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## Graduate Council

### MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: November 5<sup>th</sup>, 2024


Subject: **Review of Graduate Council Minutes: October 25, 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.

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Minutes approved.

  
\_\_\_\_\_  
Mr. Brad D. Smith  
President, Marshall University

11-7-24  
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis [davis1090@marshall.edu](mailto:davis1090@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, [cantrell1@marshall.edu](mailto:cantrell1@marshall.edu)

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

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**MU Graduate Council Meeting Minutes**  
**October 25, 2024**  
**Hybrid Meeting – MSC 2w16-B + Teams**

**Members Present:** Beard, Davis, Egleton, Heaton, Yuan, Hughes, Lucas-Adkins, Perkins, Sardahi, Simonton, Thompson, Vallejo

**Members Absent:** Kimble, Stroebel

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

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

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

**Guests:** P. Georgel, D. Dampier, K. Johnson, S. Cantrell-Johnson, A. Mummert, V. Stroehler, W. Stites, D. Lee, K. Adkins, T. Eagle, M.B. Reynolds, M. Brooks, J. Spears, A. Means

**Agenda**

Egleton	Welcome, introduce new members; Approval of the Agenda
Egleton	Welcome to new members GA Rep
Lucas-Adkins	Approval of September Minutes ( <b>Attachment 1</b> )
Beard	Credentialling Report Graduate Faculty Status ( <b>Attachment 2</b> ) <b>GC-24-10-01-CRC</b>
Davis	Planning Committee Report ( <b>Attachment 3</b> ) <b>GC-24-10-02-PC - GC-24-10-04-PC</b>
Simonton	Curriculum Committee Report ( <b>Attachment 4</b> ) <b>GC-24-10-05-CC</b>
Meadows	Program Review with Mary Beth Reynolds (waiting to hear back from Mary Beth)
Egleton	Chairs Report - Discussion Items <ul style="list-style-type: none"><li>• New Vice Chair</li><li>• Will discuss Duties etc. and mention vote at the end</li><li>• Shared governance policy</li><li>• Discussion with President Smith</li><li>• Retreat</li></ul>
Mummert	Graduate Studies Report ( <b>Attachment 5</b> )
Schulenberg	Faculty Senate Report
Egleton	<ul style="list-style-type: none"><li>• Nominations and Vote for new Vice chair</li><li>• Wrap up</li></ul>

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

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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: Minutes of the September meeting

Attachment #2: Credentialling Report Graduate Faculty Status

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**

- R. Egleton welcomed new student member, Sydney Hughes. Sydney is a COEPD EdD candidate from the C & I program. Sydney will serve on the Credentialing Committee.
- R. Egleton welcomed COS replacement, Wendy Perkins. Dr Perkins will serve on the Curriculum Committee.

### **MOTION TO APPROVE AGENDA**

**APPROVED**

### **MOTION TO APPROVE September Meeting Minutes**

(See Attachment #1)

**APPROVED**

### **GRADUATE FACULTY STATUS**

(See Attachment #2)

Keith Beard presented the committee report. He discussed issues with the year defaulting to 19\_\_ instead of 20\_\_. Keith fixed the errors and sent 2<sup>nd</sup> report to GC with corrected years. Brian Morgan is aware of the year issue and is working to fix it. Also, there were a few double entries, and Dr. Rohrabach from Pharmacy did not have an expiration date initially.

### **GC-24-10-01- CRC**

w/edits

**APPROVED**

### **PLANNING COMMITTEE**

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(See Attachment #3)

Scott Davis presented the committee report:

**GC 24-10-02-PC**

**GC 24-10-03-PC**

Letter of support from Dean Eagle has been received.

