**MU Graduate Council Meeting – September 30, 2022**

**AGENDA**

**The meeting will begin at 1:00 p.m. sharp and end no later than 3:00 p.m.**

**Agenda**

|  |  |
| --- | --- |
| Davis | Welcome, Introductions, Announcements  |
| Mukherjee | Provost Remarks |
| Lucas-Adkins | Approval of previous meeting minutes August 26 **(Attachment 1)** |
| Davis | Graduate Faculty Status Candidates **(Attachment 2)** |
| Vauth | Planning Committee Requests **(Attachment 3)** |
| Davis | Curriculum Requests **(Attachment 4)** |
| Larison | Program Review Committee Update |
| Beard | Credentialling Committee Update |
| Heaton | BOG AA-20 Work Group Update |
| Davis | GC Bylaws Amendment **(Attachment 5)** |
| Davis | Discussion Items* Graduate Committee COI
* Redbook
* AGD
* CourseLeaf
* Academic Calendar
 |
| Mummert | Graduate Studies* Enrollment
* ETD
* Admin updates
* Graduate initiatives
 |
| Schulenburg | Faculty Senate Update |
| Davis | Announcement/Wrap Up |

**Please reserve these meeting dates (all meetings will start at 1:00 PM and end by 3:00 PM):**

* October 21, 2022 (Drinko 349)
* November 18, 2022 (So Charleston - Thomas Boardroom)
* January 27, 2023 (Drinko 349)
* February 24, 2023 (So Charleston – Thomas Boardroom)
* March 31, 2023 (Drinko 349)
* April 21, 2023 (So. Charleston – Thomas Boardroom

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets.

Attachments:

1. Minutes from August 26, 2022
2. Graduate Faculty Status Candidates
3. Planning Committee Requests
4. Curriculum Committee Requests
5. GC Bylaws Amendment

**Attachment 1**

**MU Graduate Council Meeting Minutes**

**August 26, 2022**

**Virtual Meeting: Microsoft TEAMS**

**Members Present:** Axel, Beard, Christofero, Davis, Egleton, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Thompson, Vauth, Wait

**Members Absent**: Rorabaugh

**Ex-Officio Members Present**: Mummert, Maher

**Ex-Officio Members Absent**: Mukherjee

**Guests:** Rhodes

**Agenda**

|  |  |
| --- | --- |
| Davis | Welcome, Introductions, Announcements  |
| Davis | Graduate Council Membership (Attachment 1)  |
| Lucas-Adkins | Approval of previous meeting Minutes (Attachment 2) |
| Davis | Graduate faculty status candidates (Attachment 3) |
| Davis | Future Directions for Graduate Council* Academic Integrity
* CourseLeaf
* External Review (Program Review)
* Credentialing
* Program Review Rubric
 |
| Davis | Review committee assignments and functions (Attachment 4) |
| All | Elect committee chairs (Attachment 5)Committee chairs please plan to stay a few minutes on the call after the meeting is adjourned.  |

**At this time, all meetings will be in TEAMS.**

**Please reserve these meeting dates (all meetings will start at 1:00 PM and end by 3:00 PM):**

* September 30, 2022
* October 21, 2022
* November 18, 2022
* January 27, 2023
* February 24, 2023
* March 31, 2023
* April 21, 2023

Reminder: All electronic and hard copy requests for the Graduate Council must be received no later than the first day of the month in which the Council meets.

Attachments:

1. Graduate Council Members’ Contact and Term
2. Minutes of the past meeting
3. Graduate Faculty Membership Requests
4. Graduate Council Standing Committee Responsibilities
5. Committee Assignments

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

* Scott Davis welcomed everyone, introduced new members, reviewed the numbers needed for quorum (8), and encouraged consistent attendance from all members.
* Rationale for move to on-line meetings for fall 2022 was discussed (fluidity of COVID 19 situation); however, this decision needs to be revisited by GC Executive Council and Faculty Senate Chair given the stated by-laws since CDC guidelines now permit in- person meetings. Another factor to consider is that Robert’s Rules were written for face-to-face, in-person meetings, and these rules are followed by GC. Richard Egleton volunteered his site as available for in-person meetings if needed. Henning Vauth said another factor to consider in the decision between on-line, in-person, and/or hybrid meetings should be how well members are engrossed given their participation method.

