

Marshall University Faculty Senate
Executive Committee Agenda
Monday, April 14, 2025, 12:00 Noon
MSC 2W16b/Microsoft Teams

1. Approval of Proposed Agenda
2. Approval of Minutes of March 10, 2025
3. Announcements – Chair
4. Recommendations/Resolutions
 - a. **SR 24-25-30 BAPC Resolves Best Practices for Class Session Modification and Cancellation**
 - b. **SR 24-25-31 CC Recommends approval of the listed UNDERGRADUATE PROGRAM Addition, Deletion, Change** in the following college and/or schools/programs: **Nutrition; BS, Sonography Degree [+ Program]; General Sonography; Adult Echocardiography; Child Welfare; Advanced Critical Thinking; Women Gender Sexuality Studies; Cryptography; Archaeological Geology. University College RBA: Regent's Bachelor of Arts Degree [+ Program]; History; Humanities; Anthropology; Communication Studies; Creative Writing Option; Criminal Justice; Cyber Forensics; Game Development; Geography; GIScience Geography; Human Geography; Information Assurance; Instruct Tech and Librarian; Literature in English; Military Science; Physical Geography; Political Science; Preschool Development; Psychology; Religion Studies; Sociology; Studio Art; Web Application Development; Women Gender Sexuality Studies. Pre-Geology Non-degree; Pre-Natural Res Rec Mgt Non-degree; Worksite Wellness; Business; Organizational Studies; Train and Dev for Organization; Computer Forensics; BA, Art; BA, Theatre; BA, Journalism; Broadcast; Multimedia Journalism; Sports Journalism; BA, Advertise/Public Relations; BA, Media Production; Radio/TV Production & Mgt; BFA, Theatre; Perform BFA, Theatre Emphasis; Production; BFA, Visual Art; Theatre; Theatre: Dance; BFA, Filmmaking; Television & Video Production; HR/Org Behavior; Human Resource Mgt Minor; BA, Elementary Education; Early Education/PK-K; BSME, Bach of Sci Mech Engineer; BSCE, Civil Engineering; Occupational Safety & Health; BS, Medical Imaging; Cardiovas Inter Adv Practice; CT MRI Adv Practice; MI Mgt Adv Practice Track; Mammography; Adv Diagnostic Radiography; ASN, Nursing; BA, Anthropology; Archaeological Anthropology AoE; BS, Biological Science; Cell, Molecular and Medical; Ecology and Evolutionary Bio; BS, Cyber Forensics and Secur; Medical Physics; Forensic Biology Emph, BSC Major; BS in Pharm Sciences Degree Program.**
 - c. **SR 24-25-32 CC Recommends approval of the listed UNDERGRADUATE COURSE Addition, Deletion, Change** in the following college and/or schools/programs: **JMC 242, 342, 230, 417, 101, 231, 241, 272, 273, 302, 330, 372, 373, 380, 404, 408, 414, 415, 420, 424, 437, 438, 439, 451, 452, 475, 480, 481, 490, 491; CE 451; ME 315, 305, 312, 325, 425, 452; MI 443; SONO 210, 212, 213, 214, 216, 217, 220, 310, 315, 318, 320, 410, 416, 417, 418, 420, 421, 422, 423, 424, 425, 433, 436, 438; SWK 274; ANT 336, 331, 468; CL 375; GEO 256, 426, 429, 440; GRK 402, 350; HST 466, 470, 475; LAT 201, 202, 203, 204; PHL 204, 380; BSC 121H, 432, 444, 444L; GLY 450, 426; MTH 456, 455; NRE 404, 440, 445, 446L, 447L, 450; PHY 102, 102L; STA 150H; MUS 109, 111, 112, 113, 114, 177A, 178A, 179A-D; THE 151, 152, 245, 250; WELL 305; RST 380; WS 101, 480, 481, 482; SST 301.**

- d. **SR 24-25-33 EC** Recommends **Revision to UPAA-2 (Class Attendance)**
 - e. **SR 24-25-34 AHC** Recommends **Standardizing Catalog Processes**
 - f. **SR 24-25-35 EC** Recommends **Amending the Faculty Constitution**
5. Set Agenda for the Faculty Senate Meeting, April 24, 2025 (Held in the Don Morris Room)
- a. Approval of Proposed Agenda
 - b. Approval of Minutes
 - c. Announcements – Chair
 - d. Recommendations/Resolutions
 - e. Regular Reports
 - i. President – Brad Smith (15 minutes)
 - ii. Provost – Avinandan Mukherjee (15 minutes)
 - iii. Board of Governors – Robin Riner (5 minutes)
 - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
 - v. Graduate Council – Richard Egleton (5 minutes)
 - vi. Student Government Association – Brea Belville (5 minutes)
 - f. Standing Committee Liaison Reports
 - i. Legislative Affairs Committee – Marybeth Beller (4 minutes)
 - ii. University Curriculum Committee – Tim Melvin (4 minutes)
 - iii. Faculty Personnel Committee – Chair/Liaison (4 minutes)
 - iv. Research Committee – Philippe Georgel (4 minutes)
 - v. Student Conduct & Welfare Committee – Tony Viola (4 minutes)
 - vi. Faculty Technology Committee – Nitin Puri (4 minutes)
 - g. Other Requests to Speak

**Marshall University Faculty Senate
Executive Committee Minutes
Monday, March 10, 2025, 12:00 Noon
MSC 2W16b/ Microsoft Teams**

MEMBERS PRESENT: Nathaniel Ramsey (v), Heather Stark (v), Ross Salary, Uyi Lawani, Mike Huesmann, Zach Garrett, Shawn Schulenberg, Jessica Buerk (v), Mindy Varney, Kelli Johnson, Amine Oudghiri-Otmani, Richard Eggleton (v)

MEMBERS ABSENT: Rick Gage

EX-OFFICIO, NON-VOTING MEMBERS PRESENT: Robin Riner, Allison Carey

EX-OFFICIO, NON-VOTING MEMBERS ABSENT: Brea Belville

Zeli Rivas (Parliamentarian)

Senate Staff: Hailey Bibbee

GUESTS: Andrew Morelock, Teresa Eagle (v), Sonja Cantrell-Johnson (v), Stephen Tipler, Patricia Mannon, Jim Denvir, Gary McIlvain, Darshana Shah (v), Marianna Linz (v), Gretchen Beach (v), Wei Xu (v).

The meeting was convened at noon by Chair Shawn Schulenberg.

1. Approval of Proposed Agenda - approved
2. Approval of Minutes of February 10, 2025 - approved
3. Announcements – Chair
 1. The President has signed the following documents:
 - a. January 13 Executive Committee Meeting Minutes
 - b. January 23 Faculty Senate Meeting Minutes
 - c. All Senate Recommendations/Resolutions, except for program reviews (07, 08, and 09), which will be coming shortly from Academic Affairs
 2. We had a strong turn out for Marshall Day at the WV Legislature and the Universities United Reception last week on March 4. It was a great event.
 3. Via email you may have seen that the university is moving forward implementing the rollback of DEI on campus because of federal and state orders. The Governor's Executive Order 3-25 was vague, but many more details are included in proposed legislation SB 474. I want to applaud the University Administration for successfully petitioning for several exceptions that preserve the core of our mission.
 4. The Legislative Affairs Committee considered a resolution on DEI that was ultimately voted down last week, but I have heard that some senators may add one from the floor for full Senate consideration at our March 27 meeting.
 5. You may have noticed some whiplash on a university announcement regarding Safe Space stickers on campus. Although the back-and-forth may have been a bit disconcerting, I

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believe our Shared Governance Charter created a framework for us to get this policy corrected quickly. The University Advisory Council met quickly to bring the “Five Families” together and we quickly reached a consensus.

6. The Dean searches for COEPD, COLA, and LCOB are moving forward with the committees meeting with semi-finalists in Columbus these weeks. The next steps after this are on campus interviews scheduled tentatively for April.
7. The Faculty Publication Celebration is scheduled for tomorrow, March 11, 3:00 – 5:00 PM in the Drinko Atrium. It’s always a great celebration to honor faculty who have published books, articles, and other creative works this past year.
8. The Ad Hoc Catalog Standardization Committee had its first meeting, and they hope to have a recommendation to us by our next meeting.
9. At the meeting on March 27, we will vote on our representative for the Shared Governance Review Committee. So far, we have one nomination.
10. Upcoming Meetings/Events
 - a. The Spring General Faculty meeting is scheduled for April 10th, 2025, at 4:00 PM in the Joan C. Edwards Playhouse. Agenda items include honoring retiring faculty and the recognition of award-winning faculty.
 - b. The items we consider today will be reviewed at our Faculty Senate meeting on March 27. That meeting will be held in MSC BE5.
 - c. Our next Executive Committee meeting, which is the last of the year, is scheduled for April 14 for items to be taken up at the April 24 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by April 4.

4. Recommendations/Resolutions

- a. **SR 24-25-23 BAPC** Recommends amending UPAA-2 (Class Attendance). - approved
- b. **SR 24-25-24 BAPC** Recommends amending UPGA-2 (Inclement Weather). - approved
- c. **SR 24-25-25 CC** Recommends approval of the listed UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE in the following college and/or schools/programs: BA, Music Industry; Music Management; Athletic Training; Biomechanics; Exercise Science; Strength and Conditioning; Kinesiology; AT, Pre-Physical Therapy; AT, Pre-Med; AT, Pre-Physician Assistant; Biomec PrePhysical Therapy; Biomec, Pre-Med; Biomec Pre-Physician Assistant; Ex Sci, Pre-Physical Therapy; Ex Sci Pre-Med; Ex Sci Pre-Physician Assistant; SC, Pre-Med; SC, Pre-Physical Therapy; SC, PrePhysician Assistant; Kin, Pre-Physical Therapy; Kin, Pre-Med; Kin Pre-Physician Assistant; BS, Health and Movement Sci Degree; Pre-Computer IT (Non-Deg); BFA, Music; Perform, BFA Music Emphasis; Jazz Studies,

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Emphasis; Multidisciplinary Studies; Music Entrepreneurship; Social Work; BS, Professional Pilot. - approved

d. **SR 24-25-26 CC** Recommends approval of the listed UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE in the following college and/or schools/programs: MUSP 225; MUSP 475; DTS 315; CHM 425; PS 101L; ART 218; MUS 101; MUS 110; MUS 326; MUS 495; MUS 310; MUS 327; MUS 427; NUR 418; PS 101. - approved

e. **SR 24-25-27 APC** Recommends approval of ITP for BS in Sonography. - approved

f. **SR 24-25-28 EC** Recommends amending UPGA-10 (Information Security). – approved as amended

5. Rules suspended to add 10 minute conversational item

Discussion regarding adding gen ed attributes to course

6. Set Agenda for the Faculty Senate Meeting, March 27, 2025 (Held in MSC BE5) - approved

a. Approval of Proposed Agenda

b. Approval of Minutes

c. Announcements – Chair

d. Guest Speaker: Susan Tusing

e. Shared Governance Review Committee - Election

f. Recommendations/Resolutions

g. Regular Reports

i. President – Brad Smith (15 minutes)

ii. Provost – Avinandan Mukherjee (15 minutes)

iii. Board of Governors – Robin Riner (5 minutes)

iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)

v. Graduate Council – Richard Eggleton (5 minutes)

vi. Student Government Association – Brea Belville (5 minutes)

h. Standing Committee Liaison Reports

i. Academic Planning Committee – Daniel O'Malley (4 minutes)

ii. Athletic Committee – Tom Hisiro (4 minutes)

iii. Budget & Academic Policy Committee – Jana Tigchelaar (4 minutes)

iv. Library Committee – Margie Phillips (4 minutes)

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v. Faculty Development Committee – Chair/Liaison (4 minutes)

vi. Physical Facilities & Planning Committee – Jamey Halleck (4 minutes)

i. Other Requests to Speak

The meeting was adjourned 12:22 p.m.

Respectfully Submitted:

Kelli Johnson

Kelli Johnson, Recording Secretary

MINUTES APPROVED BY EXECUTIVE COMMITTEE:

Shawn Schulenberg, Chair
Faculty Senate

Date Signed

MINUTES READ:

Brad Smith, President
Marshall University

Date Signed

Budget and Academic Policy Committee
RESOLUTION

SR 24-25-30 BAPC: Best Practices for Class Session Modification and Cancellation

Whereas, it is occasionally necessary for faculty to modify or cancel specific class sessions due to illness, severe weather, travel for university purposes, or other unavoidable reasons;

Whereas, Marshall policy allows for faculty to exercise reasonable discretion in these circumstances, with review by the department chair and Dean;

Whereas, there is often a benefit to students for a class session to be offered in a modified format rather than being canceled;

Whereas, students benefit from advance notice of modality changes and cancellations so they can adjust their plans accordingly;

Be it resolved,

The Faculty Senate, in conjunction with the Office of Academic Affairs, affirms the following best practices for faculty regarding the modification or cancellation of specific class sessions.

1. Faculty members have the authority to modify the delivery modality of specific in-person class sessions (e.g. from in-person to virtual or to asynchronous) when uncommon circumstances make it unreasonable or impossible to hold the class session in person.
 - a. The decision to modify or cancel a class session should take into consideration the overall circumstances and the academic and pedagogical needs of the class session.
 - b. A modification of delivery modality or class cancellation should be reported promptly to the department chair. The chair will discuss any concerns about the change with the faculty member and Dean as appropriate.
 - c. Faculty should not unilaterally change the delivery modality or cancel class on a repeating or frequent basis, but only for uncommon temporary situations. Should repeating or frequent modifications be required, they should only be made after advance consultation with the department chair.
2. When the delivery of an in-person class will be modified, or a class session will be canceled:
 - a. The instructor should notify the students of the class as early as reasonably possible by email or other electronic method.
 - b. The instructor should notify the department office before the class session, if reasonably possible, so that a notice can be posted at the door of the classroom.
3. Individual academic units may establish more detailed or restrictive procedures for canceling or modifying class sessions.

**Budget and Academic Policy Committee
RESOLUTION**

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

READ: _____ DATE: _____

COMMENTS: _____

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

INSTRUCTIONS: To view each full proposal (including all forms and attachments), log in to Courseleaf CIM using your MU credentials from the links below

- **All Proposals (by Approval Level)** <https://nextcatalog.marshall.edu/courseleaf/approve/>
 - Use this link to view **all proposals** (courses/programs/miscellaneous/intents-to-plan) **in the queue of each approval level**. To see the queue, change “Your Role” to the appropriate level (e.g., Faculty Senate Executive Committee).
 - **Programs** <https://nextcatalog.marshall.edu/programadmin/>
 - Use this link to view **program** proposals. To search, enter an asterisk (*) before keywords or CIM key (e.g., *political science).
-

Program Additions

College of Health Professions

New Minor: Nutrition [CIM Key 907]

- **Major within which it will be listed:** BS, Dietetics
- **Minimum Credit Hours Required:** 15
- **Rationale:** Good nutrition is a vital component to living a healthy lifestyle and more and more students have contacted the department recently asking about a minor in the field. This is especially true to those in other health profession majors, but the minor would be beneficial to all students wishing to learn more about diet and nutrition. The minor would fill an existing gap for students who wish to learn more about nutrition and dietetics but are seeking another major.

New Degree Program: BS, Sonography Degree Program (B.S.) [CIM Key 911]

- **Minimum Credit Hours Required:** 120
- **Rationale:** The rationale for developing a Bachelor of Science (B.S.) in Sonography Degree Program as a distinct program arises from collaborative discussions with sonography technical directors across local hospitals and medical imaging facilities. These discussions revealed a significant demand for a specialized educational pathway in sonography that would effectively prepare students for the evolving needs of the healthcare industry.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Major: BS, Sonography [CIM Key 915]

- **Minimum Credit Hours Required:** 128-134
- **Rationale:** The field of sonography is experiencing significant growth and evolution, driven by an increasing emphasis on non-invasive diagnostic techniques that demonstrate high levels of accuracy. The implementation of a Bachelor of Science in Sonography Degree Program is essential to meet the surging demand for skilled professionals equipped with the requisite expertise in this specialized domain. This proposal outlines the necessity, structure, and anticipated outcomes of introducing a comprehensive educational program focusing on sonography.

New Area of Emphasis: General Sonography [CIM Key 916]

- **Major within which it will be listed:** BS, Sonography
- **Minimum Credit Hours Required:** 123-125
- **Rationale:** The field of sonography is experiencing significant growth and evolution, driven by an increasing emphasis on non-invasive diagnostic techniques that demonstrate high levels of accuracy. The implementation of a Bachelor of Science in Sonography Degree Program is essential to meet the surging demand for skilled professionals equipped with the requisite expertise in this specialized domain. This proposal outlines the necessity, structure, and anticipated outcomes of introducing a comprehensive educational program focusing on sonography.

New Area of Emphasis: Adult Echocardiography [CIM Key 917]

- **Major within which it will be listed:** BS, Sonography
- **Minimum Credit Hours Required:** 123-125
- **Rationale:** The field of sonography is experiencing significant growth and evolution, driven by an increasing emphasis on non-invasive diagnostic techniques that demonstrate high levels of accuracy. The implementation of a Bachelor of Science in Sonography Degree Program is essential to meet the surging demand for skilled professionals equipped with the requisite expertise in this specialized domain. This proposal outlines the necessity, structure, and anticipated outcomes of introducing a comprehensive educational program focusing on sonography.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Undergraduate Certificate: Child Welfare Certificate [CIM Key 948]

- **Minimum Credit Hours Required:** 18
- **Rationale:** The Child Welfare Certificate will enable students to develop a foundation of learning about the services and practices working with children and families in need. Additionally, this will streamline learning for those who work in the child welfare system regardless of undergraduate major. The tristate area has seen a significant increase in foster children. Because of this growth, well as a growing need for skilled child welfare workers in the DOHS and integrated behavioral health systems, providing a solid foundation for ethical and efficient work with this population is needed.

College of Liberal Arts

New Undergraduate Certificate: Advanced Critical Thinking [CIM Key 868]

- **Minimum Credit Hours Required:** 16
- **Rationale:** The certificate will serve as a culminating achievement for students who begin the intro sequence in Transformative Texts (SCLA 101, 102) and will allow students to choose a track/area of concentration. Beyond adding greater coherence to the students' gen-ed experience, the pursuit of the certificate will give the opportunity for students in all majors (including STEM fields and others not typically associated with Liberal Arts) to see how study in the Humanities can complement their chosen discipline, broadening their understanding while providing, in a practical sense, a credential to signify a unique advantage in their field.

New Minor: Women Gender Sexuality Studies [CIM Key 878]

- **Minimum Credit Hours Required:** 15
- **Rationale:** Marshall's program in Women's, Gender, and Sexuality Studies seeks to merge our two minors (Women's and Gender Studies + Sexuality Studies) into a single minor. The merger will streamline our program, help with staffing issues, and provide students with more course options every semester. We will suspend admissions to our two existing minors and delete them after all existing minors graduate. For context, W&G Studies was previously separate from Sexuality Studies, but the two programs merged in January 2022. We are an interdepartmental program run by a director (Hilary Brewster) and assistant director (Rachel Danford).

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Science

New Area of Emphasis: Cryptography [CIM Key 871]

- **Major within which it will be listed:** BS, Mathematics
- **Minimum Credit Hours Required:** 121
- **Rationale:** Cryptography is a unique field that sits at the intersection of pure mathematics and applied computer science. With an increasing demand for Cybersecurity experts, the AoE in Cryptography enhances student marketability and equips students with the skills necessary to enter the high-demand job market. It addresses cybersecurity challenges and a growing global need for experts in secure systems. The program also supports institutional goals of providing cutting-edge education that is responsive to societal and technological changes.

New Area of Emphasis: Archaeological Geology [CIM Key 921]

- **Major within which it will be listed:** BS, Geology
- **Minimum Credit Hours Required:** 120
- **Rationale:** Geoarchaeology is a growing field, with more job placement and employment opportunities. The new area of emphasis, developed in coordination with the department of Sociology and Anthropology, will serve students with interests in this growing field. The new AOE will involve the addition of only 2 new classes: Geoarchaeology, and Applied Mineralogy, each to be taught every other year. The new classes will not over burden faculty as long as introductory labs continue to be taught by graduate assistants. The new AOE and classes will also contribute to the Archaeology studies at the Department of Sociology and Anthropology.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

University College

New Area of Emphasis: History [CIM Key 908]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 21
- **Rationale:** This is a new emphasis request. The RBA area of emphasis in history provides students a way to show a focus within the RBA program, a general studies program which by state statute does not allow for a major.

RBA students can currently minor in history but they have not previously had the opportunity for an area of emphasis in history, which shows a greater breadth and level of mastery than does a minor.

New Area of Emphasis: Humanities [CIM Key 912]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a new emphasis request. The Regents Bachelor of Arts degree by state statute does not allow a major, so the area of emphasis is a way for students to show a focus for their degree.
The new RBA area of emphasis in the humanities gives students more choices than a single subject area of emphasis or minor and show a greater degree of academic achievement than a minor does.

New Degree Program: Regent's Bachelor of Arts Degr (R.B.A.) [CIM Key 919]

- **Minimum Credit Hours Required:** 120
- **Rationale:** This is to move the Regent's Bachelor of Arts Degree Program, Major, and Emphases over to be housed in University College. New Banner codes will be needed for the major and all emphases. In addition, 2 new emphasis are being proposed: History, and Humanities.

University Curriculum Committee
RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Major: Regent's Bachelor of Arts [CIM Key 920]

- **Minimum Credit Hours Required:** 120
- **Rationale:** This is to submit for approval to move the Regent's Bachelor of Arts Degree Program, Major, and Areas of Emphases over to be housed in University College. New Banner codes will be needed for the major and all emphases. In addition, 2 new emphasis are being proposed: History, and Humanities. A review was completed of all AOE's prior to this submission and 4 will be submitted to be deleted and not moved to UC.

New Area of Emphasis: Anthropology [CIM Key 926]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college only request for the Anthropology Emphasis.

New Area of Emphasis: Communication Studies [CIM Key 927]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college only request for the Communication Studies Emphasis.

New Area of Emphasis: Creative Writing Option [CIM Key 928]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15
- **Rationale:** This is a change in college only request for the Creative Writing Option Emphasis.

New Area of Emphasis: Criminal Justice [CIM Key 929]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- **Rationale:** This is a change in college only request for the Criminal Justice Emphasis.

New Area of Emphasis: Cyber Forensics [CIM Key 930]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 25
- **Rationale:** This is a change in college and on course for the Cyber Forensics Emphasis. CS 105 was removed and CFS 200 replaced it.

New Area of Emphasis: Game Development [CIM Key 931]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 24
- **Rationale:** This is a change in college only request for the Game Development Emphasis.

New Area of Emphasis: Geography [CIM Key 932]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18-19
- **Rationale:** This is a change in college only request for the Geography Emphasis.

New Area of Emphasis: GIScience Geography [CIM Key 933]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college and removal of two courses (GEO 432, GEO 433 are now both inactive courses) for the GIScience Geography Emphasis.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Area of Emphasis: Human Geography [CIM Key 934]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college for the Human Geography Emphasis.

New Area of Emphasis: Information Assurance [CIM Key 935]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 23
- **Rationale:** This is a change in college, and one course, for the Information Assurance Emphasis.
See approval for the change in Additional Supporting Document attachment. CIT 352 was removed and replaced with CFS 445.

New Area of Emphasis: Instruct Tech and Librarian [CIM Key 936]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15

Rationale: This is a change in college only request for the Instructional Technology and Librarian Emphasis.

New Area of Emphasis: Literature in English [CIM Key 937]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15
- **Rationale:** This is a change in college only request for the Literature Option in English Emphasis.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Area of Emphasis: Military Science [CIM Key 938]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15
- **Rationale:** This is a change in college only request for the Military Science Emphasis.

New Area of Emphasis: Physical Geography [CIM Key 939]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18-19
- **Rationale:** This is a change in college, and some courses, for the Physical Geography Emphasis. GEO 350 was renumbered to GEO 450, adding to the course listed GEO 355, GEO 423, GEO 426, and GEO 460.

New Area of Emphasis: Political Science [CIM Key 940]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15
- **Rationale:** This is a change in college only for the Political Science Emphasis.

New Area of Emphasis: Preschool Development [CIM Key 941]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** There is a change in the college and some courses for the Preschool Development emphasis in the RBA that reduces the total hours to 18 for this emphasis.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Area of Emphasis: Psychology [CIM Key 942]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college only request for the Psychology Emphasis.

New Area of Emphasis: Religion Studies [CIM Key 943]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college only request for the Religion Studies Emphasis.

New Area of Emphasis: Sociology [CIM Key 944]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college only request for the Sociology Emphasis.

New Area of Emphasis: Studio Art [CIM Key 945]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 15
- **Rationale:** This is a change in college only request for the Studio Art Emphasis.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

New Area of Emphasis: Web Application Development [CIM Key 946]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 21
- **Rationale:** This is a change in college only request for the Web Application Development Emphasis.

New Area of Emphasis: Women Gender Sexuality Studies [CIM Key 947]

- **Major within which it will be listed:** RBA, Regents'
- **Minimum Credit Hours Required:** 18
- **Rationale:** This is a change in college and updating WS 101 course to WGS 101 request for the Women's Studies Emphasis.

Program Deletions

College of Science

Programs to be deleted: Pre-Geology (COS) (NON-DEG) [CIM Key 563]; Pre-Natural Res Rec Mgt (COS) (NON-DEG) [CIM Key 584]

- **Rationale:** The College of Science will eliminate all pre-majors and revise its admissions requirements. Under the proposed new policy, "Regular admission to the university constitutes admission to the College of Science for first-year students and transfer students from other institutions. There is no separate admissions process." This change will not affect the number of students admitted directly into the College of Science or University College.

University College

Areas of Emphasis to be deleted: Worksite Wellness [CIM Key 524]; Business [CIM Key 922]; Organizational Studies [CIM Key 923]; Train and Dev for Organization [CIM Key 924]; Computer Forensics [CIM Key 925]

- **Rationale:** There are no students with this current Emphasis and it has not been listed in the catalog, so it needs to be deleted.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Program Changes

College of Arts & Media

Change in Major: BA, Art [CIM Key 2]

- **Change:** Change to number of upper-division credits: reduction to make the total divisible by 3

Change in Major: BA, Music [CIM Key 5]

- **Changes**
 - Graduation Requirements: Reduction of number of upper division credit hours from 40 to 39 to be divisible by three.
 - Catalog Changes: editing for consistency.

Change in Major: BA, Theatre [CIM Key 11]

- **Changes:**
 - Change to number of upper-division credits: reduction to make the total divisible by 3
 - Curriculum changes: adding THE 151 and THE 152 to the required course list and curriculum maps
 - Catalog Changes: standardizing language, and fixing errors.

Change in Major: BA, Journalism [CIM Key 15]

- **Changes:**
 - Adding overview and admissions/graduation requirements
 - Updating graduation requirements
 - Adding course requirements.

Change in Areas of Emphasis: Broadcast [CIM Key 16]; Multimedia Journalism [CIM Key 17]; Sports Journalism [CIM Key 18]

- **Changes:**
 - Change in the pathways to demonstration of proficiency in grammar
 - Editing to reflect JMC 490 as required internship course
 - Editing for new journalism "core" requirements (passed 2023-24)
 - Clarification of Multicultural/International requirements in the JMC Cognizance area
 - Editing for consistency of appearance in catalog.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Change in Major: BA, Advertise/Public Relations [CIM Key 19]

- **Changes:**
 - Adding admission/graduation requirements
 - Updating language under major requirements
 - Editing for consistency

Change in Major: BA, Media Production [CIM Key 22]

- **Changes:**
 - Correcting errors in course requirements
 - Editing for consistency
 - Updating graduation requirements.

Change in Area of Emphasis: Radio/TV Production & Mgt [CIM Key 24]

- **Changes:**
 - Correcting errors in course requirements
 - Editing for consistency
 - Updating graduation requirements.

Change in Major: BFA, Theatre [CIM Key 32]

- **Changes:**
 - Reduction in number of upper-division hours: to be divisible by 3
 - Editing for consistency of appearance.

Change in Area of Emphasis: Perform, BFA Theatre Emphasis [CIM Key 33]

- **Changes**
 - Major within which it will be listed: BFA, Theatre
 - Curriculum Changes: adding THE 151 and 152 to required courses (reduction in credits of THE 245 and 250, respectively).
 - Catalog Changes: standardizing language, adding THE 151 & 152 to course list and curriculum maps, fixing errors.

Change in Area of Emphasis: Production [CIM Key 34]

- **Changes**
 - Curriculum Changes: adding THE 151 and 152 to required courses (reduction in credits of THE 245 and 250, respectively).
 - Catalog Changes: standardizing language, adding THE 151 & 152 to course list and curriculum maps, fixing errors.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Change in Major: BFA, Visual Art [CIM Key 36]

- **Changes:**
 - Reduction in number of upper-division hours: to be divisible by 3

Change in Minor: Theatre (MINU) [CIM Key 727]

- **Change:** Minor wording change.

Change in Minor: Theatre: Dance (MINU) [CIM Key 728]

- **Change:** Minor edit to wording

Change in Major: BFA, Filmmaking [CIM Key 817]

- **Changes:**
 - Change to number of upper-division credits: reduction to make the total divisible by 3.
 - Adding admission and graduation requirements

Change in Area of Emphasis: Television & Video Production [CIM Key 818]

- **Changes:**
 - Correcting errors in course requirements
 - Editing for consistency
 - Updating graduation requirements.

College of Business

Change in Area of Emphasis: HR/Org Behavior [CIM Key 66]

- **Change:** This edit is just a proposed change of replacing MGT 430 Diversity Issues in Business with MGT 423 Organizational Development to align with current practices.

Change in Minor: Human Resource Mgt Minor [CIM Key 773]

- **Change:** A course change that removes MGT 430 Diversity Issues in Business and replaces that course with MGT 423 Organizational Development is being proposed to align with current practices.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Education

Change in Major: BA, Elementary Education [CIM Key 91]

- **Changes:**
 - This request is to remove CI 321, ECE Curriculum and Methods, from the required courses. CI 321 focuses on Pre-K and students interested in that grade band have an option to add the Pre-K Endorsement.
 - EDF 200 is to be taken every semester from sophomore status to Residency I, even if it is more than four semesters. (The hours are required by WVDE for Pre-Residency.)
 - WELL 305 is a required course for elementary majors, thus the title should reflect that and not early childhood.

