



**Graduate Council**

**MEMORANDUM**

To: Mr. Brad D. Smith, President

From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*


Date: October 8, 2024

Subject: **Review of Graduate Council Minutes: August 30, 2024**

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

10-10-2024  
Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, [lucas26@marshall.edu](mailto:lucas26@marshall.edu)

Dr. Avinandan Mukherjee Provost, [mukherjeea@marshall.edu](mailto:mukherjeea@marshall.edu)

Dr. Carl Mummert, Assistant Provost, [mummert@marshall.edu](mailto:mummert@marshall.edu)

Dr. Karen McComas, Interim Associate Provost, [mcomas@marshall.edu](mailto:mcomas@marshall.edu)

Dr. Julia Spears, Asst Provost of Online Education, [spearsj@marshall.edu](mailto:spearsj@marshall.edu)

Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,  
[jerry.ross@marshall.edu](mailto:jerry.ross@marshall.edu)

Dr. Sonja Cantrell, Registrar, [cantrell@marshall.edu](mailto:cantrell@marshall.edu)

Dr. Mary Beth Reynolds, Associate VP Assessment [reynoldm@marshall.edu](mailto:reynoldm@marshall.edu)

# MU Graduate Council

## MU Graduate Council Meeting Minutes

### August 30, 2024

#### Hybrid Meeting – MSC 2W16-B + Teams

**Members Present:** Beard, Davis, Egleton, Gardner, Heaton, Huanshu, Kimble, Lucas-Adkins, Meadows, Sardahi, Simonton, Stroebel, Vallejo

**Members Absent:** Thompson

**Ex-Officio Voting Members Present:** Schulenberg

**Ex-Officio Non-Voting Members Present:** Mummert

**Ex-Officio Non-Voting Members Absent:** Maher, Mukherjee

**Guests:** K. Adkins, D. Lee, J. Morgan, E. Hanrahan, J. Spears, H. Collier, D. Lockwood, A. Mummert, P. Georgel

#### Agenda

Egleton	Welcome; Approval of the Agenda
Egleton	Graduate Council Membership and GA Rep ( <b>Attachment 1</b> )
Lucas-Adkins	Approval of April Minutes ( <b>Attachment 2</b> )
Egleton	<ul style="list-style-type: none"> <li>• Campus Carry Update</li> <li>• CourseLeaf Update and review template</li> <li>• Update on AI</li> <li>• Program Review Changes</li> <li>• Graduate Council Retreat</li> <li>• Proposed Fall Guests <ul style="list-style-type: none"> <li>• Elizabeth Hanrahan – CourseLeaf / CIM</li> <li>• Mary Beth Reynolds – Program Review</li> <li>• Avi Mukherjee – Update from the Provost</li> <li>• Henry Collier Institute of Cyber Security</li> </ul> </li> <li>• GC Chit Chat scheduling</li> </ul>
Mummert	Graduate Studies Report ( <b>Attachment 3</b> )
Schulenberg	Faculty Senate Report
Egleton	Review committee assignments and functions ( <b>Attachments 4 and 5</b> )
All	<p>Elect committee chairs Committee chairs please plan to stay a few minutes after the meeting is adjourned.</p> <p>Curriculum Committee Planning Committee Program Review</p>

**At this time, all meetings will be Hybrid.**

September 27, 2024 (Drinko 349 + Teams)

October 25, 2024 (MSC 2w16b + Teams)

November 22, 2024 (MSC 2w16b + Teams)

January 31, 2025 (MSC 2w16b + Teams)

February 28, 2025 (Drinko 349 + Teams)

March 28, 2025 (MSC 2w16b +Teams)

April 18, 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.

### **MOTION TO APPROVE AGENDA**

**APPROVED**

### **MOTION TO APPROVE April Meeting Minutes (See Attachment #2)**

**APPROVED**

### **GRADUATE COUNCIL CHAIR UPDATES**

Updates from R. Egleton:

- **Campus Carry Update:** Syllabi templates are available with the campus carry policy, this must be added to course syllabi; if faculty offices are designated as “weapons free,” then syllabi must reflect that designation.
- **CourseLeaf Update and review template:** CIM only went active this week. There may be a backlog of things coming through for future GC meetings (especially in Oct.) There will be a training with E. Hanrahan once GC committee chairs are selected. Training is also available on Grad Faculty website and E. Hanrahan is willing to train anyone who requests. E. Hanrahan thanked Carl Mummert and Jenny Morgan. There is discussion about establishing a joint committee with Faculty Senate to decide what info is needed on the Grad Faculty website tabs. For example, clarifying what things can be changed or updated on the site without going through Grad Council, i.e. name of new dean. Proposed committee would have 2 purposes: 1) what will be under each tab and 2) what could be changed with registrar and without a GC or UPC meeting.
- **Update on AI:** Syllabi must include the AI policy; instructors need to think about how they will “police the issue” if AI is prohibited or restricted. R. Egleton recommends the AI course on the MU Skills Exchange to everyone; Sandra Stroebel agrees that the course is very informative.
- **Program Review Changes:** continue using task stream, bigger emphasis this year on budget. Mary Beth Reynolds will be invited to come to GC meeting and give more details. R. Egleton will request a training from Mary Beth Reynolds about how to use task stream.
- **Graduate Council Retreat:** main driving force behind the retreat idea is that our meetings are full with agenda items and we don't have a lot of time to discuss where we want to go, i.e. 5 year outlook, Graduate Studies has been asked to do a Plan on a Page and the day or half-day retreat would be a way to help Carl Mummert with Plan on a Page. Scott Davis says he is in support of a retreat; R. Egleton will send a poll out to members about when would be good time to hold the retreat and what needs to be discussed

- **Proposed Fall Guests:**
  - Elizabeth Hanrahan – CourseLeaf / CIM
  - Mary Beth Reynolds – Program Review
  - Avi Mukherjee – Update from the Provost
  - Henry Collier Institute of Cyber Security

R. Egleton says to let him know if we have ideas for guests.
- **GC Chit Chat scheduling:** R. Egleton would like to continue this informal discussion process in between meetings. Scott Davis started this last year. Attendance will not be required. Contact R. Egleton if you are opposed to the Chit Chat sessions.

Scott Davis asked about having a student representative on board for the Sept. GC meeting. Carl Mummert said we are nearly done with GA hiring, so a list of GAs will be ready soon. Grad Studies Office will ask for self-nominations from that group and will hold election if needed. GC should have a student representative in Sept.

## **GRADUATE STUDIES REPORT**

(See Attachment #3 with final slides)

Carl M. presented his report and shared slides:

### **Enrollment update**

Graduate enrollment in Fall 2024 is trending to be similar to Fall 2023, with a modest increase in degree-seeking students. I will present a more detailed enrollment analysis at the September Graduate Council meeting. Some highlights this fall include significant increases in the MA Counseling, MBA, MS Social Work, EdD Curriculum & Instruction, and Cybersecurity programs.

- Scott Simonton asked if emphasis for new programs should consider the state's economy. Carl said yes and gave the ABA program as an example. R. Egleton said new program proposals must demonstrate a need for the program.
- R. Egleton. also pointed out that an established program may have smaller numbers because it is operating at its capacity, i.e. faculty-student ratio.

### **Graduate Advising Community of Practice**

Graduate Studies is forming a community of practice in graduate advising this year. This will bring together faculty and staff interested in graduate advising across all colleges. Graduate Faculty should watch their email for additional information.

The first organizational meeting will be **Wednesday, September 4 at 9am** in the Center for Teaching and Learning conference room (Old Main) and on Teams: [join virtually](#).

### **Graduate & Professional Student Association**

Graduate Studies held several sessions for graduate students during Week of Welcome, with virtual options. One was an info session about the Graduate & Professional Student Association which is being formed this fall. All new and returning students will be invited to a general info session on the GPSA the week of August 26.

The primary goal for this fall is to assemble a group of founding members for the GPSA.

They will write bylaws for the organization that will be sent to the overall graduate student body for ratification. We are working in collaboration with Graduate Council, Student Affairs, and the Student Government Association.

There will be an organizational meeting on **Wednesday, September 4 at 5:00pm** in Smith Hall 336 and virtually. For additional information and a Teams link, please visit the GPSA website at <https://www.marshall.edu/gpsa/>.

### **Office Hours in Huntington and South Charleston**

I am available to meet with faculty on the Huntington campus any time by appointment, in person or on Teams.

I have scheduled following times in South Charleston (KANGC 102) for drop-in office hours. I am available by Teams any time by appointment, and I am glad to schedule additional trips to South Charleston as needed.

- Friday, September 13, 8am-noon
- Wednesday, October 2, 8am-noon
- Wednesday, October 23, 8am-noon
- Tuesday, November 12, noon-4:30pm

### **Graduate Studies on MyMU**

Graduate Studies information is now available on the new MyMU portal. To access it, please go to the menu **My Support -> Resource Links** and look for Graduate Studies. You can mark your frequently visited items with a star to add them to your MyMU home page.

### **FACULTY SENATE REPORT**

Shawn Schulenberg shared the following:

1. **Post-Tenure Review:** The Deans met this summer and provided feedback for the Faculty Personnel Committee. The FPC will consider this feedback at their first meeting of the year, and I will update you as soon as I have more information, including when we can expect a wider review of this important policy. Thank you to the committee for their hard work and your patience.
2. **Commencement/Honorary Degrees for Spring 2025:** The nomination forms for both commencement and honorary degree recipients for the spring 2025 commencement are now open on the commencement website and scheduled to close on October 1. Please encourage all members of our Marshall community (faculty, staff, and students) to participate in this important exercise.
3. **Usher and Marshal Rotation:** Over the summer, we also learned that our Commencement and Marshal Rotation policies have become outdated, due to the creation of new colleges/academic units and other factors. Dr. Kelli Johnson and Dr. Amine Oudghiri-Otmani from our Executive Committee have agreed to draft a proposal for us to review and consider.
4. **Administrative Procedure ITP1:** The comment period on Administrative Procedure ITP 1 “Technology Governance and Procurement Procedures” has ended as now is in effect. This procedure represents the work of myself, CIO Dr. Jodie Penrod, BOG Representative Dr. Robin Riner, and Council of Chairs Chair, Dr. Allison Carry. On

Monday, the Faculty Senate Executive Committee approved the creation of the Ad-Hoc Faculty Technology Committee (FTC).

5. **Revised Sabbatical Forms:** The Faculty Senate website has updated sabbatical forms for those applying this fall for sabbatical in the 2025-26 academic year. The new forms include language clarifications, and the requirement for notarization has been removed based on advice from the Office of General Counsel. Last spring we approved revisions to AA 1 Sabbatical Leave, but they were not approved by the Board of Governors until a few weeks ago, which will then not be finalized until the period of public comment ends on September 18. For that reason, any faculty applying for sabbatical this cycle will still follow the 2021 sabbatical rules. The new rules will go into effect, assuming no substantive comments are received, during the next cycle. We also hope that this will become a dynamic form by next year.
6. **Professional Responsibility, Academic Responsibility, & Academic Freedom (MUBOG AA-16):** This proposed BOG rule was approved by the BOG at their August meeting. It will go into effect on September 18 barring any substantive comments.
7. **Generative AI:** The Presidential AI Task Force continued to meet biweekly during the summer, culminating in presentations and workshops to both the Cabinet and the Board of Governors. The Task Force identified training and tools as the most important needs of faculty now, so expect several important announcements throughout the coming semester. We have released our first short course, “Introduction to Generative AI,” for free for all Marshall students, faculty, and staff on the Marshall Skills Exchange ([www.marshall.edu/microcredentials](http://www.marshall.edu/microcredentials)). More are on their way, including Ethics, the draft of which is complete. We have not announced this widely, but this short course is now open and available to all, with the goal of educating the local community. The Center for Teaching and Learning (CTL) will also be providing several playground sessions, the first of which is today from 2-3PM, and other educational opportunities throughout the semester.
8. **Summer calendar concerns:** On behalf of the University College and the Associate Deans Council, Sherri Stepp reached out to me that our new summer calendar structure, which has multiple terms starting on the same date, negatively affecting student retention and progression. I have asked them to work with the BAPC to review these concerns and recommend any changes that would go into effect already in summer 2025.
9. **Summer Contracts/Responsibilities:** Due to a concern from a faculty member that faculty responsibilities when “off contract” are not clear, I have asked the Faculty Personnel Committee to review whether we can refine our institutional policies for clarity and fairness.
10. **Upcoming Meetings/Events**
  - a. The First Executive Committee meeting was held this past Monday, August 26, for items to be considered at our first Faculty Senate meeting next Thursday, September 5. Because of air conditioning issues, the meeting has been preemptively moved to SBUS 113.

- b. Our next Executive Committee meeting as a Senate is scheduled for September 16, for items to be taken up at the September 26 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by September 6.
- c. The Fall General Faculty Meeting is scheduled for Thursday, October 3 at 4:00 PM in Joan C. Edwards Playhouse.

### **GRADUATE COUNCIL STANDING COMMITTEES**

- R. Eggleton gave an overview of standing committees' responsibilities (See Attachment #4)
- R. Eggleton provided GC members with list of committee assignments (See Attachment #5)
- All approved the motion to recess at 1:57 PM for 10 minutes to allow members to elect committee chairs

### **GRADUATE COUNCIL STANDING COMMITTEES' CHAIRS**

#### Credentialing

Keith Beard

#### Curriculum

\*Scott Simonton (R. Eggleton will confirm)

#### Planning

Scott Davis

#### Program Review

Amanda Meadows

**Meeting Adjourned: 2:15PM**

**Attachment 1**  
**Graduate Council Membership**  
**2024-2025**  
**August 2024**

<b>Name</b>	<b>College</b>	<b>Email</b>	<b>Phone</b>	<b>Term</b>
Richard Egleton (Chair)	SOM	<a href="mailto:egleton@marshall.edu">egleton@marshall.edu</a>	67357	2028
Bill Gardner (Vice Chair)	COS	<a href="mailto:bill.gardner@marshall.edu">bill.gardner@marshall.edu</a>	62858	2026
Conrae Lucas-Adkins (Secretary)	At-Large	<a href="mailto:lucas26@marshall.edu">lucas26@marshall.edu</a>	61937	2026
Scott Davis	COHP	<a href="mailto:davis1090@marshall.edu">davis1090@marshall.edu</a>	65614	2026
Yousef Sardahi	CECS	<a href="mailto:sardahi@marshall.edu">sardahi@marshall.edu</a>	66485	2026
Keith Beard	COLA	<a href="mailto:beard@marshall.edu">beard@marshall.edu</a>	62781	2026
Lisa Heaton	At-Large	<a href="mailto:heaton@marshall.edu">heaton@marshall.edu</a>	62026	2026
Sandra Stroebe	COEPD -1	<a href="mailto:stroebe@marshall.edu">stroebe@marshall.edu</a>	746-2032	2028
Huanshu Yuan	COEPD -2	<a href="mailto:yuanh@marshall.edu">yuanh@marshall.edu</a>		2028
Amanda Meadows	LCOB	<a href="mailto:meadowsa@marshall.edu">meadowsa@marshall.edu</a>	62660	2028
Craig Kimble	SOP	<a href="mailto:craig.kimble@marshall.edu">craig.kimble@marshall.edu</a>	66014	2028
Scott Simonton	At-Large	<a href="mailto:simonton@marshall.edu">simonton@marshall.edu</a>	62045	2026
Lori Thompson	Library	<a href="mailto:thompson39@marshall.edu">thompson39@marshall.edu</a>	66611	2026
Phillip Vallejo	CAM	<a href="mailto:vallejo@marshall.edu">vallejo@marshall.edu</a>	63389	2028
Shawn Schulenberg	Senate Chair	<a href="mailto:schulenberg@marshall.edu">schulenberg@marshall.edu</a>	62767	2026
Graduate Student	Student Rep	TBD	TBD	2025
<b>Ex-Officio Non-Voting Members</b>				
Carl Mummert	Assistant Provost for Graduate Studies	<a href="mailto:mummertc@marshall.edu">mummertc@marshall.edu</a>	66156	
John Maher	VP Research	<a href="mailto:maherj@marshall.edu">maherj@marshall.edu</a>	64748	
Avinandan Mukherjee	Sr. VP for Academic Affairs & Provost	<a href="mailto:mukherjeea@marshall.edu">mukherjeea@marshall.edu</a>	63716	



## Attachment 2

Minutes from April 2024

# MU Graduate Council

## MU Graduate Council Meeting Minutes

### April 19, 2024

Hybrid Meeting – MSC 2W16-B + Teams

**Members Present:** Beard, Christofero, Davis, Egleton, Gardner, Heaton, Kimble, Larison, Lucas-Adkins, Meadows, Sardahi, Simonton, Thompson, Vauth

**Members Absent:** Vance

**Newly Elected Members Present:** S. Stroebel, H. Yuan, P. Vallego

**Ex-Officio Voting Members Present:** Schulenberg

**Ex-Officio Non-Voting Members Present:** Mummert

**Ex-Officio Non-Voting Members Absent:** Maher, Mukherjee

**Guests:** K. Adkins, E. Lassiter, D. Dampier, S. Cantrell-Johnson, H. Cyphert, N. Lankton, D. Lockwood, B. Morgan, P. Wahjudi, R. Appleton, W. Stiles, T. Eagle

### Final Agenda

Davis	Welcome Current and New GC Members
Davis	Approval of the Agenda
Davis/Lucas-Adkins	Approval of March 29 Minutes ( <b>Attachment #1</b> )
Davis/Beard	Graduate Faculty Status Candidates ( <b>Attachment #2</b> ) ( <b>GC-24-04-01-CrC</b> )
Vauth	Planning Committee Requests and Policies ( <b>Attachment #3</b> ) ( <b>GC-24-04-02-PC through GC-24-04-18-PC</b> )  ( <b>GC-24-04-19-PC</b> ) Full-time status for summer graduate students
Egleton	Curriculum Committee Requests ( <b>GC-24-04-20-CC through GC-24-04-25-CC</b> ) ( <b>Attachment #4</b> )
Beard	Credentialing Committee Report
Davis	Chairs Report <ul style="list-style-type: none"><li>• Meeting with President Smith<ul style="list-style-type: none"><li>○ Council of Graduate Schools</li><li>○ Graduate Student Success (External Funding Request)</li></ul></li><li>• GC accomplishments</li><li>• Future Directions</li><li>• Outgoing Members</li></ul>
Mummert	Graduate Studies Report ( <b>Attachment #5</b> )
Schulenberg	Faculty Senate Report
Davis	Election of Officer (Chair, Vice Chair, Secretary)
Davis	Wrap up

### **Attachments**

Attachment #1: Graduate Council Minutes, March 29, 2024

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: Graduate Studies Report

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

### **WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- S. Davis introduced newly elected members: Sandra Stroebel (COEPD), Huanshu Yuan (COEPD), Phillip Vallego (CAM)
- S. Davis recognized outgoing but returning members: Richard Egleton (SOM), Craig Kimble (SOP), and Amanda Meadows (LCOB)
- S. Davis expressed appreciation of service to outgoing members: Isaac Larison, Tracy Christofero, Henning Vauth, and Kimberly Vance
- S. Davis reviewed voting process for today's meeting: 1) Only Prior GC Representatives will vote on regular business, 2) Only Future Representatives will vote in the election of officers.

