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Graduate Council Minutes

Graduate Council

11-22-2019

The Minutes of the Marshall University Graduate Council Meeting, November 22, 2019

Marshall University Graduate Council

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Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President
From: Dr. Lori Howard – Chair, Graduate Council *LH*
Date: November 22, 2019
Subject: **Approval of Graduate Council Minutes: December 9, 2019**

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

12-12-19

Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Lori Howard with .pdf copies e-mailed to:

Dr. Lori Howard, Chair, Graduate Council, howardl@marshall.edu
Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. David Pittenger, Dean, Graduate College, pittengerd@marshall.edu
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, brooks@marshall.edu
Dr. Tammy Johnson, Exec. Director of Admissions, johnson73@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu
Dr. Sherri Smith, Associate VP for Academic Affairs, smithsc@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Ms. Sandee Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

MU Graduate Council Meeting Minutes –November 22, 2019

South Charleston Campus: Thomas Boardroom

Members Present: Adkins, Allen, Beard, Davis, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Wait

Members Absent: Blough, Sollars, Vauth

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: Sammons, Somerville, Yoo

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of Previous Meeting Minutes (Attachment 1)
Davis	Planning Committee Requests (Attachment 2)
Beard	Curriculum Committee Requests (Attachment 3)
Thompson	Program Review Committee
Allen	Credentialing Committee
Howard	Graduate Faculty Status Requests (Attachment 4)
Pittenger	Graduate Style Guide
Howard	Other Information

Please reserve these meeting dates:

- January 31, 2020 – Huntington Drinko 402
- February 28, 2020 – South Charleston Thomas Boardroom
- March 20, 2020 – Huntington Drinko 402 DATE CHANGE
- April 24, 2020 – 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 January 31, 2020 meeting are due January 1, 2020.

Attachments:

1. Minutes of the past meeting
2. Planning Committee Requests
3. Curriculum Committee Requests
4. Graduate Faculty Status Requests

Meeting called to order 12:58pm.

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

Lori Howard reintroduced Holly Adkins- grad student representative

MINUTES OF PREVIOUS MEETING

APPROVED

(See Attachment 1)

ACADEMIC PLANNING COMMITTEE

(See Attachment 2)

College of Information Technology and Engineering

Committee moves for approval of MS in Data Science (MSDS); Dr. Lawrence noted that in math dept. there are a couple of core courses and things are going well within the group. Math dept. would have the courses ready to go in time for fall 2020 with online courses. Howard requested from Dr. Yoo a list of the courses from the different colleges. This document will be sent to Dr. Howard for curriculum committee's review; All approved passing

Committee moves for approval of the Non-Curricular Catalog Change to Admission Requirements in Weisberg Division of Engineering; Motion is passed

College of Science

Committee moves for approval of Cyber Forensics and Security degree addition; Dr. Somerville discussed degree and the work that has gone into the development across several depts. (CITE & COS). Both departments agreed upon the name of degree. Dr. Sammons said 10 people in pipeline to apply. Trip scheduled to take students to Fairfax, VA, for tour of Homeland Security.; All approved motion to pass

College of Information Technology and Engineering/ Lewis College of Business

Committee moves for approval of Accessibility Awareness (Interdisciplinary Certificate) in Technology Management/Human Resource Management Department, Motion passed with all in favor

College of Health Professions

Committee moves for approval of non-curricular change in Social Work department; Motion passed with all in favor

Graduate College

Committee moves for approval of Non-Curricular Change (Repeat course policy) in Graduate College; Motion passed with all in favor

CURRICULUM COMMITTEE

(See Attachment 3)

College of Health Professions (COHP)

Committee recommended approval for all 3 course additions in COHP Social Work Department; Motion passed with all in favor

College of Science (COS)

Committee recommended approval of all 4 courses in Forensic Science Department, with the following modifications: shortened description of CFS 520 for catalog and the adjustment to 3 hours from 4 hours for CFS 545; Motion passed with all in favor

