



Graduate Council


MEMORANDUM

To: Mr. Brad D. Smith, President
From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*
Date: December 12th, 2024
Subject: **Review of Graduate Council Minutes: November 22, 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

12/16/24
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

November 22, 2024

Hybrid Meeting – MSC 2w16-B + Teams

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

Members Absent: Hughes

Ex-Officio Voting Members Present: Schulenberg

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

Ex-Officio Non-Voting Members Absent: Mukherjee

Guests: P. Georgel, S. Cantrell-Johnson, A. Mummert, V. Stroehrer, W. Stites, D. Lee, K. Adkins, T. Eagle, D. Lockwood, M. Brooks, M. Simms, B. Morgan, C. Fain

Agenda

Egleton	Welcome, Approval of the Agenda
Lucas-Adkins	Approval of October Minutes (Attachment #1)
Beard	Credentialling Report Graduate Faculty Status (Attachment #2) GC-24-11-01-CRC
Davis	Planning Committee Report
Simonton	Curriculum Committee Report (Attachment #3) GC-24-11-02-CC – GC-24-11-03-CC
Meadows	Program Review
Egleton	Discussion and vote for Shared Governance Charter GC-24-11-04 (Attachment #4)
Egleton	Chairs Report - Discussion Items <ul style="list-style-type: none">• Benchmarking• Meeting with Marketing (Dave Traube) and Enrollment (Jerry Ross) to discuss training / advice for programs in targeted marketing and best practices
Kimble / Mummert	<ul style="list-style-type: none">• Transfer Credit policy discussion (Attachment #5)
Mummert	<ul style="list-style-type: none">• Graduate Studies Report (Attachment #6)• Plan on a page from Graduate Studies (Attachment #7)
Schulenberg	Faculty Senate Report
Egleton	<ul style="list-style-type: none">• Wrap up

At this time, all meetings will be Hybrid.

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 October meeting

Attachment #2: Credentialling Report Graduate Faculty Status

Attachment #3: Curriculum Committee Report

Attachment #4: Shared Governance Policy

Attachment #5: Policy on Graduate credit transfers

Attachment #6: Graduate Studies Report

Attachment #7: Plan on a page

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- R. Egleton reminded members who were participating via Teams to raise their virtual hands for voting and to raise virtual hand if they wanted to speak.

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE October Meeting Minutes with amendment

APPROVED

(See Attachment #1)

- C. Lucas-Adkins amended Oct. minutes to reflect A. Meadows' attendance.

GRADUATE FACULTY STATUS

(See Attachment #2)

Keith Beard presented the committee report.

GC-24-11-01- CRC

APPROVED

PLANNING COMMITTEE

No items from PC

CURRICULUM COMMITTEE

(See Attachment #3)

Scott Simonton presented the report. R. Egleton asked GC's permission for related items to be grouped together in the report. All agreed.

GC 24-11-02-CC

APPROVED

GC 24-11-03-CC

APPROVED

PROGRAM REVIEW COMMITTEE

Amanda Meadows shared information about upcoming reviews. She sent email with several attachments to all GC members on Tuesday. She asked GC members to contact her if they had any questions about the review. GC members may also reach out directly to the person who submitted the review if they have questions about the submission. Reviews are due to Amanda by Dec. 18th.

GRADUATE COUNCIL CHAIR- Shared Governance Charter

(See Attachment #4)

R. Eggleton invited discussion from GC about Shared Governance Charter before vote. Confirmation provided that GC will see the charter again once changes/edits from other groups have been made and before the charter becomes official. Richard noted that GC has had input on the charter from the beginning with Scott Davis being directly involved in its preparation as the former GC chair. Scott Davis stated his support for the charter and pointed out how it relates to Graduate Council and is beneficial to the university.

GC 24-11-04

APPROVED

GRADUATE COUNCIL CHAIR- Updates

Benchmarking- Richard has received 6 responses to his request for graduate programs to submit their comparison programs for benchmarking (2 programs similar to MU; 2 programs considered to be “gold stars;” and 2 programs considered to be below MU standards). The deadline for this information is Dec. 15th, and Richard will send a reminder to program directors after Thanksgiving.

Marketing- Richard is discussing graduate program marketing ideas with Jerry Ross and Dave Traube. There may be opportunities for GC members and others to meet in small groups to discuss graduate level marketing. Richard asks that members email him with questions and ideas for marketing at the graduate level.

TRANSFER CREDIT POLICY DISCUSSION

(See Attachment #5)

Craig Kimble presented the current issue in his program: A transfer student has completed lab work at another accredited university. MU wants to accept the work; however, the other university used a Pass/Fail grading system for lab. MU’s current transfer policy specifies that letter grades be considered, and transfer credits will only be accepted if grade is B or better. The other institution defines passing of the lab as a C or better and there is no way to determine the

letter grade for the student in question. If MU does not accept these lab credits, then there would be 1 to 2 years added to the student's time in the program. Craig discussed the issue with Carl Mummert, and Carl asked that it be brought to GC's attention.

Scott Davis points out 2 concerns: 1) the individual student and 2) what would a revised transfer policy that addresses this issue look like moving forward

Shawn Schulenberg asks GC to keep in mind that if one exception to the policy is made, this is opening the door for others.

One idea from Craig is to look at peer institutions that have faced similar situations and how transfers have been handled. He suggests that our policy could be modified so this particular student is not an exception.

Richard suggests asking the Planning Committee to research peer institutions' policies and consider revising our policy.

Scott Davis and other members of Planning Committee will research and prepare draft policy for GC's review.

GRADUATE STUDIES REPORT

(See Attachment #6)

Carl M. presented his report:

Enrollment Update

While our "census" enrollment is determined at an earlier point in the semester, graduate enrollment continues to grow until early November. As of November 14, 2024, our total graduate headcount was 3,064, an increase of 1.4% over November 16, 2023.



Graduate Faculty Status

Faculty who are teaching graduate courses in Spring 2025 have been contacted to remind them to check their Graduate Faculty status in the Redbook and renew if needed. The current status of each graduate faculty member and the process for renewal can be found on the Redbook website: <https://mubert.marshall.edu/redbook/index.php>.

