

Return to: [2003-2004](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## Draft Objective & Agenda: MU Graduate Council Meeting on April 30, 2004

**LOCATION: 2W16, MSC, Huntington**  
**Meeting begins at 1:00 PM sharp**  
**Meeting will end no later than 3:00 PM**

### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

### Agenda:

<b>Conducted by:</b>	<b>Item:</b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Cornfeld	Motions to approve graduate faculty status as approved by deans
Reynolds	Curriculum changes, additions, deletions, etc.
Larsen	Discussion regarding revision of the revalidation forms for clarification of process
Dennison	LCOB request to revise catalog—concern about number of evaluators on capstone courses; assignment to survey colleges
Larsen	Department of Geography will now be requiring the GRE Exam.—Standards?
Deutsch	Petition for exception for graduate faculty status
Standing Committees	Additional Motions from Standing Committees
Larsen	Miscellaneous business; placing AOE on diplomas
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

### **Remaining Meeting schedule for 2003-2004 academic year:**

- September 24, 2004      South Charleston
- October 22, 2004      Huntington
- December 3, 2004      South Charleston
- January 21, 2005      Huntington
- February 18, 2005      South Charleston
- March 18, 2005      Huntington
- April 29, 2005      South Charleston

### Attachments:

1. Minutes of 3-26-2004 Graduate Council meeting
2. Graduate Faculty Membership Approvals
3. Curriculum changes, additions, deletions, etc.

**Attachment 1**  
**Minutes of Graduate Council Meeting**  
**March 26, 2004**  
**Room GC 319, South Charleston**  
**Marshall University Graduate College**

**Members Present:** Cornfeld, Cunningham, Dennison, Edington, Fet, Larsen, Maheshwari, Mangiarua, Meyer, Reynolds, Gaul

**Members Absent:** Amerikaner, Eagle, Gordon, Rubenstein, Stickler, Suppa

**Ex-Officio Present:** Childress, Denman, Deutsch

**Ex-Officio Absent:** Aulick

**Guests:** Lee Olson

The meeting was called to order at 1:00 p.m.

Fet and Mangiarua joined the meeting via teleconference.

Larsen welcomed Annette Gaul as a student member of the Graduate Council.

The minutes of the February 27, 2004 meeting were approved with the following changes:

- The titles, **course contents and catalog descriptions** for GEO 529 and 530 were approved.
- The graduate faculty appointment period for Jeremy Barris should be from December 2003 through December 2006.

Cornfeld made a motion to approve the Graduate Faculty Membership roster (Attachment 1). The motion passed.

On behalf of the Curriculum Committee, Reynolds moved that the Council approve the following Leadership Studies changes in course numbers (Attachment 2): LS 716 to 616, 717 to 617, 718 to 618, 726 to 626, 746 to 646, and 748 to 647. The motion passed. Reynolds then moved to approve a change in course title from EDF 535 Tests and Measurements to EDF 535 Classroom Assessment. The motion passed. Reynolds moved that the catalog description for GEO 520 Geographic Field Research be approved. The motion passed. Reynolds made a motion that the addition of the Multi-categorical (SLD, BD, and MI) Special Education Area of Emphasis be approved. The motion passed. Reynolds moved that the Leadership Studies Principal Certificate Program be approved by the Council. The motion passed.

On behalf of the Academic Planning, Standards, and Policies Committee Dennison moved that the minor in Geobiophysical Modeling be approved. The motion passed.

Larsen initiated a discussion regarding Council membership. The bylaws state that “If a member misses more than three regular meetings in any academic year, his/her seat **may** be declared vacant by the Chair subject to the approval of the full Council. The Chair will immediately report the vacancy to the appropriate unit. Within two weeks the unit shall elect a faculty member to fill the vacated seat.” Larsen stated that since we only have seven meetings in an academic year, a member could miss over half of the meetings before having his/her seat declared vacant. Some discussion ensued and the following points were made: The bylaws use the word **may** rather than **must** so some discretion can be given in declaring a chair vacant with regard to members who miss meetings with good cause. Having a department representative come in a member’s place does not excuse the member. This representative cannot vote in the member’s place and is considered a guest at the meeting.

Following the discussion, Cornfeld made a motion that Rubenstein’s chair be declared vacant. The motion passed. Larsen will notify Rubenstein.

Larsen presented the calendar of Graduate Council meetings for the next academic year. Dates and locations are as follows with meetings scheduled from 1 p.m. – 3 p.m.

September 24, 2004	South Charleston
October 22, 2004	Huntington
December 3, 2004	South Charleston
January 21, 2005	Huntington

February 18, 2005      South Charleston  
March 18, 2005      Huntington  
April 29, 2005      South Charleston

Larsen spoke to a suggestion from Maheshwari regarding changing Graduate Council meetings from every 4 weeks to every 6 weeks. Concern was expressed that meetings could run longer if they were held less frequently. No change was made.

Regarding the LCOB request to revise the catalog to have only one evaluator of capstone courses, Denman suggested that Dennison contact the General Education Committee because they are in the process of conducting an assessment and may have already collected the data. Dennison will follow up.

Larsen stated that notices about the Outstanding Advisor Award have been sent to the faculty. Cornfeld has sent a note to The Parthenon so that they can publicize this and has asked some faculty members and students to help. Larsen encouraged the Council to publicize the Award nominations and to encourage students to submit nominations.

Regarding the procedure for notifying Deans of the President's approval of graduate faculty status, Edington will send out email messages with a link to the minutes to Deans after they have been approved by the President. The above method will also be used to notify Deans of course approvals.

Larsen began a discussion on graduate faculty members who are at the Instructor level. They should be on the list that the Deans give to the Credentialing Committee. They are not listed in the Red Book or in the Catalog. Deutsch stated that they are not listed because they can't serve on thesis or comp committees.

Cornfeld spoke to some concerns that the Credentialing Committee has regarding the auditing process. He gave the following recommendations:

- Faculty members applying for Doctoral Graduate Faculty status should identify those students whose dissertations they assisted or advised, or those on which they served as committee chair.
- The template for Associate Graduate Faculty status should indicate that this level is most appropriate for faculty in departments offering graduate level classes without a departmental graduate level degree program.
- Indicators are not specified for "high quality teaching and advising" in criterion #9 of Doctoral Graduate Faculty and #7 of Graduate Faculty.

For the third item, Deutsch suggested that ratings from the Annual Report and the overall rating from the supervisor be used. Denman added that the committee should check for discrepancies between the dean and chair level assessments, and that these assessments should be attached to the file given to the Credentialing Committee. Maheshwari expressed concern about the quality of information that the committee receives. Larsen stated that the committee is charged with checking the Deans' files and that this is an auditing process only.

The issue of placing Area of Emphasis on diplomas will be taken up at the April meeting.

Olson reported that the ESL program has enrolled its first student. He expressed appreciation to the Council for passing this Area of Emphasis.

Deutsch reported that hooding/graduation announcements and information have been sent out.

Some discussion ensued about the possibility of changing the bylaws to state that the decision to declare a Council seat vacant could be made at the third missed meeting rather than waiting until the fourth meeting. Replacements need to be appointed in a timely manner so that committee responsibilities can be met. To prevent the problem of having to vote to vacate seats, faculty who are truly interested in the process should be voted onto the Council.

What Council liked about this meeting...lunch, student Annette Gaul visiting the meeting, no mission statement, no long papers.

**The meeting was adjourned at 2:10 p.m.**

### Attachment 2 Graduate Faculty Membership Approvals

In the cell at the right, write the date this updated roster is being forwarded to Graduate Council:			4/30/2004	<i>Term Starts</i>	<i>Term Expires</i>
<i>List below the names of all persons having any level of graduate faculty status. (Last name first)</i>	<i>College or School</i>	<i>Department or Division</i>	<i>Graduate Faculty Level</i>	<i>Month Year</i>	<i>Month Year</i>
Heaton, Lisa	GSEPD	Elementary/Secondary Ed.	Doctoral	July 2004	July 2009
Alderman, Timothy	COLA	Humanities	Associate	April 2004	April 2007
Harper, Eugene	COLA	Humanities	Associate	April 2004	April 2007
Herbst, Marina	COLA	Modern Languages	Graduate	April 2004	April 2009
Lewis, Sarah	COLA	Psychology	Doctoral	April 2004	April 2009
Lutz, Paul	COLA	History	Graduate	April 2004	April 2009
Sawrey, Robert	COLA	History	Associate	April 2004	April 2007
Thorn, Arline	COLA	Humanities	Associate	April 2004	April 2007
Trumpower, David	COLA	Psychology	Doctoral	April 2004	April 2009
Winton, Karl	COLA	Communication Studies	Associate	April 2004	April 2007

## Attachment 3 Curriculum Changes, Additions, Deletions, Etc.

### Course Additions

- PSC 544 Dictatorship and Democracy 3 cr hours**  
**Course Description:** An investigation of the strengths of democracies relative to dictatorships with regard to such dimensions as economic growth, income equality, health and welfare of citizens and war reduction.  
**Prerequisite:** None
- CIRG 622 The Use of Technology for Literacy Instruction 3 cr hours**  
**Course Description:** Candidates will plan for literacy instruction and use literacy technology in their classrooms. Emphasis will be given to the Internet and educational software.  
**Prerequisite:** None
- CIRG 623 Reading Instruction for Literacy Facilitators: A Practicum 3 cr hours**  
**Course Description:** Practicum experiences requiring demonstration of literacy leadership including demonstration teaching, classroom support of literacy instruction, and developing, implementing, and evaluating the literacy curriculum within the school setting.  
**Prerequisite:** CIRG 654
- EDF 618 Multilevel Analysis and Growth Models 3 cr hours**  
**Course Description:** An introduction to applied multilevel analysis and growth curve modeling for nested educational data. The nested data may have a repeated measures dependent variable.  
**Prerequisite:** Regression
- EDF 711 Survey Research in Education 3 cr hours**  
**Course Description:** Advanced research, theories, methods, and procedures for conducting survey research in education.  
**Prerequisite:** Admission to EdD/EdS or instructor permission
- SPSY 674 Biological Bases of School Psychology 3 cr hours**  
**Course Description:** SPSY 674 is a 3-credit interactive and reading intensive course that uses both live class meetings and the WebCT format to present information on the biological foundations of school psychology.  
**Prerequisite:** None.
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### Course Changes:

#### Change in Credit Hours

- SPSY 738: School Psychology Practicum I**  
**From: 2 credit hours**

**To:** **3 credit hours**  
**Rationale:** SPSY 738 is the first course in our 3 course practica series. After running the course for a calendar year, we have realized that the course time and work requirements are far too extensive for a 2-hour course. Thus we would like to change the credit from 2 to 3 hours.

### Change in Credit Hours

#### SPSY 739: School Psychology Practicum II

**From:** **2 credit hours**  
**To:** **3 credit hours**  
**Rationale:** SPSY 739 is the second course in our 3 course practica series. After running the course for a calendar year, we have realized that the course time and work requirements are far too extensive for a 2-hour course. Thus we would like to change the credit from 2 to 3 hours.

### Change in Credit Hours

#### CD 570 Clinical Practicum

**From:** **1 credit hour**  
**To:** **1 – 3 credit hours**  
**Rationale:** An increase in the required clinical clock hours for graduates from the American Speech-Language-Hearing Association necessitates an increase in the contact hours for this course. The variable hours will allow students to receive an appropriate amount of academic credit for their clinical needs.

### Change in Credit Hours

#### CD 571 Clinical Practicum

**From:** **1 credit hour**  
**To:** **1 – 3 credit hours**  
**Rationale:** An increase in the required clinical clock hours for graduates from the American Speech-Language-Hearing Association necessitates an increase in the contact hours for this course. The variable hours will allow students to receive an appropriate amount of academic credit for their clinical needs.

### Change in Course Title

**From:** **PLS 542 Managing OHV Recreation**  
**To:** **PLS 542 Operation and Management of OHV Trail Systems**  
**Rationale:** To more appropriately reflect current course objectives and content.

### Change in Course Content

**PLS 542 Operation and Management of OHV Trail Systems**  
**From:** Objectives include providing the student with a developmental framework for the long-term implementation of OHV management goals, exposing managers to the process of diagnosing problems and formulating solutions, and understanding maintenance procedures and resource impacts.  
**To:** The course objectives are to become familiar with knowledgeable of current trends in operations and management, creation of operational procedures and policies, personnel, maintenance procedures and techniques, volunteer recruitment and management, public relations and marketing, risk management issues, and special events and activities. Students who complete this course will have the ability to implement basic operation and management strategies, utilize recommended techniques to implement operational procedures and to create sound policies, plan and schedule basic trail maintenance activities, recruit and manage volunteers, and plan and schedule events and activities.

**Rationale:** To more appropriately conform to the current course objectives and content and to comply with the revisions recommended by the National Off-Highway Vehicle Conservation Council

### Change in Catalog Description

**PLS 542** **Operation and Management of OHV Trail Systems**  
**From:** Diagnosis of OHV problems and development of solutions based upon recognized trail standards and typical resource impacts.  
**To:** A course designed to provide students with background, guidance, and recommended procedures for operating and managing OHV trail systems and facilities.  
**Rationale:** To bring the course description in line with course revisions recommended by the National Off-Highway Vehicle Conservation Council.

### Change in Course Title

**From:** **LS 617 Student Personnel Administration in Higher Education**  
**To:** **LS 617 Student Affairs Administration in Higher Education**  
**Rationale:** Course does not pertain with personnel administration

### Change in Course Title

**From:** **CIRG 636 Modern Developmental Reading Programs**  
**To:** **CIRG 636 Developmental Reading**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

### Change in Course Title

**From:** **CIRG 637 Diagnosis and Correction of Reading Difficulties Part I**  
**To:** **CIRG 637 Literacy Assessment**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

### Change in Course Title

**From:** **CIRG 643 Practicum in the Diagnosis and Correction of Reading Difficulties**  
**To:** **CIRG 643 Teaching Struggling Readers: A Practicum**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

### Change in Course Title

**From:** **CIRG 644 Teaching Content Area**  
**To:** **CIRG 644 Literacy in the Content Area**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

### Change in Course Title

**From:** **CIRG 654 Diagnosis and Correction of Reading Difficulties Part II**  
**To:** **CIRG 654 Aligning Assessment with Instruction**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

### Change in Course Title

**From:** **CI 550 Teaching Writing K-12**  
**To:** **CI 550 Writing in an Integrated Literacy Framework**  
**Rationale:** Former title connotations were limited and not reflective of the broader literacy mission of the program.

**Change in Course Content CI 550**

- From:** A course centered on process writing and writer's workshop.
- To:** A writing course anchored in an integrated literacy framework that mirrors what teachers and students do in schools. New emphasis is on multiple ways into writing & writing assessment.
- Rationale:** IRA relevant competencies required of Reading Specialist embrace the concept of writing in an integrated literacy framework. The new content reflects the need of teachers in schools, k-12.

**Change in Catalog Description CI 550**

- From:** Designed to help teachers examine problems in the teaching of writing, successful approaches and techniques, study current theory and research, write papers in various modes.
- To:** Views of writing from an integrated literacy framework emphasizing multiple ways into writing and writing assessment.
- Rationale:** Emphasis is on process and developmental factors rather than outcome or genre based.

**Change in Alpha Designator**

**Request for All CTCS Course Alpha Designators be changed to ATE**

**Old Alpha Designator****Change to New Alpha Designator**

CTCS 701	ATE 701 The Community and Technical College – 3 hrs.
CTCS 702	ATE 702 Analysis of Literature on Community and Technical College Teaching – 3 hrs.
CTCS 703	ATE 703 Interpretation and Utilization of Applied Research in Community and Technical College – 3 hrs.
CTCS 707	ATE 707 Professional Seminar I – 1 hr.
CTCS 708	ATE 708 Professional Seminar II – 1 hr.
CTCS 709	ATE 709 Professional Seminar III – 1 hr.
CTCS 712	ATE 712 Classroom Assessment for Community and Technical College Students – 3 hrs.
CTCS 714	ATE 714 Community and Technical College Curriculum Design – 3 hrs.
CTCS 718	ATE 718 Education and Employment Preparation for Diverse Populations – 3 hrs.
CTCS 723	ATE 723 Perspectives and Strategies for Teaching Workforce Education – 3 hrs.
CTCS 726	ATE 726 Funding, Planning, and Administrative Issues of Community and Technical Colleges – 3 hrs.
CTCS 781	ATE 781 Thesis – 6 hrs.

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## **Addition of Certificate Program**

### **Proposal for Graduate Certificate Program in Creative Writing**

*As the nation's universities, bookstores, and literary journals have well noted in the last decade, interest in the writing and study of contemporary literature has reached one of its periodic highs. More students are studying creative writing and more teachers are including it in writing-to-learn plans and writing-across-the-curriculum courses. To the ends of helping teachers to teach writing well and of providing interested humanities graduates the opportunity to pursue advanced writing instruction, the Marshall English Department proposes the Graduate Certificate Program in Creative Writing.*

### Proposed Requirements and Curriculum

Admission to the certificate program requires a Bachelor's degree in Humanities field plus the applicant's GRE test scores. All candidates would submit a creative writing sample of 5-10 pages, to be considered by a committee of writing faculty members.

Requirements: 15 hours chosen from among the courses listed:

English 508	Advanced Expository Writing
English 544	Rendering the Landscape (summer only)
English 558	Contemporary Fiction: Form and Theory
English 585	Independent Study: Practicum in Creative Writing
English 591	Poetry Workshop
English 592	Fiction Workshop
English 593	Creative Non-Fiction
	Course in development: Teaching creative writing

Special Topics courses with a creative writing focus or creative writing courses available through MUGC Humanities may be substituted for up to 6 hours. A maximum of 9 hours of the certificate program courses, with approval of the Chair, would be transferable for those wishing to pursue the M.A. in English.

Qualified faculty include Stringer, Van Kirk, Lumpkin, McKernan, Johnson, Moore, Rodier, Hood, among others.

Administrative contact: Prof. A. E. Stringer ([stringea@marshall.edu](mailto:stringea@marshall.edu), 304-696-2403).

Most of the courses qualify for teacher's re-certification and professional continuing education, especially the planned Teaching of Creative Writing course, the Advanced Expository writing course, and the writing workshops.

### Capstone

A completed manuscript of twenty-five pages based on course work constitutes the capstone requirement. Options might include two short stories, a chapter from a novel, one or more non-fiction prose pieces, or a small collection of poems. A public reading from the manuscript by the author would also be arranged.

### Market and Promotion

Our analysis of the market for this certificate is based on many years of meeting writing students and writing teachers in various academic and extra-curricular settings. Since the 1980's the English

Department has held the Summer Institute for Writing, affiliated the National Writing Project. It consists of several weeks of graduate-professional continuing education for public school teachers. In addition, our Visiting Writers Series, since 1989, has coordinated five author appearances per year, drawing student and community audiences of more than fifty per visit. Community writers groups continue to spring up throughout the state. The merger which created the MU Graduate College has raised Marshall's profile, especially in the humanities, in the Kanawha Valley. Many of these people, including our own graduate M.A. students, have expressed interest in the pursuit of a variety of writing and teaching goals that such a certificate program could serve. So there exists a substantial pool of writers and teachers who would be interested in such a certificate.

Promoting the new program would be relatively easy. In addition to Web links and catalog descriptions of the certificate, we would spread the word through announcements, and features that dovetail with all of the above-mentioned programs. For example, with five author appearances each year, a promotional announcement could be made at each reading. English department advisors, especially the Huntington campus Director of Curricula and the MUGC Humanities Program Director, would be able to discuss the certificate with the prospective graduate students they regularly meet. A short discussion of the certificate with teacher-participants of the Summer Institute could be held. Of course, direct mailing of information to high school teachers and literary groups would be done as well.

### **Change to Degree and Licensure Program for the Reading Education Program**

The Reading Education Program is proposing several changes in its degree and licensure programs. These proposed changes are summarized below:

1. International Reading Association Standards for Reading Professionals require alignment between accreditation standards and program standards related to the leadership and instructional roles of candidates prepared for the Reading Specialist level.
2. Additions are needed in three areas of the curriculum. A new practicum course needs to be added (proposing CIRG 623, Reading Instruction for Literacy Facilitators: A Practicum). A course from the Elementary and Secondary Education, enables alignment between the reading program and writing (proposing CI 550, Writing in an Integrated Literacy Framework). The relationship between literacy and technology is the third area of need. This can be met by adding CIRG 622, The Use of Technology for Literacy Instruction. These changes will prepare candidates for their expanded reading specialist roles as indicated in the International Reading Association position statement (IRA, 2000). These courses will focus on integrated writing, technology concepts and practices, and literacy leadership.
3. The program name (changed to Literacy Education) and several course titles need to be changed to reflect the broader literacy mission of the program.
4. The status of some required courses has been changed to make room for the proposed new courses. Required courses CIRG 636, CIRG 644, CIRG 653, and CIRG 654 remain as required courses, CIRG 613 and CIRG 614 become electives.
5. EDF 621 (Research & Writing), EDG 619 (Educational Psychology) and CI 609, 611, 501 (Curriculum) will become electives. The theoretical and research base provided by the psychology course is found within the required reading courses. All literacy courses build upon a scientifically-based research foundation and require critical reading of research; CIRG 621 includes the development and implementation of a literacy research project.
6. Six credit hours of electives have been built into the program.

A comparison of the current program with the proposed new MA program is provided in Attachment 1.

Several changes are also applicable to the 21 hour Reading Specialist licensure program. The proposed changes will increase the literacy content requirements and provide more opportunities for keeping current with the literacy field. A comparison of the current licensure program with the proposed new licensure program is provided in Attachment 2.

### Comparison of Current Program with Proposed New MA Program

Current Reading Education Program		New Literacy Education Program; New Title	
CIRG 653 Literacy Acquisition		Remains the same	(3)
CIRG 636 Mod. Dev. Rdnng Programs		CIRG 636 Developmental Reading: <b>New Title</b>	(3)
CIRG 644 Teaching Content Reading		CIRG 644 Literacy in the Content Area: <b>New Title</b>	(3)
EDF 621 Research & Writing		Status of the course is changed from required to elective.	(0)
EDF 619 Educational Psychology		Status of the course is changed from required to elective.	(0)
CIRG 637 Diagnosis & Correction of Reading Difficulties Part I		CIRG 637 Literacy Assessment; <b>New Title</b>	(3)
CIRG 654 Diagnosis & Correction of Reading Difficulties Part II		CIRG 654 Aligning Assessment with Instruction; <b>New Title</b>	(3)
		CI 550 Writing in an Integrated Literacy Framework; <b>New Title updated content</b>	(3)
		CIRG 622 The Use of Technology for Literacy Instruction; <b>New Course</b>	(3)
CI 609/CI 501/CI 610 (Elementary or Middle School or Secondary Curriculum) Block II		Status of the course is changed from required to elective.	(0)
CIRG 613 or CIRG 614 Children's Literature or Rdnng 9 – Adult Literacy Skill Development		Status of the course is changed from required to elective.	(0)
CIRG 643 Practicum in the Diagnosis and Correction of Reading Difficulties		CIRG 643 Teaching Struggling Readers: A Practicum; <b>New Title</b>	(3)
CIRG 642 Teaching Students with Special Needs		Status of the course is changed form required to elective.	(3)
		CIRG 623 Reading Instruction for Literacy Facilitators: A Practicum; <b>New Course</b>	(3)
CIRG 621 Current Issues and Problems in Reading		Remains the Same	(3)
No Electives		Electives with advisor approval (6 credit hours)	(6)
<b>Total Credit Hours</b>	<b>36</b>	<b>Total Credit Hour</b>	<b>36</b>

**Comparison of Current and Proposed Licensure Program**

<b>Current Courses</b>		<b>Proposed Courses</b>	
CIRG 636 Mod. Dev. Rdng. Programs	<b>(3)</b>	CIRG 636 Developmental Reading; <b>New Title</b>	<b>(3)</b>
CIRG 644 Teaching Content Reading	<b>(3)</b>	CIRG 644 Literacy in the Content Area; <b>New Title</b>	<b>(3)</b>
CIRG 637 Diagnosis & Correction of Reading Difficulties Part I (3)	<b>(3)</b>	CIRG 637 Literacy Assessment; <b>New Title</b>	<b>(3)</b>
CIRG 654 Diagnosis & Correction of Reading Difficulties Part II	<b>(3)</b>	CIRG 654 Aligning Assessment with Individual Instruction; <b>New Title</b>	<b>(3)</b>
CIRG 643 Practicum (struggling readers) prerequisite CIRG 654	<b>(3)</b>	CIRG 643 Teaching Struggling Readers: A Practicum; <b>New Title</b>	<b>(3)</b>
CIRG 642 Teaching Students with Special Needs	<b>(3)</b>	CIRG 623 Reading Instruction for Literacy Facilitators; <b>New Course</b>	<b>(3)</b>
CIRG 621 Current Issues and Problems in Reading	<b>(3)</b>	Status of the course is changed from required to elective.	<b>(0)</b>
<b>No Electives</b>		<b>Electives</b> (3 credit hours) with Advisor approval. Electives include CIRG 653 Literacy Acquisition; CIRG 613 Children's Literature; CIRG Adolescent Literature; CIRG 621 Current Issues and Problems in Reading; CI 550 Writing in an Integrated Literacy Framework; CIRG 622 The Use of Technology in the Classroom; CIRG 642 Teaching Students with Special Needs	<b>(3)</b>
<b>Total Credit Hours</b>	<b>21</b>		<b>21</b>

## Draft Objective & Agenda: MU Graduate Council Meeting on March 26, 2004

**LOCATION: GC 319**

**Meeting begins at 1:00 PM sharp**

**Meeting will end no later than 3:00 PM (We run over about once per year—sorry; it looks like this time the meeting will end early)**

**Objective(s) for this meeting:**

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

**Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Cornfeld	Motions to approve graduate faculty status as approved by deans
Reynolds	Curriculum changes, additions, deletions, etc.
Dennison	Approval of minor in Biogeographical Modeling—Change it to <b>Geobiophysical Modeling</b>
Dennison	Discussion regarding revision of the revalidation forms for clarification of process—POSTPONE UNTIL A LATER MEETING
Larsen	Review draft of calendar for next year
Dennison	LCOB request to revise catalog—concern about number of evaluators on capstone courses; assignment to survey colleges
Larsen	Outstanding Advisor Awards process
Standing Committees	Additional Motions from Standing Committees
Larsen	Procedure for notifying deans of President's approval of GF status
Larsen	Graduate Instructors: Auditing, listing in Redbook, etc.
Larsen	Miscellaneous business; placing AOE on diplomas—discuss in April
Larsen	Possible need for Cornfeld to conduct meeting in April
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

**Remaining Meeting schedule for 2003-2004 academic year:**

- March 26, 2004—To be held in South Charleston, GC 319
- April 30, 2004—To be held in Huntington, John Spotts Room, MSC

**Attachments:**

1. Minutes of 2-27-2004 Graduate Council meeting
2. Graduate Faculty Membership Approvals
3. Curriculum changes, additions, deletions, etc.

## Attachment 1

### Minutes of Graduate Council Meeting February 27, 2004 John Spotts Room, Memorial Student Center, Huntington Campus

**Members Present:** Amerikaner, Cornfeld, Cunningham, Dennison, Eagle, Edington, Fet, Gordon, Larsen, Mangiarua, Meyer, Reynolds, Suppa

**Members Absent:** Maheshwari, Rubenstein, Stickler

**Ex-Officio Present:** Deutsch, Aulick

**Ex-Officio Absent:** Childress, Denman

**Guests:** Bragin, Hensley, Olson, Perkins, Person, Terry, Taylor

The meeting was called to order at 1:00 p.m.

The minutes of the January 23, 2004 meeting were approved with one editorial change—See Attachment 1.

Dean Joseph Bragin petitioned the Council for reconsideration of graduate faculty status for Dr. Tom Jones. He referred to supporting documentation listed in Attachment 2 and answered questions from various members of the Council. He stated that ISAT would hire Dr. Jones in a tenure track position if one were made available in Environmental Science. He also pointed to Dr. Jones' expertise in field research and in his ability to receive grants.

