



## Graduate Council

### MEMORANDUM

To: President Stephen J. Kopp

From: Tracy Christofero-Chair, Graduate Council

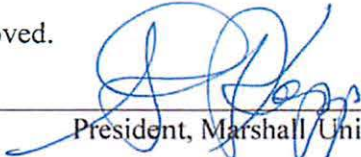
Date: April 18, 2014

Subject: **Approval of Graduate Council Minutes: March 28, 2014**

Attached are the minutes of the February 28th Graduate Council meeting for your review. Approval of these minutes will also serve as approval of curricular motions, graduate faculty status, etc.

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

Minutes approved.

  
\_\_\_\_\_  
President, Marshall University

  
\_\_\_\_\_  
Date

*Note to President's secretary:*

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

Dr. Tracy Christofero, MUGC 328, South Charleston Campus  
Dr. David Pittenger, Dean, Graduate College, Old Main, Huntington campus  
Dr. Cam Brammer, Secretary, Graduate Council, SH 248, Huntington campus  
Mr. Tim Melvin, Office of Academic Affairs, Old Main, Huntington campus  
Ms. Jennifer Lauhon, Office of Academic Affairs, Old Main, Huntington campus  
Ms. Crystal Stewart, Information Technology, Drinko 313A, Huntington campus

**MU Graduate Council Meeting Minutes– March 28, 2014  
Huntington campus – Smith Hall 532**

**Members Present:** Anderson, Brammer, Christofero, Edington, Frank, Karabetsos, Lankton, Larsen, Sollars, Swindell, Trzyna, Watts

**Members Absent:** Heaton, Lassiter(excused), Spatig (excused)\*\*\*\*Krieg (excused)

**Ex-Officio Members Present:** Dean Eagle, Dean Pittenger (via phone)

**Ex-Officio Members Absent:** Provost Ormiston, John Maher

**Guests:** Shawn Schulenberg

**Christofero convened the meeting at 1:00 P.M.**

**Agenda**

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Watts	Academic Planning, Standards, & Policies (Attachment 3)
Anderson	Curriculum Committee (Attachment 4)
Swindell	Program Review & Assessment Committee
Edington	Credentialing Committee
Christofero	Miscellaneous business of the Council

2013-2014 Graduate Council Meetings – Please reserve these dates

- April 25, 2014 – South Charleston – Thomas Boardroom

**Minutes of February Graduate Council Meeting (Attachment 1) – Approved**

**Graduate Faculty Status Candidates (Attachment 2) – Approved**

**Academic Planning, Standards, & Policies (Attachment 3)**

Watts recommended the approval of MS program in Clinical and Translation Science–  
**Approved**

Larsen recommended changes to the Intent to Plan form, as is only required for Degree Programs, not Majors. Change **Approved**

The Five Policy Revisions proposed by Dean Pittenger in February were reintroduced and were recommended for approval-----**Approved.**

Attachment 5 Proposed Policy Revisions

1. Change in Workflow for Credentialing in the Redbook
2. Revision of Dismissal – Good Standing Sections of Graduate Catalog
3. Editorial Standard for Catalog Entries
4. Changing Majors
5. Thesis Section Revision

**Curriculum Committee (Attachment 4)**

Anderson recommended to approve the following:

COS New Course Additions: **Criminal Justice**

CJ 507, 508, 509 -----**Approved**

COLA Noncurricular Change: **Political Science**

Change Admission Requirement to Eliminate required GRE scores for students with a cumulative GPA of 3.3 or greater and

Change in Catalog Description to reflect the same-----**Approved**

COLA Course Number Change: **Communication Studies**

Change the Course numbers for the following:

CMM 520 to CMM 620

CMM 574 to CMM 670

CMM 577 to CMM 671

The renumbering of these courses better reflects the level and rigor at which the courses are taught-----**Approved**

COEPD Course Number Change and Title Change:

Old Course Number and Title:LS 645 - Community Relations in the Public Sector

New Course Number and Title:LS 645 - Community Collaborative Planning &

Management and Course Description Change for same-----**Approved**

**Program Review & Assessment Committee: No Report**

**Credentialing Committee:**

Edington reported that the Committee had finally located the files for the School of Medicine and will report on these next meeting.

The Committee recommended to Council that all who teach graduate courses be listed in the Redbook.

**Miscellaneous Business of the Council –**

Chair Christofero asked for Council to have a moment of silence in honor of Dr. Fred Kreig who died on March 27, 2014.

Christofero advised that Colleges with members rolling off Council this year submit their new/re-newed member names to her by 4/11.

