



## Graduate Council

### MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Tracy Christofero – Chair, Graduate Council *TC*

Date: March 1, 2016

Subject: **Approval of Graduate Council Minutes: February 2016**

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

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

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Minutes approved.

  
\_\_\_\_\_  
Dr. Jerome Gilbert  
President, Marshall University

*4-7-16*  
\_\_\_\_\_  
Date

*Note to President's secretary:*

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

Dr. Tracy Christofero, Chair, Graduate Council, MUGC 328, South Charleston  
Dr. David Pittenger, Dean, Graduate College, Old Main, Huntington campus  
Dr. Cam Brammer, Secretary, Graduate Council, SH 248, Huntington campus  
Dr. Tammy Johnson, Admissions, Old Main 102, Huntington campus  
Mr. Tim Melvin, Office of Academic Affairs, Old Main, Huntington campus  
Ms. Sandee Lloyd, Graduate Dean's Office, Old Main, Huntington campus  
Ms. Crystal Stewart, Information Technology, Drinko 313A, Huntington campus

## MU Graduate Council Meeting Minutes

### February 26, 2016 – South Charleston campus – Thomas Boardroom

**Chair Christofero convened the meeting at 1 PM**

**Members Present:** Allen, Anderson, Brammer, Christofero, DeBruin, Heaton, Howard, Lanham, Larsen, Lanham, Mehta, Sollars, Swindell, Trzyna

**Members Absent:** Buxton, Lassiter, Stickler

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

**Ex-Officio Members Absent:** John Maher

**Guests:** Dennis M. Anderson

#### Agenda

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Brammer	Academic Planning, Standards, & Policies (Attachments 3 & 4) Roles & Responsibilities of Thesis/Dissertation Committee
Trzyna	Curriculum Committee (Attachment 5)
Howard	Program Review & Assessment Committee
Swindell	Credentialing Committee
Christofero	Miscellaneous Business of the Council

**2015/16 Graduate Council Meetings – Please reserve these dates!**

- April 1, 2016 – Huntington – Don Morris E210
- April 29, 2016 – South Charleston – Thomas Boardroom

**Attachments:**

1. Minutes from Previous Meeting
2. Graduate Faculty Status Requests
3. Program Request
4. Roles & Responsibilities of Thesis/Dissertation Committees
5. Curriculum Requests

Chair Christofero asked for a motion to approve minutes from January 29, 2016 (Attachment 1).....**APPROVED**

Chair Christofero asked for a motion to approve Graduate Faculty Requests (Attachment 2).....**APPROVED**

**Academic Planning, Standards, & Policies Committee –**  
Chair Brammer recommended the approval of the admission requirements in the catalog for the COEPD degree program in Literacy Education (Attachment 3).....**APPROVED**

Chair Brammer recommended the approval of the **deletion** of MA degrees in Early Childhood Education, Elementary Education, and Secondary Education in the COEPD (Attachment 3).....**APPROVED**

Chair Brammer recommended the approval of the Addition of a MA Degree: Master of Arts in Education, in the COEPD (Attachment 3).....**APPROVED**

Chair Brammer requested the 'Roles and Responsibilities of the Thesis/Dissertation Committee' be included in the next meeting as a catalog change in the Graduate Catalog (Attachment 4).....**APPROVED**

**Curriculum Committee** ----Chair Trzyna recommended the following for approval (Attachment 5).....**APPROVED**

## **COEPD**

### **Course Change**

**Department: Leadership Studies**

Course #/Title: LS 532 Human Relations in the Public Sector

New Course #: LS 632

Rationale: The content of the course has been updated.

Credit Hours: 3

## **SOP**

### **Course Addition**

**Department: Pharmacy**

Course #/Title: PHAR 522 Fundamentals of Medicinal Chemistry

Catalog Description: An introductory course providing the fundamental basics of drug action. Specifically, the course will cover the physicochemical properties of drugs, basic principles of medicinal chemistry and structure activity relationships, including drug-receptor interactions, theories of drug action and drug metabolism.

Prerequisites: P-1 status, PHAR 546 (Biochemistry; Co-requisite)

First Term Offered: Fall 2016

Credit Hours: 2

**Department: Pharmacy**

Course #/Title: PHAR 781 Veterinary Pharmacy Comparative Counseling

Catalog Description: To instruct students in the administration, clinical pharmacology, clinical applications, diseases, medication safety and comparative dosing of veterinary medications that a pharmacist may encounter in the community pharmacy setting.

Prerequisites: P3 status

First Term Offered: Fall 2014

Credit Hours: 3

**Course Change****Department: Pharmacy**

Course #/Title: PHAR 551 Biomedical Chemistry

New Course Title: Pharmaceutical Biochemistry

Rationale: The course covers biochemistry for Pharm D curriculum.

