



## Graduate Council

### MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: November 6, 2023


Subject: **Review of Graduate Council Minutes: October 27, 2023**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of graduate faculty status, etc. The meeting was held in a hybrid format in MSC 2w-B and via TEAMS.

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

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Minutes approved.

  
\_\_\_\_\_  
Mr. Brad D. Smith  
President, Marshall University

11/10/23  
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis [davis1090@marshall.edu](mailto:davis1090@marshall.edu) with .pdf copies e-mailed to:

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

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

Dr. Carl Mummert, Assistant Provost, [mummert@marshall.edu](mailto:mummert@marshall.edu)

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

Dr. Julia Spears, Asst Provost of Online Education, [spearsj@marshall.edu](mailto:spearsj@marshall.edu)

Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,  
[jerry.ross@marshall.edu](mailto:jerry.ross@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

## October 27, 2023

### Hybrid Meeting – MSC 2w16-B + Teams

**Members Present:** Beard, Christofero, Davis, Egleton, Gardner, Heaton, Larison, Lucas-Adkins, Meadows, Sardahi, Simonton, Thompson, Vauth

**Members Absent:** Kimble, Vance

**Ex-Officio Voting Members Present:** Schulenberg

**Ex-Officio Non-Voting Members Present:** Maher, Mummert

**Ex-Officio Non-Voting Members Absent:** Mukherjee

**Guests:** Ross, Bittenger, Boggs, Cantell-Johnson, Cooper, Lambert, Nguyen, Sites, Waugh, Georgel, Spears, A. Mummert

#### FINAL Agenda

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of September 29, 2023 Minutes ( <b>Attachment #1</b> )
Davis/Beard	Graduate Faculty Status Candidates ( <b>Attachment #2</b> ) ( <b>GC-23-10-01-CRC</b> )
Egleton	No Requests for October
Larison	Program Review ( <b>Attachment #3</b> )
Davis	<b>Chairs Report - Discussion Items</b> <ul style="list-style-type: none"> <li>• CourseLeaf/CIM – GC Requests</li> <li>• Graduate Student Association Exploration</li> </ul>
Ross	Jerry Ross, Chief Enrollment Officer and Vice President of Enrollment Management – Discussion of Graduate Enrollment, Admissions, and Recruitment
Vauth	Planning Committee Requests ( <b>Attachment #4</b> ) ( <b>GC-23-10-02-PC to GC-23-09-08-PC</b> )
Mummert	Graduate Studies Report ( <b>Attachment #5</b> )
Schulenberg	Faculty Senate Report
Davis	Call for nominations from the floor for Vice Chair
Davis	Wrap up

**All meetings will be Hybrid.**

- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-
- March 29, 2024, Drinko 349
- April 19, 2024, MSC 2w16-B

**Attachments**

Attachment #1: Graduate Council Minutes, September 29, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Program Review

Attachment #4: Planning Committee

Attachment #5: Graduate Studies Report

## **Meeting Called to Order at 1:00 PM**

### **WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

#### **MOTION TO APPROVE AGENDA with additions and edits                      APPROVED**

- Add placeholder for discussion item under Planning Committee
- Edit Planning item **GC-23-10-06 PC** from Dept- Public Health to Dept- Criminal Justice, Criminology, and Forensic Sciences; Degree Program from M.S. in Criminal Justice, Criminology, and Forensic Science to M.S. in Forensic Science

#### **MOTION TO APPROVE MINUTES OF PREVIOUS MEETING with edits APPROVED**

(See Attachment 1)

- Change to Members- Designate Shawn Schulenberg as an “Ex-Officio Voting Member” not “Member.” Also designate Carl Mummer, John Mayer, and Avi Mukherjee as “Ex-Officio Non-Voting Members.”

#### **GRADUATE FACULTY STATUS**

(See Attachment 2)

**GC-23-10-01-CRC**

**APPROVED**

#### **PROGRAM REVIEW**

(See Attachment 3)

Presentation by Isaac Larison

- Attachment 3 has programs to be reviewed with designated GC members and links to the information. Please let Isaac Larison know ASAP if there are any conflicts with the assignments as listed.
- Program reviews are due to Isaac Larison, Lori Thompson & Amanda Meadows by **Dec. 8<sup>th</sup>**
- Refer to Mary Beth Reynolds’ handout from the Sept. GC meeting

#### **GRADUATE COUNCIL CHAIR UPDATES**

Scott Davis presented the following:

- May begin to see CIM reports in November
- Next step in Graduate Student Association is to see if graduate students are interested. Carl M, Kimberly V., Scott D., and Conrae L. are developing an interest survey for graduate students with goal of being sent by late fall/early spring.
- Confirmation that the constitutional change to GC reapportionment has passed and been signed by President Smith.

## **ENROLLMENT MANAGEMENT PRESENTATION**

Jerry Ross provided overview of enrollment management at the graduate level. The plan is to hire another person to help; the position description is being worked on now.

Richard E. asked what specific strategies are employed for getting potential students in the graduate admissions process

- Jerry R. provided the following information: there is work being done with Carl Mummert's office and University Communications, representatives are being sent to fairs, and there is digital advertising at the program level. "Geofencing" around a conference site is also an idea.

Richard E. commented that he sees graduate tables with recruitment information from other institutions at the conferences he attends. He is willing to take MU graduate recruitment materials with him. He also suggests putting efforts into keeping our undergraduates as graduate students. For example, having a graduate presence at "University Research Days" is an idea.

Carl M. mentioned one challenge to deciding what recruitment strategies to implement is identifying the most productive ways to bring in students. University Communications Office is working on developing an online presence.

Bill G. mentioned some graduate programs were present during the "countdown to commencement" activities.

Isaac L. discussed his involvement with the University Research and Creativity Days. He would like there to be more student participation. He suggests that there be no classes held on those days as a way to encourage participation. He also volunteered to take recruitment materials on his upcoming international trip.

Philippe G. said that advertising and communication among programs need to be improved.

There have been 2 meetings between Jerry R., Carl M., and Dave T. to discuss graduate recruitment.

Texting with prospective graduate students was suggested as a recruitment idea. Carl M. says that software is available to text with any group of students, but there needs to be an automated plan in place for doing so. Jerry R. says that having an extra staff member should help with the automated plans and other communications. Richard E. advises that texting with international students be examined, because students could be charged fees for receiving texts. Carl M. agrees that there may need to be different pathways for communication with different groups of students.

Yousef S. asked about the ratio of international to domestic students at MU and if there are plans to increase international enrollment.

- Jerry R. explained that international enrollment has gone down across all institutions.

- MU did increase international students in Fall 2023. Dr. Rivas is working to increase enrollment further.
- Carl M. stated that MU is adjusting some policies that may limit/restrict international enrollment such as transcript evaluations.
- Richard E. suggests using MU's own international faculty to market MU to other schools and countries.

## **PLANNING COMMITTEE**

(See Attachment 4 and notes regarding edits and additions at beginning of today's meeting)  
 Henning Vauth presented the committee report and decided to postpone the discussion item mentioned at beginning of today's meeting:

### COEPD requests

#### **GC 23-10-02**

#### **GC 23-10-03**

#### **GC 23-10-04**

- **All 3 COEPD requests approved**

### COHP request

#### **GC 23-10-05**

- Henning has received email from Dr. Woart that needs to be reviewed.
- Committee recommends postponing this item
- **GC approved decision to postpone COHP request**

### COS requests

#### **GC 23-10-06**

- Refer to edits made at beginning of today's meeting. Edits were made to Attachment 4.
- **GC approved this request as edited**

#### **GC 23-10-07**

- Henning clarified the rationale for this request, and he read the corrected rationale to the GC. The corrected rationale will be adjusted in Attachment 4 and is as follows:  
 "It is well known that many students at Marshall University face tough hurdles in achieving their educational and career objectives. Shortening the time required for them to graduate and allowing them to complete as much of their preparation as possible at Marshall can greatly increase their chances of success. In addition, with the expected shrinking of the college population in the coming years, we will have to

develop programs designed to appeal to students in a wider geographic region, possibly even nationwide. An AMD integrated BS/MS program in Physics will help with both these goals.”

- **GC approved this request with the corrected rationale.**

#### LCOB request

#### **GC 23-10-08**

- **GC approved this request**

#### **GRADUATE STUDIES REPORT**

(See Attachment 5)

Carl M. presented his report.

