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Graduate Council Minutes

Graduate Council

4-21-2023

**The Minutes of the Marshall University Graduate Council Meeting,
February 24, 2023,**

Marshall University Graduate Council

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Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

From: Dr. D. Scott Davis, Graduate Council, Chair *Scott Davis*

Date: March 6, 2023

Subject: **Review of Graduate Council Minutes: February 24, 2023**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of graduate faculty status, etc. The meeting was held in a hybrid format at So. Charleston - Thomas Board Room and via TEAMS.

Please advise me if you have any comments/concerns/questions.

Minutes approved.

Mr. Brad D. Smith
President, Marshall University

3-9-23

Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Scott Davis davis1090@marshall.edu with .pdf copies e-mailed to:

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu

Dr. Avinandan Mukherjee Provost, mukherjeea@marshall.edu

Dr. Carl Mummert, Assistant Provost, mummert@marshall.edu

Dr. Karen McComas, Interim Associate Provost, mcomas@marshall.edu

Dr. Julia Spears, Asst Provost of Online Education, spearsj@marshall.edu

Dr. Beverly Boggs, Vice President of Enrollment Services,
beverly.boggs@marshall.edu

Dr. Sonja Cantrell, Registrar, cantrell1@marshall.edu

Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes

February 24, 2023

Hybrid Meeting (So. Charleston- Thomas Board Room + Teams)

Members Present: Beard, Christofero, Davis, Egleton, Gage, Heaton, Larison, Lucas-Adkins, Meadows, Rorabaugh, Schulenberg, Simonton, Thompson, Vance, Vauth, Wait

Members Absent:

Ex-Officio Members Present: Mummert

Ex-Officio Members Absent: Maher, Mukherjee

Guests: Brunty, Cantrell-Johnson, Mak, Spradlin, Tolliver, McGuffey, Georgel, Fain, Brooks, Antonsen, Smith, Sollosy

Davis	Welcome, Approve Agenda
Lucas-Adkins	Approval of January 27, 2023, Minutes (Attachment 1)
Davis/Beard	Graduate Faculty Status Candidates (GC-23-02-01-CRC) (Attachment 2)
Vauth	Planning Committee Requests (GC-23-02-02 to 08-PC) (Attachment 3)
Wait	Curriculum Committee Requests (GC-23-02-09-CC) (Attachment 4)
Beard/Davis	<ul style="list-style-type: none"> • Credentialing Committee Update • Rucker Award Timeline and Process • Ad Hoc Committee – BOG AA-20 <ul style="list-style-type: none"> • Motion – Approval of BOG AA-20 changes (GC-23-02-10-Ad Hoc) (Attachment 5) • Associated Graduate Catalog considerations (Davis)
Wait	Ad Hoc Bylaws Committee – Progress Report
Davis	Discussion Items <ul style="list-style-type: none"> • Courseleaf/CIM • Streamlining Admissions • University Calendar <ul style="list-style-type: none"> ○ (Attachment 6: 15-Week Calendar URL) ○ (Attachment 7: 14-Week Calendar URL) • Program Review
Mummert	Graduate Studies Report
Schulenberg	Faculty Senate Report
Davis	Wrap Up

All meetings will be hybrid alternating between Huntington and So. Charleston with a virtual Teams option. Meetings will start at 1:00 PM and end by 3:00 PM):

- March 31, 2023 (Drinko 349)
- April 21, 2023 (So. Charleston – Thomas Boardroom)

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which the Council meets.

1. Minutes from January 27, 2023
2. Graduate Faculty Status Candidates
3. Planning Committee Requests
4. Curriculum Committee Requests
5. BOG AA-20 Track Change/Clean Copy

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA with edits to numbering of attachments as discussed by Chair.
APPROVED

MINUTES OF PREVIOUS MEETING
(See Attachment 1)

APPROVED

GRADUATE FACULTY STATUS
(See Attachment 2)
GC-23-02-01-CRC

APPROVED

PLANNING COMMITTEE
(See Attachment 3)
Henning Vauth presented the committee report.

Lewis College of Business

1. *Request for Deletion of Area of Emphasis* **(GC-23-02-02-PC)**
Department: Marketing, Management Information Systems, and Entrepreneurship
Degree program: **M.S. in Sport Administration**
Area of Emphasis: **Sport Management**
Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB (see item 3)
Effective Date: Summer 2023
Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23.
Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.
 - Planning Committee recommends approval.
 - No discussion
 - Motion passed

2. *Request for Deletion of Area of Emphasis* **(GC-23-02-03-PC)**
Department: Marketing, Management Information Systems, and Entrepreneurship
Degree program: **M.S. in Sport Administration**
Area of Emphasis: **Recreation and Physical Activity**
Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB (see item 3)
Effective Date: Summer 2023

Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23. Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.

- Planning Committee recommends approval.
- No discussion
- Motion passed

3. *Request for Change of Degree/Major (GC-23-02-04-PC)*

Department: Marketing, Management Information Systems, and Entrepreneurship

Degree program: **M.S. in Sport Administration**

Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB.

Effective Date: Summer 2023

Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23.

Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.

- Planning Committee recommends approval.
- No discussion,
- Carl said there is no regional accreditation anymore. This needs changed in catalogue.

College of Liberal Arts

4. *Request for Non-Curricular Change (GC-23-02-05-PC)*

Department: Psychology

Degree Program: **Master's in Psychology with General Emphasis and School Psychology Emphasis**

Type of Change: Include language in AMD catalogue description that waives GRE and rec letter requirements for AMD students after completion of bachelor's degree.

Effective Date: Summer 2023

Rationale: Current description of application procedures needs clarification and current late priority deadline causes review delay for the MSW admissions The waiver of the GRE scores and rec letters has been policy from its start and used to be included in the catalogue description.

- Planning Committee recommends approval.
- No discussion
- Motion passed

College of Science

5. *Request for Change of Area of Emphasis (GC-23-02-06-PC)*

Department: Physics and Physical Science

Degree Program: **Physical and Applied Science**

Area of Emphasis: **Physics for Teachers**

Type of Change: Slight adjustment of classes/credits and splitting up curriculum by thesis/non-thesis option

Effective Date: Summer 2023

Rationale: Balancing 500/600-level courses and clarification of thesis/non-thesis options.

- Planning Committee recommends approval.
- No discussion
- Motion passed

6. *Request for Non-Curricular Change (GC-23-02-07-PC)*

Department: Cyber Forensics and Security

Degree Program: **M.S. in Cyber Forensics and Security**

Type of Change: Modify admissions standards to include GRE waiver when 3.3 GPA is maintained, 2 instead of 3 required rec letters, and more specific language about personal statement, professional portfolio, conditional admission, etc.

Effective Date: Summer 2023

Rationale: See Type of Change.

- Planning Committee recommends approval with deletion of the sentence about acceptance until three weeks before classes.
- Josh Brunty represented program and said he had no problem with the change in language (deletion of sentence).
- No further discussion
- Motion passed

College of Education and Professional Development

7. Request for Change of a Certificate (GC-23-02-08-PC)

Department: Counseling

Graduate Certificate: **Violence, Loss, and Trauma (VoLT)**

Type of Change: Include COUN 687 as among elective courses for certificate.

Effective Date: Fall 2023

Rationale: Course fits into the certificate program, as it provides a set of counseling and intervention skills to reduce effects of traumatic stress.

- Planning Committee recommends approval.
- Carol Smith explained the approval of the course as an elective to VoLT.

- No further discussion
- Motion passed

CURRICULUM COMMITTEE

(See Attachment 4)

Isaac Wait presented the committee report

GC-23-02-09-CC-COB – College of Business – 2 requests

Course Change (2)

Department:	Marketing, Management Information Systems, and Entrepreneurship
# / Title (current):	MIS 698 / ITM Internship
# / Title (new):	MIS 698 / Internship
Rationale:	Course was created when the Technology Management degree was moved to the College of Business and it was thought the new degree might be named “Information Technology Management (ITM)”. However, the degree was instead named “Information Systems”, and so the “ITM” acronym is not applicable, and should be removed.
Catalog desc:	Supervised on-the-job experience. The student will work in a technology company or technical department within an organization.

Department:	Marketing, Management Information Systems, and Entrepreneurship
# / Title (current):	MIS 699 / ITM Capstone Project
# / Title (new):	MIS 699 / Capstone Project
Rationale:	Course was created when the Technology Management degree was moved to the College of Business and it was thought the new degree

might be named "Information Technology Management (ITM)". However, the degree was instead named "Information Systems", and so the "ITM" acronym is not applicable, and should be removed.

Catalog desc: Supervised on-the-job experience. The student will work in a technology company or technical department within an organization.

- Committee recommends approval for both with the edit to MIS 699 (there was a typo in original agenda that listed MIS 698 for Capstone).
- No discussion
- Motion approved with edit

CREDENTIALING COMMITTEE

Keith Beard, Scott Davis, and Lisa Heaton presented the committee report

- Credentialing Committee Update; Keith B. said audits continue
- Rucker Award Timeline and Process; currently there are 2 nominations, nominations still open until March 15, let colleges know
- Ad Hoc Committee – BOG AA-20- Lisa H. highlighted the changes with main change being move from 4 levels to 3 levels of graduate faculty status.
 - Motion – Approval of BOG AA-20 changes (**GC-23-02-10-Ad Hoc**) (**Attachment 5**) Discussion- Richard E. asked for clarification about who needs grad. faculty status: is it for anyone who teaches in a grad program, i.e. he discussed peer to peer teaching of seminars (grad students teaching them). The person who is the instructor of record is the person who needs the status. Guest who is teaching a class- there is a special form to fill out for status. Main issue is the instructor of record who needs status.
 - Motion passed
 - Associated Graduate Catalog considerations (Davis)- Given that we approve this policy & BOG will be approving in April, is committee ok with editorial changes being made by academic affairs. Shawn S. said all changes should be approved by Chair. All agreed.

