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Graduate Council Minutes

Graduate Council

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2-26-2021

## **The Minutes of the Marshall University Graduate Council Meeting, February 26, 2021**

Marshall University Graduate Council

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## Graduate Council

### MEMORANDUM

To: Dr. Jerome Gilbert - President

From: Dr. Lori Howard- Chair, Graduate Council

Date: March 8, 2021

Subject: **Approval of Graduate Council Minutes: February 26, 2021**

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.

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Minutes approved.

 3-10-21

Dr. Jerome Gilbert  
President, Marshall University

Date

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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](mailto:howardl@marshall.edu)  
Dr. Comae Lucas-Adkins, Secretary, Graduate Council, [lucas26@marshall.edu](mailto:lucas26@marshall.edu)  
Dr. Jaime Taylor, Provost/Graduate Dean, [jaime.taylor@marshall.edu](mailto:jaime.taylor@marshall.edu)  
Dr. Sherri Smith, Associate VP for Academic Affairs, [smithsc@marshall.edu](mailto:smithsc@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. Mary Beth Reynolds, Associate VP Assessment, [reynoldm@marshall.edu](mailto:reynoldm@marshall.edu)  
Mr. Adam Russell, Office of Academic Affairs, [russel158@marshall.edu](mailto:russel158@marshall.edu)  
Mr. Ethan Tackett, Office of Academic Affairs, [tackett160@marshall.edu](mailto:tackett160@marshall.edu)

# MU Graduate Council Meeting Minutes

February 26, 2021

## Virtual Meeting: Microsoft TEAMS

**Members Present:** Akinola, Beard, Blough, Christofero, Davis, Egleton, Heaton, Howard, Lanham, Larison, Lawrence, Lillivis, Lucas-Adkins, Thompson, Vauth,

**Members Absent:** Wait

**Ex-Officio Members Present:** Taylor, Maher

**Ex-Officio Members Absent:** N/A

**Guests:** Brooks, Dalton, Dampier, Hanrahan, Lankton, Mollette, Mukherjee, Niese, Pfof, Reynolds, Smith-Branch, Tams, Tusing, Roles

### Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Lucas-Adkins	Planning Committee Report (Attachment 3)
Christofero	Curriculum Committee Report (Attachment 4)
Lawrence	Program Review Report/Decision Tree Work Group
Heaton	Credentialing Committee Report/Graduate Faculty Advisor Award
Howard/Taylor	Graduate Studies/Graduate Assistants
Howard/Smith	Courseleaf /Implementation
Howard/Rolls	EDT and Orientation Updates
Howard	Faculty Performance Evaluation Committee Representative: Henning Vauth

Please reserve these meeting dates:

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

Attachments:

Minutes of the January Meeting

Requests for Graduate Faculty Status  
Planning Requests  
Curriculum Requests  
**Meeting called to order 1:00 PM**

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

**MINUTES OF PREVIOUS MEETINGS**

**APPROVED**

(See Attachment 1)

**GRADUATE FACULTY STATUS**

**APPROVED**

(See Attachment 2)

**ACADEMIC PLANNING COMMITTEE**

(See Attachment 3)

**College of Arts & Media**

Susan Tusing and Adam Dalton present to discuss area of emphasis request from Music Dept.

Committee recommended approval of the request; **Motion was passed**

**College of Health Professions**

Catalog change request from School of Physical Therapy

Committee recommended approval of the request; **Motion was passed**

**College of Science**

Three requests from Math Dept.; Elizabeth Niese present to discuss requests. She verified that Summer 2021 should be the effective date for the non-curricular change request.

Committee recommended approval of the requests; **Motion was passed**

**School of Pharmacy**

Request for catalog changes and additions reflecting curriculum changes.

Committee recommended approval of the request; **Motion was passed**

**LCOB & COECS**

Two requests for non-curricular changes and change of major (resulting from move of Technology Mgt. from COECS to LCOB)

Drs. Dampier, Avi, and Lankton present to discuss the requests.

Committee recommended approval of the requests; **Motion was passed**

**CURRICULUM COMMITTEE**

(See Attachment 4)

## **School of Pharmacy**

Four course additions and four course changes

Committee recommended approval of the requests; **Motion was passed**

## **College of Health Professions**

Two course changes from School of Physical Therapy

Committee recommended approval of the requests; **Motion was passed**

## **College of Education and Professional Development**

Ten course deletions from Adult and Continuing Education

Committee recommended approval of the requests; **Motion was passed**

## **College of Arts & Media**

Two course additions from Music Dept.

Committee recommended approval of the requests; **Motion was passed**

## **PROGRAM REVIEW COMMITTEE**

Bonnie Lawrence thanked all for diligent work of program review. All have vested interest in this review process. Group has been gathered to develop program review process for GC, i.e. timelines, decision trees with rubrics, data will serve as guide but other facets of program will be taken into consideration for decisions. Scott, Tracy, Lori H., and Bonnie will comprise subcommittee (David Hatfield, Kristen Lillivis, and Mary Beth Reynolds also on committee) Sherri Smith will discuss the technology program that will help with this process later in meeting.