### **MOTION TO APPROVE AGENDA**

**APPROVED**

**MOTION TO APPROVE March Meeting Minutes**  
(See Attachment #1)

**APPROVED**

### **GRADUATE FACULTY STATUS**

(See Attachment #2)

**GC-24-04-01-CRC**

**APPROVED**

### **PLANNING COMMITTEE**

(See Attachment #3)

Henning Vauth presented the committee report:

College of Engineering and Computer Science request

### **GC 24-04-02-PC**

- GC approved the change to MS in Cybersecurity effective Fall 2024.

College of Education and Professional Development requests

### **GC 24-04-03-PC**

- GC approved the non-curricular change to CI EdD effective Summer 2024.

### **GC 24-04-04-PC**

- GC approved the change to MA in Teaching effective Summer 2024.

### College of Health Professions requests

#### **GC 24-04-05-PC**

- GC approved the non-curricular change to MS, Dietetics effective Fall 2024.

#### **GC 24-04-06-PC**

- GC approved the area of emphasis change to Family Nurse Practitioner, MS in Nursing effective Fall 2024.

#### **GC 24-04-07-PC**

- GC approved the addition of the Gerontology Social Work Certificate effective Fall 2024.

### College of Liberal Arts requests

#### **GC 24-04-08-PC**

- GC approved the change to Graduate Certificate in Appalachian Studies effective Fall 2024.

#### **GC 24-04-09-PC**

- GC approved the change to MA in Humanities effective Fall 2024.

### College of Science request

#### **GC 24-04-10-PC**

- GC approved the deletion of the Bioinformatics Certificate effective Fall 2024.

### Lewis College of Business requests

#### **GC 24-04-11-PC**

- GC approved the change to Business Administration (MBA) effective Summer 2024.

#### **GC 24-04-12-PC**

- GC approved the change to DBA effective Spring 2024. (GC Chair Note: Date is correct)

#### **GC 24-04-13-PC**

- GC approved the addition of the Lab Management Certificate effective Fall 2024.

#### **GC 24-04-14-PC**

- GC approved the change to MS IS Degree effective Fall 2024.

### School of Pharmacy requests

#### **GC 24-04-15-PC**

- GC approved the noncurricular change to PharmD (removal of PHAR 733 as required course on POS) effective Fall 2024.

**GC 24-04-16-PC**

- GC approved the noncurricular change to PharmD (removal of PHAR 734 as a required course on POS) effective Fall 2024.

**GC 24-04-17-PC**

- GC approved the addition of PHAR 735 to POS effective Fall 2024.

**GC 24-04-18-PC**

- GC approved the addition of PHAR 737 to POS effective Fall 2024.

**Definition of Full Time Status for Summer Graduate Students****GC 24-04-19-PC**

- Dr. Vauth presented the clarification of the definition of full-time status for summer graduate students to be included in the graduate catalog. The purpose for the clarification is to update the catalog language to clarify that the change in the definition of “full time” is for financial aid eligibility, separate from the definition used for tuition assessment.
- GC approved the clarified definition. “Clean” version for catalog is below:

**Academic Progress**

Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or spring term to be considered as enrolled full time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress during a fall or spring term.

**Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

**Full-Time Graduate Student**

A graduate student is classified as full-time for the purposes of financial aid eligibility if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. For the purposes of tuition assessment, a graduate student may be assessed tuition for credit hours beyond the first six. (See Refund Procedures under Financial Information.)

**Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar’s office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:

*Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition

and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

## **CURRICULUM COMMITTEE**

(See Attachment #4)

Richard E. presented the report:

### School of Pharmacy

#### **24-04-20-CC**

- GC approved 5 course deletions from SOP that were submitted via CIM/Courseleaf.

### College of Science

#### **24-04-21-CC**

- GC approved 2 course additions for Biological Sciences.

### College of Liberal Arts

#### **24-04-22-CC**

- GC approved 2 course changes for Communication Studies.

### College of Education and Professional Development

#### **24-04-23-CC**

- GC approved change in credit hours for EDF 679

### College of Health Professions

#### **24-04-24-CC**

- GC approved 1 course addition for Kinesiology, 2 course additions for Social Work and 3 course changes for Nursing

### School of Pharmacy

#### **24-04-25-CC**

- GC approved 47 changes for School of Pharmacy including course deletions, changes to course titles and changes to course descriptions.
- Dr. Kimble will provide shortened descriptions for PHAR 821 and PHAR 881

## **CREDENTIALING COMMITTEE**

- No actionable items for April

## **GRADUATE COUNCIL CHAIR UPDATES**

Updates from Scott Davis:

- Council of Graduate Schools- MU discontinued membership in 2015. President Smith is in support of rejoining this council. Cost will be approximately \$6000.
- Graduate Student Success- President Smith is supporting the External Funding Request to have funds to be used at the discretion of Office of Graduate Studies to support selected students in need.
- Statistical Consultation Services- Such services are available at other R2 institutions. President Smith is in support of instituting services at MU, but there are costs associated. Richard E. said SOM has a resource for its faculty and for projects that are medical. Dr Jim Denvir is the contact. Richard will check to see if Dr. Denvir might be able to assist in setting something up for other faculty.

Scott reviewed all of GC's recent accomplishments:

- Reviewed and Modified BOG AA 12 (Academic Dishonesty) and BOG AA-20 (Graduate Faculty Membership); cleaned up Redbook; multiple changes to program review process; bylaw changes (apportionment changes) to faculty constitution; transition to CourseLeaf; participated and represented on numerous university initiatives (5 Families, Shared Governance, Faculty Senate EC, Review of University Rules, Policies & Procedures, Budget Steering Committee, Commencement Speaker & Honorary Degree, Policy on Policies, and university calendar development)
- Participated in search for Associate Provost of Graduate Studies and SOM Dean
- Survey of Graduate Students leading to the foundation of Graduate Professional Student Association
- Approved Numerous Graduate Policy Changes (cross-level linked courses; AGD; temporary credentialing challenges; Accelerated Graduate Admissions Policy; Transfer Policy; Summer Credit Hour Policy
- Invited speakers to GC meetings have included: Provost Mukherjee, President Smith, Jerry Ross, David Traube, and Mary Beth Reynolds.

Scott offered some future pursuits for GC:

- Growth of doctoral programs as an R2 institution
- Supporting and fostering success of Graduate Professional Student Association

- Ensure that GC has seat at table in University Shared Governance , foster strong relationships with Faculty Senate and President Smith
- Work with Office of Graduate Studies to monitor and improve policies related to graduate education.
- Clean up Redbook and ensure that all faculty engaged in graduate education have graduate faculty status.

Scott extended thanks and appreciation to:

- Outgoing members of GC
- GC Committee Chairs
- GC Executive Committee
- Lisa Heaton and Lori Howard for always being readily available “to provide wise counsel and institutional memory.”

## **GRADUATE STUDIES REPORT**

(See Attachment #5)

Carl M. presented his report:

### **Thanks from the Assistant Provost for Graduate Studies**

I would like to thank the Graduate Council for your diligent work on graduate education this year. The Council has approved a significant number of curricular and policy changes as well as testing the new CIM curriculum software.

I would like to personally thank Scott Davis as his term as Chair ends this summer. I have been able to meet with Dr. Davis frequently during the academic year to discuss many topics related to graduate studies. He has shown a tireless devotion to graduate education and Marshall, and has dedicated his time generously to Graduate Council throughout the year.

### **Enrollment/applications update**

As of 4/11/2024, Marshall has received 1,893 applications from distinct applicants for Fall 2024. This is a 3.8% increase compared to the same day in 2023. This number and all numbers in this summary exclude the DNAP program, which is not accepting applications, and the MD program, which reports applications at different times from year to year. Compared to the same day in 2023, we have an increase of 21.8% in completed applications, and a 34.6% increase in admitted students for this fall's cycle.

Academic Affairs is opening conversations with several programs that use Common Application System (CAS) products. Certain programs almost require a CAS to follow disciplinary practices. For other programs, we are reviewing whether the CAS provides a net benefit. Institutional Research has also been working to better integrate CAS data into our ongoing application/enrollment reports.

### **Electronic Thesis / Dissertation (ETD) Update**

The ETD review team received 16 research doctoral dissertations and 9 master's theses for the May 2024 graduation date. To qualify for R2 status, we must award at least 20 research doctoral degrees each year, and we are soundly on track to exceed that goal.

The deadline to submit ETDs for Summer 2024 graduation is June 28, 2024.

### **Fall 2024 Orientations**

In Fall 2023, Graduate Studies and Online Learning rolled out an online orientation for all new graduate students, in addition to the existing policy orientation. These are available for all students regardless of the term when they are admitted.

In Fall 2023, we invited graduate students to several existing events at Week of Welcome as well. For Fall 2024, we plan to increase the outreach to graduate students at WoW, including a planned in-person session run by Graduate Studies.

### **Cross-level linked courses**

After examining the Fall 2024 calendar, we identified a very small number of courses planned at the 300/600 level. As these are no longer permitted due to the policy updated by Graduate Council this year, the colleges will adjust the schedule to remove the cross-linking.

### **Note on faculty or funding requests in curricular items**

From time to time, curricular requests at the Graduate Council may state a need for additional faculty or other resources. Programs should work with their academic deans about any personnel or other funding needs. As part of this discussion, the dean may consider all options appropriate to the situation,. The approval of the curricular item by the Graduate Council and President serves as a statement of support to the Dean, but does not obligate the Dean to allocate additional faculty or funding.

### **Graduate Advisor Updates**

If any program is changing graduate advisors / program directors for Fall 2024, please inform the Graduate Studies office so we can update our records.

### **FACULTY SENATE REPORT**

Shawn Schulenberg presented the following:

1. The Spring General Faculty Meeting was held this past Monday. President Smith updated us on the strategic plan, I reviewed the actions of the 2022-24 Faculty Senate; and we recognized retirees, those who have recently passed, and many award winners.
2. The 2022-24 Faculty Senate met yesterday for its last regular meeting. We passed revisions to "UPAA-9 Course Evaluations" and proposed a new Board of Governor Rule on "Professional Responsibility, Academic Responsibility, and Academic Freedom." This new rule is part of a collection of changes to become exempt from HEPC Series 9, which would grant us more flexibility in many areas. In the fall, we will consider changes to P&T requirements, post-tenure review, and regular peer teaching evaluations.
3. The 2024-26 Faculty Senate will meet next Thursday, April 25 at 4:00 PM in MSC BE5 to elect its Chair, Assistant Chair, Recording Secretary, and the rest of the Executive Committee.
4. The next Senate's first Executive Committee meeting is scheduled for August 26, for items to be taken up at the September 5 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at [senate@marshall.edu](mailto:senate@marshall.edu) by August 16.
5. I want to thank Scott for his partnership these past two years. He has been a fierce advocate for graduate education and a thoughtful partner in our shared governance team. I'm looking forward to establishing a relationship with your successor.



## ELECTION

- Call for nominations: Richard Egleton (Chair), Billy Gardner (Vice-Chair), Conrae Lucas-Adkins (Secretary).
- No other nominations made.
- All approve the nominees to be elected by acclamation

**Meeting adjourned: 2:35PM**

## Attachment #1

### MU Graduate Council MU Graduate Council Meeting Minutes March 29, 2024 Hybrid Meeting – Drinko 349 + Teams

**Members Present:** Christofero, Davis, Egleton, Gardner, Heaton, Kimble, Larison, Lucas-Adkins, Meadows, Sardahi, Simonton, Thompson, Vauth

**Members Absent:** Beard, Vance

**Ex-Officio Voting Members Present:** Schulenberg

**Ex-Officio Non-Voting Members Present:** Mummert

**Ex-Officio Non-Voting Members Absent:** Maher, Mukherjee

**Guests:** Kelli A., E. Beeson, S. Cantrell-Johnson, R. Deal, K. DeTordo-Borda, L. Jennings, D. Lockwood, W. Stites, L. Tolliver, T. Eagle, R. Jones, A. Mummert, D. Arthur, E. Blough, P. Georgel

## FINAL Agenda

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of February 23, 2024, Minutes ( <b>Attachment #1</b> )
Davis/Beard	Graduate Faculty Status Candidates ( <b>Attachment #2</b> ) ( <b>GC-24-03-01-CRC</b> )
Vauth	Planning Committee Requests and Policies ( <b>Attachment #3</b> ) ( <b>GC-24-03-02-PC to GC-24-03-19-PC</b> )  Transfer Policy ( <b>GC-24-03-20-PC</b> )
Egleton	Curriculum Committee Requests ( <b>Attachment #4</b> ) ( <b>GC-24-03-21-CC to GC 24-03-23-CC</b> )
Beard	Credentialing Committee Report ( <b>Attachment #5</b> ) <b>GC-24-03-24-CRC</b>
Davis	Chairs Report <ul style="list-style-type: none"><li>• Graduate Student Success Workgroup</li><li>• Graduate Professional Student Organization</li><li>• Meeting with President Smith</li></ul>

	<ul style="list-style-type: none"> <li>Elections</li> </ul>
Mummert	Graduate Studies Report ( <b>Attachment #6</b> )
Schulenberg	Faculty Senate Report
Davis	Wrap up

### **Attachments**

Attachment #1: Graduate Council Minutes, February 23, 2024

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: Credentialing Committee Report

Attachment #6: Graduate Studies Report

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

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

**MOTION TO APPROVE AGENDA w/ amendment      APPROVED**

- Planning Committee requests to move items 10-11 from March agenda to April agenda

**MOTION TO APPROVE Feb. Meeting Minutes      APPROVED**  
(See Attachment #1)

**GRADUATE FACULTY STATUS**

(See Attachment #2)

**GC-24-03-01-CRC      APPROVED**

**PLANNING COMMITTEE**

(See Attachment #3)

Henning Vauth presented the committee report:

College of Liberal Arts requests

**GC 24-03-02-PC**

- GC approved the change to Master of Public Administration degree effective Fall 2024.

**GC 24-03-03-PC**

- GC approved the addition of the Nonprofit Leadership area of emphasis to the MPA effective Fall 2024.

**GC 24-03-04-PC**

- GC approved the addition of the Government and Private Sector Relations area of emphasis to the MPA effective Fall 2024.

**GC 24-03-05-PC**

- GC approved the addition of the Cybersecurity and Policy area of emphasis to the MPA effective Fall 2024.

**GC 24-03-06-PC**

- GC approved the addition of the Planning and Economic Development area of emphasis to the MPA effective Fall 2024.

**College of Education and Professional Development requests****GC 24-03-07-PC**

- GC approved the change to MA in Counseling to reflect 60 total hours, which includes 45 hours of core content courses and 15 hours of course credit in the designated area emphasis (either school counseling or mental health counseling) effective Fall 2024.

**GC 24-03-08-PC**

- GC approved catalog edits to reflect a previously approved course in School Counseling effective Fall 2024.

**GC 24-03-09-PC**

- GC approved the Accelerated Graduate Degree for Counseling effective Fall 2024 with the amendment to raise the required GPA from 2.75 to 3.3.

**School of Pharmacy requests**

**GC 24-03-10-PC and GC 24-03-11-PC** moved to April agenda.

**College of Liberal Arts requests****GC 24-03-12-PC**

- GC approved change in CIP code for Communication Studies effective Fall 2024.

**GC 24-03-13-PC**

- GC approved the non-curricular changes to the MA in History (admissions date language and GRE requirement) effective Fall 2024.

**College of Health Professions requests****GC 24-03-14-PC**

- GC approved non-curricular changes to admissions language for DNP effective Summer 2024.

**GC 24-03-15-PC**

- GC approved non-curricular change for removal of unnecessary program requirements for DNP effective Summer 2024.

#### **GC 24-03-16-PC**

- GC approved non-curricular changes to admissions language for DTP (eliminate need for Casper and GRE) effective Summer 2024.

#### **GC 24-03-17-PC**

- GC approved deletion of the Athletic Training area of emphasis for the MS in Exercise Science effective Summer 2024.

#### **GC 24-03-18-PC**

- GC approved non-curricular changes to admissions language in catalog for the new PhD in Engineering effective Fall 2024.

#### **GC 24-03-19-PC**

- Dr. Kimble summarized this request as a pathway for recruiting students directly from high school with changes to the prerequisites.
- Dr. Carl Mummert requested to see the Plan of Study showing courses that students would take for all 3 pathways: 1+4, 2+4, and 3+4. Dr. Kimble will provide this information to Dr. Mummert.
- GC approved this request contingent upon Dr. Mummert receiving the necessary information from Dr. Kimble.

### Transfer Credit Policy

#### **GC 24-03-20-PC**

- Dr. Vauth presented the transfer policy with language adjustments to reflect the rights of individual programs 1) to not exceed 12 hours of transfer credit or one-third of the hours on the plan of study, whichever is higher, 2) establish stricter limits on number of transfer hours allowed, and/or 3) transfer credit hours per the documented requirements from their accrediting board.
- Dr. Lanai Jennings, director of school psychology program, explained importance of transferring credit hours per National Association of School Psychologists guidelines so students may earn their national certification. Being able to earn national certification attracts prospective students to the MU school psychology program.
- GC first approved motion to amend transfer credit policy to include all 3 points in the catalog's "clean version" with the proviso that implementation will be Spring 2025.
- GC approved transfer credit policy. "Clean" version is below:

#### **Transfer of Graduate Credits**

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to *B* or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. For master's, education specialist, and doctoral degree programs, transfer credits may not exceed 12 hours or one-third of the hours on the plan of study, whichever is higher. For graduate certificate programs, transfer credits may not exceed 6 credit hours. Individual programs may establish stricter limits on the number of transfer hours allowed. Individual programs may also transfer credit hours per the documented requirements from their accrediting board. Exceptions to the limitation on the number of

transfer hours must be approved by the Chief Academic Officer. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation.

**Proviso: Effective implementation Spring 2025**

## **CURRICULUM COMMITTEE**

(See Attachment #4)

Richard E. presented the report:

### College of Liberal Arts

#### **24-03-21-CC**

- GC approved 13 new courses, 1 title change, 5 title and description changes, 3 description changes, and 1 course number and level change among Public Administration and Communication Studies programs.

### College of Health Professions

#### **24-03-22-CC**

- GC approved 5 description changes for Nursing program.