Change in Area of Emphasis: Early Education/PK-K [CIM Key 93]

- **Change:** The decision to remove CI 459: Multicultural Influences in Education, from the Early Education/Pk-K Area of Emphasis is proposed because the primary components of the course can be embedded into the other courses in this area of emphasis. Additionally, the students who add this area of emphasis to their elementary education program of study will benefit from the remaining four courses in the area of emphasis, all of which take an in-depth approach to the study of early childhood methods, curriculum, practices, and pedagogy.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Engr and Comp Sci

Change in Major: BSME, Bach of Sci Mech Enginee [CIM Key 614]

- **Changes:** There are four minor changes. Please note that the total number of credit hours will not change.
 - Course Replacement: STA 345 - Applied Probability & Statistics (3 CHs) is replaced with ME 315 - Experimental Design (1 CH).
 - Credit Hour Adjustment: The number of credit hours for ME 452 - Senior Capstone 1 has been increased from 1 to 3.
 - Course Reordering: ME 425 - Solid Mechanics Lab is moved to Semester 6 (Spring of Junior Year).
 - Course Reordering: ME 325 - Thermo-Fluid Lab is moved to Semester 7 (Fall of Senior Year).

Change in Major: BSCE, Civil Engineering [CIM Key 623]

- **Changes:** The proposed modifications to the BSCE curriculum are incremental adjustments that reflect the expertise of new faculty members, consolidation of certain classes, and additional elective courses that have been created.

Change in Minor: Occupational Safety & Health (MINU) [CIM Key 716]

- **Changes:** The change removes SFT 373, SFT373L, have CHM requirements and SFT 499 which has PHY requirements. The change also reduces the total hours for the minor from 16 Credit Hours to 12 Credit Hours. This will allow student more flexibility in choosing course more in line with their career path.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Health Professions

Change in Major: BS, Medical Imaging [CIM Key 414]

- **Changes:**
 - Change in curriculum for a more comprehensive program and areas of emphasis.
 - Suspension of the two areas of emphasis that are moving to the proposed BS in Sonography major.
 - Deletion of the emphasis of Physics. This is due to there have never been any students apply for this emphasis in the last 10 years.

Change in Area of Emphasis: Cardiovas Inter Adv Practice [CIM Key 415]

- **Change:** Students in advanced clinical practice tracks will be provided with principles pertinent to their chosen area of emphasis. The advanced clinical tracks provide students with the proper functioning of equipment, the ability to locate and identify anatomy and pathophysiology, and compliance with accreditation standards. Students will be assigned to an approved clinical facility in computed tomography, magnetic resonance imaging, vascular interventional imaging, cardiac imaging, or Mammography. Students will be advised of specific exam content to prepare for The American Registry of Radiologic Technologists (ARRT) advanced practice exams in either CT, MRI, VI, CV, or Mammography.

Change in Area of Emphasis: CT MRI Adv Practice Track [CIM Key 416]

- **Change:** Students in advanced clinical practice tracks will be provided with principles pertinent to their chosen area of emphasis. The advanced clinical tracks provide students with the proper functioning of equipment, the ability to locate and identify anatomy and pathophysiology, and compliance with accreditation standards. Students will be assigned to an approved clinical facility in computed tomography, magnetic resonance imaging, vascular interventional imaging, cardiac imaging, or Mammography. Students will be advised of specific exam content to prepare for The American Registry of Radiologic Technologists (ARRT) advanced practice exams in either CT, MRI, VI, CV, or Mammography.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Change in Area of Emphasis: MI Mgt Adv Practice Track [CIM Key 417]

- **Change:** Students in advanced clinical practice tracks will be provided with principles pertinent to their chosen area of emphasis. The advanced clinical tracks provide students with the proper functioning of equipment, the ability to locate and identify anatomy and pathophysiology, and compliance with accreditation standards. Students will be assigned to an approved clinical facility in computed tomography, magnetic resonance imaging, vascular interventional imaging, cardiac imaging, or Mammography. Students will be advised of specific exam content to prepare for The American Registry of Radiologic Technologists (ARRT) advanced practice exams in either CT, MRI, VI, CV, or Mammography.

Change in Area of Emphasis: Mammography [CIM Key 419]

- **Change:** Students in advanced clinical practice tracks will be provided with principles pertinent to their chosen area of emphasis. The advanced clinical tracks provide students with the proper functioning of equipment, the ability to locate and identify anatomy and pathophysiology, and compliance with accreditation standards. Students will be assigned to an approved clinical facility in computed tomography, magnetic resonance imaging, vascular interventional imaging, cardiac imaging, or Mammography. Students will be advised of specific exam content to prepare for The American Registry of Radiologic Technologists (ARRT) advanced practice exams in either CT, MRI, VI, CV, or Mammography.

Change in Area of Emphasis: Adv Diagnostic Radiography [CIM Key 422]

- **Change:** Students in advanced clinical practice tracks will be provided with principles pertinent to their chosen area of emphasis. The advanced clinical tracks provide students with the proper functioning of equipment, the ability to locate and identify anatomy and pathophysiology, and compliance with accreditation standards. Students will be assigned to an approved clinical facility in computed tomography, magnetic resonance imaging, vascular interventional imaging, cardiac imaging, or Mammography. Students will be advised of specific exam content to prepare for The American Registry of Radiologic Technologists (ARRT) advanced practice exams in either CT, MRI, VI, CV, or Mammography.

Change in Major: ASN, Nursing [CIM Key 427]

- **Change:** Currently there are 72 hours for the program. Sixty hours is the recommended number of hours for associate degree programs. Removing PSY 311 and ENG 201 from the program arrives closer to the 60 hour recommendation. The proposed removed courses are not part of other associate degree nursing programs locally or regionally. We compete with these programs for many of the same students.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Making these changes will make us more competitive while not bringing detriment to the program.

College of Liberal Arts

Change in Major: BA, Anthropology [CIM Key 448]

- **Change:** We are proposing to offer students options for the methods course that is required for the major. So, instead of listing ANT 361: Ethnographic Research as a major requirement, we would like students to be able to choose ANT 361, ANT 324: Archaeological Analysis, OR ANT 372: Methods in language and culture for the major requirement. This fits with the four-field nature of anthropology. Instead of requiring a methods course in cultural anthropology for all students, they may choose a methods course in cultural or linguistic anthropology or archaeology.

Change in Area of Emphasis: Archaeological Anthropology [CIM Key 449]

- **Change:** We would like to change the course requirements for the area of emphasis to the following:

ANT 322 Archaeology
ANT 323 Archaeological Field Training
ANT 324 Archaeological Analysis

plus 3 archaeology electives, approved by faculty advisor

Industry standards expect that archaeology undergraduates will gain some fieldwork experience and these new requirements will reflect that.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Science

Change in Major: BS, Biological Science [CIM Key 534]

- **Change:** We are implementing a statistics requirement to the Biological Sciences major (STA150B {with STA150L concurrently}, STA150 {with STA150L concurrently}, or STA225) to better prepare our students for upper-level courses where a working knowledge of statistics is needed. In addition, adding statistics will assist our research students in data analysis. This requirement is being exchanged for a technical elective that was previously in our course of study.

Change in Area of Emphasis: Cell, Molecular and Medical [CIM Key 535]

- **Change:** We are implementing a statistics requirement to the Biological Sciences major (STA150 {with STA150L concurrently}, STA150B {with STA150L concurrently}, or STA225) to better prepare our students for upper-level courses where a working knowledge of statistics is needed. In addition, adding statistics will assist our research students in data analysis. This requirement is being exchanged for a technical elective that was previously in our course of study.

Change in Area of Emphasis: Ecology and Evolutionary Biol [CIM Key 536]

- **Change:** We are implementing a statistics requirement to the Biological Sciences major (STA150 {with STA150L concurrently}, STA150B {with STA150L concurrently}, or STA225) to better prepare our students for upper-level courses where a working knowledge of statistics is needed. In addition, adding statistics will assist our research students in data analysis. This requirement is being exchanged for a technical elective that was previously in our course of study.

Change in Major: BS, Cyber Forensics and Secur [CIM Key 561]

- **Change:** Changes to required courses do not change the total number of Minimum Credit Hours Required to graduate

Change in Area of Emphasis: Medical Physics [CIM Key 593]

- **Change:** Updates the flow of classes so that students have taken all suggested courses needed to succeed on the MCAT by the end of the third year, which is when students should take the exam.

University Curriculum Committee

RECOMMENDATION

SR 24-25-31 CC Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Change in Area of Emphasis: Forensic Biology Emph, BSC Mjr [CIM Key 837]

- **Change:** We are implementing a statistics requirement to the Biological Sciences major (STA150 {with STA150L concurrently}, STA150B {with STA150L concurrently}, or STA225) to better prepare our students for upper-level courses where a working knowledge of statistics is needed. In addition, adding statistics will assist our research students in data analysis. This requirement is being exchanged for a technical elective that was previously in our course of study.

School of Pharmacy

Change in Degree Program: BS in Pharm Sciences Degree Pr (B.S.) [CIM Key 780]

- **Change:** Updates to program including removal of requirement for SAT/ACT prior to entry of the program. This was done to remove barriers for students to apply to the program and to make similar as other university undergraduate programs.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

INSTRUCTIONS: To view each full proposal (including all forms and attachments), log in to Courseleaf CIM using your MU credentials from the links below

- **All Proposals (by Approval Level)** <https://nextcatalog.marshall.edu/courseleaf/approve/>
 - Use this link to view **all proposals** (courses/programs/miscellaneous/intents-to-plan) **in the queue of each approval level**. To see the queue, change "Your Role" to the appropriate level (e.g., Faculty Senate Executive Committee).
- **Courses** <https://nextcatalog.marshall.edu/courseadmin/>
 - Use this link to view **course** proposals. To search, enter an asterisk (*) before keywords or CIM key (e.g., *political science).

Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

CIM Keys are included [in brackets] after each course name.

Course Additions

College of Arts & Media

JMC 242: Esports Broadcasting [16064]

- **Course Description:** This course provides a comprehensive introduction to the world of esports broadcasting, focusing on the skills, tools, and techniques required to produce professional-quality esports content.
- **Credit Hours:** 3
- **Rationale:** Esports is now one of the largest earning media sectors, having grown from \$131 billion in 2017 to \$211 billion in 2021. It is growing at 12% each year and expected to reach \$625 billion by 2030, driven by the enormous popularity of game playing, the advancement in technology and network connectivity, and the increasing daily time devoted to game-playing. It is one of the fastest rising and most popular forms of entertainment. The industry needs trained media producers to produce content for audiences and present content as "shoutcasters." On-camera and off-camera producers for this specific sports genre are needed now more than ever. With this course, the MU SOJMC will be leading the state in development of an Esports curricula.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

JMC 342: Esports Shoutcasting [16065]

- **Course Description:** Explores esports shoutcasting, including live commentary, storytelling techniques, production skills, and industry professionalism. Emphasizes practical experience with tools such as OBS while preparing students for careers in esports broadcasting.
- **Credit Hours:** 3
- **Prerequisite:** JMC 242 minimum grade of C
- **Rationale:** Esports is now one of the largest earning media sectors, having grown from \$131 billion in 2017 to \$211 billion in 2021. It is growing at 12% each year and expected to reach \$625 billion by 2030, driven by the enormous popularity of game playing, the advancement in technology and network connectivity, and the increasing daily time devoted to game-playing. It is one of the fastest rising and most popular forms of entertainment. The industry needs trained media producers to produce content for audiences and present content as "shoutcasters." On-camera and off-camera producers for this specific sports genre are needed now more than ever. With this course, the MU SOJMC will be leading the state in development of an Esports curricula.

College of Engr and Comp Sci

CE 451: Construction Management [16055]

- **Course Description:** This course covers project scheduling techniques and various cost estimation methods. Students gain hands-on experience with industry-standard scheduling and estimating software, enhancing practical skills for real-world construction management applications.
- **Credit Hours:** 3
- **Prerequisite:** ENGR 222
- **Rationale:** -Other Majors That Might Be Interested in CE 451: Due to the interdisciplinary nature of construction management, several other majors could benefit from CE 451, including:
 - 1) Mechanical Engineering – Useful for understanding project planning and cost constraints in HVAC, plumbing, and structural installations.
 - 2) Electrical Engineering – Relevant for scheduling and cost estimation in power distribution projects.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- 3) Business/Finance (Real Estate or Construction Management Focus) – Provides insights into construction-related financial management, budgeting, and project funding.
- 4) Industrial & Systems Engineering – Aligns with process optimization and efficiency in project management.

-Rationale for Adding the Course: The inclusion of CE 451 addresses industry advancements and workforce needs by:

- 1) Aligning with Industry Standards – Enhancing skills in scheduling and estimating software required by employers.
- 2) Improving Workforce Readiness – Preparing students to plan, estimate, and manage construction resources effectively.
- 3) Enhancing Communication Skills – As a Writing-Intensive (WI) course, it strengthens technical report writing and documentation.

-Projected Semester Enrollment: Based on historical trends and anticipated interest from other majors, CE 451 is expected to enroll 25-35 students per semester, with potential growth as demand increases.

ME 315: Experimental Design [16097]

- **Course Description:** Design and analysis of experiments with emphasis on applications in mechanical engineering. Introduction to statistical analysis, measurement principles, experimental data analysis and testing, error & uncertainty analysis, and curve fitting.
- **Credit Hours:** 1
- **Prerequisites:** MTH 229 Minimum Grade D and ME 111 Minimum Grade D
- **Rationale:** This course will replace STA 345 - Applied Probability and Statistics in the Bachelor of Science in Mechanical Engineering (BSME) curriculum and will cover design and analysis of experiments with emphasis on applications in mechanical engineering.

College of Health Professions

MI 443: Vascular Interventional II [16063]

- **Course Description:** This course will focus on vascular interventional imaging equipment, devices and procedures.
- **Credit Hours:** 3
- **Prerequisite:** MI 408

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- **Rationale:** The course is needed to allow students to identify necessary anatomy and imaging components utilized for non-vascular procedures in interventional radiology. Students will identify necessary anatomy for interventional radiology.

SONO 210: Clinical Practice I [16074]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.

SONO 212: Abdominal Sonography I [16066]

- **Course Description:** This course covers basic abdominal sonographic positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, physiology to include the retroperitoneum, associated abdominal vasculature identified.
- **Credit Hours:** 4
- **Rationale:** This course covers basic abdominal sonographic positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, physiology to include the retroperitoneum, associated abdominal vasculature identified.

SONO 213: Ultrasound Physics I [16068]

- **Course Description:** The focus of this course is to educate students about the physics of sound waves and their interaction with tissue enabling the display of diagnostic imaging.
- **Credit Hours:** 3
- **Rationale:** The focus of this course is to educate students about the physics of sound waves and their interaction with tissue enabling the display of diagnostic imaging.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 214: Intro to Sonography [16071]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 3
- **Rationale:** Students will learn to demonstrate the proper handling of transducers, are expected to adhere to all lab clinic policies, required to look at the power point and report to all class, CFE lab and clinic on time and be prepared for discussions of materials.

SONO 216: Abdominal Sonography II [16067]

- **Course Description:** This course covers basic abdominal sonographic pathology positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, physiology to include the retroperitoneum, associated abdominal vasculature identified.
- **Credit Hours:** 3
- **Prerequisite:** SONO 212 Abdominal Sonography I
- **Rationale:** This course covers basic abdominal sonographic pathology positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, physiology to include the retroperitoneum, associated abdominal vasculature identified.

SONO 217: Ultrasound Physics II [16070]

- **Course Description:** The focus of this course is to educate students about the physics of sound waves and their interaction with tissue enabling the display of diagnostic imaging.
- **Credit Hours:** 3
- **Prerequisite:** SONO 213
- **Corequisite:** SONO 213 - Ultrasound Physics I

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- **Rationale:** The focus of this course is to educate students about the physics of sound waves and their interaction with tissue enabling the display of diagnostic imaging.

SONO 220: Clinical Practice II [16075]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Prerequisite:** SONO 210 Clinic I
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.

SONO 310: Clinical Practice III [16082]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Prerequisites:** Clinical SONO 210 and Clinical SONO 220
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 315: Small Parts Sonography [16078]

- **Course Description:** This course covers anatomy, positioning and scanning protocol of the superficial structures (thyroid, scrotum, breast), neonatal brain, neonatal hip, neonatal spine, pediatric kidneys, pediatric abdomen, musculoskeletal system.
- **Credit Hours:** 3
- **Prerequisites:** SONO 312 Abdominal I and SONO 316 Abdominal II
- **Rationale:** This comprehensive course is designed for healthcare professionals seeking to enhance their knowledge and skills in the imaging of superficial structures and pediatric anatomy. Participants will explore the intricacies of anatomical features, optimal positioning techniques, and standardized scanning protocols essential for accurate diagnostics.

The course will utilize a blend of theoretical lectures, hands-on demonstrations, and interactive workshops. Through case studies and practical exercises, participants will apply their knowledge, enhancing diagnostic skills and technical proficiency.

SONO 318: Vascular Sonography I [16080]

- **Course Description:** Discussion of vascular disease, duplex examinations with comparison to arteriography, as it pertains to venous and visceral vascular examinations.
- **Credit Hours:** 4
- **Rationale:** Vascular disease encompasses a range of conditions affecting blood vessels, which can lead to significant morbidity and mortality. The two primary diagnostic modalities for evaluating vascular health are duplex ultrasonography and arteriography (angiography). Both methods provide insights into venous and visceral vascular structures, but they differ greatly in their approach, applications, benefits, and limitations.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 320: Clinical Practice IV [16083]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Prerequisites:** Clinic I, Clinic II, Clinic III
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.

SONO 410: Clinical Practice V [16072]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Prerequisites:** Clinical Practice I, Clinical Practice II, Clinical Practice III, Clinical Practice IV; Successful completion of SPI examination
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 416: Obstetrical Sonography I [16091]

- **Course Description:** This course covers basic obstetrical sonographic positioning and scanning protocols, as it relates to normal anatomy of the fetus.
- **Credit Hours:** 4
- **Prerequisite:** SONO 212 Abdomen Sonography I
- **Rationale:** This course provides a comprehensive overview of basic obstetrical sonographic positioning and scanning protocols, focusing on the normal anatomy of the fetus. Participants will learn essential techniques for performing ultrasound examinations, understanding fetal development stages, and identifying anatomical structures.

SONO 417: Gynecological Sonography I [16089]

- **Course Description:** This course presents a study of anatomy and physiology of the nongravid and first trimester pelvis.
- **Credit Hours:** 3
- **Rationale:** This course goes over normal anatomy of the nongravid and first trimester pelvis. It deals with normal scanning and measurements of the normal female pelvis as well as the cyclic changes that are seen throughout.

SONO 418: Registry Review I [16081]

- **Course Description:** Designed to prepare the sonography student for their first specialty exam through the ARDMS. *Student's responsibility to let instructors know which review they wish to take...only one per semester.
- **Credit Hours:** 1
- **Rationale:** This course is designed to prepare the sonography student for an ARDMS board examination, pertinent to their area of emphasis.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 420: Clinical Practice VI [16084]

- **Course Description:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of sonographic procedures.
- **Credit Hours:** 4
- **Prerequisite:** SONO 410
- **Corequisite:** SONO 410
- **Rationale:** Clinical practice experiences are designed for sequential development, application, critical analysis, integration, synthesis and evaluation of concepts and theories in the performance of adult cardiac sonographic procedures.

SONO 421: Gynecological Sonography II [16090]

- **Course Description:** This course covers basic sonographic positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, and physiology to include a study of pathology of the nongravid and first trimester pelvis.
- **Credit Hours:** 2
- **Prerequisite:** SONO 417 GYN I
- **Rationale:** This course covers basic sonographic positioning and scanning protocols, as it relates to abnormal anatomy, anatomical variants, and physiology to include a study of pathology of the nongravid and first trimester pelvis.

University Curriculum Committee

RECOMMENDATION

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SONO 422: Obstetrical Sonography II [16085]

- **Course Description:** This course focuses on sonographic techniques in high-risk pregnancies and fetal abnormalities.
- **Credit Hours:** 3
- **Prerequisite:** SONO 416
- **Rationale:** This course focuses on sonographic techniques in high-risk pregnancies and fetal abnormalities by learning these abnormalities didactically and going to high risk perinatology centers.

SONO 423: Adult Echocardiography I [16073]

- **Course Description:** This course covers basic adult heart sonographic positioning and scanning protocols, as it relates to normal anatomy, anatomical variants, physiology of the adult heart.
- **Credit Hours:** 4
- **Prerequisite:** Successful completion of SPI examination
- **Rationale:** This course covers basic adult heart sonographic positioning and scanning protocols, as it relates to normal anatomy, anatomical variants, physiology of the adult heart.

SONO 424: Vascular Sonography II [16087]

- **Course Description:** Discussion of vascular pathology and the use of plethysmography techniques in sonography.
- **Credit Hours:** 3
- **Prerequisite:** SONO 318 Vascular I
- **Rationale:** Teaching students the difference in normal and vascular pathology and the use of plethysmography techniques in sonography.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

SONO 425: Adult Echocardiography II [16076]

- **Course Description:** This course covers basic adult heart sonographic positioning and scanning protocols related to normal anatomy, pathology, anatomical variants, and physiology of the adult heart.
- **Credit Hours:** 4
- **Prerequisite:** SONO 423
- **Corequisite:** SONO 423 - Adult Echocardiography I
- **Rationale:** This course covers basic adult heart sonographic positioning and scanning protocols related to normal anatomy, pathology, anatomical variants, and physiology of the adult heart.

SONO 433: Point-of-Care Ultrasound [16077]

- **Course Description:** This course will introduce basic principles of point of care ultrasound for students entering into the field of sonography and emergency medicine.
- **Credit Hours:** 3
- **Rationale:** This course will introduce basic principles of point of care ultrasound for students entering into the field of sonography and emergency medicine.

SONO 436: Registry Review II [16079]

- **Course Description:** This course is designed to prepare the sonography student for the specialty exam through the ARDMS.
- **Credit Hours:** 1
- **Rationale:** This course is designed to prepare the sonography student for the ARDMS board examination, pertinent to their specific area of emphasis.

University Curriculum Committee

RECOMMENDATION

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SONO 438: Fetal Echocardiography [16088]

- **Course Description:** This course focuses on sonographic techniques in high-risk pregnancies and fetal heart abnormalities.
- **Credit Hours:** 3
- **Prerequisite:** OB I SONO 416
- **Rationale:** This course focuses on sonographic techniques and scanning of high-risk pregnancies and fetal heart abnormalities.

SWK 274: Contemporary Family Dynamics [16094]

- **Course Description:** This course will enable students to learn about the changing landscape of family dynamics in areas of family structure, parenting, effective communication, family life cycle and cultural influences.
- **Credit Hours:** 3
- **Rationale:** This course is projected to be a part of the impending Child Welfare Certificate program. Understanding the changing family structure to be able to work effectively with differing family issues, parenting styles, and disparities that impact families and children. This course will enable the students interested in working in the child welfare system to be able to develop an understanding of the cultural, societal, and environmental impact on family communication and parenting styles and explore the resources needed to help families overcome adversity and thrive.

This course is available to any student who is interested in learning more about family dynamics.

Projected semester enrollment is 35 and will be a combination of Huntington and MOVC students.

University Curriculum Committee

RECOMMENDATION

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College of Liberal Arts

ANT 336: Forensic Anthropology [16037]

- **Course Description:** Forensic Anthropology is the study of human remains in medicolegal contexts. This course teaches students scene processing methods, analyzing human remains, estimating time since death, and determining manner of death.
- **Credit Hours:** 3
- **Rationale:** As a biological anthropologist, part of my research and training is in forensic anthropology. Forensic anthropologists are trained within anthropology departments by biological anthropologist, because they are required to have expert knowledge in human skeletal anatomy, which is a skillset I developed as part of my Ph.D. It is my goal to impart upon students my knowledge and expertise by training them in the typical methods and procedures forensic anthropologist use in medicolegal contexts. I am currently teaching forensic anthropology as a special topics course and it has received a lot of student interest and enthusiasm. I believe that the course would generate considerable interest for future students. Furthermore, according to the university strategic plan, one area of distinction is the Forensic Sciences. They currently do not employ a forensic anthropologist, although it is my hope that in time this course could be developed and offered to Master's students. For the time being, I think this course aligns with the mission of the university, which recognizes the demand of forensic experts and growing forensics industry.

CL 375: Humanities Internship I [15914]

- **Course Description:** This course provides the academic structure for- and assessment of- an internship experience.
- **Credit Hours:** 3-12
- **Rationale:** Humanities currently does not have any internship courses. Marshall for All has a requirement for internship or work study, this course helps fulfill the need for the former. // We hope to have students in internships Fall 2025 // We anticipate 3 student interns per semester.

University Curriculum Committee

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GEO 256: Remote Pilot Ground School [16042]

- **Course Description:** This course provides the fundamental knowledge to take the FAA Part 107 Remote Pilot exam and how to safely operate as a remote pilot-in-command (RPIC).
- **Credit Hours:** 1
- **Rationale:** Students and industry professionals seek the drone license credential. This course meets that demand.

GRK 402: Advanced Ancient Greek Poetry [15919]

- **Course Description:** A close reading of Ancient Greek authors of poetry
- **Credit Hours:** 3
- **Concurrent Prerequisite:** GRK 301
- **Rationale:** With a full time Hellenist we are able to offer more and varied types of Ancient Greek, and with the new Classical Languages track that incorporates Ancient Greek (not just Latin) in the elective portion of the major, we anticipate a need for more upper division classes. // Our first students should be ready for this class next academic year // We may get 5 students in each new class ***ADDED SYLLABUS 2/12***

HST 466: Medieval Queens [16039]

- **Course Description:** The evolution of power and rule from the late Roman Empire through medieval Europe, with a special focus on royal women.
- **Credit Hours:** 3
- **Rationale:** I have taught this course twice as a Special Topics course, and each time, it enrolled fully. It was a successful course and complemented other History Department courses, including Tudor and Stuart History and Medieval Britain.

University Curriculum Committee

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HST 470: The Civil War in Myth & Memory [15912]

- **Course Description:** In a small seminar-setting, this course will look at Union and Confederate (northern and southern), Black and white, male and female interpretations of the war between 1865 and the present.
- **Credit Hours:** 3
- **Rationale:** Students have been clamoring for a course on memory of the Civil War to complement the Civil War and Reconstruction class already taught. The Civil War in Myth and Memory course is also extremely relevant for today's discussions surrounding Civil War monuments, who put them up, why, and what should be done with them in today's society. I believe this class will draw students not only from history, but also from education, African American studies, political science, Journalism, and social sciences. Projected Fall 2025 enrolled - 25 students

HST 475: History Internship [16036]

- **Course Description:** History internships allow students to obtain real-world and hands-on job experience working with community partners.
- **Credit Hours:** 1-3
- **Prerequisite:** HST 100
- **Rationale:** This course will give students an opportunity for job experience and will help build their resumes. It is directed toward history majors specifically. Expected enrollment is 3-5 students per semester.

University Curriculum Committee

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LAT 201: Love & Hate in Roman Republic [16060]

- **Course Description:** Students will review and apply their knowledge of Latin vocabulary and grammar to develop translation skills through reading Latin poetry and prose and examining its relationship to Roman culture.
- **Credit Hours:** 3
- **Prerequisite:** LAT 102 or permission
- **Rationale:** We are revising our Latin program to better accommodate students who come in with different levels of Latin or who start Latin in the Spring semester. In addition, we believe this change will ensure a healthy class size for Latin at the intermediate level and, ideally, at the advanced level as well. This class is one of the four. Projected enrolment: 22

Instead of having a set sequence of intermediate Latin courses (currently 203 and 204), we will offer four different Intermediate Latin classes (201, 202, 203, and 204) on a four- semester rotation. Students who show rapid progress and ability in Latin will be able to move ahead after one semester to advanced Latin; students who need extra time developing the core skills expected of students at the intermediate level will be able to take three or more semesters to achieve this outcome.

All four classes will complete COLA's foreign language/global requirement. They also contribute to the Humanities Department's major (for the Classical Language's track) and are essential to the Latin minor.

University Curriculum Committee

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LAT 202: Ghosts & Monsters in Anc. Rome [16061]

- **Course Description:** Students will review and apply their knowledge of Latin vocabulary and grammar to develop translation skills through reading Latin poetry and prose and examining its relationship to Roman culture.
- **Credit Hours:** 3
- **Prerequisite:** LAT 102 or permission
- **Rationale:** We are revising our Latin program to better accommodate students who come in with different levels of Latin or who start Latin in the Spring semester. In addition, we believe this change will ensure a healthy class size for Latin at the intermediate level and, ideally, at the advanced level as well. This class is one of the four. Projected enrolment: 22

Instead of having a set sequence of intermediate Latin courses (currently 203 and 204), we will offer four different Intermediate Latin classes (201, 202, 203, and 204) on a four- semester rotation. Students who show rapid progress and ability in Latin will be able to move ahead after one semester to advanced Latin; students who need extra time developing the core skills expected of students at the intermediate level will be able to take three or more semesters to achieve this outcome.

All four classes will complete COLA's foreign language/global requirement. They also contribute to the Humanities Department's major (for the Classical Language's track) and are essential to the Latin minor.

PHL 204: AI and Ethics [15913]

- **Course Description:** We discuss what AI and technology are; how they systematically affect our encounters with, and understanding of, the world; how those encounters interact with values like equality, autonomy, progress.
- **Credit Hours:** 3
- **Rationale:** We believe this course is of immediate and vital interest to all students, as AI is top of mind at this university and in the world. Grappling with the ethical considerations of use of AI as well as the implications for what it means to be human require structured, systematic thinking. Having a philosophically trained ethicist is the best way to tackle these issues. // We will offer this course in the Spring 2025 semester, Summer 2025, and depending on interest potentially every semester. // Course will be capped at 35 because of the writing and discussion components // Diana Adams has agreed to vet the content so it should be approved if not by the time

University Curriculum Committee
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you read this, then shortly thereafter // Per a recent discussion, this course should be part of the renovated Digital Humanities curriculum.