AD HOC BYLAWS COMMITTEE

Isaac W. presented the progress report

- Two meetings held thus far, main issue is whether there ought to be changes to allocation of grad council members. There is openness of SC faculty for there to be a student-allocation- based decision for membership as opposed to location of the faculty
- Also noticing some changes to titles and name of grad. college that need adjusted
- Also looking at how library faculty are explained in policy. Need to describe them in appropriate way,
- Additionally, there a few changes needed to address the impact of virtual meetings
- Isaac says 1 or 2 more meetings are needed

GRADUATE COUNCIL CHAIR DISCUSSION ITEMS:

- Courseleaf/CIM- Scott met with Elizabeth H. this week about piloting with COHP. Looking for someone who will submit paperwork in traditional manner along with the electronic system to see if there are bugs. There are some COHP volunteers, Lisa H. also volunteered her upcoming degree change in COEPD.
- Streamlining Admissions- next month is the expected presentation, Executive

- University Calendar
 - (Attachment 6: 15-Week Calendar URL)
 - (Attachment 7: 14-Week Calendar URL)
- Students wanted multiple short breaks, BAPC planning to put forward 2 options to senate (15 week and 14 week calendar). Scott wants to represent Graduate Council so he asked for our input on which we wanted. Richard E. voted for 15 week; Keith B. said he never understood why move back to 15 from 14 and asked for clarification- Scott discussed administrative issues and time for those being a factor, 15 weeks allows for more digestion of material for students, some accreditation bodies are adding more material so 15 weeks allows more time for instruction to allow for
- Shawn gave BAPC until Monday to get options submitted to FS. He cautioned against formal recommendation since GC may not have full information about both calendars
- Richard E. says the academic needs of students should outweigh the students' opinions.
- Henning agrees with Richard about not being able to compress material and expect same processing by students. In performing arts, 15 weeks would help with scheduling the events
- Shawn mentioned that removing 2 weeks in summer can remove employment opportunities for students; President has full control over calendar once recommendation comes to his desk. Shawn recommends that faculty give input to their senators
- Program Reviews have moved forward

GRADUATE STUDIES UPDATES

Carl Mummert provided updates:

Strategic planning feedback. An email from President Smith went out to all faculty last week with the subject "Message from the President regarding opportunity to provide

input into Marshall's strategic roadmap". All faculty are encouraged to participate in the feedback process by March 17.

2. **Graduate Admissions.** This is a key area of focus for Graduate Studies this semester.
 - Graduate Applications seem to be up in number for Fall 2022, compared to Fall 2023.
 - b. Admissions processes – with Julia Spears, I have been meeting with Graduate Admissions to learn more about our processes and identify bottlenecks or self-imposed limitations. Some changes have already been made, including
 - c. Accelerated admissions - I have asked Grad Council to consider a procedure to allow programs to choose to allow admissions to expedite some admissions decisions when students clearly meet the criteria for acceptance.
 - d. We are working with a company named Anthology. They will contact students to help increase the percentage of students who complete an application after starting it. For students applying for fall 2022, only 43% of applications that were started were completed. Anthology will also work with University Communications on marketing campaigns

They have suggested 9 programs that might be an initial focus: MS

Accounting, MS Criminal Justice, MS Cybersecurity, MS Computer Science, MS Data Science, MA Education, MA Leadership, MA Special Education, MBA

3. **Distance tuition status.** Julia Spears (Director of Online Learning) and Matt Tidd (CFO) are examining the provisions of the distance tuition status, including the E-Delivery fee that is assigned to WEB courses. The goal is to make recommendations to simplify fee structures and decrease any inequities between course or program delivery modes.
4. **GA stipends.** The Provost and I are continuing to reach out to the Finance office about the status of this proposal. The budget is expected to go to the Board of Governors in April, along with tuition and fee rates for next year.
5. **Online program list website.** The website <https://www.marshall.edu/online/> has been revamped to list our distance educations in a clearer and more applicant friendly way. Please check out your own program there and contact Julia Spears with any feedback.

FACULTY SENATE REPORT:

Shawn Schulenberg presented updates.

- Executive committee approved 2 ad hoc committees: 1) course evaluation 2) post tenure review process. Contact Shawn if interested in serving.
- Title 9 updates provided yesterday during Faculty Senate meeting
- Ombudsmen search is in progress
- Legislative affairs updates: PEIA funding – Senate 268 premium may be increased
- Recommendations for FS next meeting is today

ENDING COMMENTS FROM CHAIR

Scott D. thanked all committees for their work.

Meeting adjourned at 2:10PM.

Attachment #1

MU Graduate Council Meeting Minutes

January 27, 2023

Hybrid Meeting (Drinko 349 + Teams)

Members Present: Beard, Christofero, Davis, Egleton, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Vance, Vauth, Wait

Members Absent: Cyphert, Rorabaugh, Thompson, Cage

Ex-Officio Members Present: Mukherjee, Mummert

Ex-Officio Members Absent: Maher

Guests: B. Morgan, Sollosy, Georgel, Castleberry, Cantrell-Johnson, Antonsen, Wesley, McKinney, Lankton, C. Smith, Eagle, McComas, Prather, McGuffey, Spears, Archambault, President Smith

Davis	Welcome, Approve Agenda
Lucas-Adkins	Approval of November 18, 2022, Minutes (Attachment 1)
Davis/Beard	Graduate Faculty Status Candidates (GC-23-01-01-CRC) (Attachment 2)
Vauth	Planning Committee Requests (GC-23-01-02-PC to 07) (Attachment 3)
Wait	Curriculum Committee Requests (GC-23-01-08-CC- to 10) (Attachment 4)
Larison	Program Review Committee (GC-23-01-11-PR to 13) (Attachment 5)
Davis	Discussion Items <ul style="list-style-type: none"> • Courseleaf/CIM • Increasing graduate student engagement in shared governance. • Title IX Climate Survey https://marshall.az1.qualtrics.com/jfe/form/SV_bBBafnwGJoi0VZI. • Bylaws revisions (editorial and consideration of possible structural changes) - Executive Committee recommendation.
Smith	President Smith Report (~2:00 PM)
Mummert	Graduate Studies Report
Schulenberg	Faculty Senate Report
Egleton	Undergraduate Research Day at the Capitol
Davis	Wrap Up

All meetings will be hybrid alternating between Huntington and So. Charleston with a virtual Teams option. Meetings will start at 1:00 PM and end by 3:00 PM):

- February 24, 2023 (So Charleston – Thomas Boardroom)
- March 31, 2023 (Drinko 349)
- April 21, 2023 (So. Charleston – Thomas Boardroom)

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets.

Attachments:

- 1. Graduate Faculty Status Candidates
- 2. Planning Committee Requests
- 3. Curriculum Committee Requests
- 4. 2021-2022 Program Review Follow-up Reports link

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

- Scott D. welcomed all and asked if some flexibility could be made for President Smith’s discussion, given that his schedule may not permit him to present at 2pm.
- Anne Axel took a personal leave of absence. The COS replaced her temporarily for the spring semester with Holly Cyphert, but Holly has since decided that she does not have time to fulfil the role. The COS representative to the GC for the spring 2023 will be Rick Gage.

MOTION TO APPROVE AGENDA with flexibility to agenda as discussed by Chair.

APPROVED

MINUTES OF PREVIOUS MEETING

APPROVED

(See Attachment 1)

GRADUATE FACULTY STATUS

(See Attachment 2)

GC-23-01-01-CRC

APPROVED

PLANNING COMMITTEE

(See Attachment 3)

Henning Vauth presented the committee report.

College of Health Professions

1. Request for Non-Curricular Change (GC-23-01-02-PC- COHP)

Department: School of Physical Therapy

Degree program: **Doctor of Physical Therapy (DPT)**

Type of change: Offering a “deceleration” pathway to stretch curriculum over 4 instead of 3 years. The coursework remains unchanged.

Effective Date: Summer 2023

Rationale: Students struggle to maintain the required 3.0 GPA due to volume and pace of the 3-year curriculum.

- Committee recommends approval
- Scott D. stated that this is an example of how to retain students.
- No other discussion, Motion Passed

2. Request for Non-Curricular Change (GC-23-01-03-PC-COHP)

Department: Department of Social Work

Degree Program: **Master's of Social Work (MSW)**

Type of Change: Moving of priority application deadline for fall admissions from March 30 to January 30 and clarification of application procedures.

Effective Date: Summer 2023

Rationale: Current description of application procedures needs clarification and current late priority deadline causes review delay for the MSW admissions committee.

- Committee recommends approval,
- No discussion, Motion passed

Lewis College of Business

3. Request for Non-Curricular Change (GC-23-01-04-PC-LCOB)

Department: Department of Management and Healthcare Administration

Degree Program: **M.B.A.**

Type of Change: Eliminate two courses (MGT Principles of Management and MKT 340 Marketing Concepts and Applications) from list of required undergraduate foundation courses.

Effective Date: Summer 2023

Rationale: Required undergraduate foundation courses are determined on case-by-case basis by program director or assistant program director.

- Committee Recommends approval,
- Nancy L. explained rationale that these 2 courses are not as needed for future courses, they seldom get taken by students,
- Motion passed

4. Request for Area of Emphasis Addition (GC-23-01-05-PC-LCOB)

Department: Department of Management and Healthcare Administration

Degree Program: **M.B.A.**

Area of Emphasis: Sports Business

Type of Change: Add Sports Business to the list of area emphases within the M.B.A. program (6 credit hours)

Effective Date: Summer 2023

Rationale: The Sports Business program has been moved to the Lewis College of Business and sports business faculty have requested to have their area of expertise added to the options for areas of emphases within the M.B.A.