#### **FACULTY SENATE REPORT**

Shawn Schulenberg presented the following:

1. You should have just received an email that revisions to the Faculty Constitution passed by a vote of 134-1, and President signed the recommendation this morning. These revisions included reapportionment changes for the Graduate Council. The changes went into effect with the President’s signature.
2. Yesterday, the Senate approved new processes for commencement speaker and honorary degree recipients, and they are awaiting the President’s signature. The new processes clarify the different criteria for each for the first time, expanding the committee to commencement to new members, including non-classified and classified staff, as well as an undergraduate and graduate student. They also open the nominating process to the entire university community.
3. Upcoming Meetings/Events
  - a. New Date, Time, Location. Spring General Faculty Meeting: April 15, 2023, at 4:00 PM in the Joan C. Edwards Playhouse, also available on Livestream.
  - b. Our next Faculty Senate Meeting is scheduled for November 30. The Executive Committee meeting is scheduled for November 13. Recommendations are due at [senate@marshall.edu](mailto:senate@marshall.edu) by November 3.

#### **GRADUATE COUNCIL CHAIR DISCUSSION and VOTING**

Scott Davis reviewed the by-laws with GC and then opened the floor for nominations for Vice-Chair of GC.

- Bill Gardner nominated himself for Vice-Chair and Richard E. seconded the nomination.
- No other nominations were given.
- GC emailed their votes to Carl M.
- **Bill Gardner elected as Vice-Chair of GC.**

**Meeting adjourned at 2:14 PM**

**Attachment #1**  
**MU Graduate Council Meeting Minutes**  
**September 29, 2023**  
**Hybrid Meeting – MSC 2w16-B + Teams**

**Members Present:** Axel, Davis, Heaton, Larison, Lucas-Adkins, Simonton, Thompson, Vauth, Beard, Kimble, Egleton, Vance

**Members Absent:** Christofero, Meadows

**Ex-Officio Voting Members Present:** Schulenberg

**Ex-Officio Non-Voting Members Present:** Mummert

**Ex-Officio Non-Voting Members Absent:** Maher, Mukherjee

**Guests:** Dampier, Cantrell-Johnson, Eagle, Georgel, McGuffey, A. Mummert, Dunham, Nicholson, Spradlin, Lambert, Williams, Reynolds, Stites, McDavid

**Agenda**

Davis	Welcome; Quorum; Approval of the Agenda
Davis/Lucas-Adkins	Approval of August 25, 2023 Minutes ( <b>Attachment #1</b> )
Davis/Wait	Graduate Faculty Status Candidates ( <b>Attachment #2</b> ) ( <b>GC-23-09-01-CRC</b> )
Vauth	Planning Committee Requests ( <b>Attachment #3</b> ) ( <b>GC-23-09-02-PC to GC-23-09-05-PC</b> )
Egleton	Curriculum Committee Requests ( <b>Attachment #4</b> ) ( <b>GC-23-09-06-CC to GC-23-09-07-CC</b> )
Davis	<p><b>Chairs Report - Discussion Items</b></p> <ul style="list-style-type: none"> <li>• Graduate Expedited Admissions Policy – Name Change</li> <li>• 2023-2024 GC Policy Agenda</li> <li>• Faculty Constitution</li> <li>• CourseLeaf/CIM – GC Requests</li> <li>• October GC Chit Chat (October 6 @ 1:00 PM)</li> </ul>
Reynolds/Larison	Program Review (Mary Beth Reynolds)
Mummert	Graduate Studies Report ( <b>Attachment 5</b> )
Schulenberg	Faculty Senate Report
Davis	Wrap up

**All meetings will be Hybrid.**

- October 27, 2023, MSC 2w16-B
- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-B
- March 29, 2024, Drinko 349

- April 19, 2024, MSC 2w16-B

### **Attachments**

Attachment #1: Graduate Council Minutes, August 25, 2023

Attachment #2: Graduate Faculty Status Candidates

Attachment #3: Planning Committee Report

Attachment #4: Curriculum Committee Report

Attachment #5: Graduate Studies Report

### **Meeting Called to Order at 1:00 PM**

### **WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- Scott announced the resignation of Isaac Wait from GC.

### **MOTION TO APPROVE AGENDA with additions**

**APPROVED**

- Add discussion item under Planning Committee to address new timeline for ITP
- Add discussion item under Chair's Report to address need for special election given the resignation of GC vice-chair, Isaac Wait.

### **MINUTES OF PREVIOUS MEETING**

**APPROVED**

(See Attachment 1)

### **GRADUATE FACULTY STATUS**

(See Attachment 2)

**GC-23-09-01-CRC**

**APPROVED**

### **PLANNING COMMITTEE**

(See Attachment 3)

Henning Vauth presented the committee report.

### **College of Education and Professional Development**

#### *1. Request for Non-Curricular Change* **GC-23-09-02-PC**

Department: Leadership Studies

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Next available

Rationale: "Requesting addition of information to be located on the Plan of Study and Program Requirements catalog web pagetabs."



*This was conditionally approved by GC chair during the summer but needs GC's final consent. The committee recommends approval.*

2. *Request for Non-Curricular Change* **GC-23-09-03-PC**

Department: Leadership Studies

Degree Program: **M.A. Leadership Specialist**

Type of Change: Admissions Requirements: Min. GPA for provisional admission: 2.5 (before: none).

Effective Date: Spring 2024

Rationale: "To improve the quality of applicants to the Leadership Specialist, MA."

*The committee recommends approval.*

- **GC approved both requests from COEPD**

**College of Engineering and Computer Science**

1. *Intent to Plan* **GC-23-09-04-PC**

Department: CECS

Degree program: **PhD in Engineering**

Effective Date: Fall 2024

Rationale: "The PhD in Engineering is a research-based degree that requires the student to have foundational knowledge in engineering as well as a base of graduate level knowledge in their chosen area of research sufficient to support independent research and expanding the state of the art. This program is not based on coursework per se, but on the conduct of independent research culminating in a dissertation of sufficient quality so as to be recognized as a contribution to the state of the art in the chosen area of research. Students will be required to take a minimum of 48 hours of graduate coursework beyond the B.S. level as well as 20 hours of dissertation research. They will be required to pass qualifying (breadth) examinations as well as candidacy (depth) examinations, submit a written dissertation proposal and a written dissertation approved by a committee of faculty to graduate."

*The committee recommends approval.*

- **Henning extended thanks to all who reviewed ITP last year and this year.**
- **GC approved the ITP request from COECS**

**Academic Affairs** **GC-23-09-05-PC**

1. *Request for Non-Curricular Change*

Department: Work-Integrated Education and Learning Workgroup

Degree Program: N/A

Type of Change: Change of two term definitions to align with updated undergraduate catalogue term definitions, as well as addition of seven term definitions for the same purpose.

Rationale:

The Work-based Education & Learning workgroup has met over the past two years. The workgroup is comprised of faculty representatives from each of the colleges. The purpose and goals are outlined below.

#### Project Purpose

1. Create a list of experiential activities encompassing the university's various offerings.
2. Define the experiential activities so they can be accurately identified in all sources (catalog, Banner, etc.) shared with various university constituencies, colleges, and departments.
3. Define the experiential activities so that the data gathered accurately reflects the student experiences.

#### Project Goals

1. To identify work-based education and work-based learning experiences and create appropriate definitions to describe what is offered through Marshall University programs.
2. To develop clarity, common understanding, and shared language around the different types of experiences, which can then be used to accurately promote these opportunities to various constituencies of the university, colleges, and departments.

*The committee recommends approval.*

- **Carl Mummert presented rationale for the catalog change: to standardize the language used. This was an update to the terminology used and not a change in policy.**
- **GC approved request from Academic Affairs**

#### **New Discussion Item: Timeline for ITP**

- Carl shared graphics to illustrate proposed streamlined process and the timeline. Also, noted that we do not have to wait on BOG vote; MU is exempt from asking HEPC for permission to add programs but must get approval from accreditor HLC; Richard E. asks that HLC requirements be met on the ITP so reports do not get sent that are not of good quality. Carl wants a process that all agree upon. Shawn wants to make sure grad and undergrad follow same timeline
- BOG would like to delegate more issues, such as the ITP, to Pres.
- BOG will be made aware of new programs but will not have to vote on them. Richard suggests that someone who is “economically savvy” be involved in the review of ITPs to verify budgets. Shawn mentioned deans as being more involved with budgets now, so they should be familiar with what is needed for the ITP
- Will move the vote on timeline until Oct. meeting, so GC members have time to discuss the issue with constituents.