**Christofero Adjourned the meeting at 2:45 PM**

Submitted by C. Brammer 4/5/14; Reviewed/ revised by T. Christofero 4/6/14

## Attachment 1

### Minutes of the *Previous Month's Meeting* – 2/28/14

**Members Present:** Anderson, Edington, Swindell Brammer, Christofero, Edington, Frank, Heaton, Karabetsos, Lankton, Lassiter, Sollars, Spatig, Swindell, Trzyna, Watts

**Members Absent:** Larsen (excused), Morris, Kreig (excused)

**Ex-Officio Members Present:** Dean Eagle, Dean Pittenger

**Ex-Officio Members Absent:** Provost Ormiston, John Maher

**Guests:** Zach Garrett & Gary McIlvain; David Mallory & Dean Somerville

**Christofero convened the meeting at 1:00 P.M.**

#### Agenda

Christofero	Welcome, Introductions, Announcements
Christofero	Approval of previous meeting Minutes (Attachment 1)
Christofero	Report of graduate faculty status candidates (Attachment 2)
Watts	Academic Planning, Standards, & Policies (Attachment 3)
Anderson	Curriculum Committee (Attachment 4)
Swindell	Program Review & Assessment Committee
Edington	Credentialing Committee
Pittenger	Policy Recommendations (Attachment 5)
Christofero	Miscellaneous business of the Council

2013-2014 Graduate Council Meetings – Please reserve these dates

- March 28, 2014 – Huntington – Don Morris E210
- April 25, 2014 – South Charleston – Thomas Boardroom

**Minutes of January 24, 2014 Graduate Council Meeting (Attachment 1) – Approved**

**Graduate Faculty Status Candidates (Attachment 2) – Approved** with editorial change of addition of the name of the department of 'Criminal Justice'

**Academic Planning, Standards, & Policies (Attachment 3)**

Watts recommended the Intent to Plan for MS in Computer Science– **Approved**

Watts recommended the new catalog description for program in GLY/Physical Sciences – **Approved**

**Curriculum Committee (Attachment 4)**

Anderson recommended to Table the following for clarification:

COEPD Course Changes #1, 2, and 3. Tabled by the committee for clarification

COHP #4 New Course Additions recommended for approval: PT 798 **Approved**

COHP #5 - 10 HS 512, 515, 525, 634, 645, 655  
Approved from the November agenda

COHP Course Title Changes recommended for approval:  
#11-16 PT 710, 731,732, 741, 750, 751 Approved

COHP Course Description Changes recommended for approval:  
#17-20 HS 522, HS 510 to HS 609, HS 540 to HS 639, HS 579 to HS 679 Approved

COLA New Course Additions recommended for approval:  
#21-23 from the November agenda HST 527, 547, 548 Approved with addition of title of courses.

COLA #24 PSC 566 from the November agenda. Approved

COLA Course Title Changes, Credit Hours Changes, and Course Grading Changes recommended for approval: #25-30 ENG 682, 683 Approved

COS New Course Additions recommended for approval: #31 and 32  
PLS 505, 533 Motion by committee to Table—Approved

COS Course Description Change recommended for approval: #33  
MTH 589 Approved

COS Course Title Change recommended for approval: #34  
MTH 589 Approved

COS Change in Catalog Description for a major recommended for approval:  
#35 MA MTH – Approved

#36 Previously approved from Academic Planning

SOJMC Course Description and Title Changes recommended for approval: Change title to **“Narrative Reporting”**  
#37 and 38 JMC 606 – Approved

SOP New Course Addition Committee recommended to table until March: #39  
PHAR 711 - Approved

SOP New Course Addition recommended for approval:#40-51  
PHAR 721, 722, 731, 741, 751, 761, 801, 802, 815, 816, 817, 818 -Approved

**Program Review & Assessment Committee:**

Swindell thanked all members of Council for their work on reviews and reported that all reviews had been given to Dr. Marybeth Reynolds.

**Credentialing Committee:**

Edington reported that the Committee had completed the all but two colleges and those were to be completed by next meeting. The committee is going to develop a standardized letter to give to colleges when credentialing has been completed with satisfaction. It was discussed that not all colleges required everyone teaching graduate courses to be listed in the Redbook. The Committee will make a recommendation to Council so there is a common practice among colleges.

**Policy Recommendations (Attachment 5)**

Council decided that more information was needed before any action in editing and revising of the Graduate Catalog discussed by Dean Pittenger was taken..

**Motion to Table – Approved**

**Miscellaneous business of the Council – No Other Business**

Christofero stated it was time to start thinking about the Outstanding Graduate Advisors' awards. Pittenger said funds had been received and he would follow-up on the funds for these two awards.