Committee recommended approval of changes in Division of Engineering; Motion passed with all in favor

PROGRAM REVIEW COMMITTEE

Discussion by Thompson:

- Sharepoint and emphasized importance of making sure you have access, because IT has to provide access
- As of last Wed. some program evals. had not been turned in yet, and Mary Beth has emailed them;
- By Dec. 15th, individuals must have info to depts., Mary Beth & Lori Thompson

CREDENTIALING COMMITTEE

Discussion by Allen:

- COEPD scheduled after Thanksgiving (fall 2019),
- School of Pharmacy scheduled in spring 2020,
- Arts & Media already completed in fall 2019,
- School of Medicine will be scheduled for spring 2020

GRADUATE FACULTY CANDIDATES

(See Attachment 4)

- Motion to move to Executive Session made by Davis at 1:15pm; All in favor
- Motion to move back to regular session at 1:26pm; All in favor
- Motion made to approve Graduate Faculty Status applicants; no discussion; All approved

UPDATES FROM GRADUATE SCHOOL

Discussion of Graduate Style Guide led by Dean Pittenger:

- Dean Pittenger sent style guide to all program directors and invited feedback
- Dean emailed GC a commentary of why changes were either made or denied, including: discussion regarding some limitations of Word; controversy about double spacing; goal is for every thesis and dissertation to look same; awareness that APA has updated to accept "their" as singular pronoun and when more than 3 researchers can now be listed with 2 names and then "et al."
- Graduate Council affirmed/resolved to accept style guide, stated as, "We resolve that the style guide represents formatting standards by which all theses & dissertations will follow."

Further discussion of theses/dissertations led by Dean Pittenger:

- Access to writing center is also encouraged for students;
- Dept. of English interested in developing a graduate course for students who are thinking of writing thesis or dissertation – focus would be how to write well. Representative from English Department will come to Grad Council to discuss plan.
- Discussion will include whether the course is elective or not, graded or not, etc.
- Dean Pittenger suggested title to be, "Professional Writing."
- Davis asked if other colleges/universities have had courses similar & what their outcomes were- Dean stated that, "we would be pioneers."
- Howard noted the importance that English Dept. is willing to offer support and to come and discuss with Grad. Council.
- Graduate Council members encouraged to take this information back to colleges and colleagues for input.

OTHER BUSINESS

Discussion led by Howard:

1) Reminded Graduate Council that when "website switch is flipped," there may be problems with catalog & website information. Be sure to verify that info is same between each.

2) Reminder to "nudge" the authors of the programs that up for review this year to check their descriptions in catalog.

3) Degree Works Discussion: faculty would like more control of how to make changes, such as course substitution, without having to go through so many approval levels. Heaton expressed her concerns; Dean Pittenger said Degree Works designed for undergraduate programs with a very prescribed plan of study. If the grad program is also very regimented, then Degree Works works well. However, there are several programs that do not have such a structured format. Recommended that Degree Works is only as a way to track students' progress- it is not the tool to use to determine if student has met the degree

4) Title 9- SOM and Graduate Programs are not requiring the prevention training on sexual harassment, drinking, etc. Grad Programs is going to talk with SOM about how to get these trainings to their students. Howard has asked Leah Tolliver to speak to Graduate Council at meeting in January.

5) Ad Hoc Dog Therapy Committee Discussion- please send Lori Howard email if there is an issue or concern with dogs. Davis said to ask what happens if MU does not own the building in which classes are being held and what liability would be. Howard will ask Mindy Backus. Three areas in which dogs would be deployed & available to students: Counseling Center, Regular visits to other places, i.e. fountains, atrium; During testing weeks they would be on call at library, student center, etc. Lori Thompson mentioned students who were unable to get approval for their pets to come to their dorms.

Meeting adjourned at 1:59PM.

