



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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


Date: October 4, 2022

Subject: **Review of Graduate Council Minutes: September 30, 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 via TEAMS. We will move to a hybrid meeting in October, rotating between the Huntington and South Charleston campuses.

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

Minutes approved.



 Mr. Brad D. Smith
 President, Marshall University

10-11-22
 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
 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, cantrell1@marshall.edu
 Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

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"> • Graduate Committee COI • Redbook • AGD • CourseLeaf • 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

Please reserve these meeting dates (all meetings will start at 1:00 PM and end by 3:00 PM):

- October 21, 2022 (Drinko 349)
- 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. 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:

- **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
- **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.
- **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.
- **CourseLeaf**- Roll out will not happen tomorrow, but hopefully it will happen in Nov. Progress is delayed due to catalog.
- **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 1
MU Graduate Council Meeting Minutes
August 26, 2022
Virtual Meeting: Microsoft TEAMS

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

Members Absent: Rorabaugh

Ex-Officio Members Present: Mummert, Maher

Ex-Officio Members Absent: Mukherjee

Guests: Rhodes

Agenda

Davis	Welcome, Introductions, Announcements
Davis	Graduate Council Membership (Attachment 1)
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 2)
Davis	Graduate faculty status candidates (Attachment 3)
Davis	Future Directions for Graduate Council <ul style="list-style-type: none"> • Academic Integrity • CourseLeaf • External Review (Program Review) • Credentialing • Program Review Rubric
Davis	Review committee assignments and functions (Attachment 4)
All	Elect committee chairs (Attachment 5) Committee chairs please plan to stay a few minutes on the call after the meeting is adjourned.

At this time, all meetings will be in TEAMS.

Please reserve these meeting dates (all meetings will start at 1:00 PM and end by 3:00 PM):

- September 30, 2022
- October 21, 2022
- November 18, 2022
- January 27, 2023
- February 24, 2023

- March 31, 2023
- April 21, 2023

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

Attachments:

1. Graduate Council Members' Contact and Term
2. Minutes of the past meeting
3. Graduate Faculty Membership Requests
4. Graduate Council Standing Committee Responsibilities
5. Committee Assignments

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Scott Davis welcomed everyone, introduced new members, reviewed the numbers needed for quorum (8), and encouraged consistent attendance from all members.
- Rationale for move to on-line meetings for fall 2022 was discussed (fluidity of COVID 19 situation); however, this decision needs to be revisited by GC Executive Council and Faculty Senate Chair given the stated by-laws since CDC guidelines now permit in- person meetings. Another factor to consider is that Robert's Rules were written for face-to-face, in-person meetings, and these rules are followed by GC. Richard Egleton volunteered his site as available for in-person meetings if needed. Henning Vauth said another factor to consider in the decision between on-line, in-person, and/or hybrid meetings should be how well members are engrossed given their participation method.

GRADUATE COUNCIL MEMBERSHIP

(See Attachment 1)

- Scott Davis welcomed new members and referred the council to the membership list (attachment 1). Richard Egleton asked that his term expiration date be noted since it was not on the list.
- Call is out to Graduate Assistants for nomination of student member. The vote is planned for Sept. 8th, so the student member should be present at GC's Sept. meeting.

MINUTES OF PREVIOUS MEETING

APPROVED with editorial change to the attachment numbers. As written, the numbering of the attachments in the minutes is not consistent with the headings on each attachment.

(See Attachment 2)

GRADUATE FACULTY STATUS

(See Attachment 3)

APPROVED

FUTURE DIRECTIONS FOR GRADUATE COUNCIL

Academic Integrity

- Davis noted that the Board of Governors approved the policy during their August 9th meeting. Policy will be reflected in the updated catalog.
- GC members should discuss the updated policy with all faculty and students.

CourseLeaf

- Elizabeth Hanrahan met with Davis, Mummert, and Schulenberg to discuss the roll out of CourseLeaf. Plan is as follows: September 2022, all requests will continue to be paper; October 2022, COHP will be the pilot for this electronic system while others will continue with paper; November/December 2022, all colleges will have the choice between paper or CourseLeaf.
- Mummert says this slow roll out will give everyone a chance to learn electronic systems. 2022 catalog must be ready before roll out begins. Mummert would like the software to be out so everyone can have a chance to explore it before individual training takes place. The rationale for having software out before training is offered is so the training will be less hypothetical and abstract. Schulenberg says he has explored the software and found it to be intuitive.
- Associate Deans will have a role for data entry of Plans of Study.