**Christofero Adjourned the meeting at 2:35 PM**

## Attachment 2

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Glazer, Hoyt	COB	Management, Marketing, MIS	Instructor	03/10/14	03/10/16
Add	Harris, Robert	SOM	Pharmacology, Physiology & Toxicology	Associate	06/01/13	06/01/16
Add	Liu, Jiang	SOM	Pharmacology, Physiology & Toxicology	Doctoral	02/01/13	02/01/18
Add	Russo, Joseph	SOM	Forensic Science	Instructor	03/06/2014	03/06/2016
Add	Santanam, Nalini	SOM	Pharmacology, Physiology & Toxicology	Doctoral	05/01/13	05/01/18
Delete	,	Please Select			mm/dd/yy	
Delete	Antonsen, Brian	SOM	Pharmacology, Physiology & Toxicology	Doctoral	03/31/08	03/31/13
Delete	Berk, Mitchell	SOM	Anatomy & Pathology	Instructor	03/31/12	03/31/14
Delete	Collier, Patrick	SOM	Biochemistry & Microbiology	Doctoral	04/01/12	03/31/15
Delete	Moore, Michael	SOM	Biochemistry & Microbiology	Doctoral	03/31/09	03/31/12
Delete	Price, Elmer	SOM	Pharmacology/Physiology & Toxicology	Doctoral	09/30/07	09/30/10
Delete	Wang, Ruu-Tong	SOM	Anatomy & Pathology	Instructor	06/30/10	06/30/12
Delete	Weng, Wei-Ping	SOM	Biochemistry & Microbiology	Doctoral	11/30/09	11/30/12
Edit	Mangiarua, Elsa	SOM	Pharmacology, Physiology & Toxicology	Graduate	04/01/14	03/31/16
Edit	Mitchell, Karen	COS	Mathematics	Graduate	03/11/14	03/11/19
Edit	Russo, Joseph	SOM	Forensic Science	Instructor	3/6/2014	3/5/2016
Edit	Salisbury, Travis	SOM	Pharmacology, Physiology & Toxicology			

## **Attachment 3: Academic Planning, Standards, & Policies**

**Department:** Biomedical Sciences/School of Medicine  
**Major or Degree:** Master of Science in Clinical and Translation Science  
**Type of Change:** Addition

**Rationale:** There is a revolution about to take place in medicine. It is called personalized health care and takes into account rapid advances in technology, genomics and translational science to fit prevention and treatment of disease to each individual patient. Much of personalized medicine is dependent on clinical and translational science (CTS). There is a need for scientists and clinicians who can direct teams in CTS and established collaboration among basic and clinical scientists from disparate areas. The goal of this program is to equip physicians in training and other biomedical scientists with the information and technology they need to translate basic advances into improved patient care that will enhance the quality of life for our patients in the Appalachian region.

The MS program in CTS will be primarily aimed at Marshall's medical students in training, our residency fellows and a select few Ph.D./D.O./Pharm.D. graduates, who wish to focus on translational aspects of research. The graduates of this program will be strong applicants for positions in schools of medicine and medical centers that have Clinical and Translational Science Awards (60 sites). Additionally since 2007 there are 11 new LCME accredited allopathic medical school in the US, with an additional seven in the applicant or candidate phase of accreditation. Due to the emphasis on translational and personalized medicine, these new schools will need faculty to teach and perform some research in this new discipline. A survey of job openings listed in the publication Science using the search term "translational research" yielded 22 current openings in the U.S. A similar search through the New England Journal of Medicine listed 25 openings and a search of the American Association of Medical Colleges using the term "clinical research" yielded 253 current openings.

Although WVU and the University of Kentucky have an MS and a certificate program in Clinical Research, they are over three hours and two hours driving distance respectively from the Marshall campus. This distance makes it unlikely that our medical students or residents would choose to apply for these degree programs. Also the degree program is essential if Marshall wishes to compete for a NIH-Clinical and Translational Science Award in the near future.



