

GRADUATE COUNCIL MINUTES

November 26, 2013

The Graduate Council met at 2:00 p.m. in the MT Center. Chair Amy Harris presided.

I. Call to Order

Members present:

Helen Binkley, Carol Boraiko, Nita Brooks, Larry Burriss, Vince Cobb, Bichaka Fayissa, Robert Kalwinsky, David O'Brien, and Jennifer Vannatta-Hall,

Ex-Officio/Guests present:

Michael Allen, Dean, College of Graduate Studies
Peter Cunningham, Associate Dean, College of Graduate Studies
Craig Rice as department representative in Jeremy Winter's absence

II. Announcements

A. Dr. Amy Harris, Chair

Dr. Harris opened the meeting.

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

Dr. Allen noted the decrease in student enrollment numbers across the university. The College of Graduate Studies continues to work on an Enrollment Management Plan. As part of our recruitment plan, Dr. Lui Xiao has already begun to recruit in China exclusively for MTSU.

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

Dr. Cunningham informed the group that Dr. Jim Rust (Psychology), Chairman of the Rust Foundation, graciously made a \$5000 donation to the College of Graduate Studies. This donation is to be used as an emergency fund for graduate students in order to help keep them on track for graduation.

In the upcoming MTSU Magazine, the College of Graduate Studies will have a full-page advertisement. This should help generate some branding for the College.

Dr. Cunningham noted that two students from MTSU have been nominated for the Conference of Southern Graduate Schools 2014 Master's Thesis Award. One student is from the Chemistry Department and the other is from Mass Communication.

Dr. Cunningham reported that the Library is working on a digital archiving system.

The College of Graduate Studies met with former Tennessee Titan, Dennis Stallings, earlier in the week to discuss student success initiatives and how he could become more involved. Mr. Stallings is interested in working with MTSU to help those Titans who have expressed to him a desire to complete undergraduate degrees or pursue advanced degrees.

III. Approval of minutes from last meeting—October 25, 2013

A motion was made to accept the minutes of the October 25, 2013. The motion was seconded and passed.

IV. Sub-Committee Reports

A. Graduate Faculty and Curriculum Review Dr. Theresa McBreen, Chair

- Consent Calendar attached
- *A motion was made to accept the consent calendar. The motion was seconded and passed.*
- Biology Departmental Guidelines for Graduate Faculty Status attached
- *A motion was made to accept the Biology Departmental Guidelines for Graduate Faculty Status. The motion was seconded and passed.*

B. Student Affairs and Travel Dr. Robin Lee, Chair

- Dr. Cunningham presented the report in Dr. Lee's absence. The total amount of Student and Faculty Travel funds awarded to date is \$32,707.88 (of the \$32,652 starting budget). There have been 45 student awards and 29 faculty awards. The total amount claimed to date is \$16,563.77.
- Dr. Binkley voiced concern about Graduate Studies not having enough funds to support student and faculty travel throughout the fiscal year. The

travel funds are usually exhausted by January of each year, so those with conferences later in the fiscal year do not get the opportunity for funding.

- *A motion was made to have the Student Affairs and Travel committee prepare a proposal for the distribution of the travel funds in a way that helps fund travel throughout the entire fiscal year. The motion was seconded and passed.*

C. Policies and Procedures

Dr. Jim Williams, Chair

- No report at this time.

D. Graduate Program Review

Dr. Larry Burriss, Chair

- Dr. Burriss distributed a handout (attached) with the 2013-2014 Graduate Program Reviewer Nominations from the committee.
- *A motion was made to accept the graduate program reviewer nominations. The motion was seconded and passed.*

V. Old Business

- There was no old business before the Council.

VI. New Business

- Revisions to the Policy on Accelerated Bachelor's / Master's (ABM) Degree Programs

Under the *Admission to ABM Programs* heading, the language was revised to reflect that *formal applications should be made upon the completion of a minimum of seventy-five (75) credit hours in the undergraduate program (including advanced placement credits)*. Previously, application was made between the completion of 75 and 98 credit hours in the undergraduate program. Also, a sentence was added to further clarify: *“Applicants should also have the equivalent of at least two full-time semesters of undergraduate coursework remaining at the time of application.”*

- *A motion was made to accept the above mentioned revisions to the Policy on ABMs. The motion was seconded and passed.*

There being no further business the meeting was adjourned at 2:44 pm. The next meeting is scheduled for December 13th at 2:00 pm.

Graduate Council – Consent Calendar November 22, 2013

Graduate Faculty Departmental Review

The Biology Department has voted on a set of departmental guidelines for graduate faculty status. These guidelines are attached.

The Graduate Credentials Committee in the Biology Department will review graduate faculty applications from Biology faculty and will make the determination as to whether or not the criteria for graduate faculty status is met. The committee will then write a recommendation to be included in the application when it is forwarded to the Graduate Council.