- Committee recommends approval
- Nancy L. discussed excitement about sports business, this will add more students to classes, it was previously in COHP;
- Motion passed

5. Request for Non-Curricular Change (GC-23-01-06-PC-LCOB)

Department: Department of Management

Graduate Certificate: Accessibility Awareness

Type of Change: Move the certificate program from the Lewis College of Business to the College of Liberal Arts.

Effective Date: Summer 2023

Rationale: The program aligns with the nature of the Aging Center.

- Committee recommends approval

- Nancy L. explained that there haven't been any students in this program yet, and the hope is that this move will attract students.
- Scott D. mentioned exploring a better mechanism for moving a program as opposed to this using this non-curricular change form;
- Motion passed

6. *Request for Non-Curricular Change (GC-23-01-07-PC-LCOB)*

Department: Department of Management and Healthcare Administration

Degree Program: **D.N.A.P. (Doctor of Nurse Anesthesia Practice and Management)**

Type of Change: Eliminate GRE from Admissions criteria.

Effective Date: Summer 2023

Rationale: There is no correlation between GRE scores and board pass rates.

- Committee recommends approval
- Richard E. said biomedical research removed GRE score and found that quality of students has improved.
- Nancy L. said the name should not read "and Management." The catalog is incorrect. This program is separately accredited and had recent visit and passed with flying colors.
- Isaac Wait asked if this program has high completion rate- Nancy said yes. Some students may be on leave due to family or medical reasons
- Motion passed

CURRICULUM COMMITTEE

(See Attachment 4)

Isaac Wait presented the committee report

GC-23-01-08-CC-COEPD – College of Education and Professional Development – 6 requests

Course Addition (1)

Department:	Counseling
# / Title:	COUN 687 / Trauma and Restorative Justice in Schools and Communities
Catalog Description:	Critically examines restorative justice practices and principles in the context of traumatic stress. Reviews restorative justice both in school systems and in community settings, highlighting current best clinical practices and recent research.
Prerequisites:	COUN 654 and COUN 682
First Term Offered:	Fall 2023
Credit Hours:	3

Course Change (5)

Department:	Curriculum and Instruction
# / Title:	CISL 560 / Staff Development
Catalog desc (current):	[none]
Catalog desc (new):	Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary

classification, if approved, but is not applicable to degree programs.
 CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 561 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 562 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 563 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 564 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

- Committee recommends approval for all
- Carol Smith spoke to the counseling course as being added as elective to VOLT. This move is to create the course.
- Lisa Heaton added correction to “not degree applicable” for CISL courses.
- Motion for all approved passed

GC-23-01-09-CC-CECS – College of Engineering and Computing Sciences – 3 requests

Course Addition (3)

Department: Civil Engineering
 # / Title: CE 580 / Special Topics
 Catalog Description: Formal study of civil engineering topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Civil Engineering
 # / Title: EM 580 / Special Topics
 Catalog Description: Formal study of engineering management topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Civil Engineering
 # / Title: ENVE 580 / Special Topics
 Catalog Description: Formal study of environmental engineering topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

- Committee recommends approval
- No discussion
- Motion passed

GC-23-01-10-CC-COHP – College of Health Professions – 3 requests

Course Change (3)

Department: Physical Therapy
 # / Title: PT 784 / Integumentary
 Catalog desc (current): Review of structure, function, and applied pathophysiology of the integumentary system. Translate knowledge towards PT examination and management of common integumentary impairments with focus on prevention, restoration, and optimizing independence.
 Catalog desc (new): Review of structure, function, and applied pathophysiology of the integumentary and lymphatic systems. Includes examination and management of common integumentary and lymphatic impairments focusing on prevention, restoration, and optimizing independence.
 Credit Hours (current): 3 credit hours
 Credit Hours (new): 2 credit hours
 Rationale: Inclusion of lymphatic system to course description. The lymphatic system was always covered in this course and no additional content will be added. Accreditation standards and board exam content is placing greater emphasis on lymphatics. Decrease in credit hours reflects a reduction in physical therapy clinical laboratory sharp debridement practice, consolidation of topics, greater adherence to course textbooks, and improved efficiency of instruction.

Department: Physical Therapy
 Current # / Title: PT 787 / Rehabilitation Considerations in Selected Patient Populations II
 New # / Title: PT 787 / Prosthetics & Orthotics
 Catalog Description: Principles of evaluation and management of patients with amputation and/or neuromuscular disorders to maximize functional independence. Focus on prosthetic and orthotic prescription, components, fabrication, fit, and use during functional activities.
 Rationale: Change in course title will better reflect content and intent of course.

Department: Physical Therapy
 Current # / Title: PT 788 / Rehabilitation Considerations in Selected Patient Populations III
 New # / Title: PT 788 / Special Topics in Physical Therapy
 Catalog Description: Principles of physical therapy management of select patient populations including bariatrics, women's health, oncology, and selected progressive and chronic diseases.
 Rationale: Change in course title will better reflect content and intent of course.

- Committee recommends approval
- No discussion
- Motion passed

PROGRAM REVIEW COMMITTEE:

(See Attachment 5)

- Isaac Larison presented report (see attachment 5 for full details)

16 programs were reviewed & the committee recommended all to be continued at current level

GC-23-01-11-PR-LCOB

- Nancy L. said she appreciated the review from GC and is excited about graduate programs and increasing enrollment;
- Motion passed

GC-23-01-12-PR-COLA

- Lisa H. asked about the geospatial program (they need to finish students who are in the program and then program will be discontinued) Lisa said she followed up with someone who said the program had already been taught out. Lisa is asking why committee's recommendation is to continue at current level if the program itself is asking to be discontinued.
- Mary Beth Reynolds said she would follow up.
- No one from geography was present to discuss.
- Isaac changed recommendation to 3 COLA programs continue as is & the geospatial program will continue until taught out;
- Motion passed

GC-23-01-13-PR-COEPD

- No discussion
- Motion passed

GRADUATE COUNCIL CHAIR DISCUSSION ITEMS:

- Courseleaf/CIM had hoped for fall or spring roll-out of electronic forms, now it is likely to be in fall 23; dept. chairs will be targeted for training this spring. Richard says program directors might be the best for training, but that may be college-specific. Carl Mummert said that after the meeting today with Elizabeth H. he learned that we are ready to begin testing. He recommends using spring for testing and training with fall 23 being roll-out, many groups will have to be trained, and associate deans will have a special role in making sure formatting is correct before it leaves college and is ready for catalog
- Increasing graduate student engagement in shared governance. Underrepresentation of grad students on SGA. Scott D. & Carl M. met with SGA reps about the issue. One problem is the communication with grad students about opportunities to be involved & the other issue is grad students may have other issues than those of the undergrads who comprise SGA majority. Possible options: Modify SGA constitution to add grad students; look at other models that have undergrad & grad groups; in past, there was a grad group at MU and Scott D. asked if someone had memory of this Philippe G. said he would investigate; some concerns expressed by GC members about the incentive for grad students to participate in SGA. Scott D. asked for ideas to be given to him. Henning V. suggested having 2 separate groups since the needs/wants of students are different; Amanda M. said since we had problem getting students involved maybe we should keep one organization and try to get them involved ; Kim V. says the idea of a separate body would appeal to grad students.
- Title IX Climate Survey – Lori Howard asked Scott D. to encourage completion of this survey. Philippe said 200 individuals have completed thus far. Faculty and staff should complete the survey and encourage classes to fill it out. Due date is Feb.
https://marshall.az1.qualtrics.com/jfe/form/SV_bBBafnwGJoi0VZI.
- Bylaws revisions (editorial and consideration of possible structural changes) - Executive Committee recommendation.- Scott & ex. Committee recommend creation of ad hoc committee to review by-laws and representation on grad. council given all of legislative changes. Any change to by-laws would have to go through faculty senate since changes are part of the constitution.
- Conrae L. made motion to approve forming the ad-hoc committee
- Motion passed to form ad-hoc committee

PRESIDENT SMITH'S DISCUSSION ITEMS:

President Smith thanked GC for the opportunity to be present at meeting. He emphasized transparency and said he would be sharing with GC what he shared with Faculty Senate yesterday:

- Legislative process & priorities- We are actively engaged in Charleston & DC. Have a formal group to permit more involvement. Pres. Smith, himself, has been more involved. "Choose WV" is an effort between MU and WVU and state officials to the tell story of WV to get employers and future students to consider WV. Boston trip is planned in May. Seattle, LA and Atlanta trips planned. Fireside Chats are outcomes of this effort, and an example is the recent chat with Bill Gates.
- Issues for higher ed: extending learning from 2 year to 4-year colleges; need for deferred maintenance; affordable healthcare and need for excellence (MU will be excellence for: addiction sciences, gerontology, rural health, obesity) work force & economic development. Examples of economic development include: Choose WV , buying properties for innovation district, new school of business to open soon.
- Campus carry is not supported by MU; legislative will is that campus carry will move forward; Richard E. asked about economic impact of campus carry, i.e. gun lockers and wandering are examples of what is needed; 350 million is estimated HEPC costs. External evaluator will be

hired to determine how much it will cost for safe implementation and then officials can go to legislatures with the amount needed.

- Areas of meaningful progress for MU: Momentum behind 100 day listening tour issues (roadmap for future, pricing, no regrets decisions- racial & gender disparity); Changed pay in December of the individuals found to be below- now investigating more; Incentive based budgeting (no freeze committee, etc.); DEI; Digital; Shared Governance; Operating with One Marshall mindset; Athletics; Engagement with legislators
- 5 areas of improvement: Student Enrollment; Fiscal performance; Culture of Transparency & Trust; Title 9; Ideas of Execution (design thinking)

Richard mentioned recruiting as a concern and gave his daughter as example of a local high school student who is not getting material from MU but is from WVU and other states; Pres. Smith says we must shift mindset that certain geographic areas are automatically ours- need to market to all students and also have mindset that all students matter not just traditional high school students; Provost Mukherjee says that research shows that printed materials do not make as much impact as they did before- so he talked about CRM software that will send digital materials

Isaac W. mentioned text messages as being way to connect with students (Provost Mukherjee discussed this as a new system that is being investigated now). Isaac mentioned texting with Teams

Pres. Smith discussed enhancing online, Hyflex, hybrid, etc. at MU, because we lose students to schools with online programs.