#### **CURRICULUM COMMITTEE**

(See Attachment 4)

Richard Egleton presented the committee report

College of Health Professions **GC-23-09-06-CC**

#### **Social Work 2 course Additions**

## SWK656

Department: Social Work  
# / Title: SWK 656 Social Work in School Settings  
Catalog Description: School social work practice within the educational setting recognizes the importance of the home-school-community in the success of the student. The skills of a trained social worker, which include clinical, consultative, assessment and program development, provides the foundation for the school social worker. Upon completion of the course the student will be able to begin practice as a school social worker by removing barriers students experience within the school system thereby accessing the educational resources available for their success.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Some minor changes requested in grammar and spelling. Corrected version attached. Missed a couple of things when requesting, perhaps a friendly amendment for the following:

- Is the first term offered supposed to be Spring 2024? Or is this being taught now?
- There's a typo in the course description at beginning of second sentence.
- Registrar does like Page 5 to be formatted as in the example with each piece of information on a separate line.
- I assume the registrar will overlook the apostrophe in the New Course Title on page 1, but I'd suggest you remove that just in case.

## SWK657

Department: Social Work

# / Title: SWK 657 Prevention Interventions in School Social Work

Catalog Description: This course addresses the challenges facing teachers, youth, and families in our current environment. Much time will be spent examining the course and impact of the substance use crisis in our region over the past several years. We will discuss childhood trauma while practicing, in class, methods of teaching youth self-regulation skills.

Prerequisites: SWK 656 Social Work in School Settings

First Term Offered: Spring 2024

Credit Hours: 3

Some minor issues, I contacted Robin Looney, but as of yet no reply

- Prevention of what, title is not clear, in the course description this is clarified should change title on front page to reflect title in course description.
- Poor phrasing in the catalog description and course description in the syllabus, “Much time”.
- Class meeting days page 1 of 7 should spell weekends in full.
- Page 2 of 7, should spell blackboard in full.
- Outcomes table avoid abbreviations unless they have been previously defined, for example Bb for blackboard, and HC for Healthy connections.
- Course requirements, what is Bd?

### **Physical Therapy 1 course change in credit hour**

Department: Physical Therapy

Current Course # / Title: (No change): PT793 Clinical Internship III

Catalog Description (No change): Supervised clinical education experience emphasizing continued development and reinforcement of clinical skills in various clinical settings.

Competence is expected in areas of the material presented to date in the curriculum.

Credit hours (old): 8

Credit hours (new): 6

Rationale: Decreased supervised, full-time clinical education experiences from 15 weeks to 12 weeks. This reduction in contact hours warranted a reduction in credit hours from 8 to 6. This decision was made to ease the burden on clinical partners due to the proliferation of PT programs and the challenge/competition for a finite number of clinical placements, particularly in non-ambulatory settings. Overall, this reduces the curriculum’s full-time clinical education instruction weeks from 35 to 32 weeks. The commission on Accreditation of Physical Therapy Education (CAPTE) requires a minimum of 30 hours of clinical education: therefore, the program continues to exceed the minimum recommended standard.

- **Committee recommends approval for COHP requests with the suggested edits to SWK courses as noted above.**
- **Further edits recommended by GC to SWK courses as follows: 1) SWK 657 course title needs reduced to meet the registrar’s character limit and 2) SWK 656 start date should be Spring 2024**
- **Motion passed with amendments**

### **College of Education and Professional Development 2 course changes GC-23-09-07-CC**

COURSE TITLE CHANGE

Department: COEPD/Special Education

Current Course Number/Title: CISP 673 Field Exp Preschool Sp Ed  
New Course Title: CISP 673 Clinical: Preschool Sp Ed  
Rationale: Per the West Virginia Department of Education policy 5100 section for initial teaching licensure, student teaching should be called "clinical" rather than a "field experience". Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: N/A

Some minor issues, corrected version attached.

#### COURSE TITLE CHANGE

Department: COEPD/Special Education  
Current Course Number/Title: CISP 674 Clinical: Preschool Sp Ed  
New Course Title: CISP 674 Field Experience: Preschool Sp Ed  
Rationale: Per the West Virginia Department of Education policy 5100 only initial teaching licensure, student teaching (CISP 673) should be called "clinical" thus the existing title for CISP 674 cannot be the same title. The course meets the definition of "field experience" and should reflect this wording. Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: Emphasis on infants and toddlers identified as at-risk or with special needs. Field experience observations of practitioners (developmental specialists/service coordinator) and service providers are required

Some issues indicated and corrected. New corrected application attached

- **Committee recommends approval**
- **GC recommends amendment to the course titles in order to meet registrar's character length**
- **Motion approved with amendment to course titles.**

#### GRADUATE COUNCIL CHAIR UPDATES

Scott Davis presented the following:

- Graduate Expedited Admissions Policy – Name has been change
- 2023-2024 GC Policy Agenda – Carl, Henning & Scott met to discuss master plan for the upcoming policies that will need to be reviewed by the GC planning committee

- Faculty Constitution- Reapportionment of Graduate Council membership approved by Faculty Senate. There will be an all faculty vote.
- CourseLeaf/CIM - rollout is delayed due to issues with company, so Oct GC requests will still be paper forms
- October GC Chit Chat (October 6 @ 1:00 PM) – optional to attend
- Special Election for Vice-Chair of GC. Scott read the by-laws. Vote for vice chair will take place at Oct. meeting. Nominations must be made from floor then secret ballot election is held and counted by a non-voting member (Carl).

## **PROGRAM REVIEW COMMITTEE**

Mary Beth Reynolds discussed updates regarding program reviews:

Template for program review is being changed in response to HEPC. There are 6 major sections:

- 1) Mission and Learning Outcomes Alignments,
- 2) **Quality of Program** (inputs and outcomes)- curriculum, assessment plan, survey results, special features and faculty. Discussion of faculty should be a narrative and provide overview of productivity of faculty in the program, including their publications, service, presentations, work with students, etc.
- 3) **External Demand**- what is the external demand for the program and how is it measured? Consider # of applications, # of admissions, and # enrolled provided by Institutional Research. Look at relationship between # who applied and the # who actually enroll. This statistic may be problematic for programs, such as physical therapy, pharmacy, and SOM, that use an external system for applications.
- 4) Internal Demand- Mary Beth enters data from APS and program should add comments and analysis. Consider the services that the program provides to the community and the rest of campus.
- 5) **Cost of Program Delivery**- Finance and Institutional Research are working on cost analysis
- 6) Program Improvement Plan- Mary Beth enters last review's plan and program needs to update

Bolded items are mandated by HEPC: Quality of Program, External Demand and Cost of Program Delivery

Discussion about how the statistic will be affected for those programs that use the external application process. Scott gave example of how PT is reporting this on the program review- he is reporting both what IR reports and what the external reviewer provides.

HEPC has charged task force with determining the cost of the program, not the dept. Budget. Mary Beth said she has told programs it is not their responsibility to put something in the Cost section. This is a pilot year for the template.

Oct 16 reports are due

External peer reviewers (outside of MU) for programs that do not have programmatic accreditation will provide both formative feedback and compliments to programs. These reports will be made available to GC.

External reviewers may do a site visit and they get access to program review documents only.

Mary Beth asked that the review rubric emphasis be on “global analysis” of the 6 main categories as opposed to emphasizing the smaller elements within the categories.

Mary Beth says that accreditors are “over the pandemic” and they do not want to hear those excuses for lack of information.

This is first year we are trying to use APS’s EAB dashboard (Annual Healthcheck Dashboard). Brian Morgan, Carl M. & Mary Beth are meeting with APS regarding mismatched graduation data. Can’t use the APS data because they were using a formula that only counted graduates who were enrolled in the semester they graduated. Will not have retention #s this year since the data may not have been reported by the system accurately

There should only be one recommendation from the GC regarding the review. So if 2 reviewers have different results the GC must decide what the final recommendation will be.

