**MU Graduate Council Meeting Minutes**

**September 29, 2023**

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

**FINAL Agenda**

|  |  |
| --- | --- |
| Davis | Welcome; Quorum; Approval of the Agenda |
| Davis/Lucas-Adkins | Approval of August 25, 2023 Minutes **(Attachment #1)** |
| Davis/Wait | Graduate Faculty Status Candidates (**Attachment #2**) (**GC-23-09-01-CRC**) |
| Vauth | Planning Committee Requests **(Attachment #3) (GC-23-09-02-PC to GC-23-09-05-PC** |
| Egleton | Curriculum Committee Requests (**Attachment #4**) **(GC-23-09-06-CC to GC-23-09-07-CC** |
| Davis | **Chairs Report - Discussion Items**   * Graduate Expedited Admissions Policy – Name Change * 2023-2024 GC Policy Agenda * Faculty Constitution * CourseLeaf/CIM – GC Requests * October GC Chit Chat (October 6 @ 1:00 PM) |
| Reynolds/Larison | Program Review (Mary Beth Reynolds) |
| Mummert | Graduate Studies Report **(Attachment 5)** |
| Schulenberg | Faculty Senate Report |
| Davis | Wrap up |

**All meetings will be Hybrid.**

* 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 Minutes, August 25, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: Graduate Studies Report

**Attachment #1**

**MU Graduate Council Meeting Minutes**

**August 25, 2023**

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

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

**Members Absent**: none

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

**Ex-Officio Members Absent**: Maher

**Guests:** Brooks, Cantrell-Johnson, Eagle, Georgel, McGuffey, Spears, Boggs, A. Mummert

**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 * 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 Studies Report for August 2023

Attachment #4: Graduate Council Standing Committee Responsibilities

Attachment #5: Committee Assignments

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

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

* Scott introduced new member, Craig Kimble
* Student Rep will be elected on Sept. 11 and will join Sept. GC meeting
* See Attachment 1 for current members and contact info

**MOTION TO APPROVE AGENDA**  **APPROVED**

**MINUTES OF PREVIOUS MEETING APPROVED**

(See Attachment 2)

**ACADEMIC AFFAIRS UPDATES**

Provost Mukherjee presented the following:

* “Really good enrollment trend” at MU, thanks to work of faculty & staff, biggest challenge was facing continuous decline over past 12 years,
* Steps that have been taken to address enrollment include: increased metro radius; no barriers in application process; Anthology is leading provider of enrollment services and MU has their support as an external provider; Great new enrollment team at MU
* Important stats: 80% of applications started have been completed and this is a huge increase; 13% more first-time students this fall (3 years losses were made up with that 13% so we have a positive net enrollment of almost 436 more students than last year. This increase is equivalent to 4.3 million dollars because 1 student = $1 million); 6.8% growth beyond projection; 7.3% graduate increase (156 more students)
* Equally important to focus on is the retention of new students; 79.5% retention of students from last year up from 75.5% year before; if we can reach 80% then we will be on par with universities nationwide
* 60 graduate programs (MA in counseling, EdD leadership, MSW, MS in nursing are top 5 enrollment) but 17 programs have less than 10 in them
* Avg. enrollment in grad program is 30 students, median is 17; need to keep eye on numbers Marketing strategy is a key goal; faculty are most important resource for graduate education (this year we were able to hire new faculty who had tenure)
* Next year (2024) we will have a Carnegie review; we now know strategically what we need to remain R2 and data tracking is key: 1) # dissertation-based doctoral students must be 20 graduated each year & without COEPD and Dean Eagle this would not be possible EdD is the main support ; 2) new doctoral program began in business will have a graduation cohort next year; Provost Mukherjee wants more dissertation doctoral programs at MU; 3) research grants (need 5 million per year that are research-based; MU is well above the expected at $24 million)

**GRADUATE COUNCIL CHAIR UPDATES**

Scott Davis presented the following:

* “Temporary” Graduate Faculty Status (Redbook)- BOG approved GF, Scott thanks the deans for all of their work over the summer
* Graduate Accelerated Admissions Policy – 23 Programs/5 Colleges have chosen to go with accelerated admissions; suggested that we change the name to “accelerated admissions” to avoid confusion with accelerated degrees
* SOM Graduate Faculty term – SOM decided to stay with 3 year term to keep their research profile up
* Faculty Constitution – Ratify GC Apportionment- will need a change in Faculty Constitution to envelop our GC Bylaws, Scott is working with Shawn
* CourseLeaf/CIM – GC Requests- we are close to implementation of CourseLeaf this year, there are paper forms already in process that people have been working on, so for at least a couple of months, GC will allow both paper & CIM. January 2024 is the goal for beginning CIM only
* Program Review Changes will be working with Faculty Senate to ensure that same rubrics are used because of HPC 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) optional chit chat 1x per semester, no business but just an informal discussion in person & virtual attendance
* University-wide GA Training Scott talked with Carl about university – wide training for GAs We need to talk with our departments about possibility of instituting this training; Richard Egleton voiced favor for university-wide training of GAs
* Policy Development
  + Calendar Development
  + Commencement Speaker
  + Cross-Level Linked Courses- planning committee to address

**GRADUATE STUDIES UPDATES**

(See Attachment #3 for full report)

Carl Mummert presented the report and GC members discussed the following:

* Carl says to send inquiries about the numbers and statistics that faculty would like to him, and he will work to get them. Richard Egleton said he would like to know the “acceptance rate,” because students often ask. Since programs have different admission criteria/standards it may be misleading to have one statistic. For instance, some programs have objective criteria and can admit everyone who meets the criteria, whereas other programs have to review each application because they are more selective.
* Isaac Larison provided an example from his program- the MAT is no longer an admissions requirement.
* Richard Egleton suggests a statistic: Time from start of application to finishing application; he also asks if there is a way to show the impact of marketing strategies on graduate enrollment
* Carl anticipates some professional development focused on academic advising. Richard Egleton suggests professional development focused on writing program reviews.
* Richard pointed out an incorrect date on website- an application due date says January 2023 and it should say January 2024

**FACULTY SENATE UPDATES**

Shawn Schulenberg shared the following:

1. Constitutional Change
   1. Sept 8/Sept 18 EC/September 28 meeting
   2. October special meeting
   3. Vote in late October
2. Policies
   1. Commencement Speaker & Honorary Degree
   2. Calendar
   3. Suspending admissions: process
3. Ad-Hoc Committees
   1. Course Evaluations
   2. Post-Tenure Review
4. University Initiatives
   1. Devolution of BOG Polices
   2. CIM
   3. Looking at Dynamic Forms
   4. Streamlining Intent to Plan/Program Approval
   5. AI
5. Reapportionment – in process
6. Meetings
   1. August 31 at 4PM in BE5

                                                    i.     Julia Spears and Ben Eng

                                                   ii.     Robin Riner

* 1. September meetings: Sept 8
  2. General Faculty Meeting: Sept 26 at 2PM Don Morris

**MOTION FOR 5 MINUTE RECESS APPROVED**

* Recess to discuss committee chairs (2:24PM-2:29PM)

**GC COMMITTEE CHAIRS**

* **Curriculum- Richard Egleton**
* Program Review- Isaac Larison
* Credentialing- Isaac Wait
* Planning- Henning Vauth