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

**All PC motions**

**APPROVED**

## **CURRICULUM COMMITTEE**

(See Attachment #4)

Scott Simonton presented the report:

**GC 24-10-05-CC**

**APPROVED**

R. Eggleton spoke with V. Stroehrer and confirmed there isn't a need for deletion form

## **PROGRAM REVIEW COMMITTEE**

Amanda Meadows shared information about upcoming reviews. Fifteen programs and 3 certificates will be reviewed. Amanda will send emails to GC members soon about reviews. Focus of reviews will be on quality & viability (cost and external demand). Amanda also shared information from Mary Beth Reynolds regarding the importance of course learning outcomes being the same across instructional modalities (For example, if same course is being taught face-to-face and asynchronous online, the learning outcomes should be the same.)

Mary Beth Reynolds reminded GC that the resulting recommendation is for the program, not how well the report is written. She reviewed the 5 recommendation levels for programs. Scott Davis asked if the 15 programs to be reviewed were accredited. Mary Beth said most of them are accredited. Scott suggested getting information from the peer reviewers for the programs that are not accredited.

Mary Beth thanked Scott D and the GC for all of the prior work on the review process.

## **GRADUATE COUNCIL CHAIR UPDATES**

Updates from R. Eggleton:

- Billy Gardner's position as representative from COS has been filled by Wendy Perkins. GC still needs to fill the vice-chair role.
- Richard gave an overview of the vice-chair responsibilities. Asked GC to consider nominees for a vote at end of today's meeting.
- Shared Governance Policy: Richard emailed the charter and policy to GC. This will be on the GC meeting agenda in November for a vote. Amanda Meadows asked for clarification of 2.3 in the policy regarding "meaningful and adequate input." How are these terms defined? Shawn Schulenberg further explained the policy and said Admin. 20 gives concrete examples of "meaningful and adequate input."

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- Discussion with President Smith:

A) Richard said President Smith is “highly supportive” of “benchmarking” for graduate programs. Benchmarking refers to looking at peer institutions for programs that we want to use as a “benchmark” for our programs. Asking ourselves how we can “move up” to be closer to the best version of ourselves, i.e. programs in a comparable institution that we aspire to be. How can we “be the best MU we can be?” Richard will be emailing GC and program directors, asking us to find our “comparison” peer programs. Shawn Schulenberg added that the Greenbook 2023 has a peer list, so this would be a good place to start for benchmarking.

B) President Smith is supportive of a “data-based approach to expansion:” consider targeting 4-year institutions in the metro area and encourage students to attend MU for their graduate studies; look at projected job growth.

C) Need strategies for faculty who do graduate recruitment, because there are staff members who do recruitment at undergrad level. One idea is to meet with Jerry Ross. Scott Davis mentioned his recruitment visit to Fairmont State, and he met a dedicated graduate recruiter from a small school.

- Graduate Retreat will be in Spring 2025. Richard will send out a new poll with suggested dates.
- GC Executive Committee will work with Carl on the draft Plan on a Page for Graduate Studies. Goal is to have the draft ready for GC’s review at the November meeting.

## **GRADUATE STUDIES REPORT**

(See Attachment #5)

Carl M. presented his report:

### **Graduate Faculty Status**

I want to thank the Credentialing Committee for their diligence in handling Graduate Faculty status requests. We have made significant progress in the past few years in updating the Redbook.

As we approach the next HLC accreditation review in 2025-26, it is important for us to keep working on our goal of having 100% compliance with the Graduate Faculty policy that the Graduate Council established. Each college office can use the MU BERT report “*Graduate Instructor of Record Report (w/Redbook Data)*” to review faculty who need to apply for Graduate Faculty status for Spring 2025.

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

The most recent organizational meeting for the Graduate & Professional Student Association was on October 15. Two key goals for this year have been established based on feedback

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from the students. The first is to develop the bylaws and structure for the GPSA, working towards elections in Spring 2025. The second is to develop a communication plan for this year and organize online and in-person events for graduate students.

### **Assistance with Grant Writing and Analysis**

There has been progress in providing faculty with assistance in both grant writing and data analysis.

