**MU Graduate Council Meeting - August 25, 2023**

**FINAL AGENDA**

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

**Hybrid Meeting – MSC 2w16-B + Teams**

**Agenda**

|  |  |
| --- | --- |
| Davis | Welcome; Approval of the Agenda |
| Davis | Graduate Council Membership and GA Rep **(Attachment 1)** |
| Lucas-Adkins | Approval of April Minutes **(Attachment 2)** |
| Mukerhjee | Academic Affairs Update |
| Davis | * “Temporary” Graduate Faculty Status (Redbook) * Graduate Accelerated Admissions Policy – 23 Programs/5 Colleges * SOM Graduate Faculty term * Faculty Constitution – Ratify GC Apportionment * CourseLeaf/CIM – GC Requests * Program Review Changes * Fall Guests   + MaryBeth Reynolds – Program Review   + Jerry Ross – Chief Enrollment Officer and VP of Enrollment Management * October GC Chit Chat (October 6 @ 1:00 PM) * University-wide GA Training * Policy Development   + Calendar Development   + Commencement Speaker   + Cross-Level Linked Courses |
| Mummert | Graduate Studies Report **(Attachment 3)** |
| Schulenberg | Faculty Senate Report |
| Davis | Review committee assignments and functions **(Attachment 4)** |
| All | Elect committee chairs **(Attachment 5)**  Committee chairs please plan to stay a few minutes after the meeting is adjourned. |

**At this time, all meetings will be Hybrid.**

* September 29, 2023, MSC 2w16-B
* October 27, 2023, MSC 2w16-B
* December 1, 2023, MSC 2w16-B
* January 26, 2024, MSC 2w16-B
* February 23, 2024, MSC 2w16-B
* March 29, 2024, Drinko 349
* April 19, 2024, MSC 2w16-B

**Attachments**

Attachment #1: Graduate Council Members’ Contact information and Term

Attachment #2: Minutes of the past meeting

Attachment #3: Graduate Council Standing Committee Responsibilities

Attachment #4: Committee Assignments

**Attachment 1**

**Graduate Council Membership**

**2023-2024**

**August 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **College** | **Email** | **Phone** | **Term** |
| Scott Davis  (Chair) | COHP | [davis1090@marshall.edu](mailto:davis1090@marshall.edu) | 65614 | 2026 |
| Isaac Wait  (Vice Chair) | CECS | [isaac.wait@marshall.edu](mailto:isaac.wait@marshall.edu) | 65444 | 2026 |
| Conrae Lucas-Adkins  (Secretary) | At-Large | [lucas26@marshall.edu](mailto:lucas26@marshall.edu) | 61937 | 2026 |
| Anne Axel | COS | [axel@marshall.edu](mailto:axel@marshall.edu) | 62426 | 2024 |
| Keith Beard | COLA | [beard@marshall.edu](mailto:beard@marshall.edu) | 62781 | 2026 |
| Tracy Christofero | At-Large | [christofero@marshall.edu](mailto:christofero@marshall.edu) | 62078 | 2024 |
| Richard Egleton | SOM | [egleton@marshall.edu](mailto:egleton@marshall.edu) | 67357 | 2024 |
| Lisa Heaton | At-Large | [heaton@marshall.edu](mailto:heaton@marshall.edu) | 62026 | 2026 |
| Isaac Larison | COEPD | [larison@marshall.edu](mailto:larison@marshall.edu) | 62051 | 2024 |
| Amanda Meadows | LCOB | [meadowsa@marshall.edu](mailto:meadowsa@marshall.edu) | 62660 | 2024 |
| Craig Kimble | SOP | [craig.kimble@marshall.edu](mailto:craig.kimble@marshall.edu) | 66014 | 2024 |
| Scott Simonton | At-Large | [simonton@marshall.edu](mailto:simonton@marshall.edu) | 62045 | 2026 |
| Lori Thompson | Library | [thompson39@marshall.edu](mailto:thompson39@marshall.edu) | 66611 | 2026 |
| Henning Vauth | CAM | [vauth@marshall.edu](mailto:vauth@marshall.edu) | 62337 | 2024 |
| Shawn Schulenberg | Senate Chair | [schulenberg@marshall.edu](mailto:schulenberg@marshall.edu) | 62767 | 2024 |
| Graduate Student | Student Rep | TBD | TBD | 2024 |
| **Ex-Officio Non-Voting Members** | | | | |
| Carl Mummert | Assistant Provost for Graduate Studies | [mummertc@marshall.edu](mailto:mummertc@marshall.edu) | 66156 |  |
| John Maher | VP Research | [maherj@marshall.edu](mailto:maherj@marshall.edu) | 64748 |  |
| Avinandan Mukherjee | Sr. VP for Academic Affairs & Provost | [mukherjeea@marshall.edu](mailto:mukherjeea@marshall.edu) | 63716 |  |

**Attachment 2**

**MU Graduate Council Meeting Minutes**

**April 21, 2023**

Hybrid Meeting (So. Charleston Thomas Board Room + Teams)

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

**Members Absent**: Egleton, Rorabaugh

**Ex-Officio Members Present**: Mummert

**Ex-Officio Members Absent**: Maher, Mukherjee

**Guests:** Antonsen, Brooks, Burton, Cantrell-Johnson, Eagle, Georgel, Johnson, Lankton, McComas, McFarland-Whisman, Morgan, Prather, Skoretz, Tolliver

|  |  |
| --- | --- |
| Davis | Welcome, Approval of the agenda |
| Lucas-Adkins | Approval of March 31, 2023, Minutes **(Attachment 1)** |
| Davis/Beard | Graduate Faculty Status Candidates **(GC-23-04-01-CRC) (Attachment 2)** |
| Vauth | * Planning Committee Requests **(GC-23-04-02 to 16-PC) (Attachment 3)** * Accelerated Graduate AdmissionPolicyApproval **(GC-23-04-17-PC) (Attachment 4)** |
| Wait | Curriculum Committee Requests **(GC-23-04-18 to 19-CC)** **(Attachment 5)** |
| Beard | Credentialing Audit Report Follow-up |
| Wait | Ad Hoc Bylaws Committee – Bylaws recommendation and approval   * **(Attachment 6)** – (Current, Track Changes, Clean) **(GC-23-04-20-AH)** |
| Davis | Discussion Items   * Student Appeal Hearings * AA-12 Academic Dishonesty * Budget Steering Committee- * Title IX Training- * Project Marco- |
| Heaton | AA-20 Implementation Procedures/Forms (**Attachment 7)** |
| Mummert | Graduate Studies Report |
| Schulenberg | Faculty Senate Report |
| Davis | Wrap Up |

**All meetings will be hybrid alternating between Huntington and So. Charleston with a virtual Teams option. Meetings will start at 1:00 PM and end by 3:00 PM):**

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

**Attachments:**

1. Minutes from March 31, 2023
2. Graduate Faculty Status Candidates
3. Planning Committee Requests
4. Accelerated Admissions Policy
5. Curriculum Committee Requests
6. Graduate Council Bylaws Draft -Current, Track Change, Clean, and Apportionment Illustration.
7. AA-20 Implementation Procedures/Forms

**Meeting Called to Order at 1:00 PM**

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

**MOTION TO APPROVE AGENDA with additions** **APPROVED**

* Include updated apportionment illustration that Scott emailed to GC
* Add Project Marco discussion
* Add item #16 to Planning Committee. It is a non-curricular request from COEPD, Curriculum & Instruction, MA in Education (Area of Emphasis)

**MINUTES OF PREVIOUS MEETING with edits APPROVED**

(See Attachment 1)

* Edit to GC-23-3-04-PC:  the friendly amendment should be: Change the catalogue wording from “students may choose to complete an area of emphasis” to “students must choose to complete an area of emphasis.”

