Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: **COHP**   Dept/Division: **Health Informatics**

Contact Person: **Dr. Girmay Berhie**   Phone: **304-696-2718**

Rationale for Request:

Lowering the GPA requirements for Health Informatics(M.S), Nursing Informatics (Online graduate certificate), Data Analytics(Online graduate certificate), and Health Informatics(A.M.D) is based on the issues with international applicants and conversion of their grades. Based on this we wish to change the required GPA of Health Informatics (M.S), Nursing Informatics, and Data Analytics from 3.0 to 2.5. Health Informatics (A.M.D) may change from 3.3 to 3.0.

Additionally, removing the GRE requirements for Health Informatics (M.S), Nursing Informatics (Online graduate certificate) enables us to be more selective in who we admit.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
NOTE: all requests may not require all signatures.

Department/Division Chair _____ Date **Spring 2019**

Registrar _____ Date 9/4/18

College Curriculum Committee Chair _____ Date 8/31/18
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date 9/28/18

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes – Page 2

1. **Current Catalog Description (if applicable)**: Please insert the catalog description from the current catalog for entries you would like to change.

1. Health Informatics (M.S)
   " Students must have an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale from their undergraduate degree granting institution.
   Students must have GRE scores from GRE tests taken within the past five years."

2. Nursing Informatics (Online graduate certificate)
   " Cumulative grade point average of 3.0 on a 4.0 scale for all undergraduate course work."

3. Data Analytics (Online graduate certificate)
   "Students must have an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate university work, and GRE scores from GRE test taken within the past five years."

4. Health Informatics (A.M.D)
   " Must have at least a 3.3 overall undergraduate GPA;
   Must have at least a 3.3 GPA in the major."

2. **Edits to current description**: Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

Health Informatics (M.S)
    Students must have an undergraduate Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale from their undergraduate degree granting institution.

2. Nursing Informatics (Online graduate certificate)
    Cumulative grade point average of 2.5 on a 4.0 scale for all undergraduate course work.

3. Data Analytics (Online graduate certificate)
    Students must have an undergraduate Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work.

4. Health Informatics (A.M.D)
    " Must have at least a 3.0 overall undergraduate GPA;
    Must have at least a 3.0 GPA in the major."

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Admission Requirement

Department: Health Informatics

Degree program: Health Informatics(M.S), Nursing Informatics (Online graduate Certificate), Data

Effective date (fall/spring/summer, year): Spring 2019

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: http://wvhepcdoc.wvnet.edu/resources/133-11.pdf.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP   Dept/Division: Social Work MSW

Contact Person: Peggy Proudfoot Harman   Phone: 304-696-3146

Degree Program Master of Social Work

Check action requested: ☐ Addition   ☐ Deletion   ☒ Change

Effective Term/Year   Fall 20 |18| Spring 20 ☐   Summer 20 ☐

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _Peggy Proudfoot Harman_	Date	8/29/18
College Curriculum Chair _[signature]_	Date	8/30/18
College Dean _Michael Pruitt_	Date	8/30/2018
Graduate Council Chair _[signature]_	Date	9/28/18
Provost/VP Academic Affairs _____	Date	_____
Presidential Approval _____	Date	_____
Board of Governors Approval _____	Date	_____

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

Change:

-SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare with Groups, Families and Communities is a required course and a pre-requisite to other required courses as evidenced on page 312 of the 2018-2019 Graduate Catalog. Currently on page 154 of the 2018-2019 catalog, SWK 634 is placed under BH Services for Underserved Populations which needs to be removed. It should be placed under "The spring semester includes the following courses" -Remove SWK Electives (3-6 credit hours) as they are no longer required for Advanced Standing. - Remove SWK 674 Drugs in Society pg 154 -course was never created and is not listed in course pg 312.-Remove section "Behavioral Health Electives" on page 154.

Please describe any changes in curriculum:
List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

SWK 674 Drugs in Society - 3 hours Elective - was never created and is listed in the catalog as an elective but is not on page 312 of course listings.