New Course #: PHAR 546

Rationale: It is a different course with different content, so it shouldn't be confused with the old course.

Credit Hour Change: 5 to 4

New Catalog Description: This course is designed to provide biochemistry fundamentals to PharmD students. Topics covered include structures and properties of water and biomolecules (proteins, carbohydrates, lipids, and nucleic acids), enzymes and enzyme kinetics, membranes, receptors, transporters, signaling, human metabolism, hormonal regulation of metabolism, and basics of genomics, gene regulation, and proteins synthesis. Examples of basic principles covered in this class will be illustrated by use of the top 200 drugs.

Old Catalog Description: This course contains both medicinal chemistry and biochemistry and touches on most of the chemical principals that will be needed in our pharmacy curriculum. Topics covered include the diversity of functional groups found in the molecules of life and pharmaceutical substances; the language used to describe these chemical substances; the acid-base properties of functional groups; the redox properties of functional groups; naturally occurring organic acids, alcohols, simple sugars, carbohydrates, amino acids, peptides, proteins, lipids, glycoproteins, lipoproteins, and basic biological processes, such as: membrane structure and function, bio signaling, essential nutrients and cofactors, enzyme structure and function, metabolic pathways and the regulation of metabolism, drug metabolism, drug receptor interactions, drug-enzyme interactions, and the interaction of drugs and xenobiotics with natural systems. Examples of basic chemical principles will be illustrated by use of the top 200 drugs. A solid foundation on the general principles underlying the relationship between drug structure and function will be provided along with strategies for discovery of new chemical entities (NCEs) and prediction of their pharmaceutical, pharmacokinetic, and pharmacodynamics properties

Rationale: This course now covers just biochemistry for pharmacy curriculum.

**COLA****Course Additions****Department: History**

Course Number and Title: HST 553: The Kennedy Assassination

Catalogue Description: This course explores the events surrounding the assassination of President John F. Kennedy

Prerequisites: none

First Term Offered: Spring, 2017

Credit Hours: 3

Course Number and Title: HST 558: Spies in History

Catalogue Description: This course explores the role played by spies and espionage in modern history.

Prerequisites: none

First Term Offered: Spring, 2017

Credit Hours: 3

**Program Review & Assessment Committee----** Chair Howard

Chair Howard reported that all programs had been reviewed and submitted to Dr. Reynolds.

**Credentialing Committee-----**Chair Swindell

Chair Swindell reported that the committee should have all colleges reviewed by the last meeting of Council. They will be reviewing the records of the following: SOM, CAM, SOP, and COB.

**Miscellaneous Business of Council-----**Chair Christofero

Dean Pittenger asked to address the Council regarding changes in the Graduate School. Dr. Pittenger reported that progress has been made on the amount of graduate stipends and tuition waivers for the Fall 2016 term. He also said that the classifications of graduate students (Teaching Assistants, Research Assistants, and Office Assistants) were being addressed. More details will be released soon.

Meeting Adjourned 2:15 PM

Submitted by C. Brammer 3/1/16; reviewed & approved by T. Christofero 3/1/16

**Attachment 1**  
**Minutes from the *Previous Meeting***  
**January 29, 2016 – Huntington campus – Don Morris E210**

**Members Present:** Allen, Anderson, Buxton, Brammer, Christofero, Heaton, Howard, Lanham, Larsen, Mehta, Sollars, Stickler, Swindell, Trzyna

**Members Absent:** DeBruin, Lanham

**Ex-Officio Members Present:** Provost Ormiston, Dean Pittenger

**Ex-Officio Members Absent:** Dean Eagle, John Maher

**Guests:** Kim DeTardo-Bora, COS; Dean Wael Zatar, CITE

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

**Agenda**

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Brammer	Academic Planning, Standards, & Policies
Trzyna	Curriculum Committee (Attachment 3)
Howard	Program Review & Assessment Committee (Attachment 4) Resource Development Presentations -Technology Management -Criminal Justice
Swindell	Credentialing Committee
Ormiston	Program Viability Review
Christofero	Miscellaneous Business of the Council

**2015/16 Graduate Council Meetings – Please reserve these dates!**

- February 26, 2016 – South Charleston – Thomas Boardroom
- April 1, 2016 – Huntington – Don Morris E210
- April 29, 2016 – South Charleston – Thomas Boardroom

**Attachments:**

6. Minutes from Previous Meeting
7. Graduate Faculty Status Requests
8. Curriculum Requests
9. Programs Reviewed

Chair Christofero welcomed members back from semester break and called the meeting to order.