**GRADUATE FACULTY STATUS**

(See Attachment 2)

**GC-23-04-01-CRC APPROVED**

**PLANNING COMMITTEE**

(See Attachments 3 & 4)

Henning Vauth presented the committee report.

College of Education and Professional Development

1. *Intent to Plan* (GC-23-04-02-PC)

Department: Special Education

Degree program: **M.A. in Applied Behavior Analysis**

Effective Date: Fall 2024

Rationale:

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* Approval recommendation from committee
* Carl Mummert commented- insurance now covers this therapy which increases the demand for analysts. This is a natural fit for MU, we have a partner for internships already.
* Jennifer McFarland-Whisman present to answer questions; there was no discussion
* All approved

1. *Request for Non-Curricular Change* (GC-23-04-03-PC)

Department: Curriculum & Instruction

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Fall 2023

Rationale: “Requesting addition of information to be located on Plan of Study and Program Requirements catalogue web page tabs.

* Approval recommendation from committee
* Lisa Heaton shared that this info was not in previous print catalogue, but it is in handbook already. The information outlines expectations and coursework.
* All approved

1. *Request for Change of Degree/Major* (GC-23-04-04-PC)

Department: Curriculum and Instruction

Degree program: **M.A. in Education**

Effective Date: Fall 2023

Rationale:

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* Approval recommendation from committee
* All approved, no discussion

1. *Request for Change of Area of Emphasis* (GC-23-04-05-PC)

Department: Curriculum and Instruction

Degree program: **M.A. in Education**

Area of Emphasis: **Early Childhood Education, Option 1**

Type of change: Addition of one-year online only AoE option.

Effective Date: Fall 2023

Rationale: The request is supplemental to a course title change submitted for CI 559 and a degree change submitted for the MA in Education. The MA in Education change is intended to streamline the number of hours and amount of time needed to complete the degree. If approved the non-licensure areas of emphasis will total 30 hours and added endorsement areas of emphasis will total 33 hours. Option 1, covered in this change request, is a non-licensure area of emphasis.

* Approval recommendation from committee
* Lisa Heaton explained rationale ;
* All approved

1. *Request for Non-Curricular Change* (GC-23-04-06-PC)

Department: Counseling

Degree Program: **Clinical Mental Health and School Counseling**

Type of Change: Title and course description change and course additions.

Effective Date: Fall 2023

Rationale:

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* Approval recommendation from committee
* Lisa Burton was present on behalf of the request;
* There was no discussion, All approved

College of Engineering and Computer Science

1. *Accelerated Master’s Degree (AMD) Proposal* (GC-23-04-07-PC)

Department: Computer Sciences and Electrical Engineering

Degree program: **M.S. in Engineering Management and Bachelor of Electrical and Computer Engineering**

Rationale: The AMD to MS in Engineering Management (MSE) will allow students in the Bachelor of Electrical and Computer Engineering program to augment their technical knowledge with management knowledge. The Engineering Management knowledge will significantly improve their employment prospect along with long term career growth. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

* Approval recommendation from committee
* There was no discussion, All approved

1. *Accelerated Master’s Degree (AMD) Proposal* (GC-23-04-08-PC)

Department: Computer Sciences and Electrical Engineering

Degree program: **M.S. in Electrical and Computer Engineering and Bachelor of Electrical and Computer Engineering**

Rationale: The AMD program will allow student to pursue the Electrical and Computer Engineering that advances their practical skills and to help them to specialize as an electrical engineer. A master's in electrical engineering will also prepare students for leadership positions and education roles. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

* Approval recommendation from committee
* There was no discussion, all approved

1. *Request for Change of a Major or Degree* (GC-23-04-09-PC)

Department: Weisberg Dept. of Mechanical and Industrial Engineering

Degree Program: **M.S. in Environmental Safety and Health**

Effective Date: Fall 2023

Rationale: The proposed catalog changes clarify requirements for the two degree options and expand elective choices within the program.  Also, SFT 599 is proposed to replace SFT 554 as a core degree requirement.

* Approval recommendation from committee
* There was no discussion, All approved

College of Health Professions

1. *Request for Non-Curricular Change* (GC-23-04-10-PC)

Department: Biomechanics

Degree Program: **M.S. in Biomechanics** and **M.S. in Biomechanics, Sport Science Area of Emphasis**

Type of Change: The Biomechanics program is requesting to remove the GRE requirement from the admissions process.

Rationale: The GRE is limited in its predictive ability for graduate school performance overall. The cost and current formats of taking the GRE is prohibitive creating more hurdles for them to cross. Lower socioeconomic-based students do not have the means to take one exam, let alone repeated exams, to achieve a solid score. Students from rural and lower economic backgrounds may not have access to testing centers. Therefore, the online option may not be possible either due to poor or lack of connectivity in their homes. These factors limit the potential pool of graduate students.

The Biomechanics program requests the addition of a scholarly writing sample.

* Approval recommendation from committee
* There was no discussion, All approved

College of Liberal Arts

1. *Request for Change of Major or Degree* (GC-23-04-11-PC)

Department: Geography

Degree Program: **M.A./M.S. in Geography**

Effective Date: Fall 2023

Rationale: External 5-year program reviewers suggested removal of GRE requirement from admissions criteria will attract more students.

* Approval recommendation from committee.
* There was no discussion, All approved

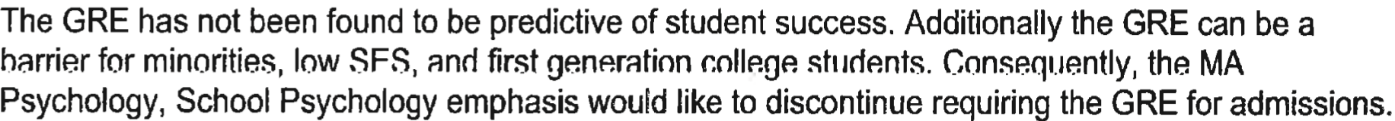
1. *Request for Non-Curricular Change* (GC-23-04-12-PC)

Department: Psychology

Degree Program: **M.A. in Psychology, School Psychology Emphasis**

Type of Change: The psychology program is requesting to remove the GRE requirement from the admissions process.

Rationale:



* Approval recommendation from committee
* There was no discussion, All approved

Lewis College of Business

1. *Request for Addition of Area of Emphasis* (GC-23-04-13-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Accountancy**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Accountancy within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Accountancy to the DBA Program so that the academic record will show and recognize each concentration.

* Approval recommendation from committee
* Carl Mummert clarified that a program can have tracks, concentrations etc. but in banner they have to be created. Said this is perfectly reasonable request.
* Nancy Lankton further explained that students come to LCOB because we have the concentrations.
* All approved

1. *Request for Addition of Area of Emphasis* (GC-23-04-14-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Healthcare Management**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Healthcare Management within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Healthcare Management to the DBA Program so that the academic record will show and recognize each concentration.