### College of Science

#### **24-03-23-CC**

- GC approved 2 new courses for Criminal Justice program.

## **CREDENTIALING COMMITTEE**

(See Attachment #5 submitted by K. Beard)

- **24-03-24-CRC** Motion made and approved regarding item #4 on report.

*The Credentialing Committee recommends that faculty (names provided to the Graduate Council Chair) in the Doctor of Engineering (Ph.D.) program be granted temporary doctoral graduate faculty status for the 2024-2025 academic year.*

## **GRADUATE COUNCIL CHAIR UPDATES**

Updates from Scott Davis:

- **Graduate Student Success Workgroup** Initial group meeting included: Kateryna Schray, Scott Davis, Conrae Lucas-Adkins, Joe Allwood, Kim Vance, Michelle Morrison, Lori Howard, & Billy Gardener. Discussed a less formal process for graduate students than undergrad. Current Center for Success can work with grad. students since they are doing this for undergrad. Next Tues. (April 2) Scott is

meeting with President Smith and Provost Mukherjee about resources for graduate student success

- **Graduate Professional Student Organization** Group is working with Ginny Painter and reviewing exemplars from other institutions, the plan is to put together focus group in fall 2024 during Week of Welcome. Richard E. recommends representatives from both MA level and Doc level. Scott D. wants to also get reps. from across colleges
- **Elections** Colleges to have names of their GC representatives to Scott D. by April 1.

## **GRADUATE STUDIES REPORT**

(See Attachment #6)

Carl M. presented his report:

### **Enrollment update**

As of March 24, total graduate enrollment (headcount) for Spring 2024 is 3,018 students. This is a 3% increase from Spring 2023. Each of CAM, CECS, COB, COEPD, COHP, COLA, and COS has an increase in Spring 2024 compared to Spring 2023.

Looking ahead to Fall 2024, we are essentially even on a day-to-day basis compared to Fall 2023 applications at this point in Spring 2023. There is a slight decrease in the day-to-day number of overall graduate applications, which is primarily due to reporting differences with the MD program and with programs that have stopped admissions. However, the number of

admitted students is up 12.5% overall on a day-to-day basis. It is still very early in the graduate admissions and enrollment cycle for Fall 2024.

Graduate enrollment is key to the success of our programs and the university. Many faculty and staff have contributed to the increase this year, and are working on enrollment at the program level for next year. At the University level, we anticipate renewing our contract with Anthology for enrollment coaching, possibly expanded in scope to handle inquiries at the graduate level.

### **Electronic Thesis / Dissertation (ETD) Update**

The ETD Review Chair, Gena Chatten, shared a set of slides for faculty about the ETD review process. The slides are accessible at <https://tinyurl.com/coepdETD202403> and include a detailed explanation of the review process and criteria. If your college or program would like, Gena and I would be glad to set up a meeting to discuss the specific aspects of theses and dissertations related to your field.

A key take-away is that ETD review is a final verification of style, formatting, university requirements, IRB/IACUC validation and copyright issues before publication of the ETD; this review is not intended to serve as copy-editing. To make the review as quick and easy as possible, each student and ETD committee should ensure the ETD meets all scholarly, style, grammar, and formatting requirements before the ETD is sent for final review.

The deadline for submitting an ETD for Spring 2024 is March 29. The deadline for submitting an ETD for Summer 2024 is June 28.

### **Catalog Editor and CIM implementation**

Before spring break, we hosted a series of training sessions for CIM, the new curriculum management software. Several curricular items at graduate council have gone through this system in Spring 2024 on a pilot basis. We anticipate a full rollout in Fall 2024. A recording of the training will be posted soon, and the link to the video will be distributed to all faculty. As part of the transition of the catalog, the Registrar's Office has hired Jennifer Morgan, formerly in the Center for Teaching and Learning, as the Assistant Registrar for Academic Services and Catalog Editor. Ms. Morgan's first day in the new position is March 25.

The Catalog Editor will coordinate catalog edits as well as assisting with Degree Works and other related tasks. The Registrar's office has created a dedicated email address, [catalog@marshall.edu](mailto:catalog@marshall.edu), for catalog-related questions and concerns. This email address is shared by the Catalog Editor and others in the Registrar's Office to ensure that no requests are missed.

- Scott D. says good consultation needs to be provided to our colleagues regarding CIM submission, especially if decision is to transfer requests to CIM for fall 2024.
- Isaac L. said Elizabeth Hanrahan explained CIM to him and is willing to come to program meetings to help with explanations.
- Lisa H. suggested getting GC website updated with CIM, so programs will know what to use for fall 2024 submissions.

### **FACULTY SENATE REPORT**

Shawn Schulenberg presented the following:

1. **Post-Tenure Review:** The administration is currently reviewing the financial impact of the proposal, modeling its impact on our budget. The current plan is to map this out over the next month and share the basics with deans for their input. The goal is to release the plan more widely in August for Townhalls and wider community feedback.
2. **One Marshall:** Jessica Buerck and I met with JSESOM Dean David Gozal and Darshana Shah to brainstorm ideas to identify pain points in shared governance between the main campus programs and the non-main campus programs. We identified several areas where some simple interventions could help. We hope to continue this conversation and extend it to other programs as well.

### 3. AI Taskforce

- a. Cody Hall and Sarah Molette are coordinating university training. Be on the lookout at any time for this announcement. Julia Spears and Hilary Gibson are helping to arrange these into Microcredential sequences using the Marshall Skills Exchange. <https://www.marshall.edu/microcredentials/>. Thank you to Rick Weible, David Wiley, Jamie Maxwell, and Sarah Clemins for these trainings.
  - b. We're inventorying research and teaching practices right now, so expect to see some surveys soon in your inbox.
  - c. We will be leading some training sessions with the Cabinet and Board this summer.
4. **Legislative Session:** The WV legislative session ended since our last meeting. A sincere appreciate to the legislative affairs team, Sara Payne and Charlotte Weber, for their work in Charleston. I am proud of what they were able to accomplish.
5. **Senate and Standing Committee Elections:** Your academic units should be holding elections this month to fill the 2024-26 Faculty Senate and any standing committee vacancies. Please look out for this email. Election results are due to the Senate office on April 1, but this is our first year with the earlier deadline so we extended it to April 8 so that all units can hold their elections with integrity. The new senate will select its leadership on April 25.

6. **2024-25 Faculty Senate meeting dates** are set and posted on the website.

Executive Committee Meetings – MSC SRC	Faculty Senate Meetings – Two locations
<ul style="list-style-type: none"><li>• August 26, 2024</li><li>• September 16, 2024</li><li>• October 14, 2024</li><li>• November 11, 2024</li><li>• January 13, 2025</li><li>• February 10, 2025</li><li>• March 10, 2025</li><li>• April 14, 2025</li></ul>	<ul style="list-style-type: none"><li>• September 5, 2024 - MSC BE5</li><li>• September 26, 2024 - MSC BE5</li><li>• October 24, 2024 – Don Morris</li><li>• November 21, 2024 – Don Morris</li><li>• January 23, 2025 – Don Morris</li><li>• February 20, 2025 – Don Morris</li></ul>



	<ul style="list-style-type: none"> <li>• March 27, 2025 – Don Morris</li> <li>• April 24, 2025 – Don Morris</li> </ul>
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#### **7. Upcoming Meetings/Events**

- a. I'll be reporting at the MU BOG Meeting on April 10.
- b. Our last Executive Committee meeting as a Senate is scheduled for April 8, for items to be taken up at the April 18 Faculty Senate meeting. All recommendations and resolutions for those meetings are due today at [senate@marshall.edu](mailto:senate@marshall.edu).
- c. General Faculty Meeting: Monday, April 15 at 4PM in Joan C. Edwards Playhouse. Please be sure to attend to congratulate the award winners (including the Rucker Award), retirees, an update on our strategic plan, and learn more about the administration's plan to implement pay raises in line with our strategic plan and the additional monies from the state of WV.

**Meeting adjourned at 2:24 PM.**

**ATTACHMENT #2****March 29, 2024****(GC-24-03-01-CRC)**

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/ SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
ADD	Cecchetti, Alfred	cecchetti@marshall.edu	COB	Health Informatics	Graduate	01/08/2024	05/15/29
ADD	Gillman, Richard	gillman5@marshall.edu	COEPD	Adult and Continuing Education	Graduate	01/08/2024	05/15/29
ADD	Hoskins, Lisa	hoskins6@marshall.edu	COEPD	Curriculum and Instruction	Associate	01/08/2024	05/15/27
ADD	Jackson, Jennifer	MCNUTT1@marshall.edu	COEPD	Curriculum and Instruction	Associate	01/08/2024	05/15/27
ADD	Justice, Talena	justice187@marshall.edu	COHP	Social Work	Associate	01/08/2024	05/15/27
ADD	Luma, Margaret	yelencstcs@marshall.edu	COEPD	Curriculum and Instruction of Reading	Associate	01/08/2024	05/15/27
ADD	Ocanas, Monique	ocanas@marshall.edu	COEPD	Counseling	Associate	01/08/2024	05/15/27
ADD	Patra, Prabir	patrap@marshall.edu	CECS	Biomedical Engineering	Graduate Chair	01/08/2024	05/15/29
ADD	Pierce, Calisa	pierce14@marshall.edu	COEPD	Leadership Studies	Associate	01/08/2024	05/15/27
ADD	Polk, Emilee	polk9@marshall.edu	COEPD	Curriculum and Instruction	Associate	01/08/2024	05/15/27
ADD	Racer, Deanna	racer10@marshall.edu	COEPD	Curriculum and Instruction of Reading	Associate	01/08/2024	05/15/27
ADD	Radenheimer, Lynn	radenheimer@marshall.edu	COEPD	Counseling	Associate	01/08/2024	05/15/27
ADD	Reed, Elizabeth	sutfin@marshall.edu	COEPD	School Psychology	Associate	01/08/2024	05/15/27
ADD	Rees, Kathy	rees11@marshall.edu	COEPD	Master of Arts in Teaching	Associate	01/08/2024	05/15/27
ADD	Samples, Amy	warnel0@marshall.edu	COEPD	Curriculum and Instruction	Associate	01/08/2024	05/15/27
ADD	Shaya, Barbara	shaya@marshall.edu	COEPD	Counseling	Associate	01/08/2024	05/15/27
ADD	Stark-Fenton, Laura	starkfenton1@marshall.edu	COEPD	Literacy Education	Associate	01/08/2024	05/15/27
ADD	Steele, David	steele@marshall.edu	COB	Marketing, MIS/ENT	Associate	01/08/2024	05/15/27
ADD	Stotts, Michelle	stotts5@marshall.edu	COB	Management/Marketing	Graduate	01/10/2022	05/15/27
ADD	Urecki, Chava	urecki1@marshall.edu	COEPD	Counseling	Associate	01/08/2024	05/15/27
ADD	Yuan, Huanshu	yuanh@marshall.edu	COEPD	Curriculum and Instruction	Graduate	01/08/2024	05/15/29
DELETE	Arneson, Ruthann	arneson1@marshall.edu	COEPD	Early Childhood Ed	Graduate^	08/21/2017	12/09/2022
DELETE	Banks, Tamara	banks5@marshall.edu	COEPD	Counseling	Instructor	01/13/2020	05/06/2022
DELETE	Banks, Tamara	banks5@marshall.edu	COEPD	counseling	Associate	08/21/2023	12/15/26
DELETE	Begley, Richard	begley@marshall.edu	CECS	Engineering	Graduate^	01/14/2019	01/14/2024
DELETE	Bender, Tim	bender10@marshall.edu	COHP	Dietetics	Associate^	01/14/2019	05/06/2022
DELETE	Bethel, Charles	bethel3@marshall.edu	COEPD	Leadership Studies	Doctoral	08/21/2017	12/09/2022
DELETE	Chapman, Sarah	sncchapm2@gmail.com	COEPD	Special Education	Instructor	08/23/2021	12/08/2023
DELETE	Childress, Ronald	rchildress@marshall.edu	COEPD	Elem/Sec Ed.	Doctoral	01/14/2019	1/14/2024
DELETE	C'lendinning, Chava	haas22@marshall.edu	COEPD	Counseling	Instructor	08/23/2021	12/08/2023
DELETE	Cole, Alan	cole8@marshall.edu	COEPD	Counseling	Instructor	08/26/2019	12/10/2021

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
DELETE	Cole, Alan	cole8@marshall.edu	COEPD	Counseling	Instructor	08/26/2019	12/10/2021
DELETE	Corrigan, Michael	corrigan@marshall.edu	COEPD	CIF	Graduate^	08/20/2018	12/08/2023
DELETE	Corrigan, Michael	corrigan@marshall.edu	COEPD	CIF	Graduate^	08/20/2018	12/08/2023
DELETE	Davis, Elbert	davis13@marshall.edu	COEPD	Elem/Sec Ed	Associate^	08/24/2020	12/08/2023
DELETE	Debelal, Nega	debelal@marshall.edu	COEPD	Elem/Sec Ed	Graduate^	08/22/2022	12/09/2027
DELETE	DellaMea, Monica	dellame2@marshall.edu	COEPD	UTE	Graduate	08/21/2023	12/15/28
DELETE	DellaMea, Monica	dellame2@marshall.edu	COEPD	UTE	Graduate	08/21/2023	12/15/28
DELETE	Ghomian, Taher	ghomian@marshall.edu	CECS	Engineering	Graduate^	01/10/2022	05/15/2027
DELETE	Hayslette, Amy	amy.mcgregw@ok12.wv.us	COEPD	Special Education	Instructor	08/26/2019	12/10/2021
DELETE	Lee, Sanghoon	lessan@marshall.edu	CECS	Computer Science	Graduate^	08/26/2019	08/26/2024
DELETE	Nichols, Andrew	andrew.nichols@marshall.edu	CECS	Engineering	Graduate^	01/10/2022	05/15/2027
EDIT	Alzarrad, Ammar	alzarrad@marshall.edu	CECS	Engineering	Graduate Chair	01/08/2024	05/15/29
EDIT	Bailey, Bonnie	phill32@marshall.edu	COEPD	counseling	Associate	01/08/2024	05/15/27
EDIT	Bender, Timothy	bender10@marshall.edu	COHP	Dietetics	Graduate	01/08/2024	05/15/29
EDIT	Britcher, Trinia	BRITCHER@marshall.edu	COEPD	Special Ed	Associate	01/08/2024	05/15/27
EDIT	Chapman, Sarah	BECKETT25@marshall.edu	COEPD	Special Education COEPD	Associate	01/08/2024	05/15/27
EDIT	Chapman, Sarah	BECKETT25@marshall.edu	COEPD	Special Education COEPD	Associate	08/21/2023	12/15/26
EDIT	Childress, Ronald	rchildress@marshall.edu	COEPD	Elem/Sec Ed.	Doctoral	01/08/2024	
EDIT	Chowdhury, Sudipta	chowdhury@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate Chair	01/08/2024	05/15/29
EDIT	Corrigan, Michael	corrigan@marshall.edu	COEPD	Curriculum, Instruction, and Foundations	Graduate	01/08/2024	05/15/29
EDIT	Corrigan, Michael	corrigan@marshall.edu	COEPD	Curriculum, Instruction, and Foundations	Graduate	01/08/2024	05/15/29
EDIT	Dampier, David	dampierd@marshall.edu	CECS	Computer Science	Graduate Chair	01/08/2024	05/15/29
EDIT	Danecker, Darlene	danecker@marshall.edu	COEPD	Counseling	Graduate	08/21/2023	12/15/28
EDIT	Danecker, Darlene	danecker@marshall.edu	COEPD	Counseling	Graduate	08/21/2023	12/15/28
EDIT	Gardner, Terina	miller1107@marshall.edu	COEPD	Counseling	Associate	01/08/2024	05/15/27
EDIT	Johnson, Jennifer	johnsonjen@marshall.edu	COHP	School of Kinesiology	Graduate	01/08/2024	05/15/29
EDIT	Lassiter, Luke	lassiter@marshall.edu	COEPD	Curriculum and Instruction	Graduate Chair	01/08/2024	05/15/29
EDIT	McIntosh, James	mcintoshj@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate	01/08/2024	05/15/29
EDIT	Michaelson, Greg	michaelson@marshall.edu	CECS	Engineering	Graduate Chair	01/08/2024	05/15/29
EDIT	Narman, Husnu	Narman@marshall.edu	CECS	Computer Science	Graduate Chair	01/08/2024	05/15/29
EDIT	Nosoudi, Nasim	nosoudi@marshall.edu	CECS	BME	Graduate Chair	01/08/2024	05/15/29
EDIT	Prewitt, Mindy	allenger1@marshall.edu	COEPD	Literacy Education	Graduate	01/08/2024	05/15/29
EDIT	Sardahi, Yousef	sardahi@marshall.edu	CECS	Weisberg Department of Mechanical Engineering and Industrial Engineering	Graduate Chair	01/08/2024	05/15/29
EDIT	Shafer, Sherri	shafer27@marshall.edu	COEPD	Leadership Studies	Associate	01/08/2024	05/15/27
EDIT	Smith, Feon	smithf@marshall.edu	COEPD	ACE	Graduate	01/08/2024	05/15/29
EDIT	Sochor, Chris	huff18@marshall.edu	COEPD	Leadership Studies	Graduate Chair	01/08/2024	05/15/29

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/ SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
EDIT	Wahjudi, Paulus	wahjudi@marshall.edu	CECS	Computer Sciences and Electrical Engineering	Graduate Chair	01/08/2024	05/15/29
EDIT	Zhu, Pingping	zhup@marshall.edu	CECS	Computer Science	Graduate Chair	01/08/2024	05/15/29

**ATTACHMENT #3**  
**Planning Committee Report**  
**March 29, 2024**

**College of Liberal Arts**

**(GC-24-03-02-PC)**

Addition, Deletion, or Change of a Major or Degree

Department: Public Administration

Degree Program: M.P.A.

Type of Change: Change

Effective: Effective Fall 2024

Rationale: The Master of Public Administration and those considering the degree desire a more modern, comprehensive curriculum that prepares them for the job market with a focus on the specific skills shown in the proposed areas of emphasis. Our proposed changes are thoughtfully designed to provide students with a comprehensive and practical skill set that are highly relevant in today's competitive job market. This program aims to equip students with valuable skills and abilities, including grant writing and proposal development, financial analysis and budget management, data analysis and statistical interpretation, case studies in managerial decision-making, and policy implementation and evaluation.

**(GC-24-03-03-PC)**

Addition, Deletion, or Change of an Area of Emphasis

Department: Public Administration

Degree Program: M.P.A.