College of Science

BSC 121H: Prin of Biology II Honors [16093]

- **Course Description:** A continuation of the study of basic biological principles common to all organisms. Evolution, diversity of life, structure, function, and ecology. Intended for honors students, fulfilling honors education objectives.
- **Credit Hours:** 3
- **Prerequisites:** BSC 120 with a minimum of a C or BSC 120H with a minimum of a C
- **Concurrent Prerequisite:** BSC 121L
- **Rationale:** We want to provide another honors course in our department to accommodate the large number of honors students interested in biology related careers including healthcare and research.

BSC 432: Data Analysis in Bio Sciences [16096]

- **Course Description:** Example-led lectures and practical sessions to build proficiency in analyzing real data in biological sciences using R. Includes data wrangling, visualization, and mapping with emphasis on reproducible research practices
- **Credit Hours:** 3
- **Prerequisites:** Completion of at least one 300-level BSC course
- **Rationale:** R is a an open-source coding language that biologists and ecologists use to conduct repeatable and reproducible data analysis and visualization. As such, employers and graduate programs often require competency in the language. This course differs from courses taught in other departments in that it: 1) is designed for students with no prior computer coding experience; 2) does not teach statistics, per se (students do learn to code basic statistical tests); 3) focuses explicitly on the process of using the R language to write repeatable and reproducible code; 4) is strongly biased towards ecological (especially) and biological analyses and includes a significant component on geospatial applications.

This course has previously been offered as a Special Topics graduate level course. Graduate student interest in the course is very high with enrollments of approximately 15 each time it is offered. In 2024, we offered this undergraduate version of the course

University Curriculum Committee

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as a Special Topics course with an enrollment of two students. We anticipate about 5 undergraduate students will enroll in future offerings of this course.

BSC 444: Microbiology: Fermentation [16051]

- **Course Description:** The biology of food fermentation with an emphasis on the microorganisms involved will be explored.
- **Credit Hours:** 3
- **Prerequisites:** BSC 302 Principles of Microbiology, or BSC 250 Microbiology and Human Disease, or BSC 322 Principles Cell Biology, or BSC 324 Principles of Genetics, or BSC 320 Principles of Ecology, or CHM 365 Introductory Biochemistry
- **Corequisite:** BSC 444L - Microbiology: Fermentation Lab
- **Rationale:** Fermentation is a growing interest, with many individuals and businesses fermenting goods like mead, beer, and sourdough. Here, we will introduce the science and the microbiology involved in these processes and students will gain hands on experience learning these practices. For biology majors, this course will be an elective and will be of interest to students curious about fermentation methods and the various careers in fermented food production including food technology, and food industry quality control.

BSC 444L: Microbiology: Fermentation Lab [16052]

- **Course Description:** The biology of food fermentation with an emphasis on the microorganisms involved will be explored using microbiology laboratory approaches.
- **Credit Hours:** 1
- **Prerequisites:** BSC 302 Principles of Microbiology, or BSC 250 Microbiology and Human Disease, or BSC 322 Principles Cell Biology, or BSC 324 Principles of Genetics, or BSC 320 Principles of Ecology, or CHM 365 Introductory Biochemistry
- **Corequisite:** BSC 444 - Microbiology: Fermentation
- **Rationale:** Fermentation is a growing interest, with many individuals and businesses fermenting goods like mead, beer, and sourdough. Here, we will introduce the science and the microbiology involved in these processes and students will gain hands on experience learning these practices. For biology majors, this course will be an elective and will be of interest to students curious about fermentation methods and the various

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careers in fermented food production including food technology, and food industry quality control.

GLY 450: Geoarchaeology [16049]

- **Course Description:** Application of geological methods and principles to study of archaeological sites and contents. Focused on analysis of geological samples for interpretation of site matrix, site formation processes, and paleoenvironmental setting.
- **Credit Hours:** 4
- **Prerequisites:** GLY 210L and GLY 211L
- **Rationale:** Geoarchaeology is a growing field, so there is a need to teach students how to collect surficial material samples, distinguish soil from sediment, identify sedimentary textures and structures, describe and interpret soil micromorphology, interpret the pedogenic history of various types of soils, Identify buried paleosols in field settings and interpret their significance, determine lithostratigraphy and pedostratigraphy at sites, and utilize stratigraphic principles and knowledge of soils and sediments for interpreting archaeological site formation processes.

Archaeological Geology AoE has been developed by the departments of Geology and Anthropology.

MTH 456: Mathematical Cryptography [15938]

- **Course Description:** Mathematical Cryptography provides an overview of algebraic structures, elliptic curves, linear codes, and additional cryptography topics.
- **Credit Hours:** 3
- **Prerequisites:** C or better in MTH 455
- **Rationale:** This course supports the proposed Area of Emphasis (AoE) in Cryptography. Cryptography is a unique field that sits at the intersection of pure mathematics and applied computer science. With an increasing demand for Cybersecurity experts, the AoE in Cryptography enhances student marketability and equips students with the skills necessary to enter the high-demand job market. It addresses cybersecurity challenges and a growing global need for experts in security systems. The program also supports institutional goals of providing cutting-edge education that is responsive to societal and technological changes. MTH 456

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Mathematical Cryptography will be the next course after students take MTH 455 Number Theory and Cryptography. Enrollment in the course is expected to grow along with the Computer Science and Cybersecurity programs at Marshall.

NRE 404: Compost Science & Operations [16098]

- **Course Description:** An advanced exploration of composting systems, evaluation methods, sustainable management strategies, compost quality characteristics and analysis, and community, environmental, and operational aspects of compost production and utilization.
- **Credit Hours:** 4
- **Prerequisites:** BSC 121 and NRE 300, or instructor permission
- **Rationale:** The proposed course is designed to equip students from Specialty Agriculture BS and Environmental Science BS programs with advanced knowledge and practical skills in sustainable organic waste management. As the global emphasis on environmental sustainability intensifies, expertise in composting has become increasingly valuable for enhancing soil health, reducing landfill waste, and promoting sustainable agricultural practices.

This course was designed based on a 40-hour compost operations certification training course that the instructor and Sustainability Department staff attended with additional theoretical instruction and experiential learning activities included. It offers an in-depth exploration of composting processes, including the evaluation of various methods, design of efficient systems, and analysis of compost quality. Students will engage in hands-on experiences, such as building and monitoring compost piles, conducting laboratory analyses, and developing comprehensive management plans. These activities are designed to foster critical thinking and problem-solving skills, aligning with higher-order learning objectives.

The anticipated enrollment of 5-10 students per semester, which will allow for personalized instruction and collaborative projects. Students who take this course will be well-prepared to apply the knowledge of effective composting practices gained from this course in the workplace to advance environmental sustainability.

University Curriculum Committee

RECOMMENDATION

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NRE 440: Fisheries Management [15801]

- **Course Description:** The history, regulations, theory, and science behind the management/mismanagement of inland fisheries.
- **Credit Hours:** 4
- **Prerequisites:** NRE 322 with a minimum grade of D or NRE 323 with a minimum grade of D
- **Rationale:** The American Fisheries Society has a fisheries professional certification process. That process requires a biologist to have had a fisheries management lab course to qualify. We created a 400/500 to complete this certification process for MU graduates. This course has been taught a few times with enrollments from 15 to 20 students.

NRE 445: Sustainable Tropical Ecology [15772]

- **Course Description:** This course is designed to introduce the cultural components, human impacts, basic ecology, habitats types, biodiversity, plant communities, life histories, and conservation of tropical ecosystems.
- **Credit Hours:** 3
- **Prerequisites:** NRE 321 with a minimum grade of D or NRE 323 with a minimum grade of D
- **Concurrent Prerequisites:** Either NRE 446L Sustainable Tropical Ecology travel lab or NRE 447L Sustainable Tropical Ecology non-travel lab
- **Rationale:** Exposure to tropical ecosystems provides students with knowledge of significant global environmental issues (i.e. rainforest deforestation, coral reef bleaching, species conservations, habitat conservation and sustainable development). Recently, Marshall University created a "BIG FIVE" Strategic Priorities and five "NO REGRET" supporting Strategies. NRE 445, NRE 445L, NRE 446, NRE 545, and NRE 546 are a series of undergraduate and graduate courses that encompasses four of the "BIG FIVE" priorities including: enrollment management, transformative student success, end-to-end student experience, and in-demand knowledge. It also supports three of the five "NO REGRET" strategies: applied high impact research, experiential education & Innovation, and globalization & inclusive excellence. Additionally, study abroad programs available at Marshall University or thru the university partnerships are generally semester long opportunities which cost \$12k or more. Most MU students cannot afford this. Tropical Ecosystem Studies provides an affordable international experience focused on the aforementioned critical global environmental issues.

University Curriculum Committee

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Enrollments for this class have varied from 8 to 22 students with trips to Belize (14), Bonaire (11), South Africa, Northeast India, Costa Rica and Australia. Inclusion of a non-travel lab alternative for the undergraduate students will raise enrollment in the class overall and further engage students on these important global topics.

NRE 446L: Sustain Tropical Travel Lab [15775]

- **Course Description:** Laboratory companion course to NRE 445. Investigation of aquatic and terrestrial biota in the tropical environment and examination threats to tropical ecosystems. International trip, with an extra fee, required.
- **Credit Hours:** 2
- **Prerequisites:** NRE 321 with a minimum grade of D or NRE 323 with a minimum grade of D
- **Concurrent Prerequisite:** NRE 445
- **Rationale:** Exposure to tropical ecosystems provides students with knowledge of significant global environmental issues (i.e. rainforest deforestation, coral reef bleaching, species conservations, habitat conservation and sustainable development). Recently, Marshall University created a "BIG FIVE" Strategic Priorities and five "NO REGRET" supporting Strategies. NRE 445, NRE 445L, NRE 446, NRE 545, and NRE 546 are a series of undergraduate and graduate courses that encompasses four of the "BIG FIVE" priorities including: enrollment management, transformative student success, end-to-end student experience, and in-demand knowledge. It also supports three of the five "NO REGRET" strategies: applied high impact research, experiential education & Innovation, and globalization & inclusive excellence. Additionally, study abroad programs available at Marshall University or thru the university partnerships are generally semester long opportunities which cost \$12k or more. Most MU students cannot afford this. Tropical Ecosystem Studies provides an affordable international experience focused on the aforementioned critical global environmental issues. Enrollments for this class have varied from 8 to 22 students with trips to Belize (14), Bonaire (11), South Africa, Northeast India, Costa Rica and Australia. Inclusion of a non-travel lab alternative for the undergraduate students will raise enrollment in the class overall and further engage students on these important global topics.

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NRE 447L: Sustainable Tropical Lab [15774]

- **Course Description:** Laboratory companion course to NRE 445. Investigation of aquatic and terrestrial biota in the tropical environment and examination threats to tropical ecosystems.
- **Credit Hours:** 1
- **Prerequisites:** NRE 321 with a minimum grade of D or NRE 323 with a minimum grade of D
- **Concurrent Prerequisite:** NRE 445
- **Rationale:** Exposure to tropical ecosystems provides students with knowledge of significant global environmental issues (i.e. rainforest deforestation, coral reef bleaching, species conservations, habitat conservation and sustainable development). Recently, Marshall University created a "BIG FIVE" Strategic Priorities and five "NO REGRET" supporting Strategies. NRE 445, NRE 445L, NRE 446, NRE 545, and NRE 546 are a series of undergraduate and graduate courses that encompasses four of the "BIG FIVE" priorities including: enrollment management, transformative student success, end-to-end student experience, and in-demand knowledge. It also supports three of the five "NO REGRET" strategies: applied high impact research, experiential education & Innovation, and globalization & inclusive excellence. Additionally, study abroad programs available at Marshall University or thru the university partnerships are generally semester long opportunities which cost \$12k or more. Most MU students cannot afford this. Tropical Ecosystem Studies provides an affordable international experience focused on the aforementioned critical global environmental issues. Enrollments for this class have varied from 8 to 22 students with trips to Belize (14), Bonaire (11), South Africa, Northeast India, Costa Rica and Australia. Inclusion of a non-travel lab alternative for the undergraduate students will raise enrollment in the class overall and further engage students on these important global topics.

NRE 450: Aquatic Invertebrates [15787]

- **Course Description:** A survey course of the freshwater invertebrates found in the eastern United States. This course focuses on the taxonomy, life histories, and ecology of crustaceans, mollusks, and insects.
- **Credit Hours:** 4
- **Prerequisites:** NRE 322 with a minimum grade of D or NRE 323 with a minimum grade of D

University Curriculum Committee

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- **Rationale:** This class has been taught twice before with enrollments between 12 and 17 students. A survey course of the freshwater invertebrates found in the eastern United States. This course focuses on the taxonomy, life histories, and ecology of crustaceans, mollusks, and insects. The goal of the course is to prepare students to take various national freshwater invertebrate identification certification exams. In the eastern US mollusks, crayfishes, and then stoneflies (insect) have the highest proportion of state/federal protected species. Almost 70% of freshwater mussels are protected at the federal level. Populations of all three of these groups are in serious decline. We are the only University in WV to offer this course. Significant job opportunities exist based on state/federal position and funding.

PHY 102: Sound & Light in Nature (CT) [15953]

- **Course Description:** This course showcases the simple physics found in music, light, force, energy, electricity, magnetism, nature, and the arts including the basic physics of musical instruments.
- **Credit Hours:** 3
- **Concurrent Prerequisite:** PHY 102L Sound & Light in Nature Lab
- **Rationale:** This new course is the lowest-level introductory physics course that mainly focuses on sound and light in nature and the arts. We anticipate starting this course beginning Fall 2025 with an ideal enrollment of around 50 students or more. The students will learn how physics relates to sound, music, musical instruments, and the arts. The Department of Mathematics and Physics doesn't have this type of course in the catalog. The course does not require any PR courses, so it is easy for non-science majors to take it for Core II Natural Science. Moreover, this course will be highly beneficial for students from the College of Arts and Media in learning how their subject areas may be connected to science.

PHY 102L: Sound & Light in Nature Lab [15964]

- **Course Description:** PHY 102L is a hands-on lab course designed to include the principles and applications of physics that are introduced in PHY 102.
- **Credit Hours:** 1
- **Concurrent Prerequisite:** PHY 102 Sound & Light in Nature (CT)
- **Rationale:** This new course is the lowest level introductory physics laboratory course that mainly focuses on sound and light in the arts and nature. This course provides hands-on experiments and the contents are covered in the PHY 102 Sound & Light in

University Curriculum Committee

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Nature lecture course. We target to open this course starting Fall 2025 with ideal enrollment around 50 students or more (each lab section will be 25-30 students). This new course doesn't require any PR courses, so it is easy for all non-science majors to take Core II Natural science. The lab content includes creating and learning how to produce mechanical waves, creating simple music instruments, electric circuit art, polarizing art, Kaleidoscope, and photography.

STA 150H: Found of Stats - Honors (CT) [15734]

- **Course Description:** A critical thinking course on the basic foundation of Statistics for honors students, allowing them to better prepare, develop and harness discipline-specific skills.
- **Credit Hours:** 3
- **Prerequisites:** ACT Math (A02 minimum score of 17 or SAT MATH SECTION SCORE S12 minimum score of 460 or SAT Mathematics Before Mar. 16 S02 minimum score of 400 or Placement Math SP20 PM19 minimum score of 237 or MTH 102 minimum grade of C 01 or MTH 102B minimum grade of C 01); Admitted Honors College
- **Concurrent Prerequisite:** STA 150L minimum grade of D
- **Rationale:** The content of the syllabus and project articulate the original critical thinking content of the STA 150 course with descriptions of the added honor student expectations. The elevated expectations for honors students in this course focuses on formal collaboration and presentation. As with other honors courses in the department, this proposal contains all the content from the original STA 150 CT course and the most visible aspects that separate this honors section from a typical course offering include: -Encouraging students to tackle more complex statistical problems and datasets to emphasize critical analysis of statistical methods and results -Foster group projects that require teamwork and peer review to enhance learning outcomes while organizing debates and discussions on statistical literacy and its societal impact and existence in various fields. For this proposal, the Project elements are defined exactly as the original STA 150 CT requirements, with a few additional requirements for honors students: -Original project submission was individual to the instructor. Honors students are required to explain their projects to their peers for feedback and then use the edits to make formal presentations to the public/honors college

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Course Deletions

College of Arts & Media

JMC 230: General Photography [8642]; JMC 417: Advanced Digital Filmmaking [8672]

- **Rationale:** Course no longer taught in the program.

Course Changes

College of Arts and Media

JMC 101: Media Literacy [8617]

Changes

- Change description to “This course equips students with the critical skills needed to navigate, analyze and engage with various forms of media.”

Rationale

- Updating description to include 21st century forms of media.

JMC 231: Intro to Audio Production [8625]

Changes

- Change description to “Fundamentals of audio production, including operation of audio equipment, microphone techniques, digital editing and audio production. Laboratory work at WMUL-FM is required.”

Rationale

- Updating the description for current media; removing a redundancy (pre-requisite prints in catalog).

JMC 241: Media Design [8628]

Changes

- Change description to “Design principles; conceive, create and evaluate executions for print, websites, mobile applications, information-based and ad-based graphics.”

Rationale

- Course description: removing pre-requisite language no longer necessary; adding a needed hyphen.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

JMC 272: Practice in Radio [8632]

Changes

- Change description to “Staff responsibility on campus broadcast facility, WMUL-FM. (PR: Permission of instructor and the satisfactory completion of one year of service on WMUL.).”

Rationale

- Course description: Updating language for consistency/accuracy.

JMC 273: Practice in Radio [8633]

Changes

- Change description to “Staff responsibility on campus broadcast facility, WMUL-FM. (PR: Permission of instructor and the satisfactory completion of one year of service on WMUL.).”

Rationale

- Course description: Updating language for consistency/accuracy.

JMC 302: Advanced Editing & Design [8640]

Changes

- Change description to “Advanced course in copy editing, headline writing and design for daily, community and public relations newspapers/newsletters. Laboratory instruction in the printed and online issues of the university newspaper.”

Rationale

- Course description: Updating description to account for current media.

JMC 330: AD-PR Principles and Ethics [8645]

Changes

- Change title to “AD & PR Principles and Ethics”

Rationale

- Title: Removal of hyphen and inclusion of an ampersand to update.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

JMC 372: Practice in Radio or TV [8655]

Changes

- Change description to “Staff responsibility on campus broadcast facilities. (PR: Permission of instructor).”

Rationale

- Course description: Updating language for consistency/accuracy.

JMC 373: Practice in Radio or TV [8656]

Changes

- Change description to “Staff responsibility on campus broadcast facilities. (PR: Permission of instructor).”

Rationale

- Course description: Updating language for consistency/accuracy.

JMC 380: AD-PR and Continuity Writing [8657]

Changes

- Change title to “AD & PR and Continuity Writing.”

Rationale

- Title: Replacement of hyphen with an ampersand for clarity.

JMC 404: Hist Am JRN & Mass Comm [8664]

Changes

- Change description to “The development of mass communication in the United States, including journalism, broadcasting, public relations and advertising, and the relation of media history to political, economic and social trends in America.”

Rationale

- Course description: Updating to reflect current media.

JMC 408: Research Analytics [8666]

Changes

- Change description to “Introduction to methods and tools used to monitor, inform and evaluate advertising & public relations decisions including applications of research methods, data analysis and social and digital media analytics.”

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Rationale

- Course description: Updating to reflect current practice, including the importance of social media in advertising and public relations.

JMC 414: Reporting Public Affairs [8670]

Changes

- Change description to “Advanced instruction involving in-depth cross media reporting on operations of government, nonprofit organizations and some social issues. Special emphasis on understanding and explaining their public statements, budgets and finances.”

Rationale

- Course description: Updating to reflect current practice.

JMC 415: Advertising Strategy [8671]

Changes

- Change description to “Students will analyze advertising problems, propose strategic solutions, create messages and present strategies to a client. Students will write, design and produce advertising for a variety of media.”

Rationale

- Course description: Updated to reflect actual practice.

JMC 420: Electronic Media Mgt [8673]

Changes

- Change description to “Covers special circumstances faced by electronic media managers including programming, audience development, legal constraints, employment practices, technological developments, social pressures and other concerns.”

Rationale

- Course description: updating to reflect current practice.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

JMC 424: Media Strategy [8674]

Changes

- Change description to “Introduction to research and planning for advertising & public relations message distribution including audience analysis, media analytics and evaluation metrics for paid, owned and earned traditional, digital and social media.”
- Add prerequisites: “JMC 330 minimum grade of C or MKT 340 minimum grade of C.”

Rationale

- Course description: updating to reflect current practice.

JMC 437: Public Relations Planning [8683]

Changes

- Change description to “Public relations planning, writing, and pitching of strategies and tactics to clients.”

Rationale

- Course description: removing prerequisite language from description.

JMC 438: Public Relations Case Studies [8684]

Changes

- Change description to “Analysis of public relations problems, issues and crises experienced by business, non-profit, government, education, and healthcare organizations, with particular emphasis on ethical problem solving and crisis elimination.”

Rationale

- Course description: Updating to reflect current practice.

JMC 439: AD-PR Campaign Management [8685]

Changes

- Change title to “AD & PR Campaign Management”
- Change description to “Students function as an AD & PR agency that researches, plans, implements, and evaluates advertising and public relations campaigns for clients.”

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Rationale

- Title: Updating title to reflect current practice
- Course description: removing pre-requisite language from description

JMC 451: Television Reporting [8689]

Changes

- Change description to “Students report, shoot, edit, write, produce and anchor MU Report, a student-produced newscast. The class makes use of the university's television studio.”

Rationale

- Description: Updating language to reflect current facilities

JMC 452: Advanced TV Reporting [8690]

Changes

- Change description to “Students report, shoot, edit, write, produce and anchor MU Report, a student-produced newscast, on an advanced level. The class makes use of the university's television studio.”

Rationale

- Description: Updated to reflect current facilities

JMC 475: Documentary Journalism [8699]

Changes

- Change description to “Students will view, critique and evaluate the genres of nonfiction storytelling. Students will produce an original 15-minute video to be screened to the public.”
- Add “Capstone” attribute

Rationale

- Description: Clarifying terminology used in the program.

JMC 480: Special Topics [8700]

Changes

- Change description to “Independent or group studies or projects under the direction of a faculty member. Includes regular meetings with the instructor. instructor for advice and direction. Projects may include mass communication research or group field projects.”

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Rationale

- Description: Updated to reflect current practice.

JMC 481: Special Topics [8701]

Changes

- Change description to “Independent or group studies or projects under the direction of a faculty member. Includes regular meetings with the instructor. instructor for advice and direction. Projects may include mass communication research or group field projects.”

Rationale

- Description: Updating to reflect current practice.

JMC 490: Jrn & Mass Comm Internship I [8708]

Changes

- Change description to “Supervised mass communications work as a professional journalist/communicator for a media company, communications agency or communications division in an organization or business. Conference with internship coordinator for internship evaluation.”
- Change credit hours to 3
- Add prerequisite: “Internship Coordinator's Permission”

Rationale

- The changes in this course are a change in credit hours from a 1-3 to 3 and a description change. The change in credit hours is being made to reflect the reduction in the number of required internship work hours made by the School of Journalism and Mass Communications faculty. The number of work hours is being reduced from 300 to 180 hours. It will no longer be necessary to break up the internship course into 1 credit hour increments. The 180 hours should be easily accomplished by students in a typical semester or full summer term and allow students to have a full experience of working in a professional setting that goes beyond simply observing a professional. The description change reflects the diversity of internship opportunities students may use to complete this major requirement.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

JMC 491: Jrn & Mass Comm Intern II [8709]

Changes

- Change description to “Supervised mass communications work as a professional journalist/communicator for a media company, communications agency or communications division in an organization or business. Conference with internship coordinator for internship evaluation.”

Rationale

- Course description: updated for current practice in media and advertising/public relations.

MUS 109: Mus Theatre Musicianship Lab [10483]; MUS 111: Elementary Music Theory I [10485]; MUS 112: Elementary Music Theory II [10486]; MUS 113: Elem Aural Skills I [10487]; MUS 114: Elem Aural Skills II [10488]

Changes

- Change alpha designator to MUSP

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

MUS 177A: Class Guitar [10503]

Changes

- Change alpha designator to MUSP
- Change course number to 127
- Add description: “Beginning guitar instruction for elective students.”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A addendum and places it near other group instruction applied courses.
- Course description: The course was lacking a description.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

MUS 178A: Class Voice [10505]

Changes

- Change alpha designator to MUSP
- Change course number to 126
- Change description to “Classes for voice minors and electives; designed for beginners.”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A addendum and places it near other group instruction applied courses.

MUS 179A: Class Piano [10507]

Changes

- Change alpha designator to MUSP
- Change course number to 121
- Change title to “Class Piano I”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A, B, C, or D addendum.
- Change of Title: Positions the course within the four-course sequence.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

MUS 179B: Class Piano [10508]

Changes

- Change alpha designator to MUSP
- Change course number to 122
- Change title to “Class Piano II”
- Add prerequisite: “MUSP 121 with a grade of C or better.”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A, B, C, or D addendum.
- Change of Title: Positions the course within the four-course sequence.

MUS 179C: Class Piano [10509]

Changes

- Change alpha designator to MUSP
- Change course number to 123
- Change title to “Class Piano III”
- Add prerequisite: “MUSP 122 with a grade of C or better.”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A, B, C, or D addendum.
- Change of Title: Positions the course within the four-course sequence.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

MUS 179D: Class Piano [10510]

Changes

- Change alpha designator to MUSP
- Change course number to 124
- Change title to “Class Piano IV”
- Add prerequisite: “MUSP 123 with a grade of C or better.”

Rationale

- Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.
- Change of Number: Removes the A, B, C, or D addendum.
- Change of Title: Positions the course within the four-course sequence.

THE 151: Tech Theatre Lab [14832]

Description: “Practical experience in building, painting, dressing, and lighting scenery. Work in conjunction with Marshall University Theatre productions.”

Credit Hours: 1

Rationale

- This change is separating the lecture and lab that currently co exists in Theatre 245. This change will make the lab portion more accessible to students’ schedules.

THE 152: Tech Theatre Lab [14833]

Changes

- Change description to “Practical experience in theatrical costuming. Work in conjunction with Marshall University Theatre productions”

Rationale

- This change is separating the lecture and lab that currently co exists in Theatre 245. This change will make the lab portion more accessible to students’ schedules.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

THE 245: Intro to Technical Theatre [14841]

Changes

- Change credit hours to 3

Rationale

- Change reduces Lab hour component from 9 hours to 4 hours a week, thus allowing students to have more time to take other afternoon classes MWF while enrolled in this class

THE 250: Introduction to Costuming [14842]

Changes

- Change credit hours to 3

Rationale

- Change reduces Lab hour component from 9 hours to 4 hours a week, thus allowing students to have more time to take other afternoon classes MWF while enrolled in this class

College of Education

WELL 305: HE & PE in Early Child Prog [15075]

Changes

- Change title to “HE & PE in Elementary Schools”
- Change description to “Provides students with a wide array of knowledge and skills so they can effectively assume teacher responsibilities in elementary health and physical education programs.”

Rationale

- Title change - to reflect the grade/age level of the course
- Course description - to reflect the grade/age level of the course - early childhood is different than elementary

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Engr and Comp Sci

ME 305: Aircraft Systems [15405]

Changes

- Change title to “Intro. to Aircraft Systems”
- Change description to “This course covers an introduction to different systems involved in the successful flight of an aircraft.”
- Change prerequisite to “ENGR 214 minimum grade of D.”

Rationale

- The course prerequisite is being changed from ENGR 213 (statics) to ENGR 214 (Dynamics) with minimum grade D. This is because, the course deals with multiple dynamical systems involved in flight and concepts learned in ENGR 214 are more appropriate as a pre-requisite.

ME 312: Flight Mechanics [15406]

Changes

- Change prerequisite to “ME 305 minimum grade of D, ENGR 318 minimum grade of D.”

Rationale

- The course requires many topics which are taught in ENGR 318 (fluid mechanics). To address this, ENGR 318 is added as a pre-requisite, along with the existing pre-requisite of ME 305.

ME 325: Mechanical Engineering Lab-I [9436]

Changes

- Change title to “Thermo-Fluid Lab”
- Change description to “Experiments in fluid, heat, and thermodynamics; Principles and performance of measuring systems; Laboratory experience; Technical report writing.”
- Change prerequisites to “ME 360 minimum grade of D or ENGR 318 minimum grade of D and ENGR 219 minimum grade of D.”

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Rationale

- 1) Course Title Update: The title of the course (ME 325) was revised to eliminate potential confusion and more accurately represent the course content.
- (2) Course Description Update: The Mechanical & Industrial Engineering Department will offer a new course, i.e., ME 315 - Experimental Design (1 CH) focusing on experimental design and analysis. Therefore, the course description of ME 325 was updated to avoid any overlap between the two courses.

ME 425: Mechanical Engineering Lab-II [9444]

Changes

- Change title to “Solid Mechanics Lab”

Rationale

- The department has agreed to change the course title from Mechanical Engineering Lab 2 to Solid Mechanics Lab to better reflect the course content. The content of the course stays the same.

ME 452: Capstone Design I [15409]

Changes

- Change credit hours to 3
- Add co-requisite: “ME 325- Thermo-Fluid Lab”

Rationale

- 1) Credit Hour Increase: The credit hours for this course have been increased from 1 to 3, providing students more time to develop a well-structured project proposal for ME 453 - Senior Capstone II.
- (2) Concurrent Prerequisite Addition: ME 325 - Thermo-Fluid Lab has been added as a concurrent prerequisite, enabling senior students to enroll in this course along with ME 452 - Senior Capstone I during the fall semester of their senior year.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

College of Liberal Arts

ANT 331: Physical Anthropology [497]

Changes

- Change title to “Biological Anthropology”
- Change description to “This course is the scientific study of humans and their closest extinct and extant relatives from evolutionary, biological, behavioral, and biocultural perspectives. The course may count as a COLA Natural Science.”

Rationale

- This is not a new course, just an update to the course title and an update to the description to reflect the sentiments and content currently taught and supported by biological anthropologists.

ANT 468: National Identity [540]

Change

- Add INTL designation

Rationale

- Adding a INTL designation to the course will market it to new potential students outside the major.

GEO 426: Principles of GIS [6789]

Changes

- Change number to 326
- Change title to “Geographic Information Systems”
- Change description to “Geographic Information Systems (GIS) principles, techniques, and applications for the social and natural sciences, emphasizing core geographic concepts through an integrated lecture and lab format.”