## Attachment 4: Graduate Curriculum Requests

### COS Addition

College: COS  
 Department: Integrated Sciences and Technology  
 Course Number and Title: CJ 507: Realities of Prison Life  
 Catalog Description: Realities of living in a maximum security prison are the focus of this course. This will include an extensive examination of prison design, operation, policies, procedures, and security.  
 Prerequisites: Graduate Student Status  
 First Term Offered: Fall 2014  
 Credit Hours: 3

College: COS  
 Department: Integrated Sciences and Technology  
 Course Number and Title: CJ 508: Examination of SV In US  
 Catalog Description: An examination of school violence in the US is the focus of this course. Course will involve field research of 78 currently incarcerated school violence offenders between 1979 and 2011.  
 Prerequisites: Graduate Student Status  
 First Term Offered: Fall 2014  
 Credit Hours: 3

College: COS  
 Department: Integrated Sciences and Technology  
 Course Number and Title: CJ 509: Goth Primer for Juvenile Justice Professionals  
 Catalog Description: Examination of influence that youth involvement in alternative belief systems/practices may have upon their eventual violent, criminal, and/or anti-social behavior. Course focuses on proper responses to youth involved.  
 Prerequisites: Graduate Student Status  
 First Term Offered: Fall 2014  
 Credit Hours: 3

### COLA NONCURRICULAR

Type of change request: Change Admission Requirement (Eliminate required GRE scores for students with a cumulative undergraduate GPA of 3.3 or greater) and Change in Catalog Description

College: COLA  
 Department: Political Science  
 Degree program: Master of Arts (MA)  
 Effective date: Fall 2014  
 Rationale: We are eliminating GRE Scores for those applicants who have an undergraduate GPA of 3.3 or greater. The rationale is based on several levels: 1) The admissions committee does not really consider the GRE scores that much for those students who have a strong undergraduate GPA (We consider GPA a stronger predictor of graduate school success). This being the case, taking the

exam is an undue burden on the student. 2) We already allow students into the program through the Accelerated Master's Degree (AMD) and do not require them to submit GRE scores. The minimum GPA for students following the AMD route is 3.3. Many of our best students would follow the AMD route to get into the program, but they are not eligible because they already have 120 hours completed. Logically, we cannot see any reason to require GRE scores for those who simply have more electives completed.

Current Catalog:

Additional requirements:

- Completion of 12 hours of undergraduate social science coursework;
- Graduate Record Examination (GRE) General Test or GRE Revised General Test, no older than five years at time of application (requirement may be waived if applicant holds an advanced post-graduate degree from a regionally accredited college/university);
- Two letters of recommendation that discuss the applicant's abilities (college instructors strongly preferred);
- A personal statement (1-2 page essay regarding the student's interest in political science and how the M.A. degree will benefit him or her);
- An undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate university work.

Catalog Change:

Additional requirements:

- Completion of 12 hours of undergraduate social science coursework;
- Graduate Record Examination (GRE) General Test or GRE Revised General Test, no older than five years at time of application (requirement may be waived if applicant has an undergraduate Grade Point Average (GPA) of 3.3 or higher on a 4.0 scale for all previously completed undergraduate university work, and/or holds an advanced post-graduate degree from a regionally accredited college/university);
- Two letters of recommendation that discuss the applicant's abilities (college instructors strongly preferred);
- A personal statement (1-2 page essay regarding the student's interest in political science and how the M.A. degree will benefit him or her);
- An undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale for all previously completed undergraduate university work.

COURSE NUMBER CHANGE

College:	COLA
Department:	CMM
Current Course Number/Title:	CMM 520 Communication & Conflict
New Course Number:	CMM 620
Rationale:	This change will more accurately reflect the level and rigor at which the course is currently being taught. It will also provide an additional course option at the 600 level for our own and other departments' graduate students.
Catalog Description:	An exploration of the theory, research, and practice of communication in understanding and negotiating interpersonal conflict.
Credit hours:	3
Contact:	Cam Brammer 6-2801

COURSE NUMBER CHANGE

College: COLA  
 Department: CMM  
 Current Course Number/Title: CMM 574 Interpersonal Health Comm  
 New Course Number: CMM 670  
 Rationale: This change will more accurately reflect the level and rigor at which the course is currently being taught. It will also provide an additional course option at the 600 level for our own and other departments' graduate students.  
 Catalog Description: Investigates communication in establishing effective interactions between health providers, patients, and families. Explores theories and findings in relationship development, decision making, intercultural communication, social support, advocacy, and family relationships.  
 Credit hours: 3

**COURSE NUMBER CHANGE**

College: COLA  
 Department: CMM  
 Current Course Number/Title: CMM 577 Health Comm Campaigns  
 New Course Number: CMM 671  
 Rationale: This change will more accurately reflect the level and rigor at which the course is currently being taught. It will also provide an additional course option at the 600 level for our own and other departments' graduate students.  
 Catalog Description: Examines communication processes that influence human behavior and public policy through health promotion campaigns, including theories and practices of health behavior change and designing, implementing, and evaluating health communication interventions.  
 Credit hours: 3