GRADUATE STUDIES UPDATES

Carl Mummert, Assistant Provost for Graduate Studies, shared the following report:

I am honored to begin the position of Assistant Provost for Graduate Studies. In this role, I will coordinate with Graduate Council, the Academic Deans, the Admissions and Financial Aid offices, and other units to support the growth and success of graduate studies across the university. In many ways, this role will be similar to the interim position I held last year.

Discussion sessions and Drop-in hours I received good feedback on the open grad studies discussion sessions last semester. I plan to schedule additional sessions this semester. I will also have in-person office hours in the South Charleston campus. The first of these from 1:00pm to 4:30pm on January 23; the next will be from 8:00am to noon on February 7. I will be in room GC 102 for drop-in during these times. I hope to schedule additional office hours semi-monthly or more frequently as needed.

Graduate admissions There are several ongoing initiatives related to graduate admissions and international admissions. I will detail the progress on these at the February Graduate Council meeting.

GA Stipends I met with the Finance Office in December to discuss proposals for increasing graduate student stipends. We discussed a detailed spreadsheet model on the costs of various options. I met with the Student Conduct and Welfare Committee and the CFO, Matt Tidd, on January 17. I will continue working with the Finance office to refine our GA data, and the proposal for increasing GA pay will be part of a suite of proposals that will be considered in the budget development process.

- Richard E. emphasized that recruitment may be affected negatively if stipends do not increase.
- Henning V. asked if stipends are uniform throughout depts- Carl M. said there is variation which may be based on historical budgets

CIM Curriculum Software The process to roll out CIM curriculum software is moving forward. We learned today that the software is ready for us to begin testing. The current plan under discussion is to use this semester to document the system, test the workflows, and train faculty. Then the CIM software would become the primary system for curricular proposals beginning in Fall 2023.

FACULTY SENATE UPDATE

Shawn S. presented the following from recent meeting:

- Academic planning & curriculum forms passed;
- Resolution passed to oppose Senate bill 10;
- Spring commencement speaker decided;
- Two ad hoc committees: one to look at student evaluations and another exploratory committee on post tenure review process;
- Calendar discussion;
- Ombudsmen search still on Feb. 1 is deadline;
- Revamping training for legal topics; training set for Aug. 16 9-5pm.
- Currently setting up FS meeting dates for next year;
- Recommendations due to FS office Feb. 3rd for next FS meeting

UNDERGRADUATE RESEARCH DAY AT THE CAPITOL DISCUSSION

Richard Egleton led discussion:

- Any program that wants to come along can join the MU table
- Best STEM prospective undergrads are there, but many ask about other undergrad programs and grad programs.
- Richard says we need to show them we care. Date is Feb 10 in Rotunda.
- Provost Mukherjee says that another table for MU is likely to be there with Carl M. there representing graduate studies

ENDING COMMENTS FROM CHAIR

Scott D. thanked everyone for their hard work, especially the work on program reviews.

Meeting adjourned at 2:45PM.

Attachment 1
Graduate Faculty Status Requests for January 2023
(GC-23-01-01-CRC)

Type	Faculty Member	E-mail	Col/Sch	Department	Level	Term Start	Term Expires
Add	Biswas, Nabanceta	biswas@marshall.edu	COB	FIN/ENC/IB	Graduate	8/22/2022	12/9/2027
Add	Cyphert, Travis	cyphert@marshall.edu	COS	Biology	Associate	1/9/2023	4/28/2026
Add	Dearman, Jessica	dearmanj@marshall.edu	SOM	Physician Assistant	Associate	8/22/2022	12/6/2025
Add	El-Dallal, Mohammed	eldallal@marshall.edu	SOM	Internal Medicine	Instructor	1/9/2023	4/28/2025
Add	Henning, Sara	henningsa@marshall.edu	COLA	English	Graduate	8/22/2022	12/9/2027
Add	Julie, Snyder-Yuly	snyderyuly@marshall.edu	COLA	Communication Studies	Graduate	8/22/2022	12/9/2027
Add	Keener, Raymond	keener19@marshall.edu	COB	Accounting and Legal Environment	Associate	8/22/2022	12/6/2025
Add	Lanham, James	lanham14@marshall.edu	COS	Computer & Forensic Security	Associate	1/9/2023	4/28/2026
Add	Lee, Dennis	dennis.lee@mhnetwork.org	COB	MGT/HCA	Instructor	1/9/2023	4/28/2025
Add	Mao, Molly	maoc@marshall.edu	COLA	Communication Studies	Associate	8/22/2022	12/6/2025
Add	Morelock, Andrew	morelock@marshall.edu	COLA	Political Science	Graduate	8/22/2022	12/9/2027
Add	Moss, Elizabeth	elizabeth.moss@wvstate.edu	COS	Biology	Associate	1/9/2023	4/28/2026
Add	Norton, Thomas	norton7@marshall.edu	COB	Accounting/Legal Environment	Graduate	8/22/2022	12/9/2027
Add	Price, Elmer	pricee@marshall.edu	COS	Biology	Graduate	1/9/2023	4/28/2028
Add	Quinones-Fernandez, Rosalynn	quinonesr@marshall.edu	COS	Chemistry	Graduate	1/9/2023	4/28/2028
Add	Starcher-Patton, Autumn	starcher29@marshall.edu	COS	Natural Resources and the Environment	Associate	1/9/2023	4/28/2026
Add	Verma, Robin	vermar@marshall.edu	COS	Cyber Forensics & Security	Graduate	1/9/2023	4/28/2028
Delete	Canipe, Kenneth	canipek@marshall.edu	SOP	Experiential Learning	Doctoral	8/26/2019	12/7/2024
Delete	Caudill, Michael	caudillm@marshall.edu	COS	Geology	Graduate	8/22/2022	12/9/2027
Delete	Farmer, Jeanette	lee157@marshall.edu	COEPD	Special Ed	Graduate	1/9/2017	5/6/2022
Delete	Hollandsworth, Sue	hollandswor3@marshall.edu	COEPD	C and I	Instructor	8/20/2018	12/11/2020
Delete	Kolsun, Cynthia	kolsun@marshall.edu	COEPD	Leadership Studies	Instructor	8/21/2017	12/13/2019

Delete	Lookabill, Kerri	klookabill@k12.wv.us	COEPD	Elem and Sec Ed	Instructor	1/9/2017	5/3/2019
Delete	Lucas, Paula	whitep@marshall.edu	COEPD	CIF	Graduate	9/4/2015	9/4/2020
Delete	Murphy, Ruth Ann	murphyr@marshall.edu	COEPD	CIF	Graduate	1/9/2017	5/6/2022
Delete	Murphy, Ruth Ann	murphyr@marshall.edu	COEPD	CIF	Graduate	1/9/2017	5/6/2022
Delete	Securro, Samuel	securro@marshall.edu	COEPD	Elem/Sec Ed	Doctoral	1/9/2017	5/6/2022
Delete	Winter, Linda	winter30@marshall.edu	COEPD	School Psych	Instructor	8/21/2017	12/13/2019
Edit	Alexander, Elizabeth	alexanec	COB	Management/Marketing	Graduate	8/22/2022	12/9/2027
Edit	Barksdale, Kevin	barksdale@marshall.edu	COLA	History	Graduate	1/9/2023	4/28/2028
Edit	Boles, Ginger	bolesg@marshall.edu	SOM	Physician Assistant	Associate	8/22/2022	12/6/2025
Edit	Bryan, Timothy	bryanti@marshall.edu	COB	ACC/LE	Doctoral	1/9/2023	4/28/2028
Edit	Burton, Lisa	burton15@marshall.edu	COEPD	Counseling	Graduate	8/22/2022	12/9/2027
Edit	Caudill, Michael	caudillm@marshall.edu	COS	Geology	Associate	1/9/2023	4/28/2026
Edit	Chambers, Denise	chambersde@marshall.edu	SOM	Physician Assistant	Associate	8/22/2022	12/6/2025
Edit	Conley, Robin	conleyr@marshall.edu	COLA	Sociology and Anthropology	Graduate	1/9/2023	4/28/2028
Edit	Day, Brian	day17@marshall.edu	COS	Chemistry/Physical Sciences	Graduate	1/9/2023	4/28/2028
Edit	Goel, Dawn	dawn.goel@marshall.edu	COLA	Psychology	Doctoral	1/9/2023	4/28/2028
Edit	Gould, Mary Kathryn	gouldm@marshall.edu	COHP	Dietetics	Graduate	8/22/2022	12/9/2027
Edit	Jung, Jiyeon	jungj@marshall.edu	COS	Mathematics	Graduate	1/9/2023	4/28/2028
Edit	Knotts, Kevin	knottsk@marshall.edu	COB	MGT/HCA	Doctoral	8/22/2022	12/9/2027
Edit	Knotts, Kevin	knottsk@marshall.edu	COB	MGT/HCA	Doctoral	1/9/2023	4/28/2028
Edit	Lankton, Nancy	lankton@marshall.edu	COB	Accounting/Legal Environment	Doctoral	1/9/2023	4/28/2028
Edit	Lent, Jonathan	lentj@marshall.edu	COEPD	Counseling	Graduate	8/22/2022	12/9/2027
Edit	Mak, Jennifer	Mak@marshall.edu	COB	Marketing/MIS/ENT	Doctoral	8/22/2022	12/9/2027
Edit	McClure, Rex	mcclurer@marshall.edu	COB	Marketing, MIS, ENT	Graduate	8/22/2022	12/9/2027
Edit	McKinney, Ralph	mckinney23@marshall.edu	COB	Management/Marketing /MIS	Doctoral	8/22/2022	12/9/2027
Edit	Ouyang, Lei	ouyangl@marshall.edu	COB	Marketing	Associate	8/22/2022	12/6/2025
Edit	Reed, Melisa	reed@marshall.edu	COEPD	Special Education	Graduate	8/22/2022	12/9/2027
Edit	Risher, William	risherw@marshall.edu	SOM	Biomedical Sciences	Doctoral	8/22/2022	12/9/2027
Edit	Smith, Carol	carol.smith@marshall.edu	COEPD	Counseling	Graduate	8/22/2022	12/9/2027
Edit	Stroebe, Sandra	stroebe@marshall.edu	COEPD	School Psych	Graduate	8/22/2022	12/9/2027
Edit	Taylor, Cassandra	cassycrna@yahoo.com	COB	Management/Marketing /MIS	Doctoral	8/22/2022	12/9/2027
Edit	Turley, Julie	barie1@marshall.edu	COEPD	Special Education	Instructor	8/22/2022	12/7/2024

Attachment 2

Planning Committee Requests

January 2023

College of Health Professions

Request for Non-Curricular Change (GC-23-01-02-PC- COHP)

Department: School of Physical Therapy

Degree program: **Doctor of Physical Therapy (DPT)**

Type of change: Offering a “deceleration” pathway to stretch curriculum over 4 instead of 3 years. The coursework remains unchanged.

