



Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

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

Date: September 2, 2020

Subject: **Approval of Graduate Council Minutes: August 28, 2020**

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. Due to the health crisis, the meeting was held via Microsoft Teams.

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

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University

9-2-2020

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
Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. David Pittenger, Dean, Graduate College, pittengerd@marshall.edu
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, brooks@marshall.edu
Dr. Tammy Johnson, Exec. Director of Admissions, johnson73@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu
Dr. Sherri Smith, Associate VP for Academic Affairs, smithsc@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

Ms. Sandee

MU Graduate Council Meeting Minutes- August 28, 2020

Virtual Meeting- Microsoft Teams

Members Present: Allen, Beard, Blough, Cristofero, Davis, Egleton, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth, Wait

Members Absent: None

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: None

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of Previous Meeting Minutes April Meeting (Attachment 1) Special Meeting (Attachment 2)
Howard	Graduate Faculty Status Requests (Attachment 3)
Howard/Pittenger	State of the Graduate College
Howard	Course Enrollment Review <ul style="list-style-type: none">• Program Review Process• Timelines
Howard	Updates, Information, and Questions?
Howard	Committee Assignments (Attachment 4) Once a chair has been decided, please notify the GC Chair.

Sandee Lloyd Graduate College lloyd@marshall.edu

Please reserve these meeting dates:

September 9/25
October 10/30
November 11/20
January 1/29
February 2/26
March 3/26
April 4/30

**At this time, all meetings will be held virtually due to social distancing requirements. All meetings will be held on a Friday at 1:00 p.m.

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. Our first business meeting of the Academic Year (2020-2021) will be in September. Requests will be due to the Chair of Graduate Council on or before September 1.

Attachments:

1. Minutes of the past special meeting
2. Minutes of the past April meeting
3. Requests for Graduate Faculty Status
4. Committee Assignments for Academic Year 2020-21

Meeting Called to Order 1:00 pm.

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

Lori H. greeted everyone and thanked everyone who volunteered for work assignments during summer.

Dean Pittenger gave brief announcements about Graduate School and enrollments: Lack of international students will have consequences; overall enrollment is variable- some programs increased, and others decreased enrollment; GC will be called on soon to make decisions

Lori provided updates about GC summer work regarding program reviews and course enrollment histories:

Bonnie & Susan did last review of 600 level courses (10 students or less). Lisa H. talked about needing to be rigorous & efficient in program reviews. Lori has spoken with Mary Beth Reynolds. Problem is that materials not sent in until Nov.1. Mary Beth now has different software and apparently it is more robust and thorough; therefore, there will be more info accompanying reviews than what was provided in past. Updated software program is similar to BERT program according to Dean Pittenger. (Pulls data exactly from Banner, gave example of looking at PsyD ; different ways of "slicing" data out , can be a planning document, i.e. provides such info as seating capacity and room size and how many students in a room. Once data are pulled up, you can download into Excel, etc. for more refined analysis.) Lori adds that we will have this info early thus allowing timely return so Deans can make plans.

MINUTES OF PREVIOUS MEETINGS

(See Attachments 1 and 2)

APPROVED

MOVE TO EXECUTIVE SESSION AT 1:15 PM

Lisa Heaton made motion, seconded by Philippe G.

APPROVED

MOVE TO RETURN FROM EXECUTIVE SESSION TO GC MEETING AT 1:55PM

Tracy Cristofero made motion, seconded by Scott D.

APPROVED

GRADUATE FACULTY STATUS

(See Attachment 3)

Philippe made motion, Lisa seconded to pass GF

APPROVED

ADDITIONAL ANNOUNCEMENTS and DISCUSSION

Lori H- Grad Orientation Modules are "up & moving" on Blackboard; link for uploading animal video (Pause for Paws) will happen, and its purpose is for giving grad students a mental break; Any volunteers to upload videos should contact Lori H.

Lori H. will help enroll anyone who needs assistance with Grad Orientation Modules

Chris Sochor & Sara Mollette very helpful with setting these up

Susan L. is chairing a committee with Dean Pittenger looking at Grad Assistants

Title IX training is "up and moving."

COMMITTEE ASSIGNMENTS

(See Attachment 4)

Committee lists were provided. Option given to use "meet now" for selection of chair or to discuss via group email; Lori needs to know chairs by Monday 8/31, because she needs to have meeting with chairs regarding putting documents up on Teams instead of emailing back & forth.

