

Faculty Senate Meeting Agenda

Thursday, September 1, 2022, 4:00 PM - Microsoft Teams

1. Approval of Proposed Agenda
2. Approval of Minutes
 - a. April 21, 2022
 - b. May 5, 2022
3. Announcements – Shawn Schulenberg
4. Recommendation
 - a. **SR 22-23-01 BAPC** Recommends changing the name of “Dead Week” to “Pre-Finals Week”
5. Reports
 - a. University President – Brad Smith
 - b. Provost – Avinandan Mukherjee
 - c. Board of Governors – Robin Riner
 - d. Advisory Council of Faculty – Amine Oudghiri-Otmani
 - e. Graduate Council – Scott Davis
 - f. Ad-Hoc Shared Governance Committee – Robin Riner
6. Guest Speaker – Kimberly Vance (5 minutes)

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

ATTENDANCE: 2020-22 FS Senators:

COLLEGES	MEMBERS PRESENT	MEMBERS ABSENT
CAM:	Sandra Reed, Rob Rabe, Adam Dalton, John Colclough;	N/A
CECS:	Sungmin Youn, Cong Pu, Ross Salary;	Nasim Nosoudi;
LCOB:	Tracy Christofero (<i>Chair</i>), Uyi Lawani, Daesung Ha, Tim Bryan, Uday Tate	N/A
COHP:	Sujoy Bose (<i>Secretary FS</i>), Carrie Childers, Jodi Cottrell, Bethany Dyer, Annette Ferguson, Deb Young;	N/A
COLA:	Marybeth Beller, Robert Ellison, Sabrina Jones, Penny Koontz, Megan Marshall, Boniface Noyongoyo, Kelli Prejean, Barbara Tarter, Anita Walz, Puspa Damai, Amine-Oudhgi-Otmani (<i>cross-refer w/ACF – Ex-officio Voting</i>);	N/A
COS:	Billy Gardner Jr., Philippe Georgel, Jiyeon Jung, Davide Andrea Mauro, Sean McBride, Elizabeth Niese, Stephen Young;	N/A
CITE:	(<i>Cross-reference Cong Pu in CECS</i>)	N/A
COEPD:	Andrew Burck, Timothy Melvin, Mindy Prewitt (Allenger), Mindy Backus, Feon Smith-Branch;	N/A
SOM:	Subha Arthur Yovas, Chris Risher	N/A
SOP:	Arm Amin, CK Babcock, Mindy Varney	Michael Hambuchen (Substitute);
South Charleston:	Tracy Christofero	N/A
ULIB:	Eryn Roles, Paris Webb;	N/A
DOAR:	N/A	N/A
SBPR	N/A	Alyssa Parks
EX-OFFICIO, VOTING:	Lori Howard (<i>Graduate Council – cross refer w/COEPD</i>), Amine Oudghiri-Otmani (<i>ACF; cross refer w/COLA</i>)	N/A
EX-OFFICIO, NON-VOTING:	N/A	N/A
BOG REPRESENTATIVE:	Robin Conley Riner	
PARLIAMENTARIAN	Shawn Schulenberg.	N/A
GUESTS	Brad Smith (President), Avinandan Mukherjee (Provost), James Smith, David Dampier, Mehdi Esmailpour, Isaac Wait, Jeffrey Archambault, Nancy Lankton, Teresa Eagle, Kimberly McFall, Zach Garrett, Georgiana Logan, Michael Prewitt, Robert Bookwalter, Jill Underhill, Derrick Kolling, Brian Morgan, Chuck Somerville, Karen McComas, Michael McGuffey, Ginny Painter, Leah Payne, Mark Robinson, Chris Sochor, Tony Waugh, Monica Brooks, Lindsey Harper, Angela Strait, Denise Landry, Isabella Griffiths (New SBPR) Jeb Dickerson (Staff).	

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Call to Order: Declaring that there was a quorum, Faculty Senate Chair, Dr. Tracy Christofero, called the meeting to order at approximately 4:00 p.m.

1. **Approval of agenda** – Motion to approve agenda as presented by Executive Committee - moved and seconded. 3 amendments brought forth:
 - a) Eliminate guest speaker Kelli Larson, and her students, who were planning to present their study today are not available. The students will be giving their presentation over the summer, and if anyone is interested, that link will be sent out.
 - b) Robin Conley Riner will report on the ad-hoc committee for shared governance right after her BOG report.
 - c) Zach Garrett: Proposes removal of SR 21-22-48 from UCC and replacing with SR 21-22-53 from UCC.

MSAPAA.¹

2. **Approval of Minutes:** Motion made & seconded to approve presented FS minutes (pending Presidential approval) -

Dates of Minutes	Discussion	Approval
March. 24, 2022	No discussion – Contingent on President signing.	MSAP ²

3. **Announcements** – Tracy Christofero

Srl.	Items	Reports & Discussion
a)	Announcements – Tracy Christofero	§ Adieu to senators ending their 2020-22 terms. Welcome to newly elected senators for the 2022-24 term. § Welcome to Jeb Dickerson, new FS Senate Admin Assistant. Thanks to Cassandra Mills for her support in training Jeb. § Attendance – Please sign in for the meeting at the provided link. § Next EC meeting Sept 12, 2022 – 12:00 noon, John Spott’s Room, in-person. § Next FS meeting 9/29/2022, 4:00 pm, BE5 of Student Center, in-person. § Virtual Spring General Faculty meeting on 4/25/2022 at 2:00 pm. Will be on live stream at

¹ MSAPAA: Motion Seconded and Approved As Amended.

² MSAP: Motion Seconded & Approved.