College: COEPD  
 Department: Leadership Studies  
**COURSE TITLE CHANGE**  
 Old Course Number and Title: LS 645 - Community Relations in the Public Sector  
 New Course Number and Title: LS 645 - Community Collaborative Planning & Management  
 Rationale: An opportunity to broaden the scope of the course  
**COURSE DESCRIPTION CHANGE**  
 Rationale. Provides opportunity to broaden the scope of the course  
 Course description (old) This course provides students the opportunity to study the concept of community, to examine relationship patterns, to explore the possibilities for combining the resources of the agency/institution and community in the interest of achieving the unit's mission and to evaluate communication strategies designed to enhance the relationship  
 Course Description (new): This course is designed to provide students with the knowledge and tools to assess the effectiveness and management of non-profit and public agencies. Subjects to be examined include the important area of collaboration among federal, state local agencies, business, and community organizations. utilizing net-to solve complex issues, and understanding the emerging field of social entrepreneurship.

**ACADEMIC PLANNING COMMITTEE ITEMS FOR 3-28-14 GRADUATE COUNCIL MEETING**

## Attachment 5:

### PROPOSED POLICY REVISIONS

#### **REVISION ONE: Change in Workflow for Credentialing Graduate Faculty in *Redbook* (Proposed by Dean Pittenger)**

- 1) During the first week of the semester, the Graduate Dean sends to each academic dean the list of faculty whose appointment in the Graduate College will end during the academic year.
- 2) The academic deans then request the new and returning faculty to submit the cover sheet, proper application form for type of appointment, and current vitae for review and approval.
- 3) The academic dean will direct his or her staff to enter into the *Redbook* the necessary information for faculty who have applied for graduate status and remove those faculty who have retired or resigned. The staff will also upload the vitae and application materials in the PDF format to *Redbook*.
- 4) The Graduate Council and President will follow the normal procedures for approving the appointments.
- 5) When the approval is granted, the dates for the appointment will begin on the first day of the semester approval was granted and end on the same day for the year the person's term ends. For example, if a faculty is granted a three year term during the fall term, the appointment would be listed as running from August 17, 2013 through August 17, 2016. For a spring term appointment, the dates would be January 15, 2014 through January 15, 2017.
- 6) Ad hoc appointments can be granted on a need basis and listed for one semester.
- 7) When the Graduate Council subcommittee reviews the faculty credentials, they will be able to access the materials using *Redbook* as it will present the applicant's official materials.

#### **REVISION TWO: Revision of Dismissal – Good Standing Sections of Graduate Catalog (Proposed by Dean Pittenger)**

I recommend the following changes be made to the current section of the catalog describing dismissal and good standing. These revisions have several benefits. First, I think it best to present the student's standing in the positive – he or she is in good standing – with a clear statement of those conditions that threaten this classification. The second goal is to list in one place those general conditions, which apply to all graduate students, that can lead to dismissal from a program.

I also recommend that those programs that have additional requirements (e.g., higher GPA, specific grades for courses, adherence to published ethical guidelines, or other expectations) list those requirements in the program description under the heading, "Good Standing." More specifically, I recommend that Graduate Council request the faculty of each program examine the program's requirements for good standing to determine if a change is

required and, if so, submit a catalog change using the example below as an editorial template.

**Current Text:**

**Dismissal from Program**

Only grades of A B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any Plan of Study. Particular programs may require higher performance than C in certain courses.

Exclusively, all courses completed after admission to the current degree program, along with any previous Marshall University coursework to be counted toward the current degree (should be in the student's Plan of Study), will be used to calculate the student's GPA—no other courses will be included in the GPA.

A graduate student is required to maintain a minimum cumulative GPA of 3.0 for this coursework. If, upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be subject to dismissal from the program. See Grade Point Average and Other Requirements for Graduation for more information.

**Grade Point Average Requirements – Good Standing**

Grades on coursework may not average lower than 3.0 at any time in the program. All grades of C or less are counted in computing the GPA, but no more than six hours of C and no grades below C may be applied toward a graduate degree. Individual degree programs may have more stringent requirements, so refer to your degree program for information.

A graduate student is required to maintain a minimum cumulative GPA of 3.0 for this coursework. If, upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be subject to dismissal from the program.

**Proposed Revision**

**Dismissal from Program**

A graduate student who is not in good standing owing to insufficient GPA, failure to meet published program specific expectations, or for matters relate to academic dishonesty may be dismissed from the program.

**Good Standing: GPA Requirements, Academic Dishonesty, and Grounds for Dismissal from Program**

This section defines the general requirements for students to remain in good standing in their degree program, Masters' or Doctoral. Students should consult the description of their degree program published in this catalog as some programs have additional requirements for students to maintain good standing.

