



## Graduate Council

### MEMORANDUM

To: President Stephen J. Kopp

From: Tracy Christofero – Chair, Graduate Council TC

Date: December 5, 2013

Subject: **Approval of Graduate Council Minutes: November 22, 2013**

Attached are the minutes of the November 22nd 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.

A blue ink signature of Dr. Stephen J. Kopp, written over a horizontal line.

Dr. Stephen J. Kopp  
President, Marshall University

A blue ink date '12/10/13' written over a horizontal line.

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  
November 22, 2013  
South Charleston campus – Thomas Boardroom**

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

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

**Ex-Officio Members Present:** Pittenger

**Guests:** Dean Eagle, Dr. Pam Hollins

**Chair Christofero convened the meeting at 1:03 P.M.**

**Agenda**

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Watts	Academic Planning, Standards, & Policies Committee (Attachment 3) *** <b>Graduate Policy and Oversight Taskforce Report, October, 2013</b> (Attachment 5)
Anderson	Curriculum Committee (Attachment 4)
Swindell	Program Review & Assessment Committee
Edington	Credentialing Committee
Christofero	Miscellaneous business of the Council

**2013-2014 Graduate Council Meetings – Please reserve these dates.**

- January 24, 2014 – Huntington – Don Morris E210
- February 28, 2014 – South Charleston – Thomas Boardroom
- March 28, 2014 – Huntington – Don Morris E210
- April 25, 2014 – South Charleston – Thomas Boardroom

**Minutes Approval:** The November 1(rescheduled Oct. meeting) 2013 minutes were approved by Council.

**Graduate Faculty Status:** Graduate Faculty requests were approved

**Standing Committee Reports:**

**Watts: Academic Planning, Standards, & Policies Committee (Attachment 3)**

**Moved to Table, 2<sup>nd</sup>, Approved** Council wanted the committee to meet with COHP dean to discuss the issue regarding the number of 500 level courses versus 600 level courses being offered.

Council moved to accept the establishment of an Executive Council for Graduate Council as recommended by Graduate Policy and Oversight Taskforce Report, October, 2013 (See **Attachment 5** ) **Moved, 2<sup>nd</sup>, Approved**

**Anderson: Curriculum Committee (Attachment 4):**

**New Course Additions:**

**COS** requests were returned to college for additional information and rationale.  
**Move to table, 2<sup>nd</sup>, Approved**

**Course Change Requests:**

**COHP**

CD-570 Clinical Practicum to CD-570 Clinical Practicum I

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

CD-571 Clinical Practicum to CD-571 Clinical Practicum II

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

CD – 670 and 671 course requests

Move to Table for additional information

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

**COHP**

**School of Kinesiology** requests change in Catalog Description

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

**COLA**

**Department of English** requests General language changes in Catalog

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

**Department of English** requests Course Credit Hour Change

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

**CAM**

**School of Journalism** requests change in Course Description for

JMC 500/Photojournalism

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

**School of Journalism** requests Course Title Change

JMC 500/Photojournalism to JMC 500/Digital Imaging II

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

**School of Journalism** requests for changes in JMC 606

Move to Table for more information from colleges: CAM and COLA.

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

**COEPD**

**LS 626 Course Description Change**

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

**LS 626 Course Title Change**

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

**COB**

**Request Non-Curricula Change** – modification of admission criteria for Master of Science in Accountancy

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

**JCESOM**

**Requests Changes in Graduate Catalog- Forensic Science Program**

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

**Swindell:** Program Review & Assessment Committee

Chris reminded the Council members of due dates for reviews and thanked members for their continued work.