- MURC is providing additional pre-award assistance through several of its offices. Key contacts are Niki Rowe-Fortner, Associate Vice President of Grant Development and Suzanne Strait, Associate Vice President for Research Development.
- A grant has recently been awarded to Academic Affairs and Institutional Research that, among other things, is expected to fund a new Research Analyst/Grant Writer. This position could help in evaluating the impact and effectiveness of funded programs by analyzing data, preparing reports on outcomes, and identifying areas for improvement. Additional details will be publicized once the details have been finalized.

### **Graduate Plan on a Page and SWOT Analysis**

The Graduate Studies office is continuing to work with the Graduate Council to develop a Plan on a Page for Graduate Studies. All units have been asked by the President to prepare a plan this fall.

To begin this process, a form was distributed to all graduate faculty asking for feedback on the Strengths, Weaknesses, Opportunities and Threats (SWOT) for graduate education at Marshall.

63 responses were received from faculty. The contents of responses will be shared with the Graduate Council without faculty names.

### **ETD Information**

The ETD Review Team has implemented a *Distribution License Form* that will be submitted as part of the ETD package by a student. Many of our peers use a similar form, which simply puts into writing the practices Marshall has used for years regarding the Marshall Digital Scholar. The distribution form emphasizes that students retain the right to publish their ETD separately if they wish, and emphasizes the roles of the student and ETD committee related to copyright, funding agency compliance, data privacy, and related topics. For additional information please see <https://libguides.marshall.edu/etd/> or contact [etdreview@marshall.edu](mailto:etdreview@marshall.edu).

### **Secondary Program Form**

Marshall has historically used a “Secondary Program Form” for graduate students to add certain certificates or programs without paying an application fee. Now that we are waiving these fees, the Graduate Studies office and Graduate Admissions are preparing to wind down the secondary program form. Students will be able to add secondary programs simply by applying through Graduate Admissions. This is a simpler and often faster process, and

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provides a more complete admissions record in Salesforce, among other benefits. We are gathering feedback to make sure we anticipate any effects of this change before it occurs.

### **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. The final scheduled hours in South Charleston this semester are ***Tuesday, November 12*** from noon to 4:30pm.

### **FACULTY SENATE REPORT**

Shawn Schulenberg shared the following:

1. We held the Fall General Faculty meeting on October 3 in the Joan C. Edwards Playhouse. Thank you to all those who could attend. A copy of the recording is available on livestream and the slide decks are available on the Faculty Senate website.
2. Faculty, administrators, and staff have communicated to the Senate office that it is not always clear when the Standing Committees are meeting or where to find the meeting links. As a result, the Faculty Senate has asked all standing committee chairs to communicate this information to us in advance so that we can post the information and virtual link on our website in a centralized location. In addition to posting this information on each Standing Committee page, we hope to host a calendar on our website of all meetings in the Faculty Senate system. We have also begun posting liaison reports to the standing committee page for more to view.
3. Shared Governance Charter: At the September Faculty Senate meeting, we approved the MU Shared Governance Charter (SR 24-25-03 EC) with two amendments. In the meantime, many of our shared governance partners have also approved of the Charter with their own amendments. To coordinate our efforts, once each body initially approves the Charter with amendments, we are going to bring the heads of the families together to conference these amendments and send a final version to each body for approval.
4. Faculty Technology Committee: Nearly all members of the FTC are elected except for the School of Pharmacy. The committee is scheduled to have its first meeting on November 14. The body will elect its officers and review its first items for consideration.

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5. Stay tuned for the announcement of our second generative AI short course, “Introduction to Generative AI and Ethics,” on the Marshall Skills Exchange. We are reviewing the last-minute feedback and hope to advertise it by the end of next week.
6. Our last Executive Committee meeting of the semester is scheduled for November 11, for items to be taken up at the November 21 Faculty Senate meeting. All recommendations and resolutions for those meetings are due at [senate@marshall.edu](mailto:senate@marshall.edu) by 5:00 PM today, October 25.

**CONCLUDING REMARKS:**

- Lisa Heaton accepted the nomination for vice-chair of GC. No other nominations were made. Lisa was elected vice-chair by vote of acclamation.

