



## Graduate Council

### MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Lori Howard – Chair, Graduate Council *LH*

Date: December 5, 2018

Subject: **Approval of Graduate Council Minutes: November 30, 2018**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of curricular motions, graduate faculty status, etc.

Please advise if you have any comments/concerns/questions.

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Minutes approved.

  
Dr. Jerome Gilbert  
President, Marshall University

*12-11-18*

Date

Note to Cora Pyles, Executive Assistant to the President: Please return the signed original to Dr. Lori Howard with .pdf copies e-mailed to:

Dr. Lori Howard, Chair, Graduate Council, [howardl@marshall.edu](mailto:howardl@marshall.edu)  
Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, [lucas26@marshall.edu](mailto:lucas26@marshall.edu)  
Dr. David Pittenger, Dean, Graduate College, [pittengerd@marshall.edu](mailto:pittengerd@marshall.edu)  
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, [brooks@marshall.edu](mailto:brooks@marshall.edu)  
Dr. Tammy Johnson, Exec. Director of Admissions, [johnson73@marshall.edu](mailto:johnson73@marshall.edu)  
Dr. Sonja Cantrell, Registrar, [cantrell1@marshall.edu](mailto:cantrell1@marshall.edu)  
Dr. Sherri Smith, Associate VP for Academic Affairs, [smithsc@marshall.edu](mailto:smithsc@marshall.edu)  
Ms. Sandee Lloyd, Graduate Dean's Office, [lloyd@marshall.edu](mailto:lloyd@marshall.edu)  
Mr. Adam Russell, Office of Academic Affairs, [russell58@marshall.edu](mailto:russell58@marshall.edu)

## MU Graduate Council Meeting – November 30, 2018 Thomas Boardroom, South Charleston

**Members Present:** Allen, Beard, Blough, Davis, Hanna, Heaton, Howard, Lanham, Lucas-Adkins, Sollars, Thompson, Vauth, Wait

**Members Absent:** Georgel, Lawrence, McGhee,

**Ex-Officio Members Present:** Pittenger

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

**Guests:** Sollosy

### Revised Agenda

|                  |   |
|------------------|---|
| Howard           | Welcome, Introductions, Announcements               |
| Lucas-Adkins     | Approval of previous meeting Minutes (Attachment 1) |
| Howard           | Graduate faculty status candidates (Attachment 2)   |
| Lawrence         | Planning Committee (Attachment 3)                   |
| Heaton           | Curriculum Committee (Attachment 4)                 |
| Lanham           | Program Review Committee/Overview of Process        |
| Blough           | Credentialing Committee                             |
| Howard/Pittenger | Other   |

**Please reserve these meeting dates:**

- November 30, 2018 – South Charleston Thomas Boardroom
- January 25, 2019 – Huntington John Spotts Room
- February 22, 2019 – South Charleston Thomas Boardroom
- March 22, 2019 – Huntington John Spotts Room
- April 26, 2019 – South Charleston Thomas Boardroom

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets. Requests for the January 25<sup>th</sup> meeting are due on or before January 1<sup>st</sup>.

**Attachments:**

1. Minutes of the past meeting (Attachment 1)
2. Graduate Faculty Membership Requests (Attachment 2)
3. Planning Committee Requests (Attachment 3)
4. Curriculum Committee Requests (Attachment 4)

**The meeting was called to order at 1:00PM.**

**MINUTES OF PREVIOUS MEETING**                      **APPROVED**  
(See Attachment 1)

**GRADUATE FACULTY CANDIDATES**                      **APPROVED**  
(See Attachment 2)

**ACADEMIC PLANNING COMMITTEE**                      **APPROVED**  
(See Attachment 3)

Dr. Davis chaired discussion of Academic Planning Committee, while Dr. Howard presented the Curriculum and Instruction request in Dr. Lawrence's absence. Dr. Wait presented the remaining Planning requests while Dr. Howard reassumed the Chairmanship.