Cornfeld moved to approve graduate faculty membership status as approved by the deans (Attachment 3). Larsen noted that three names should be added to the list: Ronnie Jewel, Thomas Rushton, and Pamela Staton, all from Forensic Science. The motion passed.

On behalf of the Curriculum Committee, Reynolds moved that the Council approve the following course additions (Attachment 4): ATE 659, 643 and 663. The motion passed. Reynolds then moved to adopt the remaining course additions: GEO 631, FSC 632, FSC 676, PSC 527, PSC 546, and PSC 622. The motion passed.

Reynolds moved that the following course title changes be approved: GEO 530 and GEO 529, and that several (see Attachment 4) alpha designators in Health Sciences be changed from either HE or PE to HS. The motion passed.

Regarding Areas of Emphasis, Reynolds moved that Forensic Science Emphasis in DNA Analysis and Forensic Science Emphasis in Computer Forensics be approved. The motion passed.

Reynolds moved that the Teaching English as a Foreign Language Area of Emphasis in the MS in ATE program be approved. Olson reported that earlier concerns with the COLA had been resolved. The motion passed.

The Graduate Certificate in Latin Program Addition was presented by Reynolds for Council approval. Possible issues regarding K-12 certification were resolved by Perkins. The motion passed.

Eagle presented the IRB II (non-medical research) document that the ad hoc committee (Larsen, Eagle, Amerikaner) had revised, and moved that the Council support the use of this document. Terry answered questions concerning instructions for students and the responsibilities of the principal investigator, and stated that the IRB website gives such information. By the fall semester, the application wizard will be online and will make the application form easier to complete. Terry stated that the criteria for submitting the IRB application is 1) if the research will bring forth generalizable knowledge and 2) if human subjects are used. There are three types of reviews: expedited, exempted and regular. Terry advised that it is always best for faculty to check with his office as to whether or not an IRB application should be filed. The motion passed.

Speaking for the Academic Planning, Standards and Policies Committee, Dennison moved that both Classics and Biogeographical Modeling be approved as minors. The Council approved Classics and **tabled Biogeographical Modeling**.

As a note of information to the Council, Dennison reported that he had received an e-mail from Cheryl Brown regarding Political Science's more stringent admissions requirements and he did not see any concerns.

Dennison also presented a letter from Dr. Lynne Welch concerning a request to approve a time limited special exception to the transfer in of 12 credits from another institution. The students in question are nursing education students from WVU who are transferring to Marshall's Nursing Education program. He made a motion that the exception be granted. The motion passed.

The Statement on Criteria for Designation of Excellence (HEPC document) for programs during Program Reviews was reviewed by the Council. Dennison and Fet will work on some of the wording for a Marshall-specific document and will bring it to the March meeting.

Hensley brought forth a concern about the language in point 8 of the Goals in Support of the University Mission (Attachment 6). The use of the word "resources" in this instance could have multiple interpretations.

Dennison made a motion that the Graduate Catalog Language for Graduate Minors document (Attachment 5) be passed by the Council. A few editorial changes were made. Council passed the motion.

Larsen and Reynolds spoke to the issue of the University Mission and Goals statements. There was not a quorum at the University-wide Mission Statement Committee when the statements were passed. The committee members present at the vote did express concern about point 8 and that it could imply financial support of international programs. The document will go from the Graduate Council to the Faculty Senate, not back to the Mission Statement Committee. After some discussion, a motion was made that the Council support the entire document, including a change in the wording to point 8. The wording is as follows: Educate a citizenry capable of living and working effectively in a global environment. The motion passed. (Attachment 6)

The University Vision Statement (Attachment 7) was discussed. Suppa and others expressed concern that the statement was choppy and that the words "excellence" and "excel" were used excessively. The suggestion was made that due to time constraints, Council members could send changes to Larsen for consideration. A motion was made that the Vision Statement be approved, including any changes which Larsen recommended based on the suggestions that Council members might send to him by Monday, March 1. The motion passed.

On behalf of the Program Review Committee, Fet moved that the Council approve Sociology at the current level and Criminal Justice for further development. The motion passed.

Larsen asked Fet and Gordon to serve on a committee led by Bob Edmunds to review the Program Review forms and to recommend any changes that need to be made.

Larsen announced that the April meeting date will be changed from the 23<sup>rd</sup> to the 30<sup>th</sup>.

Regarding LCOB's request to revise the catalog with regard to the number of evaluators on capstone courses, Larsen asked the Academic Planning Committee to survey other Colleges to determine their policies.

Larsen asked Edington to notify the deans after the Council minutes have been signed by the President so that they can know that the President has approved the graduate faculty status of their faculty.

A motion was made that the Council move into Executive Session at 2:58. The motion passed.

A motion was made that the Council move out of Executive Session at 3:18.  
The motion passed.

A motion was made that the Council reconsider Jones' petition for graduate faculty status. The motion passed.

A motion was made to approve graduate faculty status for Jones. The motion passed by the following margin: 7 for, 3 against and 1 abstention.

Suppa suggested that in the future, the Council receive input from department faculty when making decisions regarding exceptions for graduate faculty status.

A motion was made that the Council move into Executive Session at 3:23. The motion passed.

A motion was made that the Council move out of Executive Session at 3:25. The motion passed.

The meeting was adjourned at 3:26 pm.



**Attachment 2  
Graduate Faculty Membership Approvals**

In the cell at the right, write the date this updated roster is being forwarded to Graduate Council:			2/27/2004	<i>Term Starts</i>	<i>Term Expires</i>
<i>List below the names of all persons having any level of graduate faculty status. (Last name first)</i>	<i>College or School</i>	<i>Department or Division</i>	<i>Graduate Faculty Level</i>	<i>Month Year</i>	<i>Month Year</i>
Brown, Robert	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Luch, Chris	LCOB	Accounting/Legal Environment	Graduate Instructor	December 2003	December 2005
Pendarvis, Edwina D.	CEHS	Special Education	Graduate	March 2004	March 2009
Kiger, John	CEHS	Exercise Science, Sport, & Recreation	Graduate	April 2003	April 2008

**NONE RECEIVED AS OF 3-19-2004**

## Attachment 3 Curriculum Changes, Additions, Deletions, Etc.

### Course Changes

#### Change in Course Number

**From:** LS 716  
**To:** LS 616 – Governance of Higher Education  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Number

**From:** LS 717  
**To:** LS 617 – Student Personnel Administration in Higher Education  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Number

**From:** LS 718  
**To:** LS 618 – History of American Higher Education  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Number

**From:** LS 726  
**To:** LS 626 – Institutional Advancement in Higher Education  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Number

**From:** LS 746  
**To:** LS 646 – Administration of Community and Technical Colleges  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Number

**From:** LS 748  
**To:** LS 647 – Adult and Continuing Education Administration  
**Rationale:** Alignment with doctoral program curriculum

#### Change in Course Title

**From:** EDF 535 Tests & Measurements  
**To:** EDF 535 Classroom Assessment  
**Rationale:** The change in title will more accurately reflect the content of the course as it is now taught.

#### Change in Catalog Description

**GEO 520 Geographic Field Research**  
**From:** Type areas in lumbering, mining, agriculture, and industry studied through field methods.  
**To:** Course focuses in the development of individual research projects based on data collected in the field.  
**Rationale:** This catalog change provides an updated course description indicating the renewed emphasis on field work and student research in the department. At the undergraduate level (GEO 420), the course fulfills the Capstone requirement for geography majors.

## Change in Course Title

**From:** GEO 529 Fundamentals of Geographic Information Systems (GIS)  
**To:** GEO 529 Fundamentals of GIS – Vector Analysis  
**Rationale:** Better reflects course content and GIS curriculum in Geography

## Change in Course Content

**GEO 529**  
**From:** Cartographic principles and introduction to GIS analysis  
**To:** GIS vector analysis  
**Rationale:** Old content, cartographic principles and introduction to GIS analysis, will be covered in new course GEO 301; new content, GIS vector analysis, represents changes in Geography curriculum in response to student need for more GIS coursework and more advanced GIS analysis.

## Change in Catalog Description

**GEO 529**  
**From:** “Basic geodesy and application of cartographic principles to automated mapping and GIS.”  
**To:** “Introduction to GIS vector analysis, beginning with the vector data model, and including buffering, overlay analysis, geocoding, and network analysis. Prerequisite GEO 301 or permission.  
**Rationale:** Reflects change in course content

## Change in Course Title

**From:** GEO 530 Intermediate Geographic Information Systems  
**To:** GEO 530 Intermediate GIS – Raster Analysis  
**Rationale:** Better reflects course content and GIS curriculum in Geography

## Change in Course Content

**GEO 530**  
**From:** GIS methods, data acquisition, and vector analysis  
**To:** GIS raster analysis  
**Rationale:** Old content, GIS methods, data acquisition, and introduction to vector analysis, will be covered in courses GEO 301 and GEO 429; new content, GIS raster analysis, represents changes in Geography curriculum in response to student need for more GIS coursework and more advanced GIS analysis.

## Change in Catalog Description

**GEO 530**  
**From:** “Data collection and input from readily available sources, creation of custom data using GPS, and advanced spatial analysis using GIS.”  
**To:** “GIS raster analysis, including local, neighborhood, and zonal operations, terrain analysis, building raster databases, distance modeling, and surface interpolation.”  
**Rationale:** Reflects change in course content

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**ADDITION OF SPECIAL AREA OF EMPHASIS****I MULTI-CATEGORICAL (SLD, BD, & MI) SPECIAL EDUCATION AREA OF EMPHASIS****CURRICULUM SUMMARY SHEET  
PROGRAM APPROVAL  
REQUESTED AS OF: 7/1/03**

**NAME OF INSTITUTION:** Marshall University  
**CURRICULUM:** Multi Categorical Special Education (Non-education option)  
**PROGRAMMATIC LEVELS:** K-Adult  
**FORM COMPLETED BY:** Michael Sullivan  
**DATE REVIEWED BY EPPAC:** 4/22/03

**COURSE NUMBER AND TITLES**

		<b>CREDIT HOURS</b>
1.	Professional Education Core	
1.	EDF 619 Educational Psychology: Learning Theories	3
2.	EDF 665 Sociology of American Schools	3
3.	CISP 510 Introduction to Instructional Practices/Ex. Child	3
4.	CIRG 636 Modern Developmental Reading Program	3
2.	Special Education Core	
1.	CISP 520 Introduction Exceptional Children	3
2.	CISP 535 General Special Education Programming	3
3.	CISP 626 Diagnostic/Clinical Practices	3
3.	Multi-categorical Courses	
	CISP 533 Introduction to the Mentally Retarded	3
	CISP 553 Curriculum/Methods for the Mentally Retarded	3
	CISP 523 Introduction to Learning Disabilities	3
	CISP 647 Education of Learning Disabilities	3
	CISP 524 Introduction to Emotional Disturbances	3
	CISP 645 Education of Emotional Disturbances	3
	CISP 655 Field Exp: Multicategorical Special Education	3
<b>TOTAL HOURS</b>		<b>42</b>

**TESTING REQUIREMENTS:** All candidates completing the Multi-categorical Program are required to pass the following examinations: Pre-Professional Skills Test (PPST within the first 12 hours) (Test Codes: 710, 720 and 730); Education of Exceptional Students: Core Content Knowledge Test (Test Code: 0353); Education of Exceptional Students: Mild to Moderate Disabilities (Test Code: 0542); and the PRAXIS II Principles of Teaching and Learning (K-6) (Test Code: 0522).

Students may complete this program as a component of a master's degree program in Special Education or as a free-standing professional development program. Admission requirements are the same as those stated for all Special Education students (See Graduate Catalog).

**CURRICULUM SUMMARY SHEET  
PROGRAM APPROVAL  
REQUESTED AS OF: 7/1/03**

**NAME OF INSTITUTION:** Marshall University  
**CURRICULUM:** Multi Categorical Special Education  
**PROGRAMMATIC LEVELS:** K-Adult  
**FORM COMPLETED BY:** Michael Sullivan  
**DATE REVIEWED BY EPPAC:** 4/22/03

**COURSE NUMBER AND TITLES**

		<b>CREDIT HOURS</b>
1.	Special Education Core	
1.	CISP 520 Introduction Exceptional Children	3
2.	CISP 535 General Special Education Programming	3
3.	CISP 626 Diagnostic/Clinical Practices	3
2.	Multi-categorical Courses	
	CISP 533 Introduction to the Mentally Retarded	3
	CISP 553 Curriculum/Methods for the Mentally Retarded	3
	CISP 523 Introduction to Learning Disabilities	3
	CISP 647 Education of Learning Disabilities	3
	CISP 524 Introduction to Emotional Disturbances	3
	CISP 645 Education of Emotional Disturbances	3
	CISP 655 Field Exp: Multicategorical Special Education	3
<b>TOTAL HOURS</b>		<b>30</b>

**TESTING REQUIREMENTS:** All candidates completing the Multi-categorical Program are required to pass the following examinations: Education of Exceptional Students: Core Content Knowledge (Test Code: 0353); and the Education of Exceptional Students; Mild to Moderate Disabilities (Test Code: 0542).

Students may complete this program as a component of a master's degree program in Special Education or as a free-standing professional development program. Admission requirements are the same as those stated for all Special Education students (See Graduate Catalog).

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## **Addition of Graduate Certificate Program in School Principalship**

### **Leadership Studies Principal Certificate Program**

#### **RATIONALE**

In response to current shortages in applicants for the principalship in West Virginia and in response to the approval by the West Virginia Department of Education of certificate programs, the Leadership Studies faculty proposes a graduate certificate program leading to licensure as a Public School Administrator. This program will more immediately serve the needs of those students in the Leadership Studies Principal Preparation Program who have completed a Master's degree.

#### **PART 1—PROGRAM DESCRIPTION**

##### **IA. Program Objectives**

The objective of this program is to provide a concentrated program leading to licensure as a School Principal. This program is designed for persons who hold a master's degree in education and have experience as a classroom teacher. The program objectives are based on WVDOE Policy 5100 Professional Education Objectives and WVDOE Policy 5100 Technology Objectives.

##### **IB. Program Identification**

Not applicable

##### **IC. Program Features**

The objectives of this program will be achieved through the completion of an 18 credit professional development program. The proposed program will function as a free-standing professional development program or will be applicable as partial completion of the requirements for the Master's degree in Leadership Studies.

##### **IC1. Admissions and Performance Standards**

An applicant to the Principal's Certification Program will hold a Master's Degree in Education and will meet all requirements for admission as a Master's Degree student in the Department of Leadership Studies and the Graduate School of Education and Professional Development. Upon completion of the program students will be required to pass the PRAXIS II examination and attend the Center for Profession Development Evaluation Leadership Institute to be eligible for certification as a school principal.

##### **IC2. Program Requirements**

Each candidate will complete an 18 hour program which includes existing courses in Leadership Studies and which will be applicable to the Master's Degree. A list of the required courses included in the program is presented in Exhibit I.

**ID. Program Outcomes**

It is expected that the graduates of the Principal Certification Program will have the appropriate knowledge, skills and dispositions:  
to administer the programs and services of a PK-Adult school  
to provide curricular leadership at the school and district level  
to serve as a liaison between students, school, and community  
to apply the appropriate legal and policy requirements to the educational endeavor  
to use technology efficiently in the performance of their duties

**IE. Program Delivery**

This program will incorporate existing courses which are delivered by WEBCT. There will be no additional costs associated with these courses since the anticipated enrollment will not require additional sections.

**PART II—PROGRAM NEED AND JUSTIFICATION****A. Relationship to Institutional Goals and Objectives**

This program is consistent with the mission and goals of Marshall University, the Graduate College of Education and Professional Development, and the master plan for the University System.

**B. Existing Programs**

Marshall University and West Virginia University currently offer Master's Degrees leading to certification as a school administrator. West Virginia University and Salem-International University currently offer 18 credit certificate programs.

**C. Program Planning and Development**

Program development was completed by the faculty of the Leadership Studies program in the Marshall University Graduate School of Education and Professional Development in response to student requests.

**D. Clientele and Need**

The popular and professional press, both locally and nationally, have been replete with reports of shortages in the principalship. Both anecdotal and empirical evidence indicate that there is a shortage of qualified candidates for the principalship. The West Virginia Board of Education (Hough, 2000) reported to the legislature that there was a dearth of applicants for vacant posts. By reducing the credit hours required for certification for those persons who currently hold a Master's degree, this program will increase the pool of potential applicants.

**E. Employment Opportunities**

Superintendents in Southern and Central West Virginia have reported shortages in qualified applicants for the principalship. Recognizing that those students who complete the Master's Degree in Leadership Studies will be more highly qualified, this certificate program will, however, allow candidates to more quickly be available to fill these vacancies.

**F. Program Impact**

This program will have impact on the Leadership Studies program. There will be an enrollment increase in the courses required for certification and there is the potential for a decrease in enrollment in the Leadership Studies courses not required for this program.

**G. Cooperative Arrangements**

Each candidate for this program will be required to have a practicing principal as a mentor to assist with field based experiences and to cooperate in the required internship. Both public schools and community agencies will be used as resources.

**H. Alternatives to Program Development**

Students who have a Master's degree will be required to earn a second degree in Leadership Studies or will be required to travel to the Northern part of West Virginia to complete a certification program.

**PART III. PROGRAM IMPLEMENTATION AND PROJECTED RESOURCE REQUIREMENTS****A. Program Administration**

The program will be administered through the Leadership Studies Program in the Marshall University Graduate School of Education and Professional Development which is a unit within the College of Education and Human Services. No changes in the existing administrative organization will be needed.

**B. Program Projections**

The classes in this program will be offered concurrently with the Master's Degree and it is estimated that the enrollment will be approximately 20 students per year.

**C. Faculty Instructional Requirements**

No new faculty will be required to offer this program.

**D. Library Resources and Instructional Materials**

No additional library resources will be required to offer this program.

**E. Support Services Requirements**

No additional support services will be required to offer this program.

**F. Facilities Requirements**

No new space or renovation of space will be required to offer this program.

**G. Operating Resource Requirements**

No additional operating resources will be required to offer this program.

**H. Source of Operating Resources**

Current operating resources are supplied by state appropriated revenue.

**PART IV. OFFERING EXISTING PROGRAMS AT NEW LOCATIONS**

Not applicable

**PART V. SUBMISSION OF PROPOSALS FOR A NEW MAJOR**

Not applicable



## **PART VI. PROGRAM EVALUATION**

### **A. Evaluation Procedures**

The proposed program will be subject to a number of evaluations and reviews. The program development process will involve departmental, college, and institutional review. The proposed program will also be reviewed by the Education Personnel Preparation Advisory Council, the external advisory group for the College of Education and Human Services at Marshall University. Externally, the proposed program will be reviewed by the Board of Trustees, the West Virginia Department of Education, the Program Review Board, and the West Virginia Board of Education.

The program will also be subject to state-level program review as a part of the West Virginia Board of Education and National Council for Accreditation of Teacher Education review processes every five years. The program will also be subject to the legislatively mandated program review conducted by the Board of Trustees every five years.

Each course in the program will be evaluated through the use of a student survey and a follow-up study of graduates will be conducted.

### **B. Accreditation Status**

The proposed program will be housed in the Professional Education unit in the College of Education and Human Services at Marshall University. The Professional Education unit is fully accredited by the National Council for Accreditation of Teacher Education.

#### Exhibit I

#### Program of Studies

#### Graduate Certificate Program for the School Principal

##### 510 The Principalship. 3 hrs.

The Principalship is a study of school management as it relates to ethical behavior, and to support services, information systems, fiscal matters, and facility utilization and maintenance.

##### 512 Curriculum Leadership. 3 hrs.

This course addresses the role of the principal in the development and implementation of school curriculum. This includes developmentally appropriate curriculum design, special education curriculum and modifications, the integration of technology, and authentic assessment.

##### 600 School Personnel Administration 3 hrs.

This course offers an examination of personnel functions including recruitment, selection, orientation, evaluation, and retention with particular emphasis on staff development.

##### 610 Leadership for School Improvement. 3 hrs.

Leadership preparation for developing and implementing a shared vision and strategic plans focused on teaching and learning, implementing change, applying leadership theory and acting with understanding of society's influences.

##### 675 Legal and Policy Issues. 3 hrs.

This course examines the principal's role and responsibility related to law and administrative policy.

##### 650 Internship: School Management 3hrs.

Training and assessment experiences for students seeking initial certification as a school principal. Prerequisite: Completion of degree/certification courses and consent.

## Draft Objective & Agenda: MU Graduate Council Meeting on February 27, 2004

**LOCATION: John Spotts Room, Memorial Student Center, Huntington Campus**

**Meeting begins at 1:00 PM sharp**

**Meeting will end no later than 3:00 PM**

**(NOTE: At 12:30 PM Chick Filets will be available for lunch, please notify Dr. Leonard Deutsch by Thursday if you want one.)**

### **Objective(s) for this meeting:**

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

### **Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Cornfeld	Petition for re-consideration of graduate faculty status for Dr. Tom Jones
Cornfeld	Motions to approve graduate faculty status as approved by deans
Reynolds	Curriculum changes, additions, deletions, etc.
Dennison	Approval of minors in Biogeographical Modeling and Classics
Dennison	Discussion regarding revision of the revalidation forms for clarification of process—POSTPONE UNTIL A LATER MEETING
Dennison	Political Science graduate admissions changes
Larsen	Re-Approval of the Mission, Goals, Vision for university
Fet	Program Reviews for MA in Sociology and MS in Criminal Justice; joint committee with reps. from undergraduate Academic Planning Committee to look at questions on the Program Review form
Eagle	Discuss information of ad hoc committee on IRB II
Larsen	Possible change of April Graduate Council meeting to April 30
Larsen	LCOB request to revise catalog—concern about number of evaluators on capstone courses; assignment to survey colleges
Standing Committees	Additional Motions from Standing Committees
Larsen	Procedure for notifying deans of President's approval of GF status
Larsen	Graduate Instructors: Auditing, listing in Redbook, etc.
Larsen	Miscellaneous business; placing AOE on diplomas
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

**Remaining Meeting schedule for 2003-2004 academic year:**

- March 26, 2004—To be held in South Charleston, GC 319
- April 23, 2004—To be held in Huntington, John Spotts Room, MSC; We will be discussing the possibility of moving this meeting to April 30.

**Attachments:**

1. Minutes of 1-23-2004 Graduate Council meeting
2. Petition for Graduate Status for Dr. Jones (College of Science)
3. Graduate Faculty Membership Approvals
4. Curriculum changes, additions, deletions, etc.
5. Graduate catalog language for graduate minors
6. University Mission Statement
7. University Vision Statement

## Attachment 1

### Minutes of Graduate Council Meeting January 23, 2004 Room GC 319, Marshall University Graduate College, South Charleston

**Members Present:** Amerikaner, Cornfeld, Cunningham, Eagle, Edington, Fet, Larsen, Maheshwari, Meyer, Reynolds, Rubenstein, Stickler, Suppa

**Members Absent:** Dennison, Gordon, Mangiarua

**Ex-Officio Present:** Childress, Deutsch

**Ex-Officio Absent:** Aulick, Denman

The meeting was called to order at 1:00 p.m.

Larsen introduced Carolyn Suppa as Nega Debela's replacement on the Graduate Council for this semester.

The minutes of the December 5, 2003 meeting were approved as written.

Reynolds gave the report from the Curriculum Committee. She moved that the three Course Additions (JMC 509, JMC 515, GEO 617-619), be approved. The motion passed. (Attachment 1)

Reynolds moved that the MA Art Education area of emphasis be approved. Deutsch asked if the catalog designated that this area of emphasis is not for teaching certification. Cornfeld confirmed that the student would need undergraduate certification or an MAT for teaching. The motion passed. (Attachment 2)

Reynolds moved that Curriculum and Instruction as a Major in the Doctorate of Education Degree program be approved. Eagle explained that this will be a stand-alone major within the Doctoral program rather than part of the old cooperative program with WVU. Currently enrolled students will be given the choice of completing the program as either WVU or MU students. Deutsch noted that the program would go to the Board of Governors for approval. The motion passed. (Attachment 3)

Under Course Changes, Reynolds moved that Math 515 be approved. The motion passed. (Attachment 4)

The change in program hours request for Forensic Chemistry Area of Emphasis was withdrawn. (Attachment 5)

Several course changes from Health Education were tabled until the February meeting due to concerns regarding the alpha designator. (Attachment 6)

Larsen spoke to the issue regarding undergraduate students petitioning the Graduate Council for permission to enroll in graduate level classes. This was carried over from the previous meeting. Maheshwari asked about changing the policy to having the deans make the decision rather than the Graduate Council. Deutsch noted that the faculty (via the Graduate Council) made the policy **and only the faculty should have the prerogative of waiving the policy. Therefore, students who seek an exception should petition the Graduate Council and that therefore the petition should go to the Council and advised that the Council continue approving the petitions.** No motion to change the policy was

made.

Larsen noted that due to Dennison's absence, the agenda item regarding the Faculty Evaluation and Compensation Committee would be postponed until the February meeting.

Larsen spoke to the ESSR admission requirements item. Clarifications of provisional and full admission requirements have been provided. It was moved that the new requirements be approved. The motion passed. (Attachment 7)

Regarding the issue of Programs of Excellence, Larsen referred to Attachment 8 which lists the HEPC's criteria for this designation. Concerns mentioned were whether or not the Graduate Council could make changes to the criteria or make them more stringent. This discussion was tabled until the February meeting.

Fet spoke on behalf of the Program Review Committee. The committee had conducted the following reviews and had recommended the following statuses:

- Technology Management – continue at current level of activity
- Music – identification of the program for further development
- Exercise Science – designation as a program of excellence
- Forensic Science – designation as a program of excellence.

He moved that the four be approved. The motion passed. Fet noted that the committee did not receive a corrected copy of Sociology's submission. Larsen suggested that he, Fet, Hensley and Edmunds meet to clarify the program review submission procedure.

It was moved that the Graduate Faculty Membership Approvals (Attachment 9) be approved. Larsen noted that the status for Gillespie and Logan should be listed as "graduate" rather than "full." The motion passed, including the changes from "Full" to "Graduate."

Cornfeld reported that the Credentialing Committee had not received a petition from Dr. Joseph Bragin regarding an appeal of Dr. Tom Jones' graduate faculty status. He expects that this will be on the agenda for the February meeting.

Deutsch gave an update on graduate minors. The next catalog will have a paragraph giving information about graduate minors. Deutsch will bring a copy of the paragraph to a later Council meeting for approval. To date, six departments have agreed to offer graduate minors and students who have minors in those fields will have this noted on their transcripts, pending Graduate Council approval. The six departments are Adult and Technical Education, Exercise Science, History, Mathematics, Sports Studies (ESSR) and Philosophy. There was a motion that the Graduate Council approve graduate minors for these departments and that this be noted in the catalog. The motion passed.

Larsen followed up on an item from the December meeting regarding the checklist (attachment 10) provided by Aulick. This will be used by the medical school to accompany the original application for doctoral graduate faculty status. It details experience for applicants who have not served on a graduate advisory committee. It was moved that the checklist be approved. Some discussion ensued. The checklist is for new faculty in the med school only and will be used for auditing purposes only. No minimums were listed for the various categories but the Council agreed that we could always check with the applicant, if, for example, we had concerns about low experience in the mentoring category. The motion passed.

Larsen mentioned that the Credentialing Committee would need to set up a schedule of audits for the most recent approvals.

Eagle mentioned that the IRB ad hoc committee needed to meet.

The meeting was adjourned at 2:20.

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

**Remaining Meeting schedule for 2003-2004 academic year:**

- February 27, 2004—To be held in Huntington, John Spotts Room, MSC
- March 26, 2004—To be held in South Charleston, GC 319
- April 23, 2004—To be held in Huntington, John Spotts Room, MSC

**Attachment 2**  
**Petition for Graduate Status for Dr. Jones (College of Science)**

**TO: Professor Eldon Larsen, Chair, Marshall University Graduate Council**

**FROM: Joseph Bragin, Dean, College of Science**

**DATE: December 1, 2003**

**SUBJECT: Graduate Faculty Status for Dr. Thomas Jones, ISAT**

**CC: R. Taylor, T. Jones, L. Deutsch, file**

I am petitioning the Council for Graduate Faculty status for Dr. Thomas Jones, Integrated Science and Technology/Natural Resources Science track. Dr. Jones satisfies the spirit of the Graduate Faculty criteria if not the letter as he is a committed, knowledgeable and effective graduate student mentor with an exceptionally strong record of scholarship who happens to work in a very young department that is just developing its graduate program and his contributions to that development are vital.