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		<p>www.marshall.edu/livestream. Retirees, award winners, presenters, will have a link via Teams, and rest should join by livestream.</p> <p>§ Virtual Chair Chat- 4/22/2022 – will continue through the summer.</p> <p>§ Elections: Elections for 2022-24 Senators is ongoing – Due by May 1, to the Senate office/Chair, per Constitution. Elections of new officers at special meeting on 5/5/2022 at 4:00 pm (Virtually). Agenda will be sent to elected Senators.</p> <p>§ Standing Committee End-of-Year Reports: Mandated by Constitution – due by May 15. Will be posted on the website. Please check your rosters if they are accurate, and let the Senate office know.</p> <p>§ Service letters were mailed this week. Service letters needed every academic year – will be needed for P&T/Promotions.</p>
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3. **Recommendations:**

Items	Discussion	VOTE
<p>SR 21-22-28 BAPC Recommends that the proposed revisions to the Writing Across the Curriculum bylaws outlined as an update to SR-94-95-(3)110 (ASCR) be accepted by Faculty Senate.</p>	<p>§ Discussion - None</p>	<p>MSAP</p>
<p>SR 21-22-44 BAPC Recommends that MUBOG policy AA-12 be amended with the proposed changes as shown on the attached document.</p>	<p>§ Discussion – None</p> <p>§ Q: Elizabeth Niese – References in language to Dean of Graduate College – do we have a Dean (of GC) at this time? Ans - Tracy Christofero: No current dean of GC, but possibly one to be hired in fall (1 of 7 deans slated to be hired) with reference to announcement by Provost.</p> <p>§ Andrew Burck – Does this policy include issues in practical in internship settings? Ans: Elizabeth Niese – Section 2.4 indicates that practica are included.</p>	<p>MSAP</p>

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<p>SR 21-22-45 UCC Recommends approval of the listed UNDERGRADUATE COURSES ADDITIONS in the following college and/or schools/programs: SOA AMT 216, AMT 217; CAM MUS 326; CECS BME 480-483, BME 485-488, EE 480-483, EE 485-488, IE 480-483, IE 485-488, ENGR 473, IE 303, IE 305, IE 401, IE 404; COLA GEO 207, HST 309, RST 207; COS CJ 420</p>	<p>§ Discussion - None</p>	<p>MSAP</p>
<p>SR 21-22-46 UCC Recommends approval of the listed UNDERGRADUATE COURSES DELETIONS in the following college and/or schools/programs: COS ISC 200, ISC 203, ISC 204, ISC 205, ISC 206, ISC 207, ISC 208, ISC 210, ISC 217, ISC 280, ISC 281, ISC 282, ISC 283</p>	<p>§ Discussion - None</p>	<p>MSAP</p>
<p>SR 21-22-47 UCC Recommends approval of the listed UNDERGRADUATE COURSES CHANGES in the following college and/or schools/programs: SOA AMT 201, AMT 203, AMT 206, AMT 209, AMT 215; CECS ENGR 103; COLA GEO 350, HST 408, PSC 211</p>	<p>§ Discussion - None</p>	<p>MSAP</p>

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<p>SR 21-22-48 UCC Recommends approval of the listed UNDERGRADUATE AREA OF EMPHASIS ADDITION, DELETION, CHANGE in the following college and/or schools/programs: CECS Additions: General Engineering Emphasis (TE22), Industrial and Systems Engineering Emphasis (TE23), Engineering Physics Emphasis (TE24); CAM Deletion: Commercial Music; COHP Deletions: Comprehensive/General (HP31), Sport Marketing (HP35), Sport Studies (HP36), Addition: BA/BS to BSN (HN20); COS Changes: Cell, Molecular and Medical Biology; Ecology, Evolution, and Organismal Biology; Deletions: Microbiology (SB13), Natural History and Conservation (SB14), Plant Biology (SB15); RBA Change: Instructional Technology and Library Science (RRBH); Addition: Studio Art (RRBS)</p>	<p>§ Discussion – See modified agenda – Removing this and replaced by a new Recommendation. § Per Zach Garrett – UCC notified that area of emphasis on Engineering & Physics – Was not approved, therefore deleted. Will resolve it before it will be sent forth next year. § New Senate Resolution SR -21-22-53 is about removal of 48 and inclusion of SR 21-22-53 (Cross refer below). § Q: Elizabeth Niese – Why was this recommendation included on the recommendation if the committee had voted it down? Ans – Zach Garrett: The chair had signed it and there were all proper signatures when it went to the UCC, and there was no opposition at the UCC meeting. Learned after the fact that it should not have gone forth to the UCC committee. § Q: Sandra – Everything on 48 is also on 53? Ans – Tracy Christofero: Yes, only one area of emphasis was deleted, and everything else is the same.</p>	<p>MSAP</p>
<p>SR 21-22-49 UCC Recommends approval of the listed UNDERGRADUATE MINOR ADDITION, DELETION, CHANGE in the following college</p>	<p>§ Discussion - None</p>	<p>MSAP</p>

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<p>and/or schools/programs: CAM Addition: Music Entrepreneurship (VMME); CECS Change: Computer and Information Security (VCIS); COHP Deletions: Sport Studies (VPE0), Sport Management (VPE1)</p>		
<p>SR 21-22-50 UCC Recommends approval of the listed UNDERGRADUATE MAJOR ADDITION, DELETION, CHANGE in the following college and/or schools/programs: SOA Change: Aviation Maintenance Technology (AAS Aviation Maintenance Technology – Major Code FZ97: AMT Transient. No CIP code); CAM Addition: Commercial Music (AM20); CECS Changes: BS Computer and Information Security (TC20), BS Engineering (TE20), BS, Biomedical Engineering (TE50); COB Addition: Aviation Management (BV10); Change: General Business (BB10); COHP Deletion: Sport Management (HP 30); COLA Change: BA Political Science (LP10)</p>	<p>§ Discussion § Elizabeth Niese – In light of previous recommendation (#43) not being approved, have other recommendations from Engineering College been checked that they were previously approved by the committee. Ans: Zach Garrett – Yes</p>	<p>MSAP</p>
<p>SR 21-22-51 UCC Recommends approval</p>	<p>§ Discussion - None</p>	<p>MSAP</p>

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<p>of the listed UNDERGRADUATE DEGREE PROGRAM ADDITION, DELETION, CHANGE in the following college and/or schools/programs: COHP Deletion: B.A. Sport Management (HP 30)</p>		
<p>SR 21-22-52 UCC Recommends that the University Catalog Editor may make catalog edits related to the mass course changes splitting lectures and labs that were made by the College of Science. The recommendation allows for the catalog edits without each individual program submitting curricular program change documents to the University Curriculum Committee</p>	<p>§ Discussion - None</p>	<p>MSAP</p>

4. **Report of the University President** – Just post-Governor’s meeting. 3-topics to cover today. 1) Insight into FY 2023 budget approved by BoG, including financial principles in going forward with emphasis on - a) Approach to Students & fees, and b) compensation actions that was recommended to the BoG & approved today; 2) Organization and Talent changes; 3) Listening tour recap with more details in the General Faculty meeting on Monday.

- I. Financial health – 2023 Budget – An overarching impression is that of lack of insight into University finances – Are we financially healthy?

