

Marshall University

Marshall Digital Scholar

Graduate Council Minutes

Graduate Council

8-27-2021

The Minutes of the Marshall University Graduate Council Meeting, August 27, 2021

Marshall University Graduate Council

Follow this and additional works at: https://mds.marshall.edu/gc_minutes



Part of the [Higher Education Commons](#), and the [Higher Education Administration Commons](#)



Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

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

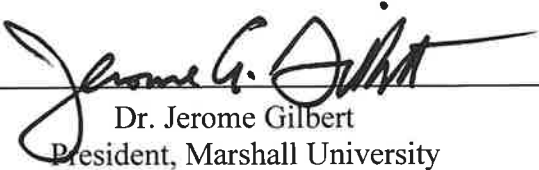
Date: September 9, 2021

Subject: **Approval of Graduate Council Minutes: August 27, 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.

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University

9-29-2021
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. Jaime Taylor, Provost/Graduate Dean, jaime.taylor@marshall.edu
Dr. Sherri Smith, Associate VP for Academic Affairs, smithsc@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, cantrell1@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu
Mr. Ethan Tackett, Office of Academic Affairs, tackett160@marshall.edu

MU Graduate Council Meeting Minutes

August 27, 2021

Virtual Meeting: Microsoft TEAMS

Members Present: Beard, Blough, Christofero, Davis, Egleton, Heaton, Howard, Larison, Lawrence, Lucas-Adkins, Meadows, Thompson, Vauth, Wait

Members Absent: none

Ex-Officio Members Present: Maher, Mukherjee

Ex-Officio Members Absent: none

Guests: Mummert, Reynolds

Agenda

Howard	Welcome, Introductions, Announcements (Attachment 1)
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 2)
Howard	Graduate faculty status candidates (Attachment 3)
Christofero	Curriculum Motion regarding School of Pharmacy
Egleton	R1 Status Working Group
Howard	Future Directions for Graduate Council <ul style="list-style-type: none">• Admission GPA• Academic Integrity• Thesis/Dissertations• Program Review Rubric
Davis, Blough, Egleton	Interdisciplinary Cluster for Health Care
Howard	Review committee assignments and functions (Attachment 4)
All	Elect committee chairs (Attachment 5) Committee chairs please plan to stay a few minutes on the call after the meeting is adjourned.

At this time, all meetings will be in TEAMS.

Please reserve these meeting dates:

- October 1, 2021
- October 29, 2021
- November 19, 2021
- January 28, 2022
- February 25, 2022
- March 25, 2022
- April 29, 2022

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 30th meeting are due November 1st

Attachments:

1. Graduate Council Members' Contact and Term
2. Minutes of the past meeting
3. Graduate Faculty Membership Requests
4. Graduate Council Standing Committee Responsibilities
5. Committee Assignments

Meeting called to order 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Lori Howard introduced Amanda Meadows as new GC member from LCOB. Amanda replaces Susan Lanham whose GC term ended.
- Lori announced Tracy Christofero as newly elected Faculty Senate Chair, so Tracy will serve in that capacity on GC. Tracy replaces Kristin Lillivis as Faculty Senate Chair.
- Dean Avi Mukherjee (Interim Provost) welcomed GC back to fall semester and thanked GC for all of its efforts. Carl Mummert introduced as the Interim Assistant Provost, and one of his roles will be to serve as a dean of graduate programs. Carl will also work with GC.

MINUTES OF PREVIOUS MEETINGS

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS

(See Attachment 2)

- Tracy Christofero is listed in the wrong department; GC approved graduate faculty status with correction to Tracy's department.