* Approval recommendation from committee
* There was no discussion, All approved

1. *Request for Addition of Area of Emphasis* (GC-23-04-15-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Management/Entrepreneurship**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of management/Entrepreneurship within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, healthcare management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the BA Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Management/Entrepreneurship to the DBA Program so that the academic record will show and recognize each concentration.

* Approval recommendation from committee
* There was no discussion, All approved

School of Pharmacy

1. *Request for Deletion of Major or Degree* (GC-23-04-16-PC)

Department: Pharmacy

Degree Program: **Pharm. D./MPH (Master of Public Health)**

Effective Date: Fall 2023

Rationale: The Department of Public Health intends to suspend its dual degree programs, including the MPH / PharmD program. Thus, we need to remove this dual degree program from the School of Pharmacy's section of the catalog.

* Approval recommendation from committee.
* Carl explained rationale.
* All approved

College of Education and Professional Development

1. *Request for Non-Curricular Change*

Department: Curriculum and Instruction

Degree Program: **M.A. in Education (Areas of Emphasis)**

Effective Date: Fall 2023

Rationale: The request is to update catalog copy related to the areas of emphasis under the MA in Education. We are not changing the curriculum. In the print catalog the graduate certificates and areas of emphasis were grouped together with one explanation and outline of courses. Now that the information is outlined in separate locations, some related edits are needed. For example, students in the MA in Education take a technology course (CIEC 534 or 600 or 635) in the core requirements, so this technology course required in the Graduate Certificates should not be included in the list of Area of Emphasis requirements. It makes the number of hours required in several areas of emphasis appear to be greater than necessary. Some previous curriculum changes are not applied in the catalog copy, such as the addition of CIME 670 to the elementary mathematics specialist requirements. In another case the capstone requirement in the MA in Education is listed as an area of emphasis course. Notes that previously applied to methods courses that could be counted toward the core are no longer applicable. The latter, related to methods courses, does not reflect a curriculum change, only a change in where courses are counted on the MA in Education plan of study.

* Approval recommendation from committee.
* Lisa Heaton explained rationale.
* All approved.

**Accelerated Graduate Admission Policy Approval (GC-23-04-17-PC) Approved**

**(Attachment 4)**

**Accelerated Admissions Process**

For programs that opt in, Graduate Admissions will verify whether each applicant meets the objective admissions criteria for a program. If so, the Admissions office will immediately accept the student and send the application packet to the department, but will not send a credential sheet.

If an applicant does not meet the admissions criteria, or if this is unclear, the Graduate Admissions office will send the application packet and a credential sheet to the department.  The department will be able to review all students who do not clearly meet the requirements in the same way they currently do.

**How to opt in**

To opt in, the program director will contact their Dean. The Dean, if supportive, will send an email to Graduate Admissions ([graduateadmissions@marshall.edu](mailto:graduateadmissions@marshall.edu)) and the chair of Graduate Council (Scott Davis, [davis1090@marshall.edu](mailto:davis1090@marshall.edu)) stating the program wishes to opt in. Each program must opt in separately, and programs that do not opt in will not be affected by this proposed procedure.

**CURRICULUM COMMITTEE**

(See Attachment 5)

Isaac Wait presented the committee report

**GC-23-04-18-CC-COHP – College of Health Professions** – 3 requests

Course Change (2)

Department: Physical Therapy

# / Title (current): PT 789 / Musculoskeletal III

# / Title (new): PT 789 / Ortho II Primary Care PT

Catalog desc (current): Advanced diagnosis and management approaches for complex orthopedic and sports PT populations will be covered. Differential diagnosis of upper and lower quarter pathology, along with specialized treatments unique to this population will be emphasized.

Catalog desc (new): The course will prepare students to collaboratively function as a human movement system expert within the primary care delivery model. Screening, triage, decision making, consulting, and education will be emphasized.

Credit hours (current): 1

Credit hours (new): 2

Rationale: New title more accurately reflects the course’s focus on primary care physical therapy, and the updated catalog description reflects updates to the course and content that will arise from it being offered in semester 8 instead of semester 5.

Department: Communication Disorders

# / Title (current): CD 692 / Seminar

# / Title (new): CD 692 / Pediatric Feeding and Swallowing Disorders

Catalog desc (current): Topics in Communication Disorders not covered in other courses; topics vary from semester to semester.

Catalog desc (new): Discussion of prevention, assessment, and treatment of feeding and swallowing disorders from birth to school-age children including medical, nutritional, feeding skill, and/or psychosocial dysfunction.

Prerequisites: CD 691

Credit hours (current): 1 to 4

Credit hours (new): 2

Rationale: Change reflects increased incidence and prevalence of pediatric feeding and swallowing disorders. The CD 692 course number is being utilized since it follows a course in a related topic. [Syllabus has been provided and reviewed.]

Course Addition (1)

Department: Physical Therapy

# / Title: PT 794 / Integrated Clinical Experiences in PT II

Catalog Description: Faculty supervised clinical experiences in a student-directed pro bono physical therapy clinic with complementary activities related to clinical practice, serving the community and strengthening clinical partnerships.

Prerequisites: Successful completion of all prior MUSOPT coursework

First Term Offered: Fall 2023

Credit Hours: 1

* Committee recommends approval
* No discussion
* All approved

**GC-23-04-19-CC-COEPD – College of Education and Professional Development** – 5 requests

Course Change (3)

Department: Curriculum & Instruction

# / Title (current): CI 559 / Multicultural Influences in Education

# / Title (new): CI 559 / Diversity Equity and Inclusion in Education

Catalog desc (current): Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds. Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.

Catalog desc (new): Considers diversity, equity, and inclusion with an emphasis on theory and practice for teaching students with diverse perspectives and backgrounds.

Rationale: The title and description updates are requested to better align the course with current literature in the field.

Department: Curriculum & Instruction

# / Title: ITL 650 / Library Practice

Credit hours (current): 3

Credit hours (new): 1-3

Rationale: The change requested is to better align the practicum experience with the learner's course work throughout the SLM program by offering 1 hour of practicum per semester that is aligned with the program course work instead of using the 3 hour course as a capstone experience. Further, it will allow for better data management for key assessments on a program level and also allow the program to be completed in 1 calendar year by taking 7 hours per semester instead of 6, which can cause a challenge if a student is dependent on financial aid and/or can have a gap in their work over the summer when the course is not offered. The new proposed schedule will allow a seamless completion over the program from start to finish, no matter the semester the student is admitted and allows for a faster completion of course work.

Department: Counseling

# / Title (current): COUN 672 / Organization & Administration of School Counseling

# / Title (new): COUN 672 / Current Practices in School Counseling

Catalog desc (current): Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed. Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed.

Catalog desc (new): In-depth analysis of comprehensive developmental guidance school counseling programs, including the coordination of these programs. Examination of effective strategies for dealing with current issues in K-12 environments will be covered.

Rationale: Inclusion of related and similar topics currently taught in COUN 670, which students will no longer take in order to make room for an additional elective.

