

Minutes of Marshall University Graduate Council Meeting
April 30, 2004
2W16 MSC, Huntington

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

Members Absent: Fet, Gordon, Hankins, Gaul

Ex-Officio Present: Childress, Denman, Deutsch,

Ex-Officio Absent: Aulick

Guests: Boyles, Ferguson, Olson

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

Boyles, Childress and Cunningham joined the meeting via teleconference.

Larsen announced that Tom Hankins has been elected to replace Rubenstein on the Council.

The minutes of the March 26, 2004 meeting were approved with the following change: Annette Gaul is the Graduate Student member on the Council rather than a guest.

Cornfeld made a motion to approve the Graduate Faculty Membership roster (Attachment 1). Larsen made the two changes to the roster. Robert Sawrey was dropped from the list and Lynn Snyder was added at the associate level from COEHS for the April 2004-April 2007 term. The motion passed.

Amerikaner asked if we should continue to vote to approve the Graduate Faculty Membership roster as we no longer review the requests. Cornfeld made a motion that the Council note in the minutes the report of new appointment recommendations from the deans. The motion passed.

Roberta Ferguson spoke on the issue of including Area of Emphasis on the diplomas. She explained that the transcript is the official record while the diploma is more ceremonial. The transcript does list the AOE. Marshall does include the graduate's major on the diploma but adding another line would give it a cluttered look. Further, considerable expense is involved in changing the plates for printing. Ferguson contacted other institutions regarding this matter and did not find any that included the AOE on the diploma. The Council agreed that Marshall should maintain the status quo on this issue.

On behalf of the Curriculum Committee, Reynolds moved that the Council approve changes to the degree and licensure program for Reading Education. The motion passed. Reynolds also moved that the addition of a Graduate Certificate Program in Creative Writing be approved. The motion passed. (Part of Attachment 2)

A motion was made by Reynolds to approve the following course additions: PSC 544, CIRG 622, CIRG 623, EDF 618, EDF 711 and SPSY 674. The motion passed. The following changes in course hours were also approved upon a motion from Reynolds: SPSY 738, SPSY 739, CD 570, and CD 571. A change in course title, course content and catalog change for PLS 542 was also approved. Upon a motion from Reynolds, course title changes were approved for LS 617, CIRG 636, CIRG 637, CIRG 643, CIRG 644, and CIRG 654. A course title, content, and catalog description change was approved for CI 550. Reynolds moved that the Council approve alpha designator changes for all CTCS courses to ATE. The motion passed. (These motions are all part of Attachment 2)

Larsen addressed the issue of revalidation of credit. Discussion centered on the length of the proposed form, payment for revalidation and signatures required on the form. Cunningham expressed concern about the \$25/course hour fee. The faculty member who does the revalidation work does not receive the fee. Further, it is an added burden on the student, and it

adds to the paperwork. Deutsch stated that the seven-year limit is in place because cohesion is needed and the limit is meaningless if there are no consequences for not completing degree requirements within that limit.

Five options were presented for how students may have their course work revalidated. Amerikaner pointed out that for options 2, 3, and 4 (independent study, repeat course work, additional hours of course work), tuition would be charged anyway. Deutsch stated that students are not charged the \$25/course hour fee for those options. Cornfeld made a motion that the fee be kept for options 1 and 5 (examination and portfolio). The motion passed. Some discussion occurred around the topic of what signatures are needed on the form. The Council voted to not require the signature of the Department Chair or Program Director.

Concern was expressed over confusing wording on the third page of the revalidation document. Larsen suggested that the document be returned to the committee. The votes stand on the fee structure and not requiring department/program chair/director signatures.

Larsen stated that Geography is now requiring that perspective students take the GRE. They are not requiring a specific score.

Denman reported that all the information is not in on the number of evaluators for the comprehensive assessments, including capstone courses, so the LCOB's request to revise the catalog was tabled until a later meeting.

Deutsch spoke on behalf of Dean Murphy regarding allowing Dr. Jean Smith to have graduate faculty status. He presented Smith's credentials. Smith is not in a tenure track position but is the John Marshall Professor and wants to chair thesis committees. Smith has written the definitive work on John Marshall and a several of other books.

The Graduate Council went into Executive Session at 2:14.
The Graduate Council went out of Executive Session at 2:40.

A motion was made to declare Howard Gordon's seat on the Council vacant. The motion passed.

A motion was made to grant graduate faculty status to Dr. Jean Smith for a period of five years. The motion passed.

Larsen reminded everyone of the dates for the 2004-05 Council meetings and that committee chairs need to submit annual reports.

Larsen announced the meeting dates for next academic year (see below). They will start at 1:00 pm.

The meeting was adjourned at 2:45 p.m.

Schedule of meetings for the 2004-2005 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

Attachment 1
Graduate Faculty Membership Approvals
All entries were approve by Graduate Council 4-30-2004

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
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
Snyder, Lynn	CEHS	Exercise Science, Sport, & Recreation	Associate	April 2004	April 2007
Considered and approved separately as an exception:					
Smith, Jean	COLA	Political Science	Graduate	April 2004	April 2009

Attachment 2
Curriculum Changes, Additions, Deletions, Etc.
All items were approved by Graduate Council 4-30-2004

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.

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, 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. Rdng Programs	CIRG 636 Developmental Reading: New Title	(3)
CIRG 644 Teaching Content Reading	CIRG 644 Literacy in the Content Area: New Title	(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; New Title	(3)
CIRG 654 Diagnosis & Correction of Reading Difficulties Part II	CIRG 654 Aligning Assessment with Instruction; New Title	(3)
	CI 550 Writing in an Integrated Literacy Framework; New Title updated content	(3)
	CIRG 622 The Use of Technology for Literacy Instruction; New Course	(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 Rdg 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; New Title	(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; New Course	(3)
CIRG 621 Current Issues and Problems in Reading	Remains the Same	(3)
No Electives	Electives with advisor approval (6 credit hours)	(6)
Total Credit Hours	36	Total Credit Hour 36

Comparison of Current and Proposed Licensure Program

Current Courses		Proposed Courses	
CIRG 636 Mod. Dev. Rdng. Programs	(3)	CIRG 636 Developmental Reading; New Title	(3)
CIRG 644 Teaching Content Reading	(3)	CIRG 644 Literacy in the Content Area; New Title	(3)
CIRG 637 Diagnosis & Correction of Reading Difficulties Part I (3)	(3)	CIRG 637 Literacy Assessment; New Title	(3)
CIRG 654 Diagnosis & Correction of Reading Difficulties Part II	(3)	CIRG 654 Aligning Assessment with Individual Instruction; New Title	(3)
CIRG 643 Practicum (struggling readers) prerequisite CIRG 654	(3)	CIRG 643 Teaching Struggling Readers: A Practicum; New Title	(3)
CIRG 642 Teaching Students with Special Needs	(3)	CIRG 623 Reading Instruction for Literacy Facilitators; New Course	(3)
CIRG 621 Current Issues and Problems in Reading	(3)	Status of the course is changed from required to elective.	(0)
No Electives		Electives (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	(3)
Total Credit Hours	21		21

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Minutes of Graduate Council Meeting
March 26, 2004
Room GC 319, South Charleston
Marshall University Graduate College
Minutes Approved by President Dan Angel on April 17, 2004

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 1
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>	<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

**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.

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

CREDIT HOURS

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
TOTAL HOURS			42

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	CREDIT HOURS
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
4. 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
TOTAL HOURS	
	30

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](#)).

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.

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

Minutes of Graduate Council Meeting
February 27, 2004
John Spotts Room, Memorial Student Center, Huntington Campus
APPROVED BY PRESIDENT DAN ANGEL 3/15/2004

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 23rd to the 30th.

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.

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	<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>		
LoCascio, Nicola Jane	COS	Biology	Associate	February 2004	February 2007
Binder, Franklin L.	COS	Biology	Graduate	February 2004	February 2009
Williams, Kat	COLA	History	Graduate	December 2003	December 2008
Wilson, Robert	COLA	Psychology	Doctoral	December 2003	December 2008
Roth, Frederick	COLA	Sociology/Anthropology	Graduate	December 2003	December 2008
Perkins, Caroline	COLA	Classics	Associate	December 2003	December 2006
Ovrebo, Reidun	COLA	Grad. Humanities	Associate	February 2004	February 2007
Mulder, Pamela	COLA	Psychology	Doctoral	February 2004	February 2009
Maslowski, Robert	COLA	Grad. Humanities	Associate	February 2004	February 2007
Holbrook, Daniel	COLA	History	Graduate	December 2003	December 2008
Hagen, Joshua	COLA	Geography	Graduate	February 2004	February 2009
Cooper, Stephen	COLA	Communication Studies	Graduate	December 2003	December 2008
Burbery, Timothy	COLA	English	Graduate	February 2004	February 2009
Barris, Jeremy	COLA	Philosophy	Associate	December 2003	December 2006
Badia, Janet	COLA	English	Graduate	December 2003	December 2008
Brozik, Dallas	LCOB	Finance/Economics	Graduate	December 2003	December 2008
Karl, Katherine	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Mader, Deanna	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Peluchette, Joy	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Shao, Dale	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Weible, Ricky	LCOB	Management/Marketing	Graduate	December 2003	December 2008
Archambault, Jeffrey	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Archambault, Marie	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Capehart, Robin	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Maheshwari, Suneel	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Price, Jean	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Saunders, Gary	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Wenzel, Loren	LCOB	Accounting/Legal Environment	Graduate	December 2003	December 2008
Gudivada, Venkat	CITE	Information Systems	Graduate	July 2003	July 2008
Mankins, William	CITE	Engineering	Associate	November 2003	November 2006
Thompson, Jonathan	CITE	CITE	Associate	November 2003	November 2006
Wolfe, James	CITE	CITE	Associate	January 2004	January 2007
McComas, Karen	CONHP	Communication Disorders	Associate	February 2004	February 2007
Thomas, Lisa	CONHP	Communication Disorders	Associate	January 2004	January 2007
Gould, Mary Kathryn	CONHP	Dietetics	Associate	January 2004	January 2007
Cline, Joy	CONHP	Nursing	Associate	February 2004	February 2007
Walton, Robin	CONHP	Nursing	Graduate	January 2004	January 2009
Jewell, Ronnie	SOM	Forensic Science	Associate	February 2004	February 2007
Rushton, Thomas C	SOM	Forensic Science	Graduate	February 2004	February 2009
Staton, 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.

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	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 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 Chemistry Emphasis Requirements	47

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
		Total Core Requirements	38

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
		Total Hrs for Graduation for Forensic DNA Analysis Emphasis	45

* 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 Chemistry Emphasis	47

				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
		Total Core Requirements	38

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
		Total Computer Forensics Emphasis requirements	11
		Total Hrs for Graduation for Computer Forensics Emphasis	49

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 Requirements33–36 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

-

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—Approved as shown below
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 minor allows it to be designated as the student's minor. Such permission must be obtained in writing. The department or division chair in the minor program signs the student's Plan of Study to signify approval.

Attachment 6—Approved as shown here

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;
- educate 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—Approved as shown here

University Vision Statement

Marshall University, an exemplar of excellence in teaching and learning, will continue to place its highest priority on providing outstanding undergraduate and graduate education, resulting in national recognition 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>].

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

Minutes of Graduate Council Meeting
January 23, 2004
Room GC 319, Marshall University Graduate College, South Charleston
APPROVED BY PRESIDENT ANGEL, 2/16/2004

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 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 1**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

Attachment 2**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.

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Attachment 3Area of Emphasis AddedMajor 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 West 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.

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Attachment 4

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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, Laplaces'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.

Attachment 5

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

Attachment 6Change in Alpha Designator—*Tabled Until February meeting*

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.

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.

Attachment 7

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 8
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 include publications, external grants, research teaching awards, participation in continuing education workshops, presentations at workshops and consulting activities. Though the use of adjunct faculty is appropriate, particularly with professional programs, the institution should seek a balance in its mix of adjunct and full-time faculty.**
- **Graduates. There should be evidence of success of graduates in career placement and/or graduate school or 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 evidence why the program should receive the designation of excellence.**

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 9**Graduate Faculty Membership Approvals**

Name	Department	Status	From	To
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.	Graduate	November 2003	November 2008
Logan, Patricia	Information Systems	Graduate	December 2003	December 2008
O'Brien, William	Engineering	Associate	November 2003	November 2006

Attachment 10**Checklist from School of Medicine to be included with Graduate Faculty Membership Requirements**

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

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

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

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. Proposed changes to Executive Bulletin #13 regarding E-courses

Attachment 1—PETITION NOT APPROVED
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—Approved as amended
Graduate Faculty Membership Approvals

Name	Department	Status	From	To
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	Graduate	Dec-2003	Dec-2008
Karl, Katherine	Management/Marketing	Graduate	Dec-2003	Dec-2008
Mader, Deanna	Management/Marketing	Graduate	Dec-2003	Dec-2008
Peluchette, Joy	Management/Marketing	Graduate	Dec-2003	Dec-2008
Shao, Dale	Management/Marketing	Graduate	Dec-2003	Dec-2008
Weible, Ricky	Management/Marketing	Graduate	Dec-2003	Dec-2008
Frank, Susan	Communication Disorders	Associate	Dec-2003	Dec-2006
Gould, Mary K.	Dietetics	Associate	Jan-2004	Jan-2007
Walton, Robin	Nursing	Associate	Jan-2004	Jan-2007
Akinsete, Alfred	Mathematics	Graduate	Aug-2003	Aug-2008
Anderson, Gary	Chemistry	Graduate	May-2003	Apr-2008
Blough, Eric	Biology	Graduate	Sep-2003	Sep-2008
Brumfield, James	Biology	Graduate	May-2003	May-2008
Gilliam, Frank	Biology	Graduate	Nov-2003	Nov-2008
Little, Michael	IST	Graduate	Jul-2003	Jul-2008
Mitchell, Karen	Mathematics	Graduate	Nov-2003	Nov-2008
Zhu, Guo-Zhang	Biology	Graduate	Aug-2003	Aug-2008

Attachment 3—Those Listed Were Approved 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	

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 scientists 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 developm

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 Gra 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 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 c 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, c considerations and quality assurance techniques used to analyze DNA for identification purposes. This cour 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 Geneti 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 topical 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.

Corrected Title: GEO 516 “Environmental Land Use Planning”

This is a note for the record. The current name that has been approved for this course is “Environmental Land Use Planning,” not “Environmental Planning.” This approval was done by the Graduate Council on May 7, 2001, and is re-iterated here. No title change has been approved since, and is not approved here. For some reason the title “Environmental Planning” has been in the catalog and must be corrected. This is according to the approvals of the Graduate Council.—ERL, Graduate Council (12-5-2003).

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

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—Conditionally Approved by the Graduate Council upon acceptable modification which must be submitted to the Council
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. *(This wording must be changed—see body of Graduate Council minutes of 12-5-2003 and re-submitted to the council for final approval.)*

For Graduate Faculty Status:

CRITERION	YES	NO	This Applicant (place an "X" in the appropriate box, Yes or No):
LCOB GF-1			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			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—Approved by the Graduate Council with modification by the Council
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 **may** 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 **may** 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—Approved by the Graduate Council with modification by the Council
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 **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.** 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—Approved by the Graduate Council
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

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—Approved by the Graduate Council
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

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

Approved by the Graduate Council; to be sent to Faculty Senate

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

Approved by the Graduate Council; to be sent to Faculty Senate

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

Approved by the Graduate Council; to be sent to Faculty Senate

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—NOT APPROVED; Further clarification being requested 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—Approved by the Graduate Council
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—Approved by Graduate Council; to be sent to Fac. Senate

**Marshall University E-Course^{*}
EXECUTIVE POLICY BULLETIN #13**

Alphabetical Listing of All Policy Recommendations

- Admissions
- Advising
- Audits
- ▼ ~~Authentication~~
- Computer Accounts
- ▼ ~~Computer Literacy Requirements~~
- **Computer/Software Requirements**
- Course Completion Timetable
- **Course Enrollment Limits**
- **Course Approval**
- ▼ ~~Course Content~~
- ▼ ~~Course Enrollment~~
- ▼ ~~Courses Offered~~
- Course Schedule
- Credit Hours
- ▼ ~~Distribution of Tuition and Fees~~
- Electronic Course Agreement
- E-course/T-course Format
- Evaluations
- ▼ ~~Exams~~
- Expiration of E-Course Agreements
- Faculty Compensation for **Developing an E-Course Development or T-course**
- Faculty Compensation for Teaching an E-Course
- **Faculty Incentives**
- Faculty Load Time
- Faculty Support
- Financial Aid
- ~~Hardware/Software~~
- Hiring Policy
- Intellectual Property/Ownership of Course Content
- **Intellectual Property Committee**
- Library
- Prerequisites
- **Proctoring**
- Recognition
- Registration
- Repeats
- ~~Review and Update of E-Course Content~~
- **Online Course**
- Student Load Time
- Syllabi and Course Documentation
- Tuition and Fees
- Withdraw Timetable

Scope of the Policy

This policy addresses a variety of issues related directly to the development and teaching of for credit E-courses and T-courses and to multimedia created supplements for use in credit or non-credit courses or in support of university-funded research. Ownership and copyright issues are discussed here as well as what resources the university will provide to course developers and instructors. This policy also addresses the guidelines that should be followed when a course has commercial potential, who should take the lead in marketing and licensing the course, and how the profits should be shared.

1. An “E-Course” is a course in which the content is delivered 100 percent by remote electronic means; there is no requirement that students attend mandatory on site or synchronous class sessions.

2. A "T-Course" is a course in which the content is delivered at least 80 percent by remote electronic means; instructors may require students to attend on site or synchronous class sessions. (This allows for laboratories, discussions, oral presentations, etc.)
3. A "Course Supplement" is a part of a course (not to exceed 79 percent of the course content), which consists of electronic media to supplement/enhance traditional classroom instruction.

Online courses are defined as either E or T courses.

Electronic media consist of software, electronic courses, web pages, video and audio productions, CD-ROMs, DVD's, digital imagery, and other creations stored or published in electronic formats.

Admissions

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~~Students taking E Courses will be admitted to the University. Information, advice, and the opportunity to ask questions and receive answers regarding admissions requirements and procedures will be available to students applying for electronic courses, synchronously via telephone and asynchronously via the world wide web and e-mail. A space for the potential student's e-mail address will be added to online admission forms for electronic courses.~~

Students wishing to register for online courses must first be admitted to the University. They can apply online and can obtain information online or via telephone.

Advising

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~~Comparable advising services, as determined by the college and/or department, will be available to students both on and off campus. This will be accomplished synchronously by telephone at specified, published times, and asynchronously by e-mail and fax. Students will be responsible for long distance telephone or internet access costs incurred. Frequently requested advising information will be made available via the world wide web.~~

Off campus and on campus students will receive comparable advising services as established by their colleges/departments. Advising can be provided by telephone, email, postings to the Web, and through printed materials. Students will be responsible for long distance telephone or internet access costs.

Audits

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Students may choose to audit the course and not receive a letter grade. These students will be covered by the same university regulations governing audit enrollment that pertain to traditional university courses.

~~Authentication~~

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~~Students registering for electronic courses may be required by the professor to designate an approved proctor from an educational or other approved institution who will administer their examinations. The student will also be responsible for paying any fees required by the proctor. The following will be the process when a proctor is selected:~~

~~*—Before the first exam for which a proctor is required, the student will be responsible for having the proctor forward a statement to the professor stating that the proctor is NOT related to student whose exams he or she will proctor.~~

~~*—Exams will be sent directly from instructors to proctors, and individual instructors and proctors will determine the method of delivery of the exams (web-based, e-mail, fax, standard mail, etc.).~~

~~*—When an exam is proctored, proctors will be required to sign a statement stating that 1) they were presented with a photo I.D. by the student taking the exam at the time of the exam; 2) the student finished the exam in the allotted amount of time (equal to the amount of time a student would have in a traditional class period); 3) and the proctor was physically present during the entire time the student had the exam in his or her possession; and 4) to the best of the proctor's knowledge the student finished the exam and that all exam regulations as specified by the instructor were followed.~~

Computer Accounts

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~~Students taking electronic courses will be entitled to standard Marshall University student computer accounts on systems such as Hobbit. However, upon registration, students may designate an alternate e-mail account. All students taking E-Courses must have access to a computer with Internet access, a web browser (variety, version, and configuration as required by course), an e-mail account, and other software necessary to complete course requirements.~~

Students taking online courses will receive an MUNet computer account at no extra cost. University and course-related email may be sent to this account unless students choose to forward their email to an alternate e-mail account.

~~Computer Literacy Requirements~~~~[Back To Listing](#)~~

~~Courses will be made available to provide the skills students need to utilize electronic courses (such as computing fundamentals, internet fundamentals, and distance learning techniques). Students registering for electronic courses must possess basic computer literacy skills as determined in the course syllabus. Students will be made aware that faculty teaching courses electronically will not provide support or help time with topics covered in the fundamental courses (such as using Netscape).~~

Computer/Software Requirements[Back To Listing](#)

Students who enroll in online courses must have basic computer skills as described in the course syllabus and on MUOnline. They must have access to a computer on the Internet, a web browser (variety, version, and configuration as required by course), and other software necessary to complete course requirements. Technical support for course navigation will be available on MUOnline and through the Computing Services Help Desk. Instructors will not provide course technical support.

Course Approval[Back To Listing](#)

Only existing Marshall University courses may be considered for conversion to an online course. Online courses created from already existing courses must meet the same content standards as courses offered on-campus. MU courses converted to online courses must be approved by the college dean and comply with the Southern Regional Education Board's Principles of Best Practices. In addition, all E-Courses and any T-Courses for which the faculty receive a development stipend must be approved by the Faculty Development Committee for Online and Multimedia Instruction in accordance with their published guidelines.

Course Completion Timetable[Back To Listing](#)

~~Students will be required to complete an electronic course within the timeframe of the semester for which they enrolled. The instructor may specify a later deadline in the syllabus but not to exceed one year from the end of the semester during which they enrolled. For enrollment purposes any student who has not completed the E-course by the end of the semester in which he or she registered will receive an "I" grade. On completion of the course or at the end of the period specified in the syllabus, the student will be assigned a grade. For a semester timeframe course, the "I" grade will be assigned in accordance with the policy for a traditional course.~~

Online courses may parallel the semester schedule for regular courses or they may differ from regular semester courses in the start and end dates. The course syllabus for each individual class and the Official Schedule of Courses will indicate the beginning and ending date. If the instructor specifies a deadline that goes beyond the end of the regular semester, that deadline will not exceed one year from the start of the course. Students enrolled in courses with end dates that go beyond the regular semester will receive an "I" (Incomplete) at

the end of the regular semester. When the end date of the course is reached the "I" will be replaced by the grade the student earned for the course. Hours of enrollment are reflected in the actual term in which the student is registered. For all verification purposes, hours of enrollment are counted only in the term in which the student is registered.

Course Content

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The only difference in the curriculum of an electronic course as compared to the equivalent on-campus course will be the delivery mode. The electronic course content will meet the same standards as courses offered on-campus. ~~Courses will go through the same review and approval process as traditional, on-campus courses.~~

Course Enrollment Limits

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~~The maximum number of students that may enroll in a section of an electronic course will be determined by the faculty member's college / department in the appropriate academic unit. There will be no minimum number of registered students required for a class to "make." Faculty members administering electronic courses designated "writing intensive" will be limited to 24 students. The next 24 students registering for a writing intensive course will be assigned to another faculty member, and so on.~~

The college/department of the instructor will determine the enrollment limit for an e-course that is taught in load. No minimum number of registered students is required for an e-course taught as an overload. Online courses designated "writing intensive" are limited to 24 students.

~~Courses Offered~~

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~~Only courses approved by the appropriate dean and E-Course Development Committee in accordance with published guidelines as E-Courses will be offered electronically.~~

~~Any course that has not been offered (with a class limit consistent with the class size shown in the original proposal) at least two times within the past three years will have to be re-approved by the appropriate dean and the E-Course Development Committee before it can be offered again.~~

Course Schedule

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~~A new Electronic Classes section will be created in the main course listing which will list all electronic classes offered. Electronic classes will also appear in the discipline appropriate section of the listing, as well as the School for Extended Education.~~

A separate section for e-courses will be published each term in the Official MU Schedule of Courses. E-courses will also appear within the department listing offering the class.

Credit Hours

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Courses offered electronically will carry the same number of credit hours as sections of the same course / equivalent courses delivered traditionally.

Distribution of T-Courses and E-Courses

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~~The university will establish for budgeting purposes an account for the development and delivery of E-courses. Compensation of faculty teaching Electronic Classes as overloads will be paid in two halves, the first upon registration of a student for the course, and the second half upon student completion of the course or the ending date of the course as specified in the syllabus. If students are carried over from one instructor (see Expiration of Electronic Course Agreements) to another, the instructor picking up the carry over students will be compensated and will be paid upon completion of the course.~~

Departments may not assign instructors to teach a course with content created by another faculty member without the express written consent of the faculty creator of the content. A departmental policy guiding distribution, published prior to the initial approval of the course, shall supercede this restriction. Any remuneration for distribution will be negotiated on a case-by-case basis or shall be guided by departmental policy. A signed contract shall take

precedence over departmental policy.

In instances where the faculty member retains exclusive ownership rights, the university may NOT distribute the online course without express written consent of the faculty creator. Any remuneration for distribution will be negotiated on a case-by-case basis.

Based on the curricular needs of the academic unit and pending all required approvals, a faculty member can develop a different version of an existing online course and teach that course. Different versions of the same online course can be offered simultaneously at the discretion of the academic unit. -

In the interest of currently enrolled students, the university may continue use of electronically delivered courses developed by a member of the Marshall University community throughout the duration of the current grading period and for up to one year beyond the current grading period to ensure completion of the course by all students enrolled at the start of the semester regardless of ownership.

E-Course Agreement

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Instructors who wish to offer an e-course **as an overload** will be required to sign an Electronic Course Agreement, which obligates them to perform their duties as instructor of the course throughout the period specified in the syllabus.

E-Course/T-Course Format

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Student access to online courses must be through the official course management system. Exceptions must be approved in writing by the appropriate Dean and the Provost.

Evaluations

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Student evaluation of instructors will be consistent with University policies. **The technology component of online courses—evaluation of the use of technology within a course will also** be evaluated ~~via with~~ the "[Flashlight](#)" tool located on the home page of all E-Courses.

~~Exams—~~

~~[Back To Listing](#)—~~

~~E-Course exams, if used, will have content and coverage comparable to similar courses taught on campus. The proctor for those exams will be designated by the student at the beginning of the course. Once a student has begun an exam, he or she must finish it within the allotted time period. (See Authentication).—~~

~~Expiration of Electronic Course Agreements~~

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~~If the faculty member is unable to complete the course, the department will address the matter in its normal and customary way.~~

~~Faculty Compensation for E-Course Development~~

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~~In order to encourage the development of quality electronic courses, faculty will be paid separately for the development of electronic courses. Development will be compensated at a rate negotiated between the developer and the appropriate administrative official. The faculty member who develops the class does not have to be the faculty member who teaches the class. (See Distribution of Tuition and Fees and Tuition and Fees.)—~~

E-course and t-course development are both eligible for compensation. Faculty who may choose to develop these courses without compensation may still be compensated for teaching an e-course as an overload and Departments may still be compensated for faculty who teach these courses inload.

Development will be compensated at a fixed rate published by the Faculty Development Committee for Online and Multimedia Instruction. The faculty member who develops the

course has first right of refusal, but does not have to be the faculty member who teaches the course. The committee will make its decisions on course proposals on the basis of the institution's curricular needs and available funds. Different versions of the same course may qualify for development funds depending on curricula needs and available funds. Contract agreements between departments and faculty supercede this policy.

Faculty Compensation for Teaching an E-Course

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~~In order to encourage the teaching of quality electronic courses, faculty will be paid separately for the teaching and administration of electronic courses. Teaching of E-Courses will be compensated on a per student basis if taught on an overload basis. The final decision regarding compensation of the faculty member for the overload or part-time pay remains the decision of the appropriate administrative officer. (See Distribution of Tuition and Fees, Tuition and Fees and Electronic Course Agreement).~~

Faculty who teach E-courses as an overload (an overload course is one taught in addition to a faculty member's regular teaching load) are compensated on a per student basis in two payments. The amount per student who completes the course is a published fixed rate established through a recommendation from university Information Technology Committee to the provost. The faculty senate shall review the rate recommendation. Any changes proposed by the Senate are subject to approval by the provost. The first payment is based on enrollment at the close of schedule adjustment. The second payment is based on the number of students who receive a grade for the course. If students are carried over from one instructor (see Expiration of E-course Agreements) to another, the instructor picking up the carry over students will be appropriately compensated. When faculty teach E-courses in load, the faculty member's department will be compensated on a per student basis as described above.

Faculty Incentives

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Consistent with state law, the institution will establish faculty incentives and rewards to encourage instructional development and participation in distance education. This includes (but is not limited to) the acknowledgement of e-course development as a category in the Instruction/Advising area of faculty annual performance.

Faculty Load Time

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~~Electronic courses will be offered either as part of in-load, overload or by adjunct faculty.~~

E-courses may be offered either as part of regular load, overload or by part-time faculty. Extra compensation will not be paid for e-courses taught within load.

Faculty Technical Support

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~~A faculty support staff will provide support and training to faculty developing electronic course content. This group will be headed by full-time Instructional Technologists. Full-time Instructional Technologists will provide formal training and just-in-time support to faculty who develop electronic course content. The Center for Instructional Technology and innovations will provide support and training to faculty developing E-Courses.~~

The Center for Instructional Technology will provide support and training to faculty developing online courses. This support includes formal workshops and one on one support.

Financial Aid

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~~Students registering for E-Courses will be eligible to apply for financial aid just as traditional, on-campus students are. Information, advice, and the opportunity to ask questions and receive answers regarding financial aid opportunities will be made available to students registering for electronic~~

~~courses. Frequently requested financial aid information will be made available via the world wide web.~~

Students registering for online courses are eligible to apply for financial aid in the same way as all other students. They can obtain information online or via telephone.

~~Hardware/Software~~

~~Back To Listing~~

~~Students signing up for electronic courses must have access to hardware and software required for the course for which they are registering. Each course syllabus will state the hardware and software required for the course.~~

Hiring Policies

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Possession of skills in the delivery of course content using distance technologies will be considered a criterion in the hiring of faculty for ~~E-courses~~ **online courses**.

Intellectual Property/Ownership of Course Content

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~~When any employees of the University, whether faculty or support staff, or any outside contractor, have been given a specific commission from the University (i.e. reassigned time, faculty development grants, special project moneys, and other time or money granted specifically for development purposes) to create or enhance specific electronic instructional content, the latter shall routinely require that all participants in the project waive in writing ownership of and any financial interest in the product that might otherwise accrue, except as specified in Executive Policy Bulletin Number 9. The University maintains the right to make backup copies of this specific electronic instructional content in order to protect against accidental or other deletion / corruption.~~

~~If the work leading to creation of a specific piece of electronic instructional content is sponsored by a contract between the University and a government agency, business firm, foundation, or other external institution, the provisions of the contract under which the work is performed take precedence over this policy.~~

~~In recognition of the special relationship among the University and its employees (including faculty) and students and the practical difficulty of defining the equities in the various circumstances under which electronic instructional content may emerge, the University shall have the absolute, unrestricted right to use without charge, for any purpose, any electronic instructional content created by or through the efforts of its personnel.~~

~~When the revision of electronic instructional content becomes appropriate, the original developer of the content will be granted the first right of refusal to the work of revision. If the original developer refuses, the University may agree with another party to perform the revising, at which point the original developer loses any ownership of or financial interest in the content.~~

~~Under ordinary circumstances, and as a general premise, the creator (or creators) of electronic instructional content shall be deemed the owner of the content in the sense that the creator has the right to market the content directly or through arrangements with commercial enterprises or the University. However, the University owns the course number, course title, catalog description and course syllabus. The creator is not obligated to share any part of the revenue from the sale or licensing of the content with the University or, except as provided otherwise in this policy, with any office or organization within the University.~~

~~In addition, the University shall have a non-exclusive right to market or license any software created by its faculty and staff (and students when participating in University sponsored or University related projects.) If the University invokes its marketing option, whether acting alone or in concert with an external developer, its net revenues shall be allocated in accordance with the Executive Policy Bulletin Number 9.~~

~~The creator of any electronic instructional content may petition the University to waive its non-exclusive marketing rights. The determining official for this action is the president of the university. Such a petition should include a description of the content sufficient to enable the president to make a tentative judgment as to whether commercial potential exists.~~

~~When electronic instructional content is developed through the efforts of two or more persons, the potential financial interests of the various parties shall be made clear in advance by a private agreement or understanding. Under such joint undertakings, faculty members have a special obligation to deal fairly with junior faculty and students. If the content is created by a research center or other recognized entity of the University, the entity may adopt a stated and consistently applied policy of vesting all rights to the software in the entity, preempting the more general rights of the~~

University.

Definitions

Ownership and Qualifying Conditions

Ownership/Disclosure

Dispute Resolution of Ownership Rights

Development, promotion and licensing of electronic media

Allocation of Intellectual Property Revenues

□ Definitions

1. **Intellectual Property** includes inventions, discoveries, processes, unique materials, copyrightable works, original data, electronic media, and other creative or artistic works which have value. It is protectable by statute or legislation, such as patents, copyrights, and trademarks. It also includes the physical embodiments of intellectual effort such as software.
2. **Traditional Academic Copyrightable Works** are a subset of copyrightable works created for traditional academic purposes. Examples include class notes, books, theses and dissertations, educational software, articles, non-fiction, fiction, poems, musical works, dramatic works, pictorial, graphic and sculptural works, or other creative works.
3. **Developers** are those who contribute to the creation of the intellectual property.
4. **Creators** are individuals or a group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property.
5. **University Resources Usually and Customarily Provided** include such support as office space, library facilities, ordinary access to computers and networks, or salary. In general, it does not include use of students or employees as support staff to develop the work, or substantial use of specialized or unique facilities and equipment, or other special resources provided by the University unless approved as an exception. Individual exceptions may be approved on a case by case basis.

Today the growing use of the Internet as a means of course delivery to a wider body of students has led to a review of traditional intellectual property/course content ownership practices and to a call for a redefinition, in certain cases, of the relationship between a course developer and the institution. This redefinition is driven to some extent by the commercial potential of new course technologies. Faculty currently enjoy royalties on their traditional scholarly copyrightable works such as texts, books, articles, creative works, instructor's manuals, study guides, etc. This scholarly and creative work exception should not change. The University does not claim ownership of books, articles, dissertations, papers, study guides, syllabi, lecture materials, tests or similar items, novels, poems, musical compositions, or other creative works. The university recognizes that faculty should benefit from the results of their work. With this thought in mind, and in keeping with its mission, the university seeks to support faculty efforts to develop new teaching technologies and methods of course delivery. The university will make every effort to ensure faculty retain intellectual property rights, credits, and associated benefits and to support faculty interests in the distribution of digital materials for the enrichment of the faculty, the institution, and the students.

Ownership and Qualifying Conditions

While the faculty member owns the course materials he or she has created, there are specific qualifying conditions noted below. (If the content is created by a research center or other recognized entity of the University, the entity may adopt a stated and consistently applied policy of vesting all rights to the software in the entity, preempting the more general rights of

the University.) The University maintains the right to make backup copies of electronic instructional content in order to protect against accidental or other deletion / corruption. All E-Course and T-Course content shall reside on Marshall University servers within the Marshall course content management system except in instances where content is leased or use by the university is otherwise authorized from an outside vendor. (Physical presence of instructional content on university servers does not automatically assign ownership to the university.) The University shall have the absolute, unrestricted right (except as otherwise limited in this document), to use without charge, for any purpose, any electronic instructional content created by or through the efforts of its professional staff (non-faculty employees) All work created by university staff is a work for hire and belongs to the university except when the university waives claims to the material.

1. **Exclusive ownership by the creator:** Electronic courses or electronic media are considered to be the exclusive property of the creator if the university's contribution to the development of the media has not exceeded those resources usually and customarily provided (see definition above). In all cases, the university retains exclusive right to course number and description as listed in university catalogs. All contributing developers of the electronic media work including junior faculty or students shall have a limited claim to joint ownership of the work unless agreed upon beforehand in writing. The creator retains copyright and rights to distribute the work and is not obligated to share any part of the revenue from the sale or licensing of the content with the University or, except as provided otherwise in this policy or state or federal law, with any office or organization within the University. The creator has sole responsibility for the registration of copyrightable material for which the University has no proprietary interest.
2. **Proprietary interest of the University:** Electronic courses or electronic media created for academic use are considered to be a proprietary interest of Marshall University if the creator made significant use of university resources. In these cases, the creator must share (see Executive PB #9), with the university any royalties or other benefits from commercialization of the work. Significant use of university resources includes a development stipend, release time, specialized technical support, specialized hardware/software (purchased by university for specific project), copyright clearances, student employee support, and graduate assistant support. In these instances, the creator of the electronic media shall retain the rights to intellectual property (copyright) contained there-in but distribution or commercialization of the work requires consent of the creator and the university. As the intellectual property owner the creator of an electronic course has the exclusive right of revision and/or creation of derivative works. Revisions of course content would be required solely at the discretion of the academic unit that offers the course or in response to changes in the technology used to offer the course. The University has responsibility for the registration of copyrightable works for which it has a proprietary interest.
3. **Exclusive ownership by the University:** Electronic courses or electronic media developed by faculty as a "work for hire" and commissioned by the university and specified as such in a written contract or developed by a non-faculty employee within the scope of his or her employment and/or specially ordered or commissioned for use by the university shall be owned solely by the university both in copyright and distribution. The University has responsibility for the registration of copyrightable works for which it has exclusive ownership.

