



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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


Date: October 16, 2024

Subject: **Review of Graduate Council Minutes: September 27, 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

10/21/24
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis davis1090@marshall.edu with .pdf copies e-mailed to:

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

Dr. Avinandan Mukherjee Provost, mukherjeea@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. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes

September 27, 2024

Hybrid Meeting – Drinko 349 + Teams

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

Members Absent: Meadows, Thompson

Ex-Officio Voting Members Present: Schulenberg

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

Ex-Officio Non-Voting Members Absent: None

Guests: S. Tusing, P. Georgel, D. Dampier, S. Davis, M. Prewitt, K. Sowards, S. Cantrell-Johnson, T. Hartman, E. Blough, V. Stroehrer, W. Spradlin, D. Lee, K. Adkins, T. Eagle, M.B. Reynolds

Agenda

Egleton	Welcome; Quorum; Approval of the Agenda
Lucas-Adkins	Approval of August 2024 Minutes (Attachment #1)
Beard	Graduate Faculty Status Candidates – (Attachment #2) GC-24-09-01-CRC
Davis	Planning Committee – (Attachment#3) GC-24-09-02-PC
Simonton	Curriculum Committee Requests (Attachment #4) GC-24-09-03-CC
Meadows	Program Review
Egleton	Chairs Report - Discussion Items <ul style="list-style-type: none"> Billy Gardner resignation from the committee, need for new COS representative and a new vice chair for the committee. I have been receiving a lot of direct emails requesting graduate faculty requests. I will send out an email to all Deans to remind their faculty of each colleges process for graduate faculty status. Cross-linked classes approval form. Review of HLC Report Microsoft form sent out to all GC voting and ex-officio members regarding the retreat
Mukherjee	Provost report
Tusing	HLC report discussion (Attachment #4)
Mummert	Graduate Studies Report (Attachment #5)
Schulenberg	Faculty Senate Report
Egleton	<ul style="list-style-type: none"> Nominations and Vote for new Vice chair Wrap up

At this time, all meetings will be Hybrid.

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

- #1 Minutes from August meeting
- #2 Credentialling committee
- #3 Planning Committee
- #4 Curriculum Committee
- #5 HLC review request slides
- #6 Graduate Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- R. Egleton made motion to rearrange agenda to accommodate presenters' schedules. He requested that Provost Mukherjee and Dr. Tusing be moved to the beginning of the meeting.

MOTION TO APPROVE AGENDA w/ suggested changes APPROVED

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

REPORT FROM PROVOST MUKHERJEE

The provost shared 10 priorities (5 major, 5 supporting)

5 Major

1. Strategic Enrollment Management (e.g. 2nd year of consecutive growth)
2. Transformative Student Success (e.g. focus on retention and graduation)
3. End to End Student Experience (e.g. family-like setting and 360 degree support)
4. In-demand Knowledge
5. On-demand Delivery (e.g. cutting-edge technology)

5 Supporting

1. Research
 2. Experiential Education and Innovation (e.g. design thinking and community engagement)
 3. Globalization and Inclusive Excellence
 4. Faculty & Staff Talent Management
 5. Academic Analytics & Technology
- Graduate students make up 25% of total enrollment for fall 24. Unfortunately, this percentage has fallen over the past 3 years. There is work being done to identify contributing factors to the decline.
 - MU is the fastest growing university in the state.
 - Green & White Day is scheduled for Sept. 28. The primary focus has been on undergraduate recruitment, but graduate recruitment can be a part.
 - The largest grad programs for fall 24 are as follows: MA in Counseling (largest) followed by MD, MBA, PharmD, Nursing (MS) and DPT.

- Programs that have shown fastest growth in the past year include: MA in Humanities (fastest growth) followed by Cybersecurity, Athletic Training, Exercise Science and MS in Accountancy.
- Four “big things” for students in graduate programs: Ease of admission, Fast, Flexible, and Affordable.
- Current statistics for MU show: 87% of new MA students will come back the next year.
- Marketing is #1 for growth in graduate enrollment.
- Much appreciation to Carl Mummert & Richard Egleton for their efforts.

