- HSC 5054** Change course title from **Housing-Design to Advanced Problems in Interior Design**, 3 credit hours, effective Spring 2009

English

Other

See page 32 of the 2008-2010 Graduate Catalog---Remove the word 'English' from the first paragraph under the section 'Eligibility to Enroll in Graduate Courses'. Once the word 'English' is removed, undergraduate students having completed 98 semester hours of undergraduate credit will be eligible to take graduate level English courses.

Change to be effective Spring 2009

Computer Science

Proposed New Course(s)

CSCI 6700 Selected Topics in Software Engineering, 3 credit hours, effective Fall 2009

Business Communication and Entrepreneurship

Inactivation of Course(s)

BCEN 5730 Consumer Education, effective Fall 2009

BCEN 6600 Organization and Coordination of Marketing Education, effective Fall 2009

BCEN 6770 Vocational Guidance in BE and ME, effective Fall 2009

Course Number / Title Change

BCEN 5660 Course title change from Organizational Communications to Organizational Communication, 3 credit hours, effective Fall 2009

BCEN 6310 Course title change from History and Philosophy of BE/ME/VOE to History and Philosophy of Business and Education and Marketing Education, 3 credit hours, effective Fall 2009

BCEN 6460 Course title change from Issues and Trends in business Education/Vocational-Technical Education to Issues and Trends in Business Education and Marketing Education, 3 credit hours, effective Fall 2009

BCEN 6700 Course title change from Coordination of Cooperative Programs to Coordination of Marketing Education Curriculum and Cooperative Programs, 3 credit hours, effective Fall 2009

BCEN 6780 Course title change from **Problems in BE/ME/VOE to Problems in Business Education, Marketing Education, and Training**, 3 credit hours, effective Fall 2009

Psychology

Proposed New Course(s)

PSY 7200 School Neuropsychology, 3 credit hours, effective Spring 2009

Literacy Studies

Proposed New Course(s)

LITS 7330 Special Topics in Literacy, 3 credit hours, effective Spring 2009