Rationale

- Number change from 400 to 300 level reflects our desire for students to take this earlier in their matriculation. Slight change in course description for clarity.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

GEO 429: Location Analysis and GIS [6791]

Changes

- Change title to “GIS Location Analytics”
- Change description to “This course explores how Geographic Information Systems (GIS) are used in business for market analysis, site selection, logistics, and data-driven decision-making.”
- Change credit hours to 3

Rationale

- Title change slightly to keep up with industry lingo. Description changes to better align with the course material.

GEO 440: Spatial Statistics and GIS [6797]

Changes

- Change title to “Spatial Statistics using GIS”
- Change description to “This course equips students with the skills to understand, apply, and critically evaluate geostatistical methods in GIS, emphasizing spatial data analysis, model development, visualization, and real-world problem-solving.”
- Add prerequisites: GEO426 or GEO423 or NRE423

Rationale

- Title change better describes the course. Description change better describes the course.

GRK 350: Intermed Greek 2 [15374]

Changes

- Change course number to 303
- Change title to “Intermediate Ancient Greek 3”
- Change description to “Intermediate Ancient Greek familiarizes you with translating continuous original texts from the ancient world.”

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- Add prerequisite: “GRK 301 with a minimum grade of D.”

Rationale

Number change to streamline curriculum, name change because a student was confused that we might teach Modern Greek, pre-req change because there is no longer GRK 251, elimination of other verbiage to harmonize with the descriptions of the other 2 intermediate Greek courses

LAT 203: Intermediate Latin [8949]

Changes

- Change title to “Julius Caesar: Man and Legend”
- Change description to “Students will review and apply their knowledge of Latin vocabulary and grammar to develop translation skills through reading Latin poetry and prose and examining its relationship to Roman culture.”
- Change prerequisite to “LAT 102 or permission.”

Rationale

- We are revising our Latin program to better accommodate students who come in with different levels of Latin or who start Latin in the Spring semester. In addition, we believe this change will ensure a healthy class size for Latin at the intermediate level and, ideally, at the advanced level as well. Proposed enrollment: 22

Instead of having a set sequence of intermediate Latin courses (currently 203 and 204), we will offer four different Intermediate Latin classes (201, 202, 203, and 204) on a four- semester rotation. Students who show rapid progress and ability in Latin will be able to move ahead after one semester to advanced Latin; students who need extra time developing the core skills expected of students at the intermediate level will be able to take three or more semesters to achieve this outcome.

All four classes will complete COLA’s foreign language/global requirement. They also contribute to the Humanities Department’s major (for the Classical Language’s track) and are essential to the Latin minor.

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

LAT 204: Intermediate Latin [8950]

Changes

- Change title to “Roman Festival and Spectacle”
- Change description to “Students will review and apply their knowledge of Latin vocabulary and grammar to develop translation skills through reading Latin poetry and prose and examining its relationship to Roman culture.”
- Change prerequisite to “LAT 102 or permission.”

Rationale

- We are revising our Latin program to better accommodate students who come in with different levels of Latin or who start Latin in the Spring semester. In addition, we believe this change will ensure a healthy class size for Latin at the intermediate level and, ideally, at the advanced level as well. Proposed enrollment: 22

Instead of having a set sequence of intermediate Latin courses (currently 203 and 204), we will offer four different Intermediate Latin classes (201, 202, 203, and 204) on a four- semester rotation. Students who show rapid progress and ability in Latin will be able to move ahead after one semester to advanced Latin; students who need extra time developing the core skills expected of students at the intermediate level will be able to take three or more semesters to achieve this outcome.

All four classes will complete COLA’s foreign language/global requirement. They also contribute to the Humanities Department’s major (for the Classical Language’s track) and are essential to the Latin minor.

PHL 380: Humanities Internship [15915]

Changes

- Change number to 375

Rationale

*** THIS WAS APPROVED AS PHL 380 IN OCTOBER 2024 BUT CL 380 WAS REJECTED AS THE NUMBER IS RESERVED FOR SPTP COURSES. CL 380 WAS RESUBMITTED 2/12/25 AS CL 375, THIS COURSE IS BEING RENUMBERED TO MATCH WITH THAT ONE***

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

RST 380: Humanities Internship [15916]

Changes

- Change number to 375

Rationale

*** THIS WAS APPROVED AS RST 380 IN OCTOBER BUT CL 380 WAS REJECTED AS THE NUMBER IS RESERVED FOR SPTP COURSES. CL 380 WAS RESUBMITTED 2/12/25 AS CL 375, THIS COURSE IS BEING RENUMBERED TO MATCH WITH THAT ONE***

WS 101: Intro to Women's Studies [15198]

Changes

- Change alpha designator to WGS
- Change title to "Intro Women Gender Sexuality"
- Change description to "An interdisciplinary introduction to women's, gender, and sexuality studies drawing material from the humanities, social sciences, and natural sciences."

Rationale

- The new alpha designator, updated title, and updated course description reflect the expansion in content to include gender and sexuality, alongside women's studies. In reality, the course has already been taught in a way that introduces students to issues relating to sexual identities, intersectionality, gender, and LGBTQ+ issues, even though the current title and course description only reflect women's studies. Future iterations of the course will expand on the gender and sexuality units.

SST 301: Intro to Sexuality Studies [15586]

Changes

- Change alpha designator to WGS
- Change title to "Advanced Topics in WGS"
- Change description to "An upper-level, interdisciplinary exploration of women's, gender, and sexuality studies drawing material from the humanities, social sciences, and natural sciences."

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

Rationale

- The new alpha designator, updated title, and updated course description reflect the expansion in content to include women's and gender studies, alongside sexuality studies. In reality, the course has already been taught in a way that introduces students to issues relating to women's studies (see the units of pregnancy and childbirth), intersectionality, and gender, even though the current title and course description only reflect sexuality studies. Future iterations of the course will expand on the women's and gender studies units.

WS 480: Special Topics [15199]; WS 481: Special Topics [15200]; WS 482: Special Topics [15201]

Changes

- Change alpha designator to WGS

Rationale

- We are only changing the alpha designator as part of the transition to a merged Women's, Gender, and Sexuality Studies minor.

College of Science

GLY 426: Geophysics [6968]

Changes

- Change title to "Applied Geophysics"
- Change description to "Explore cutting-edge techniques to image Earth's hidden structures and dynamic processes. Apply seismic, gravity, magnetic, resistivity, and ground-penetrating radar methods to problems in environmental, engineering, archaeological, economic, and forensic geology."
- Change prerequisites to "GLY 200 minimum grade of D and GLY 210L minimum grade of D. Preferable to have taken MTH 229."

Rationale

- The proposed change from "Geophysics" to "Applied Geophysics" reflects a shift toward a more hands-on, problem-solving approach that enhances student engagement and learning. By emphasizing practical applications of geophysical techniques—such as seismic, gravity, magnetic, resistivity, and ground-penetrating radar methods—the course will provide students with active learning experiences that are directly relevant to real-world challenges

University Curriculum Committee

RECOMMENDATION

SR 24-25-32 CC Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

in environmental science, archaeology, engineering, and forensic geology. This applied focus not only better prepares students for careers in these interdisciplinary fields but also broadens the course's appeal, attracting a diverse range of students interested in using geophysical tools to solve societal and scientific problems.

MTH 455: Number Theory [10387]

Changes

- Change title to "Number Theory and Cryptography"
- Change description to "A survey of number theory and cryptography topics. Topics include divisibility, modular arithmetic, quadratic residues, and quadratic reciprocity, hashing algorithms, cipher methods, and their cryptanalysis."

Rationale

- The current MTH 455 Number Theory course is being changed to include cryptography topics. Enrollment in the course is expected to grow along with the Computer Science and Cybersecurity programs at Marshall.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

EXECUTIVE COMMITTEE RECOMMENDATION

SR 24-25-33 EC

Recommends that University Policy UPAA-2 (“Class Attendance”) be further revised as in the attached document.

RATIONALE:

Last Month, the Faculty Senate passed revisions to UPAA-2 Class Attendance. During the next step of shared governance review per Administrative Procedure 20 (“Admin 20”), we received several constructive comments. Based on this feedback, we would like to recommend additional revisions in this university policy to:

- Clarify that this policy only applies to undergraduate students (graduate student absences are discussed separately in the graduate catalog).
- Clarify that this policy applies to all teaching modalities.
- Update titles.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-2

CLASS ATTENDANCE

2. Policy

2.1 It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. Reasons for excused absences are at the instructor's discretion but must include all excused absences listed in this policy, and the syllabus must include these excused absences either directly or by reference to this policy. If a student is absent from class because of a circumstance that is included in the class excused absence policy, the absence will be handled by an by the instructor of the missed course or the Director of Student Advocacy within the Division of Student Affairs. ~~arrangement between the student and the instructor.~~ In cases where a student has an absence whose excuse is guaranteed by this policy, and for which the instructor has not excused the student, the student can obtain an official excused absence following the procedure described below. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. ~~This policy covers all classes for which attendance is required at specific times by the course syllabus, and absences which affect the student's ability to submit assignments by a due date given in the syllabus.~~ This policy applies to all undergraduate courses regardless of delivery modality including on-campus and distance education courses where students are unable to attend class or meet assignment or exam submission deadlines specified in the syllabus due to circumstances or conditions that qualify under this policy. This policy does not supersede program accreditation requirements.

3. Definitions of Excused Absences

3.1 Excused absences fall into five categories:

3.1.1 University-sponsored activities

3.1.1.1 Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions.

3.1.1.2 Athletics, official athletic events sponsored by the Athletic Department.

3.1.1.3 Other University activities, including student government, academically-oriented student organizations, and careers fairs. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official University functions.

- 3.1.2 ~~Student Illness or Critical Illness/Death of someone in a close relationship to the student.~~ Student Illness or Critical Illness/Death of a close family member.
- 3.1.2.2 Student Illness or injury
- 3.1.2.2.1 Absences will be excused only for illnesses or injuries that prohibit students from participating in class. Routine doctor's appointments scheduled in advance are not considered excused absences in the scope of this policy and will not be approved by the Division of Student Affairs. (These may be approved as absences if agreed between the student and instructor.)
- 3.1.2.3 Critical Illness of someone in a close relationship to the student.
- 3.1.2.3.1 Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill person.
- 3.1.2.4 Death of a someone in a close relationship to the student.
- 3.1.3 Short-Term Military Obligation: This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the catalog for this policy.
- 3.1.4 Jury Duty or Subpoena for Court Appearance
- 3.1.4.1 This applies to absences that are a result of official requests from a court of law.
- 3.1.5 Religious Holidays
- 3.1.5.1 This applies to major religious holidays. Please see the Division ~~the Office of~~ Student Affairs for a list of such holidays.
- 3.1.6 Extreme personal emergencies.
- 3.1.6.1 Examples of such events include, but are not limited to, house fires, a natural disaster, an accident that directly impacts the student's safety or well-being, or any other life-altering or life-threatening situations which can be determined by the Director of Student Advocacy within the Division of Student Affairs. ~~house fires, serious crimes, and other grave emergencies deemed by the Assistant Dean of Advocacy and Support to warrant an excused absence.~~
- 4 Process
- 4.1 Students should generally request an absence first from their instructor, within five instructional days of the end of the event necessitating the absence. (For example, if a student is hospitalized, within one week of release from hospital.) For events that are scheduled in advance, such as University activities, the excuse must be requested from the instructor prior to the absence. ~~Should the student receive a denial of the request for an excused absence, or should the instructor not respond within five~~

~~instructional days, the student may then request a university-excused absence as detailed below. The request for this absence must be made within five instructional days of the response from the instructor (or within 10 instructional days of the initial request to the instructor, in cases in which the instructor does not respond). Should the student receive a denial of the request for an excused absence, or if the instructor does not respond within five instructional days, the student may then request a university-excused absence through the Division of Student Affairs. If the student does not submit their request for an excused absence within ten instructional days, it will not be accepted. If the student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. If the appeal to the Director of Student Advocacy does not yield a satisfactory result, the student may further appeal to the Senior Director of Student Advocacy and Accountability. This will be the final step in the appeal process."~~

4.1.1 University Sponsored Activities

4.1.1.1 Academic Activities: These absences are excused by ~~the Dean within whose unit the activity is sponsored. The dean must pre-approve any notice that is given or sent to faculty regarding absences of this type. To gain approval, documentation must include a letter from the professor or staff member responsible for requiring student attendance or overseeing the event. The letter must detail the name of the event, its purpose, the educational value for the students, the date and time, and a list of the students attending. The letter must be reviewed and signed by the~~ the Division of Student Affairs.

4.1.1.2 Athletics: These absences are excused by the Chief Academic Officer (CAO), who must pre-approve any notice given/sent to faculty.

4.1.1.3 Other University activities: These absences are pre-approved by the Director of Student Advocacy within the Division of Student Affairs. ~~Vice President of Student Affairs and excused by the Office of Academic Affairs prior to any notice to faculty. The activity and the excused absence must be endorsed in writing by the organization's advisor.~~

4.1.2 Student Illness or Critical Illness/Death of someone in a close relationship to the student

4.1.2.1 Student Illness or Injury: The student must submit official documentation of treatment by a medical practitioner to the ~~Division~~ Office of Student Affairs as soon as he/she returns to class. Documentation must specify the inclusive dates to be excused. The office will notify faculty that the absence(s) meets the criteria to be excused.

4.1.2.2 Critical Illness of someone in a close relationship to the student: The student must submit official documentation from the person's health care provider that substantiates the critical nature of the illness and the student's need to provide the care/support. This documentation is to be submitted to the of Student Affairs upon the student's return to class. The Office will notify faculty that the absence(s) meets the criteria to be excused.

4.1.2.3 Death of someone in a close relationship to the student: To obtain an excused absence, the student must submit one of the following to the Office of Student Affairs upon return to classes: an obituary or a funeral program; verification on letterhead stationery of the death by clergy or funeral home personnel. The student must also submit evidence of the relationship to the deceased. The Office will notify faculty that the absence meets the criteria to be excused.

4.1.3 Short-Term Military Obligation

4.1.3.1 The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the [Division of Student Affairs dean of his/her college prior to the absence. The dean will notify faculty that the absences are to be excused.](#)

4.1.4 Jury Duty or Subpoena for Court Appearance

4.1.4.1 The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty [to the Division of Student Affairs prior to the date of the obligation. to the dean of his/her college prior to the date of the obligation.](#) The [Office of Student Advocacy and Accountability dean](#) will notify faculty that the absence is to be excused.

4.1.5 Religious Holidays

4.1.5.1 Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the [Division Office](#) of Student Affairs. The [Office of Student Advocacy and Accountability dean will indicate his/her approval on the request and forward it to the Office of Academic Affairs for the official excused absence notification to faculty. will then notify the faculty that the absence is to be excused.](#)

Notice: Any student who falsifies information or documentation in order to obtain an excused absence has committed a violation of the Code of Student Rights and Responsibilities and will be referred to [the Office of Student Advocacy and Accountability Student Conduct](#) for appropriate sanctions.

[For all University Excused Absences, students must submit their request within ten instructional days from the date of the event. Requests submitted after this timeframe will not be accepted. If a student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. Should the appeal to the Director of Student Advocacy not result in a satisfactory outcome, the student may escalate the appeal to the Senior Director of Student Advocacy and Accountability. This step will serve as the final stage of the appeal process.](#)

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-2

CLASS ATTENDANCE

- 2. Policy
 - 2.1 It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. Reasons for excused absences are at the instructor's discretion but must include all excused absences listed in this policy, and the syllabus must include these excused absences either directly or by reference to this policy. If a student is absent from class because of a circumstance that is included in the class excused absence policy, the absence will be handled by the instructor of the missed course or the Director of Student Advocacy within the Division of Student Affairs. In cases where a student has an absence whose excuse is guaranteed by this policy, and for which the instructor has not excused the student, the student can obtain an official excused absence following the procedure described below. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy applies to all undergraduate courses regardless of delivery modality including on-campus and distance education courses where students are unable to attend class or meet assignment or exam submission deadlines specified in the syllabus due to circumstances or conditions that qualify under this policy. This policy does not supersede program accreditation requirements.
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 - 3.1.2 Student Illness or Critical Illness/Death of a close family member.

3.1.2.2 Student Illness or injury

3.1.2.2.1 Absences will be excused only for illnesses or injuries that prohibit students from participating in class. Routine doctor's appointments scheduled in advance are not considered excused absences in the scope of this policy and will not be approved by the Division of Student Affairs. (These may be approved as absences if agreed between the student and instructor.)

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3.1.2.3.1 Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill person.

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3.1.4 Jury Duty or Subpoena for Court Appearance

3.1.4.1 This applies to absences that are a result of official requests from a court of law.

3.1.5 Religious Holidays

3.1.5.1 This applies to major religious holidays. Please see the Division of Student Affairs for a list of such holidays.

3.1.6 Extreme personal emergencies.

3.1.6.1 Examples of such events include, but are not limited to, house fires, a natural disaster, an accident that directly impacts the student's safety or well-being, or any other life-altering or life-threatening situations which can be determined by the Director of Student Advocacy within the Division of Student Affairs.

4 Process

4.1 Students should generally request an absence first from their instructor, within five instructional days of the end of the event necessitating the absence. (For example, if a student is hospitalized, within one week of release from hospital.) For events that are scheduled in advance, such as University activities, the excuse must be requested from the instructor prior

to the absence. Should the student receive a denial of the request for an excused absence, or if the instructor does not respond within five instructional days, the student may then request a university-excused absence through the Division of Student Affairs. If the student does not submit their request for an excused absence within ten instructional days, it will not be accepted. If the student wishes to appeal this decision due to circumstances beyond their control, they may email the Director of Student Advocacy. If the appeal to the Director of Student Advocacy does not yield a satisfactory result, the student may further appeal to the Senior Director of Student Advocacy and Accountability. This will be the final step in the appeal process."

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4.1.1.1 Academic Activities: These absences are excused by the Division of Student Affairs. To gain approval, documentation must include a letter from the professor or staff member responsible for requiring student attendance or overseeing the event. The letter must detail the name of the event, its purpose, the educational value for the students, the date and time, and a list of the students attending. The letter must be reviewed and signed by the Division of Student Affairs.

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of Student Affairs upon return to classes: an obituary or a funeral program; verification on letterhead stationery of the death by clergy or funeral home personnel. The student must also submit evidence of the relationship to the deceased. The Office will notify faculty that the absence meets the criteria to be excused.

4.1.3 Short-Term Military Obligation

4.1.3.1 The student who seeks an excused absence for military obligation must present official documentation of his/her orders to duty to the Division of Student Affairs.

4.1.4 Jury Duty or Subpoena for Court Appearance

4.1.4.1 The student who seeks an excused absence for jury duty or court appearance must submit his/her subpoena or official notification of jury duty to the Division of Student Affairs prior to the date of the obligation. The Office of Student Advocacy and Accountability will notify faculty that the absence is to be excused.

4.1.5 Religious Holidays

4.1.5.1 Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Division of Student Affairs. The Office of Student Advocacy and Accountability will then notify the faculty that the absence is to be excused.

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AD HOC CATALOG STANDARDIZATION COMMITTEE RECOMMENDATION

SR 24-25-34 AHC Recommends that the university adopt the following Catalog Standardization practices to promote consistency across all academic programs.

1. Academic programs (Majors, Areas of Emphasis, Certificates, Accelerated Graduate Degrees) must include information in the following tabs: Overview, Admission Requirements, Graduation Requirements, Course List, and a Semester Plan/Plan of Study. Minors will only include information in the Overview and Course List tabs.
 - a. **Overviews** must be provided for the college, school, department, major, area of emphasis (AOE), certificates, accelerated graduate degrees (AGD), and minors. Overview information may include:
 - i. **Purpose and Goals** – a brief description of the academic or professional goals of the program (e.g., preparing students for careers in environmental science or graduate study in chemistry).
 - ii. **Learning Outcomes** – a list or summary of what students are expected to know or be able to do by the time they complete the program.
 - iii. **Career Opportunities** – examples of career paths or fields where graduates typically find employment.
 - iv. **Distinctive Features** – any special aspects of the program, such as hands-on experiences, internships, research opportunities, or study abroad options.
 - v. **Target Audience/Student Fit** – a description of the kind of student who might be especially interested in or well-suited to the program (e.g., students who enjoy problem-solving or want to address social justice through public health).
 - b. **Admission Requirements** tab: If there are no additional requirements for a program (major, AOE, certificate, AGD) that extend beyond general university requirements, a statement to indicate such and an appropriate link to the university requirements will be added administratively.
 - c. **Graduation Requirements** tab: If there are no additional requirements for a program (major, AOE, certificate, AGD) that extend beyond the general university requirements, a statement to indicate such and an appropriate link to the university requirements will be added administratively.
2. Majors must include language that clearly defines if an AOE is required or optional. Each major and any associated AOE must have a Course List tab and a Semester Plan/Plan of Study tab. Requirements must match for the major and for each AOE.
3. Majors and any associated AOE's must ensure that core requirements are consistent across Course List tabs and Semester Plan/Plan of Study tabs.
4. Catalog changes to information contained within Admissions Requirements, Graduation Requirements, Course List, and Semester Plan/Plan of Study tabs necessitate approval from shared governance processes (e.g., Faculty Senate and/or Graduate Council). Changes to the Overview tabs may be handled administratively.
5. All academic programs must provide two contacts in the college Overview tab of the Catalog. These contacts must include the dean and the associate dean. Within a department or major

AD HOC CATALOG STANDARDIZATION COMMITTEE RECOMMENDATION

SR 24-25-34 AHC Recommends that the university adopt the following Catalog Standardization practices to promote consistency across all academic programs.

overview, two contacts must also be provided. This may include a program director, department chair, etc.

6. Should the Course List tab not match the courses in the Semester Plan/Plan of Study tab, given that one of the tabs is correct, the other can be fixed administratively to match.
7. If the courses are currently described in a general category (e.g., Statistics) and it is requested to change to specific course listings (e.g., STA 225, PSY 223, etc.), this will need to go through shared governance. If the courses are provided in a specific course listing and it is requested to change to a general category, this will need to go through shared governance.
8. Regarding Catalog changes that reflect any university updates to general education requirements:
 - a. If courses and/or credit hours within a program (major and any associated AOE) aren't changing due to the update to general education requirements, these Catalog changes may be handled administratively.
 - b. If courses and/or credit hours within a program (major and any associated AOE) are changing due to the update to general education requirements, these Catalog changes must go through shared governance processes (Faculty Senate and/or Graduate Council).
9. Beginning with the 2026-2027 catalog, Catalog updates to include the information in all tabs (as stated above) will be introduced into the staggered three-year process for programs (major, AOE, certificates, AGDs, minors) to update their catalog entries, thereby minimizing administrative burdens on curriculum committees and program administrators.
10. Course attribute additions or changes on existing courses will include a shorter CourseLeaf CIM workflow, including only department, dean, General Education Council and registrar approvals. These will be implemented no later than the 2026-2027 academic year.
11. Course prerequisite additions or changes on existing courses will include a shorter CourseLeaf CIM workflow, including only department, dean, and registrar approvals. These will be implemented no later than the 2026-2027 academic year.
12. Regarding CourseLeaf CIM workflow, undergraduate and graduate workflow should be standardized. Currently, the Graduate Catalog has a different order in the workflow than the Undergraduate Catalog workflow based on the historical paper forms. This standardized workflow will be determined by Faculty Senate and Graduate Council.
13. There must be an established process for addressing newly updated policies that are not consistent with the current Catalog, given that the Catalog is a published static document. A statement will be added to address that 1) the Catalog is a static document, 2) policies and procedures may be updated throughout the year, 3) updated policies and procedures updated through the academic year will be reflected in the next published catalog.
14. Formatting inconsistencies (e.g., "Core 2" or "Core II") and typographical changes (e.g., changing "&" to "and" in a course title) that do not change the meaning, intent, or requirements of a program (major, minor, certificate, or AOE) may be updated administratively.

AD HOC CATALOG STANDARDIZATION COMMITTEE RECOMMENDATION

SR 24-25-34 AHC Recommends that the university adopt the following Catalog Standardization practices to promote consistency across all academic programs.

RATIONALE: Marshall University has recently migrated to a new catalog management software system, CourseLeaf CIM, to enhance catalog functionality and improve the consistency of academic program information. The prior catalog structure allowed for an open-ended format, resulting in a lack of standardization across program descriptions. The new CourseLeaf CIM software has introduced standardized sections within both the undergraduate and graduate catalogs, but we have observed inconsistencies and misalignments in how different programs utilize these sections. These inconsistencies in formatting and structure make it challenging for students to easily compare academic programs, which runs counter to our commitment to being a student-first university. Academic programs retain the freedom and authority to determine the specific content within each catalog section, with the goal of this standardization effort being less about *what* is included and more about *where* information is located for ease of student navigation and comparison.

What information do I need for the catalog?

	OVERVIEW For Overview information see recommendation	ADMISSION REQUIREMENTS If there are additional requirements	GRADUATION REQUIREMENTS If there are additional requirements	COURSE REQUIREMENTS	SEMESTER PLAN/PLAN OF STUDY	TWO CONTACT NAMES
College/ School	✓					✓
Department/ Division	✓					✓
Major	✓	✓	✓	✓	✓	
Area of Emphasis	✓	✓	✓	✓	✓	
Certificate	✓	✓	✓	✓	✓	
Accelerated Graduate Degree	✓	✓	✓	✓	✓	
Minor	✓			✓		

**AD HOC CATALOG STANDARDIZATION COMMITTEE
RECOMMENDATION**

SR 24-25-34 AHC Recommends that the university adopt the following Catalog Standardization practices to promote consistency across all academic programs.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

EXECUTIVE COMMITTEE

RECOMMENDATION

SR-24-25-35 EC Recommends amending the Faculty Constitution

The Executive Committee recommends amending *The Constitution of the Marshall University Faculty* with four changes:

1. Formalizing the Faculty Technology Committee as a new Standing Committee in the Faculty Senate System.
2. Adding a non-classified staff representative to each Standing Committee that already has a representative from classified staff.
3. Removing the term limit (two-terms) on Executive Committee membership to improve institutional memory. The two-term limit remains for Faculty Senate Officers: Chair, Assistant Chair, Recording Secretary.
4. Renaming the Legislative Affairs Standing Committee to Government Affairs Committee to better reflect the nature of their work.

FACULTY SENATE CHAIR:

APPROVED BY THE

FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE

FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS:

THE CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

PREAMBLE

Universities striving for excellence historically and traditionally have enjoyed the autonomy and integrity necessary to accomplish their mission as institutions of higher learning committed to the search for and dissemination of knowledge and truth—and so it has been, and must continue to be, at Marshall University. It is recognized that the legal authority to guide and regulate the University is vested by the West Virginia Legislature in the West Virginia Higher Education Policy Commission, the Marshall University Institutional Board of Governors, and the President of the University. It is further recognized that the West Virginia Higher Education Policy Commission and Marshall University Institutional Board of Governors grant autonomy to the colleges and universities under their jurisdiction. The West Virginia Legislature has also established that each institution of higher education shall have an institutional faculty senate. As a corollary of academic freedom, the faculty has the major responsibility for guiding the scholarly pursuits of the University. To that end, this constitution is established to facilitate meaningful communication throughout the academic community and to assist the University President, the West Virginia Higher Education Policy Commission, and Marshall University Institutional Board of Governors in the development of academic policies and procedures.

MISSION STATEMENT

Faculty Senate acts as a liaison among the faculty, staff, administration, and student body with respect to matters affecting the best interests of each group. We strive to support and strengthen the governance structures of these groups in order to promote and actively participate in shared governance within the institution in order to make Marshall a premier public university.

ARTICLE I – THE FACULTY

The faculty is a legislative body of Marshall University and has the authority to concern itself with topics affecting the whole university. This authority is delegated to the Faculty Senate, which is the representative body duly elected by and from the faculty. The Faculty Senate is empowered to act on behalf of the faculty on questions and issues properly brought before it by the faculty of any college, school, or component of the university. Marshall University is committed to providing equality of opportunity and treatment; therefore, the Faculty Senate and any committee operating under its authority do not discriminate on the basis of race, color, gender, age, religion, national origin, handicap, or sexual orientation.

ARTICLE II – THE FACULTY SENATE: PURPOSES—POWERS—FUNCTIONS

Section 1. The Faculty Senate shall take within its province any subject of interest to the faculty, the administration, and the student body. With respect to the general welfare of the university, the

Faculty Senate shall serve as the major legislative, advisory, and review body of the faculty. It shall investigate, debate, and communicate to the faculty those matters deemed to be in the best interests of the university. Academic policy decisions, or matters construed to impinge on the academic decisions, shall be the primary responsibility of the Faculty Senate. The faculty may call a referendum upon any of the actions of the Faculty Senate. Actions of the Faculty Senate shall become the policy of the institution unless for serious and compelling reasons the University President rejects in writing such actions within fifteen working days following submission by the Faculty Senate. All measures receiving presidential approval, or which, are not specifically rejected by the University President, shall be considered binding subject to the final approval, if necessary, of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Section 2. Legislative Function. As the faculty legislative body, the Faculty Senate shall exercise authority over all matters that pertain to academic policies of the university, including instruction, research, and continuing education. Affairs of the university which directly and primarily affect the faculty include, but are not limited to, determination of curricula, standards of admission and selection, retention and transfer of students, scholarships and honors, requirements for the granting of degrees, candidates for honorary degrees, instructional standards throughout the university, and matters of the faculty's welfare. The Faculty Senate shall be responsible for developing policy with regard to major issues which affect the institution, such as, change in the mission of the university, addition or deletion of programs, contracts with government agencies, and public questions which affect the role of the institution or endanger the principle of academic freedom. The Faculty Senate shall be responsible for maintaining communication among the faculty and the administration, the student body, and the staff. It shall establish rules and procedures for standing committees and shall be responsible for overseeing the election of Faculty Senate members. All standing committee actions, with the specific exceptions detailed in this constitution shall be subject to review, amendment, approval, or rejection by the Faculty Senate.

Section 3. Advisory Function. The Faculty Senate shall serve in an advisory capacity to the university community and administration. Matters which directly or indirectly affect the general welfare of the institution include, but are not limited to, student life, such as standards of conduct, living conditions, organizations, intercollegiate athletics, and participation in extracurricular activities; the academic calendar; and university convocations and lectures.

