Marshall University

Marshall Digital Scholar

3-31-2023

The Minutes of the Marshall University Graduate Council Meeting, March 31, 2023

Marshall University Graduate Council

MARSHALL UNIVERSITY®

Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: April 7, 2023

Subject: **Review of Graduate Council Minutes: March 31, 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 Drink Library and via TEAMS.

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

Minutes approved.

_____   4/10/23

Mr. Brad D. Smith   Date
President, Marshall University

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 Mukerhjee 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, VP of Enrollment Services, beverly.boggs@marshall.edu
   Dr. Sonja Cantrell, Registrar, cantrel1@marshall.edu
   Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes
March 31, 2023
Hybrid Meeting (Huntington Drinko Library + Teams)

Members Present: Christofero, Davis, Egleton, Gage, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Thompson, Vance, Vauth, Wait, Beard
Members Absent: Rorabaugh
Ex-Officio Members Present: Mummert
Ex-Officio Members Absent: Maher, Mukherjee
Guests: Daneker, Georgel, Adkins, Johnson, Cantrell-Johnson, McGuffey, Spradlin, McComas, Chapa, Antonsen, Waugh, Stroebel, Prather, Tolliver, Tighchelar

Davis	Welcome, Approve Agenda
Lucas-Adkins	Approval of February 24, 2023, Minutes **(Attachment 1)** Approve
Davis/Beard	Graduate Faculty Status Candidates **(GC-23-03-01-CRC)** **(Attachment 2)**
Vauth	Planning Committee Requests **(GC-23-03-02 to 18-PC)** **(Attachment 3)**
Wait	Curriculum Committee Requests **(GC-23-03-19 to 23-CC)** **(Attachment 4)**
Beard/Davis	• Credentialing Committee Update • Credentialing Audit Report **(Attachment 5)** • Rucker Award Update
Wait	Ad Hoc Bylaws Committee – Progress Report and Discussion • **(Attachment 6)** – (Current, Track Changes, Clean, and Apportionment Illustration (Will be voted on in April)
Davis	Discussion Items • BOG AA-20 • University Calendar • Accelerated Graduate Admissions Discussion
Wait	Election Issue **(GC-23-03-EC)**
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):
   • 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.

Attachments:
1. Minutes from February 24, 2023
2. Graduate Faculty Status Candidates
3. Planning Committee Requests
4. Curriculum Committee Requests
5. Credentialling Committee Audit Report
6. Graduate Council Bylaws Draft -Current, Track Change, Clean, and Apportionment Illustration.

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA	**APPROVED**
MINUTES OF PREVIOUS MEETING	**APPROVED**

(See Attachment 1)

GRADUATE FACULTY STATUS
(See Attachment 2)
GC-23-03-01-CRC   **APPROVED**

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

School of Pharmacy

1. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-02-PC)**
Department: School of Pharmacy
Degree program: **Pharm D./B.S. in Pharmaceutical Sciences (B.S.P.S.)**
Rationale: "The B.S. in Pharmaceutical Sciences (BSPS) program prepares students for careers in pharmaceutical, biomedical, and other healthcare fields. The first 3 years of t h e BSPS program include all prerequisite courses that are required for matriculation into the Pharm. D. program as well as all university core requirements for a B.S. The coursework in the fourth year of the BSPS program is synonymous with the first year of the Pharm. D. program, allowing both degrees to be completed within 7 years. This will facilitate recruitment of students into both the B.S. and Pharm. D. programs by allowing us to recruit at the high school level. PharmD recruitment efforts are currently restricted to students that have met the 55 credit hours of prerequisite course work that is required for entry into the Pharm. D. program."

- Committee recommends approval.
- No discussion
- Motion approved

<u>Lewis College of Business</u>

2. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-03-PC)**
Department: _____
Degree program: **M.S. in Information Systems/B.B.A. in Management Information Systems (M.I.S.)**
Rationale: "The AMD is needed so the students in the BBA Management Information Systems (MIS) major can take graduate MSIS classes and shorten the time it will take them to complete the MS IS degree program. LCOB undergraduate MIS students will benefit by earning their undergraduate and graduate degrees in less time, I.e., taking up to 12 graduate credit hours while still paying undergraduate tuition. The benefit to the university and college is the retention of students In a Lewis College of Business degree rather than students going elsewhere for their Information Systems graduate degree.
Note that this AMD will also be available to other LCOB undergraduate students. This is appropriate because the only prerequisite for the MS IS program is a programming language course, which all LCOB undergraduate students can take. In addition, the MS IS degree supplements all LCOB undergraduate majors and can expand students career opportunities.

- Committee recommends approval.
- No discussion
- Motion approved

3. *Request for Change of Degree/Major* **(GC-23-03-04-PC)**
Department: Accountancy and Legal Environment
Degree program: **M.S. in Accountancy**
Type of change: The number of required courses will be reduced from seven to four and two areas of emphasis will be created.
Effective Date: Fall 2023
Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."

- Committee recommends approval with friendly amendment to avoid the term "graduate college".
- Discussion from Amanda Meadows- her chair agrees with amendment.
- Motion approved

4. *Request for Addition of Area of Emphasis* **(GC-23-03-05-PC)**
Department: Accountancy and Legal environment
Degree program: **M.S. in Accountancy**
Area of Emphasis: **Business Analysis and Reporting**
Type of change: 9 credits taken from ACC 512, ACC 514, ACC 617, and ACC 640 constitute the new emphasis.
Effective Date: Fall 2023
Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."