## **CREDENTIALING COMMITTEE**

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Lisa Heaton gave update- working on 4 colleges to get updates to TEAMS for the review. Deadline is March 15. Seeing progress of corrections to faculty list for those who are no longer with university or teaching grad courses.

Lori H discussed fact that being on GC should not prohibit faculty from being nominated for Advisor. Since student wanted to nominate Lisa Heaton, Lori will replace Lisa for this award selection. Monday March 1 is deadline for students to submit nominations. Thus far, there have been multiple nominations with student letters from both campuses.

## **GRADUATE STUDIES/ASSISTANTSHIPS**

Dr. Taylor & Dr. Maher presented. Dr. Taylor gave update regarding assistantships: he will be notified by deans of which positions will become vacant next fall and will be receiving justifications from deans for vacancies to be filled. Expect process to get smoother during next month. Both applauded Sherri Smith for her efforts.

Richard Eggleton- discussed students typically not paying tuition for doctoral programs in biological sciences. If program does not have ability to have tuition waivers concern is that students will not choose to come to MU. Dr. Taylor said will have to look at grants individually. At moment, not planning to pull back on any of those.

Kristen L- asked for clarification that other assistantships which are not grant-funded would not be cut. Taylor acknowledged difference in humanities and sciences with regard to grant funded assistantships.

Fatima- shared student perspective on assistantships and the need for financial support. Asked if database would be available for students to submit requests for assistantships & see what is available. This is something being worked toward. Lori H also mentioned financial aid packages being available for top students that MU wants to recruit.

Plan to keep the GA positions that we have now for Fall 2021. Further info needed to make decisions about what can be eliminated. Decisions will be made individually. NO student who is currently a GA should not be concerned (first priority). Second priority is for decision about refilling a GA position for student who is graduating this spring- trying to determine if those that are vacated will they remain for Fall 21. (Isaac L asked about maintenance of assistantships in COEPD since there are no grants to fund those. Dr. Taylor said he would look at those as he did for those assistantships in Graduate Affairs.)

Tracy C said assistantships were still posted online. Dr. Taylor said he would look at that to see how these are aligned with what is in database now.

#### **COURSELEAF IMPLEMENTATION**

Sherri Smith- talked about Su Tams' work with Courseleaf. Goal is to get catalog published sooner. Courseleaf has 2 platforms- CAT and CIM. Discussed how time will be saved in future. Lori talked about the forms being used for Planning & Curriculum & Program Review being cumbersome- this will be fixed by CIM. You will be prompted to add information that will alert you if there are duplications, etc. Will make process much easier than relying on the paper copies of forms. Decision tree for program review could be housed in CIM.

Lori celebrated electronic vs. paper forms.

Scott asked for roll out date & training for the process- August is roll out date according to Sherri. Elizabeth H said training, help, instructions will be provided and she commented that the process is intuitive which is one of the reasons this software was selected. Sherri commended Elizabeth's work!

#### **EDT AND ORIENTATION UPDATES**

Team for getting theses & dissertations read. Housed in Library. Eryn Royles & Sarah Mollette presented- they are members of the team who will be working on the electronic reviews instead of Graduate Office (Dean Pittenger & Sandee Lloyd) Four other academic librarians will be working on those reviews too. If go to Graduate College page and thesis/dissertation section- change has been made to contacts. They are very willing to take questions and emails about process.

Lisa H asked about deadline for current semester- Eryn is working on updates. Go to main Graduate page with deadlines- those should be correct. No dates have changed since Jan. 1 Date is early because there are so many that need reviewed. April 2<sup>nd</sup> is deadline. Student would submit to EDT site. All librarians on committee get alerted to submission. Have 2 people working on each submission. The 2 meet with each other, discuss, and then send back to student for revisions if necessary. Then will review it more if needed. Process continues.

Richard E asked for approximate turn-around time for first read- 1 week is what Eryn said.

Sarah M- discussed the orientation module- now it has to be updated due to change in Graduate college. Tracy C & Sarah are working on changes. Tracy C said it is awesome to work with Sarah!

Monica Brooks- thanks to all who have helped in the transition to their responsibilities of thesis/dissertation review

**FACULTY PERFORMANCE EVALUATION COMMITTEE REPRESENTATIVE: HENNING VAUTH**

Lori H asked Kristen L to give overview of this committee- Kristen says it does away with OCR, raises are no longer tied to annual evaluations, raises are being proposed to be based on "cost of living" across the board. Proposal is for 1 performance based raise for either: research, teaching, service (1 of 3)

Henning spoke- Committee is in process of soliciting feedback regarding proposal. Issue was increased competition for raises. GC can email concerns to Henning after reviewing the proposal. His next meeting is in 2 weeks. Kristen uploaded the annual review documents to TEAMS for GC review.

Scott wants to make sure GC is represented.

