



## Graduate Council

### MEMORANDUM

To: Mr. Brad D. Smith, President

From: Dr. D. Scott Davis, Graduate Council, Chair *Scott Davis*

Date: October 6, 2023


Subject: **Review of Graduate Council Minutes: September 29, 2023**

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 2w-B and via TEAMS.

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

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Minutes approved.

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

OCT. 9, 2023  
Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, [lucas26@marshall.edu](mailto:lucas26@marshall.edu)

Dr. Avinandan Mukerjee, Provost, [mukherjeea@marshall.edu](mailto:mukherjeea@marshall.edu)

Dr. Carl Mummert, Assistant Provost, [mummert@marshall.edu](mailto:mummert@marshall.edu)

Dr. Karen McComas, Interim Associate Provost, [mcomas@marshall.edu](mailto:mcomas@marshall.edu)

Dr. Julia Spears, Asst Provost of Online Education, [spearsj@marshall.edu](mailto:spearsj@marshall.edu)

Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,  
[jerry.ross@marshall.edu](mailto:jerry.ross@marshall.edu)

Dr. Sonja Cantrell, Registrar, [cantrell@marshall.edu](mailto:cantrell@marshall.edu)

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

## MU Graduate Council Meeting Minutes

### September 29, 2023

#### Hybrid Meeting – MSC 2w16-B + Teams

**Members Present:** Axel, Davis, Heaton, Larison, Lucas-Adkins, Schulenberg, Simonton, Thompson, Vauth, Beard, Kimble, Egleton, Vance

**Members Absent:** Christofero, Meadows

**Ex-Officio Members Present:** Mummert

**Ex-Officio Members Absent:** Maher, Mukherjee

**Guests:** Dampier, Cantrell-Johnson, Eagle, Georgel, McGuffey, A. Mummert, Dunham, Nicholson, Spradlin, Lambert, Williams, Reynolds, Stites, McDavid

#### Agenda

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of August 25, 2023 Minutes ( <b>Attachment #1</b> )
Davis/Wait	Graduate Faculty Status Candidates ( <b>Attachment #2</b> ) ( <b>GC-23-09-01-CRC</b> )
Vauth	Planning Committee Requests ( <b>Attachment #3</b> ) ( <b>GC-23-09-02-PC to GC-23-09-05-PC</b> )
Egleton	Curriculum Committee Requests ( <b>Attachment #4</b> ) ( <b>GC-23-09-06-CC to GC-23-09-07-CC</b> )
Davis	<p><b>Chairs Report - Discussion Items</b></p> <ul style="list-style-type: none"> <li>• Graduate Expedited Admissions Policy – Name Change</li> <li>• 2023-2024 GC Policy Agenda</li> <li>• Faculty Constitution</li> <li>• CourseLeaf/CIM – GC Requests</li> <li>• October GC Chit Chat (October 6 @ 1:00 PM)</li> </ul>
Reynolds/Larison	Program Review (Mary Beth Reynolds)
Mummert	Graduate Studies Report ( <b>Attachment 5</b> )
Schulenberg	Faculty Senate Report
Davis	Wrap up

#### All meetings will be Hybrid.

- October 27, 2023, MSC 2w16-B
- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-B
- March 29, 2024, Drinko 349
- April 19, 2024, MSC 2w16-B

#### Attachments

Attachment #1: Graduate Council Minutes, August 25, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: Graduate Studies Report

**Meeting Called to Order at 1:00 PM****WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- Scott announced the resignation of Isaac Wait from GC.

**MOTION TO APPROVE AGENDA with additions APPROVED**

- Add discussion item under Planning Committee to address new timeline for ITP
- Add discussion item under Chair's Report to address need for special election given the resignation of GC vice-chair, Isaac Wait.

**MINUTES OF PREVIOUS MEETING****APPROVED**

(See Attachment 1)

**GRADUATE FACULTY STATUS**

(See Attachment 2)

**GC-23-09-01-CRC****APPROVED****PLANNING COMMITTEE**

(See Attachment 3)

Henning Vauth presented the committee report.

**College of Education and Professional Development***1. Request for Non-Curricular Change* **GC-23-09-02-PC**

Department: Leadership Studies

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Next available

Rationale: "Requesting addition of information to be located on the Plan of Study and Program Requirements catalog web pagetabs."

*This was conditionally approved by GC chair during the summer but needs GC's final consent. The committee recommends approval.**2. Request for Non-Curricular Change* **GC-23-09-03-PC**

Department: Leadership Studies

Degree Program: **M.A. Leadership Specialist**

Type of Change: Admissions Requirements: Min. GPA for provisional admission: 2.5 (before: none).

Effective Date: Spring 2024

Rationale: "To improve the quality of applicants to the Leadership Specialist, MA."

*The committee recommends approval.*

- **GC approved both requests from COEPD**

### College of Engineering and Computer Science

#### 1. *Intent to Plan* **GC-23-09-04-PC**

Department: CECS

Degree program: **PhD in Engineering**

Effective Date: Fall 2024

Rationale: “The PhD in Engineering is a research-based degree that requires the student to have foundational knowledge in engineering as well as a base of graduate level knowledge in their chosen area of research sufficient to support independent research and expanding the state of the art. This program is not based on coursework per se, but on the conduct of independent research culminating in a dissertation of sufficient quality so as to be recognized as a contribution to the state of the art in the chosen area of research. Students will be required to take a minimum of 48 hours of graduate coursework beyond the B.S. level as well as 20 hours of dissertation research. They will be required to pass qualifying (breadth) examinations as well as candidacy (depth) examinations, submit a written dissertation proposal and a written dissertation approved by a committee of faculty to graduate.”

*The committee recommends approval.*

- **Henning extended thanks to all who reviewed ITP last year and this year.**
- **GC approved the ITP request from COECS**

### Academic Affairs **GC-23-09-05-PC**

#### 1. *Request for Non-Curricular Change*

Department: Work-Integrated Education and Learning Workgroup

Degree Program: N/A

Type of Change: Change of two term definitions to align with updated undergraduate catalogue term definitions, as well as addition of seven term definitions for the same purpose.

Rationale:

The Work-based Education & Learning workgroup has met over the past two years. The workgroup is comprised of faculty representatives from each of the colleges. The purpose and goals are outlined below.

Project Purpose

1. Create a list of experiential activities encompassing the university's various offerings.
2. Define the experiential activities so they can be accurately identified in all sources (catalog, Banner, etc.) shared with various university constituencies, colleges, and departments.
3. Define the experiential activities so that the data gathered accurately reflects the student experiences.

Project Goals

1. To identify work-based education and work-based learning experiences and create appropriate definitions to describe what is offered through Marshall University programs.
2. To develop clarity, common understanding, and shared language around the different types of experiences, which can then be used to accurately promote these opportunities to various constituencies of the university, colleges, and departments.