2023 budget – Trough year or transition year (anticipated) – pandemic has dampened enrollment – 19% down since 2019. Corresponding impact on factors like athletics attendance, auxiliary services that generate revenue and others which has reduced our revenue. At same time, we have maintained staffing and other fixed costs, resulting in draw down of MU reserves to maintain solvency, and continue to operate. We have early indicators of moving back in the desired direction. Financial principles moving forward:

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- § Grow students not fees - Minimize tuition and fee increases. Measure success by accessibility, affordability, and life-time value we provide to the students we serve.
- § Invest in our team - Align compensation with the market over time. Provide incentives for going above & beyond, and living the Marshall Creed.
- § Take care of the house – \$470 million assets in the surrounding buildings and on campus. Leverage this.
- § Manage strategic resources – Prepare for a rainy day – define what a good/healthy balance sheet looks like – Ability to pay our covenants to the banks – What are the best practices of how much cash should we have at hand (need 2 months of cash reserves) – Anything above that we can invest back to our team.

Decisions in support of above –

- § Keep tuition and fees around 0.5%. Some targeted increases – Proforma programs to have 3.3% increase (which was built-in into the programs) was approved. Distance programs were below market (actually below in-state residents) – brought up to at market. 5% price (inflationary) increase through Sodexo – not being completely passed on, but there will be an increase in meals.
- § Invest in our team – 2 proposals accepted by BoG –
 - COVID-wage reduction restoration action – full restoration and 2% interest payment on top of that – Will have next pay period – May 6.
 - Reg. 5% wage increase – refer previous explanation of 5% not equivalent to 5% for MU employees. Recognize and reward all employees. Board approved - every employee to get a \$1000 increase on base salary, plus 1.65% increase. Average increase across the board will be ~ 3.3%.
- II. Organization and talent: Trying to recruit top talent in key roles that are either holding interim designations or needing to be filled.
 - i. First steps since start of presidency – to fill the Provost, & the Athletic director positions – both had strong interim leaders initially. National, open, and inclusive searches. Both selected candidates have distinguished themselves in their respective roles.
 - ii. Beyond those roles, actively engaged in two other searches – a) General counsel as Layton Cottrell retires, and b) Maurice Cooley's position of Vice-President of Intercultural Affairs. Will have names of finalists in early May.
 - iii. Other opportunities that are going to be emerging in next FS meeting – both for internal candidates to take on additional responsibilities, and also opportunities to potentially recruit some external candidates to transitions that will be happening naturally in the course of the next 6 months.
- III. Listening tour results (with details to come at the General Faculty meeting) - 38 sessions. 1000 participants. 1200 suggestions captured. Hired an outside firm to run data analytics; Most mentioned 5 top priorities –

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- i. Reverse multi-year enrollment decline – adopt strategic multi-year holistic strategy from high-school and beyond.
- ii. Re-imagine & improve student experience for all students – on-campus, online, commuters, adult-learners – details per Provost & team.
- iii. Invest in our people – Professional development; Workload; Resources needed; Equitable pay practices (both with market & internal without any bias (gender/race).
- iv. Build on our commitment to Diversity, Equity, & Inclusion, through our people, policies, and practices.
- v. Improve market to next level – Tell a distinctive story; Adopt digital best-practices; punch above our weight-class.

Q&A for President: # 1- 5 below refer to the pricing report by President.

1. **Anita Walz** – (with reference to fees increase – see above) – WVU has announced a parallel online program in geography. MU (online) program in geography is attractive at its low fees. With new competition coming up in-state from another program, if the proposed fee increase comes up as a backfire, would that fee increase decision be open to reconsideration? – **Ans (Brad Smith)** – Based on overall listening tour, we have engaged with an external Boston Consulting Group (BCG) who will do a 6-week assessment of overall pricing by various parameters including program, by geography, modality (e.g. online, classroom, or in-person), and comparative alternatives. As of now we found we are below market and have just moved to bring us up to at-market, so that we have not had to raise fees elsewhere. Will have more strategic answers in the next 6-weeks and will build those into our decision-making going forward.
2. **Elizabeth Niese** – Since many of our distance-students are in-state students, curious how the new distance fees vs. traditional on-campus in-State fees will match up? – **Ans (Brad Smith)** – Specifics per Provost Mukherjee & team, but briefly at a high level, want to have in-State vs. Online fees as close as feasible; Will make a more informed choice in the next 6 weeks as we get the word back from the Boston Consulting Group working with our Academic team for the right price-mix going forward. - **Avinandan Mukherjee** – Also wants to review the exact resolution first. Early review of online trends of online program pricing shows them to be same, or higher than the tuition, & fees for the F2F classroom programs, boosted by the flexibility and other convenience factors. By being almost at-par for our Online vs. F2F programs, it is still beneficial for out-of-State students who would have to pay much higher for F2F options generally. Without exact fee-schedule at hand, this is our current projection. – **Brad Smith** – Will have finance team to follow up with more details. Whereas other universities have announced around 2.5% increase, we are still holding the line at a modest 0.5% and will have more details once the external consultants bring their recommendations.
3. **Steven Young** – In light of inflation, and interest rate increase pressures, is there a plan in place to handle repercussions going forward 2-5 years? **Ans: (Brad Smith)** – Have discussed this with the Board of Governors. We must bet on ourselves – to be more affordable, accessible, and change the lives that we are changing right now. Early enrollment numbers suggest that despite about 20% loss in enrollment (since 2019), we are trending very close

