

4-27-2018

# The Minutes of the Marshall University Graduate Council Meeting, April 27, 2018

Marshall University Graduate Council

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## Graduate Council

### MEMORANDUM

To: **Dr. Jerome Gilbert- President** **C/**

From: Dr. Tracy Christoforo - Chair, Graduate Council

Date: May 7, 2018

Subject: **Approval of Graduate Council Minutes: April 27, 2018**

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

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

Minutes approved \_\_\_\_\_  
  
Dr. Jerome Gilbert  
President Marshall University

\_\_\_\_\_ 5-14-18  
Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Tracy Christoforo, Chair, Graduate Council, [christofero@marshall.edu](mailto:christofero@marshall.edu)  
Dr. Cam Brammer, Secretary, Graduate Council, [brammer@marshall.edu](mailto:brammer@marshall.edu)  
Dr. David Pittenger, Dean, Graduate College, [pittenger@marshall.edu](mailto:pittenger@marshall.edu)  
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, [brook@marshall.edu](mailto:brook@marshall.edu)  
Dr. Tammy Johnson, Exec. Director of Admissions, [johnson73@marshall.edu](mailto:johnson73@marshall.edu) Dr.  
Sonja Cantrell, Registrar, [cantrell@marshall.edu](mailto:cantrell@marshall.edu)  
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Ms. Sandee Lloyd, Graduate Dean's Office, [lloyd@marshall.edu](mailto:lloyd@marshall.edu)  
Mr. Adam Russell, Office of Academic Affairs, [russell58@marshall.edu](mailto:russell58@marshall.edu)

## MU Graduate Council Meeting Minutes - April 27, 2018 South Charleston campus -Thomas Boardroom

**Members:**

**Members Present:** Allen, Botes, Brammer, Campbell, Christofero, DeBruin, Howard, Lanham, Larsen, Sutphin

**Members Absent:** Blough, Davis, Heaton, Lawrence, Muellerleile, Sollars

**Ex-Officio Members Present:**

**Ex-Officio Members Absent:** Eagle, Ormiston, Pittenger

**Visitors:** Anne Axel, COS

**New Council Members Present:** Lucas-Adkins, McGee

**New Council Members Absent:** Beard, Thompson, Wait

### Agenda

Name	Agenda item
Christofero	Welcome and Introduction of New Members (Attachment 1)
Brammer	Approval of Previous Meeting Minutes (Attachment 2)
Christofero	Graduate Faculty Status Candidates (Attachment 3)
DeBruin	Academic Planning Committee (Attachments 4)
Howard	Curriculum Committee (Attachment 5)
Lanham	Credentialing Committee
Allen	Program Review
Pittenger	Appeal Process Narrative (Attachment 6)
Christofero	Other Business - Thank You to Departing Members and Welcome to New - By-Laws (Attachment 7) - Nominations and Election of New Officers

**Please reserve this meeting date for the 2018-19 Academic Year:**

- August 31, 2018 - Huntington - John Spotts Room (Internal Business Only)
- September 28, 2018 - South Charleston Thomas Boardroom (1<sup>st</sup> Working Mtg)
- October 26, 2018 - Huntington John Spotts Room
- November 30, 2018 - South Charleston Thomas Boardroom
- January 25, 2019 - Huntington John Spotts Room
- February 22, 2019 - South Charleston Thomas Boardroom
- March 22, 2019 - Huntington John Spotts Room
- April 26, 2019 - South Charleston Thomas Boardroom

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

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

**MINUTES OF THE PREVIOUS MEETING (See Attachment 2)**

**APPROVED**

**GRADUATE FACULTY CANDIDATES (See Attachment 3)**

**APPROVED**

**ACADEMIC PLANNING COMMITTEE (See Attachment 4)**

**APPROVED with Exception**

**COEPD**

**Department: Elementary and Secondary Education**

Type of Change Request: Non-curricular

Degree Program: MA in Education

Effective Date: Fall 2018

Motion to Withdraw/Second **APPROVED**

The request for a Graduate Certificate in Community-Based Learning and Research submitted through the Center for Teaching and Learning was tabled at the March, 2018 meeting of the Graduate Council. The request was returned to Dr. Damien Arthur with a request that he review the plans with Dr. Eric Lassiter in the Graduate Humanities Program and that the CBLR certificate be anchored in the traditional academic structure of a college or academic department. The request was not answered; therefore, the Tabled Item was deleted.