**Meeting Adjourned 2:30 PM**

**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 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

**Attachment #2**

**Graduate Faculty Status Candidates**

**GC-23-09-01-CRC**

| **TYPE** | **FACULTY MEMBER** | **E-MAIL** | **COLLEGE/SCHOOL** | **DEPARTMENT/DIVISION** | **GRADUATE FACULTY LEVEL** | **TERM START** | **TERM EXPIRES** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ADD | Billingsley, William | billingsleyw@marshall.edu | COLA | Psychology | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Boggess, Jeffrey | boggessj@marshall.edu | COLA | Psychology | Associate | 08/21/2023 | 12/15/26 |
| ADD | Broome, Abby | waldorf@marshall.edu | COEPD | C&I Literacy | Associate | 08/21/2023 | 12/15/26 |
| ADD | Cuchta, Thomas | cuchta@marshall.edu | COS | Mathematics and Physics | Graduate | 08/21/2023 | 12/15/28 |
| ADD | DellaMea, Monica | dellame2@marshall.edu | COEPD | UTE | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Gannon, Amy | amy.gannon@marshall.edu | COHP | Dietetics | Graduate | 01/09/2023 | 04/28/2028 |
| ADD | Hatfield, Patricia | HATFIELD32@marshall.edu | COLA | English | Associate | 08/21/2023 | 12/15/26 |
| ADD | Hilliard, Emily | hilliarde@marshall.edu | COLA | Humanities | Associate | 08/21/2023 | 12/15/26 |
| ADD | Huesmann, Michael | huesmann@marshall.edu | COEPD | Special Education | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Jones, Richard | jonesri@marshall.edu | COLA | Communication Studies | Graduate | 08/21/2023 | 12/15/28 |
|  | Kim, Yongick | kimy@marshall.edu | COS | Chemistry | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Lawrence, Christina | mayse3@marshall.edu | COLA | Psychology | Associate | 08/21/2023 | 12/15/26 |
| ADD | Lawrence, Christina | mayse3@marshall.edu | COLA | Psychology | Associate | 08/21/2023 | 12/15/26 |
| ADD | Marshall, Megan | marshallme@marshall.edu | COLA | English | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Mauro, Davide Andrea | maurod@marshall.edu | CECS | CSEE | Graduate Chair | 08/21/2023 | 12/15/28 |
| ADD | McKnight, Mark | mcknightma@marshall.edu | COB | Accountancy | Associate | 08/21/2023 | 12/15/26 |
| ADD | Mersmann, Molly | mersmann@marshall.edu | COLA | History | Graduate | 08/21/2023 | 12/08/2028 |
| ADD | Palaniappan, Balasubramian | palaniappan@marshall.edu | SOM | Clinical and Translational Science | SOM | 06/05/2023 | 12/15/28 |
| ADD | Peake, Whitney | peakew@marshall.edu | COB | Management | Associate | 08/21/2023 | 12/15/26 |
| ADD | Pittenger, David | pittengerd@marshall.edu | COLA | Psychology | Associate | 08/21/2023 | 12/15/26 |
| ADD | Rensenbrink, Margaret | rensenbrink@marshall.edu | COLA | History | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Singleton, Raymond | singleton@marshall.edu | COEPD | C&I | Graduate | 01/09/2023 | 1/9/2025 |
| ADD | Truong, Trung | truongt@marshall.edu | COS | Mathematics and Physics | Graduate | 08/21/2023 | 12/15/28 |
| ADD | Wallen, Chelsea | wallen13@marshall.edu | COLA | Psychology | Associate | 08/21/2023 | 12/15/26 |
| ADD | Wilson, Fernando | wilsonf@marshall.edu | COB | Economics | Associate | 08/21/2023 | 12/15/26 |
| ADD | Yocke, Richard | yocke1@marshall.edu | COEPD | ACE | Temporary | 08/21/2023 | 12/08/2023 |
| DELETE | Ang, Tyson (Fnu Tyson) | ang@marshall.edu | COB | Marketing/MIS/ENT | Graduate^ | 08/26/2019 | 12/07/2024 |
| DELETE | Bhardwaj, Niharika | bhardwaj1@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | Bhardwaj, Niharika | bhardwaj1@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | Bradford, John | jbradford@usgs.gov | COS | Biological Sciences | Associate^ | 01/13/2020 | 05/05/2023 |