Approval of previous meeting Minutes (Nov. 20, 2015) (Attachment 1)  
**Approved**

Approval of Graduate Faculty Status Requests (Attachment 2)  
**APPROVED**

**Academic Planning, Standards, & Policies** - Chair Brammer distributed a draft document for 'Roles and Responsibilities of the Thesis/Dissertation Committee' to be included in the Graduate Catalogue. Dean Pittenger has been having great difficulty in gaining compliance from graduate thesis/dissertation committee members in the editing and revision follow-throughs of thesis/dissertation submissions. This document is intended to spell out the committee members' responsibilities when accepting a membership on these committees. A vote will be asked for next month.

**Curriculum Committee** (Attachment 3) - Chair Trzyna recommended approval of the following:

COEPD Counseling COUN 685 Military Culture and Treatment of Veterans  
COHP Exercise Science 542 Principles of Strength and Conditioning **Approved**

Program Review & Assessment Committee - Chair Howard

Chair Howard introduced the two programs that requested 'Resource Development:

Technology Management presented by Dean Wael Zatar. Graduate Council voted to recommend Resource Development for the program going forward to the Board of Governors.

Criminal Justice presented by Dr. Kim DeTardo-Bora. Graduate Council voted to recommend continuation of the program at its current level.

All other programs reviewed (see Attachment 4) were recommended for Continuation at Current level. **Approved**

Credentialing Committee - Chair Swindell

Chair Swindell reminded members of the process of credentialing faculty members in each college. No action was requested.

Miscellaneous Business of the Council - Chair Christofero

Chair Christofero introduced Provost Ormiston who was invited by Council to discuss the process of 'Program Viability'. Provost Ormiston distributed the data that are being used to look more closely at MA/ MS programs being offered at Marshall. Council Members wanted time to read the data provided before commenting and requested that Dr. Ormiston or others be asked to attend a future meeting for more discussion.

There being no further business, meeting adjourned at 2:20 PM.

## Attachment 2 (APPROVED)

### Graduate Faculty Status Requests

The following is a list of requests still pending in the RedBook Admin system:

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Fenger, Terry	COS	Forensic Science	Graduate	12/4/15	12/4/20
Add	Georgel, Philippe	COS	Forensic Science	Graduate	02/02/16	02/02/21
Add	Hardman, Wanda Elaine	COS	Forensic Science	Graduate	02/08/16	02/08/21
Add	Heiny, Judith	SOM	Pharmacology, Physiology & Toxicology	Associate	02/01/16	02/01/19
Add	Lamendella, Regina	SOM	Pharmacology, Physiology & Toxicology	Associate	02/01/16	02/01/19
Add	MCCUTCHEON, ROBIN	COB	FIN/ECN	Graduate	01/30/16	01/30/21
Add	Mount, Mallory	COHP	Dietetics	Graduate	09/01/15	09/01/20
Add	Nolte, Ian	COLA	ENG	Graduate	02/10/2016	02/10/2021
Add	Perry, Jennifer	COHP	Clinical Lab Sciences	Graduate	09/02/15	09/02/20
Add	Proudfot-Harman, Peggy	COHP	Social Work	Graduate	09/02/15	09/02/20
Add	Rushton, Catherinie	COS	Forensic Science	Graduate	02/08/16	02/08/21
Add	Sammons, John	COS	Forensic Science	Graduate	09/09/15	09/09/20
Add	Tomasik, Rebecca	COB	FIN/ECN	Graduate	2/1/16	2/1/21
Delete	Conrad, Bruce	LCOB	Accounting/Legal Environment	Graduate	03/31/08	03/31/13
Delete	Leonard, Patricia	COHP	Communications Disorders	Associate	03/10/14	03/10/19
Delete	Shao, Lawrence	LCOB	Finance/Economics	Doctoral	08/20/13	08/20/18



