

8-25-2017

# The Minutes of the Marshall University Graduate Council Meeting, August 25, 2017

Marshall University Graduate Council

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**Graduate Council MEMORANDUM**

To: Dr. Jerome Gilbert - President 1/

From: Dr. Tracy Christoforo - Chair, Graduate Council

Date: September 15, 2017

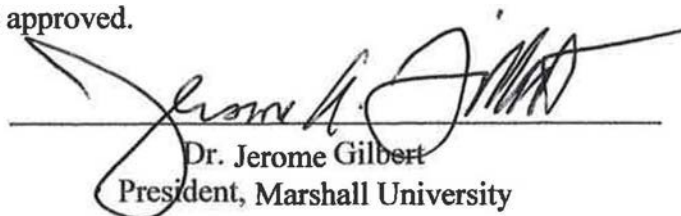
Subject: **Approval of Graduate Council Minutes: August 25, 2017**

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.

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Minutes approved.



Dr. Jerome Gilbert  
President, Marshall University

9-21-17  
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, [christoforo@marshall.edu](mailto:christoforo@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, [brooks@marshall.edu](mailto:brooks@marshall.edu)
- Dr. Tammy Johnson, Exec. Director of Admissions, [johnson73@marshall.edu](mailto:johnson73@marshall.edu)
- Dr. Sonja Cantrell, Registrar, [cantrell@marshall.edu](mailto:cantrell@marshall.edu)
- Dr. Sherri Smith, Associate VP for Academic Affairs, [smithsc@marshall.edu](mailto:smithsc@marshall.edu)
- Ms. Sandee Lloyd, Graduate Dean's Office, [lloyd@marshall.edu](mailto:lloyd@marshall.edu)
- Mr. Adam Russell, Office of Academic Affairs, [russell158@marshall.edu](mailto:russell158@marshall.edu)

## MU Graduate Council Meeting Minutes - August 25, 2017 Huntington Campus - John Spotts Room

### Agenda

Name	Agenda items
Christofero	Welcome, Introductions, Announcements (Attachment 1)
Brammer	Approval of previous meeting Minutes (Attachment 2)
Christofero	Graduate faculty status candidates (Attachment 3)
Pittenger	Graduate College updates
Christofero	Review committee assignments and functions
All	Elect committee chairs

### Members:

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

**Members Absent:** Sollars

**Ex-Officio Members Present:** Pittenger

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

**Visitors:** None

### Please reserve these meeting dates:

- September 29, 2017 - South Charleston Thomas Boardroom (1<sup>st</sup> working mtg)
- October 27, 2017 - Huntington John Spotts Room
- December 1, 2017 - South Charleston Thomas Boardroom
- January 26, 2018 - Huntington John Spotts Room
- February 23, 2018 - South Charleston Thomas Boardroom
- March 30, 2018 - Huntington John Spotts Room
- April 27, 2018-South Charleston Thomas Boardroom

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets. Requests for the December 1<sup>st</sup> meeting are due November 1<sup>s,t</sup>

**Chair Christofero called the meeting to order at 1pm.**

### Minutes of the April 28, 2017 GC meeting

were approved with edit in attendance. (see Attachment 1) **APPROVED**

### GRADUATE FACULTY STATUS CANDIDATES

(SEE Attachment 2) **APPROVED**

With edits to be sent to Chair Christofero.

## **GRADUATE COLLEGE UPDATES**

Dean Pittenger reported that the current Graduate Catalog reflects all the changes that have been made to the requirements for students at this time. He requested that members wanting to work on Interdisciplinary and mentorship issues contact him.

## **COMMITTEE ASSIGNMENT AND FUNCTIONS**

Standing Committee responsibilities were discussed and Chair Christofero assigned members to the standing committees and asked the committees to select a chair

The Standing Committees are as follows with chairs selected:

### **Academic Planning, Standards, and Policies**

DeBruin, Nat - Chair  
Larsen, Eldon  
Sutphin, Rich  
Vauth, Henning

### **Credentialing**

Blough, Eric  
Campbell, Beth  
Lanham, Susan - Chair  
Muellerlelie, Paige

### **Curriculum**

Davis, Scott  
Howard, Lori  
Lawrence, Bonita - Chair  
Sollars, Vince

### **Program Review and Assessment**

Allen, Tina - Chair  
Brammer, Cam  
Heaton, Lisa

# Attachment 1

## GRADUATE COUNCIL MEMBERSHIP 2018 -2020

Phone	Name/ email	College	Expires
<b>CHAIR</b>			
2078	Christofero, Tracy (christofero@marshall.edu)	CITE	2018
<b>VICE-CHAIR</b>			
2026	Heaton, Lisa (heaton@marshall.edu)	At-Large	2020
<b>SECRETARY</b>			
2810	Brammer, Cam (brammer@marshall.edu)	COLA	2018
<b>MEMBERS</b>			
8958	Allen, Tina (allenti@marshall.edu)	COEPD	2018
2708	Blough, Eric (blough@marshall.edu)	<b>SOP</b>	2020
1984	Campbell, Beth (campbelle@marshall.edu)	At-Large	2020
5614	Davis, Scott (davis1090@marshall.edu)	COHP	2020
3524	DeBruin, Nat (debruin@marshall.edu)	Library	2018
2076	Howard, Lori (howardl@marshall.edu)	At-Large	2018
2666	Lanham, Susan (lanham53@marshall.edu)	COB	2020
2047	Larsen, Eldon (larsene@marshall.edu)	At-Large	2018
3040	Lawrence, Bonita (lawrence@marshall.edu)	<b>COS</b>	2020
2771	Muellerleile, Paige (muellerleile@marshall.edu)	FS Chair	2020
7357	Sollars, Vincent (sollars@marshall.edu)	<b>SOM</b>	2020
553-9868	Sutphin, Rich (sutphin45@marshall.edu)	Student Rep	2018
2337	Vauth, Henning (vauth@marshall.edu)	<b>COAM</b>	2020
<b>EX-OFFICIO, NON-VOTING MEMBERS</b>			
8924	Eagle, Teresa (thardman@marshall.edu)	COEPD Dean	
4748	Maher, John (maherj@marshall.edu)	VP Research	
3716	Ormiston, Gayle (ormiston@marshall.edu)	Sr. VP Academic Affairs	
2818	Pittenger, David (pittenger@marshall.edu)	Graduate Dean	

## Attachment 2

MU Graduate Council PREVIOUS Meeting Minutes - April 28, 2017  
*South Charleston campus - Thomas Boardroom*

**Members:**

**Members Present:** Allen, Anderson, Biros, Brammer, Christofero, Heaton, Howard, Lanham, Larsen, Lawrence, Mehta, Muellerleile, Sollars, Vauth

**Members Absent:** De Bruin, Lassiter, Mehta,

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

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

**Visitors:** Nordini Manne (COHP), Paul Kadetz (COHP), Jamie Warner (COLA)

**Agenda**

Name	A
Christofero	Announcements
Brammer	
Christofero	Graduate facul status candidates Attachment 2
Brammer	Academic Plannin , Standards, & Policies Attachment 3
Heaton	Curriculum Committee Attachment 4
Anderson	
Lanham	
Christofero	
	Miscellaneous Business of the Council
	Comprehensive Assessment Revision (Attachment 5)
	Revised Procedures for Applying For Or Renewing Graduate
	Facul Status Attachment 6

**Please reserve these meeting dates for AY 2017-18:**

- August 25, 2017 - Huntington John Spotts Room (committee assignments only)
- September 29, 2017 - South Charleston Thomas Boardroom (1<sup>st</sup> working mtg)
- October 27, 2017 - Huntington John Spotts Room
- December 1, 2017 - South Charleston Thomas Boardroom
- January 26, 2018 - Huntington John Spotts Room
- February 23, 2018 - South Charleston Thomas Boardroom
- March 30, 2018- Huntington John Spotts Room
- April 27, 2018-South Charleston Thomas Boardroom

Please remind your college that requests for our first working meeting (September 29th) are due by September 1st.

**Chair Christofero called the meeting to order at 1 PM.**

**Minutes of the March 31, 2017 GC meeting**  
(see Attachment 1)

**APPROVED**

**GRADUATE FACULTY STATUS CANDIDATES**

(Attachment 2)

**APPROVED**

Donald Hall, Ruth Ann Murphy and George Watson College files were up-dated and were added to list.

**ACADEMIC PLANNING, STANDARDS, & POLICIES**

(Attachment 3)

**APPROVED with exception of the SOM\* & COHP\*\* requests**

Brammer presented for the MPH program course additions; catalogue changes; minor additions; credit hour changes; changes in required credit hours to elective hours; and, an AMO with the BS in Health Sciences; Social Work program request for AMO (COHP) changes for History; Political Science and English, Graduate Humanities Program request for change in Certificate (COLA); Curriculum & Instruction and Literacy Education request for catalog changes (COEPD); Mine Safety request for catalog changes (CITE);

\*SOM request for change in Graduate Faculty Requirements was returned for clarification and rework, as they were less than required by the university.

\*\* MPH requests were not approved by President Gilbert 5/22/2017; COHP requests were removed from the minutes by Provost Ormiston 5/30/2017

**CURRICULUM COMMITTEE**

(Attachment 4)

**APPROVED**

Heaton presented: 2 Course changes for CAM; 3 Course changes for COEPD; 1 Course Addition for COHP; 1 Course Addition for CITE; 1 Course Addition for CITE; 1 Course Addition for COS; and 4 Course Additions for School of Pharmacy

**PROGRAM REVIEW**

**NO REPORT**

**CREDENTIALING**

Lanham reported that the Audit had been completed for COS. All audits are now complete for this AY.

