

Marshall University

Marshall Digital Scholar

Graduate Council Minutes

Graduate Council

2-25-2022

The Minutes of the Marshall University Graduate Council Meeting, February 25, 2022

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: Mr. Brad D. Smith, President

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

Date: March 17, 2022

Subject: **Approval of Graduate Council Minutes: February 25, 2022**

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.

Mr. Brad D. Smith
President, Marshall University

3/21/22

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. Avinandan Mukherjee Interim Provost, mukherjeea@marshall.edu
Dr. Carl Mummert, Interim Assistant Provost/Graduate Dean, mummert@marshall.edu
Dr. Karen McComas, Interim Associate Vice Provost, mcomas@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. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Mr. Ethan Tackett, Office of Academic Affairs, tackett160@marshall.edu

MU Graduate Council Meeting Minutes
February 25, 2022
Virtual Meeting: Microsoft TEAMS

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

Members Absent: Davis

Ex-Officio Members Present: Maher, Mukherjee

Ex-Officio Members Absent:

Guests: Axel, Lassiter, Brittain, Reynolds, Archambault, McComas, Schulenberg, Prather

Agenda

| | |
|------------------|---|
| Howard | Welcome, Introductions, Announcements |
| Howard/Mukherjee | Provost Comments |
| Lucas-Adkins | Approval of previous meeting Minutes (Attachment 1) |
| Howard | Graduate faculty status candidates (Attachment 2) |
| Beard | Planning Requests (Attachment 3) |
| Wait | Curriculum Requests (Attachment 4) |
| Davis/Lawrence | Program Review Update |
| Heaton | Credentialing Committee Update |
| Christofero | Faculty Senate Update |
| Howard/Mummert | Update of Graduate Studies/College |
| Howard | Announcements/Wrap Up |

At this time, all meetings will be in TEAMS. Please reserve these meeting dates:

- 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 March 25th meeting are due March 1st.

Attachments:

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

Meeting called to order 1pm.

WELCOME, INTRODUCTIONS

- Lori Howard introduced Provost Mukherjee and provided him opportunity to share updates as first item on agenda.

PROVOST'S UPDATES

Appreciates GC work.

- In comparison with Fall 21, there are 1,057 applications now which is 51 more than Fall 21. This is positive: 5% increase
- Online undergrad & grad combined: 14% increase
- Nationally ranked grad programs from US News & World Report: MA in CJ, non- MBA business programs, MA ed. for veterans, MBA (all are online programs).
- R2 designation update: MU remains R2, we did not go down, the cycle is 3 years. Rankings based on dissertation-based graduates.
- ETD training given accolades, ETD librarian hired, stipends provided to librarians for ETD work
- COEPD recruitment for faculty who can support doctoral students
- Clusters – aviation and cybersecurity already present; excited about work around interdisciplinary clusters

Richard Egleton.: Good to have a Graduate Table that attends Research Day at Capitol.; he doesn't think Provost has numbers from his program applications due to different process. He volunteered to put together breakdown and send to Provost.

Provost: MU Undergrad & Grad Research days to be held in April. Benefit is that all college works can be showcased.

Lori Howard: Followed up on issue presented in Faculty Senate regarding concerns about graduate assistants and how welfare of graduate students is considered. She asked Hallie, as the grad student rep. to GC, for any comments.

Hallie Knipp: Acknowledges that general wellness of graduate students seems down, but she feels supported by her dept. Idea for future that her role on GC be a liaison to Student Govt.

Provost: Recognized loss of GA positions within past. We need to pay our GAs more to be competitive. Effort is underway to establish leader for graduate school. Carl is doing great work in the role for now.

Richard Egleton: Pay is issue for GAs. The absence of graduate dean is also a concern, because that position provided students an independent person to go to if there is an issue they do not want to discuss within the program/college.

Carl Mummert: Stated students are welcome to come & talk to him as the acting dean of graduate school. He says academic advisor is the best person for grad students to share their concerns with.

MINUTES OF PREVIOUS MEETING

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS

APPROVED

(See Attachment 2)

PLANNING COMMITTEE

(See Attachment 3)

College of Education and Professional Development

Request for Non-Curricular Change

Department: Curriculum and Instruction

Degree program: Master's in Education

Type of change request: Change a course to AoE and course added to core section is master's program

Effective date (fall/spring/summer, year): 2022 Spring

Request for Addition, Deletion, or Change of Area of Emphasis

Department: Curriculum and Instruction

Area of Emphasis Title: Elementary Mathematics Specialist

Credit Hours: 21 hours for graduate certificate; 36 hours for Master's in Education

Type of Change Requested: Change a course to AoE and course added to core section is master's program

Term to Take Effect: 2022 Spring

Rationale: The change will allow candidates to experience a more robust and appropriate methods course for the teaching of elementary mathematics.

Request for Addition, Deletion, or Change of a Certificate

Department: Counseling

Name of Certificate: Violence, Loss, and Trauma (VoLT)

Credit Hours: 18

Type of Change: Change - Correction

Rationale: Correct the omission of COUN 555 Crisis Intervention and Conflict Management as a pre-/co-requisite at the top of the list of courses for the VoLT Certificate in the Graduate Catalog (currently p. 111 of the 2019-2020 PDF version of the catalog). Correcting the omission clarifies the course requirements for the certificate. Correct Certificate hours from 15 to 18.

