

# GRADUATE COUNCIL MINUTES

## January 24, 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, Vince Cobb, Alex Collins, Bichaka Fayissa, Amy Harris, Robert Kalwinsky, Robin Lee, Theresa McBreen, 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  
Janet Kelly, Enrollment Management Specialist, 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 noted that the Graduate Faculty and Student Travel Budget has been quickly exhausted within the fall semester. This budget has been supplemented by a total of \$20,000 this fiscal year.

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

Dr. Sayward introduced Dr. Amy Harris as the newly appointed Faculty Assistant to the Dean. As such, Dr. Harris will no longer serve as Chair of the Graduate Council. Dr. Nita Brooks will now become the Graduate Council Chair.

Dr. Sayward reported that she had recently met with Records and Financial Aid in order to discuss grading for students enrolled in the Accelerated Bachelor's / Master's (ABM) degree program. One topic of discussion was that there is no grade of A- for undergraduate students, but the graduate students can have A- as a grade. So, if a student in the ABM program earns an A-, it will be reflected as an A on the undergraduate transcript and as A- on the graduate transcript. Also discussed was the policy that if a graduate student fails an undergraduate level

class, the College of Graduate Studies would allow the student to repeat the course.

Dr. Sayward informed the Council that the College of Graduate Studies will now start 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 will be forwarded to the Policies and Procedures committee for review.

**D. Janet Kelly, Enrollment Management Specialist, College of Graduate Studies**

Ms. Kelly distributed College of Graduate Studies lapel pins to each Council member. Although student enrollment is down this semester, we are optimistic since graduate applications have increased by 60% in comparison to Spring 2013. Recruitment efforts are being focused on individuals in the military and employees of our surrounding industries, i.e. Kroger, Amazon, and several others.

Ms. Kelly has been working with Marketing and Communications to get some visibility for the College of Graduate Studies. Currently, there are three billboard advertisements running for a period of one month.

**III. Approval of minutes from last meeting—December 13, 2013**

*A motion was made to accept the minutes of the December 13, 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.*

**B. Student Affairs and Travel**

**Dr. Robin Lee, Chair**

- Dr. Lee reported that approximately \$44,000 has been used for graduate student and faculty travel.
- Dr. Lee distributed a handout outlining the College of Graduate Studies Awards for outstanding graduate students and faculty mentors. The committee would like to gather feedback from the Council. After some discussion, it was determined that the guidelines and award process needed to be clarified further.
- After gathering more feedback, Dr. Lee will bring a recommendation to the February 28<sup>th</sup> Council meeting.

**C. Policies and Procedures**

**Dr. Jim Williams, Chair**

- No report at this time.

**D. Graduate Program Review**

**Dr. Larry Burriss, Chair**

- Dr. Burriss reported that the M.S. in Exercise Science program review is scheduled for February 17-18, 2014.

**V. Old Business**

- There was no old business before the Council.

**VI. New Business**

- Election of Graduate Council Vice-Chair

Dr. Jennifer Vannatta-Hall was nominated. A motion was made to accept the nomination of Dr. Vannatta-Hall as Vice-Chair. The motion was seconded and carried.

There being no further business the meeting was adjourned at 2:41 pm. The next meeting is scheduled for February 28<sup>th</sup> at 2:00 pm.

# **Graduate Council – Consent Calendar January 24, 2014**

## **Graduate Faculty Membership**

Becky Alexander / Elementary & Special Education / EdD  
Gaylord Brewer / English / PhD  
Kevin Donovan / English / PhD  
Grant Gardner / Biology / PhD  
Robert Gordon / Electronic Media Communication / MBA  
Jason Jessen / Biology / PhD  
Erin McClelland / Biology / PhD  
Charlene True / Educational Leadership / EdD

### **Adjunct**

Leigh Bagwell / Educational Leadership / EdD  
Ying Gao / Molecular Biosciences / PhD  
Michael Gonzales / Educational Leadership / EdD  
Gina Haddix / Educational Leadership / EdD  
Regina Merriman / Educational Leadership / EdD  
Kathryn Moisant / Educational Leadership / EdD  
Joseph Phillips / Educational Leadership / EdD  
Jason Shelton / Nursing / MSPS  
Guannan Zhang / Computational Science / PhD

## Graduate Curriculum Changes

### *Molecular Biosciences*

#### **Change in Admission to Program (Major)**

Under the Application Procedures, add the following language: ***“Applicants can only enter the Molecular Biosciences Ph.D. Program in the fall semester.”***

Change to be effective Spring 2014

In the list of Application Procedures, add the following:

***“Applicants must also submit a one-to-two page statement of research interests that details why you want to obtain a Ph.D. degree, the area of research that is of interest to you and indicate three professors with the program whose research intrigues you. The research interests of the faculty may be found at the program website. <http://www.mtsu.edu/graduate/mbspht/>***

***Select the program faculty link, select any faculty whose research you wish to explore and then select the research interests link for that faculty member.”***

Change to be effective Spring 2014

### *Computer Science*

#### **Change in Admission to Program (Major)**

Change language **FROM**: “Admission to the master’s program requires a satisfactory Graduate Record Examination score.”

Change language **TO**: ***“Admission to the master’s program requires a satisfactory Graduate Record Examination (GRE) score. Applicants with a 3.3 or higher undergraduate GPA on all CSCI courses taken at MTSU (which must include at least 15 upper division CSCI hours) are not required to submit a GRE score for admission to the graduate program.”***

Change to be effective Fall 2014