



## Graduate Council

### MEMORANDUM

To: President Stephen J. Kopp TC

From: Tracy Christofero – Chair, Graduate Council

Date: February 4, 2014

Subject: **Approval of Graduate Council Minutes: January 24, 2014**

Attached are the minutes of the January 24th Graduate Council meeting for your review. Approval of these minutes will also serve as approval of curricular motions, graduate faculty status, etc.

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

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Minutes approved.

Dr. Stephen J. Kopp  
President, Marshall University

2/2/14  
Date

*Note to President's secretary:*

Please return the signed original to Tracy Christofero with .pdf copies e-mailed to:

Dr. Tracy Christofero, MUGC 328, South Charleston Campus  
Dr. David Pittenger, Dean, Graduate College, Old Main, Huntington campus  
Dr. Cam Brammer, Secretary, Graduate Council, SH 248, Huntington campus  
Mr. Tim Melvin, Office of Academic Affairs, Old Main, Huntington campus  
Ms. Jennifer Lauhon, Office of Academic Affairs, Old Main, Huntington campus  
Ms. Crystal Stewart, Information Technology, Drinko 313A, Huntington campus

**MU Graduate Council Minutes**  
**January 24, 2014 - Huntington campus Don Morris E 210**

**Members Present:** Anderson, Edington, Swindell Brammer, Christofero, Edington, Frank, Heaton, Lankton, Larsen, Lassiter, Sollars, Spatig, Swindell, Trzyna, Watts

**Members Absent:** Karabetsos, Kreig (excused)

**Ex-Officio Members Present:** Dean Eagle, Dean Pittenger

**Guests:** Zach Garrett and Gary McIlvain (COHP); David Mallory and Dean Chuck Somerville (COS)

**Chair Christofero convened the meeting at 1:00 P.M.**

**Agenda**

Christofero	Welcome, Introductions, Announcements
Swindell	Program Review & Assessment Committee
Edington	Credentialing Committee
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Watts	Academic Planning, Standards, & Policies (Attachment 3)
Anderson	Curriculum Committee (Attachment 4)
Christofero	Executive Committee
Christofero	Miscellaneous business of the Council

Agenda was reordered from the original Agenda to accommodate Dean Somerville's meeting schedule.

2013-2014 Graduate Council Meetings – Please reserve these dates

- February 28, 2014 – South Charleston – Thomas Boardroom
- March 28, 2014 – Huntington – Don Morris E210
- April 25, 2014 – South Charleston – Thomas Boardroom

**Program Review & Assessment Committee:**

Swindell—thanked the committee for all their work on the program reviews and moved the following programs be continued at current level: Humanities – MA; Sociology – MA; Music – MA; History – MA **Moved, 2<sup>nd</sup>, Approved**

Swindell –brought to the attention of the Council that the Art Department was requesting a reduction of their Art MA as they are developing an “*Intent-to-Plan*” for a Masters of Fine Arts degree program. **Moved, 2<sup>nd</sup>, Approved**

Swindell introduced Dean Chuck Somerville, who requested to speak to Council regarding their request for ‘**Resource Development**’ for the **Biological Sciences –MS degree**. Dean Somerville presented very compelling evidence for resource development citing service course offerings; research productivity;and graduate assistant competition, which included discussion regarding stipends and tuition waivers. **Moved, 2<sup>nd</sup>, Approved**

**Credentialing Committee:**

Edington requested some information about procedures for credentialing process and reported that the Committee is working with the college offices.