| DELETE | Brown, Margaret | brownmp@marshall.edu | COS | Criminal Justice and Criminology | Associate^ | 01/13/2020 | 05/05/2023 |
| DELETE | Bryson, Kent | bryson@marshall.edu | COS | Criminal Justice and Criminology | Instructor | 01/19/2021 | 05/05/2023 |
| DELETE | Chen, Dan | chend@marshall.edu | COB | Management | Graduate^ | 08/22/2022 | 12/09/2027 |
| DELETE | Griswold, Doreen | griswold@marshall.edu | SOM | Pathology | Associate^ | 08/20/2018 | 12/10/2021 |
| DELETE | Griswold, Doreen | griswold@marshall.edu | SOM | Pathology | Associate^ | 08/20/2018 | 12/10/2021 |
| DELETE | Hardman, Elaine | hardmanw@marshall.edu | SOM | Biomedical Sciences | Doctoral | 01/08/2018 | 05/05/2023 |
| DELETE | Hardman, Elaine | hardmanw@marshall.edu | SOM | Biomedical Sciences | Doctoral | 01/08/2018 | 05/05/2023 |
| DELETE | Hood, Gwenyth | hood@marshall.edu | COLA | English | Graduate | 08/21/2017 | 12/09/2022 |
| DELETE | Kothakapu, Gouthami | kothakapu@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | Kothakapu, Gouthami | kothakapu@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | Kuyper, Laura | kuyper1@marshall.edu | COS | Masters of Science Forensic Science | Instructor | 05/10/2021 | 06/02/2023 |
| DELETE | Lillvis, Kristen | lillvis@marshall.edu | COLA | English | Graduate | 08/21/2017 | 12/09/2022 |
| DELETE | Mallick, Avishek | mallicka@marshall.edu | COS | Mathematics | Graduate^ | 08/21/2017 | 12/09/2022 |
| DELETE | McClelland, Kimberly | mcclellandk@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | McClelland, Kimberly | mcclellandk@marshall.edu | SOM | Clinical and Translational Sciences | Instructor | 08/26/2019 | 12/10/2021 |
| DELETE | Muslin, Ivan | muslin@marshall.edu | COB | MGT&HCA | Doctoral | 01/19/2021 | 01/19/2026 |
| DELETE | Muslin, Ivan | muslin@marshall.edu | COB | MGT & HCA | Graduate^ | 01/19/2021 | 01/19/2026 |
| DELETE | Newcome, Kathryn | kathy.newcome@camc.org | COB | Managing and Marketing | Doctoral | 08/21/2017 | 12/09/2022 |
| DELETE | Niese, Elizabeth | niese@marshall.edu | COS | Mathematics | Graduate^ | 01/14/2019 | 01/14/2024 |
| DELETE | Oberly, Ralph | oberly@marshall.edu | COS | Physics and Physical Science | Graduate^ | 08/21/2017 | 12/09/2022 |
| DELETE | Rakus, John | rakus@marshall.edu | COS | Chemistry | Graduate^ | 01/14/2019 | 01/14/2024 |
| DELETE | Stroeher, Michael | stroeher@marshall.edu | CAM | Music | Graduate | 01/09/2017 | 05/06/2022 |
| DELETE | Stroeher, Michael | stroeher@marshall.edu | CAM | Music | Graduate^ | 01/09/2017 | 05/06/2022 |
| DELETE | Stroeher, Michael | stroeher@marshall.edu | CAM | Music | Graduate | 01/09/2017 | 05/06/2022 |
| DELETE | Thomas, Pauley | pauley@marshall.edu | COS | Biology | Graduate^ | 01/14/2019 | 01/14/2024 |
| DELETE | Vauth, Henning | vauth@marshall.edu | CAM | Department of Music | Graduate | 01/09/2017 | 05/06/2022 |
| DELETE | Vauth, Henning | vauth@marshall.edu | CAM | Department of Music | Graduate^ | 01/09/2017 | 05/06/2022 |
| DELETE | Wei, Shuqin | weish@marshall.edu | COB | Marketing/MIS/ENT | Graduate^ | 08/26/2019 | 12/07/2024 |
| EDIT | Blough, Eric | blough@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Borthakur, Alip | borthakur@marshall.edu | SOM | Clinical and Translational Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Canady, Brittany | smith541@marshall.edu | COLA | Psychology | Doctoral | 08/20/2018 |  |
| EDIT | Canady, Brittany | smith541@marshall.edu | COLA | Psychology | Doctoral | 08/20/2018 |  |