- **Ownership Disclosure**

Marshall University desires to assure that all ideas, discoveries, and electronic media are properly disclosed and utilized for the greatest possible public benefit. All members of the Marshall community with intent to market or distribute E or T courses in part or in whole for commercial or non-commercial reasons shall disclose the nature and detail of their electronic media to the Vice President for Research, or his/her designee at the earliest possible date.

Within 120 days after such disclosure, the Vice President for Research or his/her designee shall notify the creator in writing whether it is the university's intention to retain its interest and to acquire assignment of all ownership rights of the electronic media. If such notification cannot be made during that time period, the creator shall be notified as to the reason for the delay and the additional time necessary to make such determination.

If the university decides not to request assignment or ownership rights, and there are no restrictions by the sponsor of the electronic media, the university will release its proprietary interest to the creator.

- **Dispute Resolution of Ownership Rights**

In cases where there is a disagreement between the creator and the university as to ownership rights or the retention of such rights by the university, the appropriate University committee dealing with copyright issues shall recommend to the President what further action the university should take.

The creator of any electronic instructional content may petition the University to waive its non-exclusive marketing rights. The determining official for this action is the President of the university. Such a petition should include a description of the content sufficient to enable the president to make a tentative judgment as to whether commercial potential exists.

- **Development, promotion and licensing of electronic media**

Upon assignment of ownership and with consent of the intellectual property owner, the Vice President for Research or his or her designee shall act to bring to the public all electronic media in which the university has distribution rights. In doing this he or she shall use whatever means appropriate for development, promotion and licensing of each creation, consistent with the expressed goals of the Intellectual Property Policy.

In promoting the distribution of electronic media, the university is free to enter into agreements with any outside agent, which it deems will successfully aid the university in promoting the product. If a particular media creation is to become subject to such an agreement, this shall be made known to the creator, who will also be consulted about any rules governing the relationship among the outside agent, the university and the creator due to such agreement. The creator or his/her representative shall be a member of the committee selecting the licensing agent and shall participate in the development of the licensing agreement if the creator so chooses.

The university is free to enter into any licensing agreements that it deems beneficial to the university, the creator and the public in general, provided such agreements are not prohibited by a sponsoring agency's rules or regulations. Any terms governing the relationship among the licensee, the university or the creator due to such licensing agreements shall be disclosed to the creator, the dean of the college/school, the Provost, the Vice President for Business and Finance and the President

- **Allocation of Intellectual Property Revenues**

All income received by the University for the commercialization of university-owned intellectual property will be appropriately used for the research and educational functions of the university. In the absence of any contract to the contrary and where the creator made substantial use of University resources as defined by this policy, and where the intellectual property does not fall under the "scholarly and creative work exception," net annual income from copyright will be shared as follows:

Net proceeds of each individual media project shall be distributed in accordance with the formula established in the university policy guiding patent development. Net proceeds shall be calculated on gross royalties minus documented administrative, licensing, legal and other related expenses. This royalty revenue sharing is not to be construed as wages or salary compensation to the employee from the university, but rather as separate income derived from commercialization of intellectual property. In addition, an employee's rights which have accrued to this royalty revenue sharing shall continue beyond such individual's employment with the university. Upon decease of the creator, the creator's share of future income resulting from his/her work shall be paid to the creator's estate or designated beneficiaries. Contract agreements shall supercede this policy.

If the electronic media creation is the result of sponsored research, and the sponsoring agency regulates the distribution of royalty income, such regulations shall apply rather than those in the above paragraph. Also, if such regulations apply because of development, promotion or licensing agreements with an outside agent, they shall take precedence over those cited here.

Library

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~~Distance learning students will be granted access to all library resources, such as the ability to request interlibrary loan materials, as well as access to online catalogs and materials. Remote interlibrary loan book requests will be accepted only from public and community libraries.~~

Online course students have access to all library resources, including online databases. Access to these databases from off campus requires an MU login. Books and articles not available online can be requested through Information Delivery Services.-

Prerequisites

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~~Information regarding prerequisites will be included in course descriptions, and completion of such will be required of students taking E-Courses in the same manner it is required of on-campus students. Students who have not completed prerequisites for an electronic class will not be permitted to register for the E-Course. It will be the responsibility of the institution to provide prerequisites in the same electronic format. Students who enroll in E-Courses as transient students need only meet the requirements of their home university for E-Course enrollment. E-Courses taken by transient students may not apply toward a Marshall degree without permission of the appropriate dean.~~

All students (transient students excepted), must meet all course prerequisites before they can register for an online course. For e-courses, all prerequisites must be available in e-course format either through Marshall University or through the Southern Regional Electronic Campus.

Proctoring

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Students in e-courses may be required by the instructor to designate an approved proctor who will administer their examinations. The student will also be responsible for paying any fees required by the proctor. Unless the instructor specifies otherwise in the syllabus, the following steps are required once a proctor has been selected:

- * **Before the first exam for which a proctor is required, the student is responsible for ensuring that the proctor states in writing to the instructor that he or she is NOT related to the student whose exams he or she will proctor.**
- * **Proctors will send the completed exam directly to the instructor along with a signed statement noted below. Individual instructors and proctors will determine the method of delivery of the exams (web-based, e-mail, fax,**

standard mail, etc.).

The signed proctor verification statement indicates that:

1. the student taking the exam presented them with a photo ID at the time of the exam;
2. the student finished the exam in the amount of time specified by the instructor;
3. the proctor was physically present during the entire time the student had the exam in his or her possession;
4. to the best of the proctor's knowledge the student finished the exam and followed all exam regulations as specified by the instructor.

Registration

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~~A student must register for an electronic course within the published timeframes for the course (normal registration period for semester based courses and specified period for longer running, open registration courses). For open registration courses, students registering after July 15 but before October 25 will be counted in the Fall semester. The number of electronic course credit hours for which they register will be counted toward total credit hours for the Fall semester only. Likewise, those electronic course credits will only influence full or part time student standing during the Fall semester. Students registering after October 25 but before March 25 will be counted in the Spring semester. Students registering after March 25 but before July 15 will be counted in the Summer enrollment.~~

During the official registration periods each term, students eligible to register can register for online courses using the online MILO Web system, telephone registration, in person at the Office of the Registrar, or by mail.

Recognition

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~~Faculty and administration will establish a system of incentives and rewards to encourage activity, recognize achievement, and foster continuing accomplishment in distance education. This will include (but not be limited to) adding recognition of distance education activities as being co-equal with traditional teaching in faculty evaluations.~~

Repeats

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~~Students may use E-courses~~ **online courses** to meet "D" and "F" repeat requirements even if the course was originally delivered using traditional methods.

Review and Update of E-Course Content

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~~The department or college will be responsible for the annual review of both the academic content and the technical content of Electronic Classes, and will update both academic content and technical content as appropriate.~~

The instructor of an online course is responsible for reviewing and updating the course content according to policies established by the instructor's department/college.

Student Load Time

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~~Electronic course credits count only for the Fall, Spring, or Summer C term as determined in the timetable listed under Registration. A student cannot sign up for 12 hours of electronic courses and claim full-time status for the full 12 months. University policies regarding overloads for students wishing to take over 18 hours apply to students registering for E-Courses.~~

Hours of enrollment are reflected in the actual term in which a student is registered. For all verification purposes, hours of enrollment are counted only in the term in which a student is

registered. University policies regarding overloads for students wishing to take over 18 hours apply to students registering for online courses.

Syllabi and Course Documentation

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Electronic course syllabi will spell out clearly the following information in addition to meeting the same requirements as syllabi for on-campus courses: necessary hardware, software, technological competencies, and the nature of faculty and student interaction necessary for success in the course. A course completion date must be listed on the course syllabus.

Syllabi are required for online courses and must meet the content requirements which apply to syllabi for all on campus courses In addition, syllabi for online courses must specify minimum hardware and software requirements, minimum computer skills requirements, and a course start and completion date. Course syllabi must be made available for posting to the web as soon as possible before the course begins.

Tuition and Fees

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Students who register for electronic courses will pay tuition as established by the institution. Students registering for electronic courses only will be exempt from the Student Activities fee. E-Course students who wish to pay the Student Activities Fee and receive the appropriate benefits have the option of doing so. Special fees imposed by colleges (e.g. the College of Business) are applicable to students registering for E-Courses. ~~/departments may apply to students registering for online courses.~~

Withdrawal Timetable

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~~E-Courses will follow Series Bulletin 22 of the University System of West Virginia Board of Trustees in regard to refund and withdrawal policies. Withdrawal from semester-based E-Courses will follow traditional course guidelines. Open enrollment course enrollees will have thirty five (35) weeks from date of enrollment to withdraw.~~

The withdrawal period for online courses parallels that of regular courses. Students can withdraw from an individual online course through 2/3 of the official course length. After that time only a complete withdrawal from the university is allowed. The refund policy for online courses also parallels that of regular courses.

Electronic Course Agreement

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~~Instructors who wish to offer a electronic course will be required to sign an Electronic Course Agreement, which obligates them to perform their duties as instructor of the course throughout the period specified in the syllabus.—~~

~~Adopted on the 4th day of August 1997 J. Wade Gilley, President~~

~~Adopted by Marshall University Faculty Senate on the 27th day of February 1998~~

~~Approved on the 28th day of February 1998 by J. Wade Gilley, President~~

~~Amended changes approved on the 30th day of March, 2000 by Marshall University Faculty Senate~~

~~(SR 99-00-29)~~

²~~An E-Course, or electronic course, is one which is delivered entirely via electronic means and is designated an "E-Course" by the appropriate administrative officer.~~

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Minutes of Graduate Council Meeting
September 26th, 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, Edington.

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.

Graduate Council Minutes--Corrected
April 25, 2003
Marshall University
South Charleston Campus, GC 319

Members Present: Cornfeld, Fet, Amerikaner, Sottile, Larsen, Mangiarua, Dennison, Eagle, Wilson, Pauley Eagle.

Members Absent: Stotts, Gordon, Rubenstein, Klug, Edington.

Ex-Officio Present: Deutsch, Denman

Ex-Officio Absent: Childress, Aulick.

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

Sottile moved to accept the minutes. The motion passed unanimously.

Fet, on behalf of the Program Review Committee, informed the Council that possible questions for graduate student evaluations of faculty are to be circulated for comment. The committee will consider what questions to include in the evaluations after comments have been received from graduate faculty.

Amerikaner, on behalf of the Curriculum Committee, moved the following:

The Psychology program will eliminate titles in the following: General Psychology, Clinical Psychology and Industrial Organizational Psychology. The new M.A. degree will be Psychology with one area of emphasis in Clinical Psychology. The motion passed.

A motion was made to approve the following course additions: CI 797, CISP 655, CIVI 508, ENG 635, ENG 660, LS 693, PSY 753, PSY 769, PSY 772 & 773. The motion passed.

A motion was made to approve the following course changes ATE 673 from Tests and Measurements to Assessments in Adult Tech, CIVI 506 from Practicum in Visual Impairment to Practicum in Visual Impairment I, IS 615 from Simulation to System Simulation, LS 785 Externship to LS 655 Externship, PSY 731, 732, 733 from 2 credit hours to 3 credit hours and SFT 597 Occupational Safety and Health Programs to Occupational Safety and health Program Development. The motion passed.

Course deletions BMS 684, SFT 600 and SFT 557 were requested for approval. The motion passed.

A new area of emphasis for Special Education in Deaf and Hard of Hearing was approved.

Council was informed that the M.A. in Art Education will now have two tracks, a thesis option and a studio option. No objections were raised by Council members.

Council received two late groups of requests, one from Safety and Technology and another from The College of Liberal Arts. (1) Safety Technology wishes to eliminate two areas of emphasis, Ergonomics and Safety Management and to request a course change of SFT 651 from Industrial Toxicology to Toxicology and Epidemiology. Another course change was requested for SFT 649 from Physical and Biological Hazards to Biophysical Hazards and Monitoring. (2) The College of Liberal Arts requested multiple course changes, additions, deletions and an added certificate program for Appalachian Studies. Council members questioned the appropriateness of considering matters that had arrived so late. After determining that special circumstances did exist, Council members agreed to the following procedures:

The Curriculum Committee will immediately circulate the materials on campus for general comment. After receiving comments, the Curriculum Committee will meet to make a recommendation to the Council. The Curriculum Committee must consider the following questions:

What will the effect of these changes be on students currently enrolled in the programs?

What provisions will be made for students in any affected program to complete such a program?

What will these changes make the new over-all curricula look like?

Fet questioned the appropriateness of the term "biophysical" for the title of SFT 649.

The Curriculum Committee must make a recommendation to the Council prior to May 9th.

Wilson then moved that the Executive Committee be given permission to act on behalf of the entire Graduate Council for consideration of these requests. The motion passed.

The Executive Committee will meet as soon as possible after May 9th to consider the actions of the Curriculum Committee. The Executive Committee will inform the president, provost and Council members of their actions.

After a brief discussion, Denman agreed to discuss concerns about the IRB with Howard Aulick. Concerns are related to processing requests in a timely fashion, making sure the new forms are appropriate for social science research and determining the effect HIPPA will have on requests for research. Denman will report back to the Council.

Larsen announced the August meeting will be cancelled and the first meeting of the Council in the next academic year will be September 26th.

Nominations were taken for officers for the next academic year. Larsen was nominated for chair, Cornfeld for vice-chair and Edington for secretary. Larsen indicated he would allow additional nominations by e-mail. A motion passed to allow electronic voting by the members of the Council.

Council went into executive session at 2:08 p.m.

Council moved out of executive session at 2:23 p.m.

Faculty members were credentialed at the following levels:

Name	Department/College	Graduate Faculty Level
William McCumbee	Physiology	Full Doctoral
Earline Allen	Art	Full
Gary Anderson	Chemistry	Full
Bob Barnett	ESSR	Full
David Castleberry	Music	Full
Mary J. Graham	HDAT-FCS	Full
Marcia Harrison	Biology	Full
Chong Kim	Management/Marketing	Full
Sarah Lewis	Psychology	Full
Peter Massing	Art	Full
Mary Reynolds	Communication Disorders	Full
Gerald Rubin	Math	Full
Art Stringer	English	Full
Uday Tate	Management/Marketing	Full
Ralph Taylor	Integrated Science & Technology	Full
John Drost	Math	Associate
David Mallory	Biology	Associate
Hyo-Chang Hong	English	Associate
Thelma Issacs	Curriculum & Instruction	Associate
Thomas Jones	Integrated Science & Technology	Associate
Clayton McNearney	Religious Studies	Associate
Diana Stotts	Nursing	Associate
John Vielkind	Philosophy	Associate
Ruu-Tong Wang	Anatomy, Cell & Neurobiology	Associate
Deanna Shields	Criminal Justice	Provisional
Bradley D. Ridpath	ESSR	Provisional

Larsen reminded all committee chairs that copies of the annual reports on the activities of their committees must be turned in prior to the end of the academic year.

A brief discussion ensued on the activities of the Council over the course of this academic year. All members agreed it had been a productive and busy year. Members complimented Larsen on starting meetings on time and sticking to the agenda. All the members agreed with the suggestion that perhaps lunch could be provided to Council members again at some point in the future.

Meeting was adjourned at 2:38 p.m.

Respectfully submitted

Corley Dennison
Secretary

Amended and approved by Eldon R. Larsen, Chair, 6/2/2003 following additional approvals by the Curriculum Committee and Executive Committee, which are to be considered passed by the Graduate Council.

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Graduate Council Minutes
April 25, 2003
Marshall University
South Charleston Campus, GC 319

Members Present: Cornfeld, Fet, Amerikaner, Sottile, Larsen, Mangiarua, Dennison, Eagle, Wilson, Pauley Eagle.

Members Absent: Stotts, Gordon, Rubenstein, Klug, Edington.

Ex-Officio Present: Deutsch, Denman

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The Executive Committee will meet as soon as possible after May 9th to consider the actions of the Curriculum Committee. The Executive Committee will inform the president, provost and Council members of their actions.

After a brief discussion, Denman agreed to discuss concerns about the IRB with Howard Aulick. Concerns are related to processing requests in a timely fashion, making sure the new forms are appropriate for social science research and determining the effect HIPPA will have on requests for research. Denman will report back to the Council.

Larsen announced the August meeting will be cancelled and the first meeting of the Council in the next academic year will be September 26th.

Nominations were taken for officers for the next academic year. Larsen was nominated for chair, Cornfeld for vice-chair and Edington for secretary. Larsen indicated he would allow additional nominations by e-mail. A motion passed to allow electronic voting by the members of the Council.

Council went into executive session at 2:08 p.m.

Council moved out of executive session at 2:23 p.m.

Faculty members were credentialed at the following levels:

Name	Department/College	Graduate Faculty Level
William McCumbee	Physiology	Full Doctoral
Earline Allen	Art	Full
Gary Anderson	Chemistry	Full
Bob Barnett	ESSR	Full
David Castleberry	Music	Full
Mary J. Graham	HDAT-FCS	Full
Marcia Harrison	Biology	Full
Chong Kim	Management/Marketing	Full
Sarah Lewis	Psychology	Full
Peter Massing	Art	Full
Mary Reynolds	Communication Disorders	Full
Gerald Rubin	Math	Full
Art Stringer	English	Full
Uday Tate	Management/Marketing	Full
Ralph Taylor	Integrated Science & Technology	Full
John Drost	Math	Associate
David Mallory	Biology	Associate
Hyo-Chang Hong	English	Associate
Thelma Issacs	Curriculum & Instruction	Associate
Thomas Jones	Integrated Science & Technology	Associate
Clayton McNearney	Religious Studies	Associate
Diana Stotts	Nursing	Associate
John Vielkind	Philosophy	Associate
Ruu-Tong Wang	Anatomy, Cell & Neurobiology	Associate
Deanna Shields	Criminal Justice	Provisional
Bradley D. Ridpath	ESSR	Provisional

Larsen reminded all committee chairs that copies of the annual reports on the activities of their committees must be turned in prior to the end of the academic year.

A brief discussion ensued on the activities of the Council over the course of this academic year. All members agreed it had been a productive and busy year. Members complimented Larsen on starting meetings on time and sticking to the agenda. All the members agreed with the suggestion that perhaps lunch could be provided to Council members again at some point in the future.

Meeting was adjourned at 2:38 p.m.

Respectfully submitted

Corley Dennison
Secretary

Amended and approved by Eldon R. Larsen, Chair, 6/2/2003 following additional approvals by the Curriculum Committee and Executive Committee, which are to be considered passed by the Graduate Council.

Curriculum Actions

The Graduate Council approved the following Course Additions, Changes, and Deletions at the April 25, 2003 meeting.

Course Additions

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

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

Prerequisite: 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

Description: 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.

Prerequisite: Instructor consent

ENG 635 Major Texts 3 cr hrs

Description: An intensive study of a single major text from any period of British, American, or anglophone literature, leading to mastery of the text, its critical responses, and its influences.

Prerequisite: None

ENG 660 Literary Theory 3 cr hrs

Description: Intensive introduction to one or more literary or cultural theories, familiarizing students with the major developments, terms, premises, and debates of the theor

(ies) in question.

Prerequisite: None

LS 693 School Law for Support Personnel 3 cr hrs

Description: 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.

Prerequisite: Admission into the Social Svcs/Attendance Program

PSY 753 Supervision in Clinical Psychology 3 cr hrs

Description: Review of current supervision research and theory combined with opportunities for doctoral students to gain supervised experience in clinical supervision

Prerequisite: Admission to Psy D program or permission of instructor

PSY 769 Practicum in Clinical Psychology 1-3 cr hrs

Description: Supervised application of principles of therapy and evaluation in a clinical setting.

Prerequisite: PSY 671 or consent

PSY 772 Rural Practicum I & II & 773 3/3 cr hrs

Description: Supervised two semester sequence providing field experience in rural mental health settings

Prerequisites: PSY 755; 752; 770: 771

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: IS 615 Simulation
To: IS 615 System Simulation
Rationale: New title more accurately reflects the focus and scope of the Course, and is a more commonly-used title for such a university course.

From: LS 785 Externship
To: LS 655 Externship
Rationale: 700 courses are doctoral level only. This course is for MA students. Correction of error made during merger.

From: PSY 731, 732, 733 2 cr hrs
To: PSY 731, 732, 733 3 cr hrs
Rationale: The 2 credits noted on the originally approved new course form were an error that the department should have noted and changed at the time of submission

From: SFT 597 Occupational Safety and Health Programs
To: SFT 597 Occupational Safety and Health Program
Development
Rationale: More clearly reflects the content of the course

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****Special Education New Area of Emphasis****Deaf and Hard of Hearing**

The individual classes in this new area were passed at the March meeting but we did not vote on the program as a whole.

Addendum**Addendum to the Graduate Council Meeting Minutes of April 25, 2003**

With authority given by the Graduate Council, for and in behalf of the Council, the following curriculum actions were approved by the Graduate Council Curriculum Committee and the Graduate Council Executive Committee on or before May 28, 2003, as an addendum to the Graduate Council approvals of April 25, 2003

Course Additions**CULS 611 Appalachian Studies: Themes and Voices 3 cr hrs**

Description: This interdisciplinary course orients students to the significant issues and research in Appalachian studies. Important political, social, and cultural issues will be considered. Research areas are introduced.

Prerequisite: none**Passed Curriculum Committee 5/15/03****CULS 612 Time and Place in Appalachia 3 cr hrs**

Description: This interdisciplinary course orients students to the importance of geography,

topography, and geology to the history and development of the Appalachian region.

Prerequisite: none

Passed Curriculum Committee 5/15/03

PHL 560 Philosophy of Politics and Power 3 cr hrs

Description: Advanced study of the significance or the place in human reality of political organization, negotiation, strategy and power.

Prerequisite: Any philosophy course.

Passed Curriculum Committee 5/15/03

PHL 521 Philosophy of Knowledge 3 cr hrs

Description: Advanced study of the nature and possibility of knowledge.

Prerequisite: Any philosophy course.

Passed Curriculum Committee 5/15/03

PHL 570 Philosophy of Logic 3 cr hrs

Description: Advanced study of the nature of logic: whether logic is possible at all, how far it applies, and whether and how there can be conflicting logics.

Prerequisite: Any philosophy course.

Passed Curriculum Committee 5/15/03

PHL 501 Modern Philosophy 3 cr hrs

Description: Advanced study of major movements in philosophy from the 17th century on, movements such as rationalism, empiricism, idealism, and existentialism.

Prerequisite: Any philosophy course.

Passed Curriculum Committee 5/15/03

GEO 509 Geography of North Africa and Southwest Asia 3 cr hrs

Description: A geographical study of agriculture, transportation, manufacturing, settlement, geopolitics, and natural resources of North Africa and Southwest Asia realm.

Prerequisite: None.

Passed Curriculum Committee 5/15/03

GEO 521 Concepts and Methods in Geography 3 cr hrs

Description: Survey of the history, literature, prominent individuals, and major paradigms in geography. Review of the major concepts in geography and an introduction to various methods of geographic inquiry.

Prerequisite: None.

Passed Curriculum Committee 5/15/03

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Course Changes**Title Change:****From:** GEO 501 Historical Geography of the United States**To:** GEO 501 Historical Geography**Rationale:** Coursework will not necessarily deal exclusively with the historical geography of the United States, i.e., topical information from other parts of the world may be included.**Content Change:****From:** A focus on the historical geography of the US**To:** A historical geography from a world context.**Passed Curriculum Committee 5/15/03****Title Change:****From:** GEO 505 World Political Geography**To:** GEO 505 Political Geography**Rationale:** Simplifies title.**Passed Curriculum Committee 5/15/03****Title Change:****From:** GEO 508 Geography of Mexico and Central America**To:** GEO 508 Geography of South and Middle America**Rationale:** New title reflects change in course content resulting from the consolidation of two regional courses.**Passed Curriculum Committee 5/15/03****Title Change:****From:** GEO 512 Geography of Russia and the CIS**To:** GEO 512 Geography of Russia**Rationale:** Change reflects geopolitical changes and current regional context.**Passed Curriculum Committee 5/15/03****Title Change:****From:** GEO 679 Problem Report

To: GEO 679 Applied Project

Rationale: New title indicates modified course content/purpose.

Passed Curriculum Committee 5/15/03

Title Change:

From: GEO 601, 602, 603, 604, 608 Problems in Geography of the Far East, Problems in Geography of Europe, Problems in Geography of North America, Problems in Geography of Latin America, Problems in Geography of Africa and Australia

To: GEO 610-614 World Regions

Rationale: The individual regional courses are being deleted with the understanding that different world regions will be offered intermittently at the 600 level through World Regions. Instructor expertise and student interest would determine which regions would be offered. Not that all major world regions with the exception of North America will be offered at the 400/500 level once the restructuring of the geography program is complete.

Passed Curriculum Committee 5/15/03

Title and Course Number Change:

From: GEO 602 Problems in Geography of Europe

To: GEO 504 Geography of Europe

Rationale: Coursework does not necessarily deal exclusively with the “problems” of Europe.

Passed Curriculum Committee 5/15/03

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).

Passed Curriculum Committee 5/27/03

From: SFT 649 Physical and Biological Hazards

To: SFT 649 Physical Hazards and Biological Monitoring

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

Passed Curriculum Committee 5/27/03

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Course Deletions**GEO 605 Problems in World Political Affairs**

Rationale: The subject matter of this course will essentially be available/included in the renamed course: GEO 505 Political Geography

Passed Curriculum Committee 5/15/03

GEO 601 Problems Geography of the Far East

Rationale: The subject matter of this course is adequately covered in the courses: GEO 503 Geography of Asia (existing), GEO 610-614 World Regions (new)

Passed Curriculum Committee 5/15/03

GEO 604 Problems Geography of Latin America

Rationale: The subject matter of this course will be covered in the new course: GEO 508 Geography of South and Middle America

Passed Curriculum Committee 5/15/03

GEO 603 Problems Geography of North America

Rationale: The subject matter of this course will be covered in the new course: GEO 610-614 World Regions (new)

Passed Curriculum Committee 5/15/03

GEO 602 Problems Geography of Europe

Rationale: The subject matter of this course will be covered in the new course: GEO 504 Geography of Europe

Passed Curriculum Committee 5/15/03

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Majors, Certificate Programs, Areas of Emphasis Additions/Changes

Previous title: General Psychology (M.A.)

New title: Psychology (M.A.)

And new area of emphasis: Clinical Psychology

Passed Curriculum Committee 5/15/03

Previous title: Psychology – General

Requesting Suspension of Program

Passed Curriculum Committee 5/15/03

Previous title: Psychology – Clinical

Requesting Suspension of Program

Passed Curriculum Committee 5/15/03

Previous title: Psychology – Industrial Organizational

Requesting Suspension of Program

Passed Curriculum Committee 5/15/03

MA in Art See attached documentation from Jean Miller

Passed Curriculum Committee 5/15/03

New Certificate Program: Graduate Certificate in Appalachian Studies

Passed Curriculum Committee 5/15/03

Supporting Material from Jean Miller for the Changes in the Art program

(April 8, 2003)

Art

The Department of Art offers the M.A. in Art, with three areas of concentration for graduate study.

1. The 36-hour concentration in studio art with options in the following areas of study: ceramics, sculpture, graphic design, painting, photography, printmaking, or weaving.
2. The 36-hour concentration in Art Education with studio option.
3. The 36-hour concentration in Art Education with thesis option.

Application process:

Applicants should follow the admissions process outlined in the Graduate Catalog, meeting all requirements for admission to the university at the graduate level.

Admission requirements:

Regular admission to the art department graduate program requires a GRE score of at least 1500 (for tests taken after October 2002, the score must be 1000) plus undergraduate GPA of 2.5.

Applicants may be conditionally admitted for one semester pending receipt of final, official transcripts and GRE scores.

Applicants may be conditionally admitted with a GRE of at least 1200 (for tests taken after October 2002, the score must be 800) plus undergraduate GPA of 3.0. These students must achieve a GPA of 3.0 in the first 12 hours of graduate work for regular admission to the art department.

In addition, the following must be sent directly to the Art Department for review:

1. A portfolio representing the applicant's artwork (either 35mm color slides or a digital archive). Twenty works are required for application to the studio concentration and art education with the studio option, twelve works for application to art education with the thesis option.
2. A writing sample. For application to the studio concentration, this consists of an artist's statement of 500-700 words. For application to the art education concentration, this consists of a statement of educational philosophy of 500-700 words.
3. Letter of application addressed to the Department of Art chair.
4. Three letters of reference.

Applicants whose transcripts, portfolio, or writing samples indicate lack of adequate preparation for graduate study in art are required to do preliminary coursework to address the deficiencies. Hours earned in such coursework do not count toward the requirements for graduation.

The deadlines for application are October 15 for spring semester admission and March 15 for fall admission.

Applicants who wish to be considered for an assistantship should contact the Department of Art office, obtain the appropriate form, and schedule an interview with the department chair.

GENERAL REQUIREMENTS:

All students are required to complete three semesters of Art 500, Co-Curricular Experiences.

All students in studio areas are required to undergo a review of their artwork after completing 6 hours of studio work. Students must pass this review before registering for additional studio courses. All students in studio areas are additionally required to undergo an 18-hour review. Dates for both the 6-hour and 18-hour reviews are posted every semester in the Art Office.

Transfer students must complete a minimum of 30 hours toward the degree in courses in the Marshall University Department of Art.

All students seeking an M.A. degree in art must pass a written comprehensive examination prior to graduation.

All students in studio concentrations are required to exhibit artwork completed at Marshall University, in the Birke Art Gallery, prior to graduation.

All students in the art education concentration with the thesis option must submit an approved written thesis by the deadline required by the Graduate College.

STUDIO ART

The degree of Master of Arts in Art, with a concentration in Studio Art, requires a minimum of thirty-six credit hours. General Graduate College admission requirements must be fulfilled. It is suggested that applicants contact a studio faculty member in the area of concentration they wish to pursue if they have questions about the program. An exhibition of completed artwork is required.

Minimum Course Requirements.....	36 hours
Studio area.....	18-21 hours

Art History.....	6-9 hours
Seminar (Art 670).....	3 hours
Electives in courses selected in consultation with advisor.....	6-9 hours

ART EDUCATION

The degree of Master of Arts in Art, with a concentration in Art Education, requires a minimum of thirty-six credit hours. General Graduate College admission requirements must be fulfilled. It is suggested that applicants contact the advisor in Art Education if they have questions about the program or certification. Students may elect to write a thesis *or* present an exhibit of artwork created while pursuing the degree. This decision will be made in consultation with the major advisor and chair of the department .

Thesis Option

Minimum Course Requirements.....	36 hours
Education.....	6 hours
Art Education (Art 560 or equivalent, Art 566, Art 670).....	9 hours
Electives (Art Education, Studio Art, Art History).....	15 hours
Thesis (Art 681).....	6 hours

Studio Option

Minimum Course Requirements.....	36 hours
Education.....	6 hours
Art Education (Art 560 or equivalent, Art 566, Art 670).....	9 hours
Studio courses.....	12-15 hours
Art Electives (Art Education, Studio Art, Art History).....	6-9 hours

The M.A. in Art, with a concentration in art education, does not prepare students for initial teaching certification. The Master of Arts in Teaching (MAT) degree program is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, business, and professional fields to attain teacher certification. For more information on the MAT, see Education in the graduate catalog.

**Supporting Material for the Psychology (M.A.) degree program
from Marty Amerikaner**

MEMORANDUM

Date: April 8, 2003
To: Graduate Council
CC: Christina Murphy, Dean, Liberal Arts
Len Deutsch, Dean, Graduate College
Sarah Denman, Senior VP, Academic Affairs
From: Marty Amerikaner, Chair, Psychology
Subject: Transition plan for MA programs in PSY

As requested, this memo describes the PSY department's plan for the transition from our current array of 3 distinct MA programs to 1 consolidated program and includes enrollment data for the current 3 programs.

1. Admissions: Action on new student applications has been held, pending the approval of our proposed change. Assuming it is approved, no new students will be admitted to begin the current programs in upcoming semesters. Current applicants with files pending review will be informed via letter and phone of the change in program titles and curriculum, and will be given the opportunity to indicate if they would like to be considered for admission to the new consolidated program. No new students will be admitted this semester to the three currently operational programs.
2. Current Students: All students currently enrolled in one of the three MA programs in PSY will be given the option, via letters mailed to their addresses of record, to complete the program in which they are enrolled or to apply to switch into the new program. Those that choose to continue in their current programs will be told that they must complete the program no later than Spring, 2006. Those that apply for the new program will be required to meet all admission and degree requirements for the new program.
3. According to Dr. Denman, the formal changes we are making are to suspend the three current majors and to create a new major called "Psychology" and the code will be GLG0 per Mike McGuffey. There is no change to the current degree. The degree program will remain MA Psychology
4. As of Fall, 2002, enrollments for our 3 current MA programs were as follows:
 - a. GLAO Clinical PSY MA: 50 (12 in Huntington 38 in SC)
 - b. GLCO General PSY MA: 53 (13 in Huntington 40 in SC)
 - c. GLDO I/O PSY MA: 14 (7 in Huntington 7 in SC)

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

Graduate Council Minutes

March 28, 2003

John Spotts Room

Marshall University

Huntington Campus

Members Present: Cornfeld, Sottile, Braun, Wilson, Fet, Eddington, Eagle, Cunningham, Larsen, Stotts, Dennison.

Members Absent: Mangiarua, Gordon, Rubenstein, Pauley, Klug.

Ex-Officio Members Present: Deutsch, Denman.

Ex-Officio Absent: Childress, Aulick.

Meeting was called to order at 1:00 p.m.

Cornfeld moved to accept the minutes. The motion passed.

Eddington, on behalf of the Curriculum Committee, moved to accept the following course additions, deletions and changes: Course additions include CIDH 501, CIDH 502, CIDH 503, CIDH 504, CIDH 505, CIDH 506, CIDH 507, CIDH 601, CIDH 602, LS 703, ENG 593, GEO 519. One course deletion was requested for GEO 608 and one course change was requested for GEO 609. The motion passed unanimously. See attachment for more details.

Psychology had requested suspension of M.A. programs in Clinical, General and Industrial Organizational. Psychology had also requested a change of major to Psychology (M.A.) Denman raised a concern on the request from Psychology. Action on that portion of the request was delayed until more information could be obtained from the Office of Academic Affairs. .

Braun, on behalf of the Academic Planning Committee, moved to accept a proposal for establishing minors at the M.A. level. The proposal included the following four points:

1. A minor shall consist of six to 12 graduate credit hours from an area outside of the student's major.
2. The decision to offer minors rests solely within each individual academic unit of the university. No academic unit shall be required to offer a graduate-level minor.
3. Programs that offer graduate-level minors shall have the exclusive right to establish required courses, exclusions and pre-requisites.
4. Students seeking a minor must obtain approval of the Graduate Director in that program.

The Graduate Dean will survey each unit to see which units shall offer a minor. The Graduate Dean will develop a roster of minor programs and present it to the Graduate Council for approval. The approved roster shall be forwarded for the assignment of minor codes. The minor codes shall then be forwarded to the Registrar's Office.

The motion passed unanimously.

Fet, on behalf of the Program Review Committee, informed the Council that a new timeline has been established for program reviews. Reviews must be turned in to the Office of Academic Affairs by October 15th. The reviews must be forwarded to the Graduate Council by November 1st. The Council must act on the reviews and forward them to Academic Affairs by December 15th. Academic Affairs must return the reviews by January 15th.

Larsen introduced and Sottile moved to accept the document establishing new criteria for graduate faculty credentials. After a lengthy discussion, several editorial changes were made to the document. The motion passed unanimously. The document is attached to the minutes with changes included.

Larsen asked for and received permission by motion and more than 2/3 of voting members to review the Council By-Laws for possible modification. Larsen introduced a discussion on a possible problem associated with JMC membership on the Council. Due to retirements and resignations, the School of Journalism only has two faculty members eligible for the upcoming term on the Council. One member is the dean of the unit while the other member is finishing a second term with the Council. After a review of the by-laws, it was determined that the current serving member was appointed as a charter member to the first term under executive order. The by-laws specifically state that no member may be elected for more than two consecutive terms. Therefore, the currently serving member is eligible for another elected term.

Larsen then asked for a motion to approve the following modification to the Bylaws: Administrators at the level of dean or higher cannot serve as a voting member on the Council. It was so moved and passed unanimously. The term "dean" in this motion means a full dean, not an associate or assistant dean.

After receiving the materials from the Office of Academic Affairs, the Council returned to the question of program suspension in Psychology. Denman agreed to work with Psychology to work the necessary details before the next Council meeting.

The Council moved into executive session at 2:29 p.m.