Remove all Behavioral Health Electives as the BH elective requirement is eleminated. Additionally 4 of the courses are incorrectly labeled: SWK 653, SWK 634, SWK 631 and SWK 655 are all REQUIRED COURSES, NOT ELECTIVES (3 hours ea.). Additionally, under this heading, SWK 653 is incorrectly titled. Remove "Other Elective Courses" on pg 154 as we do not offer those since our accreditor advised our program to focus only on behavioral health courses.

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.
NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

N/A

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

N/A

For catalog changes as a result of the above actions, please fill in the following pages.

3. *Current* Catalog Description

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change. (May attach separate page if needed)

Advanced Standing in the Program
An applicant for admission to the Master of Social Work program who holds a baccalaureate degree from an undergraduate social work program accredited by the Council of Social Work Education may be admitted with advanced standing.

SWK 615 Psychopathology (3 credit hours)
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 633 Advanced Clinical Social Work Practice in Behavioral Health Care with Individuals and Families (3 credit hours)

The spring semester includes the following courses:
SWK 670 Advanced Theory and Practice with Children (3 credit hours)
SWK 673 Family and Community Violence in Rural and Underserved Areas (3 credit hours)
SWK 655 The Comorbidity of Mental Health and Physical Disorders (3 credit hours)
SWK 653 Advanced Field Practicum (9 credit hours, 450 work hours)
SWK Electives (3-6 credit hours)
Students who enter the program with Advanced Standing (30 credit hours total) complete only one (1) academic (two semesters) yearlong field placement (9 credit hours, 450 work hours).

Behavioral Health Elective Courses
All Generalist and Advanced Standing students are offered behavioral health elective courses. Electives contextualize student learning into two platforms of practice, including Behavioral Health Services for Military Families and Behavioral Health Services for Underserved Populations. Behavioral Health students will deepen their understanding of issues facing military veterans, their families, and underserved populations by working in field placements where behavioral health services focused on these populations takes place. A full range of electives is offered to supplement the required sequence of courses, thus permitting students an opportunity to deepen and enrich their knowledge of issues faced by military veterans and underserved populations.

I. Behavioral Health Services for Military Families
SWK 650 Understanding Military Culture
SWK 653 Military Mental Health and the Impact of Trauma
SWK 655 Comorbidity of Mental and Physical Disorders 2. Behavioral Health Services for Underserved Populations
SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare with Groups, Families and Communities

Other Elective Courses
SWK 613 Advanced Human Behavior and Social Environment
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 622 Integrated Health Policy and Services (3 credit hours)
SWK 642 Advanced Social Work Research I (3 credit hours)
SWK 643 Advanced Social Work Research II (3 credit hours)

The Behavioral Health Area of Specialized Practice prepares students to conduct clinical social work practice in assessing, treating, and evaluating mental health, substance abuse, and physical health in relation to one another across practice settings. A focus throughout the specialization will be on understanding the multiple factors that influence health disparities and best practices to increase health equity, particularly for marginalized populations. There will be a special emphasis on effectively serving vulnerable populations with multiple needs. The Behavioral Health specialization integrates Generalist practice by enhancing and expanding on Generalist knowledge, values, and skills in the application of the planned change process across all size systems. The Behavioral Health specialization extends and enhances the Generalist practice skills of engagement, assessment, planning, intervention, evaluation and termination across all sized systems by incorporating clinical courses focused on Advanced Clinical Social Work in Behavioral Health with Individuals and Families.

SWK 673 Family and Community Violence in Rural and Underserved Areas
SWK 674 Drugs in Society
SWK 631 Integrated Health Care: Models and Practice
Generalist macro practice is enhanced and extended in the Behavioral Health specialization through practice, assessment and evaluation of integrated health care models and practice in SWK 631. Integrated Healthcare Models and Practice prepares

4. *Edits* to the Current Description

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. *New* Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Advanced Standing in the Program
An applicant for admission to the Master of Social Work program who holds a baccalaureate degree from an undergraduate social work program accredited by the Council of Social Work Education may be admitted with advanced standing.