The Faculty Senate shall be available to advise the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors on the appointment of the University President and to advise the University President on the appointment of university-wide administrative officials. It shall advise the administration on policies with respect to the preparation of the annual budget and its allocation to operational units; equipment and physical facilities; official university publications, press releases, and radio and television broadcasts, and student academic publications; the academic structure and governance system; and the mission, goals, and objectives of the university.

Section 4. Review Function. The Faculty Senate shall be empowered to review all policies and to formulate recommendations with respect to the general welfare of the university. Matters directly affecting the faculty include, but are not limited to, academic freedom, tenure, and promotions;

appointments, reappointments, and dismissals; teaching loads; salary schedules or other compensation or benefits; policies governing stability of employment, retirement, sabbatical or other leaves; and the reorganization of academic units.

The Faculty Senate shall also be empowered to review programs of research, experimentation, and instruction; grading systems and trends; instructional evaluation; and policies and administration of the university libraries. It shall also review the academic conduct of students, including means for handling infractions. The Faculty Senate shall be responsible for the investigation and conducting of hearings on grievances from members of the faculty and student body, except for those covered by the various West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors policies or those under the jurisdiction of other committees; it shall report the findings and make recommendations to the appropriate parties. The representative to the Advisory Council of Faculty to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors (hereafter referred to as "the faculty representative to the ACF") reports on meetings of the ACF to the Faculty Senate and the Marshall University Institutional Board of Governors.

Section 5. Provisions of the Senate. The Faculty Senate shall be provided with an appropriate budget, office space, adequate secretarial support, and release time for the Faculty Senate Chair.

ARTICLE III – MEMBERSHIP AND ELECTION

Section 1. The Faculty Senate shall consist of one (1) senator for each academic unit, unless otherwise specified, plus one (1) senator for each thirteen (13) full-time faculty members, plus one (1) additional member if the number of full-time faculty in a unit exceeds a multiple of thirteen by seven (7) or more. The School of Medicine and the School of Pharmacy will each have three (3) regular senators and a pool of three (3) senator substitutes. For Faculty Senate meetings, senator substitution from the pool of senator substitutes will be allowed for the School of Medicine and the School of Pharmacy. Ex-officio voting members will be the Graduate Council Chair and the faculty representative to the ACF. The Student Government Association President will be ex-officio, non-voting member of Faculty Senate. The term "academic unit" is defined in Bylaw # 14. Individual constituency numbers for calculating representation shall be based upon the number of full-time faculty presented every second year to the Executive Committee of the Faculty Senate in the fall semester preceding Faculty Senate elections. Census information will be provided by the Office of Institutional Research in collaboration with the Provost/Senior Vice President for Academic Affairs and the Dean and Vice President for Health Affairs. In addition, South Charleston faculty will elect one (1) at-large senator.

Section 2. For the purposes of this Constitution, unless specifically stated otherwise, the word faculty means all full-time employees who have current faculty appointments, including library-track faculty, clinical faculty, associate deans, assistant deans, directors, associate directors, assistant directors, chairs, temporary faculty with one-year appointments, and term faculty. Faculty does not include deans, part-time faculty, and adjunct faculty. All faculty shall be eligible for election to office unless specifically stated otherwise in this Constitution. This definition of faculty shall be used for apportionment calculations for Faculty Senate representation.

Section 3. The term of office for a senator shall be two (2) years. Senators can serve no more than four (4) consecutive terms.

Section 4. Elections for senators shall occur annually in March of even-numbered years, with the names of the new senators submitted by the Dean or Director of each unit to the Chair of the Faculty Senate by April 1. For the at-large senator for the South Charleston campus the election will be the responsibility of the Executive Committee of the Faculty Senate. Each unit shall conduct its own election according to the bylaws of that unit, providing that all voting shall be by secret ballot.

Section 5. If a senator misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the Faculty Senate Chair, who will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat.

Section 6. Temporary senators will be elected by a unit if a seat is vacated for one academic year or less due to leaves of absence, sabbaticals, incapacity, or other reason. If a senator cannot fulfill his/her responsibilities and duties to the Faculty Senate for longer than one academic year, he/she must resign. Temporary senators will have all the privileges of Faculty Senate membership, though they may serve no longer than one academic year in temporary capacities.

ARTICLE IV – MEETINGS

Section 1. The Faculty Senate shall meet at least quarterly and may meet at such other times as called by the Faculty Senate Chair or by a majority of the members during the regular academic year. Special sessions of the Faculty Senate will be called at the request of ten (10) or more faculty members. Special sessions will be held as soon as practicable within two (2) weeks from the date they are called. The responsibility for notifying senators and faculty members of special sessions shall rest with the Faculty Senate Chair who shall use the most appropriate means available to fulfill this obligation. An announcement of the agenda, time, and place of every regularly scheduled Faculty Senate meeting shall be sent to each senator one week before the meeting.

Section 2. A quorum shall be a simple majority of the voting Faculty Senate members.

Section 3. A voice vote will be conducted on actions requiring a vote. At the request of any senator for a division of the Faculty Senate, a show of hands or roll call vote will be taken and recorded by the Faculty Senate Recording Secretary.

Section 4. Minutes. The minutes of Faculty Senate meetings shall be distributed to each senator and the University President no later than seven (7) working days before the next meeting. Also, the minutes will be available on the Faculty Senate's website.

Section 5. Rules of Procedure. The parliamentary authority of the Faculty Senate shall be the latest edition of *Robert's Rules of Order*.

Section 6. Faculty Senate meetings are open to the public except in those cases where executive sessions are permitted by West Virginia statute (6-9A-4). No decision shall be made in any executive session of the Faculty Senate. If any student, administrator, or non-senate faculty member wishes to speak about an issue, he/she will be recognized and allowed to speak briefly. If any non-senator wishes to speak for a longer period of time, he/she should request the Executive Committee at its meeting to place him/her on the agenda.

Section 7. The University President shall meet at least quarterly with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

Section 8. The Marshall University Institutional Board of Governors shall meet at least annually with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

ARTICLE V – ADOPTION AND AMENDMENT

Section 1. This constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty as defined in ARTICLE III, Section 2 of the current Constitution of the Marshall University Faculty. Upon adoption by the faculty, this constitution shall be made a part of the Marshall University Greenbook, which shall contain the Faculty Senate Bylaws, official policies, procedures, and other information pertinent to the University's operation and internal government.

Section 2. An amendment to the constitution may be proposed by ten (10) percent of the faculty or by a majority vote of the Faculty Senate. All proposed amendments must be submitted to the faculty for its approval. The ratification of an amendment requires the approval of a two-third (2/3) majority of those voting.

Section 3. Any proposed amendment shall be distributed to every member of the faculty at least two weeks before a regular or special meeting of the faculty at which the amendment will be discussed. Opportunity for debate shall be provided for every proposed amendment.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, standing committees. One of these is designated the Executive Committee of the Faculty Senate and shall function as part of the Faculty Senate. The other committees work in cooperation with, but are distinctly separate from, the Faculty Senate. Except for the Executive Committee, the membership, officers, and relationships of the standing committees to the Faculty Senate are as follows:

Section 2. Membership. The membership of standing committees, unless otherwise specified, shall include one senator appointed by the Faculty Senate Chair to serve a two-year term. This member shall be the voting “Liaison.” This appointment may be renewed for one additional consecutive term. Other members shall consist of one member elected by the faculties of each academic unit as defined in Bylaw #14. One undergraduate student, appointed by the Student

Government Association, and one graduate student, appointed by the Student Government Association, will also serve with exceptions as noted. This shall be the voting membership of the committees. Ex-officio, non-voting members will be designated according to each committee's nature and functions. The length of faculty membership on committees shall be four (4) years. Faculty members may serve no more than two consecutive terms on any one standing committee and may not serve on any two standing committees simultaneously.

Section 3. Officers. Officers of the standing committees will be a chair and a recording secretary. The chairs of the committees and the recording secretaries will be elected by the voting members of their standing committees. The terms of office shall be one (1) year and may be renewed up to a maximum of four (4) successive terms (i.e., four years). The committee may remove an officer by a "motion to rescind the election." The successor of an officer removed in this manner shall serve until the next regularly scheduled election for that office. The chair is responsible for establishing the committee's agenda with the assistance of the recording secretary; presiding over committee meetings; and reporting committee actions to the Faculty Senate. The chair shall also notify all committee members of the Faculty Senate's response to committee actions. The chair, with the assistance of the committee's recording secretary, shall prepare an annual report on the committee's work at the end of the academic year, and this will be submitted to the Executive Committee to be posted on the Faculty Senate website. The committee's recording secretary will also be responsible for keeping minutes of all committee meetings, for accurately recording and reporting votes of the committee, and for assisting the committee chair in the preparation and submission of the committee's annual report.

Section 4. A. Committee-Senate Relationship. Standing committees shall meet of their own accord, or when requested to meet by the Faculty Senate Chair, the Executive Committee, or the Faculty Senate. All actions, with the exceptions as noted in this constitution, taken by standing committees shall be subject to final review and approval by the Faculty Senate Executive Committee. All recommendations, resolutions or other actions as deemed needed by the Executive Committee shall be submitted to the full Faculty Senate for review or decision as judged necessary. In the event the Faculty Senate does not concur with committee actions, a full and detailed text of the rationale must be provided.

B. Quorum Requirements in Standing Committees. A quorum shall consist of a simple majority of the voting members.

C. Rules of Procedures for Standing Committees. The parliamentary authority of the standing committees shall be the latest edition of *Robert's Rules of Order*.

D. Electronic Meetings. *Robert's Rules of Order* defines an electronic meeting as any meeting in which one or more members participates from a remote location using telephone or internet technology. Faculty Senate standing committees may hold electronic meetings subject to the following restrictions.

1. All members of the committee must be able to communicate, at least aurally, with all other members concurrently.

2. The Faculty Senate Executive Committee may approve and revise, from time to time, specific additional procedures that must be followed in electronic meetings of standing committees.

Section 5. The Executive Committee

A. The Executive Committee shall serve as the executive branch of the Marshall University Faculty Senate. It shall function in leadership and advisory capacity but shall not legislate.

B. Membership. Except as provided in Article VI, Section 5G, one (1) senator representing each academic unit of the university, elected to the Faculty Senate, shall serve. The term "academic unit" is defined in Bylaw #14. In addition, ex-officio, voting membership shall consist of the Graduate Council Chair and the faculty representative to the Advisory Council of Faculty (ACF). Ex-officio, non-voting membership shall consist of one representative of the Council of Chairs, the faculty representative to the Marshall University Institutional Board of Governors who may not be serving simultaneously as a faculty senator, and Student Government Association President.

C. Officers. The officers of the Faculty Senate shall be the officers of the Executive Committee. These shall be the Chair, Assistant Chair, and Recording Secretary of the Faculty Senate. They shall be nominated and elected by the Faculty Senate by secret ballot at a special spring meeting of the newly constituted Faculty Senate (i.e., those who will comprise the Faculty Senate for the next two academic years). The terms of office shall be two (2) years. Officers shall serve no more than two (2) consecutive full terms in their respective positions. The Faculty Senate may remove an officer by a "motion to rescind the election." The successor shall be elected by the Senate. The elected successor shall serve until the next regularly scheduled election for that office. No two officers shall represent the same academic unit at any time.

D. Other members. All other voting members of the Executive Committee shall be nominated and elected by the Faculty Senate at the same special spring meeting of the newly constituted Faculty Senate, after the election of officers. The senators from each academic unit not represented by an officer will elect one among themselves to serve on the Executive Committee. The terms of office shall be two (2) years. No voting member of the Executive Committee may serve more than two consecutive terms.

E. Powers and Functions. The Faculty Senate Chair shall preside over Faculty Senate meetings, preside over general faculty meetings, preside over Executive Committee meetings, establish the agenda for Executive Committee meetings in cooperation with other officers, and confer with the University President and other officially designated bodies as the Faculty Senate representative. The Assistant Chair shall assume all duties and responsibilities in the absence of the Chair and assist the Chair in establishing the agenda for Executive Committee meetings. The Recording Secretary shall serve as secretary to the general faculty, serve as secretary to the Executive Committee, and assist the Chair and Assistant Chair in establishing the agenda for Executive Committee meetings. The election of the at-large senator for the South Charleston campus is the responsibility of the Executive Committee. The Executive Committee creates special committees and appoints such committee chairs, receives reports of ad-hoc committees or by the Faculty Senate, receives reports from university-wide search committees for information and review, sets agenda for the Faculty Senate and sends on items for consideration and legislation, sets agendas

for general faculty meetings, and submits requests for consideration of business presented by faculty members. Any request bearing the signatures and names of ten (10) or more full-time faculty members or five (5) or more senators shall be transmitted automatically to the appropriate Faculty Senate bodies for consideration, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors. Such requests for agenda items must be considered within two meetings. Requests for consideration bearing fewer than ten (10) signatures and names of full-time faculty or fewer than five (5) signatures and names of senators shall be considered at the discretion of the Executive Committee, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Additional responsibilities of the Executive Committee include the areas of commencement and honorary degrees. The Executive Committee shall recommend policies relating to presidential inaugurations and commencement activities, including the selection of a commencement speaker. The Executive Committee shall recommend candidates for honorary degrees. The Executive Committee's recommendations in these matters shall be transmitted to the Faculty Senate for review and its decision. The Executive Committee will collect an annual contribution from the faculty and administration to defray costs of expressions of sympathy, congratulations, and so forth. It will assist in the planning and sponsorship of activities to honor retiring faculty.

The Executive Committee furthermore resolves jurisdictional disputes among committees, oversees and coordinates the preparation and posting of annual standing committee reports in the annual Faculty Senate report, coordinates the faculty role in the Greenbook revision, and shall act for the Faculty Senate during periods when the Faculty Senate is unable to meet. All actions taken by the Executive Committee must be subsequently approved by the Faculty Senate at its next meeting to remain in force. The Executive Committee may not legislate--only the Faculty Senate may do that.

F. Restrictions. Members of the Executive Committee are automatically barred from serving on any other standing committee of the Faculty Senate except as ex-officio, non-voting members as provided by this constitution. Executive Committee members may, however, be appointed to serve on ad-hoc or search committees.

G. Vacancies. Should the office of Faculty Senate Chair, Assistant Chair, or Recording Secretary become vacant during a time other than the end of a two-year term, the Executive Committee shall call for nominations from the Faculty Senate at its next regularly scheduled meeting. All senators, including members of the Executive Committee and its officers, are eligible to fill the unexpired term of a Faculty Senate officer. Election shall be by the Faculty Senate by secret ballot. Only one senator from a specific academic unit may serve as that academic unit's representative on the Executive Committee. If the election to replace a Faculty Senate officer causes an academic unit to have more than one senator representing that academic unit on the Executive Committee, the representative of that Academic Unit previous to the election will no longer be on the Executive Committee. If the election or other event leaves an academic unit unrepresented on the Executive Committee, the senators from that academic unit will immediately elect one among themselves to newly serve on the Executive Committee.

Section 6. Academic Planning Committee

A. Powers and Functions. The Academic Planning Committee shall serve as the major faculty agency for discussion, review, and development of recommendations of undergraduate programs regarding letters of intent to plan new academic programs, degrees, and certificates; academic long range planning (mission statements, five year plans, strategic plans and similar major plans, and the reorganization of any academic unit), academic programs needs assessments; and work directly with the University President and Faculty Senate Executive Committee as requested and appropriate. It shall be the function of the Academic Planning Committee to make recommendations about new academic programs and priorities in relation to available resources, receive Departmental Program Review documents, make recommendations concerning the level of action to be recommended by the institution to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors, and respond when appropriate to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors and/or the University President concerning policies relating to academic planning. The Academic Planning Committee will cooperate with administrative officials, university Deans or Directors, the Provost/Senior Vice President for Academic Affairs, and the University President on matters relating to academic planning.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean of each academic unit, the Vice President for Institutional Research and Planning, and the Associate Provost and Associate Vice President for Assessment and Quality Initiatives.

Section 7. Budget and Academic Policy Committee

A. Powers and Functions. The Budget and Academic Policy Committee shall assume the primary responsibility for the development of policies that contribute to the maintenance of academic standards in the university. The committee's responsibility shall include, but not be limited to, policies affecting the university calendar, the university budget, library budgets, academic honesty, class attendance, grading and examinations. The committee shall process student academic appeals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members of this committee shall be the Provost/Senior Vice President for Academic Affairs or his/her designee, Associate Provost/Vice President for Academic Affairs, the Chief Financial Officer, and one (1) Classified Staff Council representative.

Section 8. Athletic Committee

A. Powers and Functions. This committee shall consider policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets, and athletic staff personnel. It will monitor the maintenance and development of the intercollegiate athletic program in conformity with the policies, goals, and standards of the NCAA, conference, and

Marshall University scholastic standards. It will be responsible for ensuring that eligibility requirements for athletic competition are in compliance with the NCAA, conference, and Marshall University scholastic standards. It will review the Department of Athletics' budget in terms of its suitability to both short-term and long-term objectives and priorities of the Department of Athletics and Marshall University. The committee shall review all policy matters relating to the athletic program of the university as requested by the faculty, the Athletic Director, or the University President. The committee shall receive position requirements prior to public notice of vacancies. The committee shall be represented on all Department of Athletics' search committees to fill vacancies.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Voting membership shall also include the faculty representative to the NCAA and a representative of the Student-Athlete Advisory Committee. Ex-officio, non-voting members of this committee shall be the Chief Financial Officer, the Vice President for Intercultural and Student Affairs, the Athletic Director, the Associate Athletic Director for Compliance, one (1) representative from the Big Green Scholarship Foundation, one (1) Alumni Association representative, and one (1) Classified Staff Council representative.

Section 9. Curriculum Committee

A. Powers and Functions. The Curriculum Committee shall be responsible for assisting undergraduate college/school curriculum committees in their activities such as approving undergraduate course and other curriculum changes, as well as approving the addition or deletion of undergraduate programs.

B. Membership. Committee membership shall include one representative from the college curriculum committee of each academic unit listed in Bylaw #14 that has undergraduate programs, and one representative from the Marshall University Libraries. This committee does not have a graduate student representative. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs and the Dean of each academic unit that has undergraduate programs in addition to the Dean of University Libraries.

Section 10. Faculty Personnel Committee

A. Powers and Functions. At the request of the University President or Faculty Senate Chair, using appropriate Series/Rules and the 1986 AAUP Recommended Institutional Regulations on Academic Freedom and Tenure as guidelines, the committee shall write, alter, or rewrite policies relating to academic rank, salary, tenure, promotion, teaching and non-teaching load, retirement, sabbatical, and other matters which affect the well-being of faculty. The Faculty Personnel Committee shall study and evaluate policies and procedures relating to the hiring of faculty, which includes a yearly review of salaries, and review and recommend sabbatical leave requests. The committee shall act as an advisory panel for all faculty members initiating grievances in accordance with Series 9. The committee shall address all faculty grievances except those involving dismissal, termination due to reduction of or discontinuance of an existing program, termination due to financial exigency, or a faculty member desiring to appeal a decision of the University President on non-retention or promotion. The committee shall refer to the Hearing

Committee those grievances involving a number of persons. Chapter 29B. Freedom of Information Act of the West Virginia code provides that “Every person has a right to inspect or copy any public record for a public body in this state, except as otherwise expressly provided by Section Four of this article.” Under Exceptions in Section Four the code reads, “Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure thereof would constitute an unreasonable invasion of privacy...” When the committee handles matters of a personal nature, it will not share its findings with the Faculty Senate. Hence, in this function it remains exempt from those conditions outlined under the section entitled "Committee-Senate Relationship" in this document.

B. Membership. Committee membership shall be consistent with that of all regular standing Committees. This committee does not have undergraduate and graduate student representatives. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, and the faculty representative to the ACF.

Section 11. Library Committee

A. Powers and Functions. The Library Committee shall advise the Dean of University Libraries on matters of library policy; review the administration of the libraries; carry out studies relating to library functions; and serve as a liaison between the faculty at large, the Faculty Senate, and the university libraries.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting membership shall be the Dean of University Libraries and/or their designee(s).

Section 12. Physical Facilities and Planning Committee

A. Powers and Functions. The Physical Facilities and Planning Committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; to planning for existing and anticipated needs, including priority of major capital improvements in accordance with the university's mission statement; to review and revise policies related to campus parking regulations; and to the performance of such duties as the University President and/or the Faculty Senate Chair may assign.

B. Membership. Committee membership shall be consistent with that of all regular standing committees plus a representative from Classified Staff Council. The ex-officio, non-voting member shall be the Chief Financial Officer.

Section 13. Research Committee

A. Powers and Functions. The Research Committee shall be concerned with the promotion of faculty research, publications, and other creative activities. It shall aid the appropriate administrators in the search for funds and advise in administering available funds. The committee shall act as a review board for the university-funded research proposals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean and Vice President for Health Affairs or his/her designee, the Assistant Provost for Graduate Studies, and the Vice President for Research/Executive Director of MURC.

Section 14. Student Conduct & Welfare Committee

A. Powers and Functions. The Student Conduct and Welfare Committee is concerned with the responsibility for the general and specific well-being of students. It shall be the function of the committee to consider and recommend policies relating to the coordination and regulation of student organizations, social events, and other related activities; academic conduct of students; advisory and counseling program; health services; financial aid, including loans and scholarships; student housing; orientation and new student program; student development program; and student academic publications. It shall also strive to protect the rights of students. It is the responsibility of the committee to maintain and improve an atmosphere conducive to the pursuit of academic goals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Also, voting membership may include up to five (5) additional undergraduate students and one (1) additional graduate student appointed by the Student Government Association. Ex-officio, non-voting members shall be the Vice President for Intercultural and Student Affairs, and one (1) Classified Staff Council representative.

Section 15. Legislative Affairs Committee

A. Powers and Functions. This committee will develop an annual faculty legislative agenda in general consultation with, but independent of other constituencies on this campus. The committee will serve as the liaison with the faculty on all legislative matters and report to the Faculty Senate regularly regarding all actions contemplated or required in executing its responsibilities. This committee will disseminate (in a timely fashion) information regarding legislative issues, upcoming elections and referenda that pertain to issues affecting the welfare of public higher education. The committee will inform the Advisory Council of Faculty of its legislative agenda and promote the Marshall University faculty's legislative agenda with the legislative and executive branches of state government. This committee will not engage in partisan politics of any kind. This committee will not take stands on issues unrelated to the welfare of public higher education.

B. Membership. Committee membership shall be consistent with that of all other regular standing committees except that student representatives will be non-voting members of the committee. Other ex-officio, non-voting members of this committee shall be a Presidential Legislative Liaison, the faculty representative to the ACF, the faculty representative to the Marshall University Institutional Board of Governors, one (1) at-large faculty member from the South Charleston campus, and one (1) Classified Staff Council representative. The Legislative Affairs Committee chair shall serve as liaison to any university-wide legislative committee.

Section 16. Faculty Development Committee

A. Powers and Functions. The Faculty Development Committee shall be concerned with the promotion and coordination of faculty development activities. It shall develop comprehensive policy, make program recommendations, and provide program oversight in the area of faculty development. It may assist and advise appropriate administrators in establishing programs such as video conferences, workshops, seminars, and speakers to enhance instructional and research skills as well as curricular, organizational, and leadership development. It shall aid the appropriate administrators in the search for funds and develop policies for the administration of available funds. It shall determine the allocation of funds for all faculty development programs not specifically assigned to other units of the university. It shall establish or oversee subcommittees involved in selection of faculty development awards for teaching and service and shall create or encourage faculty exchange programs with other institutions. Also, the committee shall provide oversight to the various committees dealing with endowed faculty gifts.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Assistant Provost for Graduate Studies, the Associate Provost/Vice President for Academic Affairs, and the Director of the Center for Teaching and Learning.

ARTICLE VII – GRADUATE COUNCIL

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, the Graduate Council. The Graduate Council has certain separate functions and works in cooperation with the Faculty Senate on other matters. The Graduate Council shall meet of its own accord, elect its own officers, determine its own committee and subcommittee structure(s), and have authority over other such matters as relate to its operation.

Section 2. Powers and Functions. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the University President or the President's designee. Specific functions include the facilitation of long-range planning for graduate education at Marshall University, the recommendation of new programs, degrees, certificates and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the University President.

Section 3. Membership. Voting representation on the Graduate Council shall include one guaranteed Faculty member from each academic unit as defined in Bylaw # 14, one additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs, one Library Faculty with responsibilities that support graduate programs, the Faculty Senate Chair, and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, non-voting members include the Assistant Provost for Graduate Studies, the Provost/Senior Vice President for Academic Affairs, and the Vice President for Research/Executive Director of MURC. The Graduate Council Chair, as a member of the Faculty

Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

Section 4. Elections and Terms. Each voting Graduate Council member's term (other than the graduate student representative) shall be four years. Elections for voting members (other than the graduate student representative) shall occur in the spring of even-numbered years to coincide with Faculty Senate elections. The graduate student representative shall have a one-year term with election each spring. Voting members may serve no more than two consecutive terms. The bylaws of the Graduate Council determine additional procedures and policies as needed regarding elections, terms, attendance requirements, interim members, standing committees, vacancies, and so forth, and may be revised and clarified as needed by the Graduate Council.

Section 5. Graduate Council-Senate Relationship. All actions taken by the Graduate Council with respect to the functions specified in ARTICLE VII, Section 2 shall be submitted directly to the University President or the President's designee for a decision. All such actions shall be communicated to the Faculty Senate. On matters not related to those functions, the Graduate Council and Faculty Senate will work collaboratively in whatever format is deemed appropriate by the respective Executive Committees. Refer to the "Faculty Governance Flow Chart" at the end of the Bylaws Section.

ARTICLE VIII – POWERS OF THE FACULTY

Section 1. The faculty of Marshall University, acting as a body, shall retain final authority over policies governing the Faculty Senate and the faculty. Recognizing the powers the faculty has entrusted to the Faculty Senate, the Senate shall not act in a capricious or arbitrary manner regarding actions and legislation it undertakes.

Section 2. Meetings. There will be at least two meetings of the general faculty per year. Under the emergency powers of the faculty there may be additional faculty meetings not later than ten (10) days from the time they are requested. The Faculty Senate will call for faculty meetings upon the petition of ten percent (10%) of the full-time faculty. The Faculty Senate may call for a meeting of the faculty at the request of two-thirds (2/3) of the voting Faculty Senate members present. The Executive Committee of the Faculty Senate may call for an emergency meeting of the faculty. The University President may call for a meeting of the faculty.

Section 3. Officers. The officers of the Faculty Senate shall preside and function at meetings of the faculty.

Section 4. The faculty's actions are the highest order. In case of any conflict between the actions of the faculty and the Faculty Senate, the faculty shall prevail. However, to override the Faculty Senate actions there must be the approval of a simple majority of the faculty voting, with one-third (1/3) of the faculty eligible to vote participating.

Section 5. Either the faculty or the Faculty Senate may present referenda for faculty consideration and vote. The voting process shall be the same as outlined in Bylaw #1.

ARTICLE IX – BYLAWS

The Faculty Senate may by majority vote establish bylaws, not inconsistent with this constitution, governing the conduct of the business of the Faculty Senate and of the standing committees and any other matters that may be within its competence.

Bylaw #1 - The Faculty Senate Recording Secretary, who is also the Secretary of Faculty, will oversee the composition, duplication, distribution, collection, tabulation, and reporting of all university-wide balloting. She/he will follow the procedural guidelines for either Section A – Paper Ballot or Section B – Electronic Ballot as determined by the Executive Committee of the Faculty Senate.

Section A – Paper Ballot - Passed September 17, 1987; Amended May 7, 2004

1. The ballot will be typed, duplicated, and distributed to all faculty by the Faculty Senate Recording Secretary. If a faculty member does not receive a ballot, he/she should contact the Faculty Senate office immediately.

2. Ballots may be cast by either:

a. Depositing them in the ballot box in the Faculty Senate office with individual faculty members signing their names on a list located beside the box, or

b. Using two envelopes. Insert the ballot into one envelope then seal, sign, and mark it “Ballot”. Insert the ballot envelope into the second envelope that should be addressed and sent to the Chair of the Faculty Senate.

3. The ballot box will be sealed by the Faculty Senate Recording Secretary when the balloting is complete. The following rules will govern vote tabulations:

a. Tellers or counters will be selected at random from members of university colleges and schools by the Faculty Senate Recording Secretary. On controversial issues, parties with opposing views may be asked to count ballots.

b. Two (2) to four (4) people will be selected as tellers or counters at the discretion of the Faculty Senate Recording Secretary. The number of counters will depend on the length of the ballot.

c. A time for tabulation will be selected by the Faculty Senate Recording Secretary in consultation with the selected tellers or counters.

d. Parties with a vested interest in the election may observe the counting and tabulation in a non-disruptive, non-interruptive manner.

e. All ballots and paperwork will be retained for twelve (12) months from the date of the Faculty Senate Recording Secretary reporting the results of the balloting to the faculty. After that date all ballots and paperwork will be destroyed.

4. The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Section B – Electronic Ballot (E-Voting) – Passed May 7, 2004

1. E-Voting will involve using the campus computer network, which requires a secure login, and secure voting software that is approved by the Faculty Senate. The ballot items shall be developed by the Information Technology staff's E-Voting Administrator, and the Faculty Senate Recording Secretary in consultation with computing services personnel.

2. The E-Voting Administrator will send election announcements and instructions for using the E-Voting system to all eligible faculty. This announcement will include the content of the ballot.

3. The Faculty Senate Chair will determine appropriate parameters for each election.

4. The vote will be cast through the Marshall University computer network.

5. If a voter experiences technical difficulties or needs assistance of any kind, he/she should contact the E-Voting Administrator immediately.

6.- The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Bylaw #2 - Passed October 29, 1987; Amended January 31, 1991: ARTICLE VI, Section 10A of the Faculty Constitution advises the Faculty Personnel Committee as follows: "When the committee handles matters of a confidential nature, it will not share its findings with the Faculty Senate." This admonition also applies to all Standing Committees who at some time might find themselves discussing matters and making motions of a confidential nature. Concerning such confidential matters the Faculty Personnel Committee or other standing committee will report its discussions and any motions it makes only to the Executive Committee which in turn will determine under the authority of ARTICLE VI, Section 10A whether such motions or recommendations should be presented either to the full Faculty Senate or forwarded directly to the appropriate administrator.

