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Fall 9-25-2020

The Minutes of the Marshall University Graduate Council Meeting, September 25, 2020

Marshall University Graduate Council

MARSHALL UNIVERSITY®

Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Lori Howard – Chair, Graduate Council *Lori Howard*

Date: October 6, 2020

Subject: **Approval of Graduate Council Minutes: Sepember 25, 2020**

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. Due to the health crisis, the meeting was held via Microsoft Teams.
Please advise if you have any comments/concerns/questions.

Minutes approved.

_____   10-6-2020
Dr. Jerome Gilbert   Date
President, Marshall University

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 -September 25, 2020
Virtual Meeting- Microsoft Teams

Members Present: Allen, Beard, Blough, Christofero, Davis, Egleton, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth, Wait
Members Absent: Georgel
Ex-Officio Members Present: Maher
Ex-Officio Members Absent: Pittenger, Taylor
Guests: Smith-Branch, Reynolds, Lent, Jennings-Knott

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1) Approved
Howard	Graduate faculty status candidates (Attachment 2) Approved
Lucas-Adkins	Planning Committee Report
Christofero	Curriculum Committee Report
Lawrence	Program Review Report
Heaton	Credentialing Committee Report
Howard	Updates and Announcements • Title IX • GA Student Rep • Catalog • Other

Sandee Lloyd Graduate College   lloyd@marshall.edu

Please reserve these meeting dates:

October	**10/30**
November	**11/20**
January	**1/29**
February	**2/26**
March	**3/26**
April	**4/30**

**At this time, all meetings will be held virtually due to social distancing requirements. All meetings will be held on a Friday at 1:00 p.m.

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. For example, October requests will be due to the Chair of Graduate Council on or before October 1.

Attachments:
1. Minutes of the past August meeting
2. Requests for Graduate Faculty Status
3. Planning Requests
4. Curriculum Requests
5. Recommendation from Program Review Committee regarding low enrollment courses.

Meeting Called to Order 1:00 pm.

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MINUTES OF PREVIOUS MEETINGS   **APPROVED**

(See Attachments 1)

- Tracy requested spelling correction to her last name- "Christofero" for future agenda and publications from GC.

GRADUATE FACULTY STATUS   **APPROVED**

(See Attachment 2)

ACADEMIC PLANNING COMMITTEE

(See Attachment 3)

Accelerated Master's Degree Programs
The Department of Computer Sciences and Electrical Engineering request AMD program proposals for MS Computer Science, MS Cybersecurity, and MS Data Sciences.

- Discussion from Richard Egleton that a "fail-safe" method should be considered for candidates in the AMD, meaning if they are not successful in graduate courses they will still receive undergraduate degree.
- Lisa Heaton mentioned consultation with undergraduate advisors is a part of AMD in Early Childhood but not sure if this is standard practice for all programs.
- Scott Davis suggested Planning Committee discuss this issue as well as how to market AMD programs to students and report back to GC.

Committee moves for **approval of the AMD program proposals; Motion is passed**.

College of Medicine
Committee moves for approval of non-curricular change to admissions for the Medical Sciences MS Program; **All approved and motion is passed.**

College of Education and Professional Development
Committee moves for approval of non-curricular change to plan of study for School Psychology EdS Program; **All approved and motion is passed.**

Committee moves for approval of all requests from ACE, including non-curricular changes to catalog concerning admissions. **Motion is passed**
- Feon Smith-Branch discussed the approval of admissions changes by GC in 2016/17 but that these changes were never reflected in catalog revisions. Goal is for all changes to be updated in catalog according to the non-curricular forms submitted in September 2020.

CURRICULUM COMMITTEE

(See Attachment 4)

College of Education and Professional Development
Committee recommended approval of counseling course addition (COUN 690) tabled from April 2020 for approval. All necessary documents were submitted. **Motion passed by all.**

Committee recommended approval of school psychology course addition (SPSY 710) with first course being offered Summer I 2021. **Motion passed by all.**

Committee recommended non-curricular change to plan of study for school psychology. **Motion passed by all.**

PROGRAM REVIEW COMMITTEE
(Attachment 5)
Bonnie presented a proposed statement on behalf of Program Review Committee as follows:

The program review committee recommends that all courses with an average enrollment over the last 5 years of less than 8 will be identified for the "watch list" of courses to be sent to the Provost and Deans for follow up action. The courses to be reviewed will be at the 600 level and **should not** include: studio, independent studies, internships, third party contracts, student teaching, thesis, dissertation, practicums, or other similar types of courses.

