



## Graduate Council

### MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: August 30, 2022

Subject: **Review of Graduate Council Minutes: August 26, 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 are in the process of converting to an in-person/hybrid meeting later this fall.

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

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Minutes approved.

Mr. Brad D. Smith  
President, Marshall University

8-30-22

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](mailto:davis1090@marshall.edu)

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, [lucas26@marshall.edu](mailto: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](mailto:mummert@marshall.edu)

Dr. Karen McComas, Interim Associate Vice Provost, [mcomas@marshall.edu](mailto:mcomas@marshall.edu)

Dr. Monica Brooks, Asst. VP Online Learning & Libraries, [brooks@marshall.edu](mailto:brooks@marshall.edu)

Dr. Tammy Johnson, Exec. Director of Admissions, [johnson73@marshall.edu](mailto:johnson73@marshall.edu)

Dr. Sonja Cantrell, Registrar, [cantrell@marshall.edu](mailto:cantrell@marshall.edu)

Dr. Mary Beth Reynolds, Associate VP Assessment [reynoldm@marshall.edu](mailto:reynoldm@marshall.edu)

## 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"> <li>• Academic Integrity</li> <li>• CourseLeaf</li> <li>• External Review (Program Review)</li> <li>• Credentialing</li> <li>• Program Review Rubric</li> </ul>
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. 8<sup>th</sup>, 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****APPROVED**

(See Attachment 3)

**FUTURE DIRECTIONS FOR GRADUATE COUNCIL**Academic Integrity

- Davis noted that the Board of Governors approved the policy during their August 9<sup>th</sup> 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 is 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 Graduate Council Membership

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

**Attachment 2**  
**MU Graduate Council Meeting Minutes**  
**April 29, 2022**  
**Virtual Meeting: Microsoft TEAMS**

**Members Present:** Beard, Christofero, Heaton, Howard, Larison, Lawrence, Lucas-Adkins, Meadows, Thompson, Vauth, Wait

**Members Absent:** Davis, Egleton, Knipp, Rorabaugh

**Ex-Officio Members Present:**

**Ex-Officio Members Absent:** Mukherjee

**Guests:** Appleton, Chapa, Landry, Lankton, Mummert, Simonton (newly elected member for 22/23 year), Reynolds

**Agenda**

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Beard	Planning Requests (Attachment 3)
Wait	Curriculum Requests (Attachment 4)
Lawrence	Program Review Recommendations (Attachment 5) and PDFs
Heaton	Credentialing Committee Graduate Faculty Status Recommendations (Attachment 6)
Christofero	Faculty Senate Update
Howard/Mummert	Update of Graduate Studies/College
Howard	Election of Graduate Council Officers for Fall 2022
Howard	Announcements and Wrap Up

The Graduate Council will not meet again until August for our organizational meeting. September 1<sup>st</sup> will be the deadline for any requests for the September meeting.

Have a terrific summer break!

Attachments:

1. Minutes of the past meeting
2. Graduate Faculty Status Requests
3. Planning Requests
4. Curriculum Requests
5. Program Review Recommendations
6. Graduate Faculty Status Policy Changes

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

Lori Howard announced:



- Congratulations to Hallie Knipp, the GC Student Representative, on the completion of her degree. Hallie was participating in her hooding ceremony so was unable to attend this GC meeting. Lori extended her appreciation to Hallie for all of her work on GC.
- Welcome to the newly elected GC member, Scott Simonton.

**MINUTES OF PREVIOUS MEETING****APPROVED**

(See Attachment 1)

**GRADUATE FACULTY STATUS****APPROVED**

(See Attachment 2)

**PLANNING COMMITTEE**

(See Attachment 3)

College of Education and Professional Development*Request for Non-Curricular Change*

Type of Request: Adding Graduate Certificate Descriptions to the New Catalog. In the print/PDF catalog, information about these certificates was integrated into descriptions of the related areas of emphasis, but this format does not work well in the new version of the graduate catalog. This request asks for the addition of these certificates to the list of programs along with outlining the Overview, Admission Requirements, Program Requirements, and Plans of Study needed for each certificate.