Graduate Assistant Hiring

Units that hire Graduate Assistants have been asked to begin hiring for Spring 2025. As we move towards the new budget model, I want to share some key info about graduate assistants.

- Graduate Assistant allocations are fundamentally a budgetary concern, both for the pay and the tuition benefit. The Graduate Studies office facilitates hiring positions that have been approved, but we do not have budgetary authority.
- Research GA positions for which the pay and tuition are paid from external sources are approved routinely, based on the budget of the grant. Other GA positions, which rely on state funds for the pay and/or tuition, will be budgeted as part of the annual budget development process. For support units, the budget proposals for FY 2025-26 will be developed this fall. For academic colleges, the proposals will be developed in early 2025.
- Individual academic programs and departments should discuss GA plans with their dean's office as part of the budget development process.

Graduate Advising

The Graduate Advising Professional Learning Community this fall went very well. Work will continue in the spring. Plans include additional workshop sessions, development of a graduate advising handbook, and possibly an external invited speaker about graduate advising.

The university has updated the title and duties for Sarah Davis, who is now the Senior Director of Advising. Her updated position will allow her to work with graduate advisors as well as continuing to coordinate undergraduate advising. The details of the new role will be worked out in detail this spring, and Graduate Council will be updated.

Plan on a Page

(see Attachment #7)

Carl asked for feedback on the draft plan on a page for Graduate Studies.

- Scott Davis inquired about “targets” for the metrics. For example, what are the baselines and expected growth targets?
- Carl said he would love to have conversations about baselines and targets. At the present time, there is not a “formally vetted” target.
- Sandra Stroebe expressed concern that faculty may not have the necessary resources to produce some items listed as metrics under “Research and Creativity.” For example, scholarly works from faculty could be limited if the library doesn't have funding for the supports that faculty need, i.e. journal access.
- Carl expressed appreciation for the feedback and the different perspectives shared by GC members. He will continue working on the PoP with GC Executive Committee and will share revision with GC.

FACULTY SENATE REPORT

Shawn Schulenberg shared the following:

1. The Executive Committee and Senate passed several resolutions/recommendations this past month.
 - a. The Executive Committee approved the creation of an Ad Hoc Catalog Standardization Committee to propose recommendations for standardizing content placement in program catalogs, defining approval processes for catalog changes, implementing a staggered three-year update process, and addressing structural or policy improvements to enhance catalog utility and coherence. Programs will still retain autonomy over their content, but this student-first approach aims to make it easier to compare academic programs.
 - b. The Senate approved an intent to plan for a BA in Biological Sciences
 - c. The Senate approved our program reviews, including recommendations to continue at current level and a handful to expand due to external demand.
 - d. The Senate approved program and coursed changes.
2. We have several items quickly coming up for review:
 - a. Faculty Technology Committee is considering some major revisions to UPGA 10 Information Security Policy.
 - b. The Faculty Personnel Committee has submitted revisions to UPAA 10 Qualifications for College Teaching. The proposed updates to UPAA-8 ensure alignment with HLC standards by clarifying educational credential requirements, allowing tested experience as an alternative qualification, standardizing credential review processes, listing terminal degrees by discipline, mandating supervision for instructors in training, enabling college-specific policies with minimum thresholds, and improving credential documentation protocols.
 - c. Major revisions to MU BOG AA 6 (promotion), 8 (promotion), and 9 (tenure), combining them into a single Rule MU BOG AA6. It make many changes: it consolidates promotion and tenure governance into a single framework, eliminating the University Citizenship criterion due to its ambiguity, establishing clear processes for tenure upon hire for both academic and administrative hires, enhancing external review requirements with independent letters for promotions and tenure, mandating specific timelines including a Year 5 portfolio start and Year 6 application deadlines, requiring academic units to adopt quantifiable rubrics for evaluations to ensure consistency, formalizing grievance procedures with an option for faculty to submit a one-page response after departmental or college-level reviews, introducing Promotion/Tenure Coordinators and secure digital submission processes, and codifying annual reporting of external activities alongside course release for maintaining professional certifications.
3. The Commencement and Honorary Degree Committees met earlier this month and forwarded relevant names to the President. He will return to us in early spring with recommendation(s).
4. Search committees are being formed for three upcoming dean searches: the Lewis College of Business, the College of Liberal Arts, and the College of Education and Professional Development. The university hopes to hire all three positions this spring.

5. Our next Executive Committee meeting is scheduled for January 13, 2025, for items to be taken up at the Faculty Senate meeting on January 23, 2025. All recommendations and resolutions for those meetings are due at senate@marshall.edu by January 3, 2025, at 5:00 PM.

CONCLUDING REMARKS:

- Richard thanked everyone for their work and wished everyone a Happy Thanksgiving.

Meeting Adjourned at 2:08 PM

Attachment #2
Credentialing Committee Report
November 22nd, 2024

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Hamilton, Maria	babiuc@marshall.edu	COS	Mathematics and Physics	Graduate	1/13/2025	5/15/2030
Add	Hurt, Jennifer	hurt30@marshall.edu	COEPD	Curriculum and Instruction	Associate	1/8/2024	5/15/2027
Add	Rabe, Robert	rabe@marshall.edu	CAM	School of Journalism & Mass Communications	Graduate	1/13/2025	5/15/2030
Edit	Dean, Benjamin	deanb@marshall.edu	CECS	Computer Science	Associate	1/8/2024	5/15/2027
Edit	Fazea Alnades, Yousef	fazeaalnades@marshall.edu	CECS	Computer Sciences and Electrical Engineering	Graduate Chair	1/13/2025	5/15/2030
Edit	Hamilton, Maria	babiuc@marshall.edu	COS	Mathematics & Physics	Graduate	1/13/2025	5/15/2030
Edit	Hodges, Corey	hodges93@marshall.edu	COEPD	Counseling	Associate	1/8/2024	5/15/2027

Attachment # 3
Curriculum Committee Report
November 22, 2024

CAM

GC-24-11-02 -CC

MUSA 680: Original Composition

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 -MUSA (Applied Music) and from 645 – 680.