**GRADUATE COUNCIL MEMBERSHIP**

(See Attachment 1)

* Scott Davis welcomed new members and referred the council to the membership list (attachment 1). Richard Egleton asked that his term expiration date be noted since it was not on the list.
* Call is out to Graduate Assistants for nomination of student member. The vote is planned for Sept. 8th, so the student member should be present at GC’s Sept. meeting.

**MINUTES OF PREVIOUS MEETING APPROVED with editorial change to the attachment numbers. As written, the numbering of the attachments in the minutes is not consistent with the headings on each attachment.**

(See Attachment 2)

**GRADUATE FACULTY STATUS APPROVED**

(See Attachment 3)

**FUTURE DIRECTIONS FOR GRADUATE COUNCIL**

Academic Integrity

* Davis noted that the Board of Governors approved the policy during their August 9th meeting. Policy will be reflected in the updated catalog.
* GC members should discuss the updated policy with all faculty and students.

CourseLeaf

* Elizabeth Hanrahan met with Davis, Mummert, and Schulenberg to discuss the roll out of CourseLeaf. Plan is as follows: September 2022, all requests will continue to be paper; October 2022, COHP will be the pilot for this electronic system while others will continue with paper; November/December 2022, all colleges will have the choice between paper or CourseLeaf.
* Mummert says this slow roll out will give everyone a chance to learn electronic systems. 2022 catalog must be ready before roll out begins. Mummert would like the software to be out so everyone can have a chance to explore it before individual training takes place. The rationale is for having software out before training is offered is so the training will be less hypothetical and abstract. Schulenberg says he has explored the software and found it to be intuitive.
* Associate Deans will have a role for data entry of Plans of Study.

External Review (Program Reviews)

* All programs that do not have external accreditation agencies will submit 6 individuals from outside to review. Provost Mukherjee will select 2 to be the external reviewers.

Credentialing

* Work will continue since the group did not finalize or put policy before Board of Governors (BoG) last year. Davis would like Heaton to pull in members of the Credentialing Committee to help this year. Davis’s goal is for this to be on BoG Dec. agenda; thus, GC needs it in Nov. Davis asked Heaton to continue chairing this workgroup, and she agreed to do so.

Program Review Rubric

* HEPC has made some changes, so the rubric from last year will need updates to be consistent with changes.

Updates from Carl Mummert:

* Staffing changes in Graduate Studies office: Ethan Tackett left to pursue doctoral studies; Sandee Lloyd is helping with graduate asst. hiring; Working to fill Ethan’s position
* All faculty, staff & students have Grammarly access. CTL will be doing some training.
* ETDs- SC library hired new librarian, Gena Chattin, who will be the ETD librarian, supervising others on the ETD team; great that we have someone who has this as part of their job description. Carl will try to have thesis/dissertation statistics by the Sept. meeting.
* Grad Studies office- will be sending regular updates to faculty
* Carl shared a spreadsheet with enrollment trends of grad students. Down about 8% from last year. Down from 20% from 5 years ago. International enrollment is down. Nonresident & metro enrollment up. Carl said he will work with Institutional Research to find additional data regarding enrollment upon request of GC. Enrollment of students classified as distance and/or online will be gathered. Isaac Wait said there is uncertainty among international students about the application process. He provided example of “circular links” on the site and suggested that site/application process needs to be more user-friendly. Carl asked that any issues with websites be sent to him. Recruitment and increasing enrollment are priorities. Richard Egleton suggested that more graduate programs should attend WV Undergrad Day at Capitol for recruitment.
* Attempts are being made to allow programs & students to see application status- through software, possibly called “SLATE,” being considered by university to roll out.
* Carl discussed conflict of interest in 2 cases of thesis committees (family relationships). Grad Studies will send out guidance to Deans about finding a way to mitigate the conflict as an interim procedure. Richard Egleton also mentioned the need for consideration of finances (support for research) being a conflict of interest especially for PhD candidates. Scott Davis suggested looking at other universities for exemplars of these policies and then making adjustments for MU. Anne Axel asked whether there is a policy in writing that says family members can’t be on a committee? Carl says to his knowledge there is nothing in writing to prevent this from happening. The plan for guidance on this topic is: 1) Carl wants to first talk to GC, 2) then announce to deans, and 3) then send to everyone who has Grad Faculty status. Carl discussed a secondary plan to address potential conflict of interest that will be in the form of training that is required from students. Students will be required to identify their committee and any potential conflicts of interest. Anne Axel says it needs to be explicitly stated what is a conflict and what is not, because students & faculty may not always be clear. Lisa Heaton asked for clarification about COEPD candidates’ selection of external members to serve on committees, since external members are often well-known to candidates and potentially have a dual relationship with them. John Maher provided info about the Office of Research Integrity & suggested contacting Bruce Day & Amy for what has been developed regarding conflict of interest disclosures. Carl stated that the initial interim guidance is just asking potential conflicts of interest to be disclosed and discussed with deans. Scott Davis suggested forming a workgroup to address
* Clarification provided that Accelerated Master’s Degree (AMD) is used interchangeably with the term Accelerated Graduate Degree.

**COMMITTEE ASSIGNMENTS AND FUNCTIONS**

(See Attachment 4)

* Scott Davis asked members to review the roles of the committees and their assigned committee.

**EXECUTIVE SESSION**

* Scott Davis requested to move into to executive session at 2:04PM. Isaac Wait made the motion and it was seconded, and all agreed. Non-voting members left meeting. The executive session began at 2:05PM. Recording of minutes stopped.
* GC returned from executive session and resumed regular meeting without taking any action at 2:37 PM.

**ELECTION OF COMMITTEE CHAIRS**

* Credentialing: Keith Beard
* Program Review: Isaac Larison
* Planning: Henning Vauth
* Curriculum: Isaac Wait

**Meeting adjourned at 2:45 PM.**

**Attachment 1 (August 26, 2022)**

**Graduate Council Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone** | **Name / email** | **College** | **Term Expires** |
|  |  |  |  |
| **CHAIR** |  |  |  |
| 6-5614 | Davis, Scott ( davis1090@marshall.edu) | COHP | 2024 |
|  |  |  |  |
| **VICE-CHAIR** |  |  |  |
| 6-5444 | Wait, Isaac (isaac.wait@marshall.edu) | CITE | 2026 |
|  |  |  |
| **SECRETARY** |  |  |
| 6-1937 | Lucas-Adkins, Conrae (lucas26@marshall.edu) | At-Large | 2026 |
|  |  |  |  |
| **MEMBERS** |  |  |  |
| 6-7289 | Rorabaugh, Boyd | SOP | 2024 |
| 6-2781 | Beard, Keith (beard@marshall.edu) | COLA | 2026 |
| 6-2078 | Christofero, Tracy (chrisofero@marshall.edu) | At-Large | 2024 |
| 6-7357 | Egleton, Richard (egleton@marshall.edu) | SOM | 2024 |
| 6-2026 | Heaton, Lisa (heaton@marshall.edu) | At-Large | 2026 |
| 6-2051 | Larison, Isaac (larison@marshall.edu) | COEPD | 2022 |
| 6-2660 | Meadows, Amanda (meadowsa@marshall.edu) | COB | 2024 |
| 6-2767 | Schulenberg, Shawn (schulenberg@marshall.edu) | Senate Chair | 2024 |
| 6-2045 | Simonton, Scott (simonton@marshall.edu) | At-Large | 2026 |
| 6-6611 | Thompson, Lori (thompson39@marshall.edu) | Library | 2026 |
|  6-6233 | Vauth, Henning (vauth@marshall.edu) | CAM | 2024 |
| 6-2426 | Axel, Anne (axel@marshall.edu) | COS | 2024 |
|  | To Be Determined  | Student Rep | 2024 |
|  |  |  |
| **EX-OFFICIO, NON-VOTING MEMBERS** |  |  |
| 6-4748 | Maher, John (maherj@marshall.edu) | VP Research |  |
| 6-6156 | Mummert, Carl (mummertc@marshall.edu) | Acting Graduate Dean |  |
| 6-3716 | Mukherjee, Avinandan (mukherjeea@marshall.edu) | Sr. VP/Provost |  |