Delete	Williams, Kelli	COHP	Dietetics	Graduate	01/31/09	01/31/14
Edit	Beatty, Kelly	COS	Forensic Science	Associate	10/01/15	01/01/18
Edit	Chiles, Chris	COS	Forensic Science	Associate	04/14/2014	04/13/2017
Edit	Chute, Jason	COS	Forensic Science	Associate	06/30/13	06/30/16
Edit	Cyphert, Holly	COHP	Health Sciences	Doctoral	10/07/15	10/07/20
Edit	Deal, Robert	COLA	History	Graduate	10/27/2015	10/27/2020
Edit	Gravano, Tamara	COHP	DPT	Doctoral	01/08/16	01/08/2021
Edit	Kolling, Derrick	COS	Forensic Science & Chemistry	Graduate	02/02/16	02/02/21
Edit	Kovach, Jeffrey	COS	Biological Sciences	Graduate	02/12/16	02/12/21
Edit	Kuyper, Laura	COS	Forensic Science	Associate	10/1/2013	10/1/2016
Edit	Lassiter, Luke	COLA	Grad. Humanities	Graduate	10/13/2015	10/13/2020
Edit	Muslin, Ivan	LCOB	Management/Marketing/MIS	Doctoral	10/30/15	10/30/20
Edit	Seferyn, Elizabeth	COS	Forensic Science	Associate	08/13/15	08/13/18
Edit	Tabyshalieva, Anara	COLA	History	Graduate	12/15/2015	12/15/2020
Edit	Waugh, Lauren	COS	Forensic Science	Associate	9/9/15	9/9/18
Edit	Willis, William	LCOB	MGT/MKT/MIS	Doctoral	01/15/16	01/15/21

## **Attachment 3: Program Requests (APPROVED)**

Complete proposals are available on the Graduate Council Website. Click "Proposals/Agendas": <http://www.marshall.edu/graduate-council/agendas/>

The Academic Planning and Standards Committee recommends the following:

### **COEPD**

Type of change request: Non-Curricular Catalog Change (admissions requirements)

Department: COEPD, Literacy Education Program

Degree program: MA Literacy Education

This change eliminates the requirement for GRE and MAT

Effective date: Summer 2016

### **Old Catalog Description:**

#### **Program Description**

The Master of Arts in Literacy Education consists of six foundation courses, four advanced courses, two of which are practicum experiences, and two elective courses, for a total of 36 credit hours.

#### **Admission Requirements**

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at [www.marshall.edu/graduate/admissions/how-to-apply-for-admission](http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission)

In addition, applicants must have:

- An undergraduate Grade Point Average (GPA) of 2.7 or higher on a 4.0 scale for all previously completed undergraduate university work;
- A valid WV teaching certificate;
- Graduate Record Examinations (GRE) General Test combined verbal and quantitative score of 286 or above or a score of 389 on the MAT.
- A minimum of one year of teaching experience or equivalent as a long-term substitute by the time of program completion. (Moved to Program Requirements)

#### **Program Requirements**

Degree candidates follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. The program of study includes several assessments that are completed as candidates move through the program.

## New Catalog Description:

### Program Description

The Master of Arts in Literacy Education consists of six foundation courses, four advanced courses, two of which are practicum experiences, and two elective courses, for a total of 36 credit hours.

### Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at [www.marshall.edu/graduate/admissions/how-to-apply-for-admission](http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission)

In addition, applicants must have:

- An undergraduate Grade Point Average (GPA) of 2.7 or higher on a 4.0 scale for all previously completed undergraduate university work;
- A valid WV teaching certificate

### Program Requirements

Degree candidates follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0. The program of study includes several assessments that are completed as candidates move through the program. A minimum of one year of teaching experience or equivalent as a long-term substitute by the time of program completion.

## COEPD

Masters of Arts Degrees in Early Childhood Education, Elementary Education, and Secondary Education  
Department: Elementary and Secondary Education

Major or Degree: MA Early, MA Elementary, MA Secondary

Type of Change: **Deletion** (of 3 individual MA Education Programs)

Rationale: Deleting the Masters of Arts Degrees in Early Childhood Education, Elementary Education, and Secondary Education will allow the Program to create a single Master of Arts Degree in Education.

Replacing the three degrees with a single degree will allow the Program to better respond to the current teacher employment and certification landscapes; eliminate student confusion and difficulty in designating one area over another; better reflect the Program's currently shared MA curricula; and result in administrative efficiencies.

Master of Arts in Education

Department: Elementary and Secondary Education

Major or Degree: Master of Arts in Education

Type of Change: **Addition**

Rationale: The proposed Master of Arts in Education combines and replaces the currently offered MAs in Early Childhood Education, Elementary Education, and Secondary Education. Combining the three degrees into one will allow the Program to better respond to the current teacher employment and certification landscapes; eliminate student confusion and difficulty in designating one area over another; better reflect the Program's shared MA curricula; and result in administrative efficiencies

Effective Date: Fall 2016

**Attachment 4:**  
**Roles and Responsibilities of the Thesis/Dissertation Committee**  
**APPROVED**

The Academic Planning and Standards Committee suggests the following be supported for inclusion in the Graduate Catalog at next Council meeting:

The roles and responsibilities of the faculty serving on a student's thesis/dissertation committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis/dissertation by requiring the student to submit a final thesis/dissertation that conforms to the preferred editorial guidelines of the discipline and the Graduate College. As such, the signature page included in the thesis/dissertation verifies that the faculty have read with care the thesis/dissertation to ensure the student's work is without error in the form, substance, and expression of the student's work. The members of the committee sign this page once the student has prepared a final draft of the approved thesis and affirm that the work meets the editorial standards of the Graduate College.