Scott Davis commented that graduate recruitment compared to undergraduate recruitment is “light,” although he acknowledged recent, increased supports at the graduate level. Scott would like to see more equality between grad and undergrad recruitment support.

Provost Mukherjee replied that there will be “more autonomy at the level of the college” for using funds for recruitment with the Incentivized Budget Model. The provost recommends: 1) investing in program-level marketing and 2) forming partnerships with undergrad institutions, that do not have grad programs, to make a seamless transition from undergrad degree to graduate degree at MU.

Dean Prewitt emphasized the need to be able to count on partnerships with University Communications for assistance with graduate recruitment efforts.

Shawn Schulenburg expressed frustration from the political science department when they were told that University Communications does not advertise for “individual programs.” He also voiced concerns from the department regarding the challenges of being able to use modern technologies/media for marketing, such as Facebook and other social media platforms.

Carl Mummert explained that budgeting issues are why University Communications cannot advertise for single programs. He also explained that the problems with marketing via the platforms mentioned by Shawn were due to challenges with billing and credit card payments. He thinks these billing challenges have been remedied. He encouraged programs to reach out to him and Dave Traub with marketing plans.

Provost Mukherjee suggested inviting Dave Traub to a GC meeting.

Richard Egleton suggested the development of a “marketing workgroup” to discuss best practices. Provost Mukherjee supported this suggestion and recommended that Carl Mummert and Richard follow up with him. One idea for marketing is the “cluster-based approach.”

HLC REPORT

Dr. Tusing provided updates (see HLC slides Attachment #5)

- Efforts have been made to offer groups across campus the opportunity to review the Assurance Argument. Grad Council will have this opportunity soon.
- Richard Egleton will send Dr. Tusing the contact information for GC members. Members need to be on the lookout for an invitation to the Teams site that houses the Assurance Argument and other HLC information.

- The review is not required but feedback is appreciated.

GRADUATE FACULTY STATUS

(See Attachment #2)

Keith Beard presented the committee report:

GC-24-09-01- CRC

APPROVED

PLANNING COMMITTEE

(See Attachment #3)

Scott Davis presented the committee report:

GC 24-09-02-PC

APPROVED

CURRICULUM COMMITTEE

(See Attachment #4)

Scott Simonton presented the report:

24-09-03-CC

APPROVED

PROGRAM REVIEW COMMITTEE

No report this month

GRADUATE COUNCIL CHAIR UPDATES

Updates from R. Eggleton:

- Resignation of Billy Gardner from GC. COS will be voting for a replacement. Billy will continue on GC until new COS member is elected. Billy's resignation means GC will need to nominate and elect new Vice-Chair. Scott Davis recommends that the new COS representative understand the commitment necessary for GC member; COS has had higher turnover of representatives in past few years.
- Graduate faculty status requests are being sent directly to Richard. Richard will send reminder to colleges about the appropriate process for these requests.
- The Curriculum Committee will be working on a cross-linked course tracking form
- HLC (report covered by Dr. Tusing)
- Results of survey for proposed GC retreat favor Nov 11-22 as the timeframe. Retreat is expected to be 3 to 4 hours and preferred participation is in-person, but Teams will be an option. Areas of interest are: marketing, role of AI, SWOT analysis and strategic planning. Richard will send proposed dates for GC to select.

GRADUATE STUDIES REPORT

(See Attachment #6)

Carl M. presented his report:

Enrollment update

Overall graduate enrollment as of September 26 was 2,924. This is an increase of 1% over 2023 and 5.3% over 2022. Graduate enrollment is currently 24.5% of overall enrollment at Marshall. Degree-seeking enrollment was 2,672, an increase of 1.6% over 2023 and 3.6% over 2022.

Enrollment of first-time non-professional students, often called “first time graduate students”, increased from 527 to 579, an increase of 9.8%.

Distance enrollment at the graduate level is 1,145, an increase of 18% over 2023 and 37% over 2022. One factor in these increases is the number of programs that have converted to online programs. Distance enrollment makes up 39% of all graduate enrollment, and 77% of Marshall’s distance enrollment is at the graduate level.