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Change in Number: For consistency of numbering.

Course description: Added.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSA 681: Saxophone

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 -MUSA (Applied Music) and from 680 – 681.

Change in CIP from 500903 – 500915 (Woodwind)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Change in Number: For consistency of numbering.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 682: Flute

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in flute. May be repeated for credit.

Change in CIP from 500903 – 500915 (Woodwind)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 683: Oboe

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in Oboe. May be repeated for credit.

Change in CIP from 500903 – 500915 (Woodwind)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 684: Clarinet

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in clarinet. May be repeated for credit.

Change in CIP from 500903 – 500915 (Woodwind)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 685: Bassoon

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in bassoon. May be repeated for credit.

Change in CIP from 500903 – 500915 (Woodwind)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 686: French Horn

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in French horn. May be repeated for credit.

Change in CIP from 500903 – 500914 (Brass Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 687: Trumpet

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in trumpet. May be repeated for credit.

Change in CIP from 500903 – 500914 (Brass Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because

the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 686: Trombone

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in trombone. May be repeated for credit.

Change in CIP from 500903 – 500914 (Brass Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 689: Euphonium

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in euphonium. May be repeated for credit.

Change in CIP from 500903 – 500914 (Brass Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 690: Tuba

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in tuba. May be repeated for credit.

Change in CIP from 500903 – 500914 (Brass Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 691: Violin

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in violin. May be repeated for credit.

Change in CIP from 500903 – 500911 (Stringed Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 692: Viola

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in viola. May be repeated for credit.

Change in CIP from 500903 – 500911 (Stringed Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 693: Cello

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in cello. May be repeated for credit.

Change in CIP from 500903 – 500911 (Stringed Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 694: String Bass

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in string bass. May be repeated for credit.

Change in CIP from 500903 – 500911 (Stringed Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 695: Piano

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in piano. May be repeated for credit.

Change in CIP from 500903 – 500907 (Keyboard Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because

the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 696: Voice

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in voice. May be repeated for credit.

Change in CIP from 500903 – 500908 (Voice and Opera)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 697: Organ

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in organ. May be repeated for credit.

Change in CIP from 500903 – 500907 (Keyboard Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 698: Percussion

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in percussion. May be repeated for credit.

Change in CIP from 500903 – 500916 (Percussion Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSA 699: Guitar

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 -MUSA (Applied Music).

Description Added, Master's level individual studies in guitar. May be repeated for credit.

Change in CIP from 500903 – 500911 (Stringed Instruments)

Effective: (Semester and year) Fall 2025

Rationale:

Change of Alpha designator: The School of Music is renumbering its courses using new, more specific alpha designators.

Course description: Added.

Change in CIP Code: The current code is general; the new code is more specific to the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSE 502: University Chorus

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 Ensemble), and 504 - 502

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Split level MUSE 402

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation - Approve

MUSE 503: Choral Union

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 Ensemble)

Course Description Change:

Large choral ensemble available to university and regional singers without audition. May be repeated for credit.

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Offered as 400 as well

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation - Approve

MUSE 506: Opera Workshop

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 Ensemble)

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Offered as 400 as well

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation – Approve

MUSE 511: Orchestra

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 Ensemble) and 508 - 511

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because

the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation – Approve

MUSE 520: Wind Symphony

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 Ensemble) and 567 - 520

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation – Approve

MUSE 521: Symphonic Band

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 Ensemble) and 565 - 521

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation – Approve

MUSE 530: Jazz Ensemble

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 Ensemble) and 559 - 530

Change in CIP from 500904 – 500903 (Music Performance General)

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course. Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

For Registrar: May be repeated for credit.

Committee Recommendation – Approve

MUSE 540: Brass Band of the TriState

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 Ensemble) and 537 - 540

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

A community/university ensemble modeled after the British-style brass band. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course. Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 546: African Drum & Dance Ensemble

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 Ensemble) and 571 - 546

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

Ensemble devoted to the performance for traditional African drumming and dance. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course. Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 552: Woodwind Ensemble

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 Ensemble) and 556 - 552 - 546

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

Chamber ensemble experience for woodwind players. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 555: Brass Ensemble

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 Ensemble) and 556 - 552 - 546

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

A community/university ensemble modeled after the brass players. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 558: Percussion Ensemble

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 Ensemble) and 557 - 558 - 546

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

An ensemble dedicated to performing a wide variety of musical styles on instruments in the percussion family. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 561: String Ensemble

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 Ensemble) and 555 - 561- 546

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

Chamber ensemble experience for string players. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 564: Piano Ensemble

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 Ensemble) and 545- 564

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

Study and perform a wide variety of musical styles for multiple pianists on 1-5 pianos. Audition with instructor required. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Course description: Slight wording change for clarity.

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

MUSE 567: Guitar Ensemble

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 Ensemble) and 545- 564

Change in CIP from 500904 – 500903 (Music Performance General)

Course Description

An ensemble for guitar majors and qualified guitar elective students; focus on sight reading skills, ensemble accuracy and position playing. May be repeated for credit.

Effective: (Semester and year) Fall 2025

Rationale:

Change in course numbering: We are revamping our course numbering system to make it easier for students to find ensembles (currently nestled among all MUS courses).

Change in CIP: The course was tagged as Theory/Composition. The CIP should align with the content of the course.

Please note: We received permission from the UCC and Graduate Council chairs to include current syllabi because the requested change does not affect course content and because of the volume of courses involved in the renumbering.

Committee Recommendation – Approve

New Course

MUSE 508: 3rd Avenue

College / School: CAM

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

Department: Music

Major or Degree: Music

CIP Code: 500903 Music Performance General

Course Description

An ensemble for the performance of Medieval, Renaissance, and Baroque music, with special attention to performance practices and instrumental and vocal techniques. May be repeated for credit.

PR: Permission.