GC approved all 3 requests from COEPD with no discussion

College of Engineering and Computer Science

Request for Addition, Deletion, or Change of a Major of Degree

Department: Civil Engineering

Major or Degree: Master of Science in Engineering, Civil and Environmental Engineering major (GTEO)

Type of Change: change to catalog and curriculum

Rationale: Adding two new statistics courses as alternatives will afford students increased flexibility to fulfill degree requirements, and replacing ENGR 699 with ENGR 682 will enable students to switch between the Project and Thesis options depending on their research interests and progress.

Request for Addition, Deletion, or Change of a Major of Degree

Department: Civil Engineering

Major or Degree: Master of Science in Engineering, Engineering Management major (GT70)

Type of Change: change to catalog and curriculum

Rationale: Including a wider range of course alternatives to classes that are only offered once per academic year, which will enable students to graduate in three semesters whether they join the program in the Fall or Spring semester, and will reduce low-enrollment sections.

GC approved requests from COECS with no discussion

School of Medicine

Request for Addition, Deletion, or Change of a Major of Degree

Department: Biomedical Research (BMR)

Major or Degree: PhD in Biomedical Research

Type of Change: Change - multiple changes to clarify requirements for degree works and adjust for changes in financial aid requirements

We are asking for a number of changes to the program. The changes are to clarify the program and emphasis requirements for the registrars office. Many of these changes have been made previously, however they have not made it to degree works. The second reason is with the new financial aid laws we have to make a few changes to the curriculum and academic plan to ensure that the students can continue to get loans.

GC approved request from SOM; Richard Egleton abstained from vote.

College of Liberal Arts

Request for Addition, Deletion, or Change of a Major of Degree

Department: Political Science

Degree: GL90-MA, Political Science

Type of Change: Deletion

Rationale: Due to declining enrollments, we halted admission to this program two years ago. Now that all enrolled students have graduated, we would like to officially eliminate the program

Request for Non-Curricular Change

Department: Graduate Humanities Program

Degree: Graduate Certificate in Appalachian Studies

Type of Change: Change - Virtual delivery and focus on affiliated scholars and practitioners.

Effective Date: Fall 2022

GC approved requests from COLA; Lori Howard confirmed that all required signatures were on the request from Political Science dept.

CURRICULUM COMMITTEE

(See Attachment 4)

College of Education and Professional Development – 2 requests

Course Change (1)

1. Change: Change in Catalog Title and Change in Catalog Description
Department: Special Education

#/Title (old): CISP 663 / Dev Issue Preschool Hand

#/Title (new): CISP 663 / Dev Issue Preschool Disability

Description (old): An examination of the normal development of young children, the interrelated effects of impairment in various areas of development, and strategies for intervention.

Description (new): An examination of the normal development of young children, the interrelated effects of disabilities in various areas of development, and strategies for intervention.

Rationale: Current practice in special education is to use positive terminology when describing the abilities of individuals with their development disabilities. The word “impairment” can be considered a negative term that has a focus on deficits rather than abilities. The term “handicapped” is no longer an acceptable term to describe individuals with disabilities within the field of special education.

Course Addition (1)

1. Department: Leadership Studies

/ Title: LS 633 / Leadership for International Nonprofit Organizations

Description: This course will examine the structure, purpose and history of international nonprofit organizations. Also, included will be a study of public policy and the practice of philanthropy in countries other than the USA.

Prerequisite: None

First Offered: Summer I 2022

Credit Hours: 3

GC approved COEPD requests

College of Health Professions – 2 requests

Course Change (2)

1. Change: Change in Catalog Title

Department: Physical Therapy
#/Title (old): PT 786 / Rehab in Select Pops I
#/Title (new): PT 786 / Pediatrics & Geriatrics in PT
Description: Principles of evaluation and treatment in the areas of pediatrics and geriatrics. Emphasis placed on biopsychosocial aspects of developmental disabilities, coordination of care and complexities of multi-system and multi-organ disease.
Rationale: Change in course title will better reflect content and intent of the course.

2. Change: Change in Catalog Title and Change in Catalog Description
Department: School of Kinesiology

#/Title (old): HS 535 / Biomech Instrument MatLab

#/Title (new): HS 535 / Biomech Programs Applications

Description (old): This course teaches students the skills to use biomechanical sensors as instruments for research, and the use of MatLab programming language to process the data they collect from their instruments.

Description (new): Students will develop computer programming skills by designing and writing code to process and analyze the biomechanical data they collect. Students will transfer the functions they write to various applications.

Rationale: The new course name and description better reflects the focus of the course, the activities that students will be doing most often, and removes the name of any specific language.

GC approved COHP requests

College of Science – 1 request

Course Addition (1)

1. Department: Biological Sciences
/ Title: BSC 566 / Biology of Amphibians

Description: A survey of the amphibians of the world with special emphasis placed on forms resident to West Virginia, including aspects of ecology, physiology, zoogeography, anatomy, taxonomy, and behavior.