**Minutes Approval:** November 22, 2013 minutes. **Moved, 2<sup>nd</sup>, Approved**

**Graduate Faculty requests:** **Moved, 2<sup>nd</sup>, Approved**

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Begley, Richard	CITE	Engineering	Graduate	12/16/13	12/16/18
Add	Garrett, William	COHP	School of Kinesiology	Associate	10/31/13	10/31/16
Add	Kravchak, Richard	CAM	Music and Theatre	Graduate	08/26/2013	08/26/2018
Add	Toma, Kumika	COHP	School of Kinesiology	Graduate	04/30/13	04/30/18
Delete	Clercx, Byron	COFA	Art	Graduate	04/14/11	04/14/16
Delete	Dulin, Betsy	CITE	Engineering & Computer Science	Graduate	02/28/08	02/28/13
Delete	LoCascio, Nicola	COS	Biological Sciences	Graduate	01/31/08	01/31/13
Delete	Mitchell, Karen	COS	Mathematics	Graduate	11/30/08	11/30/13
Delete	Parsons, Sean	COFA	Music	Graduate	1/1/2012	1/1/2017
Delete	Rabe, Robert	SOJMC	SOJMC	Associate	12/31/07	12/31/10
Delete	Stephen Lawson	COFA	Music	Graduate	February 1, 2011	February 1, 2016
Delete	Swindell, Christopher	SOJMC	Journalism	Graduate	04/30/09	04/30/12
Delete	Zhu, Guo-Zhang	COS	Biological Sciences	Doctoral	10/31/08	10/31/13
Edit	Akai Cook, Miyuki	CAM	Art	Graduate	08/31/10	08/31/15
Edit	Alves, Julio Cesar	CAM	Music	Associate	08/31/10	08/31/13
Edit	Bailey,	CAM	SOJMC	Graduate	12/12/2012	12/12/17

Edit	Charles Barnes, Maribea	CAM	Art	Graduate	04/14/11	04/14/16
Edit	Barnett, Steven	CAM	Music	Graduate	09/31/09	09/31/14
Edit	Bartolovic, Frederick	CAM	Art and Design	Graduate	09/22/2011	09/22/2016
Edit	Bingham, Ann	CAM	Music	Graduate	1/1/2012	1/1/2017
Edit	Bingham, Edwin	CAM	Music	Graduate	12/5/2012	12/5/2017
Edit	Brown, Margaret	COS	Criminal Justice & Criminology	Associate	11/25/13	11/25/16
Edit	Castleberry, David	CAM	Music	Graduate	05/31/09	05/31/14
Edit	Cooper, Stephen	COLA	Communication Studies	Graduate	11/30/13	11/30/18
Edit	Cox, Jonathan	CAM	Art	Graduate	12/1/11	12/1/16
Edit	Dennison, Corley F.	CAM		Graduate	12/12/2012	12/12/2017
Edit	Diener, Laura	COLA	History	Graduate	09/30/13	09/30/18
Edit	Dikener, Solen	CAM	Music	Graduate	10/01/11	09/30/16
Edit	Dobbs, Linda	CAM	Music	Associate	11/11/10	11/11/13
Edit	Dobbs, Wendell	CAM	Music	Graduate	1/1/2012	1/1/2017
Edit	Dooley, Janet	CAM		Associate	12/12/2012	12/12/2015
Edit	Gilliam, Frank	COS	Biological Sciences	Graduate	12/17/13	12/17/18
Edit	Goodman, Allyson	CAM		Associate	12/12/2012	12/12/2015
Edit	Grassell, Mary	CAM	Art	Graduate	04/14/11	04/14/16
Edit	Hagarty, Ian	CAM	Art and Design	Graduate	01/21/11	01/21/16
Edit	Hall, James	CAM	Music	Associate	09/30/13	09/30/16
Edit	Hapney, Terry	CAM	Journalism and Mass Communications	Graduate	12/12/2012	12/12/2017
Edit	Harrison, In-	CAM	Art	Graduate	04/01/12	04/01/17

