



Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Tracy Christofero – Chair, Graduate Council *TC*

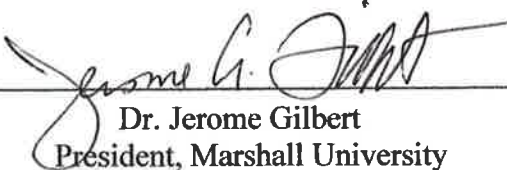
Date: November 6, 2017

Subject: **Approval of Graduate Council Minutes: October 27, 2017**

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.

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University

11-9-17

Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Tracy Christofero with .pdf copies e-mailed to:

Dr. Tracy Christofero, Chair, Graduate Council, christofero@marshall.edu
Dr. Cam Brammer, Secretary, Graduate Council, brammer@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
Ms. Sandee Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

MU Graduate Council Meeting – October 27, 2017

Huntington campus – John Spotts Room

Agenda

Christofero	Welcome
Stephanie Hurley	INTO Executive Director (Did not come)
Brammer	Approval of previous meeting Minutes (Attachment 1)
Christofero	Graduate faculty status candidates (Attachment 2)
DeBruin	Academic Planning Committee (Attachment 3)
Lawrence	Curriculum Committee (Attachment 4)
Lanham	Credentialing Committee
Allen / Reynolds	Program Review
Pittenger / Howard	Interdisciplinary Programs (Attachment 5)
Pittenger	New Request Approval Process
Christofero	Other Business

Members Present: Allen, Blough, Brammer, Campbell, Christofero, Davis, Heaton, Howard, Lanham, Larsen, Lawrence, Muellerleile, Sollars ,

Members Absent: DeBruin, Sutphin, Vauth

Ex-Officio Members Present: Maher, Pittenger

Ex-Officio Members Absent: Eagle, Ormiston

Visitors: Visitors did not sign in.

Please reserve these meeting dates:

- December 1, 2017 – South Charleston Thomas Boardroom
- January 26, 2018 – Huntington John Spotts Room
- February 23, 2018 – South Charleston Thomas Boardroom
- March 30, 2018 – Huntington John Spotts Room
- April 27, 2018 – 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, except for the December 1st meeting when requests are due on or before November 1st.

Attachments:

1. Minutes of the past meeting
2. Graduate Faculty Membership Requests
3. Academic Planning Requests
4. Curriculum Committee Requests
5. Interdisciplinary Programs

Chair Christofero called the meeting to order at 1 PM.

Minutes of the September 29, 2017 GC meeting

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS CANDIDATES

APPROVED

(see Attachment 2)

ACADEMIC PLANNING COMMITTEE

APPROVED

(See Attachment 3 for rationales)

COB

Department: Management

Degree Program: MS in Human Resource Management

Type of Change: Change

Credit Hours:

Effective Date: Fall 2018

COEPD

Department: Counseling

Degree Program: MA in Counseling

Type of Change: Policy Change

Credit Hours:

Effective Date: Spring 2018

Department: Counseling

Degree Program: MA in Counseling

Type of Change: Change of Admissions Policies

Credit Hours:

Effective Date: Spring 2018

CURRICULUM COMMITTEE

APPROVED

(See Attachment 4 for rationales)

CITE

Course Additions (2)

Department: Computer Science

#/Title: CS 698 Internship

Description: Supervised work experience in computer science or related fields.

Prerequisites: Permission by Division Chair

First Offered: Spring 2018 (The form says Fall 2017)

Credit Hours: 1 – 3

Department: Information Systems
#/Title: IS 698 Internship
Description: Supervised work experience in information systems or related fields.
Prerequisites: Permission by Division Chair
First Offered: Spring 2018 (The form says Fall 2017)
Credit Hours: 1 – 3

COLA

Course Additions (4)

Department: English
#/Title: ENG 507 Writing, Editing and Doc Design
Description: Study of the principle of professional writing, editing, and document design.
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 3

Department: History
#/Title: HST 517 U.S. West to 1900
Description: A study of the social, cultural, political, and economic history of the US West to 1900, along with the West's place in our public memory.
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 1 – 3

Department: History
#/Title: HST 549 World War I in Film
Description: This course explores the origins, course, and meaning of World War I (1914 – 1918) through the use of selected films and readings.
Prerequisites: None
First Offered: Fall 2018
Credit Hours: 3

Department: History
#/Title: HST 554 History of Ireland (The form needs the Alpha Designator)
Description: This course covers the history of Ireland from the Middle Ages to the Present
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 3

SOM

Department: Clinical Translational

#/Title: CTS 632 Qualitative Research

Description: This course offers approaches to designing and conducting qualitative health services research. Students will gain hands-on experience while carrying out a research project related to their area of interest.