The Council came out of executive session at 2:31 p.m.

The following faculty members were credentialed at the following levels

Faculty Name	Department	Grad. Fac. Memb. Level
Chatfield, Mark	Biological Science	Associate
Terry, Jack	Pharmacology	Associate

Warner, Jamie	Political Science	Associate
Stanley, Karen	Nursing	Associate
O'Brien, William	Engineering	Provisional
Thomas, Lisa	Comm Disorders	Provisional

Larsen announced the next meeting will be a joint meeting of the newly elected and the current members of the Council. At the end of that meeting, those who will be continuing and/or who are newly elected for the coming year will elect officers.

Meeting was adjourned at 2:38 p.m.

Respectfully submitted

Corley Dennison
Secretary

Attachments:

- New Greenbook document and policy regarding Marshall University Graduate Faculty Membership
- Details of curriculum changes, additions, deletions which were approved
- Program Review Guidelines being approved—included here for informational purposes only

MARSHALL UNIVERSITY GRADUATE FACULTY MEMBERSHIP

March 28, 2003

OVERVIEW

There are four levels of graduate faculty membership or status: (1) Doctoral Graduate Faculty, (2) Graduate Faculty, (3) Associate Graduate Faculty, and (4) Graduate Instructor. In sections I- IV below are descriptions of the functions, minimum criteria, and restrictions of the various levels for each level of graduate faculty membership.

The Graduate Council can, at its discretion, provisionally and conditionally delegate to the academic unit deans the right to determine the graduate faculty membership level for each faculty member. "Academic unit" is defined in this policy to be an academic college, an academic division, or an academic department, etc. These appointments of graduate faculty membership must be consistent with the Graduate-Council-approved additional standards, if any, of the college, division, or department, etc., and must be consistent with the minimum criteria indicated below. Faculty desiring any level of graduate faculty membership must submit the approved Graduate Council form(s) to their academic unit dean for approval.

Administrators at the level of Dean, or higher, desiring to have graduate faculty membership should apply directly to the Chair of the Graduate Council, for consideration by that Council, for the type of graduate faculty membership for which they believe they qualify. Academic units can not determine graduate faculty membership status for administrators at the level of Dean or higher.

Whether or not the academic unit chooses to add additional standards and constraints to those indicated below, that unit must inform the Graduate Council in writing either of the unit's additional standards and constraints or of the unit's decision not to add additional standards and constraints. **Note:** As part of the additional standards and constraints that an academic unit may choose, the unit can choose to shorten the term, marked with an "*" in this document, for any graduate faculty membership level, but it may not lengthen the term duration.

For any faculty member, once that faculty member has been assigned a graduate faculty membership level for a given term, that level and term cannot be altered except through re-application by the faculty member and subsequent approval by the academic unit dean or the Graduate Council, whichever is making the graduate faculty membership level determination for that faculty member.

During the time any academic unit has permission from the Graduate Council to determine graduate faculty membership levels for the unit's faculty, the academic unit dean is to submit the unit's graduate-

faculty-membership-level rosters to the Graduate Council at the beginning of each academic calendar year. Upon initial granted permission, the academic dean must submit within two months the graduate rosters.

For the academic units where the deans have been approved to make graduate faculty membership level determinations, if any modifications to an academic unit graduate faculty membership roster are needed during the academic year, the academic unit is to notify the Graduate Council within one month of those modifications and immediately provide to the Graduate Council an updated complete roster, with the modifications clearly and specifically noted. The dean of each academic unit will have responsibility for the integrity of the unit's graduate-faculty-membership roster.

Each academic unit or department/division desiring additional standards beyond, or more constraining than, the absolute minimums is to establish specific qualitative and quantitative teaching, service, and/or scholarly and creative activity standards appropriate to program offerings and accreditation demands. The additional standards must be distributed and fully explained by the academic unit to all relevant parties, including but not limited to all faculty within the applicable division(s) or department(s). The Graduate Council must approve these additional standards before they may be implemented.

The Graduate Council must also approve future changes in academic unit standards or criteria before being implemented by the academic unit, division or department. If the academic unit does not wish to establish additional standards beyond or more constraining than the minimums indicated below, it does not need to do so, but needs only notify the Graduate Council that such is the case—this will not prevent that academic unit from determining graduate faculty membership level, as provided for below, unless or until the Graduate Council decides to withdraw this privilege from the academic unit.

AUDITS

The Graduate Council audits academic unit rosters and all supporting materials of two or more colleges, departments, or divisions, etc., per semester on a rotating basis to ensure that the academic unit requirements and the minimum criteria are being followed. The supporting materials include the completed graduate faculty membership application forms (obtained from the Graduate Council or its website), faculty vitae, and any other supporting materials which demonstrate that the faculty members have been placed in an appropriate level of graduate faculty membership. Annual Reports may be used to supplement supporting materials if so desired.

The Graduate Council reports its audit findings to the appropriate academic unit administrators and to the Vice-President for Academic Affairs. If the Graduate Council decides that an academic unit is sufficiently out of harmony with the Graduate Council's expectations for following the minimum criteria and the academic unit's approved additional standards, the Graduate Council has full right, at its discretion, to require all future graduate faculty appointments to be decided by the Graduate Council rather than by that academic unit for a probationary period of time to be determined by the Graduate Council. However, before this happens the Graduate Council will work with the academic unit and the Vice President for Academic Affairs to correct the situation and attempt to avoid the loss of delegation to the academic unit by the Graduate Council.

ACCOUNTABILITY

The Graduate Council retains the final right to decide whether or not to continue allowing any academic unit to determine graduate faculty membership levels. As it deems either necessary or appropriate, the Graduate Council retains the right at any time to remove indefinitely the delegation to any and all academic units of the right to determine the graduate faculty membership level for each faculty member.

If the Graduate Council decides to remove any academic unit's privilege to determine graduate faculty level membership, the graduate faculty membership level assignments to individual faculty members within that academic unit will remain in force until each faculty member's term expires for the assigned level, or until the faculty member re-applies to and is approved by the Graduate Council to a different graduate faculty membership level or term.

GRADUATE FACULTY MEMBERSHIP LEVELS

I. Doctoral Graduate Faculty (five* year term)

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A. Functions

1. Doctoral Graduate Faculty members of the graduate faculty can chair or direct graduate student committees and research at the doctoral level in the department or division of their appointment(s).
2. Doctoral Graduate Faculty members of the graduate faculty can perform all the functions allotted to Graduate Faculty members.

B. Minimum Criteria for Appointment

1. Doctoral Graduate Faculty members must hold an appointment in a tenure track position at Marshall University and hold an appointment (may be a joint appointment) in the division or department or program area offering the doctoral degree.
2. Doctoral Graduate Faculty members must hold a research-oriented terminal degree (thesis or dissertation) or an appropriate professional degree and hold the rank of Assistant Professor or higher. Alternatively, the faculty member must have demonstrated outstanding scholarly or creative achievement and have attained the rank of Associate Professor.
3. Doctoral Graduate Faculty members must have had experience in serving on a doctoral committee or be currently serving on a doctoral committee. An exception is as follows: during the first five years of a new doctoral program, a faculty must have had experience serving on one or more master's committees over the past five* years.
4. Doctoral Graduate Faculty members must have current or expected departmental

responsibilities in the doctoral program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the doctoral program.

5. 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 (book reviews or other short, one- or two-page communications do not qualify); 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 publishers; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.
6. Doctoral Graduate Faculty members must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for doctoral status or renewal of doctoral status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Doctoral Graduate Faculty level membership.

II. Graduate Faculty (five* year term)

A. Functions

1. Graduate Faculty members can chair or direct graduate student committees and research at the master's level in the department or division of their appointment(s). Graduate Faculty members can co-chair or co-direct graduate student committees and research at the master's level in another department or division at the request of that other department or division.
2. Graduate Faculty members may serve on master's or doctoral committees (comprehensive assessment, thesis, exhibition, dissertation, etc.) in the department or division of their appointment(s), or in another department or division at the request of that other department or division.
3. Graduate Faculty members can be elected or appointed to the Graduate Council.
4. Graduate Faculty members can teach master's and doctoral level courses.

B. Minimum Criteria for Appointment

1. Graduate Faculty members must hold appointments in tenure track positions at Marshall University in a program area providing a graduate degree.
2. Graduate Faculty members must hold a terminal degree (thesis or dissertation) or an appropriate professional degree. Alternatively, they should have demonstrated equivalent scholarly or creative achievement.
3. Graduate Faculty members must have attained the rank of Assistant Professor or higher.
4. Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.
5. 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 in discipline-respected peer-reviewed journals; publication of scholarly books or book chapters; publication in discipline-respected periodicals; invited and/or competitively selected presentations of scholarly work at regional, national or international meetings; academic or professional consultation; application for or receipt of an external research, scholarly, or creative activity grant; official leadership (officer) positions in regional, national, or international professional organizations; scholarship-based clinical practice; or exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.
6. Graduate Faculty members must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status. The five-year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years, but it must be met for a second term of Graduate Faculty level membership.

III. Associate Graduate Faculty (three* year term)

A. Functions

1. Associate Graduate Faculty members may serve as members of a graduate committee, as deemed appropriate by the department or division providing the degree.
2. Associate Graduate Faculty members may teach appropriate graduate level courses.

B. Minimum Criteria for Appointment

1. Associate Graduate Faculty members must hold at least a master's degree.
2. Associate Graduate Faculty members must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing or serving on committees, all within the graduate program.
3. Associate Graduate Faculty members must present evidence of scholarly or creative activity, and advanced graduate level work or equivalent professional accomplishments within the last three* years.

IV. Graduate Instructor (two* year term)

A. Functions

1. Graduate Instructors can teach appropriate graduate level courses.
2. Graduate Instructors can write and evaluate comprehensive assessment questions directly related to their assigned classes.

B. Minimum Criteria for Appointment

1. Graduate Instructors must hold at least a master's degree or demonstrate appropriate expertise or experience to qualify them to teach in the assigned courses.
2. Graduate Instructors are approved by the academic unit Dean and do not need approval by the Graduate Council.
3. Graduate Instructors must provide appropriate documentation of credentials and/or experience to be filed with the division in which they teach.
4. Graduate Instructors should maintain scholarly or creative activity necessary to bring current information or experience to the courses they teach.

SPECIAL CASES

- I. Faculty on Temporary Appointments (for example Visiting, Clinical Research, or Adjunct faculty): During the term of their temporary appointment to Marshall University, faculty with graduate responsibilities must have graduate faculty membership. An individual's graduate faculty status at his or her own institution, if visiting, will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.
- II. Emeritus Faculty: Emeritus faculty can apply for or retain graduate faculty membership subject to the same requirements for each level of graduate faculty membership status.

- III. Off-Campus Professionals: Off-campus professionals desiring graduate faculty membership should apply for Associate Graduate Faculty or Graduate Instructor status; to be approved, the applicant must meet the qualifications for the given graduate faculty level.
- IV. Collaborative Faculty Appointments: Individuals holding faculty appointments at institutions participating in cooperative graduate programs, and who desire Marshall University graduate faculty membership, should apply for the Marshall University graduate faculty membership for which they believe they qualify. An individual's graduate faculty status at his/her own institution will be taken into consideration, but does not necessarily determine any graduate faculty membership level at Marshall University.
- V. Exceptional Cases: Individuals, colleges, departments, divisions, or programs seeking exceptions to these policies must submit a written petition to the Chair of the Graduate Council for consideration by that Council.
- VI. Graduate Instructor membership will neither be listed in Marshall University's *Redbook* nor in the Graduate Catalog.
- VII. A faculty member whose graduate faculty membership level is lowered from his or her current level, due to a graduate-faculty-membership renewal application, will be permitted to complete current responsibilities but may not assume new responsibilities pertinent to the previous higher level. Students are not to be penalized by the re-evaluation of faculty members. For example, once a graduate committee has been established for a student, it will not be necessary to alter it because of a change in status for one of the faculty members on the committee.
- VIII. All faculty members, either full or part time, who desire to teach graduate courses at the 500 level or higher must apply for one of the four graduate faculty membership levels above. The academic unit dean may approve these faculty members to teach one graduate course while their application is in process of being considered, but they may not teach graduate level courses in subsequent semesters until they have been approved for one of the graduate faculty membership levels described in this document.

APPEALS FOR GRADUATE FACULTY MEMBERSHIP LEVELS

In the event that a faculty member feels unjustly excluded from graduate faculty membership or unjustly placed in a graduate faculty membership level lower than he or she desired, that faculty member may appeal to the Graduate Council or higher for further consideration as follows.

- I. If it is an academic unit dean who had made the disputed graduate faculty membership level determination, the Graduate Council will determine what it believes the appropriate graduate faculty status should be and work with the academic unit dean to attempt to arrive at a suitable resolution. If the Graduate Council determines that a suitable resolution cannot be achieved with the dean, the Graduate Council will submit its findings and recommendations to the Vice-President for Academic Affairs who will determine any further action to be taken.

- II. If it is the Graduate Council that made the disputed graduate faculty membership level determination, the Graduate Council will re-evaluate its determination upon appeal to the Chair of the Graduate Council by the faculty member concerned. If the dispute is not resolved by this re-evaluation, the faculty member may appeal to the Vice-President of Academic Affairs, in which case the Graduate Council will submit its findings and recommendations to the Vice-President for Academic Affairs, who will in turn determine any further action to be taken.

Details of Approved Curriculum Changes, Additions, Deletions

The MUGC Curriculum Committee is submitting the following Course Additions, Changes, and Deletions to the Graduate Council for approval at the March 28, 2003 meeting.

Course Additions

CIDH 501 American Sign Language (ASL) I 3 cr hrs

Course Description: Emphasizes the learning of basic person-to-person conversational signing skills as a second language, including use and comprehension of ASL vocabulary, syntax and fingerspelling.

Prerequisites: None

CIDH 502 American Sign Language (ASL) II 3 cr hrs

Course Description: For professionals serving deaf/hard of hearing (D/HH) individuals. Includes deaf culture, functional language and legal issues in deaf education.

Prerequisites: CIDH 501

CIDH 503 American Sign Language (ASL) III 3 cr hrs

Course Description: For professionals serving deaf/hard of hearing (D/HH). Includes deaf culture, the impact of cross-cultural perspectives on D/HH children, language in the Deaf Education classroom.

Prerequisites: CIDH 502

CIDH 504 Auditory Habilitation 3 cr hrs

Course Description: Consists of lecture, demonstration, discussion, and student presentations. Graduate students in the course will be required to develop a web-based instructional module illustrating one of the major communication approaches used with children with hearing loss.

Prerequisites: Instructor Consent

CIDH 505 Introduction to Deaf and Hard of Hearing 3 cr hrs

Course Description: Introduction to the education of deaf and hard of hearing students (PreK-12) for prospective teachers and other professionals serving deaf/hard of hearing students.

Prerequisites: Instructor Consent

CIDH 506 Curriculum and Methods for Deaf and Hard of Hearing

GEO 519 Geography of Gender**3 cr hrs**

Course Description: Gender as an essential element in understanding geographic literature; the spatial dimensions and implications of gender and the cultural landscape.

Prerequisite: None

Course Deletion**GEO 608 Problems of Geography of Africa and Australia 3 cr hrs**

Rationale: Subject matter of this course will be included in a new course - GEO 507 Geography of Sub-Saharan Africa.

Course Change**GEO 609 Geographical Research Methods****3 cr hrs**

Rationale: Change in course content reflects an ongoing effort to revitalize the geography program. One feature of the program revitalization is an emphasis on thesis development and completion. All graduate students are required to take GEO 609 in their first year and this course facilitates the thesis process for those who choose to follow the thesis degree track. Students who choose not to do a thesis will nevertheless develop considerable knowledge of the geographical literature and become well acquainted with various research methods.

Marshall University
PROGRAM REVIEW PROCEDURES
DRAFT

- Step 1: Program faculty prepares the Program Review in accordance with Higher Education Policy Commission policy, following approved guidelines. The Review is then submitted to the college dean on the date established by the college.
- Step 2: The dean and the college curriculum committee review all college program reviews, assessing the quality of the program and the quality of the review itself.
- Step 3: The dean returns the Program Review with comments and suggestions for improvement to program faculty on the date established by the college.
- Step 4: Program faculty makes necessary changes and submits **an electronic draft** of the Review to the dean by the date established by the college.
- Step 5: The dean prepares a cover memo to the President explaining the college recommendation and rationale for each program review and forwards them **with the electronic copy** of the completed program reviews to the Office of Academic Affairs by **November 1**. As of AY 2004-05, this date will change to **October 1**.
- Step 6: The Office of Academic Affairs forwards **an electronic version of each undergraduate program review to the Academic Planning Committee and of each graduate program review to the Graduate Council during the first week of the Spring semester**. As of AY 2004-05, this date will change to **October 15**.
- Step 7: **When the committee reviews are completed, the Academic Planning Committee and the Graduate Council will forward an institutional recommendation for each program to the Office of Academic Affairs no later than February 1. Departments must make any revisions suggested by the committees and send 5 paper copies of the Program Review to the Office of Academic Affairs no later than February 10**. As of AY 2004-05, these dates will change to **December 15 and January 15**, respectively.
- Step 8: The Office of Academic Affairs will send the recommendations to the President who reports the official University recommendation for each program to the Board of Governors **at the March/April meeting**.

- Step 9: When the Board of Governors has completed its review of the recommendations, it will send the results to the Higher Education Policy Commission and the President by May 31.
- Step10: The President will send a notice of the Board's actions to the Provost and Senior Vice President for Academic Affairs who will inform the deans and program chairs.

Adopted, 10/30/01, Academic Planning Committee

Revised, 3/28/03, Academic Planning Committee and Graduate Council

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Graduate Council Minutes
February 28, 2003
AC 105, Marshall University
South Charleston Campus

Members Present: Larsen, Dennison, Cornfeld, Fet, Mangiarua, Eddington, Eagle, Cunningham, Wilson, Amerikaner, Stotts, Pauley, Rubenstein.

Members Absent: Sottile, Braun, Gordon, Klug.

Ex-Officio Members Present: Deutsch, Denman, Childress.

Ex-Officio Members Absent: Aulick

Meeting was called to order at 1:00 p.m.

Dennison moved to approve the January minutes. After two editorial changes, the minutes were approved unanimously.

Eddington, on behalf of the Curriculum Committee, introduced a proposal to approve a Master of Science Degree in Dietetics. The motion passed unanimously.

Eddington, on behalf of the curriculum committee, introduced course additions for PE 675 and ACC 648. The motion passed unanimously.

Larsen led the Council in a discussion of the progress of the credentials sub-committee. The sub-committee will meet prior to the next meeting of the Graduate Council to make a final editorial review of the document. Larsen asked any Council members with comments to submit those comments to him in writing by Monday, March 3rd.

Larsen led the Council in a discussion on a proposal to review the mission statement of the institution. A joint task force from the Faculty Senate Academic Policy Committee and the Graduate Council Academic Standards and Planning Committee will review the matter.

Amerikaner led the group in a discussion on the status of the workload document in light of the President approving the policy with contingencies. After a lengthy discussion, the matter was referred to the Executive Committee of the Faculty Senate with Larsen representing the interests of the Graduate Council as a member of the Executive Committee.

Graduate Council went into executive session at 1:58 p.m.

Graduate Council moved out of executive session at 2:10 p.m.

The following faculty members were approved for graduate faculty status:

<u>Name</u>	<u>Dept.</u>	<u>Status</u>
Bolling, Blaker	Mgmt	full
Cornfeld, Michael	Art	full
Fredin, Nicholas	Anthro	full
Mulder, Pamela	Psy	full
Stern, Allen	Safety	full
Tucci, Jack	Mgmt	full
Dementieva, Yulia	Math	assoc.
Denvir, Deborah	Math	assoc.
Hall, Donald	Coun.	assoc.
Perry, Simon	Poly Sci	assoc.
Tomasic, Diana	Nursing	assoc.
Williams, Kelli	Nursing	assoc.
Bartgis, Elaine	Crim Justice	prov.

Graduate faculty membership was reviewed and reconsidered from the January 24, 2003, Graduate Council meeting for Nancy Shifflet and Lisa Bain. The Council voted to change Nancy Shifflet's graduate faculty status to "Associate Graduate Faculty" level, while it voted to leave Lisa Bain's status as "Provisional Graduate Faculty" level.

Larsen announced the next meeting of the Graduate Council is set for Friday, March 28th on the Huntington campus.

Meeting was adjourned at 2:13 p.m.

Respectfully submitted,

Corley Dennison

Secretary

Read and edited with minor corrections by Eldon R. Larsen

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Graduate Council Minutes
January 24, 2003
Alumni Lounge, Memorial Student Center
Marshall University, Huntington Campus

Members Present: Sottile, Eddington, Cunningham, Wilson, Braun, Eagle, Amerikaner, Mangiarua, Larsen, Dennison, Pauley, Fet, Gordon, Cornfeld.

Members Absent: Stotts, Rubenstein, Klug.

Ex-Officio Members Present: Denman, Deutsch.

Ex-Officio Members Absent: Childress, Aulick

Meeting was called to order a 1:00 p.m.

Sottile moved to approve the minutes from the December meeting. It was seconded and passed unanimously.

Eddington, on behalf of the Curriculum Committee, introduced a discussion on the acceptance of a new program in dietetics. Because of a pending change in the program, the discussion was tabled until the February meeting.

Braun, on behalf of the Academic Planning, Standards and Policy Committee, introduced a discussion on the creation of "official" minors within graduate programs. A lengthy discussion ensued. The motion was tabled until input can be received from the Registrar's office.

Braun, on behalf of the Academic Planning, Standards and Policy Committee, introduced a discussion on a request to drop the publishing in the graduate catalog of the year a faculty member's terminal degree was granted. After a brief discussion the Council decided to take no action on the request.

Eddington, on behalf of the Curriculum Committee, asked that consideration of the following course change requests be tabled until further information can be obtained: GEO 529, 530, 511, 540, ACC 648 and PE 675. The request was tabled. Eddington then asked for changes to the following courses: ART 512, GEO 620, GEO 607, MUS 680, 682-699, MUS 689, PE 548. Eddington also asked for approval of the following course additions: CL 560, CL 570, CMM 689, MUS 579-A-D. The following course deletions were requested: ART 501 and ART 502. Approval for the following certificate program was requested: Medieval and Renaissance Studies. All these requests by Eddington passed unanimously. See attachment for full explanation of the course changes, additions, and deletions. Also, see attachment for full explanation of the Medieval and Renaissance Studies certificate program.

Amerikaner introduced discussion on curricular changes to the Psychology program. The matter was referred to the Curriculum Committee

Amerikaner opened discussion on the president's recent approval of the workload policy guidelines that were approved by Council and Faculty Senate in the fall semester. Dr. Angel has inserted a conditional clause in the acceptance of the recommendation. Sottile informed the Council that the constitution of the Faculty Senate does not allow the president to change a recommendation; rather he must approve or reject. The matter has been referred to the Senate Parliamentarian Dallas Brozik. Sottile will keep the Council informed.

After a discussion on credentialing issues, a motion was made to go into executive session at 2:15 p.m.

The Council came out of executive session at 2:40 and moved to approve the following graduate credentials:

<u>Name</u>	<u>Dept.</u>	<u>Credentialing Level</u>
Kiningham, Kinsley	Pharm.	Full Doctoral
Akkihah, Ramachandra	Finance & Econ.	Full Graduate Fac.
Amerikaner, Marty	Psy	Full Graduate Fac.
Anderson, Lorraine	Mgt./Marketing	Full Graduate Fac.
Damewood, Earl	Mgt./Marketing	Full Graduate Fac.
Ellis, Thomas	Psy	Full Graduate Fac.
Fogel, Jerise	Classical Studies	Full Graduate Fac.
Johnson, Carl	Education	Full Graduate Fac.
Martin, Daniel	ESSR	Full Graduate Fac.
McInerney, Marjorie	Mgt./Marketing	Full Graduate Fac.
Oberste-Vorth, Ralph	Math	Full Graduate Fac.
Saveliev, Peter	Math	Full Graduate Fac.
Singley, John	Safety	Full Graduate Fac.
Sporny, Stanley	Art	Full Graduate Fac.
Woods, Edward	Communication Studies	Full Graduate Fac.
Woodward, David	History	Full Graduate Fac.
Sarra, Scott	Math	Assoc. Grad. Fac.
Alexander, Elizabeth	Mgt./Marketing	Assoc. Grad. Fac.
Brown, Guendoline	Family & Cons. Sci.	Assoc. Grad. Fac.
Lukich, Donna	Nursing	Assoc. Grad. Fac.
Smith, Michael	Humanities	Assoc. Grad. Fac.
Sutton, Laura	Nursing	Assoc. Grad. Fac.
Tomasic, Diane	Nursing	Assoc. Grad. Fac.
Bain, Lisa	Info Systems	Provisional
Hood Eberhard, Sally	Nursing	Provisional
Shifflet, Nancy	Info Systems	Provisional
Walton, Robin	Nursing	Provisional

An extensive discussion ensued regarding criteria related to obtaining graduate faculty status. The

Council moved to go into executive session again at 2:45 p.m.

Council came out of executive session at 2:50 p.m. The Council moved and approved to grant Dr. Ralph Taylor provisional status.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted by
Corley Dennison
Secretary

Attachments

Course Changes

ART 512 *From* 20th Century Art to WWII
 To 20th Century Art

Rationale Material covered in the course will address the art and artists of the entire 20th century

GEO 620 *From* Conservation Education
 To Problems in Environmental Geography

Rationale *Old title does not accurately reflect the purpose and content of the course*

GEO 607 *From* Problems in World Economic Geography
 To Economic Geography

Rationale *Coursework does not deal exclusively with “problems” of economic geography and specifying “world” in the title is not necessary*

MUS 680, *From* 680, 682-699, a, b, c, d
682-699 *To* 680, 682-699 (remove alpha suffixes)

Rationale *Suffixes are confusing and unnecessary*

MUS 689 *From* Applied Music, Baritone, 1-2 hours, I, II

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

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.

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Graduate Council Minutes
Friday, December 6th, 2002
Marshall University-South Charleston Campus

Members Present: Braun, Wilson, Fet, Larsen, Edington, Amerikaner, Pauley, Cunningham, Eagle, Sottile, Dennison, Cornfeld

Members Absent: Gordon, Stotts, Rubenstein, Grover, Klug.

Ex-Officio Members Present: Childress

Ex-Officio Members Absent: Deutsch, Denman, Aulick

The meeting was called to order at 1:00 p.m. Larsen informed the Council that, due to budget cutbacks, lunch will no longer be provided to members prior to the meetings.

Sottile moved to accept the minutes of the October 25th meeting. The motion passed unanimously.

Bob Edmunds, Coordinator for Program Review, led a discussion on the policy, process and procedures for program review and assessment at Marshall University. Edmunds stated that the Graduate Council should have input into the frequency of attitudinal surveys for graduate degree recipients. Much of the assessment need is driven by the North Central accrediting standards. Edmunds informed the Council the next North Central visit is in 2005. The Graduate Council Program Review and Assessment Committee chair will begin attending the meetings of the University Program Review and Assessment Committee—this is Dr. Victor Fet currently.

Amerikaner moved to endorse the latest draft of the Workload Policy document. The motion passed unanimously.

Larsen provided to Council members a copy of the latest draft of the document produced by the Ad-Hoc Committee on Graduate Credentials. After a period of discussion, Larsen asked for Council members to return any comments on the document to him by December 15th.

Larsen introduced discussion on the need to rescind a motion passed at the October 25th meeting relating to Graduate Council membership being regulated by the by-laws rather than by the Graduate Council Constitution. Cunningham moved to rescind the motion. Sottile explained the matter had been clarified at the Faculty Senate Executive Committee. The motion to rescind passed unanimously.

Cunningham moved to accept a recommendation from Len Deustch, Dean of the Graduate College, to insert the following language into the graduate catalog on page 28, paragraph 1: “Any appeals of admissions decisions should be directed to the Vice President for Graduate Studies. His or her decision is final.” The motion passed unanimously.

Larsen introduced the following request from Christina Murphy, Dean of the College of Liberal Arts: To stop publishing the year a faculty member received a graduate degree or degrees in the Graduate Catalog. Amerikaner asked to table the request until the Academic Planning, Standards, and Policies Committee could determine what our peer institutions do with such information and make a recommendation to the Council. The motion to table passed.

Wilson introduced a document that listed some proposed meeting procedures for consideration of graduate faculty credentials. No action was necessary. The document was produced for informational purposes only. We will attempt to use this for the next few meetings and modify it as needed to make it as useful as possible.

Edington, on behalf of the Curriculum Committee, moved to accept a proposal to approve a nurse educator's program in the College of Nursing and Health Professions. The motion passed unanimously.

Fet, on behalf of the Program Review Committee, moved to recommend that eight graduate programs continue at the current level of activity within the University. The programs are Master of Business Administration, MS in Industrial and Employee Relations, MS in Health Care Administration, MA in Political Science, MA or MS in Geography, MA in History, MS in Chemistry, MS in Physical Science. The motion passed unanimously.

Eagle moved to go into executive session to consider graduate faculty credentials. The motion passed and the body went into executive session at 2:54 p.m.

The body came out of executive session at 3:31 p.m.

Wilson moved that the faculty members listed below be credentialed at the following levels:

<u>Name</u>	<u>Affiliation</u>	<u>Level</u>
Maurice Mufson	Microbiology	Assoc-Doc
Sergei Markov	Biology	Associate
John Hubbard	Chemistry	Associate
Ruth Ann Murphy	Teacher Ed	Associate
Ralph Oberly	Physics	Associate
Madonna Combs	Nursing	Associate
William Denman	Comm Studies	Full
Philippe Georgel	Biological Sciences	Full
Bertram Gross	Comm Studies	Full
Robert Grubb	Criminal Justice	Full
Alan Horwitz	Math	Full
Marc Lindberg	Psychology	Full
Mariana Linz	Psychology	Associate
Clair Matz	Political Science	Associate
Jeffrey Powell	Philosophy	Full
James Riemer	English	Full
Gerald Rubin	Math	Associate
Judith Silver	Math	Full
John Van Kirk	English	Full
Mark Zander-Fox	Music	Full
Cheryl Brown	Political Science	Associate
Nancy Fagan	Nursing	Associate
Celene Seymour	Library Science	Associate
Lachlan Whalen	English	Associate

The motion passed.

Motion to adjourn approved a 3:33 p.m.

Respectfully submitted

Corley Dennison, Secretary

Read, modified as necessary, and approved by Eldon Larsen, Chair

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Graduate Council Minutes
October 25th, 2002
Marshall University-Huntington Campus

Members Present: Gordon, Cornfeld, Wilson, Eagle, Cunningham, Edington, Amerikaner, Sottile, Dennison, Larsen, Stotts, Fet, Braun.

Members Absent: Pauley, Rubenstein, Grover, Klug.

Ex-officio Members Present: Childress, Deutsch, Denman

Ex-Officio Members Absent: Aulick

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

Sottile moved to accept the minutes of the September meeting. The motion passed unanimously.

Larsen announced that Bob Edmunds, Coordinator for Program Review, was scheduled on the agenda but was not available for this meeting. Edmunds will be rescheduled at a later date

Amerikaner moved to endorse the Faculty Workload Policy document. A long discussion ensued on the following points:

What minimum percentages are to be established for the various categories of faculty responsibilities?

Should the role of the provost, particularly with regard to appeals, be more clearly defined?

Sottile moved to table the document until these points could be resolved. The motion passed unanimously.

Wilson moved to endorse a revision to the Faculty Senate Constitution that allow changes in Graduate Council membership to be determined under the Graduate Council Bylaws rather than by constitutional amendment. The motion passed unanimously. Larsen noted that the endorsement is to be forwarded to the Faculty Senate Executive Committee.

Larsen updated the Council on the work of the ad-hoc Credentials Committee. Discussion ensued on the proposed levels of graduate faculty status. Larsen noted the next meeting of the Credentials Committee is set for Nov. 7th at 2:00 p.m. on the Huntington campus.

Larsen announced the committee chairs for AY 03 as follows:

Victor Fet	Program Review
Charley Braun	Academic Planning and Standards
Nancy Wilson	Credentials
(Undetermined)	Curriculum

Fet introduced a proposal from the College of Nursing to allow for a graduate minor to appear on the official transcript. Larsen assigned the review of the proposal to the Academic Planning and Standards Committee.

Cunningham moved to go into executive session to discuss a personnel matter. The motion passed unanimously. The Council moved into executive session at 2:40 p.m.

Cunningham moved to go out of executive session. The motion passed unanimously. The Council moved out of executive session at 2:55 p.m.

Larsen assigned the Program Review and Assessment Committee to examine the issue of student evaluations for graduate students. He asked the committee to consider what questions should be required on the evaluations.

Wilson moved for adjournment. The motion passed and the meeting was adjourned at 2:59 p.m.

Respectfully submitted

Corley Dennison
Secretary

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Minutes of the Graduate Council
September 27, 2002
Rm. GC 319
South Charleston Campus

Members Present: Gordon, Pauley, Cunningham, Eagle, Fet, Dennison, Larsen, Braun, Wilson, Amerikaner, Cornfeld, Stotts, Sottile

Members Absent: Eddington, Grover, Rubenstien

Ex-Officio Present: Deutsch, Childress

Ex-Officio Absent: Denman, Aulick

Meeting was called to order at 1:02 p.m.

Sottile moved to accept the minutes of April 26th. Minutes were approved unanimously with one change: On page two, the words “undergraduate student” are to be changed to “an undergraduate student below the class level of senior.”

Sottile moved to approve Rebecca Klug as the graduate student representative to the Graduate Council for the academic year 2003. The motion passed unanimously.

Wilson moved to suspend the rules to facilitate discussion and adaptation of changes to the By-Laws for the Graduate Council. The motion passed unanimously by a standing vote. Larsen then led a point-by-point discussion on the changes to the by-laws. A copy of the by-laws with changes and notations is attached to this document.

Sottile moved to accept changes to the by-laws. The motion passed unanimously.

Sottile moved to return to regular rules of order as dictated by the by-laws. The motion passed unanimously.

Larsen introduced proposed changes to the Faculty Senate Constitution that allow the Graduate Council membership to be determined by the by-laws rather than by constitutional amendment. Larsen told the council members there was no intent for action at this meeting and the notification was for informational purposes only.

For information purposes only, Larsen handed out and reviewed copies of the new revalidation of credit form.

Amerikaner led a lengthy discussion on the findings of the “faculty workload policy.” Sottile moved then removed a motion to accept the findings of the committee for presentation to the administration. Council members agreed to table voting on accepting the findings until such time that all faculty members have had time to review the policy.

Braun introduced the beginnings of a proposal for changes to the graduate credentials process. After

some discussion, Larsen agreed to refer the matter to the ad-hoc credentials policy committee. Larsen added Teresa Eagle to the committee to insure a doctoral level perspective for the committee.

Larsen announced the next meeting of the Graduate Council is set for October 25th at 1:00 o'clock p.m. on the Huntington campus.

The meeting was adjourned at 3:00 o'clock p.m.

Submitted,

Corley Dennison
Secretary

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Minutes of the Graduate Council

April 26th, 2002

John Spotts Room, Marshall University

Huntington, WV.

Members Present: Larsen, Cornfeld, Dennison, Pauley, Braun, Sottile, Amerikaner, Stotts, Gordon, Eddington, Eagle.

Members Absent: Cunningham, Wilson, Fet, Grover, Rubenstein.

Ex-officio Present: Deutsch, Denman, Childress.

Ex-officio Absent: Aulick

Guests: Dr. Dan Angel-President, Dr. Elizabeth Boyles, Dr. Tony Szwilski.

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

Sottile moved to accept minutes. Passed unanimously.

Braun announced the names of the Graduate Advisor Awards.

A lengthy discussion ensued with Dr. Dan Angel and the members of the graduate council over the direction of graduate education at Marshall University. Dr. Angel stated that Marshall's graduate programs could not be all things to all people. He wants to focus on specific programs that fill a need and meet the goals for the region. He also touched on the following areas where graduate education could fill a need:

- a. Economic development
- b. Rural health and rural living issues
- c. Science and technology

Dr. Angel also touched on the following points related to graduate education: graduate and undergraduate research, technical assistance and research collaboration, faculty development and budget support. The group also discussed vision for the program and workload issues.

On behalf of the Curriculum Committee, Cornfeld moved that the following courses be added: BSC 680, BSC 517, EM 620, SFT 560, SFT 663, ES 663, MUS 540, ITL 502, HST 545, NUR 619, PSY 723, PSY 770-771, SPSY 618, SPSY 620, SPSY 675, SPSY 738, SPSY 739. The following graduate certificate program is to be added: School Library Media Specialist and a new area of emphasis in

School Library Media specialists. The motion passed.

On behalf of the Curriculum Committee, Cornfeld moved that the following courses be changed for content or title: ES 660, ES 614, SPSY 601, SPSY 603, SPSY 616, SPSY 617, SPSY 619, SPSY 621, SPSY 622, SPSY 624, SPSY 740, SPSY 745.

Cornfeld ask that the following area of emphasis be added: Nursing Education and a new graduate certificate program in Behavioral Statistics be added. Cornfeld also asked that SFT 554 and SFT 647 be approved pending all necessary signatures. The motion passed unanimously.