**Attachment 2 (August 26, 2022)**

**MU Graduate Council Meeting Minutes**

**See April 29, 2022**

[**https://www.marshall.edu/graduate-council/archived-minutes/**](https://www.marshall.edu/graduate-council/archived-minutes/)

**Attachment 3 (August 26, 2022)**

**Requests for Graduate Faculty Status**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Faculty Member** | **College/School** | **Department/Division** | **Graduate Faculty Level** | **Term Start** | **Term Expires** |
| Add | Young, Kristyn | COHP | Communication Disorders | Instructor | 1/10/2022 | 4/29/2024 |
| Delete | Legg, Darrell | COS | Criminal Justice | Instructor | 1/14/2019 | 5/7/2021 |
| Delete | Legg, Darrell | COS | Criminal Justice | Instructor | 1/14/2019 | 5/7/2021 |
| Delete | Legg, Darrell | COS | Criminal Justice | Instructor | 1/14/2019 | 5/7/2021 |
| Delete | Otunuga, Olusegun | COS | Mathematics | Associate | 1/13/2020 | 5/5/2023 |
| Delete | Oxenrider, Kevin | COS | Biology | Associate | 5/13/2019 | 6/3/2022 |
| Delete | Price, Elmer | COS | Biological Science | Graduate | 8/22/2016 | 12/10/2021 |
| Delete | Smith, Ted | COS | Forensic Science | Instructor | 1/8/2018 | 5/8/2020 |
| Delete | Smith, Ted | COS | Forensic Science | Instructor | 1/8/2018 | 5/8/2020 |
| Edit | Green, Todd | SOM | Biomedical Sciences | Instructor | 1/10/2022 | 4/29/2024 |
| Edit | Nguyen, Que Huong | COS | Physics | Graduate | 1/10/2022 | 4/29/2027 |
| Edit | O'Byrne, Barbara | COEPD | Literacy Education | Doctoral | 8/23/2021 | 12/5/2026 |

**Attachment 4 (August 26, 2022)**

**GC Bylaws on Committee Responsibilities**

URL for Graduate Council Bylaws: <https://www.marshall.edu/graduate-council/by-laws/>

**Section 1. Role of Standing Committees**

The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council.

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
2. The Chair of the Graduate Council and the Graduate Dean shall be ex officio and non-voting members of each standing committee.
3. Each standing committee shall elect its own chair annually.

**Section 3. Duties of Standing Committee Chairs**

The duties of the chair shall include:

1. Scheduling meetings
2. Preparing agendas
3. Presiding over meetings
4. Preparing an annual report
5. Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the reminder of the academic year.

**Section 5. Standing Committees Titles and Responsibilities**

1. Standing Graduate Committees
2. Credentialing
3. Curriculum
4. Academic Planning, Standards, and Policies
5. Program Review and Assessment
6. Executive Committee
7. Section 6. Functions and Membership
8. Credentialing Committee
9. Functions:
10. Recommends criteria for graduate faculty membership to the Graduate Council.
11. Reviews graduate faculty membership applications for recommendation to the Graduate Council.
12. Membership: At least three Council members.

**Curriculum Committee**

Functions:

1. Recommends course changes, additions, and deletions.
2. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.
3. Evaluates existing courses.
4. Membership: At least three council members.

**Academic Planning, Standards, and/or Policies Committee**

Function:

* 1. Recommends general policies for admission, progression, and graduation of students.
	2. Recommends general academic policies.
	3. Recommends other policies related to academic area.
	4. Engages in long-range planning and recommends program development.
1. Membership: At least three council members.