**Edington:** Credentialing Committee No Report

**Christofero:** Asked for a motion to move to Executive Session

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

**Motion to return to Regular Session**

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

**Motion to approve COB Dean Chen for Graduate Faculty Status**

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

The meeting adjourned at 3:00 PM

Submitted by Cam Brammer 12/02/13; Reviewed by Tracy Christofero 12/03/13

# Attachment 1

MU Graduate Council *Previous* Minutes  
November 1, 2013 (rescheduled Oct. meeting)  
Huntington campus – DL402

**Members Present:** Brammer, Christofero, Frank, Heaton, Karabetsos, Kreig, Lankton, Larsen, Lassiter, Sollars, Spatig, Trzyna, Watts

**Members Absent:** Anderson, Edington, Swindell (excused)

**Ex-Officio Members Present:** Maher, Pittenger

**Guests:** Dr. Stephen Cooper, Graduate Director CMM; Dean R.B. Bookwalter, COLA

**Chair Christofero convened the meeting at 1:03 P.M.**

## Agenda

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Watts	Academic Planning, Standards, & Policies Committee (Attachment 3)
Brammer for Anderson	Curriculum Committee (Attachment 4); Revised Course Addition Form
Reynolds for Swindell	Program Review & Assessment Committee
Edington	Credentialing Committee
Pittenger	Tuition Waivers; Redbook
Christofero	Miscellaneous business of the Council

**2013-2014 Graduate Council Meetings – Please reserve these dates.**

- November 22, 2013 – South Charleston – Thomas Boardroom
- January 24, 2014 – Huntington – Don Morris E210
- February 28, 2014 – South Charleston – Thomas Boardroom
- March 28, 2014 – Huntington – Don Morris E210
- April 25, 2014 – South Charleston – Thomas Boardroom

**Minutes Approval:** The September 27, 2013 minutes were approved by Council.

**Graduate Faculty Status:** Graduate Faculty requests were approved by Council.

A motion to amend the Agenda was made to move Program Review and other Business Items to the beginning of the meeting to allow guests to attend other

meetings taking place at the same time as Graduate Council. Moved, 2<sup>nd</sup>, Approved.

**Standing Committee Reports:**

**Reynolds reporting for Swindell:** Program Review & Assessment Committee -

Dr, Reynolds went over the procedures for doing reviews and where to find forms and instructions. Six programs are up for review this year: MA's in Humanities, History, Sociology, Art, and Music; and MS in Biological Sciences.

**Brammer:** Other Business: Waiver for the 18 hour requirement - Dr. Cooper, Graduate Director CMM and Dean R. B. Bookwalter, COLA, requested a 3 hour waiver in the 18 hour requirement for 600 level classes for a CMM graduate student. The student had in her Plan of Study 18 hours in 600 level classes but could not take one of the courses due to it not being offered because faculty normally available to teach the course had been assigned to administrative duties in the university. The student had taken all measures possible to meet the requirement, but was not able to do so. She had completed 36 hours (21/500 level hours and 15/600 level hours) and passed her comprehensive exams.

**Council voted to Approve the request with the statement that the department should change the numbering of some of their 500 level classes, where possible, to meet the needs of students in the future.**

**Watts:** Academic Planning, Standards, & Policies Committee (**Attachment 3**): Request for Degree Addition: School of Kinesiology approved then revoked and sent back to committee for lack of 600-level courses

**Brammer for Anderson:** Curriculum Committee (**Attachment 4**):

Revised Course Addition Form: **Motion to Approve with Changes to include the dean's signature, Moved, 2<sup>nd</sup>, Approved**

New Course Additions: COEPD: CIME 673 **Moved, 2<sup>nd</sup>, Approved**

Course Number Change: COS: BMS685 TO BMS 785 **Moved, 2<sup>nd</sup>, Approved**

All other requests were to be sent back to the college for lack of 600-level courses.

**Edington:** Credentialing Committee No Report

**Pittenger:** Tuition Waivers: Redbook procedures; and AoE Change. Dean Pittenger will work with the Academic Planning committee on these items. Motion to Table: Moved, 2<sup>nd</sup>, Approved

The meeting adjourned at 3:07 PM

## Attachment 2

### Graduate Faculty Status Requests

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Proctor, Patricia	COLA	Political Science	Graduate	10/24/13	10/24/18
Add	Sawhney, Monika	COHP	Public Health	Graduate	10/21/13	10/21/18
Add	Squire, Walter	COLA	English	Graduate	08/02/13	08/02/18
Edit	Green, Todd	SOM	Pharmacology/Physiology & Toxicology	Graduate	11/01/13	10/31/15
Edit	Riemer, James	COLA	English	Graduate	01/31/09	01/31/19
Edit	Sanyal, Suman	COS	Mathematics	Associate	10/28/13	10/28/16
Edit	Sollars, Vincent	SOM	Biochemistry & Microbiology	Doctoral	11/01/13	10/31/16

## **Attachment 3:** **Academic Planning: Request for 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 matriculating into the professional phase of the program.