Course Addition (2)

Department: Curriculum & Instruction

# / Title: EDF 622 / Action Research in Education

Catalog Description: Study of action research as a systematic method carried out by practitioners to improve educational practice.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Department: Counseling

# / Title: COUN 590 / Human Sexuality in Counseling

Catalog Description: Will provide understanding of human sexual development and examine the place of sexuality in human life, including the influences of biological, psychological, social, and cultural factors.

Prerequisites: COUN 600

First Term Offered: Fall 2023

Credit Hours: 3

* Committee recommends approval
* All approved

**CREDENTIALING COMMITTEE**

Keith Beard presented Credentialing Audit Report Follow-up

* COAM reviewed, COEPD reviewed, corrections have been made to these colleges;
* SOP (have not corrected issues yet, but Keith is in contact with the school and person who was in charge of those has been out. Keith will continue to follow up)

**AD HOC BYLAWS COMMITTEE** – Bylaws recommendation and approval

**(Attachment 6)** – (Current, Track Changes, Clean) **(GC-23-04-20-AH)**

* Articles will become effective (membership) after Faculty Senate approval
* Ad Hoc discussed that all graduate students, regardless of part-time status, etc. should count
* Scott sent out email with the updated stats from the March meeting, COEPD increased number, because now considering non-degree-seeking students. GC made up of 18 members if approved (will increase from 16 to 18) Isaac said threshold of 400 students will be used to determine a new seat
* Scott said workload of GC has been significant and he is not concerned about 2 additional members
* Isaac said that since there would be 5 reps from COEPD then we would have to watch to be sure that no more than 2 would serve on a committee

**GRADUATE COUNCIL CHAIR DISCUSSION ITEMS**:

* Student Appeal Hearings- 1 appeal has been heard and 1 is pending.
* AA-12 Academic Dishonesty- Legal counsel is recommending revision: that attorneys may participate in hearings, Scott has discussed with EC and GC should be aware of the change. Carl said that the change does not mean we cannot control what attorneys do at hearings Henning agrees with Scott that this is a legal issue with no further action from GC necessary at this time.
* Budget Steering Committee- Scott is on this committee, 1 meeting has been held, Scott wanted us to be aware of the existence and that we have representation from him
* Title IX Training- please complete this training if haven’t already
* Project Marco- MU Health would become subsidiary of Mountain Health Network; Some concern raised. Scott will keep us informed. Shawn said that MU would have 4 seats on the 12 member board. BOG will be reviewing business transaction, this involves a legal arrangement that can’t be fully disclosed.

**AA-20 IMPLEMENTATION PROCEDURES/FORMS** (**Attachment 7)**

* Mid next week BOG will review
* Lisa Heaton reviewed the changes and updates in the attachment, Scott said Lisa has done excellent job,
* Once approved these will be dynamic forms and put on GC website for rollout in fall

**GRADUATE STUDIES REPORT**

1. **Staffing update.**  Carleen O’Neill has started as the administrative assistant for Graduate Studies. We have made a space request for an office in Old Main, which we hope to announce soon.
2. **GA Pay Increase.** We anticipate the budget for 2023-24 will include a pay raise for graduate assistants. After reviewing the proposal, Finance is moving to fund approximately half of the requested increase this year, with the other half anticipated for next year. Once the 23-24 budget is approved by the Board of Governors on April 26, we will know the precise amount. We anticipate that the funds this year prioritized towards lower-paid GAs.
3. **Graduate Preview Evening.** We held this event on April 10. It was the first live graduate recruiting event at Marshall since COVID. All units with graduate programs were present, as well as representatives from Admissions, Financial Aid, Online Learning, Student Research, the Alumni Association, Career Education, the International Office, and Housing.   Two TV news crews came to record video and we had a brief interview to WSAZ.  We obtained contact information from more than 50 students. The event was successful overall, and we learned from it to improve the event next year.
4. **ETD Update.** The table below summarizes ETDs submitted this semester. The due date was March 31.

Submitted in Spring: 21

Rollover from Fall: 1

Total Spring 2023: 22

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Accepted as of 4/21/2023: 13

Still in Review: 7

Submitted Late (and not in review): 1

Submitted Without Defense (and not in review): 1

1. **Anthology collaboration.** We are working with the Anthology company on “enrollment coaching” for Fall 2023 and Spring 2024. This entails contacting students who have applied to encourage them to complete the application. They will also contact students who reach out to Marshall to encourage the students to apply, and reach out to students who have been accepted to encourage them to enroll. Overall, this is referred to as “funnel management”. We have brought on Anthology because we do not have the staff on hand to move this forward at this time. Marshall is working with Anthology on both the undergraduate and graduate sides.

* Amanda M. asked who do we follow up with to find out if GC actions are followed up on Scott said Pres. Smith approves, and then Academic Affairs receives forms. Carl said once GC approves and Pres signs, Graduate Studies offices will receive forms, then scanned for Registrar, and catalogue officer (Su Tams) will see it and make changes. Curricular forms can be easily overlooked. He knows process is not perfect. Electronic forms will happen in fall. Carl said to double check catalogue to make sure it has all changes. Scott says he needs to go back to website for updates over the summer.
* Challenge next year is implementing Course Leaf.

**FACULTY SENATE REPORT**

* Last meeting was yesterday;
* Deferred maintenance waiting on money $20-25 million to come in ,
* CFO is planning for raise- flat 1350 raise per employee,
* Error on PEIA website regarding pay (For MU it should be 1350),
* Thanks to all who attended general faculty meeting,
* Post tenure review and other ad hoc committee nominations accepted through today
* Shawn has concerns about protests and will reach out to Pres. Smith with these
* Jeb took new position, HR will be posting his position,
* Amanda M.- is member of PEIA finance forum, asked all to please complete the forms

**WRAP UP**

* Discussion about the challenges of meeting on different campuses
* Scott will plan meetings in Huntington for next year, we are committed to hybrid approach
* Scott will work on academic calendar for next year.