Effective Date: Summer 2023

Rationale: Students struggle to maintain the required 3.0 GPA due to volume and pace of the 3-year curriculum.

Request for Non-Curricular Change (GC-23-01-03-PC-COHP)

Department: Department of Social Work

Degree Program: **Masters of Social Work (MSW)**

Type of Change: Moving of priority application deadline for fall admissions from March 30 to January 30 and clarification of application procedures.

Effective Date: Summer 2023

Rationale: Current description of application procedures needs clarification and current late priority deadline causes review delay for the MSW admissions committee.

Lewis College of Business

Request for Non-Curricular Change (GC-23-01-04-PC-LCOB)

Department: Department of Management and Healthcare Administration

Degree Program: **M.B.A.**

Type of Change: Eliminate two courses (MGT Principles of Management and MKT 340 Marketing Concepts and Applications) from list of required undergraduate foundation courses.

Effective Date: Summer 2023

Rationale: Required undergraduate foundation courses are determined on case-by-case basis by program director or assistant program director.

Request for Area of Emphasis Addition (GC-23-01-05-PC-LCOB)

Department: Department of Management and Healthcare Administration

Degree Program: **M.B.A.**

Area of Emphasis: Sports Business

Type of Change: Add Sports Business to the list of area emphases within the M.B.A. program (6 credit hours)

Effective Date: Summer 2023

Rationale: The Sports Business program has been moved to the Lewis College of Business and sports business faculty have requested to have their area of expertise added to the options for areas of emphases within the M.B.A.

Request for Non-Curricular Change (GC-23-01-06-PC-LCOB)

Department: Department of Management

Graduate Certificate: Accessibility Awareness

Type of Change: Move the certificate program from the Lewis College of Business to the College of Liberal Arts.

Effective Date: Summer 2023

Rationale: The program aligns with the nature of the Aging Center.

Request for Non-Curricular Change (GC-23-01-07-PC-LCOB)

Department: Department of Management and Healthcare Administration

Degree Program: **D.N.A.P. (Doctor of Nurse Anesthesia Practice and Management)**

Type of Change: Eliminate GRE from Admissions criteria.

Effective Date: Summer 2023

Rationale: There is no correlation between GRE scores and board pass rates.

Attachment 3 Curriculum Requests for **January 2023**

GC-23-01-08-CC-COEPD – College of Education and Professional Development – 6 requests

Course Addition (1)

Department: Counseling
 # / Title: COUN 687 / Trauma and Restorative Justice in Schools and Communities
 Catalog Description: Critically examines restorative justice practices and principles in the context of traumatic stress. Reviews restorative justice both in school systems and in community settings, highlighting current best clinical practices and recent research.
 Prerequisites: COUN 654 and COUN 682
 First Term Offered: Fall 2023
 Credit Hours: 3

Course Change (5)

Department: Curriculum and Instruction
 # / Title: CISL 560 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 561 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 562 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 563 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

Department: Curriculum and Instruction
 # / Title: CISL 564 / Staff Development
 Catalog desc (current): [none]
 Catalog desc (new): Designed to meet the staff development needs of public school personnel. Credit may be used for certificate renewal and salary classification, if approved, but is not applicable to degree programs. CR/NC grading. Attributes: Not Degree Applicable
 Rationale: Catalog description needs to reflect that this course is not degree applicable.

GC-23-01-09-CC-CECS – College of Engineering and Computing Sciences – 3 requests

Course Addition (3)

Department: Civil Engineering
 # / Title: CE 580 / Special Topics
 Catalog Description: Formal study of civil engineering topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Civil Engineering
 # / Title: EM 580 / Special Topics
 Catalog Description: Formal study of engineering management topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

Department: Civil Engineering
 # / Title: ENVE 580 / Special Topics
 Catalog Description: Formal study of environmental engineering topics of current interest.
 Prerequisites: None
 First Term Offered: Fall 2023
 Credit Hours: 3

GC-23-01-10-CC-COHP – College of Health Professions – 3 requests

Course Change (3)

Department: Physical Therapy
 # / Title: PT 784 / Integumentary
 Catalog desc (current): Review of structure, function, and applied pathophysiology of the integumentary system. Translate knowledge towards PT examination and management of common integumentary impairments with focus on prevention, restoration, and optimizing independence.
 Catalog desc (new): Review of structure, function, and applied pathophysiology of the integumentary and lymphatic systems. Includes examination and management of common integumentary and lymphatic impairments focusing on prevention, restoration, and optimizing independence.
 Credit Hours (current): 3 credit hours
 Credit Hours (new): 2 credit hours
 Rationale: Inclusion of lymphatic system to course description. The lymphatic system was always covered in this course and no additional content will be added. Accreditation standards and board exam content is placing greater emphasis on lymphatics. Decrease in credit hours reflects a reduction in physical therapy clinical laboratory sharp debridement practice, consolidation of topics, greater adherence to course textbooks, and improved efficiency of instruction.

Department: Physical Therapy
 Current # / Title: PT 787 / Rehabilitation Considerations in Selected Patient Populations II
 New # / Title: PT 787 / Prosthetics & Orthotics
 Catalog Description: Principles of evaluation and management of patients with amputation and/or neuromuscular disorders to maximize functional independence. Focus on prosthetic and orthotic prescription, components, fabrication, fit, and use during functional activities.
 Rationale: Change in course title will better reflect content and intent of course.

Department: Physical Therapy
 Current # / Title: PT 788 / Rehabilitation Considerations in Selected Patient Populations III
 New # / Title: PT 788 / Special Topics in Physical Therapy
 Catalog Description: Principles of physical therapy management of select patient populations including bariatrics, women's health, oncology, and selected progressive and chronic diseases.
 Rationale: Change in course title will better reflect content and intent of course.

Attachment 4

2022-2023 Program Review Report and Recommendations

Graduate Council – Program Review Committee Program Review Committee Recommendations

January 2023

In all, 16 graduate level programs were reviewed in the fall of 2022. All of the programs received a “Continue at Current Level” overall recommendation from at least one reviewer. Each program received at least one “yellow” missing information rating. Nine programs received one or more “red” major deficiency in information ratings. Two programs received a split vote / “Continue at Current Level” and “Develop and Expand the Program Due to Demand.” The Program Review Committee recommends the review of 3 programs (MS in Information Systems, MS in Health Care Administration, and MA in Special Education) sometime in the next two years.

1. **Lewis College of Business**
 - a. **Technology Management Graduate Certificate**
 - b. **MS in Information Systems**
 - c. **Data Analytics in Healthcare Graduate Certificate**
 - d. **MS in Health Informatics**
 - e. **MS in Accountancy**
 - f. **Master of Business Administration (MBA)**
 - g. **MS in Health Care Administration**
 - h. **MS in Human Resource Management**
 - i. **Doctor of Nurse Anesthesia Practice (DNAP)**
2. **College of Liberal Arts – Department of Geography**
 - j. **MA/MS in Geography**
 - k. **Graduate Certificate in Geospatial Information Science-Basic**
 - l. **Graduate Certificate in Geospatial Information Science-Advanced**
3. **College of Liberal Arts – Department of Political Science**
 - m. **Master of Public Administration (MPA)**
4. **College of Education and Professional Development – Department of Special Education**
 - n. **MA in Special Education**
5. **College of Education and Professional Development – Literacy Education Program**
 - o. **MA in Literacy Education**
 - p. **Literacy Education Graduate Certificate**

Program	Recommendation	Description
Lewis College of Business (GC-23-01-11-PR-LCOB)		Number of Ratings and Recommended and Mandatory Changes Suggested by reviewers
Graduate Certificate in Management Technology	Continue at Current Level	2 Red / 3 Yellow Ratings Recommendations and/or Mandatory Changes regarding Advisory Committee and Course Enrollment
MS in Information Systems	Continue at Current Level Mandatory Changes Requested/Re-evaluate in one – two years	3 Red / 5 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Advisory Committee, Quality of Graduate Outcomes, Program Enrollment, and Course Enrollment
Data Analytics in Healthcare Graduate Certificate	Develop and Expand /Continue at Current Level Recommended Changes	7 Red / 6 Yellow Ratings No Recommendations and/or Mandatory Changes
MS in Health Informatics	Continue at Current Level	2 Red / 2 Yellow Ratings Recommendations and/or Mandatory Changes regarding Spelling Errors and Low Graduation Rate
MS in Accountancy	Continue at Current Level	2 Red / 4 Yellow Ratings Recommendations and/or Mandatory Changes regarding Graduation Satisfaction, Strengths and Weaknesses, and Advisory Committee
Master of Business Administration (MBA)	Continue at Current Level	5 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Entrance Standards, Assessment Plan, and Graduation Satisfaction
MS in Health Care Administration	Continue at Current Level Mandatory Changes Requested/Re-evaluate in one – two years	3 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Entrance Standards, Assessment Plan, and Graduation Satisfaction
MS in Human Resource Management	Continue at Current Level	10 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Strengths and Weaknesses, Advisory Committee, Quality of Graduate Outcomes, and Articulation Agreements,