On behalf of the Curriculum Committee, Cornfeld moved that the following courses be deleted: SFT 598, ES 671, ES 672, ES 673, SPSY 500, SPSY 525, SPSY 602, SPSY 734. The motion passed.

Braun, on behalf of the Credentials Committee, moved that 29 individuals be approved at graduate faculty status levels as approved by the committee. After a brief discussion, the motion was tabled so that a discussion on the exact nature of the credentialing process could take place. It was agreed that the criteria for graduate faculty status need further review, but that in fairness to the current applicants we need to act in their interests the best we can now.

The original motion was placed back on the table. The motion passed with the following recommendations: Approved at the full doctoral level were Michael Moore, Elsa Mangiarua, Richard Niles and William Price. At the associate doctoral level Patrick Brown, Lawrence Lash, Maurice Mufson, and Jai Parkash were approved. At full graduate faculty status Michael Castellani, Ashish Chandra, William Marley, Mary Moore, William Palmer, Leslie Petteys, Katherine Rodier, Claire Roudebush, Linda Spatig, Leo Welch, Kathleen Miezio and Christopher LeGrow were approved. At the associate graduate faculty level Martin Japtok, Sergei Markov, Gary McIlvain, Donald Primerano, Laura Thomas, and Jeani Thomas were approved.

Three applications were tabled until an ad-hoc committee on credentials, headed by Larsen, can further clarify the criteria for credentialing.

On behalf of the Policy Committee, Stotts introduced the following motion: Move to have a template developed for use by various programs for the graduate catalog. The template is to provide consistency of information. The motion passed unanimously.

Stotts also passed out a copy of the Graduate Survey, asked that any comments be forwarded to her and announced that the committee is cooperating with Dr. Robert Edmunds in the Assessment Office on the survey.

Larsen introduced a request from an undergraduate student below the level of senior to take two 600 level math classes. The request has the approval of the Math Department. The motion passed unanimously.

Dennison moved the Council go into executive session to discuss appeals issues. The motion passed and Council went into executive session at 2:50 p.m.

Council came out of executive session at 3:04 p.m.

Sottile moved that the professor who had requested a change in his graduate faculty status be maintained at the level approved previously in the March 22, 2002, Graduate Council meeting. The motion passed.

Sottile moved that the academic appeal involving a denial of admission to a graduate program not be heard by a Hearing Panel, as there was no compelling reason to suspect the department involved had erred. The student may still appeal directly to the Provost, Sarah Denman. The motion passed.

Larsen announced this was the last meeting of the academic year for The Graduate Council. The next meeting is set for September 27th on the South Charleston campus.

The meeting was adjourned at 3:10 p.m.

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Graduate Council Minutes

March 22, 2002

Held at the South Charleston Campus, GC 319

Members Present: Sottile, Pauley, Cunningham, Eagle, Cornfeld, Eddington, Amerikaner, Larsen, Stotts, Wilson, Grover, and Dennison.

Members Absent: Braun, Fet, and Rubenstein.

Ex-officio Members Present: Deutsch.

Ex-officio Members Absent: Denman, Childress, and Aulick.

Guest: Ken O'Neal

The meeting was called to order at 1:03 p.m.

Chair Larsen announced Dr. Angel was unable to attend this meeting and will reschedule for the April meeting.

Sottile moved to approve the minutes of February 22. Discussion followed on a change in wording of the fifth paragraph. The sentence containing the word "redistribution list" is to be amended to read "notice will have to be sent out for a proposed name change to SPSY 603." Upon agreement to the change in wording, the minutes were approved unanimously.

O'Neal and Deutsch updated the Council on the progress of the on-line catalog that is to be released at the same time as the 2003 paper catalog. A lengthy discussion followed on the catalog of record. A student's catalog-of-record will be the catalog in effect at the time a student is admitted to a particular program. Cunningham moved that a statement of student responsibility be written into the prefatory statement. The motion was approved unanimously. Deutsch and O'Neal will report back to the Council at a future date.

A suggestion was made to remind faculty and deans that credentials and curriculum issues must be to the Council by April 12th.

- Cornfeld, on behalf of the Curriculum Committee, moved for acceptance of the following courses: PHL 500, PSY 723. The motion passed unanimously.
- Cornfeld, on behalf of the Curriculum Committee, moved for deletion of the following courses: PSY 556-557 and PSY 585-588. The motion passed unanimously.
- Cornfeld, on behalf of the Curriculum Committee, moved for acceptance of the following certificate program addition: Social Services and Attendance Certificate Program. The motion passed unanimously.
- Cornfeld requested the course additions for PS 570/BSC 570, PS 572/BSC 572, PS 573/BSC573, PS670/BSC670 be tabled.

Cornfeld raised the issue of admission standards coming before The Council. Larsen suggested that The Council only needs to be informed of changes in admission standards to a program unless there is a significant reason for The Council to review such a policy change.

Wilson, on behalf of the Credentials Committee, moved that 12 individuals be approved for graduate faculty status at the levels requested. Three requests were tabled pending additional information and one individual was approved at a level lower than requested. The following individuals were approved unanimously at the indicated levels:

- Full Doctoral: Carl Gruetter
- Associate Doctoral: Howard Aulick
- Full Graduate Faculty Status: Victor Fet, Shirley Lumpkin, Jennifer Mak, and Tony Williams
- Associate Graduate Faculty Status: Melissa Reed, Marybeth Beller, James Burton, Dee Staats, George Watson, and Kat Williams.

A discussion followed on the lack of detail on graduate faculty status in the Greenbook and it was noted no description exists for associate or full doctoral status in the Greenbook. Doctoral status will now apply to Ed.D. and Psy.D. programs as well as BMS.

Sottile, Larsen and Dallas Brozik of the Faculty Senate Academic Planning Committee will establish proper protocol for intent to plan for a new program between Council and Senate.

Stotts reported the Academic Policy Committee is working on a graduate satisfaction survey.

Dennison reported one academic appeal is pending for the Academic Appeals Committee.

Amerikaner reported the Workload Policy Committee is continuing its work on that issue.

Larsen announced the next meeting is April 26th. That will be the last regular meeting of this academic year. The first meeting of the next academic year will be September 27th.

The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,

Corley Dennison, Secretary

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Graduate Council Minutes

February 22, 2002

Held at the Huntington Campus, Student Memorial Center

Members Present: Larsen, Dennison, Braun, Sottile, Fet, Gordon, Grover, Eagle, Rubenstein, Cunningham, Cornfeld, Stotts.

Members Absent: Amerikaner, Wilson, Pauley, Eddington

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

Meeting was called to order at 1:01 p.m.

Sottile moved with second to accept the minutes from the previous meeting. Fet noted the assignment of the academic appeal to him should be added to the minutes. Motion passed unanimous with no further debate.

Larsen announced the president will attend the next scheduled meeting on March 22.

- On behalf of the Curriculum Committee, Cornfeld moved to accept the following course additions: PSY 656, PSY 657, PSY 685, LAT 505, LAT 506, LAT 507. Motion passed unanimously with no discussion.
- On behalf of the Curriculum Committee, Cornfeld moved to accept the following course additions: SPSY 624, SPSY 603, SPSY 606. The courses were approved. However, a new application for a proposed name change to SPSY 603 and SPSY 624 will need to be submitted.
- On behalf of the Curriculum Committee Cornfeld moved to accept the following course additions: PSY 675-676, PSY 710, PSY 712, PSY 7373, PSY 732, PSY 733, PSY 750, PSY 752, PSY 755, PSY 764, PSY 790, PSY 796, PSY 799 and course changes PSY 650-657, PSY 685-688. Motion passed unanimously.

The following were tabled until distribution lists can be circulated: course deletions for PSY 556-557 and PSY 585-588 and certificate program additions in the Social Services and Attendance Program.

On behalf of the Credentials Committee, Braun moved that eight individuals be approved for graduate credentials at the level requested:

- Full Doctoral: Victor Fet, Charles C. Somerville, and Michael Norton
- Associate Doctoral: None
- Full Graduate Faculty Status: None
- Associate Graduate Faculty Status: Judith Arnold, Jennifer Sias, Denise Landry, Galena Fet, and Karen McNealy

Deutsch discussed a revision to the Graduate Student Survey as part of the university-wide assessment program. The assignment for revisions was made to the Academic Planning Committee.

A brief discussion was held on possible questions for President Angel at the next meeting. A few

questions were submitted for consideration. Larsen asked that questions be submitted via e-mail by Friday, March 1st.

On behalf of the Constitutional Ad-Hoc Committee, Dennison moved that the Graduate Council accept the recommendations of the ad-hoc committee on the relationship between the Graduate Council and the Faculty Senate. After a brief discussion, the motion was approved unanimously.

A lengthy discussion was held with Howard Aulick from the Marshall University Research Corporation concerning the Institutional Review Board (IRB) for research. Aulick updated the Council members on plans to create an Office of Research Compliance at the MURC to be staffed by a Human Protection Administrator. Aulick expressed the need for a non-medical IRB. However, current priorities are with the Medical School and human subjects. Aulick will update the GC on future progress.

Cunningham delivered an executive summary on the North Central report on Marshall's planned transition to a level two doctoral institution. The accrediting agency stated that Marshall must completely change campus culture if the University aspired to become a comprehensive doctoral granting institution. Denman reported that North Central advised the University to hire a consultant to help make that transition.

Larsen read a written report from Amerikaner on the progress of the Workload Committee. Amerikaner reported the committee was forming and setting up a mode of operation. Aulick indicated he wished to have ex-officio status on the Workload Committee.

Assessment was chosen as a future topic for the Council. Bob Edmunds from the Assessment Office may be invited to a future meeting.

Meeting was adjourned at 2:53 p.m.

I Liked

Aulick and IRB Progress Report

Free Lunch

Meeting is on time

I Wish

No questions for Dr. Angel

Respectfully submitted

Corley Dennison

Secretary

Return to: [2001-2002](#) [Minutes & Records](#) [Graduate Council](#) [Marshall University](#)

Graduate Council Minutes
01-25-02
South Charleston Campus, GC 319

Members Present: Amerikaner, Sottile, Braun, Dennison, Gordon, Fet, Edington, Eagle, Wilson, Cunningham, Pauley, Cornfeld, Larsen.

Ex-Officio Present: Deutsch

Members Absent: Stotts, Rubenstien, Grover, Sullivan.

Ex-Officio Absent: Childress, Denman, Aulick.

Meeting was called to order at 1:02 p.m.

Cornfeld, on behalf of the Curriculum Committee, asked for the following course additions:

TM 640- Intelligent Transportation Systems

ACB 655- Digital Video Imaging;

And for the following course title change:

COUN 611- from “Community Program Development and Intervention” to “Foundations of Community Counseling.”

Motion was moved, seconded and passed unanimously without discussion.

Cornfeld indicated that large number of items will come forward from the Curriculum Committee in future meetings.

Sottile, on behalf of the Academic Planning, Standards and Policy Committee, Moved to accept the document of revalidation of credit as policy. Cornfeld seconded. Lengthy discussion followed. Deutsch suggested that a fee of \$25 per credit hour be adopted for revalidation that required testing or portfolio review.

Wilson moved and Sottile seconded an amendment to charge \$25 per credit hour for revalidation that required testing or portfolio review. Adding the following, The money is to be designated to the academic unit that tests for revalidation.

The motion carried with 13 yea votes and one nay.

Discussion returned to the main motion

Lengthy discussion followed on the wording of the application form for revalidation. Sottile moved and Cornfeld seconded an amendment to change wording in the document, at all appropriate places, from dean of the college to graduate dean of the academic unit

The amendment passed unanimously.

After brief discussion, the main motion passed unanimously.

Larsen informed the Council that the IRB had declined a request to meet with the Graduate Council. Discussion ensued on the current state of IRB certification on campus. Deutsch suggested a letter be sent to the president on behalf of the Graduate Council asking for revisions in the IRB policy. Sottile suggested Larsen, Deutsch, Sottile and Braun advance a proposal for IRB revisions. The Council stressed the importance of working with the IRB to implement any necessary changes.

Larsen conducted discussion on the need to appointment Graduate Council members to the Academic Planning Committee for program review. Larsen will make appointments

Deutsch led a discussion on how to expand and improve the Outstanding Graduate Advisor Award. A sub-committee of Deutsch, Sottile, Stotts and Braun will make recommendations on assessing applications.

Wilson pointed out an oversight. The Council had not approved the minutes of 11-30-01. The minutes were approved unanimously without discussion.

Assignments: The following assignments were made for the next meeting:

The IRB Ad-Hoc Committee will meet and present a report.

The Credentials Sub-Committee will meet and present a report.

Appointments will be made for the Academic Planning Committee

Curriculum Committee will have several items for the next meeting.

Cunningham and Amerikaner will have an executive summary on the North Central report on changes the University must make to gain Doctoral 2 status.

The Council also agreed to invite the president to a future meeting.

Liked

Weather

Lunch

Good discussion

Of the issues

Disliked

Lunch boxes not marked

Mission Creep of GC

Meeting was adjourned at 3:01

Future Council Meetings:

- February 22, 2002
- March 22, 2002
- April 26, 2002

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Graduate Council Minutes of 11-30-01

Present: Larsen, Cornfeld, Dennison, Pauley, Cunningham, Wilson, Braun, Fet, Grover, Sottile, Amerikaner, Stotts, Gordon, Rubenstein, Eagle.

Absent: Edington, Sullivan.

Ex-officio present: Deutsch, Childress.

Ex-officio absent: Denman, Aulick.

Meeting was called to order at 1:02 p.m.

Eagle reported on an academic appeal. Discussion followed on impact of that decision.

A motion was moved from Academic Planning Policy and Standards Committee to accept the attached description of the Family and Consumer Sciences Master's Degree Program to be included in the Graduate catalog. Motion was seconded and unanimously approved without discussion. See attachment.

A motion was moved from the Curriculum Committee to accept nine courses for additions and/or changes to the Graduate catalog:

HST 536 Modern China 3 hrs

IS 692 Image Processing for Forensics 3 hrs

IS 585-88 Independent Study 1-4 hrs

IS 653 Special Topics 1-4 hrs

IS 685-88 Independent Study 1-4 hrs

TE 585-88 Independent Study 1-4 hrs

TE 650-53 Special Topic 1-4 hrs

TE 685-88 Independent Study 1-4 hrs

Course Change: HCA 750 to HCA 695.

Motion was seconded and, after discussion, approved by a vote of 12 yeas, 1 nay and one abstention.

A motion from the Academic Planning, Policy and Standards Committee moved to restore Section IV.C.2 in the Graduate catalog under Rights and Responsibilities of the Student. See attachment.

Motion was seconded and passed unanimously after a brief discussion.

-next-

Graduate Council Minutes of 11-30-01

The Credentials Committee asked for action on 28 requests for graduate credentials. Committee Chair Braun explained the actions of the committee on the designations of the various individuals and moved that all requests be approved at the levels assigned by the committee. The motions were seconded and unanimously approved. Three faculty members were approved at the doctoral level, nine were approved as full graduate faculty and 15 were approved as associate graduate faculty. See attachment.

The Council heard a report from Amerikaner on the Institutional Review Board (IRB)-Human Subjects Review Form. Discussion centered on the current situation with the form and the need to adopt a new form for use by the social sciences. The council agreed to invite someone from the IRB to appear before the council to further discuss the issue.

The Council heard a report from Dennison on the proceedings of the Ad-Hoc Constitutional Review Committee. Discussion centered on the Council's role in relation to the Faculty Senate. Dennison will keep the group updated on the progress of the committee.

Liked Disliked

Cookies No Lunch

IRB Form Discussion Lack of understanding

Ad Hoc Committee Report on MFA as terminal
degree

Meeting was adjourned at 2:33 p.m.

Motion—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.

Graduate Faculty Membership Applications Approved by Graduate Council 11/30/2001**Full Graduate-Doctoral**

G. Rankin Pharmacology

L Richardson Anatomy

M Valentovic Pharmacology

Full Graduate Faculty

S. Brinegar Geography

C. Brooks Math

L Erickson English

B. Lawrence Math

B. Marchant Art

J. Miller Art

J. Morillo Mod. Lang.

J. Sottile Ed.

J. Szarck Pharmacology

Associate

M. Brooks-Library C. Reese-ATE

S. Cooper-Comm studies J. Richards-Humanities

M. Grassel-Art T. Ruhnke-BSC

S. Haas-CJ T. Rushton-Internal Medicine

J. Leonard-Geo M. Schiavone-Eng.

M. Manilla-English R. Stanton-Nursing

B. Miller-Com Disorders J. VanKirk-Eng

I. Moser-Humanities

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Graduate Council Minutes of 10-26-01

Present: Wilson, Gordon, Cornfeld, Rubenstien, Eagle, Cunningham, Stotts, Sottile, Edington, Amerikaner, Grover, Braun, Pauley, Fet, Larsen, Dennison.

Ex-officio present: Deutsch, Childress

Ex-officio absent: Denman, Aulick

Meeting called to order at 1:03 p.m.

Motion made, seconded, and approved to modify minutes of 9-28, page 2, line six from "decision to allow" to "re-affirm charge." With said modification, the minutes of 9-28-2001 were approved.

After a brief discussion, the Council agreed to have the chair consider seeking a graduate assistant for help with the web page.

Larsen made a presentation on meeting procedures.

No recommendations were presented from the committees.

Committee Reports:

Appeals: One student hearing set for November 13th at 2:00 on SC campus.

Academic Planning, Standards, and Policy: Discussion on Family and Consumer Science request to change criteria for program admission from May 7th minutes. Agreed to have committee work up a formal recommendation to present to the Council at next meeting.

The Academic Policy committee is also planning a meeting of the Graduate Advisory Council and is working on the charge to consider validation of credit for old course work.

The following motion was moved, seconded, and approved with one abstention:

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 two (2) years."

Credentials: Continuing work on the issue of revising criteria for graduate faculty status. Committee members wanted to hold current requests for credentials until the issue of criteria for approval is resolved. However, the consensus of the Council was that all requests for credentials should go ahead under the current requirements until the requirements change, since changes could require Faculty Senate approval of changes to the Green Book and take some time to occur. The Graduate Program Advisors Committee discussed this at length last year. The feedback from that committee needs to be considered.

Curriculum: A discussion was held on the procedures for obtaining proper materials from the various academic units for course approval.

Graduate Council Minutes of 10-26-01

Assignments:

What:	Who is to do:	When due:	Report to:
Report resolution on graduate student academic appeal in progress	Eagle, for the Academic Appeals Committee	November 16	Exec. Committee (Larsen, Cornfeld, and Dennison) for distribution to Council
Prepare a recommendation and motion on the FCS request to modify admissions criteria.	Stotts, for the Academic Planning, Standards, and Policies Committee	November 16	Executive Committee for distribution to Council
Prepare a recommendation and motion on the validation of old course work for credit.	Stotts, for the Academic Planning, Standards, and Policies Committee	November 16	Executive Committee for distribution to Council
Keep the Council members updated on committee considerations regarding revision of credentials process for graduate faculty status.	Braun, for the Credentialing Committee	On-Going at each Council meeting and through additional communications methods if important developments occur	Executive Committee for distribution to Council
Prepare a recommendation and motion for course approvals and deletions	Cornfeld, for the Curriculum Committee	November 16	Executive Committee for distribution to Council
Prepare and publish any other motions to be considered at the next Council meeting	All committee Chairs, or others as assigned	November 16	Executive Committee for distribution to Council
Notify Council Chair and Graduate Dean of Committee Meetings dates, times, locations, and agendas	All committee Chairs	On-Going	Larsen and Deutsch

Meeting Critique:

"I Liked..."	"I Wish..."
<ul style="list-style-type: none"> • Food • Presentation on Conducting Effective Meetings 	<ul style="list-style-type: none"> • Warmer room • We had motions one week in advance

- | | |
|--|--|
| <ul style="list-style-type: none"> • Kept meeting moving • Participation • We are taking action | |
|--|--|

Meeting was adjourned at 2:15

Draft Objective & Agenda: MU Graduate Council Meeting on Nov. 30, 2001

Graduate Council Meeting Objectives and Agenda

November 30, 2001

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 to discuss current and future issues of importance to the Council
- (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 at least one week in advance

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

five 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:

- February 22, 2002
- March 22, 2002
- April 26, 2002

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Minutes for Graduate Council Meeting of 9-28-01

Present: Cunningham, Wilson, Braun, Dennison, Larsen, Sottile, Amerikaner, Rubenstien, Edington, Eagle, Cornfeld, Grover, Stotts, Gordon.

Absent and excused: Fet and the following **Ex-officio** members: Denman, Deutsch, Childress, and Aulick, and (excused)

The meeting was called to order at 12:55 by the Chair.

Minutes of meeting of 8-24-01 approved.

Corley Dennison nominated and unanimously approved for the position of secretary of Graduate Council by acclamation.

A discussion was held on the length of term for Eldon Larsen. Confusion exists on whether Larsen was replacing Tom Hankins for a full term or if he was filling the remainder of an unexpired term. Amerikaner moved and Cornfeld seconded a motion to recommend Larsen for a full four-year term. The motion was passed unanimously on a voice vote. Larsen agreed to send a note to James Hooper, Dean of CITE, to clarify the situation.

A discussion was held on the function of the graduate committee of the Faculty Senate. Members of the council felt the role of the graduate committee, the pre-existing graduate deliberative body prior to the merger, should be reviewed. Also, a discrepancy exists between the Faculty Senate Constitution and the Graduate Council By-Laws regarding the participation ex-officio members. Wilson moved, Cunningham seconded a motion to adjust the Faculty Senate Constitution to comply with the By-Laws of the Graduate Council. Motion passed unanimously on a voice vote.

Sottile indicated the matter will be addressed by the Ad-hoc Committee to Review the MU Constitution.

After a brief discussion, The Chair directed Wilson to conduct an election of the Faculty Senate Liaison from the South Charleston campus.

Agenda suspended for distribution of lunch boxes.

A brief discussion of the Graduate School Satisfaction Survey was held. Cornfeld suggested the document was too long. Braun suggested that members needed time for further review. Larsen ask for input by all members by October 8th.

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Larsen assigned the Policy Committee the task of reviewing the policy of using old course work for credit in current program.

Decision to re-affirm charge to Deutsch and O'Neal to write preface material to the on-line catalog was approved by acclamation with the caveat that Council review the text prior to appearing on-line.

Committee Reports:

Academic Appeals: One appeal pending. Eagle will serve as Hearing Officer for Graduate Council during the appeals process for a student currently appealing her dismissal from a graduate Psychology degree program.

Curriculum: The Curriculum Committee has not met. However, there are about seven requests before the committee.

Credentials: The Credentials Committee has not met. However, there are about 15 requests before the committee.

Chair passed out year-end reports from Curriculum and Academic Appeals Committees.

Larsen requested that all agenda items be submitted to him at least one week prior to the monthly meeting of the Graduate Council.

Meeting was adjourned at 2:02 p.m.

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Minutes

Graduate Council meeting

August 24, 2001

1:00 to 2:00 p.m.

MU Teays Valley Center

Present: Ron Childress, Mike Cornfeld, Mike Cunningham, Corley Dennison, Lynne Edington, Victor Fet, Lou Ann Hartley (attending for Diana Stotts), Eldon Larsen, Jim Sottile, Will Sullivan, Teresa Eagle, Larry Grover, and Nancy Wilson.

Absent: Marty Amerikaner, Charles Braun, Sarah Denman (ex officio), and Diana Stotts, Bob Rubenstein.

It was established that Bob Rubenstein was elected as the fourth at-large representative for the South Charleston campus. Deutsch, who presided during the first half of the meeting asked that a Senate Faculty Liaison from South Charleston be determined.

After the new members were welcomed and all members introduced themselves, the minutes of the May 7, 2001, meeting were approved after one typo was corrected. Deutsch pointed out that he had not received copies of ES 582-583 and 586-588, IS 580-583, and TE 580-583, all of which had been approved at the Spring meeting. Wilson said she would try to track them down.

The consensus was to follow the Bylaws and hold an election of officers. Larsen and Cornfeld were nominated for chair and nominations were closed. Childress and Deutsch separately tallied ballots and jointly announced that Larsen had been elected chair.

Larsen conducted the rest of the meeting. Cornfeld was elected Vice Chair. There were no nominations for Secretary. Larsen suggested that the election of a Secretary be put on hold until the next meeting of the Council. Deutsch agreed to keep minutes for the meeting.

Larsen asked that Council members indicate to him by August 31 their first and second choice for committee assignments. By September 7 he will appoint the voting members to the various committees on the basis of preferences as much as feasible, balanced with the needs for the various committees themselves. He would like the committees to then select a chair by September 14. Then after that, the committees should meet and begin doing their work.

After a brief discussion, it was agreed that Council will meet the fourth Friday of every month except for November when it will meet the fifth week.

No new business was introduced.

The Council congratulated the new Chair and Vice Chair and the Council voted to adjourn.

These minutes were recorded by Dean Len Deutsch.

Return to: [2000-2001](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

Marshall University Graduate Council Minutes

May 7, 2001

Hampton Inn - Winfield

12:30-3:00

Present: Charles Braun, Sara Denman, Corley Dennison, Michael Cunningham, Ron Childress, Tom Hankins, Eldon Larson, Donna Donothan, Mike Cornfeld, Adam Hodges, Leonard Deutsch, Lawrence Grover, Joyce Meikamp, Linda Scott, Celene Seymour, Joyce East, Bobbi Nicholson, Nancy Wilson and Maria Riddel.

Guests/Incoming Members: Teresa Eagle, Lynne Edington, Elizabeth Hanrahan.

Absent: Victor Fet, Howard Gordon and James Hooper.

Faculty who will be joining the Council beginning in the 2001-2 academic year were welcomed. Minutes from the March 3 meeting were approved as distributed.

Committee Reports

Academic Planning, Policies, and Standards -- East

The committee made the following three recommendations to the Council.

1. The committee recommended approval of changes in admission requirements for M.A. in Family and Consumer Sciences, adding specific undergraduate grade point averages and minimum GRE scores. The effective date will be fall semester 2001. The admission requirements are listed below:

To be fully admitted to the Master of Arts in Family and Consumer Sciences program, students must meet the following requirements:

GRE A minimum of 1200 GRE score if undergraduate GPA is below 3.0 or minimum of 1000 score if undergraduate GPA is 3.0 or above;

An approved plan of study;

A GPA of 3.0 or above in all graduate coursework.

2. The committee recommended amendment of the Academic Rights and Responsibility of Students (pp. 52-60) to remove any reference to a suspension policy.

3. Policy on Graduate Certificates, approved Feb. 9 and March 9, adjusts the number of hours for

a certificate program. This policy should be amended to authorize the Graduate Council to approve certificates with few or more hours. The following statement should be added to the policy:

Exceptions may be authorized by the Graduate Council.

All Academic Planning, Policy and Standards recommendations were voted on and approved by the Council.

Academic Appeals -- Donothan

No actions.

Credentials -- Dennison

The following faculty were recommended for Full Graduate Faculty Status

Name	Dept./College
Julia Fox	Sociology/Anthropology
John Butler	Biomedical DS
Walter Smith	Accounting

The following faculty were recommended for Associate Graduate Faculty Status:

Name	Dept./ College
Elizabeth Murray	Integrated Science & Technology
Matthew Wolfe	English
Sandra Marra	Nursing
Allen Arbogast	Geography

The Council's executive committee and Tom Hankins recommended that the applications of Charles Braun and Corley Dennison, both members of the Credentials Committee, for Full Graduate Faculty status be approved.

The Council approved all recommendations for graduate faculty status.

Curriculum Committee – Wilson

Committee recommended approval of following new courses:

ENG 524	American Literature After 1914
MTH 518	Biostatistics

MTH 519	Statistical Issues in Forensic Science
CISP 510	Introduction to Instructional Practices for the Exceptional Child
CISP 648	Reading and Language Arts for Students with Learning Disabilities
COUN 654	An Ecological Approach to Domestic Violence
COUN 655	Domestic Violence I: Working with Victims
COUN 656	Domestic Violence II: Working with Perpetrators
COUN 657	Domestic Violence III: Children as Victims and Witnesses
COUN 658	Coordinated Community Response to Domestic Violence
ES 582-583	Special Topics
ES 586-588	Independent Study
FSC 618	Forensic Comparative Science
FSC 603	Genetics and DNA Technology Lab
FSC 624	Biochemistry: Forensic Science
JMC 562	Web Design for Mass Media
EDF 626	Advanced Qualitative Research in Education
HUMN 660	Independent Study in Humanities
CIRG 651	Principles of Family Literacy
CIRG 652	Developing and Evaluating Family Literacy Programs
IS 580-583	Special Topics
TE 580-583	Special Topics

Committee recommended approval of following new and revived programs (Riddel abstained from voting on the Graduate Certificate Program in Domestic Violence Counseling) :

Major in the Master of Arts degree in Middle Level Education

Graduate Certificate Program in Domestic Violence Counseling

Graduate Certificate Program in Family Literacy

Revival of previous certificate track:

Alternative Special Education Certification Track for Non-traditional students.

Committee recommended following course changes**Hours Change**

COUN 600 Professional Orientation: From 1 to 1-3 hours

Name Change

TE 699 Old Name: Comprehensive Project, Part II

 New Name: Comprehensive Project

TE 698 Old Name: Comprehensive Project, Part I

 New Name: Comprehensive Project Formulation

GEO 516 Old Name: Urban and Rural Land Use

 New Name: Environmental Land Use Planning

GEO 520 Old Name: Field Geography of West Virginia

 New Name: Geographic Field Research

ART 505 Old Name: Art in American

 New Name: Art in the United States

ART 513 Old Name: Twentieth Century Art: WWII to the Present

 New Name: Contemporary Art

Course Description Change

MTH 515 To: Differential equations. Heat Equation, Laplace's Equation, separation of variables, Fourier series, vibrating strings, eigenvalue problems, finite differences, Bessel function, Legendre polynomials

Deletion of Areas of Emphasis

Area of Emphasis in Secondary Education: Reading Specialist

Area of Emphasis in Elementary Education: Reading Specialist

Area of Emphasis in Elementary Education: Special Education (MI, BD, VI, LD)

Area of Emphasis in Secondary Education: Special Education (MI, BD, VI, LD & Gifted)

The Graduate Council approved all additions, deletions and changes.

The first Graduate Council meeting for the new academic year was scheduled for August 24. The location will be announced.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL MINUTES

March 9, 2001
Shoney's at Winfield
1:00 PM - 2:00 PM

Present: Charley Braun, Mike Cornfeld, Mike Cunningham, Len Deutsch, Joyce East, Victor Fet, Larry Grover, Tom Hankins, Adam Hodges and Celene Seymour.

Absent: Ron Childress, Sarah Denman, Corley Dennison, Donna Donathan, Howard Gordon, James Hooper, Joyce Meikamp, Linda Scott, Bobbi Nicholson, Maria Riddel and Nancy Wilson.

The meeting was chaired by Dr. Deutsch in Dr. Nicholson's absence. Minutes of the February 9 meeting were approved as distributed.

Mike Cornfeld, who replaces David Castleberry as representative from the College of Fine Arts, was welcomed to the Council.

Committee Reports

Credentials Committee -- Report submitted by Dennison via e-mail dated Feb. 27.

The committee recommended the following for Full graduate-faculty status:

Dufrene, Roxanne -- COEH
Larsen, Eldon -- CITE
Schmitz, Lawrence -- COS
Scott, Linda -- CONHP
Smith, Harlan -- COB
Stroeher, Michael -- COFA

The committee recommended the following for Associate graduate-faculty status:

Middleton, Ernest -- COEH
Randall, Joan -- COLA
Stroeher, Vicki -- COFA
Vaseshta, Ashok -- COS
Zabel, Albert -- COFA

Review of credentials for Braun and Dennison (both members of the Credentials Committee) and recommendations for status will be conducted by the remaining member of the Committee -- Tom Hankins -- and the Council's executive committee before the next meeting.

The motion to accept the Credential Committee's recommendation for graduate faculty status was made and seconded.

A concern for the requirement regarding evidence of scholarly activity was raised by Braun. How much research should be required for full graduate faculty status? East responded that the issue would be discussed by the Academic Planning, Policy and Standards Committee. That committee will come up with a recommendation for the Council.

Academic Planning, Policy and Standards Committee -- East

The Academic Planning, Policy and Standards Committee introduced a recommendation to further amend the statement on admission requirements for graduate-level certificate programs. The intent of the amendment is to remove vague and inaccurate language related to admission options and to state minimum admissions standards for the university's certificate programs.

The following language will replace the current Statement on Admission Requirements (Version 1.3 -- February 22, 1999)

The sponsoring department(s) shall set minimum admission standards for their certificate programs. Students should consult the catalog for admission requirements to a particular certificate program. All graduate-level certificate programs are subject to the following minimal university-wide requirements for admissions:

- *An application for admission to a certificate program (with the non-refundable application fee), unless a student is already admitted to a degree program;*
- *An official transcript from the regionally accredited institution granting an applicant's baccalaureate degree.*

Note 1: Admission to a degree program requires a separate application. Completion of a certificate program does not guarantee acceptance as a degree student in a particular graduate program. Individual departments may, however, choose to use performance in certificate courses as supporting data when considering an application for full admission into a degree program.

Note 2: Students who wish to pursue degree and certificate programs concurrently should complete the application for admission to a degree program.

The committee's recommendation was approved.

Curriculum Committee -- Presented in March 5 memo from N. Wilson

The Curriculum Committee recommended the following actions:

Change in Area of Emphasis. Environmental Science & Safety Technology requested an Area of Emphasis name change within the Safety Technology Program.

Existing Name: Traffic Safety
Requested Change: Transportation Safety

Alpha Designator Change: Because the Safety Technology Program has been moved from COEHS to CITE, all SED courses need to be changed to the SFT alpha designator. This change affects the following courses listed below.

SED 500 Traffic Law & Enforcement
 SED 505 Intro. To Occupational Safety & Health
 SED 510 Problems & Practices in Traffic Safety
 SED 536 Safety Education for Elementary Teachers
 SED 540 Industrial Fire Protection
 SED 550 Traffic Engineering
 SED 553 International Safety & Health
 SED 554 Industrial Environmental Protection
 SED 555 Environmental Program/Sampling
 SED 557 Biological Monitoring
 SED 558 Hospital Safety
 SED 565 Accident Investigation/Reconstruction
 SED 575 System Safety Engineering
 SED 580-583 Special Topics
 SED 585-588 Independent Study
 SED 589 Process Safety Management
 SED 591-594 Workshop
 SED 597 Occupational Safety & Health Programs
 SED 598 Environment Safety & Health Legislation
 SED 599 Occupational Safety Program Management
 SED 600 Occupational Epidemiology
 SED 606 Field Experience for Safety Specialists
 SED 610 Philosophical & Psychological Concepts of Occupational Safety & Health
 SED 630 Current Literature & Research in Occupational Safety & Health
 SED 645 Safety Engineering & Equipment Design
 SED 647 Industrial Hygiene
 SED 647L Quantitative Industrial Hygiene
 SED 648 Industrial Ventilation
 SED 649 Physical & Biological Hazards
 SED 650 Internship for the Safety Specialist
 SED 651 Industrial Toxicology
 SED 652 Industrial Noise and Vibrations
 SED 660 Human Factors in Accident Prevention
 SED 661 Advanced Occupational Ergonomics
 SED 662 Methods in Work Analysis
 SED 669 Traffic Safety Management
 SED 679 Problem Report
 SED 681 Thesis
 SED 690-692 Seminar

Alpha Designator Change: Change courses designated as RDNG (old WVGC designator for reading courses) to new reading program designation CIRG. Affects courses listed below.

RDNG 701 Seminar I
 RDNG 702 Seminar II
 RDNG 703 Reading & Reading-Related Test & Techniques
 RDNG 704 Advanced Instructional Techniques
 RDNG 705/706 Applied Research
 RDNG 707 Issues in Reading
 RDNG 708 Philosophy & History of Reading Education
 RDNG 709 Inservice: An Aspect of Reading Education

RDNG 710 Independent Study

Change in Credit Hour: Change from 6 credit hours to 1 to 6 credit hours.

CIVI 506 Practicum in Visual Impairment

Course Addition:

FSC 622 Forensic Analytical Methods

The Council voted to approve actions recommended by the Curriculum Committee. Recommendation is approved on the assumption that there will be no negative feedback regarding applications from deans and chairs during comment period.

The location of the next Graduate Council meeting has yet to be determined.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL MINUTES

February 9, 2001

Putnam County Library
1:00 PM - 3:00 PM

Present: Charles Braun, Sarah Denman, Leonard Deutsch, Donna Donathan, Joyce East, Victor Fet, Howard Gordon, Tom Hankins, Linda Scott, Bobbi, Nicholson, Maria Riddel, Celene Seymour and Nancy Wilson.

Absent: Ron Childress, Mike Cunningham, Corley Dennison, Lawrence Grover, Adam Hodges, James Hooper and Joyce Miekamp.

Minutes of the December meeting were approved with one revision.

Committee Reports

Academic Planning, Policies and Standards Committee -- East

The committee recommended Council take action regarding the on-line catalog.