This proposal was based on the work from summer meetings and analysis of data enrollment sheets. The eliminated courses were selected, because they were intended to be individualized e.g. independent studies, internships, practicum, thesis, etc.. Also 3rd party contracts not included.

Discussion from GC Members:
- Henning asked for exclusions MUS 680 and 699 because those are individual lessons. (These courses should have been taken out already since they are like those mentioned above. Committee agreed to remove)

- Lisa H. noticed CIRG 643 Practicum was on the list; Lori T 680 HST is internship (committee agreed to remove those)

- Lisa found another course that seemed to be out of its college- COUN 630 listed as HP and not COEPD- Lori H. will check because courses were run by college

Discussions from GC Members regarding wording of section/courses and idea of counting some sections as one class due to virtual delivery:

- Tracy asked about Tech. Mgt. being on current list but not on initial list; Susan L. said it was her error and TM should have been on both lists. Tracy says that the TM courses should meet the 8 or above requirement- The sections could actually be counted as one class, because they are taught by one instructor at the same time. Had to have 2 sections of the same course since international students were not permitted to be in an online course. Tracy proposed change in language of this proposal from "courses" to "sections"

- Lisa- mentioned that Tracy and others are following directions from Dr. Brook's office about creating the afore mentioned new sections. Do not think we should be put on a watch list if following what we were told to do.

- Tracy recommended that her courses and Lisa's be taken off list now. The issue, though, is getting Deans to have conversations about their courses. Susan expressed reluctance to remove the virtual courses inclusively, because some courses, even when sections are combined, may not total 8. Susan reminded everyone that no one is in trouble with watch list.

- One idea is for virtual sections should be starred because of the specific rules that apply to them- keep issue of faculty stress down and to remove them from the watch list

- Tina- looking at courses or sections; suggested a wording change

- Lori H. said the issue is program review timeline, so need to get approval now to move forward with the program reviews this year.

- Henning asked if Provost sees list before Deans and answer is yes. 281 courses are on the list.

- Scott said details are important but we need to be somewhat vulnerable so decisions can be made that affect the university as a whole. Lori just reminded that the issue of virtual courses should be attended to now.

New language for Program Review Committee's statement revised with input from GC members:

The program review committee of the Graduate Council recommends that all courses with one or more sections and average enrollment per course section over the last 5 years of less than 8 will be identified for the "watch list" of courses to be sent to the Provost for follow up action. Note that some courses include both virtual and in-person sections taught at the same time. The courses to be reviewed will be at the 600 level and should not include: studio, independent studies, internships, third party contracts, student teaching, thesis, dissertation, practicums, or other similar types of courses

Program Committee made motion for new language in statement above be passed.

Tracy Christofero, Lisa Heaton, and Henning Vauth abstained from vote. All others voted in favor of motion: Motion Passed

CREDENTIALING COMMITTEE

Lisa presented issues regarding paper files needing to be reviewed and matched with what is online. Dr. Eagle and Lisa spoke about feasibility of getting the materials online. Lisa asked if Council would consider giving Credentialing Committee permission to review one college online and then report back to GC about process in October.

Richard asked if new ones could be sent via pdf, online data base for the scanned copies,

Lisa was thinking that a TEAM be created that addresses Grad Faculty Status. Make each College a private channel. Would need to ensure confidentiality. Tracy expressed concern that if GC houses info then they will become solely responsible ensuring credentials and Deans will relinquish it. Discussed when this had happened in past. Policy is that GC has the Deans do the work. Richard suggested that coversheet with Dean's signature on it be attached to verify that Dean has reviewed it.

Lisa requests permission to try with one college and then report back to GC in Oct.

Motion made by Lisa that CC be allowed to pilot with one college for the review of credentialing files. All voted in favor; **Motion passed**

ANNOUNCEMENTS:

Title 9- Suggested changes were all appropriate

GA student rep- 11 nominated, Thursday Oct. 1 Lori will know who the rep is

Working to get catalog cleaned up. Let Sue Tams know about changes (Please note that cannot change admissions as part of copy edit. Admissions must be approved by GC as non- curricular request)

Lori Howard-thanks all for the work and summer work.