Doctor of Nurse Anesthesia Practice (DNAP)	Continue at Current Level	1 Yellow Rating Recommendations and/or Mandatory Changes regarding Curriculum, Assessment Plan, Graduate Satisfaction, and Strengths and Weaknesses
College of Liberal Arts (GC-23-01-12-PR-COLA)		Ratings and Recommended and Mandatory Changes Suggested by reviewers
MS / MA in Geography	Continue at Current Level	4 Yellow Ratings Recommendations and/or Mandatory Changes regarding Faculty
Graduate Certificated in Geospatial Information - BASIC	Continue at Current Level	9 Yellow Ratings Recommendations and/or Mandatory Changes regarding Faculty
Graduate Certificated in Geospatial Information - Advanced	Develop and Expand /Continue at Current Level	2 Red / 4 Yellow Ratings Recommendations and/or Mandatory Changes regarding Faculty This Program Should be discontinued after all students have graduated.
Master of Public Administration (MPA)	Continue at Current Level / Develop and Expand due to Demand	1 Red / 7 Yellow Ratings No Recommendations and/or Mandatory Changes
College of Education and Professional Development (GC-23-01-13-PR-COEPD)		Ratings and Recommended and Mandatory Changes Suggested by reviewers
MA in Special Education	Continue at Current Level Mandatory Changes Requested/Re-evaluate in one – two years	8 Yellow Ratings Recommendations and/or Mandatory Changes regarding Program Enrollment and Course Enrollment
MA in Literacy Education	Continue at Current Level	2 Red / 7 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Curriculum, Entrance Standards, Assessment Plan, Graduate Satisfaction, Advisory Committee, Quality of Graduate Outcomes, Program Enrollments, Course Enrollment, Budget, Facilities, and Online Course Information
Certificate in Literacy Education	Continue at Current Level	3 Red / 8 Yellow Ratings Recommendations and/or Mandatory Changes regarding Mission Statement, Assessment Plan, Graduate Satisfaction, Strengths and Weaknesses, Advisory Committee, Quality of Graduate Outcomes, Program Enrollments, Course Enrollment, Budget, Facilities, Online Course Information, and Service Courses

Attachment 1
Credentialing Committee
February 2023
(GC-23-02-01-CRC)

Type	Faculty Member	E-mail	College /School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	King, Stephen	Stephen.c.king@wvsp.gov	COS	MS Program in Forensic Science	Instructor	01/09/2023	04/28/2025
Add	Uddin, Mohammad	uddinm@marshall.edu	COB	FIN/ENC/IB	Doctoral	01/09/2023	04/28/2028
Delete	Castellani, Michael	castella@marshall.edu	COS	Chemistry	Graduate	08/21/2017	12/09/2022
Edit	Karim, Mohammad	karimm@marshall.edu	COB	FIN/ECN	Doctoral	01/09/2023	04/28/2028
Edit	Nannen, Briana	nannen@marshall.edu	CAM	School of Music	Graduate	01/09/2023	04/28/2028
Edit	Viola, Anthony	viola@marshall.edu	COLA	English	Graduate	01/09/2023	04/28/2028
Edit	Walkup, Priscilla	Priscilla.walkup@camc.org	COB	Management/Marketing/ MIS	Doctoral	01/09/2023	04/28/2028

Attachment 2

Planning Committee Requests

February 2023

Lewis College of Business

2. *Request for Deletion of Area of Emphasis (GC-23-02-02-PC)*

Department: Marketing, Management Information Systems, and Entrepreneurship

Degree program: **M.S. in Sport Administration**

Area of Emphasis: **Sport Management**

Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB (see item 3)

Effective Date: Summer 2023

Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23. Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.

Planning Committee recommends approval.

3. *Request for Deletion of Area of Emphasis (GC-23-02-03-PC)*

Department: Marketing, Management Information Systems, and Entrepreneurship

Degree program: **M.S. in Sport Administration**

Area of Emphasis: **Recreation and Physical Activity**

Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB (see item 3)

Effective Date: Summer 2023

Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23. Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.

Planning Committee recommends approval.

4. *Request for Change of Degree/Major (GC-23-02-04-PC)*

Department: Marketing, Management Information Systems, and Entrepreneurship

Degree program: **M.S. in Sport Administration**

Type of change: Deletion of the program in College of Health Professions, changes in its new gestalt in the LCOB.

Effective Date: Summer 2023

Rationale: M.S. in Sport Admin transfers from COHP to LCOB in the academic year 2022/23. Revisions include program description, admission requirements and curriculum, consistent with LCOB mission and other graduate programs.

Planning Committee recommends approval.

No discussion,

Carl said there is no regional accreditation anymore. This needs changed in catalogue to say accreditation

College of Liberal Arts5. *Request for Non-Curricular Change (GC-23-02-05-PC)*

Department: Psychology

Degree Program: **Master's in Psychology with General Emphasis and School Psychology Emphasis**

Type of Change: Include language in AMD catalogue description that waives GRE and rec letter requirements for AMD students after competition of bachelor's degree.

Effective Date: Summer 2023

Rationale: Current description of application procedures needs clarification and current late priority deadline causes review delay for the MSW admissions The waiver of the GRE scores and rec letters has been policy from its start and used to be included in the catalogue description.

Planning Committee recommends approval.

College of Science6. *Request for Change of Area of Emphasis (GC-23-02-06-PC)*

Department: Physics and Physical Science

Degree Program: **Physical and Applied Science**Area of Emphasis: **Physics for Teachers**

Type of Change: Slight adjustment of classes/credits and splitting up curriculum by thesis/non-thesis option

Effective Date: Summer 2023

Rationale: Balancing 500/600-level courses and clarification of thesis/non-thesis options.

Planning Committee recommends approval.

7. *Request for Non-Curricular Change (GC-23-02-07-PC)*

Department: Cyber Forensics and Security

Degree Program: **M.S. in Cyber Forensics and Security**

Type of Change: Modify admissions standards to include GRE waiver when 3.3 GPA is maintained, 2 instead of 3 required rec letters, and more specific language about personal statement, professional portfolio, conditional admission, etc.

Effective Date: Summer 2023

Rationale: See Type of Change.

Planning Committee recommends approval.

College of Education and Professional Development8. *Request for Change of a Certificate (GC-23-02-08-PC)*

Department: Counseling

Graduate Certificate: **Violence, Loss, and Trauma (VoLT)**

Type of Change: Include COUN 687 as among elective courses for certificate.

Effective Date: Fall 2023

Rationale: Course fits into the certificate program, as it provides a set of counseling and intervention skills to reduce effects of traumatic stress.
Planning Committee recommends approval.

Attachment 4

Curriculum Committee Requests

February 2023

GC-23-02-09-CC-COB – College of Business – 2 requests

Course Change (2)

<p>Department:</p> <p># / Title (current):</p> <p># / Title (new):</p> <p>Rationale:</p> <p>Catalog desc:</p>	<p>Marketing, Management Information Systems, and Entrepreneurship</p> <p>MIS 698 / ITM Internship</p> <p>MIS 698 / Internship</p> <p>Course was created when the Technology Management degree was moved to the College of Business and it was thought the new degree might be named “Information Technology Management (ITM)”. However, the degree was instead named “Information Systems”, and so the “ITM” acronym is not applicable, and should be removed.</p> <p>Supervised on-the-job experience. The student will work in a technology company or technical department within an organization.</p>
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<p>Department:</p> <p># / Title (current):</p> <p># / Title (new):</p> <p>Rationale:</p> <p>Catalog desc:</p>	<p>Marketing, Management Information Systems, and Entrepreneurship</p> <p>MIS 699 / ITM Capstone Project</p> <p>MIS 699 / Capstone Project</p> <p>Course was created when the Technology Management degree was moved to the College of Business and it was thought the new degree might be named “Information Technology Management (ITM)”. However, the degree was instead named “Information Systems”, and so the “ITM” acronym is not applicable, and should be removed.</p> <p>Supervised on-the-job experience. The student will work in a technology company or technical department within an organization.</p>
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Attachment 5

Current Version

<https://www.marshall.edu/board/files/MUBOG-AA-20-Graduate-Faculty-Membership-2019-9.pdf>

Edit/Clean Version

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-20

GRADUATE FACULTY MEMBERSHIP

1. General Information

1.1.Scope: Academic Policy regarding graduate faculty membership, levels, accountability and rights thereof.

1.2.Authority: W Va. Code §18B-1-6

1.3.Passage Date:

1.4.Effective Date:

1.5.Controlling over: Marshall University

1.6.History:

1.6.1. Approved by the Graduate Council on _____.

1.6.2. Revised: March 28, 2003; September 24 and October 22, 2004 Graduate Council; Approved by the BOG on July 31, 2017 and June 27, 2019.

2. Policy

2.1. Participating in graduate education requires faculty whose education, professional experience, scholarly research and creative work, and commitment to the discipline is of the highest caliber.

2.1.1. Faculty participating in graduate education must meet minimum standards for this responsibility, as outlined in MUBOG Policy AA-18: Equivalencies for College

Teaching.