CURRICULUM MOTION

- Tracy Christofero made Curriculum Motion regarding School of Pharmacy document from last Feb. Eric Blough had transposed numbers for Pharmacy 1 and 2 on the original document. Eric acknowledges the mistake and wants permission to make 536 = Pharm 2 and 533 = Pharm 1. **Motion passed for this request.**

UPDATE FROM R1 STATUS WORKGROUP

Richard Egleton provided updates:

- R2 status granted last semester news- thanks to all who worked together to make this happen & proud of last 10 years of work
- Group discussed what it would take to become R1
- No one could really determine where decision to pursue R1 came from; work group wanted to discuss this; benefits to include? (money and attracting more students); R1 would be extremely expensive to go for- R1 is to a large extent about graduate school, so would undergrad suffer? Could family atmosphere be maintained with R1 status? Will making R1 meet a previously unmet need?
- Stakeholders need to be engaged in the discussion of R1 pursuit. Need community and full faculty support
- Must have certain number of PhD students graduate each year for R1; In med science, PhD students are costly- 50K year and are provided health insurance

- Must have plan if pursue R1- it is like a business venture; doing so may take away some of things MU stands for, i.e. family atmosphere
- Data needed: what financial resources does MU need to have to support R1; do we need to change who we are recruiting if go to R1; are we really competitive with other nearby R1 institutions; Current stats reviewed show that MU is below ACT, enrollment, doc degrees and funding for R1.
- Recommendations: Open discussions, do we need to be R1, how would that affect depts.- grad & undergrad programs, let's be best R2 we can for now
- Eric Blough- asked if parameters were determined about timelines, budgets?
- Henning Vauth- asked if degree had to be PhD or would any research doctorate program count? Richard said he thinks PhD only
- Scott Davis- asked about strategic vision document from 12.2.20
- Carl Mummert- said R2 just happens: there is not a formal application process
- Isaac Wait- feels R1 would radically change MU and could distract us from things we are doing
- John Maher- not looking at R1 status as a change of direction; large body of data being looked at about R2 to R1 status; excellent that people are attending and discussing ; President meant to pursue this faster with intention of getting input from larger representation of campus, but several factors kept this from moving forward; will be shared governance approach
- Lori Howard pointed out that "top down" approach does not solicit input of all. We believe stakeholders should include grad faculty and GC who actually teach grad students. Concern that this move to R1 being presented by some who are not committed to MU; encouraged John to be more inclusive of stakeholders

FUTURE DIRECTIONS FOR GRADUATE COUNCIL

Discussion led by Lori Howard:

We may need to look at floor of GPA for grad school entrance, current is 2.5 but we expect students to achieve 3.0 in first semester. Lori is investigating other R2 institutions and will share with GC

- Richard Egleton wants to caution changing GPA to higher- look at courses relative to fields of study (not freshman grades,); give people the chance who have rebounded
- Scott Davis whatever our floor is should be our floor; do we ever go below 2.5? whatever we state should be the minimum; 2.5 should be provisional admission
- Lisa Heaton talks about COEPD admitting 2.5 provisionally

Academic integrity/Research Integrity - Bruce Day caught theses that had human subject research without appropriate IRB; Need to make Graduate Orientation mandatory- students have to understand research protocols. Lori Howard anticipates these discussions; the library team is under-resourced & understaffed for the review of theses and dissertations; GC needs to start thinking of solutions

Program review rubric- discussed by Scott Davis & Bonnie Lawrence:

Focus is on improving individual programs; creating additional categories ; Scott shared rubric for individual reviewer to review a program- green , yellow, red lights. Added options to decide from based on how many different colored lights you might have; goal was not to micromanage but to increase reliability of ratings among raters; hope is to pilot this year

Marybeth Reynolds- thanks to task force, academic planning committee plans to use this form, has new signature forms, hoping this will be available in "dynamic" forms, currently is fillable pdf, recommendations are same as what task force created; programs should know about this evaluation process; in past there have been complaints with undergrad & grad programs being submitted at same time

Isaac Wait- excited about new tool, has struggled with timing of when reviews were due, is there a possibility for due dates to be extended? Marybeth is fine with extending date but need to consider when GC needs to submit recommendations

Richard Egleton- he has to do this for the school of med; problem is getting signatures and getting letter of support from dean

Bonnie & Scott will work on getting schedule out so reviewers will know what programs are being submitted.