**Adjourn 2:19 PM**

**Attachment 2**

**April 2023**

**(GC-23-04-01-CRC)**

| **Type** | **Faculty Member** | **E-mail** | **College/School** | **Department/Division** | **Graduate Faculty Level** | **Term Start** | **Term Expires** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Add | Agee, James | james.v.agee@k12.wv.us | COEPD | C&I | Instructor | 08/22/2022 | 12/07/2024 |
| Add | Baldwin, Jonathan | baldwin16@marshall.edu | COEPD | LS | Instructor | 08/22/2022 | 12/07/2024 |
| Add | Hightower, Charity | charity.hightower@k12.wv.us | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Add | McCormick, Laurie | mccormick1@marshall.edu | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Add | Moats, Jessica | jmoats31@gmailcom | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Add | Mobley, Jaylan | mobley33@marshall.edu | CECS | CSEE | Instructor | 08/21/2023 | 12/06/2025 |
| Add | Morgan, Lesley | lesleymorgan.ell.specialist@gmail.com | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Delete | Bragg, Brittany | bragg52@marshall.edu | COEPD | Elementary/Secondary Ed. | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Burdette, Stephanie | toney14@marshall.edu | COEPD | Reading | Associate | 01/09/2017 | 05/08/2020 |
| Delete | Campbell, Shelvy | campbels@marshall.edu | SOP | Pharmacy Practice, Admin and Research | Associate | 08/24/2020 | 12/08/2023 |
| Delete | Chambers, Christina | cdchambe@k12.wv.us | COEPD | Leadership Studies | Instructor | 08/26/2019 | 12/10/2021 |
| Delete | Dalton, Adam | daltona@marshall.edu | CAM | Music | Graduate | 01/14/2019 | 01/14/2024 |
| Delete | Davies, Karen | davies3@marshall.edu | COEPD | Leadership Studies | Instructor | 01/09/2017 | 05/03/2019 |
| Delete | Dooley, Janet | dooley@marshall.edu | CAM | Journalism and Mass Communications | Associate | 01/14/2019 | 05/06/2022 |
| Delete | Fitzpatrick, Casey | fitzpatrick5@marshall.edu | SOP | Pharmacy Practice, Administration, and Research | Graduate | 01/08/2018 | 05/05/2023 |
| Delete | Ghomian, Taher | ghomian@marshall.edu | CECS | Engineering | Graduate | 01/10/2022 | 05/15/2027 |
| Delete | Gripper, Erin | gripper@marshall.edu | COEPD | Elementary/Secondary Ed. | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Hall, Donald | hall@marshall.edu | COEPD | Counseling | Graduate | 01/09/2017 | 05/06/2022 |
| Delete | Halstead, Tammy | thalstead@k12.wv.us | COEPD | Literacy Education | Instructor | 08/26/2019 | 12/10/2021 |
| Delete | Hankins, Linda | maier4@marshall.edu | COEPD | Counseling | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Ingersoll, Christine | ingersoll@marshall.edu | CAM | Journalism | Instructor | 08/20/2018 | 12/11/2020 |
| Delete | Isaacs, Melinda | isaacs15@marshall.edu | COEPD | ACE | Instructor | 08/23/2021 | 12/08/2023 |
| Delete | Klein, Thomas | klein@marshall.edu | COEPD | CIF | Graduate | 10/24/14 | 10/24/19 |
| Delete | Lee, Alexander | leeal@marshall.edu | CAM | School of Music | Graduate | 08/21/2017 | 12/09/2022 |
| Delete | MacCorkle, Mary Lu | mmaccork@k12.wv.us | COEPD | Leadership Studies | Instructor | 05/20/2019 | 05/20/2021 |
| Delete | Meisel, Edna | meisele@marshall.edu | COEPD | Elem/Sec Ed | Doctoral | 08/22/2016 | 12/10/2021 |
| Delete | Milam, Mark | memilam@mail.kana.k12.wv.us | COEPD | Leadership Studies | Instructor | 05/20/2019 | 05/20/2021 |
| Delete | Mirzakhani, Amad | mirzakh3@marshall.edu | COEPD | Elem/Sec Ed | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Pentasuglia-Filipek, Kristal | pentasuglia1@marshall.edu | COEPD | Leadership Studies | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Rabe, Robert | rabe@marshall.edu | CAM | Journalism and Mass Communications | Graduate | 12/12/2015 | 12/12/2020 |
| Delete | Reed, Sandra | reedsa@marshall.edu | CAM | School of Art and Design | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Richards, Lisa | richar12@marshall.edu | COEPD | Literacy Education | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Riley, Sigrid | riley23@marshall.edu | COEPD | Literacy Education | Instructor | 08/26/2019 | 12/10/2021 |
| Delete | Romaine, Chelsea | cstroeb@gmail.com | COEPD | Special Education | Instructor | 01/09/2017 | 05/03/2019 |
| Delete | Romano-Potter, Paula | potter20@marshall.edu | COEPD | Leadership Studies | Instructor | 01/13/2020 | 05/06/2022 |
| Delete | Stahle, Cheryl | cherylstahle@gmail.com | COEPD | Literacy Education | Instructor | 08/21/2017 | 12/13/2019 |
| Delete | Vauth, Henning | vauth@marshall.edu | CAM | Department of Music | Graduate | 01/09/2017 | 05/06/2022 |
| Delete | Warren, Carla | carla.warren@k12.wv.us | COEPD | C&I | Instructor | 08/26/2019 | 12/10/2021 |
| Delete | Watts, Kelly |  | COEPD | Elem/Sec Ed | Instructor | 6/16/15 | 6/16/20 |
| Delete | Watts, Louis | wattsl@marshall.edu | COEPD | Leadership Studies | Instructor | 08/24/2020 | 12/09/2022 |
| Delete | Wolfe, Jeffrey | wolfe9@marshall.edu | CAM | Music | Associate | 01/14/2019 | 05/06/2022 |
| Delete | Yost, David | yost28@marshall.edu | COEPD | ACE | Instructor | 08/23/2021 | 12/08/2023 |
| Edit | Akinsete, Alfred | akinsete@marshall.edu | COS | Mathematics | Graduate | 08/21/2023 | 12/08/2028 |
| Edit | Axel, Anne | axel@marshall.edu | COS | Biological Sciences | Graduate | 05/08/2023 | 08/11/2028 |
| Edit | Bailey, Catherine | baileyca@marshall.edu | COEPD | School Psychology | Instructor | 08/22/2022 | 12/07/2024 |
| Edit | Bingham, Edwin | bingham@marshall.edu | CAM | Music | Graduate | 01/09/2023 | 04/28/2028 |
| Edit | Coakley, Rebecca | coakleyr2@gmail.com | COEPD | Special Ed | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Dobbs, Wendell | dobbs@marshall.edu | CAM | Music | Associate | 01/09/2023 | 04/28/2026 |
| Edit | Dobbs, Wendell | dobbs@marshall.edu | CAM | Music | Associate | 01/09/2023 | 04/28/2026 |
| Edit | Hall, James | hallj@marshall.edu | CAM | Music | Associate | 01/09/2023 | 04/28/2026 |
| Edit | Hall, James | hallj@marshall.edu | CAM | Music | Graduate | 01/09/2023 | 04/28/2028 |
| Edit | Hovious, Meredith | meeks4@marshall.edu | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Hovious, Meredith | meeks4@marshall.edu | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Lambert, Eugenia | webb24@marshall.edu | COEPD | Leadership Studies | Doctoral | 08/24/2020 | 12/06/2025 |
| Edit | Manley, Michael | manleymi@SCSdoh.org | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Meisel, Edna | meisele@marshall.edu | COEPD | Elem/Sec Ed | Doctoral | 01/09/2023 | 04/28/2028 |
| Edit | Perry, Allyson | perry.allyson@gmail.com | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Singleton, Ray | singleton@marshall.edu | COEPD | C&I | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Smith, Elizabeth | smither@marshall.edu | CAM | Music | Graduate | 01/09/2023 | 04/28/2028 |
| Edit | Smith, Elizabeth | smither@marshall.edu | CAM | Music | Graduate | 01/09/2023 | 04/28/2028 |
| Edit | Spitzer, Nadja | spitzern@marshall.edu | COS | Biological Sciences | Graduate | 05/08/2023 | 08/11/2028 |
| Edit | Walden, Harley | walden4@marshall.edu | COEPD | Elementary/Secondary Ed. | Instructor | 01/09/2023 | 04/28/2025 |
| Edit | Wehner, Andre | wehner2@marshall.edu | COS | Physics | Instructor |  | 2 |

**Attachment 3**

**April 2023**

**Planning Committee Requests**

College of Education and Professional Development

* 1. *Intent to Plan* (GC-23-04-02-PC)

Department: Special Education

Degree program: **M.A. in Applied Behavior Analysis**

Effective Date: Fall 2024

Rationale:

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Description automatically generated

Approval recommendation.