Area of Emphasis: Nonprofit Leadership

Type of Change: Addition

Effective: Fall 2024

Rationale: The introduction of the Nonprofit Leadership emphasis in our MPA program is imperative, responding to the significance of the nonprofit sector in contemporary public administration. This emphasis aligns with industry standards, addressing the evolving expectations for MPA graduates. Our long-standing collaboration with departments, particularly the Leadership Studies Program, ensures the seamless integration of approved courses, enriching the curriculum. The expansion of courses within this emphasis caters to the demand for specialized skills, preparing graduates for impactful roles in nonprofit leadership. By creating this emphasis, we foster the development of adept and ethical leaders in the nonprofit sector.

**(GC-24-03-04-PC)**

Addition, Deletion, or Change of an Area of Emphasis

Department: Public Administration

Degree Program: M.P.A.

Area of Emphasis: Government Relations

Type of Change: Addition

Effective: Fall 2024

Rationale: The introduction of the Government and Private Sector Relations emphasis in our MPA program is a strategic response to evolving industry standards and employer expectations. Recognizing the increasing importance of professionals skilled in navigating the dynamic interplay between government and the private sector, this emphasis addresses a critical knowledge gap. By aligning our curriculum with industry imperatives, we aim to equip graduates with nuanced insights into collaboration, regulatory frameworks, and policy intersections. This emphasis not only meets the growing demand for such expertise but also positions our graduates as valuable contributors, well-prepared for many career roles.

**(GC-24-03-05-PC)**

Addition, Deletion, or Change of an Area of Emphasis

Department: Public Administration

Degree Program: M.P.A.

Area of Emphasis: Cybersecurity and Policy

Type of Change: Addition

Effective: Fall 2024

Rationale: The introduction of the Cybersecurity and Policy emphasis in our MPA program responds to the imperative need for professionals well-versed in the intersection of cybersecurity and policy. Industry standards highlight the critical demand for experts who can navigate evolving cyber threats and contribute to effective policy responses. This emphasis ensures students acquire a specialized skill set encompassing cybersecurity strategy, risk management, and policy development. By aligning our curriculum with industry expectations, we aim to produce graduates ready to safeguard sensitive information, mitigate cyber threats, and contribute to the resilience and security of public institutions in a rapidly evolving digital landscape.

**(GC-24-03-06-PC)**

Addition, Deletion, or Change of an Area of Emphasis

Department: Public Administration

Degree Program: M.P.A.

Area of Emphasis: Planning and Economic Development

Type of Change: Addition

Effective: Fall 2024

Rationale: The incorporation of an emphasis in Planning and Economic Development in our MPA program is a strategic response to industry demands. Recognizing the critical need for professionals with expertise in urban planning and economic policies, this emphasis equips graduates with comprehensive skills in sustainable development. It addresses a significant gap in specialized knowledge, ensuring our graduates are well-prepared for roles requiring a nuanced understanding of community development. By aligning with industry imperatives, our curriculum aims to produce professionals capable of contributing to the sustainable growth of communities and regions, meeting the evolving challenges and expectations.

### **College of Education and Professional Development (3)**

#### **(GC-24-03-07-PC)**

Addition, Deletion, or Change of a Major or Degree

Department: Counseling

Degree Program: M.A. in Counseling

Type of Change: Change

Effective: Effective Fall 2024

Rationale: The M.A. in Counseling requires a minimum of 60 credit hours total for completion, which includes 45 credit hours of core courses and 15 hours of courses in the designated area of emphasis (either school counseling or clinical mental health counseling).

#### **(GC-24-03-08-PC)**

Addition, Deletion, or Change of an Area of Emphasis

Department: Counseling

Degree Program: M.A. in Counseling

Area of Emphasis: School Counseling

Type of Change: Change

Effective: Fall 2024

Rationale: Making edits to reflect previously approved new course.

#### **(GC-24-03-09-PC)**

Accelerated Graduate Degree

Department: Counseling

Major or Degree: M.A. in Counseling

Effective: Fall 2024

Rationale: This accelerated graduate degree would benefit students by reducing barriers to graduate school and time to degree, thus helping them enter the workforce more quickly with less debt burden and a high standard of education. The collaboration between psychology and counseling departments makes sense because we are already allied professions with similar training pathways, but the specific requirements for state licensure forces some students to choose one pathway over another. This AGD would provide more transparency and support in students' decision-making process.

### **School of Pharmacy (2)**

#### **(GC-24-03-10-PC)**

Addition, Deletion, or Change of a Major or Degree

Department: School of Pharmacy

Degree Program: M.A. Pharmaceutical Sciences

Type of Change: Change

Effective: Fall 2024

Rationale: Updates to graduate catalog and to program plan of study.

**(GC-24-03-11-PC)**

Addition, Deletion, or Change of a Major or Degree

Department: School of Pharmacy

Degree Program: M.S. Pharmaceutical Sciences

Type of Change: Change

Effective: Fall 2024

Rationale: Update of course catalogue to current plan of study and information.

**College of Liberal Arts (Teams Submissions)**

**(GC-24-03-12-PC)**

Addition, Deletion, or Change of a Major or Degree

Department: Communication Studies

Degree Program: M.A. Communication Studies

Type of Change: Change

Effective: Effective Fall 2024

Rationale: Currently the CIP code for CMM Studies is classified as an English and Composition program (23.1304). To better align our CIP Code to our program / curriculum content, other peer institutions, and other HEPC governed institutions, we are requesting the CIP be changed to 09.0101 (Communication Studies). The faculty in our department have doctoral degrees in Communication Studies and teach Communication Studies courses. We do not offer any courses in English, literature, or composition. Our students graduate with a transcript and degree that say, "Communication Studies."

On the HEPC website, all other Communication Studies programs in West Virginia are included in the 09 code. Marshall is the only Communication Studies department with a 23 designation. Records from the HEPC also show that our department was assigned a 09 code from 1969-1990.

**(GC-24-03-13-PC)**

Non-curricular Change

Department: History

Degree Program: M.A. in History

Effective Date: Spring 2024

Rationale:

**The History Department wants to delete the existing language setting forth when applications for admission are due. It is confusing and has led some potential applicants to mistakenly believe that they had missed the deadline for admission.**

**The History Department wants to delete the requirement that applicants submit GRE scores. This requirement stops some competent applicants from applying and we believe that the GRE is not particularly effective at predicting who will be successful in earning a degree.**



## College of Health Professions (Teams Submissions)

### (GC-24-03-14-PC)

Non-curricular Change

Department: Nursing

Degree Program: Doctor of Nursing Practice (DNP)

Effective Date: Summer 2024

Rationale:

**Erroneous information related to admission requirements for the Doctor of Nursing (DNP) program. Admission criteria was expanded to consider students with a Masters of Science in Nursing (MSN) degree, not only Nurse Practitioner students. This change was not reflected in the DNP Program Description in MU Graduate Catalog. In addition, not all part-time students will complete within three (3) years.**

### (GC-24-03-15-PC)

Non-curricular Change

Department: Nursing

Degree Program: Doctor of Nursing Practice (DNP)

Effective Date: Summer 2024

Rationale:

The removal of unnecessary program requirements for the Doctor of Nursing Practice (DNP-) degree listed in MU Graduate Catalog.

### (GC-24-03-16-PC)

Non-curricular Change

Department: School of Physical Therapy

Degree Program: Doctor of Physical Therapy

Effective Date: Summer 2024

Rationale:

The Doctor of Physical Therapy (DPT) program in the School of Physical Therapy is seeking to revise its admission criteria by eliminating the need for Casper and GRE scores. This move reflects a broader trend among graduate programs, including those offering the DPT degree, to do away with the GRE requirement. The goal is to alleviate the application workload for DPT candidates, stay in line with prevailing admission patterns in physical therapy, and ultimately increase the pool of applicants for the DPT program.

### (GC-24-03-17-PC)

Addition, Deletion, or Change of an Area of Emphasis

Department: School of Kinesiology

Degree Program: M.S. Exercise Science

Area of Emphasis: Athletic Training

Type of Change: Deletion

Effective: Summer 2024

Rationale: This area of emphasis is no longer utilized with the development of the Professional MS in AT program.

**College of Engineering and Computer Science (Teams Submission)**

**(GC-24-03-18-PC)**

Non-curricular Change

Department: CECS

Degree Program: PhD in Engineering

Effective Date: Fall 2024

Rationale:

We request the following adjustments to the catalog language for the new Ph.D. program in Engineering [GTG0] to streamline the admissions process:

- To make the GRE optional for all applicants (this is to correct an unenforceable mechanism in the current language that waived the GRE for Marshall students but required it for non-Marshall applicants).
- To allow other options besides the two listed in the original proposal for meeting English proficiency standards.
- To require applicants to submit a C.V. and statement of purpose (i.e., to clarify an applicant's the applicant's desired research area and to facilitate assigning an advisor whose expertise aligns with the applicant's chosen field of study).

**School of Pharmacy (Teams Submission)**

**(GC-24-03-19-PC)**

Non-curricular Change

Department: School of Pharmacy

Degree Program: Doctor of Pharmacy (PharmD)

Effective Date: Fall 2024

Rationale: Addition of additional pathway for admission. Adding accelerated pathways for highly qualified students (1+4, 2+4, 3+4).

# Transfer Policy

(GC-24-03-20-PC)

## Current Catalog Language

### Transfer of Graduate Credits

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to *B* or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. On the master's and education specialist level, transfer credits may not exceed 12 hours. For graduate certificate programs, transfer credits may not exceed 6 credit hours. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation.

## Revised Language with Markup

### Transfer of Graduate Credits

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to *B* or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. ~~On the master's and education specialist level, transfer credits may not exceed 12 hours.~~ For master's, education specialist, and doctoral degree programs, transfer credits may not exceed 12 hours or one-third of the hours on the plan of study, whichever is higher. For graduate certificate programs, transfer credits may not exceed 6 credit hours. ~~Individual programs may establish stricter limits on the number of transfer hours allowed.~~ Individual programs may also transfer credit hours per the documented requirements from their accrediting board. ~~Exceptions to the limitation on the number of transfer hours must be approved by the Chief Academic Officer.~~ Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation.

## New Language - Clean Version

### Transfer of Graduate Credits

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to *B* or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. For master's, education specialist, and doctoral degree programs, transfer credits may not exceed 12 hours or one-third of the hours on the plan of study, whichever is higher. For graduate certificate programs, transfer credits may not exceed 6 credit hours. Individual programs may establish stricter limits on the number of transfer hours allowed. Individual programs may also transfer credit hours per the documented requirements from their accrediting board. Exceptions to the limitation on the number of transfer hours must be approved by the Chief Academic Officer. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation.

**ATTACHMENT #4**  
**Curriculum Committee**  
**March 29, 2024**

We have a mixture of CIM and traditional applications

**CIM:**

COLA -13 new courses

**Traditional:**

COLA - 1 title change, 5 title and description changes, 3 description changes, 1 course number and level change

COHP – 5 description changes

COS – 2 new courses

**CIM**

**COLA (GC-24-03-21-CC)**

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:09:14 GMT

**Viewing: PADM 533: Public Policy Development**

**Last edit: Thu, 08 Feb 2024 20:21:20 GMT**

Changes proposed by: Damien Arthur (arthur133)

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 533

**Is this course split level? e.g. there will be, or there is an existing, course at the Undergraduate/Graduate level that will be taught together with this course.**

Yes

**Split Level Course:** PSC 433 - Public Adm & Policy Dev

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Public Policy Development

**Course Description:** An examination of alternative theoretical approaches to the study of policy and administration and their implications for the use of policy to shape administrative practice.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:45:27 GMT

**Viewing: PADM 552 : Public Personnel**

**Last edit: Fri, 09 Feb 2024 15:45:26 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 552

**Is this course split level? e.g. there will be, or there is an existing, course at the Undergraduate/Graduate level that will be taught together with this course.**

Yes

**Split Level Course:** PSC 452 - Public Personnel Admin

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Public Personnel

**Course Description:** Survey of Public Personnel Management with particular attention on various facets of the merit system concept. Psychological and human relations aspects of the work situation and supervisor-subordinate interaction emphasized.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:13:45 GMT

**Viewing: PADM 553 : Public Finance Management**

**Last edit: Thu, 25 Jan 2024 15:13:44 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 553

**Effective Term:** Fall 2024

**Course Title:** Public Finance Management

**Course Description:** Study of organization, administration, and accountability in the management of public funds, with emphasis on the political decision making processes of budget formulation, representation, and execution.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:17:16 GMT

**Viewing: PADM 604 : Data Driven Decision-Making**

**Last edit: Thu, 25 Jan 2024 15:17:15 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 604

**Effective Term:** Fall 2024

**Course Title:** Data Driven Decision-Making

**Course Description:** Understanding data for effective decision-making. Explore methods of analysis, extract insights, and measure the impact of data-driven outcomes for organizations. Teaches technical skills for data gathering, management, and visualization.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:18:53 GMT

**Viewing: PADM 616 : PADM Scope and Practice**

**Last edit: Thu, 25 Jan 2024 15:18:52 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 616

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** PADM Scope and Practice

**Course Description:** Capstone Experience: Navigate advanced topics in ethics, professional standards, and public management. Explore foundational theories, scope, and contemporary trends while drafting your MPA portfolio—a culmination of your academic MPA journey.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:58:17 GMT

**Viewing: PADM 618 : Debates in Public Admin**

**Last edit: Thu, 25 Jan 2024 15:58:16 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 618

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Debates in Public Admin

**Course Description:** Explore the complexities of public administration through critical examination and debates. Analyze emerging issues, dilemmas, and controversies to develop a nuanced understanding of contemporary management challenges and solutions.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 15:59:18 GMT

**Viewing: PADM 620 : Comparative Public Admin**

**Last edit: Thu, 25 Jan 2024 15:59:18 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 620

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Comparative Public Admin

**Course Description:** This course will serve as an introduction to the comparative study of public administration. Students will be exposed to key areas of comparative research, including different methods used for analysis.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:48:25 GMT

**Viewing: PADM 621 : City Management**

**Last edit: Fri, 09 Feb 2024 15:48:24 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 621

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** City Management

**Course Description:** Exploration of policy challenges in metropolitan areas, examining structures, exploring alternatives, and evaluating outcomes. Gain insights into the multifaceted dynamics of city management and decision-making.

**Credit Hours:** 3



**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, title, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:51:48 GMT

**Viewing: PADM 627 : Leaders and Innovators**

**Last edit: Fri, 09 Feb 2024 15:51:47 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 627

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Leaders and Innovators

**Course Description:** A comprehensive exploration of influential figures shaping U.S. public administration. It explores both prominent and lesser-known individuals and their intellectual contributions that define the American tradition of public administration.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, title, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:54:53 GMT

**Viewing: PADM 632 : Nonprofit Management**

**Last edit: Fri, 09 Feb 2024 15:54:52 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 632

**Is this course split level? e.g., there will be, or there is an existing, course at the Undergraduate/Graduate level that will be taught together with this course.**

Yes

**Split Level Course:** PSC 432 - Nonprofit Management

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Nonprofit Management

**Course Description:** This course examines the principles and applied practices of nonprofit administration including theories of nonprofit formation, fundraising appeals, grant writing, executive leadership, marketing, budgeting, and strategic management.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, title, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:52:20 GMT

**Viewing:** PADM 650 : Administrative Law

Last edit: Fri, 09 Feb 2024 15:52:19 GMT

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 650

**Is this course split level? e.g. there will be, or there is an existing, course at the Undergraduate/Graduate level that will be taught together with this course.**

Yes

**Split Level Course:** PSC 450 - Administrative Law

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Administrative Law

**Course Description:** A study of the basic legal framework of administrative organization, including the problems of administrative discretion, rulemaking and adjudication, regulatory agencies, and administrative responsibility in the democratic state.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Fri, 09 Feb 2024 15:53:15 GMT

**Viewing: PADM 654 : Public Organizations**

Last edit: Fri, 09 Feb 2024 15:53:14 GMT

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 654

**Is this course split level? e.g., there will be, or there is an existing, course at the Undergraduate/Graduate level that will be taught together with this course.**

Yes

**Split Level Course:** PSC 454 - Politics of the Workplace

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Public Organizations

**Course Description:** A study of the contributions of the behavioral sciences to the study of organizations with stress on such concepts as leadership, motivation, power conflict, organizational design and decision making.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, title, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community.

Vote Approve

**New Course Proposal**

Date Submitted: Thu, 25 Jan 2024 16:00:07 GMT

**Viewing: PADM 660: Policy Analysis**

**Last edit: Thu, 25 Jan 2024 16:00:06 GMT**

**Course Data**

**Alpha Designator:** PADM - Public Administration

**Department:** Political Science

**College:** College of Liberal Arts

**Course Number:** 660

**Academic Level:** Graduate (02)

**Effective Term:** Fall 2024

**Course Title:** Policy Analysis

**Course Description:** Development of theoretical and methodological skills in the analysis of public problems and the use of policy in problem solving.

**Credit Hours:** 3

**Rationale for a new course, projected semester enrollment, etc.**

It is important to note that this modification solely involves the alpha designator, and all other aspects of the course, including content, structure, and instructional methodologies, remain unchanged. The transition is part of a broader initiative to enhance the efficiency of our academic operations, improve cross-departmental communication, and ensure a smoother experience for both faculty and students. We appreciate your understanding and flexibility during this transition period. The adjustments are designed to optimize our educational processes and better serve the needs of our academic community

Vote Approve

**Traditional Applications COLA****Course Changes****CMM 501 – Title and Description Change****COURSE DESCRIPTION CHANGE**

Department Communication Skills

Course Number and Title: CMM 501 Organization Communication

Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): Investigation of information flow in organizations with emphasis on identifying communication problems.

Course Description (new): Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

Catalog Description: Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

COURSE TITLE CHANGE

Department: Communication Studies

Current Course Number/Title: CMM 501 Organization Communication

New Course Title: CMM 501 Organizational Communication

Rationale: The course title was changed for conciseness and clarity.

Catalog Description: Study of communication processes in business and professional settings and how applying organizational communication theory and research can address the current issues and problems that organizations experience.

Vote approve

**CMM 508 Leadership & Group Comm**

Title and Description Change

COURSE DESCRIPTION CHANGE

Department Communication Skills

Course Number and Title: CMM 508 Leadership & Group Comm

Rationale: The revised description includes more detail of the content that has been taught in the class for years. It also reflects an increased attention to ethics which we are integrating into our curriculum more.

Course Description (old): A study of the variables affecting, and affected by, the communication process in small groups, with particular emphasis upon leadership variables.

Course Description (new): Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

Catalog Description: Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

COURSE TITLE CHANGE

Department: Communication Studies

Current Course Number/Title: CMM 508 Leadership & Group Comm

New Course Title: Leadership Comm & Ethics

Rationale: The course title was changed to distinguish it more from CMM 315 Group Communication and to highlight the focus on ethics.

Catalog Description: Study of the role of communication leaders in fostering ethical communication climates in personal, professional, and civic contexts through effective and inclusive decision-making, problem-solving, and interpersonal or group interactions.