INTERDISCIPLINARY CLUSTER FOR HEALTH CARE

Discussion led by Scott Davis, Eric Blough, Richard Egleton:

Idea is to try to bring together as much cross campus interactions & interactions with community as we can; looked at other schools' models , possible certificates provided, logical combinations would be considered. One idea is: Appalachian Center for Aging- multiple colleges could be involved

COMMITTEE ASSIGNMENTS AND FUNCTIONS

(Attachments 4 & 5)

Moved into subcommittees to select chairs. Selection of chairs is as follows:

- Credentialing: Lisa Heaton
- Curriculum: Isaac Wait
- Planning: Keith Beard
- Program Review: Scott Davis

Meeting adjourned at 2:30 PM

Attachment 1

Graduate Council Membership 2018-2020

Phone	Name / email	College	Term Expires
CHAIR			
2076	Howard, Lori (howardl@marshall.edu)	At-Large	2022
VICE-CHAIR			
5614	Davis, Scott (davis1090@marshall.edu)	COHP	2024
SECRETARY			
1937	Lucas-Adkins, Conrae (lucas26@marshall.edu)	At-Large	2022
MEMBERS			
2781	Beard, Keith (beard@marshall.edu)	COLA	2022
	Blough, Eric (blough@marshall.edu)	SOP	2024
2078	Christofero, Tracy (chrisofero@marshall.edu)	FS Chair	2022
	Christofero, Tracy	At-Large	2024
2026	Heaton, Lisa (heaton@marshall.edu)	At-Large	2024
2051	Larison, Isaac (larison@marshall.edu)	COEPD	2022
3040	Lawrence, Bonnie (lawrence@marshall.edu)	COS	2024
	To Be Determined	Student Rep	
	Meadows, Amanda	LCOB	2024
7357	Egleton, Richard	SOM	2024
6611	Thompson, Lori (thompson39@marshall.edu)	Library	2022
6233	Vauth, Henning (vauth@marshall.edu)	CAM	2024
5444	Wait, Isaac (isaac.wait@marshall.edu)	CECS	2022

**Ex Officio
Non-Voting**

Maher, John (VP Research)

maherj@marshall.edu

Mukherjee, Avinandan (Provost/Graduate Dean)

mukherjeea@marshall.edu

Attachment 2

MU Graduate Council Meeting Minutes

April 30, 2021

Virtual Meeting: Microsoft TEAMS

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

Members Absent: Lawrence

Ex-Officio Members Present: Maher

Ex-Officio Members Absent: Taylor

Guests: Holland, Pfof, Reynolds, Williams

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 (Attachment 5)
Heaton	Credentialing Committee Report
Christofero	Graduate College Orientation
Howard	Graduate Catalog
Howard	Graduate Forms/Website
Howard	Wrap Up

Please reserve the following date:

August 27

** Meetings will be face to face unless the University has a change in operational plans for fall. This meeting will be in Huntington. Location TBD. Meetings start at 1:00. The August meeting is for logistics and organization. Curriculum or Planning requests are due to the Chair on or before September 1 for review for the September meeting.

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:

6. Minutes of the March Meeting
7. Requests for Graduate Faculty Status
8. Planning Requests

9. Curriculum Requests
10. Decision-Tree Proposed Rubric and Motion
11. Graduate College Orientation Proposed Motion

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 Health Professions

- Three requests from Dietetics. Kelli Williams discussed the requests with council. **Motion was passed for all three requests.**
- One request from Biomechanics. **Motion was passed for this request.**
- One request from Nursing regarding Midwifery and Psychiatric Mental Health Nurse Practitioner. **Motion was passed for this request.**
- One request from Social Work. **Motion was passed for this request.**
- One request from Communication Disorders. **Motion was passed for this request.**

LCOB

- Two requests from MKT/MIS/ENT related to Certificate in Technology Mgt. **Motion was passed for these requests.**