**CURRICULUM COMMITTEE**

(See Attachment 5)

**APPROVED**

**CREDENTIALING COMMITTEE PROGRAM REVIEW**

All Colleges have been reviewed.

All programs reviewed approved by Board of Governors

**ANNUAL APPEALS PROCESS APPROVED**

(See Attachment 6)

Dean Pittenger edited the Graduate Catalog's statement regarding the "Principles and Best Practices for Appeals of Academic Dishonesty, Dismissal from a Program, or Both"

**GRADUATE COUNCIL BYLAWS**

(See Attachment 7)

**APPROVED**

New officers could not be elected because there was not a quorum of new members.  
Motion to hold a Special Graduate Council Meeting on Wednesday, May 2, 2018 at 2  
PM for the purpose of electing officers. **APPROVED**

**Meeting Adjourned at 2:30 PM**

**Attachment 1**  
 Graduate Council Membership 2018-2020  
 GRADUATE COUNCIL MEMBERSHIP

Phone	Name/email	College	Term Expires
<b>CHAIR</b>			
<b>VICE-CHAIR</b>			
<b>SECRETARY</b>			
<b>MEMBERS</b>			
8958	Allen, Tina (allenti@marshall.edu)	COEPD	2022
2781	Beard, Keith (beard@marshall.edu)	COLA	2022
	Blough, Eric (blough@marshall.edu)	SOP	2020
	Campbell, Beth (campbelle@marshall.edu)	At-Large	2020
5614	Davis, Scott (davis1090@marshall.edu)	COHP	2020
2026	Heaton, Lisa (heaton@marshall.edu)	At-Large	2020
2076	Howard, Lori (howardl@marshall.edu)	At-Large	2022
2666	Lanham, Susan (lanham53@marshall.edu)	COB	2020
3040	Lawrence, Bonnie (lawrence@marshall.edu)	COS	2020
1937	Lucas-Adkins, Conrae (adkins26@marshall.edu)	At-Large	2022
	McGhee, Jessica (mcghee23@live.marshall.edu)	Student Rep	2019
	TBD - May 3rd	FS Chair	2020
7357	Sollars, Vincent (sollars@marshall.edu)	SOM	2020
6611	Thompson, Lori (thompson39@marshall.edu)	Library	2022
	Vauth, Henning (vauth@marshall.edu)	COAM	2020
<b>5444</b>	Wait, Isaac (isaac.wait@marshall.edu)	CITE	2022
<b>EX-OFFICIO, NON-VOTING MEMBERS</b>			
4748	Maher, John (maherj@marshall.edu)	VP Research	
	TBD	Provost	
2818	Pittenger, David (pittenger@marshall.edu)	Graduate	
		Dean	

**Attachment 2**  
**MU Graduate Council PREVIOUS Meeting - March 30, 2018**  
**Huntington Campus - John Spotts Room**

**Members:**

**Members Present:** Allen, Blough, Bates, Brammer, Campbell, Christofero, Davis, DeBruin, Howard, Lanham, Larsen, Lawrence, Muellerleile, Sutphin

**Members Absent:** Heaton, Lawrence, Sollars

**Ex-Officio Members Present:** Pittenger

**Ex-Officio Members Absent:** Eagle, Ormiston

**Visitors:** Kelli Williams, Dietetics; Janet Doolley, CAM; Allyson Goodman, CAM

**Agenda**

Name	Agenda item
Christofero	Welcome
Brammer	Approval of previousmeeting Minutes (Attachment 1)
Christofero	Graduate faculty status candidates (Attachment 2)
DeBruin	Academic Planning Committee (Attachment 3)
Lawrence	Curriculum Committee (Attachment 4)
Lanham	Credentialing Committee
Allen	Program Review
Christofero	Other Business

Please reserve this meeting date:

April 27, 2018 - South Charleston Thomas Boardroom

**The meeting was called to order at 1:03 PM.**

Minutes of the February 23, 2018 Graduate Council Meeting **APPROVED**

Graduate Faculty Status Candidates **APPROVED**  
with Editorial Change of date to 20/21 for SOM, as their terms are 3 vs 5 yrs

**ACADEMIC PLANNING COMMITTEE** **APPROVED**

with exception of:

**Department: Center for Teaching and Learning TABLED**

Name of Certificate: Community-Based Learning and Research

Credit Hours: 15 hours

Type of Change: Addition

Rationale: Students will become active, transformative learners and researchers in their communities as part of their required coursework. It will also increase the number of students in classes currently being offered in the Graduate College as well as increase the number of courses designated as Community-Based Learning throughout all graduate programs.