Prerequisites: Consent of Instructor

First Offered: Spring 2018

Credit Hours: 1

CREDENTIALING COMMITTEE

Dr. Lanham reported that the committee had completed the reviews of the COB and COHP and all files were in order.

Program Review

Drs. Allen and Reynolds presented the procedures to be followed for Program Reviews and assignments were passed out. Dr. Reynolds is going to email the review forms to all the Council Members.

Interdisciplinary Programs

(See Attachment 5)

Drs. Pittenger and Howard presented information from the continuing discussions regarding interdisciplinary programs. There has been a bit of progress!

New Request Approval Process

Dr. Pittenger reported the following:

Due to the failure of the State to report certain documents to the Federal Government, all colleges and universities must now seek an additional approval for 'Intent to Plan' requests, already a lengthy process. The additional step will be approval by the HEPC after approval by the Board of Governors before any new program can begin. This will probably delay the starting of a new program by at least 60 to 90 days.

Attachment 1

MU Graduate Council *PREVIOUS* Meeting Minutes – September 29, 2017

Agenda

Christofero	Welcome
Brammer	Approval of previous meeting Minutes (Attachment 1)
Christofero	Graduate faculty status candidates (Attachment 2)
Howard	Interdisciplinary Programs
DeBruin	Academic Planning Committee (Attachment 3)
Lawrence	Curriculum Committee (Attachment 4)
Christofero	Other Business

Members Present: Allen, Blough, Brammer, Campbell, Christofero, Davis, Heaton, Howard, Lanham, Larsen, Lawrence, Muellerleile, Sollars, Sutphin, Vauth

Members Absent: Scott, DeBruin

Ex-Officio Members Present: Eagle

Ex-Officio Members Absent: Maher, Ormiston, Pittenger

Visitors: Lori Ellison, COEPD

Please reserve these meeting dates:

- October 27, 2017 – Huntington John Spotts Room
- December 1, 2017 – South Charleston Thomas Boardroom
- January 26, 2018 – Huntington John Spotts Room
- February 23, 2018 – South Charleston Thomas Boardroom
- March 30, 2018 – Huntington John Spotts Room
- April 27, 2018 – 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.

Chair Christofero called the meeting to order at 1 PM.

Minutes of the August 25, 2017 GC meeting

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS CANDIDATES (see Attachment 2) APPROVED

INTERDISCIPLINARY PROGRAMS Lori Ellison reported that Dean Pittenger is researching the possibility and interest in an Interdisciplinary degree programs. He would appreciate any information from faculty interested in this program possibility.

ACADEMIC PLANNING COMMITTEE

APPROVED

(see Attachment 3 for rationales)

COEPD

Department: Elementary/Secondary Education

Degree Program: MA in Education; Instructional Technology and Learning

Type of Change: Change (Replace CIEC 610 with CIEC 615)

Credit Hours: 3

Effective Date: Spring 2018

Department: Elem/Sec Education

Name of Certificate: Instructional Technology & Learning

Credit Hours: 21

Type of Change: Certificate Change (replace CIEC 610 with CIEC 615)

