



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

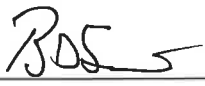
Date: October 22, 2025

Subject: **Review of Graduate Council Minutes: September 19, 2025**

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

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

Minutes approved.



Mr. Brad D. Smith
President, Marshall University

10/28/25
Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. Robert Bookwalter, Provost, bookwalt@marshall.edu
Dr. Carl Mummert, Assistant Provost, mummert@marshall.edu
Dr. Karen McComas, Interim Associate Provost, mcomas@marshall.edu
Dr. Julia Spears, Asst Provost of Online Education, spearsj@marshall.edu
Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,
jerry.ross@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu
Dr. Allison Carey, Associate VP Assessment reynoldm@marshall.edu
Dr. Susan Tusing, Chief University Accreditation Officer, tusings@marshall.edu

MU Graduate Council - September 19, 2025

Meeting Minutes

Hybrid Meeting – MSC 2w16-B + Teams

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

Members Absent: None

Ex-Officio Voting Members Absent: Schulenberg

Ex-Officio Non-Voting Members Present: Mummert, Maher, Bookwalter

Ex-Officio Non-Voting Members Absent: None

Guests: K. Adkins, E. Royles, A. Carey, P. Georgel, K. Bradley, D. Lockwood, S. Cantrell-Johnson, J. Rader, R. Conley-Riner, S. Tusing, M. Brooks, V. Strocher

Agenda

Egleton	Welcome; Approval of the Agenda
Lucas-Adkins	Approval of April Minutes (Attachment #1)
Bookwalter	Update from the Provost
Riner	Shared Governance Review Committee Review of what the committee does before membership election
Rader	Total Withdrawal Counselling for Grad Students
Egleton	- CIM update - Retreat - Graduate student member election
Mummert	Graduate Studies Report (Attachment #2)
Schulenberg	Faculty Senate Report
All	Elect Shared Governance Review Committee Member

At this time, all meetings will be Hybrid.

October 31, 2025 (MSC 2w16b + Teams)

November 21, 2025 (MSC 2w16b + Teams)

January 30, 2026 (MSC 2w16b + Teams)

February 27, 2026 (MSC 2w16b + Teams)

March 27, 2026 (MSC 2w16b + Teams)

April 24, 2026 (MSC 2w16b + Teams)

Attachments

Attachment #1: Minutes of the past meeting

Attachment #2: Graduate Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE August Meeting Minutes
(See Attachment #1)

APPROVED

PROVOST UPDATES

Updates from Provost Bookwalter:

Review of Enrollment- 2.2% enrollment growth in graduate students; 23% growth in online graduate students, so be thinking about how to accommodate the growth (especially online growth) with current faculty

MU faculty & staff #s are appropriate for 12, 800 students; MU currently has 12, 686 students

HOME Certification required for faculty teaching online courses; Deadline for certification is June 30, 2025; Contact Julia Spears if a department-level training is requested

Program Reviews- Allison Carey has discussed reviews for this year with Amanda Meadows; 5-year program reviews due in mid-October

Colleges need to schedule hooding ceremonies so Carl Mummert can attend all of them; As ceremonies are organized, please inform Provost Bookwalter and Dr. Mummert

University Cabinet has discussed aftermath of Charlie Kirk assassination; As an institution, MU will not be issuing a statement other than stating that we do not condone violence; We will refer to the MU Creed; If MU employees make personal statements, we need to preface them by detaching the statements from MU; Be conscientious of how we represent ourselves, our profession, and our institution.

Scott Davis- asked if there is a national trend for students choosing institutions closer to their homes

- Provost Bookwalter provided anecdotal information; did not have current national data to share; Encouraged all to target nearby institutions with undergraduate but no graduate programs as a recruitment effort

Richard Egleton discussed demonstrating to students the ROI for attending MU as a marketing strategy.

Discussion about recruitment for graduate programs tending to fall on the programs/departments/colleges themselves. Consider faculty as being the better “sales people” of their disciplines

SHARED GOVERNANCE REVIEW COMMITTEE UPDATE

Updates provided by Robin Conley-Riner:

Goal of the Shared Governance Review Committee will be to review the shared governance practices for all units on a rotating basis.

Inaugural meeting for this committee will be Tuesday, Sept 30th.

- Need a volunteer from Grad Council to serve

- Committee will decide how often to meet
- Committee will establish a process for handling reviews with the anticipated reviews to begin in Fall 2026

TOTAL WITHDRAWAL COUNSELING UPDATE

Updates provided by Jay Rader:

This is a supplemental advising service from his office as an attempt to ensure students who are withdrawing (total withdrawals) are not hit with administrative issues or surprises (i.e. financial obligations). Also this will be a way to collect reasons why students are withdrawing.