SWK 615 Psychopathology (3 credit hours)
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 633 Advanced Clinical Social Work Practice in Behavioral Health Care with
Individuals and Families (3 credit hours)

The spring semester includes the following courses:
SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare
with Groups, Families and Communities
SWK 670 Advanced Theory and Practice with Children (3 credit hours)
SWK 673 Family and Community Violence in Rural and Underserved Areas (3 credit hours)
SWK 655 The Comorbidity of Mental Health and Physical Disorders (3 credit hours)
SWK 653 Advanced Field Practicum (9 credit hours, 450 work hours)

Students who enter the program with Advanced Standing (30 credit hours total) complete only one (1) academic (two semesters) yearlong field placement (9 credit hours, 450 work hours).

Behavioral Health Area of Specialized Practice

The Behavioral Health Area of Specialized Practice prepares students to conduct clinical social work practice in assessing, treating, and evaluating mental health, substance abuse, and physical health in relation to one another across practice settings. A focus throughout the specialization will be on understanding the multiple factors that influence health disparities and best practices to increase health equity, particularly for marginalized populations. There will be a special emphasis on effectively serving vulnerable populations with multiple needs. The Behavioral Health specialization integrates Generalist practice by enhancing and expanding on Generalist knowledge, values, and skills in the application of the planned change process across all size systems. The Behavioral Health specialization extends and enhances the Generalist practice skills of engagement, assessment, planning, intervention, evaluation and termination across all sized systems by incorporating clinical courses focused on Advanced Clinical Social Work in Behavioral Health with Individuals and Families.

SWK 673 Family and Community Violence in Rural and Underserved Areas
SWK 631 Integrated Health Care: Models and Practice

Generalist macro practice is enhanced and extended in the Behavioral Health specialization through practice, assessment and evaluation of integrated health care models and practice in SWK 631. Integrated Healthcare Models and Practice prepares students to engage in culturally competent behavioral health practice with diverse client populations with attention to oppressed groups and populations at risk.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Major or Degree:
Type of Change: *(addition, deletion, change)*
Rationale:

Department: Social Work
Major or Degree: MSW
Type of Change: Deletion and Change

Rationale:

The MSW program is requesting to change the catalog description to match the program self study for the accrediting body -the Council on Social Work Education. These changes include:

Change the location of SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare
with Groups, Families and Communities from Behavioral Health Elective to   "The spring semester includes the following courses" on page 154. SWK 634 is a Required course and is a prerequisit to all 600 level Required course - please see page 312 in the 2018-2019 graduate catalog.

SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare
with Groups, Families and Communities
SWK 670 Advanced Theory and Practice with Children (3 credit hours)
SWK 673 Family and Community Violence in Rural and Underserved Areas (3 credit hours)
SWK 655 The Comorbidity of Mental Health and Physical Disorders (3 credit hours)

SWK 653 Advanced Field Practicum (9 credit hours, 450 work hours)

SWK 634 is a Required course (which was submitted to the Graduate Curriculum Committee as a required course at the beginning of the program in 2016). Evidence that this is a required course can be found on page 312 of the 2018-2019 Graduate Catalog where all of the above required courses (i.e. SWK 653, 655, 670, and 673 have a pre-requisite of SWK 634).

Remove SWK Electives (3-6 credit hours) under "The spring semester includes the following courses:" pg 154
Remove the entire section "Behavioral Health Elective Courses" as they are incorrect. pg 154
Remove the entire section "Other Electives" as the program does not offer these courses as directed by our accreditor. pg 154
Remove SWK 674 Drugs in Society from "Behavioral Health Area of Specialized Practice" on page154 of the graduate catalog as the course was never created as evidenced on page 312 of the graduate catalog.

Advanced Standing in the Program

An applicant for admission to the Master of Social Work program who holds a baccalaureate degree from an undergraduate social work program accredited by the Council of Social Work Education may be admitted with advanced standing.