Split Level with MUSE 408 - 3rd Avenue

Effective: (Semester and year) Fall 2025

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

This course is a select vocal ensemble composed primarily of advanced undergraduate students. Offering this course at the graduate level will provide opportunities for leadership through the teaching of sectionals or full rehearsals. Additionally, there are numerous opportunities to compose and arrange for this ensemble, which is a tremendously valuable experience for our graduate students.

The class is capped at 16 students due to equipment limitations and the nature of the ensemble, so the projected enrollment for graduate students would be 1-3 students.

Committee Recommendation – Approve

MUSE 544: Collegium Musicum

College / School: CAM

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

Department: Music

Major or Degree: Music

CIP Code: 500903 Music Performance General

Course Description

An ensemble for the performance of Medieval, Renaissance, and Baroque music, with special attention to performance practices and instrumental and vocal techniques. May be repeated for credit.

Split Level with MUSE 444 - Collegium Musicum

Effective: (Semester and year) Fall 2025

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

The School of Music has had a number of graduate students who are interested in historically informed performance as an area of research (performance practice) and as a means for exploring various tuning systems and unfamiliar repertoire. Students in the Music History and Literature emphasis area will benefit from the opportunity to transcribe medieval and/or renaissance notations, realize figured bass lines, and make decisions about performance practice informed by scholarly research. Students in the Music Performance emphasis area will benefit by gaining experience in performing using different tuning systems and concepts of consonance and dissonance. The ensemble will broaden these students' understanding of early music. As a chamber ensemble, the group will not have more than 12 members total between the undergraduate and graduate sections.

Committee Recommendation – Review response of music to questions

MUSA 676: Graduate Recital

College / School: CAM

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

Department: Music

Major or Degree: Music

CIP Code: 500903 Music Performance General

Course Description

The culminating recital for graduate-level applied music study in the principal applied area.

Effective: (Semester and year) Fall 2025

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

The culminating master's project for performance-based emphases (applied music performance/jazz studies) and the music composition emphasis in the M.A. in Music is a public recital of approximately 60 minutes or more duration. In the past, students were expected to enroll in MUS 681 Thesis to fulfill this requirement, which was confusing not only to students and faculty at Marshall, but also to doctoral programs in music to which our students applied. In order to be competitive for admission into doctoral programs, their transcripts should accurately reflect the requirements of the degree program. This course will also demonstrate to our accrediting body (National Association of Schools of Music) that we are meeting the required standards for performance and composition. Committee Recommendation – Review response of music to questions

COHP

GC-24-11-03-CC

PT 781: Orthopedics in PT I

College / School: COHP

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

Department: PT

Major or Degree: Physical Therapy (DPT and MBA)

Type of Change:

Change in course description due to restructuring of the order of material from PT781 and PT782

Course Description

The principles of orthopedic physical therapy, including an overview of etiology, examination, evaluation, diagnosis, conservative intervention, and surgical management for the peripheral (extremity) musculoskeletal system will be emphasized.

Effective: (Semester and year) Spring 2025

Rationale:

This is not a new course. Requesting restructuring content in 2 existing courses requiring an edit to those courses. PT 781 and PT 782 constitute the first two of MUSOPT's three-course series for Orthopaedic assessment and intervention. Currently these two courses are organized using an upper quarter (781) / lower quarter (782) model. We are requesting to change the organization of courses to an extremities/peripheral (781), spine/axial (782) model. These changes constitute only a re-ordering of material delivery. All lecture and lab content remain unchanged, with no significant deletions or additions. No change in credit/contact hours. Committee Recommendation – Approve

PT 782: Orthopedics in PT II

College / School: COHP

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

Department: PT

Major or Degree: Physical Therapy (DPT and MBA)

Type of Change:

Change in course description due to restructuring of the order of material from PT781 and PT782

Course Description

The principles of orthopedic physical therapy, including an overview of etiology, examination, evaluation, diagnosis, conservative intervention, and surgical management for the axial (spinal) musculoskeletal system will be emphasized..

Effective: (Semester and year) Spring 2025

Rationale:

This is not a new course. Requesting restructuring content in 2 existing courses requiring an edit to those courses. PT 781 and PT 782 constitute the first two of MUSOPT's three-course series for Orthopaedic assessment and intervention. Currently these two courses are organized using an upper quarter (781) / lower quarter (782) model. We are requesting to change the organization of courses to an extremities/peripheral (781), spine/axial (782) model. These changes constitute only a re-ordering of material delivery. All lecture and lab content remain unchanged, with no significant deletions or additions. No change in credit/contact hours.

Committee Recommendation – Approve

Attachment # 4
Shared Governance Charter
November 22, 2024
GC-24-11-04

Marshall University Shared Governance Charter

1. Introduction

1.1. Purpose of the Charter: The purpose of this Charter is to codify the definition, guiding principles, and structure of shared governance at Marshall University. The Charter delineates the roles and responsibilities of each governing body at the University, as well as codifying the process by which these bodies will be reviewed according to the shared governance guiding principles. Neither this Charter nor the actions taken by the bodies established under the Charter may contravene public law or the authority of the Board of Governors or the West Virginia Higher Education Policy Commission.

1.2. Definition of Shared Governance: Shared governance is a systematized structure of transparent decision-making that reflects shared interests and shared responsibility of all constituency groups. Constituency groups—which include, but are not limited to, faculty, students, classified and non-classified staff, the Board of Governors, and administration—have assured, protected opportunities to influence decisions regarding the operation and direction of Marshall University and established organizational means by which they can carry these out. The role of constituency groups is not merely advisory; instead, decision-making is actively shared among relevant groups. Constituency groups thus contribute more than mere consultation before the implementation of a decision. Shared governance relies on an atmosphere of mutual understanding, respect and trust that can foster honest communication and consideration in decision-making. Shared governance promotes transparency, accountability, inclusivity, collaboration, collegiality, and interdependence among constituency groups.

1.3. Importance of Shared Governance in Academic Institutions and at Marshall: The [AAUP Statement on Government of Colleges and Universities](#) states that “The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort.” A shared governance approach is thus recommended as the best model for university governance. Shared governance places the [mission](#) and well-being of the institution above individual interests and fosters a unified direction for university development. For Marshall University, this approach is required by WV State Code 18B-2A-4(j), which states that the governing boards of all state universities should “Involve faculty, students, and classified employees in institution-level planning and decision making when those groups are affected.”