Richard Eggleton- Asked for information about how and when this counseling begins; what is the process?

- The Registrar's office will notify the Center for Student Success (Jay's office) when there is a total withdrawal by a graduate student, so the counseling services can be set in motion
- As academic advisors, faculty can also encourage students to set up appointments with the Center for Student Success when they are withdrawing.
- Contact: TWC@marshall.edu or rader4@marshall.edu with questions or referrals

GRADUATE COUNCIL CHAIR UPDATE

Richard Eggleton presented the following:

CIM

- Timelines are very important to remember; One example is the timeline for new program planning- the final step is not with Grad Council, so need to plan in advance for the required steps following actions of Grad Council, i.e. BOG approval. (Suggestion- if new programs are intended to begin in Fall 26, Grad Council actions need to take place in Fall 25. Ideally, the new program would be on the BOG April 26 agenda)

GC Retreat

- Scheduled for Oct 3rd 12-4PM
- Richard will send agenda soon; please send suggestions for the agenda to Richard

Graduate Student Member

- Three grad students have self-nominated, so the election will be soon.
- Goal is to have grad student member in place for the October GC meeting

General Info

- No reports from GC subcommittees this month because requests were not received by Sept. 1; additionally, there were some issues with Redbook that had to be addressed which interfered with the Grad Faculty Status actions this month

GRADUATE STUDIES REPORT

(See Attachment #2)

Carl Mummert presented his report:

Enrollment Update

Please see the attached enrollment update based on data from September 11, 2025.

The source for enrollment data is the **IR Factbook**, a report in Power BI available to Deans, Associate/Assistant Deans, and Chairs who complete an access form. Headcount data reflects only enrolled students and uses their primary (first) major. The data is updated each day from Banner. The Institutional Research office is the key contact with questions about data definitions and access.

Virtual Recruiting / Info Sessions

There are several online graduate info sessions planned for potential students. These are a continuation of a series Marshall Online and Graduate Studies ran last spring. A general graduate session was held on September 18 and a “Back to Marshall” event is scheduled next week.

Future events this semester will focus on specific programs or colleges including CS/Cyber/Data Science, Master of Public Administration, and College of Business programs.

Anticipated Policy Proposals

There are several policies where I anticipate proposed revisions this year:

- UPAA-4 Course Withdrawal – a technical revision to make the policy language match the intended practice, especially for Total Withdrawals and withdrawal deadlines. No substantive changes to practice are expected.
- Academic Appeal and Hearing Procedures – I will present about this during my report. The revision would set up a well-documented procedure for academic hearings with alignment between different types and levels of appeals (e.g. dishonesty/grade, undergraduate/graduate).
- Graduate Catalog: Academic Requirements and Regulations – a technical revision to clean up language to reduce redundancy and make the academic policies clearer and easier for students to navigate.

Each of these will proceed through the Graduate Council and/or BAPC and Faculty Senate as appropriate.

Upcoming Graduate Advising Events

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

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

FALL 2025

Graduate Advising Events



Wednesday, 10AM

Virtual Resource Fair

Meet the resource offices on campus that support graduate students, including Counseling, Student Success, Online Services, Advocacy, Veteran Services, and more.

Sep
24
VIRTUAL ON
TEAMS



Wednesday, time tbd

Graduate Advisor Lunch

Come together to share lunch and conversation about advising.