Attachment 1

MU Graduate Council Meeting Minutes –October 25, 2019

Huntington Campus: 104 Corbly Hall

Members Present: Adkins, Allen, Beard, Blough, Davis, Hanna, Heaton, Howard, Lanham, Lucas-Adkins, Sollars, Thompson, Vauth, Wait

Members Absent: Georgel, Lawrence

Ex-Officio Members Present:

Ex-Officio Members Absent: Pittenger, Maher, Taylor

Guests: Aaesa, Coustasse, Denvir, Lankton, McKinney, Reynolds, Russell

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Davis	Planning Committee Requests (Attachment 3)
Beard	Curriculum Committee Requests (Attachment 4)
Thompson/Reynolds	Program Committee
Allen	Credentialing Committee
Howard	Update on Curricular and Non-Curricular Forms
Howard	Other Information

Please reserve these meeting dates:

- November 22, 2019 – South Charleston Thomas Boardroom
- January 31, 2020 – Huntington Drinko 402
- February 28, 2020 – South Charleston Thomas Boardroom
- March 20, 2020 – Huntington Drinko 402 DATE CHANGE
- April 24, 2020 – 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 November 22th meeting are due November 1st.

Attachments:

1. Minutes of the past meeting
2. Graduate Faculty Membership Requests
3. Planning Committee Requests
4. Curriculum Committee Requests

The meeting was called to order at 1:00pm.

INTRODUCTIONS

Lori Howard introduced Holly Adkins as the new student representative to GC. This is Holly's 2nd year of graduate school in Counseling Program. Her undergraduate degree is in Elementary Education.

MINUTES OF PREVIOUS MEETING

APPROVED with Amendment

(See Attachment 1- amendment to add Blough in attendance)

GRADUATE FACULTY CANDIDATES

APPROVED

(See Attachment 2)

ACADEMIC PLANNING COMMITTEE

(See Attachment 3)

Lewis College of Business

Committee moves to approve addition. Discussion offered by several guests: 1) Nancy Lankton provided overview on behalf of Dean- 66 credit hours with dissertation. Appreciation expressed to GC for helping move program forward; 2) Additional spokesperson expressed gratitude to have DBA to retain international students as well as for the business & research opportunities the program will provide; 3) Spokesperson from Economics Dept. stated this is the "most significant" occurrence in Business program. This is a recruitment opportunity for MU and opportunity for business in Huntington; 4) Ralph McKinney also spoke about the tech enhancement courses and the nationwide recruitment opportunity for MU; DBA allows for improving quality of research here at MU.

Secret Ballot called for and All approved the addition of DBA.

College of Health Professions

Committee recommends approval of non-curricular change in School of Physical Therapy; No discussion; Motion is passed

School of Medicine (SOM)

Committee recommends acceptance of non-curricular change in Biomedical Research; Motion is passed

Accelerated Doctoral Degree

This was tabled from Sept. meeting; Discussion was provided by Dr. Denvir, on behalf of Dr. Egleton. This is a recruitment opportunity to retain best BA students from MU; Motion passed

CURRICULUM COMMITTEE

(See Attachment 4)

College of Health Professions

Committee recommended tabling until mistake on form for Exercise Science is fixed; all in favor of tabling

College of Liberal Arts

Committee recommended approval of all 3 COLA items; Motion is passed

College of Business

Committee recommended approval of both items, since the HRM 632 date correction had been made; Motion passed