**CURRICULUM COMMITTEE**                                      **APPROVED**  
(See Attachment 4)

#### **PROGRAM REVIEW**

Dr. Lanham reported that majority of Program Reviews have been completed as of today's date. She reminded members to copy Program Reviews to Deans of the colleges from which the programs reside. Copies should also be forwarded to Dr. Lanham and Dr. Reynolds. Program Reviews will not be forwarded to Deans by Dr. Lanham. Final date for Program Reviews to be sent to Deans is Dec. 15.

#### **CREDENTIALING COMMITTEE**

Dr. Blough discussed committee's meeting and review of CITE.

**Motion to move into Executive Session Dr. Davis at 1:25 PM.**  
**APPROVED**

**Returned to Regular Meeting at 1:49PM.**

#### **OTHER BUSINESS DISCUSSED**

1. Dr. Howard distributed Graduate Council Curricular Change Requests to be effective January 1, 2019.
2. No volunteers have come forward for INTO as of today's date. Dr. Howard encouraged interested faculty to contact Dean Pittenger.

3. Dr. Howard discussed issues of cheating and plagiarism and that SafeAssign may have been “hacked.” If faculty hear of this, they should report it to Dr. Howard.
4. Dr. Howard reported that majority of Graduate Council members completed the survey about Strategic Plan. The number one issue for all responders across the university is recruitment/retention. Dr. Howard will forward further information to Council as it is received.
5. Initiatives regarding recruitment/retention discussed by Dr. Howard and Dean Pittenger: 1) Dr. Howard suggested graduate faculty connect with undergraduate programs to encourage recruitment of students; 2) Dean Pittenger discussed idea for event on campus for Graduate School Recruitment, separate from Green and White Day.
6. Other ideas for recruitment/retention:
  - Helping students understand that they do not have to have the same undergraduate degree as their proposed graduate degree.
  - UNI 400 designed to help students prepare for graduate school. Dean Pittenger discussed how programs might want to develop sections of their own. Currently UNI 400 is not an online course, but online sections may be considered for future.

**The meeting was adjourned at 1:56PM.**

# Attachment 1

## MU Graduate Council Meeting – October 26, 2018

### Huntington Campus – John Spotts Room

**Members Present:** Allen, Beard, Blough, Davis, Hanna, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Sollars, Thompson

**Members Absent:** Georgel, McGhee, Vauth, Wait

**Ex-Officio Members Present:** Pittenger

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

**Guests:** Batar, Chaudri, Price, Pu, Reynolds, Somerviue, Yoo, Warbijudi

#### Agenda

|                  |   |
|------------------|---|
| Howard           | Welcome, Introductions, Announcements               |
| Lucas-Adkins     | Approval of previous meeting Minutes (Attachment 1) |
| Howard           | Graduate faculty status candidates (Attachment 2)   |
| Lawrence         | Planning Committee (Attachment 3)                   |
| Heaton           | Curriculum Committee (Attachment 4)                 |
| Lanham/Reynolds  | Program Review Committee/Overview of Process        |
| Blough           | Credentialing Committee                             |
| Howard/Pittenger | INTO Program/Working Committee                      |

**Please reserve these meeting dates:**

- October 26, 2018 – Huntington John Spotts Room
- November 30, 2018 – South Charleston Thomas Boardroom
- January 25, 2019 – Huntington John Spotts Room
- February 22, 2019 – South Charleston Thomas Boardroom
- March 22, 2019 – Huntington John Spotts Room
- April 26, 2019 – South Charleston Thomas Boardroom

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets. Requests for the November 30<sup>th</sup> meeting are due November 1<sup>st</sup>.

**Attachments:**

5. Minutes of the past meeting (Attachment 1)
6. Graduate Faculty Membership Requests (Attachment 2)
7. Planning Committee Requests (Attachment 3)
8. Curriculum Committee Requests (Attachment 4)

**The meeting was called to order at 1:00PM.**

**MINUTES OF PREVIOUS MEETING**  
(See Attachment 1)

**MOTION TO AMEND**

Dr. Lawrence made motion to rescind approval of DNP from September meeting, because there is a need to discuss staffing of program with new provost. Motion to amend was seconded.