1.4. Definitions:

1.4.a. *Constituency groups*: A constituency group is an individual or group that has a vested interest in the mission and well-being of Marshall University. Constituency groups include but are not limited to:

Students: Any persons taking courses at or from Marshall University, both full-time and part-time, pursuing undergraduate, graduate or professional studies and who reside in University residence halls or utilize University facilities or services for the purpose of pursuing studies.

Faculty: All full-time or part-time employees who have current faculty appointments, including library track faculty, clinical faculty, associate deans, assistant deans, directors, associate directors, assistant directors, chairs, temporary faculty, and term faculty.

Classified Staff - Any regular full-time or part-time employee of Marshall University who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system established by state code or by the Higher Education Policy Commission.

Non-Classified Staff - Any regular full-time or part-time employee of Marshall University who holds a position that is not assigned a particular job title and pay grade in accordance with the personnel classification system established by state code or by the Higher Education Policy Commission.

Administration – University employees whose role and responsibility are to manage and oversee institutional operations, led by the President and including cabinet members, divisional leaders (vice presidents and chief officers), associate and assistant vice presidents, deans, directors, etc.

Additional constituency groups who could possibly be called to give input on certain decisions include community members and alumni.

1.4.b. *Governing body*: a governing body refers to a standing unit on campus that has decision-making powers regarding rules, policies, and/or procedures. These include Faculty Senate, Classified Staff Council, Non-Classified Staff Council, the Student Government Association, the Graduate Council, the President's Office, and the Board of Governors (BOG).

1.5. Shared Governance Ad Hoc Committee: This committee was established in April 2022 to assess shared governance at Marshall and provide recommendations for its improvement. Its membership consists of appointed representatives from the faculty of each college/school, undergraduate and graduate students, non-classified and classified- staff, athletics, Academic Affairs, the administration, libraries, the governing bodies, and the Dean's Council and Council of Chairs. The goals of the committee are to research and provide recommendations for university shared governance best practices, assess shared governance structures and practices at Marshall, and provide recommendations for improving shared governance at the university. When and if it becomes feasible and appropriate, this committee shall be transformed from an ad hoc committee to a standing committee of one or more of the governing bodies and codified in their constitution(s).

1.5.a. By the end of each spring semester, the Ad Hoc Committee shall establish an annual work plan that outlines its goals and priorities. Also, at the end of each spring semester, the Ad Hoc Committee will conduct an internal review of its work plan from the prior year, assessing its work product and the degree to which its goals are being achieved.

1.5.b. Membership terms and requirements for the Ad Hoc Committee shall be codified in a separate document and are subject to change by a majority vote of the committee. The committee operates on a 9-month work schedule unless there are needs that have to be addressed during the summer months, in which case special task forces will be created.

2. Principles of Shared Governance

2.1. Transparency and Communication: We strive for a system of governance that encourages and relies on open communication among stakeholders and governing bodies. Information must sometimes remain confidential during decision-making processes, but this principle assumes that each governing body makes a genuine attempt to communicate as much as possible about ongoing decision-making processes to stakeholders. Meaningful and productive lines of communication should be established for stakeholders to provide input on relevant decisions. The shared governance website will, as much as is possible, maintain an up-to-date record of decision-making processes and outcomes and/or links to the pages of the governing bodies where this information is kept.

2.2. Accountability: It should be clearly communicated to constituency groups which persons/bodies hold ultimate authority for which decisions. An appeal process for decisions made by each governing body should be established.

2.3. Shared Decision-Making: Each decision should be made with meaningful and adequate input from relevant constituency groups. This input should be provided during the process of decision-making, not simply after a decision has been made.

2.4. Inclusion and Respect for Diverse Perspectives: All governing bodies should strive for participation from a diverse, equitable, representative, and balanced sector of each group they represent. No single classification of constituents (e.g., women, non-tenured faculty, minorities) should shoulder the brunt of shared governance work.

2.5. Clarity of Roles and Responsibilities: The roles and responsibilities for each governing body should be clearly defined and communicated. Each governing body shall onboard new members by communicating these roles and responsibilities.

2.6. Freedom of speech: All constituents of Marshall University, including students, tenure-track and non-tenure track faculty, classified and non-classified staff, and members of the administration and governance of the university, have a right to provide open and honest input on decisions that affect them and the university mission without retribution. This Charter asserts that all constituents have the right and responsibility to contribute to Marshall University's mission and well-being.

3. Plan of Organization for Shared Governance

3.1 Governing Bodies: There shall be seven representative bodies, consisting of the Board of Governors, Student Government Association, the Faculty Senate, the Graduate Council, the

Classified Staff Council, the Non-Classified Staff Council, and the Administration (including the President and their cabinet). Each of these bodies has the following responsibilities:

3.1.a. To advise and make recommendations to the other governing bodies on issues on behalf of their constituent groups.

3.1.b. To establish and maintain its own constitution/bylaws, provided they are not in conflict with provisions of this Charter of Shared Governance nor state law or Board of Governors Rules. Each body shall operate in accordance with an agreed-upon set of Rules of Order and elect officers in accordance with, and for terms established by, its own constitution and bylaws.

3.1.c. To respond to initiatives brought forward by its constituents and by the University Advisory Council (defined in Section 4).

3.1.d. Each governing body will organize and maintain its own committees and will provide yearly reports of the committees' goals and work product.

3.2. Governing Bodies' Roles and Responsibilities. The following is a general outline of the roles and responsibilities of each of the governing bodies. More specific descriptions of the roles and responsibilities of each can be found in their respective constitutions and governing rules.

3.2.a. *Student Government Association:* The Student Government Association shall be composed of representatives elected from the various student bodies at Marshall by a plan and process established by its own constitution/bylaws. The Student Government Association shall have authority to recommend policies specifically regarding the following matters:

1. Student-related policies, procedures and issues that affect the overall wellbeing of students and their ability to complete their education.
2. The establishment of budget for funds allocated to it, the selection of appropriate representatives for university committees and workgroups, and the establishment and governance of clubs and other organizations of students entitled to the use of Marshall University facilities.

