



Graduate Council


MEMORANDUM

To: Dr. Jerome Gilbert – President
From: Dr. Lori Howard – Chair, Graduate Council
Date: September 9, 2019
Subject: **Approval of Graduate Council Minutes: August 30, 2019**

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

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

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University

9-12-19

Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Lori Howard, Chair, Graduate Council, howardl@marshall.edu
Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. David Pittenger, Dean, Graduate College, pittengerd@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. Sherri Smith, Associate VP for Academic Affairs, smithsc@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Ms. Sandee Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

MU Graduate Council Meeting Minutes – August 30, 2019

Huntington Campus, John Spotts Room

Members Present: Allen, Beard, Davis, Georgel, Hanna, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth,

Members Absent: Blough, Sollars, Wait

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: None

Agenda

| | |
|--------------|--|
| Howard | Welcome, Introductions, Announcements (Attachment 1) |
| Lucas-Adkins | Approval of previous meeting Minutes (Attachment 2) |
| Howard | Graduate faculty status candidates (Attachment 3) |
| Howard | Update on Curricular and Non-Curricular Forms (separate attachments) |
| Pittenger | Graduate College updates |
| Howard | Student Survey Assessment Office/Other Information |
| Howard | Review committee assignments and functions (Attachment 4) |
| All | Elect committee chairs (Attachment 5) |

Please reserve these meeting dates:

- September 27, 2019 – South Charleston Thomas Boardroom (1st working mtg)
- October 25, 2019 – Huntington John Spotts Room
- November 22, 2019 – South Charleston Thomas Boardroom
- January 31, 2020 – Huntington John Spotts Room
- February 28, 2020 – South Charleston Thomas Boardroom
- March 27, 2020 – Huntington John Spotts Room
- April 24, 2020 – South 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. Requests for the November 30th meeting are due November 1st.

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. Standing Committees with Chairs

The meeting was called to order at 1:00 PM.

MINUTES OF PREVIOUS MEETING
(See Attachment 2)

APPROVED

GRADUATE FACULTY MEMBERSHIP
(See Attachment 3)

APPROVED with typo correction

Term expiration is blank for some candidates; Brian Morgan explained to Lori Howard that until the term is created in system, it will show up blank on the list.

Discussion: typo noted with candidate in physical therapy dept.

UPDATE ON CURRICULAR AND NONCURRICULAR FORMS

Lori Howard extended much appreciation to Sandee Lloyd for typing these forms over summer

Before adopting new forms in MS Word, they need to be reviewed for content and accuracy. Discussion about pilot project of new forms in MS Word, allowing people option of using old or new forms. At present time, there are some items missing on the new forms. Lori said we can send Sandee the missing/revisions to retype.

- Council tabled the decision to pilot new forms until next month, so revisions can be made.

GRADUATE COLLEGE UPDATES

Dean Pittenger reviewed Graduate College enrollment pattern data published by U.S. Dept. of Ed. Marshall's patterns were compared to national data. Dean Pittenger provided an example of the trajectory of growth for MA in Business at MU. Nationally, there is a decline in students earning MA degrees in Business and a slow increase in those earning doctorates in business. Dean applauded MU Business Dept. for moving forward with doctoral program.

Goal is R1 status for the university

Freshman enrollment increased by 5%; Graduate enrollment is increasing for students who are out of the region- this shows Marshall is extending beyond the mid-Ohio Valley.

STUDENT SURVEY/ASSESSMENT OFFICE/OTHER BUSINESS

Survey for graduate students completed; Lori Howard will send this out to GC for review & comments. Option is to send comments directly to Mary Beth Reynolds or to Lori Howard. Comments due by Sept. 20.

When 5-year program review is done, programs will be asked to review the catalogue language to make sure it is consistent.

Philippe gave update on Faculty Senate from summer. He received concerns about the sexual assault incidents. He was asked by Faculty Senate to investigate policies. He has reviewed many legal documents and had an Executive Council meeting with Dr. Gilbert and other university officials who were involved in the case last Monday. In light of these incidents and the negative press, the question is, "how can we move forward?" Is there a way to look at policies for Title 9 and HR to make sure we are providing best environment for students? Getting someone from outside and evaluate our MU Title 9 program was recommended & approved. Ad-Hoc committee will be discussed at first faculty senate meeting. Philippe asked GC to consider who would be good Ad Hoc committee members and recommend them to him. Other institutions have been piloting and implementing evidence-based programs. Currently, MU is addressing it through UNI 101.