Effective Date: Fall 2018

Tabled because all courses must be housed in a degree-granting college. Nat DeBruin will contact the requesters.

## **CURRICULUM COMMITTEE**

APPROVED

With the exception of the following: Special Topics in Statistics  
STA 691,692,693, 581,582,583

Not approved because Dean Pittenger advised multiple special topics courses could be a loophole to avoid only teaching a course as a special topic twice. After that, courses must go through the official course addition request procedure through Graduate Council.

Independent Study in Mathematics  
STA 586, 587, 588

Not approved because multiple independent study numbers are not needed, as students could enroll in different sections of the same course if needed.

## **CREDENTIALING COMMITTEE**

Dr. Lanham reported all colleges had been reviewed and are up to date. Dr. Lanham will make the Graduate Award for Outstanding Graduate Advisor at the Spring Awards Ceremony.

## **PROGRAM REVIEW COMMITTEE**

Dr. Allen reported all reports were completed. Dr. Brammer reported that the Board of Governors recommended continuation of all programs reviewed.

## **OTHER BUSINESS:**

Chair Christofero reported that an email was sent to all graduate students soliciting nominations for the 2019-19 student representative on Graduate Council. Dr. Christofero also advised that she and Dr. Brammer were rolling off Graduate Council after 8 years serving and that new officers will be elected by the new Council members at the April meeting.

**MEETING ADJOURNED 2:15 PM**



### Attachment 3 Graduate Faculty Status Requests

Type	Faculty Member	College/ School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Esmailpour, Mehdi	CITE	Weisberg Division of Engineering	Graduate	1/8/2018	5/5/2023
Add	Kevin, LeGrand	CITE	Applied Science and Technology	Associate	1/8/2018	5/7/2021
Add	Masaud, Tarek	CITE	Weisberg Division of Engineering	Graduate	1/8/2018	5/5/2023
Add	Sardahi, Yousef	CITE	Weisberg Division of Engineering	Graduate	1/8/2018	5/5/2023
Add	Youn, Sungmin	CITE	Weisberg Division of Engineering	Graduate	1/8/2018	5/5/2023
Edit	McIntosh, James	CITE	Applied Science & Technology	Graduate	1/8/2018	5/5/2023
Edit	Wahjudi, Paulus	CITE	Computer Science	Graduate	1/8/2018	5/5/2023
Edit	Zhu, Guo-Zhang	<b>SOM</b>	Biomedical Sciences	SOM	1/8/2018	5/7/2021

## **Attachment 4**

### **Academic Planning Requests**

URL is for Full Academic Planning Requests available at <http://www.marshall.edu/graduate-council/upcoming-proposals/>

#### **CITE**

#### **Department: Weisberg Division of Computer Science**

Intent to Plan; New Major or Degree: Masters of Science in Cybersecurity

Credit Hours: 30 Credit Hours

Type of Change: Addition

Rationale: After the security breach associated with more than one billion Yahoo user accounts in 2013, another 500 million Yahoo user accounts were stolen in 2016. Then, Yahoo, the giant web services provider, was hacked again in 2017. We have seen a huge increase in cyber-related incidents, including big data breaches, physical infrastructure tampering, ransomware, among others. As cybersecurity continues to be a primary challenge, the market and need of cybersecurity professionals are growing at an astonishing rate. Forbes reported that the burgeoning cybersecurity market is expected to grow from \$75 billion in 2015 to \$170 billion by 2020. A report from Cisco puts the global figure at one million cybersecurity job openings. According to the Bureau of Labor Statistics, there are currently more than 200,000 unfilled cybersecurity positions in US alone and the rate of growth for jobs is projected at 37 percent from 2012-2022, much faster than the average (7 percent) for all other occupations. At this rate, the United States is on pace to hit a half-million or more unfilled cybersecurity positions by 2021. It is clear that there is a strong need and job market for cybersecurity professions, locally, nationally and internationally and the proposed M.S in Cybersecurity degree program is very timely. The M.S. in Cybersecurity degree program will adequately produce graduates who will fill the workforce needs in this rapidly-growing field. The proposed program is a viable low-cost program that will significantly result in increasing the enrollment and producing more tuition and program/lab fees. Along with the B.S. in Computer and Information Security program proposed recently by the Weisberg Division of Computer Science, the proposed program will educate students to better understand, prevent, mitigate and respond to cybersecurity threats. The M.S. in Cybersecurity program will also strengthen existing programs at Marshall University. Closely-related programs will greatly benefit from the addition of the M.S. in Cybersecurity degree program as this new program will create exciting and productive new paths for education and research for students in existing Marshall University undergraduate and graduate degree and certificate programs in Computer Science, Information System, Technology Management, Digital Forensics and Information Assurance, Electrical and Computer Engineering, Management Information Systems, and Criminal Justice.