**Program Review and Assessment Committee**

Function:

* 1. Reviews annual Assessment Reports submitted by each graduate program
	2. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment
	3. Engages in long-range planning and recommendations in the area of program review and assessment
	4. Membership: At least three council members.

**Executive Committee**

Function:

1. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.
2. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
3. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.
4. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
5. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.
6. Membership:  Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.
7. Article IX. Ad Hoc Committees
8. The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

**ATTACHMENT 5 (August 26, 2022)**

**Committee Assignments and Chairs**

**Credentialing**

Keith Beard

Shawn Schulenberg

Lori Thompson

Student Rep

**Curriculum**

Isaac Wait

Lisa Heaton

Scott Simonton

COS Representative

**Planning**

Richard Egleton

Henning Vauth

Conrae Lucas-Adkins

Tracy Christofero

**Program Review**

Amanda Meadows

Boyd Rorabaugh

Isaac Larison

**Attachment 2**

**Graduate Faculty Status Requests for September 2022**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Faculty Member** | **E-mail** | **College/School** | **Department/Division** | **Graduate Faculty Level** | **Term Start** | **Term Expires** |
| add | Caudill , Michael | caudillm@marshall.edu | COS | Geology | Graduate | 8/22/2022 | 12/9/2027 |
| add | Caudill, Michael | caudillm@marshall.edu | COS | Geology | Instructor | 8/22/2022 | 12/7/2024 |
| add | Deterding, Stephen | deterding@marshall.edu | COS | math | Graduate | 8/22/2022 | 12/9/2027 |
| add | Fenger, Terry | fenger@marshall.edu | COS | MS Program in Forensic Science | Instructor | 8/22/2022 | 12/7/2024 |
| add | Kunkler, Kimberly | kunkler@marshall.edu | COS | Master’s Program Forensic Science | Associate | 8/22/2022 | 12/6/2025 |
| add | Mallick, Avishek | mallicka@marshall.edu | COS | Mathematics | Graduate | 1/9/2023 | 5/5/2028 |
| add | Somerville, Charles | somervil@marshall.edu | COS | Biology | Graduate | 8/22/2022 | 12/9/2027 |
| add | Stephen, Deterding | deterding@marshall.edu | COS | Mathematics | Graduate | 8/22/2022 | 12/9/2027 |
| edit | Prather, Gretchen | gretchen.pfost@marshall.edu | COHP | School of Physical Therapy | Doctoral | 8/22/2022 | 12/9/2027 |
| edit | Trzyna, Wendy | trzyna@marshall.edu | COS | Biology | Graduate | 8/22/2022 | 12/9/2027 |

**Attachment 3**

**Planning Requests for September 2022**

College of Education and Professional Development

*Request for Non-Curricular Change*

Department: Counseling

Degree program: **Counseling, Master’s** (sic)

Type of change: Adding deadlines for priority consideration for admission to the degree program

Effective Date: Summer 2023

Rationale: “Current admissions process does not allow for comprehensive review of *all* applicants to be certain highest quality applicants are admitted to the program. This change will support efforts to enroll most qualified candidates.”

Recommend: Approval (minor recommended changes were addressed)

*Request for Non-Curricular Change*

Department: Counseling

Degree Program: **Certificate of Advanced Studies in Violence, Loss, and Trauma (VoLT)**

Type of Change: Adding a minimum GPA of 3.5 based on master-level course to admissions requirement

Effective Date: Spring 2023

Rationale: “Current admissions process does not allow for comprehensive review of *all* applicants to be certain highest quality applicants are admitted to the program. This change will support efforts to enroll most qualified candidates.”

Recommend: Approval (minor recommended changes were addressed)

School of Pharmacy

*Request for Non-Curricular Change*

Department: Pharmaceutical Sciences

Degree Program: **M.A. in Pharmaceutical Sciences**

Type of Change: Change admission and graduation requirements to match sister MS program (thesis option): Change from 37 to 32 credits, different course requirements. Update application link, eliminate recommended application deadline, 3.0 GPA is now recommended instead of required, but a required interview has been added, and also a note stating that a GRE test may strengthen the application. New, too: link for international students with the required TOEFL score.