Because of Tom's demonstrated abilities as a mentor of ISAT's graduate students interested in natural resources, last May the Provost, Dean Deutsch, the Chair of the Graduate Council, Eldon Larsen and I authorized Tom to Chair Katherine Channel's thesis committee (MS Physical Science). Ms. Channel presented an outstanding thesis and is highly appreciative of Tom's guidance in this regard.

Tom has been a full time temporary faculty member in ISAT for a number of years and has an extensive record of scholarly achievement (as defined in Criterion 6 of the graduate application form), holds the PhD (Criterion 3) and has extensive departmental responsibilities in the graduate program (Criterion 5). Where he does not quite fit the model is in criteria 1, 2, 4 and 7 hence this request for graduate status under Exceptional Cases (Special Cases V pg. 19 Greenbook).

As to Criterion 4, I am requesting that Tom be appointed Visiting Assistant Professor, a title already approved for postdocs in this College who have a far less impressive scholarly or instructional record than Tom's and little if any instructional responsibility of any kind much less at a level comparable to what Tom has in the ISAT graduate curriculum. His current title of Research Associate stems from his initial RTI appointment which needs to be revised in view of the changes in his responsibilities which now include extensive supervision of graduate research and will increasingly include formal graduate instruction.

As to Criterion 2, Tom's appointment is in ISAT, a department that does not currently have an official graduate program but has proposed one as a major under the College's Physical Science MS program and Tom's participation in that program contributes a great deal. Tom is currently teaching/advising seven graduate students and doing an excellent job of it in my opinion. We expect to gain approval for a Natural Resource Science major in CoS's MS/PS this year.

With respect to Criterion 7, Tom has taught introductory courses for the College and RTI has supported half his workload in order that he may teach/advise graduate students. I have also appended an assessment of Tom's performance as a graduate student mentor from Mike Little, Professor of Biology and ISAT who shares an interest in the natural resources science curriculum with Dr. Jones

As to the remaining criterion (Criterion 1) that requirement is the entire purpose of the Special Case exceptions to the graduate faculty criteria.

Tom is making extremely important contributions to the Natural Resource Science program as it continues to develop to meet both the employment needs of government agencies and other organizations involved in environmental assessment, public policy development and management of what is arguably West Virginia's most precious resource beyond its citizens; its environment. On this basis I request an exception for Tom to contribute to this important initiative of the University.

Joe,

Katherine Channel worked with Tom to complete her thesis in MSPS and produced what I believe was one of the best theses I have seen here.

Tom understands the integration of scientific practices into the current applications of bioassessment. His past work as a research associate in Civil and Environmental Engineering has given him a thorough knowledge of bioassessment and current standard methods. He also thoroughly integrates technology both in terms of computers and instrumentation into the experiences of his grad students. The degree to which he has done this in his short tenure here is exemplified in the very sophisticated way in which Katherine, under Tom's supervision, used GIS, complex databases, and systems structure to analyze an environmental problem.

Mike



**Attachment 3**  
**Graduate Faculty Membership Approvals**

In the cell at the right, write the date this updated roster is being forwarded to Graduate Council:			2/27/2004	<b>Term Starts</b>  <b>Month Year</b>	<b>Term Expires</b>  <b>Month Year</b>
<b>Enter below the names of all persons having full level of graduate faculty status. (Last name first)</b>	<b>College or School</b>	<b>Department or Division</b>	<b>Graduate Faculty Level</b>		
Mascio, Nicola Jane	COS	Biology	Associate	February 2004	February 2007
Mer, Franklin L.	COS	Biology	Graduate	February 2004	February 2009
Miams, Kat	COLA	History	Graduate	December 2003	December 2008
Mason, Robert	COLA	Psychology	Doctoral	December 2003	December 2008
Meh, Frederick	COLA	Sociology/Anthropology	Graduate	December 2003	December 2008
Melkins, Caroline	COLA	Classics	Associate	December 2003	December 2006
Melbo, Reidun	COLA	Grad. Humanities	Associate	February 2004	February 2007
Melder, Pamela	COLA	Psychology	Doctoral	February 2004	February 2009
Melowski, Robert	COLA	Grad. Humanities	Associate	February 2004	February 2007
Melbrook, Daniel	COLA	History	Graduate	December 2003	December 2008
Meljen, Joshua	COLA	Geography	Graduate	February 2004	February 2004
Melper, Stephen	COLA	Communication Studies	Graduate	December 2003	December 2008
Melbery, Timothy	COLA	English	Graduate	February 2004	February 2009
Melris, Jeremy	COLA	Philosophy	Associate	December 2003	December 2008
Melria, Janet	COLA	English	Graduate	December 2003	December 2008
Melzik, Dallas	LCOB	Finance/Economics	Graduate	December 2003	December 2008
Mel, Katherine	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Meljer, Deanna	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Melchette, Joy	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Melo, Dale	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Melble, Ricky	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Melambault, Jeffrey	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melambault, Marie	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melshart, Robin	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melshwari, Suneel	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melhe, Jean	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melnders, Gary	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melazel, Loren	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Melivada, Venkat	CITE	Information Systems	Graduate	July 2003	July 2008
Melkins, William	CITE	Engineering	Associate	November 2003	November 2006
Melmpson, Jonathan	CITE	CITE	Associate	November 2003	November 2006
Melme, James	CITE	CITE	Associate	January 2004	January 2007
Melomas, Karen	CONHP	Communication Disorders	Associate	February 2004	February 2007
Melomas, Lisa	CONHP	Communication Disorders	Associate	January 2004	January 2007
Melold, Mary Kathryn	CONHP	Dietetics	Associate	January 2004	January 2007
Meloe, Joy	CONHP	Nursing	Associate	February 2004	February 2007
Melton, Robin	CONHP	Nursing	Graduate	January 2004	January 2009
Melrell, Ronnie	SOM	Forensic Science	Associate	February 2004	February 2007
Melhton, Thomas C	SOM	Forensic Science	Graduate	February 2004	February 2009
Melon, Pamela J.	SOM	Forensic Science	Graduate	February 2004	February 2009

## Attachment 4 Curriculum Changes, Additions, Deletions, Etc.

### Course Additions

#### **ATE 659      EFL Methods**

**Description:**                Designed to provide students with the latest methodologies associated with teaching EFL to the adult learner.

**Co requisite(s)**

**Prerequisite:**                None

#### **ATE 643      Teaching EFL Abroad**

**Description:**                Designed to explore the educational history of teaching a foreign language in different countries.

**Prerequisite:**                CISL 550 and CISL 551

#### **ATE 663      EFL Practicum**

**Description:**                Designed to engage the student in hands-on teaching in a classroom setting.

**Co requisites/**

**Prerequisites:**                ATE 659, EFL Methods, and AFT 643 Teaching EFL Abroad, CISL 550 and CISL 551.

#### **GEO**

#### **631      Applied GIS Projects**

**3 cr hours**

**Description:**                Use of advanced GIS techniques to solve community-service research problems.

**Prerequisite:**                GEO 530 or permission

#### **FSC    632**

#### **Foundations and Fundamentals in Digital Forensics**

**3 cr hours**

**Description:**                Foundations and Fundamentals in Digital Evidence will provide an overview of the foundations of digital forensics and its component sub disciplines: computer, audio and video forensics. The course will be taught as a combination of lectures, laboratory, and practical exercises.

**Prerequisite:**                None

#### **FSC**

#### **676      Advanced Digital Evidence Detection & Recovery**

**2 cr hours**

**Description:**                This Advanced Digital Evidence Detection and Recovery course will provide an overview of the advanced procedures and techniques used by investigators working with digital evidence. This course will be taught as a combination of lectures, laboratory and practical exercises.

**Prerequisite:**                None

#### **PSC**

#### **527      Shapers and Definers**

**3 cr hours**

**Description:**                A study of political leaders who have shaped and defined the American constitutional tradition.

**Prerequisite:** None

**PSC 546 Politics in History 3 cr hours**  
**Description:** A study of politics as an order shattering, order restructuring force during some of America's most transformative moments.

**Prerequisite:** None

**PSC 622 Constitutions 3 cr hours**  
**Description:** A study of constitutions, their duration, distribution of power, contribution to a stable government and the rule of law. While the course is comparative, major emphasis is on the United States.

**Prerequisite:** None

### Course Changes

**Change in Title GEO 530**  
**From:** Intermediate Geographic Information Systems (GIS)  
**To:** Intermediate GIS – Raster Analysis  
**Rationale:** Better reflects course content and GIS curriculum in Geography

**Content Change GEO 530**

**From:** GIS methods, data acquisitions, and vector analysis  
**To:** GIS raster analysis  
**Rationale:** Old content, GIS methods, data acquisition, and introduction to vector analysis, will be covered in courses GEO 301 and GEO 429; new content, GIS raster analysis, represents changes in Geography curriculum in response to student need for more GIS coursework and more advanced GIS analysis.

**Catalog Description Change GEO 530**  
**From:** "Data collection and input from readily available sources, creation of custom data using GPS, and advanced spatial analysis using GIS."  
**To:** "GIS raster analysis, including local, neighborhood, and zonal operations, terrain analysis, building raster databases, distance modeling, and surface interpolation. Prerequisite: GEO 301 or GEO 429/529 or permission.  
**Rationale:** Reflects change in course content

**Change in Course Title GEO 529**  
**From:** Fundamentals of Geographic Information Systems (GIS)  
**To:** Fundamentals of GIS – Vector Analysis  
**Rationale:** Better reflects course content and GIS curriculum in Geography

**Change in Content:**  
**From:** Cartographic principles and introduction to GIS analysis  
**To:** GIS vector analysis  
**Rationale:** Old content, cartographic principles and introduction to GIS analysis, will be covered in new course GEO 301; new content, GIS vector analysis, represents changes in Geography curriculum in response to student need for more GIS coursework and more advanced GIS analysis.

**Change in Catalog Description**  
**From:** "Basic geodesy and application of cartographic principles to automated mapping and GIS."  
**To:** "Introduction to GIS vector analysis, beginning with the vector data model, and including buffering, overlay analysis, geocoding, and network analysis. Prerequisite: GEO 301 or permission.  
**Rationale:** Reflects change in course content.

### Change in Alpha Designator

**From:** HE 526 Curriculum in Health Education  
**To:** HS 526 Curriculum in Health Education  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 530 Health Issues in Physical Education and Athletics  
**To:** HS 530 Health Issues in Physical Education and Athletics  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 540 Health Evaluation for the Athletic Trainer I  
**To:** HS 540 Health Evaluation for the Athletic Trainer I  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 560 Professional Development (plus title that identifies content)  
**To:** HS 560 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 561 Professional Development (plus title that identifies content)  
**To:** HS 561 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 562 Professional Development (plus title that identifies content)  
**To:** HS 562 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 563 Professional Development (plus title that identifies content)  
**To:** HS 563 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### Change in Alpha Designator

**From:** HE 564 Professional Development (plus title that identifies content)  
**To:** HS 564 Professional Development (plus title that Identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 585 Independent Study  
**To:** HS 585 Independent Study  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 586 Independent Study  
**To:** HS 586 Independent Study  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 587 Independent Study  
**To:** HS 587 Independent Study  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 588 Independent Study  
**To:** HS 588 Independent Study  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 640 Health Evaluation for the Athletic Trainer  
**To:** HS 640 Health Evaluation for the Athletic Trainer  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 522 Prevention, Care and Treatment of Athletic Injuries  
**To:** HS 522 Prevention, Care and Treatment of Athletic Injuries  
**Rationale:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 548 Therapeutic Modalities in Athletic Training  
**To:** HS 548 Therapeutic Modalities in Athletic Training  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 549 Therapeutic Exercise in Athletic Training

**To:** HS 549 Therapeutic Exercise in Athletic Training

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 579 Trends in Athletic Training

**To:** HS 579 Trends in Athletic Training

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 591 Workshop in Health Science

**To:** HS 591 Workshop in Health Science

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 592 Workshop in Health Science

**To:** HS 592 Workshop in Health Science

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 620 Substances of Abuse and the Athlete

**To:** HS 620 Substances of Abuse and the Athlete

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 623 Medical Aspects in Sports

**To:** HS 623 Medical Aspects in Sports

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 646 Athletic Training I

**To:** HS 646 Athletic Training I

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 647 Athletic Training II

**To:** HS 647 Athletic Training II

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** PE 660 Internship

**To:** HS 660 Internship

**Rational:** Better aligns the athletic training classes.  
Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

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-  
**Area of Emphasis Additions**

**I Forensic Science Emphasis in DNA Analysis**

**Name of Area of Emphasis:** DNA Analysis

**Effective Date of Proposed Action:** Spring 2004

**Description of the Program:** The Forensic Science Program, approved in 1994, is one of only 15 programs in the nation to offer a master of science in forensic science. It is the only educational program in the country with a CODIS facility. In fact, the Forensic Science Center is home to both the academic program and the Combined DNA Index System (CODIS) laboratory which performs convicted felon and parentage DNA testing. Due to this association, students gain valuable experience inside and outside the classroom with respect to DNA analysis and facility operation.

The Forensic Science Program curriculum currently contains a general curriculum and an emphasis in forensic chemistry.

//-----GENERAL CURRICULUM-----//			//FORENSIC CHEMISTRY EMPHASIS-//		
Course No	Course Title	Cr Hrs	Cr No	Course Title	Cr Hrs
FSC 606	Crime Scene & Death Investigation	2	Same	Same	Same
FSC 618	Forensic Comparative Science	2	Same	Same	Same
FSC 622	Forensic Analytical Chem I	3	Same	Same	Same
FSC 624	Forensic Biochemistry	4	Same	Same	Same
FSC 680	Forensic Seminar: Term 1	1	Same	Same	Same
FSC 604	Genetics & DNA Technologies	3	Same	Same	Same
FSC 603	Lab: Genetics & DNA Technologies	1	Same	Same	Same
FSC 612	Intro to Forensic Microscopy	2	Same	Same	Same
FSC 680	Forensic Seminar: Term 2	1	Same	Same	Same
FSC 605	Forensic Digital Imaging	3	Same	Same	Same
FSC 630	Forensic Sci Internship	5	Same	Same	Same
FSC 608	Forensic Toxicology	3	Same	Same	Same
FSC 680	Forensic Sci Seminar: Term 3	1	Same	Same	Same
FSC 665	Forensic Science Legal Issues	3	Same	Same	Same
MTH519	Forensic Sci Statistical Issues	3	Same	Same	Same
FSC 680	Forensic Seminar: Term 4	1	Same	Same	Same
BMS 600 or BSC 550	Cell & Molecular Biology or Molecular Biology	3	FSC 628	Forensic Analytical Chemistry II	3
ELECTIVES	Approved Electives	4	FSC 660	Independent Study: Forensic Science	1
			FSC 626	Forensic Drug Analysis	2
				Approved Electives	3
	Minimum General Requirements	45		Minimum Forensic	47

				Chemistry Emphasis Requirements	
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**Educational Objectives:** To permit the development of other areas of emphasis, while maintaining a broad-based forensic science educational philosophy, a core curriculum has been approved by the Forensic Science Graduate Studies Committee as follows:

#### New Forensic Science Core Curriculum

Prefix	Crs No	Description	Cr Hrs
FSC	606	Crime Scene & Death Investigation	2
FSC	618	Forensic Comparative Sciences	2
FSC	612	Forensic Microscopy	2
FSC	604	Genetics & DNA Technologies	3
FSC	622	Forensic Analytical Chemistry I	3
FSC	680	Seminar @ 1 hr/semester x 4 semesters	4
FSC	630	Internship	5
FSC	665	Legal Issues in Forensic Science	3
MTH	519	Statistical Issues in Forensic Science	3
FSC	632	Foundations and Fundamentals in Digital Forensics	3
FSC	624	Forensic Biochemistry	4
		Approved Electives or Thesis	4
		<b>Total Core Requirements</b>	<b>38</b>

#### Proposed Forensic DNA Analysis Emphasis

Prefix	Crs No	Description	Cr Hrs
FSC	603	Genetics & DNA Technologies Lab	1
BMS	614	Human Genetics*	3
BMS or BSC	600 or 550	Cell and Molecular Biology or Molecular Biology	3
		Total Forensic DNA Analysis Emphasis requirements	7
		<b>Total Hrs for Graduation for Forensic DNA Analysis Emphasis</b>	<b>45</b>

\* or other Forensic Science faculty-approved graduate-level course with a genetics or DNA emphasis

Specific courses that make up DNA Analysis core and emphasis requirements:

- FSC 604 Genetics & DNA Technologies (3): Core requirement
- FSC 610 Forensic Biochemistry (4): Core requirement
- FSC 603 Genetics & DNA Lab (1): Emphasis requirement
- FSC 614 Human Genetics (3): Emphasis requirement
- BMS 600 Cell & Mol Biol (3): Emphasis requirement  
Or BSC 550

All courses represent existing courses, therefore no new courses are being proposed.

#### **Maintaining High Quality Standards:**

Students completing this emphasis will satisfy national DNA Advisory Board requirements for Forensic DNA Analysts.

#### **Unique Features of the Emphasis:**

A CODIS-based forensic DNA educational program is the truly unique feature of this emphasis.



**Statement of Needs and Demands:**

The Forensic Science Program enjoys a high rate of graduate employability with an average of 150+ highly qualified applicants reviewed annually.

**Additional Resources Required:**

No additional resources are required.

**II Forensic Science Emphasis in Computer Forensics**

**Name of Area of Emphasis:** Computer Forensics

**Effective Date of Proposed Action:** Fall 2004

**Description of the Program:** The computer forensics emphasis requires a minimum of 12 hours of course work specific to computer forensics: FSC 609 Introduction to Cyber crimes (3 hours), IS 651 Computer Security (3 hours), FSC 605 Forensic Digital Imaging (3 hours), and FSC 676 Advanced Digital Evidence Recovery (2 hours). BMS 600 Cell and Molecular Biology or BSC 550 Molecular Biology is not required for the Computer Forensics Emphasis. However, all other required courses for the MS Forensic Science Program are also required for the Computer Forensics Emphasis.

The Forensic Science Program curriculum currently contains a general curriculum and an emphasis in forensic chemistry.

//-----GENERAL CURRICULUM-----//			//FORENSIC CHEMISTRY EMPHASIS-//		
Course No	Course Title	Cr Hrs	Crs No	Course Title	Cr Hrs
FSC 606	Crime Scene & Death Investigation	2	Same	Same	Same
FSC 618	Forensic Comparative Science	2	Same	Same	Same
FSC 622	Forensic Analytical Chem I	3	Same	Same	Same
FSC 624	Forensic Biochemistry	4	Same	Same	Same
FSC 680	Forensic Seminar: Term 1	1	Same	Same	Same
FSC 604	Genetics & DNA Technologies	3	Same	Same	Same
FSC 603	Lab: Genetics & DNA Technologies	1	Same	Same	Same
FSC 612	Intro to Forensic Microscopy	2	Same	Same	Same
FSC 680	Forensic Seminar: Term 2	1	Same	Same	Same
FSC 630	Forensic Digital Imaging	3	Same	Same	Same
FSC 670	Forensic Sci Internship	5	Same	Same	Same
FSC 608	Forensic Toxicology	3	Same	Same	Same
FSC 680	Forensic Sci Seminar: Term 3	1	Same	Same	Same
FSC 665	Forensic Science Legal Issues	3	Same	Same	Same
MTH519	Forensic Sci Statistical Issues	3	Same	Same	Same
FSC 680	Forensic Seminar: Term 4	1	Same	Same	Same
BMS 600 or BSC 550	Cell & Molecular Biology or Molecular Biology	3	FSC 628	Forensic Analytical Chemistry II	3
ELECTIVES	Approved Electives	4	FSC 660	Independent Study: Forensic Science	1
			FSC 626	Forensic Drug Analysis	2
				Approved Electives	3
	Minimum General Requirements	45		Minimum Forensic	47

				Chemistry Emphasis Requirements	
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**Educational Objectives:** To permit the development of other areas of emphasis, while maintaining a broad-based forensic science educational philosophy, a core curriculum has been approved by the Forensic Science Graduate Studies Committee as follows:

#### New Forensic Science Core Curriculum

Prefix	Crs No	Description	Cr Hrs
FSC	606	Crime Scene & Death Investigation	2
FSC	618	Forensic Comparative Sciences	2
FSC	612	Forensic Microscopy	2
FSC	604	Genetics & DNA Technologies	3
FSC	622	Forensic Analytical Chemistry I	3
FSC	680	Seminar @ 1 hr/semester x 4 semesters	4
FSC	650	Internship	5
FSC	665	Legal Issues in Forensic Science	3
MTH	519	Statistical Issues in Forensic Science	3
FSC	632	Foundations and Fundamentals in Digital Evidence	3
FSC	624	Forensic Biochemistry	4
		Approved Electives or Thesis	4
		<b>Total Core Requirements</b>	<b>38</b>

#### Proposed Computer Forensics Emphasis requirements

Prefix	Crs No	Description	Cr Hrs
FSC	609	Introduction to Cybercrimes	3
IS	651	Information Security	3
FSC	605	Forensic Digital Imaging	3
FSC	676	Advanced Digital Evidence Recovery	2
		<b>Total Computer Forensics Emphasis requirements</b>	<b>11</b>
		<b>Total Hrs for Graduation for Computer Forensics Emphasis</b>	<b>49</b>

Specific courses that make up the Emphasis in Computer Forensics are:

Core requirements

- FSC 632 Foundations and Fundamentals in Digital Evidence

Emphasis requirements

- FSC 609 Introduction to Cybercrimes
- IS 651 Information Security
- FSC 605 Forensic Digital Imaging
- FSC 676 Advanced Digital Evidence Recovery

Two courses, FSC 632: Foundations & Fundamentals in Digital Evidence and FSC 676 Advanced Digital Evidence Recovery, are being submitted for new course approval.

#### **Maintaining High Quality Standards:**

Students will take the same set of comprehensive examinations as all other students in the program during the Spring semester of their second year.

**Unique Features of the Emphasis:**

Criminals now use computers to carry out a variety of crimes, from viral attacks, to financial fraud. The Computer Forensics Emphasis will prepare students for positions in law enforcement and private corporations to combat the threat of these computer savvy criminals.

**Statement of Needs and Demands:**

Computer technology will only continue to advance and permeate society, and criminals will only continue to get smarter in the ways they use computers to carry out crimes and hide information. Trained computer forensic professionals in both law enforcement and private industry will prove to be extremely valuable in the years to come fighting cyber crime. Currently most law enforcement agencies and corporations don't have enough trained investigators to handle the amount of active investigations. According to the Federal Bureau of Investigation (FBI), in the year 2000 there were 2,032 cases opened involving cyber crime. Of those cases, only 921 were closed. Of those closed cases only 54 convictions were handed down in court.

**Additional Resources Required:**

At this time no additional resources will be needed.

### **III Teaching English as a Foreign Language – proposed new area of emphasis in the M.S. degree in Adult and Technical Education.**

#### **NEW TITLE: Teaching English as a Foreign Language (TEFL)**

##### **GRADUATE CATALOG DESCRIPTION**

Teaching English as a Foreign Language (TEFL)

This program is designed to serve persons who have a unique desire to work with adults whose first language is not English. The status of English as a world language has important consequences for the way in which it is taught and the role of the teacher in the process. The TEFL program prepares its graduates for teaching positions in a wide variety of adult education institutions in the United States and abroad.

Minimum Requirements .....33–36 hours

Major Field ..... 27

Required:

- ATE 503 Introduction to Adult Learning Theory
- ATE 550 Interpersonal Skills in the Workplace
- CISL 550 (or proposed ENG "Second Language Acquisition" course)
- CISL 551 (or ENG 575) Linguistics
- ATE 595 Historical Developments in Workforce Preparation
- ATE 643 Teaching EFL Abroad
- ATE 659 (or proposed ENG "Methods and Materials" course)
- ATE 663 EFL Practicum
- ATE 675 Literature and Applied Research

Thesis (6 hours) or Electives (9 hours) .....6-9

Choose electives from the following list of courses and/or other courses approved by your advisor:

- ENG 576 Modern Grammar
- ENG 578 Language, Society, and Self:
  - An Introduction to Sociolinguistics
- ENG proposed "Contrastive Analysis" course
- ENG proposed "Discourse Analysis" course
- ENG proposed "Methods and Materials for TESOL" course

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## Certificate Program Additions

### Graduate Certificate in Latin

#### I Definition:

A certificate program in Latin is a convenient way for individuals to add a consistent study of Latin language and literature to their undergraduate and graduate credentials. The program provides a series of Latin literature courses that cover Roman poets, historians, and rhetoricians, as well as CL 536, Roman Civilization, which provides requisite political, social and religious background to Latin literature. The program allows students to advance their study of elementary Latin and serves as a preparation for graduate degrees in Latin and education.

#### II Admission Requirements:

Students must have an undergraduate degree in any field, and must have the appropriate prerequisites for upper-level Latin courses, which generally consist of the completion of elementary Latin courses, or comparable practice and proficiency in Latin as ascertained by a departmental exam.

#### III Program Requirements:

The certificate program consists of fifteen hours, twelve of which consist of 500-level Latin courses, and three of which consist of CL 536 (Roman Civilization).

#### IV How and if program credits can be applied to a graduate degree:

Currently all credits can be used toward teacher certification, and toward the MAT at Marshall. If a student has a B.A. in Latin, six hours of the Latin credits can be used toward the MAT. In the future all credits will be able to be applied toward a Master's in Latin at Marshall.

#### V Market Analysis:

The certificate will be appropriate for five types of students:

1. K-12 teachers certified to teach Latin, who are interested in maintaining a connection with literature and current scholarship in their field.
2. K-12 teachers, certified in another field, who want Latin certification.
3. Individuals with a BA or BS, who came to Latin late in their undergraduate career, and who are interested in acquiring the requisite number of courses to pursue the MA, MAT and/or certification in Latin.
4. Graduate students in other programs, e.g. English or Modern Languages, who want a formal body of Latin courses as a component of their graduate education.
5. Individuals who want to pursue Latin for their own interests.

#### VI Promotion:

Since Marshall is the only university in the state that currently offers a Latin major in both Liberal Arts and Education, we will build on our uniqueness by promoting this program to teachers of elementary and secondary

schools through mailings, announcements to email lists, and publicity at professional meetings. We will promote the program in the community through advertisements and brochures.

**VII Instructors:**

The three members of the Classics Department, Drs. Fogel, Lloyd and Perkins, are qualified to teach all courses in the program.

**VIII Does course qualify for continuing education?**

Yes

**IX Administrative personnel:**

The Chair of the Department of Classics, will administer the program.

**Attachment 5**  
**Graduate Catalog Language for Graduate Minors**

**Minors**

Minors approved by the Graduate Council and to which code numbers have been assigned may appear on a graduate student's transcript if the following conditions are met: (1) the student's advisor approves the minor courses as part of the student's Plan of Study, and (2) the program offering the classes allows them to be designated as the student's minor. Such permission must be obtained in writing. Normally, the director of graduate studies in the minor program signs the student's Plan of Study to signify approval.

## Attachment 6

### University Mission Statement

**Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge.**

### Goals in Support of the University Mission

Marshall University will

- provide affordable, high quality undergraduate and graduate education appropriate for the state and the region;
- provide services and resources to promote student learning, retention, and academic success;
- foster faculty, staff, and student outreach through service activities;
- provide a safe and secure employee work environment;
- make instruction available throughout Marshall's service area using all appropriate modes of delivery;
- enhance the quality of health care in the region;
- promote economic development through research, collaboration, and technological innovations;
- provide services and resources that promote a citizenry capable of living and working effectively in a global environment;
- support and strengthen the faculty, staff, student, and administrative governance structures in order to promote shared governance of the institution;
- further the intellectual, artistic, and cultural life of the community and region; and
- adhere to the Marshall University Creed and to the Statement of Ethics.