- Two requests from MKT/MIS/ENT related to Certificate in Accessibility Awareness. **Motion was passed for these requests.**
- One request from MKT/MIS/ENT related to MS in Information Systems. **Motion was passed for this request.**

School of Pharmacy

- One request from MS in Pharmaceutical Sciences. **Motion was passed for this request.**

COECS

- Three requests from Weisberg Dept. of Mechanical Engineering. Two pertaining to MS in Mechanical Engineering and one pertaining to MS in Electrical and Computer Engineering. **Motion passed for these requests.**

CURRICULUM COMMITTEE

(See Attachment 4)

School of Pharmacy

- Three Course Changes. **Motion passed for these changes.**

COHP

- One course change in Physical Therapy. Two course additions in Physical Therapy. **Motion passed for these requests.**

COLA

- Two course additions in Sociology and Anthropology. **Motion passed for these requests.**

COEPD

- Fifty-one course deletions. **Motion passed for these requests.**

PROGRAM REVIEW

(See attachment 5)

- Lori Howard thanked Scott & Bonnie for their hard work. Susan Lanham spoke for Bonnie due to her absence. Susan made motion (see attachment and bulleted item below for wording). The idea is that programs are given a chance to make progress, looking at overall program health, not relying on only number to make a decision. Tracy Christofero said advantage is “not using a number” but instead looking at overall health of program and opportunity to give feedback to program. Also, change is likely to bring consistency to review process. Mary Beth Reynolds thinks the decision tree is “wonderful.”
- The Graduate Council Decision Tree Working Group moves that, for the 2021-2022 Program Review cycle, Graduate Council members pilot the newly developed Program Review Rubric to assess program adequacy, viability and necessity and use the newly developed Program Review Decision Tree to make their recommendations. **Motion was passed for the pilot request.**

CREDENTIALING COMMITTEE

- Lisa Heaton presented the following update on behalf of credentialing committee:

I want to start by saying that even though we still have some items to clear up with this year’s reviews, the contacts within each school/college were helpful and responsive, and we were able to clear up a lot because of their diligence and support.

Across the

- College of Health Professions
- School of Pharmacy
- School of Medicine and
- College of Business

...The credentialing committee requested 93 graduate faculty status files for review in MS Teams. About half of these were selected because they were expired or expiring.

This request resulted in Graduate Council votes over the last several months to delete 26 records that did not need to be renewed. Along with Graduate Council votes to update 11 records that did need to be renewed.

The credentialing committee was able to confirm the graduate faculty status records for 46 faculty. However, one School has several graduate faculty whose status will expire the first week of May (next week). We should expect to see a number of renewals from them when Council business resumes in the fall.

Issues with 11 faculty files are still pending across the four schools/colleges. She will continue to follow-up on these until the issues are resolved. If any of you have questions about the nature of these issues, I’d be glad to discuss them, otherwise that’s the end of our report.

More than half of these are faculty who have been granted graduate/doctoral faculty status without being tenured/tenure track, which the policy does allow. For these we’re waiting for a request from the respective dean to be made and approved and added to the faculty files. Those remaining are missing documentation and cannot be confirmed until additional information is provided. In two of these cases the faculty are on leave/sabbatical.

GRADUATE COLLEGE ORIENTATION

(See Attachment 6)

- Tracy Christofero provided update: first, need to revisit orientation module due to IRB's concerns. Tracy thanked Sarah Mollette for helping with orientation changes (due to changes in structure of graduate college- now referred to as graduate studies).
- Motion for Graduate Council to investigate making all or part of the Graduate Orientation mandatory for current and future graduate students with a recommendation to be proposed early fall 2021. **Motion passed.**

GRADUATE CATALOG

- Lori Howard provided update: Sue Tams is working on the catalog and some issues have come up- because no longer have graduate dean, there are some serious edits needed. Lori is going to sit down with Sue to work on these edits. Lori emphasized edits only not changes to policies. Please email any changes that are needed for graduate catalog to Lori so these can be addressed.