Vote approve

**CMM 556 Computer-Mediated Comm**  
**Change in course number**

**COURSE DESCRIPTION CHANGE**

Department: Communication Studies

Course Number and Title: CMM 556 Computer-Mediated Comm

Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): This course explores the impact of computer-mediated communication on human organization.

Course Description (new): Study of the characteristics and functionality of new and emerging communication technologies. Students will apply theory and research to understand communication technology's effects on the self, others, and society.

Catalog Description: Study of the characteristics and functionality of new and emerging communication technologies. Students will apply theory and research to understand communication technology's effects on the self, others, and society.

**COURSE NUMBER CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 556 Computer-Mediated Comm

New Course Number: 6## (registrar can assign based on availability)

Rationale: Changing the course number from 456 to 6### reflects an increase in rigor. As noted in the proposed course description, students will focus more on applying "theory and research to understand communication technology" than "exploring the impact of computer-mediated communication." To do this, students will engage more with primary source materials and academic journals, which warrants increasing the course number to the 600 level.

Catalog Description: This course explores the impact of computer-mediated communication on human organization.

Credit Hours: 3

**COURSE TITLE CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 556 Computer-Mediated Comm

New Course Title: Communication & Technology

Rationale: The course title was changed for conciseness and clarity.

Catalog Description: This course explores the impact of computer-mediated communication on human organization.

Vote approve

## **CMM 601 Prob & Meth Com Research**

### **COURSE DESCRIPTION CHANGE**

Department: Communication Studies

Course Number and Title: CMM 601 Prob & Meth Com Research

Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): An introduction to graduate studies, including clinical and research applications; quantitative and qualitative research methodology; critical analysis of clinical instruments and research literature.

Course Description (new): Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

Catalog Description: Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

### **COURSE TITLE CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 601 Prob & Meth Com Research

New Course Title: Quantitative Research in Comm

Rationale: The course title was changed for clarity.

Catalog Description: Study of how basic quantitative research methods such as surveys, content analysis, and experiments are used to understand, explain, and analyze communication processes.

Vote approve

## **CMM 602 Comm Consult Strategies**

Title Change

### **COURSE TITLE CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 602 Comm Consult Strategies

New Course Title: CMM 602 Communication & Consulting

Rationale: The course title was changed for conciseness and clarity.

Catalog Description: An in-depth analysis of diagnostic and intervention strategies employed by communication consultants. Strategies include communication network analysis, communication process

observation and consultation, communication role and norm negotiation, and team building.

Vote approve

## **CMM 605 Qual Research Methods**

### Course Description and Title Change

#### COURSE DESCRIPTION CHANGE

Department: Communication Studies

Course Number and Title: CMM 605 Qual Research Methods

Rationale: The revised course description more accurately captures the content that has been taught in the

class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): This course provides an introduction to qualitative research methods and their

application in communication studies.

Course Description (new): Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

Catalog Description: Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

#### COURSE TITLE CHANGE

Department: Communication Studies

Current Course Number title: CMM 605 Qual Research Methods

New Course Title: CMM 605 Qualitative Research in Comm

Rationale: The course title was changed for conciseness and clarity.

Catalog Description: Study of how qualitative research methods such as participant observation, interviewing, focus groups, and ethnography can be used to understand the role of communication in constructing social realities.

Vote approve

## **CMM 606 Study Communication Thry**

#### COURSE DESCRIPTION CHANGE

Department: Communication Studies

Course Number and Title: 606 Study Communication Thry

Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): An extensive investigation into the major concepts of contemporary communication theory.

Course Description (new): Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.

Catalog Description: Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.



#### COURSE TITLE CHANGE

Department: Communication Studies

Current Course Number/Title: CMM 606

New Course Title: Engaging Comm Theories

Rationale: The course title was changed for clarity.

Catalog Description: Study of the philosophical foundations, theoretical perspectives, and historical development of the communication discipline and how communication theories are developed, analyzed, evaluated, and applied.

Vote approve

#### **CMM : 680 Grantwriting-Nonprofits**

#### COURSE DESCRIPTION CHANGE

Department: Communication Studies

Course Number and Title: 680 Grantwriting-Nonprofits

Rationale: The revised course description more accurately captures the content that has been taught in the class for years. The change in description is not substantial enough to change the curriculum.

Course Description (old): Provides a communication framework for analyzing a nonprofit agency; reviews the steps in grant writing; matches the needs of the nonprofit organization with the grant funder; and synthesizes the material required to write a successful grant.

Course Description (new): Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

Catalog Description: Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

#### COURSE TITLE CHANGE

Department: Communication Studies

Current Course Number/Title: CMM 680 Grantwriting-Nonprofits

New Course Title: CMM 680 Grant Writing for Nonprofits

Rationale: The course title was changed for conciseness and clarity.

Catalog Description: Provides a communication framework for analyzing a nonprofit organization; reviews the steps in grant writing; matches the nonprofit organization's needs with the grant fund; and examines the material required to write a successful grant.

Vote approve

## **COHP (GC-24-03-22-CC)**

### **NUR 704 Leadership Role**

#### **COURSE DESCRIPTION CHANGE**

Department: Nursing

Course Number and Title: NUR 704 Leadership Role

Rationale: We changed the admission criteria to accept nurse administrator (NA) and nurse educator (NE) students to this program. Historical perspectives about nursing / nurse practitioner role has been covered in BSN and MSN programs.

Course Description (old) Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes. Provides historical perspective of nursing/nurse practitioner role and their evolution.

Course Description: (new) Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes.

Catalog Description: Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes.

Vote approve

### **NUR 800 DNP Project I**

#### **COURSE DESCRIPTION CHANGE**

Department: Nursing

Course Number and Title: NUR 800 DNP Project I

Rationale: Students will be doing a evidence based practice (EBP) project (not a QI change project). Each course comprises the steps to complete that project.

Course Description (old) Use technology to improve learning and understand models of health care systems. Application of theory, review of literature and population data to frame QI project. to drive cost-effective care.

Course Description: (new) Application of theory, review of literature and population data to frame evidence based practice (EBP) project.

Catalog Description: Application of theory, review of literature and population data to frame evidence based practice (EBP) project.

Vote approve

## **NUR 804 DNP Project II**

### **COURSE DESCRIPTION CHANGE**

Department: Nursing

Course Number and Title: NUR 804 DNP Project II

Rationale: Students will be doing a evidence based practice (EBP) project (not a QI change project).

Each course comprises the steps to complete that project.

Course Description ( old) Promote quality and safety in the development of a QI change project. Use theories, methods and evidence to develop a QI change project implementation plan and obtain baseline data.

Course Description: (new)Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Catalog Description: Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Vote approve

## **NUR 808 DNP Project III**

### **COURSE DESCRIPTION CHANGE**

Department: Nursing

Course Number and Title: NUR 808 DNP Project III

Rationale: Students will be doing a evidence based practice (EBP) project (not a QI change project).

Each course comprises the steps to complete that project.

Course Description (old)Promote quality and safety in the development of a QI change project. Use theories, methods and evidence to develop a QI change project implementation plan and obtain baseline data.

Course Description: (new)Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Catalog Description: Use theories, methods and evidence to develop evidence based practice (EBP) project implementation plan.

Vote approve

## **NUR 808 DNP Project IV**

### **COURSE DESCRIPTION CHANGE**

Department: Nursing

Course Number and Title: NUR 812 DNP Project IV

Rationale: Students will be doing a evidence based practice (EBP) project (not a QI change project).

Each course comprises the steps to complete that project.

Course Description (old)Apply theory and scientific practice to complete, evaluate and disseminate QI change project findings and improvement plan.

Course Description: (new)Apply theory and evidence-based practice principles to complete, evaluate and disseminate evidence based practice (EBP) project findings.

Catalog Description: Apply theory and evidence-based practice principles to complete, evaluate and disseminate evidence based practice (EBP) project findings.

Vote approve

**COS (GC-24-03-23-CC)**

CJCFS

Course addition

Department: Criminal Justice, Criminology, and Forensic Sciences

**Course Number and Title: CJ 528**

Catalog Description: Presentation of the practice of qualitative research including the philosophical underpinnings of qualitative research, research questions and design, ethics, and data analysis.

Prerequisites: None

First Term Offered: Fall 2025

Credit Hours: 3

Vote Approve

Department: Criminal Justice, Criminology, and Forensic Sciences

**Course Number and Title: CJ 529: Environmental Criminology**

Catalog Description: Explores theoretical, methodological, and practical approaches about environmental crime from a critical lens.

Prerequisites: None

First Term Offered: Fall 2025

Credit Hours: 3

Vote Approve

Courses submitted via CIM

**ATTACHMENT #5**  
**Credentialing Committee Report**  
**March 29, 2024**

1. Graduate Faculty Status audits for the 3 colleges for 2023-2024 have been completed. There were a total of 60 files randomly selected and reviewed from the College of Business; College of Health Professions; School of Medicine. Deans and office staff have been contacted about any concerns/issues found for them to be corrected.

2. Next year the audit needs to occur for:  
College of Engineering and Computer Science;  
College of Liberal Arts;  
College of Science

3. Rucker Advising Award was made to the following recipients:  
Robert (Bob) Deal – Huntington  
Yvonne Skoretz - SC

4. The committee would like to make the following motion:

**GC-24-03-24-CRC**

*The Credentialing Committee recommends that faculty (names provided to the Graduate Council Chair) in the Doctor of Engineering (Ph.D.) program be granted doctoral graduate faculty status for the 2024-2025 academic year.*

Rationale: This is a similar situation that occurred last year with the new Doctorate in Business Administration degree. Since Engineering (PhD) would be a new program, this will give the faculty who have limited graduate committee experience a grace period to serve as doctoral committee chairs.

Submitted by Keith W. Beard

**ATTACHMENT #6**  
**Graduate Studies Report**  
**March 29, 2024**

**Graduate Studies report for Graduate Council (Draft)**

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** March 25, 2024

**Enrollment update**

As of March 24, total graduate enrollment (headcount) for Spring 2024 is 3,018 students. This is a 3% increase from Spring 2023. Each of CAM, CECS, COB, COEPD, COHP, COLA, and COS has an increase in Spring 2024 compared to Spring 2023.

Looking ahead to Fall 2024, we are essentially even on a day-to-day basis compared to Fall 2023 applications at this point in Spring 2023. There is a slight decrease in the day-to-day number of overall graduate applications, which is primarily due to reporting differences with the MD program and with programs that have stopped admissions. However, the number of admitted students is up 12.5% overall on a day-to-day basis. It is still very early in the graduate admissions and enrollment cycle for Fall 2024.

Graduate enrollment is key to the success of our programs and the university. Many faculty and staff have contributed to the increase this year, and are working on enrollment at the program level for next year. At the University level, we anticipate renewing our contract with Anthology for enrollment coaching, possibly expanded in scope to handle inquiries at the graduate level.

**Electronic Thesis / Dissertation (ETD) Update**

The ETD Review Chair, Gena Chattin, shared a set of slides for faculty about the ETD review process. The slides are accessible at <https://tinyurl.com/coepdETD202403> and include a detailed explanation of the review process and criteria. If your college or program would like, Gena and I would be glad to set up a meeting to discuss the specific aspects of theses and dissertations related to your field.

A key take-away is that ETD review is a final verification of style, formatting, university requirements, IRB/IACUC validation and copyright issues before publication of the ETD; this review is not intended to serve as copy-editing. To make the review as quick and easy as possible, each student and ETD committee should ensure the ETD meets all scholarly, style, grammar, and formatting requirements before the ETD is sent for final review.

The deadline for submitting an ETD for Spring 2024 is March 29. The deadline for submitting an ETD for Summer 2024 is June 28.

**Catalog Editor and CIM implementation**

Before spring break, we hosted a series of training sessions for CIM, the new curriculum management software. Several curricular items at graduate council have gone through this system in Spring 2024 on a pilot basis. We anticipate a full rollout in Fall 2024. A recording of the training will be posted soon, and the link to the video will be distributed to all faculty.

As part of the transition of the catalog, the Registrar's Office has hired Jennifer Morgan, formerly in the Center for Teaching and Learning, as the Assistant Registrar for Academic Services and Catalog Editor. Ms. Morgan's first day in the new position is March 25.

The Catalog Editor will coordinate catalog edits as well as assisting with Degree Works and other related tasks. The Registrar's office has created a dedicated email address, [catalog@marshall.edu](mailto:catalog@marshall.edu), for catalog-related questions and concerns. This email address is shared by the Catalog Editor and others in the Registrar's Office to ensure that no requests are missed.

**Attachment #2  
Graduate Council  
Graduate Faculty Requests  
April 19, 2024**

**(GC-24-04-01-CrC)**

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
DELETE	Lopuch, Jeremy	lopuch@marshall.edu	COEPD	Special Education	Instructor	08/23/2021	12/08/2023
EDIT	Atwood, Donna	wallace74@marshall.edu	COEPD	Literacy Education	Associate	01/08/2024	05/15/27
EDIT	Shim, Joon	Shim@marshall.edu	CECS	Engineering	Graduate	01/08/2024	05/15/29



**Attachment #3**  
**Planning Committee Report**  
**April 19, 2024**

**College of Engineering and Computer Science**

**(GC-24-04-02-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: Computer Sciences and Electrical Engineering

Major or Degree: MS in Cybersecurity

Type of Change: Change

Effective: Fall 2024

Rationale: Curriculum update to update the concentration and include additional courses

**College of Education and Professional Development**

**(GC-24-04-03-PC)** *Non-Curricular Change*

Department: Curriculum and Instruction

Degree Program: CI EdD

Effective: Summer 2024

Rationale: Because of the recent change in university policy, we are making this submission to clearly indicate that the Curriculum and Instruction EdD program will consider conditional admission but does not offer provisional admission. We are also using this opportunity to edit additional information of the program for clarification of some practices that have evolved. For example, the faculty no longer prepare and evaluate comprehensive exams. Instead, we support students through the completion of portfolio opportunities.

**(GC-24-04-04-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: Curriculum and Instruction

Major or Degree: MA in Teaching

Type of Change: Change

Effective: Summer 2024

Rationale: Our goals for the changes outlined include making the research requirement more practical for the candidates preparing to work as professional educators, streamlining our course rotations to improve fill rates, while still offering an evaluation/assessment course each semester, and removing a course option that is no longer being offered to avoid confusion about the plan of study.

**College of Health Professions**

**(GC-24-04-05-PC)** *Non-Curricular Change*

Department: Dietetics

Degree Program: MS, Dietetics

Effective: Fall 2024

Rationale: Accrediting body voted to eliminate the computer matching process for graduate students beginning Fall 2024. Therefore, the Graduate Catalog need to be updated to reflect this change.

**(GC-24-04-06-PC)** *Addition, Change, or Deletion of an Area of Emphasis*

Department: School of Nursing  
Major or Degree: MS in Nursing  
Area of Emphasis: Family Nurse Practitioner  
Type of Change: Change  
Effective: Fall 2024

Rationale: The MU School of Nursing MSN-Family Nurse Practitioner program (FNP) program is requesting changes to our curriculum based on new requirements set forth by our accrediting agency, the Accreditation Commission for Education in Nursing (ACEN), based on recommendations made by the National Task Force on Quality Nurse Practitioner Education (NTFS), American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education, and National Organization of Nurse Practitioner Faculties' (NONPF): Nurse Practitioner Role Core Competencies. These organizations are requiring 750 clinical hours to be completed to meet the minimum requirements for graduation. Our program currently has 520 clinical hours. This increase in clinical hours will be accomplished by changing the ratio of credit hours to clinical hours. Currently, 1 hour of course credit = 30 clinical hours. We are changing this to 1 hour of course credit = 60 clinical hours.

**(GC-24-04-07-PC)** *Addition, Change, or Deletion of a Certificate*

Department: Social Work  
Certificate: Gerontology Social Work Certificate  
Type of Change: Addition  
Credit Hours: 18  
Effective: Fall 2024

Rationale: Marshall University currently offers the Aging in Appalachia Certificate oriented toward macro issues with older adults. This NEW Gerontology Social Work Certificate will fill an education gap to address micro, mezzo, and macro practice for both BSW and MSW students. The National Association of Social Workers (NASW) acknowledges that social work professionals must understand legislation, policies, and programs for the distinct characteristics of older adults and their caregivers. This gerontology certificate at Marshall University is designed to abide by the NASW Code of Ethics, The NASW Standards for Social Work Services with aging adults, and the NASW Standards for Continuing Professional Education. The gerontology certificate demonstrates achievement in specialized coursework and internship knowledge related to older adults. Current United States labor statistics indicate that gerontology and geriatrics are the fastest growing employment fields. This certificate will add value to BSW and MSW students seeking employment with community care agencies, mental health services, institutional settings focused on the older adult population.

**College of Liberal Arts**

**(GC-24-04-08-PC)** *Addition, Change, or Deletion of a Certificate*

Department: Graduate Humanities Program  
Certificate: Graduate Certificate in Appalachian Studies  
Type of Change: Change  
Credit Hours: 16  
Effective: Fall 2024

Rationale: Change to admission requirements should be more in line with the MA in Humanities degree, in which many students embed the certificate. In addition, a change in language to the "course requirements" needs revision to reflect a change in curriculum approved in 2022 (to HUMN 680, changed from "3" to "3 - 6" hours).

**(GC-24-04-09-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: Graduate Humanities Program

Major or Degree: MA in Humanities

Type of Change: Change

Effective: Fall 2024

Rationale: The program has recently transitioned to an on-line, synchronously delivered, all-virtual

program. New descriptions reflect this change, as well as changes to admission requirements (e.g., dropping the GRE and adding new admissions criteria) and program requirements (e.g., reducing hours required for completion from 39 to 36 hours and revising the comprehensive assessment). Changes related to curriculum have materialized from annual program reviews and our most recent 5-year cycle Program Review.

**College of Science**

**(GC-24-04-10-PC)** *Addition, Change, or Deletion of a Certificate*

Department: Biological Sciences

Certificate: Bioinformatics

Type of Change: Deletion

Effective: Fall 2024

Rationale: The Bioinformatics Certificate Program has been available to students since 2013. However, only one student has enrolled in the program and no students have completed the certificate. Assessment data for the program does not exist and the program has not been reviewed. The discontinuation of the program has been supported by the Graduate Council at the February 23, 2024 meeting due to multiple red flags in necessity, adequacy, and viability.

**Lewis College of Business**

**(GC-24-04-011-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: Management

Major or Degree: Business Administration (MBA)

Type of Change: Change

Effective: Summer 2024

Rationale: Provide students a quicker and more cost efficient way to cover foundation material needed for graduate level courses.

**(GC-24-04-12-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: DBA Program

Major or Degree: Doctor of Business Administration

Type of Change: Change

Effective: Spring 2024 (PC Chair Note: Date is Correct)

Rationale: To clarify that students must continue to take DBA 790 until they successfully defend their proposal.