Only grades of A, B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any Plan of Study. Particular programs may require higher performance than C in certain courses.

Exclusively, all courses completed after admission to the current degree program, along with any previous Marshall University coursework to be counted toward the current degree (should be in the student's Plan of Study), will be used to calculate the student's GPA—no other courses will be included in the GPA (see *Grade Point Average Defined* and *Grades and Quality Points*).

A graduate student is required to maintain a minimum cumulative GPA of 3.0 for this coursework. Grades on coursework may not average lower than 3.0 at any time in the program. All grades of C or less are counted in computing the GPA, but no more than six hours of C and no grades below C may be applied toward a graduate degree. Individual degree programs may have more stringent requirements, so refer to your degree program for information. If, upon the completion of 12 hours or thereafter, a degree student's GPA is less than 3.0, the student may be subject to dismissal from the program.

Charges of Academic Dishonesty may lead to dismissal from an academic program, academic probation for up to one year, academic suspension for up to one year, or dismissal from the university.

Situations may arise which cause the student's supervising faculty, in consultation with the department chair or college dean, to require specific actions that will allow the student to return to good standing, complete the degree in a timely manner, or both. The cause for and the required actions, and dates for completing the actions, will be documented by the student's supervising faculty and presented to the student for acceptance.

Department Specific Language – Optional for those departments that have additional requirements of their students. As noted above, some programs impose additional standards for good standing. I recommend that these additional standards be presented in the program description using the heading, Good Standing. The following is an example of how a department might present its standards.

### **Good Standing**

In addition to the requirements listed in the Graduate College's standards for Good Standing, a student pursuing a degree in <Program Name> will:

- 1) Maintain a GPA of no less than 3.25,
- 2) earn no more than two grades of C or lower in any graduate course,
- 3) adhere to the ethical guidelines presented in the <name of organization's published ethical principles>, and
- 4) earn a score of X or greater on the <name of test>.

**REVISION THREE: Editorial Standard for Graduate Catalog (Proposed by Dean Pittenger)**

Different options were considered with the following being the preference of the Academic Planning Cmt.

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**OPTION I:**

Format:

Department Identifier 1" right justified tab  
 Course Number 1 3/8" right justified tab  
 Course Title 1 5/8" left justified tab

**GIScience electives**

BSC/PS	510	Remote Sensing with GIS Applications
BSC/PS	511	Digital Image Processing and GIS Modeling
GEO	529	Intermediate GIS – Vector Analysis
GEO	530	Intermediate GIS – Raster Analysis
GEO	531	Principles of Remote Sensing and Photogrammetry
GEO	532	Enterprise GIS
GEO	533	GPS and Mobile Geospatial Technologies
GEO	631	Advanced GIS Projects
GEO	690	Internship (Must be GIScience approved in advance)
IS	645	Geographic Information Systems
PLS	533	GIS and Remote Sensing in Natural Resource Management

Special Topics courses as approved by the GIScience Advisory Board

**REVISION FOUR: Changing Majors (Proposed by Dean Pittenger)**

Several departments offer both the MA and MS degrees. Cases arise where a student in one degree program wishes to change to the other program within the department. Under the current policy, the student must reapply to the department for admission into the alternate degree. Hence the student needs to pay the \$40 admission fee and resubmit all the necessary materials. The file must then be reviewed by the department for admissions. This intradepartmental re-admission may be unnecessary as the admissions requirements are identical and the student has the consent of the department to make the change.

A simple accommodation would be to allow the Graduate College to use the "Change of Major" form to allow students to effect an intradepartmental change of degree program without having to seek formal admission into the degree program.

**REVISION FIVE: Revision of Thesis Section of Graduate Catalog (Proposal by Dean Pittenger)**

I recommend the following changes be made to the current section of the catalog describing the thesis. The following is the current text with strikethrough recommending removal of text and bold italics representing addition.

Degree program graduate students may elect the thesis option for the number of credits allowed by each program. The thesis advisor and student are guided by departmental requirements and the student's needs and interests in determining whether he/she is to write a thesis. ~~Students who will profit more by doing additional coursework in lieu of a thesis must earn at least 36 course hours of credit in most programs.~~

When a student decides to prepare a thesis, written notice and approval must be obtained. Notification of approval will come from the appropriate program director, program coordinator, or dean after review and acceptance of a prospectus by the advisor and a thesis committee. The committee should have the same composition as the examining committee for the comprehensive assessment.