Template for certificate programs is much shorter than for the programs. There are only 3 categories: 1) Quality, 2) External demand & 3) improvement

## **GRADUATE STUDIES REPORT**

(See Attachment #5)

Carl Mummert provided the following updates:

- **Thanks to everyone for their thoughtful considerations of the curriculum items.**
- **Enrollment**

As of 9/21/2023, total graduate enrollment for Fall 2023 is 2,866. This is 90 more students (+3.2%) than our day-on-day enrollment on 9/21/2022. We are well on track to have higher total enrollment in Fall 2023 than the final total enrollment in Fall 2022. We anticipate additional staff development students to register this semester.

- **Fall 2024 Recruiting**

Academic Affairs is tentatively considering a target of 5% graduate enrollment growth, and 10% growth in new graduate students, from Fall 2023 to Fall 2024. That is an increase of about 143 graduate students. I expect that a firm target for Fall 2024 will be established later this semester. A 5% increase would put us approximately even with our Fall 2020 graduate enrollment. This is a nontrivial goal but is achievable with continued work from Marketing, Graduate Admissions, the academic colleges and programs.

The Enrollment Services Office (recruiting, admissions, and financial aid) has adjusted staffing to support graduate recruiting. One of the College Enrollment Coordinators, Mark Brame, is now assigned specifically to Graduate, Online, and Military-Connected recruiting. His previous responsibilities with specific colleges have been reassigned to give us additional recruiting support. The Graduate Admissions office also assists with recruiting fairs and events.

Other information:

- We will continue to waive application fees for new degree-seeking students for the Fall 2024 admissions cycle.
- Graduate Studies Reception with a primary audience of current seniors who are considering staying at Marshall for graduate school. Reception is scheduled for Oct. 30<sup>th</sup> 4-6pm in Don Morris room. There will be a speaker
- Richard E. mentioned targeting Accelerated MA undergraduates as reception attendees

- **Catalog Changes**

A number of possible catalog changes will come to the Graduate Council this fall to look at admissions practices and policies. Each of the changes is small on its own, but the overall goal is to streamline the admissions process and remove roadblocks that Marshall has created, without lowering our overall standards.

- **Info Sessions and South Charleston Office Hours**

I am available to meet any time to discuss topics related to Graduate Studies.

**College Discussion Sessions:** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

**Grad faculty chat:** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- October 30, 3:30-4:20pm [Teams link](#)

**South Charleston Office Hours:** I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon
- Monday, November 27, 1:30pm-4:30pm

## **FACULTY SENATE UPDATES**

Shawn Schulenberg shared the following:

1. The President has signed the following documents:
  - a. April 10 Executive Committee Meeting Minutes
  - b. April 20 Faculty Senate Meeting Minutes
2. Recent Meetings/Events
  - a. On Tuesday, September 26, we held the Fall General Faculty Meeting at 2:00 PM in the Don Morris Room. We recognized new administrators and faculty, President Smith updated us on the status of our strategic plan, and I gave a short presentation on the power of generative AI. The video is available at [www.marshall.edu/livestream](http://www.marshall.edu/livestream). Bill Gardner, chair of the ad hoc AI taskforce and I will host a CTL pop up clinic tomorrow virtually at 3:30 PM. Check your inbox for registration information—it closes today.



- b. On Wednesday, September 27, at 7:00 PM, the Office of the President, the Drinko Academy, and the Simon Perry Center cohosted a First Amendment Forum in the Francis-Booth Experimental Theatre. We invited Ronnie London, the General Counsel from FIRE (Foundation for Individual Rights and Expression) to speak and answer questions. It was one of the most engaging and open conversations I have had the fortune to attend in my 13 years here.
3. Ad-Hoc Committees
  - a. Course Evaluations: Meeting soon.
  - b. Post-Tenure Review: They have held their first meeting and they plan to have a draft for review by the end of the semester.
4. The Faculty Senate met yesterday.
  - a. We approved changes to the Faculty Constitution unanimously, including reapportionment for the Graduate Council. We will host a virtual Q&A where anyone can join to debate the changes, and we will schedule an all-faculty vote.
  - b. Brandi Jacob-Jones and Jim Terry discussed campus carry implementation, with Q&A.
  - Richard asked question about campus carry implementation in buildings housing controlled substances. Shawn advised follow up with Jim Terry
5. Generative AI
  - a. Blackboard Ultra generative AI for instructors was released two weeks ago.
  - b. Bing Chat Enterprise is now available at [www.bing.com/chat](http://www.bing.com/chat) or in the Microsoft Edge browser for faculty and staff to use with your Marshall credentials. The enterprise edition does not share the information you enter with Microsoft, use it as training data, or even save it, so it protects our information.
6. Upcoming Meetings/Events
  - c. Shared Governance Townhall: Friday, October 13 at 11:00 AM in the Shawkey Dining Room. We are planning some of the details immediately following this meeting.
  - d. Our next Faculty Senate Meeting is scheduled for October 26. The Executive Committee meeting is scheduled for October 16. Recommendations are due at [senate@marshall.edu](mailto:senate@marshall.edu) by October 6.

#### **WRAP UP DISCUSSION ITEMS:**

- Keith Beard agreed to be chair of credentialing committee since Isaac Wait has resigned from the position.

**Meeting Adjourned: 2:47PM**

## Attachment #2

### Graduate Faculty Status Candidates

September 29, 2023

GC-23-09-01-CRC

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
ADD	Billingsley, William	billingsleyw@marshall.edu	COLA	Psychology	Graduate	08/21/2023	12/15/28
ADD	Boggess, Jeffrey	boggessj@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Broome, Abby	waldorf@marshall.edu	COEPD	C&I Literacy	Associate	08/21/2023	12/15/26
ADD	Cuchta, Thomas	cuchta@marshall.edu	COS	Mathematics and Physics	Graduate	08/21/2023	12/15/28
ADD	DellaMea, Monica	dellame2@marshall.edu	COEPD	UTE	Graduate	08/21/2023	12/15/28
ADD	Gannon, Amy	amy.gannon@marshall.edu	COHP	Dietetics	Graduate	01/09/2023	04/28/2028
ADD	Hatfield, Patricia	HATFIELD32@marshall.edu	COLA	English	Associate	08/21/2023	12/15/26
ADD	Hilliard, Emily	hilliarde@marshall.edu	COLA	Humanities	Associate	08/21/2023	12/15/26
ADD	Huesmann, Michael	huesmann@marshall.edu	COEPD	Special Education	Graduate	08/21/2023	12/15/28
ADD	Jones, Richard	jonesr@marshall.edu	COLA	Communication Studies	Graduate	08/21/2023	12/15/28
	Kim, Yongick	kimy@marshall.edu	COS	Chemistry	Graduate	08/21/2023	12/15/28
ADD	Lawrence, Christina	mayse3@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Lawrence, Christina	mayse3@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Marshall, Megan	marshallme@marshall.edu	COLA	English	Graduate	08/21/2023	12/15/28
ADD	Mauro, Davide Andrea	maurod@marshall.edu	CECS	CSEE	Graduate Chair	08/21/2023	12/15/28
ADD	McKnight, Mark	mcknightma@marshall.edu	COB	Accountancy	Associate	08/21/2023	12/15/26
ADD	Mersmann, Molly	mersmann@marshall.edu	COLA	History	Graduate	08/21/2023	12/08/2028
ADD	Palaniappan, Balasubramian	palaniappan@marshall.edu	SOM	Clinical and Translational Science	SOM	06/05/2023	12/15/28
ADD	Peake, Whitney	peakew@marshall.edu	COB	Management	Associate	08/21/2023	12/15/26
ADD	Pittenger, David	pittengerd@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Rensenbrink, Margaret	rensenbrink@marshall.edu	COLA	History	Graduate	08/21/2023	12/15/28