## **COEPD**

### **Department: Elementary and Secondary Education**

Type of Change Request: Non-curricular

Degree Program: MA in Education

Effective Date: Fall 2018

Rationale: Over the years, the Elementary and Secondary Education Program and its faculty have become increasingly involved in the EdD in Curriculum and Instruction, and in the creation and delivery of teacher Professional Development opportunities. Although the name, "Elementary and Secondary Education" still describes some of what we do, it no longer describes all of what we do. For this reason, program faculty would like to change the name of the program to "Curriculum and Instruction," which better reflects the totality of our work and offerings.

### **Department: School Psychology**

Type of Change Request: Change in Degree Requirements; SPSY740-School Psychology Practicum III - no longer

required. Total required credit hours change from 42 hours to 39 hours.

Degree Program: Ed.S.

Effective Date: Fall 2018

Rationale: Our students in School Psychology currently have three practicums in addition to a 1200 hour internship. With improvements to our Practicum I and Practicum II coursework, the Practicum III course is not needed. Also the closure of the Summer Enrichment Program has affected the program's ability to have Practicum III in its current form. In the summer the students will instead focus on the completion of their program evaluation or thesis.

### **Department: School Psychology**

Type of Change Request: Non-Curricular Change; Change in Catalog

Degree Program: Ed.S.

Effective Date: Summer 2018

Rationale: Clarify 2-C [grade of C in course-work] rule for EdS in School Psychology

### **Department: Doctoral Programs in Education**

Type of Change Request: Change - Eliminate EDF 719

Degree Program: EdD in Curriculum and Instruction

Effective Date: Fall 2018

Rationale: In Fall 2015, the Leadership Studies and Curriculum and Instruction EdD programs revised curricula to reflect contemporary disciplinary trends and student needs; to address declining enrollment; and to situate Marshall University in a more competitive position in the market for terminal degree offerings. Faculty in the C&I EdD program now propose eliminating EDF 719: Introduction to Doctoral Studies, a one credit course students previously took during their first fall semester: first, because faculty have created a Blackboard Organization to house all content previously provided in EDF 719 (which will remain available to students throughout their doctoral careers); and second, in light of tuition trends, eliminating the one credit course will improve affordability.

## **COHP**

### **Department: Public Health**

Type of Change Request: Delete the GRE or Equivalent exam as a requirement for admission into the program .

Degree Program: Masters in Public Health

Effective Date : Summer 2018

Rationale: We have determined that applicant's GRE score or equivalent Exam (MCAT,PCAT) does not determine the applicant's success in completing the MPH program.

## **COS**

### **Department: Biological Sciences**

Type of Change Request: Non-curricular Catalog Change

Degree Program: MS and MA in Biological Sciences

Effective Date: Fall 2018

Synopsis of changes: Editorial changes in the Program Description that improve the description. Revised description of the GRE score requirements for applicant admission requirements. New wording for method to apply for Graduate Teaching and Research assistantships.

### **Department: Biological Sciences**

Area of Emphasis Title: Watershed Resource Science

Credit Hours: M.S., 36 hours; M.A., 32 hours (no change in credit hours)

Type of Change Request: Deletion of an Area of Emphasis

Effective Date: Fall 2018

Rationale: Instead of using Areas of Emphasis, the Department prefers to have the student, advisor, and committee work together to develop a personalized Plan of Study tailored to each student's thesis and career goals.

### **Department: Biological Sciences**

Area of Emphasis Title: Organismal, Evolutionary, and Ecological Biology

Credit Hours: M.S., 36 hours; M.A., 32 hours (no change in credit hours)

Type of Change Request: Deletion of an Area of Emphasis

Effective Date: Fall 2018

Rationale: The Area of Emphasis is redundant. It is so broad that it is essentially the same as the Biological Sciences major. The Area of Emphasis is not distinct from the major itself.

### **Department: Biological Sciences**

Major or Degree: Biological Sciences, M.S. and M.A.

Type of Change: Change

Effective Date: Fall 2018

Rationale:

1. We are reducing our graduate seminar requirements (but maintaining same number of total hours required for graduation) from 6 to 3 credits so that students may fulfill their

600-level graduate course requirement with a greater diversity of coursework.