	Hyang					
Edit	Ingersoll, Christine	CAM	Journalism and Mass Communications	Associate	12/12/12	12/12/15
Edit	Jackson, Susan	CAM	Art	Graduate	10/31/08	10/31/13
Edit	Johnson, Rebecca	CAM	Journalism and Mass Communications	Associate	12/12/2012	12/12/2015
Edit	Kaufmann, Daniel	CAM	Art	Graduate	08/31/10	08/31/15
Edit	Larsen, Natalie	CAM	Art	Graduate	08/31/10	08/31/15
Edit	Lawson, Kay	CAM	Music	Associate	09/30/09	09/30/12
Edit	Lawson, Stephen	CAM	Music	Graduate	04/15/11	04/15/16
Edit	Massing, Peter	CAM	Art	Graduate	09/30/12	09/30/17
Edit	Miller, Ben	CAM	Music	Graduate	3/30/2012	3/30/2017
Edit	Morris, Burnis	CAM	Journalism and Mass Communications	Associate	12/12/2012	12/12/2015
Edit	Necessary, Andrew	CAM	Music	Associate	03/01/2012	03/01/2015
Edit	Quintana Villamandos, Maria	COLA	Modern Languages	Associate	09/30/13	09/30/16
Edit	Rabe, Rob	CAM	Journalism and Mass Communications	Graduate	12/12/2012	12/12/2015
Edit	Saunders, Martin	CAM	Music	Graduate	09/01/11	08/31/16
Edit	Sheehy, Mike	CAM	Journalism and Mass Communications	Graduate	12/12/2012	12/12/2017
Edit	Smith, Elizabeth	CAM	Music	Graduate	12/5/2012	12/5/2017
Edit	Stickler, Larry	CAM	Music	Graduate	11/15/10	11/15/15
Edit	Stroeher, Michael	CAM	Music	Graduate	04/01/12	03/31/17
Edit	Stroeher, Vicki	CAM	Music	Graduate	09/01/11	09/01/16
Edit	Swindell, Christopher	CAM	Journalism and Mass Communications	Graduate	12/12/2012	12/12/2017
Edit	Vauth,	CAM	Department of Music	Graduate	01/01/2012	01/01/2017

	<b>Henning</b>				
<b>Edit</b>	<b>Wilkinson,</b>	<b>SOM</b>	<b>Anatomy &amp; Pathology</b>	<b>Doctoral</b>	<b>1/1/14 12/31/16</b>
	<b>John</b>				
<b>Edit</b>	<b>Wray,</b>	<b>CAM</b>	<b>Music</b>	<b>Associate</b>	<b>11/18/10 11/18/13</b>
	<b>Robert</b>				
<b>Edit</b>	<b>Zanter, Mark</b>	<b>CAM</b>	<b>Music</b>	<b>Graduate</b>	<b>08/26/2013 08/26/2018</b>

## Attachment 3:

### Academic Planning, Standards, & Policies:

Watts – requested the following degree addition:

Department: School of Kinesiology  
Major or Degree: Entry Level Masters of Science in Athletic Training  
Type of Change: Addition

#### Rationale:

1. National accreditation requirements are likely changing to require an entry-level masters to sit for the Board of Certification (BOC) Examination. Both BS and ELM programs meet accreditation requirements to prepare students for this national board exam.
2. There are currently 27 accredited ELM and 337 accredited bachelor programs in the United States. Making the transition to an ELM would make Marshall an attractive option for students who wish to complete both their athletic training education and a masters degree before entering the workforce.
3. Athletic Training is currently the only allied health field where students are expected to simultaneously complete general education requirements, their core professional coursework, and clinical practice. This program would be designed as a 3-2 curriculum; as such, students could complete three years of undergraduate preparatory coursework before entering the graduate/professional phase of the curriculum (two years). This would give students the opportunity to concentrate on professional and clinical courses prior to taking the BOC Examination. Students who choose not to apply to the professional phase of the program in year three will be able to finish undergraduate degrees in Exercise Science, Biomechanics, or Health Science.
4. As a 3-2 curriculum, Marshall could admit students into the professional phase of the program who have already completed an undergraduate degree in another field and who meet the prerequisite and entrance requirements. This has the potential to increase the amount of graduate tuition collected by the university.
5. The number of students enrolling in the program is not expected to decline. The US Department of Labor Bureau of Labor Statistics estimates that Athletic Training will be one of the fastest and largest growing professions through 2020.
6. This course of study will not negatively affect enrollment in the current advanced masters in Athletic Training currently offered at Marshall (the ELM serves as a route to certification, and students in the post-professional program must already be certified).
7. A 3-2 ELM program would be attractive to INTO students by giving them additional time to complete English and other prerequisite requirements before enrolling into the professional phase of the program.