Effective Date: Spring 2023

Rationale: “This proposal is to change the admission and graduation requirements for an M.A. in Pharmaceutical Sciences (non-thesis). This change will mirror the admission, coursework, and credit hours requirements for its sister M.S. program (thesis) in the School of Pharmacy. The reduction in the credit hour from 37 to 32 is proposed because it was felt that the degree requirements and mastery of pharmaceutical sciences knowledge can be achieved with fewer credit hours. We also believe it will make the program more competitive with other master’s degree programs with the reduction. In a survey of pharmaceutical science programs on PharmGrad, all require less than 37 credits to complete the degree. Examples include Pittsburgh (30), Wayne State Univ. (30), Auburn (30),Univ. of Cincinnati (30), Mercer (30), Buffalo (30), Rhode Island (30), Creighton (33), Campbell (35), Maryland (35)”

Recommended: Approval (minor recommended changes were addressed)

**Attachment 4**

**Curriculum Requests for September 2022**

**College of Education and Professional Development** – 6 requests

Course Deletion (6)

Department: Curriculum & Instruction

# / Title: CIDH 507 – Development and Remediation of Reading and Writing and Discourse for the Deaf and Hard of Hearing

 CIVI 506 – Practicum in Visual Impairment I

 CIVI 508 – Practicum in Visual Impairment II

 CIME 558 – Geometry for Math Educators

 CIME 575 – Supervised Field Practicum/Seminar in Mathematics 5-9

 CIME 577 – Supervised Field Practicum/Seminar in Mathematics 9-12

Rationale: Courses have not been taught for over ten years.

Final Term Offered: N/A

Courses Added: None

**Attachment 5**

 **MARSHALL UNIVERSITY GRADUATE COUNCIL BYLAWS**

**January 9, 1997 Revised & Approved: October 22, 2004**

**Revised & Approved: Spring and Fall 2013**

**Article I. Name**

The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.

**Article II. Purpose**

The duly elected members shall be the basic legislative body of the Marshall University Graduate College except as to matters reserved to the Dean of the Graduate College, to the Vice President for Graduate Studies, to the Provost, to the President, to the Board of Governors, to the Higher Education Policy Commission, or to the West Virginia Legislature.

**Article III Powers and Relationships**

Section 1. Members

1. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.

2. Action of the Council, a Council committee, or the members of any recognized sub-division of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of the Graduate College when such action is not in conflict with public law of the State of West Virginia or with University policy. The President of the Faculty Senate shall provide information regarding official actions to the Marshall University Senate.

Section 2. Vice President for Graduate Studies and Dean of the Graduate College

It shall be the responsibility of the Vice President for Graduate Studies and Dean of the Graduate College to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies of the Graduate College in a timely manner.

**Article IV. Membership**

1. Representation is as follows:

Voting representation on the Graduate Council shall include one Faculty member from each academic unit as defined in Bylaw # 14 of the Constitution of the Marshall University Faculty, one librarian with faculty rank, four at-large members elected from the South Charleston campus, the Faculty Senate Chair and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, nonvoting members include the Dean of the Graduate College, the Provost, the Vice President of Academic Affairs, and the Vice President of Research. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

1. All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

**Article V. Meetings**

Section 1. Scheduling

1. Regular meetings shall be held at least monthly during the academic year.

2. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.

2.3.Meetings shall be scheduled to enable members to participate in-person or remotely via university approved videoconferencing (e.g., MS Teams).

Section 2. Notification

1. The Chair shall give written notice of regular meetings at least one week prior to the meeting.

2. Special meetings may be convened with less than one week’s notice but with at least two days’ notice.

3. The written notice of all meetings must include proposed agenda items.

4. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.