Several initiatives are underway to continue growing graduate enrollment. Marshall is continuing to work with the Anthology corporation to manage our application funnel and increase the percentage of applications which are eventually completed. The initial rollout of the Salesforce software to manage our admissions process is almost complete.

An executive team of the VP for Enrollment (Jerry Ross), VP for Communications (Dave Traube), and Assistant Provost for Graduate Studies (Carl Mummert) is meeting monthly to coordinate graduate efforts across the three offices. We are also continuing to make efficiency improvements in admissions and increasing our student support to help retention of current students.

One of the most important drivers of graduate enrollment is the specific departments, program directors, and faculty. Much graduate recruiting is personal and program-specific. We appreciate the ongoing work that colleges and programs do to support enrollment at their level.

Graduate Student Creative Discovery & Research Awards

A new funding opportunity to support graduate student research and creativity is available this fall. Operated by MURC with support of the President's office, the pilot program for Spring 2025 will provide funding of \$1,750 for the student and \$750 for a faculty mentor for the semester. An announcement has recently been sent to all faculty. The application deadline for students is October 15, 2024.

Council of Graduate Schools

Based on the recommendations of the Graduate Council and President, Graduate Studies is moving forward with the process for Marshall to join the Council of Graduate Schools. This organization of 475 colleges and universities supports graduate education nationwide, and includes all R1 and most R2 universities. Marshall will be able to share and access data and engage in discussions about best practices and nationwide trends in graduate education.

Expedited Conditional Admissions

Last year, the Graduate Council allowed programs to opt in to allow Graduate Admissions to sign decision sheets for applicants who meet the objective criteria for admission to a program. This has been very successful, with many programs signing up for expedited full admission review. The program receives the full packet for each accepted student but does not need to sign and return a decision sheet, saving time and effort.

This fall, we are expanding the project to expedited conditional review. If your program grants conditional admission while a student is waiting for transcripts for their bachelor's degree, you can opt in to have the admissions office perform an objective transcript review and sign the decision sheet for you. The program will be notified that the student is now fully admitted. If your program grants conditional admission and you would like to opt in to this process, please contact graduateadmissions@marshall.edu.

Updated ETD Information

Marshall provides many resources for writing a thesis or dissertation (ETD). Gena Chatten, the ETD Librarian and head of the ETD review process, has updated all the information for this year. It is accessible at <https://libguides.marshall.edu/etd>. The online training in Blackboard has also been updated. All students who will write an ETD should review the materials online, conduct the training, and complete the training acknowledgment dynamic form.

All students who submit an ETD are required to have an appendix which includes a letter from the Office of Research Integrity. The letter either states that no IRB or IACUC approval is needed, or that the project has been reviewed and approved by our IRB and/or IACUC process. Bruce Day, the former director of the Office of Research Integrity, retired over the summer. Requests for approval should now be sent to Brett Williams, brett.williams@marshall.edu, the new director of the ORI.

When students submit an ETD this year, they will also be asked to complete a release and copyright agreement. This form will be posted soon. Its main purpose is to document that the student has granted Marshall and ProQuest limited permission to post and archive the ETD.

Graduate Advising Community of Practice

Graduate Studies has formed 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 for email invitations with a Teams link. The community meets certain Wednesdays at 9:00am as shown below.

- October 2: Graduate admissions and academic advising
- October 16: Student records, financial aid, and software
- October 30: Program marketing, recruitment, GAs
- November 13: Handling challenging situations

Graduate & Professional Student Association

Graduate Studies is also forming a new student society, the Graduate & Professional Student Association. Two informational meetings were held earlier this semester. The first working meeting was held on September 24. Scott Davis is serving as the liaison between the Graduate Council and the GPSA.

Office Hours in South Charleston

My upcoming scheduled office hours in South Charleston (KANGC 102) are shown below. I am available by Teams any time by appointment, and I am glad to schedule additional trips to South Charleston as needed.