**. Moved, 2<sup>nd</sup>, Approved**

## Attachment 4: Graduate Curriculum Requests

### COURSE DESCRIPTION CHANGE

(1)

College: COLA

Department: Geography

Course Number and Title: GEO 510 Urban Geography

Rationale:

Graduate work in the course differs from undergraduate work only in terms of more advanced work on the same topics; however, the current catalogue descriptions differ in wording. The expectation of a higher level of involvement for graduate students would be more logical if the catalogue description is made the same for both levels.

Course Description: (old)

Study of city function, patterns, past and current problems confronting the city including planning, zoning, housing, and urban renewal.

Course Description: (new)

Study of the evolution, morphology and land use, functions, and problems of urban areas; with emphasis on governance, planning, and the social and environmental impacts of urbanization.

**Moved, 2<sup>nd</sup>, Approved with Addition of Syllabus**

### DEGREE CHANGES:

(2)

College: CITE

Department: Division of Applied Science and Technology

Major or Degree: MS, Environmental Science

Type of Change: Change

Rationale:

TE 698, Comprehensive Project Formulation (or ES 575) - this change is being made because the information covered in TE 698 is also covered in ES 575. Additionally, students are encouraged to begin planning their final project upon first enrolling, therefore the requirement for completion of 18 hrs prior to taking TE 698 is being eliminated.

ES 680, Thesis may be taken instead of TE698 and TE699 - this option has always been available, but has not been clear in the catalog.

Elimination of a substitute for ENVE 615 - Env Chemistry is critical for all practitioners in the field, and as such no other course is an appropriate substitute.

ES 620, Environmental Management Systems (or ES 646 or ES 640) - the addition of ES 646 and ES 640 recognizes the broad professional possibilities of an ES career. ES 620 is most appropriate for those students wanting to go into corporate environmental departments, but ES 646 and ES 640 are more appropriate for those wanting to pursue careers in regulatory agencies, consulting firms, non-profits or for



those wishing to pursue a PhD. It is felt that requiring ES 620 only is inappropriate.

**Moved, 2<sup>nd</sup>, Approved**

(3)

Catalog Change:

College: CITE  
Department: Division of Applied Science and Technology  
Major or Degree: MS, Environmental Science

Current Catalog Description:

**Degree Requirements**

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

**\*\*Students must take either ES686 (6) or ES680 (6) or the combination TE698 (3) and TE699 (3)**

**Core Courses**

EM 660, Project Management ..... 3 hrs.  
ENGR 610, Applied Statistics ..... 3 hrs.  
TE 698, Comprehensive Project Formulation - after completion of 18 hours..... 3 hrs.  
TE 699, Comprehensive Project - after completion of 27 hours ..... 3 hrs.

**Additional Degree Requirements for Program**

Required Courses

ES 514, Environmental Risk Assessment..... 3 hrs.  
ENVE 615, Environmental Chemistry (or ES 646 or SFT 651) ..... 3 hrs.  
ES 550, Environmental Law I (or ES 662 or ES 655)..... 3 hrs.  
ES 620, Environmental Management Systems..... 3 hrs.

Revised Catalog Description:

**Degree Requirements**

Students must complete 36 graduate credit hours at the graduate level, including at least 24 credit hours at Marshall University. The degree consists of 12 credit hours of core courses; 12 credit hours of required courses; and 12 credit hours of electives.