Currently running nominations for Graduate Student Rep. Goal is to have person in place in September. There will be a small stipend offered to the student.

Office of Communications has updated websites. There are some errors but Dean Pittenger and Sandee are sending notes to Chris McComas about changes. Dean asked for any suggested edits to be sent to Sandee.

COMMITTEE ASSIGNMENTS AND FUNCTIONS

(See Attachments 4 and 5)

Lori Howard reviewed committee assignments and functions. Committees met in small groups and elected chairs. Results as follows:

Credential Committee- Allen
Curriculum Committee- Beard
Program Review- Thompson
Planning- To be determined at later date

Meeting was adjourned at 2:30 PM.

Attachment 1 Graduate Council Membership 2018-2020

| Phone | Name / email | College | Term Expires |
|---------------------------------------|---|---------------|--------------|
| CHAIR | | | |
| 2076 | Howard, Lori (howardl@marshall.edu) | At-Large | 2022 |
| VICE-CHAIR | | | |
| 5614 | Davis, Scott (davis1090@marshall.edu) | COHP | 2020 |
| SECRETARY | | | |
| 1937 | Lucas-Adkins, Conrae (lucas26@marshall.edu) | At-Large | 2022 |
| MEMBERS | | | |
| 8958 | Allen, Tina (allenti@marshall.edu) | COEPD | 2022 |
| 2781 | Beard, Keith (beard@marshall.edu) | COLA | 2022 |
| | Blough, Eric (blough@marshall.edu) | SOP | 2020 |
| 3965 | Georgel, Philippe (georgel@marshall.edu) | FS Chair | 2020 |
| 8935 | Hanna, Jessi (jessi.hanna@marrshall.edu) | At-Large | 2020 |
| 2026 | Heaton, Lisa (heaton@marshall.edu) | At-Large | 2020 |
| 2666 | Lanham, Susan (lanham53@marshall.edu) | COB | 2020 |
| 3040 | Lawrence, Bonnie (lawrence@marshall.edu) | COS | 2020 |
| | To Be Determined | Student Rep | 2020 |
| 7357 | Sollars, Vincent (sollars@marshall.edu) | SOM | 2020 |
| 6611 | Thompson, Lori (thompson39@marshall.edu) | Library | 2022 |
| | Vauth, Henning (vauth@marshall.edu) | COAM | 2020 |
| 5444 | Wait, Isaac (isaac.wait@marshall.edu) | CITE | 2022 |
| EX-OFFICIO, NON-VOTING MEMBERS | | | |
| 4748 | Maher, John (maherj@marshall.edu) | VP Research | |
| 2818 | Pittenger, David (pittenger@marshall.edu) | Graduate Dean | |
| | Taylor, Jaime | Provost | |

Attachment 2
MU Graduate Council Meeting Minutes – April 26, 2019
 Thomas Boardroom, South Charleston
 Meeting will begin at 1:00 p.m. sharp and end no later than 3:00 p.m.
 Please advise Lori Howard if you will not be attending

Members Present: Allen, Beard, Georgel, Heaton, Howard, Kayrouz, Lanham, Lawrence, Lucas-Adkins, Sollars, Thompson, Vauth,

Members Absent: Blough, Davis, Hanna, Wait

Ex-Officio Members Present: Taylor

Ex-Officio Members Absent: Maher, Pittenger

Guests: Zatar, Lanterer, Yoo, Muraerjee

Agenda

| | |
|------------------|---|
| Howard | Welcome, Introductions, Announcements |
| Lucas-Adkins | Approval of previous meeting Minutes (Attachment 1) |
| Howard | Graduate faculty status candidates (Attachment 2) |
| Lawrence | Planning Committee (Attachment 3) |
| Heaton | Curriculum Committee (Attachment 4) |
| Lanham | Program Review |
| Blough | Credentialing Committee |
| Howard | Executive Committee By Laws |
| Howard/Pittenger | Other Business: |

Reminder: Graduate Council does not meet during the Summer Break. Requests to Graduate Council must be received in both electronic and hard copy on or before **September 1, 2019**.