Meeting adjourned: 2:36PM

Attachment 1
MU Graduate Council Meeting Minutes- August 28, 2020
Virtual Meeting- Microsoft Teams

Members Present: Allen, Beard, Blough, Christofero, Davis, Egleton, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth, Wait
Members Absent: None
Ex-Officio Members Present: Pittenger
Ex-Officio Members Absent: Maher, Taylor
Guests: None

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of Previous Meeting Minutes April Meeting (Attachment 1) Special Meeting (Attachment 2)
Howard	Graduate Faculty Status Requests (Attachment 3)
Howard/Pittenger	State of the Graduate College

Howard	Course Enrollment Review
	    • Program Review Process
	    • Timelines

Howard	Updates, Information, and Questions?
Howard	Committee Assignments (Attachment 4) Once a chair has been decided, please notify the GC Chair.

Sandee Lloyd Graduate College   lloyd@marshall.edu

Please reserve these meeting dates:

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October	**10/30**
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March	**3/26**
April	**4/30**

**At this time, all meetings will be held virtually due to social distancing requirements. All meetings will be held on a Friday at 1:00 p.m.

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. Our first business meeting of the Academic Year (2020-2021) will be in September. Requests will be due to the Chair of Graduate Council on or before September 1.

Attachments:
1. Minutes of the past special meeting
2. Minutes of the past April meeting
3. Requests for Graduate Faculty Status
4. Committee Assignments for Academic Year 2020-21

Meeting Called to Order 1:00 pm.

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS
- **Lori H. greeted everyone and thanked everyone who volunteered for work assignments during summer.**

- Dean Pittenger gave brief announcements about Graduate School and enrollments: Lack of international students will have consequences; overall enrollment is variable- some programs increased, and others decreased enrollment; GC will be called on soon to make decisions

- Lori provided updates about GC summer work regarding program reviews and course enrollment histories:

Bonnie & Susan did last review of 600 level courses (10 students or less). Lisa H. talked about needing to be rigorous & efficient in program reviews. Lori has spoken with Mary Beth Reynolds. Problem is that materials not sent in until Nov.1. Mary Beth now has different software and apparently it is more robust and thorough; therefore, there will be more info accompanying reviews than what was provided in past. Updated software program is similar to BERT program according to Dean Pittenger. (Pulls data exactly from Banner, gave example of looking at PsyD ; different ways of "slicing" data out , can be a planning document, i.e. provides such info as seating capacity and room size and how many students in a room. Once data are pulled up, you can download into Excel, etc. for more refined analysis.) Lori adds that we will have this info early thus allowing timely return so Deans can make plans.

MINUTES OF PREVIOUS MEETINGS	**APPROVED**

(See Attachments 1 and 2)

MOVE TO EXECUTIVE SESSION AT 1:15 PM
Lisa Heaton made motion, seconded by Philippe G.   APPROVED

MOVE TO RETURN FROM EXECUTIVE SESSION TO GC MEETING AT 1:55PM   APPROVED
Tracy Cristofero made motion, seconded by Scott D.

GRADUATE FACULTY STATUS
(See Attachment 3)
Philippe made motion, Lisa seconded to pass GF   APPROVED

ADDITIONAL ANNOUNCEMENTS and DISCUSSION
- Lori H- Grad Orientation Modules are "up & moving" on Blackboard; link for uploading animal video (Pause for Paws) will happen, and its purpose is for giving grad students a mental break; Any volunteers to upload videos should contact Lori H.
- Lori H. will help enroll anyone who needs assistance with Grad Orientation Modules
- Chris Sochor & Sara Mollette very helpful with setting these up
- Susan L. is chairing a committee with Dean Pittenger looking at Grad Assistants
- Title IX training is "up and moving."

COMMITTEE ASSIGNMENTS
(See Attachment 4)

Committee lists were provided. Option given to use "meet now" for selection of chair or to discuss via group email; Lori needs to know chairs by Monday 8/31, because she needs to have meeting with chairs regarding putting documents up on Teams instead of emailing back & forth.
- Tina suggested adding channel for each committee instead of Folders within General GC Teams (Will wait until chairs are decided before this is determined)