Specifically, we are making the following seminar requirement changes:

- 1 a. Removing requirement to take BSC 661.
- 1 b. Removing requirement to take BSC 662 twice (but maintaining the requirement to take BSC 662 one time).
2. To avoid confusion, we would like to rename the current Seminar I (661) to Topics in Biological Sciences so that our required seminars (660 and 662 may be named Seminar I and Seminar 11). The course catalog description will remain as is.

## **SOM**

### **Department: Biomedical Research**

Type of Change Request: Non-curricular catalog change

Degree Program: M.S. and Ph.D.

Effective date: Summer 2018

Rationale: There are several changes to the catalog that have been approved previously by Graduate Council over the last few months. The name of the program was changed from Biomedical Sciences (BMS) to Biomedical Research (BMR). Areas of Emphasis were added. Application deadlines were changed. Course alpha designators were changed. This form combines all of these changes into one document and corrects errors in the previous catalog description.

## **Graduate College**

Type of Change Request: Non-curricular changes to policies section of the Graduate Catalog

Effective Date: Fall 2018

Rationale: The appeals process for final grades and for disciplinary action need to be revised to offer a more clear and concise set of instructions for students and faculty to follow. Also, the changes to the process represent the common practices of the dean and members of the Graduate Council.

Although the Graduate College does not have policies for other forms of appeal, the University does. As such, it is prudent and useful to outline these potential remedies in the Graduate Catalog.

## **Other Business before the Committee:**

The request for a Graduate Certificate in Community-Based Learning and Research submitted through the Center for Teaching and Learning was tabled at the March, 2018 meeting of the Graduate Council. The request was returned to Dr. Damien Arthur with a request that he review the plans with Dr. Eric Lassiter in the Graduate Humanities Program and that the CBLR certificate be anchored in the traditional academic structure of a college or academic department.

## Attachment 5 Curriculum Requests

URL is for Full Curriculum Requests available at <http://www.marshall.edu/graduate-council1/upcoming-proposals/>

### College of Business

Course Changes (1)

Course Chge: Alpha Designator

Department: Marketing, MIS

# / Title {old}: MGT 680 / Entrepreneurship

# / Title (New): ENT 680 / Entrepreneurship

Rationale: The Management, Marketing and MIS Division, which housed the Entrepreneurship program, has been partitioned into two divisions - 1 Management and 2 - Marketing and MIS and Entrepreneurship. In the negotiations that took place to determine how the Division would be divided, it was agreed that the Entrepreneurship major would become part of the Marketing/MIS area, that the Entrepreneurship faculty would move to the MKT/MIS area and that MGT 680 (Entrepreneurship) would move to a ENT designation. The details of the split were approved by then Dean Chen and forwarded to the Provost, who subsequently approved. The split became official Summer 2017.

Catalog

Description: The management of small business emphasizes how they are started and financed, how they produce and market their products and services and how they manage their human resources. (PR: GSM Admission).

### College of Education and Professional Development

Course Changes (1)

Course Chge: Catalog Title and Catalog Description

Department: Counseling

# / Title: COUN 654 / Ecology of Domestic Violence

Old Title: Ecology of Domestic Violence

New Title: Family Violence

Rationale: The course has been revamped and revised to reflect more of a focus on family violence from a lifespan development perspective. The current title is a hold-over from when it was originally taught from the ecological perspective. While aspects of this model may be discussed in the course, this is no longer the primary focus

Catalog

Description

(Old): Ecology of Domestic Violence. 3 hrs. The course will examine domestic violence from an ecological and sociocultural perspective in the context of the community infrastructure, and its response to victims, child safety, and batterer accountability.

Catalog

Description

(New): The course will examine violence in families across the lifespan with a focus on variations in types of assault, violence, and abuse found within, among, or pertaining to family members.

Rationale: The description has been revised to reflect the more accurate focus of the content being taught in this course.

## **School of Medicine**

### Course Changes (10)

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 628 / Neuroscience I

# / Title (new): BMR 628 / Neuroscience I

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

#### Catalog

Description: To study and understand the structure and function of the nervous system and disorders of neuronal function.

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 629 / Neuroscience II

# / Title (new): BMR 629 / Neuroscience II

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

#### Catalog

Description: To study and understand the structure and function of the nervous system and disorders of neuronal function.

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 631 / Neuroscience and Developmental Biology Literature Review - MS

# / Title (new): BMR 631 / Neuroscience and Developmental Biology Literature Review - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

#### Catalog

Description: A seminar course where published articles in the fields of neuroscience and developmental biology will be presented by students and faculty.