Effective with AY 2002-03, the on-line graduate catalog will become the official graduate catalog for Marshall University, with the following provisions:

- The on-line catalog will be updated twice yearly;
- Catalog updates will be accessible on line for a seven-year period;
- After seven years, catalogs will be stored as inactive, off-line files;
- The Director of Graduate Admissions and the Dean of the Graduate College will clarify the institutional intent on a student's official catalog;
- Between February 2001 and February 2002, these officials will bring to Graduate Council any policy issues that may arise in moving to the official on-line catalog.

The recommendation was passed.

A second recommendation regarding admission requirements for graduate certification programs and certificate completion policies was passed in part. This was to amend the current "Graduate-Level Certificate Programs at Marshall University" (Version 1.3, February 11, 1999).

The first guideline under "Content Requirements" will be amended as follows: "Each course of study should consist of at least 12 credit hours and no more than 21 credit hours." This change will bring MU policy in line with SB 653 expectations.

The Council approved this change.

An amendment to the current "Admission Requirements" policy was proposed. A number of concerns were raised and suggestions for revision of the proposed language were offered. This recommendation was sent back to the committee for revision.

A recommendation to accept the distributed "Graduate Certificate Completion Form" and to require a \$15.00 fee was passed by the Council.

Academic Appeals Committee -- No report

Credentials Committee -- No report

Curriculum Committee -- Wilson

The committee recommended action on the following courses:

Course Additions:

- PS 682 -- Thesis Research
- CMM 521 -- Gender and Communication
- ENG 535 -- Modernism
- ENG 544 -- Rendering the Landscape
- ENG 650-653 -- Special Topics
- FSC 609 -- Introduction to Cybercrimes
- JMC 561 -- Web Strategies

Course Changes:

JMC 514 - Change in catalog description.

From: Instruction in reporting local, state, and federal government; policies, finance, and labor; social and environmental issues and other areas, with emphasis on background and interpretation. Course includes field trips and guest speakers.

To: Advanced instruction in cross media reporting local, state and federal government; policies, finance, and labor; social and environmental issues, with emphasis on background and interpretation. Course includes field trips and guest speakers.

Wilson brought up an issue which has been discussed a number of times by the Council, that is how 400/500-level courses specifically address the expectations for graduate-level students. She said that students at this level should be expected to display higher-order thinking skills, but telling faculty how they have to teach their class is problematic. Deutsch suggested that the language in the catalog addressing this issue might need to be sharpened up. It was suggested that the Provost may need to have programs revise graduate-credit requirements for specific courses once clearer criteria has been established.

Nicholson commented that there have been no representatives from the Fine Arts Department for some time and that the dean has not been able to find a faculty member to fill this vacancy. Can we force departments to participate? There does not appear to be a way to force representation.

As the Putnam County Library will no longer be open on Fridays due to budget cuts, another meeting location will have to be found. The secretary is looking into other options for the March 9 meeting.

Submitted by Celene Seymour

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GRADUATE COUNCIL MINUTES
December 8, 2000

Putnam County Library
3:00 PM - 3:00 PM

Present: Charles Braun, Ron Childress, Mike Cunningham, Sarah Denman, Joyce East, Victor Fet, Tom Hankins, Adam Hodges, James Hooper, Joyce Meikamp, Bobbi Nicholson, Celene Seymour, Nancy Wilson.

Guest: Bob Edmunds

Absent: Corley Dennison, Leonard Deutsch, Donna Donathan, Howard Gordon, Laurence Grover, Linda Scott, Maria Riddel.

Minutes of the November 10 meeting were approved with corrections.

Committee Reports

Academic Planning, Policies & Standards Committee -- East

The Committee recommended action on a request by the School of Journalism and Mass Communication. The SOJMC asked the Graduate Council to approve the following admissions requirements for the M.A. in Journalism program.

MAJ degree applicants must complete the Graduate Record Examination and be accepted into the MAJ program before taking any journalism/mass communication classes.

Applicants must have a minimum GRE total of 1200 and a minimum score of 500 on the verbal section.

International student applicants must also have a minimum score of 525 on the TOEFL.

The committee recommended that the Graduate Council approve these admission requirements with the following stipulation:

SOJMC needs to determine a starting date for the new requirements (perhaps July 1) and publish the information in electronic formats (updated to electronic catalog, program web site) and in more traditional paper formats (program information).

The Council approved the new admission requirements with the stipulation noted above.

Lewis College of Business requested permission to streamline the admissions process for its graduate certificate program as follows:

An applicant for a certificate program must furnish an official transcript from the institution granting

the student's highest degree.

This issue was sent back to the Academic Planning, Policy and Standards Committee to consult existing language in the graduate catalog in order to determine if this minimum requirement is inconsistent with institutional admissions requirements.

Academic Appeals -- No report.

Credentials

Two members of the committee (Braun and Dennison) are up for graduate faculty status review. As it would be inappropriate for them to review their own applications, it was determined that Hankins and the Council's Executive Committee will make recommendations on the applications submitted by these two faculty members.

East reported that the Credentials Committee and the Academic Planning, Policy and Standards Committee will meet together to discuss the relevance of the existing graduate faculty status review process and to make recommendations for improvement.

Curriculum -- Wilson

There are many 400/500-level courses that will be requesting action from the Graduate Council, according to Wilson. The Curriculum Committee feels that the differences in expectations between a 400-level and a 500-level course are vague. Wilson states that there are two guidelines that can be used.

1. Graduate students should take a leadership role in the course; and
2. Creative works by graduate students should be held to a higher standard.

But how do you measure these? The feeling of the Council was that there should be a more concrete standard. East suggested that it might be appropriate for the Graduate Advisory Committee to take up this issue.

The Committee also reported on a request from CITE regarding the Master of Science in Engineering program (MSE), (area of emphasis in Engineering Management), Within which students may take a sequence of three courses in transportation engineering to be offered on the Marshall South Charleston campus by WVU. These 9 hours are not cross-listed and have to be transferred in. As Marshall's policy states that a graduate student may transfer in only 12 credits from other institutions, that means students in this program can transfer in only three additional credits.

CITE has requested that students in this program be permitted to transfer in 12 credits in addition to the 9 WVU hours. Denman stated that individual program make exceptions for courses in joint programs and that a student's Plan of Study and Transfer Review Form would have to be signed by the Vice President of the Graduate School.

The Curriculum Committee made the following proposal:

An exception to the 12-hour transfer limit will be made for the Master of Science in Engineering degree (area of emphasis in Engineering Management). Twelve credits can be transferred in in addition to the 9 hours earned at WVU.

The Council approved the recommendation.

Old/New Business

The Graduate Program Review process was brought up for discussion with Bob Edmunds. The Council questioned why graduate programs had to go through two levels of review -- Academic Planning Committee (which reviews graduate and undergraduate programs) and the Graduate Council. Edmunds stated that input from the Graduate Council is helpful and that the overlap is beneficial.

Denman reminded the Council that there may be significant changes in the way program reviews are handled. Statewide review committees will no longer exist. There is an opportunity for the Graduate Council to determine what role it will take in the program review process. Denman is concerned that we assure quality graduate programs but suggests that we wait until new program review policies are announced before acting.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL MINUTES

November 10, 2000
Drinko 439 and Byrd Center 208
1:00 PM - 2:00 PM
Draft Revised 11/30

Present: Charley Braun, Ron Childress, Sarah Denman, Corley Dennison, Leonard Deutsch, Joyce East, Howard Gordon, Adam Hodges, Tom Hankins, Maria Carmen Riddel, Celene Seymour

Guest: Frances Hensley

Absent: David Castleberry, Mike Cunningham, Donna Donathan, Victor Fet, James Hooper, Joyce Meikamp, Linda Scott, Bobbi Nicholson, Nancy Wilson.

Maria Carmen Riddel acted as chair.

The Minutes from the October 13 meeting were approved.

Committee Reports

Academic Planning, Policy and Standards -- East

A motion to approve the following resolution was made and seconded.

The Academic Planning, Policies, and Standards Committee recommends that the Graduate Council support the University's request for reclassification of the Doctorate of Education at Marshall University from a cooperative degree (with WVU) to a Marshall University degree. The motion passed.

Credentials: Dennison

The committee recommended that the following individuals be awarded graduate faculty status.

Full Faculty Status:

Abramson, Joe Management
Brown, Margaret Criminal Justice
Dameron, Sam Criminal Justice
Fish, Margaret Family & Community Health
Grover, Lawrence (Full DS) Physiology
Hood, Gwenyth English
Mader, Fred Management
Maddox, Robert History
Mandal, Purendu Management

Shao, Lawrence Finance
Smith, Sherri Criminal Justice
Tesser, Herb CITE
Wetzel, Loren Accounting

Associate Faculty Status:

Almeida, Eugenia Communication Studies
Badia, Janet English
Bingham, Ann Music (Adjunct)
Hartley, Lou Ann Nursing
Mak, Jennifer ESSR
McComas, Karen Communication Disorders
Orsini, Nick Physics
Seelinger, Kathy COEHS
Winston, Karl Communication Studies

Provisional Faculty Status:

Sias, Betty ATE

A motion to approve the committee's recommendation was made and seconded.

Dennison reported that the graduate faculty application of one individual had been vetoed by her dean. The issue of why a dean would veto the application of a faculty member who meets the requirements of the curriculum committee was discussed.

Braun commented that the decision to veto might have been based on accreditation considerations. It may be possible that a graduate school require faculty to meet higher standards. Members discussed the possibility for tension between a school's expectation for graduate faculty and that of the overall institution. Would it be possible for the committee to apply different standards based on the school of the applicant?

Deutsch agreed to submit those questions to a listserv of chairs and deans. It was further agreed that the Credentials Committee and the Academic Policy, Planning and Standards Committee would meet together to clarify a number of issues in the process of awarding graduate faculty status and to develop some proposals to improve the process.

Curriculum

The committee recommended that the alpha designator for the following courses be changed from IR to IER to be consistent with those in the new catalog.

IR 501 Economics of Human Resources
IR 600 Development of Labor Relations
IR 605 Human Resource Economics
IR 610 Collective Bargaining
IR 615 Arbitration/Grievance Pro
IR 620 Human Resource Management

IR 630 Labor Law
IR 650 Industrial Psychology
IR 660 Adm of Compensation and Fringe Benefits
IR 670 Personnel Selection and Testing
IR 675 Human Resource Development and Training
IR 680 Labor Relations in Public
IR 698 Independent Study in Industrial Relations
IR 699 Special Topic in Industrial Relations
IR 749 Research
IR 797 Thesis
IR 799 Seminar in Industrial Relations

The Council approved the committee's recommendation.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL MINUTES

October 13, 2000

Putnam County Library -- 1:00 PM - 3:00 PM

Present: Ron Childress, Michael Cunningham, Sarah Denman, Corley Dennison, Leonard Deutsch, Victor Fet, Tom Hankins, Bobbi Nicholson, Maria Carmen Riddel, Celene Seymour and Nancy Wilson.

Absent: Charley Braun, David Castleberry, Donna Donothan, Joyce East, Howard Gordon, Lawrence Grover, Adam Hodges, Joyce Meikamp and Linda Scott.

Minutes of September 15 meeting were approved with corrections.

Committee Reports

Nicholson submitted the revised membership/committee list and commented that some committees have not yet designated chairs.

Academic Planning, Policy, and Standards Committee: No report.

Credentials Committee -- Dennison

Dennison reported that the committee made no recommendations for graduate faculty status because the committee is trying to bring some focus to the process. For example, he felt the committee should look at the link between faculty annual reports and the criteria the committee reviews for graduate faculty membership.

The Credentials Committee will review the credentialing process and make recommendations to the Academic Planning, Policy and Standards Committee.

Curriculum Committee -- Wilson

The committee recommended the following curriculum change for the Council's consideration.

SED 650 Internship for Safety Specialist

Grading change from graded to CR/NC and a credit hour change from 3 credit hours to 3-12 credit hours.

In regard to this change, Wilson recommended the Council discuss how many hours of internship credit should be awarded per hour of internship work experience. Denman reported that the standard was 50 hours of work per credit hour. Cunningham remarked that this is too complex an issue to have a

single standard. Deutsch advised that internship requirements should be included in the catalog under each program's general description.

The changes for SED 650 were approved with the stipulation that internship requirements be specified in the program description.

Appeals Committee: No report.

Ad Hoc Committee on Communications -- Deutsch

The nine recommendations submitted by the committee were discussed. It was agreed that a listserv would be developed to send minutes to individuals outside of the Council, such as Chairs and Deans. In regard to the taping of Council meetings, Denman will check with our legal counsel to see if this is permissible/desirable. Specific elements of the recommendation are still being discussed.

Reassigned Time Committee

Riddel and Cunningham volunteered to serve on this committee.

Old/New Business

Electronic Course Addition/Deletion/Change Form: The Council had no problem with circulating electronic versions of these forms rather than multiple copies of print versions. There is still a need to consider what technology is appropriate to use.

Childress brought up problems with the program review process. He said it was an extremely frustrating and time-consuming process because of the database and the short term-around time for developing reviews. Denman suggested that a representative of Institutional Research be invited to address the Council. He may be able to improve the process by distributing information earlier in the year.

Meeting was adjourned. The next meeting will be on Friday, November 10 at the Putnam County Library.

Submitted by Celene Seymour

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**MARSHALL UNIVERSITY GRADUATE COUNCIL
MINUTES**

**September 15, 2000
Putnam County Library -- 1:00 PM - 3:00 PM**

Present: Charles Braun, Ron Childress, Corley Dennison, Leonard Deutsch, Howard Gordon, Lawrence Grover, Adam Hodges, Tom Hankins, Joyce Meikamp, Bobbi Nicholson, Maria-Carmen Riddel, Celene Seymour, Nancy Wilson.

Absent: David Castleberry, Mike Cunningham, Sarah Denman, Donna Donothan, Joyce East, James Hooper, Linda Scott.

Nicholson opened meeting and introduced the new student representative, Adam Hodges.

Minutes from May 19 meeting were approved as corrected.

Committee Reports:

Nicholson asked last year's committee chairs to convene committee meetings to elect new chairs for the academic year. The list of council members and committees will be updated when the information becomes available.

Curriculum Committee -- Wilson

A number of requests for curriculum changes were submitted over the summer and were recommended for approval by curriculum committee.

Change in course number:

HUM 400 to HUM 560-564

New course:

FSC 610 Bioterrorism

The following courses were added to those approved for the new area of emphasis in Community and Technical Colleges:

CTCS 709 Professional Seminar III

CTCS 712 Classroom Assessment for Community and Technical College Students

CTCS 714 Community and Technical College Curriculum Design

CTCS 718 Education and Employment Preparation for Diverse Populations

ATE 680 International Workforce Development

CTCS 723 Perspectives and Strategies for Teaching Workforce Education

CTCS 726 Funding, Planning, and Administrative Issues of Community and Technical

Colleges

CTCS 781 Thesis

A motion to approve the committee's recommendation was made and seconded.

The committee recommended additional curriculum changes.

Addition of an area of emphasis:

Transportation Systems and Technologies in the Technology Management Master's of Science Degree Program.

Title Change:

FSC 612

From Introduction to Microscopy/Scientific Photography
To Introduction to Forensic Microscopy/Trace

A motion to accept the committee's recommendation was made and seconded.

A suggestion was made that a method of circulating requests for action on curriculum matters online should be explored. Circulating six copies of each request for action is problematic.

Credentials Committee -- Dennison

The committee recommended action on graduate faculty status requests for a number of faculty.

Full Membership:

Agesa, Richard Finance & Economics
Ambrose, Kenneth Sociology/Anthropology
Chai, MingHui Chemistry
Delidow, Beverly Biochemistry
Feist, Curtis Mathematics
Holliday, Davaid R. Education
Jenski, Laura J. Biological Sciences
Linkey, Helen Psychology
Newsome, Michael Finance & Economics
Parker, Sandra D. ESSR
Pasternak, Donna English
Schray, Kateryna English
Smith, Sherri C. English
Young, John K. English

Associate Membership:

Brown, Cheryl	Political Science
Daugherty, Mary L.	Sociology (Adjunct)
Fagan, Nancy	Nursing

Ford-Ahmed, Trevellya Humanities
McCarthy, Michael J. Information Technology

Provisional Membership:

Persinger, Harry E. Environmental Science

A motion was made and seconded to accept the committee's recommendation.

A number of requests for graduate faculty membership were tabled until a later meeting.

Dennison expressed some concern with regard to graduate faculty status and the Credentials Committee's work. His primary concern was that standards for graduate faculty responsibilities were not being followed. For example, faculty may be serving on comprehensive and theses committees without appropriate graduate faculty status.

Deutsch agreed that the guidelines set down in the Green Book for graduate faculty responsibilities may not be applied consistently. It was decided that the matter would be referred to the Credentials Committee for review. The committee will make a recommendation to the Council.

Academic Appeals Committee

There is one outstanding appeal. A hearing panel has been appointed and will convene Oct. 9.

Academic Policy, Standards and Planning Committee -- East

East's written report noted two issues the committee has been working on.

Graduate Program Advisors -- A list of representatives from each college has been developed. An initial meeting is being scheduled.

Writing Resources for Graduate Students -- Information is being gathered about writing assistance Marshall currently provides to graduate students and as well as support being offered by other universities. The committee hopes to offer a proposal to the council by the end of the semester.

Nicholson asked what the function of the Graduate Program Advisors should be. Deutsch replied that this group should provide input because they deal with policy issues on a day-by-day basis.

Deutsch had previously suggested that minutes be sent regularly to a number of individuals who need to be "in the loop" regarding council decisions. These include the registrar and the editor of the graduate catalog. Wilson was concerned that program chairs who submit requests for action on curriculum matters receive feedback on the council's actions. Dennison expressed the view that the manner the council distributes information about decisions should be consistent with that of the Faculty Senate. They have transcripts of meetings and other documentation that is available to the public. Since the council makes academic policy which can have tremendous impact on individuals and programs, there should be a system of documenting discussions and actions in a public place.

The chair appointed an ad hoc Committee on the Distribution of Council Actions. Members are Deutsch, Dennison, Wilson and Seymour. This committee is to review how information is currently distributed and suggest procedures to provide appropriate access.

Hooper had raised the issue of the location of council representation for CITE since it is no longer SITE. Would representation continue to come from South Charleston? The feeling of the council was that the system of representation is working and that any change would require a change in the by-laws. The council declined to change the representation formula.

Electronic Thesis Committee -- Deutsch and Seymour

The process of electronic submission of theses and dissertations require that a copyright policy be established and published. The policy established by WVU is being used as a model and Marshall must revise it. Copies of WVU's policy were distributed. The issues of the copyright policy and the requirement that students submit theses to UMI were referred to the Academic Policy, Standards and Planning Committee for recommendations.

A web page has been developed to provide information about the electronic thesis/dissertation program (www.marshall.edu/etd).

New Business

A schedule for council meetings for the 2000-1 academic year was established. Meetings will be held at the Putnam County Library. Additional meetings may be scheduled as needed.

October 13
November 10
December 8
January 12
February 9
March 9
April 6
May 4

Submitted by Celene Seymour

Return to: [1999-2000](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

MARSHALL UNIVERSITY GRADUATE COUNCIL MINUTES

May 19, 2000

Putnam County Library
1:00 PM - 2:30 PM

Present: Ron Childress, Mike Cunningham, Sarah Denman, Donna Donothan, Joyce East, Victor Fet, Howard Gordon, Lawrence Grover, Tom Hankins, James Hooper, Dan Huck, Joyce Meikamp, Bobbi Nicholson, Celene Seymour, Diana Stotts.

Guests: Betsy Dulin, and Anthony Szwilski.

Absent: Charles Braun, David Castleberry, Corley Dennison, Leonard Deutsch, Maria-Carmen Riddel, Nancy Wilson.

Minutes from previous meeting were approved as distributed.

Committee Reports

Academic Planning, Policy and Standards Committee -- East

Legal counsel recommended change in catalog wording on comprehensive assessment.

Current catalog language: "All graduate students must pass a final comprehensive assessment to be eligible for graduation. Only two reassessments are permitted..."

A motion was made to change wording to: "All graduate students must pass a final comprehensive assessment to be eligible for graduation. Unless more restrictive guidelines are specified in the program description in this catalog, no more than two reassessments are permitted."

Motion was passed.

Academic Appeals: A hearing is scheduled for next week.

Credentials Committee: No report.

Curriculum Committee: Gordon and Meikamp

Committee recommended action by Council on following curriculum matters.

Course additions:

SPN 505 Pedagogy & Instructional Experience in Middle School

SPN 506 Composition, Conversation & Introduction to Hispanic Literature

COUN 692 Internship in Community Counseling

COUN 636 Couples Counseling

ENG 641 Advanced Composition Institute I
 ENG 642 Advanced Composition Institute II
 ENG 643 Electronic Writing Project
 ENG 644 Inquiries into Composition Theory
 ENGR 620 Computer Applications

ES 661 Environmental Regulations
 ES 662 Environmental Policy

LS 726 Institutional Advancement
 LS 746 Administration of Community and Technical Colleges
 LS 748 Adult and Continuing Education

The committee recommended approval of Curriculum Update/Revision for the M.S. in Environmental Science and the M.S. in Engineering, including the addition of the following courses.

ENGR 610 Applied Statistics
 TE 601 Technology & Engineering Seminar
 TE 698 Comprehensive Project I
 TE 699 Comprehensive Project II

The committee recommends approval of the following courses as part of the graduate certificate program in dietetics recently approved by the Council.

DTS 675 Internship
 DTS 676 Internship
 DTS 677 Practicum
 DTS 679
 DTS 690 Seminar in Dietetic Research and Communication

New area of emphasis in Community & Technical College Studies in current Ed. S. degree, including the addition of the following courses:

CTCS 701 The Community & Technical College
 CTCS 702 Analysis of Literature on Community & Technical College Teaching
 CTCS 703 Interpretation & Utilization of Applied Research in Community & Technical College Teaching
 CTCS 707 Professional Seminar I
 CTCS 708 Professional Seminar II

Changes in course numbers:

EDF 560 to 660 Psychology of Education
 EDF 565 to 665 Sociology of American Schools

Change from credit/no credit to graded:

ATE 668 Field Based Internship in Business & Industry
PSY 681 Thesis

Catalog content change:

ENVE 681 Environmental Engineering Design
IS 625 Software Engineering
TM 610 Technology & Innovative Management

Course deletions:

IE 610 Statistical Design
ENVE 661 Environmental Regulations I
ENVE 662 Environmental Regulations II
ENG 503 Advanced Rhetoric & Composition for Teachers

Motion to accept the Curriculum Committee's recommendation was made and seconded.

New Business:

Huck brought up the issue of institutional support for graduate students with writing problems. Although undergraduates have resources available to them, there are only patchwork solutions for graduate students with writing deficiencies. Denman proposed that the Council gather information about what various academic programs are doing already in this area. The Council could investigate models that are currently in use. The matter was referred to the Academic Planning, Policy and Standards Committee for investigation. Denman suggested that this might be an issue the Graduate Advisory Committee may wish to discuss.

Submitted by Celene Seymour

Approved with revisions Sept. 15, 2000

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MARSHALL UNIVERSITY GRADUATE COUNCIL

MINUTES

April 14, 2000
1:30 PM – 2:15 PM

Room 439, Drinko Library
Room 202, South Charleston Administrative Bldg.

Present: Charles Braun, Mike Cunningham, Corley Dennison, Leonard Deutsch, Joyce East, Victor Fet, Howard Gordon, Lawrence Grover, Joyce Meikamp, Bobbi Nicholson, Maria-Carmen Riddel, Celene Seymour.

Absent: David Castleberry, Ron Childress, Sarah Denman, Donna Donathan, Tom Hankins, James Hooper, Dan Huck, Diana Stotts, Nancy Wilson.

Minutes of March 17 meeting were accepted with minor changes.

Curriculum Committee – Joyce Meikamp

The Curriculum Committee recommended the approval of two new courses.

HE 540 Health Evaluation Techniques for the Athletic Trainer 1

This had been tabled at an earlier meeting to clarify what the differences between HE 440 and 540 are. Additional requirements had been added to the graduate-level course.

CISP 627 Issues in Special Education

Description: An in-depth look at current issues effecting all areas of special education as well as issues specific to each special education category.

Changes in alpha designators were recommended for the following courses. This is part of the process of changing designators from the general CI (Curriculum and Instruction) to the more specific CISP (Special Education) or CIRG (Reading).

CISP 560-564 Staff Development
CISP 580-583 Special Topics
CISP 585-588 Independent Study
CIRG 560-564 Staff Development
CIRG 580-583 Special Topics
CIRG 585-588 Independent Study

The following course deletions were recommended in the area of education of multiply and

severely handicapped.

CI 531 Education of Physically Handicapped

CI 532 Curriculum & Methods for the Multiply & Severely Handicapped.

A modification in requirements for an Area of Emphasis was recommended.

Exercise Physiology Emphasis track of the Exercise Science Program requested permission to change its capstone experience from thesis only to a choice of thesis or internship. The degree would remain at 39 credit hours with a capstone experience of 6 hours.

A motion to accept the Curriculum Committee's recommendations was approved and seconded.

There were no reports from other committees.

New Business

Charley Braun reported that nominations for the Moore Advisory Award are being accepted and that a committee would be assembled to decide on recipient. Meikamp and Becky Goodwin (a graduate student) would be members of this committee.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL

MINUTES

March 17, 2000
Putnam County Library
1:00 PM - 3:00 PM

Present: Ron Childress, Mike Cunningham, Sarah Denman, Corley Dennison, Leonard Deutsch, Joyce East, Howard Gordon, Lawrence Grover, Dan Huck, Joyce Meikamp, Bobbi Nicholson, Maria-Carmen Riddel, Diana Stotts, Nancy Wilson.

Guests: Lynne Welch and Kelli Williams, College of Nursing and Health Professions, and Marty Amerikaner, College of Liberal Arts.

Absent: Charles Braun, David Castleberry, Donna Donathan, Victor Fet, Tom Hankins, James Hooper, Celene Seymour.

The Council began with Old Business.

Curriculum Committee Report - Nancy Wilson

The Curriculum Committee moved the approval of changes to CHM 511, based on discussion by the Council at a prior meeting. After further discussion, the motion passed.

Upon the recommendation and motion of the Curriculum Committee, which motion was seconded, further discussion of changes to HE 540 was tabled.

The Curriculum Committee moved the approval of the addition of a graduate certification of progress for the dietetic internship. After discussion, the motion passed.

The Curriculum Committee moved the approval of the addition of a post-masters' certificate in nursing administration. After discussion, the motion passed.

Upon recommendation of the Curriculum Committee, and without objection, the Council constituted itself a Committee of the Whole to consider and dispose of the recommendation by the Department of Psychology to implement a Psy.D. degree offering in Psychology. After extensive discussion, and upon proper motion and second, the Council voted to approve the recommended offering.

Returning to the regular order of business, upon motion and second, the Council approved the minutes of its March 3, 2000 meeting with agreed amendments.

Academic Planning, Policy, and Standards Committee - Joyce East

The Academic Planning Committee moved the establishment by the Council of a Graduate Program Advisors Committee. During discussion of the motion, it was determined that the new committee would be constituted by members chosen from the various graduate programs. During this discussion, the Council further clarified that the new committee's role would not encompass any policy making

functions, and that the new committee would report to the Vice President for Graduate Studies. The Council passed the motion as clarified.

The Council considered the proposal to extend the filing deadline for graduate level programs of study from the term in which a student completes his/her ninth credit hour to the term in which he/she completes his/her eighteenth credit hour. During discussion of the proposal, the Council agreed that this new deadline would be strictly enforced. Upon motion and second, the Council approved the proposal.

The revised Bylaws of the Council were again considered. After further discussion and minor amendments, and upon motion and second, the Council adopted the Bylaws as amended.

The Council considered two items of new business related by the Provost: 1) statements regarding cooperative programming contained within Senate Bill 653; and, 2) a matter regarding doctoral level programming in the area of community college administration.

Having concluded its business, and upon motion and second, the Council adjourned.

Submitted by Dan Huck

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MARSHALL UNIVERSITY GRADUATE COUNCIL

MINUTES

March 3, 2000

Putnam County Library 1:00 PM B 3:00 PM

Present: Charley Braun, Ron Childress, Mike Cunningham, Sarah Denman, Corley Dennison, Howard Gordon, Lawrence Grover, Bobbi Nicholson, Celene Seymour, Joyce East, Leonard Deutsch, Maria-Carmen Riddel, Joyce Meikamp, Diana Stotts, Victor Fet.

Absent: Dan Huck, Tom Hankins, David Castleberry, James Hooper, Nancy Wilson.

The meeting was called to order by Nicholson and minutes from the previous meeting were approved with revisions from East and Deutsch.

Curriculum Committee - Meikamp

Committee recommended approval of two new courses.

MCB 622 Current Topics in Molecular Biology
COUN 571 Health and Wellness Counseling

Committee recommended the following changes in title.

CIME 560-564 from Professional Development to Staff Development
CISE 560-564 from Professional Development to Staff Development
CIEC 560-564 from Professional Development to Staff Development
CI 560-564 from Professional Development to Staff Development

Childress explained that the changes are necessary to clean up language problems resulting from the merger. Marshall defines "professional development" as applying to courses in a regular degree program. "Staff development" courses don't apply toward degree or certification.

Other curriculum issues were acted upon by the Council as a whole.

Two new alpha designators were approved within CI -- CISP (Special Education) and CIRG (Reading).

Alpha designator change from EdA 705 to LS 705 Administrative Theory.

New numbers were approved within the Leadership Studies program to distinguish areas of emphasis.

LS 532 -- Justice Leadership
LS 615 -- Justice Leadership
LS 685 -- Internship in principalship program

Following new course numbers for Higher Education doctoral courses to distinguish them from Public Education.

LS 714, LS 716, LS 718, LS 762, LS 764, LS 765,LS 797

The following changes from graded to credit/no credit in the School Psychology program were approved.

SPSY 621, SPSY 740, SPSY 745

Committee approved requests pending the absence of questions or objections which may emerge during the 5-day comment period.

Credentials Committee - Dennison

The Committee recommended granting graduate faculty status to the following individuals.

Full Faculty Status:

Pierson, William E.

Associate Faculty Status:

Colakyan, Manuk
Ferraris, Suellen P.
Flannery, Willie F.
Jarrett, Larry
Hippler, Jeffrey G.
Larsen, Eldon
Parkash, Jai
Richards, John D.
Wallace, Jean
Wells, Jeffrey D.

Provisional Faculty Status:

Bode, Cynthia
Dillow, Paul E.
McIlvane, Gary
Newman, Dan
Taylor, Allen
Taylor, Turner
Thomas, Jeani
Williams, Kelli

The Council voted to accept the committee's recommendation.

Dennison brought up a concern expressed by members of the committee regarding the categories of membership. Some faculty members fall under the provisional category because of their vita (no

degree beyond master's, no research, etc.) or function (teaching one class a year, supervision of internships, etc.). However, they have to re-apply for membership every year. Dennison suggested that the provost or VP confer provisional membership on a new graduate faculty member for one year. A new category would be developed which would give limited membership for two years. This would apply to faculty that have an on-going involvement in graduate education but don't meet the criteria for associate membership. This category would allow a faculty member to serve on student committees. Denman suggested that the Credentials Committee develop a proposal for dealing with this issue.

A motion to change Associate Graduate Faculty membership from two to three years was passed.

Appeals - No report.

Academic Planning, Policy and Standards -- East

The committee is developing plans for an advisory group for graduate education.

New Business

Childress addressed the question of the difference between an area of emphasis and a certificate program. A certificate program may be free standing. It acknowledges that the student has done additional study. An area of emphasis is a concentration within a degree program and is noted on the transcript. He added that certificate programs can be a recruiting tool. Once students have completed a certificate program they may be half way to a degree. It can encourage students to continue in a degree program.

The discussion and vote on bylaw revisions was tabled until the next meeting.

The Council voted to accept the revised mission statement. It will replace the mission statement in the graduate catalog. The Council will look at the issues raised in the mission statement, identify individuals who can address those issues, and invite him or her to address the Council. For example, the new Dean of Libraries can speak to the issue of support for libraries.

The next Council meeting is scheduled for Friday, March 17 in Putnam County. The exact location will be announced later.

Submitted by Celene Seymour

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MARSHALL UNIVERSITY GRADUATE COUNCIL

February 18, 2000

Putnam County Chamber of Commerce Building

1:00 PM – 3:00 PM

Present: Dan Huck, Tom Hankins, Corley Dennison, Howard Gordon, Bobbi Nicholson, Celene Seymour, Nancy Wilson, Charley Braun, Joyce East, Leonard Deutsch, Maria-Carmen Riddel, Joyce Miekamp, Victor Fet, Diana Stotts.

Absent: David Castleberry, Ron Childress, Mike Cunningham, Sarah Denman, Donna Donathan, Lawrence Grover, James Hooper.

The meeting was called to order by Nicholson and the minutes of the Jan. 8 meeting were approved. Committee reports were given.

Curriculum Committee – Wilson

Committee recommended approval of two new courses.

ATE 465/565 Career Exploration and Development
ATE 450/550 Interpersonal Skills in the Workplace

Wilson had confirmed that these courses did not duplicate classes offered by other programs. The Council voted to approve the new courses.

The Council also approved curriculum committee recommendations to change the following course numbers.

HCA 699 to HCA 697
HCA 799 to HCA 699

The Council voted to approve committee's recommendation to authorize two new courses.

EDF 677 MAT Level III Clinical Experience
ECS 603 Current Issues in Child Development

When asked to approve a number of new certificate programs, various members asked what constitutes a "certificate program" and how it differed from an area of emphasis within a degree program. Wilson said that these certificate programs might improve enrollment by encouraging students with a master's degrees already to add to their credentials.

The following certificate programs were approved.

Graduate Certificate Program in Elementary Science Education

Graduate Certificate Program in Teaching English as a Second Language
Graduate Certificate Program in Educational Computing
Graduate Certificate Program in Early Childhood Education
Graduate Certificate Program in Mathematics through Algebra I

Appeals Committee – No report.

Academic Planning, Policies & Standards -- East

Committee recommended approval of new criteria for Master of Arts Degree in Teaching. The MAT program sought permission to use the following admissions criteria:

- Applicants must submit passing scores on the PPST prior to enrolling in program courses.
- Applicants must possess a minimum of 50% of the course work needed for teaching certification in an approved content specialization.
- Miller's Analogy Test (recommended score of 30) will be available as an alternative to the GRE for program admission.

The Council approved the new criteria for admissions. As a point of information, the catalog description of the MAT program will delete the paragraph referring to admission to candidacy.

Credentials Committee

There was a discussion of procedures for notifying applicants who are turned down for graduate faculty status and providing information to these faculty members of reasons for the Council's actions. Deutsch commented that the Chair of the Credentials Committee generally notifies those not given graduate faculty status. Nicholson reported that Castleberry, committee chair, had notified her that the committee will meet soon to act on those applications which are still pending.

New Business

Wilson suggested that transmittal forms be developed for requesting changes in degree programs and entrance requirements. She said that the lack of these forms means programs often aren't aware of procedures and sequence for requesting such changes. Deutsch said he would take it up with the chair of the Curriculum Committee.

Joyce East introduced a petition of waiver for action by the Council. A student, James Slack, completed eleven courses in the graduate English program at Marshall, but in four of these he earned C's and was subsequently dismissed from the program. He was admitted to the Humanities degree program on a provisional enrollment. The seven courses with A's and B's (21 hours) were transferred to a new plan of study, and he earned B's in 5 additional courses (15 hours for a total of 36). Thus, Mr. Slack has a 3.0 in his degree plan of study, but the four C's on his transcript continue to undermine that grade point average. On his behalf, East moved that the Council approve the waiver because Mr. Slack has met the criteria thus far of the provisional enrollment and because the remaining requirements for the degree -- a comprehensive examination and an independent research project (3 hours, S/U grading) - will not affect the grade point average.

In the future Denman suggested that documentation be placed in the student's file at the time of transfer stipulating the ramifications of the GPA on degree completion.

Although concerns were expressed about students who drop below 3.0 and transfer to other programs, the Council approved the waiver of grade point average. The motion was seconded and approved.

Bylaws

A motion was raised to accept revision of bylaws dated Jan. 7, 2000. The Council had some recommendations for further revision. For example, the language on terms of membership, officers' terms, etc. was problematic and should be consistent with wording of Faculty Senate bylaws. The ad hoc committee working on bylaw revisions, Huck and Seymour, will work through suggestions and bring newly revised bylaws to the Council at the next meeting.

Mission Statement

Nicholson will consider recommendations for improvement and re-draft statement.

Members discussed possibilities for the scheduling of meetings. It was felt that only one meeting a month was necessary but there was little consensus regarding when this meeting should be scheduled. Nicholson felt that Friday meetings are problematic because many members are away for weekend conferences, meetings, etc. Evening or late afternoon meetings other days of the week are difficult for South Charleston faculty because they teach evenings and often have to travel. Daytime hours are problematic for Huntington faculty because of their teaching schedules. The next meeting was scheduled for Friday, March 3 at the Putnam County Chamber of Commerce Building.

