



Graduate Council


MEMORANDUM

To: Mr. Brad D. Smith, President
From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*
Date: September 9th, 2025
Subject: **Review of Graduate Council Minutes: August 22, 2025**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of graduate faculty status, etc. The meeting was held in a hybrid format in MSC 2W16-B and via TEAMS.

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

Minutes approved.



Mr. Brad D. Smith
President, Marshall University

9/4/25
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Richard Egleton egleton@marshall.edu with .pdf copies e-mailed to:

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu

Dr. Robert Bookwalter, Provost, bookwalt@marshall.edu

Dr. Carl Mummert, Assistant Provost, mummert@marshall.edu

Dr. Karen McComas, Interim Associate Provost, mcomas@marshall.edu

Dr. Julia Spears, Asst Provost of Online Education, spearsj@marshall.edu

Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,
jerry.ross@marshall.edu

Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu

Dr. Allison Carey, Associate VP Assessment reynoldm@marshall.edu

Dr. Susan Tusing, Chief University Accreditation Officer, tusings@marshall.edu

MU Graduate Council - August 22, 2025

Meeting Minutes

Hybrid Meeting – MSC 2w16-B + Teams

Members Present: Beard, Davis, Egleton, Kimble, Lucas-Adkins, Meadows, Perkins, Sardahi, Simonton, Stroebel, Thompson, Yuan

Members Absent: Heaton

Ex-Officio Voting Members Present: Schulenberg

Ex-Officio Non-Voting Members Present: Mummert

Ex-Officio Non-Voting Members Absent: Maher, Bookwalter

Guests: K. Adkins, A. Alzarrad, A. Carey, P. Georgel, E. Hanrahan, D. Lockwood, S. Cantrell-Johnson, J. Rader, A. Mummert, D. Dampier, W. Stites, S. Tusing, M. Brooks, V. Stroehrer

Agenda

Egleton	Welcome; Approval of the Agenda
Egleton	Graduate Council Membership and GA Rep (Attachment 1)
Lucas-Adkins	Approval of April Minutes (Attachment 2)
Egleton	<ul style="list-style-type: none">• Course Leaf Update• Update on AI• Proposed Fall Guests• Hanrahan – CourseLeaf / CIM• Allison Carey – Program Review• Robert Bookwalter – Update from the Provost• Retreat
Mummert	Graduate Studies Report (Attachment 3)
Schulenberg	Faculty Senate Report
Egleton	Review committee assignments and functions (Attachment 4 & 5)
All	Elect committee chairs Committee chairs please plan to stay a few minutes after the meeting is adjourned.

At this time, all meetings will be Hybrid.

September 19, 2025 (MSC 2w16b + Teams)

October 31, 2024 (MSC 2w16b + Teams)

November 21, 2024 (MSC 2w16b + Teams)

January 30, 2025 (MSC 2w16b + Teams)

February 27, 2025 (MSC 2w16b + Teams)

March 27, 2025 (MSC 2w16b + Teams)

April 24, 2025 (MSC 2w16b + Teams)

Attachments

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

Attachment #2: Minutes of the past meeting

Attachment #3: Graduate Studies Report

Attachment #4: Graduate Council Standing Committee Responsibilities

Attachment #5: Committee Assignments

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- R. Egleton asked members to review their contact information (see Attachment #1). If changes are needed, please email him or Conrae L.
- Phil Vallejo has stepped down from Grad Council. COAM will be electing a replacement.
- Carl Mummert will be working to get a graduate student representative for the council

MOTION TO APPROVE AGENDA w/ revised committee list

APPROVED

MOTION TO APPROVE April Meeting Minutes

APPROVED

(See Attachment #2)

GRADUATE COUNCIL CHAIR UPDATES

Updates from R. Egleton:

Courseleaf/CIM/Grad Catalog

- Thanks to Elizabeth Hanrahan and Jenny Morgan for all of the work to get the Graduate Catalog ready
- CIM will become available next week. Please submit things early for approval.
- S. Schulenberg asked that a notification/banner be posted to webpage with the dates CIM will open and close. Several faculty members have suggested that to him.