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 641 / Molecular Developmental Biology - MS

# / Title (new): BMR 641 / Molecular Developmental Biology - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

#### Catalog

Description: An in-depth discussion of current literature in developmental biology with emphasis on early embryo development, morphogenesis, lineage determination and regulation of developmental processes.

Course Chge: Alpha Designator and Catalog Description

Department: Biomedical Research

# / Title: BMS 651 / Cancer Biology -MS

# / Title: BMR 651 / Cancer Biology -MS

Rationale: The MS program name has been changed from BMS(Biomedical Sciences) to BMR (Biomedical Research).

Catalog  
Description  
(old):

An advanced graduate course on the core principles of initiation, progression, treatment and prevention of cancer, based on current literature. (PR:BMS 600, and permission of instructor)

Catalog  
Description  
(new):

An advanced graduate course on the core principles of initiation, progression, treatment and prevention of cancer, based on current literature. (PR:BMR 601, 602, 603, 604, and permission of instructor)

Rationale : BMS 600 is no longer taught, and BMR 601, 602, 603, and 604 have replaced it.

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 652 / Cancer Biology Colloquium - MS

# / Title: BMR 652 / Cancer Biology Colloquium - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences)to BMR (Biomedical Research).

Catalog  
Description: This is a mentored journal club for graduate students covering selected areas of current interest in cancer biology research.

Course Chge: Alpha Designator, Catalog Title, and Catalog Description

Department: Biomedical Research

# / Title: BMS 665/Cardiovascular Disease, Obesity, Diabetes Research Colloquium - MS

# / Title (new): BMR 665/Cardiovascular Disease, Obesity, Diabetes Research Colloquium - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences)to BMR (Biomedical Research).

Catalog Title: CODRC COLLOQUIUM

New Catalog Title: CDRC COLLOQUIUM

Rationale: Cardiovascular Disease has replaced Cardiovascular Disease, Obesity and Diabetes as an area of emphasis in the BMR MS Program.

Catalog  
Description: A seminar-style series that will focus on recent advances in topics related to cardiovascular disease, diabetes and obesity.

New Catalog  
Description: A seminar-style series that will focus on recent advances in topics related to cardiovascular disease.

Rationale: Cardiovascular Disease has replaced Cardiovascular Disease, Obesity and Diabetes as an area of emphasis in the BMR Program.



Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 674 / Teaching Practicum -MS

# / Title (new): BMR 674 / Teaching Practicum - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

Catalog

Description: Students gain experience in teaching using a variety of methods in a supervised setting.

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 679 / Special Problems -**MS**

# / Title: BMR 679 / Special Problems -MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

Catalog

Description: Intensive study of a selected topic or problem. Emphasizes independent study (PR: Consent of advisor)

Course Chge: Alpha Designator

Department: Biomedical Research

# / Title: BMS 681 / Thesis - MS

# / Title (new): BMR 681 / Thesis - MS

Rationale: The MS program name has been changed from BMS (Biomedical Sciences) to BMR (Biomedical Research).

## **Attachment 6**

### **Principles and Best Practices for Appeals of Academic Dishonesty, Dismissal from a Program, or Both**

#### **PREAMBLE**

Students who enroll in Marshall University (Marshall) courses and degree programs assume the obligation for conduct that is compatible with Marshall's mission as an educational institution. Marshall requires all its student to be aware of, and abide by the behavior standards of the University and the academic program in which they are enrolled. Ignorance of acceptable boundaries of student behavior, as contained in the Academic Dishonesty policy and individual program policy is not a basis for excusing inappropriate behavior.

The Graduate College's policies regarding the appeal of a finding of student academic dishonesty, dismissal from a graduate program, or both, exist to provide the affected student ample due process to appeal and present evidence that punitive actions are unwarranted and thereby must be withdrawn.

Marshall's appeals process is not analogous to, is not equivalent to, and does not conform to criminal law processes. The hearing is designed to determine responsibility, or lack thereof, for academic dishonesty violations only and determine the appropriateness of dismissal from an academic program. The academic appeal process shall be informal in nature so as to provide substantial justice, and it shall not be bound by legal jargon, court-like proceedings, or legal definitions.

The appeal process includes many steps beginning with an informal meeting between the student and appropriate faculty or representatives of the department. Those matters that cannot be resolved at the informal level may be appealed to the Dean of the Graduate College. As necessary, the student may continue the appeal by requesting a hearing of members of the Graduate Council. The final arbiter in the process the Senior Vice President for Academic Affairs and Provost.