**Meeting Adjourned at 2:08 PM**





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## Attachment #1 Minutes From September 2024

### 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, Stroebel, 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 ( <b>Attachment #1</b> )
Beard	Graduate Faculty Status Candidates – ( <b>Attachment #2</b> ) <b>GC-24-09-01-CRC</b>
Davis	Planning Committee – ( <b>Attachment#3</b> ) <b>GC-24-09-02-PC</b>
Simonton	Curriculum Committee Requests ( <b>Attachment #4</b> ) <b>GC-24-09-03-CC</b>
Meadows	Program Review
Egleton	<b>Chairs Report - Discussion Items</b> <ul style="list-style-type: none"><li>• Billy Gardner resignation from the committee, need for new COS representative and a new vice chair for the committee.</li><li>• 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.</li><li>• Cross-linked classes approval form.</li><li>• Review of HLC Report</li><li>• Microsoft form sent out to all GC voting and ex-officio members regarding the retreat</li></ul>
Mukherjee	Provost report
Tusing	HLC report discussion ( <b>Attachment #4</b> )
Mummert	Graduate Studies Report ( <b>Attachment #5</b> )
Schulenberg	Faculty Senate Report
Egleton	<ul style="list-style-type: none"><li>• Nominations and Vote for new Vice chair</li><li>• Wrap up</li></ul>

**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)

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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. 2<sup>nd</sup> 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.

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- 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**

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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 Eggleton 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:

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### **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.

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### **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](mailto: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](mailto: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.

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### **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



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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](http://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](mailto: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**

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**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	franzent@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

[Type here]

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
<a href="#">Edit</a>	Archambault, Marie	archambaultm@marshall.edu	COB	Accounting/Legal Environment	Graduate
<a href="#">Edit</a>	Baker, Casey	bakerc@marshall.edu	COB	ACC/LE	Graduate
<a href="#">Edit</a>	Brewster, Hilary	brewsterh@marshall.edu	COLA	English	Graduate Chair
<a href="#">Edit</a>	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Graduate Chair
<a href="#">Edit</a>	Daniels, Jacqueline	jdkaniels@k12.wv.us	COEPD	Leadership Studies	Instructor
<a href="#">Edit</a>	Esmailpour, Mehdi	esmaelpour@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate
<a href="#">Edit</a>	Fry, Lisa Beth	thomasl@marshall.edu	COHP	Communication Disorders	Associate
<a href="#">Edit</a>	Jarrett, Gabi	gabi.dahalia@marshall.edu	COEPD	Leadership Studies	Associate
<a href="#">Edit</a>	Konz, Suzanne	konz@marshall.edu	COHP	School of Kinesiology	Doctoral
<a href="#">Edit</a>	Meadows, Amanda	meadowsa@marshall.edu	COB	ACC/LE	Associate

[Type here]

<a href="#">Edit</a>	Noyongoyo, Boniface	noyongoyo@marshall.edu	COLA	Sociology and Anthropology	Graduate
<a href="#">Edit</a>	Rees, Kathy	rees11@marshall.edu	COEPD	Curriculum and Instruction	Instructor
<a href="#">Edit</a>	Stephens, Laura	stephensl@marshall.edu	COHP	School of Physical Therapy	Doctoral
<a href="#">Edit</a>	York, Olen	olen.york@marshall.edu	COB	Managing and Marketing/MIS	Graduate
<a href="#">Edit</a>	Hurt, Jennifer	hurt30@marshall.edu	COEPD	Curriculum and Instruction	Associate
<a href="#">Edit</a>	Hodges, Corey	hodges93@marshall.edu	COEPD	Counseling	Associate
<a href="#">Edit</a>	Wilson, Fernando	fernando.wilson@utah.edu	COB	Management/HCA	Associate
<a href="#">Edit</a>	Burton, Shirley	burtontons@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^

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**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

[Type here]

**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

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## **Attachment #5**

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

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## **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



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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](mailto: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](mailto: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

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**Attachment # 2 (AMENDED)**  
**Credentiailling Committee Graduate Faculty Status**  
**October 25, 2024**

