



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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


Date: October 26, 2022

Subject: **Review of Graduate Council Minutes: October 21, 2022**

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 (Huntington campus: Drinko 349 and via TEAMS).

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

Minutes approved.



Mr. Brad D. Smith
President, Marshall University

10/31/22
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis with .pdf copies e-mailed to:

Dr. Scott Davis, Graduate Council, davis1090@marshall.edu

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu

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

Dr. Carl Mummert, Interim Assistant Provost/Graduate Dean, mummert@marshall.edu

Dr. Karen McComas, Interim Associate Vice Provost, mcomas@marshall.edu

Dr. Monica Brooks, Asst. VP Online Learning & Libraries, brooks@marshall.edu

Dr. Tammy Johnson, Exec. Director of Admissions, johnson73@marshall.edu

Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu

Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes October 21, 2022

Hybrid Meeting (Drinko 349 + Teams)

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

Members Absent: Rorabaugh

Ex-Officio Members Present: Mummert

Ex-Officio Members Absent: Maher, Mukherjee

Guests: Armstead, Lassiter, B. Morgan

Agenda

Davis	Welcome, Hybrid Meeting Process, New Numbering System, Approve Agenda
Lucas-Adkins	Approval of September 2022 Minutes (Attachment 1)
Davis/Beard	Graduate Faculty Status Candidates (Attachment 2)
Vauth	Planning Committee Requests (Attachment 3)
Wait	Curriculum Requests (Attachment 4)
Larison	Program Review Committee Update
Beard	Credentiaing Committee Update
Heaton	BOG AA-20 Work Group Update
Davis	Discussion Items <ul style="list-style-type: none"> • Redbook Changes • DRAFT – Cross-Level Linked Course Policy (Attachment 5) • David Traube Chief Marketing and Communications Officer – November meeting • Strategic Enrollment Management (Graduate/Professional Segment)
Mummert	Graduate Studies
Schulenberg	Faculty Senate Update
Davis	Wrap Up

Please reserve these meeting dates. All meetings will be hybrid alternating between Huntington and So. Charleston with a virtual Teams option. Meetings will start at 1:00 PM and end by 3:00 PM):

- November 18, 2022 (So Charleston - Thomas Boardroom)
- January 27, 2023 (Drinko 349)
- February 24, 2023 (So Charleston – Thomas Boardroom)
- March 31, 2023 (Drinko 349)
- April 21, 2023 (So. Charleston – Thomas Boardroom)

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets.

Attachments:

1. Minutes from August 26, 2022
2. Graduate Faculty Status Candidates

3. Planning Committee Requests
4. Curriculum Committee Requests
5. Draft - Cross-Level Linked Course Policy

Meeting Called to Order at 1:01 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Scott D. welcomed all and explained logistics of the hybrid meeting. Individuals who are in-person need to state their names before speaking, so Teams' participants will know who is talking. Isaac W. will assist in monitoring Teams.
- New numbering system for GC motions and committees' actions will be implemented this meeting.
- Credentialing Committee added a motion and Planning Committee modified a motion that were on the original agenda sent to members. GC members voted to accepted these changes to today's agenda (see motions and actions taken under Credentialing and Planning sections in the minutes)

MOTION TO APPROVE AGENDA with adjustments from Credentialing and Planning Committees

APPROVED

MINUTES OF PREVIOUS MEETING

(See Attachment 1)

APPROVED

GRADUATE FACULTY STATUS

(See Attachment 2)

GC-22-10-01-CrC

APPROVED

PLANNING COMMITTEE

(See Attachment 3)

Henning Vauth presented the committee report.

College of Liberal Arts

GC-22-10-02-PC-COLA

APPROVED

1) Request for Addition, Change, or Deletion of a Certificate

Department: Geography

Certificate: **Geospatial Information Science - Advanced**

Type of change: Deletion

Effective Date: Spring 2023

Rationale: "The certificate was never pursued by many students, since it required prior competition of the GIScience – Basic Certificate. Both certificates together were nearly a master's degree (34 – 36 credits), so most students went that direction instead of the certificate route (24 credits). The last certificate was earned in 2019. With new federal financial aid requirements, we are updating our GIScience – Basic certificate to include more credit hours

(16), making this Advanced certificate even less attractive. No students are currently enrolled in this certificate program.”

Committee Recommendation: Approval

No discussion; all approved

GC-22-10-03-PC-COLA

APPROVED

2) Request for Addition, Change, or Deletion of a Certificate

Department: Geography

Certificate: **Geospatial Information Science - Basic**

Type of change: Elimination of “Basic” in title, minor updated wording changes, reference to that the certificate may be entirely earned online, update of elective course selection, and most importantly, adding a four-credit remote sensing course to the requirements, in order to bring the number of required credits up to 16.

Effective Date: Spring 2023

Rationale: “Federal regulations now require certificate to be a minimum of 16 credits to be eligible for financial aid.”

Committee Recommendation: Approval

No discussion; all approved

GC-22-10-04-PC-COLA

APPROVED

3) Request for Addition, Change, or Deletion of a Certificate

Department: Graduate Humanities

Certificate: **Appalachian Studies**

Type of change: The only change is changing the currently required 15 hours to 16, contingent on a course credit-hour change: HUMN 680 to include a 3-6 credit.

Effective Date: Spring 2023

Rationale: “To change the certificate competition hours from 15 to 16 hours so as to be eligible for financial aid.”

Committee Recommendation: Approval

No discussion; Dr. Lassiter was present but didn’t have anything to add; All approved

College of Science

GC-22-10-05-PC-COS

APPROVED

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

Department: Natural Resources and the Environment

Degree Program: **M.S. in Natural Resources and the Environment**

Type of Change: New Degree

Effective Date: Spring 2023

Rationale: “A graduate program is developed to support expanding research opportunities in the multidisciplinary area of natural resource management. The program will fill the increased

demand for individuals capable of solving complex issues surrounding environmental protection and resource allocation and expand the research potential of the growing NRE department collectively and of each major individually.”

Committee Recommendation: Committee changed their recommendation from tabling this decision, as listed on the agenda that was initially sent out, to recommending for approval (see Welcome section for request to change agenda)

No discussion; Dr. Armstead was present; All approved

CURRICULUM COMMITTEE

(See Attachment 4)

Isaac Wait presented the committee report

GC-22-10-06-CC-COS – College of Science – 11 requests

APPROVED

Course Addition (10)

Department: Biological Sciences
 # / Title: BSC 551 / Molecular Medicine
 Catalog Description: This course focuses on molecular biology as applied to the causes, diagnosis, and treatment of select human and veterinary diseases. Therapies that are new and still in clinical trials will also be covered.

Prerequisites: None
 First Term Offered: Spring 2023
 Credit Hours: 3

Department: Natural Resources & the Environment
 # / Title: NRE 500 / Soil Fertility / Plant Nutrition
 Catalog Description: This course will examine properties of soil fertility, its relationship to plant nutrition, and practices in nutrient management and fertilizer application.

Prerequisites: None
 First Term Offered: Summer 1, 2023
 Credit Hours: 4

Department: Natural Resources & the Environment
 # / Title: NRE 502 / Sustainable Agriculture
 Catalog Description: This course will examine the principles of sustainable agriculture and its relationship with natural resources while identifying challenges to agricultural sustainability and frontiers in the field.

Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Natural Resources & the Environment

/ Title: NRE 525 / Water Policy and Regulations
 Catalog Description: Examination of how aquatic resources are protected for humans and species of concern by current regulatory framework.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Natural Resources & the Environment
 # / Title: NRE 540 / Seminar I
 Catalog Description: Introduction to graduate research and individual topics, development of literature research skills, discussion of keystone papers, support for literature portfolio and thesis prospectus.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 1

Department: Natural Resources & the Environment
 # / Title: NRE 560 / Seminar II
 Catalog Description: The course focus is discussion of fundamental and cornerstone literature from the field of natural resources. Emphasis will be given to research methods and individual student project development.
 Prerequisites: None
 First Term Offered: Spring 2023
 Credit Hours: 1

Department: Natural Resources & the Environment
 # / Title: NRE 580 - 583 / Special Topics
 Catalog Description: Special Topics (1-4 hrs.) Study of an advanced topic not normally covered in other courses.
 Prerequisites: Variable; specified as required.
 First Term Offered: N/A
 Credit Hours: 1-4

Department: Natural Resources & the Environment
 # / Title: NRE 585 - 588 / Independent Study
 Catalog Description: Independent study (1-4 hrs.)
 Prerequisites: Permission
 First Term Offered: Spring 2023
 Credit Hours: 1-4

Department: Natural Resources & the Environment
 # / Title: NRE 640/ Seminar III
 Catalog Description: The course utilizes relevant literature from the natural sciences to investigate data analysis and presentation methods.

	Topics include statistical methods selection, graphical presentations, journal selection, and interpretation of data outcomes.
Prerequisites:	None
First Term Offered:	Fall 2023
Credit Hours:	1
Department:	Natural Resources & the Environment
# / Title:	NRE 660/ Seminar IV
Catalog Description:	The course focuses on transition to professional opportunities beyond graduate school. Discussion will include scientific publication and public presentation in multiple venues and formats, expectations of various career options, and application of science in decision making.
Prerequisites:	None
First Term Offered:	Spring 2024
Credit Hours:	1

Course Change (1)

Department:	Biological Sciences
# / Title (current):	BSC 640 - Cell Bio & Biotechnology
# / Title (new):	BSC 640 - Cellular/Molecular BioMedicine
Catalog Desc (current):	Broad coverage of applied cell biology, biotechnology with high current interest and utility to medical, agricultural, and commercial product development. Application of DNA technologies for biotech commercialization.
Catalog Desc (new):	This course uses an integrated lecture/journal club format to familiarize students with advanced techniques and multidisciplinary approaches in biomedical research. Intended for science and biomedical graduate students.
Credit Hours (current):	3
Credit Hours (new):	4
Rationale:	This course has not been offered in some time, and is being adjusted to bring it up to date with a special emphasis on biomedicine.

Committee recommends tabling a request for course addition NRE 550 until November 2022 meeting; committee needs some additional documentation before recommending approval
Motion approved; Dr. Armstead present; No discussion

**GC-22-10-07-CC-COLA – College of Liberal Arts – 1 request
 APPROVED**

Course Change (1)

Department: Graduate Humanities
 # / Title: HUMN 680 / Independent Research Symposium
 Credit Hours (current): 3 credit hours
 Credit Hours (new): 3 – 6 credit hours
 Rationale: To increase hour options for Appalachian Studies Certificate, to make it eligible for financial aid.
 Catalog Description: Prerequisite: 24 credit hours, required courses, and comprehensive examination. A pro-seminar required of all Humanities degree students who are beginning the thesis or final projects. S-U grade.

Committee recommends approval; Dr. Lassiter present but no questions; No discussion; Motion approved

**GC-22-10-08-CC-SOP – School of Pharmacy – 8 requests
APPROVED**

Course Addition (4)

Department: Pharmacy Practice, Research and Administration
 # / Title: PHAR 505 / Pharmacy Continuing Professional Development
 Catalog Description: Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 0

Department: Pharmacy Practice, Research and Administration
 # / Title: PHAR 736 / Pharmacy Skills Lab 6
 Catalog Description: Covers foundational patient care skills. Students apply knowledge, demonstrate critical-thinking and problem-solving skills, practice technical and communication skills, and demonstrate professional behavior in the therapeutic decision making process.
 Prerequisites: PHAR 637
 First Term Offered: Spring 2024
 Credit Hours: 3

Department: Pharmacy Practice, Research and Administration
 # / Title: PHAR 738 / Pharmacy Education I
 Catalog Description: This course will prepare pharmacy students for a career in pharmacy education.
 Prerequisites: P2 or P3 Standing
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Pharmacy Practice, Research and Administration
 # / Title: PHAR 739 / Pharmacy Education II
 Catalog Description: This course will allow students who completed PHAR 738 to apply skills learned in a lab setting.
 Prerequisites: PHAR 738
 First Term Offered: Spring 2024
 Credit Hours: 3

Course Change (4)

Department: Pharmacy Practice, Research and Administration
 # / Title (current): PHAR 661 / Therapeutics II
 # / Title (new): PHAR 761 / Infectious Disease
 Rationale: Course number change is necessary due to recent curricular restructuring, and revised name is more descriptive of the course content.
 Catalog Description: This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases. Successful completion of PHAR 542 is a prerequisite.

Department: Pharmacy Practice, Research and Administration
 # / Title (current): PHAR 721 / Therapeutics 7
 # / Title (new): PHAR 723 / Special Populations
 Rationale: Course number change is necessary due to recent curricular restructuring, and revised name is more descriptive of the course content.
 Catalog Description: This course will emphasize the unique needs and differences in therapeutic recommendations for patients at the extremes of ages, diverse cultural backgrounds, and those with co-morbidities and other health conditions.

Department: Pharmacy Practice, Research and Administration
 # / Title (current): PHAR 751 / Neuro & Psychiatric Disease
 # / Title (new): PHAR 752 / Neuro & Psychiatric Disease
 Rationale: Course number change is necessary due to recent curricular restructuring.
 Catalog Description: Students will learn treatment and prevention of neurological and psychiatric diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Department: Pharmacy Practice, Research and Administration

/ Title (current): PHAR 761 / HemeOnc Nutrition Hepa MS
 # / Title (new): PHAR 742 / HemeOnc Nutrition Hepa MS
 Credit Hours (current): 6
 Credit Hours (new): 4
 Rationale: Course number change is necessary due to recent curricular restructuring; 2 credit hours of content was removed and placed into PHAR 643.
 Catalog Description: Students will learn treatment/prevention of heme-onc, nutrition, hepatic and musculoskeletal diseases including the pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Committee recommends approval; no discussion; all approved

PROGRAM REVIEW COMMITTEE UPDATES:

- Isaac Larison provided updates. Info sent out this past week to programs that need to provide updates based on last year's findings. Those programs have until Nov. 11th add/modify/resubmit. Programs will present their update to GC during the Nov. meeting.
- There are 11 programs to be reviewed for 22.23 year.

CREDENTIALING COMMITTEE

Keith Beard presented report. (See decision to modify agenda with the new motion as discussed in Welcome section of today's agenda)

GC-22-10-09-CrC

APPROVED

The credentialing committee would like to make the recommendation that a request from the College of Arts and Media for special permission to have an external thesis committee member (Mr. James Feist) who does not hold academic credentials but has unique and relevant musical expertise be approved to serve as a thesis committee member. The proposed committee would also include Dr. Vicki Stroehrer and Prof. Steven Hall (both senior faculty).

Committee recommends approval; no discussion; all approved

BOG AA-20 WORK GROUP UPDATE

Lisa Heaton provided updates.