Prerequisite: None
First Offered: Spring 2023
Credit Hours: 4

GC approved COS request

School of Medicine – 2 requests

Course Change (2)

1. Change: Change in Credit Hours
Department: Biomedical Sciences
#/Title BMS 605 / Micro Pharm Med Sciences
Description: This is an integrated introduction to human disease and treatment based on core concepts in microbiology, immunology, and pharmacology, preparing students for detailed studies in subsequent courses.
Credit Hours (old): 2
Credit Hours (new): 5
Rationale: Immunology is being reintroduced to this course.

2. Change: Change in Catalog Description and Credit Hours
Department: Biomedical Sciences
#/Title ACB 622 / Gross Anatomy/Embryology II
Description (old): Morphology of the head and neck, thorax, abdomen, pelvis with dissection.
Description (new): Morphology of the head and neck, thorax, and abdomen.
Credit Hours (old): 6
Credit Hours (new): 3
Rationale: Pelvic anatomy and labs (dissection) have been removed from the course.

GC approved SOM requests

PROGRAM REVIEW COMMITTEE

Bonnie Lawrence presented for Scott Davis. Committee hoped that change in process made review more defined than before.

Asked impressions from GC regarding process. Requested comments for improvement to be sent to Bonnie and/or Scott.

Henning Vauth- Described process as straightforward & easy to use; suggested that consultation with other reviewer be part of the process; Bonnie said programs need 2 reviews that are not carbon copies of one another

Lisa Heaton – Need communication system so reviewers know when programs have provided edits based on feedback from 1st review, so reviewers can update their evaluations if appropriate

Richard Egleton- Said it would be nice to see partner reviewer's comments before the official GC meeting when results are presented to programs. Requested more training about finding documents & using forms

Mary Beth Reynolds: Appreciates work of everyone. Acknowledged that there are “always hiccups” with new process. She looks at 1st review as formative review and a way to help program. Then following the updates from the programs, reviewers take another look to see if improvements been made. Recommendation is made after 2nd review and it is based on program and not quality of writing. Acknowledged issues with dynamic forms.

Lori Howard- Requested that feedback on the review process be sent to Bonnie and Scott within next week. Then meeting will be scheduled to debrief and address comments with all invited. This will not be a mandatory meeting for GC, but program committee must be in attendance.

Bonnie Lawrence asked for clarification from Mary Beth Reynolds regarding final recommendation- Mary Beth confirmed that the final recommendation needs to come after reviewing twice. The recommendation is for the program based on something substantive and not writing of the review.

Isaac Larison- Said he had trouble finding information that was expected to be in the review. Lori Howard suggested Isaac put this in an email to Bonnie or Scott.

Mary Beth Reynolds acknowledged that Dept. Review contained info needed for the program review and she could see this as cumbersome for reviewers to look for. Mary Beth apologized for confusion.

Richard Egleton- Said he has problem with a report that is poorly written. He also suggests attaching budgets to the review for GC. Tracy Christofero & Lori Thompson agree that poor writing is not acceptable.

Henning Vauth: Agrees that GC reviewers are not editors and the quality of writing needs to be reviewed within dept.

CREDENTIALING COMMITTEE

Lisa Heaton provided updates. Completed graduate faculty status reviews of COLA and COECS. Committee is starting review of nominations for the advising award for this year

FACULTY SENATE

Tracy Christofero provided updates from Faculty Senate. Nine committee reports were given at meeting yesterday, and there was a nice guest speaker presentation.

GRADUATE STUDIES

Updates provided by Carl Mummert: Two new dynamic forms presented to Council of Associate Deans, and there will be announcement of these forms and processes more broadly at later date. This is part of paper saving process

FINAL ANNOUNCEMENTS

Lori Howard asked for Carl to update GC on Academic Dishonesty subcommittee due to Scott's absence:

- BOG academic dishonesty policy needs to clarify differences between undergrad & grad processes. Said the subcommittee had a productive conversation and no final decisions were made
- Richard Egleton- asked if there were instances when a student would not be given another chance after the first charge of academic dishonesty. Carl said programs at grad level have the prerogative to dismiss student from program.
- Isaac- asked if keeping track of academic dishonesty charges is a cumulative process, i.e. does it carry over from one program to another, if student exhibited dishonesty in other courses and does that have an effect on outcome. Lori Howard clarified that charges of cheating are kept on record in grad school, tracked out of Academic Affairs
- Tracy Christofero said subcommittee discussed transfer of dishonesty record from undergrad to grad school
- Carl Mummert emphasized that professor needs to file the academic dishonesty form for tracking. Lori Howard suggested professional development for all faculty to emphasize the importance of this
- Richard Egleton said in SOM- applicants are asked to report undergrad sanctions. They give students chance to explain and then consider interviewing them further or not accepting them
- Tracy Christofero- Suggested need to discuss with Student Affairs about what they communicate to students about dishonesty charges.

Lori Howard- Discussed plan to work on policy for grad faculty status. She will be contacting this committee and including Carl Mummert & Mary Beth Reynolds.

Bonnie Lawrence- Gave update on alumni from her program who received NSF grant. These alumni were former students of Carl & Bonnie.

Meeting adjourned at 2:30PM.

