

Graduate Council Minutes

September 10, 2018

3:00 – 5:00 PM

HCC 550

Approved via email vote on September 11, 2018

Chair: Pamela Cantrell

Present: Jared Dupree, Travis Ficklin, Lish Harris, Mark Jeffreys, Geoff Smith, (Darlene Dilley, Misti Pierce, -ex officio)

Absent: Kathryn Syssoyeva, Andrea Brown-ex officio

A=Add, C=Change, D=Discontinue, F=Fee, GF=Graduate Faculty Designation

INFORMATION ITEMS	A, C, D, F, GF			DISCUSSION
Pamela Cantrell				
a. Welcome new members				<ul style="list-style-type: none"> Geoff Smith, College of Science, Engineering, and Technology Mark Jeffreys, College of Education New ex-officio member: Misti Pierce representing the Registrar's Office
b. Reminder:				<ul style="list-style-type: none"> All Graduate Council members must be approved as Graduate Faculty--please submit your applications for approval before our next meeting on October 8th. We already have 14 applications for Grad faculty for next meeting.
c. Upcoming Tasks for the year:				<ul style="list-style-type: none"> Develop a policy/program for graduate assistants Develop a procedure for thesis approval at the institutional level--through Graduate Council. Also consider residency requirements. This committee will operate independently of the disciplinary thesis committee. Select a style manual. Review current graduate policies for additions, clarifications, etc.

				<ul style="list-style-type: none"> • Two Master's programs coming forward this year need thesis and graduate assistants. Currently we have not established policies for graduate assistants and theses. If we can develop them by December, we can send through policy process in the Spring to be in place by Fall 2019. Provost asked this committee to create the policy. We have some samples from other universities. Definition of Thesis needs to be defined including: approval process, how many on advisory committee, what will the institutional level process involve, how does that process use the graduate council, etc. • Adopt a Thesis Booklet, use one already established that will work for our institution, include style manual • Sub-committee for Thesis Definition and policy: Mark Jeffreys, Geoff Smith and Travis Ficklin • Sub-committee for Policy for Grad Assistantships: Jared Dupree, Lish Harris, and Kathryn Syssoyeva • Use USHE institution policies as a base to create policy. Policies need to define up front what items mean. Use template in Policy Library to format new policies. Address residency requirements vs online delivery, generally address how money will be provided leaving programs the responsibility to cover costs. Need to use HR and Budget to help. • Could use different levels of tuition waiver.
DISCUSSION ITEMS				ACTION/DISCUSSION
a. New master's degree proposals				<ul style="list-style-type: none"> • How do we want to handle new program proposals--as "new business" meaning a proposal is presented one month for suggestions/edits and then returns the following month as an "action item" for a vote? Or, simply as action items that could be voted on at the meeting when they are presented? • New presentation procedure: The program author attends the meeting, presents the proposal, answers questions, and is then excused while the committee discusses and votes.

				<ul style="list-style-type: none"> • Applications for Graduation from Graduate programs due Feb 1. What do we want in terms of graduation celebration, etc. • Graduate Council (GC) is responsible for the degree of excellence of Graduate Programs. GC needs to vote more to establish excellence and rely less on the pending deadlines as programs are presented for approval. • Procedure established to not vote in presence of program author. • This committee is in charge advising graduation. • Admission to programs deadlines up to individual program. • Leave to the program planners to discuss with individual programs how to celebrate graduate level graduation events.
ACTION ITEMS		MOTIONS	VOTE RESULTS	ACTION/DISCUSSION
Master's degree proposals approval process	A	M: Lish Harris S: Jared Dupree Motion: GC will have the ability to vote on "ready" proposals and move them through to Academic Council	Approved, Unanimous	<ul style="list-style-type: none"> • Robert's Rules Order identifies that the program is presented, committee provides feedback, and then the program comes back to the council the second month for a vote. • GC needs to decide if we listen to the programs, vote to approve and send to academic council or take another month. • If someone has a prepared proposal, it is not desirable to send a great proposal back. • GC could recommend revisions, if the option for the committee removes stigma of rejection. • Suspend the rules and vote to approve if the changes are simply for formatting. • Substantive changes to curriculum or funding, or program delivery need to be revised. • Use the language ready or not ready, to limit politics and emotions of those submitting proposals.
Approve Graduate Council Charter	A	M: Lish Harris S: Mark Jeffreys	Approved, Unanimous	Pamela Cantrell presented the new charter.