**Core Courses**

EM 660, Project Management ..... 3 hrs.  
ENGR 610, Applied Statistics ..... 3 hrs.  
TE 698, Comprehensive Project Formulation - after completion of 18 hours (or ES 575)..... 3 hrs.  
TE 699, Comprehensive Project - after completion of 27 hours ..... 3 hrs.  
ES 680, Thesis may be taken instead of TE698 and TE699..... 6 hrs.

**Additional Degree Requirements for Program**

*Required Courses*

**Required Courses**

ES 514 - Environmental Risk Assessment.....	3 hrs.
ENVE 615 - Environmental Chemistry .....	3 hrs.
ES 550 - Environmental Law I or	
ES 655 - Environmental Ethics or	
ES 662 - Environmental Policy .....	3 hrs.
ES 620 - Environmental Management Systems or	
ES 640 - Groundwater Principles and Monitoring or	
ES 646 - Dynamics of Ecosystems .....	3 hrs.

To fulfill the Core requirement, 6 credit hours must be satisfied by the TE698/TE699 sequence or ES575/TE699 sequence (to complete a comprehensive project) OR six hours of ES 680 (to complete a thesis). Comprehensive projects and the resulting write-up tend to be based on the application of the Environmental Science degree to professional projects, whereas a thesis is written as an output of a research project.

**Moved, 2<sup>nd</sup>, Approved with editorial changes.**

4)

College:	COEPD
Department:	Adult & Technical Education
Major or Degree:	Ed.S. Adult Education
Type of Change:	Change
Rationale:	To align the EDS program In ATE with the other EDS programs in the College of Education and Professional Development. This change is brought about as a part of moving the supervision of the ATE program to Leadership Studies and makes use of core courses from other programs within the college. This change is part of the BOG directive to reduce the number of programs to be more in line with the capacity of the limited number of faculty members in the program while still meeting the need for a post-masters program in ATE.

**Moved, 2<sup>nd</sup> Tabled**

(5)

Catalog Change:

College:	COEPD
Department:	Adult & Technical Education
Major or Degree:	Ed.S. Adult Education

**ADMISSION REQUIREMENTS:** Applicants must have a master's degree in an appropriate field. Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at [www.marshall.edu/graduate/admissionsrequirements.asp](http://www.marshall.edu/graduate/admissionsrequirements.asp)

**GRADUATION REQUIREMENTS:** Students must apply for graduation by the published deadline in the semester they expect to graduate. All coursework included as part of a Plan of Study must not be more than seven years old at the time of graduation.

COURSE NUMBER	Course Name	Credit Hours	Course Availability	Semester Taken	Grade
<b>Required ATE Courses</b>					
ATE 618	Literature of Adult & Continuing Education	3	Summer		
ATE 689	Grant Writing	3	All		
ATE 701	Community & Technical College	3	Fall		
ATE 703	Applied Research in Career & Technical Center Teaching	3	Summer		
ATE 723	Perspectives & Strategies for Workforce Education	3	Summer		
<b>Required Core Courses</b>					
LS 703	Research Design	3	Fall		
EDF 625	Qualitative Research in Education	3	Fall		
CIEC 700	Technology and Education	3	Fall		
EDF 711	Survey Research in Education	3	Summer		
CI 677 or HUM 604	Writing for Publication Expository Writing	3	Spring		
<b>Capstone Course</b>					
ATE 679	Problem Report	3	Spring		
<b>TOTAL</b>		<b>33</b>			

<b>Student</b>	<b>Date</b>	<b>Advisor</b>	<b>Date</b>
DR. MICHAEL L. CUNNINGHAM, Program Director	Date	DR. TERESA EAGLE, Dean	Date

**Moved, 2<sup>nd</sup> Tabled**

**Ed.S. with Area of Emphasis in Adult and Technical Education**

**Program Description**

The program is designed to permit specialization in the field of Adult and Technical Education. Upon admission, the department will assign an advisor who will work with the student in developing an approved program. The program is considered approved when an agreement is signed by the student, advisor and one other member of the ATE program.