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- to the 2019 levels. We want to make up in volume (more enrollment) and not in price. The volume would help in off-setting inflation and remains our current focus. The pricing study will help us understand how we are competitive to the market and flexing accordingly. – **Steven Young** – Do we have a nest egg if “something” would happen, e.g. if increase in students is not as expected? – **Brad Smith** – We do. But as of now it is very “skinny”. Our nest egg for now is to ensure that we have two months of operating cash, and also have enough to pay our bank commitments for the next year. Series of strategic initiatives that will be framed on (General Staff meeting) on Monday. Avi (Provost Mukherjee) and team working on strategic enrollment management; Work ensuing on pricing with BCG, and pay-equity practices. “What we have in our reserves is more than enough to withstand another pandemic. We are not skating so close to the line as to put ourselves in jeopardy”. This has been explained to the Board of Governors. But the big picture remains is that we need to grow our enrollment.
4. **Andrew Burck** – We have two things that help us grow. One is accreditation, and one is our price point. Concerned that price point will be self-defeating. – **Brad Smith** – Concur. That is the point of focus for the BCG review with other academic leaders (FS, Chair, Deans, etc.). The focus is growth, and will price accordingly.
 5. **Penny Koontz** – In spirit of increasing volume and not fees – has consideration been given to bringing the Metro fees either closer to in-State fees, Or increasing the geographic boundaries to the “Metro” definition? – **Ans (Brad Smith)** – Yes. This is all a part of key considerations to the BCG work. We are aware that we are getting 18% of the local High School students whereas we are at about 4% of the “Metro” market share, so, we have to take that into consideration.
 6. **Melinda Backus** – Asked for a repeat of the first priority – **Ans: (Brad Smith)** - Reversal of multi-year enrollment decline by adopting a strategic enrollment management strategy.
5. **Report of the Provost** – Dr. Avinandan Mukherjee – Strategic enrollment management plan with lots of feedback and more strategic instead of tactical, with focus on entire life-cycle of student. Reported on some
- I. **Enrollment numbers** – Year-on-year average (compared to same date 2021) -
 - i. 12.8% higher applications – first year freshman.
 - ii. 13.7% higher for new admits.
 - iii. 7.2% higher deposits.
 - iv. Transfer Students – Applications – 14.5% higher.
 - v. Graduate Students – 8% higher.
 - vi. Distance Students – 7.3% higher.
 - II. 5-year comparison – (response to question from last FS meeting – the numbers are available now) – This Fall 2022 -
 - i. First year students - 5519 admitted (admits & deposits) students which is higher than Falls 18, 20, 21. This number was highest in 5 years as of last week, but this week, it has dropped to 2nd highest, behind the Fall 2019 numbers by 48 admitted students (<1%).
 - ii. Deposits down to #2 behind Fall 2019, but higher than Falls 18, 20, 21.
 - iii. Goal is ideally to match the Fall 19 numbers, which were pre-COVID. Work towards next year fall because of these initiatives.

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- III. Research symposium – Thanks to those who joined the inaugural student Research & Creativity Symposia (UG – April 19, and Graduate – April 20).
 - i. UG – 28 oral presentations & 50 posters.
 - ii. Grad – 25 oral presentations with 28 posters.
 - iii. Total of 131 research work (papers/presentations/posters/creative work) frequently with multiple authors.
 - iv. Great keynote and panel speakers – Jillian Howell (Disney), Gordon Hager (NIH), Astrid Suarez (USAF), James Davey (Royal Society of CA), Thomas Stager ?? (USA Today), Jan Rader (2018 Time 100), Mike Farrell (former MU interim president), Cheryl Web (State Office W.V.).
- IV. Thinking of a faculty research symposium in the Fall – collaborations and possibilities of joint research.
- V. Department Chair Leadership Academy – first cohort of 16 Chairs, ending next week on April 28. Hope to get rest of the Chairs into the Program in ensuing years.
- VI. John Marshall Leadership Fellows program – 4th Cohort 19 Faculty & Staff. 17 mentors and 6 facilitators – graduation on April 26 – John Marshall Dining Room 5:30 – 7:00 pm.
- VII. Organizing a faculty book celebration – April 26, 4:30 – 5:30 pm at the Drinko Atrium.
- VIII. Thanks to many faculty colleagues for participating in our first attempt at digital transformation of academic processes – Digital P&T went smoothly with only minor exceptions. 27 P&T cases going through the system for decisions by the end of this month.
- IX. Searches - Potential dean searches in the fall – Early-stage plans for Deans of COS, COB, CAM, SOP, Honors College, Graduate College; Also, a Head of the Division of Aviation (in some form) who would oversee both the sites of aircraft maintenance program at Huntington, as well as Charleston airports for the Bill Noe flight school programs; There will be search for an Associate-Provost; The search for VP of Intercultural Affairs is on as per President report, and candidates to be announced soon.
- X. Congratulations to Kimberly McFall, Professor COEPD – Fulbright Scholar, representing Marshall in this capacity. Will be in Poland for her research.
- XI. COLA & English Language Institute (ELI) – Has begun offering English developmental classes for English as a Second Language (ESL) fully online for students to take from anywhere in the world, starting this fall. Will support enrollment.
- XII. Division of Aviation at the Bill Noe Flight School has welcomed new Assistant Chief Instructor – Nancy Ritter – has significant executive experience with pilot training programs. More students slated for the fall semester.

Q&A for Provost: None.

- 6. **MU Board of Governor's report** – Robin Riner – Sounding off from the President, & Provost reports above, submitted the following report.
 - I. Academic Affairs Committee:
 - distance course policy change – approved
 - program reviews – approved
 - degree addition BS in psychology – approved
 - II. Athletics Committee:

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- approved budget - down about 2.3 mill, largely due to change in conference
- fountain ceremony Saturday, spring game
- 90% grad rate – 6th yr in a row sustained or increased
- III. Finance Committee:
 - approved investment earnings update
 - approved 2022-23 schedule of tuition and fees
 - budget 2022-23 – approved
 - operations update (Brandi Jacobs-Jones): replacing astroturf at football stadium, July 2 completion; lab work in science building; replacing smith hall cooling towers; looking to replace smith hall elevators, Sept 23 completion; work at tri-state airport; averaging 0-2 ppl in isolation for COVID
 - passed motion approving research mine shaft construction
 - coach Dan D’Antoni contract approval
 - approved renaming of hall of fame, removing Chad Pennington’s name

Questions for MU BOG Rep: None.

7. Ad hoc committee for Shared Governance – Robin Riner –

- I. We convened an ad hoc committee to address shared governance with representatives from all colleges, grad council, the medical school, staff, and students
- II. Adding a rep from athletics
- III. The committee met and drafted a document that includes a definition of shared governance, problems we identified at Marshall that need to be addressed, and both short- and long-term recommendations, which we shared with the administration
Some of the problems we identified were:
 - i. needing to improve transparency and communication among constituency groups and governing bodies
 - ii. A culture of mistrust among groups
 - iii. The need to incentivize participation in shared governance and assure diversity among those participating
- IV. Representatives of the committee met with President Smith and Provost Mukherjee last Friday, we had a frank conversation about the state of shared governance and how we want to move forward
Initial steps we identified were:
 - i. to initiate an assessment of shared governance as it stands, including what structures and policies are in place (whether we have the bones we need) and, if so, whether we are living up to where we want to be
 - a. this will lead to us specifying the roles and responsibilities of each governing body.
 - ii. create a shared governance website that will house our definition of shared governance, information of committee members, and a form for submitting feedback.