Attachment 1

MU Graduate Council Meeting Minutes January 28, 2022 Virtual Meeting: Microsoft TEAMS

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

Members Absent: Lawrence

Ex-Officio Members Present:

Ex-Officio Members Absent: Maher, Mukherjee

Guests: Akinsete, Allen, Bookwalter, Chapa, E. Davis, Eagle, Holland, Jennings, Kolling, Lambert,, Landry Lent, Linz, McFall, McComas, Meisel, Melvin, Nguyen, C. Smith, F. Smith-Branch, Somerville

Agenda

| | |
|-----------------|--|
| Howard | Welcome, Introductions, Announcements |
| Lucas-Adkins | Approval of previous meeting Minutes (Attachment 1) |
| Howard | Graduate faculty status candidates (Attachment 2) |
| Beard | Planning Requests (Attachment 3) |
| Wait | Curriculum Requests (Attachment 4) |
| Davis | Program Review Update (Attachment 5 Separate pdf) |
| Heaton | Credentialing Committee Update |
| Christofero | Faculty Senate Update |
| Howard/Mummert | Update of Graduate Studies/College/Rucker Award |
| Howard/Reynolds | Working Groups for BOG Policies <ul style="list-style-type: none">• Academic Honesty• Graduate Faculty Status |
| Howard | Announcements/Wrap Up |

At this time, all meetings will be in TEAMS. Please reserve these meeting dates:

- 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 February 25th meeting are due February 1st.

Attachments:

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

Meeting called to order 1pm.

WELCOME, INTRODUCTIONS

- Lori Howard introduced new GC member, Boyd Rorbaugh, who is the School of Pharmacy representative replacing Eric Blough.

MINUTES OF PREVIOUS MEETING

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS

APPROVED

PLANNING COMMITTEE

(See Attachment 3)

School of Medicine

Request for Addition, Deletion, or Change of Area of Emphasis

Department: Biomedical Sciences

Area of Emphasis Title: Medical Sciences M.S.

Credit Hours: 39

Type of Change Requested: Change

Term to Take Effect: Summer 2022

Rationale: The Medical Sciences MS area of emphasis curriculum changed with the revision of the pre clerkship (years 1 and 2) curriculum for the medical school.

Committee recommends: Approval

Request for Addition, Deletion, or Change of Area of Emphasis

Department: Biomedical Sciences

Area of Emphasis Title: Medical Sciences M.S.

Credit Hours: 166-171

Type of Change Requested: change - deletion of MS-PharmD

Term to Take Effect: Summer 2022

Rationale: The Biomedical Research M.S. and School of Pharmacy Pharm.D. joint degree is no longer relevant and should be deleted. The School of Pharmacy now has both an M.S. and an M.A. program in Pharmaceutical Science with the option for a dual M.A.-Pharm.D. degree. Because the School of Pharmacy has their own M.S./M.A. programs, neither the Biomedical Research program nor the School of Pharmacy has in interest in continuing the joint degree program.

Committee recommends: Approval

GC approved both requests from SOM with no discussion

College of Education and Professional Development

Request for Non-Curricular Change

Type of change request: CIVI 507 removed from catalog descriptions

Department: COEPD - Special Education VI (Visual Impairment)

Degree Program: MA or PD

Effective date (fall/spring/summer, year): Summer 2022

Committee recommends: Approval

Request for Non-Curricular Change

Type of change request: Change - Specifically, we are proposing to add part-time internship, SPSY 751 variable credit hours, and add flexibility regarding timing of application for EdS for AMD candidates.

Department: School Psychology

Degree Program: EdS

Effective date (fall/spring/summer, year): Summer 2022

Committee recommends: Approval

GC approved both requests from COEPD with no discussion

College of Health Professions

Request for Non-Curricular Change

Type of change request: Since this is a new program, this change will establish the admission and progression policies as well as end of the program student learning objectives in the catalog.

Department: School of Nursing

Degree Program: DPN

Effective date (fall/spring/summer, year): Summer 2022

Committee recommends: Approve with friendly amendment to change the typo of DPN to DNP

GC approved friendly amendment to change from DPN to DNP and approved the request for non-curricular change with no discussion

Request for Non-Curricular Change

Type of change request: Catalog change for the Department of Communication Disorders will allow high school students to apply for conditional acceptance to the graduate program in Communication Disorders. Successful applicants will have guaranteed admission pending completion of all undergraduate requirements and meeting all Communication Disorders M.S. admission requirements. Department: Communication Disorders

Degree Program: Master of Science in Communication Disorders

Effective date (fall/spring/summer, year): Summer 2022

Committee recommends: Approve

GC approved the request for non-curricular change for Dept. of Communication Disorders with no discussion

CURRICULUM COMMITTEE

(See Attachment 4)

Amanda Meadows stepped in to present report for Isaac Wait.

College of Education and Professional Development – 2 requests

Course Deletion (1)

1. Department: Special Education

#/Title: CIVI 507 / Advanced Braille & Tech

Rationale: This course has never been offered and does not appear on any students' Plan of Study.

Final Term Offered: N/A

Courses Added: N/A

Course Change (1)

1. Change: Change in Course Credit Hours
Department: School Psychology

#/Title: SPSY 751 / Program Evaluation

Description: The course is designed to provide students with the fundamental skills to develop and implement evaluations of educational programs in the classroom, school, county or state.