Marshall University faculty will

- remain current in their fields of expertise and incorporate that expertise in the educational process as appropriate;
- improve instruction through the use of innovative teaching methods that require students to become actively involved in the learning process and develop the critical thinking skills necessary for life-long learning;
- contribute to the body of knowledge through completion of scholarly and creative activities;
- actively engage and mentor students in scholarly, artistic, and creative endeavors;
- help students develop the ability to navigate through a rapidly changing society; and
- regularly review the curriculum, degrees, and programs offered, and recommend necessary additions and deletions to meet changing needs of the state and region;

Marshall University staff will

- support the mission of the University in their transactions with students, staff, faculty, administrators, and the public;
- develop a positive, just, and equitable workplace; and
- be a quality workforce equipped with appropriate skills and knowledge.

Marshall University students will have the opportunity to

- use their knowledge, creativity, and critical thinking skills to make their communities better places in which to live;
- examine critically the many issues facing society and, through the process of civil discourse, prepare themselves to become socially responsible individuals who contribute to the betterment of society;
- appreciate and to cultivate diversity, and to value differences;
- participate in activities such as artistic and cultural programs, social and residential life activities, and intercollegiate/intramural athletic teams; and
- undertake intensive graduate-level education in their chosen fields upon admission to graduate school, giving them solid foundations for becoming competent professionals.

Marshall University administration will

- actively seek resources to support the mission and goals of the institution as stated in this document;

- secure funding to support scholarship, artistic, and creative endeavors, faculty and staff development, and state-of-the-art classrooms;
- provide leadership to facilitate the institution's achievement of its mission and vision;
- administer the policies of the university in a fair, ethical, and equitable manner;
- communicate the vision, mission, goals, achievements, and difficulties of the institution in a clear, effective, and forthright manner to both internal and external constituencies; and
- actively support shared governance of the institution.



## **Attachment 7**

### **University Vision Statement**

Marshall University will be an exemplar of excellence in teaching and learning. Excellence in undergraduate and graduate education will continue to be its number one goal. Marshall will excel nationally in academics and in scholarly, artistic, and creative achievement. Marshall's students will graduate well prepared for the responsibilities of life within a culturally diverse and globally interdependent society. Marshall will address the changing needs of the state and region and will return to the community and state an outstanding value for the resources invested in the university.

Goals to accomplish this vision can be found in *Owning the Opportunity: MU-2010*, the strategic plan for Marshall University [<http://www.marshall.edu/ucomm/publications/mu2010.pdf>].

## Draft Objective & Agenda: MU Graduate Council Meeting on December 5, 2003

**LOCATION: GC 319, South Charleston Campus**  
**Meeting begins at 1:00 PM sharp**  
**Meeting will end no later than 3:00 PM**

### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements
Edington	Approval of Minutes of previous meeting
Reynolds	Curriculum changes, additions, deletions, etc.
Larsen	Discussion of requirement for undergraduates to get permission from the Graduate Council to take graduate courses
Dennison	Update from Faculty Evaluation and Compensation Committee
Dennison	ESSR Requirements
Dennison	Program of Excellence
Fet	Program Reviews
Larsen	Approval of new and renewal of graduate faculty membership as submitted by the university deans since our last Graduate Council meeting
Cornfeld	Credentialing Committee business
Standing Committees	Additional Motions from Standing Committees
Larsen and Deutsch	Graduate Minors on transcripts--discuss
Larsen	Miscellaneous business
Larsen & Edington	Review of Assignments for next meeting
Larsen	Meeting Critique ("I Liked..." and "I Wish...")

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

### **Remaining Meeting schedule for 2003-2004 academic year:**

- February 27, 2004—To be held in Huntington, John Spotts Room, MSC
- March 26, 2004—To be held in South Charleston, GC 319
- April 23, 2004—To be held in Huntington, John Spotts Room, MSC

### Attachments:

1. Program of Excellence information
2. Graduate Faculty Membership Approvals
3. Curriculum changes, additions, deletions, etc.
4. New ESSR Graduate Admissions Policy for 2003-2004 entering class
5. SOM checklist
6. Minutes of 12-5-2003 Graduate Council meeting

**Attachment 1**  
**PROGRAM REVIEW – SERIES 11**  
**State College and University Systems of West Virginia**

**Statement on Criteria for Designation of Excellence**

**Series 11, *Program Review*, provides an opportunity for an institution to request a designation of excellence for a program undergoing the system program review process.**

**While there are no precise measures for what constitutes a program of excellence, the following criteria when taken as a whole provide indicators of an excellent program. A program being considered for excellence should meet these criteria.**

- **Distinction. The program should be one of distinction. It should have received state or national recognition or some other clearly defined indicator appropriate to the mission of the program.**
- **Curriculum. The curriculum should be rigorous and provide excellent preparation. The curriculum, when appropriate, should include culminating experiences, such as a capstone course. Internships and practicums may be appropriate.**
- **Faculty. Faculty should hold terminal degrees. For faculty who teach in certificate and associate programs, alternative credentials such as work experience in the teaching field may be appropriate. There should be demonstrable evidence of faculty achievement and scholarly activity. Indicators may be publications, external grants, research teaching words, participation in continuing education workshops, presentations of workshops and consulting activities. Though the use of adjunct faculty is appropriate, particularly with professional programs, the institution should seek a balance in its use of adjunct and full-time faculty.**
- **Graduates. There should be evidence of success of graduates in career placement and/or graduate and professional schools.**
- **Assessment. The program should have a strong assessment component and have an effective process for utilizing assessment data, particularly feedback from graduates, in improving the program.**
- **Accreditation. The program should hold national or specialized accreditation, if such accreditation is available. Accreditation criteria should be met fully.**
- **Strong documentation and evidence. The self-study report should follow the reporting format and be complete. The report should provide a convincing statement, and include adequate supporting data, why the program should receive the designation of excellence.**

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Created on 8/27/2003 12:35 PM

Source: Higher Education Policy Commission

Office of Program Review and Assessment, Academic Affairs, Marshall University, Huntington, WV 25755-2003

C:\Program Review General Files\Program Of Excellence template 2003.doc

**Attachment 2**  
**Graduate Faculty Membership Approvals**

<b>Name</b>	<b>Department</b>	<b>Status</b>	<b>From</b>	<b>To</b>
Frank, Susan	Communication Disorders	Associate	December 2003	December 2006
Kennison, Monica	Nursing	Associate	December 2003	December 2006
Badia, Janet	English	Graduate	December 2003	December 2008
Barris, Jeremy	Philosophy	Associate	December 2003	December 2006
Cooper, Stephen	Communication Studies	Graduate	December 2003	December 2008
Holbrook, Daniel	History	Graduate	December 2003	December 2008
Perkins, Caroline	Classics	Associate	December 2003	December 2006
Roth, Frederick	Sociology/Anthropology	Graduate	December 2003	December 2008
Williams, Kat	History	Graduate	December 2003	December 2008
Wilson, Robert	Psychology	Doctoral	December 2003	December 2008
Gillespie, Bernard	Tech. Mgt.	Full	November 2003	November 2008
Logan, Patricia	Information Systems	Full	December 2003	December 2008
O'Brien, William	Engineering	Associate	November 2003	November 2006

## Attachment 3 Curriculum Changes, Additions, Deletions, Etc.

### Course Additions

**JMC 509 Public Relations Research Methods 3 cr hours**  
**Description:** The course is designed to provide hands-on experience in collecting, interpreting, evaluating and reporting research valued in the field of public relations. Included: lectures, readings, discussions and projects.

**Prerequisite:** None

**JMC 5\_\_ Advertising Strategy and Execution 3 cr hours**  
**Description:** Analyzing advertising problems in a case study approach, proposing a strategic solutions, and implementing the strategy. Students must write and produce advertisements for a variety of media.

**Prerequisite:** JMC 221, JMC 245 or MKT 341

**GEO 617-619 Seminars in Geography 1-3 cr hours**

**Description:** Selected geography subjects/topics not included in the regular course offerings of the department are considered, using a seminar approach to learning.

**Prerequisite:** None

### Area of Emphasis Added

**ART**

**From:** MA Art, Code: GF 10

**To:** MA Art (same), but with a new code for the art education emphasis

**Rationale:** This area is specifically art education methodology as opposed to applied or studio art.

### Major Added

**Doctorate of Education Degree**

**Added:** Curriculum and Instruction as a Major in the Doctorate of Education Degree

**New Title:** Curriculum and Instruction (EdD)

**Rational:** Marshall University has been involved in programming, administering, staffing, and delivering a doctoral degree program in education through its participation in the cooperative Ed.D. program in Educational Administration with West Virginia University since 1980, and independently since March 2002. This experience has been concentrated within the College of Education and Human Services following the merger of the Wet Virginia Graduate College and Marshall University in 1997. More than 170 students received WVU degrees through the cooperative program with the majority of coursework being delivered by those who are now Marshall University faculty. Nine Ed.D. (Educational Leadership major) degrees have been awarded by Marshall University since March 2002.

The situation that evolved over a number of years with the prior cooperative program arrangement, has developed much more rapidly with the Cooperative Program in Curriculum and Instruction initiated in 2001-2002. Marshall University faculty are providing the majority of the instruction, constitute the major portion of the committee chairs and members, are providing the majority of the program administration and support, and most of the program advising and student mentoring. A summary of the number of courses offered for students in the Cooperative Program in Curriculum and Instruction is provided in the following table.

Cooperative Doctoral (C & I) Course Offerings by Institution and Semester

Semester	WVU Courses	MU Courses
Spring 2001	1	2

Summer 2001	1	3
Fall 2001	1	3
Spring 2002	1	4
Summer 2002	1	6
Fall 2002	1	4
Spring 2003	1	4
Summer 2003	1	4
Fall 2003	1	6
Spring 2004	1	6

Currently, students must seek admission to West Virginia University and follow policies and practices set forth for the WVU doctoral program. In addition, they must also follow registration and other policies set forth by Marshall University as this is where the majority of coursework will be completed. Allowing Marshall University to incorporate the major in Curriculum and Instruction into the existing Ed.D. would greatly streamline this process for students. Students would also have better opportunities to interact with committee members and other faculty since they will be Marshall University faculty. This is especially true during the summer months as the majority of Curriculum and Instruction faculty at West Virginia University typically do not work during this period. The elimination of travel between West Virginia University and Marshall University by faculty members to meet with doctoral advisory committees, to administer the cooperative program, and to make admission decisions would result in improved efficiency and economy for the program.

### Course Changes

#### **Title Change:**

**From:** MTH 515 Applied Mathematics – Boundary Value Problems

**To:** MTH 515 Partial Differential Equations

**Rational:** The new title better represents the course content.

#### **Change in Catalogue Description:**

**From:** Theory of systems of ordinary differential equations of first order. Theory of homogeneous and nonhomogeneous boundary value problems. (PR: MTH 330 and 335, or permission)

**To:** Elementary partial differential equations. Heat equation, Laplace's equation, separation of variable, Fourier series, vibrating strings, eigenvalue problems, finite differences, Bessel functions, Legendre polynomials. (PR: MTH 330 and MTH 335, or permission)

**Rationale:** MTH 415 and MTH 515 are piggy-backed. This change brings the two course descriptions into agreement and represents the actual content of the course as it has been taught recently. (I suspect that the description of 415 was changed for the 2001-2003 Undergraduate Catalog, but the description of 515 was overlooked). The most recent syllabus is attached.

#### **Change in Hours for Forensic Chemistry Area of Emphasis:**

**From: 6 Hours**

**To: 5 Hours**

**Rationale:** The forensic chemistry emphasis consists of the following courses within the Forensic Science Program which includes 5 additional graduate hours beyond the core curriculum as noted \*:

FSC 608 Forensic Toxicology 3 hr

FSC 622 Forensic Analytical Chemistry I 3 hr

- FSC 628 Forensic Analytical Chemistry II 3 hr
- FSC 626 Forensic Drug Analysis 2 hr
- One additional hour of FSC Independent Study, graduate level CHEM or FSC Special Topics will be included if 6 hours is a mandatory requirement for the Emphasis.

A note from Frances Hensley regarding this request reads as follows, "I think Pam did a good job of explaining the area of emphasis in Forensic Science in her email. It is more than the five hours that it appeared to be in Lenny's earlier email. It is actually closer to the number of hours that is typical for an ae."

**Change in Program Hours:****Forensic Science Program****From:** 48-50 total hours for graduation**To:** 45 hours for Masters of Science Degree in Forensic Science

47 hours for MS in Forensic Science with an Emphasis in Forensic Chemistry

**Rationale:** The Forensic Science Program currently requires 48 – 50 hours for graduation. With course changes and an area of emphasis in the final stages of approval, we now need to change the overall number of hours required to receive the Master of Science Degree in Forensic Science (45 hr) and the MS in Forensic Science with an Emphasis in Forensic Chemistry (47 hr). With approval, two options are proposed:

- 1) General Curriculum/45 hrs.
- 2) Forensic Chemistry Emphasis/47 hrs

.....**GENERAL**..... **Forensic Chemistry**.....

Course No.	Course Description	Cr Hrs	Course No.	Course Description	Cr Hrs
FSC 606	Crime Scene and Death Investigation	2	Same	Same	Same
FSC 618	Forensic Comparative Sci	2	Same	Same	Same
FSC 622	Forensic Analytical Chem I	3	Same	Same	Same
FSC 624	Biochemistry: Forensics	4	Same	Same	Same
FSC 680	Forensic Sci Seminar: Term I	1	Same	Same	Same
FSC 604	Genetics and DNA Technol	3	Same	Same	Same
FSC 603	Genetics and DNA Technol Lab	1	Same	Same	Same
FSC 612	Intro to Forensic Microscopy	2	Same	Same	Same
FSC 680	Forensic Sci Seminar Term 2	1	Same	Same	Same
FSC 630	Forensic Sci Digital Imaging	3	Same	Same	Same
FSC 670	Forensic Sci Internship	5	Same	Same	Same
FSC 608	Forensic Toxicology	3	Same	Same	Same
FSC 680	Forensic Sci Seminar Term 3	1	Same	Same	Same
FSC 665	Forensic Science Legal issues	3	Same	Same	Same
MTH 519	Forensic Science Statistical Issues	3	Same	Same	Same
FSC 680	Forensic Sci Seminar Term 4	1	Same	Same	Same
BMS 600 or BSC 550	Cell & Molecular Biology or Molecular Biology	3	FSC 628	Forensic Analytical Chem II	2
Elective	Elective (s)	4	FSC 626	Forensic Drug Analysis	2
	Minimum (General)	45		Minimum (For Chem)	47

**Change in Alpha Designator****From:** HE 526 Curriculum in Health Education**To:** HS 526 Curriculum in Health Education**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 530 Health Issues in Physical Education and Athletics  
**To:** HS 530 Health Issues in Physical Education and Athletics  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 540 Health Evaluation for the Athletic Trainer I  
**To:** HS 540 Health Evaluation for the Athletic Trainer I  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 560 Professional Development (plus title that identifies content)  
**To:** HS 560 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 561 Professional Development (plus title that identifies content)  
**To:** HS 561 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 562 Professional Development (plus title that identifies content)  
**To:** HS 562 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 563 Professional Development (plus title that identifies content)  
**To:** HS 563 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

**Change in Alpha Designator**

**From:** HE 564 Professional Development (plus title that identifies content)  
**To:** HS 564 Professional Development (plus title that identifies content)  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.



represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 585 Independent Study

**To:** HS 585 Independent Study

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 586 Independent Study

**To:** HS 586 Independent Study

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 587 Independent Study

**To:** HS 587 Independent Study

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 588 Independent Study

**To:** HS 588 Independent Study

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** HE 640 Health Evaluation for the Athletic Trainer

**To:** HS 640 Health Evaluation for the Athletic Trainer

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 522 Prevention, Care and Treatment of Athletic Injuries

**To:** HS 522 Prevention, Care and Treatment of Athletic Injuries

**Rationale:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 548 Therapeutic Modalities in Athletic Training

**To:** HS 548 Therapeutic Modalities in Athletic Training

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 549 Therapeutic Exercise in Athletic Training

**To:** HS 549 Therapeutic Exercise in Athletic Training

**Rational:** Better aligns the athletic training classes.

Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 579 Trends in Athletic Training  
**To:** HS 579 Trends in Athletic Training  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 591 Workshop in Health Science  
**To:** HS 591 Workshop in Health Science  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 592 Workshop in Health Science  
**To:** HS 592 Workshop in Health Science  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 620 Substances of Abuse and the Athlete  
**To:** HS 620 Substances of Abuse and the Athlete  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 623 Medical Aspects in Sports  
**To:** HS 623 Medical Aspects in Sports  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 646 Athletic Training I  
**To:** HS 646 Athletic Training I  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 647 Athletic Training II  
**To:** HS 647 Athletic Training II  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.

### **Change in Alpha Designator**

**From:** PE 660 Internship  
**To:** HS 660 Internship  
**Rational:** Better aligns the athletic training classes.  
 Better reflects administrative control since both are under one coordinator. More clearly represents the program goals as approved by the Division.



**Attachment 4**  
**New ESSR Graduate Admissions Policy for 2003-2004 entering class**

The policy is as follows:

**ESSR Graduate Admissions Standards:**

**Full Admission:** GPA-3.0 and a GRE score in the 25th percentile or better

**Provisional admission:** GPA-2.75 and a GRE score in the 15th percentile or better

**Transfer from other graduate program:** Graduate GPA 3.25 or better

Thanks,  
Bob  
C. Robert Barnett  
Professor and Coordinator of Graduate Studies

## Attachment 5

Dear Eldon,

The attached is the checklist requested by the Graduate Council reflecting the postdoctoral experiences of our new faculty. As requested, this checklist will accompany the original application for Doctoral graduate faculty status whenever the applicant has not served on a graduate advisory committee.

Thank you,

Howard Aulick

**See Below:**

**Postdoctoral Experience**

1. Length of postdoctoral training (in years) \_\_\_\_\_
2. Number of papers published in refereed journals \_\_\_\_\_
3. Number of external grants written as
  - Principal Investigator (PI) \_\_\_\_\_
  - Co-PI \_\_\_\_\_
  - Co-Investigator \_\_\_\_\_
4. Number of graduate students mentored \_\_\_\_\_
5. Number of undergraduate students mentored \_\_\_\_\_
6. Types of student mentoring (Yes/No)
  - a. experimental design and trouble shooting \_\_\_\_\_
  - b. data analysis and interpretation \_\_\_\_\_
  - c. preparation of oral/poster presentation \_\_\_\_\_
  - d. review and critique of papers to be submitted for  
publication in refereed journal \_\_\_\_\_
7. Briefly describe any other forms of mentoring

**Attachment 6****Minutes of Graduate Council Meeting  
December 5, 2003  
Room 2E10  
Memorial Student Center, Huntington Campus**

**Members Present:** Amerikaner, Cornfeld, Cunningham, Dennison, Eagle, Edington, Fet, Larsen, Maheshwari, Mangiarua, Meyer, Reynolds, Stickler

**Members Absent:** Debela, Gordon, Rubenstein

**Ex-Officio Present:** Aulick, Childress, Denman

**Ex-Officio Absent:** Deutsch

The meeting was called to order at 1:00 p.m.

The minutes of the September 26, 2003 meeting were corrected and approved as amended. The change was in the listing of absent members.

Speaking for the Credentialing Committee, Cornfeld moved that the Council pass the COLA graduate faculty additional constraints (Attachment 5). The changes increase the requirements. After discussion, the changes passed with one modification from "Publication *shall* include..." to "Publication *may* include..." The changed wording is reflected in Attachment 5.

Cornfeld moved that the Council pass the LCOB graduate faculty additional constraints (Attachment 4). After discussion, the changes passed provisionally with the modification that the word "provisional GSMF" be changed to "Associate graduate faculty" or equivalent wording. The LCOB wording is to be made clear so that the exception for faculty in tenure track positions who have completed their terminal degrees within the previous two years (requirement #4 on Attachment 4 of these minutes) applies only to faculty applying for "Associate" graduate faculty membership, and that the exception is NOT acceptable for "Graduate" faculty membership level. The LCOB must resubmit the revised document to the Council to verify that the change is made and is acceptable.

Aulick addressed the proposed changes to the SOM graduate faculty status requirements for the Biomedical Sciences Program (Attachment 6). Cornfeld moved that the Council pass the change in length of appointment terms from five years for Doctoral and Graduate appointments to three and two years, respectively. The motion passed.

Cornfeld moved that the Council pass the change to *Evidence of Continuing Scholarly Activity* for the SOM graduate faculty to include both a grant writing and publishing component. The motion passed. Continuing with the SOM request, Cornfeld moved that the change to *Prior Experience on an Advisory Committee* be passed. Discussion ensued and the motion passed with the following amendment: "The GSC asks that prior advisory committee experience be waived as a requirement for Doctoral graduate faculty status in the BMS Program. A checklist, pre-approved by the Graduate Council, will be provided to document previous comparable experience." All three motions, with the change in wording to the third motion are contained in Attachment 6.

Cornfeld moved that the Council pass the proposed changes to *Minimum Requirements for Appointment*. The motion passed.

Speaking for the Curriculum Committee, Reynolds moved that the Course Additions (Attachment 3) be

approved with the exception of the ATE courses which have been tabled. The motion passed. Reynolds moved that the Course Changes (Attachment 3) be approved with the exception of GEO 516 as that title had been previously changed, and not to that shown in the catalog. The approved title must be used in the catalog. See Attachment 3 for more details. The motion passed. Reynolds moved that the Course Deletions (Attachment 3) be approved. The motion passed. Reynolds moved that under New Areas of Emphasis (Attachment 3) that Teaching English as a Foreign Language be tabled and that Forensic Chemistry be approved. The motion passed. Reynolds moved that the update of program requirements be approved for Safety Technology be approved. The motion passed. (See Attachments 3, 7, and 8)

Larsen presented a letter of petition from Martha Woodward regarding Seth Murphy, a junior student, who is requesting admission to Political Science 650. Amerikaner moved that the he be allowed to take the class. The motion passed.

Larsen presented the University Mission Statement (attachment 9), the Goals in Support of the University Mission (attachment 10) and the University Vision Statement (attachment 11) for the Council's approval. Reynolds moved that the Council accept all three. The motion passed. The documents will now go to the Faculty Senate for approval, as this effort has been jointly sponsored by the Graduate Council and the Faculty Senate.

On behalf of the Academic Planning, Standards and Policies Committee, Dennison moved to approve changes in policy to the ESSR Graduate Admissions Standards (attachment 12). Discussion ensued regarding the provisional admissions standards as no requirements are given for students' moving from provisional to full admission status. The motion did not pass. Dennison will ask for clarification from ESSR.

Dennison moved that the changes and additions to the Department of Art section of the Graduate Catalog (attachment 13) be approved. Cornfeld explained that, depending of their background, some students entering the Masters program need remedial coursework. This change spells out those requirements. The motion passed.

Dennison presented the current draft revision of the Application to Validate Out of Date Graduate Credit form for discussion. Some of the proposed changes concern a billing issue in Banner with regard to fees being paid at the South Charleston campus. Other issues are whether or not a cap should be placed on the number of courses that any one student can have revalidated and if the course should be designated as "revalidated." Dennison will meet with Bob Walker to further discuss these concerns. Larsen will join Dennison as part of an ad hoc committee to review some of the issues and make recommendations to the Council.

Dennison moved that the Council approved the proposed changes made to Executive Policy Bulletin #13. The policy covers E-courses and the main change regards the sharing of royalties between the University and the faculty. The motion passed. Details are in Attachment 14. The document now goes to the Faculty Senate for approval.

On behalf of the Program Review and Assessment Committee, Fet moved that the Council approve the following five reviews for "Continuation of the program at the current level of activity:" Art, Criminal Justice, Humanities, Music and Exercise Science. Fet stated that two other reviews (Forensic Science and Sociology) were received late and that the committee would attempt to review those by December 10. Another review, Information Systems, did not meet the submission requirements. Fet also

expressed concern that criteria is needed for the “Program of Excellence” designation. Exercise Science had requested that designation but was not given it because of concerns expressed by the committee and other members of the Council. The Academic Planning, Standards, and Policies Committee will look into issues of the “Program of Excellence” designation, both as to the requirements and advertising of the designation, if needed. Fet also reported that Music had submitted a late request to change its recommendation from “Continuation...” to “Identification of the program for further development.” The review had already taken place and as of meeting time, the committee had not received a rationale for requesting that recommendation. The motion passed to approve the five programs for “Continuation of the program at the current level of activity.”

Larsen moved that the Graduate Faculty Memberships (Attachment 2) be approved with the following changes to the list: Mary K. Gould is in Dietetics and Robin Walton is in Nursing. The listings from Business, Mathematics, Chemistry, Biology, and IST should be should be “Graduate” rather than “Full.” Due to the new procedure, the Deans have already approved these statuses and the Council approves them for signature by the President. The motion passed. Larsen mentioned the need to standardize the format in which the graduate faculty rosters are submitted by the academic units to the Graduate Council. He will work with Edington, Council secretary, on this issue. There was some discussion regarding an official date for when the changes take place. It was generally agreed that the date of the President’s signature would be considered the official date.

Larsen presented a letter from the LCOB regarding a request to change the “Comprehensive Assessment” section of the Graduate Catalog listing the number of evaluators for its capstone course from “no fewer than two” to one. Its capstone course is taught by only one faculty member and thus evaluated by only one faculty member. Discussion ensued about how other departments’ capstone courses are evaluated. Of the members present, all are in departments that have a more than one evaluator. In general, the Council felt that more information was needed with regard to what other departments do. It was noted that by using only one evaluator, the LCOB is in violation of the catalog. Dennison made a motion to table this request. The motion passed to table the request.

Larsen asked for Council members to volunteer to serve on an ad hoc committee with Jack Terry regarding IRB II. Eagle, Amerikaner and Larsen will serve.

On behalf of the Credentialing Committee, Cornfeld presented a petition from the College of Science (Attachment 1) regarding “Graduate” faculty status for Dr. Thomas Jones. Amerikaner moved that we approve the petition. Discussion took place around two issues: 1) Jones is not in a tenure track position and 2) He is not in a program (ISAT) that offers a graduate degree. It was agreed that he could apply for Associate graduate faculty status and, if approved, serve on a thesis committee but could not chair without Graduate faculty status. The Council denied the petition.

At 2:53, the Council moved into Executive Session. At 2:55, the Council moved out of Executive Session.

A motion was made to approve Dr. Ron Childress for Doctoral graduate faculty status. The motion was approved.

Larsen reviewed committee assignments for the next meeting.

The meeting was adjourned at 3:00 p.m.



**Future Council Meeting:****Meetings will be held from 1:00-3:00 PM each day.****Remaining Meeting schedule for 2003-2004 academic year:**

- January 23, 2004—To be held in South Charleston, GC 319
- February 27, 2004—To be held in Huntington, John Spotts Room, MSC
- March 26, 2004—To be held in South Charleston, GC 319
- April 23, 2004—To be held in Huntington, John Spotts Room, MSC

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**See the Graduate Council Website for the attachments to these minutes of 12-5-2003**

Return to: [2003-2004](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on December 5, 2003

**LOCATION: 2E10, Memorial Student Center, Huntington Campus**  
**Meeting begins at 1:00 PM sharp (NOTE: At 12:30 PM Chick Filets will be available for lunch.)**  
**Meeting will end no later than 3:00 PM**

#### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Cornfeld	Petition for additional constraints on graduate faculty membership for LCOB (concern about requirement #4), COLA, SOM
Reynolds	Curriculum changes, additions, deletions, etc.
Larsen	Request of a Junior student to be admitted into a graduate Political Science seminar course
Larsen	Discussion of the Mission, Goals, Vision for university
Dennison	Dept. of Art requests; ESSR requests
Dennison	Discussion regarding revision of the revalidation forms for clarification of process
Dennison	Approval of EXECUTIVE POLICY BULLETIN #13
Fet	Program Reviews
Larsen	Approval of new and renewal of graduate faculty membership as submitted by the university deans since our last Graduate Council meeting
Larsen	Discussion of LCOB request to revise catalog—concern about number of evaluators on capstone courses
Larsen	Discuss formation of ad hoc committee to work with Jack Terry on IRB II
Standing Committees	Additional Motions from Standing Committees
Larsen	Miscellaneous business
Cornfeld	Petition for Graduate Status for Dr. Jones (College of Science)
Cornfeld	Graduate faculty application for a dean
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

#### **Remaining Meeting schedule for 2003-2004 academic year:**

- January 23, 2004—To be held in South Charleston, GC 319
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**Attachments:**

1. Petition for Graduate Status for Dr. Jones (College of Science)
2. Graduate Faculty Membership Approvals
3. Curriculum changes, additions, deletions, etc.
4. LCOB graduate faculty additional constraints
5. COLA graduate faculty additional constraints
6. SOM graduate faculty constraints petition
7. Occupational Safety revised program
8. Safety Management revised program
9. University Mission Statement
10. Goals in Support of Mission Statement
11. University Vision Statement
12. New ESSR Graduate Admissions Policy for 2003-2004 entering class
13. Department of Art Graduate Catalog additions and/or changes
14. Minutes of 9-26-2003 Graduate Council meeting

**Attachment 1**  
**Petition for Graduate Status for Dr. Jones (College of Science)**

**TO:** Professor Eldon Larsen, Chair, Marshall University Graduate Council

**FROM:** Joseph Bragin, Dean, College of Science

**DATE:** December 1, 2003

**SUBJECT:** Graduate Faculty Status for Dr. Thomas Jones, ISAT

**CC:** R. Taylor, T. Jones, L. Deutsch, file

I am petitioning the Council for Graduate Faculty status for Dr. Thomas Jones, Integrated Science and Technology/Natural Resources Science track. Dr. Jones satisfies the spirit of the Graduate Faculty criteria if not the letter as he is a committed, knowledgeable and effective graduate student mentor with an exceptionally strong record of scholarship who happens to work in a very young department that is just developing its graduate program and his contributions to that development are vital.