* 1. *Request for Non-Curricular Change* (GC-23-04-03-PC)

Department: Curriculum & Instruction

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Fall 2023

Rationale: “Requesting addition of information to be located on Plan of Study and Program Requirements catalogue web page tabs.

Approval recommendation.

* 1. *Request for Change of Degree/Major* (GC-23-04-04-PC)

Department: Curriculum and Instruction

Degree program: **M.A. in Education**

Effective Date: Fall 2023

Rationale:

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Approval recommendation.

* 1. *Request for Change of Area of Emphasis* (GC-23-04-05-PC)

Department: Curriculum and Instruction

Degree program: **M.A. in Education**

Area of Emphasis: **Early Childhood Education, Option 1**

Type of change: Addition of one-year online only AoE option.

Effective Date: Fall 2023

Rationale: The request is supplemental to a course title change submitted for CI 559 and a degree change submitted for the MA in Education. The MA in Education change is intended to streamline the number of hours and amount of time needed to complete the degree. If approved the non-licensure areas of emphasis will total 30 hours and added endorsement areas of emphasis will total 33 hours. Option 1, covered in this change request, is a non-licensure area of emphasis.

Approval recommendation.

* 1. *Request for Non-Curricular Change* (GC-23-04-06-PC)

Department: Counseling

Degree Program: **Clinical Mental Health and School Counseling**

Type of Change: Title and course description change and course additions.

Effective Date: Fall 2023

Rationale:

Text

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Approval recommendation.

College of Engineering and Computer Science

* 1. *Accelerated Master’s Degree (AMD) Proposal* (GC-23-04-07-PC)

Department: Computer Sciences and Electrical Engineering

Degree program: **M.S. in Engineering Management and Bachelor of Electrical and Computer Engineering**

Rationale: The AMD to MS in Engineering Management (MSE) will allow students in the Bachelor of Electrical and Computer Engineering program to augment their technical knowledge with management knowledge. The Engineering Management knowledge will significantly improve their employment prospect along with long term career growth. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

Approval recommendation.

* 1. *Accelerated Master’s Degree (AMD) Proposal* (GC-23-04-08-PC)

Department: Computer Sciences and Electrical Engineering

Degree program: **M.S. in Electrical and Computer Engineering and Bachelor of Electrical and Computer Engineering**

Rationale: The AMD program will allow student to pursue the Electrical and Computer Engineering that advances their practical skills and to help them to specialize as an electrical engineer. A master's in electrical engineering will also prepare students for leadership positions and education roles. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

Approval recommendation.

* 1. *Request for Change of a Major or Degree* (GC-23-04-09-PC)

Department: Weisberg Dept. of Mechanical and Industrial Engineering

Degree Program: **M.S. in Environmental Safety and Health**

Effective Date: Fall 2023

Rationale: The proposed catalog changes clarify requirements for the two degree options and expand elective choices within the program.  Also, SFT 599 is proposed to replace SFT 554 as a core degree requirement.

Approval recommendation.

College of Health Professions

* 1. *Request for Non-Curricular Change* (GC-23-04-10-PC)

Department: Biomechanics

Degree Program: **M.S. in Biomechanics** and **M.S. in Biomechanics, Sport Science Area of Emphasis**

Type of Change: The Biomechanics program is requesting to remove the GRE requirement from the admissions process.

Rationale: The GRE is limited in its predictive ability for graduate school performance overall. The cost and current formats of taking the GRE is prohibitive creating more hurdles for them to cross. Lower socioeconomic-based students do not have the means to take one exam, let alone repeated exams, to achieve a solid score. Students from rural and lower economic backgrounds may not have access to testing centers. Therefore, the online option may not be possible either due to poor or lack of connectivity in their homes. These factors limit the potential pool of graduate students.

The Biomechanics program requests the addition of a scholarly writing sample.

Approval recommendation.

College of Liberal Arts

* 1. *Request for Change of Major or Degree* (GC-23-04-11-PC)

Department: Geography

Degree Program: **M.A./M.S. in Geography**

Effective Date: Fall 2023

Rationale: External 5-year program reviewers suggested removal of GRE requirement from admissions criteria will attract more students.

Approval recommendation.

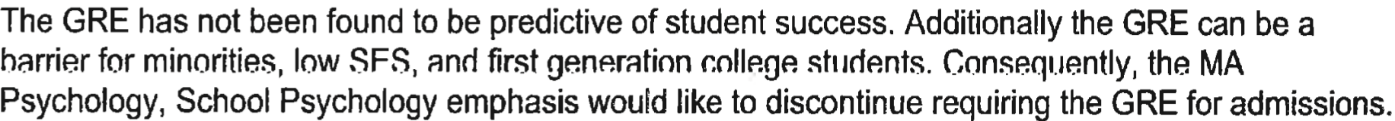
* 1. *Request for Non-Curricular Change* (GC-23-04-12-PC)

Department: Psychology

Degree Program: **M.A. in Psychology, School Psychology Emphasis**

Type of Change: The psychology program is requesting to remove the GRE requirement from the admissions process.

Rationale:



Approval recommendation.

Lewis College of Business

* 1. *Request for Addition of Area of Emphasis* (GC-23-04-13-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Accountancy**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Accountancy within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Accountancy to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

* 1. *Request for Addition of Area of Emphasis* (GC-23-04-14-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Healthcare Management**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Healthcare Management within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Healthcare Management to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

*14. Request for Addition of Area of Emphasis* (GC-23-04-15-PC)

Department: Doctor of Business Administration

Degree program: **D.B.A.**

Area of Emphasis: **Management/Entrepreneurship**

Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of management/Entrepreneurship within the DBA.

Effective Date: Summer 2023

Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, healthcare management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the BA Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Management/Entrepreneurship to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

School of Pharmacy

1. *Request for Deletion of Major or Degree* (GC-23-04-16-PC)

Department: Pharmacy

Degree Program: **Pharm. D./MPH (Master of Public Health)**

Effective Date: Fall 2023

Rationale: The Department of Public Health intends to suspend its dual degree programs, including the MPH / PharmD program. Thus, we need to remove this dual degree program from the School of Pharmacy's section of the catalog.

Approval recommendation.

College of Education and Professional Development

1. *Request for Non-Curricular Change*

Department: Curriculum and Instruction

Degree Program: **M.A. in Education (Areas of Emphasis)**

Effective Date: Fall 2023

Rationale: The request is to update catalog copy related to the areas of emphasis under the MA in Education. We are not changing the curriculum. In the print catalog the graduate certificates and areas of emphasis were grouped together with one explanation and outline of courses. Now that the information is outlined in separate locations, some related edits are needed. For example, students in the MA in Education take a technology course (CIEC 534 or 600 or 635) in the core requirements, so this technology course required in the Graduate Certificates should not be included in the list of Area of Emphasis requirements. It makes the number of hours required in several areas of emphasis appear to be greater than necessary. Some previous curriculum changes are not applied in the catalog copy, such as the addition of CIME 670 to the elementary mathematics specialist requirements. In another case the capstone requirement in the MA in Education is listed as an area of emphasis course. Notes that previously applied to methods courses that could be counted toward the core are no longer applicable. The latter, related to methods courses, does not reflect a curriculum change, only a change in where courses are counted on the MA in Education plan of study.