SWK 615 Psychopathology (3 credit hours) S
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 633 Advanced Clinical Social Work Practice in Behavioral Health Care with Individuals and Families (3 credit hours)

The spring semester includes the following courses:
SWK 634 Advanced Clinical Social Work Practice in Behavioral Healthcare with Groups, Families and Communities Other Elective Courses (3 credit hours)
SWK 670 Advanced Theory and Practice with Children (3 credit hours)
SWK 673 Family and Community Violence in Rural and Underserved Areas (3 credit hours)
SWK 655 The Comorbidity of Mental Health and Physical Disorders (3 credit hours)
SWK 653 Advanced Field Practicum (9 credit hours, 450 work hours)
SWK Electives (3-6 credit hours)

Students who enter the program with Advanced Standing (30 credit hours total) complete only one (1) academic (two semesters) yearlong field placement (9 credit hours, 450 work hours).

Behavioral Health Elective Courses
All Generalist and Advanced Standing students are offered behavioral health elective courses. Electives contextualize student learning into two platforms of practice, including Behavioral Health Services for Military Families and Behavioral Health Services for Underserved Populations. Behavioral Health students will deepen their understanding of issues facing military veterans, their families, and underserved populations by working in field placements where behavioral health services focused on these populations takes place. A full range of electives is offered to supplement the required sequence of courses, thus permitting students an opportunity to deepen and enrich their knowledge of issues faced by military veterans and underserved populations.

1. Behavioral Health Services for Military Families
SWK 650 Understanding Military Culture
SWK 653 Military Mental Health and the Impact of Trauma
SWK 655 Comorbidity of Mental and Physical Disorders

2. Behavioral Health Services for Underserved Populations

SWK 613 Advanced Human Behavior and Social Environment
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 622 Integrated Health Policy and Services (3 credit hours)
SWK 642 Advanced Social Work Research I (3 credit hours)
SWK 643 Advanced Social Work Research II (3 credit hours)

Other Elective Courses

SWK 613 Advanced Human Behavior and Social Environment
SWK 631 Integrated Health Care: Models and Practice (3 credit hours)
SWK 622 Integrated Health Policy and Services (3 credit hours)
SWK 642 Advanced Social Work Research I (3 credit hours) SWK 643 Advanced Social Work
Research II (3 credit hours)

Behavioral Health Area of Specialized Practice

The Behavioral Health Area of Specialized Practice prepares students to conduct clinical social
work practice in assessing, treating, and evaluating mental health, substance abuse, and physical
health in relation to one another across practice settings. A focus throughout the specialization
will be on understanding the multiple factors that influence health disparities and best practices
to increase health equity, particularly for marginalized populations. There will be a special
emphasis on effectively serving vulnerable populations with multiple needs. The Behavioral
Health specialization integrates Generalist practice by enhancing and expanding on Generalist
knowledge, values, and skills in the application of the planned change process across all size
systems.

The Behavioral Health specialization extends and enhances the Generalist practice skills of
engagement, assessment, planning, intervention, evaluation and termination across all sized
systems by incorporating clinical courses focused on Advanced Clinical Social Work in
Behavioral Health with Individuals and Families.

SWK 673 Family and Community Violence in Rural and Underserved Areas
SWK 674 Drugs in Society
SWK 631 Integrated Health Care: Models and Practice

Generalist macro practice is enhanced and extended in the Behavioral Health specialization
through practice, assessment and evaluation of integrated health care models and practice in
SWK 631. Integrated Healthcare Models and Practice prepares students to engage in culturally
competent behavioral health practice with diverse client populations with attention to oppressed
groups and populations at risk.

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: http://wvhepcdoc.wvnet.edu/resources/133-11.pdf.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: College of Health Profession

Dept/Division: School of Nursing

Contact Person: Dr. Denise Landry

Phone: 696-2630

Degree Program | Doctor of Nursing Practice

Check action requested: ☒ Addition ☐ Deletion ☐ Change

Effective Term/Year Fall 20 |18| Spring 20 | | Summer 20 | |

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
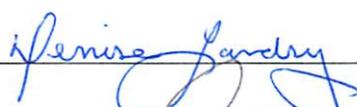
Dept. Chair/Division Head _Denise Landry_	Date	4/23/18
College Curriculum Chair _(signature)_	Date	4/23/18
College Dean _(signature)_	Date	4-23-18
Graduate Council Chair _(signature)_	Date	9/28/18
Provost/VP Academic Affairs _____	Date	_____
Presidential Approval _____	Date	_____
Board of Governors Approval _____	Date	_____
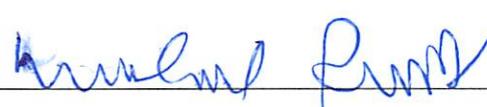
Form updated 3/2012