## Attachment 4: Graduate Curriculum Requests

### New Course Additions:

#### COS

(1)  
 Type of Change Requested: COURSE ADDITION  
 College/School: COS  
 Department: IST/NRRM  
 Course Number and Title: PLS 505 – Park/Recreation Ecology  
 Catalog Description: The course is designed to help students identify and evaluate the level of resource impact, understand factors that cause resource impacts, and suggest appropriate management actions to minimize impacts under given conditions.  
 Prerequisites: N/A  
 First Term Offered: Fall 2013  
 Credit Hours: 3 hours

(2)  
 Type of Change Requested: COURSE ADDITION  
 College/School: COS  
 Department: Department of Integrated Science & Technology / Natural Resources & Recreation Management  
 Course Number and Title: PLS 533 GIS/RS in Natural Resources  
 Catalog Description: Focusing on natural resource management, the course will explore techniques and procedures required for spatially explicit data analysis in parks and protected areas.  
 Prerequisites: N/A  
 First Term Offered: Spring 2014  
 Credit Hours: 3 hours

### Course Change Requests:

#### COHP

(3)  
 Type of change request: COURSE TITLE CHANGE/COURSE DESCRIPTION CHANGE  
 College/School: COHP  
 Department: CD  
 Old Course Number and Title: CD 570 - Clinical Practicum  
 New Course Number and Title: CD 570 - Clinical Practicum I  
 Old Catalog Description: Supervised clinical practicum in the Marshall University Speech and Hearing Center (Permission from the Instructor)  
 Rationale: This change is being made to clearly delineate the sequence of clinical practicum courses in year one. Students in this practicum are at times, assigned a clinical

New Catalog Description: placement with a CD faculty member at a site other than MUSHC. The change includes this in the description. Supervised clinical practicum in the Marshall University Speech and Hearing Center or other site with a faculty member from Marshall University Dept. of Communication Disorders. (Permission from the Instructor)

Prerequisites: Permission from the Instructor

Credit Hours: 3

(4)

Type of change request: COURSE TITLE CHANGE/COURSE DESCRIPTION CHANGE

College/School: COHP

Department: CD

Rationale: This change is being made to clearly delineate the sequence of clinical practicum courses in year one. Students in this practicum are at times, assigned a clinical placement with a CD faculty member at a site other than MUSHC. CD 570 is a pre-requisite and this has been added. This change includes this in the description.

Old Course Number and Title: CD 571 - Clinical Practicum

New Course Number and Title: CD 571 - Clinical Practicum II

Old Catalog Description: Supervised clinical practicum in the Marshall University Speech and Hearing Center (Permission from the Instructor)

New Catalog Description: Supervised clinical practicum in the Marshall University Speech and Hearing Center or other site with a faculty member from Marshall University Dept. of Communication Disorders. (CD 570; Permission from the Instructor)

Prerequisites: CD 570; Permission from the Instructor

Credit Hours: 3

(5)

Type of change request: COURSE TITLE CHANGE/COURSE DESCRIPTION CHANGE

College/School: COHP

Department: CD

Rationale: Title - This change is being made to clearly delineate the sequence of clinical practicum courses during year two. Course description - The change in the description includes the 1) addition of CD 571 as a prerequisite and 2) the addition of graded credit which differentiates it from the non-graded clinical co-requisite course 671.