Tina suggested adding channel for each committee instead of Folders within General GC Teams (Will wait until chairs are decided before this is determined)

Adjourn to connect with committees 2:04PM

Attachment 1

MU Graduate Council Meeting Minutes- April 24, 2020

Virtual Meeting- Microsoft Teams

Members Present: Allen, Beard, Blough, Davis, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth, Wait

Members Absent: Hanna, Sollars

Newly Elected/Appointed Members for 2020/2021: Cristofero, Egleton

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: Beller, Lent, May, O'Byrne, Saken,

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of Previous Meeting Minutes (Attachment 1)
Howard	Graduate Faculty Status Requests (Attachment 2)
Davis	Planning Committee Requests (Attachment 3)
Beard	Curriculum Committee Requests (Attachment 4)
Thompson	Program Review Committee
Howard/Georgel	Title IX Update: Faculty Senate Recommendations
Allen	Credentialing Committee
Howard/Pittenger	Comprehensive Exam Waiver
Howard/Davis	Graduate College Orientation
Howard/Pittenger	Election of Graduate Council Officers (Term Fall 2020-Spring 2022)
Howard/Pittenger	Graduate Assistants
Howard/Pittenger	Working Group Summer
Howard	Announcements/ Questions/Other Information

Sandee Lloyd Graduate College

lloyd@marshall.edu

Please reserve these meeting dates:

August, 2021-TBD

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. Our first business meeting of the Academic Year (2020-2021) will be in September.

Requests will be due to the Chair of Graduate Council on or before September 1.

Attachments:

1. Minutes of the past meeting
2. Graduate Faculty Status Requests
3. Planning Committee Requests
4. Curriculum Committee Requests

Meeting called to order 1:00pm.

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

Lori H. welcomed members, guests, and introduced newly elected members: Tracy Cristofero and Lisa Heaton from South Charleston; Richard Egleton will replace Vince Sollars from SOM.

Secretary verified attendance of members via roll call

MINUTES OF PREVIOUS MEETING APPROVED
(See Attachment 1)

GRADUATE FACULTY STATUS REQUESTS APPROVED
(See Attachment 2)
Lori H. will get clarification from COS & SOM regarding Dr. Shakirov's appointment.

ACADEMIC PLANNING COMMITTEE
(See Attachment 2)
College of Education and Professional Development
Non-curricular changes for Literacy Education and Counseling APPROVED

College of Science
Department of Biological Sciences- Committee recommends approval. Dr. May was present, and he clarified that this has nothing to do with AMD; this only pertains to application and GRE deadlines.
APPROVED

College of Health Professions
Non-curricular changes in Dietetics and School of Physical Therapy APPROVED

College of Liberal Arts
Non-curricular change in Communication Studies and curricular changes in Political Science
APPROVED

Scott and Lori H. thanked committee members for their hard work this year.

CURRICULUM COMMITTEE
(See Attachment 3)
Keith prefaced this discussion by emphasizing that decisions for approval of some requests were contingent upon confirmation of email chain to verify signatures.

School of Pharmacy
Course Addition APPROVED

College of Education and Professional Development
Counseling Course Description Changes (2) APPROVED

Counseling Course Addition- Discussion
Keith read the correct description (because the one inserted in attachment is old one) ; Lori also asked about the issue with "see attached" be answered by Dr. Lent. Dr. Lent discussed issue of overlap- talked with faculty of EDF 621. Sent Sandra additional attachment for section 2 duplication summarizing the meeting with EDF faculty. Tina Allen & Lisa Heaton were consulted. Tina replied in email that there was some overlap but not significant. Within the college, potential for duplication has been met; however, Lori H. brought up the issue of duplication with out of college courses, i.e. need review by data sciences committee. Dr. Lent was not in contact with anyone outside of college. Keith requested to table this due to not having consulted with anyone outside of college. Lori H. asked Dr. Lent if this issue was time sensitive- Dr. Lent said yes/no: what is time sensitive is the additional forms with changes with prerequisites; he says for accreditation he thinks the issue will not be time sensitive. Counseling can explain the need for an additional

forms to be signed outside of college. Lori said if it is tabled- then this course could not happen until Spring 2021. K-Crep- Lent thinks he can get info to them. Lent asked for clarification- if duplication is found, then POSs would have to be modified to remove 609 because it wouldn't exist if it is found to be duplicated.