Bylaw #3 – Passed October 29, 1987: If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the chairperson of that committee, who will immediately report the vacancy to the Faculty Senate Chair. The Faculty Senate Chair will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat. The Dean or Director will then report in writing to the committee chair and to the Faculty Senate Chair the name of the new committee member.

Bylaw #4 – Passed February 23, 1988; Amended February 28, 1991: Faculty appointments to University-wide committees, except those already provided for in the constitution, including but not limited to search committees, and external faculty to college committees shall be made by the

Faculty Senate Chair with the advice and consent of the Executive Committee of the Faculty Senate.

Bylaw #5 – Passed March 29, 1988: Once a recommendation is submitted to the University President from the Faculty Senate, it must be considered in toto for his/her decision. If any part of the recommendation is not acceptable, the entire recommendation must be returned to the Faculty Senate along with an explanation for its disapproval. The Faculty Senate then has the responsibility to determine subsequent action with regard to the disposition of the recommendation.

Bylaw #6 – Passed September 8, 1988: When faculty members are named as acting or interim administrators, except those permitted in ARTICLE III, Section 2, they shall be temporarily replaced on standing committees or in the Faculty Senate for the length of time that they serve in the administrative capacity.

Bylaw #7 – Passed September 8, 1988; Amended September 29, 2022: The transition date of the Faculty Senate & its officers, standing committees & their officers, the faculty representative to the ACF, and the Marshall University Board of Governors' Faculty Representative will align with the transition date set for faculty senates in WV State Code §18B-6-3.

Bylaw #8 – Passed September 8, 1988: When vacancies occur on standing committees, colleges have the option of shifting committee members to find the most appropriate members for that committee and then electing new committee members to fill any vacancies.

Bylaw #9 – Passed January 25, 1990; Amended September 29, 2022: Faculty Senate meetings will be recorded, and access to the recordings will be made available to all members of the university community.

Bylaw #10 – Passed March 29, 1990: When a motion is defeated during a Faculty Senate meeting, it is referred back to the committee or person submitting it with an explanation for its rejection. In addition, a copy of the defeated motion is sent to the University President for informational purposes.

Bylaw #11 – Passed March 29, 1990: The following guidelines will govern any open forum in the Faculty Senate.

1. The Executive Committee approves/disapproves any requests to speak made in advance when it sets the Faculty Senate's agenda.
2. The Executive Committee decides the time lengths of all requests to speak and/or sets the parameters for all presentation requests made in advance when it sets the Faculty Senate's agenda.
3. The presiding officer with assistance of the Parliamentarian sets the parameters for presentation requests made from the floor during Faculty Senate meetings.

Bylaw #12 – Passed February 28, 1991: The Executive Committee will submit its recommendations for honorary degree recipients and commencement speaker for Faculty Senate consideration at least two (2) months before any commencement.

Bylaw #13 – Passed January 23, 1992: The Faculty Senate Executive Committee will be responsible for establishing the standards for decorum and civility during Faculty Senate meetings. The Executive Committee's recommendations must be approved by a majority vote of the entire Faculty Senate.

Bylaw #14 – Passed March 28, 2002; Amended May 11, 2010; Amended February 23, 2012; Amended May 3, 2013; Amended January 11, 2022: The term academic unit is defined as the College of Business, the College of Education & Professional Development, the College of Arts & Media, the College of Health Professions, the College of Engineering and Computer Sciences, the College of Liberal Arts, the College of Science, the Joan C. Edwards School of Medicine, the School of Pharmacy, Marshall University Libraries and the Division of Aviation.

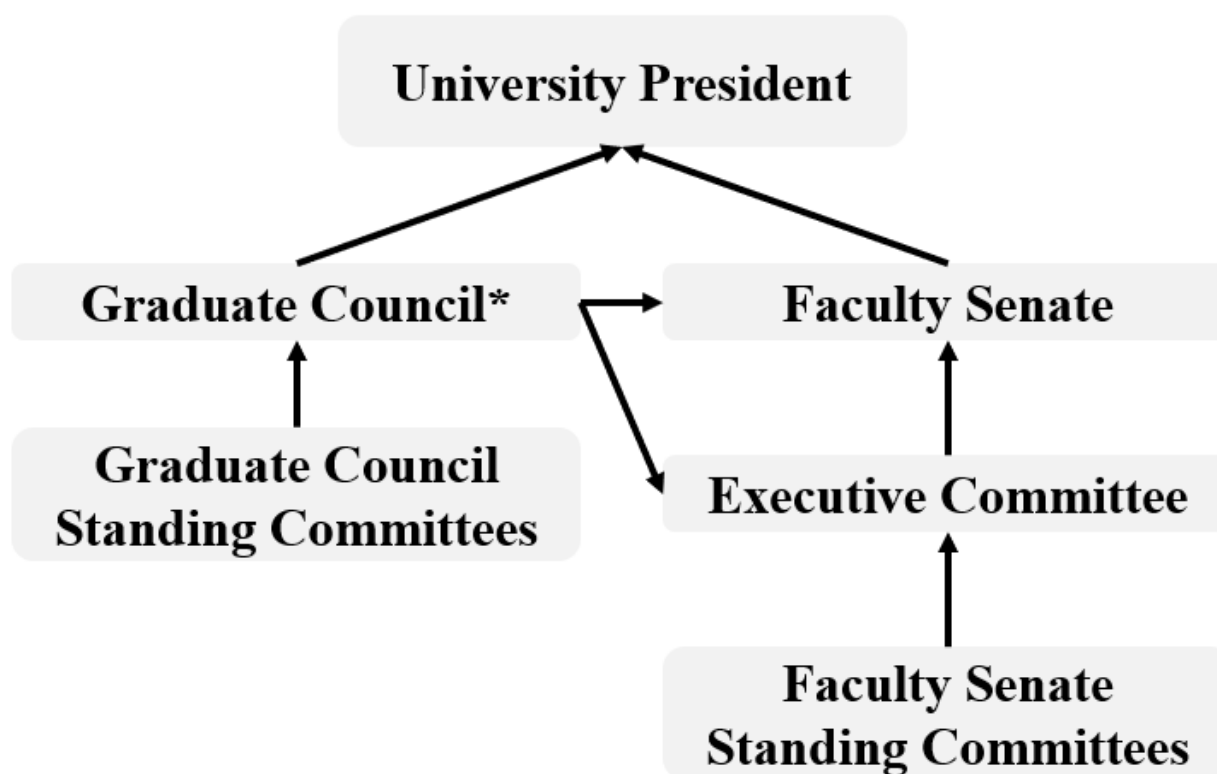
FACULTY SENATE POLICY STATEMENTS:

1. Recommendation from the Library Committee passed by the Faculty Senate November 17, 1987: The Faculty Senate should have input into any reduction of the budget.
2. Recommendation from Academic Planning Committee passed by the Faculty Senate October 19, 1987: The Faculty Senate does not approve of prearranged, administrative decisions regarding academic matters.
3. Recommendation from the Executive Committee passed by the Faculty Senate March 21, 1991: The budgets of the Morrow Library, the Health Sciences Library, and the University shall be sent to the Faculty Senate Budget and Academic Planning Committee for recommendation.
4. Recommendation from the Executive Committee passed by the Faculty Senate September 24, 1992: Any Faculty Senate recommendation amended by the University President automatically is considered to be disapproved. The recommendation with its recommended amendment(s) from the University President is brought back to the Faculty Senate for its consideration and a second vote if deemed necessary.

Faculty Governance Flow Chart

The Graduate Council reports to the University President or the President's designee on matters relating to graduate education as specified in Article VII, Section 2 of The Constitution of the Marshall University Faculty. On all other matters, the Graduate Council works with the Faculty Senate through representation on the Executive Committee and the Faculty Senate.

Faculty Governance Flow Chart



THE CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

PREAMBLE

Universities striving for excellence historically and traditionally have enjoyed the autonomy and integrity necessary to accomplish their mission as institutions of higher learning committed to the search for and dissemination of knowledge and truth—and so it has been, and must continue to be, at Marshall University. It is recognized that the legal authority to guide and regulate the University is vested by the West Virginia Legislature in the West Virginia Higher Education Policy Commission, the Marshall University Institutional Board of Governors, and the President of the University. It is further recognized that the West Virginia Higher Education Policy Commission and Marshall University Institutional Board of Governors grant autonomy to the colleges and universities under their jurisdiction. The West Virginia Legislature has also established that each institution of higher education shall have an institutional faculty senate. As a corollary of academic freedom, the faculty has the major responsibility for guiding the scholarly pursuits of the University. To that end, this constitution is established to facilitate meaningful communication throughout the academic community and to assist the University President, the West Virginia Higher Education Policy Commission, and Marshall University Institutional Board of Governors in the development of academic policies and procedures.

MISSION STATEMENT

Faculty Senate acts as a liaison among the faculty, staff, administration, and student body with respect to matters affecting the best interests of each group. We strive to support and strengthen the governance structures of these groups in order to promote and actively participate in shared governance within the institution in order to make Marshall a premier public university.

ARTICLE I – THE FACULTY

The faculty is a legislative body of Marshall University and has the authority to concern itself with topics affecting the whole university. This authority is delegated to the Faculty Senate, which is the representative body duly elected by and from the faculty. The Faculty Senate is empowered to act on behalf of the faculty on questions and issues properly brought before it by the faculty of any college, school, or component of the university. Marshall University is committed to providing equality of opportunity and treatment; therefore, the Faculty Senate and any committee operating under its authority do not discriminate on the basis of race, color, gender, age, religion, national origin, handicap, or sexual orientation.

ARTICLE II – THE FACULTY SENATE: PURPOSES—POWERS—FUNCTIONS

Section 1. The Faculty Senate shall take within its province any subject of interest to the faculty, the administration, and the student body. With respect to the general welfare of the university, the

Faculty Senate shall serve as the major legislative, advisory, and review body of the faculty. It shall investigate, debate, and communicate to the faculty those matters deemed to be in the best interests of the university. Academic policy decisions, or matters construed to impinge on the academic decisions, shall be the primary responsibility of the Faculty Senate. The faculty may call a referendum upon any of the actions of the Faculty Senate. Actions of the Faculty Senate shall become the policy of the institution unless for serious and compelling reasons the University President rejects in writing such actions within fifteen working days following submission by the Faculty Senate. All measures receiving presidential approval, or which, are not specifically rejected by the University President, shall be considered binding subject to the final approval, if necessary, of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Section 2. Legislative Function. As the faculty legislative body, the Faculty Senate shall exercise authority over all matters that pertain to academic policies of the university, including instruction, research, and continuing education. Affairs of the university which directly and primarily affect the faculty include, but are not limited to, determination of curricula, standards of admission and selection, retention and transfer of students, scholarships and honors, requirements for the granting of degrees, candidates for honorary degrees, instructional standards throughout the university, and matters of the faculty's welfare. The Faculty Senate shall be responsible for developing policy with regard to major issues which affect the institution, such as, change in the mission of the university, addition or deletion of programs, contracts with government agencies, and public questions which affect the role of the institution or endanger the principle of academic freedom. The Faculty Senate shall be responsible for maintaining communication among the faculty and the administration, the student body, and the staff. It shall establish rules and procedures for standing committees and shall be responsible for overseeing the election of Faculty Senate members. All standing committee actions, with the specific exceptions detailed in this constitution shall be subject to review, amendment, approval, or rejection by the Faculty Senate.

Section 3. Advisory Function. The Faculty Senate shall serve in an advisory capacity to the university community and administration. Matters which directly or indirectly affect the general welfare of the institution include, but are not limited to, student life, such as standards of conduct, living conditions, organizations, intercollegiate athletics, and participation in extracurricular activities; the academic calendar; and university convocations and lectures.

The Faculty Senate shall be available to advise the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors on the appointment of the University President and to advise the University President on the appointment of university-wide administrative officials. It shall advise the administration on policies with respect to the preparation of the annual budget and its allocation to operational units; equipment and physical facilities; official university publications, press releases, and radio and television broadcasts, and student academic publications; the academic structure and governance system; and the mission, goals, and objectives of the university.

Section 4. Review Function. The Faculty Senate shall be empowered to review all policies and to formulate recommendations with respect to the general welfare of the university. Matters directly affecting the faculty include, but are not limited to, academic freedom, tenure, and promotions;

appointments, reappointments, and dismissals; teaching loads; salary schedules or other compensation or benefits; policies governing stability of employment, retirement, sabbatical or other leaves; and the reorganization of academic units.

The Faculty Senate shall also be empowered to review programs of research, experimentation, and instruction; grading systems and trends; instructional evaluation; and policies and administration of the university libraries. It shall also review the academic conduct of students, including means for handling infractions. The Faculty Senate shall be responsible for the investigation and conducting of hearings on grievances from members of the faculty and student body, except for those covered by the various West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors policies or those under the jurisdiction of other committees; it shall report the findings and make recommendations to the appropriate parties. The representative to the Advisory Council of Faculty to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors (hereafter referred to as "the faculty representative to the ACF") reports on meetings of the ACF to the Faculty Senate and the Marshall University Institutional Board of Governors.

Section 5. Provisions of the Senate. The Faculty Senate shall be provided with an appropriate budget, office space, adequate secretarial support, and release time for the Faculty Senate Chair.

ARTICLE III – MEMBERSHIP AND ELECTION

Section 1. The Faculty Senate shall consist of one (1) senator for each academic unit, unless otherwise specified, plus one (1) senator for each thirteen (13) full-time faculty members, plus one (1) additional member if the number of full-time faculty in a unit exceeds a multiple of thirteen by seven (7) or more. The School of Medicine and the School of Pharmacy will each have three (3) regular senators and a pool of three (3) senator substitutes. For Faculty Senate meetings, senator substitution from the pool of senator substitutes will be allowed for the School of Medicine and the School of Pharmacy. Ex-officio voting members will be the Graduate Council Chair and the faculty representative to the ACF. The Student Government Association President will be ex-officio, non-voting member of Faculty Senate. The term "academic unit" is defined in Bylaw # 14. Individual constituency numbers for calculating representation shall be based upon the number of full-time faculty presented every second year to the Executive Committee of the Faculty Senate in the fall semester preceding Faculty Senate elections. Census information will be provided by the Office of Institutional Research in collaboration with the Provost/Senior Vice President for Academic Affairs and the Dean and Vice President for Health Affairs. In addition, South Charleston faculty will elect one (1) at-large senator.

Section 2. For the purposes of this Constitution, unless specifically stated otherwise, the word faculty means all full-time employees who have current faculty appointments, including library-track faculty, clinical faculty, associate deans, assistant deans, directors, associate directors, assistant directors, chairs, temporary faculty with one-year appointments, and term faculty. Faculty does not include deans, part-time faculty, and adjunct faculty. All faculty shall be eligible for election to office unless specifically stated otherwise in this Constitution. This definition of faculty shall be used for apportionment calculations for Faculty Senate representation.

Section 3. The term of office for a senator shall be two (2) years. Senators can serve no more than four (4) consecutive terms.

Section 4. Elections for senators shall occur annually in March of even-numbered years, with the names of the new senators submitted by the Dean or Director of each unit to the Chair of the Faculty Senate by April 1. For the at-large senator for the South Charleston campus the election will be the responsibility of the Executive Committee of the Faculty Senate. Each unit shall conduct its own election according to the bylaws of that unit, providing that all voting shall be by secret ballot.

Section 5. If a senator misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the Faculty Senate Chair, who will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat.

Section 6. Temporary senators will be elected by a unit if a seat is vacated for one academic year or less due to leaves of absence, sabbaticals, incapacity, or other reason. If a senator cannot fulfill his/her responsibilities and duties to the Faculty Senate for longer than one academic year, he/she must resign. Temporary senators will have all the privileges of Faculty Senate membership, though they may serve no longer than one academic year in temporary capacities.

ARTICLE IV – MEETINGS

Section 1. The Faculty Senate shall meet at least quarterly and may meet at such other times as called by the Faculty Senate Chair or by a majority of the members during the regular academic year. Special sessions of the Faculty Senate will be called at the request of ten (10) or more faculty members. Special sessions will be held as soon as practicable within two (2) weeks from the date they are called. The responsibility for notifying senators and faculty members of special sessions shall rest with the Faculty Senate Chair who shall use the most appropriate means available to fulfill this obligation. An announcement of the agenda, time, and place of every regularly scheduled Faculty Senate meeting shall be sent to each senator one week before the meeting.

Section 2. A quorum shall be a simple majority of the voting Faculty Senate members.

Section 3. A voice vote will be conducted on actions requiring a vote. At the request of any senator for a division of the Faculty Senate, a show of hands or roll call vote will be taken and recorded by the Faculty Senate Recording Secretary.

Section 4. Minutes. The minutes of Faculty Senate meetings shall be distributed to each senator and the University President no later than seven (7) working days before the next meeting. Also, the minutes will be available on the Faculty Senate's website.

Section 5. Rules of Procedure. The parliamentary authority of the Faculty Senate shall be the latest edition of *Robert's Rules of Order*.

Section 6. Faculty Senate meetings are open to the public except in those cases where executive sessions are permitted by West Virginia statute (6-9A-4). No decision shall be made in any executive session of the Faculty Senate. If any student, administrator, or non-senate faculty member wishes to speak about an issue, he/she will be recognized and allowed to speak briefly. If any non-senator wishes to speak for a longer period of time, he/she should request the Executive Committee at its meeting to place him/her on the agenda.

Section 7. The University President shall meet at least quarterly with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

Section 8. The Marshall University Institutional Board of Governors shall meet at least annually with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

ARTICLE V – ADOPTION AND AMENDMENT

Section 1. This constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty as defined in ARTICLE III, Section 2 of the current Constitution of the Marshall University Faculty. Upon adoption by the faculty, this constitution shall be made a part of the Marshall University Greenbook, which shall contain the Faculty Senate Bylaws, official policies, procedures, and other information pertinent to the University's operation and internal government.

Section 2. An amendment to the constitution may be proposed by ten (10) percent of the faculty or by a majority vote of the Faculty Senate. All proposed amendments must be submitted to the faculty for its approval. The ratification of an amendment requires the approval of a two-third (2/3) majority of those voting.

Section 3. Any proposed amendment shall be distributed to every member of the faculty at least two weeks before a regular or special meeting of the faculty at which the amendment will be discussed. Opportunity for debate shall be provided for every proposed amendment.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, standing committees. One of these is designated the Executive Committee of the Faculty Senate and shall function as part of the Faculty Senate. The other committees work in cooperation with, but are distinctly separate from, the Faculty Senate. Except for the Executive Committee, the membership, officers, and relationships of the standing committees to the Faculty Senate are as follows:

Section 2. Membership. The membership of standing committees, unless otherwise specified, shall include one senator appointed by the Faculty Senate Chair to serve a two-year term. This member shall be the voting “Liaison.” This appointment may be renewed for one additional consecutive term. Other members shall consist of one member elected by the faculties of each academic unit as defined in Bylaw #14. One undergraduate student, appointed by the Student

Government Association, and one graduate student, appointed by the Student Government Association, will also serve with exceptions as noted. This shall be the voting membership of the committees. Ex-officio, non-voting members will be designated according to each committee's nature and functions. The length of faculty membership on committees shall be four (4) years. Faculty members may serve no more than two consecutive terms on any one standing committee and may not serve on any two standing committees simultaneously.

Section 3. Officers. Officers of the standing committees will be a chair and a recording secretary. The chairs of the committees and the recording secretaries will be elected by the voting members of their standing committees. The terms of office shall be one (1) year and may be renewed up to a maximum of four (4) successive terms (i.e., four years). The committee may remove an officer by a "motion to rescind the election." The successor of an officer removed in this manner shall serve until the next regularly scheduled election for that office. The chair is responsible for establishing the committee's agenda with the assistance of the recording secretary; presiding over committee meetings; and reporting committee actions to the Faculty Senate. The chair shall also notify all committee members of the Faculty Senate's response to committee actions. The chair, with the assistance of the committee's recording secretary, shall prepare an annual report on the committee's work at the end of the academic year, and this will be submitted to the Executive Committee to be posted on the Faculty Senate website. The committee's recording secretary will also be responsible for keeping minutes of all committee meetings, for accurately recording and reporting votes of the committee, and for assisting the committee chair in the preparation and submission of the committee's annual report.

Section 4. A. Committee-Senate Relationship. Standing committees shall meet of their own accord, or when requested to meet by the Faculty Senate Chair, the Executive Committee, or the Faculty Senate. All actions, with the exceptions as noted in this constitution, taken by standing committees shall be subject to final review and approval by the Faculty Senate Executive Committee. All recommendations, resolutions or other actions as deemed needed by the Executive Committee shall be submitted to the full Faculty Senate for review or decision as judged necessary. In the event the Faculty Senate does not concur with committee actions, a full and detailed text of the rationale must be provided.

B. Quorum Requirements in Standing Committees. A quorum shall consist of a simple majority of the voting members.

C. Rules of Procedures for Standing Committees. The parliamentary authority of the standing committees shall be the latest edition of *Robert's Rules of Order*.

D. Electronic Meetings. *Robert's Rules of Order* defines an electronic meeting as any meeting in which one or more members participates from a remote location using telephone or internet technology. Faculty Senate standing committees may hold electronic meetings subject to the following restrictions.

1. All members of the committee must be able to communicate, at least aurally, with all other members concurrently.

2. The Faculty Senate Executive Committee may approve and revise, from time to time, specific additional procedures that must be followed in electronic meetings of standing committees.

Section 5. The Executive Committee

A. The Executive Committee shall serve as the executive branch of the Marshall University Faculty Senate. It shall function in leadership and advisory capacity but shall not legislate.

B. Membership. Except as provided in Article VI, Section 5G, one (1) senator representing each academic unit of the university, elected to the Faculty Senate, shall serve. The term "academic unit" is defined in Bylaw #14. In addition, ex-officio, voting membership shall consist of the Graduate Council Chair and the faculty representative to the Advisory Council of Faculty (ACF). Ex-officio, non-voting membership shall consist of one representative of the Council of Chairs, the faculty representative to the Marshall University Institutional Board of Governors who may not be serving simultaneously as a faculty senator, and Student Government Association President.

C. Officers. The officers of the Faculty Senate shall be the officers of the Executive Committee. These shall be the Chair, Assistant Chair, and Recording Secretary of the Faculty Senate. They shall be nominated and elected by the Faculty Senate by secret ballot at a special spring meeting of the newly constituted Faculty Senate (i.e., those who will comprise the Faculty Senate for the next two academic years). The terms of office shall be two (2) years. Officers shall serve no more than two (2) consecutive full terms in their respective positions. The Faculty Senate may remove an officer by a "motion to rescind the election." The successor shall be elected by the Senate. The elected successor shall serve until the next regularly scheduled election for that office. No two officers shall represent the same academic unit at any time.

D. Other members. All other voting members of the Executive Committee shall be nominated and elected by the Faculty Senate at the same special spring meeting of the newly constituted Faculty Senate, after the election of officers. The senators from each academic unit not represented by an officer will elect one among themselves to serve on the Executive Committee. The terms of office shall be two (2) years. ~~No voting member of the Executive Committee may serve more than two consecutive terms.~~

E. Powers and Functions. The Faculty Senate Chair shall preside over Faculty Senate meetings, preside over general faculty meetings, preside over Executive Committee meetings, establish the agenda for Executive Committee meetings in cooperation with other officers, and confer with the University President and other officially designated bodies as the Faculty Senate representative. The Assistant Chair shall assume all duties and responsibilities in the absence of the Chair and assist the Chair in establishing the agenda for Executive Committee meetings. The Recording Secretary shall serve as secretary to the general faculty, serve as secretary to the Executive Committee, and assist the Chair and Assistant Chair in establishing the agenda for Executive Committee meetings. The election of the at-large senator for the South Charleston campus is the responsibility of the Executive Committee. The Executive Committee creates special committees and appoints such committee chairs, receives reports of ad-hoc committees or by the Faculty Senate, receives reports from university-wide search committees for information and review, sets agenda for the Faculty Senate and sends on items for consideration and legislation, sets agendas

for general faculty meetings, and submits requests for consideration of business presented by faculty members. Any request bearing the signatures and names of ten (10) or more full-time faculty members or five (5) or more senators shall be transmitted automatically to the appropriate Faculty Senate bodies for consideration, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors. Such requests for agenda items must be considered within two meetings. Requests for consideration bearing fewer than ten (10) signatures and names of full-time faculty or fewer than five (5) signatures and names of senators shall be considered at the discretion of the Executive Committee, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Additional responsibilities of the Executive Committee include the areas of commencement and honorary degrees. The Executive Committee shall recommend policies relating to presidential inaugurations and commencement activities, including the selection of a commencement speaker. The Executive Committee shall recommend candidates for honorary degrees. The Executive Committee's recommendations in these matters shall be transmitted to the Faculty Senate for review and its decision. The Executive Committee will collect an annual contribution from the faculty and administration to defray costs of expressions of sympathy, congratulations, and so forth. It will assist in the planning and sponsorship of activities to honor retiring faculty.

The Executive Committee furthermore resolves jurisdictional disputes among committees, oversees and coordinates the preparation and posting of annual standing committee reports in the annual Faculty Senate report, coordinates the faculty role in the Greenbook revision, and shall act for the Faculty Senate during periods when the Faculty Senate is unable to meet. All actions taken by the Executive Committee must be subsequently approved by the Faculty Senate at its next meeting to remain in force. The Executive Committee may not legislate--only the Faculty Senate may do that.

F. Restrictions. Members of the Executive Committee are automatically barred from serving on any other standing committee of the Faculty Senate except as ex-officio, non-voting members as provided by this constitution. Executive Committee members may, however, be appointed to serve on ad-hoc or search committees.

G. Vacancies. Should the office of Faculty Senate Chair, Assistant Chair, or Recording Secretary become vacant during a time other than the end of a two-year term, the Executive Committee shall call for nominations from the Faculty Senate at its next regularly scheduled meeting. All senators, including members of the Executive Committee and its officers, are eligible to fill the unexpired term of a Faculty Senate officer. Election shall be by the Faculty Senate by secret ballot. Only one senator from a specific academic unit may serve as that academic unit's representative on the Executive Committee. If the election to replace a Faculty Senate officer causes an academic unit to have more than one senator representing that academic unit on the Executive Committee, the representative of that Academic Unit previous to the election will no longer be on the Executive Committee. If the election or other event leaves an academic unit unrepresented on the Executive Committee, the senators from that academic unit will immediately elect one among themselves to newly serve on the Executive Committee.

Section 6. Academic Planning Committee

A. Powers and Functions. The Academic Planning Committee shall serve as the major faculty agency for discussion, review, and development of recommendations of undergraduate programs regarding letters of intent to plan new academic programs, degrees, and certificates; academic long range planning (mission statements, five year plans, strategic plans and similar major plans, and the reorganization of any academic unit), academic programs needs assessments; and work directly with the University President and Faculty Senate Executive Committee as requested and appropriate. It shall be the function of the Academic Planning Committee to make recommendations about new academic programs and priorities in relation to available resources, receive Departmental Program Review documents, make recommendations concerning the level of action to be recommended by the institution to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors, and respond when appropriate to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors and/or the University President concerning policies relating to academic planning. The Academic Planning Committee will cooperate with administrative officials, university Deans or Directors, the Provost/Senior Vice President for Academic Affairs, and the University President on matters relating to academic planning.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean of each academic unit, the Vice President for Institutional Research and Planning, and the Associate Provost and Associate Vice President for Assessment and Quality Initiatives.

Section 7. Budget and Academic Policy Committee

A. Powers and Functions. The Budget and Academic Policy Committee shall assume the primary responsibility for the development of policies that contribute to the maintenance of academic standards in the university. The committee's responsibility shall include, but not be limited to, policies affecting the university calendar, the university budget, library budgets, academic honesty, class attendance, grading and examinations. The committee shall process student academic appeals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members of this committee shall be the Provost/Senior Vice President for Academic Affairs or his/her designee, Associate Provost/Vice President for Academic Affairs, the Chief Financial Officer, ~~and one (1) Classified Staff Council representative,~~ and one (1) Non-Classified Staff Council representative.

Section 8. Athletic Committee

A. Powers and Functions. This committee shall consider policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets, and athletic staff personnel. It will monitor the maintenance and development of the intercollegiate athletic

program in conformity with the policies, goals, and standards of the NCAA, conference, and Marshall University scholastic standards. It will be responsible for ensuring that eligibility requirements for athletic competition are in compliance with the NCAA, conference, and Marshall University scholastic standards. It will review the Department of Athletics' budget in terms of its suitability to both short-term and long-term objectives and priorities of the Department of Athletics and Marshall University. The committee shall review all policy matters relating to the athletic program of the university as requested by the faculty, the Athletic Director, or the University President. The committee shall receive position requirements prior to public notice of vacancies. The committee shall be represented on all Department of Athletics' search committees to fill vacancies.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Voting membership shall also include the faculty representative to the NCAA and a representative of the Student-Athlete Advisory Committee. Ex-officio, non-voting members of this committee shall be the Chief Financial Officer, the Vice President for Intercultural and Student Affairs, the Athletic Director, the Associate Athletic Director for Compliance, one (1) representative from the Big Green Scholarship Foundation, one (1) Alumni Association representative, ~~and one (1) Classified Staff Council representative,~~ and one (1) Non-Classified Staff Council representative.

Section 9. Curriculum Committee

A. Powers and Functions. The Curriculum Committee shall be responsible for assisting undergraduate college/school curriculum committees in their activities such as approving undergraduate course and other curriculum changes, as well as approving the addition or deletion of undergraduate programs.

B. Membership. Committee membership shall include one representative from the college curriculum committee of each academic unit listed in Bylaw #14 that has undergraduate programs, and one representative from the Marshall University Libraries. This committee does not have a graduate student representative. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs and the Dean of each academic unit that has undergraduate programs in addition to the Dean of University Libraries.