Because of Tom's demonstrated abilities as a mentor of ISAT's graduate students interested in natural resources, last May the Provost, Dean Deutsch, the Chair of the Graduate Council, Eldon Larsen and I authorized Tom to Chair Katherine Channel's thesis committee (MS Physical Science). Ms. Channel presented an outstanding thesis and is highly appreciative of Tom's guidance in this regard.

Tom has been a full time temporary faculty member in ISAT for a number of years and has an extensive record of scholarly achievement (as defined in Criterion 6 of the graduate application form), holds the PhD (Criterion 3) and has extensive departmental responsibilities in the graduate program (Criterion 5). Where he does not quite fit the model is in criteria 1, 2, 4 and 7 hence this request for graduate status under Exceptional Cases (Special Cases V pg. 19 Greenbook).

As to Criterion 4, I am requesting that Tom be appointed Visiting Assistant Professor, a title already approved for postdocs in this College who have a far less impressive scholarly or instructional record than Tom's and little if any instructional responsibility of any kind much less at a level comparable to what Tom has in the ISAT graduate curriculum. His current title of Research Associate stems from his initial RTI appointment which needs to be revised in view of the changes in his responsibilities which now include extensive supervision of graduate research and will increasingly include formal graduate instruction.

As to Criterion 2, Tom's appointment is in ISAT, a department that does not currently have an official graduate program but has proposed one as a major under the College's Physical Science MS program and Tom's participation in that program contributes a great deal. Tom is currently teaching/advising seven graduate students and doing an excellent job of it in my opinion. We expect to gain approval for a Natural Resource Science major in CoS's MS/PS this year.

With respect to Criterion 7, Tom has taught introductory courses for the College and RTI has supported half his workload in order that he may teach/advise graduate students. I have also appended an assessment of Tom's performance as a graduate student mentor from Mike Little, Professor of Biology and ISAT who shares an interest in the natural resources science curriculum with Dr. Jones

As to the remaining criterion (Criterion 1) that requirement is the entire purpose of the Special Case exceptions to the graduate faculty criteria.

Tom is making extremely important contributions to the Natural Resource Science program as it continues to develop to meet both the employment needs of government agencies and other organizations involved in environmental assessment, public policy development and management of what is arguably West Virginia's most precious resource beyond its citizens; its environment. On this basis I request an exception for Tom to contribute to this important initiative of the University.

Joe,

Katherine Channel worked with Tom to complete her thesis in MSPS and produced what I believe was one of the best theses I have seen here.

Tom understands the integration of scientific practices into the current applications of bioassessment. His past work as a research associate in Civil and Environmental Engineering has given him a thorough knowledge of bioassessment and current standard methods. He also thoroughly integrates technology both in terms of computers and instrumentation into the experiences of his grad students. The degree to which he has done this in his short tenure here is exemplified in the very sophisticated way in which Katherine, under Tom's supervision, used GIS, complex databases, and systems structure to analyze an environmental problem.

Mike

## Attachment 2 Graduate Faculty Membership Approvals

<b>Name</b>	<b>Department</b>	<b>Status</b>	<b>From</b>	<b>To</b>
Yu, Hongwei	Microbiology	Doctoral	Nov-2003	Nov-2006
Zill, Sasha	Anatomy	Doctoral	Nov-2003	Nov-2006
McCormick, Richard	Engineering	Graduate	Oct-2003	Oct-2008
Badia, Janet	English	Graduate	Dec-2003	Dec-2008
Barris, Jeremy	Philosophy	Associate	Dec-2003	Dec-2006
Cooper, Stephen	Communication Studies	Graduate	Dec-2003	Dec-2008
Holbrook, Daniel	History	Graduate	Dec-2003	Dec-2008
Perkins, Caroline	Classics	Graduate	Dec-2003	Dec-2008
Roth, Frederick	Sociology/Anthropology	Graduate	Dec-2003	Dec-2008
Williams, Kat	History	Graduate	Dec-2003	Dec-2008
Wilson, Robert	Psychology	Doctoral	Dec-2003	Dec-2008
Spatig, Linda	College of Ed. & Human Services	Doctoral	Nov-2003	Nov-2008
Martin, Jean-Claude	College of Ed. & Human Services	Graduate	Sep-2003	Sep-2008
Dozier, Janet	College of Ed. & Human Services	Associate	Oct-2003	Oct-2006
Jackson, Susan	Art	Graduate	Oct-2003	Oct-2008
Slankard, Mark	Art	Graduate	Oct-2003	Oct-2008
Yang, Yanya	Art	Graduate	Oct-2003	Oct-2008
Cunningham, Michael	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Eagle, Teresa	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Galbraith, Michael	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Jones, Jerry	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Leary, Paul	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Meyer, Cal	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Nicholson, Bobbi	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Pauley, Rudy	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Prisk, Dennis	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Sullivan, Michael	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Toth, Powell	Grad. Sch. of Ed. & Professional Devel.	Doctoral	Jan-2004	Dec-2008
Bailey, Sandy	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Bowling, Noel	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Boyles, Libby	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Burton, Michael	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Coombs, Wayne	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Debela, Nega	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Farrow, Beverly	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Hagerman, Heather	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Heaton, Lisa	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Krieg, Fred	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Lombardo, Vic	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Meikamp, Joyce	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
O'Byrne, Barbara	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Pauley, Fred	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Roman, Christine	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Rubenstein, Bob	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Simone, Fran	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Suppa, Carolyn	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Wilson, Nancy	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008

Wolf, Ronald	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Wubie, Bizunesh	Grad. Sch. of Ed. & Professional Devel.	Graduate	Jan-2004	Dec-2008
Conner, Debra	Grad. Sch. of Ed. & Professional Devel.	Associate	Jan-2004	Dec-2006
Iannone, Patrick	Grad. Sch. of Ed. & Professional Devel.	Associate	Jan-2004	Dec-2006
Schimmel, Christine	Grad. Sch. of Ed. & Professional Devel.	Associate	Jan-2004	Dec-2006
Stedman, Molly	Grad. Sch. of Ed. & Professional Devel.	Associate	Jan-2004	Dec-2006
Brozik, Dallas	Finance/Economics	Full	Dec-2003	Dec-2008
Karl, Katherine	Management/Marketing	Full	Dec-2003	Dec-2008
Mader, Deanna	Management/Marketing	Full	Dec-2003	Dec-2008
Peluchette, Joy	Management/Marketing	Full	Dec-2003	Dec-2008
Shao, Dale	Management/Marketing	Full	Dec-2003	Dec-2008
Weible, Ricky	Management/Marketing	Full	Dec-2003	Dec-2008
Frank, Susan	Communication Disorders	Associate	Dec-2003	Dec-2006
Gould, Mary K.	Communication Disorders	Associate	Jan-2004	Jan-2007
Walton, Robin	Communication Disorders	Associate	Jan-2004	Jan-2007
Akinsete, Alfred	Mathematics	Full	Aug-2003	Aug-2008
Anderson, Gary	Chemistry	Full	May-2003	Apr-2008
Blough, Eric	Biology	Full	Sep-2003	Sep-2008
Brumfield, James	Biology	Full	May-2003	May-2008
Gilliam, Frank	Biology	Full	Nov-2003	Nov-2008
Little, Michael	IST	Full	Jul-2003	Jul-2008
Mitchell, Karen	Mathematics	Full	Nov-2003	Nov-2008
Zhu, Guo-Zhang	Biology	Full	Aug-2003	Aug-2008

## Attachment 3 Curriculum Changes, Additions, Deletions, Etc.

### Course Additions

- CI 701 Curriculum Development 3 cr hours**  
**Description:** To review Curriculum Development and Planning from the Historic perspective, the four bases of curriculum and the interpretation into the assumptions that can be translated into instructional design.  
**Prerequisite:** Entrance into CI Doctoral Program
- CI 702 Curriculum Theories 3 cr hours**  
**Description:** This course will give the students a basic foundation in the theories and paradigms underlying curriculum from the past, present, and future  
**Prerequisite:** Acceptance and Approval in the CI Doctoral Program
- CI 703 Theories, Model and Research of Teaching 3 cr hours**  
**Description:** It is the intent of this course to analyze and synthesize the historical development of curriculum and ultimately has implication on instructional design. Besides behaviorism, cognitivism and constructivism, this course will discuss humanism, brain-based learning, developmental appropriateness, multiple intelligences and thinking styles.  
**Prerequisite:** Entrance into CI Doctoral Program
- CI 704 Social and Political Determinates of Curriculum Dev. 3 cr hours**  
**Description:** The overall goal of this course is to help students develop a critical analysis of the social, political and cultural contemporary determinants and their relationship to curriculum development.  
**Prerequisite:** Acceptance or approval into the CI Doctoral Program
- PHL 520 Metaphysics 3 cr hours**  
**Description:** A study of what Aristotle called "first philosophy" or the study of being – later called metaphysics  
**Prerequisite:** None
- FSC 628 Forensic Analytical Methods II 3 cr hours**  
**Description:** A continuation of FSC 622 emphasizing additional types of evidence including paint, inks, fibers, and plastics. Methods include pyrolysis-GCMS, micro-FTIR, GPC and capillary electrophoresis. Required course for Forensic Chemistry emphasis.  
**Prerequisite:** Forensic Analytical Methods
- FSC 630 Forensic Science Internship 5 cr hours**  
**Description:** A 10 week internship in a crime lab or other forensic science related research laboratory. Application of principles and techniques learned during the first year of program.  
**Prerequisite:** Completion of two semesters in Forensic Science Program.
- FSC 660 Independent Studies 1-4 cr hours**  
**Description:** Reserved for directed and independent research, problem reports, etc. BY PERMISSION.  
**Prerequisite:** None



**DTS 681 Thesis****1-6 cr hours**

**Description:** Individual research in a selected field of dietetics under the direction a graduate faculty member.  
**Prerequisite:** Permission

PLS 541 Planning, Design, and Construction of OHV Trail System  
 4 cr hours

**Description:** A course designed to guide students through the process of planning, designing, and construction off-highway vehicle trails utilizing state-of-the-art procedures and technology.  
**Prerequisite:** None

**ATE 659 EFL Methods**

**Description:** Designed to provide students with the latest methodologies associated with teaching EFL to the adult learner.

**Co requisite(s)**  
**Prerequisite:** None

**ATE 643 Teaching EFL Abroad**

**Description:** Designed to explore the educational history of teaching a foreign language in different countries.

**Prerequisite:** CISL 550 and CISL 551

**ATE 663 EFL Practicum**

**Description:** Designed to engage the student in hands-on teaching in a classroom setting.

**Co requisites/**  
**Prerequisites:** ATE 659, EFL Methods, and AFT 643 Teaching EFL Abroad, CISL 550 and CISL 551.

**Course Changes****Title Change:**

**From:** ITL 501 History of Libraries & Information Retrieval Systems

**To:** ITL 501 Libraries & the Learning Process

**Rationale:** New title reflects increasing importance of information-seeking skills in the school curriculum and the role of the school librarian as teacher and instructional collaborator.

**Content Change:**

**From:** Emphasis on history of libraries and the advent of computers and automated library systems. Some discussion of information literacy and library instruction.

**To:** Emphasis on library instruction, information literacy, and the support of different learning styles and models in an information-enhanced learning environment.

**Rationale:** The role of the school librarian as a teacher is becoming more important and, because of integration of students with physical, cognitive and language barriers into regular classrooms, the librarian must be able to meet the information and instruction needs of all students.

**Change in Catalog Description:**

**From:** Study of the development of libraries and information-storage from early times to the present with emphasis on the impact of computer-based systems.

**TO:** The role of the school library in the learning process through instruction, collaboration and curriculum support. Study of information literacy, learning styles and models and assessment of learning outcomes.

**Rationale:** More adequately reflects content covered, including information literacy, library instruction and support of learning objectives.

### **FSC 680 Seminar**

**Content Change:**

**From:** Faculty, student, and guest speaker presentations of topics pertinent to forensic science and molecular biology and toxicology.

**To:** Faculty, student and guest speaker presentations of topics pertinent to forensic science.

**Rationale:** Molecular biology and toxicology students from other programs are not involved in this course and therefore the statement including them should be deleted.

**Change in Catalog Description:**

**From:** Faculty, student, and guest speaker presentations of topics pertinent to forensic science and molecular biology and toxicology.

**To:** Faculty, student and guest speaker presentations of topics pertinent to forensic science.

**Rationale:** Better reflect the intent of the course.

**Title Change:**

**From:** FSC 628 Forensic Analytical Methods II

**To:** FSC 628 Forensic Analytical Chemistry II

**Rationale:** Title change provides a better description of course content for internship supervisors, employers and other agencies reviewing student transcripts.

**Change in Catalog Description:**

**From:** Forensic Analytic Methods II

**To:** Forensic Analytical Chemistry II

**Rationale:** Title change provides a better description of course content for students enrolling or considering to enroll in this course as well as for internship supervisors, employers and other agencies reviewing student transcripts.

### **FSC 624 Biochemistry: Forensic Science**

**Change in Catalog Description:**

**From:** (none listed in catalog)

**To:** FSC 624 Biochemistry: Forensic Science. This comprehensive course in biochemistry focuses on concepts appropriate to forensic science and designed to meet forensic science educational standards at a national level.

**Rationale:** Need for approved course listing in the Graduate Catalog

**Title Change:**

**From:** FSC 622 Forensic Analytic Methods I

**To:** FSC 622 Forensic Analytical Chemistry I

**Rationale:** This title better identifies course content for students, internship agencies and potential employers reviewing student transcripts.

**Change in Catalog Description:**

**From:** (Approved course not listed in the Graduate Catalog)

**To:** FSC 622: Forensic Analytical Chemistry I. Introduction to analytical instrumentation used by forensic scientists for analysis of drugs, arson, explosives and trace evidence. Lab stresses sample handling, instrumental analysis and data interpretation from simulated crime scenes.

**Rationale:** Request is being made to include the course and course description in the Graduate Catalog.

### **FSC 618 Forensic Comparative Science**

**Change in Catalog Description:**

**From:** This approved course is not listed in the Graduate Catalog

**To:** FSC 618: Forensic Comparative Science. Introduction to comparative methods used by forensic scientist analysis of fingerprints, questioned documents, and firearms.

**Rationale:** The request is being made to add this approved course and description to the Graduate Catalog.

**FSC 610 Bioterrorism****Change in Content:**

**From:** FSC 610 Bioterrorism (2 cr hr) + FSC 653 Special Topic: Terrorism/Crime Scene Investigation (1 cr hr)  
**To:** FSC 610: Bioterrorism as a 3 credit hour course containing the combined content of the old FSC 610 and 03) FSC 653 Special Topics: Terrorism/Crime Scene Investigation.

**Rationale:** One credit hour so Special Topics: (FSC 653) entitled Terrorism/Crime Scene Investigation was offered to supplement the lecture course FSC 610 Bioterrorism in Spring. This request represents a proposal that this topics course and the lecture course be combined.

**Change in Credit Hours**

**From:** FSC 610: 2 credit hours

**To:** FSC 610: 3 credit hours

**Rationale:** One credit hour of Special Topics (FSC 653) entitled Terrorism/Crime Scene Investigation was offered to supplement the lecture course FSC 610 Bioterrorism in Spring. This request represents a proposal that this topics course and the lecture course be combined.

**Change in Catalog Description:**

**From:** 1) FSC 610: 2 credit hours. 2) No course or course description is listed in the Grad Catalog

**To:** 1) FSC 610: 3 credit hours. 2) FSC 610: Bioterrorism: Forensics. Course traces the historical development, current status, and future threats of bioterrorism in the U.S. and on a global scale. Issues addressed include microbiology, surveillance, detection and post-event investigation.

**Rationale:** 1) One credit hour of Special Topics (FSC 653) entitled Terrorism/Crime Scene Investigation was offered to supplement the lecture course FSC 610 Bioterrorism in Spring. This request represents a proposal that this topics course and the lecture course be combined. 2) Currently, this approved course is not listed in the Graduate Catalog.

**FSC 609 Introduction to Cybercrimes****Change in Catalog Description:**

**From:** No listing

**To:** FSC 609: Introduction to Cybercrimes Teaches the basics of how computers and networks function, how they can be involved in crimes as well as a source of evidence.

**Rationale:** This course was approved 2/9/01 but is currently not listed in the Graduate Catalog.

**Title Change:**

**From:** FSC 608 Forensic Science II

**To:** FSC 608 Forensic Toxicology

**Rationale:** (none listed)

**Change in Catalog Description:**

**From:** An in-depth analysis of both clinical and forensic aspects of toxicology from the viewpoint of the forensic medical examiner's toxicology laboratories. This course also serves as the basis for taking more advanced courses offered as electives through the Department of Pharmacology.

**To:** An in-depth analysis of both clinical and forensic aspects of toxicology from the viewpoint of the forensic medical examiner's toxicology laboratories.

**Rationale:** This course may or may not serve as the basis for taking more advanced courses through the Department of Pharmacology. Therefore, this statement should be deleted.

**FSC 604 Genetics and DNA Technology****Change in Catalog Description**

**From:** An introduction to crime scene investigation, physical evidence collection, inorganic and organic analysis, serology, fingerprints, arson, documents, firearms, and DNA technologies.

**To:** A comprehensive lecture series that covers the genetics and biochemistry of DNA to include the analysis, considerations and quality assurance techniques used to analyze DNA for identification purposes. This course serves as a core course in the forensic science curriculum.

**Rationale:** Catalog description of course is incorrect.

**FSC 603 Genetics-DNA Lab****Change in Catalog Description****From:** (Course not listed in Graduate Catalog)**To:** FSC 603 Genetics-DNA Lab. 1 credit hour. Laboratory to be offered in conjunction with FSC 604 Genet DNA Technology stressing techniques and methods required for DNA analysis used in forensic case investi in CODIS laboratories and in paternity testing.**Rationale:** This approved course needs to be added to the Graduate Catalog.**Title Change:****From:** PLS 540 OHV Recreation in America**To:** PLS 540 Introduction to Off-Highway Vehicle Recreation**Rationale:** To more appropriately reflect current course objectives and content.**Change in Content:****From:** See attached course syllabus**To:** See attached course syllabus**Rationale:** To more appropriately conform to the current course objectives and content and to comply with revisions recommended by the National Off-Highway Vehicle Conservation Council.**Change in Catalog Description:****From:** See attached course syllabus**To:** See attached course syllabus**Rationale:** To more appropriately conform to the current course objectives and content and to comply with revisions recommended by the National Off-Highway Vehicle Conservation Council.**Title Change:****From:** GEO 608 Problems in Geography of Africa and Australia**To:** GEO 507 Geography of SubSaharan Africa**Rationale:** New title reflects change in course content**Change in Course Number:****From:** 608**To:** 507**Rationale:** As part of the current restructuring in the geography graduate programs, we are consolidating some regional courses offered both at the 300 and 600 level to courses accessible to both undergraduates and graduates at the 400/500 level.**Change in Content:****From:** 300 level course content**To:** More rigorous (but similar) content at 400 level with higher expectations of students.**Rationale:** as part of the current restructuring in the geography graduate program, we are elevating selected regional courses offered at the 300 level to courses accessible to both undergraduates and graduates at the 400/500 level.**Change in Catalog Description:****From:** Low latitude and lower middle latitude regions given relationship approach with national and sectional problems stressed**To:** An exploration of the geography of Sub-Sahara Africa, its land and people, with a focus on contemporary issues that challenge Africans in the twenty-first century.**Rationale:** New description is less technical and more flexible and appealing.**Title Change:****From:** GEO 516 Urban and Rural Land Use**To:** GEO 516 Environmental Planning**Rationale:** The new title reflects changes in the course's content and clearly indicates that it is a planning course.**Change in Content****From:** A focus on describing various land use patterns and identifying potential problems.**To:** Coursework more inclusive in content, dealing with contemporary environment problems caused by various land uses, and planning techniques employed to mitigate their negative effects.

**Rationale:** The change in course content is aimed at updating the course with developments/advances in the discipline and better prepare students for the job market -- this course is third in a series of three planning courses offered by our department (GEO 514, GEO 515, GEO 516).

**Change in Catalog Description:**

**From:** A study of the principles and techniques of urban-rural land use, and the problems and issues encountered in the practices of land use.

**To:** An examination of the role the natural environment plays in urban and rural land use planning; with an emphasis on consequences of land use change, and applications of planning techniques.

**Rationale:** This catalog change provides an updated course description indicating the change in course content.

## Course Deletions

**FSC 679**            **Special Problems**

**Rationale:**        No longer needed

**FSC 620**            **Forensic Laboratory Techniques II**

**Rationale:**        No longer needed

**FSC 616**            **Forensic Laboratory Techniques I**

**Rationale:**        No longer needed

**FSC 614**            **Forensic Science Technologies**

**Rationale:**        No longer needed

**FSC 602**            **Fingerprints**

**Rationale:**        No longer needed

**GOE 606**        **Field Problems in Geography of the Tri-State Area**

**Rationale:** The subject matter of this course is redundant, much of the material is covered in other courses. In addition, stu may pursue local field projects in GEO 520 (Geographic Field Research) or pursue their interests independently by registering thesis hours (GEO 681) or applied project hours (GEO 679) or independent study hours (GEO 585-588).

## NEW AREAS OF EMPHASIS

1. Teaching English as a Foreign Language – proposed new area of emphasis in the M.S. degree in Adult and Technical Education.

**New Title:** Teaching English as a Foreign Language (TEFL)

**Required Courses:** 27 credit hours

**Elective Courses:** ATE 681 (Thesis) + 6 credits **or** 9 credits of electives.

2. Forensic Chemistry Emphasis – proposed new area of emphasis in the M.S. degree in Forensic Science.

**Effective Date of Proposed Action:**        **Spring 2004.**

### **3.7.1 Educational Objectives**

The proposed Forensic Chemistry Emphasis to the MS Forensic Science degree will provide students interested in careers in forensic drug analysis, toxicology and trace evidence analysis additional course work needed for those forensic disciplines. Some state and federal agencies require 30 or more hours of chemistry related coursework for these disciplines. The forensic chemistry emphasis requires a minimum of six hours of additional course work (FSC 626 Advanced Drug Analysis, 2 Cr; FSC 628, Forensic Analytical Chemistry II, 3 Cr; and at least 1 Cr of graduate level Chemistry, FSC Independent Study or FSC Special Topics courses in a forensic chemistry related area). With FSC 622 Forensic Analytical Methods I, FSC 608 Forensic Toxicology and FSC 624 Forensic Biochemistry, a student with this emphasis has 16 graduate level chemistry related courses. With the required undergraduate courses in chemistry this will give any graduate with this emphasis a minimum of 32 hours of chemistry courses.

### **3.7.2 A Brief Description of the Program**

The forensic chemistry emphasis requires a minimum of six hours of additional course work (FSC 626 Advanced Drug Analysis, 2 Cr; FSC 628, Forensic Analytical Chemistry II, 3 Cr; and at least 1 Cr of graduate level Chemistry, FSC Independent Study or FSC Special Topics courses in a forensic chemistry related area).

BMS 600 (Cell and Molecular Biology) is a required course for students wishing to be certified by the DNA Accreditation Board (DAB) to become Technical Leaders in a DNA laboratory. This course is **not** required for the Forensic Chemistry Emphasis, but may be taken as an elective for students 'covering all the bases' or are considering entering the Biomedical Sciences PhD after graduation from our program. All other required courses for the MS Forensic Science Program are also required for the Forensic Chemistry Emphasis.

### **3.7.3 Maintaining High Quality Standards**

Students will take the same set of comprehensive exams as all other students in the program during the Spring semester of their second year. Minimum requirements for passing those exams are unchanged.

### **3.7.4 Unique Features of the Program**

Our program and this emphasis in particular stresses hands-on experience with modern analytical instrumentation such as found in the forensic chemistry laboratory. This makes our program almost unique among the dozen or so MSFS programs in the US. WVU has a forensic certificate that a graduate chemistry student may earn by taking additional coursework offered through their undergraduate Forensic Identification degree, but this is still quite different from our MSFS degree with Forensic Chemistry Emphasis as all our work is at the graduate level.

### **3.7.5 Statement of Needs and Demands**

During the next few years a number of forensic scientists will be retiring (one prediction is 10,000 jobs over the next 10 years). Most of these positions are in areas related to forensic chemistry or trace evidence. This emphasis will better prepare our graduates to step into those positions. Based on student interest currently enrolled in our program, we expect about 40-60% to take advantage of this emphasis if approved. This equates to 12-18 students over the next two years.

### **3.7.6 Additional Resources Required**

At this time no additional resources will be needed. When the Biotechnical building on the main campus is completed, the additional laboratory space will allow purchase of additional instrumentation for the program as a whole and chemistry emphasis. It is anticipated that federal major instrumentation grants will be sought for these purchases.

## **UPDATE OF PROGRAM REQUIREMENTS**

### **Safety Technology is making some adjustments to the M.S. curriculum.**

#### **Description/Rationale:**

1. Safety Technology is updating the program requirements. For example: Physics 101 will be PR. The course provides the students an overview of all areas of physics in a semester. The lab would be required with this change as it is a co requisite for the lecture course.

203 will be a PR, which gives a good overview of chemistry.

2

- A. Safety Technology is making some adjustments to the MS curriculum. For the Occupational Safety and Health emphasis, three course substitutions will be required for existing courses within the curriculum. SFT 647 IH II with SFT 544 IH I; adding SFT 645 and giving students a choice between SFT 660 or SFT 560. This change will affect no students already in the program.
- B. For the emphasis in Safety Management the program is substituting MKT 511 for MGT 672 and MGT 620 because students must be enrolled in the MBA program to take these courses. ES 620 Environmental Management Systems is

being added to the curriculum and giving the students additional choices of courses they can take. Again, this change should not affect students already enrolled.

- C. The program emphasis area of Ergonomics and industrial Hygiene are very closely aligned with each other. So, instead of having two separate and distinct areas of emphasis, they are being combined into one field and called Occupational Health thus eliminating the areas of emphasis called Industrial Hygiene and Ergonomics. There are only six students in both the Ergonomics and Industrial Hygiene areas and this change should not affect any of them.

**Attachment 4  
LCOB graduate faculty additional constraints**

**GRADUATE SCHOOL OF MANAGEMENT FACULTY**

LCOB tenure track/tenured faculty who have met the standards set by AACSB for intellectual contributions will be eligible for appointment to the GSMF. GSMF will not necessarily be teaching the graduate program, but will be fully qualified and available to so do if requested. Only GSMF will teach graduate classes except in the most unusual of circumstances and only when approved by the Dean.