GRADUATE FORMS/WEBSITE

- Lori Howard provided update: Sherri Smith is working with Ethan and Chris McComas. Some issues have come up with not being able to find forms, etc. Send Sherri and Ethan an email, copied to Lori if you notice any problems.
- Richard Egleton asked about what arises when issue with student involves academic dean- Lori said if that occurred we would go to associate grad dean (Sherri Smith). Final say (in grade appeal) is with provost. Academic dean, grad council, provost (order for grade appeals).

WRAP UP

- Lori Howard said to call her over summer if questions arise. Face to Face planned for next year meetings. Huntington campus is location for August 27 meeting. Lori will send exact location.
- Fatima announced this as her final meeting- said this has been an amazing journey and experiences at MU. Thanked everyone.

Meeting adjourned at 2:03 PM

Attachment 3

Requests for Graduate Faculty Status

Type	Faculty Member	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Appleton, Rebecca	COHP	Nursing	Graduate	7/14/2020	
Add	Chin, Khew-Voon	SOM	Physician Assistant Program	Graduate	5/17/2021	
Add	Elkins, Nancy	COHP	Nursing	Graduate	1/19/2021	
Add	Hijazi, Iyad	CECS	ME	Graduate	1/19/2021	
Add	Liang, Huaqing	COHP	School of Physical Therapy	Doctoral	1/19/2021	
Add	McClellan, II, Jerry	COB	MGT/HCA	Doctoral	8/23/2021	12/5/2026
Add	Sutphin, Mara	SOM	Physician Assistant Program	Associate	5/17/2021	
Add	Workman, Megan	COB	MGT/HCA	Doctoral	7/13/2021	
Add	Wright, Kenneth	SOM	Physician Assistant Program	Associate	5/17/2021	
Add	Yoo, Wook-Sung	CECS	Computer Science	Graduate	8/23/2021	12/5/2026
Delete	Ahmed, Imtiaz	CECS	Engineering	Graduate	8/26/2019	
Delete	Biros, John	CECS	Engineering and Computer Science	Graduate	4/12/2016	4/12/2021
Delete	Brown, Cheryl	COLA	Political Science	Associate	1/8/2018	5/7/2021

Delete	Bryan, Timothy	COB	ACC/LE	Graduate	1/13/2020	
Delete	Drost, John	COS	Mathematics	Associate	5/7/2018	5/28/2021
Delete	Faughnan, Michael	CECS	Applied Science and Technology	Instructor	8/21/2017	12/13/2019
Delete	Graefe, David	COS	NRE	Associate	8/20/2018	12/10/2021
Delete	Granata, Michael	CECS	Applied Science and Technology	Instructor	8/21/2017	12/13/2019
Delete	Harrison- Pitaniello, Marcia	COS	Biological Sciences	Doctoral	1/20/2016	1/20/2021
Delete	Harsh, Shraddhakar	CECS	Engineering	Instructor	8/20/2018	12/11/2020
Delete	Orr, Lee	CECS	Applied Sciene and Technology	Instructor	8/26/2019	12/10/2021
Delete	Poe, Glen	CECS	Applied Science and Technology	Instructor	8/20/2018	12/11/2020
Delete	Steele, Kristin	COLA	English	Associate	8/21/2017	12/11/2020
Delete	Woods, Michael	COLA	HST	Graduate	1/14/2019	
Edit	Adkins, Laura	COS	Mathematics	Graduate	1/19/2021	
Edit	Baker, Jennifer	COHP	Communication Disorders	Associate	1/19/2021	
Edit	Beatty, Kelly	COS	Forensic Science	Graduate	5/10/2021	