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- a. in the future, it will be a one-stop location for governance contacts, as well as information for how decision-making occurs for each of the governing bodies.

Questions for Shared Governance Rep: None.

- 8. **Guest Speaker(s)** – Following speakers were canceled – see motions made to modify the agenda above.
 - I. **Students’ MU Mental Health Status Study Results** – Kelli Larsen
 - II. **Students’ MU Mental Health Status study results** – Kelli Larsen
- 9. **Advisory Council of Faculty (ACF) Report** - Amine Oudghiri-Otmani – Supposed to have met on April 8, 2022 but got pushed back to May 12. Next report will be in September FS meeting.

Q & A for ACF Rep: None.

- 10. **Report from Graduate Council Chair** – Lori Howard – Doing usual work. Recommendations from BAPC from academic dishonesty was passed. Thanks to Scott Davis for his work. Last GC meeting is one week from tomorrow. Next meeting (after that) will be in Sept. 2022.

Questions - None

11. Reports from Standing Committees:

Committee	Report by:	Report Specifics
Academic Planning	Sean McBride	§ Written report received (if checked) <input type="checkbox"/> § Have not met from last meeting – nothing to report.
Athletic	Andrew Burck	§ Written report received (if checked) <input type="checkbox"/> § Met yesterday, April 20, 2022 § Report on GPAs of athletic teams – good. § 67% of student athletes – earned GPAs of 3.0 or higher. § 20% of all students are in the perfect 4.0 point GPA § 62% of the student athletes are on the Dean’s list. § 3.15% had average GPA of 3.1. § 3.25 average overall GPA? (Audio is unclear). § Dealt with misconduct and the number of violations
Budget & Academic Policy	Kelli Prejean	§ Written report received (if checked) <input checked="" type="checkbox"/> § Report as submitted – Last met on 4/15/2022 § Old Business:

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

		<ul style="list-style-type: none">A. Dead Week Policy – Approved<ul style="list-style-type: none">§ Change name (Pre-Finals Week); Combine policy with final exam policy, outlined info with bullet points§ Further defined that it applied to all modalities, except those listed (exceptions are the same as previous policy; more specific about partial-term courses, summer courses, and grad courses). (See full text on next page – will be considered by Faculty Senate in fall).§ New Business:<ul style="list-style-type: none">A. Elected Officers – Laura McCunn-Jordan reelected as Chair; Kelly Rutherford reelected as Secretary.
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MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

Curriculum	Debra Young	<p>§ Written report received (if checked) <input checked="" type="checkbox"/></p> <p>§ The University Curriculum Committee met on February 18th via Teams. There was a quorum with the following members present: Zach Garrett (chair), Tina Cartwright, Nitin Puri, Lindsey Harper, Asad Salam, Rachel Danford (secretary), Marie Archambault, Jonathan Kozer, Wendy Perkins, Debra Young (FS liaison), and Brittany Riley. Absent: Ralph May. Ex-Officio Members present: Monica Brooks, Jeffery Archambault, and Carl Mummert. Guests: Nancy Larkin, Martin Saunders, Deepak Sabedi, Greg Michaelson, Marc Collsy, and Vicki Stroehrer</p> <p>§ In this meeting the following was moved and approved:</p> <ul style="list-style-type: none"> A. Approval of February Minutes B. 1 approval of old business (as a packet) C. 18 course additions D. 13 course deletions E. 9 course changes F. 1 major additions G. 7 major changes H. 1 major deletions I. 2 minor deletions J. 3 area of emphasis additions K. 6 area of emphasis deletions L. 3 area of emphasis changes M. 2 program changes <p>§ UCC recommendations for catalog edits approved - Allow catalog editor to make changes separating lab and lectures to allow changes to be made without filing all the paper work.</p> <p>§ Nominations for Chair and Secretary: Zach Garrett and Rachel Danford will continue to serve as president and secretary, respectively.</p> <p>§ Have not met since March, and will not meet until 2022-23 AY until September 2022.</p>
Faculty Personnel	Tim Bryan	<p>§ Written report received (if checked) <input type="checkbox"/></p> <p>§ Report skipped.</p>
Legislative Affairs	Elizabeth Niese	<p>§ Written report received (if checked) <input checked="" type="checkbox"/>.</p> <p>§ Last met March 2, & April 6, 2022.</p> <p>§ Higher education funding was restored to the normal budget by Senate Bill 250</p>

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

		<p>§ David Perry, a former legislator, is now an Ex-officio member of the committee</p> <p>§ Richard Begley has stepped down as chair.</p> <p>§ Stephen Young has been elected as chair.</p>
Research	Uday Tate on behalf of Kyle Palmquist	<p>§ Written report received (if checked) <input checked="" type="checkbox"/></p> <p>§ Last Meeting: April 4th, 11am -12pm via Teams</p> <p>§ Minutes from the last meeting (November 8th 2021) were approved.</p> <p>§ Remaining budgets for each award for round 2 were reviewed:</p> <ul style="list-style-type: none"> A. Quinlan: \$19,207 B. Research Committee: \$7,000 C. Research Scholars (Undergrad): \$2,285 D. Summer Research: \$76,000 <p>§ Thereafter, applications for each award (Quinlan, Research Committee Funding, Student Scholars, Summer Research) for round 2 were reviewed. All applications for round 2 were approved for requested amounts.</p> <ul style="list-style-type: none"> A. Quinlan: \$1,635 B. Research Committee: \$3,400 C. Research Scholars (Undergrad): \$1,500 D. Summer Research: \$60,000 <p>§ The committee agreed to continue using Dynamic Forms to review applications.</p> <p>§ The committee approved the reimbursement request of two faculty members from COHP which resulted from confusion with rules regarding F2F versus virtual.</p> <p>§ Changes to guidelines based on travel ban: beginning October 1, Quinlan funds can be used to support F2F travel, with continued funding for virtual conferences. The committee also agreed that beginning October 1, the funding cap for the Research Committee Award will return to \$250 (down from \$500 over the COVID-19 pandemic)</p> <p>§ Next Scheduled Meeting: November 2022 (after round 1 application deadline) – the date has yet to be set.</p>
Student Conduct & Welfare	Penny Koontz	<p>§ Written report received (if checked) <input type="checkbox"/>.</p> <p>§ Committee hasn't met since last report, but a small subcommittee has met with Carl Mummert to discuss his research on Graduate Assistant Salaries & Stipends – to be followed up in the Fall.</p>