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

FACULTY SENATE REPORT

Shawn Schulenberg shared the following:

1. The Faculty Senate met yesterday, September 26, and approved the Marshall University Shared Governance Charter with two amendments. First, we fixed a clerical error in the name of the Budget and Academic Policy Committee. Second, in Appendix 1, we added an "I" for provides input on salary and benefits. I believe the Graduate Council will also review this document soon.
2. At our August 26 meeting, the Faculty Senate Executive Committee created an ad hoc committee that we plan to make a permanent standing committee: the Faculty Technology Committee. This is the faculty part of our new shared governance structure in making technology decisions on campus. Colleges have been asked to elect their representatives by October 1.
3. Signage/Award Plaques: We have had Paris signs make a new sign for the Faculty Senate office door, making us easier to identify. We are also in the process of moving our faculty award plaques from Drinko Library 4th floor to outside the Faculty Senate office in Old Main 310. There was no plaque for the Rucker Award so we are currently creating this plaque.
4. Clarifying summer responsibilities: A preliminary template of a potential summer contract policy was distributed for early review to the Council of Chairs' listserv just to

see if there were any potential issues with a framework before the Faculty Personnel Committee drafted the policy.

5. Generative AI: The first short course, "Introduction to Generative AI," which has been open and free for all Marshall students, faculty, and staff on the Marshall Skills Exchange (www.marshall.edu/microcredentials) is now free to the general public. We are currently reviewing the next module on ethics, which should be available shortly.
6. Upcoming Meetings/Events
 - a. Our next Executive Committee meeting as a Senate is scheduled for October 14, for items to be taken up at the October 24 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at senate@marshall.edu by October 4.
 - b. The Fall General Faculty Meeting is scheduled for Thursday, October 3 at 4:00 PM in Joan C. Edwards Playhouse.

CONCLUDING REMARKS:

- Richard Eggleton encourages GC members to consider nominations for Vice-Chair. He reviewed the requirements for the position and asked interested individuals to contact him.
- Billy Gardner apologized for needing to resign from GC. He has a lot of commitments this year.

Meeting Adjourned at 2:53 PM

Attachment #1
Minutes From August 2024

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 (Attachment 1)
Lucas-Adkins	Approval of April Minutes (Attachment 2)
Egleton	<ul style="list-style-type: none">• Campus Carry Update• CourseLeaf Update and review template• Update on AI• Program Review Changes• Graduate Council Retreat• Proposed Fall Guests<ul style="list-style-type: none">• Elizabeth Hanrahan – CourseLeaf / CIM• Mary Beth Reynolds – Program Review• Avi Mukherjee – Update from the Provost• Henry Collier Institute of Cyber Security• GC Chit Chat scheduling
Mummert	Graduate Studies Report (Attachment 3)
Schulenberg	Faculty Senate Report
Egleton	Review committee assignments and functions (Attachments 4 and 5)
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. Eggleton 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. Eggleton:

- **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 Marshall 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). 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. Egleton gave an overview of standing committees’ responsibilities (See Attachment #4)
- R. Egleton 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. Egleton will confirm)