Submitted by Celene Seymour.

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MARSHALL UNIVERSITY GRADUATE COUNCIL

Minutes

January 7, 2000
Corbly Hall, Huntington
1:00 pm – 3:00 pm

Present: Charles Braun, Ron Childress, Michael Cunningham, Sarah Denman, Donna Donathan, Joyce East, Howard Gordon, Tom Hankins, James Hooper, Dan Huck, Maria Riddel, Celene Seymour, Diana Stotts, Nancy Wilson.

Absent: David Castleberry, Corley Dennison, Leonard Deutsch, Victor Fet, Laurence Grover.

The Meeting was called to order and minutes from the December 17 meeting were approved. Committee reports were given.

Curriculum – Nancy Wilson

A listserv for department chairs and deans has been developed. Requests for course additions, program additions, and course deletions will be circulated to this group first for their comments. Then requests will be sent to the Curriculum Committee.

Appeals – No appeals.

Academic Planning, Policies and Standards -- No report

Credentials – No report.

Nicholson asked if members were ready to prioritize the issues raised in the Strategic Plan for Graduate Education. Wilson commented that some of the items on the list go together, such as “planned growth” and “support.” They are dependent on one another and have to be considered together. Wilson also commented on how Marshall is categorized in the NCHEMS report (National Center for Higher Education Management Systems). She encouraged Marshall to position itself as the “broker of choice” for graduate education in southern West Virginia.

Other members mentioned the need for adding academic degrees and several possibilities were raised relative to raising our Carnegie level. To be bumped up to a Level II in the Carnegie rankings we need to grant ten doctorates over three degrees annually. Master’s degrees will not help us ascend to the next level.

There was some discussion concerning Marshall’s role in new doctoral programs – jointly with WVU, as the degree-granting institution but in cooperation with WVU, or on our own.

Denman advised that an appropriate role for the Council was to review the Strategic Plan for Graduate Education in terms of the Graduate College’s mission. Are they philosophically compatible? Specifics should be left to the departments and programs, who deal with these issues on a day-to-day basis and

would have to implement any specific recommendations. The strategic plan is not an action plan.

Denman added that a mission statement for graduate education should be developed and distributed. Nicholson will work on a draft mission statement based on the planning document.

A suggestion was made to form a graduate education advisory group. Childress stated that an external group already exists for this purpose. He doesn't know how active it is. Childress also recommended that fundraising for graduate education be added to the strategic plan as a priority.

The next meeting will be held Friday, February 4 in Putnam County. The location will be announced later.

Submitted by Celene Seymour.

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MARSHALL UNIVERSITY GRADUATE COUNCIL

December 17, 1999

SOUTH CHARLESTON, ROOM 319

1:00 PM - 3:00 PM

Present: Charles Braun, Sarah Denman, Corley Dennison, Leonard Deutsch, Donna Donathan, Joyce East, Laurence Grover, Dan Huck, Bobbi Nicholson, Maria Riddel, Celene Seymour, Diana Stotts and Nancy Wilson.

Absent: David Castleberry, Ron Childress, Michael Cunningham, Victor Fet, Howard Gordon, Tom Hankins, James Hooper, and Joyce Meikamp.

The meeting was called to order and minutes from November 19 meeting were approved with one change. Committee reports were given.

Academic Planning, Policy, and Standards: No report.

Curriculum -Nancy Wilson

Committee recommended the following course additions:

BSC 679	Problem Report
ATE 569	Business and Occupational Teaching Methods
ADF 537	MAT Level 1 Clinical Experience
ADF 637	MAT Level II Clinical Experience
MUS 526	American Music and Its Influences
FSC 605	Digital Imaging
HCA 615	Health Care Economics

Committee recommended the following name changes:

FSC 604 from Forensic Science I to Genetics and DNA Technology
LS 692 from Internship: School Social Work to Internship: School Social Services

Council approved committees recommendations but deferred action on two other course additions:

ATE 565 Career Exploration and Development
There was a question of duplication of Counseling course.

ATE 550 Interpersonal Skills in the Workplace
There was a question of duplication of Communication Studies course.

Wilson will look into the question of possible duplication of content of existing courses.

A question arose regarding Graduate Council's action on a course change when there is an undergraduate counterpart for that course. Donathan was asked to revise curriculum form to note if there is an undergraduate counterpart to the course. This will allow Graduate Council and Faculty Senate committee members to communicate regarding changes in counterpart classes.

Credentials Committee - Corley Dennison

Committee recommended granting of graduate faculty status to a number of faculty members.

Recommended granting Full Membership:

Allemeier, John M.
Busbee, Raymond L.
Chandler, Jeff
Chertow, Bruce S.
Cox, Jonathan B.
Davis, Grace
Karickhoff, Maudie, E.
Kenley, David, L.
Lash, Lawrence H.
Leidy, John W., Jr.
Lemon, Robert S. Jr.
Linnenkohl,, Susan
Lucas, Paula L.
May, Jeffrey D.
Robinson, Michael A.
Yu, Hongwei

Recommended granting Associate Membership:

Bobbitt, William R.
Brown, Patrick I.
O'Brien, William S.
Reed, Melisa A.
Storch, Nancy D.
Yeager, Mary Melinda

The Council approved graduate faculty membership for these individuals

Action on requests for graduate faculty status for the following individuals was deferred until the committee could confer and provide recommendation to Council.

Bode, Cynthia L.

Jarrett, Larry G.
Larsen, Eldon R.
McIlvain, Gary E.
Newman, Dannie O.
Taylor, Allen R.
Thomas, Jeani
Wallace, Jean E.
Williams, Kelli J.

Appeals: No report.

Further revisions to the Graduate Council by-laws were introduced, discussed and approved by the Council. The revised version is appended to these minutes.

The Action Plan for Graduate Education report was discussed. It was felt that the Council should use the document to set priorities for graduate education in order to provide the new president with a plan for action. Denman suggested the Council's plan include both broad goals and specific plans for reaching goals. By the next meeting Council members will have had a chance to review the document and be will be prepared to suggest priorities.

One specific issue about graduate education raised by Huck was the cooperative doctoral program with WVU. Both faculty and students are concerned with WVU's lack of participation in this program. Should the Council push for doctoral programs independent from WVU?

The next meeting will be held Friday, January 7, at the Student Center in Huntington. The exact location will be given later.

Submitted by Celene Seymour

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GRADUATE COUNCIL MEETING MINUTES

November 19, 1999 1:00 PM

Room 439 Drinko Library
Thomas Board Room, South Charleston

Present: Charles Braun, Mike Cunningham, Sarah Denman , Corley Dennison, Leonard Deutsch, Joyce East, Victor Fet, Howard Gordon, Lawrence Grover, James Hooper, Dan Huck, Bobbi Nicholson, Celene Seymour and Diana Stotts.

Absent: David Castleberry, Ron Childress, Donna Donothan, Tom Hankins, Joyce Meikamp, Maria Riddel, Nancy Wilson.

Meeting was called to order by Nicholson and minutes from Nov. 5 meeting were approved as circulated. Committee reports were given.

Academic Planning, Policy and Standards – Joyce East

The committee is still reviewing the plans of study and a report will be given in January.

Academic Appeals –

No pending appeals.

Credentials – Celene Seymour

Committee is still working on review of credentials and should be prepared to bring findings to council at next meeting.

Action on review of council by-laws was tabled.

A motion to allow proxy voting was open for discussion. Denman stated that this issue is raised occasionally and that every time it is defeated. The reasoning is that those elected to the council should take responsibility for participating. The council voted that proxy voting would not be allowed by the council or by any committee of the council.

Electronic Thesis and Dissertation Committee – Celene Seymour

Seymour reminded members that the council had voted that as of fall 2000 all theses and dissertations will be submitted in electronic format. The committee is working with the library and computer services to iron out the details. It appears that the cost to the institution will be minimal Cunningham, who has worked with dissertation students in the joint MU/WVU doctoral program, said the process is not difficult. Deutsch stated that the date of the implementation might have to be revised.

Seymour explained that ultimately the full texts of MU theses and dissertations would be accessible from the library's electronic catalog.

Deutsch provided some detail on the issue of tracking provisionally admitted students. Program advisors can put a hold on any student to prohibit him or her from registering until deficiencies are resolved.

The council declined to pass a resolution regarding the presidential search.

It was agreed that there would be only one meeting in December, to be held on Dec. 17 in the Putnam County Library.

Submitted by Celene Seymour

Return to: [1999-2000](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)
GRADUATE COUNCIL MINUTES

November 5, 1999
1:00 – 3:00 PM
Putnam County Library

Attending: David Castleberry, Ron Childress, Corley Dennison, Leonard Deutsch, Donna Donathan, Joyce East, Howard Gordon, Lawrence Grover, Tom Hankins, James Hooper, Dan Huck, Joyce Meikamp, Bobbi Nicholson, Maria Riddel, Celene Seymour, Nancy Wilson.

Absent: Charles Braun, Michael Cunningham, Sarah Denman, Victor Fet, Giovanna Morton.

The meeting was called to order by Nicholson and minutes from the previous meeting were approved. The following committee reports were given.

Credentials Committee – David Castleberry.

The process of evaluating faculty for graduate faculty membership was explained. Application and evaluation forms were passed out. A total of 29 applications for membership had been received and would be acted on at the next meeting.

Castleberry pointed out that the criteria for continuing scholarship is complicated because this means different things in different disciplines (from an exhibit at a juried art show to a presentation at a national conference). The only clear guideline is that this must be a professional contribution outside of classroom teaching.

The question of evaluation for membership for MUGC faculty was raised. Childress stated that the evaluation of credentials necessary for these faculty members to teach graduate classes is central to the initial hiring process. Furthermore, MUGC faculty are required to submit to an annual review which assesses their ongoing productivity and eligibility to retain not only their graduate faculty status but their employment.

Castleberry replied that when the council was formed Graduate College faculty were given graduate faculty status with an automatic six-year appointment. (cf, minutes of January 1998 meeting). The understanding was that sometime during the subsequent six years these faculty members would submit to the Credentials Committee review process.

East stated that Graduate College faculty members are evaluated every year, and other members added that the rigorous search and annual review process for Graduate College faculty makes the six-year review for graduate faculty membership redundant. The Committee will address the issue and return a recommendation to the full Council.

Academic Planning, Policy and Standards Committee – Joyce East.

The following changes in entrance requirements were requested: Psychology Department to use MAT retroactive to fall 1999; ESSR to use the GRE for admission purposes only, retroactive to fall

1999; and Political Science requirement of the GRE for admissions beginning spring 2000. Committee recommended that all three requests be approved, with stipulation that these new requirements not apply to students admitted in fall 1999 without the MAT (Psychology) and GRE (for ESSR). Motion stipulating committee recommendation passed.
Action on proxy voting issue reserved until next meeting.

Regarding tracking of provisionally admitted students, Deutsch indicated he would work with Ken O'Neill to make sure provisional students are tracked.

Academic Appeals – Donna Donathan.

Committee had considered appeals of two students who were denied admission because their undergraduate degrees were from non-accredited institutions. The Committee didn't see this as an academic appeal issue and recommended that they should be referred to the program coordinator(s). Deutsch questioned whether the language in the catalog should be changed. A motion that the catalog language should remain the same but that the Vice-President for Graduate Studies consider that exceptions on a case-by-case basis passed unanimously.

Curriculum Committee – Nancy Wilson

The Committee completed reviews for nine programs which are scheduled for the BOT to examine this year. Among the findings were that faculty vita are often inadequate, particularly in the areas of graduate-level teaching and scholarly and creative activities. They recommended the development of some system of support for programs to strengthen reviews.

All catalog changes for next academic catalog cycle (AY2000-2002) must be to the Committee by Christmas so that they can be acted upon by January 31.

Deutsch reported that the catalog would need to reflect a new test for foreign students. A score of 195 on the Computer-based test is equal to 525 on TOEFL.

Approval of by-law revisions tabled until next meeting.

A motion to hold two face-to-face meetings at Putnam County Library in January to allow action on all curriculum changes passed.

Strategic Planning -- Ron Childress

Childress presented sections of "Vision 20/20" document dealing with graduate education and figures on enrollment. It was the consensus of the group that by mid-year 2000 a plan for graduate education should be produced which could be presented to the new university president. Childress and Nicholson will develop a process by which the council can develop specific recommendations.

The next meeting will take place on November 19 in Room 439 at Drinko Library and Room 202 in the administrative building in South Charleston.

Submitted by Celene Seymour

Return to: [1999-2000](#) [Minutes & Records](#) [Grad. Council](#) [Marshall Univ.](#)

Graduate Council Minutes

October 15, 1999

1:30-3:13

Putnam County Library

In attendance: Mike Cunningham, Sarah Denman, Corley Dennison, Leonard Deutsch, Victor Fet, Lawrence Grove, Joyce Meikamp, Bobbi Nicholson, Maria Carmen Riddel, Celene Seymour, and Nancy Wilson.

Absent: Charles Braun, David Castleberry, Ron Childress, Donna Donathan, Joyce East Tom Hankins, James Hooper, Giovanna Morton.

Meeting was called to order by Bobbi Nicholson.

A discussion was initiated regarding what issues the Graduate Council should be addressing during the upcoming academic year. Sarah Denman suggested that the council wait until the Strategic Plan is available to see what that plan has to say about graduate education. Denman suggested that this plan be used as the starting point for council activities. Ron Childress and Corely Dennison, who co-chaired the Vision 2020 Committee, will discuss the Committee's recommendations as they relate to graduate education at the next meeting. The possible re-activation of the Recruitment Committee will be discussed as well.

It was suggested that an additional standing committee for faculty affairs be created to address issues such as salaries and teaching load. Action on this suggestion was delayed until the Strategic Plan is received.

The following schedule was developed for Graduate Council meetings for the academic year.

First Friday of Month at 1:00 – Putnam Co. Library

Third Friday of Month at 1:00 – Teleconference between Huntington & South Charleston

The first regularly scheduled meeting of the academic year will occur on the first Friday in August and the last on the first Friday in June. Other meetings will be scheduled for the summer if needed.

Sara Denman suggested that curriculum items be acted on during the first meeting of the month so that these issues can be discussed face-to-face. Deans would need to be notified so that curriculum items can be submitted for review and action on a timely basis.

Committees were assigned as follows:

Academic Planning, Policy and Standards

Curriculum

East *

Meikamp

Braun
Cunningham
Grover

Gordon
Wilson
Riddel *

Credentials

Castleberry (Chair)
Dennison
Seymour

Academic Appeals

Hankins *
Fet
Morton
Donathan

*Asked to convene committee for election of chairperson.

Len Deutsch and Dee Cockrille will recommend a process for selecting a student representative to the Graduate Council.

Maria Carmen Riddel was elected Vice Chair of the Council. She will be working with Len Deutsch to gather necessary approval forms for actions taken by the Council. These forms, along with minutes and other information regarding the Graduate Council, will be posted to the Graduate Council website. Documentation of all action take by the council will be maintained at the graduate office in Huntington (Deutch) and in the office of the Vice President for Graduate Education (Childress) in South Charleston.

The following agenda items were referred to standing committees for consideration:

Academic Planning, Policies, and Standards

- provisions for proxy voting on Council issues
- approval and amending of Plans of Study
- Psychology's use of MAT for admission effective Fall 1999
- Exercise Science's use of GRE for admission effective Fall 1999
- Political Science's use of GRE for admissions effective Spring 2000
- Tracing of provisionally admitted students

Curriculum

- approval and amending of plans of study
- CI 560 PD to CI560 SC
- CI 580 (1-4) to CI580 (1-6)

Credentials

- graduate faculty status requests
- status of South Charleston faculty relative to requesting graduate status

Academic Appeals

- admission of graduate students from non-accredited institutions

The next Graduate Council meeting will be held on November 5 at the Putnam County Library at 1:00 PM.

Submitted by Celene Seymour

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GRADUATE COUNCIL
MINUTES
May 18, 1999
D R A F T

Present: Charley Braun, David Castleberry, Sarah Denman, Tom Hankins, Jim Hooper, Joyce Meikamp, Giovanna Morton, Bobbi Nicholson, Dennis Prisk, Bob Rubenstein, Celene Seymour, Judy Silver

Guest Present: Ron Childress

Absent: Ken Ambrose, Lisle Brown, Corley Dennison, Lenny Deutsch, Howard Gordon, Carl Gruetter, Silvana Mooney, Maria-Carmen Riddel, Phil Rutsohn, John Walden

Charley Braun presented curriculum issues on behalf of the Curriculum Committee. First Dr. Braun moved that the new areas of emphasis for School Social Service and Attendance Directors and the program changes for the Principal Certification Program be approved as submitted. The motion was seconded. **MOTION CARRIED.**

Charley Braun moved that the following course additions be accepted as submitted. Giovanna Morton suggested letters of support from the Department of Nursing and HPER concerning Counseling 571.* The motion was seconded. **MOTION CARRIED.**

Course Additions:

LS 691 - The Attendance Director
LS 692 - Internship: School Social Work
LS 512 - Curriculum Leadership
LS 550 - Schools as Systems
LS 685 - Internship: Portfolio & Performance Assessment

PSY 605 - Ethical, Legal, and Professional Issues in Psychology

BMS 684 - Overview of Biomedical Sciences Research

*COUN 571 - Health & Wellnes Counseling

Dr. Braun moved that the following course changes be accepted as submitted. The motion was seconded. **MOTION CARRIED.**

From: CIME 555 - Applied Mathematics I for Math Educators
To: CIME 555 - Technical Mathematics for Math Educators

From: CIME 556 - Applied Mathematics II for Math Educators
To: CIME 556 - Finite Mathematics for Math Educators

From: CIME 557 - Algebra for Mathematics Educators

To: CIME 557 - Pre-Calculus for Math Educators

From: Coun 602 - Human Development & Psychopathology

To: Coun 602 - Human Development & Adjustment

From: Coun 631 - Diagnostic & Treatment Planning Mental Health Counseling

To: Coun 631 - Diagnostic & Treatment Planning

From: LS 600 - Staff Personnel Management

To: LS 600 - School Personnel Administration

Change in Credit Hours from CI 580-583 Special Topics from 1-4 credits to 1-6 credits.

To: CI 580-583 Special Topics from 1-4 credits to 1-6 credits

Change in Name, Content, Catalog Description From: LS 500 - Educational Organization:

Change/Leadership To: LS 500 - Introduction to School Leadership

Change in Name & Catalog Description From: LS 515 - Leadership for School Improvement

To: LS 515 - Instructional Leadership

From: LS 610 - Instructional Leadership to LS 610 Leadership for School Improvement

From: LS 675 - Principalship: Law/Finance/Facilities To: LS 675 - Legal and Policy Issues

Change in Course Number From: LS 615 - Student Personnel Administration in Higher

Education To: LS 717 - Student Personnel Administration in Higher Education

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GRADUATE COUNCIL
MINUTES
April 16, 1999
D R A F T

Present: Ken Ambrose, Charles Braun, Lisle Brown, David Castleberry, Sarah Denman, Corley Dennison, Lenny Deutsch, Carl Gruetter, Tom Hankins, Jim Hooper, Joyce Meikamp, Giovanna Morton, Bobbi Nicholson, Dennis Prisk, Maria-Carmen Riddel, Judy Silver, Celene Seymour, Bobbi Nicholson, Phil Rutsohn

Absent: Howard Gordon, Silvana Mooney, Bob Rubenstein, John Walden

The meeting was called to order by Chair Dennis Prisk at 1:19 p.m. Dr. Prisk moved that the minutes of March 12 be approved as submitted. Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

Dr. Braun presented curricular issues on behalf of the Curriculum Committee. Dr. Braun moved that the two new areas of emphasis be accepted as "Teaching of the Visually Impaired" in Special Education and "Teaching English as a Second Language" in Elementary or Secondary Education. Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

Dr. Braun moved that the following course additions be accepted. Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

CIVI 500 Introduction to Visual Impairments
CIVI 501 Braille Reading & Writing
CIVI 502 Structures and Functions of the Human Visual System
CIVI 503 Instruction Strategies for Teaching Students with Visual Impairments
CIVI 504 Instruction Strategies for Teaching Students with multiple impairments
CIVI 505 Basic Orientation and Mobility Skills
CIVI 506 Practicum in Visual Impairment
CIVI 507 Advanced Braille and Technology for Teaching Students with Visual Impairments
CISL 550 Second language Acquisition
CISL 551 Linguistics for ESL
CISL 552 Intercultural Communication in the ESL Classroom
CISL 553 Methods and Materials for ESL: Language Development
CISL 554 Methods and Materials for ESL: Literacy Acquisition
CISL 555 Practicum for Teaching ESL

COUN 639 Psychotheological Issues in Counseling
COUN 640 Seminar in Spirituality in Counseling

CI 442/542 Instructional and Classroom Management: Elementary Education

PLS 442e/542e Managing for Quality Off-Highway Vehicle Recreation

SPSY 617 Prevention and Consultation Services in the Schools

PE 440/540 Women in Sport

LAT 509 Roman Satire: Horace, Martial, Juvenal

LAT 504 Roman Elegy: Propertius and Tibullus

CMM 603 Nonverbal Communication

BIC 621 Human Biochemistry Discussion

ENG 519 Approaches to Teaching Literature

Dr. Braun moved that the following course changes be accepted. Giovanni Morton seconded the motion. **MOTION CARRIED.**

From: LAT 503 The Roman Stage: Comedies of Plautus and Terence

To: LAT 503 Roman Comedy

Change in alpha designator from PSYC 500, 525, 616, 701, 745 to SPSY 500, 525, 616, 701, 745

Change in title and alpha designator from PSYC 602 School Practices II to SPSY 602 Issues in School Psychology

Change in title and alpha designator from PSYC 734 Advanced School Diagnostics to SPSY 734 Linking Assessment to the Curriculum

Change in title and alpha designator from PSYC 619 Psychotherapy with Children to SPSY 619 Direct Intervention Services in the Schools.

Change in alpha designator and catalog description from PSYC 601 to SPSY 601.

Change in title, alpha designator, credit hours, and catalog description from PSYC 621 Minnesota Multiphasic Personality Inventory (2 credits) to SPSY 621 Assessment Children Practicum (1 credit). From PSYC 622 The Thematic Apperception Test (2 credits) to SPSY 622 Assessment of Children (3 credits).

Change in title, alpha designator, and catalog description from PSYC 740 Internship to SPSY 740 Practicum in School Psychology.

Change in title, content, and course description from CI 449/549 Classroom Material and Techniques for Secondary & MCE Teachers to CI 449/549 Instructional and Classroom Management: Secondary Education.

Change in credit hours and catalog description from BIC 620 (Human Biochemistry Seven (7) credit hours to BIC 620 (Human Biochemistry) Six (6) credit hours

Dr. Braun moved that LAT 501 (Roman Life: Pliny, Martial, Juvenal) be deleted. Judy Silver seconded the motion. **MOTION CARRIED.**

Giovanni Morton reported on behalf of the Credentials Committee. She moved that the following faculty receive graduate faculty membership as indicated below. Sarah Denman seconded the motion. **MOTION CARRIED.**

Dean Adkins - Associate
Laura Adkins - Full
Sunell Maheshwari - Full

Ken Ambrose reported on behalf of the Policy Committee concerning the plan of study. The committee recommends changing the language of the Graduate Catalog which states that a plan of study approved by the department program must be approved by the Dean of the Graduate College. It should read, "the appropriate Dean." Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

Dr. Prisk asked the Leadership Studies Department to determine if the statement concerning comprehensive assessment for their department was correct and forward a recommendation to Ken Ambrose and the Policy Committee for the May Graduate Council agenda. The Leadership Studies Department also needs to clarify how many hours a student will be allowed to transfer into the program. Dean Deutsch will contact program directors.

The catalog rewording for the Department of Biological Sciences is attached for the record.

President Gilley has approved the Graduate Certificate Program Guidelines.

Corley Dennison moved that the Graduate Council Representation Document be opened for discussion. David Casteleberry seconded the motion.

Bobbi Nicholson moved to amend the original document as attached. Phil Rutsohn seconded the motion. The majority of the members voted "NO." **MOTION WAS DENIED.** The discussion reverted to the original document.

Giovanni Morton moved that the four South Charleston faculty be elected from separate units not at large. Ken Ambrose seconded the motion. The majority of the members voted "NO" to Dr. Morton's amendment. **MOTION WAS DENIED.**

Jim Hooper moved that the original proposal be amended so that there could be one elected representative for the Graduate School of information Technology and Engineering and that individual be permitted to be from either Huntington or South Charleston. Sarah Denman seconded the motion. The Council voted to defeat the amendment. **MOTION WAS DENIED.**

Bobbi Nicholson moved that the original document be put into effect for one year and at that time be revisited. Corley Dennison seconded the motion. **MOTION CARRIED.**

Lisle Brown presented a preliminary report on behalf of the Electronic Thesis and Dissertation Committee. He moved that the six recommendations found on page eight of the document be accepted. (Copy attached). Carl Gruetter seconded the motion. **MOTION CARRIED.**

Meeting adjourned at 2:15 p.m.

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GRADUATE COUNCIL
MINUTES
March 12, 1999

Present: Charles Braun, Lisle Brown, Lenny Deutsch, Howard Gordon, Carl Gruetter, Tom Hankins, Jim Hooper, Joyce Meikamp, Silvana Mooney, Giovanna Morton, Dennis Prisk, Maria-Carmen Riddel, Judy Silver, Celene Seymour, Bobbi Nicholson, Phil Rutsohn

Absent: Ken Ambrose, David Castleberry, Sarah Denman, Corley Dennison, Bob Rubenstein, John Walden

Guest: Monica Brooks

The meeting was called to order by Chair Dennis Prisk at 1:10 p.m. Dr. Prisk moved that the minutes of February 12 be approved with two corrections - add Maria-Carmen Riddel as being present. The change in course content for Nursing 622, 624, and Nursing 626 should also reflect a decrease from six hours of credit to five hours of credit.

In Charley Braun's presentation on behalf of the Curriculum Committee, he asked the secretary to confirm if CI 449/549 has Dr. Gilley's approval for a title change. CI 449/549 was approved by Dr. Gilley On December 24 to be changed from Classroom Management Techniques for Secondary and Middle Childhood Teachers to Instructional and Classroom Management: Secondary Education.

Dr. Braun moved that the following course additions be approved as submitted. Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

COURSE CHANGES:

Deletions: LITS 530	Principles of Linguistics
LITS 550	Literary Criticism
LITS 521	Creative Writing Workshop
CJ 664	The Law of Evidence
CJ 663	Public Policy and Administration: Juvenile and Adult Offenders
CJ 662	Constitutional Rights: Due Process, Equal Protection, Criminal Procedure
CJ 661	Criminal & Juvenile Law

Changes in Course Content

FSC 606	Crime Scene & Death Investigation
FSC 608	Forensic Science II: Drugs
FSC 614	Forensic Technologies
FSC 665	Legal Issues In Forensics

Changes in Alpha's, Names, Course Numbers, etc.

From: HST 635	Oral History Seminar
To: HST 635	Oral/Local History Seminar

From: HST 530 Soviet Russia
To: HST 530 Soviet Russia and Beyond

Monica Brooks, Chair of the Electronic Scholarship Committee, was present to discuss the committee's draft of recommended guidelines for presentation of electronic scholarly material. Lenny Deutsch moved that the draft be accepted with one minor change. Dr. Deutsch would like for the last sentence in the first paragraph to read - "Among formats currently utilized nationally are the following" - instead of "Among formats currently acceptable are the following." (Copy attached for the record). Tom Hankins seconded the motion. **MOTION CARRIED.**

As a point of information, Lenny Deutsch would like the record to reflect the Special Education Department would like to change some catalog wording concerning the GRE requirements. Special Education says that a student must meet one of the following three requirements: an overall undergraduate grade point average of 3.0 or a score of 800 on the first two subtests of the GRE or a score of at least 30 on the MAT.

Journalism would like it noted that applicants who complete their bachelor's degree program with a 3.0 or higher cumulative grade point average must have a minimum score of 1,200 on the GRE. Those students who have GPAs between 2.25 and 2.99 must have a minimum score of 1,500.

Marty Amerikaner wants to note that in addition to the GRE psychology applicants may substitute the Miller Analogies Test in their application materials. The minimum score needed for admission will be 40 which is the 40th percentile.

The Biomedical Science Graduate Studies Committee requests that the next edition of the Graduate Catalog include the following changes:

1. On page 75, the section entitled **Graduate Assistantships for the Doctor of Philosophy Program** should precede the section entitled **Duration of Degree Programs**.
2. On page 75, the section entitled **Graduate Assistantships for the Doctor of Philosophy Program** should be changed to **Admission and Assistantships**.
3. On page 75, the new **Admission and Assistantship** section should read:

Applications will be reviewed as soon as complete. Research assistantships are available on a competitive basis for students in the doctoral degree program. Priority consideration for assistantships will be given to West Virginia residents. Deadlines for admission and assistantship considerations are March 15 for the fall semester and October 15 for the spring semester.

Dean Lenny Deutsch moved the Graduate Catalog "Admissions" information revisions be accepted as amended. Giovanna Morton seconded the motion. **MOTION CARRIED.** Dean Deutsch will meet with Ron Childress to resolve terminology concerning the Admissions category Staff Development vs In-Service Teacher Development.

Giovanna Morton moved the Council membership remain the same awaiting any recommendations from Sarah Denman. Judy Silver seconded the motion. **MOTION CARRIED.**

The April 9 Graduate Council meeting conflicts with spring break. Please reschedule for April 16.

The Electronic Thesis Dissertation Initiative was moved to the April agenda.

Lenny Deutsch asked Bobbi Nicholson to let him know the requirement for comprehensive assessments in the Ed.S. Program.

Meeting adjourned at 2:05 p.m.

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GRADUATE COUNCIL
MINUTES
February 12, 1999
D R A F T

Present: Charles K. Braun, David H. Castleberry, Sarah N. Denman, Corley F. Dennison, Leonard J. Deutsch, Howard R. Gordon, Carl A. Gruetter, Judith A. Silver, Barbara Nicholson, Dennis P. Prisk, Robert Rubenstein

Absent: Lisle G. Brown, Tom Hankins, James Hooper, Joyce Meikamp, Silvana Mooney, Giovanna B. Morton, Celene Seymour, Phillip Rutsohn, John Waldne

Guest: Nancy Wilson

The meeting was called to order at 1:10 p.m. by Chair Dennis Prisk

Lenny Deutsch moved that the minutes of January 29, 1999 be approved with changes as noted. Charlie Braun seconded the motion. **Motion Carried.**

Lenny Deutsch moved that the Biomedical Science Department be allowed to create a new Associate Graduate Faculty Doctoral Status category. 1. To be eligible for the Associate D. S. status, the individual must have a terminal degree and present evidence of continued scholarly activity. Evidence of the latter will include, at least, the publication of one scientific paper in a referred journal, presentation of a scientific paper at a national or international meeting, and/or the submission of a grant proposal in the last five years. The term of appointment will be two years. 2. Change the term of appointment for Full Graduate Faculty D. S. Status from six years to three years, effective immediately. Minimal criteria will remain unchanged. Faculty with Full D. S. Status will serve out their remaining 6-year appointment before renewing for the new 3-year term. Corley Dennison seconded the motion. **Motion Carried.**

Lenny Deutsch moved on behalf of Giovanna Morton that the four applications for graduate faculty membership be approved: Todd Green, Full D.S.; James Krause, Associate, D.S.; Elsa Mangiarua, Full D.S.; Richard Niles, Full D.S. Howard Gordon seconded the motion. **Motion Carried.**

Charley Braun made a motion on behalf of the Curriculum Committee to make the following course additions, changes in content and alpha designations. CI 653, Literary Acquisition was tabled until the March meeting of the Graduate Council. Corley Dennison seconded the motion. **Motion Carried.**

Course Additions:

ATE 508	Teaching Methods in Vocational Education
ATE 511	Introduction to Vocational Education
ATE 512	Course Construction and Planning in Vocational Education
ATE 513	Organization & Management of School Shops & Laboratories
ATE 521	Occupational Analysis
ATE 524	Safety in Vocational Education
ATE 535	Methods of Examination in Vocational Education
ATE 536	Coordination of Cooperative Vocational Education

ATE 547 Computer Applications in Vocational Education
 ATE 548 Applications of Basic Skills in Vocational Education
 ATE 552 History and Philosophy of Vocational Education
 ATE 559 Coordination of Vocational Youth Activities
 CI 653 Literacy Acquisition - Tabled until March 1999 meeting
 Changes in Course Content:
 NUR 622 Advanced Family Nursing I
 NUR 624 Advanced Family Nursing II
 NUR 626 Advanced Family Nursing III
 FSC 604 Forensic Science I

Changes in Alpha's, Names, Course Numbers, etc.

From: COUN 660 Advanced Group Counseling
 To: COUN 747 Advanced Group Counseling

From: ATE 612 Historical Developments of Workforce Preparation
 To: ATE 595 Historical Developments of Workforce Preparation

From: Math 556 Finite Mathematics
 To: CIME 556 Applied Mathematics II for Mathematics Educators

From: Math 500 Mathematics for the Elementary Teacher
 To: CIME 501 Mathematics for the Elementary Teacher II

From: Math 557 Algebra
 To: CIME 557 Algebra for Mathematics Educators

From: Math 558 Geometry
 To: CIME 500 Geometry for Mathematics Educators

From: Math 555 Technical Mathematics
 To: CIME 555 Applied Mathematics I for Mathematics Educators

From: Math 790 Advanced Topics in mathematics
 To: CIME 585 Independent Study

Charley Braun moved that the guidelines for the Graduate-Level Certificate Programs be approved as submitted. Bobbi Nicholson seconded the motion. **Motion Carried.**

Nancy Wilson drafted a proposal to reconstitute Graduate Council membership which reflected equal representation from each campus of one representative per academic unit. Huntington campus - Lewis College of Business, College of Education and Human Services, College of Fine Arts, College of Liberal Arts, College of Science, School of Journalism & Mass Communications, School of Medicine, College of Nursing and Health Professions. South Charleston campus - Graduate School of Information Technology & Engineering, Education and School of Professional Development, Liberal Arts, Management. At-large representatives (one per campus) would come from the persons with faculty rank from the libraries, a faculty senate liaison, and a graduate student representative. There would be eleven representatives from each campus. After discussion, the committee decided the proposed policy could use further work. Four voted for the proposed policy: Bob Rubenstein, Bobbi Nicholson, Lenny Deutsch and Carl Gruetter. Six voted against the proposed policy: Corley Dennison, Charley Braun,

Dave Castleberry, Judy Silver, Maria-Carmen Riddel. Sarah Denman abstained. **The Motion was not approved.** It will reappear on the March agenda.

Dr. Prisk submitted a draft proposal for guidelines for the submission of electronic scholarly activities. He asked the committee to review the draft prior to our next meeting. Monica Brooks will be at the next Graduate Council meeting to answer questions.

As a point of information, the following GRE requirements were noted:

Journalism will retain a GRE score of 1200 for applicants whose GPA is 3.0 or better, and a GRE of 1500 for those with a GPA between 2.25 and 2.99. There will be no provisional admits.

Political Science will retain the requirement that all students take the GRE. No scores are indicated.

Criminal Justice wants to retain the GRE requirement retroactive to the beginning of the 1998 fall term.

Communication Studies wants to drop the GRE requirement retroactive to the beginning of the 1998 fall term.

In both of the latter cases, Chair Dennis Prisk ruled that the Graduate Council need not vote to approve the catalog changes.

Psychology will use the GRE (V & Q & A) but not the subject test. They have not decided yet on the use of the MAT.

The next catalog will reflect that CJ applicants with a GPA between 2.75 and 2.99 must score 1500 or better on the GRE. Applicants with a GPA of 3.0 or higher must score at least 1250 on the GRE.

Meeting adjourned at 2:35 p.m.

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GRADUATE COUNCIL
MINUTES
January 22, 1999

The Graduate Council met in the Thomas Board Room, South Charleston, on Friday, January 22, 1999, from 1:40 to 3:20 p.m.

In attendance were: Charley Braun, David Castleberry, Sarah Denman, Corley Dennison, Len Deutsch (chairing in Dennis Prisk's absence), Howard Gordon, Carl Gruetter, Joyce Meikamp, Giovanna Morton, Bobbi Nicholson, Maria Carmen Riddel, Phil Rutsohn, Celene Seymour, Judy Silver, John Walden, and Nancy Wilson (substituting for Tom Hankins).