Section 3. Voting

1. A quorum consisting of a majority of the eligible voting members of the Council must be present in-person, or live via videoconferencing, for action to be taken at a meeting.

2. Two-thirds of the eligible voting members of the Council must be present, or participating live via videoconferencing for action to be taken at special meetings when less than one week’s notice is given.

3. Except for the case of election of Council officers, a voice vote will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.

4. Proxy voting is not permitted in any instance.

**Article VI. Elections/Appointments**

Section 1. Terms

1. Each voting Council member’s term, other than the student member, shall be four years. The student member’s term shall be one year. Voting members may serve no more than two consecutive terms.

2. Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.

3. Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.

4. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.

5. If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the 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.

6. If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered “interim,” but rather a regular member.

7. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.

8. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

1. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that

Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an odd-numbered academic year.

2. Every nomination must be made from the floor and seconded.

3. For elections of one or more of the Council officers—Council Chair, Vice-Chair, and/or Secretary—voting will take place during a Council meeting by written, secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present, or participating live via videoconferencing, and voting for each office.

4. In the event of a tie, lot shall determine election.

5. If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

**Article VII. Officers of the Council**

Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

Section 2. Duties

a. The Chair shall be responsible for the following duties:

1. Schedule meetings.

2. Prepare the agenda for meetings.

3. Preside at all meetings.

4. Appoint ad hoc committees.

5. Appoint members to standing committees.

6. Serve as a representative of the Council.

7. Forward to the President of the University, or the President’s designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President’s designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.

8. Sign, and forward to the Dean of the Graduate College or other appropriate officer, any curricular changes, additions, or deletions.

9. Perform other duties consistent with the efficient management of the Council.

10. Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

11. In the Chair’s absence, the Vice Chair shall act as Chair.

12. The secretary shall be responsible for the following duties.

13. Recording minutes.

14. Distributing minutes to the Chair for preliminary approval, and then to all Council members.

15. Submitting a permanent copy of all minutes and attachments for file in the Graduate College Office.

16. Ensuring that minutes and other pertinent documents are posted on the Web page.

17. Performing other duties consistent with the support of Council activities.

**Article VIII. Standing Committees**

Section 1. Role of Standing Committees

The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council.

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.

2. The Chair of the Graduate Council and the Graduate Dean shall be ex officio and non-voting members of each standing committee.

3. Each standing committee shall elect its own chair annually.

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

1. Scheduling meetings

2. Preparing agendas

3. Presiding over meetings

4. Preparing an annual report

5. Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the reminder of the academic year.

Section 5. Standing Committees Titles and Responsibilities

a. Standing Graduate Committees

1. Credentialing

2. Curriculum

3. Academic Planning, Standards, and Policies

4. Program Review and Assessment

5. Executive Committee

Section 6. Functions and Membership

a. Credentialing Committee

1. Functions:

a. Recommends criteria for graduate faculty membership to the Graduate Council.

b. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

2. Membership: At least three Council members.

b. Curriculum Committee

1. Functions:

a. Recommends course changes, additions, and deletions.

b. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.

c. Evaluates existing courses.

2. Membership: At least three council members.

c. Academic Planning, Standards, and/or Policies Committee

1. Function: a. Recommends general policies for admission, progression, and graduation of students.

b. Recommends general academic policies.

c. Recommends other policies related to academic area.

d. Engages in long-range planning and recommends program development.

2. Membership: At least three council members.

d. Program Review and Assessment Committee 1. Function:

a. Reviews annual Assessment Reports submitted by each graduate program

b. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment

c. 4, Engages in long-range planning and recommendations in the area of program review and assessment

d. Membership: At least three council members.

e. Executive Committee

1. Function:

2. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.

3. Assures that the Graduate Council website and Graduate Catalog are kept up to date.

4. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.

5. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.

6. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

7. Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

**Article IX. Ad Hoc Committees**

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

**Article X. Robert’s Rules**

The Council shall be governed by the rules contained in Robert’s Rules of Order (latest edition) unless otherwise set forth in these bylaws.

**Article XI. Amending Bylaws**

1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.

2. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.