Section 10. Faculty Personnel Committee

A. Powers and Functions. At the request of the University President or Faculty Senate Chair, using appropriate Series/Rules and the 1986 AAUP Recommended Institutional Regulations on Academic Freedom and Tenure as guidelines, the committee shall write, alter, or rewrite policies relating to academic rank, salary, tenure, promotion, teaching and non-teaching load, retirement, sabbatical, and other matters which affect the well-being of faculty. The Faculty Personnel Committee shall study and evaluate policies and procedures relating to the hiring of faculty, which includes a yearly review of salaries, and review and recommend sabbatical leave requests. The committee shall act as an advisory panel for all faculty members initiating grievances in accordance with Series 9. The committee shall address all faculty grievances except those involving dismissal, termination due to reduction of or discontinuance of an existing program,

termination due to financial exigency, or a faculty member desiring to appeal a decision of the University President on non-retention or promotion. The committee shall refer to the Hearing Committee those grievances involving a number of persons. Chapter 29B. Freedom of Information Act of the West Virginia code provides that "Every person has a right to inspect or copy any public record for a public body in this state, except as otherwise expressly provided by Section Four of this article." Under Exceptions in Section Four the code reads, "Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure thereof would constitute an unreasonable invasion of privacy..." When the committee handles matters of a personal nature, it will not share its findings with the Faculty Senate. Hence, in this function it remains exempt from those conditions outlined under the section entitled "Committee-Senate Relationship" in this document.

B. Membership. Committee membership shall be consistent with that of all regular standing Committees. This committee does not have undergraduate and graduate student representatives. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, and the faculty representative to the ACF.

Section 11. Library Committee

A. Powers and Functions. The Library Committee shall advise the Dean of University Libraries on matters of library policy; review the administration of the libraries; carry out studies relating to library functions; and serve as a liaison between the faculty at large, the Faculty Senate, and the university libraries.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting membership shall be the Dean of University Libraries and/or their designee(s).

Section 12. Physical Facilities and Planning Committee

A. Powers and Functions. The Physical Facilities and Planning Committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; to planning for existing and anticipated needs, including priority of major capital improvements in accordance with the university's mission statement; to review and revise policies related to campus parking regulations; and to the performance of such duties as the University President and/or the Faculty Senate Chair may assign.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. The ex-officio, non-voting member shall be the Chief Financial Officer, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 13. Research Committee

A. Powers and Functions. The Research Committee shall be concerned with the promotion of faculty research, publications, and other creative activities. It shall aid the appropriate

administrators in the search for funds and advise in administering available funds. The committee shall act as a review board for the university-funded research proposals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean and Vice President for Health Affairs or his/her designee, the Assistant Provost for Graduate Studies, and the Vice President for Research/Executive Director of MURC.

Section 14. Student Conduct & Welfare Committee

A. Powers and Functions. The Student Conduct and Welfare Committee is concerned with the responsibility for the general and specific well-being of students. It shall be the function of the committee to consider and recommend policies relating to the coordination and regulation of student organizations, social events, and other related activities; academic conduct of students; advisory and counseling program; health services; financial aid, including loans and scholarships; student housing; orientation and new student program; student development program; and student academic publications. It shall also strive to protect the rights of students. It is the responsibility of the committee to maintain and improve an atmosphere conducive to the pursuit of academic goals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Also, voting membership may include up to five (5) additional undergraduate students and one (1) additional graduate student appointed by the Student Government Association. Ex-officio, non-voting members shall be the Vice President for Intercultural and Student Affairs, ~~and~~ one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 15. ~~Legislative~~ Government Affairs Committee

A. Powers and Functions. This committee will develop an annual faculty government and legislative agenda in general consultation with, but independent of other constituencies on this campus. The committee will serve as the liaison with the faculty on all ~~legislative-government~~ matters and report to the Faculty Senate regularly regarding all actions contemplated or required in executing its responsibilities. This committee will disseminate (in a timely fashion) information regarding government and legislative issues, upcoming elections and referenda that pertain to issues affecting the welfare of public higher education. The committee will inform the Advisory Council of Faculty of its legislative agenda and promote the Marshall University faculty's legislative agenda with the legislative and executive branches of state government. This committee will not engage in partisan politics of any kind. This committee will not take stands on issues unrelated to the welfare of public higher education.

B. Membership. Committee membership shall be consistent with that of all other regular standing committees except that student representatives will be non-voting members of the committee. Other ex-officio, non-voting members of this committee shall be a Presidential Legislative Liaison, the faculty representative to the ACF, the faculty representative to the Marshall University

Institutional Board of Governors, one (1) at-large faculty member from the South Charleston campus, ~~and one (1) Classified Staff Council representative,~~ and one (1) Non-Classified Staff Council representative. The ~~Legislative-Government~~ Affairs Committee chair shall serve as liaison to any university-wide ~~legislative-government~~ committee.

Section 16. Faculty Development Committee

A. Powers and Functions. The Faculty Development Committee shall be concerned with the promotion and coordination of faculty development activities. It shall develop comprehensive policy, make program recommendations, and provide program oversight in the area of faculty development. It may assist and advise appropriate administrators in establishing programs such as video conferences, workshops, seminars, and speakers to enhance instructional and research skills as well as curricular, organizational, and leadership development. It shall aid the appropriate administrators in the search for funds and develop policies for the administration of available funds. It shall determine the allocation of funds for all faculty development programs not specifically assigned to other units of the university. It shall establish or oversee subcommittees involved in selection of faculty development awards for teaching and service and shall create or encourage faculty exchange programs with other institutions. Also, the committee shall provide oversight to the various committees dealing with endowed faculty gifts.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Assistant Provost for Graduate Studies, the Associate Provost/Vice President for Academic Affairs, and the Director of the Center for Teaching and Learning.

Section 17. Faculty Technology Committee

A. Powers and Functions. The Faculty Technology Committee (FTC) shall be responsible for endorsing and approving all technology decisions that impact teaching, learning, research, and associated technology systems at Marshall University. The FTC will ensure that technology decisions align with institutional goals, optimize resource allocation, manage risks, engage stakeholders, ensure accountability and transparency, enhance the user experience, and promote continuous improvement and innovation. The FTC is a part of the overall IT governance structure as defined in the Administrative Procedure ITP 1 Technology Governance and Procurement Review.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Members are elected through the Faculty Senate standing committee appointment process. Ex-officio, voting members of this committee shall include the Administrative Technology Committee (ATC) and a representative from the Council of Chairs. Ex-officio, non-voting members of this committee include the Chief Information Officer (CIO) and other non-voting, ex-officio members as needed.

C. Meetings. The FTC shall meet at least monthly during the University's nine-month academic calendar. Additional meetings may be called by the FTC chair, either as requested by the CIO or as deemed appropriate by the FTC chair. A consent agenda of IT operational updates will be provided to committee members at least five business days prior to each meeting.

ARTICLE VII – GRADUATE COUNCIL

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, the Graduate Council. The Graduate Council has certain separate functions and works in cooperation with the Faculty Senate on other matters. The Graduate Council shall meet of its own accord, elect its own officers, determine its own committee and subcommittee structure(s), and have authority over other such matters as relate to its operation.

Section 2. Powers and Functions. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the University President or the President's designee. Specific functions include the facilitation of long-range planning for graduate education at Marshall University, the recommendation of new programs, degrees, certificates and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the University President.

Section 3. Membership. Voting representation on the Graduate Council shall include one guaranteed Faculty member from each academic unit as defined in Bylaw # 14, one additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs, one Library Faculty with responsibilities that support graduate programs, the Faculty Senate Chair, and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, non-voting members include the Assistant Provost for Graduate Studies, the Provost/Senior Vice President for Academic Affairs, and the Vice President for Research/Executive Director of MURC. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

Section 4. Elections and Terms. Each voting Graduate Council member's term (other than the graduate student representative) shall be four years. Elections for voting members (other than the graduate student representative) shall occur in the spring of even-numbered years to coincide with Faculty Senate elections. The graduate student representative shall have a one-year term with election each spring. Voting members may serve no more than two consecutive terms. The bylaws of the Graduate Council determine additional procedures and policies as needed regarding elections, terms, attendance requirements, interim members, standing committees, vacancies, and so forth, and may be revised and clarified as needed by the Graduate Council.

Section 5. Graduate Council-Senate Relationship. All actions taken by the Graduate Council with respect to the functions specified in ARTICLE VII, Section 2 shall be submitted directly to the University President or the President's designee for a decision. All such actions shall be communicated to the Faculty Senate. On matters not related to those functions, the Graduate

Council and Faculty Senate will work collaboratively in whatever format is deemed appropriate by the respective Executive Committees. Refer to the “Faculty Governance Flow Chart” at the end of the Bylaws Section.

ARTICLE VIII – POWERS OF THE FACULTY

Section 1. The faculty of Marshall University, acting as a body, shall retain final authority over policies governing the Faculty Senate and the faculty. Recognizing the powers the faculty has entrusted to the Faculty Senate, the Senate shall not act in a capricious or arbitrary manner regarding actions and legislation it undertakes.

Section 2. Meetings. There will be at least two meetings of the general faculty per year. Under the emergency powers of the faculty there may be additional faculty meetings not later than ten (10) days from the time they are requested. The Faculty Senate will call for faculty meetings upon the petition of ten percent (10%) of the full-time faculty. The Faculty Senate may call for a meeting of the faculty at the request of two-thirds (2/3) of the voting Faculty Senate members present. The Executive Committee of the Faculty Senate may call for an emergency meeting of the faculty. The University President may call for a meeting of the faculty.

Section 3. Officers. The officers of the Faculty Senate shall preside and function at meetings of the faculty.

Section 4. The faculty's actions are the highest order. In case of any conflict between the actions of the faculty and the Faculty Senate, the faculty shall prevail. However, to override the Faculty Senate actions there must be the approval of a simple majority of the faculty voting, with one-third (1/3) of the faculty eligible to vote participating.

Section 5. Either the faculty or the Faculty Senate may present referenda for faculty consideration and vote. The voting process shall be the same as outlined in Bylaw #1.

ARTICLE IX – BYLAWS

The Faculty Senate may by majority vote establish bylaws, not inconsistent with this constitution, governing the conduct of the business of the Faculty Senate and of the standing committees and any other matters that may be within its competence.

Bylaw #1 - The Faculty Senate Recording Secretary, who is also the Secretary of Faculty, will oversee the composition, duplication, distribution, collection, tabulation, and reporting of all university-wide balloting. She/he will follow the procedural guidelines for either Section A – Paper Ballot or Section B – Electronic Ballot as determined by the Executive Committee of the Faculty Senate.

Section A – Paper Ballot - Passed September 17, 1987; Amended May 7, 2004

1. The ballot will be typed, duplicated, and distributed to all faculty by the Faculty Senate Recording Secretary. If a faculty member does not receive a ballot, he/she should contact the Faculty Senate office immediately.

2. Ballots may be cast by either:

a. Depositing them in the ballot box in the Faculty Senate office with individual faculty members signing their names on a list located beside the box, or

b. Using two envelopes. Insert the ballot into one envelope then seal, sign, and mark it “Ballot”. Insert the ballot envelope into the second envelope that should be addressed and sent to the Chair of the Faculty Senate.

3. The ballot box will be sealed by the Faculty Senate Recording Secretary when the balloting is complete. The following rules will govern vote tabulations:

a. Tellers or counters will be selected at random from members of university colleges and schools by the Faculty Senate Recording Secretary. On controversial issues, parties with opposing views may be asked to count ballots.

b. Two (2) to four (4) people will be selected as tellers or counters at the discretion of the Faculty Senate Recording Secretary. The number of counters will depend on the length of the ballot.

c. A time for tabulation will be selected by the Faculty Senate Recording Secretary in consultation with the selected tellers or counters.

d. Parties with a vested interest in the election may observe the counting and tabulation in a non-disruptive, non-interruptive manner.

e. All ballots and paperwork will be retained for twelve (12) months from the date of the Faculty Senate Recording Secretary reporting the results of the balloting to the faculty. After that date all ballots and paperwork will be destroyed.

4. The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Section B – Electronic Ballot (E-Voting) – Passed May 7, 2004

1. E-Voting will involve using the campus computer network, which requires a secure login, and secure voting software that is approved by the Faculty Senate. The ballot items shall be developed by the Information Technology staff’s E-Voting Administrator, and the Faculty Senate Recording Secretary in consultation with computing services personnel.

2. The E-Voting Administrator will send election announcements and instructions for using the E-Voting system to all eligible faculty. This announcement will include the content of the ballot.

3. The Faculty Senate Chair will determine appropriate parameters for each election.

4. The vote will be cast through the Marshall University computer network.
5. If a voter experiences technical difficulties or needs assistance of any kind, he/she should contact the E-Voting Administrator immediately.
- 6.- The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Bylaw #2 - Passed October 29, 1987; Amended January 31, 1991: ARTICLE VI, Section 10A of the Faculty Constitution advises the Faculty Personnel Committee as follows: "When the committee handles matters of a confidential nature, it will not share its findings with the Faculty Senate." This admonition also applies to all Standing Committees who at some time might find themselves discussing matters and making motions of a confidential nature. Concerning such confidential matters the Faculty Personnel Committee or other standing committee will report its discussions and any motions it makes only to the Executive Committee which in turn will determine under the authority of ARTICLE VI, Section 10A whether such motions or recommendations should be presented either to the full Faculty Senate or forwarded directly to the appropriate administrator.

Bylaw #3 – Passed October 29, 1987: If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the chairperson of that committee, who will immediately report the vacancy to the Faculty Senate Chair. The Faculty Senate Chair will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat. The Dean or Director will then report in writing to the committee chair and to the Faculty Senate Chair the name of the new committee member.

Bylaw #4 – Passed February 23, 1988; Amended February 28, 1991: Faculty appointments to University-wide committees, except those already provided for in the constitution, including but not limited to search committees, and external faculty to college committees shall be made by the Faculty Senate Chair with the advice and consent of the Executive Committee of the Faculty Senate.

Bylaw #5 – Passed March 29, 1988: Once a recommendation is submitted to the University President from the Faculty Senate, it must be considered in toto for his/her decision. If any part of the recommendation is not acceptable, the entire recommendation must be returned to the Faculty Senate along with an explanation for its disapproval. The Faculty Senate then has the responsibility to determine subsequent action with regard to the disposition of the recommendation.

Bylaw #6 – Passed September 8, 1988: When faculty members are named as acting or interim administrators, except those permitted in ARTICLE III, Section 2, they shall be temporarily replaced on standing committees or in the Faculty Senate for the length of time that they serve in the administrative capacity.

Bylaw #7 – Passed September 8, 1988; Amended September 29, 2022: The transition date of the Faculty Senate & its officers, standing committees & their officers, the faculty representative to the ACF, and the Marshall University Board of Governors' Faculty Representative will align with the transition date set for faculty senates in WV State Code §18B-6-3.

Bylaw #8 – Passed September 8, 1988: When vacancies occur on standing committees, colleges have the option of shifting committee members to find the most appropriate members for that committee and then electing new committee members to fill any vacancies.

Bylaw #9 – Passed January 25, 1990; Amended September 29, 2022: Faculty Senate meetings will be recorded, and access to the recordings will be made available to all members of the university community.

Bylaw #10 – Passed March 29, 1990: When a motion is defeated during a Faculty Senate meeting, it is referred back to the committee or person submitting it with an explanation for its rejection. In addition, a copy of the defeated motion is sent to the University President for informational purposes.

Bylaw #11 – Passed March 29, 1990: The following guidelines will govern any open forum in the Faculty Senate.

1. The Executive Committee approves/disapproves any requests to speak made in advance when it sets the Faculty Senate's agenda.
2. The Executive Committee decides the time lengths of all requests to speak and/or sets the parameters for all presentation requests made in advance when it sets the Faculty Senate's agenda.
3. The presiding officer with assistance of the Parliamentarian sets the parameters for presentation requests made from the floor during Faculty Senate meetings.

Bylaw #12 – Passed February 28, 1991: The Executive Committee will submit its recommendations for honorary degree recipients and commencement speaker for Faculty Senate consideration at least two (2) months before any commencement.

Bylaw #13 – Passed January 23, 1992: The Faculty Senate Executive Committee will be responsible for establishing the standards for decorum and civility during Faculty Senate meetings. The Executive Committee's recommendations must be approved by a majority vote of the entire Faculty Senate.

Bylaw #14 – Passed March 28, 2002; Amended May 11, 2010; Amended February 23, 2012; Amended May 3, 2013; Amended January 11, 2022: The term academic unit is defined as the College of Business, the College of Education & Professional Development, the College of Arts & Media, the College of Health Professions, the College of Engineering and Computer Sciences, the College of Liberal Arts, the College of Science, the Joan C. Edwards School of Medicine, the School of Pharmacy, Marshall University Libraries and the Division of Aviation.

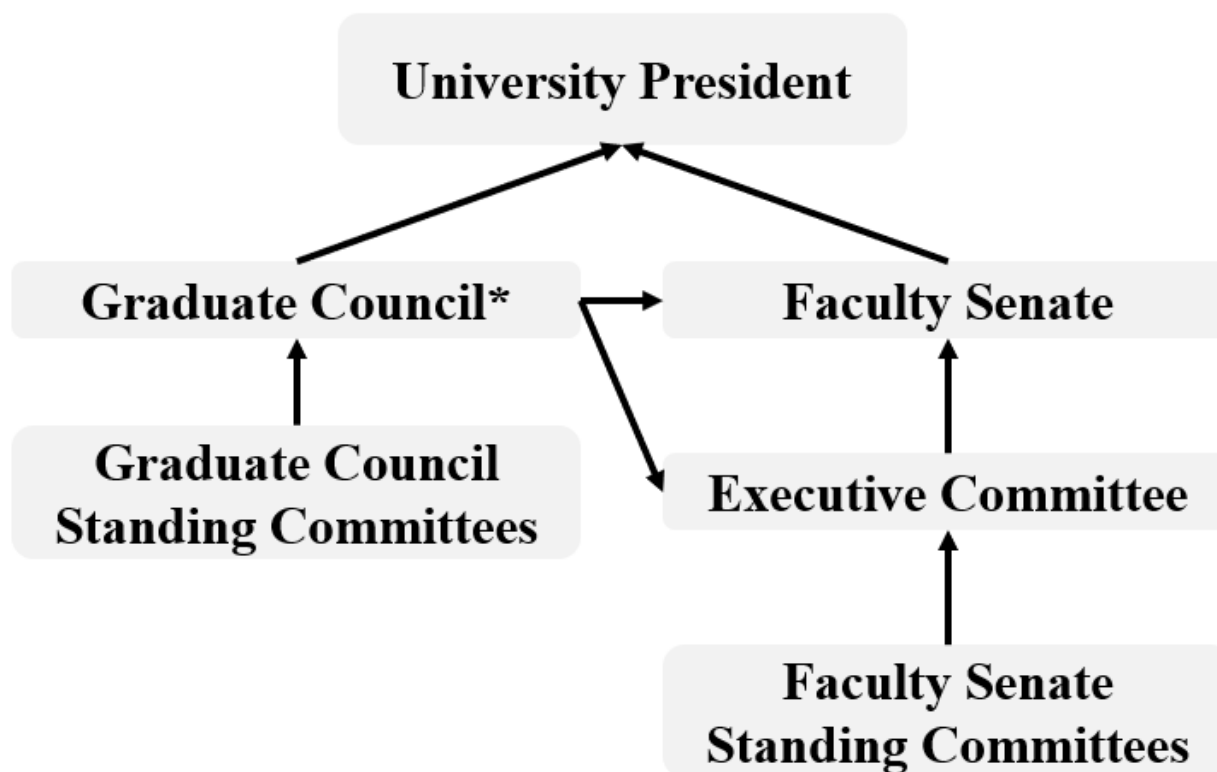
FACULTY SENATE POLICY STATEMENTS:

1. Recommendation from the Library Committee passed by the Faculty Senate November 17, 1987: The Faculty Senate should have input into any reduction of the budget.
2. Recommendation from Academic Planning Committee passed by the Faculty Senate October 19, 1987: The Faculty Senate does not approve of prearranged, administrative decisions regarding academic matters.
3. Recommendation from the Executive Committee passed by the Faculty Senate March 21, 1991: The budgets of the Morrow Library, the Health Sciences Library, and the University shall be sent to the Faculty Senate Budget and Academic Planning Committee for recommendation.
4. Recommendation from the Executive Committee passed by the Faculty Senate September 24, 1992: Any Faculty Senate recommendation amended by the University President automatically is considered to be disapproved. The recommendation with its recommended amendment(s) from the University President is brought back to the Faculty Senate for its consideration and a second vote if deemed necessary.

Faculty Governance Flow Chart

The Graduate Council reports to the University President or the President's designee on matters relating to graduate education as specified in Article VII, Section 2 of The Constitution of the Marshall University Faculty. On all other matters, the Graduate Council works with the Faculty Senate through representation on the Executive Committee and the Faculty Senate.

Faculty Governance Flow Chart



THE CONSTITUTION OF THE MARSHALL UNIVERSITY FACULTY

PREAMBLE

Universities striving for excellence historically and traditionally have enjoyed the autonomy and integrity necessary to accomplish their mission as institutions of higher learning committed to the search for and dissemination of knowledge and truth—and so it has been, and must continue to be, at Marshall University. It is recognized that the legal authority to guide and regulate the University is vested by the West Virginia Legislature in the West Virginia Higher Education Policy Commission, the Marshall University Institutional Board of Governors, and the President of the University. It is further recognized that the West Virginia Higher Education Policy Commission and Marshall University Institutional Board of Governors grant autonomy to the colleges and universities under their jurisdiction. The West Virginia Legislature has also established that each institution of higher education shall have an institutional faculty senate. As a corollary of academic freedom, the faculty has the major responsibility for guiding the scholarly pursuits of the University. To that end, this constitution is established to facilitate meaningful communication throughout the academic community and to assist the University President, the West Virginia Higher Education Policy Commission, and Marshall University Institutional Board of Governors in the development of academic policies and procedures.

MISSION STATEMENT

Faculty Senate acts as a liaison among the faculty, staff, administration, and student body with respect to matters affecting the best interests of each group. We strive to support and strengthen the governance structures of these groups in order to promote and actively participate in shared governance within the institution in order to make Marshall a premier public university.

ARTICLE I – THE FACULTY

The faculty is a legislative body of Marshall University and has the authority to concern itself with topics affecting the whole university. This authority is delegated to the Faculty Senate, which is the representative body duly elected by and from the faculty. The Faculty Senate is empowered to act on behalf of the faculty on questions and issues properly brought before it by the faculty of any college, school, or component of the university. Marshall University is committed to providing equality of opportunity and treatment; therefore, the Faculty Senate and any committee operating under its authority do not discriminate on the basis of race, color, gender, age, religion, national origin, handicap, or sexual orientation.

ARTICLE II – THE FACULTY SENATE: PURPOSES—POWERS—FUNCTIONS

Section 1. The Faculty Senate shall take within its province any subject of interest to the faculty, the administration, and the student body. With respect to the general welfare of the university, the

Faculty Senate shall serve as the major legislative, advisory, and review body of the faculty. It shall investigate, debate, and communicate to the faculty those matters deemed to be in the best interests of the university. Academic policy decisions, or matters construed to impinge on the academic decisions, shall be the primary responsibility of the Faculty Senate. The faculty may call a referendum upon any of the actions of the Faculty Senate. Actions of the Faculty Senate shall become the policy of the institution unless for serious and compelling reasons the University President rejects in writing such actions within fifteen working days following submission by the Faculty Senate. All measures receiving presidential approval, or which, are not specifically rejected by the University President, shall be considered binding subject to the final approval, if necessary, of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Section 2. Legislative Function. As the faculty legislative body, the Faculty Senate shall exercise authority over all matters that pertain to academic policies of the university, including instruction, research, and continuing education. Affairs of the university which directly and primarily affect the faculty include, but are not limited to, determination of curricula, standards of admission and selection, retention and transfer of students, scholarships and honors, requirements for the granting of degrees, candidates for honorary degrees, instructional standards throughout the university, and matters of the faculty's welfare. The Faculty Senate shall be responsible for developing policy with regard to major issues which affect the institution, such as, change in the mission of the university, addition or deletion of programs, contracts with government agencies, and public questions which affect the role of the institution or endanger the principle of academic freedom. The Faculty Senate shall be responsible for maintaining communication among the faculty and the administration, the student body, and the staff. It shall establish rules and procedures for standing committees and shall be responsible for overseeing the election of Faculty Senate members. All standing committee actions, with the specific exceptions detailed in this constitution shall be subject to review, amendment, approval, or rejection by the Faculty Senate.

Section 3. Advisory Function. The Faculty Senate shall serve in an advisory capacity to the university community and administration. Matters which directly or indirectly affect the general welfare of the institution include, but are not limited to, student life, such as standards of conduct, living conditions, organizations, intercollegiate athletics, and participation in extracurricular activities; the academic calendar; and university convocations and lectures.

The Faculty Senate shall be available to advise the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors on the appointment of the University President and to advise the University President on the appointment of university-wide administrative officials. It shall advise the administration on policies with respect to the preparation of the annual budget and its allocation to operational units; equipment and physical facilities; official university publications, press releases, and radio and television broadcasts, and student academic publications; the academic structure and governance system; and the mission, goals, and objectives of the university.

Section 4. Review Function. The Faculty Senate shall be empowered to review all policies and to formulate recommendations with respect to the general welfare of the university. Matters directly affecting the faculty include, but are not limited to, academic freedom, tenure, and promotions;

appointments, reappointments, and dismissals; teaching loads; salary schedules or other compensation or benefits; policies governing stability of employment, retirement, sabbatical or other leaves; and the reorganization of academic units.

The Faculty Senate shall also be empowered to review programs of research, experimentation, and instruction; grading systems and trends; instructional evaluation; and policies and administration of the university libraries. It shall also review the academic conduct of students, including means for handling infractions. The Faculty Senate shall be responsible for the investigation and conducting of hearings on grievances from members of the faculty and student body, except for those covered by the various West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors policies or those under the jurisdiction of other committees; it shall report the findings and make recommendations to the appropriate parties. The representative to the Advisory Council of Faculty to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors (hereafter referred to as "the faculty representative to the ACF") reports on meetings of the ACF to the Faculty Senate and the Marshall University Institutional Board of Governors.

Section 5. Provisions of the Senate. The Faculty Senate shall be provided with an appropriate budget, office space, adequate secretarial support, and release time for the Faculty Senate Chair.

ARTICLE III – MEMBERSHIP AND ELECTION

Section 1. The Faculty Senate shall consist of one (1) senator for each academic unit, unless otherwise specified, plus one (1) senator for each thirteen (13) full-time faculty members, plus one (1) additional member if the number of full-time faculty in a unit exceeds a multiple of thirteen by seven (7) or more. The School of Medicine and the School of Pharmacy will each have three (3) regular senators and a pool of three (3) senator substitutes. For Faculty Senate meetings, senator substitution from the pool of senator substitutes will be allowed for the School of Medicine and the School of Pharmacy. Ex-officio voting members will be the Graduate Council Chair and the faculty representative to the ACF. The Student Government Association President will be ex-officio, non-voting member of Faculty Senate. The term "academic unit" is defined in Bylaw # 14. Individual constituency numbers for calculating representation shall be based upon the number of full-time faculty presented every second year to the Executive Committee of the Faculty Senate in the fall semester preceding Faculty Senate elections. Census information will be provided by the Office of Institutional Research in collaboration with the Provost/Senior Vice President for Academic Affairs and the Dean and Vice President for Health Affairs. In addition, South Charleston faculty will elect one (1) at-large senator.

Section 2. For the purposes of this Constitution, unless specifically stated otherwise, the word faculty means all full-time employees who have current faculty appointments, including library-track faculty, clinical faculty, associate deans, assistant deans, directors, associate directors, assistant directors, chairs, temporary faculty with one-year appointments, and term faculty. Faculty does not include deans, part-time faculty, and adjunct faculty. All faculty shall be eligible for election to office unless specifically stated otherwise in this Constitution. This definition of faculty shall be used for apportionment calculations for Faculty Senate representation.

Section 3. The term of office for a senator shall be two (2) years. Senators can serve no more than four (4) consecutive terms.

Section 4. Elections for senators shall occur annually in March of even-numbered years, with the names of the new senators submitted by the Dean or Director of each unit to the Chair of the Faculty Senate by April 1. For the at-large senator for the South Charleston campus the election will be the responsibility of the Executive Committee of the Faculty Senate. Each unit shall conduct its own election according to the bylaws of that unit, providing that all voting shall be by secret ballot.

Section 5. If a senator misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the Faculty Senate Chair, who will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat.

Section 6. Temporary senators will be elected by a unit if a seat is vacated for one academic year or less due to leaves of absence, sabbaticals, incapacity, or other reason. If a senator cannot fulfill his/her responsibilities and duties to the Faculty Senate for longer than one academic year, he/she must resign. Temporary senators will have all the privileges of Faculty Senate membership, though they may serve no longer than one academic year in temporary capacities.

ARTICLE IV – MEETINGS

Section 1. The Faculty Senate shall meet at least quarterly and may meet at such other times as called by the Faculty Senate Chair or by a majority of the members during the regular academic year. Special sessions of the Faculty Senate will be called at the request of ten (10) or more faculty members. Special sessions will be held as soon as practicable within two (2) weeks from the date they are called. The responsibility for notifying senators and faculty members of special sessions shall rest with the Faculty Senate Chair who shall use the most appropriate means available to fulfill this obligation. An announcement of the agenda, time, and place of every regularly scheduled Faculty Senate meeting shall be sent to each senator one week before the meeting.

Section 2. A quorum shall be a simple majority of the voting Faculty Senate members.

Section 3. A voice vote will be conducted on actions requiring a vote. At the request of any senator for a division of the Faculty Senate, a show of hands or roll call vote will be taken and recorded by the Faculty Senate Recording Secretary.

Section 4. Minutes. The minutes of Faculty Senate meetings shall be distributed to each senator and the University President no later than seven (7) working days before the next meeting. Also, the minutes will be available on the Faculty Senate's website.

Section 5. Rules of Procedure. The parliamentary authority of the Faculty Senate shall be the latest edition of *Robert's Rules of Order*.

Section 6. Faculty Senate meetings are open to the public except in those cases where executive sessions are permitted by West Virginia statute (6-9A-4). No decision shall be made in any executive session of the Faculty Senate. If any student, administrator, or non-senate faculty member wishes to speak about an issue, he/she will be recognized and allowed to speak briefly. If any non-senator wishes to speak for a longer period of time, he/she should request the Executive Committee at its meeting to place him/her on the agenda.

Section 7. The University President shall meet at least quarterly with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

Section 8. The Marshall University Institutional Board of Governors shall meet at least annually with the Faculty Senate to discuss matters affecting faculty and the effective and efficient management of the institution.