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
ADD	Singleton, Raymond	singleton@marshall.edu	COEPD	C&I	Graduate	01/09/2023	1/9/2025
ADD	Truong, Trung	truongt@marshall.edu	COS	Mathematics and Physics	Graduate	08/21/2023	12/15/28
ADD	Wallen, Chelsea	wallen13@marshall.edu	COLA	Psychology	Associate	08/21/2023	12/15/26
ADD	Wilson, Fernando	wilsonf@marshall.edu	COB	Economics	Associate	08/21/2023	12/15/26
ADD	Yocke, Richard	yocke1@marshall.edu	COEPD	ACE	Temporary	08/21/2023	12/08/2023
DELETE	Ang, Tyson (Fnu Tyson)	ang@marshall.edu	COB	Marketing/MIS/ENT	Graduate^	08/26/2019	12/07/2024
DELETE	Bhardwaj, Niharika	bhardwaj1@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Bhardwaj, Niharika	bhardwaj1@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Bradford, John	jbradford@usgs.gov	COS	Biological Sciences	Associate^	01/13/2020	05/05/2023
DELETE	Brown, Margaret	brownmp@marshall.edu	COS	Criminal Justice and Criminology	Associate^	01/13/2020	05/05/2023
DELETE	Bryson, Kent	bryson@marshall.edu	COS	Criminal Justice and Criminology	Instructor	01/19/2021	05/05/2023
DELETE	Chen, Dan	chend@marshall.edu	COB	Management	Graduate^	08/22/2022	12/09/2027
DELETE	Griswold, Doreen	griswold@marshall.edu	SOM	Pathology	Associate^	08/20/2018	12/10/2021
DELETE	Griswold, Doreen	griswold@marshall.edu	SOM	Pathology	Associate^	08/20/2018	12/10/2021
DELETE	Hardman, Elaine	hardmanw@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/08/2018	05/05/2023
DELETE	Hardman, Elaine	hardmanw@marshall.edu	SOM	Biomedical Sciences	Doctoral	01/08/2018	05/05/2023
DELETE	Hood, Gwenth	hood@marshall.edu	COLA	English	Graduate	08/21/2017	12/09/2022
DELETE	Kothakapu, Gouthami	kothakapu@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Kothakapu, Gouthami	kothakapu@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Kuyper, Laura	kuyper1@marshall.edu	COS	Masters of Science Forensic Science	Instructor	05/10/2021	06/02/2023
DELETE	Lilivis, Kristen	lilivis@marshall.edu	COLA	English	Graduate	08/21/2017	12/09/2022
DELETE	Mallick, Avishek	mallicka@marshall.edu	COS	Mathematics	Graduate^	08/21/2017	12/09/2022
DELETE	McClelland, Kimberly	mcclellandk@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	McClelland, Kimberly	mcclellandk@marshall.edu	SOM	Clinical and Translational Sciences	Instructor	08/26/2019	12/10/2021
DELETE	Muslin, Ivan	muslin@marshall.edu	COB	MGT&HCA	Doctoral	01/19/2021	01/19/2026

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
DELETE	Muslin, Ivan	muslin@marshall.edu	COB	MGT & HCA	Graduate^	01/19/2021	01/19/2026
DELETE	Newcome, Kathryn	kathy.newcome@camc.org	COB	Managing and Marketing	Doctoral	08/21/2017	12/09/2022
DELETE	Niese, Elizabeth	niese@marshall.edu	COS	Mathematics	Graduate^	01/14/2019	01/14/2024
DELETE	Oberly, Ralph	oberly@marshall.edu	COS	Physics and Physical Science	Graduate^	08/21/2017	12/09/2022
DELETE	Rakus, John	rakus@marshall.edu	COS	Chemistry	Graduate^	01/14/2019	01/14/2024
DELETE	Stroehrer, Michael	stroehrer@marshall.edu	CAM	Music	Graduate	01/09/2017	05/06/2022
DELETE	Stroehrer, Michael	stroehrer@marshall.edu	CAM	Music	Graduate^	01/09/2017	05/06/2022
DELETE	Stroehrer, Michael	stroehrer@marshall.edu	CAM	Music	Graduate	01/09/2017	05/06/2022
DELETE	Thomas, Pauley	pauley@marshall.edu	COS	Biology	Graduate^	01/14/2019	01/14/2024
DELETE	Vauth, Henning	vauth@marshall.edu	CAM	Department of Music	Graduate	01/09/2017	05/06/2022
DELETE	Vauth, Henning	vauth@marshall.edu	CAM	Department of Music	Graduate^	01/09/2017	05/06/2022
DELETE	Wei, Shuqin	weish@marshall.edu	COB	Marketing/MIS/ENT	Graduate^	08/26/2019	12/07/2024
EDIT	Blough, Eric	blough@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Borthakur, Alip	borthakur@marshall.edu	SOM	Clinical and Translational Sciences	SOM	01/09/2023	05/15/26
EDIT	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Doctoral	08/20/2018	
EDIT	Canady, Brittany	smith541@marshall.edu	COLA	Psychology	Doctoral	08/20/2018	
EDIT	Compton, Stephen	compton4@marshall.edu	COS	Forensic Science	Associate	08/21/2023	12/15/26
EDIT	Daneke, Darlene	daneke@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Egleton, Richard	egleton@marshall.edu	SOM	Biomedical Sciences	SOM	05/15/2023	
EDIT	Ellison, Marc	ellison13@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Georgel, Philippe	georgel@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Grover, Lawrence	grover@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Haynes, Jennifer	haynesje@marshall.edu	SOM	Clinical and Translational Sciences	SOM	01/09/2023	05/15/26
EDIT	Hisiro, Thomas	hisiro@marshall.edu	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Johnson, Tammy	johnson73@marshall.edu	COEPD	Leadership Studies	Doctoral	01/09/2023	04/28/2028
EDIT	Koc, Emine	koce@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Larison, Isaac	larison@marshall.edu	COEPD	Literacy Education	Temporary	08/21/2023	12/08/2023
EDIT	Li, Wei	liwe@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26
EDIT	Mateer, Bethanie	bethmateer@gmail.com	COEPD	Special Ed	Associate	08/21/2023	12/15/26
EDIT	McBride, Sean	mcbrides@marshall.edu	COS	Mathematics & Physics	Graduate	08/21/2023	12/15/28
EDIT	McCunn-Jordan, Laura	mccunn@marshall.edu	COS	Chemistry	Graduate	08/21/2023	12/15/28

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
EDIT	McFarland-Whisman, Jennifer	mcfarlan@marshall.edu	COEPD	Special Ed	Temporary	08/21/2023	12/08/2023
EDIT	Messer, Matthew	mjmesser@k12.wv.us	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Mummert, Carl	mummertc@marshall.edu	ADMIN	Graduate Studies	Graduate	08/23/2021	12/15/26
EDIT	Mummert, Carl	mummertc@marshall.edu	ADMIN	Graduate Studies	Graduate	08/23/2021	12/15/26
EDIT	O'Keefe, Frank	okeefe@marshall.edu	COS	Biological Sciences	Graduate Chair	08/21/2023	12/15/28
EDIT	Sardahi, Yousef	sardahi@marshall.edu	CECS	Weisberg Department of Engineering and Computer Sciences	Temporary	05/08/2023	
EDIT	Serrat, Maria	serrat@marshall.edu	SOM	Biomedical Sciences	SOM	07/11/2023	
EDIT	Shakirov, Eugene	shakirov@marshall.edu	SOM	Biological Sciences	SOM	01/09/2023	05/15/26
EDIT	Simonton, David	simonton@marshall.edu	CECS	Mechanical and Industrial Engineering	Graduate	05/08/2023	08/15/28
EDIT	Skoretz, Yvonne	skoretz1@marshall.edu	COEPD	Elem/Sec Ed	Temporary	08/21/2023	12/08/2023
EDIT	Spurlock, Benjamin	spurlock30@marshall.edu	SOM	Physician Assistant	Associate	06/05/2023	
EDIT	Stotts, Diana	stotts@marshall.edu	COHP	Nursing	Instructor	08/20/2024	
EDIT	Stroehrer, Michael	stroehrer@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
EDIT	Sundaram, Uma	sundaram@marshall.edu	SOM	Clinical and Translational Sciences	SOM	05/15/2023	
EDIT	Tench, Richard	richard.tench@gmail.com	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Vance, Kimberly	kimberly.vance@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
EDIT	Vickers, Melanie	mvickers3@frontier.com	COEPD	Leadership Studies	Temporary	08/21/2023	12/08/2023
EDIT	Yu, Hongwei	yuh@marshall.edu	SOM	Biomedical Sciences	SOM	01/09/2023	05/15/26

# **Attachment #3**

## **Planning Committee Report**

### **September 29, 2023**

#### **College of Education and Professional Development**

2. *Request for Non-Curricular Change* **GC-23-09-02-PC**

Department: Leadership Studies

Degree Program: **Ed. D.**

Type of Change: Addition of information to catalogue description.