During the appeal process, the student may seek the support of an advocate or legal counsel. The University provides a student advocate at no charge. A student seeking legal counsel may do so at his or her expense.

The advocate or counsel may advise the student during the appeal process. The advocate or counsel may also join the student but may not participate in any scheduled hearing.

Those reviewing the appeal shall assume that the student is not responsible for the conditions that lead to his or her dismissal, is not responsible for alleged academic dishonesty, or both.

Falsification, distortion, misrepresentation of information, or furnishing false information to any Marshall official, faculty member or office, including the Graduate Council, is a violation of the Student Code of Conduct.

At each level of review, the primary matters to be addressed include:

- 1) What is evidence that lead to the finding of an act of academic dishonesty, dismissal from an academic program, or both?
- 2) Was the interpretation of the evidence in keeping with a common understanding of published definitions of academic dishonesty, criteria for dismissal, or both?
- 3) Was there evidence of capricious or prejudicial application of these definitions for the student?
- 4) Can those reviewing the appeal come to a reasonable conclusion that the student did engage in academic dishonesty, met the criteria for dismissal, or both?

Those reviewing the student's appeal must either support or reject the appeal. Support of the appeal indicates that the student's dismissal from an academic program was not appropriate and that the student will be allowed to resume his or her completion of the degree, that the student did not engage in academic dishonesty and that all sanctions will be removed, or both. Rejection of the appeal indicates that the charge academic dishonesty, dismissal from an academic program, or both were appropriate.

## **THE DEAN OF THE GRADUATE COLLEGE REVIEW**

The Dean of the Graduate College will review all written materials submitted as a part of the appeal process. The Dean may request additional information of the student and representatives of the department as needed. The Dean may also schedule a hearing if deemed necessary.

## **THE GRADUATE COUNCIL REVIEW**

Should the student appeal the Dean's decision, the subcommittee of the Graduate Council will schedule a hearing as specified by policy. The chair of the subcommittee shall oversee the order of the meeting.

At the conclusion of the hearing, the Graduate Council subcommittee will render a decision concerning the student's appeal of dismissal from an academic program, findings of academic dishonesty, or both. The decision requires a majority vote of the members of the subcommittee. The decision will be delivered to the student and the Dean of the Graduate College within 10 business days.

As stated in the Academic Hearing procedures, academic hearings are closed to the public. All information discussed/shared during the hearing is confidential. In addition, any written information, including binders, presented to the subcommittee will be collected upon completion of the hearing. The materials may be held by the Dean of the Graduate College for one year.

Admission of any person to the hearing shall be at the discretion of the Chair of the panel.

Please direct all questions to the Chair of the panel. It is inappropriate for the faculty or student to directly question each other.

### **THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST REVIEW**

Should the subcommittee of the Graduate Council's decision be appealed, the Vice President for Academic Affairs and Provost will review the appeal. This is the final review in the appeal process. All decisions are final.

# **Attachment 7**

## **MARSHALL UNIVERSITY GRADUATE COUNCIL BYLAWS**

January 9, 1997

**Revised & Approved: October 22, 2004**

**Revised & Approved: Spring and Fall 2013**

### **Article I. Name**

The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.

### **Article II. Purpose**

The duly elected members shall be the basic legislative body of the Marshall University Graduate College except as to matters reserved to the Dean of the Graduate College, to the Vice President for Graduate Studies, to the Provost, to the President, to the Board of Governors, to the Higher Education Policy Commission, or to the West Virginia Legislature.

### **Article III Powers and Relationships**

#### Section 1. Members

- a. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.
- b. Action of the Council, a Council committee, or the members of any recognized subdivision of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of the Graduate College when such action is not in conflict with public law of the State of West Virginia or with University policy. The President of the Faculty Senate shall provide information regarding official actions to the Marshall University Senate.

#### Section 2. Vice President for Graduate Studies and Dean of the Graduate College

It shall be the responsibility of the Vice President for Graduate Studies and Dean of the Graduate College to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies of the Graduate College in a timely manner.

## **Article IV. Membership**

- a. Representation is as follows:

Voting representation on the Graduate Council shall include one

Faculty member from each academic unit as defined in Bylaw# 14 of the Constitution of the Marshall University Faculty, one librarian with faculty rank, four at-large members elected from the South Charleston campus, the Faculty Senate Chair and one graduate student representative selected by the Graduate Council Executive Committee. Ex-officio, nonvoting members include the Dean of the Graduate College, the Provost, the Vice President of Academic Affairs, and the Vice President of Research. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

- b. All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

## **Article V. Meetings**

### Section 1. Scheduling

- a. Regular meetings shall be held at least monthly during the academic year.
- b. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.