**Admission Requirements, M.S.**

Applicants must have a master’s degree from a regionally accredited institution and work experience that provides an applicable background for the program. Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at [www.marshall.edu/graduate/admissionsrequirements.asp](http://www.marshall.edu/graduate/admissionsrequirements.asp).

**Program Requirements**

All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of ~~36~~ **33** hours of planned, approved graduate study with a 3.25 GPA, including the following:

Core coursework .....	24.5
<i>(NOTE: credit will not be approved for courses used in a master’s program)</i>	
Minor field (approved area of specialization).....	6
Adult and Technical Education Coursework.....	15
Research Component (ATE 677 or equivalent course by approval 679).....	3
Applied Research (Thesis, 6 hours) .....	6
<b>TOTAL HOURS.....</b>	<b>36.33</b>

2. A Plan of Study will be sent to the student at the time of admission. Changes in required courses and the choice of any elective courses must be approved, and signed off by the advisor on the office copy of the Plan of Study. The Plan of Study is a student’s “blueprint” for completing graduation requirements.

- ~~3. Completion of a comprehensive oral examination covering the coursework and thesis. The examination will be administered by three full-time ATE faculty members selected by the student.~~

(6)

College:

COEPD

Department:

Adult & Technical Education

Degree:

Ed.S. Community & Technical College Studies

Type of Change:

Deletion

Rationale:

The EdS in Community College offered by the ATE program is intended for the same students as a program housed in the Leadership Studies Program; the EDS in Community College Administration. Since both of these programs are administratively housed within the LS/ATE program within COEPD , this arrangement is not an efficient model or wise use of scarce faculty resources. In another action request the remaining EdS in the ATE program is being revised to use a common core from the COEPD EdS program. These two actions will make the ATE program much more efficient and easier to communicate to prospective students.

**Moved, 2<sup>nd</sup> Tabled**

**CERTIFICATE ADDITIONS**

(7)

College:	COE
Department:	Elementary and Secondary Education, Marshall University College of Education and Professional Development
Name of Certificate:	Elementary Mathematics Specialist
Credit Hours :	21 hours
Type of Change:	Addition
Rationale:	The West Virginia Department of Education has recently made available an Elementary Mathematics Specialist teaching license endorsement for teachers of Grades K-6. Therefore, the need arises for a college program to gain this Elementary Mathematics Specialist endorsement. The intent of this program is to provide an avenue for teachers to gain this new endorsement at the graduate level. This program (in addition to any state teaching licensing requirements) will lead to the addition of an Elementary Mathematics Specialist endorsement on an existing, current, elementary, regular education West Virginia teaching license. The goals of this new certificate program are to strengthen mathematical content knowledge, mathematical teaching methods, and leadership of elementary teachers, Grades K-6. The courses in this proposed certificate program will emphasize deep learning of mathematical content as well as progressive mathematics pedagogy appropriate for elementary students.

**Moved, 2<sup>nd</sup>, Approved**

**Executive Committee:**

Christofero reported that the Executive Committee met on the same day as the Executive Committee of the Faculty Senate because the members of the committee are on both committees.

**Miscellaneous business of the Council:**

Christofero discussed the new responsibility for the Appeals procedure for graduate students developed by Donna Spindel and approved by Council before she retired. Procedure is as follows:

The student first appeals to the instructor; 2<sup>nd</sup>, Chair of dept.; 3<sup>rd</sup>, Dean of Grad School; 4<sup>th</sup>, The Graduate Council Sub-committee for Graduate Students Rights and Responsibilities (GCSGSRR); 5<sup>th</sup>, the Provost.

Larsen suggested a review of the Council's by-laws.

Dean Pittenger reported that Sandy Lloyd from the college had been chosen 'Employee of the Month'. The Council sent congratulations to her through the Dean.

Dean Pittenger also reported that he is working with Billy Biggs to get Grad Programs into Degree Works. He is also working on multimedia outlets.

Adjourned: 2:55 PM

Submitted by C.Brammer 1/30/14. Reviewed/revised by T.Christofero 2/3/14