Richard asked about med school- Kristen is working with president about how pro-forma schools operate. Don't want to disadvantage anything that is in place

**Meeting adjourned 2:56pm**

# Attachment 1

## MU Graduate Council Meeting Minutes

January 29, 2021

### Virtual Meeting: Microsoft TEAMS

**Members Present:** Akinola, Beard, Blough, Christofero, Davis, Egleton, Heaton, Howard, Lanham, Larison, Lillivis, Lucas-Adkins, Thompson, Vauth, Wait

**Members Absent:** Lawrence

**Ex-Officio Members Present:** Taylor, Maher

**Ex-Officio Members Absent:** N/A

**Guests:** Archambault, De Tando Bora, Damron, Dobbs, Landry, Perkins, Reynolds, Rushton, Tigchelaar, Mukherjee, Mak, Garrett, Prewitt, Smith, Konz, Spradlin

### Agenda

Howard	Welcome, Introductions, Announcements <ul style="list-style-type: none"><li>• Introduce New GC Members</li></ul>
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Lucas Adkins	P.lanning Committee Report(Attachment 3)
Christofero	Curriculum Committee Report (Attachment 4)
Lawrence	Program Review Report
Heaton	Credentialing Committee Report
Howard/Taylor	Graduate Studies
Howard	Wrap-Up

Please reserve these meeting dates:

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 November Meeting
2. Requests for Graduate Faculty Status
3. Planning Requests
4. Curriculum Requests
5. Program Committee Recommendations

**Meeting called to order 1:01 PM**

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

- Lori Howard introduced new members of Graduate Council: Kristen Lillivis (Faculty Senate Chair to replace Phillippe Georgel; will serve on Credentialing Committee) and Isaac Larison (replacement of Tina Allen; will serve on Program Committee)
- Lori H reviewed results of the email voting for Recommendation 4 language clarification for Program Review. The motion was to change language for Recommendation 4 from "current" to "proposed" (see below):  
**Current Recommendation 4 language:** "Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, and the like."

**Proposed Recommendation 4 language to clarify cooperative programs:** "Development of a cooperative program with another institution; or the transfer of a program from one college to another within the institution; or combining the program with another program within the college; or the sharing of courses, facilities, faculty, and the like across programs."

The following GC members voted in the affirmative: Beard, Blough, Christofero, Davis, Heaton, Vauth, Lanham, Larison, Lucas-Adkins, Lillivis, and Wait

Motion was made by Lawrence, Chair of Program Review Committee.

Members Not-Responding to request: Aki no la, Egleton, Thompson

Motion passed by electronic vote on Wednesday, Jan. 27<sup>th</sup>

**MINUTES OF PREVIOUS MEETINGS**

**APPROVED**

(See Attachment 1)

**GRADUATE FACULTY STATUS'**

**APPROVED**

(See Attachment 2)

**ACADEMIC PLANNING COMMITTEE**

(See Attachment 3)

**College of Education and Professional Development (COEPD)**

Request for deletion of certificates for Family Literacy and Literacy Specialist to be effective Fall 2021. These programs have not accepted students for years.

Committee recommended approval of the request; **Motion was passed**

Request for non-curricular change in Leadership Studies Ed.D. to be effective Summer 2021. The request is to waive GRE/MAT for applicants who hold an earned doctorate from another accredited institution.

- Eugenia Damron present as representative for Leadership Studies. There was no discussion.

Committee recommended approval of the request; **Motion was passed**

### **College of Health Professions (COHP)**

Two requests for Graduate Additions of Areas of Emphasis codes/titles from School of Nursing to be effective Spring 2021.

- Denise Landry was present for discussion on behalf of School of Nursing. She explained that the codes had been mistakenly deleted in their request that was approved during November 2020 meeting of Graduate Council.

Committee recommended approval of the requests from Nursing; **Motion was passed**

One request for non-curricular change from School of Kinesiology to be effective Summer 2021. The request specified the following: a change to catalog language for program admissions.

- Effective date was clarified by School of Kinesiology in response to Committee's request.

Committee moved for approval of SOK request; **Motion was passed**

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### **College of Liberal Arts (COIA)**

One request from Humanities for Deletion of Degree (MA in Latin) to be effective Spring 2021. There is a lack of interest in this degree.

Committee moved for approval of COLA request; **Motion was passed**

### **CURRICULUM COMMITTEE**

(See Attachment 4)

#### **College of Science (COS)**

Fourteen requests for course deletions in Criminal Justice & Criminology that are no longer taught.

- Wendy Perkins present as representative for department and explained that these courses had not been taught in many years.

Committee moved for approval of COS requests; **Motion was passed**

## PROGRAM REVIEW COMMITTEE

(See Attachment 5)

Bonnie Lawrence, committee chair, was absent. Susan Lanham was appointed as spokesperson for committee. Susan thanked all council members for their work on the reviews.