**GC-24-10-01-CRC**

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
<a href="#">Add</a>	Sellards, Robert	sellard2@marshall.edu	COB	COB	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Givens, Stephen	givens10@marshall.edu	COEPD	Counseling	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Johnson, Pamela	johnsonp@marshall.edu	COEPD	Counseling	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Kosa, Mehmet	kosam@marshall.edu	CECS	CSEE	Graduate	8/19/2025	12/15/2030
<a href="#">Add</a>	Stapleton, Laura	stapleton@marshall.edu	COEPD	Curriculum and Instruction	Graduate	8/19/2024	12/15/2029
<a href="#">Add</a>	Hambuchen, Michael	hambuchen@marshall.edu	SOP	DPS	Graduate	8/19/2024	12/15/2029
<a href="#">Add</a>	Rorbaugh, Boyd	rorbaughb@marshall.edu	SOP	DPS	Graduate Chair	8/19/2024	12/15/2029
<a href="#">Add</a>	Sullivan, Margaret	sullivanm@marshall.edu	COLA	English	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Hurt, Carol	hurt2@marshall.edu	COEPD	Leadership Studies	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Huang, Qing	huang46@marshall.edu	COB	Marketing, MIS/ENT	Graduate	8/19/2024	12/15/2029
<a href="#">Add</a>	Sodhi, Jaspreet	sodhi@marshall.edu	COHP	Physical Therapy	Graduate	8/19/2024	12/15/2029
<a href="#">Add</a>	Greathouse, Ashley	greathousea@marshall.edu	CAM	School of Music	Associate	8/19/2025	12/15/2028
<a href="#">Add</a>	Jackfert, Matthew	jackfert@marshall.edu	CAM	School of Music	Associate	8/19/2025	12/15/2028
<a href="#">Add</a>	McDowell, Wesley	medowell50@marshall.edu	CAM	School of Music	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	McQueen, Kelli	mcqueenk@marshall.edu	CAM	School of Music	Associate	8/19/2025	12/15/2028
<a href="#">Add</a>	Stamm, James	stamm8@marshall.edu	CAM	School of Music	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Simmons, Susan	simmonsu@marshall.edu	COHP	School of Nursing	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Mathew Ingle, Mathew	ingle5@marshall.edu	COHP	Social Work	Associate	8/19/2024	12/15/2027
<a href="#">Add</a>	Lockwood, Debra	conner4@marshall.edu	COEPD	Special Education	Graduate	8/19/2024	12/15/2029
<a href="#">Add</a>	Stevenson, Nora	SMITH658@marshall.edu	COEPD	Special Education	Associate	8/19/2024	12/15/2027