External Review (Program Reviews)

- All programs that do not have external accreditation agencies will submit 6 individuals from outside to review. Provost Mukherjee will select 2 to be the external reviewers.

Credentialing

- Work will continue since the group did not finalize or put policy before Board of Governors (BoG) last year. Davis would like Heaton to pull in members of the Credentialing Committee to help this year. Davis's goal is for this to be on BoG Dec. agenda; thus, GC needs it in Nov. Davis asked Heaton to continue chairing this workgroup, and she agreed to do so.

Program Review Rubric

- HEPC has made some changes, so the rubric from last year will need updates to be consistent with changes.

Updates from Carl Mummert:

- Staffing changes in Graduate Studies office: Ethan Tackett left to pursue doctoral studies; Sandee Lloyd is helping with graduate asst. hiring; Working to fill Ethan's position

- All faculty, staff & students have Grammarly access. CTL will be doing some training.
- ETDs- SC library hired new librarian, Gena Chattin, who will be the ETD librarian, supervising others on the ETD team; great that we have someone who has this as part of their job description. Carl will try to have thesis/dissertation statistics by the Sept. meeting.
- Grad Studies office- will be sending regular updates to faculty
- Carl shared a spreadsheet with enrollment trends of grad students. Down about 8% from last year. Down from 20% from 5 years ago. International enrollment is down. Nonresident & metro enrollment up. Carl said he will work with Institutional Research to find additional data regarding enrollment upon request of GC. Enrollment of students classified as distance and/or online will be gathered. Isaac Wait said there is uncertainty among international students about the application process. He provided example of “circular links” on the site and suggested that site/application process needs to be more user-friendly. Carl asked that any issues with websites be sent to him. Recruitment and increasing enrollment are priorities. Richard Egleton suggested that more graduate programs should attend WV Undergrad Day at Capitol for recruitment.
- Attempts are being made to allow programs & students to see application status-through software, possibly called “SLATE,” being considered by university to roll out.
- Carl discussed conflict of interest in 2 cases of thesis committees (family relationships). Grad Studies will send out guidance to Deans about finding a way to mitigate the conflict as an interim procedure. Richard Egleton also mentioned the need for consideration of finances (support for research) being a conflict of interest especially for PhD candidates. Scott Davis suggested looking at other universities for exemplars of these policies and then making adjustments for MU. Anne Axel asked whether there is a policy in writing that says family members can't be on a committee? Carl says to his knowledge there is nothing in writing to prevent this from happening. The plan for guidance on this topic is: 1) Carl wants to first talk to GC, 2) then announce to deans, and 3) then send to everyone who has Grad Faculty status. Carl discussed a secondary plan to address potential conflict of interest that will be in the form of training that is required from students. Students will be required to identify their committee and any potential conflicts of interest. Anne Axel says it needs to be explicitly stated what is a conflict and what is not, because students & faculty may not always be clear. Lisa Heaton asked for clarification about COEPD candidates' selection of external members to serve on committees, since external members are often well-known to candidates and potentially have a dual relationship with them. John Maher provided info about the Office of Research Integrity & suggested contacting Bruce Day & Amy for what has been developed regarding conflict of

interest disclosures. Carl stated that the initial interim guidance is just asking potential conflicts of interest to be disclosed and discussed with deans. Scott Davis suggested forming a workgroup to address

- Clarification provided that Accelerated Master's Degree (AMD) is used interchangeably with the term Accelerated Graduate Degree.

COMMITTEE ASSIGNMENTS AND FUNCTIONS

(See Attachment 4)

- Scott Davis asked members to review the roles of the committees and their assigned committee.

EXECUTIVE SESSION

- Scott Davis requested to move into to executive session at 2:04PM. Isaac Wait made the motion and it was seconded, and all agreed. Non-voting members left meeting. The executive session began at 2:05PM. Recording of minutes stopped.
- GC returned from executive session and resumed regular meeting without taking any action at 2:37 PM.

ELECTION OF COMMITTEE CHAIRS

- Credentialing: Keith Beard
- Program Review: Isaac Larison
- Planning: Henning Vauth
- Curriculum: Isaac Wait

Meeting adjourned at 2:45 PM.