- 2.1.2. Graduate faculty are required to adhere to the ethical research practices of their field when conducting research and when guiding the research of graduate students. All research should be in compliance with applicable law and the policies and procedures of Marshall University, the Marshall University Research Corporation, Marshall Health, Marshall University's Institutional Review Board (IRB), and the Institutional Animal Care and Use Committee (IACUC), as applicable.
- 2.2. There are three levels of graduate faculty membership: (1) Graduate Chair Faculty, (2) Graduate Faculty, and (3) Associate Graduate Faculty.
 - 2.2.1. Section 5 presents the functions, minimum criteria, and restrictions of each level of graduate faculty membership.
 - 2.2.2. All faculty seeking graduate faculty membership or status must apply for the appropriate designation following procedures published by the Graduate Council.
- 2.3. The Graduate Council evaluates and approves graduate faculty membership for all qualified faculty.
 - 2.3.1. The Graduate Council will publish and maintain procedures for the application, review, and granting of graduate faculty membership and status.
 - 2.3.1.1. Included in these procedures will be an application and separate checklist for each level of graduate faculty status.
 - 2.3.1.2. These procedures will be available on the Graduate Council's website.
 - 2.3.2. The Graduate Council, in collaboration with the Chief Academic Officer (CAO), shall determine the practical and efficient means for maintaining a list of all faculty granted graduate faculty membership, their faculty level, and term of appointment. This list will be used to:
 - 2.3.2.1. ensure timely audits of graduate faculty status;
 - 2.3.2.2. identify the need to apply for, or renew, graduate faculty status; and
 - 2.3.2.3. comply with requests for data from various accrediting agencies.
 - 2.3.3. The Graduate Council can delegate to the academic deans of colleges or schools the right to determine the graduate faculty membership level for faculty assigned to the college or school.

2.4. The dean of each college or school is responsible for:

- 2.4.1. Reviewing and granting initial approval, contingent upon 2.3.3, for all applications for graduate faculty membership.
- 2.4.2. Maintaining accurate records of all approved applications, including each applicant's application and checklist.
- 2.4.3. Submitting initially approved applications to the list described in 2.3.2.
- 2.4.4. Ensuring that all faculty teaching graduate courses and performing other graduate education tasks have active graduate faculty membership.

2.5. The individual colleges or schools may require faculty seeking graduate faculty membership or status to meet criteria in addition to the criteria defined in Section 5. Colleges and schools may also elect to shorten, but not lengthen, the term of appointment, marked with an "*" in Section 5, for any graduate faculty membership level.

- 2.5.1. Colleges or schools that will apply additional criteria will present to the Graduate Council, in writing, the additional standards and constraints for approval.
- 2.5.2. Once approved by Graduate Council, the dean of the college or school will ensure all faculty and staff are aware of the requirements by creating an appropriate web page outlining the necessary information and providing any additional application materials needed for college or school level approval.
- 2.5.3. Subsequent changes to these criteria must be proposed in writing for further review and approval by Graduate Council.

2.6. All faculty, either full or part time, who will be assigned to teach degree applicable graduate courses at the 500 level or higher must apply for one of the three graduate faculty membership levels.

- 2.6.1. The application for graduate faculty membership should occur during the semester before teaching responsibilities begin, or earlier.
- 2.6.2. Departments hiring new or temporary faculty who will have graduate teaching responsibilities should submit the application for graduate faculty membership during the faculty appointment process.
- 2.6.3. Should the situation arise when a member of the faculty is assigned to teach one or more graduate courses and the application for graduate faculty membership has not completed the approval process, the dean of the college or school will notify the Chair of the Graduate Council and the Assistant Provost for Graduate Studies.

- 2.6.4. The Chair of the Graduate Council may grant conditional approval allowing the individual to teach graduate courses. This conditional approval may not be extended for a second semester.
 - 2.6.5. Upon approval of the individual's application for graduate faculty membership, the membership will be retroactively granted for the start of the semester during which the application was made.
 - 2.7. Administrators at the level of dean, or higher, desiring to have graduate faculty membership must apply directly to the Chair of the Graduate Council for the level they believe they qualify. The Graduate Council will review the application and decide whether to approve it.
 - 2.8. Once granted, an individual's graduate faculty membership level may not be changed without a formal application for change except when the Graduate Council votes to remove or change a graduate faculty member's graduate faculty status.
 - 2.9. The Graduate Council can remove or change graduate faculty status if a graduate faculty member fails to uphold ethical research practices related to 2.1.2., including instances of fabrication, falsification, plagiarism, and retraction as follows:
 - 2.9.1. An academic dean, the Graduate Council Credentialing Committee, or a college-level credentialing committee make a written request for the Graduate Council to remove or change the graduate faculty status held by a faculty member.
 - 2.9.2. Upon this request, the Graduate Council will hold a hearing to determine whether the status will be removed or changed. The Graduate Council will develop and share a procedure for these hearings on its website.
 - 2.9.3. If the Graduate Council votes to remove or change graduate faculty status, the faculty member may appeal following the process in "Appeals for Graduate Faculty Membership" in Section 7.
 - 2.10. When graduate faculty status is granted, it will last for a fixed number of years. The term will end on May 15, August 15, or December 15 based on the semester and duration of the approved level of graduate faculty status.
3. Audits
- 3.1. The Graduate Council will perform periodic audits of colleges and schools granted permission to offer initial approval of graduate member applications.
 - 3.1.1. The purpose of the audit is to ensure the college or school is holding all faculty to the minimum criteria listed in Section 5 and additional criteria the Graduate Council may have approved for the college or school.

3.1.1.1. Supporting materials to be reviewed include the completed graduate faculty membership application, checklist, faculty vitae, and any other supporting materials that demonstrate the faculty members have been placed in an appropriate level of graduate faculty membership.

3.1.1.2. Faculty annual reports may be used to supplement supporting materials if desired.

3.2. The Graduate Council reports its audit findings to the appropriate academic unit administrators, Assistant Provost for Graduate Studies, and to the CAO.

3.3. The Graduate Council may take corrective action, as stipulated in 2.9 and Section 4, should the audit reveal notable discrepancies between the practices of an individual or academic unit and the principles and practices expressed in this policy.

4. Accountability

4.1. The Graduate Council retains the final right to decide whether a college or school may continue to determine graduate faculty membership levels.

4.1.1. As it seems either necessary or appropriate, the Graduate Council retains the right at any time to require an academic unit to take corrective action or to suspend the right to determine the graduate faculty membership level of the faculty.

4.1.2. Such actions may occur as the consequence of the routine audit or after an investigation of the Graduate Council when it became aware of a matter of concern.

4.2. Preference is given to requiring an academic unit to take corrective action when the routine audit or an ad hoc investigation uncovers notable discrepancies between the practices of an academic unit and the principles and practices expressed in this policy.

4.3. Notice of the required corrective action will be delivered to the college or school dean, the Assistant Provost for Graduate Studies, and to the CAO, and will enumerate the changes to be made, a timeline for the changes, and a date for a subsequent review of the academic unit's compliance request for corrective action.

4.4. Should the Graduate Council decide to remove any academic unit's privilege to determine graduate faculty membership, the Graduate Council may assume authority for determining graduate faculty membership or may assign the responsibility to another academic unit or to an administrative office within Academic Affairs.

4.5. The Graduate Council will identify the conditions that will be necessary to return authority for the academic unit to determine faculty membership levels.

4.6. The graduate faculty membership level assigned to individual faculty members within that academic unit will remain in force until each faculty member's term expires for the assigned level, or until the faculty member re-applies to and is approved by the Graduate Council to a different graduate faculty membership level or term. See the exception for Graduate Council action in 6.6.

5. Graduate Faculty Membership Levels and Criteria

5.1. Graduate Chair Faculty (five* year term)

5.1.1. Functions

5.1.1.1. Graduate Chair Faculty may chair or direct graduate student thesis or dissertation committees at the master's, specialist or doctoral level in the department or division of their appointment(s).

5.1.1.2. Graduate Chair Faculty may perform all the functions allotted to Graduate Faculty.

5.1.2. Minimum Criteria for Appointment

5.1.2.1. Graduate Chair Faculty must hold a continuing full-time appointment, have ongoing faculty responsibilities at Marshall University, and hold an appointment (which may be a joint appointment) in the division, department, or program area offering the graduate degree.

5.1.2.1.1. In circumstances where the full-time appointment is not a tenure track position, documentation of the full-time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.

5.1.2.1.2. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.

5.1.2.2. Graduate Chair Faculty must hold a research-oriented terminal degree (thesis or dissertation) and must have demonstrated outstanding scholarly or creative achievement.

5.1.2.3. Graduate Chair Faculty must have attained the rank of Assistant Professor or higher.

5.1.2.4. Graduate Chair Faculty serving as a dissertation chair must have experience serving on a dissertation committee prior to chairing a dissertation committee.

5.1.2.4.1. During the first five years of a new doctoral program, an exception may be granted for faculty with extensive research experience and/or experience serving on one or more master's thesis committees.

5.1.2.5. Graduate Chair Faculty must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and chairing committees, all within the graduate program.

5.1.2.6. Graduate Chair Faculty must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Chair Faculty status.

5.1.2.6.1. Evidence of continuing scholarly or creative activities must include at least three significant contributions in one or more of the following areas:

5.1.2.6.1.1. publication in discipline-respected peer-reviewed journals;

5.1.2.6.1.2. publication of scholarly books or book chapters;

5.1.2.6.1.3. publication in discipline-respected periodicals (book reviews or other short, one- or two-page communications do not qualify);

5.1.2.6.1.4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;

5.1.2.6.1.5. significant, scholarship-based academic or professional consultation;

5.1.2.6.1.6. receipt of an external research-oriented grant;

5.1.2.6.1.7. book contracts from reputable publishers;

5.1.2.6.1.8. scholarship-based clinical practice; or

5.1.2.6.1.9. exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events.

5.1.2.6.2. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.

5.1.2.7. Graduate Chair Faculty must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Chair Faculty status.

5.1.2.7.1. The five year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years.

5.1.2.7.2. The requirement must be met for a second term of Graduate Chair Faculty membership.

5.1.2.8. Graduate Chair Faculty must complete Marshall University's Institutional Review Board training provided by the Collaborative Institutional Training Initiative (CITI).