**AMENDED SEPTEMBER MINUTES**  
(with rescinded DNP approval)

**APPROVED**

**GRADUATE FACULTY CANDIDATES**  
(See Attachment 2)

**APPROVED**

**ACADEMIC PLANNING COMMITTEE**  
(See Attachment 3)

**APPROVED**

Dr. Lawrence discussed form revisions that would include all required signatures. Dr. Yoo discussed new program in CITE and that no new faculty or resources from university will be needed for program at this time.

Committee discussed the need to ask proposed programs to demonstrate that there is a group of students that would make the program thrive.

**CURRICULUM COMMITTEE**  
(See Attachment 4)

**APPROVED**

Discussion from College of Science that departments with programs similar to proposed programs be permitted to review and comment.

**CREDENTIALING COMMITTEE**

No business to report.

**PROGRAM REVIEW**

Dr. Lanham shared the schedule of programs to review with assigned Council members. Council asked to review assignments and inform Dr. Lanham should changes need to be made. Dr. Lanham will send the Program Review Evaluation Check Sheet to be used by each team. Reviews must be ready to vote on by Council at final January meeting. Reviews should be sent to program directors and copied to Dr. Lanham.

Dr. Reynolds provided handout with directions for accessing programs for review. Reviewers can use the pdf comment tool. Dr. Reynolds recommends comments be

sent to programs by Dec. 15, so programs have time to address comments and return to Council by final January meeting.

#### **OTHER BUSINESS DISCUSSED**

7. Dr. Howard discussed upcoming survey about Strategic Plan that will be sent to Graduate Council members. Essential that all members respond to the survey. Deadline for completion is Friday, November 2.
8. Dean Pittenger discussed establishing a committee for INTO and requested that interested faculty contact him.
9. Two initiatives discussed by Dean Pittenger: 1) Initiative to automate curricular and noncurricular forms in order to make planning easier should be ready by Fall 2019; 2) Initiative to begin national campaign to advertise the university's online graduate programs.

**The meeting was adjourned at 2:13PM.**

## Attachment 2

| Type   | Faculty Member       | College/School | Department/Division                 | Graduate Faculty Level | Term Starts | Term Expires |
|--------|----------------------|----------------|-------------------------------------|------------------------|-------------|--------------|
| Add    | Bryce, James         | CITE           | Engineering                         | Graduate               | 8/20/2018   | 12/8/2023    |
| Add    | Hajjar, Salam        | CITE           | Engineering                         | Graduate               | 8/20/2018   | 12/8/2023    |
| Add    | Haynes, Jennifer     | SOM            | Clinical and Translational Sciences | Associate              | 8/20/2018   | 12/10/2021   |
| Add    | Narman, Husnu        | CITE           | Computer Science                    | Graduate               | 8/20/2018   | 12/8/2023    |
| Add    | Palmquist, Kyle      | COS            | Biology                             | Graduate               | 1/14/2019   |              |
| Add    | Salary, Roozbeh      | CITE           | Engineering                         | Graduate               | 8/20/2018   | 12/8/2023    |
| Add    | Shim, Joon           | CITE           | Engineering                         | Graduate               | 8/20/2018   | 12/8/2023    |
| Add    | Stephens, Laura      | COHP           | School of Physical Therapy          | Doctoral               | 8/20/2018   | 12/8/2023    |
| Delete | Bin, Wang            | COS            | Chemistry                           | Graduate               | 8/26/2013   | 8/26/2018    |
| Delete | Gillespie, Emily     | COS            | BSC                                 | Graduate               | 8/21/2017   | 12/9/2022    |
| Delete | Gilliam, Frank       | COS            | Biological Sciences                 | Graduate               | 12/17/2013  | 12/17/2018   |
| Delete | Song, Tianyi         | CITE           | Computer Science                    | Graduate               | 8/21/2017   | 12/9/2022    |
| Edit   | Akinsete, Alfred     | COS            | Mathematics                         | Graduate               | 8/20/2018   | 12/8/2023    |
| Edit   | Drost, John          | COS            | Mathematics                         | Associate              | 5/7/2018    | 5/28/2021    |
| Edit   | Egleton, Richard     | SOM            | Biomedical Sciences                 | SOM                    | 8/20/2018   | 12/10/2021   |
| Edit   | Mallory, David       | COS            | Biological Sciences                 | Graduate               | 8/20/2018   | 12/8/2023    |
| Edit   | McCunn-Jordan, Laura | COS            | Chemistry                           | Graduate               | 8/20/2018   | 12/8/2023    |
| Edit   | O'Keefe, Frank       | COS            | Biological Sciences                 | Graduate               | 8/20/2018   | 12/8/2023    |
| Edit   | Roudebush, Clair     | CITE           | Applied Science & Technology        | Graduate               | 8/20/2018   | 12/8/2023    |