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

There is a move at the national level to make the entry into practice for the Family Nurse Practitioner (FNP) the Doctorate of Nursing Practice (DNP).The proposed DNP program is a natural extension of the Master of Science in Nursing (MSN) FNP program at Marshall. There are no DNP programs in the southeastern portion of the state of WV. Presently nurses must seek to receive DNP from West Virginia University (WVU) or Sheppard University, or go out of state to obtain the DNP. The addition of the DNP program at Marshall will provide advance practice nurses in WV the opportunity to earn a professional doctorate and will increase enrollment at Marshall.

Please describe any changes in curriculum:
List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)
NUR 800: Foundations of Theory (3 credit hours) - Required   HP 605: The Role of EHR and PHR (3 credit hours) - Required
NUR 802: Health Policy for Advanced Practice (3 credit hours) - Required   NUR 804: Clinical Data Mgmt. & Analysis (3 credit hours) - Required   PH 611: Epidemiology (3 credit hours) - Required   NUR806: Translation of Evidence into Practice (3 credit hours)- Required
NUR 808: Scientific Inquiry (3 credit hours)- Required   NUR 810: Focused Study (2 credit hours) - Required   NUR 812: IRB Submission (1 credit hour)-Required   NUR 814: Interdisciplinary Leadership and Role Development (3 credit hours) - Required   NUR 816: DNP Role and Finance Seminar (3 credit hours) - Required   NUR 818: DNP Project: Planning and Implementation (6 credit hours)-Required
NUR 820 (DNP Project: Evaluation (6 credit hours) -Required

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.
NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

Three (3) full time faculty including director who will be 12 month faculty
Adjunct faculty as needed
One (1) staff position
Office space
Equipment (computers, desks, etc)

See attached proforma

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

No duplication.

Two courses in the curriculum are currently being taught in other departments and will be part of the DNP curriculum, PH 611: Epidemiology (3 credit hours) and HP 605: The Role of EHR and PHR. Chairs for the respective departments have agreed to this: Dr. Berhie for Health Informatics and Dr. Woart for Public Health.

For catalog changes as a result of the above actions, please fill in the following pages.

3. *Current* Catalog Description
Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

Not applicable

4. *Edits* to the Current Description
Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. *New* Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

The Marshall University Doctor of Nursing Practice (DNP) Program prepares advance practice nurses to practice at the highest level of professional nursing. Students will experience customized learning during on-line synchronous and asynchronous courses. Students in the DNP Program will complete 2 major scholarly works: A Portfolio of Scholarly Evidence, and the DNP project, during the 42 credit hour program. Portfolio development and DNP projects will enhance personal and professional nursing expertise. This expert level of practice builds on past advanced practice education, experience, and certification. The DNP final project provides the basis for developing competence in the translation of evidence into practice and improved healthcare.

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Major or Degree:
Type of Change: *(addition, deletion, change)*
Rationale:

Department: School of Nursing
Major or Degree: Doctor of Nursing Practice (DNP)
Type of Change: program addition
Rationale: There is a move at the national level to make the entry into practice for the Family Nurse Practitioner (FNP) the Doctorate of Nursing Practice (DNP).The proposed DNP program is a natural extension of the Master of Science in Nursing (MSN) FNP program at Marshall. There are no DNP programs in the southeastern portion of the state of WV. Presently nurses must seek to receive DNP from West Virginia University (WVU) or Sheppard University, or go out of state to obtain the DNP. The addition of the DNP program at Marshall will provide advance practice nurses in WV the opportunity to earn a professional doctorate and will increase enrollment at Marshall.