Approval recommendation

**Attachment 4**

**April 2023**

**Accelerated Admission Policy**

(GC-23-04-17-PC)

To: Graduate Council

From: Carl Mummert, Asst. Provost for Graduate Studies

Date: February 9, 2023

**Subject: Accelerated Graduate Admissions Procedure - Proposal for Graduate Council**

**Summary**

I would like to propose a change in our graduate admissions procedures to let programs opt in to an accelerated admissions process.  In the current process, Graduate Admissions sends a credential sheet for every applicant to the program for their review and signature. In the proposed system, graduate programs could voluntarily opt-in to allow the Graduate Admissions office to immediately accept qualified applicants without requiring a signed credential sheet.

Speed of admissions is particularly important for graduate students who might change their mind or select another school due to a delay. The proposed procedure would speed our admissions process for programs that opt in, avoiding the unavoidable delay when a credential sheet must signed.  Each program would continue to receive credential sheets for all other applicants, allowing full review.

**Eligibility**

To participate, a program must have objective admissions criteria that the Graduate Admissions office can evaluate. Examples of objective credentials include GPA and exam score requirements, and having a undergraduate degree in a particular field. Examples of requirements the Graduate Admissions office cannot evaluate include personal statements and letters of recommendation.

**Accelerated Admissions Process**

For programs that opt in, Graduate Admissions will verify whether each applicant meets the objective admissions criteria for a program. If so, the Admissions office will immediately accept the student and send the application packet to the department, but will not send a credential sheet.

If an applicant does not meet the admissions criteria, or if this is unclear, the Graduate Admissions office will send the application packet and a credential sheet to the department.  The department will be able to review all students who do not clearly meet the requirements in the same way they currently do.

**How to opt in**

To opt in, the program director will contact their Dean. The Dean, if supportive, will send an email to Graduate Admissions ([graduateadmissions@marshall.edu](mailto:graduateadmissions@marshall.edu)) and the chair of Graduate Council (Scott Davis, [davis1090@marshall.edu](mailto:davis1090@marshall.edu)) stating the program wishes to opt in. Each program must opt in separately, and programs that do not opt in will not be affected by this proposed procedure.

Carl said this is time saver, all approve

**Attachment 5**

**April 2023**

**Curriculum Requests**

**GC-23-04-18-CC-COHP – College of Health Professions** – 3 requests

Course Change (2)

Department: Physical Therapy

# / Title (current): PT 789 / Musculoskeletal III

# / Title (new): PT 789 / Ortho II Primary Care PT

Catalog desc (current): Advanced diagnosis and management approaches for complex orthopedic and sports PT populations will be covered. Differential diagnosis of upper and lower quarter pathology, along with specialized treatments unique to this population will be emphasized.

Catalog desc (new): The course will prepare students to collaboratively function as a human movement system expert within the primary care delivery model. Screening, triage, decision making, consulting, and education will be emphasized.

Credit hours (current): 1

Credit hours (new): 2

Rationale: New title more accurately reflects the course’s focus on primary care physical therapy, and the updated catalog description reflects updates to the course and content that will arise from it being offered in semester 8 instead of semester 5.

Department: Communication Disorders

# / Title (current): CD 692 / Seminar

# / Title (new): CD 692 / Pediatric Feeding and Swallowing Disorders

Catalog desc (current): Topics in Communication Disorders not covered in other courses; topics vary from semester to semester.

Catalog desc (new): Discussion of prevention, assessment, and treatment of feeding and swallowing disorders from birth to school-age children including medical, nutritional, feeding skill, and/or psychosocial dysfunction.

Prerequisites: CD 691

Credit hours (current): 1 to 4

Credit hours (new): 2

Rationale: Change reflects increased incidence and prevalence of pediatric feeding and swallowing disorders. The CD 692 course number is being utilized since it follows a course in a related topic. [Syllabus has been provided and reviewed.]

Course Addition (1)

Department: Physical Therapy

# / Title: PT 794 / Integrated Clinical Experiences in PT II

Catalog Description: Faculty supervised clinical experiences in a student-directed pro bono physical therapy clinic with complementary activities related to clinical practice, serving the community and strengthening clinical partnerships.

Prerequisites: Successful completion of all prior MUSOPT coursework

First Term Offered: Fall 2023

Credit Hours: 1

**GC-23-04-19-CC-COEPD – College of Education and Professional Development** – 5 requests

Course Change (3)

Department: Curriculum & Instruction

# / Title (current): CI 559 / Multicultural Influences in Education

# / Title (new): CI 559 / Diversity Equity and Inclusion in Education

Catalog desc (current): Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds. Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.

Catalog desc (new): Considers diversity, equity, and inclusion with an emphasis on theory and practice for teaching students with diverse perspectives and backgrounds.

Rationale: The title and description updates are requested to better align the course with current literature in the field.

Department: Curriculum & Instruction

# / Title: ITL 650 / Library Practice

Credit hours (current): 3

Credit hours (new): 1-3

Rationale: The change requested is to better align the practicum experience with the learner's course work throughout the SLM program by offering 1 hour of practicum per semester that is aligned with the program course work instead of using the 3 hour course as a capstone experience. Further, it will allow for better data management for key assessments on a program level and also allow the program to be completed in 1 calendar year by taking 7 hours per semester instead of 6, which can cause a challenge if a student is dependent on financial aid and/or can have a gap in their work over the summer when the course is not offered. The new proposed schedule will allow a seamless completion over the program from start to finish, no matter the semester the student is admitted and allows for a faster completion of course work.

Department: Counseling

# / Title (current): COUN 672 / Organization & Administration of School Counseling

# / Title (new): COUN 672 / Current Practices in School Counseling

Catalog desc (current): Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed. Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed.

Catalog desc (new): In-depth analysis of comprehensive developmental guidance school counseling programs, including the coordination of these programs. Examination of effective strategies for dealing with current issues in K-12 environments will be covered.

Rationale: Inclusion of related and similar topics currently taught in COUN 670, which students will no longer take in order to make room for an additional elective.

Course Addition (2)

Department: Curriculum & Instruction

# / Title: EDF 622 / Action Research in Education

Catalog Description: Study of action research as a systematic method carried out by practitioners to improve educational practice.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Department: Counseling

# / Title: COUN 590 / Human Sexuality in Counseling

Catalog Description: Will provide understanding of human sexual development and examine the place of sexuality in human life, including the influences of biological, psychological, social, and cultural factors.