- Initially, there were 4 issues for the work group to address: 1) ethics 2) CITI Training up to date 3) statement related to procedures when grad faculty status may need removed and 4) any special allowances for new doctoral programs. Recently, 2 more items have been brought to Lisa's attention, so she is not sure if the group will have anything for GC to act on at Nov. meeting. Work group is scheduled to meet on Nov. 2nd

DISCUSSION ITEMS BY CHAIR

- 1) Redbook Changes- Scott D. has worked with Brian Morgan to get structural issues addressed, duplication of names has been fixed
- 2) DRAFT – Cross-Level Linked Course Policy (**Attachment 5**)

- Issue was initially brought to Carl M. from Registrar regarding cross listed 400/500; Executive GC Committee drafted the attached policy; Scott D. encouraged discussion during today's meeting and then asked members to share with their colleges for input.
- Scott explained that in the review of other policies from other institutions, the repeating words for distinguishing expectations in cross-listed courses were: differences in quantity and quality between undergrad and grad
- Henning V.- there are lots of cross-listings in music (ensemble specifically) and he wanted clarification on "quantifying" differences in playing; a problem is how do you word it on syllabus that "grad. students must play better"
- R. Egleton expressed support of Henning's concerns and said that GC needs to be cautious about making rules that could present challenges for depts. such as music
- Shawn S. suggested making an exceptions rule to policy so that music would not have to do this (other depts. may have same issue with performance-based courses)
- Isaac Larison suggested changing credit hours as a way to reflect differences between grad and undergrad credit
- Tracy C. asked about first sentence in the draft: specifically, "in same place." Her question is how will that wording affect courses that are hyflex or online, whereas students will not physically be in the same place.
- L. Thompson asked if "grandfathered" term could be changed due to racial tone of the term. She suggested term such as "legacied."
- Carl M. discussed ideas for how to quantify/qualify differences for performance-based classes
- Shawn S. brought up notion that an undergrad. group might also need to be involved in this policy. Scott D. shared that he saw from other institutions that both grad. and undergrad. bodies have reviewed policy. Perhaps policy originates with GC and then shared with undergrad.
- Carl clarified how 25% is computed
- R. Egleton voiced concern that restrictions may limit students from pursuing their interests. He asked, "is it more important for students to take right number or for dept. to monitor what they offer?"
- Scott D. said intent was not to be punitive but instead to emphasize- Rigor and Practicality

- Shawn S. suggested that it would be good to run data for those classes that are cross listed, so we could get an idea of what the effects may be; Carl M. said getting these data is possible
 - L. Thompson asked for clarification as to why this cross-listing issue originated- Carl M. said 2 things are important:
 - a. A flag is raised when the registrar sees that depts. have 4 classes listed at same time/place. They want to know if there is a policy on this. Right now, there isn't a policy, so we need one.
 - b. Accreditation looks for this policy to see if there are differences between undergrad and grad.
 - Isaac W. emphasized the need for rigor to be different between grad & undergrad
 - Isaac L. said the cross listing should be rare, he shared examples of how undergrad & grad expectations in cross-listed course differs across those he is familiar with
- 3) David Traube Chief Marketing and Communications Officer will attend November GC meeting. Scott D. asked that members come to next meeting prepared to ask marketing questions.
 - 4) Strategic Enrollment Management: Scott D. & Carl M. will represent graduate/professional segment in enrollment efforts

GRADUATE STUDIES UPDATES

Carl Mummert, Acting Dean of Graduate Studies, shared the following:

- The **online ETD training** has been rolled out to students and announced to graduate advisors. Beginning this semester, the training acknowledgment form will be required before each ETD is reviewed. We are working with the registrar to develop a report for programs see which students have completed the acknowledgment form.
- There will be an **online Graduate Studies Q & A** on Monday, October 31 at 3:30pm. This is an open time for conversation between graduate faculty and Graduate Studies. In addition to taking questions and suggestions from graduate faculty, this session will have an open discussion related to program-level admissions and advising. The Graduate Council chair and acting Graduate Dean will lead the session. A second session will be scheduled in November.
- The university **Strategic Enrollment Planning Committee** has identified two initial tasks related to graduate studies.
 - ***Creation of graduate-level orientation and retention programming.*** We rolled out an online orientation for all graduate students this fall. We will continue to develop and distribute an online orientation to all new graduate students. We are also investigating possibilities for an additional in-person orientation for students who are interested.
 - ***Graduate advisor training.*** We are in the initial planning stages for this item, including identifying the expertise and resources we have on campus and the best practices for graduate advising in particular.

Scott Davis and Carl Mummert have been asked to spearhead the SEM work for the Graduate Student segment. This is one of 10 student segments identified in the plan (First-time freshmen, transfer students, nontraditional students, resident students, metro students, nonresident students, distance students, graduate students, veteran students, international students).

- **AA staffing.** Academic Affairs has a new Operations Coordinator, Kathy Brannock, who has replaced Ethan Tackett, and a second Operations Coordinator Kaleigh Decker who will be assisting with Online Learning, Graduate Studies, Graduate Council and other AA tasks. These are both classified staff positions.
- **Registration for Spring 2023.** Advance registration now opens at 7am each day instead of midnight. This change was recommended by the Assistant Deans due to student stress in not having the ability to contact advisors during registration. It should have minimal effect on graduate registration. The *Senior Permission to take Graduate Courses* form is now an electronic Dynamic Form housed with the Registrar's office. This form will be open when registration is open, allowing students to be immediately enrolled in the selected classes.

FACULTY SENATE UPDATES

Shawn Schulenberg, Faculty Senate Chair, shared the following:
By-law & Constitutional changes (one is to streamline meetings)

- Modernize ex officio positions in library
 - Standing committees to meet virtually
- Both of the bulleted points will be up for faculty e-vote

Several new committees created:

Shared Governance Committee

Micro Credential Steering Committee (pilot programs in spring)

HyFlex committee formed by Academic Affairs

Ombudsmen Office will be searching for part-time person

Feb. 1st MU Day at Legislature

FINAL ANNOUNCEMENTS BY CHAIR:

Next meeting will be in South Charleston with Teams option

Meeting adjourned 2:09 PM

Attachment 1
MU Graduate Council Meeting Minutes
September 30, 2022
Virtual Meeting: Microsoft TEAMS

Members Present: Axel, Beard, Christofero, Davis, Egleton, Heaton, Larison, Lucas-Adkins, Meadows, Rorabaugh, Schulenberg, Simonton, Vance, Vauth, Wait

Members Absent: Thompson

Ex-Officio Members Present: Mukherjee, Mummert

Ex-Officio Members Absent: Maher

Guests: Lent, Long, McComas

Agenda

Davis	Welcome, Introductions, Announcements
Mukherjee	Provost Remarks
Lucas-Adkins	Approval of previous meeting minutes August 26 (Attachment 1)
Davis	Graduate Faculty Status Candidates (Attachment 2)
Vauth	Planning Committee Requests (Attachment 3)
Davis	Curriculum Requests (Attachment 4)
Larison	Program Review Committee Update
Beard	Credentialing Committee Update
Heaton	BOG AA-20 Work Group Update
Davis	GC Bylaws Amendment (Attachment 5)
Davis	Discussion Items <ul style="list-style-type: none"> 1) Graduate Committee COI 2) Redbook 3) AGD 4) CourseLeaf 5) Academic Calendar
Mummert	Graduate Studies <ul style="list-style-type: none"> • Enrollment • ETD • Admin updates • Graduate initiatives
Schulenberg	Faculty Senate Update
Davis	Announcement/Wrap Up

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- January 27, 2023 (Drinko 349)
- February 24, 2023 (So Charleston – Thomas Boardroom)
- March 31, 2023 (Drinko 349)
- April 21, 2023 (So. Charleston – Thomas Boardroom)

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets.

Attachments:

6. Minutes from August 26, 2022
7. Graduate Faculty Status Candidates
8. Planning Committee Requests
9. Curriculum Committee Requests
10. GC Bylaws Amendment

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Scott Davis welcomed everyone and introduced the student representative, Kimberly Vance.
- Scott D. also clarified when motions come from standing committees, there is no second to the motion needed.