Department: Curriculum &amp; Instruction

Degree: Graduate Certificates in Early Childhood Education, Elementary Mathematics Specialist, Mathematics through Algebra I, CIME, Instructional Technology and Learning, and School Library Media Specialist

Effective Date: Summer 2022

Committee's Recommendation: Approval

*Request for Non-Curricular Change*

Type of Request: The LS EdD program request approval to admit applicants conditionally for one term, at the program's discretion, when the applicant is currently enrolled in a required degree program that will be completed prior to the beginning of enrollment in the LS doctoral program and has met all other admission criteria.

Department: Leadership Studies

Degree: EdD

Effective Date: Fall 2022

Committee's Recommendation: Approval

*Request for Non-Curricular Change*

Type of Request: Catalog changes to increase GPA requirement for admission and clarify the 2-C rule.

Department: Special Education

Degree: Multicategorical Special Education

Effective Date: Fall 2022

Committee's Recommendation: Approval

**Motion passed by all GC for all 3 requests from COEPD.**

College of Health Professions

*Request for Non-Curricular Change*

Type of Request: The Applications to the MSN program have dramatically decreased and Graduate Admissions suggested changing the admissions process from a Hard Deadline to a Rolling admission or a Priority admission.

Department: Nursing

Degree: Master of Science in Nursing, all tracks

Effective Date: Fall 2022

Committee's Recommendation: Approval

*Request for Non-Curricular Change*

Type of Request: The catalog description for the MSW program needed updating to include the Online Only one year program. The MSW Online Only program is scheduled to begin Fall 2022.

Department: Social Work

Degree: Master of Social Work

Effective Date: Fall 2022

Committee's Recommendation: Approval

**Motion passed by all GC for both requests from COHP.**

School of Medicine

*Request for Non-Curricular Change*

Type of Request: The request is to add spring semester admission to the catalog.

The other request is to delete the Pathway Program for admission to the School of Medicine. It no longer is an option due to the change in the Medical Sciences curriculum.

Department: Biomedical Research - Medical Sciences

Degree: Medical Sciences MS

Effective Date: Fall 2022

Committee's Recommendation: Approval

**Motion passed by all GC for the SOM request.**

**CURRICULUM COMMITTEE**

(See Attachment 4)

Amanda Meadows presented the committee report on behalf of Isaac Wait who was giving a final exam.

**School of Medicine – 2 requests**

## Course Change (2)

Department: Clinical and Translational Science  
 # / Title (current): CTS 614 / Online Survey Tools  
 # / Title (new): CTS 614 / Intro to Clinical Informatics  
 Rationale: New title matches course content and is used as the lead to the other courses that focus on Clinical Informatics within our Master's program.  
 Catalog Description: This course will introduce Redcap, explore relational DB terms, I2B2, a research data warehouse counting tool, and data manipulation using MS SQL queries, functions, procedures along with C# using LINQ.

Department: Clinical and Translational Science  
 # / Title: CTS 635 / Writing and Peer Review  
 Grading (current): Graded  
 Grading (new): Credit / No Credit  
 Rationale: The course teaches the fundamentals of reviewing scientific and clinical papers and the approach to writing the most common types of research publications. Most of the assessment of the students is via providing formative feedback on their progress via discussion groups and as such is difficult to grade.  
 Catalog Description: This course teaches students to become more effective writers of scientific publications.

Committee recommends approval of both SOM requests.

**Motion passed by all GC for both SOM requests.****College of Health Professions – 11 requests**

## Course Addition (11)

Department: Nursing  
 # / Title: NUR 704 / Leadership Role and Interprofessional Collaboration  
 Catalog Description: Focuses on theories and principles of communication, leadership, interprofessional collaboration, change management, and systems thinking to improve outcomes. Provides historical perspective of nursing/nurse practitioner roles and their evolution.  
 Prerequisites: NUR 700  
 First Term Offered: Spring 2023  
 Credit Hours: 3

Department: Nursing  
 # / Title: NUR 706 / Health Systems Policy, Economics, and Financial Planning