TABLED UNTIL SEPT.

College of Liberal Arts

Course Additions and Course Title Change

APPROVED

College of Science

Three Forensic Science Course Additions

APPROVED

Four Forensic Science Course Additions (see attachment for course numbers) TABLED UNTIL SEPT.

Thanks from Keith to committee & the extra committee members for all of the assistance this year. Lori H. also thanked Keith for stepping up as chair when committee lost a member this year.

PROGRAM REVIEW COMMITTEE

No new business to report

- Lori T. thanked all members for their assistance this year and acknowledged the efforts of all for learning the new system.
- Lori H. thanked everyone and said that Board of Governors approved program reviews yesterday

Title IX Update: Faculty Senate Recommendations

- Lori H. and Philippe discussed issues: 1 resolution with 3 bullet pts. 1) free tech assistance, 2) MU become ITISCA member, and 3) increase amount of faculty trained in Title IX & begin with Faculty Senate and Graduate Council. Philippe thanked the committee who addressed these issues. April 30th issue will be discussed in FS. Lori H. confirmed this week that Dean Pittenger & Leah Tolliver & Tammy Johnson have it worked out for new graduate admitted students to have the training.
- Bonnie to made motion for GC to endorse & offer its full support to recommendation made by Faculty Senate Executive Committee's adhoc committee, Philippe seconded - All in favor

Credentialing Committee

- Tina A. reported that committee did not get to final 2 reviews this spring due to COVID 19 closure;
- Lori H. thanked committee.
- Tina announced the Grad Advisors award- Josh Brunty from Huntington campus and Scott Simonton from South Charleston campus

Comprehensive Exam Waiver

- Dr. Saken from Physics dept. presents the issue. Dr. Saken said he is not exactly asking for this waiver. He provided summary of the issues: he said this is older student with health issues; student is currently in a PhD program and progressing well in it. Due to health concerns and travel restrictions, student has requested waiver from exam. Henning asked if there was a way to do exam virtually. Dr. Saken said he has not done this before, and he is concerned that no one at MU would be qualified to administer the exam until fall 2020. Current qualified faculty member is on sabbatical. Issue is student is approaching a timeline. Lori said health issues could qualify him for accommodations for taking the exam- it would not waive the need for taking the exam. It is not uncommon to bring in a faculty from another school to sit in on thesis committees. Dean Pittenger asked if Dr. Saken would contact OSU to put together assessment measure that would count as comps. If the MU

dept. reviewed the questions for OSU's PhD qualifying exam and said those were acceptable as an MU comps, then Dean Pittenger recommends: 1) reach out to OSU and ask for faculty CVs, 2) have Chuck Somerville enter the info as physics instructors, 3) OSU would give the test. Dean said he would extend same courtesy as he is permitting for these projects this spring to this student- by allowing time extension through July.

- Lori asked for plan to be submitted by Dr. Saken, so documentation is kept that Comps was not waived.
- General agreement from Council that this was a reasonable way to progress.

Graduate College Orientation

- Scott shared the Blackboard modules for this training. Each module has an assessment attached. Scott asked Tracy C. to continue the presentation- and she thanked the committee (Scott & Bonnie) and Sarah Mullett from library for putting the fantastic course together. Dean Pittenger said students who are currently registered can be sent links to begin. He will begin sending emails, encouraging students to engage in this training. He will work with Tammy Johnson and Program Directors to get the information out. Nancy Lankton and Bob Deel were also acknowledged for their help.

Election of Graduate Council Officers (Term Fall 2020-Spring 2022)

- Richard & Tracy are eligible to vote since they are newly elected. Lisa H. also eligible to vote since she was re-elected.
- The following nominations were received: Chair- Lori Howard; Vice-chair- Scott Davis; Secretary- Conrae Lucas-Adkins
- Nominees accepted their nominations.
- Since no position had more than 1 nominee, GC agreed to vote during session. All GC members approved filling these positions for the upcoming term 2020-2021 with the nominees as indicated above.