Absent were: Ken Ambrose, Lisle Brown, Jim Hooper, Bob Rubenstein

Len Deutsch called the meeting to order at 1:40 p.m. and distributed the Program Review Schedule for the next few years prepared by Bob Edmunds. Charley Braun moved that the minutes of December 11, 1998 be amended to include curricular changes which had been approved. So amended, the motion to approve the minutes was seconded and approved. **Motion Carried.**

Corley Dennison and Bobbi Nicholson addressed the issue of Graduate Council membership. There emerged a consensus that representation from the two campuses on the Council should be equal. It was moved that Nancy Wilson would write up a proposal indicating in detail how this would be done. Council asked Dr. Wilson to circulate her proposal at least one week before the February Council meeting. The motion was seconded and approved unanimously. **Motion Carried.**

Giovanna Morton reported for the Credentials Committee that no action was necessary regarding Gary Patton's request for provisional Graduate Faculty membership inasmuch as such appointments are the responsibility of the Graduate Dean. A motion was made to approve the following:

Dr. Barbara Becker-Cottrill, COEHS, Associate (Adjunct)
Dr. Joe A. Stickles, COS (Math), Full
Prof. Toshiyuki Kikuchi, COLA (CS), Associate

The motion was seconded and passed unanimously. **Motion Carried.**

In Ken Ambrose's absence, Len Deutsch reported for the Policy Committee. As a point of information, Deutsch related that the following programs have chosen the GRE/MAT requirements as indicated:

ATE - drop the GRE
BSC - require GRE general test and 530 in subject test
LS - MAT of 40 or GRE 800 (V and A or Q)
MSN - GRE 1100-1500 depending upon GPA
PS - Physics GRE, Geology no GRE or MAT
Safety - drop GRE
Teacher Ed - GRE 800 (V & Q) or MAT 30; Reading has its own scores

The Safety program's intention to impose a three "C" limit was noted as a point of information.

The Safety Program was given the green light to penalize students who fail to appear for the comprehensive examination without proper notification. It was agreed by consensus not to adopt such a policy university-wide. Deutsch indicated he would propose some alternate language to the department.

Concerning Safety's questions regarding "conditional pass" on the comprehensive assessment, Council authorized Deutsch to respond to Allan Stern's memo of January 12, 1999.

After a brief discussion of the administration of student course evaluations at the end of each semester, by consensus Council endorsed Sarah Denman's view that faculty members should use common sense and schedule evaluations during class time.

The final item of business introduced by the Policy Committee was the nature and administration of comprehensive assessments. Deutsch moved to delete the second complete paragraph on Page 51 and the fourth complete paragraph on Page 51 of the 1998-99 catalog. To wit, the paragraphs beginning: "Except for M.B.A. students. . ." and "Before students undertake the comprehensive assessment. . ." will be removed from the next catalog. These paragraphs address the current policy of having comprehensive examining committees of three to five members, the student's role in selecting committee members, and the dean's role in setting up the "comps."

In place of these paragraphs, the following language will appear in the 1999-2000 catalog as the third complete paragraph on Page 51:

Every student will have no fewer than two readers or evaluators on his or her comprehensive assessment committee. The advisor or graduate program director will select readers/evaluators who hold Marshall University Graduate Faculty membership. The program will report the results of the comprehensive assessment to the appropriate dean in a timely manner and will maintain a record of faculty participants. See your program advisor for more information about the comprehensive assessment.

The motion to approve was seconded and passed unanimously. **Motion Carried.**

Beyond the changes in the catalog language, it was noted that when two readers disagree, a third reader/evaluator will be called in. The majority view will determine whether the student passed the comprehensive assessment. During the discussion it was also noted the programs, if they wish, may allow students to play a role in selecting their committee members.

Charley Braun reported for the Curriculum Committee. The following items were recommended for adoption. The motion to approve was seconded. **Motion carried.**

Old Business - Course Additions (3)

BMS 660 - Communication Skills for Biomedical Students I
BMS 661 - Communication Skills for Biomedical Students II
CI 415/515 - Integrated Methods and Materials: Secondary Education

New Business - "Intent to Plans" (3)

"Teaching English as a Second Language" (New area of emphasis in CI, cross-listed with

Humanities)

Educational Personnel Preparation Program for Teachers of the Blind & Visually Impaired
(Special Education)

Licensure Program for School Social Services & Attendance Personnel (LS and Coun)

Course Additions (9)

PSC 525 - Ancient and Medieval Political Thought

PSC 526 - Modern Political Thought

BSC 445/545 - Microbial Ecology

BSC 446/546 - Methods in Microbial Ecology

BSC 411/511 - Digital Image Processing and Computer Simulation Modeling

BSC 410/510 - Physics of Remote Sensing with Applications

EDF 514 - Human Growth and Development: Adolescence

EDF 513 - Human Growth and Development: Birth to 8 years

ENB 565 - Literature of War: (Specific war)

Course Changes (2)

Changes in alpha's, names, course numbers, etc.

From: CI 660 Using Computers to Improve Instruction in the Classroom

To: CIEC 660 Using Computers to Improve Instruction in the Classroom

From: CI 530 Computer Software & Methodology in Eductaion

To: CIEC 530 Computer Software & Methodology in Education

The meeting was adjourned at 3:20 p.m.

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GRADUATE COUNCIL
MINUTES
December 11, 1998

Present: Charles K. Braun, Lisle G. Brown, Sarah N. Denman, Corley F. Dennison, Carl A. Gruetter, Tom Hankins, James Hooper, Silvana Mooney, Giovanna B. Morton, Judith A. Silver, Barbara Nicholson, Dennis P. Prisk, Phillip Rutsohn, Celene Seymour

Guests Present: Bert Gross, Roscoe Hale, Kumar Kittusamy, John Singley, Alan Stern, Steve Russell representing Joyce Meikamp

Absent: Kenneth P. Ambrose, David H. Castleberry, Leonard J. Deutsch, Howard Gordon, Joyce Meikamp, Maria-Carmen Riddel, Robert Rubenstein, John Walden

Chair Dennis Prisk called the meeting to order at 1:07 p.m. Dr. Prisk moved that the minutes of November 13 be approved as presented. Bobbi Nicholson seconded the motion. **MOTION CARRIED.**

Bobbi Nicholson gave an academic appeals update and made a motion that the report be accepted as submitted. There were originally five appeals. The hearing committee made no changes to any of the grades appealed. Phil Rutsohn seconded the motion. **MOTION CARRIED.**

Charley Braun moved that the old business concerning course additions of BMS 660, BMS 661, and CI 415/515 be tabled pending further clarification. Phil Rutsohn seconded the motion. **MOTION CARRIED.**

Dr. Braun moved that the Council accept the two new areas of emphasis in the area of safety as: Industrial Hygiene and Ergonomics. Phil Rutsohn seconded the motion. **MOTION CARRIED.**

Courses to be added in the two new areas of emphasis in Safety Education:

- SED 553 - International Safety and Health
- SED 557 - Biological Monitoring
- SED 558 - Hospital Safety
- SED 600 - Occupational Epidemiology
- SED 647L - Quantitative Industrial Hygiene Lab
- SED 648 - Industrial Ventilation
- SED 649 - Physical & Biological Hazards
- SED 651 - Industrial Toxicology
- SED 652 - Industrial Noise & Vibration
- SED 661 - Advanced Occupational Ergonomics
- SED 662 - Methods in Work Analysis

Dr. Braun moved that the following course additions, changes and deletions be accepted as submitted. Corley Dennison seconded the motion. **MOTION CARRIED.**

ADDITIONS:

CIEC 560-564 Professional Development
 CIEC 580-583 Special Topics
 CIEC 585-588 Independent Study
 CIEC 591-594 Workshop

CIME 560-564 Professional Development
 CIME 580-583 Special Topics
 CIME 585-588 Independent Study
 CIME 591-594 Workshop

CISE 560-564 Professional Development
 CISE 580-583 Special Topics
 CISE 585-588 Independent Study
 CISE 591-594 Workshop

SED 505 Introduction to Occupational Safety & Health

ATE 495/595 Historical Developments of Workforce Preparation

ATE 489/589 Grant Proposal Writing for Business & Industry

PLS 442E/542E Managing for Quality Off-Highway Vehicle Recreation

CI 442/542 Instructional and Classroom Management: Elementary Education

MIS 678 Management Information Systems

Math 591 Master's Essay

Dr. Braun moved and Jim Hooper seconded the motion to add Math 591, a seminar course for graduate students in Math. **MOTION CARRIED.**

CHANGES:

From: CI 449/549 Classroom Management Techniques for Secondary and Middle Childhood Teachers

To: CI 449/549 Instructional and Classroom Management: Secondary Education

From: MTH 589 An Introduction to Techniques of Teaching Mathematics with Emphasis on Intermediate Algebra

To: MTH 589 An Introduction to Techniques of Teaching Mathematics with Emphasis on Lower Level Mathematics Courses

From: MGT 678 Management Information Systems

To: MIS 678 Management Information Systems

DELETIONS:

MGT 678 Management Information Systems

The Biomedical program requested a one-time exemption for students enrolled in Biochemistry 620 to receive 7 credit hours of "C" and still be eligible to graduate as opposed to the general limit of 6 credit hours of "C" for this year only. Celene Seymour seconded the motion. **MOTION CARRIED.**

Bert Gross moved that the current student course evaluation form be changed from strongly agree, agree, neutral, disagree, strongly disagree to read "rate your instructor using the following scale: Excellent, good, average, below average and poor." The change to the form would result in a more accurate rating. Jim Hooper seconded the motion. **MOTION CARRIED.** Dr. Gross also moved that the statement on the evaluation which reads, "The grading method is appropriate for course content," to read "grades are an accurate assessment of my performance in this course." Only two voted in favor of the motion (Judy Silver and Charley Braun). This motion did not pass.

President Gilley has asked for two members of the Graduate Council to serve on a Library Policy Board. Celene Seymour volunteered. Dr. Prisk will ask David Castleberry if he will serve.

Corley Dennison moved that the Graduate Council membership agenda item be tabled until the January meeting of the Council. He and Bobbi Nicholson will present in writing a policy for selecting membership to the Graduate Council. This should be the first item on the January agenda. As it stands now Graduate Committee would constitute membership in the Graduate Council on a one per academic unit basis with a stipulation that those positions be evenly divided between the two campuses. Sarah Denman seconded the motion. **MOTION CARRIED.**

Dr. Prisk reminded the Council that the January meeting will be on the Charleston campus in the Thomas Board Room.

Meeting adjourned at 2:03 p.m.

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GRADUATE COUNCIL
MINUTES
November 13, 1998

Present: Ken Ambrose, Charley Braun, Lisle Brown, Sarah Denman, Corley Dennison, Lenny Deutsch, Carl Gruetter, Tom Hankins, Joyce Meikamp, Giovanna Morton, Judy Silver, Bobbi Nicholson, Dennis Prisk, and Phil Rutsohn, Bob Rubenstein

Guests Present: Bert Gross, Roberta Ferguson

Absent: David Castleberry, Howard Gordon, Jim Hooper, Maria-Carmen Riddel, Celene Seymour, Bob Rubenstein and John Walden

Chair Dennis Prisk called the meeting to order at 1:10 p.m. Joyce Meikamp moved that the minutes of October 9 be approved with changes noted. Lenny Deutsch seconded the motion.

MOTION CARRIED.

Charley Braun, on behalf of the Curriculum Committee, moved that MKT 511, Marketing & Management; MGT 520, Production/Operations Management; PLS 441-E/541-E, Planning for Off-Highway Vehicle Recreation; and SOC 560, The Holocaust and Genocide be added as new courses. Ken Ambrose seconded the motion. **MOTION CARRIED.** Bobbi Nicholson moved to table BMS 660 and BMS 661 until a clarification is made as to the possible conflict with the Communication Studies Department. Carl Gruetter seconded the motion. **MOTION CARRIED.**

Charley Braun moved that the following course changes be made as indicated:

From: SOC 601: Advanced Sociological Theory
To: SOC 601: Contemporary Sociological Theory

From: ECN 501: Principles of Economics
To: ECN 501: Economic Analysis

From: PSYC This was the alpha for MUGC Psychology courses
To: PSY This will be the alpha for all MU Psychology courses

Judy Silver seconded the motion. **MOTION CARRIED.**

Charley Braun moved two courses be deleted from the curriculum: ENG 600, Shakespeare; and PSC 531, Political Theory and Public Problems. Lenny Deutsch seconded the motion. **MOTION CARRIED.**

Roberta Ferguson, Registrar, was present to discuss eliminating undergraduate prerequisites from the course schedule of classes. Lenny Deutsch made a motion that this procedure be implemented beginning with the summer of 1999. Lisle Brown seconded the motion. **MOTION CARRIED.**

Bobbi Nicholson moved to table the Student Course Evaluation discussion until the South Charleston campus could review the form. Judy Silver seconded the motion. **MOTION CARRIED.**

Corley Dennison made a motion that the Council would waive the right to review Graduate Programs. All Graduate Program Reviews would be forwarded to Lenny Deutsch, Dean of the Graduate School. Dr. Deutsch will keep the Graduate Committee apprised of the programs that are under review. Dr. Deutsch asked that all the reviews be in his office by Friday, November 20. Carl Gruetter seconded the motion. **MOTION CARRIED.**

Charley Braun discussed the proposed policy for graduate-level certificates which he distributed at the October 9 Graduate Council meeting. Sarah Denman moved that the agreement be accepted with only minor amendments. First, combine bullets 3 and 4 under "content requirements." Second, individual departments will decide if course work taken at other institutions shall count toward certificate requirements. Individual departments shall also determine if credit earned will be applied to the certificate or the degree or both. Lenny Deutsch seconded the motion. **MOTION CARRIED.**

Giovanna Morton moved that graduate faculty membership be awarded as follows:

Wm. James Arnold	Associate
Cheryl Brown	Associate
Leslie Frost	Full
John Kiger	Full
Michael Norton	Full, D.S.
Robin Walton	Associate

Corley Dennison seconded the motion. **MOTION CARRIED.**

Policy Committee Ken Ambrose - History Department catalog revisions were handled as a point of information.

The Psychology Department voted to no longer require the subject area of the GRE, but to continue the general GRE requirement. The change should be effective immediately. Sarah Denman seconded the motion. **MOTION CARRIED.**

Sarah Denman made a motion that the terminology "adjunct" have the meaning of unpaid status for services rendered to the university whether it be a teaching service, clinical service, supervision or working with someone on a thesis committee. However, "part-time" is paid. Lenny Deutsch seconded the motion. **MOTION CARRIED.**

Bobbi Nicholson will have a report on academic appeals for the December meeting.

Dr. Dennison shared his thoughts on the membership make-up of the Graduate Council. Dr. Dennison stated that the original wording which created the Graduate Council recognized academic units that no longer exist. Three academic units at South Charleston have been absorbed into larger academic units and are served by an executive dean. The South Charleston faculty would like to maintain representation on the Graduate Council. If representation on the Graduate Council were determined by academic unit, the size of the Council would be reduced by several faculty members. Corley Dennison and Bobbi Nicholson will have a firm proposal concerning Graduate Council membership ready for discussion at the December meeting.

Dr. Dennison would like for the Graduate Council to look at some of its processes particularly the Curriculum Committee to make certain we are touching base with all campus constituencies. He would also like to see the Graduate Council review their overall relationship with the Faculty Senate.

With regard to the Graduate Committee, Dr. Dennison believes there is a feeling among some of the faculty on the Faculty Senate that there isn't enough communication between the Graduate Committee and the Graduate Council.

Giovanna Morton asked to be replaced on the Recruitment Committee. Phil Rutsohn, Carl Greutter and Ken O'Neal are the other members of the committee. There were no volunteers. Dr. Deutsch will draft a member.

Dr. Prisk requested that the Comprehensive Exam issue be referred to the Policy Committee for a recommendation to the Council in January or February.

Dr. Prisk stated the Withdrawal issue will be discussed at the December meeting.

Meeting adjourned at 2:55 p.m.

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GRADUATE COUNCIL
MINUTES
October 9, 1998

Present: Ken Ambrose, Charlie Braun, David Castleberry, Sarah Denman, Corley Dennison, Lenny Deutsch, Carl Gruetter, Tom Hankins, Jim Hooper, Joyce Meikamp, Giovanna Morton, Judith Silver, Celene Seymour, Bob Rubenstein, Phil Rutsohn

Guests Present: Marty Amerikaner and Ken O'Neal

Absent: Howard Gordon, Barbara Nicholson, Dennis Prisk, Maria-Carmen Riddel, John Walden

Lenny Deutsch chaired the committee meeting in Dennis Prisk's absence. Dr. Deutsch called the meeting to order at 1:10 p.m. Judy Silver made a motion that the minutes from the September 11, 1998 meeting be accepted as submitted. David Castleberry seconded the motion. **Motion carried.**

Giovanna Morton reported on behalf of the Credentials Committee that there were thirteen applications for graduate faculty membership. Dr. Morton moved that the applicants receive membership as noted--Rebecca Appleton-Full; M. Jane Daniel-Associate; Victor Fet-Full D.S.; Margaret Fish-Associate; Angela Hausman-Full; David A. Hermon-Full; Stephen T. Jakubowski-Full; James E. Joy-Full; Michael J. LaMonte-Associate; Montserrat M. Miller-Full; Marc E. Williams-Provisional; Laura J. Wyant-Full; and Michael Norton-Full. Corley Dennison seconded the motion. **Motion carried.**

Charlie Braun reported on behalf of the Curriculum Committee. Charlie made a motion to return course additions CI 415/515 to originator for further clarification. He moved that CIME 585--588 be accepted as submitted. Ken Ambrose seconded the motion. **Motion carried.**

Charlie Braun made a motion that the grading method for CI 603, 604, 646, 648, 649, 651, 673 and 674 be changed from "A-F" to "Satisfactory/Unsatisfactory." Jim Hooper seconded the motion. **Motion carried.**

Charlie Braun made a motion that the following CI changes in alphas, names, course numbers, etc., be accepted as submitted:

From: RDNG 701: Seminar I
To: To CI 701: Reading Education Seminar I

From: RDNG 702: Seminar II
To: CI 702: Reading Education Seminar II

From: RDNG 703: Reading and Reading--Related Tests & Techniques
To: CI 703: Reading and Reading--Related Tests & Techniques

From: RDNG 704: Advanced Instructional Techniques
To: CI 704: Advanced Instruction Reading Processes

From: RDNG 705: Applied Research I

To: CI 705: Applied Research in Reading Education I

From: RDNG 706: Applied Research II

To: CI 706: Applied Research in Reading Education II

From: RDNG 707: Issues in Reading

To: CI 707: Issues in Reading

From: RDNG 708: Philosophy and History of Reading Education

To: CI 708: Philosophy and History of Reading Education

From: RDNG 709: Field Experience: An Aspect of Reading Education

To: CI 709: Field Experience: An Aspect of Reading Education

Giovanna Morton seconded the motion. **Motion carried.**

Dr. Braun circulated a proposed policy for graduate-level certificates which he would like the Graduate Council to review. He would like to have further input from the university community and submit the proposal for discussion at the November meeting. Council agreed.

Marty Amerikaner representing the College of Liberal Arts was present to discuss changes to the course evaluation instrument. Corley Dennison made a motion to table this item until a formal proposal can be received and considered at the November meeting. Ken Ambrose seconded the motion. **Motion carried.**

Ken Ambrose made a motion on behalf of the Policy Committee that the commencement hooding be performed by the doctoral student's major advisor. Dr. Gruetter seconded the motion. **Motion carried.**

Ken Ambrose made a motion on behalf of the Policy Committee that all graduate applications for admissions to the university be forwarded to the individual programs for review/admitting. The turn around time should be no longer than two weeks. It was agreed that programs with specific deadlines could accumulate applications until that date. Tom Hankins seconded the motion. **Motion carried.**

Ken Ambrose made a motion on behalf of the Policy Committee to eliminate "undecided" as an admissions category. Phil Rutsohn seconded the motion. **Motion carried.** (To be implemented with the 1999-2000 catalog).

Dr. Ambrose made a motion on behalf of the Policy Committee for the Department of Safety to temporarily suspend the Traffic Safety option from the catalog. Jim Hooper seconded the motion. **Motion carried.**

Dr. Ambrose made a motion on behalf of the Policy Committee to revise the catalog description of what constitutes an appropriate undergraduate degree that allows admission in to the Safety Program at the graduate level. *An appropriate undergraduate/graduate degree or major is basically any safety, business, nursing or science degree. All other majors are deemed "not acceptable." However, having a non-appropriate degree does not prevent or eliminate a student from applying for admission. Students wishing to enter the program may be required to take additional undergraduate safety courses as deemed by the faculty to overcome any academic deficiencies. Such courses might be SED 372, SED 373 and SED 378. All students (except safety majors) will be required to enroll in SED 505 "Introduction to Occupational Safety and Health" to help them become familiar with the field.* Sarah

Denman seconded the motion. **Motion carried.**

Dr. Ambrose made a motion on behalf of the Policy Committee to implement a cut-off date for student applications for the Safety Program of November 1 and April 15. Dr. Gruetter seconded the motion. **Motion carried.**

Dr. Ambrose made a motion on behalf of the Policy Committee to allow the Safety Department to administer one comprehensive exam for the entire summer, the exam to be conducted at the latter part of Summer Session D, thus, resulting in one summer graduation. David Castleberry seconded the motion. **Motion carried.** Before the vote, it was understood that this motion would fundamentally alter the way we handle summer graduation at the graduate level. Starting with the next graduate catalog, all graduate programs will be on a regimen of one graduation per summer.

After much discussion by the Graduate Council, Ken Ambrose asked that the motion concerning the withdrawal policy be tabled until the Council can get further input from other campus constituencies such as the Faculty Senate's Policy Committee and the Council of Deans as to the impact on undergraduate programs. This should be voted on no later than the December meeting to allow for inclusion in the course syllabi and student handouts. This will allow time for catalog corrections.

Dr. Deutsch made a request to form an Ad Hoc Recruitment Committee to develop strategy for recruiting graduate students. Dr. Deutsch asked for volunteers. Giovanna Morton, Phil Rutsohn, Carl Gruetter, and Ken O'Neal agreed to serve.

Corley Dennison discussed Graduate Council representation and stated that a formal recommendation would be forthcoming.

Sarah Denman left at 2:45 p.m. at which time Dr. Deutsch asked the Council to delay discussion of Agenda Item No. 7 (nomenclature) until Sarah could be present.

Dr. Deutsch asked for two representatives (one from each campus) to serve on the Electronic Thesis Committee. Joyce Meikamp volunteered and Maria-Carmen Riddel was drafted.

Dr. Deutsch moved that the Banner prerequisite concerns raised by our Registrar, Bert Ferguson, be referred to the Policy Committee and that Mrs. Ferguson be invited to the next Graduate Council meeting for discussion.

On behalf of Bobbi Nicholson, Bob Rubenstein asked Dr. Deutsch to place comprehensive exams on the November agenda.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Dennis P. Prisk, Chairman

DPP:dh

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GRADUATE COUNCIL
MINUTES
September 11, 1998

Present: Ken Ambrose, Charlie Braun, David Castleberry, Sarah Denman, Corley Dennison, Lenny Deutsch, Jim Hooper, Joyce Meikamp, Giovanna Morton, Dennis Prisk, Maria-Carmen Riddel, Judith Silver, Celene Seymour, Barbara Nicholson, John Walden

Absent: Howard Gordon, Carl Gruetter, Sally Lowe, Jeff May, Bob Rubenstein, Phil Rutsohn

Dr. Prisk welcomed the Graduate Council for the new academic year and introduced a new member - Tom Hankins from South Charleston.

Dr. Prisk announced the committee will meet monthly this year. Presidential approvals will be reported in a more timely fashion. He reminded the members to forward any agenda items as soon as they were available, especially to South Charleston. He asked that curriculum proposals be routed through his office. Also, be sure to submit agenda items to the appropriate committee or to his office.

It was moved, seconded and motion carried that Graduate Faculty Membership be awarded as follows:

Richard Begley-Full
Howard Gordon-Full
Daesung Ha-Full
Susan Jackman-Full D.S.
Tony Keys- Full
Nancy Lang-Full
Marshall Onofrio-Full
Elizabeth Smith-Full
Emma Smith-Assoc.
Edmund Taft-Full
Jack Terry-Assoc.
John Wallace-Full

Dr. Morton noted there were other applications pending which were received too late for processing for this meeting.

Dr. Deutsch reported that the graduate admission process as it relates to academically provisional students needs some refining. He would like for the Academic Planning and Standards Committee to review the policy and bring a recommendation to the Council.

Dr. Deutsch reported he would like for graduate faculty titles (Senior Lecturer, Clinical, etc.) be referred to the Policy Committee for recommendation on rights/responsibilities as it relates to inclusion in the Graduate Catalog.

Dr. Braun reported he should have a draft of the graduate certificate program guidelines ready for review for the next Council meeting on October 9.

Dr. Prisk , Sarah Denman, and Corley Dennison will follow-up on the electronic scholarship item. At

this point, Dr. Prisk feels electronic scholarship will need a special faculty committee to develop a proposal.

Dr. Braun reported on behalf of the Curriculum Committee with a reminder to be certain to move the proposals along as swiftly as possible. He presented the following curricular changes on behalf of the Curriculum Committee. It was moved, seconded and motion carried to make the changes as indicated.

Course Title Changes -

PSY 610 from "Assessment I" to "Assessment of Adults"
PSY 611 from "Assessment II" to "Assessment of Children"

Course Content Changes:

BIC 636 "Biochemistry & Molecular Biology"

Course Number/Alpha Numeric Changes

PSY 601 "Teaching Psychology" to
PSY 600 "Teaching Psychology"

ED 563 "Teaching Mathematics to Early Adolescents" to
CIME 570 "Teaching Mathematics to Early Adolsescents"

ED 583 "Supervised Field Practicum/Seminar in Mathematics, Grades 5-8" to
CIME 575 "Supervised Field Practicum/Seminar in Mathematics, Grade 5-8"

ED 584 "Supervised Field Practicum/Seminar Mathematics, Grades 9-12" to
CIME 577 "Supervised Field Practicum/Seminar in Mathematics, Grades 9-12"

ED 503 "Educational Leadership to
EDF 612 "Educational Leadership"

Dr. Nicholson reported on behalf of the Academic Appeals Committee. There are two pending grade appeals which she should have further information during this upcoming week.

The committee decided to wait for further instruction from President Gilley on the hooding ceremony.

Dr. Prisk thanked Lenny Deutsch for all his hard work on the Graduate Catalog.

Dr. Nicholson would like for the withdrawal policy for graduate students to be reconsidered and entered as an agenda item for the October 9 Council meeting.

Dr. Deutsch asked the Chairman to appoint two people from the Graduate Council to serve on an Ad Hoc committee to review applications from faculty for released time for research. Dr. Nicholson and Dr. Braun were appointed.

The meeting adjourned at 2:10 p.m.

DPP:dh

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DRAFT
GRADUATE COUNCIL
May 7, 1998
MINUTES

Present: Dennis P. Prisk, Chair, Sarah Denman, Corley Dennison, Sally Lowe, Jeff May, Joyce Meikamp, Giovanna Morton, Bobbi Nicholson, Celene Seymour, Judy Silver, Jim Hooper, Len Deutsch

Absent: Ken Ambrose, Bob Rubenstein, Phil Rutshon, John Walden, Dave Castleberry, Carl Gruetter, Maria-Carmen Riddell

The minutes from April 24, 1998, were approved.

Curriculum Committee

Charles Braun presented eleven (11) course changes (copy attached). All were approved. A number of course changes (90) were recommended for approval, many of which are related to the merger. All were approved (copy attached).

Credentials Committee

Giovanna Morton presented the following for graduate faculty appointment:

- Nancy Fagen - School of Nursing - Associate
- Lou Ann Hartley - School of Nursing - Associate
- Barbara Koster - School of Nursing - Associate
- Robert Stanton - School of Nursing - Associate
- Lynne Welch - School of Nursing - Full

All were approved at the level requested.

Other

The Council unanimously agreed to meet once a month for the 1998-1999 academic year. The meetings will be the second Friday of the month from 1:30-3:30. A new schedule is posted on the Web site:
<http://www.marshall.edu/graduate-council/>.

Sarah Denman moved, and it was seconded, to retain MU's grade change request policy. The motion was approved. During the discussion, Dr. Denman mentioned the financial aid implications of changing grades. She also noted that faculty does not have authority to backdate withdrawals. She expressed concern that part-time faculty are susceptible to student pressure to change grades, and she addressed the problems, associated with athletes' grades--including fifth year athletes. In the past, she noted excessive grade changes declined after deans began signing Grade Change Request forms. A copy of the form is attached.

An area of emphasis in Geobiophysical Science was requested for the M.S. in Physical Science. Corley Dennison moved for approval. Dr. Deutsch seconded. The motion was approved.

The meeting adjourned.

Attachments - 3

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GRADUATE COUNCIL

April 24, 1998

1:30-3:00 p.m.

Huntington Campus -- Room 166, Science Building
South Charleston Campus -- Room 134, Administration Building

Members Present:

Dr. Charles Braun
Dr. Sarah Denman
Dr. Corley Dennison
Dr. Howard R. D. Gordon
Ms. Sally Lowe
Dr. Jefftey May
Dr. Joyce Meikamp
Dr. Giovanna Morton
Dr. Barbara Nicholson
Dr. Dennis Prisk
Dr. Robert Rubenstein
Dr. Phillip Rutshon
Ms. Celene Seymour
Dr. Judith Silver
Dr. John Walden

Members Absent:

Dr. Kenneth Ambrose
Dr. David Castleberry
Dr. Leonard Deutsch
Dr. Carl Gruetter
Dr. James Hooper
Dr. Jake Peterson
Dr. Maria-Carmen Riddel

The meeting was called to order by Dr. Prisk at 1:06 p.m.

APRIL 3, 1998, MINUTES

A motion was made by Corley Dennison to approve the minutes for April 3. The motion was seconded and passed.

POLICY COMMITTEE

The Policy Committee, represented by Joyce Meikamp, presented a document

combining the thesis regulations from both the Huntington and Charleston campuses. A motion was made by Joyce Meikamp that the thesis recommendations be approved. It was seconded and passed.

CREDENTIALS COMMITTEE

Giovanna Morton presented 9 applications for Graduate Faculty membership. The Credentials Committee recommended that 5 applications for full graduate status and 1 application for associate status be approved. Two applicants for full graduate status were recommended for associate status. A motion was made by Giovanna Morton that these recommendations be accepted. It was seconded and passed.

CURRICULUM COMMITTEE

A motion was made by Charlie Braun that the following 16 courses be added:

ATE 549/449, ATE 520/420, CI 534, CI 540, CD 524, CD 524L, CD 526, CD 526L, CD 527, CD 527L, CD 571, CD 673, FCS 606, PLS 500/400, PSY 543/443, SED 540.

The motion was seconded and passed.

A motion was made by Charlie Braun that 46 other course changes recommended by the Curriculum Committee be approved. This motion was also seconded and passed.

MAY MEETING

Dr. Prisk announced that the next Graduate Council Meeting will be held on Thursday, May 7, 1:30 - 3:00 p.m.

GRADUATE FACULTY WORKLOAD

Sarah Denman gave a report from the committee set up to discuss Graduate Faculty workloads, It was noted that the situation varies widely from college to college and that only two colleges on the Huntington campus have faculty members who exclusively teach graduate classes. The committee made the following recommendation:

Each faculty member, working with the department/division head and dean, will examine that faculty member's proposed workload for 1999/2000, taking into consideration other instructional activities for possible reconfiguration of workloads. These possible reconfigurations should be reflected on the faculty planning pages. Each college will provide a report to the Graduate Council in April, 1999 for the review and possible reconsideration of a more formal policy.

A motion was made by Denman that this recommendation be accepted. The motion was seconded and carried.

ACADEMIC APPEALS

Barbara Nicholson reported on a recent hearing panel decision. A student who

withdrew from a graduate program which has been discontinued has requested permission to be readmitted. The hearing panel denied the request and the student has appealed to the next level.

GRADE CHANGE PROCESS

Dr. Prisk presented a proposal to accept the Huntington campus policy for changing grades. A discussion which followed included concerns about whether signatures other than the faculty member's were necessary, the NCAA regulations concerning this, and the need for departments and colleges to be informed of grade changes. Sarah Denman will check with the Registrar's Office concerning regulations and procedures. The topic was tabled until the May 7 meeting.

OTHER POLICY COMMITTEE ISSUES

Sarah Denman reported on the following topics which were processed by the Policy Committee.

I . A motion was made by Joyce Meikamp that the following change be made to *The Greenbook*, pp. 10 & II:

C. Criteria for Full Members to Supervise Doctoral Students at Marshall University

The following criteria must be met to be accorded the privilege of acting as chairpersons of doctoral student committees and directing doctoral research.

- *Full members in doctoral programs must hold a research oriented terminal degree.*
- *Full members must present evidence of continuing competitive research activity. As a minimum, this would include at least one manuscript in a refereed journal: and for the Biomedical Faculty, at least one extramural grant submitted, pending, or ongoing within the three years preceding appointment.*
- *Biomedical Faculty must reapply for doctoral graduate status every 3 years.*

The motion was seconded and passed.

2. A notification from the Department of Communication Studies was presented indicating that comprehensive written exams will be required, effective Fall 1998.

3. A motion was made by Sarah Demnan to approve a request by the Physical Science M.S. Program Committee to change the areas of emphasis to the

following 3 areas: *Aquatic Systems and Models*, *Terrestrial Systems and Models*, and *Biophysical Systems and Models*. The motion was seconded and passed.

4. A document was presented detailing the graduate psychology programs after the merger of the Charleston and Huntington campuses. A motion was made by Denman to accept the merged program as drafted by the two campuses, providing course descriptions are reduced to the required 30 word limit. The motion was seconded and passed.

5. Changes were reported in the M.A. program in Art.

6. Requests for travel reimbursements for mandatory travel between the Huntington and Charleston campuses will be granted. Requests should be made through Dr. Deutsch or Dr. Prisk.

7. During master's degree exams, if a student needs the use of a laptop computer it will be supplied by the university.

GRADUATE ADVISING AWARDS

Charlie Braun made a motion to award this year's Graduate Advising Awards to the following three individuals: Dr. Bill Westbrook, Dr. Bill Carter, and Dr. Frank Gilliam. The motion was seconded and passed.

The meeting was adjourned at 1:50.

Judith A. Silver, Acting Secretary

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GRADUATE COUNCIL

April 3, 1998

1:30-2:30 p.m.

**Huntington Campus -Room 166 Science Building
South Charleston Campus-Room 134, Administration Building**

Present: Dr. Dennis Prisk, Chair, Dr. Kenneth Ambrose, Dr. Charles K. Braun, Dr. David H. Castleberry, Dr. Sarah N. Denman, Dr. Leonard J. Deutsch (recording secretary), Dr. Howard Gordon, Dr. Carl A. Gruetter, Dr. James Hooper, Dr. Joyce Meikamp, Dr. Giovanna B. Morton, Dr. Barbara Nicholson, Dr. Robert Rubenstein, Dr. Celene Seymour, Dr. John Walden

Absent: Dr. Corley F. Dennison, III, Ms. Sally Lowe, Dr. Jeffery D. May, Dr. Maria-Carmen Riddel, Dr. Phillip Rutsohn, Dr. Judith A. Silver

The meeting was called to order by Dr. Dennis Prisk.

After a technical amendment was made to the minutes of March 13, 1998, they were unanimously approved.

Dr. Deutsch reported that in response to the sections of the merged catalog which he sent to Council members for their review, Dr. Hooper had suggested some changes. At the meeting Dr. Morton and Dr. Gruetter suggested additional changes.

Ken Ambrose, speaking for the Policy Committee, said there would be a report and recommendations at the next council meeting.

Dr. Deutsch introduced a motion that all course descriptions for the 1998-99 catalog be limited to 30 words. After a brief discussion, and with the understanding that departments had approximately one month to do any necessary rewrites, the motion was seconded and passed. The programs which will be affected most by this motion are in the Graduate School of Information Technology and Engineering, and the graduate Humanities program.

Dr. Deutsch summarized his memo to Dr. Prisk and Dr. Denman regarding certificate programs. Sarah suggested that this project be assigned to the Curriculum Committee and that the chair, Dr. Braun, work with the Faculty Senate's Curriculum Committee (chaired by Dr. Fred Mader). There was a consensus to proceed according to Dr. Denman's suggestion. (Dr. Denman pointed out that for CTC certificate programs, a certificate form has been developed and is in use.)

Dr. Morton indicated that the Credentials Committee has some questions about one or more applicants and wants to wait until the next meeting before making its recommendations. Dr. Prisk reported that President Gilley has approved the applications of Dr. Christine Henderson and Dr. Tom Pauley for Full Graduate Faculty membership.

Dr. Braun presented 49 items from the Curriculum Committee. The addition of English 578, "Language, Society, and Self: An Introduction to Sociolinguistics," was approved with one dissenting vote.

The request from Social Work for a series of Special Topics numbers, "SWK 581-583," was approved unanimously.

Forty-five (45) Counseling additions/deletions/changes were tabled after Dr. Rubenstein expressed a number of concerns including the fact that some courses are already in the fall schedule under the old numbers.

Dr. Deutsch pointed out that, although we had agreed that every current Graduate Council member will serve a two year term, we still need to address the question of what process is to be followed in future elections. Dr. Prisk assigned the task of devising election procedures to the Policy Committee.

The next meeting is scheduled for Friday, April 24 at 1:00.

The meeting was adjourned.