AI

- S. Schulenberg is working with AI Task Force and will be providing updates
- MU Skills Exchange offers courses on AI

Proposed Guests for GC Meetings

- Elizabeth Hanrahan, Allison Carey, Provost Bookwalter
- Please submit suggestions for GC speakers/guests to R. Egleton.

GC Retreat

- Friday, October 3rd (12PM-4PM)

- Two agenda items will be: 1) developing form for cross-listed courses and 2) generate metrics for the Graduate Studies Plan on a Page

GRADUATE STUDIES REPORT

(See Attachment #3, including MU's Plan on a Page and the Plan on a Page for Graduate Studies)

C. Mummert presented his report and shared slides:

Enrollment Update

The provisional enrollment numbers this fall are very strong. As of August 20, 2025:

- Graduate enrollment is at 2,930, a 5% increase over the same date in 2024.
- Graduate distance enrollment is 1,411, a 25% increase over the same date in 2024.

Additional enrollment information will be presented at the September Graduate Council meeting.

Thesis & Dissertation Review

There is a new ETD & Copyright Librarian this fall. Gena Chattin took that position in Summer 2022 and has run the review process professionally and promptly since then. She is moving to a position in Acquisitions, Collection Development, and Collection Management in the Libraries.

Sarah Mollette is taking the ETD & Copyright Librarian position beginning this fall. The ETD review process will remain the same. The deadlines for this academic year to submit the defended for final review are:

- November 14, 2025 for Fall 2025
- April 10, 2026 for Spring 2026
- July 10, 2026 for Summer 2026

To avoid last-minute delays, chairs should ensure their students have completed the *ETD Training* ahead of time and have all necessary *IRB/IACUC Letters* or an exemption letter before performing any research.

Full information about all requirements is on the LibGuide at <https://libguides.marshall.edu/etd>.

Assessment and Accreditation

There are also personnel changes in Academic Affairs. Mary Beth Reynolds has retired during August 2025. Allison Carey is now the Associate Provost for Assessment & Strategic Initiatives. Susan Tusing has been named the Chief University Accreditation Officer. Dr. Carey will be responsible for program & university assessment, strategic initiatives, and Dr. Tusing will be responsible for HLC accreditation, communications with the HEPC, and for coordinating programmatic accreditation at the university level.

Marshall will have our 10-year accreditation review from the HLC this year. The assurance argument will be submitted in December. Dr. Tusing will be distributing information on how each faculty member and administrator can help us prepare for the review.

Plan of Study

For their benefit, and following *Graduate Catalog* policy, each graduate student should submit a signed Plan of Study during their first semester, and before registering for their 12th credit hour. The plans go to the college office, which updates DegreeWorks and send the plan to the Registrar's office for storage. The Plan of Study should show both which courses the student will take and which term each course will be taken.

It is important for students to have a plan of study promptly so they can plan their degree and avoid confusion or miscommunication. Beginning this fall, the Graduate Studies office will place registration holds on students who have registered for 12 or more hours and do not have a Plan of Study on file at the Registrar's office. These holds will be placed after October 15, 2205, before Spring 2025 registration. Graduate advisors and program directors should work with students to ensure that they have a plan on file before then.

Upcoming Dates and Events

Graduate Advising Events

These events will be facilitated by Sarah Davis, Senior Director of Advising. They continue the program of professional development for graduate advisors from last year.

- Virtual Resource Fair: September 24, 10:00am
- Graduate Advisor Lunch (brown bag): October 15
- Mental Health First Aid Training: November 5

South Charleston Office Hours

These are scheduled times when I will be on the South Charleston campus for drop-in discussion. Please feel free to come to office 105 in the Administration building. You are welcome to schedule an appointment during these times or just stop by. I am also available to meet by Teams any time.