MOTION TO APPROVE AGENDA

APPROVED

PROVOST REMARKS

Provost Mukherjee thanked GC for all of its work. He provided the following updates that were also given during the General Faculty meeting:

- **Enrollment** is one of the top 5 priorities of universities; 4 highlights: 1) enrollment down 3.9% for entire university, retention is up 4% for 1st to 2nd year undergraduates, 75% of students who started last fall came back this fall; 2) undergrad programs performed better in enrollment than grad programs (down 7.9% this year), there has been continually declining grad enrollment over past 5 years “significant drop” 3) undergrad growth is with metro students; for grad growth is with out-of-state students 4) hybrid programs up 6% across undergrad & grad, online is continually growing
- **Research**- we are solid R2 and want to continue to be so; shared a report with statistics that was presented to Faculty Senate this week; Space for research is an issue being addressed; University is expanding research clusters (cybersecurity now, aging is forthcoming); 10 areas of distinctiveness for research were identified, and those among the 10 were: aviation, cybersecurity, forensic, clinical psy, behavioral health, addiction studies, biomedical; University is looking at more flexible teaching load for faculty to allow for research (“smart, strategic reassigned time”)
- **Marketing** remains a challenge for MU. Hypothesis is that marketing is the reason for declining grad programs. Provost encourages GC to have MU’s new CMO at GC meetings to discuss increasing enrollment
- Financial models being explored for GA stipend
- University will have a designated position of overseeing graduate studies. New position title will be Asst. Provost for Graduate Studies, the individual will have 2 courses of reassigned time & \$20,000 stipend, this will be a faculty position. There will be an internal search only for this position. When budget allows, this may become a full-time position again.

Provost Mukherjee took questions from GC:

- Isaac Larison- asked how MU compares with other institutions in WV and surrounding area in terms of enrollment? Provost says final numbers for all will be released in late Oct. In general, universities have come back in enrollment since COVID. For example, Ohio University has had significant improvement in enrollment. MU is doing work targeting enrollment.
- Richard Egleton- asked if MU is considering what skillsets are needed in the local job market and around state to drive program development and marketing? Provost said, “yes,” and discussed the outside consultants who are doing research with us to help with marketing. For example, veterinary medicine is being considered as a new program. Provost says if we think of a program that MU doesn’t offer, we need to let him know. The challenge is “mainstream marketing,” but now, for first time, the university will have Chief Marketing Officer.
- Richard Egleton suggested that university’s emphasis be on fewer programs that are well funded than multiple programs that have limited funded. Provost agreed and said university will not introduce programs unless some programs are released. Provost says that proposed new programs must address: Budget, Market Research, Alignment with strategic priorities of university. Provost is hopeful with our new CMO.
- Isaac Larison asked if a marketing strategy might include a focus the research being done across university programs? Provost agreed that marketing of research is crucial. Isaac L. discussed challenges of being able to promote what faculty learn at conferences and what they are researching. Provost says that next April MU will have another Research Day for students; need to consider forum for faculty research too; challenge is to demonstrate the usefulness of academic research to laypersons.
- Richard Egleton- asked if the university’s website and design were good hooks for students? Provost acknowledges the new marketing that needs to be done; external support is needed because we can’t do all that is needed internally, New CMO needs to hear ideas from GC.
- Scott Davis said GC will invite new CMO (Dave Traube) to future GC meeting.

MINUTES OF PREVIOUS MEETING

(See Attachment 1)

APPROVED

GRADUATE FACULTY STATUS

(See Attachment 2)

APPROVED

PLANNING COMMITTEE

(See Attachment 3)

Henning Vauth presented the committee report.

College of Education and Professional Development

Request for Non-Curricular Change

Department: Counseling

Degree program: **Counseling, Master's** (sic)

Type of change: Adding deadlines for priority consideration for admission to the degree program

Effective Date: Summer 2023

- Motion from Committee: Approval (minor recommended changes had been addressed by dept.), Vauth stated that effective date should be Summer 2022 (typo). The 21/22 GC chair had tentatively approved changes to begin in Summer 2022.
- Jonathan Lent- agreed with Vauth's presentation of rationale for the department's request.
- **Motion approved by all GC members**

Request for Non-Curricular Change

Department: Counseling

Degree Program: **Certificate of Advanced Studies in Violence, Loss, and Trauma (VoLT)**

Type of Change: Adding a minimum GPA of 3.5 based on master-level course to admissions requirement

Effective Date: Spring 2023

- Motion from Committee: Approval (minor recommended changes were addressed by dept.)
- **Motion approved by all GC members**

School of Pharmacy

Request for Non-Curricular Change

Department: Pharmaceutical Sciences

Degree Program: **M.A. in Pharmaceutical Sciences**

Type of Change: Change admission and graduation requirements to match sister MS program (thesis option): Change from 37 to 32 credits, different course requirements. Update application link, eliminate recommended application deadline, 3.0 GPA is now recommended instead of required, but a required interview has been added, and also a note stating that a GRE test may strengthen the application. New, too: link for international students with the required TOEFL score.

Effective Date: Spring 2023

- Motion from Committee: Approval (minor recommended changes were addressed by dept.)
- Timothy Long- thanked Planning Committee for its review
- **Motion approved by all GC members**

CURRICULUM COMMITTEE

(See Attachment 4)

Isaac Wait presented the committee report; agenda incorrectly listed Scott Davis as presenter.

College of Education and Professional Development – 6 requests

Course Deletion (6)

Department:	Curriculum & Instruction
# / Title:	CIDH 507 – Development and Remediation of Reading and Writing and Discourse for the Deaf and Hard of Hearing
	CIVI 506 – Practicum in Visual Impairment I
	CIVI 508 – Practicum in Visual Impairment II
	CIME 558 – Geometry for Math Educators
	CIME 575 – Supervised Field Practicum/Seminar in Mathematics 5-9
	CIME 577 – Supervised Field Practicum/Seminar in Mathematics 9-12

- Motion from Committee: Approval of all 6 deletions.
- Lisa Heaton offered to answer any questions on behalf of COEPD. No questions were asked.
- **Motion approved by all GC members.**

PROGRAM REVIEW COMMITTEE UPDATES:

- Isaac Larison said there were 11 programs to be reviewed this year.
- Scott Davis said that use of dynamic form as a reviewer is eliminated; forms will be fillable pdf instead.

CREDENTIALING COMMITTEE:

Keith Beard presented motion from the committee-

- The Credentialing Committee recommends an editorial change to the Redbook so that all faculty are listed with their approved graduate faculty status under the Graduate Faculty Level heading (i.e., doctoral, graduate, associate, or instructor). Currently, some faculty have their department/division listed rather than this level. This would not change anyone's graduate faculty status/level but ensure uniformity in how the level of graduate faculty status is listed for all faculty in the Redbook.
- **Motion approved by all GC members**
- Richard Egleton asked that this official decision be forwarded to SOM.

BOG AA-20 WORK GROUP UPDATE:

- Lisa Heaton is leading this work group and has a meeting scheduled for mid-October.