Credit Hours (old): 3

Credit Hours (new): 3-12

Rationale: Program Evaluation is a thesis-like project that generally requires more than one term to complete. In the past, candidates have been able to take multiple program evaluation courses and financial aid has covered the cost. Now, due to the updated financial aid requirements, we must reflect our actual practice of allowing students to take multiple offerings of the SPSY 751 course in the course catalog so that financial aid can again help support the cost for candidates.

Committee recommended approval and GC approved these requests without discussion.

College of Science – 1 request

Course Addition (1)

Department: Physics

/ Title: PHY 508 / Introduction to Thermal and Statistical Physics

Description: Introduction to thermodynamics, kinetic theory of gasses, classical and quantum statistical mechanics, Bose-Einstein and Fermi-Dirac statistics, and applicati

Prerequisite: None

First Offered: Fall 2022

Credit Hours: 3

Committee recommended approval and GC approved these requests without discussion.

PROGRAM REVIEW

(See Attachment 5)

Scott Davis welcomed Boyd Rorabaugh as the new member of the Program Review committee and presented the following:

College of Liberal Arts

Department of Psychology

Program Review Committee stated that “the degrees are in great shape.” There are some minor concerns with behavioral statistics and clinical psy. certificate, so recommended continuance with resources; Mary Beth Reynolds requested specifics about resources; Lori H. said more faculty is needed and competitive salaries for recruiting new faculty are issues. Marianna Linz discussed rationale for needing new faculty for accreditation; she also stated that the MU psy. program produces over half of licensed psy. in state & there is a shortage of mental health providers in the state.

Council approved Program Review Committee’s recommendations for 1a Continue program at current level and recommend program for resources

College of Science

Program Review Committee recommended continuance of Mathematics (MA) and Physics and Applied Science (MS) at current levels

- Dean Somerville recommended resource development for both Math and Physics programs, because GA stipends are too low. He also stated there is need for 2 additional GAs in physics. Lori H. agreed to the need for GA stipend increase across the table for all programs.

GC voted to continue Math and Physics programs at current level. Richard Egleton voted against rating of #1 and stated his agreement with Dean Somerville that #1a was more appropriate given the resources needed for the programs.

Program Review Committee recommended continuance of Chemistry (MS) with corrective action plan.

- Dean Somerville presented case that programs do not have to have large enrollment to be effective. He said the review process used this year was problematic. Specifically, the writing of the review and not the quality of program was reflected in the final review. Small programs can be very impactful and do not necessarily warrant corrective actions because of their size. Lori H. asked Dean Somerville to send his concerns about writing of the review and how that affected program reviews to her. She said this is a salient issue.
- Mary Beth Reynolds stated that she did not see a problem with student satisfaction in the Chemistry program and that Dr. Kolling had addressed this in the resubmitted review.
- Scott D. reminded everyone that the recommendation is not punitive but intended to be “helpful” to programs. The noted concerns with Chemistry were: low enrollment, assessment, and graduate satisfaction. Scott D. stated that the Program Review Committee believed that an update in 1 year from programs, as a result of corrective action rating, was more constructive than waiting for an update in another 5 years.
- Dr. Kolling stated that low enrollment was due to pandemic. He also stated that a strategic planning meeting was scheduled for summer 2022.
- Lisa H. and Conrae L. were asked to comment on their first and second reviews of chemistry. Both stated that their joint recommendation was to continue chemistry at a level 1 based on the department’s resubmission of the program review.

GC voted to continue Chemistry with corrective action plan (#2 rating) with recommended written report due to GC Nov. 1, 2022.

College of Education and Professional Development

Department of Leadership/ Adult and Continuing Education

Program Review Committee recommended continuance of Doctor of Education, Leadership Studies (MA), and Adult & Continuing Education (MS) at current levels.

GC voted to continue the 3 aforementioned COEPD programs at current levels.

Program Review Committee recommended continuance of Social Service & Attendance-Graduate Certificate with corrective action (#2 rating).

- Committee had concerns about student assessment, limited info on strengths and weaknesses, and missing info on graduate satisfaction. Primary concern is that few have completed certificate compared with numbers enrolled.
- Eugenia Lambert, program director, asked for specifics about what is needed in the report. Dr. Lambert mentioned that completers may not be represented because they do not apply for graduation but just apply for certification.
- Scott Davis requested that info, as discussed by Dr. Lambert, be tracked & reported.

GC voted to continue Social Service & Attendance certificate program with corrective action (#2 rating). Report due to GC Nov. 1, 2022.

Program Review Committee recommended continuance of School Principalship-Post Master's Certificate with corrective action (#2 rating).

- Concerns from committee were: enrollment, potential to grow, entrance & exit info beyond Praxis, and graduate satisfaction.
- Mary Beth Reynolds mentioned that for certificate programs in general – her office does not have as complete information for certificates as they have for degree programs.

GC voted to continue School Principalship- Post Master's Certificate with corrective action (#2 rating). Report due to GC Nov. 1, 2022. Lisa Heaton abstained from voting.

Department of Graduate Curriculum and Instruction

Program Review Committee recommended continuance of Doctor of Education, Education Specialist (EdS), Elementary Mathematics Specialist- Graduate Certificate, Mathematics through Algebra 1- Graduate Certificate, and Post BA Teaching Certificate at the current level (#1 rating).