Old Course Number and Title: CD 670 - Advanced Clinical Practicum

New Course Number and Title: CD 670 - Advanced Clinical Practicum I

Old Catalog Description: Supervised clinical practicum in the Marshall University Speech and Hearing Center and in affiliated educational, rehabilitation and medical settings. (CD 670 may be repeated but only a total of six hours may be applied to a master's degree in accordance with the American Speech-Language-Hearing Association's standard regarding application of practicum credits to master's degree programs) (PR: CD 570 or permission of instructor)

New Catalog Description: Supervised clinical practicum in the Marshall University Speech and Hearing Center and in affiliated educational, rehabilitation and medical settings with graded credit. (CD 670 may be repeated but only a total of six hours may be applied to a master's degree in accordance with the American Speech-Language-Hearing Association's standard regarding application of practicum credits to master's degree programs) (PR: CD 570, 571 or permission of instructor)

Prerequisites: CD 570, 571 or permission of instructor

Credit Hours: 3

(6)  
 Type of change request: COURSE TITLE CHANGE/COURSE DESCRIPTION CHANGE

College/School: COHP

Department: CD

Rationale: Title - This change is being made to clearly delineate the sequence of clinical practicum courses during year two.  
Catalog description - The change in the description includes the 1) addition of CD 571 as a prerequisite and 2) the addition of "C/NC" which differentiates it from the graded clinical co-requisite course 670.

Old Course Number and Title: CD 671 - Advanced Clinical Practicum

New Course Number and Title: CD 671 - Advanced Clinical Practicum I

Old Catalog Description: Supervised clinical practicum in the MUSHC and in affiliated educational, rehabilitation and medical settings. (CD 670 may be repeated but only a total of six hours may be applied to a master's degree in accordance with the American Speech-Language-Hearing Association's standard regarding application of practicum credits to master's degree programs) (PR: CD 570 or permission of instructor)

New Catalog Description: Supervised clinical practicum in the MUSHC and in affiliated educational, rehabilitation and medical settings with C/NC grading. (CD 671 may be repeated but only a total of six hours may be applied to a master's degree in accordance with the American Speech-Language-Hearing Association's standard regarding application of practicum credits to master's degree programs) (PR: CD 570, 571, coreq. 670 or permission of instructor)

Prerequisites: CD 570, 571, coreq. 670 or permission of instructor

Credit Hours: 3

(7)

Type of change request: Graduate Non-Curricular Change – Catalog Change  
College/School: COHP  
Department: School of Kinesiology  
Request: change in catalog description  
Old Catalog Description:

**Program Description-Athletic Training**

The M.S. in Athletic Training degree prepares a student for a career as an allied health care provider in the clinical, commercial, corporate, community, university, and medical settings. The degree is designed to meet the needs of the clinical, high school, middle school, college, professional, industrial, and independent athletic trainer. The program is designed to build on existing knowledge and skills the student has acquired in the student's respective undergraduate program. Elective courses can be chosen from the approved courses with approval of the student's assigned academic advisor and/or can be determined by the academic advisor depending on the student's background, needs, and/or weaknesses. Successful completion of a comprehensive oral exam or thesis defense is required for graduation. The course of study for the M.S. in Athletic Training degree is a two-year program with a 36 hour requirement. Admission to the program requires a 2.75 GPA, BOC eligible or BOC Certified, submission of GRE scores, and three letters of reference. BOC (Board of Certification) eligibility can be found at [www.bocatc.org](http://www.bocatc.org).

Rationale: We want to clarify the process for completing the thesis/oral comprehensive examination requirements for the Masters of Athletic Training degree. We are not changing the requirements, we believe that a more detailed description of the options available to the student will help the student understand the requirements.

New Catalog Description (with corrections):