*The committee recommends approval.*

- **Carl Mummert presented rationale for the catalog change: to standardize the language used. This was an update to the terminology used and not a change in policy.**
- **GC approved request from Academic Affairs**

**New Discussion Item: Timeline for ITP**

- Carl shared graphic to illustrate proposed streamlined process and the timeline. Also, noted that we do not have to wait on BOG vote; MU is exempt from asking HEPC for permission to add programs but must get approval from accreditor HLC; Richard E. asks that HLC requirements be met on the ITP so reports do not get sent that are not of good quality. Carl wants a process that all agree upon. Shawn wants to make sure grad and undergrad follow same timeline
- BOG would like to delegate more issues, such as the ITP, to Pres.
- BOG will be made aware of new programs but will not have to vote on them. Richard suggests that someone who is “economically savvy” be involved in the review of ITPs to verify budgets. Shawn mentioned deans as being more involved with budgets now, so they should be familiar with what is needed for the ITP
- Will move the vote on timeline until Oct. meeting, so GC members have time to discuss the issue with constituents.

**CURRICULUM COMMITTEE**

(See Attachment 4)

Richard Egleton presented the committee report

College of Health Professions **GC-23-09-06-CC****Social Work 2 course Additions**

SWK656

Department: Social Work

# / Title: SWK 656 Social Work in School Settings

Catalog Description: School social work practice within the educational setting recognizes the importance of the home-school-community in the success of the student. The skills of a trained social worker, which include clinical, consultative, assessment and program development, provides the foundation for the school social worker. Upon completion of the course the student will be able to begin practice as a school social worker by removing barriers students experience within the school system thereby accessing the educational resources available for their success.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Some minor changes requested in grammar and spelling. Corrected version attached. Missed a couple of things when requesting, perhaps a friendly amendment for the following:

- Is the first term offered supposed to be Spring 2024? Or is this being taught now?
- There's a typo in the course description at beginning of second sentence.
- Registrar does like Page 5 to be formatted as in the example with each piece of information on a separate line.
- I assume the registrar will overlook the apostrophe in the New Course Title on page 1, but I'd suggest you remove that just in case.

SWK657

Department: Social Work

# / Title: SWK 657 Prevention Interventions in School Social Work

Catalog Description: This course addresses the challenges facing teachers, youth, and families in our current environment. Much time will be spent examining the course and impact of the substance use crisis in our region over the past several years. We will discuss childhood trauma while practicing, in class, methods of teaching youth self-regulation skills.

Prerequisites: SWK 656 Social Work in School Settings

First Term Offered: Spring 2024

Credit Hours: 3

Some minor issues, I contacted Robin Looney, but as of yet no reply

- Prevention of what, title is not clear, in the course description this is clarified should change title on front page to reflect title in course description.
- Poor phrasing in the catalog description and course description in the syllabus, "Much time".
- Class meeting days page 1 of 7 should spell weekends in full.
- Page 2 of 7, should spell blackboard in full.
- Outcomes table avoid abbreviations unless they have been previously defined, for example Bb for blackboard, and HC for Healthy connections.
- Course requirements, what is Bd?

**Physical Therapy 1 course change in credit hour**

Department: Physical Therapy

Current Course # / Title: (No change): PT793 Clinical Internship III

Catalog Description (No change): Supervised clinical education experience emphasizing continued development and reinforcement of clinical skills in various clinical settings.

Competence is expected in areas of the material presented to date in the curriculum.

Credit hours (old): 8

Credit hours (new): 6

Rationale: Decreased supervised, full-time clinical education experiences from 15 weeks to 12 weeks. This reduction in contact hours warranted a reduction in credit hours from 8 to 6. This decision was made to ease the burden on clinical partners due to the proliferation of PT programs and the challenge/competition for a finite number of clinical placements, particularly in non-ambulatory settings. Overall, this reduces the curriculum's full-time clinical education instruction weeks from 35 to 32 weeks. The commission on Accreditation of Physical Therapy Education (CAPTE) requires a minimum of 30 hours of

clinical education: therefore, the program continues to exceed the minimum recommended standard.

- **Committee recommends approval for COHP requests with the suggested edits to SWK courses as noted above.**
- **Further edits recommended by GC to SWK courses as follows: 1) SWK 657 course title needs reduced to meet the registrar's character limit and 2) SWK 656 start date should be Spring 2024**
- **Motion passed with amendments**

### **College of Education and Professional Development 2 course changes GC-23-09-07-CC**

#### **COURSE TITLE CHANGE**

Department: COEPD/Special Education  
 Current Course Number/Title: CISP 673 Field Exp Preschool Sp Ed  
 New Course Title: CISP 673 Clinical: Preschool Sp Ed  
 Rationale: Per the West Virginia Department of Education policy 5100 section for initial teaching licensure, student teaching should be called "clinical" rather than a "field experience". Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: N/A

Some minor issues, corrected version attached.

#### **COURSE TITLE CHANGE**

Department: COEPD/Special Education  
 Current Course Number/Title: CISP 674 Clinical: Preschool Sp Ed  
 New Course Title: CISP 674 Field Experience: Preschool Sp Ed  
 Rationale: Per the West Virginia Department of Education policy 5100 only initial teaching licensure, student teaching (CISP 673) should be called "clinical" thus the existing title for CISP 674 cannot be the same title. The course meets the definition of "field experience" and should reflect this wording. Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: Emphasis on infants and toddlers identified as at-risk or with special needs. Field experience observations of practitioners (developmental specialists/service coordinator) and service providers are required

Some issues indicated and corrected. New corrected application attached

- **Committee recommends approval**

- **GC recommends amendment to the course titles in order to meet registrar's character length**
- **Motion approved with amendment to course titles.**

### **GRADUATE COUNCIL CHAIR UPDATES**

Scott Davis presented the following:

- Graduate Expedited Admissions Policy – Name has been change
- 2023-2024 GC Policy Agenda – Carl, Henning & Scott met to discuss master plan for the upcoming policies that will need to be reviewed by the GC planning committee
- Faculty Constitution- Reapportionment of Graduate Council membership approved by Faculty Senate. There will be an all faculty vote.
- CourseLeaf/CIM - rollout is delayed due to issues with company, so Oct GC requests will still be paper forms
- October GC Chit Chat (October 6 @ 1:00 PM) – optional to attend
- Special Election for Vice-Chair of GC. Scott read the by-laws. Vote for vice chair will take place at Oct. meeting. Nominations must be made from floor then secret ballot election is held and counted by a non-voting member (Carl).

### **PROGRAM REVIEW COMMITTEE**

Mary Beth Reynolds discussed updates regarding program reviews:

Template for program review is being changed in response to HEPC. There are 6 major sections:

- 1) Mission and Learning Outcomes Alignments,
- 2) **Quality of Program** (inputs and outcomes)- curriculum, assessment plan, survey results, special features and faculty. Discussion of faculty should be a narrative and provide overview of productivity of faculty in the program, including their publications, service, presentations, work with students, etc.
- 3) **External Demand**- what is the external demand for the program and how is it measured? Consider # of applications, # of admissions, and # enrolled provided by Institutional Research. Look at relationship between # who applied and the # who actually enroll. This statistic may be problematic for programs, such as physical therapy, pharmacy, and SOM, that use an external system for applications.
- 4) Internal Demand- Mary Beth enters data from APS and program should add comments and analysis. Consider the services that the program provides to the community and the rest of campus.
- 5) **Cost of Program Delivery**- Finance and Institutional Research are working on cost analysis
- 6) Program Improvement Plan- Mary Beth enters last review's plan and program needs to update

Bolded items are mandated by HEPC: Quality of Program, External Demand and Cost of Program Delivery

Discussion about how the statistic will be affected for those programs that use the external application process. Scott gave example of how PT is reporting this on the program review- he is reporting both what IR reports and what the external reviewer provides.