**APPROVED**

**MISCELLANEOUS BUSINESS OF THE COUNCIL**

(Attachments 5 and 6)

Christofero presented to Council revisions to the Comprehensive Assessment Document and the revised Procedures for Applying for or Renewing Graduate Faculty Status.

**APPROVED**

**The meeting adjourned at 2:35 PM**

## Attachment 3 Graduate Faculty Status Requests

Type	Faculty Member	College/ School	Department/ Division	Graduate Faculty Level	Term Start	Term Expires
Add	Frame, Mike	COB	Management	Associate	5/15/2017	
Add	Frame, <b>Mike</b>	COB	Management	Doctoral	5/8/2017	6/3/2022
Add	Larsen, Kelli	COHP	Social Work	Graduate	6/5/2017	
Add	Lilly, MitcheJl	COLA	English	Associate	8/21/2017	12/11/2020
Add	Nguyen, Que Huong	COS	Physics	Graduate	1/9/2017	5/6/2022
Add	Young, Stephen	COS	Criminal Justice & Criminology	Graduate	8/21/2017	12/9/2022
Delete	Chiles, Chris	COS	Forensic Science	Associate	4/14/2014	4/13/2017
Delete	Day, Brian	COS	Chemistry	Graduate	11/10/2011	11/10/2016
Delete	Fenger, Terry	COS	Forensic Science	Graduate	12/4/2015	12/4/2020
Delete	Flesher, Whitney	COS	1ST	Associate	8/26/2014	8/26/2017
Delete	Harrison, Hayson	<b>CAM</b>	Art	Graduate	<b>4/1/2012</b>	4/1/2017
Delete	Johnson, Rebecca	<b>CAM</b>	Journalism & Mass Communications	Associate	3/17/2016	3/17/2019
Delete	Levstein, Ian	COS	Forensic Science	Associate	2/11/2014	2/11/2017 Delete
	Lucas, Keri	COB	ACC/LE	Graduate	4/15/2016	4/15/2021 Delete
	Massing, Peter	<b>CAM</b>	<b>Art</b>	Graduate	9/30/2012	9/30/2017
Delete	Price, Joseph	LCOB	Management/ <b>Marketing/MIS</b>	Associate	6/15/2014	6/15/2017
Delete	Schumlas, Alice	LCOB	Accounting/Legal Environment	Graduate	8/31/2010	8/31/2015
Delete	White, William	LCOB	Management & <b>marketing/MIS</b> Biological &	Associate	6/15/2014	6/15/2017
Edit	Armstead, Mary	COS	Enviromental Sciences	Graduate	8/21/2017	12/9/2022
Edit	Bailey, Charles	<b>CAM</b>	<b>SOJMC</b>	Graduate	8/21/2017	12/9/2022
Edit	Emmett, Mary	COB	Management/ <b>Marketing/MIS</b>	Associate	5/15/2017	
Edit	Gillespie, Emily	COS	<b>BSC</b>	Graduate	7/11/2017	
Edit	Gouldm@marshall.edu, <b>mary</b>	COHP	Dietetics	Graduate	1/9/2017	5/6/2022
Edit	Koc, Emine	<b>SOM</b>	Biomedical Sciences	Doctoral	1/9/2017	5/6/2022
Edit	Lawson, Kay	<b>CAM</b>	Music	Associate	8/21/2017	12/11/2020
Edit	<b>Mak</b> , Jennifer	COHP	SOK	Doctoral	5/15/2017	
Edit	Mallick, Avishek	COS	Mathematics	Graduate	8/21/2017	12/9/2022
Edit	McKinney, Ralph	COB	management/ marketing/MIS	Doctoral	5/15/2017	



Edit	McNealy, Karen	COHP	Communication Disorders	Graduate	6/5/2017	
Edit	Newcome, Kathryn	COB	Managing & Marketing	Associate	5/15/2017	
Edit	Norton, Michael	SOM	Biomedical Sciences	Doctoral	6/5/2017	
Edit	Swindell, Christopher	CAM	Journalism and Mass Communications	Graduate	1/8/2018	5/5/2023
Edit	Taylor, Cassandra	COB	Management/Marketing/MIS	Associate	5/15/2017	
Edit	Tierney, Nancy	COB	Managing & Marketing/MIS	Associate	5/15/2017	
Edit	Viola, Anthony	COLA	English	Graduate	6/5/2017	
Edit	Waldron, Jayme	COS	Biological Sciences	Graduate	8/21/2017	12/9/2022
Edit	Walkup, Priscilla	COB	Management/Marketing/MIS	Associate		