- August 26, 1pm-4pm
- September 17, 8am-noon
- October 2, 1pm-4pm
- October 20, 8am-noon
- November 12, 1pm-4pm

Lunch with the Assistant Provost (brown bag)

These are informal brown-bag lunch events with open discussion about any issues related to Graduate Studies. A Teams link will be available if you'd like to join from elsewhere.

- September 8, noon-1pm, John Spotts Room, MSC
- October 7, noon-1pm, John Spotts Room, MSC
- South Charleston: November 12, noon-1pm, Thomas Board Room

FACULTY SENATE REPORT

Shawn Schulenberg shared the following:

- We have a few important searches recently completed or underway. We have hired a new Athletic Director, Gerald Harrison. The Provost search committee is currently reviewing applications, and finalists are scheduled to be on campus the week of September 22-26. Faculty are especially encouraged to keep open the 10am hour for a

forum on student success, and the 11am hour for a forum for faculty. The COLA Dean search first preference deadline for applicants was this Monday and that committee is moving forward as well.

- The AI Task Force has revised its syllabus guidance on AI. Rather than encouraging course-level policies, best practices demonstrate indicate that assignment-level guidance is a better approach. Faculty can find this guidance on the Academic Affairs website. You will also hear information soon about an AI Innovation Challenge, which will accept proposals for innovative uses of AI in higher education. Accepted proposals will receive funding to pay for software/licensing, and top uses will come with a cash prize.
- The President has asked Robin Riner to assemble a “Campus 365” ad hoc committee to review how we can remain raid and robust 12 months a year.
- We will have many important items to consider this academic year. The Faculty Personnel Committee will send us a recommendation to consolidate MU BOG Rules AA 6, 7, and 9, our promotion and tenure requirements. This proposal includes many changes and the FPC has been working on these changes for three years. The Chair of the ad hoc Post-Tenure Review Committee has also indicated he would like to send us a proposal by the end of the semester. Finally, our ad-hoc committee on Course Recommendations should also have a proposal for us to review by the end of the academic year.
- Our first Executive Committee meeting is scheduled for Monday, August 25, at 12:00 Noon in this room (MSC 2W16-B). The first Faculty Senate meeting is scheduled for Thursday, September 4, at 4:00 PM in MSC BE5. No major agenda items are under consideration. September 5 is the next deadline for items to be considered at the September 25 Faculty Senate meeting.
- The Fall General Faculty Meeting is scheduled for October 15 at 4:00 pm in the Joan C. Edwards Playhouse.

GRADUATE COUNCIL STANDING COMMITTEES

- R. Egleton gave an overview of standing committees’ responsibilities (See Attachment #4
- R. Egleton provided GC members with list of committee assignments (See Attachment # 5) and proposed chairs.
- Committees met for 10 minutes to finalize chair decisions