Effective Date: Next available

Rationale: "Requesting addition of information to be located on the Plan of Study and Program Requirements catalog web pagetabs."

*This was conditionally approved by GC chair during the summer but needs GC's final consent. The committee recommends approval.*

3. *Request for Non-Curricular Change* **GC-23-09-03-PC**

Department: Leadership Studies

Degree Program: **M.A. Leadership Specialist**

Type of Change: Admissions Requirements: Min. GPA for provisional admission: 2.5 (before: none).

Effective Date: Spring 2024

Rationale: "To improve the quality of applicants to the Leadership Specialist, MA."

*The committee recommends approval.*

#### **College of Engineering and Computer Science**

4. *Intent to Plan* **GC-23-09-04-PC**

Department: CECS

Degree program: **PhD in Engineering**

Effective Date: Fall 2024

Rationale: "The PhD in Engineering is a research-based degree that requires the student to have foundational knowledge in engineering as well as a base of graduate level knowledge in their chosen area of research sufficient to support independent research and expanding the state of the art. This program is not based on coursework per se, but on the conduct of independent research culminating in a dissertation of sufficient quality so as to be recognized as a contribution to the state of the art in the chosen area of research. Students will be required to take a minimum of 48 hours of graduate coursework beyond the B.S. level as well as 20 hours of dissertation research. They will be required to pass qualifying (breadth) examinations as well as candidacy (depth) examinations, submit a written dissertation proposal and a written dissertation approved by a committee of faculty to graduate."

*The committee recommends approval.*

#### **Academic Affairs** **GC-23-09-05-PC**

5. *Request for Non-Curricular Change*

Department: Work-Integrated Education and Learning Workgroup

Degree Program: **N/A**

Type of Change: Change of two term definitions to align with updated undergraduate catalogue term definitions, as well as addition of seven term definitions for the same purpose.

Rationale:

The Work-based Education & Learning workgroup has met over the past two years. The workgroup is comprised of faculty representatives from each of the colleges. The purpose and goals are outlined below.

**Project Purpose**

1. Create a list of experiential activities encompassing the university's various offerings.
2. Define the experiential activities so they can be accurately identified in all sources (catalog, Banner, etc.) shared with various university constituencies, colleges, and departments.
3. Define the experiential activities so that the data gathered accurately reflects the student experiences.

**Project Goals**

1. To identify work-based education and work-based learning experiences and create appropriate definitions to describe what is offered through Marshall University programs.
2. To develop clarity, common understanding, and shared language around the different types of experiences, which can then be used to accurately promote these opportunities to various constituencies of the university, colleges, and departments.

*The committee recommends approval.*

# Attachment #4

## Curriculum Committee Report

### September 29, 2023

College of Health Professions **GC-23-09-06-CC**

#### Social Work 2 course Additions

SWK656

Department: Social Work

# / Title: SWK 656 Social Work in School Settings

Catalog Description: School social work practice within the educational setting recognizes the importance of the home-school-community in the success of the student. The skills of a trained social worker, which include clinical, consultative, assessment and program development, provides the foundation for the school social worker. Upon completion of the course the student will be able to begin practice as a school social worker by removing barriers students experience within the school system thereby accessing the educational resources available for their success.

Prerequisites: None

First Term Offered: Fall 2023

Credit Hours: 3

Some minor changes requested in grammar and spelling. Corrected version attached. Missed a couple of things when requesting, perhaps a friendly amendment for the following:

- Is the first term offered supposed to be Spring 2024? Or is this being taught now?
- There's a typo in the course description at beginning of second sentence.
- Registrar does like Page 5 to be formatted as in the example with each piece of information on a separate line.
- I assume the registrar will overlook the apostrophe in the New Course Title on page 1, but I'd suggest you remove that just in case.

SWK657

Department: Social Work

# / Title: SWK 657 Prevention Interventions in School Social Work

Catalog Description: This course addresses the challenges facing teachers, youth, and families in our current environment. Much time will be spent examining the course and impact of the substance use crisis in our region over the past several years. We will discuss childhood trauma while practicing, in class, methods of teaching youth self-regulation skills.

Prerequisites: SWK 656 Social Work in School Settings

First Term Offered: Spring 2024

Credit Hours: 3

Some minor issues, I contacted Robin Looney, but as of yet no reply

- Prevention of what, title is not clear, in the course description this is clarified should change title on front page to reflect title in course description.
- Poor phrasing in the catalog description and course description in the syllabus, "Much time".
- Class meeting days page 1 of 7 should spell weekends in full.
- Page 2 of 7, should spell blackboard in full.
- Outcomes table avoid abbreviations unless they have been previously defined, for example Bb for blackboard, and HC for Healthy connections.
- Course requirements, what is Bd?



**Physical Therapy 1 course change in credit hour**

Department: Physical Therapy

Current Course # / Title: (No change): PT793 Clinical Internship III

Catalog Description (No change): Supervised clinical education experience emphasizing continued development and reinforcement of clinical skills in various clinical settings. Competence is expected in areas of the material presented to date in the curriculum.

Credit hours (old): 8

Credit hours (new): 6

Rationale: Decreased supervised, full-time clinical education experiences from 15 weeks to 12 weeks. This reduction in contact hours warranted a reduction in credit hours from 8 to 6. This decision was made to ease the burden on clinical partners due to the proliferation of PT programs and the challenge/competition for a finite number of clinical placements, particularly in non-ambulatory settings. Overall, this reduces the curriculum's full-time clinical education instruction weeks from 35 to 32 weeks. The commission on Accreditation of Physical Therapy Education (CAPTE) requires a minimum of 30 hours of clinical education: therefore, the program continues to exceed the minimum recommended standard.

**College of Education and Professional Development 2 course changes GC-23-09-07-CC**

**COURSE TITLE CHANGE**

Department: COEPD/Special Education

Current Course Number/Title: CISP 673 Field Exp Preschool Sp Ed

New Course Title: CISP 673 Clinical: Preschool Sp Ed

Rationale: Per the West Virginia Department of Education policy 5100 section for initial teaching licensure, student teaching should be called "clinical" rather than a "field experience". Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: N/A

Some minor issues, corrected version attached.

**COURSE TITLE CHANGE**

Department: COEPD/Special Education

Current Course Number/Title: CISP 674 Clinical: Preschool Sp Ed

New Course Title: CISP 674 Field Experience: Preschool Sp Ed

Rationale: Per the West Virginia Department of Education policy 5100 only initial teaching licensure, student teaching (CISP 673) should be called "clinical" thus the existing title for CISP 674 cannot be the same title. The course meets the definition of "field experience" and should reflect this wording. Section 6.4.b.5 (clinical definition) 6.4.b.3 (field experience definition).

Catalog Description: Emphasis on infants and toddlers identified as at-risk or with special needs. Field experience observations of practitioners (developmental specialists/service coordinator) and service providers are required

Some issues indicated and corrected. New corrected application attached

## **Attachment #5**

### **Graduate Studies Report**

### **September 29, 2023**

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** September 21, 2023

#### **Enrollment**

As of 9/21/2023, total graduate enrollment for Fall 2023 is 2,866. This is 90 more students (+3.2%) than our day-on-day enrollment on 9/21/2022. We are well on track to have higher total enrollment in Fall 2023 than the final total enrollment in Fall 2022. We anticipate additional staff development students to register this semester.

#### **Fall 2024 Recruiting**

Academic Affairs is tentatively considering a target of 5% graduate enrollment growth, and 10% growth in new graduate students, from Fall 2023 to Fall 2024. That is an increase of about 143 graduate students. I expect that a firm target for Fall 2024 will be established later this semester. A 5% increase would put us approximately even with our Fall 2020 graduate enrollment. This is a nontrivial goal but is achievable with continued work from Marketing, Graduate Admissions, the academic colleges and programs.

The Enrollment Services Office (recruiting, admissions, and financial aid) has adjusted staffing to support graduate recruiting. One of the College Enrollment Coordinators, Mark Brame, is now assigned specifically to Graduate, Online, and Military-Connected recruiting. His previous responsibilities with specific colleges have been reassigned to give us additional recruiting support. The Graduate Admissions office also assists with recruiting fairs and events.