GC BYLAWS AMENDMENT:

(See Attachment 5)

- Motion to amend bylaws to permit GC's ability to meet virtually, members/guests may attend virtually instead of making drive
- **Motion Approved by all GC members**

DISCUSSION ITEMS BY CHAIR:

- 6) **Graduate Committee COI** –policies are in place that address research COIs, do not have policy for potential COIs with students in classroom; Scott has spoken with BAPC who is also interested in addressing the issue at undergraduate level; GC needs to complete policy
- 7) **Redbook**- Carl Mummert reviewed and identified large number of faculty who have expired or have not been entered into Redbook, Scott encourages us to look at Redbook to see if we are expired or about to expire. Administrative and technical things that could be done to keep this up to date. Some colleges report that the deans' offices take care of this.
- 8) **AGD**- Review of current policy to see if changes need to be made, i.e., allowing non seniors to take grad courses. Will need a workgroup to see if our policy is meeting needs of today & future.
- 9) **CourseLeaf**- Roll out will not happen tomorrow, but hopefully it will happen in Nov. Progress is delayed due to catalog.
- 10) **Academic Calendar**-Scott is on committee to look at this calendar, he shared this with GC earlier, asked if GC had any concerns that need to be brought to attention of Registrar, none were given.

GRADUATE STUDIES UPDATES:

Carl Mummert provided updates with accompanying PowerPoint. Encouraged everyone to watch the President's presentation from General Fall Faculty meeting.

- **Enrollment** (referred to ppt, with 4 tables to support the following summary statements: 1) decreased enrollment across all colleges except SOM, Carl has program by program numbers if requested, 2) certificate enrollment- apart from COEPD, enrollment is very low, 3) distance tuition enrollment is increasing, we see growth but have room to improve) 4) 10 focused areas we can look at as mentioned by Provost, Richard E. mentions SOM is easier program to sell and programs should not compare themselves to SOM and Carl agrees. Additionally, some programs are capped due to accreditation; need to look at other programs aside from degree programs; Henning V. said music has less enrollment because of loss of international students due to loss of INTO, Carl said there is a group working on increasing international enrollment as it is one of the 10 target groups for improvement; Isaac L. discusses plan in his program to reduce course hours to boost enrollment.
- **ETD** in last 12 months there have been 25 doctoral dissertations, 17 MA theses, Firm requirement this fall of ETD training for students: Ran as a soft trial last spring, Students registered for thesis/dissertation hours are notified, Programs can also notify students at any point; Discussed SC librarian (Gena Chattin) who is in charge of ETD review group, anticipates an updated ETD manual, and checklists for students and reviewers to clarify expectations; Richard E. asked if student completion of this training could be

communicated via platform such as BB, Degree Works, etc., so faculty would know it has been done.

- **Admin updates-** 1) 170 faculty that need to update entries into Redbook, historically Grad college used to review this but that ended in 2020, Carl will be emailing info to colleges soon; Moving forward, plan is to review grad faculty status in the dummy schedule; 2) Students with provisional admissions who need to be fully admitted, Discussed with the AD council in September, Programs with many students were notified earlier in the semester, A list will be sent to each college in the coming week; 3) Online forms:
Website: <https://www.marshall.edu/graduate/current-students/forms-and-information/>
Almost all forms have been converted to Dynamic Forms, Credit to Cody Hall, Sarah Ulrich, and others in IT; 4) Graduate Initiatives: We are working on a proposal within in Academic Affairs for increased GA stipends, Ideally, our GA positions help students with experiences related to their degree, and also help programs recruit and retain the best students, Grad student orientation – rolled out this semester to all new students, The Graduate Catalog is in the final stages and should be published soon, We are working to document all the details for end-of-semester processing for graduates, holds, dismissals, etc.

FACULTY SENATE UPDATES:

Shawn Schulenberg provided updates. He also made note of the spelling error in his name on the agenda. It is “berg” not “burg.”

- Recommends everyone to watch the General Fall Faculty meeting
- Faculty Senate- passed 3 resolutions; MU faculty are opposing amendment 2; Addressed bylaws 9 & 7; Can post videos of Faculty Senate meetings now; 2 constitutional revisions will be on Oct. agenda and one of these would allow standing committees to meet virtually; Creating dynamic forms for FS documents will help keep track of changes; more robust committee movement- proposing university dates for committee meetings to allow for “more robust committee movement;” Scott Davis will send proposed dates for GC to review after he hears from UCC

FINAL ANNOUNCEMENTS:

Scott Davis provided final announcements.

- Next GC meeting will be in hybrid format since by laws have been changed today.
- Scott will meet with Conrae & Isaac to discuss virtual format and work out any technical challenges.

Meeting adjourned: 2:43PM

Attachment 2

Graduate Faculty Status Requests for September 2022

	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
add	Caudill , Michael	caudillm@marshall.edu	COS	Geology	Graduate	8/22/2022	12/9/2027
add	Caudill, Michael	caudillm@marshall.edu	COS	Geology	Instructor	8/22/2022	12/7/2024
add	Deterding, Stephen	deterding@marshall.edu	COS	math	Graduate	8/22/2022	12/9/2027
add	Fenger, Terry	fenger@marshall.edu	COS	MS Program in Forensic Science	Instructor	8/22/2022	12/7/2024
add	Kunkler, Kimberly	kunkler@marshall.edu	COS	Master's Program Forensic Science	Associate	8/22/2022	12/6/2025
add	Mallick, Avishek	mallicka@marshall.edu	COS	Mathematics	Graduate	1/9/2023	5/5/2028
add	Somerville, Charles	somervil@marshall.edu	COS	Biology	Graduate	8/22/2022	12/9/2027
add	Stephen, Deterding	deterding@marshall.edu	COS	Mathematics	Graduate	8/22/2022	12/9/2027
edit	Prather, Gretchen	gretchen.pfost@marshall.edu	COHP	School of Physical Therapy	Doctoral	8/22/2022	12/9/2027
edit	Trzyna, Wendy	trzyna@marshall.edu	COS	Biology	Graduate	8/22/2022	12/9/2027

Attachment 3

Planning Requests for September 2022

College of Education and Professional Development

Request for Non-Curricular Change

Department: Counseling

Degree program: **Counseling, Master's** (sic)

Type of change: Adding deadlines for priority consideration for admission to the degree program

Effective Date: Summer 2023

Rationale: "Current admissions process does not allow for comprehensive review of *all* applicants to be certain highest quality applicants are admitted to the program. This change will support efforts to enroll most qualified candidates."

Recommend: Approval (minor recommended changes were addressed)

Request for Non-Curricular Change

Department: Counseling

Degree Program: **Certificate of Advanced Studies in Violence, Loss, and Trauma (VoLT)**

Type of Change: Adding a minimum GPA of 3.5 based on master-level course to admissions requirement

Effective Date: Spring 2023

Rationale: "Current admissions process does not allow for comprehensive review of *all* applicants to be certain highest quality applicants are admitted to the program. This change will support efforts to enroll most qualified candidates."

Recommend: Approval (minor recommended changes were addressed)

School of Pharmacy

Request for Non-Curricular Change

Department: Pharmaceutical Sciences

Degree Program: **M.A. in Pharmaceutical Sciences**

Type of Change: Change admission and graduation requirements to match sister MS program (thesis option): Change from 37 to 32 credits, different course requirements. Update application link, eliminate recommended application deadline, 3.0 GPA is now recommended instead of required, but a required interview has been added, and also a note stating that a GRE test may strengthen the application. New, too: link for international students with the required TOEFL score.