Catalog Description:	Provides comprehensive systems thinking approach to include policy, economic, and financial principles to promote high quality health care delivery to individuals, populations, and communities.
Prerequisites:	NUR 700
First Term Offered:	Spring 2023
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 708 / Information Systems
Catalog Description:	Focuses on nursing informatics knowledge and skills needed to assess, evaluate, and optimize health information systems/technology to support communication, delivery of high-quality care, and improvement of population health
Prerequisites:	NUR 700
First Term Offered:	Spring 2023
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 712 / Biostats and Epidemiology
Catalog Description:	Application and interpretation of statistical and epidemiological techniques appropriate to health sciences. Examines principles of statistical inference and their application to the analysis and interpretations for answering practice questions.
Prerequisites:	NUR 710
First Term Offered:	Fall 2023
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 714 / Evidence Based Practice
Catalog Description:	Philosophical, conceptual, and theoretical perspectives as well as research methods are examined. Exploration of the application knowledge to inform, evaluation, and translate evidence for practice.
Prerequisites:	NUR 710 and NUR 712
First Term Offered:	Spring 2024
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 800 / DNP Seminar and Project I: Introduction
Catalog Description:	Use of technology to improve learning and understanding of models of health care systems. Application of theory, review of literature, and population data to frame Quality Improvement project to drive cost-effective care.
Prerequisites:	NUR 700
First Term Offered:	Spring 2023
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 804 / DNP Seminar and Project II: Development
Catalog Description:	Promotion of quality and safety in the development of a QI change project. Use of theories, methods, and evidence to develop a QI change project implementation plan and to obtain baseline data.
Prerequisites:	NUR 700 and NUR 800
First Term Offered:	Summer 2023
Credit Hours:	3
Department:	Nursing
# / Title:	NUR 808 / DNP Seminar and Project III: Implementation

Catalog Description: Utilization of effective communication in transferring information to all stakeholders. Analysis of policy implications on aspects of NP practice. Continuation of QI change project with med and final evaluation point.  
 Prerequisites: NUR 800 and NUR 804  
 First Term Offered: Fall 2023  
 Credit Hours: 3

Department: Nursing  
 # / Title: NUR 812 / DNP Seminar and Project IV: Evaluation and Dissemination  
 Catalog Description: Application of theory and scientific practice to complete, evaluate, and disseminate QI change project findings and improvement plan.  
 Prerequisites: NUR 800, NUR 804, NUR 808  
 First Term Offered: Spring 2024  
 Credit Hours: 3

Department: Social Work  
 # / Title: SWK 614 / Administrative Social Work Practice in Behavioral Health  
 Catalog Description: Addresses theories and skills needed for direct supervision of workers and middle and upper management skills in service organizations. Models of supervision and administration are explored for these complex organizations.  
 Co-requisites: SWK 613, SWK 622, SWK 642  
 First Term Offered: Fall 2022  
 Credit Hours: 3

Department: Social Work  
 # / Title: SWK 616 / Policy Practice in Behavioral Health  
 Catalog Description: Overview and analysis of current health policies, health care delivery, payment models, and benefits. Focus on implications and for clients served in health, behavioral health, integrated care settings with adults, families, and geriatrics.  
 Co-requisites: SWK 615, SWK 643, SWK 653  
 First Term Offered: Spring 2023  
 Credit Hours: 3

Committee recommends approval for all 11 course additions in COHP.  
 Discussion: Debbie Chapa discussed need for approval of nursing courses so students can be admitted in fall

**Motion passed by GC for all 11 COHP course additions.**

**College of Education and Professional Development – 10 requests**

Course Deletion (10)

Department: Leadership Studies  
 # / Title: EDL 500 – Ed Orgn-Change/Leadership  
 EDL 510 – Principalship: Role & Tasks  
 EDL 530 – Human Rel Skills for Leaders  
 EDL 560 – School Law & the Teacher  
 EDL 600 – Staff personnel Administration  
 EDL 605 – Organization of Higher Ed  
 EDL 610 – Instructional Leadership  
 EDL 615 – Intro Stu pers Admin/Higher Ed  
 EDL 630 – The School and the Community  
 EDL 650 – Internship – School Management I  
 Rationale: Courses have not been taught for over ten years.

Final Term Offered: N/A  
Courses Added: None

Committee recommends approval for all 10 course deletions in COEPD.