GRADUATE COUNCIL STANDING COMMITTEES’ CHAIRS

Credentialing

Huanshu Yuan

Curriculum

Wendy Perkins

Planning

Sandra Stroebel

Program Review

Amanda Meadows

Meeting Adjourned: 1:44PM

**Attachment 1
Graduate Council Membership
2025-2026
August 2025**

Name	College	Email	Phone	Term
Richard Egleton (Chair)	SOM	egleton@marshall.edu	67357	2028
Lisa Heaton (Vice Chair)	At-Large	heaton@marshall.edu	62026	2026
Conrae Lucas-Adkins (Secretary)	At-Large	lucas26@marshall.edu	61937	2026
Scott Davis	COHP	davis1090@marshall.edu	65614	2026
Yousef Sardahi	CECS	sardahi@marshall.edu	66485	2026
Keith Beard	COLA	beard@marshall.edu	62781	2026
Sandra Stroebel	COEPD -1	stroebel@marshall.edu	746-2032	2028
Wendy Perkins	COS	perkinsw@marshall.edu	62568	2026
Huanshu Yuan	COEPD -2	yuanh@marshall.edu		2028
Amanda Meadows	LCOB	meadowsa@marshall.edu	62660	2028
Craig Kimble	SOP	craig.kimble@marshall.edu	66014	2028
Scott Simonton	At-Large	simonton@marshall.edu	62045	2026
Lori Thompson	Library	thompson39@marshall.edu	66611	2026
Phillip Vallejo	CAM	vallejob@marshall.edu	63389	2028
Shawn Schulenberg	Senate Chair	schulenberg@marshall.edu	62767	2026
Graduate Student	Student Rep	TBD	TBD	2026
Ex-Officio Non-Voting Members				
Carl Mummert	Assistant Provost for Graduate Studies	mummertc@marshall.edu	66156	
John Maher	VP Research	maherj@marshall.edu	64748	
Robert Bookwalter	Sr. VP for Academic Affairs & Provost	bookwalt@marshall.edu		

**Attachment 3
Graduate Studies Report
2025-2026
August 2025**

Graduate Studies Report for Graduate Council (August 2025 Report)

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: August 20, 2025

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Our PLAN-ON-A-PAGE

VISION



“To inspire learning and creativity that ignites the mind, nurtures the spirit, and fulfills the promise of a better future”

CREED

Educational | Open | Civil | Responsible | Safe | Well | Ethical | Pluralistic | Socially Conscious | Judicious

2037 GOALS



Individual Success

100% Placement Rates for Graduates
Zero Students Graduate with Student Loan Debt



Innovative Ideas

\$150M Research, Grants, Contracts
3X Start-Ups Incubated



Economic Impact

30X Return for Every \$1 Invested
3X GDP Impact in West Virginia (\$2.3B)

STAKEHOLDER GOALS

Students

Offer an affordable education with a distinctively supportive and flexible experience to ensure lifelong prosperity

Team

Empower faculty and staff to do the best work of their lives

West Virginia

Improve the well-being of all West Virginians by creating breakthrough opportunities and solutions

Financial Stakeholders

Build a resilient and sustainable institution to outlast headwinds

STRATEGY

Marshall for All, Marshall Forever
In-Demand Curriculum • On-Demand Delivery • Distinctive Value Proposition

PRIORITIES

Increase access

- New student enrollment
- Focused student segment enrollment
- Recruitment contacts
- Conversion rates
- CRM integration

Ensure affordability

- Student debt load
- Debt-free pilot cohort launch and year/year retention
- Internships and jobs
- Fundraising campaign

Grow support programs

- First-year retention
- MARCO mentorship project launch
- E2E student experience monitoring in place

Deliver on demand

- Micro-credential course catalog
- HyFlex course pilot
- Micro-credential pilot
- Degree programs online
- Online education website

Enable lifetime achievement

- Customized training for advanced manufacturing
- Academic pathways selected
- Career Engagement participation

METRICS

Attachment 4
GC Bylaws on Committee Responsibilities
August 2025

URL for Graduate Council Bylaws: <https://www.marshall.edu/graduate-council/by-laws/>

Article VIII. Standing Committees

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:

Scheduling meetings

1. Preparing agendas
2. Presiding over meetings
3. Preparing an annual report
4. 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

1. Credentialing Committee

a) Functions:

1. Recommends criteria for graduate faculty membership to the Graduate Council.
 2. 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.

Article IX. Ad Hoc Committees

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members by the Council Chair.

ATTACHMENT 5
Committee Assignments and Chairs
2025-2026
August 2025

Credentialing

Keith Beard
Yousef Sardahi
Huanshu Yuan
Student Rep

Curriculum

Wendy Perkins
Lisa Heaton
Scott Simonton
Phillip Vallejo

Planning

Scott Davis
Craig Kimble
Shawn Schulenberg
Sandra Stroebel

Program Review

Amanda Meadows
Conrae Lucas-Adkins
Lori Thompson