Planning
Scott Davis

Program Review
Amanda Meadows

Meeting Adjourned: 2:15PM

Attachment 1
Graduate Council Membership
2024-2025
August 2024

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

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

Attachment #2
Graduate Faculty Status Candidates
GC-24-09-01-CRC

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level
Add	Gorgia, Jason	gorgia2@marshall.edu	COEPD		
Add	Hunt, Patricia	huntpa@marshall.edu	COHP	Communication Disorders	Associate
Add	Conley, Morgan	mong1@marshall.edu	COEPD		
Add	Kottegoda, Chanaka	kottegoda@marshall.edu	COS	Mathematics and Physics	Graduate Chair
Add	Tait, Cheyenne	tait@marshall.edu	COS	Biological Sciences	Graduate Chair
Add	Adams, Aaron	adamsaa@marshall.edu	COLA	Geography	Graduate
Add	Akmese, Ibrahim	akmese@marshall.edu	COEPD	Counseling	Associate
Add	Barnett, McKenzi	barnett108@marshall.edu	COEPD	Curriculum and Instruction	Associate
Add	Black, Britani	black114@marshall.edu	COLA	Psychology	Graduate
Add	Castellani, Michael	castella@marshall.edu	COS	Chemistry	Graduate Chair
Add	Criss, Andrea	lucas69@marshall.edu	COHP	School of Nursing	Associate
Add	DellaMea, Monica	dellame2@marshall.edu	COEPD	Curriculum and Instruction	Graduate Chair
Add	Fannin, Jacqueline	DECKER8@marshall.edu	COS	Biological Sciences	Graduate
Add	Franzen, Christina	franz@marshall.edu	COLA	Humanities	Graduate
Add	Goad, Linda	ramey31@marshall.edu	COEPD	Counseling	Associate
Add	Gorgia, Jason	gorgia2@marshall.edu	COEPD	Leadership Studies	Associate
Add	Haynes, Cameron	haynes138@marshall.edu	COEPD	Counseling	Associate
Add	Hinton, Keelon	hinton3@marshall.edu	COLA	Psychology	Associate
Add	Hoyle, Stephen	hoyle@marshall.edu	CECS	Mechanical and Industrial Engineering	Associate
Add	Jennings-Knotts, Rebecca	jenningsknot@marshall.edu	COEPD	School Psychology	Graduate Chair
Add	Kim, Minju	kimmi@marshall.edu	COEPD	Counseling	Associate
Add	Layne, Candace	layne32@marshall.edu	COEPD	Counseling	Associate
Add	Leaberry, Brooke	adams219@marshall.edu	COHP	School of Nursing	Graduate
Add	Mallik, Sudipta	mallik@marshall.edu	COS	Mathematics and Physics	Graduate
Add	McAulay, John	mcaulay@marshall.edu	COLA	Psychology	Associate

Add	Mika-Lude, Kari	mikalude@marshall.edu	COEPD	Counseling	Graduate
Add	Minor, Jill	minorj@marshall.edu	COEPD	Counseling	Graduate
Add	Miyakuni, Rieko	miyakuni1@marshall.edu	COEPD	Counseling	Associate
Add	Mosher, Jennifer	mosher@marshall.edu	COS	Biology	Graduate Chair
Add	Pickering, Steven	pickering8@marshall.edu	COEPD	Leadership Studies	Associate
Add	Pierce, Calisa	pierce14@marshall.edu	COEPD	Leadership Studies	Associate
Add	Reed, Elizabeth	sutfin@marshall.edu	COEPD	School Psychology	Associate
Add	Roy, Cornelia	royc@marshall.edu	COLA	Humanities	Graduate
Add	Sanders, Heidi	dennison41@marshall.edu	COHP	Communication Disorders	Graduate
Add	Shaffer, Stephanie	rucker29@marshall.edu	COEPD	Counseling	Associate
Add	Thompson-Abbott , Amanda	thomps80@marshall.edu	COB	Accounting/Legal Environment	Graduate
Add	Trimboli, Joseph	trimbol3@marshall.edu	COLA	Geography	Associate
Add	Trombley, Caitlin	trombley@marshall.edu	COLA	Sociology	Graduate Chair
Add	Trullinger, Mark	trullinger@marshall.edu	COEPD	Counseling	Associate
Add	Turley, Julie	barie1@marshall.edu	COEPD	Special Education	Associate
Add	Williams, Joshua	williams365@marshall.edu	COLA	Psychology	Graduate
Edit	Archambault, Marie	archambaultm@marshall.edu	COB	Accounting/Legal Environment	Graduate
Edit	Baker, Casey	bakerc@marshall.edu	COB	ACC/LE	Graduate
Edit	Brewster, Hilary	brewsterh@marshall.edu	COLA	English	Graduate Chair
Edit	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Graduate Chair
Edit	Daniels, Jacqueline	jdkdaniels@k12.wv.us	COEPD	Leadership Studies	Instructor
Edit	Esmailpour, Mehdi	esmaeilpour@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate
Edit	Fry, Lisa Beth	thomasl@marshall.edu	COHP	Communication Disorders	Associate
Edit	Jarrett, Gabi	gabi.dahalia@marshall.edu	COEPD	Leadership Studies	Associate
Edit	Konz, Suzanne	konz@marshall.edu	COHP	School of Kinesiology	Doctoral
Edit	Meadows, Amanda	meadowsa@marshall.edu	COB	ACC/LE	Associate
Edit	Noyongoyo, Boniface	noyongoyo@marshall.edu	COLA	Sociology and Anthropology	Graduate
Edit	Rees, Kathy	rees11@marshall.edu	COEPD	Curriculum and Instruction	Instructor