Attachments:

1. Minutes of the past meeting (Attachment 1)
2. Graduate Faculty Membership Requests (Attachment 2)
3. Planning Committee Requests (Attachment 3)
4. Curriculum Committee Requests (Attachment 4)
5. Marshall University Mission Statement (Attachment 5)

The meeting was called to order at 1:00 PM.

MINUTES OF PREVIOUS MEETING

APPROVED as AMENDED

(See Attachment 1)

Amended previous minutes to reflect Accelerated PhD program in Biomedical Research as opposed to Accelerated MA.

GRADUATE FACULTY CANDIDATES **APPROVED**
(See Attachment 2)

ACADEMIC PLANNING COMMITTEE
(See Attachment 3)

Requests from COB, COEPD, SOP, COHP **APPROVED**

- Discussion of forms and need to revise
- Summer 2019 is date for Accelerated MA program for ECE to take effect

COLA request for catalogue change **APPROVED**

Tabled COLA's request to delete emphasis of anthropology, because another form must be completed.

COS change of program name request **APPROVED**

Tabled COS's request that deals with admissions.

CITE- Intent to Plan **APPROVED (by secret ballot)**

- Committee requested further discussion about 1) duplication and 2) cost of program before making a motion
- Dr. Taylor and Dr. Yoo presented information in response to questions
- Dr. Lanham moved to accept amended Intent to Plan from CITE.
- Voting completed by secret ballot and all were in favor

CURRICULUM COMMITTEE **APPROVED**
(See Attachment 4)

All remaining course changes, course additions, and degree changes were approved.

PROGRAM REVIEW COMMITTEE

No new business.

CREDENTIALING COMMITTEE **APPROVED**

EXECUTIVE COMMITTEE BY LAWS

- Motion to approve the 2 changes to Article V. **APPROVED**
- Motion to revise formatting of by laws for consistency **APPROVED**

OTHER BUSINESS DISCUSSED

- Dr. Howard thanked all members for their service this year.

Meeting was adjourned at 2:15 PM.

Attachment 3 Graduate Faculty Status Requests

| Type | Faculty Member | College | Department | Graduate Faculty Level | Term Start | Term Expires |
|--------|----------------------|---------|-----------------------------------|------------------------|------------|--------------|
| Add | Bender, Tim | COHP | Dietetics | Associate | 1/14/2019 | 5/6/2022 |
| Add | Cohenford, Menashi | COS | FSC | Graduate | 8/26/2019 | |
| Add | Dampier, David | CITE | Computer Science | Graduate | 8/26/2019 | |
| Add | Lee, Sanghoon | CITE | Computer Science | Graduate | 8/26/2019 | |
| Add | Melvin, Tim | COEPD | ACE | Associate | 5/20/2019 | |
| Add | Na, Suk Joon | CITE | Engineering | Graduate | 1/14/2019 | |
| Add | Noyongoyo, Boniface | COLA | Sociology and Anthropology | Graduate | 8/26/2019 | |
| Add | Oxenrider, Kevin | COS | Biology | Associate | 5/13/2019 | 6/3/2022 |
| Add | Payne, Mary | SOM | Neuroscience | SOM | 6/10/2019 | |
| Delete | Bista, Rishav | COB | Finance/Economics | Graduate | 8/30/2014 | 8/30/2019 |
| Delete | Day, Brian | COS | Chemistry | Associate | 8/21/2017 | 12/11/2020 |
| Delete | Ingersoll, Christine | CAM | Journalism and Mass Communication | Associate | 12/13/2015 | 12/13/2018 |
| Delete | Ingersoll, Christine | CAM | Journalism and Mass Communication | Associate | 12/13/2015 | 12/13/2018 |
| Delete | Rushton, Catherine | COS | Forensic Science | Associate | 2/8/2016 | 2/8/2019 |
| Delete | Rushton, Catherine | COS | Forensic Science | Associate | 2/8/2016 | 2/8/2019 |
| Delete | Rushton, Thomas | COS | IST - Forensics | Associate | 11/11/2015 | 11/11/2018 |
| Delete | Schoeberlein, Stefan | COLA | English | Graduate | 8/20/2018 | 12/8/2023 |
| Delete | Smith, James Eric | COLA | English | Graduate | 4/22/2014 | 4/22/2019 |
| Edit | Aluthge, Ariyadasa | COS | Mathematics | Graduate | 1/14/2019 | |
| Edit | Archambault, Jeffrey | COB | Accounting/Legal Environment | Graduate | 6/10/2019 | |