3.2.b. *Faculty Senate:* The Faculty Senate shall be composed of representatives elected from its constituent group by a plan and process established by its own constitution/bylaws. The Faculty Senate shall have authority to formulate and recommend policies, specifically regarding the following matters:

1. All academic policy matters and affairs which primarily affect the faculty, including curriculum, admission standards, student retention, scholarships and honors, degree programs, instructional standards and faculty welfare.
2. Major issues that affect the institution, including change to the mission, addition or deletion of programs, contracts with government agencies, and public questions that affect the role of the institution or endanger the principle of academic freedom.

3.2.c. *Graduate Council*: The Graduate Council shall be composed of representatives elected from its constituent group by a plan and process established by its own constitution/bylaws. The Graduate Council shall have the authority to formulate and recommend policies specifically regarding the following matters:

1. Issues related to the graduate education mission of the university, including long-range planning for graduate education, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty.
2. Major issues that affect the institution, including change to the mission, addition or deletion of programs, contracts with government agencies, and public questions that affect the role of the institution or endanger the principle of academic freedom.

3.2.d. *Classified Staff Council*: The Classified Staff Council shall be composed of representatives elected from its constituent group by a plan and process established by its own constitution/bylaws. The Classified Staff Council shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies, specifically with regard to the following matters:

1. Human resource policies and procedures that may directly affect the classified employees.
2. Non-academic policies and procedures that support student learning, experience and responsibility both within and outside of the classroom environment.
3. Selection and appointment of administrators, budget and planning matters for the University, the organizational structure of the University, and other issues that affect the overall welfare of the University.
4. Methods and means by which employment conditions may be improved and operating efficiency of the University increased.

3.2.e. *Non-Classified Staff Council*: The Non-Classified Employees Staff Council shall be composed of representatives elected from its constituent group by a plan and process established by its own constitution/bylaws. The Non-Classified Staff Council shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies, specifically with regard to the following matters:

1. Human resource policies and procedures that may directly affect the non-classified staff members.
2. Non-academic policies and procedures that support student learning, experience and responsibility both within and outside of the classroom environment.

3. Selection and appointment of administrators, budget and planning matters for the University, the organizational structure of the University, and other issues that affect the overall welfare of the University.
4. Methods and means by which employment conditions may be improved and operating efficiency of the University increased.

3.2.f. *Administration*: The Cabinet members and other administrative leaders shall have authority to formulate and recommend university policies and administrative procedures according to the process set forth in University Procedure ADMIN-20.

3.2.g. *Board of Governors*: Marshall University's state-appointed governing board (the positions of faculty, staff, and student representatives are elected), which holds ultimate fiduciary responsibility for the university and oversees the university's operations and establishes rules.

4. *The University Advisory Council*

4.1. The purpose of the University Advisory Council is to coordinate the activities and serve as a conduit of information among the governing bodies. It does not serve as a governing body in and of itself. It provides counsel to the University President on establishment of strategic priorities for the University.

4.1.a. The University Advisory Council shall consist of the president of the Student Government Association; the chairs of the Faculty Senate, Graduate Council, Classified Staff Council and Non-Classified Staff Council; and the University President or their designee.

4.1.b. Regular meetings of the University Advisory Council shall be held twice annually, in July and January. Special meetings may be called by any member on an as-needed basis.

4.1.c. Members of the University Advisory Council shall meet with the Cabinet twice annually, in August to kick off the new academic year and in April to review the Administration's proposed budget for the next fiscal year.

4.2. The University Advisory Council shall have the following functions:

4.2.a. In conjunction with the Administration, identify and develop strategic initiatives for the University and the shared governance bodies. These initiatives will be reviewed and ratified by each of the governing bodies and do not preclude any group from modifying and/or developing additional initiatives throughout the course of the year.

4.2.b. Refer matters to appropriate University committees or governing bodies, receive reports of ad hoc committees responsible to it, and inform each governing body promptly of the actions of the other governing bodies.

4.2.c. Appoint ad hoc governance committees on matters of interest to more than one governing body or to resolve differences among the governing bodies.

4.2.d. Call special meetings of the Council to address timely matters or those that need special attention outside of the regular meeting schedule of the Council.

4.2.e. Represent the interests of the governing bodies, when appropriate, to the Board of Governors.

4.2.f. Make proposals to the governing bodies to improve the functioning of this Charter or other matters as required.

5. *Decision-Making Processes*: See Appendix 1 for a matrix outlining the purview of each constituent group in different types of decision-making processes.

5.1. Creation and amendment of rules, policies, and procedures. The process for posting, creating, reviewing, and approving BOG Rules, University Policies, and Administrative Procedures is codified in University Administrative Procedure ADMIN-20. ADMIN-20 establishes the shared governance process through which rules, policies, and procedures are created. These include BOG Rules on academic affairs, financial affairs, general administration, and student affairs; University policies for academic affairs, financial affairs, general administration, and human resources; and University Administrative Procedures for academic affairs, financial affairs, financial aid, general administration, human resources, information technology, and student affairs. All rules, policies, and procedures are vetted by the governing bodies and then undergo a period of public comment before approval.

5.2. Budget decision-making structure: Budget and resource allocation decisions are made under a shared governance management structure (diagrammed in Appendix 2). Committee structure is designed to promote broad constituent involvement and information sharing. Continuous feedback and data sharing is encouraged from subject matter experts and committee members.

5.2.a. The Budget Advisory Committee (BAC) receives all budget proposals directly from unit-level leadership, considers requests, and makes recommendations to the units. Membership on this committee includes the CFO; Provost; Budget Director; Finance Director; Asst. Provost, Institutional Efficiency and Academic Analytics; Business Operations Manager; two Cabinet members (other than CFO); three academic deans; Faculty Senate President; Classified Staff Council President; Non-classified Staff Council President; and an Athletics representative.