### College of Engineering and Computer Sciences (CESC)

- Susan L and Lori H both clarified that correct acronym, CESC, was not used in agenda, but they wanted the correct college name to be acknowledged in meeting minutes.
- Three requests from agenda were discussed. The two programs rated as 4 (Technology Management and Technology Management Graduate Certificate) were rated as such because they are in process of moving to LCOB.
- The review of the Information Systems program began before the transfer to LCOB, and as of this date the committee recommends continuance at the current level of activity. Dean of LCOB said the program would be reviewed in 2022, although committee is recommending continuance at current level.
- Mary Beth Reynolds spoke regarding the MS in Safety and MS in Environmental Science ratings as stated on agenda. She said that the dean recommended these programs merge into 1 program- Environmental Engineering & Safety. She recommended a rating of 4 for both. Lori H asked reviewers of those programs if they were comfortable changing their ratings to 4. Richard Egleton, one of the reviewers, said he would agree to change in rating to a 2 for Environmental Science to be consistent with the rating of 2 for Safety. Lisa Heaton agreed with Safety rating of 2, because the 2 requires a check in one year.

Committee moved for approval of CESC requests; **All in favor; Motion was passed (Note the change in ratings for Environmental Science from 1 to 2 based on discussion and vote during council meeting)**

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### College of Science (COS)

- Requests discussed for: MS in Criminal Justice, MS in Forensic Science, and Digital Forensics Graduate Certificate. Committee rated all as continuance at current level.

Committee moved for approval of COS requests; **All in favor; Motion was passed**

### College of Arts and Media (CAM)

- Committee requests corrective action rating (2) for the following: Journalism MAJ, Digital Communications Grad. Certificate, and Integrated Strategic Communications Grad. Certificate. Committee recommended discontinuance rating (5) of Media Management Grad. Certificate due to its having only 2 completers in past 5 years.
- Dean Dobbs was present on behalf of CAM to discuss, and Janet Dooley participated via phone. Dean Dobbs stated that having the Media Mgt. certificate program adds no costs to university. He said, "there is nothing to lose by having the certificate programs," and in fact, sometimes students who are enrolled in the certificate programs decide to complete the graduate degree instead. The certificate programs could be thought of as a marketing tool. There are no new courses proposed by these certificate programs. Dean Dobbs recommends a rating of corrective action (2) for all certificate programs in this review.

- Lori H asked if there is need for discussion about consolidating all 3 of the certificate programs into 1, due to the low number of completers in past several years.
- Henning V. spoke in support of Dean Dobbs that the certificate programs do not drain finances so should be continued.
- Scott D. discussed "equity across all programs" in the review process. Richard E. mentioned rationale for the rating of 5 being based on the summer discussion about importance of program enrollment and not whether certificate programs added costs.
- Isaac Wait, one of the reviewers assigned to the Media Mgt. Grad. Certificate program arrived to council meeting during the discussion and discussed the rationale for rating of 5- low number of completers within past 5 years.

Committee separated the requests in CAM for voting:

- Committee moved for approval of Journalism MAJ at corrective action level (2): **All in favor, Motion was passed**
- Committee moved for approval of Digital Communications Grad. Certificate at corrective action level (2): **All in favor, Motion was passed**
- Committee moved for approval of Integrated Strategic Communications Grad. Certificate at corrective action level (2): **All in favor, Motion was passed**
- Committee moved for approval of Media Mgt. Grad. Certificate at corrective action level (2): **9 members in favor, and 3 (Davis, Egleton, and Wait) opposed; Motion was passed**

#### College of Liberal Arts (COLA)

One review for COLA completed: English MA. Committee rated as continue at current level of performance.

- Committee moved for approval of COLA request; **All in favor; Motion was passed**

#### College of Health Professions (COHP)

Four reviews in total for COHP. Committee recommended three for continuance at current level and one for corrective action.

- Committee moved for approval of Biomechanics at corrective action level (2): **All in favor, Motion was passed**
- Committee moved for approval of the following at continuance of current level: Sports Administration MS, Exercise Science MS, Athletic Training BS to Professional MS. **All council members voted in favor, Motion was passed**

#### College of Business (COB)/COESC/COHP

Three reviews in total. Committee recommended all three for corrective action (level 2): Health Informatics MS, Data Analytics in Healthcare Grad. Certificate, and Nursing Informatics Grad. Certificate.

- Committee moved for approval of COB requests; **All in favor; Motion was passed**

#### CREDENTIALING COMMITTEE

Lisa H provided update on credentialing storage in TEAMS. Requests sent to current 4 colleges up for review (expired applications, updated applications, renewals and new applications; if they did not have anything up for expiration then they did random sample). Multiple meetings in Dec. to discuss Course Leaf as an option. This may come up for testing in summer. Lori H reminds this committee of their upcoming work for selecting Graduate Faculty Advisor award.

## **GRADUATE STUDIES UPDATE**

Provost Taylor spoke: Thanks to Graduate Council's thoughtful review and approval of programs.