To be eligible the faculty member must meet the following standards:

1. Hold a tenure track position or be tenured.
2. Be fully academically qualified as determined under AACSB standards.
3. Meet the AACSB standards for intellectual contributions as defined in the LCOB Faculty Manual which consists of eight intellectual contributions over the preceding five years at least three of which must be in nationally circulated refereed journals related to the faculty member's teaching responsibilities.
4. One publication in a nationally circulated, refereed journal in the past two years will be accepted for a provisional GSMF appointment for those faculty in tenure track positions who have completed their terminal degrees within the previous two years.

**For Graduate Faculty Status:**

CRITERION	YES	NO	This Applicant (place an "X" in the appropriate box, Yes or No):
LCOB GF-1	<input type="checkbox"/>	<input type="checkbox"/>	Meets the Graduate School of Management qualifications as established by the Lewis College of Business.

**For Associate Graduate Faculty Status:**

CRITERION	YES	NO	This Applicant (place an "X" in the appropriate box, Yes or No):
LCOB AGF-1	<input type="checkbox"/>	<input type="checkbox"/>	Has one publication in a nationally circulated, refereed journal in the past two years and has completed a terminal degree.

**For Graduate Instructor Status:**

**Term of Appointment = 1 year**

Application Reviewed and Approved by the Lewis College of Business Graduate Committee.
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**Attachment 5  
College of Liberal Arts graduate faculty additional constraints**



### **Doctoral Graduate Faculty**

Doctoral Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five years just prior to application for doctoral status or renewal of doctoral status. Evidence of continuing scholarly or creative activities must include at least three significant contributions from among the following: publication\* in discipline-respected peer-reviewed journals; publication\* of scholarly books or book chapters; publication\* in discipline-respected periodicals (review essays do qualify; however, book reviews or other short, one- or two-page communications do not qualify); serving as the editor of a national or international peer-reviewed journal in one's discipline; invited and/or competitively selected presentations of scholarly work at national or international meetings; significant, scholarship-based academic or professional consultation; receipt of an external research-oriented grant; book contracts from reputable and discipline-respected publishers; or scholarship-based clinical practice. In all instances, the applicant's scholarly or creative activities must be in the applicant's discipline or a closely related field. It will be the applicant's responsibility to demonstrate the relationship of the activities to his or her discipline.

[\*Publication shall include multimedia items such as CD-ROMS in addition to print formats; the requirements of significant contributions in peer-reviewed and/or discipline-respected media will still apply.]

### **Graduate Faculty**

Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five years just prior to application for, or renewal of, Graduate Faculty status: Evidence of scholarly or creative activities must include at least two significant contributions or activities in one or more of the following: publication\* of scholarly or creative books or book chapters/sections; publication\* in discipline-respected peer-reviewed journals or in discipline-respected periodicals (review essays qualify; however, book reviews or other short, one- or two-page communications do not qualify); serving as the editor of a national or international peer-reviewed journal in one's discipline; invited and/or competitively selected presentations of scholarly or creative work at major regional, national or international meetings; book contracts from reputable and discipline-respected publishers; scholarship-based academic or professional consultation; receipt of an external research, scholarly, or creative activity grant; scholarship-based clinical practice. In all instances, the applicant's scholarly or creative activities must be in the applicant's discipline or a closely related field. It will be the applicant's responsibility to demonstrate the relationship of the activities to his or her discipline.

[\*Publication shall include multimedia items such as CD-ROMS in addition to print formats; the requirements of significant contributions in peer-reviewed and/or discipline-respected media will still apply.]

**Attachment 6**  
**SOM graduate faculty constraints petition**

**MEMORANDUM**

TO: Graduate Council

FROM: Howard Aulick, Ph.D.

DATE: December 1, 2003

SUBJECT: Request for Approval of Graduate Faculty Status Modifications for the Biomedical Sciences Program

The Biomedical Sciences (BMS) Program's Graduate Studies Committee (GSC) met on November 5, 2003 to review the changes in graduate faculty status. The members of the GSC applaud the work of the Graduate Council, because it is clear that the breadth of graduate education and research makes the creation of a unified standard a challenging exercise. It is in that light that the GSC would add the following adjustments to meet the distinctive demands of the BMS Program. In each case, we believe the BMS requirements meet and exceed those established by the Graduate Council. The BMS requirements would include the following:

1. **Length of Terms:** The 5-year Doctoral and Graduate appointment terms should be reduced to three and two years, respectively. We reduce these terms because the rate of change in biomedical research is so rapid that more frequent assessment of continuing scholarly activity is required.
2. **Evidence of Continuing Scholarly Activity:** The M.S. and Ph.D. degrees in Biomedical Science Program are predominately research driven. It is the view of the GSC that there are only two primary measures of continuing research productivity. They are publication in a refereed science journal and extramural research grant awards. Other substitutions for these two requirements are inappropriate. Faculty who do not meet these two measures on a regular basis cannot adequately mentor graduate student biomedical research projects. For this reason, applicants seeking Doctoral graduate faculty status in the BMS Program must have at least one manuscript published in a refereed journal and at least one competitive, extramural grant submitted, pending, or ongoing within the three years preceding appointment. An extramural grant award is not required. Biomedical grants are extremely difficult to acquire. For example, currently less than one in four new applications to the NIH (our primary funding source) are successful. Resubmission(s) can take a year, especially if additional data are required. Because successful extramural funding is commonly based on at least one resubmission, it is more important that proposals are revised and resubmitted within the 3-year window than awarded in this same time frame. Applicants for Graduate status in the BMS Program must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant submitted, pending, or ongoing within five years preceding appointment. Once again, the two gold standards are maintained. These applicants will be reviewed at two-year intervals to ensure that publications continue even without grant funding. Because costly research and student support must be funded by the department or other means, individuals who are either not seeking external support or are unsuccessful for five years must withdraw from M.S. and Ph.D. training.
3. **Prior experience on advisory committees.** The GSC asks that prior advisory committee experience not be a requirement for Doctoral graduate faculty status in the BMS Program. We make this request because all our new faculty hires come with considerable experience in predoctoral training and frequently without formal advisory committee assignments. Our new faculty members commonly have three to six years of postdoctoral training in large competitive research labs. (Postdoctoral training is a selection requirement.) As postdocs, they have been the day-to-day mentors of predoctoral student research projects. By the time they reach the BMS Program, these new faculty know how these students must be guided in research design and other basic problem solving exercises. Many of our new hires have written one or more grants prior to arrival at Marshall, and some come with external funding. In addition, all of our applicants want to have doctoral students working with them. Serving on a research committee will provide valuable insights, but it is our contention that these new faculty already have the most important skills when they arrive and that any additional administrative support is readily available. To delay the opportunity to direct predoctoral research is considered inappropriate for the BMS Program and would adversely affect our recruiting efforts.
4. **Minimum Requirements for Appointment.** All graduate faculty appointments in the BMS Program will require the applicant to have a terminal degree. This will include both the M.D. and Ph.D. degrees.

If I can answer any questions, please do not hesitate to call.

cc Lenny Deutsch  
Elsa Mangiarua  
GSC Members

## Attachment 7 Occupational Safety revised program

### Occupational Safety & Health

#### Pre requisites for Admission

**Math 130 or equivalent; Physics 101 & 101L or equivalent and  
Chemistry 203 or equivalent**

**GPA of 2.5 minimum or student must take GRE  
as required by university catalog**

#### Core Courses

**3 hrs SFT 599 Occupational Safety Program Management**  
**3 hrs SFT 610 Philosophical & Psychological Concepts in Occupational  
Safety & Health**  
**3 hrs SFT 630 Current Literature & Research in Occupational Safety  
& Health**

#### Required Program Courses

**3 hrs SFT 540 Industrial Fire Prevention**  
**3 hrs SFT 554 Industrial Hygiene I (replacing SFT 647 Industrial Hygiene II)**  
**3 hrs SFT 597 Occupational Safety Program Development**  
**3 hrs SFT 645 Safety Engineering & Equipment Design (change in catalog)**  
**3 hrs SFT 660 Human Factors in Accident Prevention or  
SFT 560 Fundamentals of Ergonomics (catalog change)**  
**3 hrs ES 660 Environmental Law I**

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**27 hours**

**Students must take the remaining nine (9) hours of electives from the following:**

**3 hrs SFT 589 Process Safety Management**  
**3 hrs SFT 565 Accident Investigation**  
**3 hrs SFT 553 International Safety**  
**3 hrs SFT 650 Internship**  
**3 hrs Chosen with Advisors approval and permission**

**Or students may take the Thesis option**

## Attachment 8 Safety Management revised program

### Safety Management

#### Pre Requisites for Admission

**Math 130 or equivalent; Physics 101 & 101L or equivalent;  
Chemistry 203 or equivalent**

**GPA of 2.5 minimum or student must take GRE  
as required by university catalog**

#### Core Courses

3 hrs SFT 599 Occupational Safety Program Management  
3 hrs SFT 610 Philosophical & Psychological Concepts of Occ. Safety  
3 hrs SFT 630 Current Literature & Research in Occ. Safety/Health

#### Required Program Courses

3 hrs CMM 508 Leadership & Group Communication or  
3 hrs CMM 520 Communication and Conflict

3 hrs PSY 518 Psychology of Personnel or  
3hrs PSY 520 Introduction to Industrial Organizational Psychology

3hrs MKT 511 Marketing and Management (catalog/program change)

3hrs ES 620 Environmental Management Systems  
3hrs ES 660 Environmental Law I

3 hrs SFT 554 Industrial Hygiene I  
3 hrs SFT 597 Occupational Safety Program Development  
3 hrs SFT 660 Human Factors in Accident Prevention

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**33 hours**

Student is to choose three (3) hours of additional 600 level courses with Advisors permission to complete the graduate schools requirement of 18 hours of 600 level courses.

Or student may elect to take Thesis option

## **Attachment 9**

### **University Mission Statement**

**Marshall University is a multi-campus public university providing innovative undergraduate and graduate education that contributes to the development of society and the individual. The University actively facilitates learning through the discovery, preservation, dissemination, and synthesis of knowledge.**

## Attachment 10

### Goals in Support of the University Mission

Marshall University will:

- provide affordable, high quality undergraduate and graduate education appropriate for the state and the region.
- provide services and resources to promote student learning, retention and academic success.
- foster faculty, staff, and student outreach through service activities.
- provide a safe and secure employee work environment.
- make instruction available throughout Marshall's service area using all appropriate modes of delivery.
- enhance the quality of health care in the region.
- promote economic development through research, collaboration, and technological innovations.
- support and strengthen the faculty, staff, student, and administrative governance structures, in order to promote shared governance of the institution.
- further the intellectual, artistic and cultural life of the community and region.
- adhere to the Marshall University Creed and to the Statement of Ethics.

Marshall University faculty will:

- remain current in their fields of expertise and incorporate that expertise in the educational process as appropriate.
- improve instruction through the use of innovative teaching methods that require students to become actively involved in the learning process and develop the critical thinking skills necessary for life-long learning.
- place a high priority on contributing to the body of knowledge through completion of scholarly and creative activities.
- actively engage and mentor students in scholarly, artistic, and creative endeavors.
- help students develop the ability to navigate through a rapidly changing society.
- regularly review the curriculum, degrees and programs offered, and recommend necessary additions and deletions to meet changing needs of the state and region.

Marshall University staff will:

- support the mission of the University in their transactions with students, staff, faculty, administrators, and the public.
- develop a positive, just, and equitable workplace.
- be a high performance workforce equipped with appropriate skills and knowledge.

Marshall University students will have the opportunity to:

- use their knowledge, creativity, and critical thinking skills to make their communities better places in which to live.
- critically examine the many issues facing society and, through the process of civil discourse, prepare themselves to become socially responsible individuals who contribute to the betterment of society.
- appreciate and cultivate diversity, and value differences.
- participate in activities such as artistic and cultural programs, social and residential life activities, and intercollegiate/intramural athletic teams.
- undertake intensive graduate-level education in their chosen fields upon admission to graduate school, giving them solid foundations for becoming competent professionals.

Marshall University administration will:

- actively seek resources to support the mission and goals of the institution as stated in this document.
- secure funding to support scholarship, artistic, and creative endeavors, faculty and staff development, and state-of-the-art classrooms.
- provide leadership to facilitate the institution's achievement of its mission and vision.
- administer the policies of the university in a fair, ethical, and equitable manner.
- communicate the vision, mission, goals, achievements, and difficulties of the institution in a clear, effective, and forthright manner to both internal and external constituencies.
- actively support shared governance of the institution.





## **Attachment 11**

### **University Vision Statement**

Marshall University will be an exemplar of excellence in teaching and learning. Excellence in undergraduate and graduate education will continue to be its number one goal. Marshall will address the changing needs of the state and region. Marshall will excel nationally in academics and areas of scholarly, artistic, and creative achievement. Marshall's students will graduate well prepared for the responsibilities of life. Marshall will return to the community and state an outstanding value for the resources invested in the university.

Goals to accomplish this vision can be found in *Owning the Opportunity: MU-2010*, the strategic plan for Marshall University [<http://www.marshall.edu/ucomm/publications/mu2010.pdf>].

**Attachment 12**  
**New ESSR Graduate Admissions Policy for 2003-2004 entering class**

The policy is as follows:

**ESSR Graduate Admissions Standards:**

**Full Admission:** GPA-3.0 and a GRE score in the 25th percentile or better

**Provisional admission:** GPA-2.75 and a GRE score in the 15th percentile or better

**Transfer from other graduate program:** Graduate GPA 3.25 or better

Thanks,  
Bob  
C. Robert Barnett  
Professor and Coordinator of Graduate Studies

**Attachment 13**  
**Department of Art Graduate Catalog additions and/or changes**

*To be added under **Admission Requirements** after the paragraph “Applicants whose transcripts, portfolio or writing samples indicate lack of adequate preparation.....”*

**Applicant’ slides and writing sample:**

A faculty member in the appropriate studio concentration will review slides of the applicant’s work and submit a letter of recommendation to the graduate committee. The Graduate Committee will decide whether to accept student on its review of slides, writing sample and transcripts.

**Courses Pre-requisite to graduate study in Art for those not completing a Bachelor’s in Art:**

One year of remedial undergraduate courses for those lacking undergraduate degrees in art who wish to pursue graduate study in art will consist of a minimum of:

Two courses from the following six foundation courses (selected in consultation with the graduate advisor): 214, 215, 217, 218,

406, 418

Art 201 & 202

Two courses in proposed area of studio concentration

*These courses will not be converted or substituted for graduate credit.*

Prospective students who have completed comparable courses as an undergraduate may substitute that work for some of these requirements in consultation with the Chair or the Director.

At completion of the minimum of 18 hours of course work a portfolio and writing sample must be submitted to the graduate committee for review.

*To be added at the end of the paragraph “The deadlines for application are October 15.....”*

An additional deadline for review of complete applications is the last day of the C Summer School session.

*To be added as the first requirement in the list of **GENERAL REQUIREMENTS***

Each student will have a committee for the purposes of advising and reading comprehensive exam. The student will select two faculty members plus the Chair of the Department of Art and Design.

**NOTE from E.R. Larsen: Don Van Horn, Dean of the College of Fine Arts has written a letter, as directed by Academic Affairs, stating that the Department of Art is changing its name to the Department of Art and Design. In the letter it states that this is not considered a substantive change and, therefore, does not need to go through curricular channels.—Letter dated November 25, 2003.**

**Attachment 14**  
**Minutes of 9-26-2003 Graduate Council meeting**

**Minutes of Graduate Council Meeting**  
**September 26<sup>th</sup>, 2003**  
**John Spotts Room, MSC, Huntington Campus**

**Members Present:** Debela, Meyer, Cunningham, Eagle, Mangiarua, Reynolds, Dennison, Fet, Gordon, Cornfeld, Amerikaner, Larsen.

**Members Absent:** Rubenstein, Stickler, Maheshwari.

**Ex-officio Present:** none

**Ex-Officio Absent:** Deutsch, Denman, Childress, Aulick.

**Guests:** Sarah Brinegar, James Sottile

Meeting was called to order at 1:04 p.m.

The minutes of the April 25, 2003, meeting were corrected and approved as amended. The changes were in the body of the minutes. The updated body of the minutes as corrected are attached.

The members of the Graduate Council introduced themselves. Larsen announced the sub-committee assignments.

Cunningham moved to adjust the expiration date of Mary Beth Reynolds' term, as permitted in the by-laws, from 2005 to 2007. The motion passed unanimously.

Larsen informed the Council of the new changes in the graduate credentialing process and assigned the Credentials Committee the task of composing a letter to be sent to the deans informing them of the new process. Credentials Committee is also assigned the task of creating any necessary forms to facilitate the process. By acclamation, it was agreed the Credentials Committee would send a draft of the letter to the Executive Committee for approval. Once approved by the Executive Committee, the letters would be sent to the deans prior to the next meeting of the Graduate Council. All of this is to be completed within the next two weeks.

Amerikaner moved approval for course changes to GEO 529 and 530 and course additions for GEO 511 and 540. The motion passed unanimously.

A long discussion ensued on the course revalidation process. Of particular note was concern about when the fee should be paid. Larsen assigned the Academic Planning Committee the task of bringing a proposal for course revalidation to the next meeting of the Graduate Council.

The members of the Graduate Council provided input into the proposed University Mission Statement and the University Vision statement. Those comments will be forwarded to the Mission Statement Committee.

Jim Sottile brought concerns about the IRB social sciences registration process before the Council. Sottile asserted that the process was cumbersome and needed revision. The members of the Council agreed by acclamation that a dialogue should be opened with the School of Medicine and other parties to create a more efficient process. Larsen will invite Jack Terry and Howard Aulick to the next meeting of the Council to open such a dialogue.

Discussion ensued on the "adjunct faculty policy." Cunningham moved to amend section 2.1 and 4.1 of the policy to read "not to exceed six hours graduate credit." The motion passed unanimously.

Victor Fet and Howard Gordon volunteered to serve on the Graduate Reassigned Time Committee.

Larsen announced that all sub-committees are scheduled to meet immediately after the general meeting to organize, elect officers and begin planning for the new academic year.

Meeting was adjourned at 2:40 p.m.

Return to: [2003-2004 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on September 26, 2003

**LOCATION: Room John Spotts Room, MSC, Huntington Campus**

**Meeting begins at 1:00 PM sharp (At 12:30 PM Dean Deutsch will provide Chick-fil-a lunches to those of you who let me know by Thursday noon that you will be coming Friday)**

**Meeting will end no later than 3:00 PM**

#### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Welcome new members of the Council for the year
- (3) Receive reports and motions from the committees and execute other business.
- (4) For the standing committees of the Council, elections will be held for committee chairs

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Larsen	Motion to revise term expiration date for Mary Beth Reynolds
Larsen	Discussion on notifying deans with respect to credentialing responsibilities and guidelines
Larsen	Discussion regarding revision of the revalidation forms for clarification of process
Larsen	Discussion of IRB forms/process
Larsen	Miscellaneous business
Standing Committees	Motions from Standing Committees
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW). Meetings will be held from 1:00-3:00 PM each day.**

#### **Meeting schedule for 2003-2004 academic year:**

- September 26, 2003—To be held in Huntington, John Spotts Room, MSC
- October 24, 2003—To be held in South Charleston, GC 319
- December 5, 2003—To be held in Huntington, Room 2E10 of the MSC
- January 23, 2004—To be held in South Charleston, GC 319
- February 27, 2004—To be held in Huntington, John Spotts Room, MSC
- March 26, 2004—To be held in South Charleston, GC 319
- April 23, 2004—To be held in Huntington, John Spotts Room, MSC

#### Motions:

- There will be a motion to approve the changes in the following four Geography courses which were delayed from our meetings last year and for which all issues at that time have now been resolved: GEO 511, GEO 529, GEO 530, and GEO 540. Please see the attached note from Lynne Eddington, outgoing chair of the Curriculum Committee.

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**ATTACHMENT****The MUGC Curriculum Committee is submitting the following Course Additions, Changes, and Deletions to the Graduate Council for approval at the April 25, 2003 meeting.**

The Curriculum Committee approved the following course changes: GEO 529, 530, and 540. The latter three should have been included in the list of courses "last minute" courses approved in May, 2003. They were originally tabled at the January 2003 Graduate Council meeting but the concerns were resolved just prior to the May Curriculum Committee meeting. The course addition request for GEO 511 was tabled at the January meeting due to concerns about the currency of the required text and the bibliography. An updated bibliography was presented to the Curriculum Committee last week and was approved.

The Curriculum Committee is now presenting the three course changes and one addition for passage by the Graduate Council.

For more information on the above motions, see previous email messages to you from Lynne Eddington, Chair of the Curriculum Committee of the Graduate Council.

Return to: [2002-2003](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on April 25, 2003

**LOCATION: Room GC 319, Main Admin. Bldg., South Charleston Campus**  
**Meeting begins at 1:00 PM sharp (At 12:30 PM I'll have some soda pop there; if anyone wants to bring other snack items for the group, please do! Thanks!)**  
**Meeting will end no later than 3:00 PM**

#### Objectives for this meeting:

- Approve minutes
- Welcome new members of the Council for next year
- Receive reports and motions from the committees and execute other business.
- For those only who will be members of the Council next year, elections will be held for officers

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements
Dennison	Approval of Minutes of previous meeting
Standing Committees	Motions from Standing Committees, except Credentialing
Larsen	Other business
Larsen AND Deutsch	Elections of new officers
Credentialing Committee	Motions from Credentialing Committee
Larsen & Dennison	Review of Assignments for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

##### **Meeting schedule for 2003-2004 academic year:**

**August 22, 2003—To be held in Huntington ← FIRST MEETING FALL SEMESTER**

September 26, 2003—To be held in South Charleston

October 24, 2003—To be held in Huntington

December 5, 2003—To be held in South Charleston

January 23, 2004—To be held in Huntington

February 27, 2004—To be held in South Charleston

March 26, 2004—To be held in Huntington

April 23, 2004—To be held in South Charleston

#### Motions:

There will be a motion to approve the changes in the Psychology Masters degree program which were postponed from our March 25 meeting.

There will be a motion to approve a new area of emphasis in Special Education entitled Deaf and Hard of Hearing to be implemented Fall 2003

Please see the attached document summarizing additional motions from the Curriculum Committee.

For more information on the above motions, see previous email messages to you from Lynne Eddington, Chair of the Curriculum Committee of the Graduate Council.

**The MUGC Curriculum Committee is submitting the following Course Additions, Changes, and Deletions to the Graduate Council for approval at the April 25, 2003 meeting.**

**Course Additions**

**CI 797 Curriculum and Instruction Dissertation Research 1-12 cr hrs**

This course is designed to support the student's doctoral research. The major focus is completion of the dissertation.

Admitted to Candidacy of C & I Doctoral Program

**CISP 655 Field Experience: Multi-categorical: Mild/Moderate 3 cr hrs**

**Description:** Field experience (practicum) affords graduate students an opportunity to demonstrate the skill-based competencies Required by CEC Standards and to qualify for the multi-categorical teaching license.

**Prerequisites:** CISP 553, 645 and 647

**CIVI 508 Practicum in Visual Impairment II 3 cr hrs**

The graduate student will complete an advanced selection of experiences in inclusive and residential settings in order to demonstrate competence as an entry-level teacher.

Instructor consent

**Law for Support Personnel 3 cr hrs**

This course provides the student with a working knowledge of school law and other legal matters as it pertains to the attendance director. The focus of this course is on those laws dealing with mandatory school attendance and juvenile matters.

Admission into the Social Svcs/Attendance Program

**Course Changes**

**From:** ATE 673 Tests and Measurements ATE

**To:** ATE 673 Assessment in Adult/Tech

**Rationale:** To more accurately reflect current evaluation methodology.

**From:** CIVI 506 Practicum in Visual Impairment

**To:** CIVI 506 Practicum in Visual Impairment, I

**Rationale:** Currently, this is a variable credit (1-6 hour) course. This change will designate CIVI 506 as a three-credit course. A second course



(new) has been developed to accommodate the other three-credit hour requirement.

**From:** LS 785 Externship

**To:** LS 655 Externship

700 courses are doctoral level only. This course is for MA students. Correction of error made during merger.

### **Changes in the MS Safety Technology Program**

**Rationale:** The Safety Technology Program has decided that there are too many areas of emphasis which exist within the program. Presently, there are four areas of emphasis which include: Occupational Safety and Health; Occupational Safety Management; Ergonomics and Safety Management and Industrial Hygiene. Therefore, the program wants to eliminate two areas of emphasis, **Ergonomics and Safety Management** and modify the present curricular content, to have only two areas of emphasis. However, elements of the Ergonomics area will be included into the Industrial Hygiene area and elements of the Safety Management area will be included into the Occupational Safety and Health area. Furthermore, we are making a modification to the prerequisites for program entry. Program changes follow:

**From:** SFT 651 Industrial Toxicology

**To:** SFT 651 Toxicology and Epidemiology

**Rationale:** Better reflects the course content as the course is consolidating content from SFT 600 (to be deleted).

**From:** SFT 649 Physical and Biological Hazards

**To:** SFT 649 Biophysical Hazards and Monitoring

**Rationale:** Better reflects the course content as the course is consolidating content from SFT 557 (to be deleted.)

### **Course Deletions**

**BMS 684 Overview of Biomedical Sciences Research**

**Rationale:** Topics to be included in BMS 680 Seminar course

**SFT 600 Occupational Epidemiology**

**Rationale:** Course content is covered and consolidated in SFT 651.

**SFT 557 Biological Monitoring**

**Rationale:** Course content is covered and consolidated in SFT 649.

### **Majors, Certificate Programs, Areas of Emphasis Additions/Changes**

Previous title: General Psychology (M.A.)

New area of emphasis: Clinical Psychology

Previous title: Psychology – General  
Requesting Suspension of Program

Previous title: Psychology – Clinical  
Requesting Suspension of Program

Previous title: Psychology – Industrial Organizational  
Requesting Suspension of Program

Return to: [2002-2003](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on March 28, 2003

**LOCATION: John Spotts Room, Memorial Student Center, Huntington Campus**  
**Meeting begins at 1:00 PM (Small Lunch Served at 12:30 PM—please tell Dean Deutsch by Thursday afternoon, if you want lunch)**  
**Meeting will end no later than 3:00 PM**

#### **Objective(s) for this meeting:**

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

#### **Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes of previous meeting
Standing Committees	Motions from Standing Committees, except Credentialing
Larsen	Other business—Motion regarding graduate faculty membership requirements; Motion regarding Bylaw amendment for special situations regarding representation from academic units
Credentialing Committee	Motions from Credentialing Committee
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- April 25, 2003—To be held in South Charleston

#### **Draft of proposed meeting schedule for 2003-2004:**

- August 29, 2003—To be held in Huntington
- September 26, 2003—To be held in South Charleston
- October 24, 2003—To be held in Huntington
- December 5, 2003—To be held in South Charleston
- January 23, 2004—To be held in Huntington
- February 27, 2004—To be held in South Charleston
- March 26, 2004—To be held in Huntington
- April 23, 2004—To be held in South Charleston

Return to: [2002-2003 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on February 28, 2003

**LOCATION: AC 105 (Byrd Academic & Technology Bldg.), South Charleston Campus**  
**Meeting begins at 1:00 PM (We don't know if there will be any lunch at 12:30 PM—if yes, we will let you know by Thursday afternoon)**  
**Meeting will end no later than 3:00 PM**

#### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business
- (3) Review and feedback on the newest version of the revision for the Greenbook with respect to graduate faculty membership

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements Welcome to Rebecca Klug, graduate student representative
Larsen	Approval of Minutes of previous meeting
Larsen	Update regarding graduate faculty status & Greenbook revision ad hoc committee; <b>we want your feedback during the meeting, so please carefully review the document before you come.</b>
Standing Committees	Motions from Standing Committees
Larsen	Other business
Credentialing Committee	Motions on graduate faculty membership—current applications
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- March 28, 2003—To be held in Huntington
- April 25, 2003—To be held in South Charleston

Return to: [2002-2003](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Draft Objective & Agenda: MU Graduate Council Meeting on January 24, 2003

**LOCATION: Alumni Lounge, Memorial Student Center, Huntington Campus**  
**Meeting begins at 1:00 PM (Small Lunch Served at 12:30 PM—please tell us if you want lunch)**  
**Meeting will end no later than 3:00 PM**

#### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Receive reports and motions from the committees and execute other business.