5.2.b. The BAC then provides a consolidated, recommended budget to the Executive Budget Committee (EBC) for approval. Membership on the EBC includes the President, Provost, CFO, Chief of Staff, Budget Director, and Institutional Research representative. This budget is then presented to the Board of Governors for approval. The annual university and athletics budgets are ultimately approved by the Board of Governors once a year.

5.2.c. The Budget and Academic Planning Committee, University Curriculum Committee, and Graduate Council provide feedback to the BAC. The Model Operations and Review Committee, Tuition Planning and Financial Aid Working Group, Space Committee, and Academic Planning Committee provide feedback both the BAC and EBC.

5.2.d. *Financial Transparency*: The annual university budget and core operating budget can be found here: <https://www.marshall.edu/finance/>. The proposed budget is posted publicly before it is voted on by the Board of Governors.

5.3. *Information Technology Decision-Making*: Decisions regarding information technology will be made by the Chief Information Officer in conjunction with the Technology Executive Committee, the Faculty Technology Committee, and the Administrative Technology Committee. The detailed decision-making structure for information technology can be found in Administrative Procedure ITP-48, the Technology Governance and Procurement Review.

5.4. *Strategic Planning*: The current master plan for Marshall University was developed through a listening tour initiated by the president with additional input from all constituency groups as the plan was developed. The plan can be found here (2023): <https://www.marshall.edu/strategicplan/>. Future master plans shall be created through the same process of engagement with constituent groups. In addition, A 10-year campus development plan is required by WV State Code and is approved by the Board of Governors. The current campus development plan can be found here: <https://www.marshall.edu/masterplan/2023-master-plan/>. The development plan should also be created with input from each constituent group.

5.5. *Final responsibility and dispute management*

5.5.a. While participation in shared governance by the Administration, Students, Faculty, and Staff is necessary and important for the well-being and advancement of Marshall University, the final responsibility for decision making rests with the university President, Board of Governors, or West Virginia Higher Education Policy Commission, who are ultimately held accountable by the public and its elected leaders.

5.5.b. Shared governance disputes arising between/among the governing bodies shall ultimately be resolved by the President, after conference with representatives of the appropriate governing bodies.

6. *Reporting, Review, and Accountability*

6.1. *Annual Reports on Shared Governance*: The Shared Governance Ad Hoc Committee shall submit a yearly report to each governing body and to the president that outlines shared governance developments and updates, including an assessment of the status of shared governance at Marshall.

6.2. *Shared Governance Review*: A Shared Governance Review Committee shall be established to oversee review of each governing body at Marshall to ensure they are abiding by the shared governance principles outlined in this Charter.

6.2.a. The Shared Governance Review Committee shall have the following functions (full list of duties can be found in the Review Committee's bylaws):

1. Conduct a review of each of the governing bodies at Marshall according to criteria established by the committee to assess their adherence to shared governance principles.

Each governing body will be reviewed at least once every four years on a rotating basis and will receive a report of the Review Committee's findings.

2. Conduct a survey every four years to assess campus community satisfaction with the shared governance process and present results and any recommendations for improvements to the Ad Hoc Committee.

6.2.b. The membership of the Shared Governance Review Committee shall consist of:

1. A designee elected by the Student Government Association
2. A designee elected by the Faculty Senate
3. A designee elected by the Graduate Council
4. A designee elected by the Classified Staff Council
5. A designee elected by the Non-Classified Staff Council
6. A designee elected by the Board of Governors
7. A designee from Academic Affairs appointed by the Provost
8. A member of the Cabinet appointed by the President
9. The Chair of the Shared Governance Ad Hoc Committee (ex officio, non-voting)

Additional details about membership, terms, and duties of this committee can be found in the committee bylaws.

7. Amendment procedure for this Charter

7.1. Amendments to this Charter may be presented by a governing body or the University Advisory Council by the following procedure:

7.1.a. The initiator of the amendment shall promptly transmit the text of proposed amendments to the chairs/directors of each governing body. Each governing body has three working months to act or forfeit its right to decide on the issue.

7.1.b. Each governing body shall distribute the text of the proposed amendment in writing to its members at least ten (10) working days before the meeting at which it is to be voted on.

7.1.c. Amendments to portions of this Charter affecting three or more governing bodies require a two-thirds vote in each of the governing bodies that exercise their right to decide within the timeframe set forth.

7.1.d. Each governing body may amend the portions of this Charter relevant only to its own structure by a two-thirds vote of that body.

7.1.e. Upon ratification, the amendment(s) shall be forwarded to all parties for final approval and signature.

8. Approvals

This Charter has been approved by the University's Governing Bodies:

Student Government Association President

Date

Faculty Senate Chair

Date

Graduate Council Chair

Date

Classified Staff Council Chair

Date

Non-Classified Staff Council Chair

Date

Board of Governors Representative

Date

Approved by the President:

President

Date

Appendix 1:

Shared Governance Matrix

DECISION TYPE	CONSTITUENCY GROUP							
	Faculty	Classified Staff	Non-classified staff	Students	Administration	Cabinet	President	Board of Governors
Strategic plan	I	I	I	I	I	DD	DD	AD
Hiring president	I	I	I	I	I	I		DD/AD
Hiring administrators*	I	I	I	I	AD	AD	AD	
Campus master plan	I	I	I	I	DD	DD	AD	AD
Capital projects					DD	DD	AD	AD
University budget	I	I	I	I	I	DD	DD	AD
Salaries/benefits					DD	DD	AD	AD
Curriculum changes	DD/A D				DD/A D		AD	AD
Program creation/ discontinuance	DD/A D							AD
Information technology	I	I	I	I	I	AD	AD	

College/department budget allocations	DD				AD	AD	AD	
Promotion/tenure	DD				DD	AD	AD	
Creation/amendment of BOG rules	I	I	I	I	I	I	DD	AD
Creation/amendment of university policies	I	I	I	I	I	I	DD/A D	
Creation/amendment of administrative procedures	I	I	I	I	DD/A D	DD/A D		

Key: **I** (provides input), **DD** (drafts decision), **AD** (approves decision)

*Who approves the decision depends on the type of position being filled.