| EDIT | Compton, Stephen | compton4@marshall.edu | COS | Forensic Science | Associate | 08/21/2023 | 12/15/26 |
| EDIT | Daneker, Darlene | daneker@marshall.edu | COEPD | Counseling | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Egleton, Richard | egleton@marshall.edu | SOM | Biomedical Sciences | SOM | 05/15/2023 |  |
| EDIT | Ellison, Marc | ellison13@marshall.edu | COEPD | Counseling | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Georgel, Philippe | georgel@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Grover, Lawrence | grover@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Haynes, Jennifer | haynesje@marshall.edu | SOM | Clinical and Translational Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Hisiro, Thomas | hisiro@marshall.edu | COEPD | Leadership Studies | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Johnson, Tammy | johnson73@marshall.edu | COEPD | Leadership Studies | Doctoral | 01/09/2023 | 04/28/2028 |
| EDIT | Koc, Emine | koce@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Larison, Isaac | larison@marshall.edu | COEPD | Literacy Education | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Li, Wei | liwe@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Mateer, Bethanie | bethmateer@gmail.com | COEPD | Special Ed | Associate | 08/21/2023 | 12/15/26 |
| EDIT | McBride, Sean | mcbrides@marshall.edu | COS | Mathematics & Physics | Graduate | 08/21/2023 | 12/15/28 |
| EDIT | McCunn-Jordan, Laura | mccunn@marshall.edu | COS | Chemistry | Graduate | 08/21/2023 | 12/15/28 |
| EDIT | McFarland-Whisman, Jennifer | mcfarlan@marshall.edu | COEPD | Special Ed | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Messer, Matthew | mjmesser@k12.wv.us | COEPD | Leadership Studies | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Mummert, Carl | mummertc@marshall.edu | ADMIN | Graduate Studies | Graduate | 08/23/2021 | 12/15/26 |
| EDIT | Mummert, Carl | mummertc@marshall.edu | ADMIN | Graduate Studies | Graduate | 08/23/2021 | 12/15/26 |
| EDIT | O'Keefe, Frank | okeefef@marshall.edu | COS | Biological Sciences | Graduate Chair | 08/21/2023 | 12/15/28 |
| EDIT | Sardahi, Yousef | sardahi@marshall.edu | CECS | Weisberg Department of Engineering and Computer Sciences | Temporary | 05/08/2023 |  |
| EDIT | Serrat, Maria | serrat@marshall.edu | SOM | Biomedical Sciences | SOM | 07/11/2023 |  |
| EDIT | Shakirov, Eugene | shakirov@marshall.edu | SOM | Biological Sciences | SOM | 01/09/2023 | 05/15/26 |
| EDIT | Simonton, David | simonton@marshall.edu | CECS | Mechanical and Industrial Engineering | Graduate | 05/08/2023 | 08/15/28 |
| EDIT | Skoretz, Yvonne | skoretz1@marshall.edu | COEPD | Elem/Sec Ed | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Spurlock, Benjamin | spurlock30@marshall.edu | SOM | Physician Assistant | Associate | 06/05/2023 |  |
| EDIT | Stotts, Diana | stotts@marshall.edu | COHP | Nursing | Instructor | 08/20/2024 |  |
| EDIT | Stroeher, Michael | stroeher@marshall.edu | CAM | Music | Graduate | 01/09/2023 | 04/28/2028 |
| EDIT | Sundaram, Uma | sundaram@marshall.edu | SOM | Clinical and Translational Sciences | SOM | 05/15/2023 |  |
| EDIT | Tench, Richard | richard.tench@gmail.com | COEPD | Counseling | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Vance, Kimberly | kimberly.vance@marshall.edu | COEPD | Counseling | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Vickers, Melanie | mvickers3@frontier.com | COEPD | Leadership Studies | Temporary | 08/21/2023 | 12/08/2023 |
| EDIT | Yu, Hongwei | yuh@marshall.edu | SOM | Biomedical Sciences | SOM | 01/09/2023 | 05/15/26 |