Oct
15
LOCATION
TBD



Wednesday, 8am - time tbd

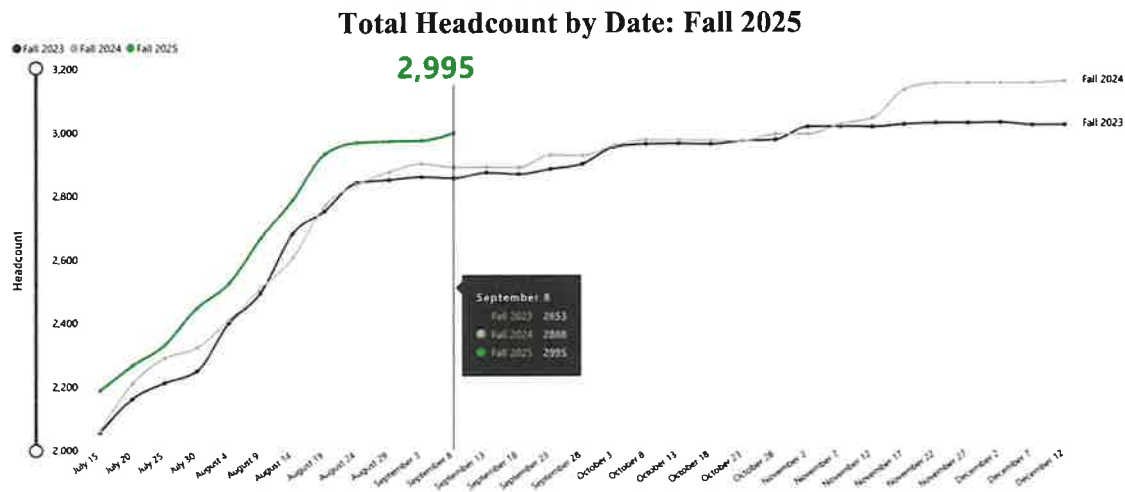
Mental Health First Aid

This is an RSVP event - you will meet online for training from a certified Mental Health First Aid trainer. This training is meant to help you feel confident when a student comes in with a crisis. More info will be sent by email soon.

Nov
5
VIRTUAL ON
TEAMS

Enrollment Update (September 11, 2025)

Population	9/16/21	9/15/22	9/14/23	9/12/24	9/11/25	1 year	3 year
Total	2,955	2,774	2,871	2,888	2,995	3.7%	8.0%
Degree-seeking	2,868	2,658	2,744	2,751	2,901	5.5%	9.1%
Online	857	839	968	1,144	1,421	24.2%	69.4%
Professional doctorate	770	752	718	672	666	-0.9%	-
Research doctorate	178	194	213	217	217	0.0%	11.9%



Degrees Awarded by Year

Level	2020-21	2021-22	2022-23	2023-24	2024-25	1 year	3 year
Master's	761	679	677	635	704	10.9%	3.7%
Professional Doctorate	207	205	208	194	176	-9.3%	14.1%
Research Doctorate	20	24	26	25	33	32.0%	37.5%
EDS	38	64	57	58	60	3.4%	-6.3%
Certificate	65	51	69	71	54	23.9%	5.9%

IR Factbook in Power BI is where the provost's office retrieves data; if others would like access, requests need to be submitted and will be considered

Keith Beard asked for updates regarding Graduate Student Association (GPSA) and stipends for GAs:

- Carl will be more hands-on with establishing GPSA this year, since students did not take the lead last year
- MU is working to get rid of financial deficits and is not in the position for increase GA stipends yet. The projection is for MU to be in the black in 2 years and hopefully be able to address GA stipends at that time.

FACULTY SENATE REPORT

Richard Eggleton shared information in light of Shawn's absence:

- FS is requesting nominations for speakers at the winter commencement ceremony and nominations for honorary degrees

CONCLUDING REMARKS

- Richard asked for volunteers to the Shared Governance Review Committee. Conrae Lucas-Adkins volunteered. Richard will discuss details further with Robin Conley-Riner and solicit other nominations/volunteers if needed.

Meeting Adjourned: 2:33 PM

Attachment #2
Graduate Council Meeting September 19, 2025

Graduate Studies Report for Graduate Council (September 2025 Report)

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: September 19, 2025

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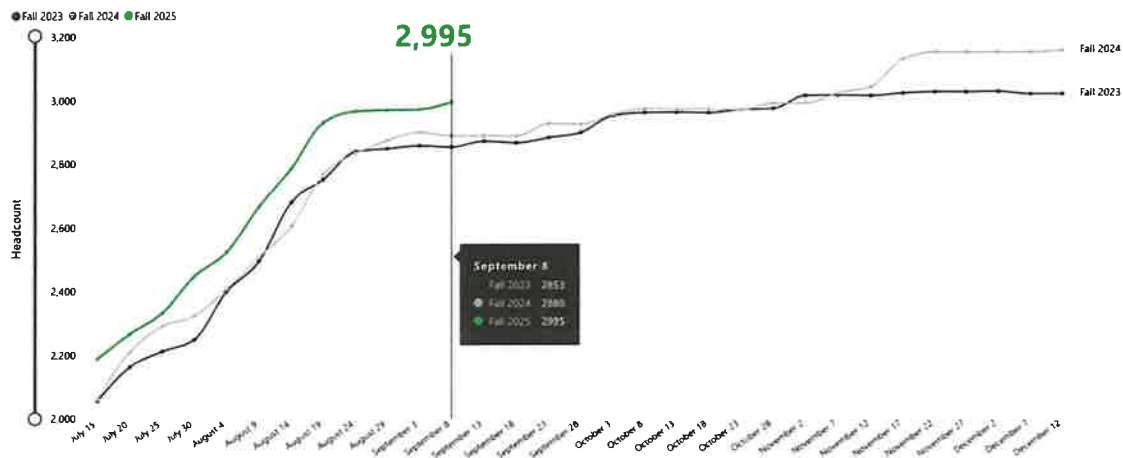
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