School of Medicine

Committee recommends approval of both items; Motion passed

College of Information Technology and Engineering

Committee recommends approval of item; Motion passed

PROGRAM REVIEW COMMITTEE

Presentation by Mary Beth Reynolds

- Adam Russell introduced as the Assessment Coordinator;
- Mary Beth discussed the Sharepoint site for accessing 2019 program reviews- provided document to all GC members with instructions for how to access the site; Email was sent (generated by Sharepoint) which may have gone to SPAM & that is ok, because we still are enrolled.
- First step is to go to assessment website, click on tab for program review; all documents are on that page – committee recommendation form is found by clicking on Faculty Senate link; to get to reviews go to program reviews tab (permission only) sign in with username & password (all GC members have access);
- 11 grad programs are up for review this year; Mary Beth said to download a copy of document of the review. She showed Table of Contents & organization of document as well as how to access attachments that may have been uploaded by the programs such as signature pages; we are not required to read the accreditation documents unless the document is referenced in the program review form as evidence of something required for program review.
- Additions to forms- 5 year plan for program improvement (rationale for this addition is for HLC accreditation of university); AND course enrollment & completion analysis (rationale is so we can compare to other cohorts)-
- Scott asked about best way to communicate with author if mistakes are found. Mary Beth recommended- On downloaded copy, attach sticky notes via pdf & send back to author. Mary Beth advises that if lots of grammatical errors are evident, we don't have to spend time editing just ask program to review it again; more important to comment on the substance.

- Lori asked for clarification about how to provide feedback- "Treat this as if you are reviewing a manuscript," according to Mary Beth, purpose is for constructive feedback & how to make programs better. Examples of appropriate questions include: why a program's enrollment is low or going down, why the assessment plan for program is missing. Send review to dept. even if no problems are found, so dept. will know how it stands. **(By Jan. 15 department corrections should be made so on Jan. 30th the reviews can move forward & GC can vote)**
- Next Friday program reviews are due to Mary Beth- **on Nov. 4th reviews should be available for us to begin reviewing. Reviews should be completed by Dec. 15th.** Lori Thompson, our chair, will assign reviews to the committee & send out timelines and directions for accessing form.
- Lori Howard said that catalog descriptions need to be looked at as part of the program review process- we need to make sure that updates are being made so there are no discrepancies between website & catalog descriptions.

UPDATE ON CURRICULAR/NON-CURRICULAR FORMS

Lori has forwarded form suggestions to Sandee Lloyd- intent to plan, degree additions, and accelerated MA forms may need to be reviewed by Admissions (Tammy Johnson).

OTHER BUSINESS:

- Ad Hoc Title 9 committee- want an independent reviewer to come in and look at processes & systems; Leah Tolliver will come to our January meeting; Need to make sure that the training is flagged for graduate students as well as undergrads. Now, at MU, the grad students are not included. This could be something that is reviewed during Graduate Student Orientation. This is a compliance issue for the University.
- Huntington meetings will be in Drinko for remainder of year.
- Note the March 20th meeting date
- Reminder of tree-planting ceremony today at 4pm.
- Dean Pittenger will be contacting us regarding pictures of graduate students

Adjourn at 1:59pm

Attachment 2 Academic Planning Committee Requests

College of Information Technology and Engineering

Department/Division: Computer Science

Degree: MS in Data Science (MSDS)

Type of Request: Degree Addition

Starting Date: Fall 2020 (changed from the original spring 2020 date)

Rationale: Data scientists are among the most sought-after positions in America. With 163 zettabytes of data to be created by 2025 (10 times the amount of data in the digital universe in 2016), employers will have an extensive need for data experts who can manage and analyze the vast amount of information they collect. IBM predicts that by 2020, the number of jobs for all U.S. data professionals will increase by 364,000 openings to 2,720,000 jobs. This data boom is challenging businesses in every industry to hire professionals with a master's degree in data science who are skilled at data management and governance. Nearly 40% of advanced data and business analytic positions require a master's degree or Ph.D. according to a research study performed by IBM. The M.S. in Data Science will strengthen existing programs at Marshall University, creating productive new paths promoting interdisciplinary education and research. Collaborative cutting-edge research in data science will be conducted in partnership with other universities and research institutions.

College of Information Technology and Engineering

Department: Weisberg Division of Engineering

Type of Request: Non-Curricular Catalog Change - Admission Requirements

Starting Date: Spring 2020

Rationale: We are standardizing our admissions procedures for all engineering graduate degrees (M.S.E., M.S.E.E., and M.S.M.E).