**Program Description-Athletic Training**

The advanced practice M.S. in Athletic Training degree is designed to meet the needs of certified athletic trainers practicing in the clinical, high school, middle school, college, professional, industrial, or independent athletic trainer settings. The program is designed to expand the student's existing knowledge and skills in order to prepare the student to work in growing field of Athletic Training. Elective courses will be chosen from a list of courses determined by the student's academic advisor and based on the student's background, needs, and/or weaknesses. Successful completion of a comprehensive oral exam or thesis defense is required for graduation. The oral compressive exam consists of questions based on the student's course work. Questions will be prepared by the student's comprehensive examination committee. The oral comprehensive examination is given during the student's final semester in the program. Students choosing the oral comprehensive exam route must form their committee and schedule the examination date after their 3<sup>rd</sup> semester of their program. A master's thesis defense presents the results of an original research project that has been designed and conducted by the student. Students choosing to write a master's thesis must select their thesis advisor and form a thesis committee during the second semester of their program. The thesis topic and research plan must be developed with the guidance of the thesis advisor and committee. A formal open thesis proposal meeting must be held during the third semester of the student's program. The open defense of the master's thesis must occur at least one month prior to the close of the student's final semester. The course of study for the advanced practice M.S. in Athletic Training degree is a two-year program with a 36 credit hour requirement. Admission to the program requires a 2.75 GPA, BOC eligible or BOC Certified, submission of GRE scores, and three letters of reference. BOC (Board of Certification) eligibility can be found at [www.bocatc.org](http://www.bocatc.org).

## COLA

(8)

Type of change request: Non-Curricular Changes - General language changes in catalog  
Department: English  
Degree program: Certificate in Creative Writing  
Effective date: Fall 2014  
Rationale: In conjunction with the Graduate Council's approval of the graduate course addition ENG 675: "Professional Topics in Creative Writing," the graduate catalog will need to be updated to reflect this addition and to incorporate ENG 675 into the list of courses students may choose from in completing a Certificate in Creative Writing.

### Detailed description of change:

English Department will work with all students to develop an appropriate course plan to suit their needs. Most courses qualify for teachers' re-certification and professional continuing education.

To earn a Certificate in Creative Writing, students must complete 15 hours of coursework selected from the following list: ENG 508, 544, 558, 585 (Independent Study), 591, 592, ~~and~~ 593 and 675. Special Topics courses with a creative writing focus or creative writing courses available through the Department of Humanities on the South Charleston campus may be substituted for up to 6 hours. A completed manuscript of twenty-five pages of original work constitutes the capstone requirement. A maximum of 9 hours of the certificate program courses, with approval of the chair, would be applicable for those wishing to pursue the M.A. in English.

(9)

Type of change request: COURSE CREDIT HOUR CHANGE  
Department: English  
Course Number/Title: ENG 681 : Thesis  
Current credit hours: 1-6 hrs.  
New credit hours: 1-9 hrs.  
Rationale: Change is necessary for TAs who have completed course work to enroll in nine hours while completing thesis. Only 6 hours will be applied to degree as in the past.

(10)

Type of change request: COURSE GRADING CHANGE  
Department: English  
Course Number/Title: ENG 681: Thesis  
Current course grading system: Letter grade  
New course grading system: Credit/No Credit  
Rationale: Align with disciplinary norms

## SOJMC

(11)

Type of change request: COURSE DESCRIPTION CHANGE  
Department: School of Journalism  
Course Number and Title: JMC 500/Photojournalism  
Rationale: Students must be prepared to create and edit both still and video images in the world of converged news media. This change reflects the

Course Description (old)	change to the description of JMC 400, the undergraduate cross-list for this course.
Course Description: (new)	A course in advanced techniques for newspaper And magazine photography, concentrating on the creation, design and use of photographic essays and picture stories.
Catalog Description:	Advanced methods of taking and editing still and video images for print, broadcast and online publication.
(12)	
Type of change request:	COURSE TITLE CHANGE
Department:	School of Journalism
Course Number/title:	JMC 500/Photojournalism
New Course Title:	Digital Imaging II
Rationale:	Film and wet darkroom are no longer used by the news media. In 2000, JMC 360 was changed from Photojournalism I to Digital Imaging I. JMC 500 is the advanced course following JMC 360. The undergraduate (JMC 400) has already been renamed Digital Imaging II.
Catalog Description:	Advanced methods of taking and editing still and Video images for print, broadcast and online publication.
(13)	
Type of change request:	COURSE DESCRIPTION CHANGE
Department:	SOJMC
Course Number and Title:	JMC 606 Depth Reporting
Rationale:	New description better accommodates web and mobile storytelling tools used for in-depth narrative reporting.
Course Description (old):	Depth reporting of social and environmental activities and problems, with emphasis on thorough research and documentation. Articles will be submitted for publication.
Course Description: (new)	In-depth narrative reporting, with emphasis on thorough research, documentation and use of multimedia storytelling tools for publication.
Catalog Description:	In-depth narrative reporting, with emphasis on thorough research, documentation and use of multimedia storytelling tools for publication.