Doctor of Nursing Practice (DNP) Proforma

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Assumptions/Projections									
Projected Headcount		-	20	38	50	49	50	50	50
Generated Cr Hrs		-	345	636	771	753	783	777	783
Tuition Rate per Credit Hour (3% inflation)		-	600	618	637	656	676	696	717
Tuition Revenue		-	207,000	393,048	491,127	493,968	529,308	540,792	561,411
Projection Personnel Plan									
DNP director (12 month contract)		1	1	1	1	1	1	1	1
Full-time faculty		-	1	2	2	2	2	2	2
Dual faculty		-	-	2	3	4	4	4	4
Adjunct faculty		-	2	2	2	2	2	2	2
Graduate assistants		-	1	1	1	1	1	1	1
Administrative Associate		0.25	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Regular Positions	Pos#								
DNP Director	TBD1	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Full-time faculty	TBD2	-	32,500	65,000	65,000	65,000	65,000	65,000	65,000
Full-time faculty	TBD3	-		65,000	65,000	65,000	65,000	65,000	65,000
Staff	TBD5	10,000	18,625	18,625	18,625	18,625	18,625	18,625	18,625
Salary Pool - 3%		-	3,300	4,633	7,697	7,928	8,165	8,410	8,663
Total Regular Positions		110,000	154,425	253,258	256,322	256,553	256,790	257,035	257,288
CFB - Composite Fringe Benefit (25.73%)		28,303	39,734	65,163	65,952	66,011	66,072	66,135	66,200
Total Regular Labor		138,303	194,159	318,421	322,274	322,564	322,862	323,170	323,488
Part-time Positions									
Faculty Overloads Informatics	TBD5	-	-	3,500	3,500	3,500	3,500	3,500	3,000
Faculty Overloads Epid	TBD6	-	3,500	3,500	3,500	3,500	3,500	3,500	3,000
Faculty Overloads	TBD7	-	-	-	3,500	3,500	3,500	3,500	3,000
Part-time Faculty	TBD8	-	-	-	-	3,000	3,000	3,000	3,000
Part-time Faculty	TBD9	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Part-time Faculty	TBD10	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Graduate assistants		-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Salary Pool - 3%		-	-	285	1,459	2,003	2,553	2,833	3,144
Total Regular Positions		-	12,500	16,285	20,959	24,503	25,053	25,333	24,144
CFB - Composite Fringe Benefit -PT (10.98%)		-	1,373	1,788	2,301	2,690	2,751	2,782	2,651
Total Part-time Labor		-	13,873	18,073	23,260	27,193	27,804	28,115	26,795
Total Labor Costs		138,303	208,032	336,494	345,534	349,757	350,666	351,285	350,283
Opersating Expenses									
IT		1,224	1,836	2,448	2,448	2,448	2,448	2,448	2,448
Office supplies		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Accreditation		2,500	-	-	6,200	1,200	1,200	1,200	1,200
Graduate Waivers (NR70%)	5.0%	-	11,760	12,348	12,965	13,613	14,294	15,009	15,759
Computers		1,000	500	500	-	-	-	-	-
Printers		600	300	300	-	-	-	-	-
IT setup		1,000	500	500	-	-	-	-	-
Furniture		1,600	800	800	-	-	-	-	-
Advertising		2,000	1,000		-	-	-	-	-
University Cost Recovery > $10K or 2% revenues		-	10,000	10,000	10,000	10,000	10,586	10,816	11,228
Loan Fund		-	-	28,158	112,480	38,317	-	-	-
Total Operating Costs		11,424	28,196	56,554	145,593	67,078	30,028	30,973	32,135
Total Costs		149,727	236,228	393,048	491,127	416,835	380,694	382,258	382,418
Surplus/(Deficit)		(149,727)	(29,228)	-	-	77,133	148,614	158,534	178,993
Surplus/(Deficit) % of Rev Before Loan Payment		N/A	-14.1%	7.2%	22.9%	23.4%	28.1%	29.3%	31.9%