SOM

Department: Research and Graduate Education

Degree Program: PhD in Biomedical Research

Type of Change: Change name of program/degree to Biomedical Research PhD

Effective Date: Fall 2017

Department: Research and Graduate Education

Degree Program: Biomedical Science, MS

Type of Change: Change name of program/degree to Biomedical Research MS

Effective Date: Fall 2017

Department: Biomedical Sciences

Degree Program: PhD

Type of Change: Non-curricular – Graduate Faculty Requirements

Effective Date: Spring 2018

Attachment 2**Graduate Faculty Status Requests**

Type	Faculty Member	College / School	Department/ Division	Graduate Faculty Level	Term Start	Term Expires
Add	Allison, Fletcher	COHP	School of Kinesiology	Associate	8/21/2017	12/11/2020
Add	Broedel-Zaugg, Kimberly	SOP	Pharmacy Practice, Administration & Research	Doctoral	8/21/2017	12/9/2022
Add	Carr, Tessa	COB	ACC/LE	Graduate	8/21/2017	12/9/2022
Add	Christofero, Tracy	CITE	Applied Science and Technology	Graduate	8/21/2017	12/9/2022
Add	DeBruin, Nathaniel	COLA	History	Associate	8/21/2017	12/11/2020
Add	Frame, Mike	COB	Management	Associate	5/15/2017	
Add	Henderson, Brandon	SOM	Biomedical Sciences	Doctoral	8/21/2017	12/9/2020
Add	Larsen, Kelli	COHP	Social Work	Graduate	6/5/2017	
Add	Lewis, Daniel	COLA	English	Associate	8/21/2017	12/11/2020
Add	Liu, Lu	CITE	Computer Science	Graduate	8/21/2017	12/9/2022
Add	Lopuch, Jeremy	COEPD	Special Education	Graduate	8/21/2017	12/9/2022
Add	Nannen, Briana	CAM	School of Music	Graduate	8/21/2017	12/9/2022
Add	Roth, Forrest	COLA	English	Associate	8/21/2017	12/11/2020
Add	Seifert, Ashley	SOM	Biomedical Sciences	Associate	8/21/2017	12/11/2020
Add	Shepherd, Terry	COHP	School of Kinesiology	Graduate	8/21/2017	12/9/2022
Add	Thompson, Dolores	COLA	History	Associate	8/21/2017	12/11/2020
Add	Tigchelaar, Jana	COLA	English	Graduate	8/21/2017	12/9/2022
Add	Weidner, Mary	COHP	Communication Disorders	Doctoral	8/21/2017	12/9/2022
Add	White, Kimberly	COHP	Social Work	Graduate	8/21/2017	12/9/2022
Add	White, William	COB	Management	Doctoral	8/21/2017	12/9/2022
Delete	Angus, Ryan	COLA	ENG	Graduate	8/22/2016	12/10/2021
Delete	Cooper, Stephen	COLA	Communication Studies	Graduate	11/30/2013	11/30/2018
Delete	Cornelius Underhill, Jill	COLA	Communication Studies	Graduate	12/1/2012	12/1/2017
Delete	Djietror, Godwin	COLA	Geography	Graduate	9/14/2015	9/14/2020
Delete	Donahoe, Patrick	COB	ACC/LE	Graduate	8/22/2016	12/10/2021

Delete	Dulin, Betsy	CITE	Engineering	Graduate	9/3/2013	9/3/2018
Delete	English, Colleen	COHP	School of Kinesiology	Associate	9/23/2014	9/23/2017
Delete	Gudivada, Venkat	CITE	Engineering & Computer Science	Graduate	5/13/2014	5/13/2019
Delete	Hagen, Joshua	COLA	Geography	Graduate	5/13/2014	5/13/2019
Delete	Han, Hyoil	CITE	Division of CS	Graduate	3/15/2013	3/15/2018
Delete	Hill, Jane	COLA	English	Graduate	7/9/2014	7/9/2019
Delete	Kroll, Penny	COHP	DPT	Doctoral	11/11/2011	11/11/2016
Delete	Li, Mimi	COLA	English	Graduate	2/17/2015	2/17/2020
Delete	Lindberg, Marc	COLA	Psychology	Doctoral	4/21/2015	4/21/2020
Delete	Marley, William	COHP	SOK	Graduate	9/30/2008	9/30/2013
Delete	McCormick, Richard	CITE	Engineering and Computer Science	Graduate	3/31/2009	3/31/2014
Delete	Miles, Sarah	SOM	Biochemistry and Microbiology	Associate	10/1/2014	10/1/2017
Delete	Miller, Beverly	COHP	Communication Disorders	Graduate	4/30/2009	4/30/2014
Delete	Mills, David	COLA	History	Graduate	4/22/2015	4/22/2020
Delete	Nichols, Andrew	CITE	Engineering & Computer Science	Graduate	12/7/2012	12/7/2017
Delete	Oeding, Carrie	COLA	English	Graduate	5/13/2014	5/13/2019
Delete	Pittenger, David	COLA	Psychology	Associate	8/15/2014	8/15/2017
Delete	Ryan, Angus	COLA	ENG	Graduate	8/22/2016	12/10/2021
Delete	Sadique, Sarder	CITE	Engineering	Graduate	11/23/2015	11/23/2020
Delete	Sameem, Mohammad Sediq	COB	FIN/ECN	Graduate	8/22/2016	12/10/2021
Delete	Taft, Edmund	COLA	English	Graduate	12/15/2012	12/15/2017
Delete	Weible, Ricky	LCOB	Management/Marketing/MIS	Graduate	10/4/2010	10/4/2015
Delete	Welch, Susan	COHP	NUR	Associate	4/16/2015	4/16/2017
Delete	William, Ford	CITE	Engineering	Graduate	12/3/2015	12/3/2020
Edit	Berhie, Girmay	COHP	Health Informatics	Graduate	8/21/2017	12/9/2022
Edit	Bethel, Charles	COEPD	Leadership Studies	Doctoral	8/21/2017	12/9/2022
Edit	Campbell, Elizabeth	COEPD	Elem/Sec Ed	Doctoral	8/21/2017	12/9/2022
Edit	Coleman, Craig	COHP	Communication Disorders	Graduate	8/21/2017	12/9/2022
Edit	Conley, Robin	COLA	Sociology & Anthropology	Graduate	8/21/2017	12/9/2022