Other information:

- We will continue to waive application fees for new degree-seeking students for the Fall 2024 admissions cycle.
- We are hoping to have a Graduate Studies Reception around the middle of the semester, with a primary audience of current seniors who are considering staying at Marshall for graduate school. (Oct. 30<sup>th</sup>) 4-6pm in DM room, will have a speaker
- Richard mentioned targeting accelerated ma undergraduates  
Remind colleges of people whose grad faculty status expires in Dec. to apply soon.

#### **Catalog Changes**

A number of possible catalog changes will come to the Graduate Council this fall to look at admissions practices and policies. Each of the changes is small on its own, but the overall goal is to streamline the admissions process and remove roadblocks that Marshall has created, without lowering our overall standards.

#### **Info Sessions and South Charleston Office Hours**

I am available to meet any time to discuss topics related to Graduate Studies.

**College Discussion Sessions:** I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.

**Grad faculty chat:** All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- October 30, 3:30-4:20pm [Teams link](#)

**South Charleston Office Hours:** I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon  
Monday, November 27, 1:30pm-4:30pm

**Attachment #2**  
**Credentialing Committee**  
**October 27, 2023**  
**(GC-23-10-01-CRC)**

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
Add	Cyphert, Holly	DAMIRON40@marshall.edu	COS	Biology	Graduate Chair	01/08/2024	05/15/29
Add	Daniels, Jacqueline	danielsja@marshall.edu	COEPD	L-AS Leadership	Temporary	08/21/2023	12/08/2023
Add	Gardner, Terina	miller1107@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
Add	Givens, Stephen	givens10@marshall.edu	COEPD	Counseling	Temporary	08/21/2023	12/08/2023
Add	House, Gregory	HOUSE@marshall.edu	COEPD	C&I Literacy	Temporary	08/21/2023	12/08/2023
Add	Lawrence, Christina	mayse3@marshall.edu	COLA	Psy		08/18/2026	
Add	Martin, Amanda	harvey7@marshall.edu	COEPD	C&I Early Childhood Ed	Temporary	08/21/2023	12/08/2023
Add	Nato, Andrew	nato@marshall.edu	SOM	Biomedical Sciences	SOM	08/18/2026	12/15/29
Add	Nato, Andrew	nato@marshall.edu	SOM	Biomedical Sciences	SOM	08/21/2023	12/15/26
Add	Reed, Elizabeth	suffin@marshall.edu	COEPD	L-AS School Psychology	Temporary	01/09/2023	04/28/2023
Add	Stapleton, Laura	stapleto@marshall.edu	COEPD	C&I	Temporary	08/21/2023	12/08/2023
Delete	Deterding, Stephen	deterding@marshall.edu	COS	Mathematics & Physics	Graduate^	08/22/2022	12/09/2027
Delete	Hutchinson, Todd	todd.hutchinson@usda.gov	COS	Biology	Associate^	01/13/2020	05/05/2023
Delete	Martin, Amanda	amanda.martin@bridgevalley.edu	COEPD	C&I	Instructor	08/26/2019	12/10/2021
Delete	Stephen, Deterding	deterding@marshall.edu	COS	Mathematics & Physics	Graduate^	08/22/2022	12/09/2027
Edit	Al-Aqtash, Ansam	alaqtasha@marshall.edu	COS	Math	Graduate	01/08/2024	05/15/29
Edit	Banks, Tamara	banks5@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Bora, Dhrubajyoti	bora@marshall.edu	COS	Criminal Justice	Graduate	01/08/2024	05/15/29
Edit	Cooper, Thomas	thomas.cooper@marshall.edu	COEPD	C&I	Associate	08/21/2023	12/15/26
Edit	DeTardo-Bora, Kimberly	detardobora@marshall.edu	COS	Criminal Justice	Graduate	01/08/2024	05/15/29
Edit	DellaMea, Monica	dellame2@marshall.edu	COEPD	Curriculum and Instruction	Graduate	08/21/2023	12/15/28
Edit	Dooley, Jerry	dooley24@marshall.edu	COEPD	Counseling	Graduate	08/21/2023	12/15/28
Edit	Elkady, Alaa	elkady@marshall.edu	COS	Mathematics	Graduate	01/08/2024	05/15/29
Edit	Ellison, Marc	ellison13@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Farrow, Beverly	bfarrow@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Fet, Victor	fet@marshall.edu	COS	Biological Sciences	Graduate	01/08/2024	05/15/29
Edit	Hacker, Stacy	hacker10@marshall.edu	COEPD	C&I	Associate	08/21/2023	12/15/26
Edit	Hare, Christina	HARE2@marshall.edu	COEPD	School Psychology	Associate	08/21/2023	12/15/26
Edit	Hensley, Nathaniel	HENSLEY70@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Hisiro, Thomas	hisiro@marshall.edu	COEPD	Leadership Studies	Graduate Chair	08/21/2023	12/15/28
Edit	Huesmann, Michael	huesmann@marshall.edu	COEPD	C&I Special Education	Graduate	08/21/2023	12/15/28

TYPE	FACULTY MEMBER	E-MAIL	COLLEGE/SCHOOL	DEPARTMENT/DIVISION	GRADUATE FACULTY LEVEL	TERM START	TERM EXPIRES
Edit	Larison, Isaac	larison@marshall.edu	COEPD	Literacy Education	Graduate	08/21/2023	12/15/28
Edit	Mateer, Bethanie	mateer@marshall.edu	COEPD	C&I Special Education	Associate	08/21/2023	12/15/26
Edit	McFarland-Whisman, Jennifer	mcfarlan@marshall.edu	COEPD	Special Ed	Graduate	08/21/2023	12/15/28
Edit	Messer, Matthew	mjmesser@k12.wv.us	COEPD	Leadership Studies	Associate	08/21/2023	12/15/26
Edit	Palmquist, Kyle	palmquist@marshall.edu	COS	Biology	Graduate Chair	01/08/2024	05/15/29
Edit	Salem, Asad	salema@marshall.edu	CECS	Engineering	Graduate	01/08/2024	05/15/29
Edit	Shreve, Anna	Rubenstein9@marshall.edu	Please Select	Counseling	Associate	08/21/2023	12/15/26
Edit	Singleton, Raymond	singleton@marshall.edu	COEPD	C&I	Associate	01/09/2023	05/15/26
Edit	Skoretz, Yvonne	skoretz1@marshall.edu	COEPD	C&I	Graduate Chair	08/21/2023	12/15/28
Edit	Tench, Richard	richard.tench@gmail.com	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Thompson, Tara	farley6@marshall.edu	COEPD	C&I Special Education	Associate	08/21/2023	12/15/26
Edit	Vance, Kimberly	kimberly.vance@marshall.edu	COEPD	Counseling	Associate	08/21/2023	12/15/26
Edit	Vickers, Melanie	mvickers3@frontier.com	COEPD	Leadership Studies	Associate	08/21/2023	12/15/26
Edit	Wait, Isaac	wait@marshall.edu	CECS	Civil Engineering	Graduate	08/21/2023	12/15/28
Edit	Yocke, Richard	yocke1@marshall.edu	COEPD	ACE	Associate	08/21/2023	12/15/26

# Attachment #3

## October 27, 2023

Graduate Council: Program Review Links for  
Reviewers

A password is needed to access all program reviews. The password for all = pr2023

**PLEASE NOTE THAT WE HAVE NOT BEEN PROVIDED WITH COMPLETE INFORMATION REGARDING THE COST OF EACH PROGRAM. THIS INFORMATION SHOULD BE AVAILABLE BY THE END OF THE MONTH.**

Here are the assignments by Graduate Council member:

### Degree Programs

MA in Humanities

<https://www.taskstream.com/ts/mainhumanities/ProgramReview2023DegreePrograms>

Reviewers are Scot Davis and Richard Egleton

MA in History

<https://www.taskstream.com/ts/mainhistory3/ProgramReview2023DegreePrograms>

Reviewers are Lisa Heaton and Isaac Willis Larison

MA in Sociology

<https://www.taskstream.com/ts/mainsociology2/ProgramReview2023DegreePrograms>

Reviewers are Henning Vauth and Scot Simonton

MA in Music

<https://www.taskstream.com/ts/mainmusic/ProgramReview2023DegreePrograms>

Reviewers are Bill Gardner and Keith Beard

MS/MA in Biological Sciences

<https://www.taskstream.com/ts/mamsinbiologicalsciences/ProgramReview2023DegreePrograms>