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<a href="#">Delete</a>	Chirchir, Habiba	chirchir@marshall.edu	COS	Biological Science	Graduate^	8/24/2020	12/6/2025
<a href="#">Delete</a>	Jones, Richard	jonesr1@marshall.edu	COLA	Communication Studies	Temporary	8/21/2023	12/8/2023
<a href="#">Delete</a>	Lawson, Kay	lawsonk1@marshall.edu	CAM	Music	Associate^	8/24/2020	12/8/2023
<a href="#">Delete</a>	Nolan, Jesse	nolanj1@marshall.edu	CAM	School of Music	Temporary	8/21/2023	12/8/2023
<a href="#">Delete</a>	Fowler, Katelyn	fowler106@marshall.edu	COHP	Social Work	Temporary	8/21/2023	12/8/2023
<a href="#">Edit</a>	Young, Kelly	kelly.young@marshall.edu	COHP	Communication Disorders	Instructor	8/22/2022	
<a href="#">Edit</a>	Rollins, Anna	jones453@marshall.edu	COLA	English	Associate	1/13/2025	5/15/2028
<a href="#">Edit</a>	Majdalani, Elias	majdalan@marshall.edu	CECS	Information Systems	Associate	8/19/2024	12/15/2027
<a href="#">Edit</a>	Goodman, Allyson	goodman4@marshall.edu	CAM	Journalism and Mass Communications	Graduate	1/13/2025	5/15/2030
<a href="#">Edit</a>	Hapney, Terry	hapney@marshall.edu	CAM	Journalism and Mass Communications	Graduate	1/13/2025	5/15/2030
<a href="#">Edit</a>	Swindell, Christopher	swindell@marshall.edu	CAM	Journalism and Mass Communications	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Zhang, Jingran	zhangjin@marshall.edu	COB	MGT/HCA	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Alves, Julio Cesar	alvesj@marshall.edu	CAM	Music	Graduate	1/13/2025	5/15/2030
<a href="#">Edit</a>	Botes, Johan	botes@marshall.edu	CAM	Music	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Castleberry, David	castlebe@marshall.edu	CAM	Music	Graduate	1/13/2025	5/15/2030
<a href="#">Edit</a>	Waugh, Carline	wanghe@marshall.edu	CAM	Music	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Waugh, Carline	wanghe@marshall.edu	CAM	Music	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Zanter, Mark	zanter@marshall.edu	CAM	Music	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Taylor, Bobbie	taylor394@marshall.edu	COHP	Nursing	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	<a href="#">Reckampfer, Boyd</a>	<a href="#">reckampfer@marshall.edu</a>	<a href="#">SOP</a>	<a href="#">Pharmaceutical Sciences and Research</a>	<a href="#">Doctoral</a>	<a href="#">8/19/2024</a>	<a href="#">12/15/2029</a>
<a href="#">Edit</a>	Hambuchen, Michael	hambuchen@marshall.edu	SOP	Pharmaceutical Sciences and Research	Graduate	1/13/2025	5/15/1930
<a href="#">Edit</a>	Vallejo, Philip	vallejo@marshall.edu	CAM	School of Music	Graduate	8/19/2024	12/15/2029
<a href="#">Edit</a>	Fowler, Katelyn	fowler106@marshall.edu	COHP	Social Work	Associate	8/19/2024	12/15/2027
<a href="#">Edit</a>	<a href="#">Munichson, Matthew</a>	<a href="#">munichson@marshall.edu</a>	<a href="#">CAM</a>	<a href="#">Music</a>	<a href="#">Postgraduate</a>	<a href="#">8/15/2018</a>	<a href="#">8/15/2024</a>
<a href="#">Edit</a>	<a href="#">Foley, Brian</a>	<a href="#">foley@marshall.edu</a>	<a href="#">COLA</a>	<a href="#">Sociology and Anthropology</a>	<a href="#">Graduate</a>	<a href="#">8/15/2017</a>	<a href="#">8/15/2023</a>

[Type here]

Long – Delete (this is 2<sup>nd</sup> entry – 1<sup>st</sup> entry expires 1/13/2025)

Murchison – delete

Hoey – Delete (this is 2<sup>nd</sup> entry – 1<sup>st</sup> entry expires 4/28/2028)

Rorabaugh – No expiration date here or on Red Book

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**Attachment #3**  
**Planning Committee Report**  
**October 25, 2024**  
**GC-24-10-02-PC - GC-24-10-04-PC**

**Lewis College of Business**

**(GC-24-10- 02 -PC)** *Program (Non-Curricular) Catalog Change*

Department: Department of Accountancy and Legal Environment

Major or Degree: MS, Accountancy

Type of Change: Non-Curricular Program Change - Catalog

Effective: Spring 2025

Rationale: Change in admission requirements with the primary change being the elimination of the Graduate Management Admission Test (GMAT) and adding recommendations for applicants seeking provisional admission.