Doctor of Nursing Practice (DNP)
Pro Forma FY2019 - FY2027

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Projected Headcount	20	38	50	49	50	50	50
Total Est'd Cr Hrs	345	636	771	753	783	777	783
Projected Tuition	$ 207,000	$ 393,048	$ 491,127	$ 493,968	$ 529,308	$ 540,792	$ 561,411
Rate % increase	-	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Credit Hour Rate	600	618	637	656	676	696	717
Full-Time	25.0%	26.3%	20.0%	20.4%	22.0%	22.0%	22.0%
Class1	5	4	5	4	6	5	6
Class2		6	5	6	5	6	5
FT Cr Hr sequence							
fall1	9	9	9	9	9	9	9
spring1	9	9	9	9	9	9	9
summer	6	6	6	6	6	6	6
fall2		9	9	9	9	9	9
spring2		9	9	9	9	9	9
FT Projected Cr Hrs							
class1 cr hrs	120	72	120	96	144	120	144
class2 cr hrs	-	144	90	108	90	108	90
Total FT Cr Hrs	120	216	210	204	234	228	234
Part-Time	75.0%	73.7%	80.0%	79.6%	78.0%	78.0%	78.0%
Class1	15	14	13	14	13	12	14
Class2		14	13	12	14	13	12
Class3			14	13	12	14	13
PT Cr Hr sequence							
fall1	6	6	6	6	6	6	6
spring1	6	6	6	6	6	6	6
summer1	3	3	3	3	3	3	3
fall2		6	6	6	6	6	6
spring2		6	6	6	6	6	6
summer1		3	3	3	3	3	3
fall2			6	6	6	6	6
spring2			6	6	6	6	6
PT Projected Cr Hrs							
class1 cr hrs	225	210	156	210	195	144	210
class2 cr hrs		210	195	144	210	195	144
class3 cr hrs			210	195	144	210	195
Total PT Cr Hrs	225	420	561	549	549	549	549

Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP   Dept/Division: SOK-PMSAT   Current Alpha Designator/Number: HS 634

Contact Person: Zach Garrett, DHSc, ATC   Phone: 304-696-2924

CURRENT COURSE DATA:

Course Title: Athletic Training Externship

Alpha Designator/Number: | H | S | 6 | 3 | 4 | | | |

Title Abbreviation: | A | T | | E | x | t | e | r | n | s | h | i | p | | | | | | | | | | | | |

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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head	_Gary E McG_	Date _8/24/18_
Registrar	_signature_	Date _8/23/18_
College Curriculum Chair	_signature_	Date _8/30/18_
Graduate Council Chair	_Luni Howard_	Date _9/28/18_

Form updated 10/2011

College: COHP   Department/Division: Athletic Training   Alpha Designator/Number: HS 634

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE: ☐ YES   ☒ NO

From ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (limited to 30 characters and spaces)

To ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From: ☐☐☐☐ To ☐☐☐☐   ☐ YES   ☒ NO

If Yes, Rationale

Change in COURSE NUMBER: ☐ YES   ☒ NO

From: ☐☐☐☐ To: ☐☐☐☐

If Yes, Rationale

Change in COURSE GRADING

From ☐ Grade To ☐ Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION: ☒ YES   ☐ NO   IF YES, fill in below:

From | Approved externship supervised by a clinical preceptor. Requires 225 clinical hours, of which 25 must be in a general medical setting. (PR HS 645, program permission)

To | Approved externship supervised by a clinical preceptor. Requires students to complete a minimum of 225 clinical hours that includes an immersion experience. (PR HS 655, program permission)

If Yes Rationale | The 25 clinical hours required in a general medical setting was moved to HS 655 to better align with course content being taught during the semester. Prerequisite change is due to course sequencing.

Change in COURSE CREDIT HOURS: ☐ YES ☒ NO   If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

Change in COURSE CONTENT: ☐ YES ☒ NO

From

To

Rationale

College: COHP   Department: Athletic Training

Course Number/Title HS 634 Athletic Training Externship

1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NA

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NA

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NA

Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

COURSE DESCRIPTION CHANGE	COURSE NUMBER CHANGE	COURSE TITLE CHANGE
Department:	Department:	Department:
Course Number and Title:	Current Course Number/Title:	Current Course Number/Title:
Rationale:	New Course Number:	New Course Title:
Course Description (old)	Rationale:	Rationale:
Course Description: (new)	Catalog Description:	Catalog Description:
Catalog Description:	Credit hours:	