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements Welcome to Rebecca Klug, graduate student representative
Larsen	Approval of Minutes of previous meeting
Larsen	Update regarding graduate faculty status & Greenbook revision ad hoc committee
Standing Committees	Motions from Standing Committees, except Credentialing
Larsen	Other business
Credentialing Committee	Motions from Credentialing Committee
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- February 28, 2003—To be held in South Charleston
- March 28, 2003—To be held in Huntington
- April 25, 2003—To be held in South Charleston

The Academic Planning, Standards, and Policies Committee has met and would like the Graduate Council to consider the following motion:

**"The decision to offer graduate-level minors rests solely within each individual academic unit of the University. No academic unit shall be required to offer a graduate-level minor. Programs offering graduate-level minors shall have the exclusive right to establish required, excluded, elective and/or prerequisite courses. Graduate-level minors shall be no less than six (6) graduate credit hours nor more than twelve (12) graduate credit hours in content. All courses in the minor must be taken for a grade. All minors shall appear on the student's official transcript."**

We also have discussed the proposal asking for the deletion of "graduation years" from the official Graduate Catalog. We will be prepared to discuss our decision at the meeting this Friday.

Marshall University Graduate College Curriculum Committee agenda items for the January 24<sup>th</sup> Graduate Council Meeting

Approval of these items by the Graduate Council is pending approval by the Curriculum Committee which will meet immediately prior to the Graduate Council.

### Course Changes

<b>ART 512</b>	<i>From</i>	20 <sup>th</sup> Century Art to WWII
	<i>To</i>	20 <sup>th</sup> Century Art
	<i>Rationale</i>	Material covered in the course will address the art and artists of the entire 20 <sup>th</sup> century
<b>GEO 529</b>	<i>From</i>	Cartography
	<i>To</i>	Fundamentals of GIS
	<i>Rationale</i>	Title change reflects the change in course emphasis and technology employed
<b>GEO 530</b>	<i>From</i>	Cartography and Geographic Information Systems
	<i>To</i>	Intermediate GIS
	<i>Rationale</i>	New title change reflects the change in course emphasis/technology and also indicates that the course's content follows the introductory material in GIS 529
<b>GEO 620</b>	<i>From</i>	Conservation Education
	<i>To</i>	Problems in Environmental Geography
	<i>Rationale</i>	Old title does not accurately reflect the purpose and content of the course
<b>GEO 607</b>	<i>From</i>	Problems in World Economic Geography
	<i>To</i>	Economic Geography
	<i>Rationale</i>	Coursework does not deal exclusively with "problems" of economic geography and specifying "world" in the title is not necessary
<b>MUS 680, 682-699</b>	<i>From</i>	680, 682-699, a, b, c, d
	<i>To</i>	680, 682-699 (remove alpha suffixes)
	<i>Rationale</i>	Suffixes are confusing and unnecessary
<b>MUS 689</b>	<i>From</i>	Applied Music, Baritone, 1-2 hours, I, II
	<i>To</i>	Applied Music, Euphonium, 1-2 hours, I,II
	<i>Rationale</i>	To reflect current and modern usage in the name of the instrument
<b>PE 548</b>	<i>From</i>	Therapeutic Modalities in Sports 4 credit hours
	<i>To</i>	Therapeutic Modalities in Athletic Training 5 credit hours
	<i>Rationale</i>	Accrediting agency requirement. Hours change better reflects the actual time involved with 3 hours of lecture and 3 hours of lab per week.

### Course Additions

**ACC 648 Tax Research 3 credit hours**  
 Course Description: Examines the primary and secondary sources of income tax law. Assignments will address using paper and electronic research tools to locate, understand and interpret primary and secondary source materials.  
 Prerequisites: none listed

**CL 560 Ancient Goddess Religions 3 credit hours**  
 Course Description: Study of the mythology and cults of the goddesses of Greece, Asia Minor, Crete, and Rome, with a view to discovering cultural contexts.  
 Prerequisites: none listed

**CL 570 Transformations of Myth open**  
 Course Description: An examination of how ancient myth transforms into the psychological and fictional works of more

modern times  
Prerequisites: none

**CMM 689 Internship 1-3 credit hours**

Course Description: Supervised work experience in communications  
Prerequisites: Permission of department chair

**GEO 511 Medical Geography 3 credit hours**

Course Description: Introduction to medical geography and its applications, including epidemiology, biometeorology, disease diffusion, healthcare delivery, folk medicine, regional health variations, agromedicine, and rural health issues in Appalachia  
Prerequisites: none

**GEO 540 Quantitative Methods in Geography 3 credit hours**

Course Description: Introduction to the application of statistical methods in geographical problems. Attention given to analysis of areal data, areal sampling, and spatial analysis techniques.  
Prerequisites: none

**PE 675 Advance Sport Marketing 3 credit hours**

Course Description: Advance level of marketing concepts in sports industry  
Prerequisites: PE380 or equivalent, PE670, Graduate Statistics or permission

**MUS 589 A-D Graduate Class Piano 1 credit hour**

Course Description: Class instruction progressing from beginner to advanced. Development of literature and skills needed to pass the piano proficiency exam.  
Prerequisites: Permission

**Course Deletions**

**ART 501 History of Art 3 credit hours**

Rationale: The undergraduate History of Art course (Art 401) is being changed to Art 201. Art 501 does not fulfill Art History requirements for M.A. art students.  
Courses being added in place of this deletion: none

**ART 502 History of Art 3 credit hours**

Rationale: The undergraduate History of Art course (Art 402) is being changed to Art 202. Art 502 does not fulfill Art History requirements for M.A. art students.  
Courses being added in place of deletion: none

**New Graduate Certificate Program in Medieval and Renaissance Studies 15 credit hours**

Program Description: An interdisciplinary program housed in the English department. The program draws upon the faculty and resources of five graduate academic departments to promote the interdisciplinary and cross-cultural studies of the period from Late Antiquity to the end of the seventeenth century. One of the unique strengths of the program is its breadth; students are encouraged to follow their own interests and select from a wide range of courses within the required guidelines. Upon completion of the program, certificate holders will have a basic understanding of European life during the Middle Ages and the Early Modern Period and will be familiar with key literary works and the political, economic, social, and religious, and cultural contexts in which they were produced.

Return to: [2002-2003](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

### Objective & Agenda: MU Graduate Council Meeting on December 6, 2002

**LOCATION: GC 319, South Charleston Campus**  
**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**  
**Meeting will end no later than 3:00 PM**

#### Objective(s) for this meeting:

- (1) Approve minutes
- (2) Discuss Program Review and Assessment with Bob Edmunds
- (3) Discuss Workload Policy document
- (4) Discuss again where Council membership should be defined (Faculty Senate Constitution or Graduate Council Bylaws)
- (5) Discuss whether dates need to be included with faculty degrees in Graduate Catalog
- (6) Discuss graduate faculty status issues
- (7) Receive reports and motions from the committees and execute other business.

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements Welcome to Rebecca Klug, graduate student representative
Larsen	Approval of Minutes of previous meeting
Larsen	Bob Edmunds (Coordinator for Program Review and Assessment) will review and interpret exit survey results from 1996 and 2000 and discuss with us how he and the Council can work together in the future in the Program Review and Assessment area.
Amerikaner	Discuss and motion to endorse new Workload Policy document
Larsen	Discuss and have a motion to reconsider, with possible motion to rescind, the motion of the Graduate Council meeting of October 25 regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee—Council Membership
Larsen	Update regarding graduate faculty status & Greenbook revision ad hoc committee
Larsen	Motion proposed by Dr. Len Deutsch regarding admission of students with bachelor's degrees from institutions not regionally accredited.
Larsen	Motion with respect to including the dates a faculty member received degrees being published in the Graduate Catalog—motion to remove the dates
Standing Committee Chairs	Motions from Standing Committees
Larsen	Other business
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

**NOTE:** Motions regarding Credentialing will be handed out at the Council meeting, along with supporting documentation.

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- January 24, 2003—To be held in Huntington
- February 28, 2003—To be held in South Charleston
- March 28, 2003—To be held in Huntington
- April 25, 2003—To be held in South Charleston



Return to: [2002-2003 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

**Objective & Agenda: MU Graduate Council Meeting on October 25, 2002**

**LOCATION: John Spotts Room, Memorial Student Center, Huntington Campus**  
**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**  
**Meeting will end no later than 3:00 PM**

**Objective(s) for this meeting:**

- (1) Approve minutes
- (2) Discuss Program Review and Assessment with Bob Edmunds
- (3) Discuss Workload Policy document
- (4) Discuss where Council membership should be defined (Faculty Senate Constitution or Graduate Council Bylaws)
- (5) Discuss graduate faculty status issues
- (6) Receive reports and motions from the committees.

**Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements Welcome to Rebecca Klug, graduate student representative
Larsen	Approval of Minutes of previous meeting
Larsen	Bob Edmunds (Coordinator for Program Review and Assessment) will review and interpret exit survey results from 1996 and 2000 and discuss with us how he and the Council can work together in the future in the Program Review and Assessment area.
Amerikaner	Discuss and motion to endorse new Workload Policy document
Larsen	Discuss and possibly move on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee—Council Membership
Larsen	Update regarding graduate faculty status & Greenbook revision ad hoc committee
Standing Committee Chairs	Motions from Standing Committees
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

**NOTE:** Motions regarding Credentialing will be handed out at the Council meeting, along with supporting documentation.

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- December 6, 2002—To be held in South Charleston
- January 24, 2003—To be held in Huntington
- February 28, 2003—To be held in South Charleston
- March 28, 2003—To be held in Huntington
- April 25, 2003—To be held in South Charleston

Return to: [2002-2003 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## Objective & Agenda: MU Graduate Council Meeting on September 27, 2002

**LOCATION: GC 319, South Charleston Campus**  
**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**  
**Meeting will end no later than 3:00 PM**

### Objective(s) for this meeting:

- (1) Approve minutes and new graduate student member
- (2) Receive reports and motions from the committees.
- (3) Discuss where Council membership should be defined (Faculty Senate Constitution or Graduate Council Bylaws)
- (4) Review and discuss needed and suggested changes to Council Bylaws
- (5) Discuss Workload Policy document
- (6) Discuss graduate faculty status issues

### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements --Bob Edmunds (Coordinator for Program Review and Assessment) will attend our Oct. 25 meeting to review and interpret exit survey results from 1996 and 2000 and to discuss with us how he and the Council can work together in the future in the Program Review and Assessment area.
Larsen	Approval of Minutes
Larsen	Approval of appointment of Rebecca Klug ( <a href="mailto:klug3@marshall.edu">klug3@marshall.edu</a> ) as the student representative on the Graduate Council (as nominated by the Graduate Student Council on September 6, 2002).
Larsen	Revisions to Bylaws—See handout
Larsen	Update on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee—Council Membership
Larsen	Updated credit re-validation form shows fee and accounting information—see handout.
Amerikaner	Discussion Workload Committee Report—See document e-mailed
Larsen	Discussion regarding graduate faculty status
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

**NOTE:** Motions regarding Credentialing will be handed out at the Council meeting, along with supporting documentation.

Meeting Adjournment: No later than 3:00 PM

### **Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- September 27, 2002—To be held in South Charleston
- October 25, 2002—To be held in Huntington
- December 6, 2002—To be held in South Charleston
- January 24, 2003—To be held in Huntington
- February 28, 2003—To be held in South Charleston
- March 28, 2003—To be held in Huntington
- April 25, 2003—To be held in South Charleston

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

**Objective & Agenda: MU Graduate Council Meeting on April 26, 2002**

**LOCATION: John Spotts Room, Memorial Student Center, Huntington Campus**

**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**

**Meeting will end no later than 3:00 PM**

**Objective(s) for this meeting:**

- (1) Discussion and Questions & Answers with President Angel
- (2) Receive reports and motions from the committees.
- (3) Consider motions; give updates
- (4) Give Council members time to raise current and future issues of importance
- (5) Review Council meeting schedule for 2002-2003

**Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes
President Angel	Comments and Responses to Questions submitted to President Angel for this meeting.
Larsen & Committee Chairs	Review of and reporting on assignments from previous meetings; updates from committees and ad hoc committees
Larsen and Those Who Have Submitted Motions	Other Motions as distributed in advance by the chair
Larsen, Sottile	Update on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee—Council Membership
Rubenstein, Grover, Braun	Update on Program Reviews
Stotts	Program Assessment form progress
Amerikaner	Update on Workload committee
Larsen	Other misc. business & Council meeting schedule for 2002-2003
Larsen	Discussion by individual members of Council on current or future issues important to this Council (If you have something for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meetings)

Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

**NOTE:** Please motions for Curricular changes have been included to Council members in communications from Dr. Cornfeld. Motions regarding Credentialing will be handed out at the Council meeting.

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings (PLEASE RESERVE THESE DATES NOW:)**

- September 27, 2002—Currently planned to be held in South Charleston
- October 25, 2002—Currently planned to be held in Huntington
- December 6, 2002—Currently planned to be held in South Charleston
- January 24, 2003—Currently planned to be held in Huntington
- February 28, 2003—Currently planned to be held in South Charleston
- March 28, 2003—Currently planned to be held in Huntington
- April 25, 2003—Currently planned to be held in South Charleston

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

**Objective & Agenda: MU Graduate Council Meeting on Mar. 22, 2002**

**Objectives and Agenda**

**LOCATION: GC 319, South Charleston Campus**

**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**

**Meeting will end no later than 3:00 PM**

**Objective(s) for this meeting:**

- (1) Receive reports and motions from the committees.
- (2) Consider motions; give updates
- (3) Update the Council on the progress of the online Graduate Catalog
- (4) Discussion and Questions & Answers with President Angel
- (5) Give Council members time to raise current and future issues of importance to the Council and to discuss these as time permits
- (6) Draft agenda for the meeting April 26, 2002, to be held in South Charleston.

**Agenda:**

<b><u>Conducted by:</u></b>	<b><u>Item:</u></b>
Larsen	Welcome to Council members and Announcements
Larsen	Approval of Minutes
Larsen & Committee Chairs	Review of and reporting on assignments from previous meetings; updates from committees and ad hoc committees
Larsen and Those Who Have Submitted Motions	Other Motions as distributed in advance by the chair
President Angel	Comments and Responses to Questions submitted to President Angel for this meeting.
Larsen, Sottile, Dennison	Update on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee
Deutsch & O'Neal	Update on progress of the online Graduate Catalog
Fet and Amerikaner	Update on Workload committee
Rubenstein, Grover, Braun	Update on Program Reviews
Larsen	Discussion by individual members of Council on current or future issues important to this Council (If you have something

	for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meetings)
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique ("I Liked..." and "I Wish...")

**NOTE:** Please see attachments for major Motions to be presented (submitted one week in advance)

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings:**

- April 26, 2002—Currently planned to be held in Huntington

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## Objective & Agenda: MU Graduate Council Meeting on Feb. 22, 2002

Objectives and Agenda

**LOCATION: 2E10, Student Memorial Center, Huntington Campus**  
**Meeting begins at 1:00 PM (Lunch Served at 12:30 PM)**  
**Meeting will end no later than 3:00 PM**

**Objective(s) for this meeting:**

- (1) Receive reports and motions from the committees.
- (2) Consider motions—see attachments, including MS Word document regarding Graduate Council from Faculty Senate Constitution ad hoc committee
- (3) Learn from Dr. Howard Aulick about the Direction of Research in the University and discuss developments, issues, and plans regarding the Institutional Review Board
- (4) Give Council members time to raise current and future issues of importance to the Council and to discuss these as time permits
- (5) Draft agenda for the meeting March 22, 2002, to be held in South Charleston. The President will be visiting us for that meeting.

**Agenda:**

Conducted by	G. C. Standing Committees	F. S. Standing Committees
Larsen		Recommendations
Larsen		Minutes of Meeting
Larsen & Com		Motions from previous meetings
Larsen and Those Who Have Submitted Motions		Other Motions as distributed in advance by the chair
Larsen		Subjects and Questions for President Angel so he can prepare for our March meeting.
Larsen, Sottile, Dennison		Report on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee; Consider motion to accept the document (attached) describing the Graduate Council relationship to the Faculty Senate
Aulick		Informal discussion regarding research direction for the University; informal discussion regarding developments, issues, and plans concerning the Institutional Review Board
Cunningham		Northcentral Report summary
Fet and Amerikaner		Update on Workload committee
Larsen		Council assignments with respect to Program Reviews
Larsen		Discussion by individual members of Council on current or future issues important to this Council (If you have something for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meetings)
Larsen & Dennison		Review of Assignments for next meeting
Larsen		Review and modification of draft agenda for next meeting
Dennison		Meeting Critique (“I Liked...” and “I Wish...”)

**NOTE:** Please see attachments for major Motions to be presented (submitted one week in advance)

Meeting Adjournment: No later than 3:00 PM

**Future Council Meetings:**

- March 22, 2002—To be held on South Charleston campus, room GC 319.
- April 26, 2002—Currently planned to be held in Huntington or Putnam County





Prerequisites: 6 hours of Latin literature numbered 303 or above, or equivalent.		
	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>LAT 507</b>	<b>Livy's History of Rome</b>	3 cr hrs
Course Description: A close reading in Latin of selections from Livy's history poetry, with special attention to its literary and cultural contexts.		
Prerequisites: 6 hours of Latin literature numbered 303 or above, or equivalent.		
	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>SPSY 624</b>	<b>Psychoeducational Assessment</b>	3 cr hrs
Course Description: Review of standard assessment instruments used in school psychological practice emphasizing those aspects of specialized testing consistent with diagnostic needs of the individual child or groups of children.		
Prerequisite: SPSY 622		
	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>SPSY 603</b>	<b>Professional School Psychology</b>	3 cr hrs
Course Description: This course provides the opportunity to teach the historical roots of contemporary psychology and school psychology and to help students contemplate the future of school psychology.		
Prerequisite: SPSY 601		
	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>SPSY 606</b>	<b>Adolescent Substance Abuse</b>	3 cr hrs
Substance abuse is a pervasive problem within our society. Mental Health professionals and educators require knowledge and skills in adolescent substance abuse prevention, intervention, and treatment to address this problem. (This is a three credit reading and writing intensive course that uses WebCT format to present information on adolescent substance abuse. Delete this)		
Prerequisite: None ?	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>PSY 675 – 676</b>	<b>Practicum in Teaching Psychology</b>	1 –3 cr hrs
Course Description: Supervised teaching experience in Introductory Psychology, including development of lectures, classroom demonstrations, quizzes, tests extra credit activities and syllabi.		
Prerequisite: PSY 600 and consent of the instructor.		
	Passed By Graduate Coun. Curriculum Committee	2-15-02
<b>PSY 710</b>	<b>Advanced Psychological Assessment</b>	3 cr hrs
Course Description: This course will offer coverage in advanced topics in psychological assessment. These topics will include geriatric assessment, assessment of addictions, neuropsychological screening, forensic assessment, and cross-cultural assessment issues.		
Prerequisite: Admission to PsyD program or permission of the instructor.		
	Passed by Graduate Coun . Curriculum Committee	2-15-02
<b>PSY 712</b>	<b>Geropsychology</b>	3 cr hrs
Course Description: An examination of normal and abnormal processes of aging, including common social, cognitive, health, and psychopathological problems will be studied. Issues of community resources, assessment and therapy will be discussed. Prerequisite: Admission to PsyD program or permission of instructor.		
	Passed by Graduate Coun. Curriculum Committee	2-15-02
<b>PSY 731</b>	<b>Psychodynamic Psychotherapy</b>	2 cr hrs
Course Description: This course presents an overview of the theory underlying psychodynamic		

and insight oriented psychotherapies, with emphasis on brief/short-term interventions. Current empirical evaluation of insight therapy is covered.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 732**

**Behavior**

**Therapy**

2 cr hrs

Course Description: This course covers the methods of behavior therapy, including its use in treatment of common disorders such as depression, anxiety disorders, child conduct problems and chronic illness such as schizophrenia.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 733**

**Cognitive Psychotherapy**

2 cr hrs

Course Description: Introduction to the literature on and professional applications of cognitive approaches to psychotherapy. Readings, case discussions, demonstrations and seminar interactions will be used throughout.

Prerequisite: Admission to PsyD program or Permission of the Instructor

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 750**

**Behavioral**

**Health**

2 cr hrs

Course Description: This course will provide an overview of common medical problems, and their related psychological issues. Adjustment issues, health behavior, family impacts, and medical compliance will also be discussed.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 752**

**Community Psychology**

3 cr hrs

Course Description: This course presents an overview of the philosophy, issues, methods, and interventions of community psychology practice. Students will complete field projects as part of the experience.

Prerequisite: Admission to PsyD program or permission of instructor

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 755**

**Rural Psychology**

3 cr hrs

Course Description: This course prepares students to undertake supervised practice in rural areas, including employment of appropriate research techniques and the design of culturally and economically effective interventions.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 764**

**Advanced Studies in Human Sexuality**

3 cr hrs

Course Description: An examination of the knowledge and theory which explain important areas of sexual behavior. Topics emphasize sexual orientation, sexual dysfunctions, gender identity, paraphilias, compulsive and coercive behaviors.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 790 – 796 Seminar in Clinical Psychology**

1 cr hrs

Course Description: Seminars on current topics and issues of interest to clinical psychologists. Topics will change for each semester. PsyD program students are required to enroll for six semesters of seminars; check with advisor for details.

Prerequisite: Admission to PsyD program or permission of instructor.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 799****Doctoral**

3 – 9cr hrs

**Research**

Course Description: Doctoral research project under the supervision of research committee and chair.

Prerequisite: Permission of program coordinator.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**Course Changes:****HCA 653**

Change in Title:

From: **Managed Health Care**

To: **Integrated Health Care Delivery Systems**

Change in Catalog Description:

From: **An investigation of managed care systems within the United States. Emphasis placed on identifying practices that promote quality care at an affordable cost. (PR: HCA 600)**

To: **Provides an in depth knowledge of health care delivery**

**Systems with emphasis on the major managerial issues faced by integrated delivery systems. (PR: HCA 600)**

**Passed by Graduate coun. Curriculum Committee 2-15-02**

**PSY 656 & PSY 657 Research in Psychology**

Change in course number from PSY 556 & PSY 557

Rationale: The proposed change from 500 to 600 level reflects the change that has occurred in the last several years in the faculty expectations for the work quality and relative autonomy expected of graduate students permitted to enroll in this research experience. The overall purpose of the course remains the same – to give students an opportunity to work on research projects with faculty in a supervised, yet collaborative way. The 600 level, however, is more consistent with faculty expectations of graduate students who would be given permission to enroll in this course.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**PSY 685 – 688 Independent Study**

Change in course number from PSY 585 - 588

Rationale: The proposed change from the 500 to 600 level reflects the change that has occurred in the last several years in faculty expectations for the work quality and relative autonomy expected of students in doing independent study work. The overall purpose of the course remains the same – to give students an opportunity to investigate topics of interest not covered in other course(s) through individually designed readings, written projects, etc. The 600 level, however, is more consistent with faculty expectations of graduate students who would be given permission to enroll in this course.

Passed by Graduate Coun. Curriculum Committee 2-15-02

**Course Deletions:**

<b>PSY 556-557</b> Replaced by	<b>Research in Psychology</b> PSY 656-657 Passed by Graduate Coun. Curriculum Committee	1-3 cr hrs 2-15-02
<b>PSY 585-588</b> hrs Replaced by	<b>Independent Study</b> PSY 685-688 Passed by Graduate Coun. Curriculum Committee	1-4 cr 2-15-02
<b>Certificate Program Additions:</b>		
<b>hrs</b>	<b>Social Services and Attendance Certificate Program</b> Passed by Graduate Coun. Curriculum Committee	<b>18-24 cr</b> 2-15-02

From the **Academic Planning, Standards and Policy Committee:**

No motions received

The **Credentialing Committee** will bring a handout if they have any motions on Graduate Faculty Status

A motion will be presented to accept the following document:

In an effort to effect congruence between and among the various documents concerning faculty governance subsequent to the merger of Marshall University with the former West Virginia Graduate College (i.e., SB 67, Interim Executive Policy Bulletin #12, the Constitution of the Marshall University Faculty Senate, and the Marshall University Graduate Council By-Laws), the Constitutional Ad Hoc Committee proposes two amendments to the Faculty Senate Constitution:

- a. The deletion of Article VI, Section 11 titled "Graduate Committee";
- b. The insertion of the following as Article VII

(subsequent sections of Article VI and Articles following will be appropriately re-numbered)

## Article VII. Graduate Council

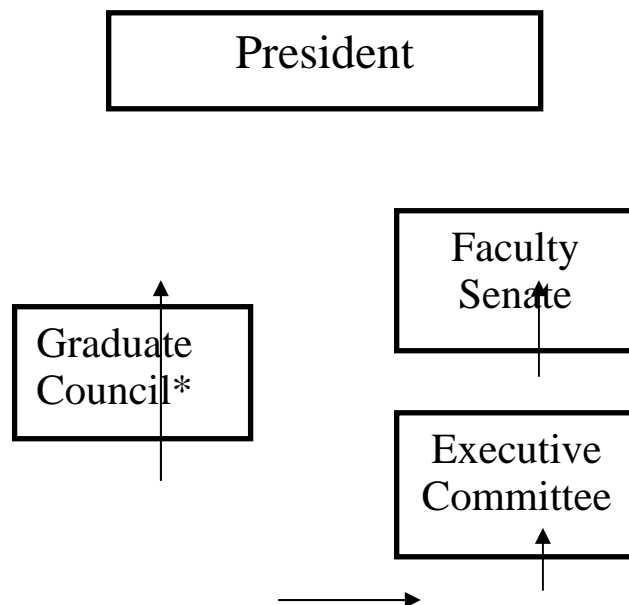
- Section 1.** The Marshall University Faculty Senate system shall include, in addition to the Faculty Senate itself, the Graduate Council. The Graduate Council has certain specified functions and works in cooperation with the Senate on other matters. The Graduate Council shall meet of its own accord, 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. Specific functions include the facilitation of long range planning for graduate education at Marshall University, the recommendation of new programs 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 seven individuals from the South Charleston campus (four faculty members elected at large, one faculty member from CITE, one librarian with faculty rank, and a faculty senate liaison\*), nine individuals from the Huntington campus (one representative each from the Lewis College of Business, the College of Education and Human Services, the College of Fine Arts, the College of Liberal Arts, the College of Science, the School of Journalism and Mass Communications, the College of Nursing and Health Professions, the School of Medicine; and the president of the Faculty Senate\*), and one graduate student representative elected at-large. Ex-officio (nonvoting) members include the Dean of the Graduate College, the Provost/Senior Vice President for Academic Affairs, the Vice President for Graduate Studies, and the Vice President of Research.

(\*In the event the Faculty Senate President is from the South Charleston campus, the faculty senate liaison will be elected from the Huntington campus.)

**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 odd-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 Section 2 shall be submitted directly to the university President or the President’s designee for approval. All such actions shall be communicated to the Faculty Senate. On matters not related to those functions, the Graduate Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

### Faculty Governance Flow Chart



G. C. Standing  
Committees

F. S. Standing  
Committees



\* 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 the Executive Committee.

Return to: [2001-2002 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## MU Graduate Council Meeting on Jan. 25, 2002

### Objective & Agenda

South Charleston Campus

Meeting begins at 1:00 PM (Box Lunches Served at 12:30 PM)

Meeting will end no later than 3:00 PM

#### Objective(s) for this meeting:

- (1) Receive reports and motions from the committees.
- (2) Give Council members time to raise current and future issues of importance to the Council and to discuss these as time permits
- (3) Draft agenda for the meeting February 22, 2002.