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Draft

3/16/98

GRADUATE COUNCIL
March 13, 1998
1:00-3:00 p.m.
Huntington Campus –Room 166 Science Building
South Charleston Campus—Room 134, Administration Building

Present:	Dr. Dennis Prisk, Chair	Absent:	Dr. Kenneth Ambrose
	Dr. David H. Castleberry		Dr. Charles K. Braun
	Dr. Sarah N. Denman		Dr. Howard Gordon
	Dr. Corley F. Dennison, III		Dr. Carl A. Gruetter
	Dr. Leonard J. Deutsch		Ms. Sally Lowe
	Dr. James Hooper		Dr. Robert Rubenstein
	Dr. Jeffery D. May		Dr. Phillip Rutsohn
	Dr. Joyce Meikamp		Dr. Judith A. Silver
	Dr. Giovanna B. Morton		
	Dr. Barbara Nicholson		
	Dr. Maria-Carmen Riddel		
	Ms. Celene Seymour		
	Dr. John Walden		

Guest: Dr. Patricia O'Reilly

The meeting was called to order by Dr. Dennis Prisk.

After Sarah Denman corrected the minutes of February 27, 1998 by pointing out that the language under Electronic Scholarship needs to be changed to: "there are 36 initiatives the Board of Trustees layered on the institution, one of which is to develop and respond to tenure and merit." Also the reference to the "Associate Dean of student" needs to be changed to "Associate Dean of Student Affairs." The minutes were approved as amended.

A short discussion ensued regarding the process by which President Gilley will approve motions of the Graduate Council. It was agreed that there is to be an attachment to the minutes which will pinpoint motions needing Dr. Gilley's approval.

Patricia O'Reilly reported on efforts to adapt a course evaluation instrument for all graduate level classes, including those on the Huntington campus. After hearing from Mike McGuffey, Len Deutsch moved that we should adopt the instrument as developed by Mike McGuffey and as administered in South Charleston. The motion was seconded by Jeff May and passed unanimously. Colleges will be allowed to add questions.

Sarah Denman reported that her ad hoc committee on graduate Faculty Workload met and that Len Deutsch had been collecting information from peer institutions. No one knows the answer to teaching loads at the graduate level, she said; there is no magical formula. Although her committee is not ready to make a formal recommendation, she is leaning toward a negotiated arrangement which depends upon the faculty member's planning page. Dr. Denman said a proposal should be ready for the Graduate

Council's consideration by the April 3rd meeting.

Dr. Deutsch requested to be re-assigned from the electronic scholarship ad hoc committee to the committee studying electronic theses/dissertations. Dr. Prisk will replace Dr. Deutsch on the electronic scholarship committee which will look at how such scholarship should be evaluated. Dr. Denman mentioned Policy Bulletins #26 and #30 as having bearing on this issue (e.g. the BOT has mandated financial incentives for faculty who use technology for instructional purposes.)

Dr. Deutsch gave a report in Dr. Ken Ambrose's stead for the Policy and Standards Committee. He recommended that the Dead Week policy printed in the undergraduate catalog be adopted and printed in the graduate catalog. After some discussion it was agreed to table the motion and return it to the Policy Committee. Dr. May wanted more consideration of the language to possibly allow changes in the syllabus up to mid-term time. Dr. Nicholson wanted to distribute copies of the proposed motion to the South Charleston faculty before a vote was taken. Dr. Denman indicated that any modification(s) to the current Dead Week policy would need to go before the Student Welfare Committee of the Faculty Senate.

Dr. Meikamp moved that we accept the new language on Comprehensive Assessments for the graduate catalog which she and Dr. Gruetter drafted. After all references to "examinations" were changed to "assessment," the motion was approved. (See attachment).

Dr. May moved and Dr. Deutsch seconded a motion to approve changes in the Forensic Science program requested by Dr. Terry Fenger, namely, to allow FSC students to substitute any 4-hour graduate level biochemistry course for the BIC 620 requirement. Motion passed.

Giovanna Morton, chair of the Credentials Committee, recommended two changes in Graduate Faculty status for faculty in the doctoral program. (See attachment). Dr. Walden seconded the motion. The motion was approved with the understanding that it would be submitted to the Faculty Personnel Committee of the Faculty Senate.

Dr. Morton moved, and Dr. May seconded, that the following people should be given Full Graduate Faculty status:

Dr. Christine Henderson, PSC
Dr. Tom Pauley, BSC

The motion was approved.

After some discussion, Dr. Deutsch was directed to contact Ken O'Neal to see if he had any problem adopting the Huntington campus readmission policy (which allows students a quick readmit procedure if they have been out of school for more than two years) and also adopting the form used in Huntington.

The next meeting will be held on April 3, 1998 at 1:30 p.m.

The meeting was adjourned at 2:15 p.m.

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GRADUATE COUNCIL

February 27, 1998

1:00-3:00 p.m.

Huntington Campus –Room 166 Science Building
South Charleston Campus—Room 134, Administration Building

Present:	Dr. Dennis Prisk, Chair	Absent:	Dr. David H. Castleberry
	Dr. Kenneth Ambrose		Dr. Jeffery D. May
	Dr. Charles K. Braun		Ms. Celene Seymour
	Dr. Sarah N. Denman		Dr. John Walden
	Dr. Corley F. Dennison, III		
	Dr. Leonard J. Deutsch		
	Dr. Howard R.D. Gordon		
	Dr. Carl A. Gruetter		
	Dr. James Hooper		
	Ms. Sally Lowe		
	Dr. Joyce Meikamp		
	Dr. Giovanna B. Morton		
	Dr. Barbara Nicholson		
	Dr. Maria-Carmen Riddel		
	Dr. Robert Rubenstein		
	Dr. Phillip Rutsohn		
	Dr. Judith A. Silver		

The meeting was called to order by Dr. Dennis Prisk.

The minutes to the January 23 meeting were approved. The minutes to the February 13 meeting were approved with the following change to the section Graduate Catalog item 5:

- Graduate students who will be using, or who will be generating, hazardous substances in their research must work under the supervision of faculty advisors who obtain permission for such research through the appropriate college safety committee. The college will arrange for proper disposal of these materials. Proposals must be submitted to the appropriate safety committee for approval.

Graduate Faculty Teaching Load

Dr. Sarah Denman reports that the committee has not met yet. She has completed two different computer runs for information. Dr. Deutsch has e-mailed peer institutions for information. Dr. Denman will report progress at the next council meeting.

Promotion and Tenure

This motion was tabled in the last two meetings. Dr. Morton made the motion to accept the policy for promotion and tenure as stated in the "Green Book". The motion was seconded and passed.

Graduate Course Evaluation

Dr. Patricia O'Reilly discussed the policy for graduate course evaluation. Dr. Deutsch said the Council needs copies of the form. Dr. Prisk will send copies for the Council to review before the next meeting.

Web Site

Dr. Prisk said the agenda for meetings would be posted by Monday of the week of the council meeting on <http://www.marshall.edu/graduate-council/>

Status of Merged Academic Data Base

Dr. Deutsch reported that the College of Education is integrating its programs in Educational Leadership, Curriculum and Instruction and Counseling and will be sending proposed changes to the Graduate Council within a week. Similarly, College of Business changes will be submitted shortly. The Graduate School of Informational Technology and Engineering has been a South Charleston program which does not duplicate Huntington offerings and therefore, does not need to merge academic databases.

Elections

Should we elect officers & council members every other year parallel to the Faculty Senate election? The motion was made and seconded for the elections to remain as is until spring 1999 and then run concurrent with Faculty Senate in odd years. The motion passed. Dr. Prisk said we would need to amend the By-laws.

Credential Committee

Dr. Morton made the motion to approve applications for Graduate Faculty membership with the exception of Kenneth Williams (whose name was withdrawn because more information was needed). Dr. Rutshon seconded the motion. The council approved the following faculty:

Paul E. Dillow	COEH	Safety Technology	Associate
Kristine L. Greenwood	COLA	Comm. Studies	Associate
Robert Morgan	COS	Chemistry	Full
Susan Power	COFA	Art	Full
Gary Wright	SOM	Physiology	Full D.S.

Policy Committee

Dr. Ambrose made a motion and Corley Dennison seconded it allowing a graduate student to initiate a medical withdrawal. This parallels the undergraduate policy except it authorizes the deans in South Charleston to act in the stead of the Associate Dean of Student Affairs. The council voted and approved the motion. It is to appear in the Graduate catalog.

Concerns were voiced about putting the thesis on line and how to implement this by the year 2000. Need to appoint or get volunteers for a committee on this issue. Dr. Prisk will speak with Dr. Deutsch regarding this matter and appoint a committee.

Curriculum Committee

- Course addition of PLS 440/540—"Off-Highway Vehicle Recreation in American". This is an

Internet course in cooperative effort with Colorado University. Dr. Braun made the motion to add course. Dr. Sarah Denman seconded the motion. The council approved pending a review by the Information Technology Committee.

- The motion to delete six courses was made by Dr. Braun and seconded by Dr. Hooper. The council approved the motion. The courses are as follows:

BIC 624 – "Human Biochemical Genetics"
 BIC 630 – "Radioscope Methodology"
 BIC 632 – "Nutritional Biochemistry"
 BIC 640 – "Carbohydrate Biochemistry"
 BIC 642 – "Biochemical Techniques"
 BIC 724 – "Medical Genetics"

- Dr. Braun made the motion to change BIC 620 – "Human Biochemistry" from 6 credit hours to 7 hours. Dr. Hooper seconded the motion. The council voted and approved the change.
- Dr. Braun made a motion to change the catalog description of CI 403/503- "Methods and Materials of Teaching in the Middle Childhood Grades". Dr. Ambrose seconded the motion and Council approved the motion.
- Changes in course numbering, alpha designators, and/or course titles to merge courses for both campuses. Dr. Braun moved and Dr. Morton seconded and the council voted & approved the following changes:

<u>FROM:</u>	<u>TO:</u>
ATE 666	ATE 661
LS 560	LS 558
EDA 725	LS 724
EDA 755	LS 756
EDA 790	LS 792

Electronic Scholarship

Suggest volunteers to look at how you can judge tenure process. Dr. Deutsch suggested the council move ahead on this process. Dr. Sarah Denman said "there are 36 initiatives the Board of Trustees layered on the institution, one of which is to develop and respond to tenure and merit." Mandate to respond to Board. Dr. Prisk assigned a task force comprised of Dr. Braun, Dr. Deutsch and Bobbi Nicholson.

Outstanding Advising Award

Betty Jo Moore of the Moore Auto Group has donated \$2,000 for the Graduate College to award 2 or more awards to outstanding Academic Advisors. The awards are presented at the Graduate Hooding Ceremony. A letter or memo should go out from the Deans to faculty about the awards. In the past a committee of 3 students and 2 faculty members chose the recipients. Could add 2 more students from South Charleston Campus and a faculty member.

Remaining Meetings

March 13
April 3 at 1:30 p.m.
April 24
May 8

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Marshall University

GRADUATE COUNCIL

February 13, 1998

1:00-3:00 p.m.

Huntington Campus -- Room 166, Science Building
South Charleston Campus -- Room 134, Administration Building

Members Present:

Dr. Kenneth Ambrose
 Dr. Charles Braun
 Dr. David Castleberry
 Dr. Sarah Denman
 Dr. Corley Dennison
 Dr. Leonard Deutsch
 Dr. Howard R. D. Gordon
 Dr. Carl Gruetter
 Dr. James Hooper
 Dr. Jeffrey May
 Dr. Joyce Meikamp
 Dr. Giovanna Morton
 Dr. Barbara Nicholson
 Dr. Dennis Prisk
 Dr. Phillip Rutshon
 Ms. Celene Seymour
 Dr. Judith Silver
 Dr. John Walden

Members Absent:

Ms. Sally Lowe
 Dr. Maria-Carmen Riddel
 Dr. Robert Rubenstein

The meeting was called to order by Dr. Prisk at 1:04 p.m.

JANUARY 23, 1998, MINUTES

A correction was made to the 1/23/98 minutes to indicate that John Walden was present. No official vote was taken to approve the minutes because the South Charleston campus did not receive a copy of the minutes.

GRADUATE FACULTY TEACHING LOAD

A motion was made by Jim Hooper that "the Council take the position that the expected teaching load for full time tenured or tenure track professors be nine hours." A discussion followed in which several faculty members expressed concern about how this would affect professors who teach both undergraduate and graduate classes. Jim Hooper suggested that those professors teaching a 3 hour graduate class be given workload credit equivalent to teaching 4 hours at the undergraduate level.

Sarah Denman moved that we table the motion until we gather more information on how it would affect the university. The motion to table was seconded and **passed**. A committee was set up to look at the financial effects of the original motion, to look at its affect on the accrediting bodies of the various units

of the Graduate College, and to sample MU's peer institutions. Committee members are Sarah Denman, John Walden, Corley Dennison, and Phillip Rutsohn.

PROMOTION AND TENURE

Giovanna Morton moved that the Graduate College adopt the promotion and tenure policies currently used on the Huntington Campus. The South Charleston faculty have concerns about what "units" are responsible for implementing and setting policy. Barbara Nicholson will email the specific questions to Sarah Denman. Denman and Corley Dennison will draft a memo responding to the South Charleston questions. If necessary, Dennison will meet with the South Charleston faculty on February 24. A vote on the policy will be taken during the Graduate Council's February 27 meeting.

POLICY COMMITTEE

1. Ken Ambrose made the following motion:

A student's performance on the comprehensive examination is reported as follows:

E Pass with distinction, indicating unusual performance.

P Pass, indicating satisfactory performance.

PC Pass with contingency, which may mean additional requirements for the student as determined by the faculty and dean associated with a particular program.

U Unsatisfactory, indicating that performance has not met the minimum standards of the Graduate College.

The motion was seconded and **carried**. The graduate dean will notify departments that the new grading policy will go into effect in the fall.

2. A motion was made by Ambrose to continue using the PR grade for thesis, dissertation, or research. The motion was seconded and **carried**.

3. A motion was made by Ambrose to use CR/NC as the policy for graduate courses that are not currently given letter grades. The motion was seconded, but did not pass.

A motion was made by Joyce Meikamp to use S/U as the policy for nongraded graduate courses. The motion was amended by Sarah Denman to let individual departments decide which symbols to use for ungraded classes. The amendment was seconded and passed. The motion also carried. Leonard Deutsch will contact each unit to ask which standard each prefers.

GRADUATE CATALOG

1. Leonard Deutsch made a motion to change the wording in the Graduate Catalog under the heading *Marshall University, Academic Rights and Responsibilities of Students*. In Article VI (*Graduate Academic Appeals Board*), Section C (*Hearing Officers*), it should read as follows:

The Graduate Committee chairperson shall appoint the Hearing Officer and two (2) alternate Hearing Officers. To the extent possible, Hearing Officers should have served on a previous hearing panel.

The motion was seconded and **passed**. Barbara Nicholson was informed that she was the Hearing Officer for a current appeal in South Charleston and needs to select the faculty members who will serve on a hearing panel.

2. Ken Ambrose moved that we add the following paragraph under *Admission to Master's Programs and Candidacy*:

Programs in the Graduate School of Education and Professional Development and the Graduate School of Information Technology and Engineering accept scores from the Miller Analogies Test (MAT). Refer to the degree programs section of this catalog for more information regarding acceptance of MAT scores. The MAT is administered weekly during the school year at the Graduate College in South Charleston and on request at the Psychology Department in Huntington. There is no preregistration required for the MAT. The registration fee must be paid at the time the test is taken. For a recorded message about MAT administrations information in South Charleston, call (304) 746- 1944 or 1-800-642-9842, extension 1944 or either 696-2777 / 696-6446 in Huntington (Harris Hall).

The motion was seconded and **carried**.

3. A motion was made by Leonard Deutsch to accept the following catalog changes as recommended by Sally Lowe:

On the page titled *Contact Directory*, list each of the libraries and bookstores on campus with appropriate phone numbers.

On page 20 (*Commitment to the Region*) include: *Programs range from interns working with both public and private firms, services provided on campus such as speech/hearing clinics and various counseling programs in rural health clinics, as well as through the efforts of the Office of Research and Economic Development. In addition, as part of their clinical experience, graduate students from the Medical and Nursing Schools help meet the varied health care needs of people in the region by working in primary health care facilities and offices of physicians. Together, graduate faculty and graduate students help serve the needs of the people and the region.*

The motion was seconded and **passed**.

4. Deutsch moved that the following sentence be inserted into the catalog under *Doctoral Degree in Biomedical Sciences*:

The student must maintain a 3.0 GPA (B) and anyone who received a grade of C in more than two courses will be subject to dismissal from the program.

Also, on p. 46, the following sentence is to be added: *No more than six hours of C may be applied toward a master's or Ed. S. degree.*

The motion was seconded and **passed**. Faculty in the educational leadership studies programs should expand and strengthen the catalog description of their programs, especially as it relates to the cooperative doctorate.

5. Deutsch moved that the following paragraph adapted from a memo from Ralph Taylor be adopted into the catalog:

Graduate students who will be using, or who will be generating, hazardous substances in their research

must work under the supervision of faculty advisors who obtain permission for such research through the appropriate college safety committee. The college will arrange for proper disposal of these materials. Proposals must be submitted to the appropriate safety committee for approval. (Corrections underlined-
from
Dr. Deutsch, February 17, 1998 meeting.

The motion was seconded and **passed**.

NUMBER OF THESIS COPIES AND DISTRIBUTION

A motion was made by Leonard Deutsch that, until the year 2000, the three copies of each thesis be distributed in the following manner: One in the permanent (noncirculating) collection of the library on the Huntington campus, one in the permanent collection of the library on the South Charleston campus, and one in the individual department. The motion was seconded and **passed**.

The meeting was adjourned at 2:50.
Judith A. Silver, Acting Secretary

APPROVED.

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Marshall University

GRADUATE COUNCIL

January 23, 1998

MSC-2E11 & E12

1:00-3:00

Members Present:

Dr. Kenneth Ambrose

Dr. Charles Braun

Dr. Sarah Denman

Dr. Corley Dennison

Dr. Leonard Deutsch

Dr. Carl Gruetter

Dr. Joyce Meikamp

Dr. Giovanna Morton

Dr. Judith Silver

Dr. Robert Rubenstein

Dr. Jeffrey May

Dr. Phillip Rutshon

Dr. John Walden

Absent:

Dr. Dennis Prisk

Dr. James Hooper

Ms. Sally Lowe

Dr. Barbara Nicholson

Ms. Celene Seymour

Dr. Maria-Carmen Riddel

Dr. Howard R.D. Gordon

Dr. David Castleberry

Guest: Dr. Dolores Johnson

The meeting was called to order by Dr. Leonard Deutsch, acting chair for the meeting.

CORRECTIONS TO THE 1/9/98 MINUTES:

Curriculum Committee Report

#2 was Approved

#3 was Approved, change the word "same" to comparable.

#4 was Approved

Other Items

#2 add the word Full to Charles Sommerville

Consensus of the committee was to include the names of individual faculty when appointed membership as Graduate Faculty in future minutes.

JANUARY 9, 1998 MINUTES APPROVED

Page 2**CREDENTIALING COMMITTEE**

A motion on Promotion and Tenure was **tabled** until the next meeting to give the faculty at South Charleston the opportunity to discuss any issues or information concerning Policy 36 that might affect them.

CURRICULUM COMMITTEE

Dr. Dolores Johnson from the English Department informally presented information on a proposed course, English 578.

A motion was made and seconded to send the new course addition requests back to the Chair, Curriculum Committee in the College of Liberal Arts so that the departments of English and Sociology can discuss some unresolved issues. Dr. Leonard Deutsch, Dean of Graduate Colleges will send a memo to the Chair of the COLA Curriculum Committee.

POLICY COMMITTEE

- New entrance requirement for the Safety Technology program in the Fall of 1998. **Approved**
- Changes in Safety, MS, Occupational Safety area of Emphasis, **is tabled** until SED 650 is approved.
- All students are required to submit three copies of their thesis to the Graduate College when applying for graduation. **Approved.** Dean Deutsch will work with Celene Seymour and Josephine Fidler to determine the distribution of theses.
- As a point of information it was noted that Forensic Science is dropping its CJ 321 requirement.
- Sarah Denman will discuss the issue of S/U vs CR/NC grades with Registrar Roberta Ferguson. Dr. Denman indicated that WP/WF and IW will no longer be used in South Charleston. Dr. Denman will also discuss the question of No Progress (NP) for students working on a thesis or dissertation.
- The committee has to address the topics of a uniform grade appeal policy for both campuses and of a new catalog statement related to a comprehensive assessment of each student's work at the end of his/her program.

OTHER ITEMS

A vote to use the electronic classrooms for future Graduate Council Meetings. **Approved**
Meeting adjourned.

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Marshall University

GRADUATE COUNCIL

January 9, 1998

Huntington Campus, Science Building, (Teleconference) Room 166

MUGC, Administration Building, South Charleston, Room 134

1:00 - 3:00

Present:

Dr. Dennis Prisk, Chair
Dr. Kenneth Ambrose
Dr. Charles Braun
Dr. David Castleberry
Dr. Sarah Denman
Dr. Corley Dennison
Dr. Leonard Deutsch
Dr. Carl Gruetter
Dr. James Hooper
Ms. Sally Lowe
Dr. Joyce Meikamp
Dr. Giovanna Morton
Dr. Judith Silver
Dr. Barbara Nicholson
Dr. Robert Rubenstein
Ms. Celene Seymour
Dr. Jeffrey May
Dr. Maria-Carmen Riddel
Dr. Howard R.D. Gordon
Dr. Phillip Rutsohn

Absent:

Dr. John Walden

Approval of Minutes from December 12 Meeting

The minutes of December 12, 1997 council meeting were **approved** with the following changes to be made:

1. Dr. James Hooper was absent at the last meeting.
2. The committee did approve the Medical Sciences Area of Emphasis in the Biomedical Sciences.

The approved copy of the minutes will be sent to Dr. J. Wade Gilley, President.

By-laws Approval

Article V, Section 3, (under Voting), C., replace "shall" with may.

Article VI, Section 2, (under Vote), Delete number "a". "B" becomes "a" and should read, "Nominations shall be made from the floor with the consent of the person being nominated. "may" changes to shall.

Delete C

D becomes B

E becomes C

Article VII, (under Officers of the Council), Section I, b. should read, In his or her absence the chair shall appoint an acting chair.

Article VIII, (under Standing Committee), Section 2, C, take out "an " before exofficio.

D. It should read chairperson and secretary annually.

Rules and Regulations

I Standing Committee

A., Credentialing Committee, number 2,a., add At least.

B., Curriculum Committee, number 2,1., add At least.

C., Academic Planning, Standards, and/or Policies Committee, number 2, a., add At least.

D., Academic Appeals Committee, number 2., a., add At least.

The Bylaws stand corrected.

Curriculum Committee Report

The Curriculum Committee has the following items for this Council to review.

1. The Curriculum Committee submitted to the Council information regarding new English, Journalism and School of Medicine graduate courses.

A motion was made and passed to table the vote on English 578 (a split-course) until the committee is given more information from the English Department and to accept the remaining additions and changes requested.

2. JMC 603 is a curricular adjustment reflecting the fact that in the past a combined course of 460-560 was offered. The JMC faculty decided to split the course and make a formal request for a 600 Management level course. **Approved**

3. MCB 620 combines Ph.D level students with M.D. students who are registered for MCB 720. The medical students at this time receive 6 credit hours and the biomedical (Ph.D.) students receive a variable amount; the request is for both medical and biomedical students to receive the same credit, as both are doing the comparable work. Shouldn't graduate students receive more credit? **Approved**

4. BMS-679 requests that the letter grading format be changed to credit/no credit grading format. The rationale is that this course is a literature review or reading course to help Ph.D. level students get ready for research and dissertation. **Approved**

5. The Educational Administration master's degree program name has been changed to Educational Leadership Studies. Roberta Ferguson in the Registrar's Office will be notified of this name change.

Policy Committee

The chair of the Policy Committee will make a report at the next meeting.

Graduate Catalog

Any corrections or additions to the catalog need to be submitted to Dr. Leonard Deutsch, Dean of the Graduate School as soon as possible.

Other Items

1. **A motion was made that the Graduate Faculty at South Charleston would be granted full graduate faculty status for a period of 6 years, at which time they would submit their credentials just as any other faculty member would at Marshall University to retain that full faculty status. The existing criteria by which a faculty member is appointed to full graduate faculty status is deemed sufficient at this time. That criteria may be modified in the ensuing years if appropriate. Motion was seconded and carried.**

2. The five applications for Graduate Faculty Membership were approved as follows:

G.F. Kajo Arthur, Full, COE, EDF
Camilla Brammer, Full, COLA, Communications
Maria Burgueno, Full, COLA, Modern Language
Robert Driscoll, Associate, COLA, Political Science
Charles Somerville, Full, COS, Biological Science

3. Item of Promotion and Tenure of Graduate Faculty

Before making any recommendations regarding promotion and tenure of graduate faculty the committee will need some direction and clarification of faculty personnel policies and the organization chart. There is some conflict between the catalog and Policy Bulletin #12 regarding divisions at MU. We need to look at the existing policies to compare the RPT (Reappointment, Promotion and Tenture document) and the structure of the merger. The Credentials Committee is trying to get some clarification of the rational between Graduate Council and Senate and reporting to President, and will come back with later recommendations to this council.

Meeting was adjourned.

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Marshall University

GRADUATE COUNCIL

December 12, 1997

Marshall Student Center-Shawkey Room 2W9

1:00 p.m. - 3:00 p.m.

MINUTES

Present:

Dr. Dennis Prisk, Chair
Dr. Kenneth Ambrose
Dr. Charles Braun
Dr. David Castleberry
Dr. Sarah Denman
Dr. Corley Dennison
Dr. Leonard Deutsch
Dr. Carl Gruetter
Ms. Sally Lowe
Dr. Joyce Meikamp
Dr. Giovanna Morton
Dr. Judith Silver
Dr. Barbara Nicholson
Dr. Robert Rubenstein
Dr. Phillip Rutsohn
Dr. John Walden
Ms. Celene Seymour

Absent:

Dr. Maria-Carmen Riddel
Dr. Howard R.D. Gordon
Dr. Jeff May
Dr. James Hooper

The minutes of November 14, 1997 council meeting were approved with minor grammatical corrections and clarification of the student grade appeals. A copy of the corrected Bylaws, Rules and Regulations are attached.

Approval of Minutes

Replace "comprised" with compromised. After "whatsoever" add student appeals will not be forwarded to the Hearing Panel at the end of second sentence.

Dr. Giovanna Morton made the following motion which was seconded and passed: Chair and Secretary of the Graduate Council will be elected on a yearly basis by the Graduate Council.

Each committee must submit an annual report to the Graduate Council.

Ad hoc committees shall be formed for special tasks as necessary through appointment of members by the Senior Vice President for Graduate and Extended Studies and Technology or the Graduate Dean.

The chair and members of committees were appointed:

Credentialing Committee

Dr. Giovanna B. Morton, Chair
Dr. Phillip Rutsohn
Dr. David Castleberry
Dr. Corley Dennison

Academic Appeals Committee

Dr. Barbara Nicholson, Chair
Ms. Sally Lowe
Dr. John Walden

Curriculum Committee

Dr. Charles Braun, Chair
Dr. Robert Rubenstein
Dr. Judith Silver
Ms. Celene Seymour

Academic Planning, Standards, and/or Policies Committee

Dr. Kenneth Ambrose, Chair
Dr. Sarah Denman
Dr. Joyce Meikamp
Dr. Jeffrey D. May
Dr. Carl Gruetter

Other

- A number of agenda items were covered. The consensus was that the Graduate Faculty status for the faculty at South Charleston would be reviewed for a period of 2-4 years and that they would need to be "grandfathered" with the Huntington faculty.
- Regarding promotion and tenure for graduate faculty, Council will use the existing policy to accommodate both campuses. Dr. Denman would like the Graduate Council to take a look at Series 36, for promotion and tenure, the requirements for both campuses, include individual service and research and put together something that would support both campuses.
- Concerning the general discussion of research, Dr. Deutsch is working with a group from the Council of Graduate Schools to survey members from predominantly master's level institutions and would like feedback from this council. The national survey will help us define the scope and role of research at Marshall University.
- The Graduate Council **approved** a new emphasis in the Biomedical Sciences (BMS), a Medical Science area.

- The Council agreed to address the question of how Electronic Scholarship is to be evaluated.

Dr. Prisk gave Dr. Charles Braun the material for the Curriculum Committee.

**The next scheduled meeting on January 9, 1998, 1:00 - 3:00 p.m., using the electronic classrooms:
Marshall University
Science Building
Room 166**

**South Charleston Campus
Room 134.**

Attachment: A copy of Series 36
Meeting adjourned.
Corrected 1/6/98
cc: Dr. J. Wade Gilley, President

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Marshall University
GRADUATE COUNCIL
South Charleston Campus
Thomas Board Room
November 14, 1997

MINUTES

Present:

Dr. Dennis P. Prisk, chair
Dr. Kenneth P. Ambrose
Dr. Charles K. Braun
Dr. David H. Castleberry
Dr. Sarah N. Denman
Dr. Corley F. Dennison III
Dr. Leonard J. Deutsch
Dr. Carl A. Gruetter
Dr. James Hooper
Ms. Sally Lowe
Dr. Joyce Meikamp
Dr. Giovanna B. Morton
Dr. Judith A. Silver
Dr. Barbara Nicholson
Dr. Robert Rubenstein
Dr. John Walden

Absent:

Dr. Jeffrey D. May
Dr. Maria-Carmen Riddel
Ms. Celene Seymour
Dr. Howard R. D. Gordon
Dr. Phillip Rutsohn

Approval of Minutes

The minutes of the October 24, 1997, meeting were approved with the following recommendation from Dean Deutsch. The normal procedure for student grade appeals will be to insure that students' right to due process is not compromised and only in cases where clearly the student has no basis whatsoever will student appeals not be forwarded to the Hearing Panel.

Rolling Agenda

Dr. Prisk stated that as the Council members have issues to send them to his office and they will be added to the agenda; conversely they will be taken off as they are acted upon.

Graduate Council Bylaws

The following corrections and deletions were made and approved by the Council. A copy of the corrected bylaws are attached.

Article III, section 1, b. - Deleted - Dean of the Graduate College, the Senior Vice President for Graduate and Extended Studies and Technology.

Article III, section 2, b. - Deleted.

Article IV, b. - Deleted.

Article IV, c. - Deleted persons appointed to and for 1997-98.

Article V, section 1, b. - Amended - Special meetings may be called by the Senior Vice President, by the Dean of the Graduate College or by three council members.

Article VI, section 1, a. - Amended - Council officers and members will be elected during the spring semester.

Article VII, section 1, a. - Amended - The chairperson will be the Senior Vice President for Graduate and Extended Studies and Technology who will provide staff support.

Article VII, section 1, b. Amended - In the absence of the Senior Vice President for Graduate and Extended Studies and Technology, the Dean of the Graduate College will serve as chairperson.

Article VII, section 2, a,b,c. - Deleted.

Article VII, section 3, a,b. - Deleted.

Article VII, section 4, b. - Amended - Staff Support will be provided for the following duties. #2 - deleted: Dean, Senior Vice President for Graduate and Extended Studies and Technology, and President.

Article VII, section 1 - Titles - Deleted.

Article VII, section 3 - Terms - Deleted.

Article VII, section 4 - Duties - a, item #4 - Amended - Channel official actions to the appropriate body or individual.

Article VII section 4, b - Amended - Staff support will be provided for the following duties.

Article VII, section 4, b, item #2 - Amended - Distribute minutes to all Council members.

Article VIII, section 2, a. - Amended. - The Graduate Council Chairperson will appoint members to serve two years with terms arranged to expire in different years.

Article VIII, section 5, a, item #5 - Deleted.

Rules and Regulations

Section I, item E - Nominating Committee - Delete.

Section II, item B - Amend - Graduate Council Staff Support.

Dr. Prisk complimented the subcommittee for doing a wonderful job putting the bylaws together. He also stated that a draft will be sent to all Council members and asked that the copy be looked at carefully and any comments returned to him.

Other

Dr. Prisk distributed to the Council a suggested homepage for the Graduate Council Web site. The Senior Vice President's office will be responsible for keeping the site current with up-to-date information.

Item 11, Appointment to Graduate Faculty Status - Dr. Prisk initiated the discussion of research and how does the Graduate Council define research and scholarly activity expectations of graduate faculty who seek to be appointed to graduate faculty status? The faculty on the South Charleston campus has teaching, service, and research (in that order) as basis for its reward system. How does the Council accommodate the mission of the Graduate College? Since it is unlikely that Marshall will be a Research

I or Research II institution, or even a Doctoral I or Doctoral II, how do we want to define the research expectations or the scholarly expectations of Graduate faculty as it relates to their status and as it relates to promotion and tenure? Dr. Prisk asked the Graduate Council to encourage their colleagues to debate these issues. The merger has accelerated interest on the subject of research and scholarly activity.

Graduate Faculty Membership Listing Review

The attached list was approved by the Graduate Council and recommends it be sent to President Gilley for final approval.

The procedure of notification to these faculty will be a notification from the chairperson of the Graduate Council to the President. The Dean of the Graduate Council will announce to each faculty whether they have faculty appointment at full, associate or other.

Dr. Denman said that it was and is the intent of the interim executive policy bulletin No. 12, "that all graduate degrees masters and doctoral degrees except the M.D. are now the responsibility of the Graduate Council. That includes the biomedical sciences, nursing and any future masters and doctorate degrees."

Dr. Denman stated until we have a merged catalog and faculty handbook some frequently asked questions will be unanswered. As soon as the academic programs merge various questions will be answered and that the benefit of the Graduate Council would be questions and concerns being brought to the table that need to be addressed.

Dr. Hooper gave to the Graduate Council a memorandum on some of the issues and suggestions for consideration by the Graduate Council: teaching load, consulting, review of progress toward tenure, and research emphasis.

Meeting adjourned.

Attachments

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GRADUATE COUNCIL
Huntington Campus
October 24, 1997
Room 2E-11
1:00 - 3:00 p.m.

MINUTES

Present:

Dr. Dennis P. Prisk, Chair
Dr. Charles K. Braun
Dr. David H. Castleberry
Dr. Corley F. Dennison
Dr. Carl A. Gruetter
Dr. James Hooper
Ms. Sally Lowe
Dr. Jeff May
Dr. Joyce Meikamp
Dr. Maria-Carmen Riddle
Dr. Judith A. Silver
Ms. Celene Seymour
Dr. Barbara Nicholson
Dr. Robert Rubenstein
Dr. Phillip Rutsohn

Absent:

Dr. Kenneth Ambrose
Dr. Sarah N. Denman
Dr. Leonard J. Deutsch
Dr. Howard Gordon
Dr. Giovanna Morton
Dr. John Walden

The Graduate Council met at the appointed time at the Marshall Student Center on October 24, 1997. The minutes of the October 10, 1997 were approved with the following changes, Dr. Jim Hooper is Chair of the Promotion and Tenure Sub-Committee, not Dr. Charles Braun. Dr. Prisk handed out Dr. Gilley's approval of the Graduate Council recommendations for changes in the Graduate School of Management. He also distributed a revised proposal from Dean Cal Kent regarding the changes in the College of Business. Dr. Prisk also distributed Dr. Gilley's approval of voting members of the council. That is, anyone elected to the council is eligible to vote on any matters.

Dr. Frances Hensley had raised the question if the Graduate Council would review Graduate Programs in the same way that the previous Graduate Committee of the Faculty Senate had done. It was the feeling of the Graduate Council that would be involved in that review process and that there would be a program review committee the Graduate Council, once the by-laws were approved. A copy of the current Graduate Programs under review was distributed for the Huntington campus. Under separate cover the programs under review at South Charleston will be distributed to the council.

Dr. Prisk distributed for information only a list of the faculty research and development funds available for both Huntington and South Charleston. Indicated that this would be a item that the council would discuss at the first of the year. The purpose was simply to begin to think about ideas and how the council might suggest with regard how additional funds might be identified.

A recommendation of the Preliminary Committee that the Graduate Faculty at South Charleston to be considered, would be in fact be Grandfathered in Graduate Faculty. Dr. Jeff May made a motion with regard to the existing applications for Graduate faculty status be approved for this year until guidelines be put in place, because we don't know what merits are to considered. It was seconded by Dr. Dennision after discussion.

Dr. Jeff May made a motion with regard to student grade appeals. The motion was made that Sub-Committee Graduate Council - the Graduate Council serve as advisory as hearing grade appeals. The graduate council would recommend a institutional hearing go forward or stop. Would use the pre-existing process for pending grade appeal process. Dr. Deutsch stated that the normal procedure for student grade appeals will be to insure that students right to due process is not comprised and only in cases where clearly the student has no bases whatsoever. It was seconded by Dr. David Castleberry. After discussion motion was approved.

There were Preliminary Committee Reports. Dr. Jeff May committee distributed a proposed set of by-laws for the Graduate Council. The by-laws will be discussed at the next meeting at the Graduate Council with the intent of approving them and forwarding them to President Gilley for approval. There is also a Preliminary Report the Sub-committee is dealing with appointment to Graduate Faculty Status, Promotion and Tenure and Operating Policies and procedures.

A memorandum that was sent from Dr. Ken Ambrose to Dr. Lenny Deutsch suggesting other agenda items was distributed. They will be put in a agenda format, will be issues that the Graduate Council will deal with at subquent council meetings.

No other items were brought before the Council and it was adjourned.