Graduate Faculty Application		M: Travis Ficklin S: Geoff Smith		Motion for vote was for all four faculty at once. Voting members abstained from their own names in the voting procedure
Matt Harris, Full	GF		Approved, Unanimous	.
Paul (Lish) Harris, Associate	GF		Approved, For: 4 Abstain: 1	
Mark Jeffreys, Full	GF		Approved For: 4 Abstain: 1	
Pamela Cantrell, Full	GF		Approved, Unanimous	
New Program Proposals				
MA Technical Writing and Digital Rhetoric	A	M: Travis Ficklin S: Lish Harris Motion: Ready Proposal	Approved, Unanimous	<p>Cheri Crenshaw (Interim Dean for College of Humanities), Mike Peterson (Interim Chair of English Department): Proposing a Master's degree in writing specifically for anything with an electronic submission. Graduate students with skills in writing apply through application writing sample submission process. The degree offers technological expertise, with a 30-credit requirement. It includes three options for culminating experience: thesis, internship, or Master's portfolio. Graduate teaching assistant program allows graduate students to teach composition classes. Pay for assistants will be same as adjuncts. \$3000 per class. Teach 2 classes. Graduate Tuition will charge \$300 per credit hour with 3 classes per semester. 1st year the department will stretch for funding and then will start to make money that goes to academic programs.</p> <ul style="list-style-type: none"> • Will there be different charge for out of state? In state is \$300 per credit hour, out of state should be different. • Is the cost comparable to other programs in the state? Comparables for tuition already done by Bryant Flake. Lower than anywhere else in the state.

			<ul style="list-style-type: none"> • Having graduate assistants teach composition classes will help the department. 1 cohort every year with 8 to 10 students. • Will delivery be on campus or online? Already met with Ryan Hobbs, hoping delivery will be all classes “in class” and “virtual”. New equipment allows for an “Owl” that moves in the room to be a combination for electronic access. Only need two or three composition instructors so we won’t lose graduate assistants to online delivery. • Credits similar to other program in the state. Do we have faculty that can teach already? Anyone specializing in technical writing? Yes, faculty already able to teach the graduate level courses. • The market is growing for employment in this area. • Do you see that students with different backgrounds than English could apply? Students that come with writing skills should be eligible. GC recommends change the requirement to open to other students to encourage any variety of qualified student. Require proctored writing sample to vet eligible students. • Program is full time 2 years online or evening delivery targeting working professions. Are other competitive programs 2 years? Program requires 30 credits, professional people. If demand could offer summer courses. • Special Topics change the subtitle each time. • Recommendation to review the PLOs to put in DSU standardized format. • Research and Development team and launch team for new programs will work to make sure students don’t drop through the cracks and make sure the program is well communicated/advertised. • As a university could we pull expertise from other departments to offer more integration into programs offered at DSU. More programs working in that direction.
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				<ul style="list-style-type: none"> This is a standard technical writing Masters. Digital Rhetoric is new and a nice flare and room to move into a specialized program.
Master of Athletic Training (MAT)	A	M: Mark Jeffreys S: Lish Harris Motion: Ready Proposal	Approved, For: 4 Abstain: 1	<p>Travis Ficklin, Eli Bermudez (Dean of College of Health Sciences), Susan Hart (Chair Health & Human Performance Department): This program is Accredited by an outside governing body. Commission on Accreditation of Athletic Training Education (CAATE). It is a 60 credit program to be done in 2 years. By CAATE's standards we don't currently have faculty qualified and will need to hire 2 new faculty: Program Director and Education Coordinator. We are allowed to start without accreditation as long as accredited before students graduate. Peter Neibert has prepared this application as a consultant and expert for CATTE. Differential Tuition will be \$340/credit hour for residents and \$850/credit hour for out of state. We believe that a successful 1st cohort will be 10 students. After 2 years we will actually make money on the program. Also will need additional faculty after 3 years. Research on the demand for the program: SUU approved a MAT program and currently say they are accepting application but have not applied for accreditation yet. The need is still valid within our university and the demand across the State with both programs. Our program requires a slightly lower GPA requirement to collect students not allowed in other programs. New facility in the Human Performance Center already developing for space for the program. Currently athletics uses athletic trainers from IHC. Our program could increase use of internal athletic trainers. Requirements from CAATE to get accreditation include submitting self-study and site visit these costs are included in differential tuition. We must be accredited to graduate athletic trainers. By 2022 all athletic trainers must have a graduate degree. Other faculty can teach in the program. Just need the 2 qualified and then others can teach.</p>