**Attachment #3**

**Planning Committee Report**

**College of Education and Professional Development**

1. *Request for Non-Curricular Change* **GC-23-09-02-PC**

Department: Leadership Studies

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Next available

Rationale: “Requesting addition of information to be located on the Plan of Study and Program Requirements catalog web pagetabs.”

*This was conditionally approved by GC chair during the summer but needs GC’s final consent. The committee recommends approval.*

1. *Request for Non-Curricular Change* **GC-23-09-03-PC**

Department: Leadership Studies

Degree Program: **M.A. Leadership Specialist**

Type of Change: Admissions Requirements: Min. GPA for provisional admission: 2.5 (before: none).

Effective Date: Spring 2024

Rationale: “To improve the quality of applicants to the Leadership Specialist, MA.”

*The committee recommends approval.*

**College of Engineering and Computer Science**

1. *Intent to Plan* **GC-23-09-04-PC**

Department: CECS

Degree program: **PhD in Engineering**

Effective Date: Fall 2024

Rationale: “The PhD in Engineering is a research-based degree that requires the student to have foundational knowledge in engineering as well as a base of graduate level knowledge in their chosen area of research sufficient to support independent research and expanding the state of the art.  This program is not based on coursework per se, but on the conduct of independent research culminating in a dissertation of sufficient quality so as to be recognized as a contribution to the state of the art in the chosen area of research. Students will be required to take a minimum of 48 hours of graduate coursework beyond the B.S. level as well as 20 hours of dissertation research.  They will be required to pass qualifying (breadth) examinations as well as candidacy (depth) examinations, submit a written dissertation proposal and a written dissertation approved by a committee of faculty to graduate.”

*The committee recommends approval.*

**Academic Affairs GC-23-09-05-PC**

1. *Request for Non-Curricular Change*

Department: Work-Integrated Education and Learning Workgroup

Degree Program: **N/A**

Type of Change: Change of two term definitions to align with updated undergraduate catalogue term definitions, as well as addition of seven term definitions for the same purpose.

Rationale:

A close-up of a paper

Description automatically generated

*The committee recommends approval.*

**Attachment #4**

**Curriculum Committee Report**

College of Health Professions **GC-23-09-06-CC**

**Social Work 2 course Additions**

SWK656

Department: Social Work

# / Title: SWK 656 Social Work in School Settings

Catalog Description: School social work practice within the educational setting recognizes the importance of the home-school-community in the success of the student. The skills of a trained social worker, which include clinical, consultative, assessment and program development, provides the foundation for the school social worker. Upon completion of the course the student will be able to begin practice as a school social worker by removing barriers students experience within the school system thereby accessing the educational resources available for their success.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Some minor changes requested in grammar and spelling. Corrected version attached. Missed a couple of things when requesting, perhaps a friendly amendment for the following:

* Is the first term offered supposed to be Spring 2024? Or is this being taught now?
* There’s a typo in the course description at beginning of second sentence.
* Registrar does like Page 5 to be formatted as in the example with each piece of information on a separate line.
* I assume the registrar will overlook the apostrophe in the New Course Title on page 1, but I’d suggest you remove that just in case.

SWK657

Department: Social Work

# / Title: SWK 657 Prevention Interventions in School Social Work

Catalog Description: This course addresses the challenges facing teachers, youth, and

families in our current environment. Much time will be spent examining the course and impact of the substance use crisis in our region over the past several years. We will discuss childhood trauma while practicing, in class, methods of teaching youth self-regulation skills.

Prerequisites: SWK 656 Social Work in School Settings

First Term Offered: Spring 2024

Credit Hours: 3

Some minor issues, I contacted Robin Looney, but as of yet no reply

* Prevention of what, title is not clear, in the course description this is clarified should change title on front page to reflect title in course description.
* Poor phrasing in the catalog description and course description in the syllabus, “Much time”.
* Class meeting days page 1 of 7 should spell weekends in full.
* Page 2 of 7, should spell blackboard in full.
* Outcomes table avoid abbreviations unless they have been previously defined, for example Bb for blackboard, and HC for Healthy connections.
* Course requirements, what is Bd?