Provost Taylor reviewed the following mergers and adjustments to Graduate Studies operations:

Jaim'e Taylor - Dean of the Graduate Studies

Sherri Smith-Associate Dean of Graduate Studies

The Office of Admissions-Recruitment:

- o Graduate School admissions
- o Graduate School recruitment (with input from the graduate programs and marketing/UComm)
- The Office of the Registrar:
  - o Record keeping
  - o Certification that students have completed all degree requirements (in Degree Works, even if individualized)
- The Academic Dean of the College that houses a particular graduate program:
  - o Student issues and general complaints
  - o Appeals at the dean's level (current policy specifies Graduate Dean; we can get around this by having Jaime appoint the deans as his "aeesignees")
  - o Signatures at the dean's level
  - o Graduate diploma signature for dean
- The Dean of the Library:
  - o Final edits of Thesis and Dissertations.
- VP for Research:
  - o Graduate Assistantships and tuition discounts
- Associate Provost/ Associate Dean of Graduate Studies:
  - o Graduate Studies website (with assistance from Office of Admissions/Recruitment and UComm)
    - Further work on landing pages
  - o Graduate Council website (with input from the Chair of the Graduate Council)

Eric B. asked: Will academic misconduct will be handled within the colleges? Academic Dean, then GC, then Provost (Sherri Smith said she is the clearinghouse for issuing letters. She is not part of appeal process)

Richard E.- said students have been happy to have Dean Pittenger as someone neutral to talk with as opposed to Academic Dean. Richard says students could feel that Academic Dean might be biased. Asks if there will be an unofficial person that students can talk with. Taylor said undergraduate students have to go to Academic Dean after program director. Grad students will have to do the same. There needs to be a written process of this perhaps. Sherri Smith created a Graduate Process Teams folder for how situations can be handled. Slowly things will be given in writing.

Lisa H said the word "dean" is written 166 times. She requests that Grad Catalog be revised ASAP to help faculty & students with processes. Sherri Smith directs faculty to the email Provost Taylor sent: where catalog says Dean of Graduate College= Provost Taylor and he will appoint Academic Dean

Provost Taylor said university is doing all right things with enrollment and retention efforts.

Lori H asked Provost Taylor to speak to plans for graduate assistantships. Dealing with them case by case basis now and acknowledges they are furthest behind on those efforts

Richard E.- Regarding PhD students in biomedical science at MU: For MU to be competitive every student has a tuition waiver. There is concern about growing program if financial supports will not be available. Provost Taylor: if grant agency is willing to cover tuition- university will ask these questions. John Maher will be involved in this discussion with grant agencies.

Lori H will ask John Maher to come to meeting next month to speak to above issues. Thesis /dissertation representatives and Courseleaf representatives will also be invited to next month.

**Meeting Adjourned: 2:45PM**

## Attachment 2

### Graduate Faculty Status Requests

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Delete	Akpanudo, Sutoidem	COHP	Public Health	Graduate	8/15/2014	8/15/2019
Delete	Allison, Fletcher	COHP	School of Kinesiology	Associate	8/21/2017	12/11/2020
Delete	Beckett, Joseph	COHP	School of Kinesiology	Graduate	1/22/2015	1/22/2020
Delete	Brashears, Rebecca Ann	COHP	Communication Disorders	Associate	1/11/2016	5/3/2019
Delete	Choi, Wanyong	COHP	School of Kinesiology	Associate	8/24/2015	8/24/2018
Delete	Crespo, Richard	COHP	Public Health	Graduate	8/15/2014	8/15/2019
Delete	Cyphert, Holly	COHP	Health Sciences	Doctoral	10/7/2015	10/7/2020
Delete	Gravano, Tamara	COHP	DPT	Doctoral	1/8/2016	1/8/2021
Delete	Joseph, Beckett	COHP	School of Kinesiology	Graduate	1/22/2015	1/22/2020
Delete	Karim, Rania	COHP	Physical Therapy	Doctoral	10/14/2014	10/14/2019
Delete	Mccomas, Karen	COHP	Communication Disorders	Graduate	6/8/2015	6/8/2020

Delete	McNealy, Karen	COHP	Communication Disorders	Graduate	6/5/2017	
Delete	Prunty, Sandra	COHP	Nursing	Associate	06/31/08	8/31/2011
Delete	Reilly, Paula	COHP	School of Nursing	Doctoral	02/29/14	02/29/19
Delete	Sawhney, Monika	COHP	Public Health	Graduate	10/21/2013	10/21/2018
Delete	Touchon, Robert	COHP	Public Health	Graduate	8/21/2014	8/21/2019
Delete	Twietmeyer, Gregg	COHP	School of Kinesiology	Graduate	3/10/2014	3/10/2019
Edit	Elkadry, Alaa	COS	Mathematics	Associate	1/19/2021	
Edit	Georgel, Philippe	COS	Biological Sciences	Graduate	1/19/2021	
Edit	Schultz, Gary	COS	Biological Science	Graduate	1/19/2021	



# **Attachment 3**

## **Academic Planning Committee Requests Summary**

### **College of Arts & Media ( 1 Request from Music Department)**

Department/Program: Music Department/ MA Degree

Type of Request: Request for Area of Emphasis Change

Starting Date: Fall 2021

Rationale: Move of program to fully on line to increase enrollment and completion of program in timely manner.