GC voted to continue the aforementioned COEPD programs and certificates at current levels.

Program Review Committee recommended Education-MA continue with corrective action (#2 rating).

- Concerns from Program Review Committee included: low enrollment in some areas of emphasis, grad. outcomes in assessment, and "closing the loop on assessment." Kimberly McFall asked for clarification regarding C&I and MA in Ed. assessment. Tracy C. and Scott D. said that assessment seemed to be focused on C&I not MA in Ed. Dr. McFall said MA in Ed. is actually in C & I.
- Mary Beth Reynolds also clarified that her office does not do year by year analysis for small enrolled programs due to FERPA. Lisa H. commented about core assessments.

GC voted to continue Education MA with corrective action (#2). Report due to GC Nov. 1, 2022. Lisa H. abstained from voting.

Program Review Committee recommended two certificates to continue with corrective action (#2 rating): Early Childhood Education- Graduate Certificate and Instructional Learning and Technology- Graduate Certificate.

- Scott D. suggested providing some narrative information without violating FERPA confidentiality of students in low number programs is important
- Also unable to assess program outcome effectiveness and low numbers.

GC voted to continue Early Childhood Education- Graduate Certificate and Instructional and Technology- Graduate Certificate with corrective action (#2). Report due to GC Nov. 1, 2022. Lisa H. abstained from voting.

Program Review Committee recommended Program Evaluation- Graduate Certificate continue with probationary status (#3 rating).

- No enrollment since 2018

GC voted to continue Program Evaluation-Graduate Certificate with probationary status (#3 rating) with report to GC due Nov. 1, 2022. Lisa H. abstained from voting.

Program Review Committee recommended School Library Media Specialist- Graduate Certificate continue with corrective action (#2 rating).

- Concerns from committee included: significant decline in enrollment, no tracking of outcomes, and student satisfaction.
- Kimberly McFall spoke- enrollment seems low because certificates are also enrolled in MA in Ed. They are trying to get dually enrolled so will be counted as completers. Additionally, state policy has affected enrollments because students can pass exam and not have degree. Furthermore, the certificate programs support the MA in Ed.

GC voted to continue School Library Media Specialist- Graduate Certificate with corrective action (#2 rating) and report due to GC Nov. 1, 2022. Conrae L. & Lisa H. abstained from voting.

Program Review Committee recommended Teaching English as Second Language- Graduate Certificate continue with probationary status and recommend program develop cooperative program with another institution or share courses, faculty, and the like (#3b rating)

- Committee's concern is low enrollment
- Henning V. discussed supporting program like this for international recruitment.
- Dean Eagle clarified that this program is for teachers who are teaching ESL, program not for students at university who are learning English

GC voted to continue Teaching English as Second Language- Graduate Certificate with #3b rating and report due to GC Nov. 1, 2022. Henning V. & Lisa H. abstained from voting.

Program Review Committee initially recommended Master of Arts in Teaching (MAT) to continue with corrective action (#2 rating).

- Scott Davis discussed taking a look since the recommendations were addressed in the resubmission of MAT review.
- Mary Beth Reynolds seconded Scott's recommendation for MAT to move forward. She says this is a strong program and the assessment was nice. *Mary Beth Reynolds cannot second as she is not a member of the Graduate Council; however, her comments were taken into account during the discussion.
- Isaac Larison commented that his courses were usually full.
- Scott Davis made motion to revise recommendation from 2 to 1.

GC voted to change MA in Teaching recommendation to level 1- continue at current status.

Program Review Committee recommended continuance of Counseling-MA, Violence, Loss & Trauma Certificate, and School Psychology- EdS at the current levels (#1 rating).

GC voted in agreement with Committee's recommendation.

CREDENTIALING COMMITTEE

Updates provided by Lisa Heaton:

- Reviews are beginning and two will be presented in Feb. at next GC meeting.
- Lori H. mentioned deadline for grad advisor award is Feb 18.

FACULTY SENATE UPDATE

Updates provided by Tracy Christofero:

- Student Conduct & Welfare committee approved the survey of commuter students. Purpose of survey is to reach out to see what their needs are especially with communication

GRADUATE STUDIES

Updates from Carl Mummert:

- Carl glad to be working with Lori H. very closely. For electronic theses and dissertations: 2 trainings planned. Roll out 1 in fall 2022; ETD training in Feb. 22 focus on IRB will roll out on soft basis this year to work out kinks.
- Kelli Johnson filling in for Erin Roles on thesis/dissertation reading committee who is on sabbatical. Primary review of theses/dissertations is responsibility of college/program committee not ETD
- ETD deadline- April 1st for defense completed, signed & uploaded. Minimal flexibility
- Forms continuing to be converted to dynamic forms.
- Richard E. asked question about "ethics" training- specifically, does the college's course supersede this? Carl M. said the training is meant to complement college course, not replace. Carl said this is a general training on topics such as plagiarism. The form is what needs to be completed to verify students' understanding of IRB, plagiarism, etc. Possibly SOM will be asked to do form and not add general training to the workload of SOM students. Carl said general training is brief & light-weight training and acknowledges that this may be redundant for those who have in depth program training in IRB process.
- Richard E. asked about ETD- suggested that library provide notification to the deans of colleges that thesis/dissertation has been accepted & approved. Thesis advisor should already be getting notification of approval. Lori suggested this discussion continue between Richard E. and Carl M. privately
- Lori H. says we all agree that GAs need to be paid more money for recruitment & retention of students and programs. There are discrepancies across programs with GA stipends.
- Lori H. asked for update about Courseleaf. Fall 2022 is when full program will be rolled out. Carl M. and others meet weekly with company. Hopefully demos will be in spring 2022.