5.1.2.8.1. A copy of the CITI (IRB #1 Medical Research or IRB #2 Social/Behavioral Research) training completion report indicating passing scores on all required modules must be provided.

5.1.2.8.2. The CITI training must be current at the time of application submission with a training expiration date occurring after the application submission date.

5.2. Graduate Faculty (five* year term)

5.2.1. Functions

5.2.1.1. Graduate Faculty may direct or mentor graduate student work on scholarly, creative, or clinical projects in the department or division of their appointment(s).

5.2.1.2. Graduate Faculty may co-chair or co-direct graduate student committees and research in another department or division at the request of that other department or division.

5.2.1.3. Graduate Faculty may serve on master's, specialist's or doctoral committees (comprehensive assessment, thesis, exhibition, dissertation, etc.) in the department or division of their appointment(s), or in another department or division at the request of that other department or division.

5.2.1.4. Graduate Faculty may be elected or appointed to the Graduate Council.

5.2.1.5. Graduate Faculty may teach master's, specialist's and doctoral level courses.

5.2.1.6. Graduate Faculty may perform all the functions allotted to Associate Graduate Faculty.

5.2.2. Minimum Criteria for Appointment

5.2.2.1. Graduate Faculty must hold a continuing full-time appointment, have ongoing faculty responsibilities at Marshall University and hold an appointment (which may be a joint appointment) in the division or department or program area offering the graduate degree.

5.2.2.1.1. In circumstances where the full-time appointment is not a tenure track position, documentation of the full-time, continuing nature of the appointment must be supplied by the sponsoring dean, and documentation of at least majority support for the appointment must be supplied by the sponsoring department/division's chair.

5.2.2.1.2. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.

5.2.2.2. Graduate Faculty must hold a terminal degree or an appropriate professional degree and must have demonstrated ongoing scholarly or creative achievement.

5.2.2.3. Graduate Faculty must have attained the rank of Assistant Professor or higher.

5.2.2.4. Graduate Faculty must have current or expected departmental responsibilities in the graduate program during the term of their membership. Example departmental responsibilities include, but are not limited to, teaching, advising, program development, and serving on committees, all within the graduate program.

5.2.2.5. Graduate Faculty members must present evidence of continuing scholarly or creative activity over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status.

5.2.2.5.1. Evidence of continuing scholarly or creative activities must include at least two significant contributions or activities in one or more of the following areas:

5.2.2.5.1.1. publication in discipline-respected peer-reviewed journals;

5.2.2.5.1.2. publication of scholarly books or book chapters;

5.2.2.5.1.3. publication in discipline-respected periodicals;

5.2.2.5.1.4. invited and/or competitively selected presentations of scholarly work at regional, national or international meetings;

5.2.2.5.1.5. academic or professional consultation; application for or receipt of an external research,

5.2.2.5.1.6. scholarly, or creative activity grant;

5.2.2.5.1.7. official leadership (officer) positions in regional, national, or international professional organizations;

5.2.2.5.1.8. scholarship-based clinical practice; or

5.2.2.5.1.9. exhibits, presentation, or performance of scholarly, creative, or artistic work at professionally recognized events.

5.2.2.5.2. An academic unit may approve additional areas or categories for evidence of continuing scholarly or creative activity, if these additional areas or categories are clearly specified, and communicated to all interested parties, including all faculty members in the academic unit, and only if approved in advance by the Graduate Council.

5.2.2.6. Graduate Faculty must present assessment evidence of continuing high quality teaching and advising over the most recent five* years just prior to application for, or renewal of, Graduate Faculty status.

5.2.2.6.1. The five year* assessment requirement may be shortened, or eliminated as appropriate, if the applicant has not yet been teaching for the most recent five* years.

5.2.2.6.2. The requirement must be met for a second term of Graduate Faculty membership.

5.3. Associate Graduate Faculty (three* year term)

5.3.1. Functions

5.3.1.1. Associate Graduate Faculty may serve as members of student research committees as deemed appropriate by the department or division providing the degree.

5.3.1.2. Associate Graduate Faculty may teach appropriate graduate level courses.

5.3.1.3. Associate Graduate Faculty may write and evaluate comprehensive assessment questions directly related to their assigned classes.

5.3.2. Minimum Criteria for Appointment

5.3.2.1. Associate Graduate Faculty must hold a terminal degree or a master's degree in the field of instruction that is augmented with tested experience. Please refer to MUBOG AA-18: Equivalencies for College Teaching for a full description of these requirements.

5.3.2.2. Associate Graduate Faculty must provide appropriate documentation of credentials and/or experience to be filed with the division in which they teach.

5.3.2.3. Associate Graduate Faculty should have relevant experiences, within the most recent three* years, necessary to bring current information to the courses they teach. These experiences may include one or more of the following:

5.3.2.3.1. scholarly or creative activity;

5.3.2.3.2. advanced graduate level work;

5.3.2.3.3. professional accomplishments in the field; or

5.3.2.3.4. other activities deemed appropriate to bring current information or experience to the courses they teach.

5.3.3. Restrictions

5.3.3.1. Associate Graduate Faculty membership will not be listed in Marshall University's Graduate Catalog.

6. Special Cases

6.1. Faculty on Temporary Appointments (for example Visiting, Clinical, Research, or Adjunct Faculty)

6.1.1. During the term of their temporary appointment to Marshall University, faculty with graduate responsibilities must apply for graduate faculty membership and will follow the application process described in this policy.

6.1.2. An individual's graduate faculty status at their own institution, if visiting, may be taken into consideration (under 6.4.3), but does not necessarily determine graduate faculty membership at Marshall University.

6.2. Emeritus Faculty

6.2.1. Emeritus faculty may apply for or retain graduate faculty membership.

6.2.2. Emeritus faculty applying for graduate faculty membership are subject to the same requirements for each level of graduate faculty membership status apart

from holding a continuing full-time appointment, if supported by the sponsoring dean and department/division chair.

6.3. Off-Campus Professionals

- 6.3.1. Academic programs may grant Associate Graduate Faculty status to professionals working off-campus.
- 6.3.2. To be approved, the applicant must meet the qualifications for the given graduate faculty level.
- 6.3.3. Professionals serving on doctoral committees must have a doctoral degree.

6.4. Collaborative Faculty Appointments

- 6.4.1. Faculty employed by other state institutions may hold a joint appointment at Marshall University.
- 6.4.2. With this appointment, the individual may apply for the Marshall University graduate faculty membership for which they believe they qualify.
- 6.4.3. A department may also extend this courtesy to other professors working outside the colleges and universities overseen by the West Virginia Higher Education Policy Commission.
- 6.4.4. An individual's graduate faculty status at their own institution will be taken into consideration but does not necessarily determine graduate faculty membership at Marshall University.

6.5. Individuals, colleges, departments, divisions, or programs seeking exceptions to these policies must submit a written petition to the Chair of the Graduate Council for consideration by that council.

6.6. A faculty member whose graduate faculty membership level is lowered from his or her current level, due to a graduate-faculty-membership renewal application, will be permitted to complete current responsibilities but may not assume new responsibilities pertinent to the previous higher level. Students are not to be penalized by the re-evaluation of faculty members. For example, once a graduate committee has been established for a student, it will not be necessary to alter it because of a change in status for one of the faculty members on the committee.

7. Appeals for Graduate Faculty Membership

7.1. An appeal may be submitted within ten (10) business days of receipt of the graduate faculty decision by:

- 7.1.1. An applicant for graduate faculty membership appealing a decision not to grant graduate faculty status or the level of graduate faculty membership granted.
 - 7.1.2. A member of the Graduate Faculty appealing a decision to remove or change their level of graduate faculty status.
- 7.2. Faculty may appeal a decision related to their graduate faculty status only under the following conditions:
- 7.2.1. The level of status granted was in error due to a mistake in paperwork or data entry.
 - 7.2.2. The application of standards was different from those within this policy and approved by the Graduate Council.
 - 7.2.3. The application of standards was in conflict with another established and approved Marshall University policy.
- 7.3. The appeals process is as follows:
- 7.3.1. If the decision being appealed was initially made by the dean of the faculty member's college or school, the faculty member should attempt to resolve the matter informally with the dean.
 - 7.3.1.1. If the appeal to the dean cannot be resolved informally, the faculty member may appeal in writing to the chair of the Graduate Council.
 - 7.3.1.1.1. The Chair of the Graduate Council shall refer the matter to the subcommittee of the Graduate Council that oversees the routine audits outlined in Section 3.
 - 7.3.1.1.2. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.
 - 7.3.1.1.3. The decision of the Graduate Council will be final.
 - 7.3.2. If the decision being appealed was initially made by the Graduate Council, the faculty member may appeal the decision to the Graduate Council.
 - 7.3.2.1. The appeal must be initiated by the faculty member, in writing, within one month of the decision being appealed.
 - 7.3.2.2. The Chair of the Graduate Council shall refer the matter to the subcommittee of the Graduate Council that oversees the routine audits outlined in Section 3.

7.3.2.3. This subcommittee will investigate the matter and make a recommendation to the Graduate Council for action.

7.3.2.4. If the faculty member is not satisfied with the action of the Graduate Council, they may appeal to the CAO.

7.3.2.5. The decision of the CAO will be final.

Attachment 6
BAPC Preferred 15-Week Calendar

[https://www.marshall.edu/graduate-council/files/20230217-proposed-calendar-15-15-week-2024-2028-shift-summer .pdf](https://www.marshall.edu/graduate-council/files/20230217-proposed-calendar-15-15-week-2024-2028-shift-summer.pdf)

Attachment 7
BAPC Alternate 14-Week Calendar

<https://www.marshall.edu/graduate-council/files/20230217-color-blocked-calendar-14-week-2024-2028.pdf>