- Students graduating with a thesis must register for a cumulative minimum of 3 credit hours of thesis. The maximum amount of credit that may be earned for the thesis is 6 hours for all departments except biology and chemistry. Research and thesis in those two fields are permitted to a maximum of 12 hours. Students in departments other than chemistry register for thesis 681. Chemistry majors register for research 682. The student continues to register for thesis 681 or research 682, as appropriate, and pay tuition for the number of hours per semester as agreed to between the student and the thesis advisor.
- The thesis advisor reports a mark of PR (progress) for satisfactory work at the end of each term or semester for which the student is registered with the total amount of credit to be allowed.
- The thesis must be prepared according to the instructions provided at the Graduate College website, [www.marshall.edu/graduate/current-students/pdf](http://www.marshall.edu/graduate/current-students/pdf), or according to the guidelines (available in the department), which have been approved by the Graduate Dean.
- When the thesis is completed, it is submitted to the advisor and thesis committee for tentative approval. The candidate must then give a presentation open to the academic community based upon the results of the thesis and give a satisfactory defense of the thesis before his/her thesis committee. Upon successful defense of the thesis, the advisor with the concurrence of the committee assigns a grade which applies to all hours earned for the thesis.
- The advisor may report a final grade of F at the end of any semester or term when in his/her opinion, because of irregular reports or unsatisfactory progress, the student should not be permitted to continue to register for research.
- The mark of PR (progress) may be used to indicate progress on a thesis, dissertation, or in select research courses.
- A thesis or dissertation approved by a student's committee must be submitted electronically. Full instructions for electronic theses and dissertations (ETD's) are located at: [www.marshall.edu/graduate/current-students/edt](http://www.marshall.edu/graduate/current-students/edt).
- Submission of the thesis must occur by the dates printed in the academic calendar of the term in which the student intends to graduate. If the student fails to meet these



dates, the Graduate Dean may postpone the student's graduation until the end of the following term.

- The Graduate Dean will review the submitted thesis for style and format; students may be required to make modifications prior to final approval by the Graduate Dean.

- ***The Student will revise and resubmit electronically his or her thesis following the editorial guidance of the thesis committee and the Graduate Dean. Upon resubmitting the revised thesis the student will complete and submit the ETD Final Submission Form***

- (<http://www.marshall.edu/graduate/files/2013/05/ETDfinalsubmissionform.pdf>) which will be signed by the chair of the thesis committee verifying that all requested modifications were completed.***

#### INFORMATIONAL ITEMS REQUESTED BY GRADUATE COUNCIL

The following two items are informational items supplied by Dean Pittenger in response to requests from Council members:

##### **ITEM ONE:** Thesis/Dissertation Form

On two occasions there has been a concern that a thesis or dissertation form has somehow been altered/invented in conflict with the Counsel's assent. The form is most likely the one needed for the electronic submission of the thesis/dissertation (see:

<http://www.marshall.edu/graduate/files/2013/05/ETDfinalsubmissionform.pdf>).

As you know, all thesis and dissertations are submitted to a national electronic archive through which scholars may search and retrieve graduate research projects. At Marshall University, when a student successfully defends the thesis or dissertation project, he or she may submit the work online. Before submitting the work on line, the student may be required to correct matters of substance as well as errors in disciplinary editorial style, grammar and spelling, and other matters of presentation. The graduate student then makes the necessary changes and submits or resubmits the final version of the paper.

The Graduate Dean uses this signature form as affirmation from the chair of the student's thesis/dissertation committee that the final version of the document has been submitted. With this affirmation, the Graduate Dean authenticates the student's work for permanent entry into the archive. I believe Dr. Spindel worked with Graduate Council during the changes to the national archive's procedures.

##### **ITEM TWO:**

During the October meeting of the Graduate Council, there appeared to be some confusion regarding the origins and administration of the 3-hour tuition waiver made available to current graduate students, who are not currently receiving a tuition waiver, and Marshall employees; and that the program was not operating with the approval of the Graduate Council. The following is a brief history of the waiver benefit and its administration. Much of

this information comes from conversations I had with Drs. Deutsch and Spindel, and a review of a procedures manual Dr. Spindel prepared for me.

This program has existed for many decades (records in my office date back to 2001, however the program began in the 1960s) as the State allows 5% of full time equivalent enrollments to receive a discount on tuition. This waiver was provided at the South Charleston campus when it was a part of COGS. The University also provides the tuition waiver for faculty and staff as a benefit for its employees. The budget for both waiver options are an administrative program that is outside the Graduate College's budget. The Graduate College Dean's office provides the administrative oversight in the review and delivery of the benefits. Both former deans assure me that the current practice for awarding the waivers represents the review and advice of the Graduate Council.