**(GC-24-04-13-PC)** *Addition, Change, or Deletion of a Certificate*

Department: Management/Healthcare Administration

Certificate: Lab Management

Type of Change: Addition

Credit Hours: 16

Effective: Fall 2024

Rationale: There is a high need for lab professionals, especially forensic lab managers, to have increased training in management topics. In a 2020 Report to Congress, The National

Institute of Justice reported "Laboratory supervisors and managers may lack supervision skills, knowledge of fiscal procedures, and project management expertise, which could improve laboratory efficiency." It also reports, "Collaboration, innovative approaches, and alternative delivery systems for alternative delivery systems for forensic analyst and manager trainings are needed."

Previously, a 2009 report 2009 NAS report, Strengthening Forensic Science in the United States: A Path Forward, outlined good and bad practices in forensic science. It brought to light important issues in the forensic science community and listed recommendations. Section 8 deals with education and training in forensic science, training not only future scientists but also that, "First-line supervisors need training in quality assurance, case file review, and basic supervisions skills; and managers need training in fiscal management, quality systems management, leadership, project management, human resource management, and customer service."

In summary, the need for lab management training and education has been an on-going concern. With courses covering accounting, organizational behavior, marketing, supply chain, and legal/regulatory issues, this program will provide the necessary background to manage a successful lab. The experiential project will incorporate a research project on a capital expenditure purchase or a process improvement importation to forensic labs. We hope to compete with programs such as those currently offered by the American Society of Crime Laboratory Directors (ASCID), which is a nonprofit professional society.

**(GC-24-04-14-PC)** *Addition, Change, or Deletion of a Major or Degree*

Department: Marketing, MIS, Entrepreneurship

Major or Degree: MS IS

Type of Change: Change

Effective: Fall 2024

Rationale: When the CECS Project Management course (EM660) became a requirement for the MS IS degree, the COB Business Systems Project Management course (MIS 670) had not yet been developed. Now that MIS 670 has been approved and offered, it should be included in the curriculum with EM660 as an alternative.

## **School of Pharmacy**

**(GC-24-04-15-PC)** *Non-Curricular Change*

Department: School of Pharmacy

Degree Program: PharmD

Effective: Fall 2024

Rationale: The following course is listed as a required course but is actually an elective and not part of the plan of study. Please remove from the plan of study in the graduate catalog.

PHAR 733 Residency Preparation 3 Credit hours

**(GC-24-04-16-PC)** *Non-Curricular Change*

Department: School of Pharmacy

Degree Program: PharmD

Effective: Fall 2024

Rationale: The following course is listed as a required course but is actually an elective and not part of the plan of study. Please remove from the plan of study in the graduate catalog.

PHAR 734 Medications of Abuse 3 Credit hours

**(GC-24-04-17-PC)** *Non-Curricular Change*

Department: School of Pharmacy

Degree Program: PharmD

Effective: Fall 2024

Rationale: The following course should be added to the plan of study (page 323 of graduate catalog) in the Fall

of the P3 year (not elsewhere). This was moved as part of the curricular refresh. It is also now 3 SCH and is reflected correctly in the course listing. PHAR 735 Pharmacy Law & Ethics 3 Credit hours

**(GC-24-04-18-PC) Non-Curricular Change**

Department: School of Pharmacy

Degree Program: PharmD

Effective: Fall 2024

Rationale: The following course should be added to the plan of study (page 323 of graduate catalog) in the Fall/1st semester of the P3 year (not elsewhere). This was moved as part of the curricular refresh. It is also now 3 SCH and is reflected correctly in the course listing. PHAR 737 Pharmacy Skills Lab 5 3 Credit hours

**(GC-24-04-19-PC)**

**Catalog Change: Definition of full-time status for  
summer graduate students**

This proposal updates the changes in the Graduate Catalog approved in Fall 2023 related to full-time status for graduate students in the summer.

Graduate Council passed a recommendation on this subject in Fall 2023. As that recommendation was being implemented, it became clear that Marshall can change the criteria for financial aid eligibility, but changing billing practices is much more difficult and may need legislative / regulatory changes.

This proposal would update the catalog language to clarify that the change in the definition of “full time” is for financial aid eligibility, separate from the definition used for tuition assessment.

**Rationale**

Federal financial aid regulations give Marshall the ability to define our own standard for full-time enrollment over the summer *for the purpose of financial aid eligibility*. This proposal would define a full-time summer course load as six credit hours. This would mean a half-time summer load would be 3 hours. This change would put us in line with some of our peers and would align the definition of a full-time summer load with a reasonable amount of effort (6 hours). This change was approved by Graduate Council in Fall 2023 to be effective in Summer 2024 and the Financial Aid office is implementing this change for Summer 2024.

WV Code 18B-10-1 specifies procedures related to *billing for tuition and fees*. It requires that, for the purposes of billing, graduate students are billed tuition for their first 9 hours of courses and have pro-

rated tuition if they take less than 9 hours. While relatively few graduate students take 9 or more hours in the summer, students from a handful of professional programs do so routinely (for example, Doctor of Pharmacy and Doctor of Physical Therapy). Beyond the need to revise WV statutes to change our billing practices, there would be a substantial financial impact on these programs if we only billed tuition for the first six credit hours.

It is permissible for Marshall to define a student as full-time for the purposes of financial aid eligibility with 6 credit hours in the summer, while following the WV code for the purposes of computing the tuition assessment. The changes proposed here would update the Graduate Catalog to make that happen.

## **2023-2024 catalog language (spread through several sections of the Graduate Catalog)**

### **Academic Progress**

Graduate students may enroll in a minimum of 9 and maximum of 12 hours to be considered as enrolled full time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress.

### **Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and four to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request a course overload approval in the Graduate College office.

### **Full-Time Graduate Student**

The West Virginia Higher Education Policy Commission defines a full-time graduate student at Marshall University as carrying nine or more semester hours in a regular semester. During a single summer term a full-time graduate student carries four or more semester hours. This may differ from the definition for fee purposes. (See Financial Information.)

### **Graduate Student Employment**

Graduate students who are employed should limit their schedules in proportion to the time available for graduate study. As a general practice, the maximum graduate load recommended for a student who is employed full-time is six hours in a regular semester or three hours in a summer term.

### **Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:

1. *Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

## **Catalog language originally approved in Fall 2023**

### **Academic Progress**

Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or



spring term to be considered as enrolled full time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress during a fall or spring term.

### **Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

### **Full-Time Graduate Student**

A graduate student is classified as full-time if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. (See Refund Procedures under Financial Information.)

### **Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:

1. *Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students, nine hours for graduate students during a fall or spring term, or six hours for graduate students during the summer term.

## **Changes from the 2023-2024 Catalog language**

### **Academic Progress**

Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or spring term to be considered as enrolled full time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress during a fall or spring term.

### **Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and ~~three~~ ~~four~~ to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request ~~a course overload~~ approval for a course overload from ~~the Graduate College office~~ the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

### **Full-Time Graduate Student**

A graduate student is classified as full-time for the purposes of financial aid eligibility if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. For the purposes of tuition assessment, a graduate student may be assessed tuition for credit hours beyond the first six.

~~The West Virginia Higher Education Policy Commission defines a full-time graduate student at Marshall University as carrying nine or more semester hours in a regular semester. During a single summer term a full-time graduate student carries four or more semester hours. This may differ from the definition for fee purposes. (See Refund Procedures under Financial Information.)~~

### **~~Graduate Student Employment~~**

~~Graduate students who are employed should limit their schedules in proportion to the time available for graduate study. As a general practice, the maximum graduate load recommended for a student who is employed full-time is six hours in a regular semester or three hours in a summer term.~~

### **Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:

*Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

## **Changes from the updated language approved in Fall 2023**

### **Academic Progress**

Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or spring term to be considered as enrolled full-time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress during a fall or spring term.

### **Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

### **Full-Time Graduate Student**

A graduate student is classified as full-time **for the purposes of financial aid eligibility** if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. **For the purposes of tuition assessment, a graduate student may be assessed tuition for credit hours beyond the first six.** (See Refund Procedures under Financial Information.)

### **Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:



*Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or **nine credit hours for graduate students**. ~~during a fall or spring term, or six hours for graduate students during the summer term.~~

### **Proposed catalog language – clean version**

#### **Academic Progress**

Graduate students may enroll in a minimum of 9 and a maximum of 12 hours during a fall or spring term to be considered as enrolled full time. A minimum Grade Point Average of 3.0 is required to be in Good Academic Standing. Therefore, a full-time graduate student is required to complete a minimum of 9 hours with a 3.0 or higher GPA for normal academic progress during a fall or spring term.

#### **Course Load**

A normal course load for graduate students is nine to twelve semester hours in the Fall and Spring semesters, and three to six semester hours in each of the summer terms. Any student seeking registration beyond this limit must request approval for a course overload from the academic dean of their college. Certain programs, particularly in the health professions, routinely schedule students for more than a regular load, with the approval of the academic dean of their college.

#### **Full-Time Graduate Student**

A graduate student is classified as full-time for the purposes of financial aid eligibility if the student is registered for at least nine credit hours during a fall or spring term, or registered for at least six credit hours during a summer term. For the purposes of tuition assessment, a graduate student may be assessed tuition for credit hours beyond the first six. (See Refund Procedures under Financial Information.)

#### **Refund Procedures**

Enrollment fees (tuition fees) will be refunded during the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published on the bursar's office website at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). Enrollment fees (tuition fees) will be refunded to students for:

*Schedule Adjustments* - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

**Attachment #4**  
**Curriculum Committee Report**  
**April 19, 2024**

**Curriculum Committee April 2024 report**

5 CourseLeaf based requests all SOP all deletions

**(GC-24-04-20-CC) School of Pharmacy:**

**Deletion:**

Department: SOP

Course Number and Title: **MSPS 512: MED CHEM & DRUG DISC**

Rationale: Course is no longer offered. No plans to offer in the future

Final Term Offered: Spring 2024

Courses added (if any): none

Vote Approve

**Deletion:**

Department: SOP

Course Number and Title: **MSPS 513: BIOPHARM 2**

Rationale: Course is no longer offered. No plans to offer in the future

Final Term Offered: Spring 2024

Courses added (if any): none

Vote Approve

**Deletion:**

Department: SOP

Course Number and Title: **MSPS 514: RESB CONDUCT RESEARCH**

Rationale: Course is no longer offered. No plans to offer in the future

Final Term Offered: Spring 2024

Courses added (if any): none

Vote Approve

**Deletion:**

Department: SOP

Course Number and Title: **MSPS 612: PHARM ANALYSIS**

Rationale: Course is no longer offered. No plans to offer in the future

Final Term Offered: Spring 2024

Courses added (if any): none

Vote Approve

Department: SOP

Course Number and Title: **MSPS 613: PHARMCOMETRICS RECITATION**

Rationale: Course is no longer offered. No plans to offer in the future

Final Term Offered: Spring 2024

Courses added (if any): none

**Deletion:**

Vote Approve

**Regular Applications**

**(GC-24-04-21-CC) COS 2 course additions:**

Department: Biological Sciences

Course Number and Title: **BSC536** Vertebrate Embryology

Catalog Description: Vertebrate development based chiefly on frog, chick, pig, mouse and human embryos.

Prerequisites:

First Term Offered: Fall 2024

Credit Hours: 4

Vote Approve

Department: Biological Sciences

Course Number and Title: **BSC568** Wildlife Ecology and Management

Catalog Description: A study of ecological field techniques with emphasis on wildlife management and field ecology. Applications of ecological theory to managing, monitoring, and assessing wildlife populations and habitats through experiential learning.

Prerequisites: None.

First Term Offered: Fall 2025

Credit Hours: 4

Vote Approve

**(GC-24-04-22-CC) COLA: 2 course Changes**

**Communication Studies:**

COURSE DESCRIPTION CHANGE

Department: Communication Studies

Course Number and Title: **CMM 576** Communication for Cls Tch

Rationale: This course has not been taught in many years. The overall goal is the same - to build the instructional communication skills of teachers. The new description spells out the content more clearly.

Course Description (old): Knowledge and utilization of interpersonal communication skills in all teaching-learning environment.

Course Description (new): This course focuses on developing instructional communication competence that can be applied to creating courses and instructional materials, classroom management, assessing and evaluating learning, and more.

Catalog Description: This course focuses on developing instructional communication competence that can be applied to creating courses and instructional materials, classroom management, assessing and evaluating learning, and more.

#### **COURSE TITLE CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 576 Communication for Cls Tch

New Course Title: Comm Skills for Teachers

Rationale: The course title was changed for clarity and to remove unnecessary abbreviations and reflect the update in content.

Catalog Description: This course focuses on developing instructional communication competence that can be applied to creating courses and instructional materials, classroom management, assessing and evaluating learning, and more.

Vote Approve

#### **COURSE DESCRIPTION CHANGE**

##### **COURSE DESCRIPTION CHANGE**

Department: Communication Studies

Course Number and Title: **CMM 650** Leaders/Movements Com Ed

Rationale: This course has not been taught in many years. The overall goal of the course is shifting from a historical overview focusing on individuals and movements over the past 2000 years to focus more on recent trends that students can analyze and apply to their own teaching praxis to bring communication education into the second quarter of the 21st century.

Course Description (old): The study of speech-communication education from the time of the Greeks to the present, with emphasis upon the evolution of communication education to meet the needs of contemporary society.

Course Description (new): Students analyze trends such as universal design for learning, classroom technology and AI, assessment-driven curricular enhancement, and social-emotional learning to understand their potential to innovate and evolve communication education practices.

Catalog Description: Students analyze trends such as universal design for learning, classroom

technology and AI, assessment-driven curricular enhancement, and social-emotional learning to understand their potential to innovate and evolve communication education practices.

#### **COURSE TITLE CHANGE**

Department: Communication Studies

Current Course Number/Title: CMM 650 Leaders/Movements Com Ed

New Course Title: Innovative Comm Education

Rationale: The course title was changed for clarity and to reflect the updated content.

Catalog Description: Students analyze trends such as universal design for learning, classroom technology and AI, assessment-driven curricular enhancement, and social-emotional learning to

understand their potential to innovate and evolve communication education practices.

Vote Approve

#### **(GC-24-04-23-CC) COEPD**

#### **CHANGE IN CREDIT HOURS**

Type of Change: Hours

Department: Curriculum & Instruction

Course: EDF 679 Problem Report

Change: from 1-3 hours to 3 hours

Rationale: This course is required for the Education Specialist (EdS) degree in Curriculum & Instruction. Students complete all three hours of this course in one semester. We do not spread the course across multiple semesters in increments of 1+1+1 or 1+2. All three hours are taken at once during the last semester of EdS course work.

Vote Approve

#### **(GC-24-04-24-CC) COHP 3 addition and 3 course changes**

Kinesiology course addition

Department: Kinesiology

Course number and Title: **ESS 650** Drug and Sport

Description: Examines the physiological mechanisms behind supplements and drugs used for exercise and athletic performance.

Prerequisites: ESS-345

First Term: Spring 2025

Credit Hours: 3

Vote Approve

## **NUR**

### **Course changes (3)**

Course Number: **NUR 624**

Dept.: Nursing

Current Course Number/Title: NUR 624 Advanced Family Practice I

Rationale: Our accrediting bodies are requiring that we change our required clinical hours to be 750 total in the FNP program. In the past the required clinical hours were 500 total for the FNP program.

New Catalog Description:

NUR 624 Adv Family Nursing Practice I, 7 Credit hours.

Provides advanced knowledge of common and acute self-limiting health problems of individuals and families of various age groups. Includes pathology and therapeutic modalities related to specific health problems. (240 clinical hrs. minimum) Practicum included. (PR:

NUR622 CR: NUR 606)

NUR 622 with a minimum grade of C.

Grade Mode: Normal Grading Mode

Credit hours: 7

Vote Approve

Course Number: **NUR 626**

Dept.: FNP Nursing

Current Course Number/Title: NUR 626 Advanced Family Practice III

Rationale: Our accrediting bodies are requiring that we change our required clinical hours to be 750 total in the FNP program. In the past the required clinical hours were 500 total for the FNP program.

New Catalog Description:

NUR 626 Adv Family Nursing III, 6 Credit hours.

Provides advanced knowledge of chronic illness and the long-term management of health care problems. Includes pathology and therapeutic modalities related to management of chronic health problems. (180 hrs. clinical hrs. minimum) Practicum included.

Pre-req NUR 624.

Grade Mode: Normal Grading Mode

Credit hours: 6

Change Summary: The only thing we are changing in this class is increasing the needed clinical hours so that we can comply with the requirements of our Accreditation Body (ACEN) and professional organizations that are requiring us to comply. The purpose is to increase clinical hours so FNP students get more clinical education & experience with patients. We are increasing the total credit hours in the class to be able to add the required clinical hours. We are not changing anything else about the course.

Vote Approve

Course Number: **NUR 695**

Dept.: Nursing

Current Course Number/Title: NUR 695: INTERNSHIP: Advanced Family Practice  
Rationale: Our accrediting bodies are requiring that we change our required clinical hours to be 750 total in the FNP program. In the past the required clinical hours were 500 total for the FNP program.

New Catalog Description:

**NUR 695 Internship: Adv Family Nursing, 7 Credit hours.**

The focus is upon the role of the family nurse practitioner using the case management approach in a supervised contractual work study arrangement with a health care agency.

Pre-Req: NUR 626 with a minimum grade of C.

Grade Mode: Normal Grading Mode

Credit hours: 7

Change Summary: The only thing we are changing in this class is increasing the needed clinical hours so that we can comply with the requirements of our Accreditation Body (ACEN) and professional organizations that are requiring us to comply. The purpose is to increase clinical hours so FNP students get more clinical education & experience with patients. We are increasing the total credit hours in the class to be able to add the required clinical hours. We are not changing anything else about the course.

Vote Approve

## SWK

Department: Social Work MSW Program

Course Number and Title: **SW 660** Social Gerontology

Catalog Description: This course is designed to involve students in the recognition of concerns and needs of dying patients and their families by examining the hospice concept and other services available.

Prerequisites: None

First Term Offered: Spring 2024 [GC Chair Note: Date is correct]

Credit Hours: 3

Vote Approve

Department: Social Work

Course Number and Title: **SWK 700**/Aging and End of Life Issues

Catalog Description: Catalog description: This course examines aging and end of life issues. Resources including alternatives to the traditional medical model such as Hospice and other community services are explored.

Prerequisites: None

First Term Offered: Fall 2024

Vote Approve

**(GC-24-04-25-CC) SOP**

**PHAR 501**

**COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 501 Pharm Cont Prof Dev 1

Rationale: Updated course description to reflect new curriculum updates. A more generic description was used for the course sequence initially.