ARTICLE V – ADOPTION AND AMENDMENT

Section 1. This constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty as defined in ARTICLE III, Section 2 of the current Constitution of the Marshall University Faculty. Upon adoption by the faculty, this constitution shall be made a part of the Marshall University Greenbook, which shall contain the Faculty Senate Bylaws, official policies, procedures, and other information pertinent to the University's operation and internal government.

Section 2. An amendment to the constitution may be proposed by ten (10) percent of the faculty or by a majority vote of the Faculty Senate. All proposed amendments must be submitted to the faculty for its approval. The ratification of an amendment requires the approval of a two-third (2/3) majority of those voting.

Section 3. Any proposed amendment shall be distributed to every member of the faculty at least two weeks before a regular or special meeting of the faculty at which the amendment will be discussed. Opportunity for debate shall be provided for every proposed amendment.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, standing committees. One of these is designated the Executive Committee of the Faculty Senate and shall function as part of the Faculty Senate. The other committees work in cooperation with, but are distinctly separate from, the Faculty Senate. Except for the Executive Committee, the membership, officers, and relationships of the standing committees to the Faculty Senate are as follows:

Section 2. Membership. The membership of standing committees, unless otherwise specified, shall include one senator appointed by the Faculty Senate Chair to serve a two-year term. This member shall be the voting “Liaison.” This appointment may be renewed for one additional consecutive term. Other members shall consist of one member elected by the faculties of each academic unit as defined in Bylaw #14. One undergraduate student, appointed by the Student

Government Association, and one graduate student, appointed by the Student Government Association, will also serve with exceptions as noted. This shall be the voting membership of the committees. Ex-officio, non-voting members will be designated according to each committee's nature and functions. The length of faculty membership on committees shall be four (4) years. Faculty members may serve no more than two consecutive terms on any one standing committee and may not serve on any two standing committees simultaneously.

Section 3. Officers. Officers of the standing committees will be a chair and a recording secretary. The chairs of the committees and the recording secretaries will be elected by the voting members of their standing committees. The terms of office shall be one (1) year and may be renewed up to a maximum of four (4) successive terms (i.e., four years). The committee may remove an officer by a "motion to rescind the election." The successor of an officer removed in this manner shall serve until the next regularly scheduled election for that office. The chair is responsible for establishing the committee's agenda with the assistance of the recording secretary; presiding over committee meetings; and reporting committee actions to the Faculty Senate. The chair shall also notify all committee members of the Faculty Senate's response to committee actions. The chair, with the assistance of the committee's recording secretary, shall prepare an annual report on the committee's work at the end of the academic year, and this will be submitted to the Executive Committee to be posted on the Faculty Senate website. The committee's recording secretary will also be responsible for keeping minutes of all committee meetings, for accurately recording and reporting votes of the committee, and for assisting the committee chair in the preparation and submission of the committee's annual report.

Section 4. A. Committee-Senate Relationship. Standing committees shall meet of their own accord, or when requested to meet by the Faculty Senate Chair, the Executive Committee, or the Faculty Senate. All actions, with the exceptions as noted in this constitution, taken by standing committees shall be subject to final review and approval by the Faculty Senate Executive Committee. All recommendations, resolutions or other actions as deemed needed by the Executive Committee shall be submitted to the full Faculty Senate for review or decision as judged necessary. In the event the Faculty Senate does not concur with committee actions, a full and detailed text of the rationale must be provided.

B. Quorum Requirements in Standing Committees. A quorum shall consist of a simple majority of the voting members.

C. Rules of Procedures for Standing Committees. The parliamentary authority of the standing committees shall be the latest edition of *Robert's Rules of Order*.

D. Electronic Meetings. *Robert's Rules of Order* defines an electronic meeting as any meeting in which one or more members participates from a remote location using telephone or internet technology. Faculty Senate standing committees may hold electronic meetings subject to the following restrictions.

1. All members of the committee must be able to communicate, at least aurally, with all other members concurrently.

2. The Faculty Senate Executive Committee may approve and revise, from time to time, specific additional procedures that must be followed in electronic meetings of standing committees.

Section 5. The Executive Committee

A. The Executive Committee shall serve as the executive branch of the Marshall University Faculty Senate. It shall function in leadership and advisory capacity but shall not legislate.

B. Membership. Except as provided in Article VI, Section 5G, one (1) senator representing each academic unit of the university, elected to the Faculty Senate, shall serve. The term "academic unit" is defined in Bylaw #14. In addition, ex-officio, voting membership shall consist of the Graduate Council Chair and the faculty representative to the Advisory Council of Faculty (ACF). Ex-officio, non-voting membership shall consist of one representative of the Council of Chairs, the faculty representative to the Marshall University Institutional Board of Governors who may not be serving simultaneously as a faculty senator, and Student Government Association President.

C. Officers. The officers of the Faculty Senate shall be the officers of the Executive Committee. These shall be the Chair, Assistant Chair, and Recording Secretary of the Faculty Senate. They shall be nominated and elected by the Faculty Senate by secret ballot at a special spring meeting of the newly constituted Faculty Senate (i.e., those who will comprise the Faculty Senate for the next two academic years). The terms of office shall be two (2) years. Officers shall serve no more than two (2) consecutive full terms in their respective positions. The Faculty Senate may remove an officer by a "motion to rescind the election." The successor shall be elected by the Senate. The elected successor shall serve until the next regularly scheduled election for that office. No two officers shall represent the same academic unit at any time.

D. Other members. All other voting members of the Executive Committee shall be nominated and elected by the Faculty Senate at the same special spring meeting of the newly constituted Faculty Senate, after the election of officers. The senators from each academic unit not represented by an officer will elect one among themselves to serve on the Executive Committee. The terms of office shall be two (2) years.

E. Powers and Functions. The Faculty Senate Chair shall preside over Faculty Senate meetings, preside over general faculty meetings, preside over Executive Committee meetings, establish the agenda for Executive Committee meetings in cooperation with other officers, and confer with the University President and other officially designated bodies as the Faculty Senate representative. The Assistant Chair shall assume all duties and responsibilities in the absence of the Chair and assist the Chair in establishing the agenda for Executive Committee meetings. The Recording Secretary shall serve as secretary to the general faculty, serve as secretary to the Executive Committee, and assist the Chair and Assistant Chair in establishing the agenda for Executive Committee meetings. The election of the at-large senator for the South Charleston campus is the responsibility of the Executive Committee. The Executive Committee creates special committees and appoints such committee chairs, receives reports of ad-hoc committees or by the Faculty Senate, receives reports from university-wide search committees for information and review, sets agenda for the Faculty Senate and sends on items for consideration and legislation, sets agendas for general faculty meetings, and submits requests for consideration of business presented by

faculty members. Any request bearing the signatures and names of ten (10) or more full-time faculty members or five (5) or more senators shall be transmitted automatically to the appropriate Faculty Senate bodies for consideration, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors. Such requests for agenda items must be considered within two meetings. Requests for consideration bearing fewer than ten (10) signatures and names of full-time faculty or fewer than five (5) signatures and names of senators shall be considered at the discretion of the Executive Committee, except in those cases where deliberation is already guaranteed by policies of the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors.

Additional responsibilities of the Executive Committee include the areas of commencement and honorary degrees. The Executive Committee shall recommend policies relating to presidential inaugurations and commencement activities, including the selection of a commencement speaker. The Executive Committee shall recommend candidates for honorary degrees. The Executive Committee's recommendations in these matters shall be transmitted to the Faculty Senate for review and its decision. The Executive Committee will collect an annual contribution from the faculty and administration to defray costs of expressions of sympathy, congratulations, and so forth. It will assist in the planning and sponsorship of activities to honor retiring faculty.

The Executive Committee furthermore resolves jurisdictional disputes among committees, oversees and coordinates the preparation and posting of annual standing committee reports in the annual Faculty Senate report, coordinates the faculty role in the Greenbook revision, and shall act for the Faculty Senate during periods when the Faculty Senate is unable to meet. All actions taken by the Executive Committee must be subsequently approved by the Faculty Senate at its next meeting to remain in force. The Executive Committee may not legislate--only the Faculty Senate may do that.

F. Restrictions. Members of the Executive Committee are automatically barred from serving on any other standing committee of the Faculty Senate except as ex-officio, non-voting members as provided by this constitution. Executive Committee members may, however, be appointed to serve on ad-hoc or search committees.

G. Vacancies. Should the office of Faculty Senate Chair, Assistant Chair, or Recording Secretary become vacant during a time other than the end of a two-year term, the Executive Committee shall call for nominations from the Faculty Senate at its next regularly scheduled meeting. All senators, including members of the Executive Committee and its officers, are eligible to fill the unexpired term of a Faculty Senate officer. Election shall be by the Faculty Senate by secret ballot. Only one senator from a specific academic unit may serve as that academic unit's representative on the Executive Committee. If the election to replace a Faculty Senate officer causes an academic unit to have more than one senator representing that academic unit on the Executive Committee, the representative of that Academic Unit previous to the election will no longer be on the Executive Committee. If the election or other event leaves an academic unit unrepresented on the Executive Committee, the senators from that academic unit will immediately elect one among themselves to newly serve on the Executive Committee.

Section 6. Academic Planning Committee

A. Powers and Functions. The Academic Planning Committee shall serve as the major faculty agency for discussion, review, and development of recommendations of undergraduate programs regarding letters of intent to plan new academic programs, degrees, and certificates; academic long range planning (mission statements, five year plans, strategic plans and similar major plans, and the reorganization of any academic unit), academic programs needs assessments; and work directly with the University President and Faculty Senate Executive Committee as requested and appropriate. It shall be the function of the Academic Planning Committee to make recommendations about new academic programs and priorities in relation to available resources, receive Departmental Program Review documents, make recommendations concerning the level of action to be recommended by the institution to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors, and respond when appropriate to the West Virginia Higher Education Policy Commission and the Marshall University Institutional Board of Governors and/or the University President concerning policies relating to academic planning. The Academic Planning Committee will cooperate with administrative officials, university Deans or Directors, the Provost/Senior Vice President for Academic Affairs, and the University President on matters relating to academic planning.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean of each academic unit, the Vice President for Institutional Research and Planning, and the Associate Provost and Associate Vice President for Assessment and Quality Initiatives.

Section 7. Budget and Academic Policy Committee

A. Powers and Functions. The Budget and Academic Policy Committee shall assume the primary responsibility for the development of policies that contribute to the maintenance of academic standards in the university. The committee's responsibility shall include, but not be limited to, policies affecting the university calendar, the university budget, library budgets, academic honesty, class attendance, grading and examinations. The committee shall process student academic appeals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members of this committee shall be the Provost/Senior Vice President for Academic Affairs or his/her designee, Associate Provost/Vice President for Academic Affairs, the Chief Financial Officer, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 8. Athletic Committee

A. Powers and Functions. This committee shall consider policies relating to the maintenance and development of the intercollegiate athletic program, eligibility of athletes, budgets, and athletic staff personnel. It will monitor the maintenance and development of the intercollegiate athletic program in conformity with the policies, goals, and standards of the NCAA, conference, and

Marshall University scholastic standards. It will be responsible for ensuring that eligibility requirements for athletic competition are in compliance with the NCAA, conference, and Marshall University scholastic standards. It will review the Department of Athletics' budget in terms of its suitability to both short-term and long-term objectives and priorities of the Department of Athletics and Marshall University. The committee shall review all policy matters relating to the athletic program of the university as requested by the faculty, the Athletic Director, or the University President. The committee shall receive position requirements prior to public notice of vacancies. The committee shall be represented on all Department of Athletics' search committees to fill vacancies.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Voting membership shall also include the faculty representative to the NCAA and a representative of the Student-Athlete Advisory Committee. Ex-officio, non-voting members of this committee shall be the Chief Financial Officer, the Vice President for Intercultural and Student Affairs, the Athletic Director, the Associate Athletic Director for Compliance, one (1) representative from the Big Green Scholarship Foundation, one (1) Alumni Association representative, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 9. Curriculum Committee

A. Powers and Functions. The Curriculum Committee shall be responsible for assisting undergraduate college/school curriculum committees in their activities such as approving undergraduate course and other curriculum changes, as well as approving the addition or deletion of undergraduate programs.

B. Membership. Committee membership shall include one representative from the college curriculum committee of each academic unit listed in Bylaw #14 that has undergraduate programs, and one representative from the Marshall University Libraries. This committee does not have a graduate student representative. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs and the Dean of each academic unit that has undergraduate programs in addition to the Dean of University Libraries.

Section 10. Faculty Personnel Committee

A. Powers and Functions. At the request of the University President or Faculty Senate Chair, using appropriate Series/Rules and the 1986 AAUP Recommended Institutional Regulations on Academic Freedom and Tenure as guidelines, the committee shall write, alter, or rewrite policies relating to academic rank, salary, tenure, promotion, teaching and non-teaching load, retirement, sabbatical, and other matters which affect the well-being of faculty. The Faculty Personnel Committee shall study and evaluate policies and procedures relating to the hiring of faculty, which includes a yearly review of salaries, and review and recommend sabbatical leave requests. The committee shall act as an advisory panel for all faculty members initiating grievances in accordance with Series 9. The committee shall address all faculty grievances except those involving dismissal, termination due to reduction of or discontinuance of an existing program, termination due to financial exigency, or a faculty member desiring to appeal a decision of the

University President on non-retention or promotion. The committee shall refer to the Hearing Committee those grievances involving a number of persons. Chapter 29B. Freedom of Information Act of the West Virginia code provides that "Every person has a right to inspect or copy any public record for a public body in this state, except as otherwise expressly provided by Section Four of this article." Under Exceptions in Section Four the code reads, "Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure thereof would constitute an unreasonable invasion of privacy..." When the committee handles matters of a personal nature, it will not share its findings with the Faculty Senate. Hence, in this function it remains exempt from those conditions outlined under the section entitled "Committee-Senate Relationship" in this document.

B. Membership. Committee membership shall be consistent with that of all regular standing Committees. This committee does not have undergraduate and graduate student representatives. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, and the faculty representative to the ACF.

Section 11. Library Committee

A. Powers and Functions. The Library Committee shall advise the Dean of University Libraries on matters of library policy; review the administration of the libraries; carry out studies relating to library functions; and serve as a liaison between the faculty at large, the Faculty Senate, and the university libraries.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting membership shall be the Dean of University Libraries and/or their designee(s).

Section 12. Physical Facilities and Planning Committee

A. Powers and Functions. The Physical Facilities and Planning Committee shall consider policies relating to the maintenance, utilization, and improvement of existing facilities; to planning for existing and anticipated needs, including priority of major capital improvements in accordance with the university's mission statement; to review and revise policies related to campus parking regulations; and to the performance of such duties as the University President and/or the Faculty Senate Chair may assign.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. The ex-officio, non-voting member shall be the Chief Financial Officer, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 13. Research Committee

A. Powers and Functions. The Research Committee shall be concerned with the promotion of faculty research, publications, and other creative activities. It shall aid the appropriate administrators in the search for funds and advise in administering available funds. The committee shall act as a review board for the university-funded research proposals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Provost/Senior Vice President for Academic Affairs, the Dean and Vice President for Health Affairs or his/her designee, the Assistant Provost for Graduate Studies, and the Vice President for Research/Executive Director of MURC.

Section 14. Student Conduct & Welfare Committee

A. Powers and Functions. The Student Conduct and Welfare Committee is concerned with the responsibility for the general and specific well-being of students. It shall be the function of the committee to consider and recommend policies relating to the coordination and regulation of student organizations, social events, and other related activities; academic conduct of students; advisory and counseling program; health services; financial aid, including loans and scholarships; student housing; orientation and new student program; student development program; and student academic publications. It shall also strive to protect the rights of students. It is the responsibility of the committee to maintain and improve an atmosphere conducive to the pursuit of academic goals.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Also, voting membership may include up to five (5) additional undergraduate students and one (1) additional graduate student appointed by the Student Government Association. Ex-officio, non-voting members shall be the Vice President for Intercultural and Student Affairs, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff Council representative.

Section 15. Government Affairs Committee

A. Powers and Functions. This committee will develop an annual faculty government and legislative agenda in general consultation with, but independent of other constituencies on this campus. The committee will serve as the liaison with the faculty on all government matters and report to the Faculty Senate regularly regarding all actions contemplated or required in executing its responsibilities. This committee will disseminate (in a timely fashion) information regarding government and legislative issues, upcoming elections and referenda that pertain to issues affecting the welfare of public higher education. The committee will inform the Advisory Council of Faculty of its legislative agenda and promote the Marshall University faculty's legislative agenda with the legislative and executive branches of state government. This committee will not engage in partisan politics of any kind. This committee will not take stands on issues unrelated to the welfare of public higher education.

B. Membership. Committee membership shall be consistent with that of all other regular standing committees except that student representatives will be non-voting members of the committee. Other ex-officio, non-voting members of this committee shall be a Presidential Legislative Liaison, the faculty representative to the ACF, the faculty representative to the Marshall University Institutional Board of Governors, one (1) at-large faculty member from the South Charleston campus, one (1) Classified Staff Council representative, and one (1) Non-Classified Staff

Council representative. The Government Affairs Committee chair shall serve as liaison to any university-wide government committee.

Section 16. Faculty Development Committee

A. Powers and Functions. The Faculty Development Committee shall be concerned with the promotion and coordination of faculty development activities. It shall develop comprehensive policy, make program recommendations, and provide program oversight in the area of faculty development. It may assist and advise appropriate administrators in establishing programs such as video conferences, workshops, seminars, and speakers to enhance instructional and research skills as well as curricular, organizational, and leadership development. It shall aid the appropriate administrators in the search for funds and develop policies for the administration of available funds. It shall determine the allocation of funds for all faculty development programs not specifically assigned to other units of the university. It shall establish or oversee subcommittees involved in selection of faculty development awards for teaching and service and shall create or encourage faculty exchange programs with other institutions. Also, the committee shall provide oversight to the various committees dealing with endowed faculty gifts.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Ex-officio, non-voting members shall be the Assistant Provost for Graduate Studies, the Associate Provost/Vice President for Academic Affairs, and the Director of the Center for Teaching and Learning.

Section 17. Faculty Technology Committee

A. Powers and Functions. The Faculty Technology Committee (FTC) shall be responsible for endorsing and approving all technology decisions that impact teaching, learning, research, and associated technology systems at Marshall University. The FTC will ensure that technology decisions align with institutional goals, optimize resource allocation, manage risks, engage stakeholders, ensure accountability and transparency, enhance the user experience, and promote continuous improvement and innovation. The FTC is a part of the overall IT governance structure as defined in the Administrative Procedure ITP 1 Technology Governance and Procurement Review.

B. Membership. Committee membership shall be consistent with that of all regular standing committees. Members are elected through the Faculty Senate standing committee appointment process. Ex-officio, voting members of this committee shall include the Administrative Technology Committee (ATC) and a representative from the Council of Chairs. Ex-officio, non-voting members of this committee include the Chief Information Officer (CIO) and other non-voting, ex-officio members as needed.

C. Meetings. The FTC shall meet at least monthly during the University's nine-month academic calendar. Additional meetings may be called by the FTC chair, either as requested by the CIO or as deemed appropriate by the FTC chair. A consent agenda of IT operational updates will be provided to committee members at least five business days prior to each meeting.

ARTICLE VII – GRADUATE COUNCIL

Section 1. The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, the Graduate Council. The Graduate Council has certain separate functions and works in cooperation with the Faculty Senate on other matters. The Graduate Council shall meet of its own accord, elect its own officers, determine its own committee and subcommittee structure(s), and have authority over other such matters as relate to its operation.

Section 2. Powers and Functions. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the University President or the President’s designee. Specific functions include the facilitation of long-range planning for graduate education at Marshall University, the recommendation of new programs, degrees, certificates and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the University President.

Section 3. Membership. Voting representation on the Graduate Council shall include one guaranteed Faculty member from each academic unit as defined in Bylaw # 14, one additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs, one Library Faculty with responsibilities that support graduate programs, the Faculty Senate Chair, and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, non-voting members include the Assistant Provost for Graduate Studies, the Provost/Senior Vice President for Academic Affairs, and the Vice President for Research/Executive Director of MURC. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

Section 4. Elections and Terms. Each voting Graduate Council member’s term (other than the graduate student representative) shall be four years. Elections for voting members (other than the graduate student representative) shall occur in the spring of even-numbered years to coincide with Faculty Senate elections. The graduate student representative shall have a one-year term with election each spring. Voting members may serve no more than two consecutive terms. The bylaws of the Graduate Council determine additional procedures and policies as needed regarding elections, terms, attendance requirements, interim members, standing committees, vacancies, and so forth, and may be revised and clarified as needed by the Graduate Council.

Section 5. Graduate Council-Senate Relationship. All actions taken by the Graduate Council with respect to the functions specified in ARTICLE VII, Section 2 shall be submitted directly to the University President or the President’s designee for a decision. All such actions shall be communicated to the Faculty Senate. On matters not related to those functions, the Graduate Council and Faculty Senate will work collaboratively in whatever format is deemed appropriate by the respective Executive Committees. Refer to the “Faculty Governance Flow Chart” at the end of the Bylaws Section.

ARTICLE VIII – POWERS OF THE FACULTY

Section 1. The faculty of Marshall University, acting as a body, shall retain final authority over policies governing the Faculty Senate and the faculty. Recognizing the powers the faculty has entrusted to the Faculty Senate, the Senate shall not act in a capricious or arbitrary manner regarding actions and legislation it undertakes.

Section 2. Meetings. There will be at least two meetings of the general faculty per year. Under the emergency powers of the faculty there may be additional faculty meetings not later than ten (10) days from the time they are requested. The Faculty Senate will call for faculty meetings upon the petition of ten percent (10%) of the full-time faculty. The Faculty Senate may call for a meeting of the faculty at the request of two-thirds (2/3) of the voting Faculty Senate members present. The Executive Committee of the Faculty Senate may call for an emergency meeting of the faculty. The University President may call for a meeting of the faculty.

Section 3. Officers. The officers of the Faculty Senate shall preside and function at meetings of the faculty.

Section 4. The faculty's actions are the highest order. In case of any conflict between the actions of the faculty and the Faculty Senate, the faculty shall prevail. However, to override the Faculty Senate actions there must be the approval of a simple majority of the faculty voting, with one-third (1/3) of the faculty eligible to vote participating.

Section 5. Either the faculty or the Faculty Senate may present referenda for faculty consideration and vote. The voting process shall be the same as outlined in Bylaw #1.

ARTICLE IX – BYLAWS

The Faculty Senate may by majority vote establish bylaws, not inconsistent with this constitution, governing the conduct of the business of the Faculty Senate and of the standing committees and any other matters that may be within its competence.

Bylaw #1 - The Faculty Senate Recording Secretary, who is also the Secretary of Faculty, will oversee the composition, duplication, distribution, collection, tabulation, and reporting of all university-wide balloting. She/he will follow the procedural guidelines for either Section A – Paper Ballot or Section B – Electronic Ballot as determined by the Executive Committee of the Faculty Senate.

Section A – Paper Ballot - Passed September 17, 1987; Amended May 7, 2004

1. The ballot will be typed, duplicated, and distributed to all faculty by the Faculty Senate Recording Secretary. If a faculty member does not receive a ballot, he/she should contact the Faculty Senate office immediately.

2. Ballots may be cast by either:

- a. Depositing them in the ballot box in the Faculty Senate office with individual faculty members signing their names on a list located beside the box, or
 - b. Using two envelopes. Insert the ballot into one envelope then seal, sign, and mark it “Ballot”. Insert the ballot envelope into the second envelope that should be addressed and sent to the Chair of the Faculty Senate.
3. The ballot box will be sealed by the Faculty Senate Recording Secretary when the balloting is complete. The following rules will govern vote tabulations:
- a. Tellers or counters will be selected at random from members of university colleges and schools by the Faculty Senate Recording Secretary. On controversial issues, parties with opposing views may be asked to count ballots.
 - b. Two (2) to four (4) people will be selected as tellers or counters at the discretion of the Faculty Senate Recording Secretary. The number of counters will depend on the length of the ballot.
 - c. A time for tabulation will be selected by the Faculty Senate Recording Secretary in consultation with the selected tellers or counters.
 - d. Parties with a vested interest in the election may observe the counting and tabulation in a non-disruptive, non-interruptive manner.
 - e. All ballots and paperwork will be retained for twelve (12) months from the date of the Faculty Senate Recording Secretary reporting the results of the balloting to the faculty. After that date all ballots and paperwork will be destroyed.
4. The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Section B – Electronic Ballot (E-Voting) – Passed May 7, 2004

1. E-Voting will involve using the campus computer network, which requires a secure login, and secure voting software that is approved by the Faculty Senate. The ballot items shall be developed by the Information Technology staff’s E-Voting Administrator, and the Faculty Senate Recording Secretary in consultation with computing services personnel.
2. The E-Voting Administrator will send election announcements and instructions for using the E-Voting system to all eligible faculty. This announcement will include the content of the ballot.
3. The Faculty Senate Chair will determine appropriate parameters for each election.
4. The vote will be cast through the Marshall University computer network.
5. If a voter experiences technical difficulties or needs assistance of any kind, he/she should contact the E-Voting Administrator immediately.

6.- The Faculty Senate Recording Secretary will report the results of the balloting to the faculty.

Bylaw #2 - Passed October 29, 1987; Amended January 31, 1991: ARTICLE VI, Section 10A of the Faculty Constitution advises the Faculty Personnel Committee as follows: "When the committee handles matters of a confidential nature, it will not share its findings with the Faculty Senate." This admonition also applies to all Standing Committees who at some time might find themselves discussing matters and making motions of a confidential nature. Concerning such confidential matters the Faculty Personnel Committee or other standing committee will report its discussions and any motions it makes only to the Executive Committee which in turn will determine under the authority of ARTICLE VI, Section 10A whether such motions or recommendations should be presented either to the full Faculty Senate or forwarded directly to the appropriate administrator.

Bylaw #3 – Passed October 29, 1987: If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat will be declared vacant by the chairperson of that committee, who will immediately report the vacancy to the Faculty Senate Chair. The Faculty Senate Chair will immediately report the vacancy to the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat. The Dean or Director will then report in writing to the committee chair and to the Faculty Senate Chair the name of the new committee member.

Bylaw #4 – Passed February 23, 1988; Amended February 28, 1991: Faculty appointments to University-wide committees, except those already provided for in the constitution, including but not limited to search committees, and external faculty to college committees shall be made by the Faculty Senate Chair with the advice and consent of the Executive Committee of the Faculty Senate.

Bylaw #5 – Passed March 29, 1988: Once a recommendation is submitted to the University President from the Faculty Senate, it must be considered in toto for his/her decision. If any part of the recommendation is not acceptable, the entire recommendation must be returned to the Faculty Senate along with an explanation for its disapproval. The Faculty Senate then has the responsibility to determine subsequent action with regard to the disposition of the recommendation.

Bylaw #6 – Passed September 8, 1988: When faculty members are named as acting or interim administrators, except those permitted in ARTICLE III, Section 2, they shall be temporarily replaced on standing committees or in the Faculty Senate for the length of time that they serve in the administrative capacity.

Bylaw #7 – Passed September 8, 1988; Amended September 29, 2022: The transition date of the Faculty Senate & its officers, standing committees & their officers, the faculty representative to the ACF, and the Marshall University Board of Governors' Faculty Representative will align with the transition date set for faculty senates in WV State Code §18B-6-3.

Bylaw #8 – Passed September 8, 1988: When vacancies occur on standing committees, colleges have the option of shifting committee members to find the most appropriate members for that committee and then electing new committee members to fill any vacancies.

Bylaw #9 – Passed January 25, 1990; Amended September 29, 2022: Faculty Senate meetings will be recorded, and access to the recordings will be made available to all members of the university community.

Bylaw #10 – Passed March 29, 1990: When a motion is defeated during a Faculty Senate meeting, it is referred back to the committee or person submitting it with an explanation for its rejection. In addition, a copy of the defeated motion is sent to the University President for informational purposes.

Bylaw #11 – Passed March 29, 1990: The following guidelines will govern any open forum in the Faculty Senate.

1. The Executive Committee approves/disapproves any requests to speak made in advance when it sets the Faculty Senate's agenda.
2. The Executive Committee decides the time lengths of all requests to speak and/or sets the parameters for all presentation requests made in advance when it sets the Faculty Senate's agenda.
3. The presiding officer with assistance of the Parliamentarian sets the parameters for presentation requests made from the floor during Faculty Senate meetings.

Bylaw #12 – Passed February 28, 1991: The Executive Committee will submit its recommendations for honorary degree recipients and commencement speaker for Faculty Senate consideration at least two (2) months before any commencement.

Bylaw #13 – Passed January 23, 1992: The Faculty Senate Executive Committee will be responsible for establishing the standards for decorum and civility during Faculty Senate meetings. The Executive Committee's recommendations must be approved by a majority vote of the entire Faculty Senate.

Bylaw #14 – Passed March 28, 2002; Amended May 11, 2010; Amended February 23, 2012; Amended May 3, 2013; Amended January 11, 2022: The term academic unit is defined as the College of Business, the College of Education & Professional Development, the College of Arts & Media, the College of Health Professions, the College of Engineering and Computer Sciences, the College of Liberal Arts, the College of Science, the Joan C. Edwards School of Medicine, the School of Pharmacy, Marshall University Libraries and the Division of Aviation.

FACULTY SENATE POLICY STATEMENTS:

1. Recommendation from the Library Committee passed by the Faculty Senate November 17, 1987: The Faculty Senate should have input into any reduction of the budget.

2. Recommendation from Academic Planning Committee passed by the Faculty Senate October 19, 1987: The Faculty Senate does not approve of prearranged, administrative decisions regarding academic matters.
3. Recommendation from the Executive Committee passed by the Faculty Senate March 21, 1991: The budgets of the Morrow Library, the Health Sciences Library, and the University shall be sent to the Faculty Senate Budget and Academic Planning Committee for recommendation.
4. Recommendation from the Executive Committee passed by the Faculty Senate September 24, 1992: Any Faculty Senate recommendation amended by the University President automatically is considered to be disapproved. The recommendation with its recommended amendment(s) from the University President is brought back to the Faculty Senate for its consideration and a second vote if deemed necessary.

Faculty Governance Flow Chart

The Graduate Council reports to the University President or the President's designee on matters relating to graduate education as specified in Article VII, Section 2 of The Constitution of the Marshall University Faculty. On all other matters, the Graduate Council works with the Faculty Senate through representation on the Executive Committee and the Faculty Senate.

Faculty Governance Flow Chart