HEPC has charged task force with determining the cost of the program, not the dept.budget. Mary Beth said she has told programs it is not their responsibility to put something in the Cost section. This is a pilot year for the template.

Oct 16 reports are due

External peer reviewers (outside of MU) for programs that do not have programmatic accreditation will provide both formative feedback and compliments to programs. These reports will be made available to GC.

External reviewers may do a site visit and they get access to program review documents only.

Mary Beth asked that the review rubric emphasis be on “global analysis” of the 6 main categories as opposed to emphasizing the smaller elements within the categories.

Mary Beth says that accreditors are “over the pandemic” and they do not want to hear those excuses for lack of information.

This is first year we are trying to use APS’s EAB dashboard (Annual Healthcheck Dashboard). Brian Morgan, Carl M. & Mary Beth are meeting with APS regarding mismatched graduation data. Can’t use the APS data because they were using a formula that only counted graduates who were enrolled in the semester they graduated. Will not have retention #s this year since the data may not have been reported by the system accurately

There should only be one recommendation from the GC regarding the review. So if 2 reviewers have different results the GC must decide what the final recommendation will be.

Template for certificate programs is much shorter than for the programs. There are only 3 categories: 1) Quality, 2) External demand & 3) improvement

## **GRADUATE STUDIES REPORT**

(See Attachment #5)

Carl Mummert provided the following updates:

- **Thanks to everyone for their thoughtful considerations of the curriculum items.**
- **Enrollment**

As of 9/21/2023, total graduate enrollment for Fall 2023 is 2,866. This is 90 more students (+3.2%) than our day-on-day enrollment on 9/21/2022. We are well on track to have higher total enrollment in Fall 2023 than the final total enrollment in Fall 2022. We anticipate additional staff development students to register this semester.

- **Fall 2024 Recruiting**

Academic Affairs is tentatively considering a target of 5% graduate enrollment growth, and 10% growth in new graduate students, from Fall 2023 to Fall 2024. That is an increase of about 143 graduate students. I expect that a firm target for Fall 2024 will be established later this semester. A 5% increase would put us approximately even with our Fall 2020 graduate enrollment. This is a nontrivial goal but is achievable with continued work from Marketing, Graduate Admissions, the academic colleges and programs.

The Enrollment Services Office (recruiting, admissions, and financial aid) has adjusted staffing to support graduate recruiting. One of the College Enrollment Coordinators, Mark Brame, is now assigned specifically to Graduate, Online, and Military-Connected recruiting.

His previous responsibilities with specific colleges have been reassigned to give us additional recruiting support. The Graduate Admissions office also assists with recruiting fairs and events.

Other information:

- We will continue to waive application fees for new degree-seeking students for the Fall 2024 admissions cycle.
- Graduate Studies Reception with a primary audience of current seniors who are considering staying at Marshall for graduate school. Reception is scheduled for Oct. 30<sup>th</sup> 4-6pm in Don Morris room. There will be a speaker
- Richard E. mentioned targeting Accelerated MA undergraduates as reception attendees

- **Catalog Changes**

A number of possible catalog changes will come to the Graduate Council this fall to look at admissions practices and policies. Each of the changes is small on its own, but the overall goal is to streamline the admissions process and remove roadblocks that Marshall has created, without lowering our overall standards.

- **Info Sessions and South Charleston Office Hours**

I am available to meet any time to discuss topics related to Graduate Studies.

**College Discussion Sessions:** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

**Grad faculty chat:** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- October 30, 3:30-4:20pm [Teams link](#)

**South Charleston Office Hours:** I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon
- Monday, November 27, 1:30pm-4:30pm

**FACULTY SENATE UPDATES**

Shawn Schulenberg shared the following:

1. The President has signed the following documents:
  - a. April 10 Executive Committee Meeting Minutes
  - b. April 20 Faculty Senate Meeting Minutes
2. Recent Meetings/Events
  - a. On Tuesday, September 26, we held the Fall General Faculty Meeting at 2:00 PM in the Don Morris Room. We recognized new administrators and faculty, President Smith updated us on the status of our strategic plan, and I gave a short presentation on the power of generative AI. The video is available at [www.marshall.edu/livestream](http://www.marshall.edu/livestream). Bill Gardner, chair of the ad hoc AI taskforce and I will host a CTL pop up clinic tomorrow virtually at 3:30 PM. Check your inbox for registration information—it closes today.
  - b. On Wednesday, September 27, at 7:00 PM, the Office of the President, the Drinko Academy, and the Simon Perry Center cohosted a First Amendment Forum in the Francis-Booth Experimental Theatre. We invited Ronnie London, the General Counsel from FIRE (Foundation for Individual Rights and Expression) to speak and answer questions. It was one of the most engaging and open conversations I have had the fortune to attend in my 13 years here.
3. Ad-Hoc Committees
  - a. Course Evaluations: Meeting soon.
  - b. Post-Tenure Review: They have held their first meeting and they plan to have a draft for review by the end of the semester.
4. The Faculty Senate met yesterday.
  - a. We approved changes to the Faculty Constitution unanimously, including reapportionment for the Graduate Council. We will host a virtual Q&A where anyone can join to debate the changes, and we will schedule an all-faculty vote.
  - b. Brandi Jacob-Jones and Jim Terry discussed campus carry implementation, with Q&A.
  - Richard asked question about campus carry implementation in buildings housing controlled substances. Shawn advised follow up with Jim Terry
5. Generative AI
  - a. Blackboard Ultra generative AI for instructors was released two weeks ago.
  - b. Bing Chat Enterprise is now available at [www.bing.com/chat](http://www.bing.com/chat) or in the Microsoft Edge browser for faculty and staff to use with your Marshall credentials. The enterprise edition does not share the information you enter with Microsoft, use it as training data, or even save it, so it protects our information.
6. Upcoming Meetings/Events
  - c. Shared Governance Townhall: Friday, October 13 at 11:00 AM in the Shawkey Dining Room. We are planning some of the details immediately following this meeting.
  - d. Our next Faculty Senate Meeting is scheduled for October 26. The Executive Committee meeting is scheduled for October 16. Recommendations are due at [senate@marshall.edu](mailto:senate@marshall.edu) by October 6.

**WRAP UP DISCUSSION ITEMS:**

- Keith Beard agreed to be chair of credentialing committee since Isaac Wait has resigned from the position.