**Motion passed by GC for all 10 COEPD course deletions.**

#### **PROGRAM REVIEW COMMITTEE UPDATES:**

(See Attachment 5 and PDFs)

Lisa Heaton gave report since Bonnie L. was monitoring final and Scott D. was at hooding. The following recommendations were proposed by committee:

1. In person, synchronous training for those who author the program reviews
2. Additional support to GC members (short video) about the review process
3. Modification for rating/rubric
4. Use fillable pdf instead of dynamic form

Discussion- none

**Recommendations approved by all GC for the 22/23 program review process**

#### **CREDENTIALING COMMITTEE UPDATE**

Lisa Heaton provided update from committee:

- Completed COS file reviews.
- Graduate Faculty Status Recommendations: Lisa reviewed highlights of proposed changes: 1) move from 4 to 3 options for faculty status; 2) adjusted first level name to "chair." Lisa invited feedback from GC. Tracy asked for clarification about who are "research-oriented degree faculty." These are faculty whose program ends with thesis or dissertation, so they should have had experience writing such. Tracy asked for the definition of "outstanding scholarly." Lisa stated that 5.1.2.6 of the policy offers further definition and that deans ultimately determine "outstanding" based on 5.1.2.6
- Lori Thompson- commented that she likes the proposed collapse of the final 2 levels into 1. Makes it clearer
- Lori H. expressed appreciation to Mary Beth Reynolds for her help with these suggested revisions.
- Voting on these changes to Graduate Faculty Status will take place in fall, so others can have more time to review and offer feedback to committee.
- Isaac L. brought up concern from Barbara O'Byrne regarding her graduate faculty status listing. This issue was resolved per the Graduate Faculty Status report this month (see

Attachment 2). The technical issues contributing to problems with the faculty status listings are being resolved with Brian Morgan.

### **FACULTY SENATE UPDATE**

Tracy C. provided updates on behalf of Faculty Senate.

- Decision to move forward with faculty ombudsperson
- Salaries restored with 2% interest (restoration in May)
- Raise- go to mymu under pay icon to see specifics about increase
- BAPC passed academic dishonesty policy

### **UPDATE OF GRADUATE STUDIES/COLLEGE**

Lori Howard and Carl Mummert provided updates:

- There are two online trainings for graduate students: 1) orientation & 2) ETD thesis/dissertation (Carl expects ETD to be mandatory in fall). Programs can ask students to do this ETD training sooner than when grad. school contacts them.
- Comparison of pre-Covid graduate research to present date:

May 15, 2021-Present: 23 dissertations, 19 theses

May 2018- May 2019 (precovid): 28 dissertations; 38 theses

- Most Graduate Studies/College forms will be converted from pdfs to dynamic forms. It is VERY IMPORTANT to go the FORMS page online to get the most current version of all forms.
- There will be demos of trainings over summer for Courseleaf; plan is to roll out this fall
- Rucker Advising Award Winners: Denise Chambers (Huntington) & McKenzie Brittain (South Charleston)
- Lori Howard says: Su Tams sent out draft of catalog- GC members need to tell colleges to review draft because it is critical to Courseleaf project

### **ELECTION OF GRADUATE COUNCIL OFFICERS FOR FALL 2022**

- Chair Nominations: Bonnie nominated Scott Davis; Isaac Larison nominated Isaac Wait; Isaac Wait declined nomination
- Tracy made motion to go with acclamation instead of electronic votes- All voted in favor of following acclamation.
- **All members voted in favor of Scott Davis as GC Chair for 22/23 year.**

- Bonnie nominated Isaac Wait for vice-chair; Isaac W. accepts vice-chair nomination
- **All members voted in favor of Isaac Wait as GC Vice- Chair for 22/23 year.**
- Bonnie nominated Conrae Lucas-Adkins for GC Secretary; Conrae accepts secretary nomination
- **All members voted in favor of Conrae as GC Secretary for 22/23 year.**
- Bonnie, Tracy & all GC members praised Lori Howard for her work as GC Chair.

**1:57PM Adjourn- Lori H. expressed appreciation to all  
Addendum to Minutes 5/6/22**

**Email vote taken on 5/4/22 on the following issue:**

The Planning Committee is recommending approval of a name change for the DNAP program in the College of Business.(Documents were attached to email from Lori Howard.) The change is to remove the word "Management" from the degree. This is a time-sensitive issue because 28 students need to take their licensing exam and we will need to re-issue their diplomas to make this happen once the name change is approved.

**Motion passed by GC members via email vote.**



### Attachment 3 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**

### **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**

### **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