Attachment 3 Academic Planning Requests

Full Requests available at <http://www.marshall.edu/graduate-council/upcoming-proposals/>

COB

Department: Management

Degree Program: MS in Human Resource Management

Type of Change: Change

Credit Hours:

Effective Date: Fall 2018

Rationale: To align the MS HRM program with SHRM/AACSB required content areas and material for HRM degrees in an AACSB accredited business school.

Curriculum Changes (provided for information only):

- ECN 502 Economic Analysis (3 credit course: Removed as required foundation course)
 - HRM 605 Human Resource Economics (3 credit course: Removed as a required course: Added as an elective course)
 - MGT 692 Ethics and Global Aspects of Business (3 credit course: Removed as a required course: Added as an elective course)
 - HRM 670 Personnel Selection and Testing (3 credit course: Added as a required course)
 - HRM 675 Human Resource Development and Training (3 credit course: Added as a required course)
-

COEPD

Department: Counseling

Degree Program: MA in Counseling

Type of Change: Policy Change

Credit Hours:

Effective Date: Fall 2017

Rationale: The Counseling Program has gone through extensive revisions in preparation for their CACREP accreditation process. In that process, the Program instituted an admissions interview in an effort to get a better idea of the applicants coming into the program. However, the process of interviewing seemed to hold up the admissions process considerably. The Program faculty discussed another way to be able to evaluate students new to the program and revisited the idea of adding a Candidacy component to the student's progress through the program. ****The decision was to implement a Candidacy review, which will be initiated by the student's application during the semester in which they will complete their 12th hour. The faculty will review and discuss these applications prior to the beginning of the***

semester after the application is received. This request is for approval to implement this Candidacy policy beginning with the applicants admitted for the fall of 2017. The proposed policy and application are included with this material.

* These sentences were added to original request for clarification by COEPD after review by the Academic Planning Committee.

Department: Counseling

Degree Program: MA in Counseling

Type of Change: Change of Admissions Policies

Credit Hours:

Effective Date: August 15, 2017

Rationale: With the advent of our efforts to apply and obtain accreditation, our Program faculty implemented a new admissions process and set new deadlines of June 1 (fall), October 1 (spring), and April 1 (summer) for each of these semesters. In reviewing admissions over the course of the last year, these dates seem to be too early for students to complete applications and seem to provide significant barriers for some students toward completing their admission to the Program. The Program faculty would prefer to remove them and to institute rolling deadlines to help facilitate admission for students whose applications may be delayed otherwise due to circumstances beyond their control.

The Program has also voted to remove the requirement for the GRE/MAT and reducing the number of recommendations (from 3 to 2) based upon questionable predictive validity, reducing up-front costs for students, and recommendation from other programs who have done the same.

Finally, the Program wishes to implement a Candidacy review for students, ****which will be initiated by the student's application during the semester in which they will complete their 12th hour,*** to be certain that they are demonstrating appropriate aptitude for completion of the program.

* This phrase was modified from the original request for clarification by COEPD after review by the Academic Planning Committee.