Course Description (old): Pharmacy continuing professional development is a required course designed to expose students to various continuing professional development activities.

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Catalog Description (New): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

**COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 501 - Pharm Cont Prof Dev 1

New Course Title: PHAR 501 - Pharm Cont Prof

Vote Approve

**PHAR 502**

**COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)



Course Number and Title: PHAR 502 Pharm Cont Prof Dev 2

Rationale: Updated course description to reflect new curriculum updates. A more generic description was

used for the course sequence initially.

Course Description (old): Pharmacy continuing professional development is a required course designed to expose students to various continuing professional development activities.

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Catalog Description (New):

PHAR 502 Pharm Cont Prof Dev 2 0 Credit hours

Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Grade Mode: Pass/Fail Grading Mode

### **COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 502 - Pharm Cont Prof Dev

New Course Title: PHAR 502 - Pharm Cont Prof Dev

Vote Approve

### **PHAR 503**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 503 Pharm Cont Prof Dev 3

Rationale: Updated course description to reflect new curriculum updates. A more generic description was

used for the course sequence initially.

Course Description (old): Pharmacy continuing professional development is a required course designed to expose students to various continuing professional development activities.

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Catalog Description (New):

PHAR 503 Pharm Cont Prof Dev 3 0 Credit hours

Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Grade Mode: Pass/Fail Grading Mode

### **COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 503 - Pharm Cont Prof Dev

New Course Title: PHAR 503 - Pharm Cont Prof Dev

Vote Approve

### **PHAR 504**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 504 Pharm Cont Prof Dev 4

Rationale: Updated course description to reflect new curriculum updates. A more generic description was used for the course sequence initially.

Course Description (old): Pharmacy continuing professional development is a required course designed to expose students to various continuing professional development activities.

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Catalog Description (New):

PHAR 504 Pharm Cont Prof Dev 4 0 Credit hours

Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Grade Mode: Pass/Fail Grading Mode

### **COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 504 - Pharm Cont Prof Dev 4

New Course Title: PHAR 504 - Pharm Cont Prof Dev

Vote Approve

### **PHAR 505**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 505 Pharm Cont Prof Dev 5

Rationale: Updated course description to reflect new curriculum updates. A more generic description was used for the course sequence initially.

Course Description (old): Pharmacy continuing professional development is a required course designed to expose students to various continuing professional development activities.

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Catalog Description (New):

PHAR 505 Pharm Cont Prof Dev 5 0 Credit hours

Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.

Grade Mode: Pass/Fail Grading Mode

### **COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 505 - Pharm Cont Prof Dev 5

New Course Title: PHAR 505 - Pharm Cont Prof Dev

Vote Approve

### **PHAR 506**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 506 Pharm Cont Prof Dev 6

Rationale: Updated course description to reflect new curriculum updates. A more generic description was used for the course sequence initially.

Course Description (old): PHAR 506 Pharm Cont Prof Dev 6 0 Credit hours  
Sixth and final semester of the professional development series where students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs.

Grade Mode: Normal Grading Mode

Course Description(new): Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years

Catalog Description (New): Change to Pass/Fail Grading Mode

PHAR 506 Pharm Cont Prof Dev 6 0 Credit hours

Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years

Grade Mode: Pass/Fail Grading Mode

### **COURSE TITLE CHANGE**

Department: School of Pharmacy

Current Course Number/Title: PHAR 506 - Pharm Cont Prof Dev 6

New Course Title: PHAR 506 - Pharm Cont Prof Dev

Vote Approve

### **PHAR 524**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 524 Drug Info & Comm Skills

Rationale: Updated to be consistent with current contemporary pharmacy practice requirements and terminology.

Course Description (old): Topics covered include basic skills in obtaining and utilizing drug information references, and foundational skills required in patient counseling, such as the Indian Health method of counseling.

Grade Mode: Normal Grading Mode

Course Description(new): Topics covered include skills in obtaining and utilizing drug information references and foundational skills required in patient counseling.

Catalog Description (New):

PHAR 524 Drug Info & Comm Skills 2 Credit hours

Topics covered include skills in obtaining and utilizing drug information references and foundational skills required in patient counseling.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 533**

#### **COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; Pharmacy (PHARM D)

Course Number and Title: PHAR 533 Introduction to Pharmacy 1

Rationale: Removal of pre-requisite course. Course no longer exists (in old curriculum).

Course Description (old):

PHAR 533 Introduction to Pharmacy 1 3 Credit hours

Continued professional development of the pharmacy practitioner. Sterile products, top 300

medications, laboratory values, SOAP notes, documentation, medication safety applications including patient counseling and technology, communication, and public service are stressed.

Pre-req: PHAR 541 with a minimum grade of C.

Grade Mode: Normal Grading Mode

Course Description(new):

Continued professional development of pharmacy practitioner. Sterile products, top 300 medications, laboratory values, SOAP notes, documentation, medication safety applications including patient counseling and technology, communication, and public service are stressed.

Catalog Description (New):

PHAR 533 Introduction to Pharmacy I 3 Credit hours

Continued professional development of pharmacy practitioner. Sterile products, top 300 medications, laboratory values, SOAP notes, documentation, medication safety applications including patient counseling and technology, communication, and public service are stressed.

Vote Approve

### **PHAR 611 Integrated Laboratory II**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 611 Integrated Laboratory II

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 12022. No plans to further offer this course. Course material was integrated in new practice lab series.

Final Term Offered: Spring 2022.

Courses added (if any): Change in curriculum.

{added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 612**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 612 Therapeutic Drug Dosing

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 12022. No plans to further offer this course. Course material was integrated in PHAR 537.

Final Term Offered: Spring 2022.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 631**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 631 - Pharmacometrics

Rationale for deletion: Has been replaced with PHAR 537 Pharmacokinetics in the new curriculum.

Final Term Offered: Spring 2022.

Courses added (*if any*):

(added previously; already exists in catalog; Plan of study is correct in catalog)

PHAR 537 Pharmacokinetics 3 Credit hours

An introductory course emphasizing basic principles in pharmacokinetics.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 632**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 632 PPM Leadership

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 12022. No plans to further offer this course. Course material was integrated in PHAR 662 Pharmacy Administration Module.

Final Term Offered: Spring 2022.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 633**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 633 Patient Care Skills Lab

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 2022. No plans to further offer this course. Course material was integrated in pharmacy practice lab series.

Final Term Offered: Spring 2022.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 634**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 634 Pharmacy Practice Management II - Finance

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 2022. No plans to further offer this course. Course material was integrated in PHAR 662 Pharmacy Administration Module.

Final Term Offered: Spring 2022.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

**PHAR 641**

Course title change

COURSE TITLE CHANGE

Department: School of Pharmacy (PharmD)

Current Course Number and Title: PHAR 641 Therapeutics I

New Course Title: PHAR 641 Therapeutics I-OTC/Self-Care

Rationale: Change in curriculum sequencing and descriptor added to describe content of module.

Catalog Course Description (old)

**PHAR 641** Therapeutics I 4 Credit hours

Students will learn about the therapeutic use, human physiology, pharmacologic and chemical properties of over-the-counter medication and non-medication interventions for both treatment and prevention of disease.

Grade Mode: Normal Grading Mode

New Catalog Course Description:

**PHAR 641** Therapeutics I - OTC/Self-Care 4 Credit hours

Students will learn about the therapeutic use, human physiology, pharmacologic and chemical properties of over-the-counter medication and non-medication interventions for both treatment and prevention of disease.

Grade Mode: Normal Grading Mode

Vote Approve:

**PHAR 652**

COURSE TITLE CHANGE

Department: School of Pharmacy (PharmD)

Current Course Number and Title: PHAR 652 Therapeutics 2 Cardiology

New Course Title: PHAR 652 Therapeutics 2-Cardiology

Rationale: Updated title for sequencing and descriptors. Update to plan of study; Updated SCH listing to 5 hours so will be updated in multiple places in course catalog. Was updated with new curriculum.

Course Description (old)

**PHAR 652** Therapeutics 2 Cardiology 5 Credit hours

Students will learn about the therapeutic interventions for the treatment and prevention of cardiovascular and pulmonary diseases. Exploration of normal human physiology, disease pathophysiology, and the pharmacologic and chemical properties of medications will precede discussions of therapeutic use. This course will emphasize performance of the activities of the pharmacist as a health care provider.

Grade Mode: Normal Grading Mode

Course Description: (new)

**PHAR 652** Therapeutics 2-Cardiology 5 Credit hours

Students learn about therapeutic interventions for treatment and prevention of cardiovascular and pulmonary diseases. Exploration of human physiology, disease pathophysiology, and medications pharmacologic and chemical properties precede therapeutic use discussions.

Grade Mode: Normal Grading Mode

Vote Approve

**PHAR 671**

Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 671 Therapeutics III

Rationale for deletion: Course was deleted in new curriculum revision (Replaced with PHAR 652 and material integrated to some other therapeutics courses). Last offered spring 2022.

No plans to further offer this course.

Final Term Offered: Spring 2022.

Courses added (if any): PHAR 652 Therapeutics 2-Cardiology replaces this course (added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

**PHAR 712**

Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 712 Capstone Diabetes Care

Rationale for deletion: Course was deleted in new curriculum revision and moved into the pharmacy practice lab p3 sequence. Last offered spring 2023. No plans to further offer this course.

Final Term Offered: Spring 2023.

Courses added (if any): Change in curriculum. Moved into pharmacy practice lab sequence. (added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

**PHAR 721**

Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 721 Therapeutics 7

Rationale for deletion: Course was deleted in new curriculum revision and moved into PHAR 723 - Therapeutics 7-Special Populations as a module.

Final Term Offered: Spring 2023.

Courses added (if any): Course was deleted in new curriculum revision and moved into PHAR 723 - Therapeutics 7-Special Populations as a module.

Vote Approve

**PHAR 722**

Deletion

Department: School of Pharmacy (PharmD)

Course Number and Title: PHAR 622 - Patient Safety

Rationale for deletion: Course was in old curriculum and was last taught in Fall 2022. Course was

replaced by P2 course PHAR 623 Patient Safety.

Final Term Offered: Fall 2022

Courses added (*if any*): This course was previously replaced with PHAR 623 which is already listed in the course catalog

and in MU Bert. Plan of study is correct in MU graduate catalog.

PHAR 623 Patient Safety 2 Credit hours

Further professional development in the management of patient safety policies and procedures. Areas covered:  
medication reconciliation, discharge planning, risk management, and other methods of improving patient safety.  
Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 723**

Course change

COURSE TITLE CHANGE

Department: School of Pharmacy (PharmD)

Current Course Number and Title: PHAR 723 Special Populations

New Course Title: PHAR 723 Therapeutics 7-Special Populations

Rationale: Updated title for sequencing and descriptors. Update to plan of study (it only shows

therapeutics VII); Was updated with new curriculum into module format.

Catalog Description (old)

PHAR 723 Special Populations 2 Credit hours

This course will emphasize the unique needs and differences in therapeutic recommendations for patients at the extremes of ages, diverse cultural backgrounds, and those with co-morbidities and other health conditions.

Grade Mode: Normal Grading Mode

Catalog Description: (new)

PHAR 723 Therapeutics 7-Special Populations 2 Credit hours

This course will emphasize the unique needs and differences in therapeutic recommendations for patients at the extremes of ages, diverse cultural backgrounds, and those with co-morbidities and other health conditions.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 730**

COURSE DESCRIPTION CHANGE

Department: School of Pharmacy (PharmD)

Course Number and Title: PHAR 730 Derm/Ophthalmic/Musc Dis

Rationale: Updated title for sequencing and descriptors. Update to plan of study (needs placed in the P3 spring; new course in new curriculum); Was updated with new curriculum into module format.

30 letter Title: PHAR 730 Therapeutics 8-Derm/Opht/MD

Full Title: PHAR 730 Therapeutics 8- Dermatological/Ophthalmic/Musculoskeletal Disorders

Course Description (old)

PHAR 730 Derm/Ophthalmic/Musc Dis 3 Credit hours

Students will learn treatment/prevention of ophthalmic, otic, dermatologic, and musculoskeletal

diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a healthcare provider.

Grade Mode: Normal Grading Mode

Course Description: (new)

PHAR 730 Therapeutics 8-Derm/Opht/MD 3 Credit hours



Students will learn treatment/prevention of ophthalmic, otic, dermatologic, and musculoskeletal diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a healthcare provider.  
Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 731**

Delete

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 731 Case Studies

Rationale for deletion: Course was deleted from the new curriculum. Material was moved into the pharmacy practice labs. Course was last taught in 2022. No plans to further teach this course.

Final Term Offered: Fall 2022.

Courses added (if any): Content was integrated into the pharmacy practice lab series; (added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 735**

Clarification of credit hours

COURSE DESCRIPTION CHANGE

Department: School of Pharmacy (PharmD)

Course Number and Title: PHAR 735 Pharmacy Law & Ethics

Rationale: 2 SCH on plan of study and 3 SCH on GC listing Page 437 and Page 323

Course Description (old)

PHAR 735 Pharmacy Law & Ethics 3 Credit hours

An applied analysis of federal and West Virginia state law and ethical standards in the practice of Pharmacy and Pharmaceutical Care.

Grade Mode: Normal Grading Mode

Course Description: (new)

PHAR 735 Pharmacy Law & Ethics 3 Credit hours

An applied analysis of federal and West Virginia state law and ethical standards in the practice of Pharmacy and Pharmaceutical Care.

Grade Mode: Normal Grading Mode

Catalog Description:

An applied analysis of federal and West Virginia state law and ethical standards in the practice of Pharmacy and Pharmaceutical Care.

Vote Approve

### **PHAR 741**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 741 Ther-Endocrine 4 Credit hours

Students will learn about the therapeutic use of medication and non-medication interventions for reproduction, and treatment and prevention of endocrine and genitourinary diseases.

Grade Mode: Normal Grading Mode

Rationale for deletion: the PHAR 644 Therapeutics 4-Endocrine. Course was last taught in

2022. No plans to further teach this course.

Final Term Offered: Fall 2022.

Courses added (if any): Content was moved into new module in new curriculum - PHAR 644 Therapeutics 4-Endocrine. Was in Fall of P3 and now in spring of P2 year (PHAR 644 ).  
(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

## **PHAR 742**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 742 HemeOnc Nutrition Hepa MS 4 Credit hours

Students will learn treatment/prevention of heme-one, nutrition, hepatic and musculoskeletal diseases including the pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Grade Mode: Normal Grading Mode

Rationale for deletion: Course was deleted from the new curriculum. Material was divided into

courses - (1) PHAR 743-Therapeutics 9-Hematology-Oncology and (2) PHAR 730 Therapeutics 8-Derm/Ophthal/Musc Dis. Course was last taught in spring 2023.

Final Term Offered: Spring 2023.

Courses added (if any): Course was deleted from the new curriculum. Material was divided into two courses – (1) Phar 743 and (2) PHAR 730

Vote Approve

## **PHAR 743**

Course Description and Title Change

COURSE DESCRIPTION CHANGE

Department: School of Pharmacy (PharmD)

Course Number and Title: PHAR 7 43 Therapeutics 9 Hem One

Rationale: Updated title for sequencing and descriptors. Was updated with new curriculum into module format.

30 letter Title: Therapeutics 9-Hem/Oncology

Full Title: PHAR 7 43 Therapeutics 9-Hematology/Oncology

Course Description (old)

PHAR 743 Therapeutics 9 Hem One 4 Credit hours

Students will learn treatment/prevention of heme-one diseases including physiology, pathophysiology, pharmacology and therapy. Activities emphasized include patient assessment,

consultation monitoring, communication, and drug effectiveness (safety, interactions, and adverse events).

Grade Mode: Normal Grading Mode

Course Description: (new)

PHAR 7 43 Therapeutics 9-Hem/Oncology 4 Credit hours

Students will learn treatment/prevention of heme-one diseases including physiology, pathophysiology, pharmacology and therapy. Activities emphasized include patient assessment,

consultation monitoring, communication, and drug effectiveness (safety, interactions, and adverse events).

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 751**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title:

PHAR 751 Neuro & Psychiatric Dis 5 Credit hours

Students will learn treatment and prevention of neurological and psychiatric diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Grade Mode: Normal Grading Mode

Rationale for deletion: Course was deleted from the new curriculum. Material was moved into the PHAR 752 - Therapeutics 6-Neurology. Course was last taught in Fall of 2022. No plans to further teach this course.

Final Term Offered: Fall 2022.

Courses added (if any): Course was deleted from the new curriculum. Material was moved into the PHAR 752 - Therapeutics 6-Neurology. Course was last taught in Fall of 2022. No further plans to teach this course.

Vote Approve

### **PHAR 752**

Course Title Change

COURSE TITLE CHANGE

Department: School of Pharmacy (PharmD)

Current Course Number and Title: PHAR 752 Neuro & Psychiatric Dis

30 letter Title: PHAR 752 Therapeutics 6-Neuro/Psych

Full Title: PHAR 752 Therapeutics 6-Neurology/Psychiatric Disorders

Rationale: Updated title for sequencing and descriptors. Was updated with new curriculum into module format.

Current Course Catalog Description (old)

PHAR 752 Neuro & Psychiatric Dis 5 Credit hours

Students will learn treatment and prevention of neurological and psychiatric diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Grade Mode: Normal Grading Mode

New Course Description: (new)

PHAR 752 Therapeutics 6-Neuro/Psych 5 Credit hours

Students will learn treatment and prevention of neurological and psychiatric diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 761**

Course Title Change

COURSE TITLE CHANGE

Department: School of Pharmacy (PharmD)

Current Course Number and Title: PHAR 761 Infectious Disease

New Course Number and Title: PHAR 761 Therapeutics V-Infect Dis

Full Title of Course: PHAR 761 Therapeutics V-Infectious Disease

Rationale: Updated title for sequencing and descriptors. Was updated with new curriculum into module format.

Course Catalog Description (old)

PHAR 761 Infectious Disease 6 Credit hours

This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases.

Successful completion of PHAR 542 is a prerequisite.

Grade Mode: Normal Grading Mode

New Course Catalog Description: (new)

PHAR 761 Therapeutics 5-Infectious Disease 6 Credit hours

This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases.

Successful completion of PHAR 542 is a prerequisite.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 811**

Course Title and Description Change

COURSE TITLE / DESCRIPTION CHANGE

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 811 Pharm Prac Exp I (IPPE I)

New Course Title: PHAR 811 IPPE-Community Pharmacy I

Rationale: Updated title to reflect the experiences to aid in student registration.