Edit	Stephens, Laura	stephensl@marshall.edu	COHP	School of Physical Therapy	Doctoral
Edit	York, Olen	olen.york@marshall.edu	COB	Managing and Marketing/MIS	Graduate
Edit	Hurt, Jennifer	hurt30@marshall.edu	COEPD	Curriculum and Instruction	Associate
Edit	Hodges, Corey	hodges93@marshall.edu	COEPD	Counseling	Associate
Edit	Wilson, Fernando	fernando.wilson@utah.edu	COB	Management/HCA	Associate
Edit	Burton, Shirley	burtonts@marshall.edu	COB	Doctor of Business Administration	Associate
Delete	Fenger, Terry	fenger@marshall.edu	COS	MS Program in Forensic Science	Instructor
Delete	Castle, David	castleda@marshall.edu	COS	Forensic Science	Instructor
Delete	Williamson, Misty	marra2@marshall.edu	COS	Forensic Science	Associate^
Delete	Saken, Jon	saken@marshall.edu	COS	Mathematics & Physics	Instructor
Delete	Saken, Jon	saken@marshall.edu	COS	Mathematics & Physics	Instructor
Delete	Cohenford, Menashi	cohenford@marshall.edu	COS	FSC	Graduate^
Delete	Cohenford, Menashi	cohenford@marshall.edu	COS	FSC	Graduate^
Delete	Martino, Ronald	martinor@marshall.edu	COS	Geology	Graduate^
Delete	Aluthge, Ariyadasa	aluthge@marshall.edu	COS	Mathematics & Physics	Graduate^
Delete	Aluthge, Ariyadasa	aluthge@marshall.edu	COS	Mathematics & Physics	Graduate^
Delete	schoeberlein, stefan	stefan.schoeberlein@marshall.edu	COLA	English	Graduate^

Attachment #3
Planning Committee Report
September 27, 2024

College of Education and Professional Development

(GC-24-09-02 -PC) *Program (Non-Curricular) Change*

Department: EdD; Leadership Studies

Major or Degree: EdD; Leadership Studies

Type of Change: Change

Effective: Spring 2025

Rationale: Change in admission requirements. This change received temporary approval from the Graduate Council Chair fall 2024 over the summer of 2024. This is a request for permanent change. The request eliminates the GRE and moves to a holistic admissions application review. The change slightly modifies how completed applications will be considered after the April 15 date.

Committee Recommendation - Approval

Attachment #4
Curriculum Committee Report
September 27, 2024

COLA

GC-24-09-03-CC

PSY 618: PSYCHOPHARMACOLOGY

College / School: COLA

Type of Curricular Change (Deletion , Addition, Change) Change

Department: PSY - Psychology

Major or Degree:

Type of Change: Credit Hours changing from 1 to 3

Effective: (Semester and year) Spring 2025

Rationale: changing the credit hours from 1 to 3 as reflects the increase in course content that is offered for graduate students in clinical training.

Committee Recommendation - Approve

Attachment #5

Information and Request for Assistance for HLC Assurance Argument Review (Campus Governing Bodies) Fall 2024, Dr. Susan Tusing. See attached PDF

Attachement #6
Graduate Studies Report for Graduate Council

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: September 26, 2024

Topics:

- Enrollment Update
- Graduate Student Creative Discovery & Research Awards
- Council of Graduate Schools
- Expedited Conditional Admissions
- Updated ETD Information
- Graduate Advising Community of Practice
- Graduate & Professional Student Association
- Office Hours in South Charleston

Enrollment update

Overall graduate enrollment as of September 26 was 2,924. This is an increase of 1% over 2023 and 5.3% over 2022. Degree-seeking enrollment was 2,672, an increase of 1.6% over 2023 and 3.6% over 2024. Enrollment of first-time non-professional students, often called “first time graduate students”, increased from 527 to 579, an increase of 9.8%.