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

		<p>§ Rest of committee business is tabled until fall.</p> <p>§ Will be electing a new Chair & Secretary in the beginning of the fall.</p>
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12. Reports of Ad Hoc & Other Committees

Committee	Report by:	Report Specifics
a. Faculty Ombudsperson	Marybeth Beller	<p>§ Written report received (if checked) <input type="checkbox"/>.</p> <p>§ Last month the FS approved a report requesting a faculty ombudsperson.</p> <p>§ Shortly after, a meeting was convened in which Brandi Jacobs Jones asked Keisha Taylor (interim ombudsperson) to work w/Marybeth Beller to put together a vision for how the officers may be combined going forward. Keisha & Marybeth Beller looked at several items including all of the HEPC peer-institutions for Marshall, plus several other institutions that have a combination of faculty ombudspersons, or simply ombudspersons that serve faculty and staff. Findings from our peer institutions</p> <p>A. 60% do have ombuds services, but only 15% of those have faculty ombudspersons.</p> <p>B. Other schools had ombudspersons solely for faculty, but are part-time positions Most are either –</p> <p> § Faculty ombudspersons who are Emeritus, and agree to come back on a part-time basis.</p> <p> § Or, are full Professors working in their positions who have release-</p>

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

		<p>times to serve as faculty ombudspersons.</p> <p>§ Met with President, & Provost last Tuesday, where Traci was also present – President agreed to the faculty request for a faculty ombudsman position on a part-time basis, until more data becomes available to see what the needs of Marshall are. If the data supports a full-time position, then the President is open to considering that in a future budget proposal.</p>
<p>b. Faculty Decorum & Civility</p>	<p>Tim Melvin</p>	<p>§ Written report received (if checked) <input type="checkbox"/>.</p> <p>§ Last met earlier this week – Discovery from peer-institutions – No consistency in decorum Standards of Conduct policies, or civility policies between institutions –</p> <p style="padding-left: 40px;">A. Many have it in office of Academic Affairs, some have it in HR, and in one instance, it comes from their faculty senate itself.</p> <p style="padding-left: 40px;">B. There were institutions who had no personal policy, but their individual colleges did.</p> <p>§ Going forward – Will be working this month – put together different ideas together – how it can fit in our organization structures – what kind of appeals process may be necessary? How the ombudsman position can be helpful?</p> <p>§ Will work over the summer on this.</p>

13. Request to Speak and/or Answer Questions to the Senate: (5 minutes) – None.

10. New Business: None.

--contd--

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE MEETING

HELD ON THURSDAY, APRIL 21, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

Adjournment:

With agenda for elections addressed, this meeting was adjourned at approximately 17:25 hours (5:25 pm).

Respectfully Submitted,



Dr. Sujoy Bose, Recording Secretary

Faculty Senate

MINUTES READ:

Dr. Shawn Schulenberg, Chair, Faculty Senate

Brad Smith, President
Marshall University

[Meeting Recording.](#)

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE SPECIAL MEETING

HELD ON MONDAY MAY 05, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

ATTENDANCE: 2020-22 FS Outgoing Senators, listed under "Guests" if present, unless they had duties at this meeting.

COLLEGES	MEMBERS PRESENT	MEMBERS ABSENT
CAM:	Adam Dalton, Jack Colclough, Christine Ingersoll*, Heather Stark;	Sarah McDermott;
CECS:	Sungmin Youn, Cong Pu, Ross Salary, Nasim Nosoudi;	N/A
LCOB:	Tracy Christofero (<i>Outgoing Chair</i>), Uyi Lawani, Jamey Halleck, Amanda Thompson-Abbott, Timothy Bryan, Uday Tate	N/A
COHP:	Sujoy Bose (<i>Secretary FS</i>), Bethany Dyer, Jodi Cottrell, Annette Ferguson, Debra Young, Georgiana Logan, Scott Davis (<i>Cross-refer w/ex-officio voting</i>);	N/A
COLA:	Shawn Schulenberg (Chair); Marybeth Beller, Robert Ellison, Anita Walz, Penny Koontz, Jana Tigchelaar, Boniface Noyongo, Megan Marshall, Kelli Prejean, Marianna Linz*, Clinton Brown, Amine-Oudhgiri-Otmani (<i>cross-refer w/ACF – Ex-officio Voting</i>);	Joel Pekham, Puspa Damai,
COS:	Kyle Palmquist, Stephen Young, Bill Gardner Jr., Sean McBride, Elizabeth Niese, Jiyeon Jung, David Andrea Mauro, Rick Gage, Yousef Fazea Alnadesh;	N/A
CITE:	(<i>Cross-reference Cong Pu in CECS</i>)	N/A
COEPD:	Andrew Burck, Isaac Larison, Timothy Melvin, Mindy Backus, Feon Smith-Branch;	N/A
SOM:	Nitin Puri, Usha Murughiyan (Substitute), Ji Bihl (Substitute), Eva Tackett, Jessica Buerck;	N/A
SOP:	Melinda (Mindy) Varney, Jennifer Sparks (Substitute), Gayle Brazeau*, Casey Fitzpatrick;	Michael Hambuchen (Substitute);
South Charleston:	Thomas Hisiro	N/A
ULIB:	Eryn Roles, Paris Webb;	N/A
DOAR:		James Smith
SBPR:	Isabella Griffiths*	
EX-OFFICIO, VOTING	Scott Davis (<i>Graduate Council – cross refer w/COHP</i>), Amine Oudghiri-Otmani (<i>ACF; cross refer w/COLA</i>)	N/A
EX-OFFICIO, NON-VOTING	N/A	N/A
BOG REPRESENTATIVE:	N/A	Robin Conley Riner

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE SPECIAL MEETING

HELD ON MONDAY MAY 05, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

PARLIAMENTARIAN	Rivas Zelideth	N/A
GUESTS	Avinandan Mukherjee, Carey Allison, Mark Robinson, Marybeth Reynolds, Monica Brooks, Jeffrey Archambault, Michael Prewitt, Brian Morgan, Carol Hurula, Wendell Dobbs, Leah Payne, Teresa Eagle, Chuck Somerville, Mehdi Esmalpour, CK Babcock, Isabella Griffiths, Lori Howard, Subha Arthur Yovas, Sandra Reed, Doohee Lee, Ginny Painter, David Dampeier, Butch Burriss, Brian Morgan, Chuck Somerville, Carl Mummert, Tony Waugh, Jeb Dickerson (Staff/Elections).	

*: Senators with no sign-in.