### Section 2. Notification

- a. The Chair shall give written notice of regular meetings at least one week prior to the meeting.
- b. Special meetings may be convened with less than one week's notice but with at least two days' notice.
- c. The written notice of all meetings must include proposed agenda items.
- d. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.

### Section 3. Voting

- a. A quorum consisting of a majority of the eligible voting members of the Council must be present for action to be taken at a meeting.
- b. Two-thirds of the eligible voting members of the Council must be present for action to be taken at special meetings when less than one week's notice is given.
- c. Except for the case of election of Council officers, a voice vote will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.
- d. Proxy voting is not permitted in any instance.

## **Article VI. Elections/Appointments**

### Section 1. Terms

- a. Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year. Voting members may serve no more than two consecutive terms.
- b. Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.
- c. Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.
- d. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.
- e. If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the Council. The Chair will immediately report the vacancy to the appropriate unit. Within two weeks the unit shall elect a faculty member to fill the vacated seat.
- f. If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.
- g. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.
- h. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

### Section 2. Election of Officers

- a. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an odd-numbered academic year.
- b. Every nomination must be made from the floor and seconded.
- c. For elections of one or more of the Council officers-Council Chair, Vice-Chair, and/or Secretary-voting will take place during a Council meeting by written, secret ballot, and

counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present and voting for each office.

- d. In the event of a tie, lot shall determine election.
- e. If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

## **Article VII. Officers of the Council**

### Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

### Section 2. Duties

a. The Chair shall be responsible for the following duties:

1. Schedule meetings.
2. Prepare the agenda for meetings.
3. Preside at all meetings.
4. Appoint ad hoc committees.
5. Appoint members to standing committees.
6. Serve as a representative of the Council.
7. Forward to the President of the University, or the President's designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President's designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.
8. Sign, and forward to the Dean of the Graduate College or other appropriate officer, any curricular changes, additions, or deletions.
9. Perform other duties consistent with the efficient management of the Council.
10. Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

b. In the Chair's absence, the Vice Chair shall act as Chair.



- c. The secretary shall be responsible for the following duties.
1. Recording minutes.
  2. Distributing minutes to the Chair for preliminary approval, and then to all Council members.
  3. Submitting a permanent copy of all minutes and attachments for file in the Graduate College Office.
  4. Ensuring that minutes and other pertinent documents are posted on the Web page.
  5. Performing other duties consistent with the support of Council activities.

## **Article VIII. Standing Committees**

### Section 1. Role of Standing Committees

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

### Section 2. Membership of Standing Committees

- a. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
- b. The Chair of the Graduate Council and the Graduate Dean shall be ex officio and non-voting members of each standing committee.
- c. Each standing committee shall elect its own chair annually.

### Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

1. Scheduling meetings
2. Preparing agendas
3. Presiding over meetings
4. Preparing an annual report
5. Performing other duties as consistent with the efficient management of the committee.

### Section 4. Vacancies on Standing Committees

The Council Chair shall appoint members to vacancies on standing committees for the remainder of the academic year.

## Section 5. Standing Committees Titles and Responsibilities

### a. Standing Graduate Committees

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

## Section 6. Functions and Membership

### a. Credentialing Committee

1. Functions:
  - a. Recommends criteria for graduate faculty membership to the Graduate Council.
  - b. Reviews graduate faculty membership applications for recommendation to the Graduate Council.
2. Membership: At least three Council members.

### b. Curriculum Committee

1. Functions:
  - a. Recommends course changes, additions, and deletions.
  - b. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.
  - c. Evaluates existing courses.
2. Membership: At least three council members.

### c. Academic Planning, Standards, and/or Policies Committee

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

### d. Program Review and Assessment Committee

1. Function:
  - a. Reviews annual Assessment Reports submitted by each graduate program

- b. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment
  - c. Engages in long-range planning and recommendations in the area of program review and assessment
2. Membership: At least three council members.
- e. Executive Committee
- 1. Function:
    - a. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.
    - b. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
    - c. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.
    - d. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
    - e. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.
  - 2. Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

### **Article IX. Ad Hoc Committees**

The Council Chair shall form ad hoc committees for special tasks as necessary through appointment of members.

### **Article X. Robert's Rules**

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

### **Article XI. Amending Bylaws**

- a. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.
- b. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.