**Meeting Adjourned: 2:47PM**

**Attachment #1**  
**MU Graduate Council Meeting Minutes**  
**August 25, 2023**  
**Hybrid Meeting – MSC 2w16-B + Teams**

**Members Present:** Axel, Christofero, Davis, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Thompson, Vauth, Wait, Beard, Kimble, Egleton

**Members Absent:** none

**Ex-Officio Members Present:** Mummert, Mukherjee

**Ex-Officio Members Absent:** Maher

**Guests:** Brooks, Cantrell-Johnson, Eagle, Georgel, McGuffey, Spears, Boggs, A. Mummert

**Agenda**

Davis	Welcome; Approval of the Agenda
Davis	Graduate Council Membership and GA Rep ( <b>Attachment 1</b> )
Lucas-Adkins	Approval of April Minutes ( <b>Attachment 2</b> )
Mukherjee	Academic Affairs Update
Davis	<ul style="list-style-type: none"> <li>• “Temporary” Graduate Faculty Status (Redbook)</li> <li>• Graduate Accelerated Admissions Policy</li> <li>• SOM Graduate Faculty term</li> <li>• Faculty Constitution – Ratify GC Apportionment</li> <li>• CourseLeaf/CIM – GC Requests</li> <li>• Program Review Changes</li> <li>• Fall Guests <ul style="list-style-type: none"> <li>○ MaryBeth Reynolds – Program Review</li> <li>○ Jerry Ross – Chief Enrollment Officer and VP of Enrollment Management</li> </ul> </li> <li>• October GC Chit Chat (October 6 @ 1:00 PM)</li> <li>• University-wide GA Training</li> <li>• Policy Development <ul style="list-style-type: none"> <li>○ Calendar Development</li> <li>○ Commencement Speaker</li> <li>○ Cross-Level Linked Courses</li> </ul> </li> </ul>
Mummert	Graduate Studies Report ( <b>Attachment 3</b> )
Schulenberg	Faculty Senate Report
Davis	Review committee assignments and functions ( <b>Attachment 4</b> )
All	Elect committee chairs ( <b>Attachment 5</b> ) Committee chairs please plan to stay a few minutes after the meeting is adjourned.

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

- September 29, 2023, MSC 2w16-B
- October 27, 2023, MSC 2w16-B
- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-B
- March 29, 2024, Drinko 349
- April 19, 2024, MSC 2w16-B

**Attachments**

Attachment #1: Graduate Council Members' Contact information and Term

Attachment #2: Minutes of the past meeting

Attachment #3: Graduate Studies Report for August 2023

Attachment #4: Graduate Council Standing Committee Responsibilities

Attachment #5: Committee Assignments

**Meeting Called to Order at 1:00 PM****WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- Scott introduced new member, Craig Kimble
- Student Rep will be elected on Sept. 11 and will join Sept. GC meeting
- See Attachment 1 for current members and contact info

**MOTION TO APPROVE AGENDA****APPROVED****MINUTES OF PREVIOUS MEETING****APPROVED**

(See Attachment 2)

**ACADEMIC AFFAIRS UPDATES**

Provost Mukherjee presented the following:

- “Really good enrollment trend” at MU, thanks to work of faculty & staff, biggest challenge was facing continuous decline over past 12 years,
- Steps that have been taken to address enrollment include: increased metro radius; no barriers in application process; Anthology is leading provider of enrollment services and MU has their support as an external provider; Great new enrollment team at MU
- Important stats: 80% of applications started have been completed and this is a huge increase; 13% more first-time students this fall (3 years losses were made up with that 13% so we have a positive net enrollment of almost 436 more students than last year. This increase is equivalent to 4.3 million dollars because 1 student = \$1 million); 6.8% growth beyond projection; 7.3% graduate increase (156 more students)
- Equally important to focus on is the retention of new students; 79.5% retention of students from last year up from 75.5% year before; if we can reach 80% then we will be on par with universities nationwide
- 60 graduate programs (MA in counseling, EdD leadership, MSW, MS in nursing are top 5 enrollment) but 17 programs have less than 10 in them
- Avg. enrollment in grad program is 30 students, median is 17; need to keep eye on numbers Marketing strategy is a key goal; faculty are most important resource for graduate education (this year we were able to hire new faculty who had tenure)
- Next year (2024) we will have a Carnegie review; we now know strategically what we need to remain R2 and data tracking is key: 1) # dissertation-based doctoral students must be 20 graduated each year & without COEPD and Dean Eagle this would not be possible EdD is the main support ; 2) new doctoral program began in business will have a graduation cohort next year; Provost Mukherjee wants more dissertation doctoral programs at MU; 3) research grants (need 5 million per year that are research-based; MU is well above the expected at \$24 million)

## GRADUATE COUNCIL CHAIR UPDATES

Scott Davis presented the following:

- “Temporary” Graduate Faculty Status (Redbook)- BOG approved GF, Scott thanks the deans for all of their work over the summer
- Graduate Accelerated Admissions Policy – 23 Programs/5 Colleges have chosen to go with accelerated admissions; suggested that we change the name to “accelerated admissions” to avoid confusion with accelerated degrees
- SOM Graduate Faculty term – SOM decided to stay with 3 year term to keep their research profile up
- Faculty Constitution – Ratify GC Apportionment- will need a change in Faculty Constitution to envelop our GC Bylaws, Scott is working with Shawn
- CourseLeaf/CIM – GC Requests- we are close to implementation of CourseLeaf this year, there are paper forms already in process that people have been working on, so for at least a couple of months, GC will allow both paper & CIM. January 2024 is the goal for beginning CIM only
- Program Review Changes will be working with Faculty Senate to ensure that same rubrics are used because of HPC changes
- Fall Guests
  - MaryBeth Reynolds – Program Review
  - Jerry Ross – Chief Enrollment Officer and VP of Enrollment Management
- October GC Chit Chat (October 6 @ 1:00 PM) optional chit chat 1x per semester, no business but just an informal discussion in person & virtual attendance
- University-wide GA Training Scott talked with Carl about university – wide training for GAs We need to talk with our departments about possibility of instituting this training; Richard Egleton voiced favor for university-wide training of GAs
- Policy Development
  - Calendar Development
  - Commencement Speaker
  - Cross-Level Linked Courses- planning committee to address

## GRADUATE STUDIES UPDATES

(See Attachment #3 for full report)

Carl Mummert presented the report and GC members discussed the following:

- Carl says to send inquiries about the numbers and statistics that faculty would like to him, and he will work to get them. Richard Egleton said he would like to know the “acceptance rate,” because students often ask. Since programs have different admission criteria/standards it may be misleading to have one statistic. For instance, some programs have objective criteria and can admit everyone who meets the criteria, whereas other programs have to review each application because they are more selective.
- Isaac Larison provided an example from his program- the MAT is no longer an admissions requirement.
- Richard Egleton suggests a statistic: Time from start of application to finishing application; he also asks if there is a way to show the impact of marketing strategies on graduate enrollment
- Carl anticipates some professional development focused on academic advising. Richard Egleton suggests professional development focused on writing program reviews.
- Richard pointed out an incorrect date on website- an application due date says January 2023 and it should say January 2024

## **FACULTY SENATE UPDATES**

Shawn Schulenberg shared the following:

1. Constitutional Change
  - a. Sept 8/Sept 18 EC/September 28 meeting
  - b. October special meeting
  - c. Vote in late October
2. Policies
  - a. Commencement Speaker & Honorary Degree
  - b. Calendar
  - c. Suspending admissions: process
3. Ad-Hoc Committees
  - a. Course Evaluations
  - b. Post-Tenure Review
4. University Initiatives
  - a. Devolution of BOG Polices
  - b. CIM
  - c. Looking at Dynamic Forms
  - d. Streamlining Intent to Plan/Program Approval
  - e. AI
5. Reapportionment – in process
6. Meetings
  - a. August 31 at 4PM in BE5
    - i. Julia Spears and Ben Eng
    - ii. Robin Riner
  - b. September meetings: Sept 8
  - c. General Faculty Meeting: Sept 26 at 2PM Don Morris