Effective Date: Spring 2023

Rationale: "This proposal is to change the admission and graduation requirements for an M.A. in Pharmaceutical Sciences (non-thesis). This change will mirror the admission, coursework, and credit hours requirements for its sister M.S. program (thesis) in the School of Pharmacy. The reduction in the credit hour from 37 to 32 is proposed because it was felt that the degree requirements and mastery of pharmaceutical sciences knowledge can be achieved with fewer credit hours. We also believe it will

make the program more competitive with other master's degree programs with the reduction. In a survey of pharmaceutical science programs on PharmGrad, all require less than 37 credits to complete the degree. Examples include Pittsburgh (30), Wayne State Univ. (30), Auburn (30), Univ. of Cincinnati (30), Mercer (30), Buffalo (30), Rhode Island (30), Creighton (33), Campbell (35), Maryland (35)'

Recommended: Approval (minor recommended changes were addressed)

Attachment 4

Curriculum Requests for September 2022

College of Education and Professional Development – 6 requests

Course Deletion (6)

Department:	Curriculum & Instruction
# / Title:	CIDH 507 – Development and Remediation of Reading and Writing and Discourse for the Deaf and Hard of Hearing CIVI 506 – Practicum in Visual Impairment I CIVI 508 – Practicum in Visual Impairment II CIME 558 – Geometry for Math Educators CIME 575 – Supervised Field Practicum/Seminar in Mathematics 5-9 CIME 577 – Supervised Field Practicum/Seminar in Mathematics 9-12
Rationale:	Courses have not been taught for over ten years.
Final Term Offered:	N/A
Courses Added:	None

Attachment 5

September 2022

MARSHALL UNIVERSITY GRADUATE COUNCIL BYLAWS

January 9, 1997 Revised & Approved: October 22, 2004

Revised & Approved: Spring and Fall 2013

Article I. Name

The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.

Article II. Purpose

The duly elected members shall be the basic legislative body of the Marshall University Graduate College except as to matters reserved to the Dean of the Graduate College, to the Vice President for Graduate Studies, to the Provost, to the President, to the Board of Governors, to the Higher Education Policy Commission, or to the West Virginia Legislature.

Article III Powers and Relationships

Section 1. Members

1. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.
2. Action of the Council, a Council committee, or the members of any recognized sub-division of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of the Graduate College when such action is not in conflict with public law of the State of West Virginia or with University policy. The President of the Faculty Senate shall provide information regarding official actions to the Marshall University Senate.

Section 2. Vice President for Graduate Studies and Dean of the Graduate College

It shall be the responsibility of the Vice President for Graduate Studies and Dean of the Graduate College to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies of the Graduate College in a timely manner.

Article IV. Membership

1. Representation is as follows:

Voting representation on the Graduate Council shall include one Faculty member from each academic unit as defined in Bylaw # 14 of the Constitution of the Marshall University Faculty, one librarian with faculty rank, four at-large members elected from the South Charleston campus, the Faculty Senate Chair and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, nonvoting members include the Dean of the Graduate College, the Provost, the Vice President of Academic Affairs, and the Vice President of Research. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

1. All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

Article V. Meetings

Section 1. Scheduling

1. Regular meetings shall be held at least monthly during the academic year.
2. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.
- 2.3. Meetings shall be scheduled to enable members to participate in-person or remotely via university approved videoconferencing (e.g., MS Teams).

Section 2. Notification

1. The Chair shall give written notice of regular meetings at least one week prior to the meeting.
2. Special meetings may be convened with less than one week's notice but with at least two days' notice.
3. The written notice of all meetings must include proposed agenda items.
4. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.

Section 3. Voting

1. A quorum consisting of a majority of the eligible voting members of the Council must be present **in-person, or live via videoconferencing**, for action to be taken at a meeting.
2. Two-thirds of the eligible voting members of the Council must be present, **or participating live via videoconferencing** for action to be taken at special meetings when less than one week's notice is given.

3. Except for the case of election of Council officers, a voice vote will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.
4. Proxy voting is not permitted in any instance.

Article VI. Elections/Appointments

Section 1. Terms

1. Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year. Voting members may serve no more than two consecutive terms.
2. Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.
3. Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.
4. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.
5. If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the Council. The Chair will immediately report the vacancy to the appropriate unit. Within two weeks the unit shall elect a faculty member to fill the vacated seat.
6. If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.
7. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.
8. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

1. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that

Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an odd-numbered academic year.

2. Every nomination must be made from the floor and seconded.
3. For elections of one or more of the Council officers—Council Chair, Vice-Chair, and/or Secretary—voting will take place during a Council meeting by written, secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present, **or participating live via videoconferencing**, and voting for each office.
4. In the event of a tie, lot shall determine election.
5. If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

Article VII. Officers of the Council

Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

Section 2. Duties

a. The Chair shall be responsible for the following duties:

1. Schedule meetings.
2. Prepare the agenda for meetings.
3. Preside at all meetings.
4. Appoint ad hoc committees.
5. Appoint members to standing committees.
6. Serve as a representative of the Council.
7. Forward to the President of the University, or the President's designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President's designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.
8. Sign, and forward to the Dean of the Graduate College or other appropriate officer, any curricular changes, additions, or deletions.
9. Perform other duties consistent with the efficient management of the Council.

10. Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.
11. In the Chair's absence, the Vice Chair shall act as Chair.
12. The secretary shall be responsible for the following duties.
13. Recording minutes.
14. Distributing minutes to the Chair for preliminary approval, and then to all Council members.
15. Submitting a permanent copy of all minutes and attachments for file in the Graduate College Office.
16. Ensuring that minutes and other pertinent documents are posted on the Web page.
17. Performing other duties consistent with the support of Council activities.

Article VIII. Standing Committees

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 Graduate Dean shall be ex officio and non-voting members of each standing committee.
3. Each standing committee shall elect its own chair annually.

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 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the remainder of the academic year.

Section 5. Standing Committees Titles and Responsibilities

a. Standing Graduate Committees

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

Section 6. Functions and Membership

a. Credentialing Committee

1. Functions:

- a. Recommends criteria for graduate faculty membership to the Graduate Council.
- b. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

2. Membership: At least three Council members.

b. Curriculum Committee

1. Functions:

- a. Recommends course changes, additions, and deletions.
- b. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.
- c. Evaluates existing courses.

2. Membership: At least three council members.

c. Academic Planning, Standards, and/or Policies Committee

1. Function:
 - a. Recommends general policies for admission, progression, and graduation of students.
 - b. Recommends general academic policies.
 - c. Recommends other policies related to academic area.
 - d. Engages in long-range planning and recommends program development.

2. Membership: At least three council members.

d. Program Review and Assessment Committee 1. Function:

- a. Reviews annual Assessment Reports submitted by each graduate program
- b. 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
- c. 4. Engages in long-range planning and recommendations in the area of program review and assessment
- d. Membership: At least three council members.

e. Executive Committee

1. Function:

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

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

Article IX. Ad Hoc Committees

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

Article X. Robert's Rules

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

Article XI. Amending Bylaws

1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.
2. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.

Attachment 2

Graduate Faculty Status Requests for October 2022

(GC-22-10-01-CrC)