|      |                  |      |                       |          |           |            |
|------|------------------|------|-----------------------|----------|-----------|------------|
| Edit | Serrat,<br>Maria | SOM  | Biomedical Sciences   | SOM      | 8/20/2018 | 12/10/2021 |
| Edit | Timmons,<br>Mark | COHP | School of Kinesiology | Graduate | 8/20/2018 | 12/8/2023  |
| Edit | Toma,<br>Kumika  | COHP | School of Kinesiology | Graduate | 8/20/2018 | 12/8/2023  |
| Edit | Wang, Bin        | COS  | Chemistry             | Graduate | 1/9/2017  | 5/6/2022   |

## **Attachment 3**

### **Academic Planning Committee Agenda**

#### **College of Education and Professional Development**

Type of change request: Change of a Certificate

Department: Curriculum & Instruction

Certificate Program: Post Baccalaureate Teacher Certificate

Starting Date: Spring 2019

Rationale: This request is to remove the CISP 521 course from the Plan of Study and replace it with the CISP 520. CISP 521 and 520 are equivalent courses with the same course objectives and content. CISP 521 is no longer offered by the special education department on the regular schedule but used only for third party contract courses.

#### **College of Health Professions**

**Department: School of Nursing**

Type of change request: MSN General Policy Changes

Department: Nursing

Degree Program: Master of Science in Nursing (MSN)

Starting Date: Spring 2019

Rationale:

The graduate academic planning & standards committee of the MSN program suggested the following policy changes due to an increase in MSN student issues surrounding C and D grades. These changes should clarify that students that receive a D or F will be dismissed from the program, and reinforce that only 6 hours of C can count towards graduation. And if a student receives 9 credit hours of C they will be dismissed. These policy changes were approved by the full nursing faculty at the NFO faculty meeting on 5.8.18.

#### **College of Science**

Type of change request: Admissions

Department: Criminal Justice and Criminology

Degree Program: Criminal Justice

Starting Date: Spring 2019

Rationale:

The rationale for changing the admissions requirements are as follows:

- (1) To clarify pre-existing language about the required transcripts. The current language suggests that we require all previous undergraduate transcripts when we require only the transcript from which the baccalaureate degree was confirmed.
- (2) To allow applicants with a strong GPA (3.30 or higher) to waive the GRE requirement. This change would be consistent with the fact that we currently allow accelerated master's degree students to waive the GRE who also have an overall GPA of 3.30 or higher.
- (3) To provide applicants with the opportunity to waive the GRE if they have already completed a master's degree in another related field. This change only seems fitting as

many of these applicants may already be employed in the field, have the necessary experience, and have been vetted by the previous master's degree program, thereby making the GRE unnecessary.

## Attachment 4

### Graduate Curriculum Committee Agenda

#### College of Business

##### Area of Emphasis Addition

**Department:** MBA / Management  
**Area of Emphasis:** Military Management  
**Credit Hours:** 9  
**First Term:** Spring 2019  
**Rationale:** Active military personnel need to acquire a graduate level degree in order to move up to the middle and senior levels of the Officer Corps (04 or higher). Increasingly, the military seeks professionals with a background in business administration and similar disciplines. In addition, many military officers seek careers in business once they retire from active duty. The purpose of this area of emphasis is to provide a vehicle for active duty military officers to enhance their careers, both while still actively serving in the military and upon transitioning into civilian careers.