## **MOTION FOR 5 MINUTE RECESS**

**APPROVED**

- Recess to discuss committee chairs (2:24PM-2:29PM)

## **GC COMMITTEE CHAIRS**

- Curriculum- Richard Egleton
- Program Review- Isaac Larison
- Credentialing- Isaac Wait
- Planning- Henning Vauth

**Meeting Adjourned 2:30 PM**



**Attachment 1**  
**Graduate Council Membership**  
**2023-2024**  
**August 2023**

<b>Name</b>	<b>College</b>	<b>Email</b>	<b>Phone</b>	<b>Term</b>
Scott Davis (Chair)	COHP	<a href="mailto:davis1090@marshall.edu">davis1090@marshall.edu</a>	65614	2026
Isaac Wait (Vice Chair)	CECS	<a href="mailto:isaac.wait@marshall.edu">isaac.wait@marshall.edu</a>	65444	2026
Conrae Lucas-Adkins (Secretary)	At-Large	<a href="mailto:lucas26@marshall.edu">lucas26@marshall.edu</a>	61937	2026
Anne Axel	COS	<a href="mailto:axel@marshall.edu">axel@marshall.edu</a>	62426	2024
Keith Beard	COLA	<a href="mailto:beard@marshall.edu">beard@marshall.edu</a>	62781	2026
Tracy Christofero	At-Large	<a href="mailto:christofero@marshall.edu">christofero@marshall.edu</a>	62078	2024
Richard Egleton	SOM	<a href="mailto:egleton@marshall.edu">egleton@marshall.edu</a>	67357	2024
Lisa Heaton	At-Large	<a href="mailto:heaton@marshall.edu">heaton@marshall.edu</a>	62026	2026
Isaac Larison	COEPD	<a href="mailto:larison@marshall.edu">larison@marshall.edu</a>	62051	2024
Amanda Meadows	LCOB	<a href="mailto:meadowsa@marshall.edu">meadowsa@marshall.edu</a>	62660	2024
Craig Kimble	SOP	<a href="mailto:craig.kimble@marshall.edu">craig.kimble@marshall.edu</a>	66014	2024
Scott Simonton	At-Large	<a href="mailto:simonton@marshall.edu">simonton@marshall.edu</a>	62045	2026
Lori Thompson	Library	<a href="mailto:thompson39@marshall.edu">thompson39@marshall.edu</a>	66611	2026
Henning Vauth	CAM	<a href="mailto:vauth@marshall.edu">vauth@marshall.edu</a>	62337	2024
Shawn Schulenberg	Senate Chair	<a href="mailto:schulenberg@marshall.edu">schulenberg@marshall.edu</a>	62767	2024
Graduate Student	Student Rep	TBD	TBD	2024
<b>Ex-Officio Non-Voting Members</b>				
Carl Mummert	Assistant Provost for Graduate Studies	<a href="mailto:mummertc@marshall.edu">mummertc@marshall.edu</a>	66156	
John Maher	VP Research	<a href="mailto:maherj@marshall.edu">maherj@marshall.edu</a>	64748	
Avinandan Mukherjee	Sr. VP for Academic Affairs & Provost	<a href="mailto:mukherjeea@marshall.edu">mukherjeea@marshall.edu</a>	63716	

## Attachment 3

# Graduate Studies Report for Graduate Council

August 2023

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** August 23, 2023

### ENROLLMENT

Graduate enrollment looks excellent this year! I will share a separate document with the most recent data. We have more degree seeking graduate students this fall than we did last fall, and our overall graduate enrollment is trending to be higher than last fall once the staff development students have registered.

This progress on enrollment is a combination of work by program directors, colleges, Marshall Online, and the Graduate Admissions office. One specific initiative is the expedited admissions process ([website](#)). So far, 23 programs have opted into this system, which allows Admissions to evaluate objective criteria and accept students directly.

We also contracted with the Anthology company, who are helping us reach out to students who have started an application. Anthology emails, texts, and calls students to help them complete their application and then enroll in classes. The current contract is for the Fall 2023 and Spring 2024 admissions cycles.

### GA STIPEND INCREASE

A budget increase of \$200,000 for GA pay for fiscal year 2023-24 has been approved and implemented. This increase allowed us to raise the minimum stipend for teaching GAs to \$4250. A similar increase is expected for FY 2024-25, which would allow us to further raise, including increased pay for non-teaching GAs. Along with faculty and staff, Graduate Studies will continue to advocate for increased pay for graduate assistants.

### GOALS FOR THE 2023-2024 YEAR

- **Continued focus on enrollment.** Graduate students are one of the 10 strategic student sectors for the university. I will continue to work with programs, chairs and deans, Marshall Online, and Marketing to help contribute towards enrollment growth.
- **Graduate admissions.** We are looking at all admissions procedures to see which could be simplified to make the process faster and more student friendly without compromising academic standards. Several proposals will come to Graduate Council this year.
- **Graduate advising.** We will begin to provide training for graduate directors and graduate advisors, to help faculty develop their skills in these areas.
- **Program health check.** The upcoming “annual health check” will allow all programs to see key performance measures each year, to help programs make adjustments faster than the 5-year program review cycle.

- **Graduate Orientation:** With online learning, we have developed a new Graduate and Online orientation that is available through the Marshall Skills Exchange (“Genius”). This is aimed at student just after admission – or even before admissions while they are still making up their mind.
- **Policy review / orientation:** The existing orientation focused on graduate policies will also be rolled out through Genius and available for all graduate students. Online Learning is in the process of this conversion.
- **ETD Process and websites:** The ETD Review Team has created an updated ETD website at <https://libguides.marshall.edu/etd> . This has guidelines, templates, checklists, and other information about theses and dissertations.

### UPCOMING POLICY DISCUSSIONS

The following policy discussions are expected to come to Graduate Council this year:

- Setting the number of hours for a graduate student to be full time over the summer.
- Procedures for a program to temporarily suspend enrollment.
- Admissions procedure simplifications
- Aspects of provisional and conditional enrollment
- Updated process / workflow for new program approval

### INFO SESSIONS AND SOUTH CHARLESTON OFFICE HOURS

I am available to meet any time to discuss topics related to Graduate Studies.

**College Discussion Sessions:** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

**Grad faculty chat:** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- September 7, 3:30-4:20pm. [Teams link](#)
- October 30, 3:30-4:20pm [Teams link](#)

**South Charleston Office Hours:** I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Friday, September 1, 8:00am-Noon
- Tuesday, September 19, 1:30pm-4:30pm
- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon
- Monday, November 27, 1:30pm-4:30pm

**Attachment 4**  
**GC Bylaws on Committee Responsibilities**  
**August 2023**

URL for Graduate Council Bylaws: <https://www.marshall.edu/graduate-council/by-laws/>

**Section 1. Role of Standing Committees**

The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council.

**Section 2. Membership of Standing Committees**

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
2. The Chair of the Graduate Council and the Assistant Provost for Graduate Studies shall be ex officio and non-voting members of each standing committee.
3. Each standing committee shall elect its own chair annually.
4. No more than one graduate council member from each academic unit with graduate programs is to serve at the same time on the following standing committees: Credentialing; Curriculum; Academic Planning, Standards, and Policies; Program Review and Assessment.