Graduate Faculty Membership

Doug Bielmeier / Recording Industry
Song Cui / Agribusiness & Agriscience
Mamit Deme / Economics and Finance
Ellen Donovan / English
Anthon Eff / Economics and Finance
Stuart Fowler / Economics and Finance
Allen Hibbard / English
Ghassem Homaifar / Economics and Finance
Randy Johnson / Aerospace
Joonghwa Lee / Journalism
Roy Moore / Journalism
Carl Ostrowski / English
Mark Owens / Economics and Finance
Doug Timmons / Economics and Finance
Bob Wood / Recording Industry
Joachim Zietz / Economics and Finance

Adjunct

Gerard Kyle / Health & Human Performance
Fred Mench / Foreign Languages and Literature
Scott Ramsey / Computational Science

Curriculum Changes

Geosciences

Proposed New Courses

- GEOG 6030 Geosciences Colloquium, 2 credit hours, effective Fall 2014
GEOG 6040 Geospatial Systems and Applications, 4 credit hours, effective Fall 2014

Biology

Proposed New Course

- BIOL 5511 Food and Industrial Microbiology Lab, 0 credits, effective Fall 2014

Computational Science

Other – Update Banner

- COMS 7500 Directed Research --- This is to update Banner to allow students to register multiple times, but only 6 credits hours will count towards the degree. Change to be effective Spring 2014

Mathematical Sciences

Change in Admission to Program (Major)

Delete Item #4 – “one-year teaching experience” from the admission requirements of the M.S.T. with a concentration in Middle Grades Mathematics, effective Summer 2014

Delete Item #4 – “one-year teaching experience” from the admission requirements of the M.S.T. with a concentration in Secondary Mathematics, effective Summer 2014

Change admission requirement for MST in Mathematics with secondary concentration to clarify link between admission criteria and initial licensure criteria, effective Summer 2014

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

STAT 5190 Remove as a required course in secondary concentration for M.S.T. in Mathematics and replace with expanded course selection, effective Summer 2014#

Department of Biology

Requirements for Graduate Faculty Membership

Requirements for graduate faculty membership in the Department of Biology parallel those designated by the College of Graduate Studies (<http://www.mtsu.edu/graduate/forms.shtml>). The criteria for "Research, Creative, or Other Scholarly Activities" have been clarified to reflect scholarly research activities relevant to faculty within the Department of Biology. If approved, the faculty member will hold graduate faculty membership for five years. Current membership must be held to be eligible to teach 5000/6000/7000 level graduate courses (including dual-listed UG/GR courses), and to serve on thesis or dissertation committees. A sustained record of active research and scholarly teaching is the expected standard for faculty holding graduate faculty membership.

To be granted graduate faculty status, Biology faculty:

1. Must hold the terminal degree in the teaching field.
2. Must be recommended by the departmental graduate faculty membership committee, department chair and college dean.
3. Must satisfy both criteria A (Scholarly teaching) and B (Scholarly research) below:

A. Scholarly teaching

For initial appointment, the applicant must have a written recommendation from the department chair. For reappointment, a listing of graduate courses taught in the past five years is needed. If the applicant has not taught any graduate courses in the past five years then a written recommendation from the department chair is needed.

B. Scholarly research

Within the last five years the applicant must have two peer-reviewed publications.

Acceptable publications include:

- Articles in peer-reviewed academic journal indexed by ISI (Institute for Scientific Information), SJR (Scientific Journal Rankings), or published by the National Science Teachers Association (NSTA).
- Scholarly books whose target audience is at the graduate level or higher.
- Book chapters of equivalent contribution, rigor, and peer-review status to journal articles mentioned above.

If not yet in print, the faculty member may submit documented evidence that the review process is complete (i.e., in press). Documents accepted pending revision are not acceptable.

Department of Biology

Requirements for Adjunct Graduate Faculty Membership

Requirements for adjunct graduate faculty membership in the Department of Biology are the same as those designated by the College of Graduate Studies (<http://www.mtsu.edu/graduate/forms.shtml>). 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.

The applicant must also:

- Provide evidence of qualifications to execute assignments successfully;
- Be recommended by the department chair (or the 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 Certificate (APC) form to the application for adjunct graduate faculty membership or otherwise document expertise in the area of responsibility.

11/22/13

2013 – 2014 Graduate Program Reviewer Nominations

Recommendation of the Program Review Subcommittee

Public History - Ph.D.

1. Dr. Patricia Mooney-Melvin – Associate Professor of History & Associate Dean, College of Graduate Studies, Loyola University Chicago
2. Dr. Rosalind Beiler – Associate Professor of History, University of Central Florida
3. Dr. James R. Grossman – Executive Director, American Historical Association

Exercise Science – M.S.

1. Dr. Patricia Nixon – Professor, Department of Health and Exercise Science, Wake Forest University
2. Dr. Thomas Joseph Pujol – Professor & Chair, Department of Health, Human Performance, and Recreation, Southeast Missouri State University
3. Dr. John R. McLester – Professor, Kennesaw State University

Recording Arts & Technology – M.F.A.

1. Mr. Alex Case – Associate Professor & Graduate Coordinator, Sound Recording Technology, Department of Music, Univ. of Massachusetts - Lowell
2. Dr. Agnieszka Roginska – Associate Director of Music Technology, Department of Music & Performing Arts Professions, Steinhardt School, New York University
3. Ms. Theresa Leonard – Director/Executive Producer, Audio Program, The Banff Centre

Literacy Studies – Ph.D.

1. Dr. Caitlin M. Dooley – Associate Professor of Early Childhood Education, Georgia State University
2. Dr. Elizabeth St. Pierre – Professor of Educational Theory & Practice, University of Georgia
3. Dr. Sherry S. Swain – Senior Research Associate for the National Writing Project