Prerequisites: COUN 600

First Term Offered: Fall 2023

Credit Hours: 3

**Attachment 6**

**April 2023**

**Graduate Council Bylaws Proposal**

**1.** [**Current Graduate Council Bylaws**](https://www.marshall.edu/graduate-council/files/Current-Bylaws-from-website-1.pdf)

**2.** [**Proposed Graduate Council Bylaws with Track Changes**](https://www.marshall.edu/graduate-council/files/Proposed-Bylaws-April-2023-showing-markup.pdf)

**3.** [**Proposed Graduate Council Bylaws (Clean Version**](https://www.marshall.edu/graduate-council/files/Proposed-Bylaws-April-2023-clean.pdf)**)**

**4.** [**Draft Revisions (Word)**](https://www.marshall.edu/graduate-council/files/Draft-Revisions-to-the-Graduate-Council-as-of-2023-04-14.docx)

**Attachment 7**

**April 2023**

**AA-20**

**Procedures, Coversheet, and Checklist**

1. [**Procedures for Applying or Renewing Graduate Faculty Status**](https://www.marshall.edu/graduate-council/files/Procedures-for-Applying-for-or-Renewing-Graduate-Faculty-Status.pdf)
2. [**Graduate Faculty Application Coversheet**](https://www.marshall.edu/graduate-council/files/GraduateFacultyApplicationCoversheet.pdf)
3. [**Graduate Chair Faculty Application Checklist**](https://www.marshall.edu/graduate-council/files/GraduateChairFacultyApplicationChecklist.pdf)
4. [**Graduate Faculty Application Checklist**](https://www.marshall.edu/graduate-council/files/GraduateFacultyApplicationChecklist.pdf)
5. [**Associate Graduate Faculty Application Checklist**](https://www.marshall.edu/graduate-council/files/AssociateGraduateFacultyApplicationChecklist.pdf)
6. [**Graduate Student Enrollment Data**](https://www.marshall.edu/graduate-council/files/Graduate-Student-Enrollment-Data.pdf)

**Attachment 3**

**Graduate Studies Report for Graduate Council**

**August 2023**

**To:** Graduate Council

**From:** Carl Mummert, Assistant Provost for Graduate Studies

**Date:** August 23, 2023

# Enrollment

Graduate enrollment looks excellent this year! I will share a separate document with the most recent data. We have more degree seeking graduate students this fall than we did last fall, and our overall graduate enrollment is trending to be higher than last fall once the staff development students have registered.

This progress on enrollment is a combination of work by program directors, colleges, Marshall Online, and the Graduate Admissions office. One specific initiative is the expedited admissions process ([website](http://marshall.edu/graduate-council/accelerated-graduate-admissions-policy/)). So far, 23 programs have opted into this system, which allows Admissions to evaluate objective criteria and accept students directly.

We also contracted with the Anthology company, who are helping us reach out to students who have started an application. Anthology emails, texts, and calls students to help them complete their application and then enroll in classes. The current contract is for the Fall 2023 and Spring 2024 admissions cycles.

# GA Stipend Increase

A budget increase of $200,000 for GA pay for fiscal year 2023-24 has been approved and implemented. This increase allowed us to raise the minimum stipend for teaching GAs to $4250. A similar increase is expected for FY 2024-25, which would allow us to further raise, including increased pay for non-teaching GAs.hing GAs. Along with faculty and staff, Graduate Studies will continue to advocate for increased pay for graduate assistants.

# Goals for the 2023-2024 year

* **Continued focus on enrollment.** Graduate students are one of the 10 strategic student sectors for the university. I will continue to work with programs, chairs and deans, Marshall Online, and Marketing to help contribute towards enrollment growth.
* **Graduate admissions.** We are looking at all admissions procedures to see which could be simplified to make the process faster and more student friendly without compromising academic standards. Several proposals will come to Graduate Council this year.
* **Graduate advising.** We will begin to provide training for graduate directors and graduate advisors, to help faculty develop their skills in these areas.
* **Program health check.** The upcoming “annual health check” will allow all programs to see key performance measures each year, to help programs make adjustments faster than the 5-year program review cycle.
* **Graduate Orientation:** With online learning, we have developed a new Graduate and Online orientation that is available through the Marshall Skills Exchange (“Genius”). This is aimed at student just after admission – or even before admissions while they are still making up their mind.
* **Policy review / orientation:** The existing orientation focused on graduate policies will also be rolled out through Genius and available for all graduate students. Online Learning is in the process of this conversion.
* **ETD Process and websites:** The ETD Review Team has created an updated ETD website at <https://libguides.marshall.edu/etd> . This has guidelines, templates, checklists, and other information about theses and dissertations.

# Upcoming Policy Discussions

The following policy discussions are expected to come to Graduate Council this year:

* Setting the number of hours for a graduate student to be full time over the summer.
* Procedures for a program to temporarily suspend enrollment.
* Admissions procedure simplifications
* Aspects of provisional and conditional enrollment
* Updated process / workflow for new program approval

# Info Sessions and South Charleston Office Hours

I am available to meet any time to discuss topics related to Graduate Studies.

***College Discussion Sessions:*** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

***Grad faculty chat:*** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

* September 7, 3:30-4:20pm. [Teams link](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTE2YmVkYjgtNzAxZC00YWM2LTg4MTAtY2VlOGI3ODcyZmU2%40thread.v2/0?context=%7b%22Tid%22%3a%22239ab278-3bba-4c78-b41d-8508a541e025%22%2c%22Oid%22%3a%220b43acb9-a07a-4669-92da-bab82fcf3252%22%7d)
* October 30, 3:30-4:20pm [Teams link](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2U1NTZiNWYtMDNiZS00ZmVjLTlkYTYtMmQxMWRhYjQzY2Zm%40thread.v2/0?context=%7b%22Tid%22%3a%22239ab278-3bba-4c78-b41d-8508a541e025%22%2c%22Oid%22%3a%220b43acb9-a07a-4669-92da-bab82fcf3252%22%7d)

***South Charleston Office Hours:*** *I* will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

* Friday, September 1, 8:00am-Noon
* Tuesday, September 19, 1:30pm-4:30pm
* Thursday, October 12, 1:30pm-4:30pm
* Wednesday, November 1, 8:00am-Noon
* Monday, November 27, 1:30pm-4:30pm

**Attachment 4**

**GC Bylaws on Committee Responsibilities**

**August 2023**

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 Assistant Provost for Graduate Studies shall be ex officio and non-voting members of each standing committee.

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

4. No more than one graduate council member from each academic unit with graduate programs is to serve at the same time on the following standing committees: Credentialing; Curriculum; Academic Planning, Standards, and Policies; Program Review and Assessment.

**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 5. Standing Committees Titles and Responsibilities**

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**

**Credentialing Committee**

a) Functions:

Recommends criteria for graduate faculty membership to the Graduate Council.

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

b) Membership: At least three council members.

**2. Curriculum Committee**

a) 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.

b) Membership: At least three council members.

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

a) Functions:

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.

b) Membership: At least three council members.

**4. Program Review and Assessment Committee**

a) Functions:

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

b) Membership: At least three council members.

**5. Executive Committee**

a) 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 Assistant Provost for Graduate Studies 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.

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

**ATTACHMENT 5**

**Committee Assignments and Chairs**

**2023-2024**

**August 2023**

**Credentialing**

Tracy Christofero

Keith Beard

Isaac Wait

Student Rep

**Curriculum**

Anne Axel

Richard Egleton

Scott Simonton

Craig Kimble

**Planning**

Lisa Heaton

Henning Vauth

Shawn Schulenberg

Conrae Lucas- Adkins

**Program Review**

Amanda Meadows

Isaac Larison

Lori Thompson