WORKING GROUPS FOR BOG POLICIES

Updates provided by Lori Howard and Mary Beth Reynolds:

- Lori asked for volunteers to serve on Academic Dishonesty committee. Current policy does not differentiate between graduate & undergraduate students. Amanda M. & Conrae L. volunteered and were added to team. Tracy C. & Scott D. on team already
- Mary Beth Reynolds discussed the 2nd committee- to look at Grad Faculty Policy and make sure it is in line with HLC. Richard E. asked if different programs could add extra to the university criteria. HLC is minimal criteria. Credentialing committee members will be part of this committee. Other volunteers asked to email Lori H.

ANNOUNCEMENTS/WRAP UP

Announcements from Lori Howard:

- Received email from Ginny Painter about Athletic Director (AD) interviews- does anyone on GC want to hear what finalists for AD have to say in the interviews? If so, contact Lori H. and she will send link for participation
- Ad Hoc Committee- for shared governance- developed by R. Riner & parliamentarian of Faculty Senate. Tracy C. & Lori H. are part of committee. Let them know if you have concerns to be addressed.
- Lori H. is also on provost search committee- Tell her if you have info. or concerns.

Meeting adjourned at 2:43pm.

Attachment 2

Graduate Faculty Status Requests

| Type | Faculty Member | College/School | Department/Division | Graduate Faculty Level | Term Start | Term Expires |
|------|--------------------|----------------|----------------------------------|------------------------|------------|--------------|
| Edit | Castle, David | COS | Forensic Science | Instructor | 1/10/2022 | |
| Edit | Cline, Prentice | CECS | Applied Science and Technology | Instructor | 1/10/2022 | |
| Edit | Fondren, Kristi | COLA | Sociology/Anthropology | Graduate | 8/23/2021 | 12/5/2026 |
| Edit | Gardner, Billy | COS | Cyber Forensics & Security | Associate | 1/10/2022 | |
| Edit | Gardner, Billy | COS | Cyber Forensics & Security | Associate | 1/10/2022 | |
| Edit | Koontz, Penny | COLA | Psychology | Doctoral | 1/10/2022 | |
| Edit | Lumpkin, Britton | COLA | English | Associate | 1/10/2022 | |
| Edit | Norton, Michael | COS | Chemistry | Graduate | 1/10/2022 | |
| Edit | Perkins, Wendy | COS | Criminal Justice and Criminology | Graduate | 1/10/2022 | |
| Edit | Schroeder, Michael | COS | Mathematics | Graduate | 1/10/2022 | |

Attachment 3

Planning Committee Report - February 2022

College of Education and Professional Development

Request for Non-Curricular Change

Department: Curriculum and Instruction

Degree program: Master's in Education

Type of change request: Change a course to AoE and course added to core section is master's program

Effective date (fall/spring/summer, year): 2022 Spring

Recommend: Approval

Request for Addition, Deletion, or Change of Area of Emphasis

Department: Curriculum and Instruction

Area of Emphasis Title: Elementary Mathematics Specialist

Credit Hours: 21 hours for graduate certificate; 36 hours for Master's in Education

Type of Change Requested: Change a course to AoE and course added to core section is master's program

Term to Take Effect: 2022 Spring

Rationale: The change will allow candidates to experience a more robust and appropriate methods course for the teaching of elementary mathematics.

Recommend: Approval

College of Engineering and Computer Science

Request for Addition, Deletion, or Change of a Major of Degree

Department: Civil Engineering

Major or Degree: Master of Science in Engineering, Civil and Environmental Engineering major (GTEO)

Type of Change: change to catalog and curriculum

Rationale: Adding two new statistics courses as alternatives will afford students increased flexibility to fulfill degree requirements, and replacing ENGR 699 with ENGR 682 will enable students to switch between the Project and Thesis options depending on their research interests and progress.

Recommendation: Approval

Request for Addition, Deletion, or Change of a Major of Degree

Department: Civil Engineering

Major or Degree: Master of Science in Engineering, Engineering Management major (GT70)

Type of Change: change to catalog and curriculum

Rationale: Including a wider range of course alternatives to classes that are only offered once per academic year, which will enable students to graduate in three semesters whether they join the program in the Fall or Spring semester, and will reduce low-enrollment sections.

Recommendation: Approval

School of Medicine

Request for Addition, Deletion, or Change of a Major of Degree

Department: Biomedical Research (BMR)

Major or Degree: PhD in Biomedical Research

Type of Change: Change - multiple changes to clarify requirements for degree works and adjust for changes in financial aid requirements

We are asking for a number of changes to the program. The changes are to clarify the program and emphasis requirements for the registrars office. Many of these changes have been made previously, however they have not made it to degree works. The second reason is with the new financial aid laws we have to make a few changes to the curriculum and academic plan to ensure that the students can continue to get loans.