The following table presents a summary of waiver distributions for the Fall 2013 semester. As you will read, the College granted awards to 56 Marshall University faculty and staff and 124 graduate students who are not currently receiving a tuition benefit. The costs of the waiver are not listed for faculty as the waiver is considered an employee benefit. Faculty and staff receive a full waiver of tuition. The waivers allocated to students comes from the funds I noted previously. You will see that the benefit was distributed widely throughout the many graduate programs on both the Huntington and South Charleston campuses.

As the program has been in place for many decades and as the benefit has been publicized each semester by both my predecessors, I am unable to explain how faculty would not be aware of this affordance provided students and University employees. My motivation for sending the announcement to all the Graduate College program coordinators was to ensure that all eligible graduate students were aware of this program and had sufficient time to apply for the support.

## **ATTACHMENT 5 ADDENDUM (4/30/2014)**

Dear Dr. Christofero,

In a previous note regarding the issuance of tuition waivers to students and staff, I focused primarily on the concern that one member of the Graduate Council was not aware of the benefit and its administration. Although my note offered a cursory history – as relayed by former deans – a more detailed account of benefit is warranted. Please consider the following.

As Dr. Deutsch relayed to me, the granting of tuition waivers was regulated by State Code. That regulation no longer exists. Beginning in the 2008-2009 academic year, the University implemented a number of changes to the waiver process. These include:

1. The budgeted waiver amount for Marshall employees was established with the 2009-10 expenditure of approximately \$170,000, although the actual utilization does not reach that level.
2. The practice of providing a special fee waiver preference for employees of other higher education institutions ceased after 2009-10 and those waiver amounts were reallocated to fund the initial cost of the employee dependent tuition assistance benefit (about \$98,000). These employees of other institutions are still considered for waivers provided to the general graduate student population.
3. The amount used for "merit" waivers for the general graduate student population was approximately \$518,000 in 2007-08, and the budget for subsequent years has been reduced by 15% to 20% of the previous year's budget each year to \$174,640 for the current year.
4. The Huntington and South Charleston campuses had separate budgets for waivers. Those budgets were combined in 2011-12, and managed centrally by the Graduate College.
5. The selection criteria were modified to ensure that the same students were not always receiving the waivers and benefitting from a significantly-reduced cost of education to the exclusion of other graduate students. Students can no longer receive the waivers in consecutive semesters.

I hope that these points will provide the members of the Graduate Council a more robust review of this student and employee benefit.

With regards,

David J. Pittenger, Ph.D.  
Interim Associate Vice President for Outreach and Continuing Studies  
Interim Dean of the Graduate College  
Marshall University  
113 Old Main  
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<b>Student's Program of Study</b>	<b>Waiver Type</b>	<b>n</b>	<b>Total Waiver</b>
Cult and Technical Ed	MU Employee	5	
	Student	7	\$5,250
Appalachian Studies	MU Employee	1	
Biomedical Sciences	MU Employee	1	
COE Post-Baccalaureate	MU Employee	1	
Communication Studies	MU Employee	1	
Counseling	MU Employee	4	
	Student	6	\$4,500
Curriculum and Instruction	MU Employee	5	
	Student	8	\$6,000
Dietetics	Student	1	\$750
Education Specialist	MU Employee	4	
	Student	1	\$750
Engineering	Student	2	\$1,500
English	Student	1	\$750
Environmental Science	MU Employee	1	
	Student	3	\$2,250
Family Nurse Practitioner	Student	1	\$750
FNP Certificate	Student	2	\$1,500
Grad Cert Mgmt Four	MU Employee	1	
Health Care Administration	MU Employee	1	
	Student	2	\$1,500
History	MU Employee	1	
Human Resource Mgmt	MU Employee	1	
Humanities	MU Employee	2	
Information Systems	MU Employee	4	
Journalism	Student	3	\$2,250
Leadership Studies	MU Employee	15	
	Student	19	\$14,250
College of Business	Student	2	\$1,500
	MU Employee	3	
Nursing	Student	22	\$16,500
Political Science	Student	2	\$1,500
Post-Bac Teacher Cert	Student	1	\$750
Psychology	MU Employee	1	
	Student	2	\$1,500
Reading Education	Student	11	\$8,250
Safety	Student	1	\$750
School Principalship	Student	2	\$1,500
School Psychology	Student	1	\$750
Secondary Education	Student	1	\$750
Special Education	MU Employee	1	
	Student	10	\$7,500
Teaching MAT	Student	9	\$6,750
Technology Management	MU Employee	3	
	Student	4	\$3,000
Totals	MU Employee	56	
	Student	124	\$93,000