## **Attachment 5: Curriculum Requests (APPROVED)**

Complete proposals are available on the Graduate Council Website. Click "Proposals/Agendas": <http://www.marshall.edu/graduate-council/agendas/>

### **COEPD**

#### **Course Change**

**Department: Leadership Studies**

Course #/Title: LS 532 Human Relations in the Public Sector

New Course #: LS 632

Rationale: The content of the course has been updated.

Credit Hours: 3

New Catalog Description: This course is designed to assist leaders in the public sector to establish and maintain positive relationships with the organization's staff and volunteers, as well as with its constituents.

Old Catalog Description: This course is designed to help prospective leaders in the public sector establish and maintain positive interpersonal relationships with their constituents.

Rationale: The revised description is a more accurate reflection of the course.

New Content: (updated and original syllabi were attached)

### **School of Pharmacy (SOP)**

#### **Course Addition**

**Department: Pharmacy**

Course #/Title: PHAR 522 Fundamentals of Medicinal Chemistry

Catalog Description: An introductory course providing the fundamental basics of drug action. Specifically, the course will cover the physicochemical properties of drugs, basic principles of medicinal chemistry and structure activity relationships, including drug-receptor interactions, theories of drug action and drug metabolism.

Prerequisites: P-1 status, PHAR 546 (Biochemistry; Co-requisite)

First Term Offered: Fall 2016

Credit Hours: 2

**Department: Pharmacy**

Course #/Title: PHAR 781 Veterinary Pharmacy Comparative Counseling

Catalog Description: To instruct students in the administration, clinical pharmacology, clinical applications, diseases, medication safety and comparative dosing of veterinary medications that a pharmacist may encounter in the community pharmacy setting.

Prerequisites: P3 status

First Term Offered: Fall 2014

Credit Hours: 3

**Course Change****Department: Pharmacy**

Course #/Title: PHAR 551 Biomedical Chemistry

New Course Title: Pharmaceutical Biochemistry

Rationale: The course covers biochemistry for Pharm D curriculum.

New Course #: PHAR 546

Rationale: It is a different course with different content, so it shouldn't be confused with the old course.

Credit Hour Change: 5 to 4

New Catalog Description: This course is designed to provide biochemistry fundamentals to PharmD students. Topics covered include structures and properties of water and biomolecules (proteins, carbohydrates, lipids, and nucleic acids), enzymes and enzyme kinetics, membranes, receptors, transporters, signaling, human metabolism, hormonal regulation of metabolism, and basics of genomics, gene regulation, and proteins synthesis. Examples of basic principles covered in this class will be illustrated by use of the top 200 drugs.

Old Catalog Description: This course contains both medicinal chemistry and biochemistry and touches on most of the chemical principals that will be needed in our pharmacy curriculum. Topics covered include the diversity of functional groups found in the molecules of life and pharmaceutical substances; the language used to describe these chemical substances; the acid-base properties of functional groups; the redox properties of functional groups; naturally occurring organic acids, alcohols, simple sugars, carbohydrates, amino acids, peptides, proteins, lipids, glycoproteins, lipoproteins, and basic biological processes, such as: membrane structure and function, biosignaling, essential nutrients and cofactors, enzyme structure and function, metabolic pathways and the regulation of metabolism, drug metabolism, drugreceptor interactions, drug-enzyme interactions, and the interaction of drugs and xenobiotics with natural systems. Examples of basic chemical principles will be illustrated by use of the top 200

drugs. A solid foundation on the general principles underlying the relationship between drug structure and function will be provided along with strategies for discovery of new chemical entities (NCEs) and prediction of their pharmaceutical, pharmacokinetic, and pharmacodynamics properties

**Rationale:** This course now covers just biochemistry for pharmacy curriculum.

**New Content:** (a syllabus was attached)

## **COLA**

### **Course Additions**

#### **Department: History**

**Course Number and Title:** HST 553: The Kennedy Assassination

**Catalogue Description:** This course explores the events surrounding the assassination of President John F. Kennedy

**Prerequisites:** none

**First Term Offered:** Spring, 2017

**Credit Hours:** 3

**Course Number and Title:** HST 558: Spies in History

**Catalogue Description:** This course explores the role played by spies and espionage in modern history.

**Prerequisites:** none

**First Term Offered:** Spring, 2017

**Credit Hours:** 3