Attachment 4 Curriculum Requests

Full Requests available at <http://www.marshall.edu/graduate-council/upcoming-proposals/>

CITE

Course Additions (2)

Department: Computer Science
#/Title: CS 698 Internship
Description: Supervised work experience in computer science or related fields.
Prerequisites: Permission by Division Chair
First Offered: Spring 2018 (The form says Fall 2017)
Credit Hours: 1 – 3

Department: Information Systems
#/Title: IS 698 Internship
Description: Supervised work experience in information systems or related fields.
Prerequisites: Permission by Division Chair
First Offered: Spring 2018 (The form says Fall 2017)
Credit Hours: 1 – 3

COLA

Course Additions (4)

Department: English
#/Title: ENG 507 Writing, Editing and Doc Design
Description: Study of the principle of professional writing, editing, and document design.
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 3

Department: History
#/Title: HST 517 U.S. West to 1900
Description: A study of the social, cultural, political, and economic history of the US West to 1900, along with the West's place in our public memory.
Prerequisites: None
First Offered: Spring 2018
Credit Hours: 1 – 3

Department: History

#/Title: HST 549 World War I in Film

Description: This course explores the origins, course, and meaning of World War I (1914 – 1918) through the use of selected films and readings.

Prerequisites: None

First Offered: Fall 2018

Credit Hours: 3

Department: History

#/Title: HST 554 History of Ireland (The form needs the Alpha Designator)

Description: This course covers the history of Ireland from the Middle Ages to the Present

Prerequisites: None

First Offered: Spring 2018

Credit Hours: 3

SOM

Department: Clinical Translational

#/Title: CTS 632 Qualitative Research

Description: This course offers approaches to designing and conducting qualitative health services research. Students will gain hands-on experience while carrying out a research project related to their area of interest.

Prerequisites: Consent of Instructor

First Offered: Spring 2018

Credit Hours: 1

Attachment 5 Interdisciplinary Programs

Interdisciplinary Programs Notes of the 10/10/17 Meeting of the Ad Hoc Committee

We continued to discuss the scope of graduate interdisciplinary programming which lead to identifying several foundation assumptions.

- “Interdisciplinary” shall be considered a broad term that applies to a range of academic programs offered by an individual department, several departments within a college, and several departments from two or more colleges.
- An interdisciplinary program may sample broadly from different departments and will have a coherent academic focus as any other graduate degree. Interdisciplinary programs, as with all graduate programs, will require students to master specific content area information and the skills needed to perform necessary professional tasks.
- Development of interdisciplinary programming shall represent the will of the faculty. New interdisciplinary programming will proceed as with all new degree programming, a cohort of faculty will outline the academic objectives, prepare a curriculum, and demonstrate the need for the new degree.
- Development of interdisciplinary programs will most likely make use of currently offered courses and current faculty.

We also observe several matters related to graduate programming.

- All current graduate programs have the option of creating interdisciplinary programs as the Plan of Study affords the graduate student, with the affirmation of his or her advisor, to include coursework from all graduate courses currently offered.
 - A department could, for example, recognize that its courses could well be of interest to those who wish to pursue a professional career different from the original audience for the department.
- We currently offer graduate programs that sample courses from several colleges. The Master of Public Administration, offered by the Department of Political Science, requires its students to enroll in courses offered by the College of Business and the College of Education and Professional Studies.

Administrative matters to address.

- To be successful, interdisciplinary programs will need to be created as specific degree-granting programs. Doing so will allow advertising of the degree options, listing in the catalog the objectives of the degree program, an outline of required and elective courses, and specific degree requirements (e.g., thesis or comprehensive exam). As such, new programs will follow the same steps for program planning and approval.
- There is concern regarding the “credit” departments receive when offering an interdisciplinary degree program.
 - The Board of Governors evaluates all degree programs on a five-year cycle. Given our current procedure that chair of the department offering the degree along with his or her dean, prepares the five-year report and responds to several evaluations of the report.
 - For an interdisciplinary program, it is not clear how several departments and several deans would participate in preparing the five-year report.
 - Similarly, it is not clear how the efforts of the allied departments in the interdisciplinary program would receive recognition for their contributions to the degree.
 - The current portfolio review includes many metrics related to degree productivity such as the number of majors, number of graduates, and number of SCHs produced. While the model works well for a specific major (e.g., Accounting or Social Work) offered within a single college, it is not clear how a department or college would report these measures for the portfolio review.
 - This concern is repeated for the individual instructor teaching in an interdisciplinary program.
 - A more specific concern is the effect of interdisciplinary programming on faculty workload especially if faculty in the program will be expected to advise or supervise students in their major field and students in the interdisciplinary program.
 - Another concern for the individual instructor is the potential salary disparity among those teaching in an interdisciplinary program.