Graduate Assistants

- Dean Pittenger discussed review of GAs, the reduction in the workforce, and the change in pay. GAs must be doing something related to their program- a schema was not developed to reassign GAs periodically, however, due to reduction in enrollment, Dean Pittenger has been asked to look at GA positions. Dean would like to develop a work group- including 2 GC members – to look at what we are currently doing and whether or not there are smarter, more efficient ways to reallocate GAs and finances (Somerville & Eagle are the Deans who have most GAs)
- The following GC members volunteered for the work group: Lori H.; Tracy Cristoforo; Eric Blough; Scott Davis; Susan Lanham
- As a generality, the GAs who are listed as teachers of record are generating revenue for MU. Dean would like to present a sensible plan to Provost. Dean Pittenger has not been asked to reduce GA positions as of yet, but he wants to have a plan for making decisions if needed.

Working Group for Summer

Due to Covid 19 crisis, there may need to be discussion of what Provost mentioned:

- 1) Are we being as smart as possible with our resources
- 2) Look at our programming- are the things we are doing making sense? No cuts yet.
- 3) Even if determined that program is not efficient, we are still required to finish teaching for students currently enrolled
- 4) Advice from the faculty who are close to these programs is sought by the decision makers. Provost & President

- Mike McGuffey has Tableau data; Susan Lanham has experience with this data management system; BERT report is what Dean Pittenger is reviewing: enrollment trends, places where the students live, etc.
- Lori H. suggests that GC generate some questions that they would like to be answered by the data. Richard asks if we would look at outcome measures too (such as follow up on where the graduates of programs are now). Deans are aware of this and that GC will be addressing.
- Lori H. will be in touch with updates to GC; Dean Pittenger also volunteered to answer any questions.

Announcements/ Questions/Other Information

- Microsoft Teams has capability of managing forms- Lori H. would like to review forms created by Sandee Lloyd and use these as an interim procedure until the electronic signatures are worked out.
- Dean Pittenger applauded faculty members for their transition to virtual learning. He recognized the sensitivity that faculty have given to individual students. For example, Henning took extraordinary efforts to arrange for a piano to be moved to student's apartment from churches. Dean Pittenger recognized faculty's humanity during this period of adversity.
- Contact Sherri Smith for questions about grades from April
- P& T Discussions – what to do for faculty who are in the process of tenure & promotion; Use the modified tenure procedure as a result which states that:
Faculty may stop the tenure clock when reassigned & COVID 19 pandemic counts as major reassignment of duties.

Adjourn- 2:37PM

Attachment 2

MU Graduate Council Minutes- August 5, 2020

Special meeting was called due to issue affecting August graduation for student. Meeting was held via TEAMS.

Members Present: Allen, Beard, Blough, Cristofero, Davis, Egleton, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Vauth

Members Absent: Thompson, Wait

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: N/A

Agenda

Howard	Welcome and Explanation of Meeting Purpose
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Meeting called to order: 2:01 PM

WELCOME and ANNOUNCEMENTS

Lori Howard introduced the purpose of today's meeting. A COEPD student was scheduled to graduate during August 2020 term, but investigation of his coursework revealed that he had exceeded the maximum of 500 level courses and not met the requirement of 600 level courses. The issue had been problems with Degree Works and not being able to pull up all information during advising sessions.

- Tina Allen explained that the 500 level courses he had taken were identified as such due to their designation as Special Topics courses and the fact that they were funded through a 3rd party contract. The courses were equivalent to 600 level courses and would have been identified as such had they not been through a 3rd party contract. Tina is working on having these courses identified as 600 level for the 2020/2021 academic year.
- Lisa Heaton discussed the negative impact a delayed graduation would have on the student. He would miss out on a pay raise from his employment and would have to pay tuition for more coursework during 2020/2021 year. Lisa was his advisor and explained that the problem was not the result of anything the student had incorrectly.
- Susan Lanham clarified that the 400/500 level course issue was not relevant in this situation, meaning that the 500 level courses taken by this student were equivalent to 600 level and were not merely advanced undergraduate level courses.

Howard stated the motion as "to allow student to graduate based on evidence that the 500 level Special Topics courses were at the 600 level." This would be a one-time exception.