Adjourn to connect with committees 2:04PM

Attachment 2
Graduate Faculty Status Requests

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Bogomolnaya, Lydia	SOM	Biomedical Sciences	SOM	7/14/2020	
Add	Griffith, Laura	COB	MGT/HCA	Doctoral	8/24/2020	12/6/2025
Add	Lamichhane, Rajan	SOM	Clinical and Translational Sciences	SOM	7/14/2020	
Add	McAleer, Jeremy	SOP	Dept. of Pharmaceutical Science and Research	Graduate	8/24/2020	12/6/2025
Add	Orphanos, Megan	COB	MGT/HCA	Doctoral	8/24/2020	12/6/2025
Add	Spurlock, Benjamin	SOM	Physician Assistant	Associate	7/14/2020	
Delete	Kimble, Craig	SOP	Pharmacy Practice, Administration, and Research	Graduate	8/26/2019	
Delete	Perkins, Ashley	SOP	Pharmacy Practice, Administration, and Research	Associate	1/14/2019	5/6/2022
Delete	Todd, Beth	SOP	Pharmacy Practice, Administration, and Research	Graduate	1/14/2019	
Edit	Agesa, Richard	COB	FIN/ECN/IB	Graduate	7/14/2020	
Edit	Babcock, Charles	SOP	Pharmacy Practice, Administration, and Research	Graduate	8/24/2020	12/6/2025
Edit	Campbell, Shelvy	SOP	Pharmacy Practice, Admin and Research	Associate	8/24/2020	12/8/2023
Edit	Campbell, Shelvy	SOP	Pharmacy Practice, Admin and Research	Graduate	8/24/2020	12/6/2025
Edit	Canipe, Kenneth	SOP	Experiential Learning	Doctoral	8/26/2019	12/7/2024
Edit	Eagle, Teresa	COEPD	Leadership Studies	Doctoral	5/20/2019	

	Name	College	Department	Level	Start	End
Edit	Gallagher, Brian	SOP	Dept. of Pharmacy Practice, Administration, and Research	Graduate	8/24/2020	12/6/2025
Edit	Garrett, William	COHP	School of Kinesiology	Graduate	1/13/2020	
Edit	Garrett, William	COHP	School of Kinesiology	Associate	1/13/2020	5/5/2023
Edit	Gurung, Anil	COB	Management, Marketing and MIS	Graduate	8/24/2020	12/6/2025
Edit	Jones, Cynthia	SOP	Pharmaceutical Science and Research	Graduate	8/24/2020	12/6/2025
Edit	Kimble, Angel	SOP	Dept. of Pharmacy Practice, Administration, and Research	Associate	8/24/2020	12/8/2023
Edit	Kimble, Angel	SOP	Dept. of Pharmacy Practice, Administration, and Research	Graduate	8/24/2020	12/6/2025
Edit	Kimble, Craig	SOP	Dept. of Pharmacy Practice, Administration, and Research	Doctoral	8/24/2020	12/6/2025
Edit	Koc, Hasan	SOP	Pharmaceutical Science and Research	Doctoral	8/24/2020	12/6/2025
Edit	Lankton, Nancy	COB	Accounting/Legal Environment	Graduate	8/24/2020	12/6/2025
Edit	Lawson, Kay	CAM	Music	Associate	8/24/2020	12/8/2023
Edit	Malik, Haroon	CECS	Computer Science	Graduate	8/24/2020	12/6/2025
Edit	McInerney, Margie	COB	Management/Marketing	Doctoral	8/24/2020	12/6/2025
Edit	Stivason, Charles	COB	Accounting/Legal Environment	Graduate	8/24/2020	12/6/2025

Attachment 3
Academic Planning Committee Requests

Accelerated Master's Degree (AMD)
Department: Computer Sciences and Electrical Engineering
Type of Request: Program Proposal (MS Computer Science)
Starting Date: Spring 2021
Rationale: Increasingly industry and organization ask for the body of knowledge necessary to practice in the fields that is beyond the traditional four-year Bachelor's degree program. The proposed AMD program would provide a path for the undergraduate students into the graduate program with smoother transition. The program will save students time, money, and will open up career possibilities early on and it will improve the graduate's career earnings prospects.

Department: Computer Sciences and Electrical Engineering
Type of Request: Program Proposal (MS Cybersecurity)
Starting Date: Spring 2021
Rationale: Cybersecurity jobs are in high demand and Computer Science jobs are already in high demand as it is; adding in the element of security makes these roles even more critical and sought after. The proposed AMD program would provide a path for undergraduate computer science students into the MS in Cybersecurity program to advance their careers. The program will save students time, money, and will open up career possibilities early on and it will improve the graduate's career earnings prospects.

Department: Computer Sciences and Electrical Engineering
Type of Request: Program Proposal (MS Data Sciences)
Starting Date: Spring 2021
Rationale: Data science is relevant to virtually all industries and proficient and knowledgeable data science Master's degree graduates will be assets to employers in any industries they want to work in. The proposed AMD program would provide a path for undergraduate computer science students into the MS in Data Sciences program to advance their careers. The program will save students time, money, and will open up career possibilities early on and it will improve the graduate's career earnings prospects.