Appendix 2

Budget Decision-Making Model

Attachment #5
Graduate Transfer Policy from the Graduate Catalog
November 22, 2024

Transfer of Graduate Credits

A student with an approved Plan of Study may transfer to Marshall University credit earned in graduate coursework completed at another accepted, accredited graduate institution provided that the courses are appropriate to the student's program, acceptable to the advisor and college dean, all earned grades are equivalent to *B* or better, and courses do not exceed the time limitation of seven years from the date of enrollment in the first graduate course (Marshall course or transferred course) to be applied toward meeting degree requirements of the student's program. For master's, education specialist, and doctoral degree programs, transfer credits may not exceed 12 hours or one-third of the hours on the plan of study, whichever is higher. For graduate certificate programs, transfer credits may not exceed 6 credit hours. Individual programs may establish stricter limits on the number of transfer hours allowed. Exceptions to the limitation on the number of transfer hours must be approved by the Chief Academic Officer. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation. Proviso: Effective implementation Spring 2025.

Transient Students

A student who is enrolled at another accredited graduate institution may, upon submission to the Graduate Admissions office an admission application and a letter of good standing from the home university, enroll for Marshall University graduate coursework. This admission is valid for one semester only. The student must submit a new application and letter of good standing each semester he/she wishes to attend.

Normally, up to twelve credit hours of coursework may be transferred back to the home institution.

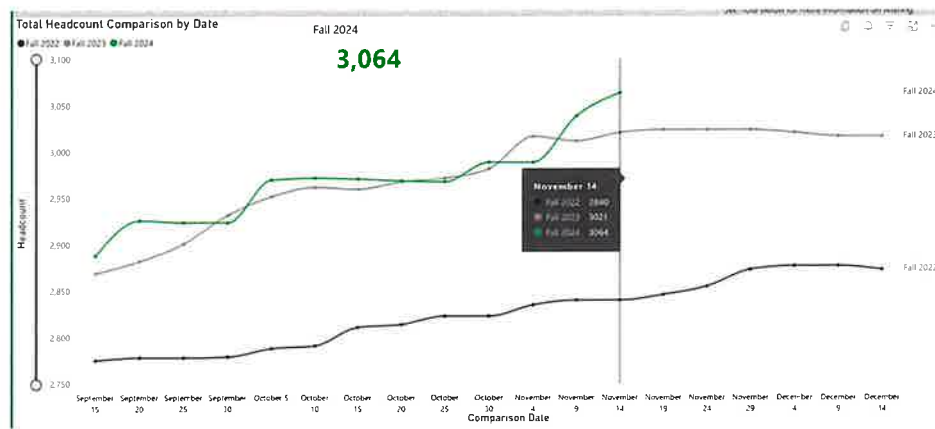
Permission to transfer credits is arranged, by the student, with the home university. Transient students who wish to register for coursework beyond twelve credit hours at Marshall are required to obtain the approval of Marshall University's Graduate Dean.

Attachment #6 Graduate Studies Report for Graduate Council

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: November 14, 2024

Enrollment Update

While our “census” enrollment is determined at an earlier point in the semester, graduate enrollment continues to grow until early November. As of November 14, 2024, our total graduate headcount is 3,064, an increase of 1.4% over November 16, 2023.



Graduate Faculty Status

Faculty who are teaching graduate courses in Spring 2025 have been contacted to remind them to check their Graduate Faculty status in the Redbook and renew if needed. The current status of each graduate faculty member and the process for renewal can be found on the Redbook website: <https://mubert.marshall.edu/redbook/index.php>.

Graduate Assistant Hiring

Units that hire Graduate Assistants have been asked to begin hiring for Spring 2025. As we move towards the new budget model, I want to share some key info about graduate assistants.

- Graduate Assistant allocations are fundamentally a budgetary concern, both for the pay and the tuition benefit. The Graduate Studies office facilitates hiring positions that have been approved, but we do not have budgetary authority.
- Research GA positions for which the pay and tuition are paid from external sources are approved routinely, based on the budget of the grant. Other GA positions, which rely on state funds for the pay and/or tuition, will be budgeted as part of the annual budget development process. For support units, the budget proposals for FY 2025-26 will be developed this fall. For academic colleges, the proposals will be developed in early 2025.
- Individual academic programs and departments should discuss GA plans with their dean's office as part of the budget development process.

Attachment #7
Graduate Studies Plan on a Page

Graduate Studies Plan on a Page (DRAFT)



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

Marshall’s graduate programs produce **clinicians, scientists, business leaders, scholars, artists, educators** and other skilled individuals to meet the needs of West Virginia and the nation.

Values	Quality		Research & Creativity		Technology & Innovation	
Stakeholder Goals	Access		Collaboration		Inclusive Excellence	
	Students	Research & Creativity	Team	West Virginia & Nation	Financial Stakeholders	
	Provide educational and professional experiences with opportunities that promote graduation and personal success	Provide faculty and students with an environment and resources for scholarly excellence	Provide training and support to grow a highly qualified, productive, and inclusive team	Provide a highly-trained workforce prepared for the modern economy	Provide planning and support to solidify Marshall's financial growth for the future	
Initiatives	Student Success		Faculty Support		Program Portfolio	
	<ul style="list-style-type: none">Grad & Prof Student Assoc.Student-focused eventsGA portfolio & policiesFinancial aid & support	<ul style="list-style-type: none">Teaching loadsInterdisciplinary projectsGrants and contractsScholarly & creative outputsFaculty qualifications	Advising & Mentoring <ul style="list-style-type: none">Training eventsAdvising syllabusAdvising handbookAdvisors assignedCareer & resume advising		Enrollment <ul style="list-style-type: none">MicrocredentialsOnline programsCurricular developmentMOUs and AgreementsCross-unit interactions	
Metrics	<ul style="list-style-type: none">Enrollment statisticsRecruiting effortsRetention ratesGraduation ratesResearch doctorates					