- 1. Call to Order:** Declaring that there was a quorum, Faculty Senate Chair, Tracy Christofero, called the meeting to order at approximately 4:00 p.m.
- 2. Approval of Proposed Agenda** – Eryn Roles: Amendment to agenda requested – Replace Sujoy Bose from calling of the elections to Eryn Roles. **MSAP¹**.

Eryn Roles: Under section 4 of the agenda, election of “School of Aviation, if applicable” was stricken and replaced with “School of Pharmacy, if applicable.” **MSAP¹**.

3. Election(s) of Faculty Senate Officers:

Election administrator – Eryn Roles – via PollEverywhere – www.polleve.com/erynroles563. People unable to access above voting link responded by e-mail to roles1@marshall.edu.

Position	Candidate(s)	Nominated by	Seconded/Validated	Results
Election for FS Chair - Call for Nominations:				
Chair	Shawn Schulenberg	Elizabeth Niese	Yes	Shawn Schulenberg elected by acclamation
Change of Presiding Officer to Shawn Schulenberg.				
Election for Assistant Chair: Call for Nominations:				
Assistant Chair	Elizabeth Niese	Marybeth Beller	Yes	Elizabeth Niese elected by acclamation
	Tom Hisiro	Feon Smith-Branch	Nomination invalidated due to candidate not present to accept.	
Election for Recording Secretary: Call for Nominations:				
Recording Secretary	Sujoy Bose	Self	Tim Bryan	Sujoy Bose elected by vote
	Andrew Burck	Self	Isaac Larison	

¹ Motion Seconded & Passed.

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE SPECIAL MEETING

HELD ON MONDAY MAY 05, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

4. **Election of Other Executive Committee Members** – *(Note: Membership on the Executive Committee is contingent upon which academic units the elected Faculty Senate Officers reside, as academic units may only have one representative on the Executive Committee)* – Colleges given opportunity to meet in breakout rooms to select their representatives to the Executive Committee per rules (above). The following people are inducted to the 2022-24 executive committee to represent their colleges:

College	Executive Committee Representative
College of Arts & Media	Heather Stark
Lewis College of Business	Uyi Lawani
College of Education & Professional Development	Andrew Burck
College of Engineering & Computer Sciences	Ross Salary
Division of Aviation	James Smith (by acclamation – only one person)
School of Medicine	Eva Tackett
School of Pharmacy	Mindy Varney
University Library	Eryn Roles

5. **Appointment of the Standing Committee Faculty Senate liaison** – *(Note: Article VI Section 2, “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 “Liaison.” This appointment may be renewed for one additional consecutive term.”)*

Shawn Schulenberg – While on the agenda, this is not the best venue for us to consider these appointments. Will need to ensure that nominees are interested and knowledgeable about committee assignments. After this meeting, the Chair will work with the FS Admin Jeb Dickerson (dickerson36@marshall.edu) to send out a form that can be used to express interest in serving on one of these positions. The relationship between the FS Executive Committee should be strong with the liaisons representing the important work of the individual Standing Committees.

Final Announcements – Shawn Schulenberg

- § First Executive Committee Meeting – 9/12/2022, 12:00 noon, John Spott’s room.
- § Next Faculty Senate meeting for 2022-23 – 9/29/2022, Basement of Student Center, Room BE5.

Call for additional announcements – None.

MINUTES OF MARSHALL UNIVERSITY FACULTY SENATE SPECIAL MEETING

HELD ON MONDAY MAY 05, 2022, AT 4:00 P.M.

MICROSOFT TEAMS VIRTUAL MEETING

Adjournment:

With agenda for elections addressed, motion made & seconded to adjourn. Meeting was adjourned at approximately 16:48 hours (4:48 pm).

Respectfully Submitted,



Dr. Sujoy Bose, Recording Secretary

Faculty Senate

MINUTES READ:

Dr. Shawn Schulenberg, Chair
Faculty Senate

Brad Smith, President
Marshall University

Link to Video [Recording](#).

**Budget and Academic Policy
RECOMMENDATION**

SR 22-23-01 BAPC

It is recommended that the name of “Dead Week” be changed to “Pre-Finals Week.”

It is recommended that the Dead Week Policy and the Final Exam Policy be combined in the catalog. At least for one year, there should be a cross-referenced item in the catalog directing the “Final Exam Week” to the “Pre-Finals Week and Final Exam Week” policy.

It is recommended that the Dead Week Policy be revised to provide more clarity for both students and faculty.

Submission is based on recommendations of an ad hoc committee of the Associate Dean’s Council.

RATIONALE:

To some, the name “Dead Week” is offensive, inappropriate, and misleading. In addition, the current Dead Week policy is confusing to students and faculty. It implies a week of no activity or assignments. Renaming the week as “Pre-Finals Week” and explicitly stating the expectations helps to clarify the purpose of the week.

Combining the policy with final exam week provides additional clarity.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE: _____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _____

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

Dead Week Policy Proposal

Revised 3/28/2022 by: Sonja Cantrell-Johnson, Allison Carey, David Castleberry, Sarah Davis, April Fugett, Sissy Isaacs, Kelli Prejean, and Sherri Stepp. (Original catalog text is below the proposed text, see pages 3 -5.)

Pre-Finals Week and Final Exam Week

The last five class days (Monday through Friday) of the fall and spring semesters are designated as Pre-Finals Week. Pre-Finals Week is established to allow students ample opportunity to study and prepare for final exams. Students will be expected to attend all classes on a regular class meeting schedule.

Students can expect the following during Pre-Finals Week:

- Instructors will meet during all regularly scheduled class meetings throughout the semester including Pre-Finals Week.
 - If course content requires, instructors may develop an alternate schedule for individual student meetings during Pre-Finals Week as long as the schedule does not conflict with the students' other class meetings.
- Instructors cannot give exams that count as 15% or more of the final course grade.
- Instructors can assign a major paper and/or project with a due date that falls during Pre-Finals Week which counts as 15% or more of the final course grade as long as the assignment is stated in the course syllabus distributed at the beginning of the semester.
- Instructors can introduce new material during Pre-Finals Week.
- Instructors can give make-up exams during Pre-Finals Week.
- Policy applies to all course types and delivery modes except as noted below.

The Pre-Finals Week policy is not applicable to:

- Night classes (classes that meet at 4:00pm or later).
- Laboratory courses.
- English composition courses.
- Any course that meets once a week.
- Partial term courses (1st 8 weeks and 2nd 8 weeks courses during fall or spring semesters)
- Intersession or Summer Session courses.
- Graduate courses.