				<ul style="list-style-type: none"> • Will establish minimum cohort to make sure that students can finish with the faculty that we have. • GRE scores do they really need it? We do need a limiting factor to admissions. Culturally, will it be seen as less a program? Need to decide to use GRE with limit or eliminate it or an equation on how to weight application factors. Research as to whether GRE is an indicator of whether students will pass licensing exam and/or to find solid data predictive to pass the GRE to get a strong cohort. Program lean towards leaving the standardized test. Recommend as the program moves forward in the approval process to establish an actual scale for the application of the GRE test to admit into the program. • Report of survey to just students at Dixie State University. 95 responses 67 interested in MAT and the vast majority of those indicated that If that program is here, they would be highly interested in staying at this university. • Are there clinical hours required? Clinical hours are part of the course work in the program. This program has inter-professional development here in DSU with the whole College of Health Sciences which isn't part of the SUU program. • Will student attend in the summer: Yes, FA 12 credits, SP 12 credits, SU 6 credit schedule, full-time, face-to-face, on sight clinical experience. • Tuition lower than other programs in the state. Competitive pricing. Non-resident tuition is competitive with other in state programs. Huntsman senior games, club tournaments, all high school activities will require MATs.
New Course Proposals (Course specific information stored in CIM)				
ENGL 6400: Advanced Editing	A	M: Lish Harris S: Mark Jeffreys	Approved, For: 4 Abstain: 1	New course

			(Vote includes all ENGL courses)	
ENGL 6401: Research Methods in Technical Writing and Digital Rhetoric	A			New Course
ENGL 6402: Critical Theories in Technical Writing and Digital Rhetoric	A			New course
ENGL 6900: Professional Internship	A			New course
ENGL 6971: Professional Portfolio in Technical Writing and Digital Rhetoric	A			New course
ENGL 6972R: Master's Thesis	A			New course
ENGL 6820: Practicum in Teaching College composition	A			New course
ENGL 6480: Special Topics in Technical Writing	A			New course
ENGL 6460: Special Topics in digital Rhetoric	A			New course
ENGL 6470: Special Topics in Writing Technologies	A			New course
ENGL 6920R: Directed Readings in Technical Writing and Digital Rhetoric	A			New course
MAT 6000R: Integrated Clinical Experiences	A	M: Jared Dupree S: Mark Jeffreys	Approved, For: 4 Abstain: 1 (Vote includes all MAT and HHP courses)	New course
MAT 6030: Advanced Acute Care in Athletic Training	A			New course
MAT 6032: Advanced Acute Care in Clinical Skills	A			New course
MAT 6060: Athletic Training Organizations & Professional Responsibility	A			New course
MAT 6070: Advanced Therapeutic Interventions I	A			New course
MAT 6072: Advanced Therapeutic Interventions I Clinical Skills	A			New course
MAT 6080: Advanced Therapeutic Interventions II Clinical Skills	A			New course

MAT 6082: Advanced Therapeutic Interventions II Clinical Skills	A			New course
MAT 6100: Advanced Clinical Anatomy	A			New course
MAT 6130: General Medical Assessment & Referral	A			New course
MAT 6150: Advanced Athletic Training clinical Skills	A			New course
MAT 6210: Pathoetiology and Orthopaedic Assessment I	A			New course
MAT 6215 Pathoetiology and Orthopaedic Assessment I Clinical Skills	A			New course
MAT 6220: Pathoetiology and Orthopaedic Assessment II Clinical Skills	A			New course
MAT 6225: Pathoetiology and Orthopaedic Assessment II Clinical Skills	A			New course
MAT 6250: Advanced Preventative Health Techniques	A			New course
MAT 6260: Orthopaedic Surgical Interventions	A			New course
MAT 6275: Mental Health Care in Athletic Training Practice	A			New course
HHP 6285: Quantitative Methods in Health & Human Performance	A			New course
HHP 6290: Research Methods in Health & Human Performance	A			New course
HHP 6299: Research (non-thesis)	A			New course
Next Meetings Scheduled: a. October 8, 2018 b. November 12, 2018 c. December 10, 2018 d. January 14, 2019 e. February 11, 2019 f. March 11, 2019 g. April 8, 2019				
Adjourned:		M: Lish Harris S: Jared Dupree	Adjourned	4:41 pm