College of Science

Department: Forensic Science

Degree: Cyber Forensics and Security

Type of Request: Degree Addition

Starting Date: Spring 2020

Rationale: The Master's Degree in Cyber Forensics and Security (MS CFS) provides students with advanced education and skills in digital forensics and cybersecurity. This advanced practitioner-focused program is intended to prepare students for the fast-moving and ever-changing environment they will work in. Students will learn advanced cyber skills and techniques to solve investigative and cybersecurity problems using science and technology. The program will prepare students to face sophisticated cybersecurity and investigative challenges and take a leadership role within their organization.

College of Information Technology and Engineering/ Lewis College of Business

Department/Division: Technology Management/Human Resource Management

Degree: Accessibility Awareness (Interdisciplinary Certificate)

Type of Request: Addition

Starting Date: Spring 2020

Rationale: Industry leaders like Adobe, Amazon, Facebook, IBM, Google, Microsoft, Netflix, and Verizon Media are actively recruiting people who can create products everyone can use, but they cannot find appropriately trained talent due to a significant skills gap (Teach Access, 2019). The Partnership on Employment and Accessible Technology (PEAT, 2018) found that 63% of companies surveyed said they do not have sufficient accessibility technology skills in their organization or candidates interviewed. Ninety-three percent said demand for accessibility skills will increase in the future. The interdisciplinary Accessibility Awareness Certificate will help students obtain knowledge and skills related to providing technology accessibility for all people, including those with disabilities, to become more employable. Coursework will increase student knowledge and provide learning experiences designed to foster innovation and creativity problem-solving with disability perspectives in curriculum and instruction.

College of Health Professions

Department: Masters of Social Work

Type of Request: Non-Curricular Change

Effective Date: Spring 2020

Rationale: The MSW program is requesting to increase the total credit hours for the Advanced Standing Program from 30 hours to 36 hours by requiring Advanced Standing students to take two (2) electives. This will additionally change the MSW Generalist total credit hour requirement from 60 to 66. The program originally required Advanced Standing students to take 2 – 3 hour electives. During the 2017-2018 academic year, our accreditor advised that our curriculum could be revised to reflect the new CSWE

EPAS (changed in the midst of our self-study), and we changed our Advanced Standing and second-year Generalist courses to those focused on behavioral health. We changed the curriculum incorporating a robust selection of behavioral health courses. Since these courses were heavily clinical, we decided that second-year Generalist and Advanced Standing students would not need to take the 2 required electives. After instructing 3 cohorts, the MSW faculty decided that students would benefit greatly from the content in two required electives, which will enrich the student's knowledge base and employability.

Graduate College

Type of Request: Non-Curricular Change – Repeat course policy

Effective Date: Fall 2020

Rationale: Revision of description of Graduate College Repeat Course policy to correct typos, clarify language, and provide more guidance to students.

Attachment 3 Curriculum Committee Requests

College of Health Professions (COHP)

Department: Social Work

Course: SWK 682

Course Title: Human Trafficking

Type of Change Request: Course Addition

First Term Offered: Spring 2020

Credit Hours: 3

Catalog Description: Human Trafficking is grounded in fundamental concepts related to trafficking of human beings. Multiple forms of human exploitation as well as implications for social policy and interventions are discussed.

Department: Social Work

Course: SWK 630

Course Title: Int MH Subuse Trauma

Type of Change Request: Course Addition

First Term Offered: Spring 2020

Credit Hours: 3

Catalog Description: This course identifies and explains ways to which clients with a diagnosis of trauma and [cannot read] mental health and substance use can be treated simultaneously.

Department: Social Work

Course: SWK 681

Course Title: Suicidology

Type of Change Request: Course Addition

First Term Offered: Spring 2020

Credit Hours: 3

Catalog Description: This course explores concepts of suicide as a public health issue. This course provides students with an understanding of suicide language and evidenced based clinical practice techniques.