College of Medicine
Department/Division: Medical Science (Medical Sciences non-thesis, MS)
Type of Request: Non-Curricular Catalog Change (Admissions)
Starting Date: Spring 2021
Rationale: The change is to allow conditional admission of students into the Medical Sciences MS program. Current applications to the program cannot be reviewed until the applicant has graduated with a bachelor's degree. With the change, applicants can be admitted conditionally for one term while still an undergraduate student. Full admission will still require awarding of the bachelor's degree.

College of Education and Professional Development
Department/Division: School Psychology
Type of Request: Non-curricular catalog change, reflecting Plan of Study change
Starting Date: Summer 2021

Rationale: School Psychology requests a change in the Plan of Study for candidates- removal of CIRG 636 and replace with SPSY 710. The new Plan of Study will reflect coursework consistent with the national credentialing standards for school psychologists as evidenced by the integration of assessment, consultation, and intervention across the academic content areas and mental/behavioral health.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Adult Education and Evaluation
Type of Change Requested: move ACE 600 Aspects of Training and Development from Core Courses to General Courses
Starting Date: Spring 2021
Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Adult Education and Evaluation
Type of Change Requested: move ACE 671 Evaluation of Adult and Technical Instruction from General Courses to Core Courses
Starting Date: Spring 2021
Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program and reflect what the program has been doing over the past four years.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Adult Education and Evaluation
Type of Change Requested: move ACE 671 Evaluation of Adult and Technical Instruction from General Courses to Core Courses
Starting Date: Spring 2021
Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program and reflect what the program has been doing over the past four years.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Career and Technical Center Teaching
Type of Change Requested: Addition- On the plan of study after "core courses" add the following headings: "West Virginia Licensure Courses- 18 Hours" and "West Virginia Licensure Electives (choose one)."
Starting Date: Spring 2021
Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program and reflect what the program has been doing over the past four years.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Career and Technical Center Teaching
Type of Change Requested: Addition- ACE 650 Career Education Curriculum Development was approved to be added back into the curriculum in 2016 and needs to be added under the heading "West Virginia Licensure Courses- 18 Hours."
Starting Date: Spring 2021
Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program and reflect what the program has been doing over the past four years.

Department/Division: Adult and Continuing Education
Area of Emphasis Title: Career and Technical Center Teaching

Type of Change Requested: Move ACE 548, ACE 631 and ACE 637 under the heading "West Virginia Licensure Electives (choose one)."

Starting Date: Spring 2021

Rationale: It is requested that changes be made to current graduate catalog to match curriculum of ACE program and reflect what the program has been doing over the past four years.

Attachment 4
Curriculum Requests

COEPD

Course Additions (2)

1. Department: Counseling
   [This request was tabled from the April 2020 meeting. All needed has been received]
   # / Title: COUN 609 – Research in Counseling
   Description: Course provides the foundation of research methods including qualitative, quantitative an mixed methods. Students will also gain a fundamental of basic statistical concepts.
   Prerequisites: Permission of instructor
   First Offered: Spring 2021
   Credit Hours: 3

2. Department: School Psychology
   # / Title: SPSY 710 – Application of Multi-Tiered Systems of Support
   Description: The focus of this course will be to integrate elements of consultation, assessment and integration into a comprehensive Multi-tiered System of Support for behavior and academics from the perspective of a school psychologist.
   Prerequisites: SPSY 621 and SPSY 622
   First Offered: Summer I 2021
   Credit Hours: 3

Non-Curricular (1)

Type of Change Request: Non-curricular Catalog Change
Degree Program: Ed.S. School Psychology
Effective Date: *[Requested]*
Rationale: Our program requests a change in the Plan of Study for school psychology students from CIRG 636 to the proposed SPSY 710 course. The proposed course will integrate consultation, assessment and integration across the academic content areas (reading and math) and behavioral/mental health.

Attachment 5
Program Review Recommendation for Course Enrollment

The program review committee recommends that all courses with an average enrollment over the last 5 years of less than 8 will be identified for the "watch list" of courses to be sent to the Provost and Deans for follow up action. The courses to be reviewed will be at the 600 level and **should not** include: studio, independent studies, internships, third party contracts, student teaching, thesis, dissertation, practicums, or other similar types of courses.