#### Agenda:

<u>Conducted by:</u>	<u>Item:</u>
Larsen	Welcome to Council members and Announcements
Larsen and Committee Chairs	Review of and Reporting on Assignments from Previous Meetings
Larsen and Those Who Have Submitted Motions	Other Motions as distributed in advance by the chair
Larsen	Discussion by individual members of Council on current or future issues important to this Council (If you have something for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meeting)
Larsen	Council assignments with respect to Institutional Review Board and human subjects review process
Larsen	Council assignments with respect to Program Reviews
Larsen, Dennison, Sottile	Update on issues regarding Graduate Council and the Faculty Senate Constitutional <i>ad hoc</i> Committee
Larsen	Faculty Credentials <i>ad hoc</i> Committee
Larsen	Graduate Council Website—New Version is up and running
Larsen	Assignment to Appeals Committee regarding a graduate student wanting to take comprehensive exams for the fourth time
Larsen	Some comments on our minutes
Larsen & Dennison	Review of Assignments for next meeting
Larsen	Review and modification of draft agenda for next meeting
Dennison	Meeting Critique (“I Liked...” and “I Wish...”)

**NOTE:** Please see attachments for major Motions to be presented (submitted one week in advance)

Meeting Adjournment: No later than 3:00 PM

#### **Future Council Meetings:**

- February 22, 2002
- March 22, 2002
- April 26, 2002



**Attachments:**

The **Curriculum Committee** moves that the following courses additions or changes be approved:

**Course additions:**

- ✓ TM 640 Intelligent Transportation Systems
- ✓ ACB 655 Dgital Video Imaging

**Course Title Change:**

- ✓ COUN 611: From – “Community Program Development and Interventions” - to –  
“Foundations of Community Counseling”

None of these have received negative comments from the folks on the distribution lists.

**From the Academic Planning, Standards and Policy Committee:**

Please see the email with attachments forwarded by Larsen to all Council members on 1-21-02 from Diana Stotts message of 1-11-02

The motion will be to pass the policy and form, but to discuss how the Council feels about the \$100 fee to validate courses. The APSP Committee feels the fee is not needed. The motion will be to not have the fee, but the Council will be open to proposed amendments to this motion if any are made, so please come prepared to discuss your feelings on this issue as needed.

**Also** from the **APSP Committee**, please see the committee’s statement in the above same email regarding:

- (1) Attendance Policy
- (2) The Institutional Review Board information

The **Credentialing Committee** will bring a handout if they have any motions on Graduate Faculty Status

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

***Objective & Agenda: MU Graduate Council Meeting on Nov. 30, 2001***

**Graduate Council Meeting Objectives and Agenda**

**Putnam County Chamber of Commerce Building**

**Meeting begins at 1:00 PM (Refreshments Served, rather than lunch)**

**Meeting will end no later than 2:30 PM**

**Objective(s) for this meeting:**

- (1) Act on Council business
- (2) Receive reports and motions from the committees.
- (3) Give Council members time to raise current and future issues of importance to the Council and to discuss these as time permits
- (4) Draft agenda for the January 25 meeting.

**Agenda:**

**Item: Conducted by:**

Welcome to Council members and Announcement Larsen

- Fred Pauley is a member of the Credentialing Committee

Review of and Reporting on Assignments from Previous Meetings

Larsen and Committee Chairs

Other Motions by committees as distributed in advance by the chair

Larsen and Committee Chairs

The Institutional Review Board (IRB) and human subjects review process—Discussion of issues and concerns Amerikaner

Discussion by individual members of Council on current or future issues important to this Council (If you have something for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meeting) Larsen

Review of Assignments for next meeting Larsen & Dennison

Review and modification of draft agenda for next meeting Larsen

Meeting Critique ("I Liked..." and "I Wish...") Dennison

Meeting Adjournment: No later than 2:30 PM

Future Council Meetings:

- January 25, 2002
- February 22, 2002
- March 22, 2002
- April 26, 2002

### **Motions Submitted in Advance for Consideration at the MU Graduate Council Meeting of November 20, 2001**

#### **Motion 1—From the Academic, Planning, Policy, and Standards Committee**

The Graduate Academic, Planning, Policy, and Standards Committee moves to accept the attached description of the Family and Consumer Sciences Masters Degree Program to be included the Graduate catalog. (See Attachment 1 below)

Rationale:

1. This is a request coming from the Family and Consumer Sciences Masters Degree faculty as meeting their requirement for admissions and graduation.

Attachment 1 Reads:

Students are admitted to the Master of Arts in Family and Consumer Sciences (FCS) program by submitting the following:

- A transcript showing a completed undergraduate degree with a minimum 2.5 GPA;
- A letter of application outlining the student's goals for an MA in Family and Consumer Sciences;
- 12 hours of coursework in Family and Consumer Sciences or a closely related field (ex: nutrition, human development, family resource management, design in the near environment). Students who do not have sufficient background may fulfill this requirement by completing approved undergraduate Family and Consumer Sciences courses sufficient to assure success in Family and Consumer Sciences graduate studies;
- A minimum of 1200 GRE score if undergraduate GPA is below 3.0, or a minimum of 1000 GRE score if undergraduate GPA is a 3.0 or above.

The Master of Arts in Family and Consumer Sciences requires 32 semester hours of graduate work, of which not more than 6 hours may be earned by a thesis. If a thesis is not submitted, a minimum of 36 hours of coursework must be completed. Each graduate is expected to conduct independent research through a special problem and problem report or thesis. Courses in statistics and/or research methods are required of all students. EDF 517 and EDF 621 or EDF 625 are often selected.

A minimum of 18 hours in Family and Consumer Sciences is required, including FCS 600. In addition, a thesis, FCS 681, or a problem report, FCS 684 and 679, is required. One minor with a minimum of 9 hours is recommended. The remaining hours are planned to meet the individual students professional needs. Prospective students should contact the Family and Consumer Science program coordinator for further information.

### **Motion 2—From the Academic, Planning, Policy, and Standards Committee**

The Graduate Academic, Planning, Policy, and Standards Committee moves to restore Section IV.C.2 in the Graduate Catalog under Academic Rights and Responsibilities of the Student. (See Attachment 2 below)

Rationale:

1. Suspension for academic dishonesty should remain an option

Attachment 2 Reads:

#### IV. Academic Sanctions

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools, may be subject to one or more of the following academic sanctions:...

##### C. Academic Suspension...

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic

dishonesty, he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools. A student violating any term of academic suspension while on suspension will be subject to further academic suspension up to, and including, academic dismissal from the University.

### **Motion 3—From the Curriculum Committee**

The Curriculum Committee moves that the graduate courses and course changes below be approved by the MU Graduate Council:

#### **HST 536 Modern China** 3 cr hrs

Course Description: An overview of Chinese history in the modern era (1600 to the present), including the major political, cultural, social, and intellectual events and trends of this period.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

#### **IS 692 Image Processing for Forensics** 3 cr hrs

Course Description: Image Processing focuses on the application of technology to scientific analysis of images. Topics include: measurement techniques, scientific methods of reconstruction and interpretation of images: enhancement of images and video.

Prerequisite: [Permission of the instructor](#) **Passed by Graduate Coun. Curriculum Committee 10-26-01**

#### **IS 585-88 Independent Study** 1-4 cr hrs

Course Description: An approved study of special interest, that is appropriate for the student's program of study, concerning information systems. Carried out under the supervision of a faculty member.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

#### **IS 653 Special Topics** 1-4 cr hrs

Course Description: Occasional offerings of current topics in information systems, providing important supplementary material for participating students.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

#### **IS 685-88 Independent Study** 1-4 cr hrs

Course Description: An approved study of special interest, that is appropriate for the student's program of study, concerning information systems. Carried out under the supervision of a faculty member.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

**TE 585-88 Independent Study** 1-4 cr hrs

Course Description: An approved study of special interest, that is appropriate for the student's program of study, concerning technology and engineering. Carried out under the supervision of a faculty member.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

**TE 650-53 Special Topics** 1-4 cr hrs

Course Description: Occasional offerings of current topics in technology and engineering, providing important supplementary material for participating students.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

**TE 685-88 Independent Study** 1-4 cr hrs

Course Description: An approved study of special interest, that is appropriate for the student's program of study, concerning technology and engineering. Carried out under the supervision of a faculty member.

No prerequisite. **Passed by Graduate Coun. Curriculum Committee 10-26-01**

**Course Changes:**

**HCA 750** Change in Course Number:

From: **HCA 750**

To: **HCA 695**

**Passed by Graduate Coun. Curriculum Committee 10-26-01**

***Draft Objective & Agenda: MU Graduate Council Meeting on Jan. 25, 2002***

**Graduate Council Meeting Objectives and Agenda**

**January 25, 2001**

**Location to be announced**

**Meeting begins at 1:00 PM**

**Meeting will end no later than 2:30 PM**

**Objective(s) for this meeting:**

- (1) Act on Council business
- (2) Receive reports and motions from the committees.
- (3) Give Council members time to raise current and future issues of importance to the Council and to discuss these as time permits
- (4) Draft agenda for the January 25 meeting.

**Agenda:****Item: Conducted by:**

Welcome to Council members and Announcement Larsen

- Fred Pauley is a member of the Credentialing Committee

Review of and Reporting on Assignments from Previous Meetings

Larsen and Committee Chairs

Other Motions by committees as distributed in advance by the chair

Larsen and Committee Chairs

Discussion by individual members of Council on current or future issues important to this Council (If you have something for this agenda item, please bring this to the attention of the Council Chair at least six working days in advance of the Council meeting) Larsen

Review of Assignments for next meeting Larsen & Dennison

Review and modification of draft agenda for next meeting Larsen

Meeting Critique ("I Liked..." and "I Wish...") Dennison

Meeting Adjournment: No later than 2:30 PM

Future Council Meetings:

- January 25, 2002
- February 22, 2002
- March 22, 2002
- April 26, 2002

Return to: [2001-2002 Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## Graduate Council Meeting Objectives and Agenda

October 26, 2001

Spotts Room, Memorial Student Center, Huntington Campus

Box Lunch served at 12:30 PM

Meeting begins at 1:00 PM

### Objective(s) for this meeting:

- (1) Work toward more effectively accomplishing the duties of this Council.
- (2) Discuss needs of the Council.
- (3) Receive reports from the committees.
- (4) Consider motions.
- (5) Draft agenda for the November 30 meeting.

### Agenda:

- Approval of minutes from September 28, 2001.
- Announcements:
  - We are working on updating the Graduate Council website. Access permission to the website has been requested.
  - Please notify the Eldon Larsen and Len Deutsch of your committee meetings and provide agendas. They are Ex-Officio members of each committee. They will likely not be able to attend many of the meetings, but would like to have that option or to communicate with the committee before or after their meetings.
- Review of meeting procedures
  - Discussion to be led by Eldon Larsen
  - We need proposed agenda items earlier from the committees
  - Needs of the Council members



- **Committee Reports and Assignments:**

- **Academic Appeals Committee:**

- Update on appeal of graduate student Heidi Staats.
- Report from the Committee:

- **Academic Planning, Standards, and Policies Committee ("Academic" for short):**

- Validation of old Coursework Proposal: The Graduate Program Advisors Committee discussed this proposal in 2000-2001 and gave feedback. Today, Larsen is giving information to the APPS committee and asking for resolution and motion at the November Council meeting.
- Graduate Academic Appeals Board: Frequency of selection, term, and numbers of college and school representatives—Proposed Graduate Catalog revision to say "The Graduate Dean shall appoint two (2) members from each college and school having a graduate program to serve on the Board. Such appointments shall be made every three years."
- Motion to amend the May 7 minutes.
- Report from the Committee:

- **Credentialing Committee:**

- Please update the Council as this committee develops its thinking on any changes to the issues around Graduate Faculty status. The Graduate Program Advisors Committee discussed this at length last year. The feedback from that committee needs to be considered.
- Report from the Committee:

- **Curriculum Committee:**

- The Curriculum Committee is looking for someone to help it to convert to MS Word format the "Request for Graduate Course Addition" and "Request for Graduate Course Change" forms
- Please give recommendations for any changes to the above two forms to

Mike Cornfeld and copy to Eldon Larsen

○ Report from the Committee:

• **Meeting Closure:**

- Draft Agenda for the next meeting
- Meeting Critique: "I liked..." and "I wish..."
- Adjournment

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

## Graduate Council Meeting Agenda

September 28, 2001

Room GC 319, South Charleston Campus

Box Lunch served at 12:30 PM

Meeting begins at 1:00 PM

- Approval of minutes from August 24, 2001.
- Nomination and Election of Graduate Council Secretary. Corley Dennison has accepted to be nominated. Floor will be open for nominations & seconds, then vote.
- Term Expiration Date as member of Graduate Council for Eldon Larsen: The Faculty Senate Secretary thought that Tom Hankins term as representative from CITE expired in 2003, but Tom began in September 1998, following much discussion in the Council during 1997 and 1998 as to Council membership. Tom having completed three years in 2001, the assumption or decision was that Tom's term ended in 2001, as elections were to be in odd years. Eldon Larsen was elected in Tom's place to the Council. The question is, "Should Eldon Larsen's term on the Graduate Council expire in 2003 (as if filling a sort of 5-year term for Tom Hankins) or 2005 (for a full 4-year term for Eldon).
- Should the Ex-Officio, Non-Voting Members include Charles McKown (Dean of Medical School) and Tom Klein (Graduate Student Association Faculty Advisor)? The bylaws do not include them, but the Faculty Senate Constitution for the Graduate "Committee" does. Although these positions have been on the Faculty Senate Constitution since 1997, they have never been considered part of Council and have neither been invited nor participated.
- How is the FS Liason for South Charleston to be selected? Needs completion.
- Review of Graduate College Satisfaction Survey needs quick feedback.
- Need to finalize the proposal to revamp the way we validate old coursework?
- Re-visit the motion of May 7, 2001, which affects the suspension policy. The motion was more sweeping than it should have been.
- Motion: Ken O'Neal and Len Deutsch suggest on-line catalog prefatory language.
- Motion that the Graduate Council Executive Committee (Chair, Vice-Chair, and Secretary) prepare a draft of an updated version of the Bylaws and wording clarification as needed. For example, the Bylaws assign to the Graduate Council the responsibility for reviewing all Graduate Program Reviews. Starting this year, Graduate Council will elect members to serve on the University Planning Committee which deals with Program Review. Also, for example, the voting for officers by secret ballot is not provided for.

- **Committee Reports and Assignments**

- **Academic Appeals Committee:**

- **Academic Planning, Standards, and Policies Committee:**

- **Credentialing Committee:**

- **Curriculum Committee:**

- **Possible Future Agenda Items:**

- Graduate Council Advice on Selection Process for the annual Outstanding Advisor awards

Return to: [1999-2000](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**Graduate Council Meeting Agenda  
November 5, 1999 1:00 PM  
Putnam County Library**

1) Committee Reports

Academic Planning, Policies and Standards -- Joyce East

Academic Appeals – Donna Donathan

Credentials – David Castleberry

Curriculum – Nancy Wilson

2) Approval of by-laws

3) Admissions policy – Lenny Deutsch

4) Changes in TOEFL scores -- Lenny Deutsch

5) Comprehensive assessment class – Lenny Deutsch

6) Revision of forms (e.g., Application for MA) – Lenny Deutsch

7) Strategic planning for graduate education – Ron Childress, Corley Dennison

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

## **GRADUATE COUNCIL**

**Friday, May 14, 1999**

**So. Charleston: Adm. 134**

**Huntington Campus - Science Bldg. 166**

**1:00 - 3:00 p.m.**

### ***A G E N D A***

1. Approval of April 16 minutes
2. Policy Committee K. Ambrose
3. Requirement for Education Specialist Degree K. Ambrose
4. Curriculum Committee C. Braun
5. Credentials Committee L. Deutsch for G. Morton
6. Vision 2020 L. Deutsch
7. Representation B. Nicholson
  - .Faculty Senate Liaison
  - .Election of Student Representative

**Next Meeting: September 10, 1999**

**John Spotts Dining Room**

**1:00 p.m. - 3:00 p.m.**

Agenda items due by September 1, 1999

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, April 16, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 - 3:00 p.m.**

***A G E N D A***

1. Approval of March 12 Minutes
2. Credentials Committee G. Morton
3. Policy Committee K. Ambrose
4. Curriculum Committee C. Braun
5. Graduate Council Representation

**Next Meeting: May 14, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 p.m. - 3:00 p.m.**  
Agenda items due by May 7, 1999



Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, March 12, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 - 3:00 p.m.**

***A G E N D A***

1. Approval of Minutes
2. Curriculum Committee C. Braun
3. Electronic Scholarship D. Prisk
4. Graduate Council Membership B. Nicholson/C. Dennison

**Next Meeting: April 9, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 p.m. - 3:00 p.m.**  
Agenda items due by March 31, 1999

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, February 12, 1999**  
**So. Charleston: Thomas Board Room**  
**Huntington Campus - Science Bldg. 166**  
**1:00 - 3:30 p.m.**

***A G E N D A***

1. Approval of Minutes
2. Credentials Committee L. Deutsch
3. Associate Doctoral Policy L. Deutsch
4. Curriculum Committee C. Braun
5. Electronic Scholarship D. Prisk
6. Graduate Council Membership B. Nicholson

**Next Meeting: March 12, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 p.m. - 3:00 p.m.**  
Agenda items due by February 26, 1999

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

## **GRADUATE COUNCIL**

**Friday, January 22, 1999**  
**So. Charleston: Thomas Board Room**  
**1:30 - 3:30 p.m.**

### ***A G E N D A***

1. Approval of minutes
2. Graduate Council Membership  
C. Dennison  
B. Nicholson
3. Credentials Committee  
G. Morton
4. Policy Committee  
Denman/Deutsch
5. Curriculum Committee  
C. Braun

**Next Meeting: February 12, 1999**  
**So. Charleston: Adm. 134**  
**Huntington Campus - Science Bldg. 166**  
**1:00 p.m. - 3:00 p.m.**  
Agenda items due by January 30, 1999

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, December 11, 1998**  
**Huntington campus - Science Building Room 166**  
**So. Charleston: Adm. 134**  
**1:00 - 3:00 p.m.**

***A G E N D A***

1. Approval of minutes
2. Committees:

Academic Appeals	B. Nicholson
Curriculum	C. Braun
3. Course evaluations B. Gross
4. Council Membership C. Dennison/B. Nicholson
5. Joint appointments L. Deutsch
6. Representatives to new Library Policy Board D. Prisk  
Note: The Policy committee will present its recommendaitons at the January 8, 1998 meeting.

<p><b>Next Meeting: January 8, 1999</b> <b>So. Charleston: Adm. 134</b> <b>1:00 p.m. - 3:00 p.m.</b> Agenda items due by December 30, 1998</p>
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Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, November 13, 1998**  
**Huntington campus - Science Building Room 166**  
**So. Charleston: Adm. 134**  
**1:00 - 3:00 p.m.**

***A G E N D A***

1. Approval of October 9, 1998 minutes
2. Student Course Evaluation K. Ambrose
3. Graduate program Reviews L. Deutsch
4. Graduate Certificate C. Braun
5. Prerequisites on Banner R. Ferguson
6. Committees
  - .Credentials G. Morton
  - .Policy K. Ambrose
  - .Curriculum C. Braun
  - .Academic Appeals B. Nicholson
7. Graduate Council Membership C. Dennison
8. Graduate Council Elections
9. Comprehensive exams B. Nicholson

<p><b>Next Meeting: December 11, 1998</b>  <b>Huntington: Science 166 So. Charleston: Adm. 134</b>  <b>1:00 p.m. - 3:00 p.m.</b>            Agenda items due by November 30, 1998</p>
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Return to: [1999-2000](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**Graduate Council Meeting Agenda  
November 5, 1999 1:00 PM  
Putnam County Library**

1) Committee Reports

Academic Planning, Policies and Standards -- Joyce East

Academic Appeals – Donna Donathan

Credentials – David Castleberry

Curriculum – Nancy Wilson

2) Approval of by-laws

3) Admissions policy – Lenny Deutsch

4) Changes in TOEFL scores -- Lenny Deutsch

5) Comprehensive assessment class – Lenny Deutsch

6) Revision of forms (e.g., Application for MA) – Lenny Deutsch

7) Strategic planning for graduate education – Ron Childress, Corley Dennison

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

## GRADUATE COUNCIL

Friday, October 9, 1998

Huntington campus - Science Building Room 166

1:00 - 3:00 p.m.

### A G E N D A

1. Approval of September 11, 1998 minutes
2. Policy Committee L. Deutsch
  - .Withdrawal
  - .Provisional students
  - ."Undecided" as Admissions Category
  - .Admissions Process
  - .Hooding of Ph.D. students at commencement
  - .Recruitment of graduate students
3. Graduate council representation C. Dennison
4. COLA's request to change course evaluation COLA Representative
5. Banner Prerequisites L. Deutsch
6. New major codes form L. Deutsch
7. Discussion of nomenclature S. Denman  
(e.g. adjunct/part time; joint appointment)
8. Select S. Charleston and Huntington representatives to  
Electronic Thesis Committee L Deutsch
9. Catalog definition of a student's master's committee L. Deutsch
10. Number of graduations per year L. Deutsch/S. Denman
11. Certificate programs Charley Braun

**Next Meeting: November 13, 1998**  
**Huntington: Science 166 So. Charleston: Adm. 134**  
**1:00 p.m. - 3:00 p.m.**  
 Agenda items due by October 30, 1998

Return to: [1998-1999](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

**GRADUATE COUNCIL**  
**Friday, September 11, 1998**  
**Huntington campus - John Spotts Dining Room**  
**1:00 - 3:00 p.m.**

***A G E N D A***

- |   |              |
|---|--------------|
| 1. Welcome back   | D. Prisk     |
| 2. Process changes - recommendation                                 | D. Prisk     |
| 3. Graduate Faculty Membership                                      | G. Morton    |
| 4. Graduate admission process/<br>academically provisional students | L. Deutsch   |
| 5. Graduate Faculty titles (Senior Lecturer, Clinical, etc.)        | L. Deutsch   |
| 6. Policy Committee<br>. graduate certificate programs              | K. Ambrose   |
| 7. Electronic Scholarship   | D. Prisk     |
| 8. Curriculum Committee   | C. Braun     |
| 9. Academic appeals committee                                       | B. Nicholson |
| 10. Hooding ceremony  | L. Deutsch   |

**Next Meeting: October 9, 1998**  
**Huntington: Science 166 So. Charleston: Adm. 134**  
**1:00 p.m. - 3:00 p.m.**  
**Agenda items due by September 29**



Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

## GRADUATE COUNCIL

**Thursday, May 7, 1998**  
Huntington campus - room 166  
South Charleston campus - room 134  
1:30 - 3:30 p.m.

### **A G E N D A**

1. Approval of April 24 meeting
2. Curriculum Committee C. Braun
3. Credentialing Committee G. Morton
4. Other

**Next Meeting\***  
**John Spotts Room - Huntington Campus**  
**September 11, 1998**  
**\*Graduate Council as a whole**

**Return to:** [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**GRADUATE COUNCIL**  
**April 3, 1998**  
**Room 166, Huntington Campus**  
**Room 134, South Charleston Campus**  
**1:30 p.m.**  
**AGENDA**

1. Approval of March 13 Minutes

2. Graduate Faculty Workload S. Denman

3. Graduate Catalog L. Deutsch

4. Policy Committee L. Deutsch  
(for K. Ambrose)

5. Certificate Program L. Deutsch

6. Credential Committee G. Morton

7. Curriculum Committee C. Braun

**Next Meeting: April 24, 1998, 1:00 p.m.**  
**Room 166, Huntington Campus**  
**Room 134, South Charleston Campus**

Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

## GRADUATE COUNCIL

March 13, 1997

1:00 - 3:00 p.m.

Huntington campus - room 166 - Science Building  
South Charleston - room 134 - Administration Building

### A G E N D A

1. Approval of February 27 minutes
2. Graduate Course Evaluation Dr. O'Reilly
3. Status Report - Electronic Scholarship Dr. Deutsch
4. Graduate Faculty Teaching Load Dr. Denman
5. Policy Committee Dr. Ambrose
6. Credentials Committee Dr. Morton
7. Appeals Committee Dr. Nicholson
8. Other

<p><b>Next Meeting:</b> <b>April 3, 1998, 1:30 p.m.</b> <b>Huntington campus - room 166</b> <b>South Charleston campus - room 134</b></p>
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Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**REVISED**

**GRADUATE COUNCIL**

**February 27, 1998**

**1:00-3:00 p.m.**

**Huntington campus - room 166, Science Building**

**South Charleston campus - room 134, Administration Building**

***A G E N D A***

1. Approval of Minutes (January 23 and February 13)
2. Graduate Faculty Teaching Load
3. Promotion and Tenure
4. Graduate Course Evaluation
5. Web Site
6. Electronic Scholarship

**NEXT MEETING: March 13, 1998, 1-3 p.m.**

**Huntington campus - room 166**

**South Charleston campus - room 134**

Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**GRADUATE COUNCIL**

**February 13, 1998**

**1:00-3:00 p.m.**

**Huntington campus - room 166, Science Building**

**South Charleston campus - room 134, Administration Building**

**A G E N D A**

1. Approval of Minutes
2. Graduate Faculty Teaching Load
3. Promotion and Tenure
4. Policy Committee Updates
  - S/U vs CR/NC
  - Uniform grade appeal
  - Comprehensive assessment
5. Number of Thesis Copies and Distribution

**NEXT MEETING: February 27, 1998, 1-3 p.m.**

**Huntington campus - room 166**

**South Charleston campus - room 134**

Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**MARSHALL UNIVERSITY  
GRADUATE COUNCIL**

January 9, 1998

Huntington campus - room 166, Science Building

South Charleston - room 134 MUGC Administration Building

1:00 - 3:00

**AGENDA**

1. Approval of Minutes from December 12
2. By-laws Approval
3. Curriculum Committee Report
4. Policy Committee Report
5. Graduate Catalog

***NEXT MEETING: January 23, 1998, Huntington campus,  
room MSC2E11 and 2E12, 1 to 3***

Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**GRADUATE COUNCIL**  
**December 12, 1997**

**Huntington Campus**  
**Marshall Student Center**  
**Shawkey Room**  
**1:00 - 3:00 p.m.**

**ROLLING AGENDA**

1. Approval of Minutes
2. Graduate Programs Under Review  
(Includes Huntington and South Charleston)
3. Status of Merged Graduate Catalog
4. Status of Merged Data Base (Graduate programs)
5. Grading System for Professional Development Classes
6. Number of Thesis Copies and Distribution
7. Distribution of Tuition Waivers
8. Standardization of Grade Appeal Process
9. Defining Professional Development Classes
10. Graduate Status for South Charleston Faculty  
(Length of time to "grandfather")
11. Operating Policies Procedures Committee
12. Criteria for Appointment to Graduate Faculty Status
13. Promotion and Tenure for Graduate Faculty
14. General Discussion of Research
15. Faculty Course Evaluation (graduate only)
16. Graduate College Mission
17. Electronic Scholarship
18. NP Grade

<b>NEXT MEETING: January 9, 1997, South Charleston campus, Thomas Board Room</b>
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**Return to:** [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

GRADUATE COUNCIL

November 14, 1997

South Charleston Campus

Thomas Board Room

1:00 - 3:00 p.m.

AGENDA

1. Approval of Minutes
2. Graduate Council By-Laws
3. Other

NEXT MEETING: December 12, 1997, Huntington Campus, Marshall Student Center, Shawkey Room 2W9
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Return to: [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

**GRADUATE COUNCIL**  
**October 24, 1997**

**Huntington Campus**  
**Marshall Student Center**  
**Room 2E-11**  
**1:00 - 3:00 p.m.**

**A G E N D A**

1. Approval of Minutes
2. Preliminary Committee Reports
  - by-laws
  - appointment to graduate faculty status
  - promotion and tenure
  - operating policies and procedures
3. Graduate program review process
4. Faculty research and development funds
5. Other

NEXT MEETING: November 14, 1997, South Charleston campus, Thomas Board Room
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**Return to:** [1997-1998](#) [Minutes & Records](#) [Grad. Council](#) [Marshall](#)

## **GRADUATE COUNCIL**

October 10, 1997  
John Spotts Room  
Huntington

### **A G E N D A**

1. Welcome and Introductions
2. Remarks by President J. Wade Gilley
3. Future Council Meetings
4. Scope of Work (not inclusive)
  - By-laws
  - Review of promotion and tenure criteria for graduate faculty
  - Review of criteria for appointment to graduate faculty status Policies/Procedures
5. Pending Curriculum Recommendations
  - LCOB
6. Course Syllabi on the Web
7. Other Items