Reviewers are Tracy Christofero and Yousef Sardahi

MS/MA in Pharmaceutical Sciences

<https://www.taskstream.com/ts/pharmaceuticalsciences-msma/ProgramReview2023DegreePrograms>

Reviewers are Shawn Schulenberg and Lori Thompson

Doctor of Pharmacy-PharmD

<https://www.taskstream.com/ts/doctorofpharmacypharmd2/ProgramReview2023DegreePrograms>

Reviewers are Amanda Meadows and Isaac Willis Larison

Doctor of Physical Therapy-DPT

<https://www.taskstream.com/ts/doctorofphysicaltherapydpt/ProgramReview2023DegreePrograms>

Reviewers are Conrae Lucas-Adkins and Craig Kimble

### Certificate Programs

Appalachian Studies Certificate

<https://www.taskstream.com/ts/graduatecertificateinappalachianstudies/ProgramReview2023CertificatePrograms>

Reviewers are Scot Davis and Richard Egleton

## Graduate Council Program Review Assignments

### Bioinformatics Certificate

<https://www.taskstream.com/ts/graduatecertificateinbioinformatics/ProgramReview2023CertificatePrograms>

Reviewers are Tracy Christofero and Yousef Sardahi

### Latin Certificate

<https://www.taskstream.com/ts/graduatecertificateinlatin/ProgramReview2023CertificatePrograms>

Reviewers are Bill Gardner and Keith Beard

### Public History Certificate

<https://www.taskstream.com/ts/graduatecertificateinpublichistory1/ProgramReview2023CertificatePrograms>

Reviewers are Lisa Heaton and Isaac Willis Larison

### Women's Studies Certificate

<https://www.taskstream.com/ts/graduatecertificateinwomensstudies/ProgramReview2023CertificatePrograms>

Reviewers are Lisa Heaton and Isaac Willis Larison



# Attachment #4

## Planning Committee Report

### October 27, 2023

#### College of Education and Professional Development

1. *Request for Non-Curricular Change* **GC-23-10-02-PC**

Department: Leadership Studies

Degree Program: **MA Principalship**

Type of Change: Catalogue change: Conditional approval of applications with pending GRE or MAT scores for first semester.

Effective Date: Spring 2024

Rationale: “Students often take the GRE or MAT just before the semester starts and they do not have their scores back in time to apply. We want to increase our chances that they will enroll at Marshall by allowing conditional acceptance based on the pending scores.”

Recommended approval.

2. *Request for Non-Curricular Change* **GC-23-10-03-PC**

Department: Curriculum and Instruction

Degree Program: **MA in Teaching (MAT)**

Type of Change: Catalogue Change: Removing from PRAXIS from admission requirements and update on test requirements for licensure.

Effective Date: Spring 2024

Rationale: “The West Virginia Department of Education has removed the PRAXIS: CASE from their requirements for students applying to teacher preparation programs within the state. We would like our program to mirror the state’s new policies and remove the exam as a requirement for admission into the Post Baccalaureate Teaching Certificate and Master of Arts in Teaching. Also included is a more accurate representation of test requirements needed for licensure.”

Recommended approval.

3. *Request for Non-Curricular Change* **GC-23-10-04-PC**

Department: Curriculum and Instruction

Degree Program: **Postbaccalaureate Teaching Certificate**

Type of Change: Catalogue Change: Removing from PRAXIS from admission requirements and update on test requirements for licensure.

Effective Date: Spring 2024

Rationale: “The West Virginia Department of Education has removed the PRAXIS: CASE from their requirements for students applying to teacher preparation programs within the state. We would like our program to mirror the state’s new policies and remove the exam as a requirement for admission into the Post Baccalaureate Teaching Certificate and Master of Arts in Teaching. Also included is a more accurate representation of test requirements needed for licensure.”

Recommended approval.



## College of Health Professions

### 4. *Request for Non-Curricular Change* **GC-23-10-05-PC**

Department: Public Health

Degree Program: **Master of Public Health**

Type of Change: Deletion of certain concentrations and updating Plans of Study

Effective Date: Spring 2024

Rationale:

We would like to request suspension of the following MPH program pathways and concentrations.

MPH-Research, Evaluation and Policy concentration

BS-MPH- Global & Community Health concentration

BS-MPH- Research, Evaluation and Policy concentration

PharmD-MPH Dual degree pathway.

There are no students enrolled currently in MPH-Research, Evaluation and Policy concentration. There are no students in other pathways/concentration. Due to financial and accreditation concerns, we request suspension of these concentrations/pathways.

We would also like to request a change in plan of study. We would like to replace PH 686- Health Information Technology with PH 615- Health Systems Research as the core course. These courses are already approved and are being offered currently.

Additionally, the MPH program is always a 44 credit hour program. However, it is currently indicated as 62 hours as it counted the electives and required students to take the same course twice (counted twice as the courses PH 694 and PH 695).

Postpone Indefinitely

## College of Science

### 5. *Request for Non-Curricular Change* **GC-23-10-06-PC**

Department: **Criminal Justice, Criminology, and Forensic Sciences**

Degree Program: **M.S. in Forensic Science**

Type of Change: Addition of Early Assurance Pathway

Effective Date: Fall 2024

Rationale: "The creation of an option for early acceptance (Early Assurance Pathway) into the Marshall University Forensic Science Graduate Program would allow incoming high school seniors and College of Science undergraduate students to apply for acceptance into the Master of Science in Forensic Science Program. Successful applicants will be guaranteed a seat pending completion of all undergraduate requirements, earning a natural science degree, and satisfying program pre-requisites. The goal of the Early Assurance Pathway for the MUFSP is to help increase enrollment in the MSFS program and help recruit students into undergraduate majors in the College of Science."

Recommended approval.

## College of Science

### 6. *Accelerated Master's Degree Proposal* **GC-23-10-07-PC**

Department: Physics

Degree Program: **M.S. in Physics**

Rationale: "It is well known that many students at Marshall University face tough hurdles in achieving their educational and career objectives. Shortening the time required for them to graduate and allowing them to complete as much of their preparation as possible at Marshall can greatly increase their chances of success. In addition, with the expected shrinking of the college population in the

region, possibly even nationwide. An AMD integrated BS/MS program in Physics will help with both these goals.”

Recommended approval.

### **Lewis College of Business**

#### *7. Accelerated Master's Degree Proposal* **GC-23-10-08-PC**

Department:

Degree Program: **M.S. in Sport Administration**

Rationale:

An AMD in M.S. Sport Administration pathway will help retain qualified BBA Sports Business students into our program. Enrichment of our current Master's program with talented and eligible students with strong academic backgrounds and boosting undergraduate student recruitment, as prospective students will see the chance toward two degrees in five years and, as a result, will join Marshall University. Note that this AMD will also be available to other LCOB undergraduate students. This is appropriate because there is no prerequisite for the M.S. Sport Administration program. In addition, the MS Sports Administration degree supplements all LCOB undergraduate majors and can expand students' career opportunities.

Recommended approval.

**Attachment #5**  
**Graduate Studies Report**  
**October 27, 2023**

**To:** Graduate Council  
**From:** Carl Mummert, Assistant Provost for Graduate Studies  
**Date:** October 20, 2023

**Graduate Studies Expo: October 30**

We will have a Graduate Studies recruiting event on October 30 from 4:00pm to 6:00pm in the Don Morris room. We are experimenting with a slightly different format including an invited speaker. All colleges and schools with graduate programs have been invited to participate.

**Courseleaf CIM software**

We are ready to start live testing the Courseleaf CIM software. This software will convert our paper curriculum forms into an electronic process. The Graduate Council chair and the Planning and Curriculum committees are identifying items to use for a trial run of the software.

**Catalog Process**

The final draft of the 2023 catalog has been sent out for proofreading. We expect the catalog to be published in November.

Su Tams has announced that she will be retiring from Marshall this fall.

Discussions are underway about the catalog process for next year. This process will integrate with Courseleaf CIM, but an individual will still be needed to ensure the information flows properly and to finalize all aspects of the catalogs.

**South Charleston site visit from the HLC**

The Higher Learning Commission will be making a routine site visit to the South Charleston campus on November 2. All faculty who work in South Charleston are encouraged to attend the faculty session from 11:15am to noon in GC 319.

**South Charleston Office Hours**

I will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Wednesday, November 1, 8:00am-11:00am
- Monday, November 27, 1:30pm-4:30pm