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Aftanas, Roaxanne	kirkwoor@marshall.edu	COLA	English	Associate	8/22/2022	12/6/2025
Add	Bingham, Ann	binghama@marshall.edu	CAM	Music	Graduate	8/22/2022	12/9/2027
Add	Foltz, Curtis	foltzc@marshall.edu	COS	Physics	Instructor	8/22/2022	12/7/2024
Add	Frazier, Hannah	hannah.frazier@marshall.edu	COHP	School of Physical Therapy	Associate	8/22/2022	12/6/2025
Add	Hassib, Rajia	hassib@marshall.edu	COLA	English	Instructor	8/22/2022	12/7/2024
Add	Lee, Alexander	leeal@marshall.edu	CAM	Music	Graduate	8/22/2022	12/9/2027
Add	Lupe, Lori	lupe@marshall.edu	COHP	School of Nursing	Doctoral	8/22/2022	12/9/2027
Add	Maxwell, Jamie	maxwellja@marshall.edu	COHP	Communication Disorders	Graduate	1/10/2022	4/29/2027
Add	Miller-Mace, Shannon	miller207@marshall.edu	COS	Math	Instructor	8/22/2022	12/7/2024
Add	Normandin, Daniel	normandin@marshall.edu	COLA	English	Associate	8/22/2022	12/6/2025
Add	Oxenrider, Kevin	kevin.j.oxenrider@wv.gov	COS	Biology	Associate	8/22/2022	12/6/2025
Add	Phillips, Ryan	phillipsr@marshall.edu	COS	Criminal Justice	Graduate	8/22/2022	12/9/2027
Add	Stroehrer, Michael	stroehrer@marshall.edu	CAM	Music	Associate	8/22/2022	12/6/2025
Add	Thurman, Deborah	thurmand@marshall.edu	COLA	English	Graduate	8/22/2022	12/9/2027
Delete	Nolan, Jesse	nolanj@marshall.edu	CAM	Music	Associate	8/20/2018	12/10/2021
Edit	Antonsen, Brian	antonsenb@marshall.edu	COS	Biological Sciences	Graduate	1/9/2023	5/5/2028
Edit	Bose, Sujoy	bores@marshall.edu	COHP	Physical Therapy	Doctoral	8/22/2022	12/9/2027
Edit	Chapa, Deborah	chapid@marshall.edu	CAM	Nursing	Doctoral	1/10/2022	4/29/2027
Edit	Chiu, Yi-Po	chiuy@marshall.edu	COHP	Physical Therapy	Doctoral	8/22/2022	12/9/2027
Edit	Davis, Scott	davis1090@marshall.edu	COHP	School of Physical Therapy	Doctoral	8/22/2022	12/9/2027
Edit	Dean, Shae	powers4@marshall.edu	COHP	Communication Disorders	Instructor	1/19/2021	5/5/2023
Edit	Dixon, Loukia	Dixon@marshall.edu	COHP	Communications Disorders	Associate	8/22/2022	12/6/2025
Edit	Konz, Suzanne	konz@marshall.edu	COHP	School of Kinesiology	Doctoral	1/14/2019	5/10/2024
Edit	Mason, Ashley	arnott2@marshall.edu	COHP	Physical Therapy	Doctoral	8/22/2022	12/9/2027
Edit	Profitt, Brad	profitt2@marshall.edu	COHP	Physical Therapy	Doctoral	8/22/2022	12/9/2027
Edit	Waldron, Jayme	waldron3@marshall.edu	COS	Biological Sciences	Graduate	1/9/2023	5/5/2028
Edit	Welch, Shane	welchsh@marshall.edu	COS	Biological Sciences	Graduate	1/9/2023	5/5/2028
Edit	Young, Stephen	young250@marshall.edu	COS	Criminal Justice and Crim	Graduate	8/22/2022	12/9/2027

Attachment 3

Planning Requests for October 2022

College of Liberal Arts

GC-22-10-02-PC-COLA

1) *Request for Addition, Change, or Deletion of a Certificate*

Department: Geography

Certificate: **Geospatial Information Science - Advanced**

Type of change: Deletion

Effective Date: Spring 2023

Rationale: "The certificate was never pursued by many students, since it required prior completion of the GIScience – Basic Certificate. Both certificates together were nearly a master's degree (34 – 36 credits), so most students went that direction instead of the certificate route (24 credits). The last certificate was earned in 2019. With new federal financial aid requirements, we are updating our GIScience – Basic certificate to include more credit hours (16), making this Advanced certificate even less attractive. No students are currently enrolled in this certificate program."

Committee Recommendation: Approval

GC-22-10-03-PC-COLA

2) *Request for Addition, Change, or Deletion of a Certificate*

Department: Geography

Certificate: **Geospatial Information Science - Basic**

Type of change: Elimination of "Basic" in title, minor updated wording changes, reference to that the certificate may be entirely earned online, update of elective course selection, and most importantly, adding a four-credit remote sensing course to the requirements, in order to bring the number of required credits up to 16.

Effective Date: Spring 2023

Rationale: "Federal regulations now require certificate to be a minimum of 16 credits to be eligible for financial aid."

Committee Recommendation: Approval

GC-22-10-04-PC-COLA

3) *Request for Addition, Change, or Deletion of a Certificate*

Department: Graduate Humanities

Certificate: **Appalachian Studies**

Type of change: The only change is changing the currently required 15 hours to 16, contingent on a course credit-hour change: HUMN 680 to include a 3-6 credit.

Effective Date: Spring 2023

Rationale: "To change the certificate competition hours from 15 to 16 hours so as to be eligible for financial aid."

Committee Recommendation: Approval

College of Science

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

Department: Natural Resources and the Environment

Degree Program: **M.S. in Natural Resources and the Environment**

Type of Change: New Degree

Effective Date: Spring 2023

Rationale: "A graduate program is developed to support expanding research opportunities in the multidisciplinary area of natural resource management. The program will fill the increased demand for individuals capable of solving complex issues surrounding environmental protection and resource allocation and expand the research potential of the growing NRE department collectively and of each major individually."

Committee Recommendation: Table for the November meeting

Attachment 4

Curriculum Requests for October 2022

GC-22-10-05-CC-COS – College of Science – 11 requests

Course Addition (10)

Department: Biological Sciences
 # / Title: BSC 551 / Molecular Medicine
 Catalog Description: This course focuses on molecular biology as applied to the causes, diagnosis, and treatment of select human and veterinary diseases. Therapies that are new and still in clinical trials will also be covered.
 Prerequisites: None
 First Term Offered: Spring 2023
 Credit Hours: 3

Department: Natural Resources & the Environment
 # / Title: NRE 500 / Soil Fertility / Plant Nutrition
 Catalog Description: This course will examine properties of soil fertility, its relationship to plant nutrition, and practices in nutrient management and fertilizer application.
 Prerequisites: None
 First Term Offered: Summer 1, 2023
 Credit Hours: 4

Department: Natural Resources & the Environment
 # / Title: NRE 502 / Sustainable Agriculture
 Catalog Description: This course will examine the principles of sustainable agriculture and its relationship with natural resources while identifying challenges to agricultural sustainability and frontiers in the field.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Natural Resources & the Environment
 # / Title: NRE 525 / Water Policy and Regulations
 Catalog Description: Examination of how aquatic resources are protected for humans and species of concern by current regulatory framework.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Natural Resources & the Environment
/ Title: NRE 540 / Seminar I
Catalog Description: Introduction to graduate research and individual topics, development of literature research skills, discussion of keystone papers, support for literature portfolio and thesis prospectus.
Prerequisites: None
First Term Offered: Fall 2023
Credit Hours: 1

Department: Natural Resources & the Environment
/ Title: NRE 560 / Seminar II
Catalog Description: The course focus is discussion of fundamental and cornerstone literature from the field of natural resources. Emphasis will be given to research methods and individual student project development.
Prerequisites: None
First Term Offered: Spring 2023
Credit Hours: 1

Department: Natural Resources & the Environment
/ Title: NRE 580 - 583 / Special Topics
Catalog Description: Special Topics (1-4 hrs.) Study of an advanced topic not normally covered in other courses.
Prerequisites: Variable; specified as required.
First Term Offered: N/A
Credit Hours: 1-4

Department: Natural Resources & the Environment
/ Title: NRE 585 - 588 / Independent Study
Catalog Description: Independent study (1-4 hrs.)
Prerequisites: Permission
First Term Offered: Spring 2023
Credit Hours: 1-4

Department: Natural Resources & the Environment
/ Title: NRE 640/ Seminar III
Catalog Description: The course utilizes relevant literature from the natural sciences to investigate data analysis and presentation methods. Topics include statistical methods selection, graphical presentations, journal selection, and interpretation of data outcomes.
Prerequisites: None
First Term Offered: Fall 2023
Credit Hours: 1

Department: Natural Resources & the Environment
/ Title: NRE 660/ Seminar IV

Catalog Description: The course focuses on transition to professional opportunities beyond graduate school. Discussion will include scientific publication and public presentation in multiple venues and formats, expectations of various career options, and application of science in decision making.