(14)

Type of change request: COURSE TITLE CHANGE  
 Department: SOJMC  
 Current Course Number/Title: JMC 606 Depth Reporting  
 New Course Title: Narrative Storytelling  
 Rationale: Title reflects the growth in long-form narrative storytelling form increasingly used by news organizations. Also, it better fits the New Media graduate program recently approved by the graduate council.  
 Description: In-depth narrative reporting, with emphasis on thorough research, documentation and use of multimedia storytelling tools for publication.

**COEPD**

(15)

Type of change request: Course description change  
 Department: COEPD - Leadership Studies  
 Rationale: It's more appropriate for the MA with an emphasis on non-profit & public agencies  
 Course description (old): This course will require students to understand the broad area of Institutional advancement including major campaigns, donor research, donor recognition programs, restricted gifts, inc.  
 Course description (new): This course will provide students with an overview of the fundamentals of fundraising including such vehicles as major campaigns, donor research, management practices and ethical issues.

(16)

Type of change request: Course title change  
 Department: COEPD - Leadership Studies  
 Current Course number/title: LS 626-Institutional Advancement  
 New course title: LS 626-Fundraising Management  
 Rationale: Better reflects the course content  
 Course description: This course will provide students with an overview of the fundamentals of fundraising including such vehicles as major campaigns, donor research, management practices and ethical issues.

**COB**

(17)

Type of change request: Non-curricula change – modification of admission criteria  
Department: COB - Accountancy and Legal Environment  
Degree Program: Master of Science in Accountancy  
Effective date: Spring 2014  
Change requested:

~~Have a business-related bachelor's or an undergraduate degree or higher in business from an AACSB accredited program institution with a minimum undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate university work;~~

Rationale: We wish to modify the admission criteria to allow students with an undergraduate or graduate business-related degree from an AACSB accredited institution to be admitted with a GPA of at least 3.0. This change is desired to smooth the admission of students who have completed a graduate degree in business to then wish to complete the MS in Accountancy as well. The successful completion of the business-related graduate program is sufficient evidence of student quality without the need for a GMAT score.

**JCESOM**

(18)

College/School: JCESOM  
Type of change request: Changes to the Graduate Catalog  
Department: Forensic Science Program  
Degree Program: M.S. Forensic Science  
Effective date: Spring 2014  
Change requested:



## FORENSIC SCIENCE ADMISSION POLICY

Entrance into the Forensic Science Program is restricted to the fall semester only. Applicant materials should be submitted by March 1 to have the best chance for admission for the fall term. The program observes a rolling application policy so that individuals may apply at any time. Applicants are considered after the deadline if openings are available in the program. Students who apply by or before March 1 have a better chance of admission than those who apply after March 1; however, it is not uncommon for applicants to be notified throughout the year.

The complete application process includes:

1. Submission of the Marshall University Graduate College Application available online at [www.marshall.edu/graduate](http://www.marshall.edu/graduate).
2. Completion of a Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
3. Submission of formal transcript(s) documenting that the applicant has:
  - a) A bachelor's degree in a forensic or natural science (or its equivalent coursework in a relevant field) for entrance into the graduate forensic science program. Completed a Bachelor's degree in a forensic or natural science, computer science, computer electronic or electrical engineering, information systems or information technology (or its equivalent coursework in a relevant field) from an accredited institution of higher learning.
  - b) Achieved an overall Grade Point Average of 3.0 or better.
  - c) Completed 1 academic year of biology and its associated labs with no grade of less than a C.
  - d) Completed 1 academic year of general chemistry and its associated labs with no grade of less than C.
  - e) Completed 1 academic year of organic chemistry and its associated labs with no grade of less than C.
  - f) Completed 1 academic year of physics and its associated labs with no grade of less than C.
  - g) It should be noted that successful completion of an undergraduate course in biochemistry is recommended, but not required, prior to entry into this program.
4. Graduate Record Exam (GRE): Applicants should perform in the top 50% of test-takers in each of the three categories: verbal, quantitative, and writing achieve a score of 150 or higher on the verbal and quantitative sections and a score of 3.5 or higher on the analytical writing section.
5. Formal Letters
  - a) Applicant's ~~personal statement~~ Personal Statement providing reasons why he or she should be admitted to the Forensic Science Program.
  - b) 3 Letters of Recommendation on formal letterhead from individuals familiar with ~~applicants'~~ applicants' moral character, academic acumen and aptitude, integrity, and work ethic.

~~\*With minor deficiencies, individuals who do not meet the preceding criteria may be considered for provisional or conditional admission. Students admitted with deficiencies must maintain a 3.0 GPA or above while enrolled in the program and these deficiencies determined by the admissions committee must be rectified prior to the completion of the 12th credit hour of enrollment in the program. Strong candidates whose coursework is in or soon to be in progress may be awarded a 'Conditional Admission,' where the candidate has until August of that year to satisfactorily complete such requirements.~~

Full admission to the program, once an offer is made, is also contingent on receipt of final official transcripts, successful completion of a background check, ~~required~~ documentation of hepatitis B vaccination/titer or formal declination of vaccination, and receipt of other documentation required for enrollment.

Rationale:

Sufficient concordance data is available through the ETS on the new GRE to establish admission guidelines for applicants. We are requesting a change in the Graduate catalog.

## **Attachment 5:**

### **Graduate Policy and Oversight Taskforce Report, October, 2013 Marshall University Graduate Council**

The taskforce was charged to examine the need to develop a policy relative to university communication of graduate policies and the reinforcement of the role of the Graduate Council in graduate education at Marshall University. Specifically, among the major areas of concerns were monitoring and control of: (1) the Graduate Council website and (2) the Graduate Catalog. The taskforce was also asked to examine the role of the Graduate Dean in relationship to the Council.

After reviewing the Council Bylaws and the Council's Purpose in the Bylaws, and after discussing the dynamics of the issues, the taskforce recommends the following two actions and changes to the Graduate Council Bylaws.

#### **I. Formation of a Graduate Council Executive Committee**

The creation of a new Graduate Council Executive Committee is essential to oversee and monitor university procedures and communications that pertain to graduate education as stipulated in the Graduate Council Bylaws. This committee is charged with reviewing any and all university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog. This committee is to report to the Graduate Council in a manner consistent with other committees in the Bylaws. The committee shall consider and recommend actions and propose policies consistent with the operation of other Council standing committees. The duties of the committee shall be consistent with the other Council standing committees.

Section 5 of the Bylaws shall be amended to include said committee as the 5<sup>th</sup> standing committee. The Bylaws shall be amended as follows:

#### Section 5. Standing Committees Titles and Responsibilities

##### a. Standing Graduate Committees

1. Credentialing
2. Curriculum
3. Academic Planning, Standards, and Policies
4. Program Review and Assessment
5. **Executive Committee**

#### Section 6. Functions and Membership

**e. Oversight, Monitoring, Review and Evaluation of Graduate Education Procedures, Information, and Policy Implementation**

**1. Functions:**

- a. **Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.**
- b. **Assures that the Graduate Council website and Graduate Catalog are kept up to date.**
- c. **Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.**
- d. **Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.**
- e. **Considers and recommends actions and proposes policies consistent with the operation of other standing committees.**

**2. Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.**

**II. Graduate Policy Oversight**

Consistent with university policy and Graduate Council Bylaws all graduate policy changes must be submitted to the Council for approval, including all Graduate Catalog changes, etc. Thus, all deans, administrators, and the Graduate College Dean must submit graduate catalog and other graduate policy changes to the Graduate Council for approval. This is really not new policy, but a restatement of already existing policy.