### **College of Health Professions (1 Request from Physical Therapy)**

Department/Division: School of Physical Therapy (SOPT)

Degree/ Program: Doctor of Physical Therapy

Type of Request: Request for Graduate Non Curricular Changes

Starting Date: Summer 2021

Rationale: Catalog changes related to admissions requirements and POS for Doctor of Physical Therapy degree. SOPT has undergone complete curricular review and has made numerous changes to POS. Also, Early Assurance Program will be available to high-achieving high school seniors. SOPT will hold seat for eligible applicants upon completion of BA degree and all admission requirements.

### **College of Science ( 3 Requests from Mathematics Dept.)**

Department/Program: Mathematics/MA Degree

Type of Request: Request for Change of Major or Degree

Starting Date: Fall 2021

Rationale: Change in the required coursework will strengthen the statistics area of emphasis.

Department/Program: Mathematics/MA Degree

Type of Request: Request for Change to Area of Emphasis

Starting Date: Fall 2021

Rationale: Change in the course requirement (STA 512 and STA 513) for statistics will strengthen the area of emphasis by ensuring students will have coursework in several more statistical topics to prepare students for careers in statistics and for PhD programs. Math 550 and 552 are being removed since content of the courses is not relevant for students pursuing careers and further education in statistics.

Department/Program: Mathematics/MA Degree

Type of Request: Request for Graduate Non-Curricular Changes

Starting Date: Spring 2021

Rationale: Three main changes to catalog description: 1) rewriting degree requirements to be more clear; no change in requirements just clarifying language, 2) GRE scores optional for GAs, 3) Moving internal deadline to review GA applications from May 15 to May 1 to allow initial review before spring semester ends.

- Contact dept. regarding starting date. If agree to change to Summer or Fall 2021 then committee will make motion for approval

### **School of Pharmacy (1 request)**

Department/Program: Pharmacy/PharmD

Type of Request: Request for Additions, Deletions, or Changes of Major or Degree (Additions and changes to curriculum)

Starting Date: Fall 2021

Rationale: Curriculum in SOP has not been revised since inception of the school in 2012. Now is time to revise to ensure contemporary and innovative curriculum for students and as part of 2022 ACPE accreditation and site visit.

### **LCOB & COESC (2 Requests)**

Department/Program: Technology Mgt., MS

Type of Request: Request for Non-Curricular Changes (change in college offering the degree)

Starting Date: Fall 2021

Rationale: The Technology Mgt. program will move from COESC to LCOB.

Department/Program: Technology Mgt., MS

Type of Request: Request for Change of Major or Degree (change in college offering the degree)

Starting Date: Fall 2021

Rationale: The Technology Mgt. program will move from COESC to LCOB

## **Attachment 4**

### **Curriculum Requests Summary**

#### **SOP**

#### **Course Additions (4)**

1. Department: Pharmacy Practice and Research

# / Title: PHAR512 - Pharmacy Skills Lab 1

Description: Students will learn the necessary skills of a pharmacist (pt. interviewing, sterile compd, immunizations)

Corequisite: P1 standing

Prerequisite: P1 standing

First Offered: Fall 2021

Credit Hours: 1

2. Department: Pharmacy Practice and Research

# / Title: PHAR892 - Pharmacy Capstone 2

Description: Pharmacy capstone experience, where students are challenged to demonstrate acquisition of pharmacy skill, knowledge, and behavior competency. 2 credits

Corequisite: P4 standing

Prerequisite: PHAR891

First Offered: Spring 2022

Credit Hours: 2

3. Department: Pharmacy Science

# / Title: PHAR547 - Pharmaceutical Chemistry

Description: An introductory course providing the fundamental basics of pharmaceutical chemistry.

Corequisite: P1 standing

Prerequisite: P1 standing

First Offered: Fall 2021

Credit Hours: 4

4. Department: Pharmacy Practice and Research

# / Title: PHAR538 - Pharmacy Skills Laboratory II

Description: Pharmacy Skills Laboratory II

Students will learn the necessary skills of a pharmacist (pt. interviewing, sterile compd, clinical reasoning)

Corequisite: P1 standing

Prerequisite: PHAR512

First Offered: Spring 2022

Credit Hours: 3

#### Course Changes (4)

1. Change: Change of catalog title and description and course credit hours

Department: Pharmacy Practice

Catalog Title (old): PHAR891 Pharmacy Capstone

Catalog Title (new): PHAR891 Pharmacy Capstone 1

Rationale: Our curriculum revision team, along with our faculty, students and external stakeholders all agree that splitting the PHARM891 course (4 credits) into two, two credit courses (PHARM891, PHARM892) would improve student learning outcomes and allow those that may have failed only having to repeat one semester instead of the entire year.

Catalog Description (old): PHAR891 Capstone. 4 hrs.

Pharmacy capstone experience, where students are challenged to demonstrate acquisition of pharmacy skill, knowledge, and behavior competency. (CR: P4 status)

Catalog Description (new): PHAR891 Capstone 2 hrs.

Pharmacy capstone experience, where students are challenged to demonstrate acquisition of pharmacy skill, knowledge, and behavior competency. (CR: P4 status)

Rationale: Change requested to reflect the splitting of what was PHAR891 into two courses PHAR891 and PHAR892.