**Section 3. Duties of Standing Committee Chairs**

The duties of the chair shall include:

1. Scheduling meetings
2. Preparing agendas
3. Presiding over meetings
4. Preparing an annual report
5. Performing other duties as consistent with the efficient management of the committee.

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

Standing Graduate Committees

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

**Section 6. Functions and Membership**

**Credentialing Committee**

a) Functions:

Recommends criteria for graduate faculty membership to the Graduate Council.

Reviews graduate faculty membership applications for recommendation to the Graduate Council.

b) Membership: At least three council members.

## **2. Curriculum Committee**

a) Functions:

1. Recommends course changes, additions, and deletions.
2. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.
3. Evaluates existing courses.

b) Membership: At least three council members.

## **3. Academic Planning, Standards, and/or Policies Committee**

a) Functions:

1. Recommends general policies for admission, progression, and graduation of students.
2. Recommends general academic policies.
3. Recommends other policies related to academic area.
4. Engages in long-range planning and recommends program development.

b) Membership: At least three council members.

## **4. Program Review and Assessment Committee**

a) Functions:

1. Reviews annual Assessment Reports submitted by each graduate program
2. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment
3. Engages in long-range planning and recommendations in the area of program review and assessment

b) Membership: At least three council members.

## **5. Executive Committee**

a) Function:

1. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.
2. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
3. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the Assistant Provost for Graduate Studies with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.
4. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
5. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

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

## **ATTACHMENT 5**

### **Committee Assignments and Chairs**

**2023-2024**

**August 2023**

#### **Credentialing**

Tracy Christofero

Keith Beard

Isaac Wait

Student Rep

#### **Curriculum**

Anne Axel

Richard Egleton

Scott Simonton

Craig Kimble

#### **Planning**

Lisa Heaton

Henning Vauth

Shawn Schulenberg

Conrae Lucas- Adkins

#### **Program Review**

Amanda Meadows

Isaac Larison

Lori Thompson

## Attachment #2 Graduate Faculty Status Candidates GC-23-09-01-CRC

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
ADD	Billingsley, William	billingsleyw@marshall.edu	COLA	Psychology	Graduate	08/21/2023	12/15/28
ADD	Boggett, Jeffrey	boggettj@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Broome, Abby	waldorf@marshall.edu	COEPD	C&I Literacy	Associate	08/21/2023	12/15/26
ADD	Cuchta, Thomas	cuchta@marshall.edu	COS	Mathematics and Physics	Graduate	08/21/2023	12/15/28
ADD	DellaMea, Monica	dellamea2@marshall.edu	COEPD	UTE	Graduate	08/21/2023	12/15/28
ADD	Gannon, Amy	amy.gannon@marshall.edu	COHP	Dietetics	Graduate	01/09/2023	04/28/2028
ADD	Hatfield, Patricia	HATFIELD32@marshall.edu	COLA	English	Associate	08/21/2023	12/15/26
ADD	Hilliard, Emily	hilliard@marshall.edu	COLA	Humanities	Associate	08/21/2023	12/15/26
ADD	Huesmann, Michael	huesmann@marshall.edu	COEPD	Special Education	Graduate	08/21/2023	12/15/28
ADD	Jones, Richard	ionesni@marshall.edu	COLA	Communication Studies	Graduate	08/21/2023	12/15/28
	Kim, Yongick	kimy@marshall.edu	COS	Chemistry	Graduate	08/21/2023	12/15/28
ADD	Lawrence, Christina	mayse3@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Lawrence, Christina	mayse3@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Marshall, Megan	marshallme@marshall.edu	COLA	English	Graduate	08/21/2023	12/15/28
ADD	Mauro, Davide Andrea	maurod@marshall.edu	CECS	CSEE	Graduate Chair	08/21/2023	12/15/28
ADD	McKnight, Mark	mcknightma@marshall.edu	COB	Accountancy	Associate	08/21/2023	12/15/26
ADD	Meisermann, Molly	meisermann@marshall.edu	COLA	History	Graduate	08/21/2023	12/08/2028
ADD	Palaniappan, Balasubramian	palaniappan@marshall.edu	SOM	Clinical and Translational Science	SOM	06/05/2023	12/15/28
ADD	Peake, Whitney	peakew@marshall.edu	COB	Management	Associate	08/21/2023	12/15/26
ADD	Pittenger, David	pittengerd@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Rensenbrink, Margaret	ensenbrink@marshall.edu	COLA	History	Graduate	08/21/2023	12/15/28
ADD	Singleton, Raymond	singleton@marshall.edu	COEPD	C&I	Graduate	01/09/2023	1/9/2025
ADD	Truong, Trung	truongt@marshall.edu	COS	Mathematics and Physics	Graduate	08/21/2023	12/15/28

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
ADD	Wallen, Chelsea	wallen13@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Wilson, Fernando	wilsonf@marshall.edu	COB	Economics	Associate	08/21/2023	12/15/26
ADD	Yocke, Richard	yocke1@marshall.edu	COEPD	ACE	Temporary	08/21/2023	12/08/2023
DELETE	Ang, Tyson (Fnu Tyson)	ang@marshall.edu	COB	Marketing/MIS/ENT	Graduate^	08/26/2019	12/07/2024
DELETE	Bhardwaj, Niharika	bhardwaj1@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Bhardwaj, Niharika	bhardwaj1@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Bradford, John	jbradford@usgs.gov	COS	Biological Sciences	Associate^	01/13/2020	05/05/2023
DELETE	Brown, Margaret	brownmp@marshall.edu	COS	Criminal Justice and Criminology	Associate^	01/13/2020	05/05/2023
DELETE	Bryson, Kent	bryson@marshall.edu	COS	Criminal Justice and Criminology	Instructor	01/19/2021	05/05/2023
DELETE	Chen, Dan	chend@marshall.edu	COB	Management	Graduate^	08/22/2022	12/09/2027
DELETE	Griswold, Doreen	griswold@marshall.edu	SOM	Pathology	Associate^	08/20/2018	12/10/2021
DELETE	Griswold, Doreen	griswold@marshall.edu	SOM	Pathology	Associate^	08/20/2018	12/10/2021
DELETE	Hardman, Elaine	hardmanw@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/08/2018	05/05/2023
DELETE	Hardman, Elaine	hardmanw@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/08/2018	05/05/2023
DELETE	Hood, Gwenth	hood@marshall.edu	COLA	English	Graduate	08/21/2017	12/09/2022
DELETE	Kothakapu, Gouthami	kothakapu@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Kothakapu, Gouthami	kothakapu@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Kuyper, Laura	kuyper1@marshall.edu	COS	Masters of Science Forensic Science	Instructor	05/10/2021	06/02/2023
DELETE	Lilivis, Kristen	lilivis@marshall.edu	COLA	English	Graduate	08/21/2017	12/09/2022
DELETE	Mallick, Avishek	mallicka@marshall.edu	COS	Mathematics	Graduate^	08/21/2017	12/09/2022
DELETE	McClelland, Kimberly	mcclellandk@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	McClelland, Kimberly	mcclellandk@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Muslin, Ivan	muslin@marshall.edu	COB	MGT&HCA	Doctoral	01/19/2021	01/19/2026
DELETE	Muslin, Ivan	muslin@marshall.edu	COB	MGT & HCA	Graduate^	01/19/2021	01/19/2026
DELETE	Newcome, Kathryn	kathy.newcome@camc.org	COB	Managing and Marketing	Doctoral	08/21/2017	12/09/2022
DELETE	Niese, Elizabeth	niese@marshall.edu	COS	Mathematics	Graduate^	01/14/2019	01/14/2024



TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
DELETE	Oberly, Ralph	oberly@marshall.edu	COS	Physics and Physical Science	Graduate^	08/21/2017	12/09/2022
DELETE	Rakus, John	rakus@marshall.edu	COS	Chemistry	Graduate^	01/14/2019	01/14/2024
DELETE	Stroeher, Michael	stroeh@marshall.edu	CAM	Music	Graduate	01/09/2017	05/06/2022
DELETE	Stroeher, Michael	stroeh@marshall.edu	CAM	Music	Graduate^	01/09/2017	05/06/2022
DELETE	Stroeher, Michael	stroeh@marshall.edu	CAM	Music	Graduate	01/09/2017	05/06/2022
DELETE	Thomas, Pauley	pauley@marshall.edu	COS	Biology	Graduate^	01/14/2019	01/14/2024
DELETE	Vauth, Henning	vauth@marshall.edu	CAM	Department of Music	Graduate	01/09/2017	05/06/2022
DELETE	Vauth, Henning	vauth@marshall.edu	CAM	Department of Music	Graduate^	01/09/2017	05/06/2022
DELETE	Wei, Shugin	weish@marshall.edu	COB	Marketing/MIS/ENT	Graduate^	08/26/2019	12/07/2024
EDIT	Blough, Eric	blough@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Borthakur, Alip	borthakur@marshall.edu	SOM	Clinical and Translational Sciences	SOM	01/09/2023	05/15/26
EDIT	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Doctoral	08/20/2018	
EDIT	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Doctoral	08/20/2018	
EDIT	Compton, Stephen	compton4@marshall.edu	COS	Forensic Science	Associate	08/21/2023	12/15/26
EDIT	Daneke, Darlene	daneke@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Egleton, Richard	egleton@marshall.edu	SOM	Biomedical Sciences	SOM	05/15/2023	
EDIT	Ellison, Marc	ellison13@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Georgel, Philippe	georgel@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Grover, Lawrence	grover@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Haynes, Jennifer	haynesje@marshall.edu	SOM	Clinical and Translational Sciences	SOM	01/09/2023	05/15/26
EDIT	Hisiro, Thomas	hisiro@marshall.edu	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Johnson, Tammy	johnson73@marshall.edu	COEPD	Leadership Studies	Doctoral	01/09/2023	04/28/2028
EDIT	Koc, Emine	koce@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Larison, Isaac	larison@marshall.edu	COEPD	Literacy Education	Temporary	08/21/2023	12/08/2023
EDIT	Li, Wei	liwe@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Mateer, Bethanie	bethmateer@gmail.com	COEPD	Special Ed	Associate	08/21/2023	12/15/26
EDIT	McBride, Sean	mcbrides@marshall.edu	COS	Mathematics & Physics	Graduate	08/21/2023	12/15/28
EDIT	McCunn-Jordan, Laura	mccunn@marshall.edu	COS	Chemistry	Graduate	08/21/2023	12/15/28
EDIT	McFarland-Whisman, Jennifer	mcfarlan@marshall.edu	COEPD	Special Ed	Temporary	08/21/2023	12/08/2023
EDIT	Messer, Matthew	mjmesser@k12.wv.us	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Mummert, Carl	mummertc@marshall.edu	ADMIN	Graduate Studies	Graduate	08/23/2021	12/15/26

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
EDIT	Mummert, Carl	mummertc@marshall.edu	ADMIN	Graduate Studies	Graduate	08/23/2021	12/15/26
EDIT	O'Keefe, Frank	okeefe@marshall.edu	COS	Biological Sciences	Graduate Chair	08/21/2023	12/15/28
EDIT	Sardahi, Yousef	sardahi@marshall.edu	CECS	Weisberg Department of Engineering and Computer Sciences	Temporary	05/08/2023	
EDIT	Serrat, Maria	serrat@marshall.edu	SOM	Biomedical Sciences	SOM	07/11/2023	
EDIT	Shakirov, Eugene	shakirov@marshall.edu	SOM	Biological Sciences	SOM	01/09/2023	05/15/26
EDIT	Simonton, David	simonton@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate	05/08/2023	08/15/28
EDIT	Skoretz, Yvonne	skoretz1@marshall.edu	COEPD	Elem/Sec Ed	Temporary	08/21/2023	12/08/2023
EDIT	Spurlock, Benjamin	spurlock30@marshall.edu	SOM	Physician Assistant	Associate	06/05/2023	
EDIT	Stotts, Diana	stotts@marshall.edu	COHP	Nursing	Instructor	08/20/2024	
EDIT	Stroeher, Michael	stroeher@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
EDIT	Sundaram, Uma	sundaram@marshall.edu	SOM	Clinical and Translational Sciences	SOM	05/15/2023	
EDIT	Tench, Richard	richard.tench@gmail.com	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Vance, Kimberly	kimberly.vance@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Vickers, Melanie	mvickers3@frontier.com	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Yu, Hongwei	yuh@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26

## Attachment #3 Planning Committee Report

### College of Education and Professional Development

2. *Request for Non-Curricular Change* **GC-23-09-02-PC**

Department: Leadership Studies

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Next available

Rationale: "Requesting addition of information to be located on the Plan of Study and Program Requirements catalog web pagetabs."

*This was conditionally approved by GC chair during the summer but needs GC's final consent. The committee recommends approval.*

3. *Request for Non-Curricular Change* **GC-23-09-03-PC**

Department: Leadership Studies

Degree Program: **M.A. Leadership Specialist**

Type of Change: Admissions Requirements: Min. GPA for provisional admission: 2.5 (before: none).

Effective Date: Spring 2024

Rationale: "To improve the quality of applicants to the Leadership Specialist, MA."

*The committee recommends approval.*

### College of Engineering and Computer Science

4. *Intent to Plan* **GC-23-09-04-PC**

Department: CECS

Degree program: **PhD in Engineering**

Effective Date: Fall 2024

Rationale: "The PhD in Engineering is a research-based degree that requires the student to have foundational knowledge in engineering as well as a base of graduate level knowledge in their chosen area of research sufficient to support independent research and expanding the state of the art. This program is not based on coursework per se, but on the conduct of independent research culminating in a dissertation of sufficient quality so as to be recognized as a contribution to the state of the art in the chosen area of research. Students will be required to take a minimum of 48 hours of graduate coursework beyond the B.S. level as well as 20 hours of dissertation research. They will be required to pass qualifying (breadth) examinations as well as candidacy (depth) examinations, submit a written dissertation proposal and a written dissertation approved by a committee of faculty to graduate."

*The committee recommends approval.*

**Academic Affairs GC-23-09-05-PC**

*5. Request for Non-Curricular Change*

Department: Work-Integrated Education and Learning Workgroup

Degree Program: N/A

Type of Change: Change of two term definitions to align with updated undergraduate catalogue term definitions, as well as addition of seven term definitions for the same purpose.