Recommendation: Approval

College of Liberal Arts

Request for Addition, Deletion, or Change of a Major of Degree

Department: Political Science

Degree: GL90-MA, Political Science

Type of Change: Deletion

Rationale: Due to declining enrollments, we halted admission to this program two years ago. Now that all enrolled students have graduated, we would like to officially eliminate the program.

Recommendation: Approval

(check that signatures are on original forms)

Request for Non-Curricular Change

Department: Graduate Humanities Program

Degree: Graduate Certificate in Appalachian Studies

Type of Change: Change - Virtual delivery and focus on affiliated scholars and practitioners.

Effective Date: Fall 2022

Recommendation: Approval

College of Education and Professional Development

Request for Addition, Deletion, or Change of a Certificate

Department: Counseling

Name of Certificate: Violence, Loss, and Trauma (VoLT)

Credit Hours: 18

Type of Change: Change - Correction

Rationale: Correct the omission of COUN 555 Crisis Intervention and Conflict Management as a pre-/co-requisite at the top of the list of courses for the VoLT Certificate in the Graduate Catalog (currently p. 111 of the 2019-2020 PDF version of the catalog). Correcting the omission clarifies the course requirements for the certificate. Correct Certificate hours from 15 to 18.

Recommendation: Approval

Attachment 4

Curriculum Requests for February 2022

College of Education and Professional Development – 2 requests

Course Change (1)

| | |
|--------------------|--|
| 2. Change: | Change in Catalog Title and Change in Catalog Description |
| Department: | Special Education |
| #/Title (old): | CISP 663 / Dev Issue Preschool Hand |
| #/Title (new): | CISP 663 / Dev Issue Preschool Disability |
| Description (old): | An examination of the normal development of young children, the interrelated effects of impairment in various areas of development, and strategies for intervention. |
| Description (new): | An examination of the normal development of young children, the interrelated effects of disabilities in various areas of development, and strategies for intervention. |
| Rationale: | Current practice in special education is to use positive terminology when describing the abilities of individuals with their development disabilities. The word “impairment” can be considered a negative term that has a focus on deficits rather than abilities. The term “handicapped” is no longer an acceptable term to describe individuals with disabilities within the field of special education. |

Course Addition (1)

| | |
|----------------|---|
| 2. Department: | Leadership Studies |
| # / Title: | LS 633 / Leadership for International Nonprofit Organizations |
| Description: | This course will examine the structure, purpose and history of international nonprofit organizations. Also, included will be a study of public policy and the practice of philanthropy in countries other than the USA. |
| Prerequisite: | None |
| First Offered: | Summer I 2022 |
| Credit Hours: | 3 |

College of Health Professions – 2 requests

Course Change (2)

| | |
|----------------|-------------------------------|
| 3. Change: | Change in Catalog Title |
| Department: | Physical Therapy |
| #/Title (old): | PT 786 / Rehab in Select Pops |

#/Title (new): PT 786 / Pediatrics & Geriatrics in PT
Description: Principles of evaluation and treatment in the areas of pediatrics and geriatrics. Emphasis placed on biopsychosocial aspects of developmental disabilities, coordination of care and complexities of multi-system and multi-organ disease.
Rationale: Change in course title will better reflect content and intent of the course.

4. Change: Change in Catalog Title and Change in Catalog Description
Department: School of Kinesiology

#/Title (old): HS 535 / Biomech Instrument MatLab

#/Title (new): HS 535 / Biomech Programs Applications

Description (old): This course teaches students the skills to use biomechanical sensors as instruments for research, and the use of MatLab programming language to process the data they collect from their instruments.

Description (new): Students will develop computer programming skills by designing and writing code to process and analyze the biomechanical data they collect. Students will transfer the functions they write to various applications.

Rationale: The new course name and description better reflects the focus of the course, the activities that students will be doing most often, and removes the name of any specific language.

College of Science – 1 request

Course Addition (1)

2. Department: Biological Sciences
/ Title: BSC 566 / Biology of Amphibians

Description: A survey of the amphibians of the world with special emphasis placed on forms resident to West Virginia, including aspects of ecology, physiology, zoogeography, anatomy, taxonomy, and behavior.

Prerequisite: None

First Offered: Spring 2023

Credit Hours: 4

School of Medicine – 2 requests

Course Change (2)

3. Change: Change in Credit Hours
Department: Biomedical Sciences

#/Title: BMS 605 / Micro Pharm Med Sciences

Description: This is an integrated introduction to human disease and treatment based on core concepts in microbiology, immunology, and pharmacology, preparing students for detailed studies in subsequent courses.

Credit Hours (old): 2

Credit Hours (new): 5

Rationale: Immunology is being reintroduced to this course.

4. Change: Change in Catalog Description and Credit Hours
Department: Biomedical Sciences

#/Title ACB 622 / Gross Anatomy/Embryology II

Description (old): Morphology of the head and neck, thorax, abdomen, pelvis with dissection.

Description (new): Morphology of the head and neck, thorax, and abdomen.

Credit Hours (old): 6

Credit Hours (new): 3

Rationale: Pelvic anatomy and labs (dissection) have been removed from the course.