Edit	Christofero, Tracy	COB	Applied Science and Technology	Graduate	8/23/2021	12/5/2026
Edit	Clemins, Sarah	COHP	Communication Disorders	Instructor	1/19/2021	5/5/2023
Edit	Dauber, James	COHP	Physical Therapy	Doctoral	1/19/2021	
Edit	Fan, Xiaojuan	COS	Physics	Graduate	1/19/2021	
Edit	Fry, Lisa Beth	COHP	Communication Disorders	Associate	6/7/2021	
Edit	Glazer, Hoyt	COB	Management, Marketing, MIS	Instructor	1/19/2021	5/5/2023
Edit	Holland, Pamela	COHP	Communication Disorders	Associate	1/19/2021	
Edit	Kemper, Sandra	COHP	Communication Disorders	Graduate	1/19/2021	
Edit	Kolling, Derrick	COS	Forensic Science and Chemistry	Graduate	1/19/2021	
Edit	Kuyper, Laura	COS	Masters of Science Forensic Science	Instructor	5/10/2021	6/2/2023
Edit	Leonard, Patricia	COHP	Communication Disorders	Associate	1/19/2021	
Edit	Mehta, Saurabh	COHP	School of Physical Therapy	Doctoral	1/19/2021	
Edit	Misiti, Jenna	COB	Management	Instructor	1/19/2021	5/5/2023

Edit	Mount, Mallory	COHP	Dietetics	Graduate	1/19/2021	
Edit	OMalley, Daniel	COLA	ENG	Graduate	5/17/2021	
Edit	Perry, Jennifer	COHP	Clinical Lab Sciences	Graduate	1/19/2021	
Edit	Powell, Robert	COHP	School of Kinesiology	Graduate	1/19/2021	
Edit	Proudfot-Harman, Peggy	COHP	Social Work	Graduate	1/19/2021	
Edit	Rucker, Nathan	COLA	English	Associate	5/17/2021	
Edit	Rushton, Catherinie	COS	Forensic Science	Graduate	1/19/2021	
Edit	Saken, Jon	COS	Physics	Instructor	1/19/2021	5/5/2023
Edit	Sammons, John	COS	Cyber Forensics & Security	Graduate	1/19/2021	
Edit	Stotts, Diana	COHP	Nursing	Instructor	1/19/2021	5/5/2023
Edit	Wehner, Andre	COS	Physics	Instructor	5/10/2021	6/2/2023
Edit	Williamson, Misty	COS	Forensic Science	Associate	5/10/2021	
Edit	Yoo, Wook-Sung	CECS	Computer Science	Graduate	8/23/2021	12/5/2026

Attachment 4

GC Bylaws on Committee Responsibilities

URL for Graduate Council Bylaws: <https://www.marshall.edu/graduate-council/by-laws/>

Section 1. Role of Standing Committees

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

Section 2. Membership of Standing Committees

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

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

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

Section 4. Vacancies on Standing Committees

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

Section 5. Standing Committees Titles and Responsibilities

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

Section 6. Functions and Membership

1. Credentialing Committee
 2. Functions:
 3. Recommends criteria for graduate faculty membership to the Graduate Council.
 4. Reviews graduate faculty membership applications for recommendation to the Graduate Council.
 5. Membership: At least three Council members.

1. Curriculum Committee

1. Functions:

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

1. Academic Planning, Standards, and/or Policies Committee

2. Function:

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

1. Program Review and Assessment Committee

1. Function:

2. Reviews annual Assessment Reports submitted by each graduate program
3. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment
4. Engages in long-range planning and recommendations in the area of program review and assessment
5. Membership: At least three council members.

6. Executive Committee

7. Function:

2. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.
3. Assures that the Graduate Council website and Graduate Catalog are kept up to date.
4. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the M.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.
5. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.
6. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.
7. Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

Article IX. Ad Hoc Committees

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

ATTACHMENT 5

Committee Assignments and Chairs

Credential

Lisa Heaton (Chair)

Conrae Lucas-Adkins

Henning Vauth

Student Rep

Curriculum

Isaac Larison

Amanda Meadows

Lori Thompson

Isaac Wait (Chair)

Planning

Keith Beard (Chair)

Tracy Christofero

Richard Egleton

Program Review

Eric Blough

Scott Davis (Chair)

Bonnie Lawrence