| | | | | | | |
|------|----------------------------------|-------|---|-----------|-----------|-----------|
| Edit | Archambault, Marie | COB | Accounting/Legal Environment | Graduate | 6/10/2019 | |
| Edit | Baker, Casey | COB | ACC/LE | Graduate | 6/10/2019 | |
| Edit | Barris, Jeremy | COLA | HUM | Associate | 1/14/2019 | 5/6/2022 |
| Edit | Childers, Carrie | COHP | Communication Disorders | Doctoral | 1/14/2019 | |
| Edit | Childress, Ronald | COEPD | Elem/Sec Ed. | Doctoral | 1/14/2019 | 1/14/2024 |
| Edit | Dalton, Adam | CAM | Music | Graduate | 1/14/2019 | |
| Edit | Fry, Lisa Beth | COHP | Communication Disorders | Associate | 5/20/2019 | |
| Edit | Heiny, Judith | SOM | Biomedical Sciences | Associate | 1/14/2019 | 5/6/2022 |
| Edit | Jennings-Knotts, Rebecca (Lanai) | COEPD | School Psych | Graduate | 8/26/2019 | |
| Edit | Law, Kevin | COLA | Geography | Graduate | 8/20/2018 | 12/8/2023 |
| Edit | McFall, Kimberly | COEPD | Elem/Sec Ed | Doctoral | 5/20/2019 | |
| Edit | Michaelson, Greg | CITE | Engineering | Graduate | 1/14/2019 | |
| Edit | Mitchell, Karen | COS | Mathematics | Graduate | 8/26/2019 | |
| Edit | Pacioles, Elizabeth | COHP | Health Sciences and School of Kinesiology | Graduate | 7/16/2019 | |
| Edit | Pfost, Gretchen | COHP | School fo Physical Therapy | Doctoral | 8/26/2019 | |
| Edit | Pierre, Sandrine | SOM | Biomedical Sciences | SOM | 5/20/2019 | |
| Edit | Rutherford, Kelly | COHP | Communication Disorders | Graduate | 1/14/2019 | |
| Edit | Shapiro, Joseph | SOM | Office of Dean | SOM | 5/20/2019 | |
| Edit | Underhill, Stephen | COLA | CMM | Graduate | 1/14/2019 | |
| Edit | Wait, Isaac | CITE | Engineering and Computer Science | Graduate | 5/20/2019 | |
| Edit | Wait, Isaac | CITE | Engineering and Computer Science | Graduate | 1/14/2019 | |

| | | | | | | |
|------|----------------------|------|--------------------------|----------|-----------|-----------|
| Edit | Walkup, Priscilla | COB | Management/Marketing/MIS | Doctoral | 8/21/2017 | 12/9/2022 |
| Edit | Waugh, Carline | CAM | Graduate | | 1/14/2019 | |
| Edit | Woods, Michael | COLA | HST | Graduate | 1/14/2019 | |
| Edit | Xie, Zijian | SOM | Biomedical Sciences | SOM | 5/20/2019 | |

Attachment 4

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

Section 6. Functions and Membership

1. Credentialing Committee
2. Functions:
 3. Recommends criteria for graduate faculty membership to the Graduate Council.
 4. Reviews graduate faculty membership applications for recommendation to the Graduate Council.
5. Membership: At least three Council members.

1. Curriculum Committee

1. 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.

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

2. 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.
3. Membership: At least three council members.

1. Program Review and Assessment Committee

1. Function:

2. Reviews annual Assessment Reports submitted by each graduate program
3. 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
4. Engages in long-range planning and recommendations in the area of program review and assessment
5. Membership: At least three council members.

6. Executive Committee

7. 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.

ATTACHMENT 5

Committee Assignments and Chairs

Credential

*Tina Allen
Philippe Georgel
Lisa Heaton

Curriculum

*Keith Beard
Eric Blough
Jessie Hanna
Susan Lanham

Planning

Scott Davis
Vince Sollars
Henning Vauth
Isaac Wait

Program Review

Bonnie Lawrence
Conrae Lucas-Adkins
*Lori Thompson