**Committee Recommendation - Approval**

**University Libraries**

**(GC-24-10- 03- PC)** **Intent to Plan**

Major or Degree: MS, Library Science

Type of Change: Intent to Plan

Rationale: The University Library proposes a Master of Science in Library Science (MSLS) to begin in 2025-26. Despite a long history of providing school library education for certified teachers in the state, there is currently no MSLS program in West Virginia to provide preparation for academic or public librarians. Marshall's will be the first (and only) institution to offer this degree identifying a need without local competition. Since 1972, when a master's degree became the minimum requirement for professional librarianship, WV residents have had to seek education out-of-state, incurring significant costs. Luring quality librarians back to the state is a challenge and is cited as one of the biggest issues WV library directors face when hiring. Hanover Research further validated the need for this project to take flight after partners at the state level approached Marshall to consider its launch.

Effective: Fall 2025

**Committee Recommendation – Approval contingent on a letter of support from Teresa Eagle, Dean of COEPD.**

**School of Medicine**

**(GC-24-10- 04 -PC)** **New Graduate Certificate**

Major or Degree: Medical Science

Type of Change: Graduate Certificate

Effective Date: Fall, 2025

Rationale: This is a one-year certificate pathway program aimed at students who want to improve their application to Marshall's medical school. Applicants who lack either the required minimum GPA or MCAT score can use this certificate program to improve their credentials for the next application cycle. There are two-year master's programs for enhancing applications for health profession schools, but a one-year certificate will benefit the students financially. Students who

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successfully complete the program will interview early in the application cycle and be more likely to attend Marshall's medical school.

**Committee Recommendation – Approval**

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**Attachment #4**  
**Curriculum Committee Report**  
**October 25, 2024**

**CAM**

**GC-24-10-05 -CC**

MUSE 501: Chamber Choir

College / School: CAM

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

Department: Music

Major or Degree: Music

Type of Change:

Change in Alpha Designator and Course Number from MUS -MUSE (Music Ensembles) and from 507 – 501. Old course deleted via separate form

Effective: (Semester and year) Spring 2025

Rationale:

Not a new course; just a renumbering of an existing course. Course is over the description word count but repeatable comment is required and approved by the office of the Registrar.

Committee Recommendation - Approve





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## **Attachment #5**

### **Graduate Studies Report for Graduate Council**

### **October 25, 2024**

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** October 18, 2024

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

The most recent organizational meeting for the Graduate & Professional Student Association was on October 15. Two key goals for this year have been established based on feedback from the students. The first is to develop the bylaws and structure for the GPSA, working towards elections in Spring 2025. The second is to develop a communication plan for this year and organize online and in-person events for graduate students.

#### **Assistance with Grant Writing and Analysis**

There has been progress in providing faculty with assistance in both grant writing and data analysis.

- MURC is providing additional pre-award assistance through several of its offices. Key contacts are Niki Rowe-Forstner, Associate Vice President of Grant Development and Suzanne Strait, Associate Vice President for Research Development.
- A grant has recently been awarded to Academic Affairs and Institutional Research that, among other things, is expected to fund a new Research Analyst/Grant Writer. This position could help in evaluating the impact and effectiveness of funded programs by analyzing data, preparing reports on outcomes, and identifying areas for improvement. Additional details will be publicized once the details have been finalized.

#### **ETD Information**

The ETD Review Team has implemented a *Distribution License Form* that will be submitted as part of the ETD package by a student. Many of our peers use a similar form, which simply puts into writing the practices Marshall has used for years regarding the Marshall Digital Scholar. The distribution form emphasizes that students retain the right to publish their ETD separately if they wish, and emphasizes the roles of the student and ETD committee related to copyright, funding agency compliance, data privacy, and related topics. For additional information please see <https://libguides.marshall.edu/etd/> or contact [etdreview@marshall.edu](mailto:etdreview@marshall.edu).

#### **Secondary Program Form**

Marshall has historically used a "Secondary Program Form" for graduate students to add certain certificates or programs without paying an application fee. Now that we are waiving these fees, the Graduate Studies office and Graduate Admissions are preparing to wind down the secondary program form. Students will be able to add secondary programs simply by applying through Graduate Admissions. This is a simpler and often faster process, and provides a more complete admissions record in Salesforce, among other benefits. We are gathering feedback to make sure we anticipate any effects of this change before it occurs.

#### **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.

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