Credit Hours (old): 4 hours

Credit Hours (new): 2 hours. We are proposing to split PHAR891 (4 cr) into two, two credit courses, PHAR891 and PHAR892

Change in Content (from): Material from PHAR891 has been split into two courses, PHAR891 and PHAR892.

Change in Content (to): Course no longer contains the additional information.

Rationale: Our curriculum revision team, along with our faculty, students and external stakeholders all agree that splitting the PHAR891 course into two would improve student learning outcomes and allow those that may have failed only having to repeat one semester instead of the entire year.

2 Change: Course Number

Department: Pharmacy Practice and Research

# / Title (old): PHAR622 - Drug Information / Communication

# / Title (new): PHAR524 - Drug Information / Communication

Rationale: The school is revising its curriculum. As a part of this revision we would like to respectfully request the ability to move this course from the P2 year to the P1 year on the basis of input from our students, external stakeholders, and faculty.

Catalog Description (from): PHAR622 Drug Information and Communication 2 hrs

Topics covered include basic skills in obtaining and utilizing drug information references, and foundational skills required in patient counseling, such as the Indian Health method of counseling.

Catalog Description (to): PHAR524 Drug Information and Communication 2 hrs

Topics covered include basic skills in obtaining and utilizing drug information references, and foundational skills required in patient counseling, such as the Indian Health method of counseling.

Rationale: Change requested to reflect the new course number

3 Change: Change in course#, title, credit hours, content & catalog description

Department: Pharmacy Practice

# I Title (old): PHAR543 - Pharmacy Practice II

# I Title (new): PHAR536 - Introduction to Pharmacy 2

Rationale: During our curricular revision process the school examined our different courses and the material covered. We respectfully request to drop the total credit numbers from 4 to 3 credits to reflect the new course organization.

Catalog Description (from): PHAR543 Pharmacy Practice II. 4 hrs.

Continued professional development of the pharmacy practitioner. Sterile products, top 200 medications, laboratory values, SOAP notes, documentation, medication safety, patient counseling, and technology, communication, and public service are stressed. (PR: PHAR541)

Catalog Description (to): PHAR536 Introduction to Pharmacy 2 3 hrs.

Rationale: Change requested to reflect the new course number and change in total credit hours.

Course Credit Hours (from): 4 hours

Course Credit Hours (to): 3 hours. Several activities were removed from the original PHAR543 which decreased credits from 4 to 3 hours.

Change in Course Content (from): Selected course content regarding IV use and compounding was removed and placed into Pharmacy Skills Lab 2 (PHAR538).

Change in Course Content (to): Course no longer contains the additional information regarding IV use and compounding.

Rationale: Our curricular revision team along with our faculty, students and external stakeholders all agree that moving these experimental activities outside of Introduction to Pharmacy 2 (didactic course) into the Pharmacy Skills Laboratory II made the most sense with regards to informational sequencing.

4. Change: Title, Course #, credit hours, course content  
Department: Pharmacy Practice

# I Title (old): PHAR541 - Pharmacy Practice 1

# I Title (new): PHAR533 - Introduction to Pharmacy 1

Rationale: During our curricular revision process the school examined our different courses and the material covered. We respectfully request to drop the total credit numbers from 4 to 3 credits to reflect the new course organization.

Catalog Description (from): PHAR541 Pharmacy Practice - 4 Credit hours

Begin professional development understanding the responsibilities of a registered pharmacist providing patient care. Professional conduct, personnel management, personal conduct, pharmacy calculations immunizations, legal issues, and team dynamics are stressed.

Catalog Description (to): PHAR533 Introduction to Pharmacy I

Begin professional development understanding the responsibilities of a registered pharmacist providing patient care. Professional conduct, personnel management, personal conduct, pharmacy calculations immunizations.

Rationale: Change requested to reflect the new course number and change in total credit hours.

Course Credit Hours (from): 4 hours

Course Credit Hours (to): 3 hours. Several activities were removed from the original PHAR541 which decreased credits from 4 to 3 hours.

Change in Course Content (from): Selected course content regarding calculations were removed and placed into Pharmacy Skills Lab I (PHAR512).

Change in Course Content (to): Course no longer contains the additional information selected calculations material.

Rationale: Our curricular revision team along with our faculty, students and external stakeholders all agree that moving these experimental activities outside of Introduction to Pharmacy 1 (didactic course) into the Pharmacy Skills Laboratory I made the most sense with regards to informational sequencing.

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## COHP

### Course Changes (2)

1. Change: Change of catalog title, catalog description, credit hours

Department: Physical Therapy

Course Number and Title (old): PT 711 - Human Movement I

Course Number and Title (new): PT 711 - Kinesiology & Biomechanics in Physical Therapy

Rationale: Change in course title will better reflect content and intent of course

Catalog Desc (old): Biomechanical principles, muscle actions, joint mechanics, joint segments and whole body movement pattern analysis, and mastery of surface anatomy and palpation skills necessary for differential diagnosis of movement dysfunction.