Rationale:

The Work-based Education & Learning workgroup has met over the past two years. The workgroup is comprised of faculty representatives from each of the colleges. The purpose and goals are outlined below.

**Project Purpose**

1. Create a list of experiential activities encompassing the university's various offerings.
2. Define the experiential activities so they can be accurately identified in all sources (catalog, Banner, etc.) shared with various university constituencies, colleges, and departments.
3. Define the experiential activities so that the data gathered accurately reflects the student experiences.

**Project Goals**

1. To identify work-based education and work-based learning experiences and create appropriate definitions to describe what is offered through Marshall University programs.
2. To develop clarity, common understanding, and shared language around the different types of experiences, which can then be used to accurately promote these opportunities to various constituencies of the university, colleges, and departments.

*The committee recommends approval.*

## Attachment #4 Curriculum Committee Report

College of Health Professions **GC-23-09-06-CC**

### Social Work 2 course Additions

SWK656

Department:

Social Work

# / Title:

SWK 656 Social Work in School Settings

Catalog Description:

School social work practice within the educational setting recognizes the importance of the home-school-community in the success of the student. The skills of a trained social worker, which include clinical, consultative, assessment and program development, provides the foundation for the school social worker. Upon completion of the course the student will be able to begin practice as a school social worker by removing barriers students experience within the school system thereby accessing the educational resources available for their success.

Prerequisites:

None

First Term Offered:

Fall 2023

Credit Hours:

3

Some minor changes requested in grammar and spelling. Corrected version attached. Missed a couple of things when requesting, perhaps a friendly amendment for the following:

- Is the first term offered supposed to be Spring 2024? Or is this being taught now?
- There's a typo in the course description at beginning of second sentence.
- Registrar does like Page 5 to be formatted as in the example with each piece of information on a separate line.
- I assume the registrar will overlook the apostrophe in the New Course Title on page 1, but I'd suggest you remove that just in case.

SWK657

Department:

Social Work

# / Title:

SWK 657 Prevention Interventions in School Social Work

Catalog Description:

This course addresses the challenges facing teachers, youth, and families in our current environment. Much time will be spent examining the course and impact of the substance use crisis in our region over the past several years. We will discuss childhood trauma while practicing, in class, methods of teaching youth self-regulation skills.

Prerequisites:

SWK 656 Social Work in School Settings

First Term Offered:

Spring 2024

Credit Hours:

3

Some minor issues, I contacted Robin Looney, but as of yet no reply

- Prevention of what, title is not clear, in the course description this is clarified should change title on front page to reflect title in course description.

- Poor phrasing in the catalog description and course description in the syllabus, “Much time”.
- Class meeting days page 1 of 7 should spell weekends in full.
- Page 2 of 7, should spell blackboard in full.
- Outcomes table avoid abbreviations unless they have been previously defined, for example Bb for blackboard, and HC for Healthy connections.
- Course requirements, what is Bd?

**Physical Therapy 1 course change in credit hour**

Department: Physical Therapy

Current Course # / Title: (No change): PT793 Clinical Internship III

Catalog Description (No change): Supervised clinical education experience emphasizing continued development and reinforcement of clinical skills in various clinical settings. Competence is expected in areas of the material presented to date in the curriculum.

Credit hours (old): 8

Credit hours (new): 6

Rationale: Decreased supervised, full-time clinical education experiences from 15 weeks to 12 weeks. This reduction in contact hours warranted a reduction in credit hours from 8 to 6. This decision was made to ease the burden on clinical partners due to the proliferation of PT programs and the challenge/competition for a finite number of clinical placements, particularly in non-ambulatory settings. Overall, this reduces the curriculum’s full-time clinical education instruction weeks from 35 to 32 weeks. The commission on Accreditation of Physical Therapy Education (CAPTE) requires a minimum of 30 hours of clinical education: therefore, the program continues to exceed the minimum recommended standard.

**College of Education and Professional Development 2 course changes GC-23-09-07-CC**

**COURSE TITLE CHANGE**

Department: COEPD/Special Education

Current Course Number/Title: CISP 673 Field Exp Preschool Sp Ed

New Course Title: CISP 673 Clinical: Preschool Sp Ed

Rationale: Per the West Virginia Department of Education policy 5100 section for initial teaching licensure, student teaching should be called "clinical" rather than a "field experience". Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: N/A

Some minor issues, corrected version attached.

COURSE TITLE CHANGE

Department: COEPD/Special Education  
Current Course Number/Title: CISP 674 Clinical: Preschool Sp Ed  
New Course Title: CISP 674 Field Experience: Preschool Sp Ed  
Rationale: Per the West Virginia Department of Education policy 5100 only initial teaching licensure, student teaching (CISP 673) should be called "clinical" thus the existing title for CISP 674 cannot be the same title. The course meets the definition of "field experience" and should reflect this wording. Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: Emphasis on infants and toddlers identified as at-risk or with special needs. Field experience observations of practitioners (developmental specialists/service coordinator) and service providers are required

Some issues indicated and corrected. New corrected application attached

## Attachment #5 Graduate Studies Report

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** September 21, 2023

### Enrollment

As of 9/21/2023, total graduate enrollment for Fall 2023 is 2,866. This is 90 more students (+3.2%) than our day-on-day enrollment on 9/21/2022. We are well on track to have higher total enrollment in Fall 2023 than the final total enrollment in Fall 2022. We anticipate additional staff development students to register this semester.

### Fall 2024 Recruiting

Academic Affairs is tentatively considering a target of 5% graduate enrollment growth, and 10% growth in new graduate students, from Fall 2023 to Fall 2024. That is an increase of about 143 graduate students. I expect that a firm target for Fall 2024 will be established later this semester. A 5% increase would put us approximately even with our Fall 2020 graduate enrollment. This is a nontrivial goal but is achievable with continued work from Marketing, Graduate Admissions, the academic colleges and programs.

The Enrollment Services Office (recruiting, admissions, and financial aid) has adjusted staffing to support graduate recruiting. One of the College Enrollment Coordinators, Mark Brame, is now assigned specifically to Graduate, Online, and Military-Connected recruiting. His previous responsibilities with specific colleges have been reassigned to give us additional recruiting support. The Graduate Admissions office also assists with recruiting fairs and events. Other information:

- We will continue to waive application fees for new degree-seeking students for the Fall 2024 admissions cycle.
- We are hoping to have a Graduate Studies Reception around the middle of the semester, with a primary audience of current seniors who are considering staying at Marshall for graduate school. (Oct. 30<sup>th</sup>) 4-6pm in DM room, will have a speaker
- Richard mentioned targeting accelerated ma undergraduates  
Remind colleges of people whose grad faculty status expires in Dec. to apply soon.

### Catalog Changes

A number of possible catalog changes will come to the Graduate Council this fall to look at admissions practices and policies. Each of the changes is small on its own, but the overall goal is to streamline the admissions process and remove roadblocks that Marshall has created, without lowering our overall standards.

### Info Sessions and South Charleston Office Hours

I am available to meet any time to discuss topics related to Graduate Studies.

**College Discussion Sessions:** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

**Grad faculty chat:** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- October 30, 3:30-4:20pm [Teams link](#)

**South Charleston Office Hours:** I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon
- Monday, November 27, 1:30pm-4:30pm