College of Science (COS)

Department: Forensic Sciences

Course: CFS 581

Course Title: Special Topics

Type of Change Request: Course Addition

First Term Offered: Spring 2020

Credit Hours: 3

Catalog Description: Students will work in the Open Source Intelligence Lab using advance Open Source Intelligence tools.

Department: Forensic Sciences
Course: CFS 520
Course Title: Incident Response
Type of Change Request: Course Addition
First Term Offered: Spring 2020
Credit Hours: 3

Catalog Description: This course examines the forensic and investigative aspects of incident response. Topics include pre-incident preparation, developing leads, scoping an incident, data collection and forensic duplication, evidence from hosts (Windows), networks, applications and enterprise environments. We will also examine the steps and actions taken during response and remediation.

*Too many words in catalog description

Department: Forensic Sciences
Course: CFS 545
Course Title: Mobile and Web Pen
Type of Change Request: Course Addition
First Term Offered: Spring 2020
Credit Hours: 4

Catalog Description: Students will learn advanced techniques, tools and frameworks used for Mobile and Web Penetration and Attack.

*3 or 4 credit hours?

Department: Forensic Sciences
Course: CFS 680
Course Title: Special Topics
Type of Change Request: Course Addition
First Term Offered: Spring 2020
Credit Hours: 3

Catalog Description: Students will learn advanced tools and method using in Advanced Cyber Defense through hands-on exercises in Purple Teaming, End-User Education, Physical Security, and Incident Response.

College of Information Technology and Engineering (CITE)

Department: Division of Engineering
Change to Degree Program: MS in Engineering, Environmental Engineering Major
Effective Term: Fall 2020

Rationale: The proposed change is to adjust the name of the "Environmental Engineering" major within the M.S. in Engineering to a new name of "Civil and Environmental Engineering". The rationale for this change is to more accurately reflect the wide range of relevant graduate engineering courses already being offered at Marshall. Additionally, the new name will enhance the marketability of the degree since it will be wider in scope and applicable to a greater number of disciplines. This could potentially increase the number of students who are interested to enroll.

The supporting modifications to the written degree requirements will make explicit the existing flexibility that students already have in completing the degree. The existing degree requirements give academic advisors wide latitude in which courses to approve as electives.

The proposed changes merely elucidate that these elective courses can come from among graduate courses in Environmental Engineering, Civil Engineering, Environmental Science, Engineering Management, or Engineering.

Curriculum Changes: ENVE 615 (Environmental Chemistry) was previously required, and as proposed it would become an elective. The previous curriculum distinguished between six different sub-categories within Environmental Engineering. This distinction would be eliminated, to permit students to create a plan of study with a depth of focus in a certain sub-discipline, or with a breadth of exposure across sub-disciplines.

Attachment 4 Graduate Faculty Status Requests

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Akbar, Mohammad Ahsanul	SOP	Pharmaceutical Science and Research	Associate	8/26/2019	12/9/2022
Add	Bryan, Timothy	COB	ACC/LE	Graduate	8/26/2019	12/7/2024
Add	Hua, Xia	CITE	Engineering	Graduate	8/26/2019	12/7/2024
Add	Varney, Melinda	SOP	Pharmaceutical Science and Research	Graduate	8/26/2019	
Add	Zhang, Jingran	COB	MGT/HCA	Graduate	8/26/2019	12/7/2024
Edit	Brooks, Clayton	COS	Mathematics	Graduate	8/26/2019	12/7/2024
Edit	Castleberry, David	CAM	Music	Graduate	8/26/2019	12/7/2024
Edit	Chaudri, Jamil	CITE	Computer Science	Graduate	8/26/2019	12/7/2024
Edit	Hamilton, Maria	COS	Physics	Graduate	8/26/2019	12/7/2024
Edit	Otunuga, Olusegun	COS	Mathematics	Associate	1/13/2020	5/5/2023