Several initiatives are underway to continue growing graduate enrollment. Marshall is continuing to work with the Anthology corporation to manage our application funnel and increase the percentage of applications which are eventually completed. The initial rollout of the Salesforce software to manage our admissions process is almost complete.

An executive team of the VP for Enrollment (Jerry Ross), VP for Communications (Dave Traube), and Assistant Provost for Graduate Studies (Carl Mummert) is meeting monthly to coordinate graduate efforts across the three offices. We are also continuing to make efficiency improvements in admissions and increasing our student support to help retention of current students.

One of the most important drivers of graduate enrollment is the specific departments, program directors, and faculty. Much graduate recruiting is personal and program-specific.

Graduate Student Creative Discovery & Research Awards

A new funding opportunity to support graduate student research and creativity is available this fall. Operated by MURC with support of the President’s office, the pilot program for Spring 2025 will provide funding of \$1,750 for the student and \$750 for a faculty mentor for the semester. An announcement has recently been sent to all faculty. The application deadline for students is October 15, 2024.

Council of Graduate Schools

Based on the recommendations of the Graduate Council and President, Graduate Studies is moving forward with the process for Marshall to join the Council of Graduate Schools. This organization of 475 colleges and universities supports graduate education nationwide, and includes all R1 and most R2 universities. Marshall will be able to share and access data and engage in discussions about best practices and nationwide trends in graduate education.

Expedited Conditional Admissions

Last year, the Graduate Council allowed programs to opt in to allow Graduate Admissions to sign decision sheets for applicants who meet the objective criteria for admission to a program. This has been very successful, with many programs signing up for expedited full admission review. The program receives the full packet for each accepted student but does not need to sign and return a decision sheet, saving time and effort.

This fall, we are expanding the project to expedited conditional review. If your program grants conditional admission while a student is waiting for transcripts for their bachelor’s degree, you can opt in to have the admissions office perform an objective transcript review and sign the decision sheet for you. The program will be notified that

the student is now fully admitted. If your program grants conditional admission and you would like to opt in to this process, please contact graduateadmissions@marshall.edu.

Updated ETD Information

Marshall provides many resources for writing a thesis or dissertation (ETD). Gena Chattin, the ETD Librarian and head of the ETD review process, has updated all the information for this year. It is accessible at <https://libguides.marshall.edu/etd>. The online training in Blackboard has also been updated. All students who will write an ETD should review the materials online, conduct the training, and complete the training acknowledgment dynamic form.

All students who submit an ETD are required to have an appendix which includes a letter from the Office of Research Integrity. The letter either states that no IRB or IACUC approval is needed, or that the project has been reviewed and approved by our IRB and/or IACUC process. Bruce Day, the former director of the Office of Research Integrity, retired over the summer. Requests for approval should now be sent to Brett Williams, brett.williams@marshall.edu, the new director of the ORI.

When students submit an ETD this year, they will also be asked to complete a release and copyright agreement. This form will be posted soon. Its main purpose is to document that the student has granted Marshall and ProQuest limited permission to post and archive the ETD.

Graduate Advising Community of Practice

Graduate Studies has formed 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 for email invitations with a Teams link. The community meets certain Wednesdays at 9:00am as shown below.

- October 2: Graduate admissions and academic advising
- October 16: Student records, financial aid, and software
- October 30: Program marketing, recruitment, GAs
- November 13: Handling challenging situations

Graduate & Professional Student Association

Graduate Studies is also forming a new student society, the Graduate & Professional Student Association. Two informational meetings were held earlier this semester. The first working meeting was held on September 24. Scott Davis is serving as the liaison between the Graduate Council and the GPSA.

Office Hours in South Charleston

My upcoming scheduled office hours in South Charleston (KANGC 102) are shown below. I am available by Teams any time by appointment, and I am glad to schedule additional trips to South Charleston as needed.

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