Prerequisites: None

First Term Offered: Spring 2024

Credit Hours: 1

Course Change (1)

Department: Biological Sciences

/ Title (current): BSC 640 - Cell Bio & Biotechnology

/ Title (new): BSC 640 - Cellular/Molecular BioMedicine

Catalog Desc (current): Broad coverage of applied cell biology, biotechnology with high current interest and utility to medical, agricultural, and commercial product development. Application of DNA technologies for biotech commercialization.

Catalog Desc (new): This course uses an integrated lecture/journal club format to familiarize students with advanced techniques and multidisciplinary approaches in biomedical research. Intended for science and biomedical graduate students.

Credit Hours (current): 3

Credit Hours (new): 4

Rationale: This course has not been offered in some time, and is being adjusted to bring it up to date with a special emphasis on biomedicine.

Recommend tabling request until November 2022 meeting: NRE 550 (Course Addition)

GC-22-10-06-CC-COLA – College of Liberal Arts – 1 request

Course Change (1)

Department: Graduate Humanities

/ Title: HUMN 680 / Independent Research Symposium

Credit Hours (current): 3 credit hours

Credit Hours (new): 3 – 6 credit hours

Rationale: To increase hour options for Appalachian Studies Certificate, to make it eligible for financial aid.

Catalog Description: Prerequisite: 24 credit hours, required courses, and comprehensive examination. A pro-seminar required of all Humanities degree students who are beginning the thesis or final projects. S-U grade.

GC-22-10-07-CC-SOP – School of Pharmacy – 8 requests

Course Addition (4)

Department: Pharmacy Practice, Research and Administration
/ Title: PHAR 505 / Pharmacy Continuing Professional Development
Catalog Description: Students will be introduced to additional professionalism topics, evaluation of clinical skills through the OSCEs, and take part in a seminar series throughout the first through third years.
Prerequisites: None
First Term Offered: Fall 2023
Credit Hours: 0

Department: Pharmacy Practice, Research and Administration
/ Title: PHAR 736 / Pharmacy Skills Lab 6
Catalog Description: Covers foundational patient care skills. Students apply knowledge, demonstrate critical-thinking and problem-solving skills, practice technical and communication skills, and demonstrate professional behavior in the therapeutic decision making process.
Prerequisites: PHAR 637
First Term Offered: Spring 2024
Credit Hours: 3

Department: Pharmacy Practice, Research and Administration
/ Title: PHAR 738 / Pharmacy Education I
Catalog Description: This course will prepare pharmacy students for a career in pharmacy education.
Prerequisites: P2 or P3 Standing
First Term Offered: Fall 2023
Credit Hours: 3

Department: Pharmacy Practice, Research and Administration
/ Title: PHAR 739 / Pharmacy Education II
Catalog Description: This course will allow students who completed PHAR 738 to apply skills learned in a lab setting.
Prerequisites: PHAR 738
First Term Offered: Spring 2024
Credit Hours: 3

Course Change (4)

Department:	Pharmacy Practice, Research and Administration
# / Title (current):	PHAR 661 / Therapeutics II
# / Title (new):	PHAR 761 / Infectious Disease
Rationale:	Course number change is necessary due to recent curricular restructuring, and revised name is more descriptive of the course content.
Catalog Description:	This course discusses clinical microbiology and principles of anti-infective therapy as well as the pathophysiology, associated pharmacology, and therapeutic approaches to infectious diseases. Successful completion of PHAR 542 is a prerequisite.
Department:	Pharmacy Practice, Research and Administration
# / Title (current):	PHAR 721 / Therapeutics 7
# / Title (new):	PHAR 723 / Special Populations
Rationale:	Course number change is necessary due to recent curricular restructuring, and revised name is more descriptive of the course content.
Catalog Description:	This course will emphasize the unique needs and differences in therapeutic recommendations for patients at the extremes of ages, diverse cultural backgrounds, and those with co-morbidities and other health conditions.
Department:	Pharmacy Practice, Research and Administration
# / Title (current):	PHAR 751 / Neuro & Psychiatric Disease
# / Title (new):	PHAR 752 / Neuro & Psychiatric Disease
Rationale:	Course number change is necessary due to recent curricular restructuring.
Catalog Description:	Students will learn treatment and prevention of neurological and psychiatric diseases including the physiology, pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.
Department:	Pharmacy Practice, Research and Administration
# / Title (current):	PHAR 761 / HemeOnc Nutrition Hepa MS
# / Title (new):	PHAR 742 / HemeOnc Nutrition Hepa MS
Credit Hours (current):	6
Credit Hours (new):	4
Rationale:	Course number change is necessary due to recent curricular restructuring; 2 credit hours of content was removed and placed into PHAR 643.
Catalog Description:	Students will learn treatment/prevention of heme-onc, nutrition, hepatic and musculoskeletal diseases including the pathophysiology, pharmacology and therapy. This course emphasizes the pharmacist as a health care provider.

Attachment 5

Review Only

Marshall University
Graduate Council

Policy on Cross-Level Linked Courses

DRAFT

The Graduate Council supports the limited use of Cross-Level Linked Courses (CLLC). Cross-Level Linked Courses refer to two courses, one undergraduate and one graduate, which are offered concurrently, in the same place, with the same instructor. Cross-Level Linked Courses supported by the Graduate Council include 400/500 and 400/600 courses. The Graduate Council does not recognize or support 300/600 level courses after the spring 2024 semester. The Graduate Council encourages the general practice of having separate and distinct undergraduate and graduate courses that are not linked in most circumstances but recognizes that CLLCs may be used on a limited basis if measures are in place that identify how the undergraduate and graduate courses differ. As such, the two courses must have a separate syllabus and address all the following:

1. The graduate course must result in a deeper understanding of the course material compared to the undergraduate course it is Cross-level Linked with.
2. The graduate course assignments must differ from those of the undergraduate course in quality/depth/rigor, and quantity. This could include a difference in reading assignments, course textbooks, projects, or assignment scope.
3. The graduate course should include greater opportunities for independent study.
4. The graduate course must have learning objectives that are written with a higher level of expectation (e.g., Bloom's Taxonomy). For instance, a greater focus on analysis, evaluation, and creation.
5. The assessment or evaluation of student performance (e.g., examination, written assignments, presentations, applied projects) should be different both qualitatively and quantitatively.
6. Course outcomes should reflect a clear distinction of academic preparation of the graduate students compared to the undergraduate students.
7. The graduate course must be commensurate in academic rigor with other graduate-level courses offered by the program or department.
8. Prerequisites should be appropriate for each course.

The existing CLLC will be "grandfathered" through spring 2024; however, a continuation of these CLLCs after that time will require Graduate Council approval. All requests for new Cross-Level Linked Courses will require submission of *GC#11 Cross-Level Linked Courses Addition* form and both syllabi, which clearly address the above requirements. The program must also provide a rationale for why Cross-Level Linked Courses are required and why distinct undergraduate and graduate courses are not practical. Requests for CLLCs will follow the normal approval process for course additions (i.e., approval by the Department Chairperson, Register, College Curriculum Committee, and the Graduate Council); however, the Graduate Council Chairperson and the Assistant Provost for Graduate Studies may collectively approve short-term (one academic year) emergency requests. New course requests must be submitted on the Graduate Council *GC#11 Cross-Level Linked Course Addition* request form. Departments are not permitted to offer more than 25% of their graduate courses as 400/600 Cross-Level Linked Courses.