Attachment 1 (August 26, 2022) Graduate Council Membership

Phone	Name / email	College	Term Expires
CHAIR			
6-5614	Davis, Scott (davis1090@marshall.edu)	COHP	2024
VICE-CHAIR			
6-5444	Wait, Isaac (isaac.wait@marshall.edu)	CITE	2026
SECRETARY			
6-1937	Lucas-Adkins, Conrae (lucas26@marshall.edu)	At-Large	2026
MEMBERS			
6-7289	Rorabaugh, Boyd	SOP	2024
6-2781	Beard, Keith (beard@marshall.edu)	COLA	2026
6-2078	Christofero, Tracy (chrisofero@marshall.edu)	At-Large	2024
6-7357	Egleton, Richard (egleton@marshall.edu)	SOM	2024
6-2026	Heaton, Lisa (heaton@marshall.edu)	At-Large	2026
6-2051	Larison, Isaac (larison@marshall.edu)	COEPD	2022
6-2660	Meadows, Amanda (meadowsa@marshall.edu)	COB	2024
6-2767	Schulenberg, Shawn (schulenberg@marshall.edu)	Senate Chair	2024
6-2045	Simonton, Scott (simonton@marshall.edu)	At-Large	2026
6-6611	Thompson, Lori (thompson39@marshall.edu)	Library	2026
6-6233	Vauth, Henning (vauth@marshall.edu)	CAM	2024
6-2426	Axel, Anne (axel@marshall.edu)	COS	2024
	To Be Determined	Student Rep	2024
EX-OFFICIO, NON-VOTING MEMBERS			
6-4748	Maher, John (maherj@marshall.edu)	VP Research	
6-6156	Mummert, Carl (mummertc@marshall.edu)	Acting Graduate Dean	
6-3716	Mukherjee, Avinandan (mukherjeea@marshall.edu)	Sr. VP/Provost	

Attachment 2 (August 26, 2022)
MU Graduate Council Meeting Minutes
See April 29, 2022

<https://www.marshall.edu/graduate-council/archived-minutes/>

Attachment 3 (August 26, 2022) Requests for Graduate Faculty Status

	Faculty Member	College/ School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Young, Kristyn	COHP	Communication Disorders	Instructor	1/10/2022	4/29/2024
Delete	Legg, Darrell	COS	Criminal Justice	Instructor	1/14/2019	5/7/2021
Delete	Legg, Darrell	COS	Criminal Justice	Instructor	1/14/2019	5/7/2021
Delete	Legg, Darrell	COS	Criminal Justice	Instructor	1/14/2019	5/7/2021
Delete	Otunuga, Olusegun	COS	Mathematics	Associate	1/13/2020	5/5/2023
Delete	Oxenrider, Kevin	COS	Biology	Associate	5/13/2019	6/3/2022
Delete	Price, Elmer	COS	Biological Science	Graduate	8/22/2016	12/10/2021
Delete	Smith, Ted	COS	Forensic Science	Instructor	1/8/2018	5/8/2020
Delete	Smith, Ted	COS	Forensic Science	Instructor	1/8/2018	5/8/2020
Edit	Green, Todd	SOM	Biomedical Sciences	Instructor	1/10/2022	4/29/2024
Edit	Nguyen, Que Huong	COS	Physics	Graduate	1/10/2022	4/29/2027
Edit	O'Byrne, Barbara	COEPD	Literacy Education	Doctoral	8/23/2021	12/5/2026

Attachment 4 (August 26, 2022)

GC Bylaws on Committee Responsibilities

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

Section 1. Role of Standing Committees

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

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
2. The Chair of the Graduate Council and the 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

1. Standing Graduate Committees
2. Credentialing
3. Curriculum
4. Academic Planning, Standards, and Policies
5. Program Review and Assessment
6. Executive Committee
7. Section 6. Functions and Membership
8. Credentialing Committee
9. Functions:
10. Recommends criteria for graduate faculty membership to the Graduate Council.
11. Reviews graduate faculty membership applications for recommendation to the Graduate Council.
12. Membership: At least three Council members.

Curriculum Committee

Functions:

1. Recommends course changes, additions, and deletions.

2. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.
3. Evaluates existing courses.
4. Membership: At least three council members.

Academic Planning, Standards, and/or Policies Committee

Function:

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

Program Review and Assessment Committee

Function:

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

Executive Committee

Function:

1. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.
2. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
3. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.
4. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
5. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.
6. Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.
7. Article IX. Ad Hoc Committees
8. The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

ATTACHMENT 5 (August 26, 2022)
Committee Assignments and Chairs

Credentialing

Keith Beard
Shawn Schulenberg
Lori Thompson
Student Rep

Curriculum

Isaac Wait
Lisa Heaton
Scott Simonton
COS Representative

Planning

Richard Egleton
Henning Vauth
Conrae Lucas-Adkins
Tracy Christofero

Program Review

Amanda Meadows
Boyd Rorabaugh
Isaac Larison

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

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.