Final Exams

Instructors are expected to administer final exams during the time designated for their course in the Final Exam Schedule. The Final Exam Schedule is posted each semester on the Office of the Registrar website at www.marshall.edu/registrar/exam-schedules.

There are no final exams scheduled during the daytime on Wednesday of final exam week. Classes meeting 4:00pm or later will meet at their regularly scheduled meeting time.

If an exam is not required, the instructor is expected to be available to meet with students during the time designated for their course in the Final Exam Schedule and/or provide equivalent office hours.

2nd 8 weeks courses follow the Final Exam Schedule for the full semester. 1st 8 week courses, Intersession courses, and Summer Session courses will complete final exams during the last regularly scheduled meeting time for those courses.

Absence from Final Exams

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of *F*. If the absence is the result of illness or some other valid reason beyond the student's control, the instructor reports a grade of *I* (Incomplete). In all cases, the student must verify the reason for the absence. (See "Incomplete" under Grade Information and Regulations.)

Rescheduling of Final Exams

If a student has final exam conflicts or has three or more final exams scheduled for the same **calendar** day, the student should follow these steps:

- Pick up a "Final Examination Rescheduling Form" from the major department or the college office.
- Fill in the top part of the form in which the student must indicate a complete final exam schedule.
- Take the form to the dean for verification.
- Take the verified form to one class instructor and attempt to make a rescheduling agreement (date, time, place).
- If the student and instructor reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of the student's college.
- If an agreement cannot be reached, the instructor should note this fact and sign the form. In this case, the student should try to reach an agreement with the instructor of another class in conflict.
- If no instructors agree to reschedule and the student has all comments and signatures on the form, the form should be submitted to the Provost and Senior Vice President for Academic Affairs (OM 110).
- The Provost or designee will determine if an exam should be rescheduled and if so, the time, date, and place. The student and the instructor will receive written notice of any rescheduling.
- The Provost's ruling can only be modified by an agreement between the instructor and the student.
- If the student rejects a ruling by the Provost, the student agrees to take each exam at the scheduled time.

Note: The Provost will not consider any Final Examination Rescheduling Form submitted less than one week before the first day of finals or any form that is incomplete. An instructor is not required to reschedule a final exam at the student's request.

(END PROPOSAL)

Current Policy from MU Undergraduate Catalog 2021-22 Academic Information

[\(https://catalog.marshall.edu/undergraduate/academic-information/\)](https://catalog.marshall.edu/undergraduate/academic-information/)

Dead Week

The last five class days of the fall and spring semesters are designated as "dead week." During this period, instructors cannot give exams that count as 15% or more of the final course grade. They can assign major papers and/or projects which count as 15% or more of the final course grade **only** if the assignment is stated in the course syllabus. Instructors can introduce new material and give make up exams during the Dead Week. The Dead Week policy is not applicable to night classes, laboratories, freshman English composition courses, and any classes meeting once a week.

Dead Week is not applicable to Intersession or Summer Sessions.

Final Exams

Absence from Final Exams

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of *F*. If the absence is the result of illness or some other valid reason beyond the student's control, the instructor reports a grade of *I*. In all cases, the student must verify the reason for the absence. (See "Incomplete" under [Grades and Quality Points Grade Information and Regulations](#).)

Rescheduling of Final Exams

If a student has final exam conflicts or has three or more final exams scheduled for the same day, he/she should follow these steps:

- pick up a "Final Examination Rescheduling Form" from the major department or the college office;
- fill in the top part of the form in which he/she must show his/her complete final exam schedule;
- take this to the dean for verification;
- take the verified form to one of his/her class instructors and attempt to make a rescheduling agreement (date, time, place);
- if the student and instructor reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of the student's college;
- if an agreement cannot be reached, the instructor should note this fact and sign the form. In this case, the student should try to reach an agreement with the instructor of another class in conflict;
- if no instructors agree to reschedule and the student has all comments and signatures on the form, take the form to the Provost and Senior Vice President for Academic Affairs (OM 110);
- the Provost or designee will determine if an exam should be rescheduled and if so, the time, date, and place—the student and the instructor will receive written notice of any rescheduling;
- the Provost's ruling can only be modified by an agreement between the instructor and the student;

- if the student rejects a ruling by the Provost, he/she thereby agrees to take each exam at the scheduled time.

Note: the Provost will not consider any form submitted less than one week before the first day of finals, or any form that is incomplete. An instructor is not required to reschedule a final exam at the student's request.

From the Office of the Registrar Website at <https://www.marshall.edu/registrar/exam-schedules/>.

Spring 2022 Final Exam Schedule

EXAM HOUR	MONDAY APRIL 25	TUESDAY APRIL 26	THURSDAY APRIL 28	FRIDAY APRIL 29
8:00 AM until 10:00 AM	Classes meeting at 8:00 MWF	Classes meeting at 9:30 TR	Classes meeting at 8:00 TR	Classes meeting at 9:00 MWF
10:15 AM until 12:15 PM	Classes meeting at 10:00 MWF	Classes meeting at 11:00 MWF	Classes meeting at 11:00 TR	Classes meeting at 12:00 MWF
12:45 PM until 2:45 PM	Classes meeting at 2:00 or 2:30 MWF	Classes meeting at 12:30 TR	Classes meeting at 2:00 TR	Classes meeting at 1:00 MWF

Note: All classes originally meeting at 3:00 p.m. and after will be examined in two-hour blocks at the first regularly scheduled class meeting during the above examination period. If the two-hour time allowance results in a conflict in exam times, it is the student's responsibility to notify the professor of the later course and to reschedule the later exam. Rescheduled exams must be concluded by Friday, April 29 at 6:00 p.m.

All Wednesday (only) afternoon classes, those meeting at 3:00 p.m. and after, will be examined Wednesday, April 27.

Saturday classes will be examined April 23 at their regularly scheduled class period.

The common final exam time and date for all on campus sections of CHM 111, 211, 212, 355, and 356 will be 9:00 a.m. to 11:00 a.m. Saturday, April 23.

The common final exam time and date for all on campus sections of MTH 127 and 130 will be 12:00 p.m. to 2:00 p.m. Saturday, April 23.

The common final exam time and date for all on campus sections of PHY 201, 203, 211 and 213 will be 3:00 p.m. to 5:00 p.m. Saturday, April 23.

Deadline for Online Submission of Grades: Monday, May 2, 12:00 Noon.