Catalog Desc (new): Biomechanical terminology and principles, muscle actions, joint mechanics, joint segments and whole-body movement pattern analysis, and mastery of human movement observational analysis skills necessary for differential diagnosis of movement dysfunction.

Credit Hours (old): 4

Credit Hours (new): 3

2. Change: Change of catalog title

Department: Physical Therapy

Course Number and Title (old): PT 731 - Clinical Skills

Course Number and Title (new): PT 731 - Clinical Skills 2

Rationale: Change in PT 710 to Clinical Skills I necessitated the course title change to maintain correct sequence

Catalog Desc: Theory/practice of essential physical therapy skills, including clinical decision making, interview, postural and functional assessment, safe patient handling techniques of positioning, bed mobility, transfers, and use of assistive devices.

Credit Hours: 3

## COEPD

### Course Deletions (10)

1. Department: Adult & Continuing Education (ACE)

# / Title: ATE 541 - Adv Computer Applications

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses does not include a date the last time it was offered because it was so long ago. The course needs to come out of the catalog Summer 2021.

Final Term: Unknown

Additions: N/A

2. Department: Adult & Continuing Education (ACE)

# / Title: ATE 544 - Pract in Prevoc Explor I

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Fall 2007 as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Fall 2007



Additions: N/A

3 Department: Adult & Continuing Education (ACE)  
# / Title: ATE 545 - Career Explor & Develop

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses does not include a date the last time it was offered because it was so long ago. The course needs to come out of the catalog Summer 2021.

Final Term: Unknown

Additions: N/A

4 Department: Adult & Continuing Education (ACE)  
# / Title: ATE 546 - Pract in Prevoc Explor II

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Spring 2008 as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Spring 2008

Additions: N/A

5 Department: Adult & Continuing Education (ACE)  
# / Title: ATE 560 - Staff Development

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth

Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Spring 2001 as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Spring 2001

Additions: N/A

6. Department: Adult & Continuing Education (ACE)

# / Title: ATE 561 - Staff Development

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Summer C 2001 as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Summer 2001

Additions: N/A

7. Department: Adult & Continuing Education (ACE)

# / Title: ATE 562 - Staff Development

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Fall 1999 as the last time it was offered. The course needs to come out of the catalog Summer 2021

Final Term: Fall 1999

Additions: N/A

8. Department: Adult & Continuing Education (ACE)

# / Title: ATE 563 - Staff Development

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Summer D 2006 as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Summer 2006

Additions: N/A

9. Department: Adult & Continuing Education (ACE)

# / Title: ATE 575 - Multimedia Based Instruct

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses does not include a date the last time it was offered because it was so long ago. The course needs to come out of the catalog Summer 2021.

Final Term: Unknown

Additions: N/A

10. Department: Adult & Continuing Education (ACE)

# / Title: ATE 589 - Grant Prop Writ Bus & Indus

Rationale: 1. The course is from the old Adult & Technical Education (ATE) Master of Science Degree graduate program, and will not be used as a part of the current ACE Master of Science Degree graduate program curriculum. 2. The course is inactive and has not been offered for several years. 3. The course will remain inactive, and therefore should be deleted. \*NOTE: Elizabeth Hanrahan recommended course deletion in the catalog clean up efforts. The spreadsheet she provided with a list of inactive courses has Summer I 2012

as the last time it was offered. The course needs to come out of the catalog Summer 2021.

Final Term: Summer 2012

Additions: N/A

## **CAM**

### **Course Additions (2)**

1. Department: School of Music

# / Title: MUS 658 - Technology and Contemporary Techniques in Music Education

Description: An intensive exploration of technological resources specific to music education and instruction on effective strategies for implementation in a classroom setting.

Prerequisites: N/A

First Offered: Spring 2022

Credit Hours: 3

2. Department: School of Music

#/Title: MUS 620C Elementary Techniques and Materials

Description: A practical approach to techniques and materials in elementary music examining a variety of learning modalities.

First Offered: Fall 2021

Credit Hours: 3

### **Course Change (2)**

1. Change: Title & description

Department: School of Music

# / Title (old): MUS679 - Problem Report

# / Title (new): MUS679 - Critical Review in Music

Rationale: The current title does not accurately reflect the intention of the course. Additionally, having "Problem Report" appear on a transcript may not have a positive representation of the students' work in the course.

Catalog Description (from): - None

Catalog Description (to): - Exploration of problems and solutions related to various methodologies in music.

Rationale: Adding a catalog description will allow the school of music to offer this course to all our graduate students across multiple disciplines.

Credit Hours: 3

2 Change: Title & description  
Department: School of Music

# / Title (old): MUS 532 - Electronic Music Composition

# / Title (new): MUS 532 - Music Production

Rationale: The new description is more appropriate for current practice in the field. Change of title and description essentially re-brand the course. The course employs computer applications for creating music; the principles remain the same even though techniques, tools, and approach evolve over time.

Catalog Description (from): The theory and practice of electronic media used for musical composition. History, Synthesis, and Digital Audio processing will be emphasized.

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Catalog Description (to): Music production techniques for a variety of genres using a digital audio workstation.

Credit Hours: 3