COURSE DESCRIPTION CHANGE Department:
Course Number and Title: HS 634 Athletic Training Externship
Rationale: The 25 clinical hours required in a general medical setting was moved to HS 655 to better align with course content being taught during the semester. Prerequisite change is due to course sequencing.
Course Description (old): Approved externship supervised by a clinical preceptor. Requires 225 clinical hours, of which 25 must be in a general medical setting. (PR HS 645,program permission)
Course Description (new): Approved externship supervised by a clinical preceptor. Requires students to complete a minimum of 225 clinical hours that includes an immersion experience. (PR HS 655, program permission)
Catalog Description: Approved externship supervised by a clinical preceptor. Requires students to complete a minimum of 225 clinical hours that includes an immersion experience. (PR HS 655, program permission)

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1.Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2.E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments included, please merge into a single file.
3.**The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: LCOB   Dept/Division:Management - MBA Program

Contact Person: Dr. Marc Sollosy or Dr. Deepak Subedi   Phone: X2614 - Sollosy; X2676 - Subedi

Action Requested

Check action requested: ☒ Addition   ☐ Deletion   ☐ Change

Degree Program MBA   GB10

Area of Emphasis Supply Chain Management   GB18

Effective Term/Year ~~Fall 20~~ X   Spring 20 *19*   Summer 20 ☐

Notifications

Attach a copy of written notification regarding this curriculum request to the following:

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy with this packet as well as the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimate of cost and time required to secure these items.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head _____	Date 7/9/18
Registrar _____ 520101	Date 7-11-18
College Curriculum Chair _____	Date 10 JUL 18
College Dean ___ A Mulhly. ___	Date AUG 1, 2018
Graduate Council Chair _____	Date 9/28/18
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Form updated 2/2012   Page 1 of 4

1. Please provide a rationale for addition, deletion, change:

Supply Chain management is a rapidly growing and in demand area of emphasis within MBA programs nation-wide. We have offered these courses for some time. The time has come to provide our students with the opportunity to receive an area of emphasis stressing supply chain. This is also a logical extension to our existing operations management and quantitative courses.

2. Please describe any changes in curriculum:
    Course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

MGT 677 - Supply Chain Management - 3 credits (course will be required for the area of emphasis)
MIS 685 - Business Intelligence / Analytics - 3 credits (course will be required for the area of emphasis)

3. **Additional Resource Requirements:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this Area of Emphasis attach an estimate of the time and money required to secure these items. May attach separate page if needed
    NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

4. **NON-DUPLICATION:**
    If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them.
    Enter NONE if not applicable.

NONE

For catalog changes as a result of the above action, please fill in the following pages.

5. *Current* Catalog Description

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

Area of Concentration
Students who choose to take two elective courses in either Marketing, Finance, Management, Health Care Administration, or Human Resource Management in addition to the functional study courses can receive a concentration in that functional area.

Need to change to add "Supply Change Management"

6. *Edits* to the Current Description

Attach a PDF copy of the current catalog description prepared in MS Word with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

7. *New* Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

See Attached

Students who choose to take two electives in either Marketing, Finance, Management, Healthcare Administration, Human Resource Management, or Supply Chain Management in addition to the functional study courses can receive a concentration in that functional area.

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 4

Please insert in the text box below your Area of Emphasis change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:
Area of Emphasis Title:
Credit Hours:
Type of Change Requested: *(addition, deletion, change)*
Term to Take Effect: *(Fall, Spring, Summer/Year)*
Rationale:

Department: MBA/ Management
Area of Emphasis: Supply Chain Management
Credit Hours: 6 hours
Types of Change: Adding area of Emphasis in Supply Chain Management
Term: ~~Fall~~ 2019 (Spring)
Rationale: This request is to add area of emphasis in Supply Chain Management. This will use already courses which are already available for MBA - MGT 677 and MIS 685, to create the area of emphasis. This is an area of increasing importance in the business. Overall the emphasis will be beneficial to our students as well as making our MBA more competitive. Students graduating with Supply Chain emphasis will be better placed to get jobs in various multinational and national organizations in manufacturing and service industry. It will also be beneficial for students seeking to apply for doctoral degree in the supply chain area. Looking at the trend this is a growing demand as well.