Full title: PHAR 811 IPPE-Community Pharmacy I

IPPE = Introductory Pharmacy Practice Experience

Catalog Description: None currently in catalog or MU Bert

Current:

PHAR 811 Pharm Prac Exp I (IPPE I) 1 Credit hour

Grade Mode: Normal Grading Mode

Proposed (30 WORD):

PHAR 811 IPPE-COMMUN PHAR 1 1 Credit hour

Introduction to community pharmacy practice in a supervised setting. Students are exposed to the roles and responsibilities of the community pharmacist

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 812**

#### Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 812 Pharm Prac Exp II (IPPE II)

Rationale for deletion: PHAR 812 and PHAR 814 were merged into a new course two curriculum changes ago which is now PHAR 821. These two courses have not been offered in a number of years and need deleted.

Final Term Offered: Spring 2019.

Courses added(if an):

(added previously; already exists in catalog; Plan of study is correct in catalog)

PHAR 821 IPPE Institutional 2 Credit hours

The Introductory Pharmacy Practice Experience in Institutions is designed to allow the student

to demonstrate knowledge and skill learned in the classroom while concurrently gaining understanding to the systems and function of the pharmacy in an institutional setting.

Grade Mode: Normal Grading Mode.

Vote Approve

### **PHAR 813**

#### Course Title Change

#### COURSE TITLE CHANGE

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 813 IPPE 3 Community 2

New Course Title: PHAR 813 IPPE-Community Pharmacy 2

30 Character version: PHAR 813 IPPE Community Pharmacy 2

Rationale:

Updated for sequential course catalog listing.

Full title: PHAR 813 IPPE-Community Pharmacy 2

IPPE = Introductory Pharmacy Practice Experience

Catalog Description:

Current:

PHAR 813 IPPE 3 Community 2 1 Credit hour

Builds on the foundation of the Community Pharmacy 1 experience. The student will demonstrate critical thinking and problem solving skills, topical compounding skills, and professional attitude and behaviors.

Grade Mode: Normal Grading Mode

Proposed:

PHAR 813 IPPE-Community Pharmacy 2 1 Credit hour

Builds on the foundation of the Community Pharmacy 1 experience. The student will demonstrate critical thinking and problem solving skills, topical compounding skills, and professional attitude and behaviors.

Vote Approve

### **PHAR 814**

#### Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 814 Intro Phar Institutions 2

Rationale for deletion: PHAR 812 and PHAR 814 were merged into a new course two curriculum changes ago which is now PHAR 821. These two courses have not been offered in a number of years and need deleted.

Final Term Offered: Spring 2019.

Courses added (if any):

(added previously; already exists in catalog; Plan of study is correct in catalog)

PHAR 821 IPPE Institutional 2 Credit hours

The Introductory Pharmacy Practice Experience in Institutions is designed to allow the student

o demonstrate knowledge and skill learned in the classroom while concurrently gaining understanding to the systems and function of the pharmacy in an institutional setting.

Grade Mode: Normal Grading Mode.

Vote Approve

### **PHAR 815:**

Course Title Change

#### **COURSE TITLE CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 815 Phar Prac Exp 5 IPPE 5

New Course Title: PHAR 815 IPPE-Outpatient Clinical Skills

30 Character version: PHAR 815 IPPE-Outpat Clinical Skills

Rationale: Updated for sequential course catalog listing.

Full title: PHAR 815 IPPE-Outpatient Clinical Skills

(IPPE = Introductory Pharmacy Practice Experience)

Catalog Description:

Current:

PHAR 815 Phar Prac Exp 5 IPPE 5 1 Credit hour

Introduces pharmacist student to the ambulatory care setting. Student will demonstrate the ability to develop a therapeutic plan that includes the selection of appropriate drug therapy based on patient characteristics.

Grade Mode: Normal Grading Mode

Proposed:

PHAR 815 IPPE-Outpatient Clinical Skills 1 Credit hour

Introduces pharmacist student to the ambulatory care setting. Student will demonstrate the ability to develop a therapeutic plan that includes the selection of appropriate drug therapy based on patient characteristics.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 816**

Course Title Change

#### **COURSE TITLE CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 816 Inpatient Clinical Skills

New Course Title: PHAR 816 IPPE-Inpatient Clinical Skills

Rationale:

Updated for sequential course catalog listing.

Full title: PHAR 816 IPPE-Inpatient Clinical Skills

Catalog Description:

Current:

PHAR 816 Inpatient Clinical Skills 1 Credit hour

Introduces the pharmacy student to the clinical skills in an institutional setting needed to be successful. Student will demonstrate appropriate drug dosing and drug selection based on patient characteristics.

Grade Mode: Normal Grading Mode

Proposed:

PHAR 816 IPPE-Inpatient Clinical Skills 1 Credit hour

Introduces the pharmacy student to the clinical skills in an institutional setting needed to be successful. Student will demonstrate appropriate drug dosing and drug selection based on patient characteristics.

Grade Mode: Normal Grading Mode

Vote Approve

## **PHAR 817**

Course Title Change

### **COURSE TITLE CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 817 Intro Phar Prac Exp IPPE 7

New Course Title: PHAR 817 IPPE-Pharmacy Management

30 Character version: PHAR 817 IPPE-Pharmacy Management

Rationale: Updated for sequential course catalog listing.

Full title: PHAR 817 IPPE-Pharmacy Management

Catalog Description:

Current:

PHAR 817 Intro Phar Prac Exp IPPE 7 1 Credit hour

Students are exposed to the role and responsibilities of a pharmacy team leader, manager, or director and the application of management strategy, tools, and responsibilities.

Grade Mode: Normal Grading Mode

Proposed:

PHAR 817 IPPE-Pharmacy Management 1 Credit hour

Students are exposed to the role and responsibilities of a pharmacy team leader, manager, or director and the application of management strategy, tools, and responsibilities.

Grade Mode: Normal Grading Mode

Vote Approve

## **PHAR 818**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 818 Education IPPE 8

Rationale for deletion: Course was eliminated 2 curricular revisions ago and has not been offered in a number of years and needs deleted.

Final Term Offered: Spring 2015.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 819**

Course Deletion

Department: Pharmacy (PharmD)

Course Number and Title: PHAR 819 Long Care of Patient

Rationale for deletion: Course was deleted in new curriculum revision. Last offered spring 12023. No plans to further offer this course. Was tied to VA records access and access to remote records process has changed.

Final Term Offered: Spring 2023.

Courses added (if any): Change in curriculum.

(added previously; already exists in catalog; Plan of study is correct in catalog)

Vote Approve

### **PHAR 821**

COURSE TITLE CHANGE

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 821 IPPE Institutional

New Course Title: PHAR **821 IPPE**-Institutional

30 Character version: PHAR 821 IPPE-Institutional

Rationale: Updated title to reflect sequencing of the IPPEs/APPEs.

Full title: PHAR 8214PPE-Institutional

Catalog Description: Strictly small change in name for sequencing

Current:

PHAR 821 IPPE Institutional 2 Credit hours

The Introductory Pharmacy Practice Experience in Institutions is designed to allow the student to demonstrate knowledge and skill learned in the classroom while concurrently gaining understanding to the systems and function of the pharmacy in an institutional setting.

Grade Mode: Normal Grading Mode

Proposed:

Proposed:

PHAR 821 IPPE-Institutional 2 Credit hours

The Introductory Pharmacy Practice Experience in Institutions is designed to allow the student to demonstrate knowledge and skill learned in the classroom while concurrently gaining understanding to the systems and function of the pharmacy in an institutional setting.

Grade Mode: Normal Grading Mode

### **PHAR 881**

COURSE TITLE/DESCRIPTION CHANGE

Department: School of Pharmacy

Current Course Number / Title: PHAR 881 APPE 1-General Medicine

New Course Title: PHAR 881 Advanced Inpatient Clinical Skills APPE

30 Character Version: PHAR 881 APPE-Adv Inpat Skills

Rationale: Update in terminology to differentiate from SOM designations. There are a variety of areas a student may round or complete experiential education in this course. Full title is



Advance inpatient clinical skills in APPE. Updated to show progression in the curriculum. No sequencing required.

**Catalog Description**

Provides students pharmacy experience in a clinical, inpatient, acute care and team-based environment. Students will be expected to utilize multiple abilities learned throughout the curriculum in order to collect patient-specific information, evaluate and monitor drug therapy, educate patients, and/or caregivers, respond to drug information inquiries and function effectively within a team.

**New Description:**

Provides experience in clinical, acute care/institutional, team-based environment. With guidance, students are expected to collect patient information, evaluate/monitor drug therapy, educate patients/caregivers, and respond to drug information inquiries.

Vote Approve

**PHAR 882**

**COURSE TITLE/DESCRIPTION CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 882 APPE 2-Amb Care/Prim Care

New Course Title: PHAR 882 Advanced Outpatient Clinical Skills APPE

30 Character version: APPE-ADV OUTPAT CUN SKILLS

Rationale: Update in terminology to differentiate from SOM designations. There are a variety of areas a student may round or complete experiential education in this course. Full title is Advanced Outpatient Clinical Skills APPE. Updated to show progression in the curriculum.

**Catalog Description:**

Current Course Catalog Description: PHAR 882 APPE 2-Amb Care/Prim Care 5 Credit hours

The Amb Care / Prim Care APPE provides students experience in an out-patient care clinically focused practice environment. Students will be expected to utilize abilities learned previously throughout the curriculum in order to perform the following tasks: collect patient-specific information, evaluate and monitor drug therapy, educate patients and caregivers, drug information tasks, and other requirements.

Grade Mode: Normal Grading Mode

Proposed Course Catalog Description: PHAR 882 APPE-Adv Outpat Clin Skills 5 Credit hours

Provides experience in clinically focused multidisciplinary outpatient environment.

Responsibilities include collecting patient-specific information, evaluating and monitoring drug therapy, providing education about medications/MRPs, responding to drug or medication related inquiries.

Grade Mode: Normal Grading Mode

Vote Approve

**PHAR 883**

**COURSE TITLE/DESCRIPTION CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 883 APPE 3-Advanced Community

New Course Title: PHAR 883 APPE-Advanced Community

30 Character version: APPE-Advanced Community

Rationale: APPEs are assigned in different orders and the #3 is not required and is misleading.

Catalog Description:

Current Course Catalog Description/Title: PHAR 883 APPE 3-Advanced Community 5

Credit hours

This is a 5-week advanced pharmacy practice experience in a community pharmacy setting that focuses on enhancing a student's ability to provide patient-centered pharmacy care services such as disease management, medication therapy management, preventative health screening,

immunizations, specialty compounding, patient education, or other advanced patient care activities.

Grade Mode: Normal Grading Mode

New Course Catalog Description (30 word): PHAR 883 APPE-Advanced Community 5

Credit hours

Experience in community pharmacy setting to provide patient-centered care. Responsibilities include dispensing, OTC/Self-Care, MTM, preventative health screening(s), immunizations, compounding, and patient counseling as part of the health care team

**Vote Approve**

## **PHAR 884**

**COURSE TITLE /COURSE DESCRIPTION CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 884 APPE 4-Adv Institutional

New Course Title: PHAR 884 APPE-Advanced Institutional

30 Character version: APPE-Adv Institutional

Rationale: APPEs are assigned in different orders and the #4 is not required and is misleading.

Current Course Catalog Description: PHAR 884 APPE 4-Adv Institutional 5 Credit hours

This is a 5-week experiential rotation in an approved health system that prepares the student to function within integrated pharmacy services. Particular emphasis is placed on the preparation, distribution, and control of medications, medication monitoring, and the ability to communicate with other healthcare professionals. This rotation develops competence to function as a staff hospital pharmacist.

Grade Mode: Normal Grading Mode

Proposed Course Catalog Description: PHAR 884 APPE-Adv Institutional 5 Credit hours

Experience within a health-system of integrated pharmacy services. Emphasis is placed on the preparation, distribution, and control of medications, medication monitoring, as part of an integrated healthcare team.

Grade Mode: Normal Grading Mode

**Vote Approve**

## **PHAR 885**

**COURSE TITLE /DESCRIPTION CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 885 APPE 5-Transitions of Care

New Course Title: PHAR 885 APPE-Transitions of Care

30 Character version: APPE-Transitions of Care

Rationale: APPEs are assigned in different orders and the #5 is not required and is misleading.

Current Course Catalog Description: PHAR 885 APPE 5-Transitions of Care 5 Credit hours

This is a 5-week experiential rotation that focuses on provision of clinical pharmacy services in a variety of settings with a focus on care to the elderly population. These sites may include community pharmacies, speciality clinics, rehabilitation hospitals, skilled nursing facilities (SNFs), home-based consult services, and assisted living facilities (ALFs). A focus is placed on the interdisciplinary care of the geriatric patient.

Grade Mode: Normal Grading Mode

Proposed Course Catalog Description (30 word): PHAR 885 APPE-Transitions of Care 5 Credit hours

Students provide pharmacy services across the healthcare system. Students focus on addressing needs of geriatric and complex patients with multiple chronic disease states with members of the health care team.

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 886**

#### **COURSE TITLE CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 886 APPE 6-Diverse Populations

New Course Title: PHAR 886 APPE-Diverse Populations

30 Character version: APPE-Diverse Populations

Rationale: APPEs are assigned in different orders and the #6 is not required and is misleading.

Catalog Description:

Current:

PHAR 886 APPE 6-Diverse Populations 5 Credit hours

This is a 5-week required advanced pharmacy practice experience in a community, ambulatory, or other pharmacy setting to a medically under-served population. Students will utilize a variety of skills obtained throughout the curriculum. A focus will be providing care in a culturally sensitive, compassionate, community-oriented, and effective way to a diverse, ethnic, rural, poor, and/or indigent population(s).

Grade Mode: Normal Grading Mode

Proposed:

PHAR 886 APPE-Diverse Populations 5 Credit hours

Experience in community, ambulatory, or other setting to medically under-served population. Focus on providing culturally sensitive, compassionate, and effective care to a diverse, ethnic, rural, poor, and/or indigent population(s).

Grade Mode: Normal Grading Mode

Vote Approve

### **PHAR 887**

#### **COURSE TITLE/DESCRIPTION CHANGE**

Department: School of Pharmacy; PharmD

Current Course Number/Title: PHAR 887 APPE 7 & 8-Electives

New Course Title: PHAR 887 APPE-Elective

30 Character version: APPE-Elective

Rationale: APPEs are assigned in different orders and the #7&8 are not required and is misleading.

Current Catalog Description:

PHAR 887 APPE 7 & 8-Electives 5 Credit hours

The APPE general elective(s) are 5-week experiential rotation(s) that will give the students the opportunity to participate in a variety of pharmacy practice experiences, depending on the rotation site and practice setting, related to direct patient care, supportive patient care, or not related to patient care. Students must complete 2 elective rotations.

Grade Mode: Normal Grading Mode

Proposed:

PHAR 887 APPE-Elective 5 Credit hours

APPE electives take place in a variety of pharmacy practice settings (both patient care and nonpatient care). Electives provides the student with highly focused experiences based on the preceptor's specialty.

Grade Mode: Normal Grading Mode

## **Attachment #5**

### **Graduate Studies Report**

### **April 19, 2024**

#### **Graduate Studies report for Graduate Council (Draft)**

**To:** Graduate Council

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

**Date:** April 11, 2024

#### **Enrollment/applications update**

As of 4/11/2024, Marshall has received 1,893 applications from distinct applicants for Fall 2024. This is a 3.8% increase compared to the same day in 2023. This number and all numbers in this summary exclude the DNAP program, which is not accepting applications, and the MD program, which reports applications at different times from year to year.

Compared to the same day in 2023, we have an increase of 21.8% in completed applications, and a 34.6% increase in admitted students for this fall's cycle.

Academic Affairs is opening conversations with several programs that use Common Application System (CAS) products. Certain programs almost require a CAS to follow disciplinary practices. For other programs, we are reviewing whether the CAS provides a net benefit. Institutional Research has also been working to better integrate CAS data into our ongoing application/enrollment reports.

#### **Electronic Thesis / Dissertation (ETD) Update**

The ETD review team received 16 research doctoral dissertations and 9 master's theses for the May 2024 graduation date.

The deadline to submit ETDs for Summer 2024 graduation is June 28, 2024.

#### **Graduate Advisor Updates**

If any program is changing graduate advisors / program directors for Fall 2024, please inform the Graduate Studies office so we can update our records.

#### **Fall 2024 Orientations**

In Fall 2023, Graduate Studies and Online Learning rolled out an online orientation for all new graduate students, in addition to the existing policy orientation. These are available for all students regardless of the term when they are admitted. In Fall 2023, we invited graduate students to several existing events at Week of Welcome as well. For Fall 2024, we plan to increase the outreach to graduate students at WoW, including a planned in-person session run by Graduate Studies.

### **Attachment 3 Graduate Studies Report**

Graduate Studies Report for Graduate Council (DRAFT) also see slide deck

To: Graduate Council

From: Carl Mummert, Assistant Provost for Graduate Studies

Date: August 21, 2024

Enrollment update

Graduate enrollment in Fall 2024 is trending to be similar to Fall 2023, with a modest increase in degree-seeking students. I will present a more detailed enrollment analysis at the September Graduate Council meeting. Some highlights this fall include significant increases in the MA Counseling, MBA, MS Social Work, EdD Curriculum & Instruction, and Cybersecurity programs.

Graduate Advising Community of Practice

Graduate Studies is forming a community of practice in graduate advising this year. This will bring together faculty and staff interested in graduate advising across all colleges. Graduate Faculty should watch their email for additional information.

Graduate & Professional Student Association

Graduate Studies held several sessions for graduate students during Week of Welcome, with virtual options. One was an info session about the Graduate & Professional Student Association which is being formed this fall. All new and returning students will be invited to a general info session on the GPSA the week of August 26.

The primary goal for this fall is to assemble a group of founding members for the GPSA. They will write bylaws for the organization that will be sent to the overall

graduate student body for ratification. We are working in collaboration with Graduate Council, Student Affairs, and the Student Government Association.

#### Office Hours in Huntington and South Charleston

I am available to meet with faculty on the Huntington campus any time by appointment, in person or on Teams.

I have scheduled following times in South Charleston (KANGC 102) for drop-in office hours. I am available by Teams any time by appointment, and I am glad to schedule additional trips to South Charleston as needed.

- Thursday, August 22, 8am-noon
- Friday, September 13, 8am-noon
- Wednesday, October 2, 8am-noon
- Wednesday, October 23, 8am-noon
- Tuesday, November 12, noon-4:30pm

**Attachment 4**  
**GC Bylaws on Committee Responsibilities**  
**August 2024**

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**  
**2024-2025**  
**August 2024**

**Credentialing**

Keith Beard  
Yousef Sardahi  
Huanshu Yuan  
Student Rep

**Curriculum**

Bill Gardner  
Lisa Heaton  
Scott Simonton  
Phillip Vallejo

**Planning**

Scott Davis  
Craig Kimble  
Conrae Lucas-Adkins  
Shawn Schulenberg

**Program Review**

Amanda Meadows  
Sandra Stroebe  
Lori Thompson