**Physical Therapy 1 course change in credit hour**

Department: Physical Therapy

Current Course # / Title: (No change): PT793 Clinical Internship III

Catalog Description (No change): Supervised clinical education experience emphasizing continued development and reinforcement of clinical skills in various clinical settings. Competence is expected in areas of the material presented to date in the curriculum.

Credit hours (old): 8

Credit hours (new): 6

Rationale: Decreased supervised, full-time clinical education experiences from 15 weeks to 12 weeks. This reduction in contact hours warranted a reduction in credit hours from 8 to 6. This decision was made to ease the burden on clinical partners due to the proliferation of PT programs and the challenge/competition for a finite number of clinical placements, particularly in non-ambulatory settings. Overall, this reduces the curriculum’s full-time clinical education instruction weeks from 35 to 32 weeks. The commission on Accreditation of Physical Therapy Education (CAPTE) requires a minimum of 30 hours of clinical education: therefore, the program continues to exceed the minimum recommended standard.

No issues

**College of Education and Professional Development 2 course changes GC-23-09-07-CC**

COURSE TITLE CHANGE

Department: COEPD/Special Education

Current Course Number/Title: CISP 673 Field Exp Preschool Sp Ed

New Course Title: CISP 673 Clinical: Preschool Sp Ed

Rationale: Per the West Virginia Department of Education policy 5100 section for initial teaching licensure, student teaching should be called "clinical" rather than a "field experience". Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: N/A

Some minor issues, corrected version attached.

COURSE TITLE CHANGE

Department: COEPD/Special Education

Current Course Number/Title: CISP 674 Clinical: Preschool Sp Ed

New Course Title: CISP 674 Field Experience: Preschool Sp Ed

Rationale: Per the West Virginia Department of Education policy 5100 only initial teaching licensure, student teaching (CISP 673) should be called "clinical" thus the existing title for CISP 674 cannot be the same title. The course meets the definition of "field experience" and should reflect this wording. Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: Emphasis on infants and toddlers identified as at-risk or with special needs. Field experience observations of practitioners (developmental specialists/service coordinator) and service providers are required

Some issues indicated and corrected. New corrected application attached

**Attachment #5**

**Graduate Studies Report**

**To:**  Graduate Council

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

**Date:**  September 21, 2023

**Enrollment**

As of 9/21/2023, total graduate enrollment for Fall 2023 is 2,866. This is 90 more students (+3.2%) than our day-on-day enrollment on 9/21/2022. We are well on track to have higher total enrollment in Fall 2023 than the final total enrollment in Fall 2022. We anticipate additional staff development students to register this semester.

**Fall 2024 Recruiting**

Academic Affairs is tentatively considering a target of 5% graduate enrollment growth, and 10% growth in new graduate students, from Fall 2023 to Fall 2024. That is an increase of about 143 graduate students. I expect that a firm target for Fall 2024 will be established later this semester. A 5% increase would put us approximately even with our Fall 2020 graduate enrollment. This is a nontrivial goal but is achievable with continued work from Marketing, Graduate Admissions, the academic colleges and programs.

The Enrollment Services Office (recruiting, admissions, and financial aid) has adjusted staffing to support graduate recruiting. One of the College Enrollment Coordinators, Mark Brame, is now assigned specifically to Graduate, Online, and Military-Connected recruiting. His previous responsibilities with specific colleges have been reassigned to give us additional recruiting support. The Graduate Admissions office also assists with recruiting fairs and events.

Other information:

* We will continue to waive application fees for new degree-seeking students for the Fall 2024 admissions cycle.
* We are hoping to have a Graduate Studies Reception around the middle of the semester, with a primary audience of current seniors who are considering staying at Marshall for graduate school.

**Catalog Changes**

A number of possible catalog changes will come to the Graduate Council this fall to look at admissions practices and policies. Each of the changes is small on its own, but the overall goal is to streamline the admissions process and remove roadblocks that Marshall has created, without lowering our overall standards.

**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

* 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.

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