**Catalog Description:** Students who choose to take two electives in either Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study course can receive a concentration in that functional area. Active military personnel electing to transfer 9 credit hours from the accepted military schools/courses in addition to the functional study course can receive a concentration in Military Management.

##### Course Addition – MGT 611 Military Management I

**Department:** MBA / Management  
**New Course:** MGT 611 Military Management I  
**Catalog Description:** MGT 611 concerns the theory and practice of a military officer’s management plans to attain outcomes consistent with the organization’s mission and goals including strategy formulation, implementation and control.

**Prerequisites:** None  
**First Term:** Spring 2019  
**Credit Hours:** 3 to 9

##### Course Addition – MGT 612 Military Management II

**Department:** MBA / Management  
**New Course:** MGT 612 Military Management II  
**Catalog Description:** MGT 612 concerns the theory and practice of military strategic human resource management plans to attain outcomes consistent with the organization’s mission and goals including strategy formulation, implementation and control.

**Prerequisites:** None  
**First Term:** Spring 2019  
**Credit Hours:** 3 to 9

##### Course Addition – MGT 613 Military Management III

**Department:** MBA / Management  
**New Course:** MGT 613 Military Management III  
**Catalog Description:** MGT 613 concerns the theory and practice of military officers’ quantitative and analytical management to attain outcomes consistent with the organization’s mission and goals including strategy formulation, implementation and control.

|                |             |
|----------------|-------------|
| Prerequisites: | None        |
| First Term:    | Spring 2019 |
| Credit Hours:  | 3 to 9      |

# Graduate Curriculum Committee Agenda for November 30, 2018

## College of Business

### Area of Emphasis Addition

**Department:** MBA / Management  
**Area of Emphasis:** Military Management  
**Credit Hours:** 9  
**First Term:** Spring 2019  
**Rationale:** Active military personnel need to acquire a graduate level degree in order to move up to the middle and senior levels of the Officer Corps (O4 or higher). Increasingly, the military seeks professionals with a background in business administration and similar disciplines. In addition, many military officers seek careers in business once they retire from active duty. The purpose of this area of emphasis is to provide a vehicle for active duty military officers to enhance their careers, both while still actively serving in the military and upon transitioning into civilian careers.

**Catalog Description:** Students who choose to take two electives in either Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study course can receive a concentration in that functional area. Active military personnel electing to transfer 9 credit hours from the accepted military schools/courses in addition to the functional study course can receive a concentration in Military Management.

### Course Addition – MGT 611 Military Management I

**Department:** MBA / Management  
**New Course:** MGT 611 Military Management I  
**P1 Catalog Description:** MGT 611 concerns the theory and practice of a military officer's management to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.  
**P5 Catalog Description:** MGT 611 concerns the theory and practice of a military officer's management to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.

**Prerequisites:** None  
**First Term:** Spring 2019  
**Credit Hours:** 3 to 9

### Course Addition – MGT 612 Military Management II

**Department:** MBA / Management  
**New Course:** MGT 612 Military Management II  
**P1 Catalog Description:** MGT 612 concerns the theory and practice of military strategic human resource management plans to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.

**P5 Catalog Description:** MGT 612 concerns the theory and practice of military strategic human resource management plans to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.

**Prerequisites:** None  
**First Term:** Spring 2019  
**Credit Hours:** 3 to 9

### **Course Addition – MGT 613 Military Management III**

**Department:** MBA / Management  
**New Course:** MGT 613 Military Management III

**P1 Catalog Description:** MGT 613 concerns the theory and practice of military officers' quantitative and analytical management to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.

**P5 Catalog Description:** MGT 613 concerns the theory and practice of military officers' quantitative and analytical management to attain outcomes consistent with the organization's mission and goals including strategy formulation, implementation and control.

**Prerequisites:** None  
**First Term:** Spring 2019  
**Credit Hours:** 3 to 9