- Susan Lanham made the motion, and it was seconded by Philippe Georgel.
- **All Members voted in Favor of motion.**

Meeting adjourned: 2:21 PM

Attachment 3

Graduate Status Requests

Type	Faculty Member	College	Department/Division	Graduate	Term Start	Term Expires
Add	Bryan, Timothy	COB	ACC/LE	Graduate	1/13/2020	
Add	Bryan, Timothy	COB	ACC/LE	Graduate	8/26/2019	12/7/2024
Add	Knotts, Kevin	COB	MGT/HCA	Graduate	1/13/2020	
Add	Markiewicz, John	COS	Chemistry	Graduate	8/24/2020	12/6/2025
Add	Shakirov, Eugene	SOM	Biological Sciences	SOM	1/13/2020	5/5/2023
Delete	Angus, Ryan	COLA	English	Instructor	8/21/2017	12/13/2019
Delete	Aractingi, Edward	CITE	Computer Science	Instructor	8/22/2016	12/12/2018
Delete	Boker, Almuatazbella	CITE	Engineering	Graduate	4/26/2016	4/26/2021
Delete	Gilpin, Susan	COLA	Communication Studies	Graduate	8/20/2018	12/8/2023
Delete	Gilpin, Susan	COLA	Communication Studies	Graduate	8/20/2018	12/8/2023
Delete	Hajjar, Salam	CITE	Engineering	Graduate	8/20/2018	12/8/2023
Delete	Hijazi, Iyad	CITE	Engineering	Graduate	12/15/2015	12/15/2020
Delete	Larsen, Eldon	CITE	Engineering	Graduate	1/9/2017	5/6/2022
Delete	Lilly, Mitchell	COLA	English	Associate	8/21/2017	12/11/2020
Delete	Muellerleile, Paige	COLA	Psychology	Doctoral	8/22/2016	12/10/2021
Delete	Muellerleile, Paige	COLA	Psychology	Doctoral	8/22/2016	12/10/2021
Delete	Roth, Frederick	COLA	Sociology/Anthropology	Graduate	8/20/2018	12/8/2023
Delete	Roudebush, Clair	CITE	Applied Science and Technology	Graduate	8/20/2018	12/8/2023
Delete	Stromski, John	COLA	English	Associate	1/9/2017	5/8/2020
Delete	Van Kirk, John	COLA	English	Graduate	7/10/2018	
Delete	Woods, Edward	COLA	Communication Studies	Graduate	8/20/2018	12/8/2023

Edit	Agesa, Richard	COB	FIN/ECN/IB	Graduate	7/14/2020	
Edit	Booth, Donald	CITE	Applied Science and Technology	Instructor	6/8/2020	
Edit	Botes, Johan	CAM	Music	Graduate	1/13/2020	
Edit	ENG, BENNIE	COB	MKT/MIS/ENT	Graduate	1/13/2020	
Edit	Gurung, Anil	COB	Management, Marketing and MIS	Graduate	8/24/2020	12/6/2025
Edit	Kelli, Williams	COHP	Dietetics	Graduate	7/14/2020	
Edit	Kelli, Williams	COHP	Dietetics	Graduate	7/14/2020	
Edit	Lanham, Susan	COB	ACC/LE	Graduate	7/14/2020	
Edit	Lawani, Uyi	COB	MGT/HCA	Graduate	7/14/2020	
Edit	LeGrow, Christopher	COLA	Psychology	Doctoral	7/14/2020	
Edit	LeGrow, Christopher	COLA	Psychology	Doctoral	7/14/2020	
Edit	Lee, Doohee	COB	MGT/HCA	Doctoral	7/14/2020	
Edit	Rinehart, Rachel	COLA	English	Associate	7/14/2020	
Edit	Rinehart, Rachel	COLA	English	Associate	7/14/2020	
Edit	Sollosy, Marc	COB	MGT/HCA	Doctoral	7/14/2020	
Edit	Subedi, Deepak	COB	Management/Marketing/MIS	Graduate	1/13/2020	
Edit	Subedi, Deepak	COB	MGT/HCA	Graduate	1/13/2020	
Edit	Subedi, Deepak	COB	MGT/HCA	Graduate	1/13/2020	
Edit	Tate, Uday	COB	MGT/HCA	Graduate	7/14/2020	
Edit	Welch, Susan	COHP	Nursing	Graduate	7/14/2020	

**Attachment 4
Committee Assignments
Academic Year 20-21**

Committee	Members
Credentialing	Phillipe Georgel Lisa Heaton Henning Vauth Student Representative
Curriculum	Tina Allen Tracy Christofero Lori Thompson Isaac Wait
Planning	Eric Blough Scott Davis Richard Egleton Conrae Lucas Adkins
Program Review	Keith Beard Susan Lanham Bonnie Lawrence