- Committee recommends approval.
- No discussion
- Motion approved

5. *Request for Addition of Area of Emphasis* **(GC-23-03-06-PC)**
Department: Accountancy and Legal environment
Degree program: **M.S. in Accountancy**
Area of Emphasis: **Tax Compliance and Planning**
Type of change: 9 credits taken from ACC 544, ACC 548, ACC 616, and ACC 648 constitute the new emphasis.
Effective Date: Fall 2023
Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."
- Committee recommends approval.
- No discussion
- Motion approved

College of Science

6. *Request for Change of a Certificate* **(GC-23-03-07-PC)**
Department: Forensic Science
Graduate Certificate: **Digital Forensics**
Type of Change: Adding two credits of FSC 680
Effective Date: Fall 2023
Rationale: "Current Digital Forensics Graduate Certificate has been removed from Title IV Financial Aid eligibility. New federal regulations require that graduate certificates consist of a minimum of 16 hours and require at least two semesters to complete to be eligible for Title IV funds. The current certificate program includes 14 hours and we are requesting to add two credits to the certificate to reinstate it for Title IV Financial Aid eligibility. Two credits of seminar would be added to include the certificate students in the various career development opportunities provided in the course such as mock interviews, poster presentations, lay talk presentations, and guest speakers, which they are currently not receiving."

- Committee recommends approval with editorial change noted (Title IV is the correct funding source)
- Motion approved all

College of Liberal Arts

7. *Request for Change of Degree/Major* **(GC-23-03-08-PC)**
Department: Geography
Degree program: **M.S. and M.A. in Geography**
Type of change: "Remove one course, GE0601, from the major requirements. The course content will be covered in another course, GEO679, which is still required. Update the electives list."
Effective Date: Fall 2023
Rationale: "Remove one course, GE0601, from the major requirements. The course content will be covered in another course, GEO679, which is still required. Update the electives list."

- Committee recommends approval.
- No discussion
- Motion approved

8. *Request for Addition of a Certificate* **(GC-23-03-09-PC)**

Department: Geography
Graduate Certificate: **Meteorology**
Effective Date: Fall 2023
Rationale: "We have received inquiries from graduate students interested in meteorological studies but do not necessarily want a career in forecasting or broadcasting. Our program currently does not offer any
graduate level meteorology degree or credential to students. The addition of the meteorology graduate certificate would help satisfy student interest."

- Committee recommends approval.
- Dr. Law has provided admission language for the catalogue description.

- Motion approved

College of Health Professions

9. *Request for Addition of a Certificate* **(GC-23-03-10-PC)**

Department: Social Work
Graduate Certificate: **School Social Work**
Effective Date: Fall 2023
Rationale: "A market analysis on the outlook for School Social Workers shows that vacancies for school social workers have increased by 30.83 percent nationwide in that time, with an average growth of 1.93 percent per year. Demand for Child, Family, and School Social Workers is expected to go up, with an expected 54,480 new jobs filled by 2029. Overall employment of social workers is projected to grow 9 percent from 2021 to 2031, faster than the average for all occupations. About 74,700 openings for social workers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The MSW courses will also qualify for professional continuing education which will be promoted in the marketing campaign extending throughout the region."

- Committee recommends approval.
- Dr. Harman will provide a course plan for the catalogue.
- Motion approved

10. *Request for Addition of Area of Emphasis* **(GC-23-03-11-PC)**

Department: Social Work
Degree program: **Master of Social Work**
Area of Emphasis: **Advanced Standing Behavioral Health Administration**
Type of change: Addition of one-year online only AoE option.

Effective Date: Fall 2022, needs to be changed to Fall 2023
Rationale: "This is the initial submission of the MSW Advanced Standing (one year) 36 hour Online Only program with a specialization in Behavioral Health Administration. Current resources include a field management system - "Livetext", Blackboard, Zoom, library resources and staff support from the MSW proforma budget. U.S. Department of Labor Statistics projects that the overall employment of social workers is
projected to grow 11% from 2018 to 2028, much faster than the average for all occupations. There is a current need for behavioral health administrators and for social workers who are specialized administration and policy practice. The current M S program is offered via hybrid/distance education. A needs assessment in 2015 suggested that an online only program is needed in addition to tne face to face/hybrid MSW program in the Tri-State region."

- Committee received clarification of exact catalogue description for the AoE, so committee recommends approval
- No discussion
- Motion approved

11. *Request for Non-Curricular Change* **(GC-23-03-12-PC)**
Department: Nursing
Degree Program: **Doctor of Nursing Practice (D.N.P.)**
Type of Change: Change admission criteria to include applicants with a master's degree in nursing.
Effective Date: Fall 2023
Rationale: "We have changed our admission criteria to include graduates with masters degrees in nursing. Originally the criteria specifically stated advanced practice. Our accrediting body and most DNP schools allow students with masters in nursing to participate in a post master's DNP."

- Committee recommends approval.
- No discussion
- Motion approved

12. *Request for Change of a Major or Degree* **(GC-23-03-13-PC)**
Department: Communication Disorders
Degree Program: **M.S. in Communication Disorders**
Type of Change: CD 692 -Pediatric Feeding and Swallowing Disorders is being added to the graduation requirements. This 2- hour course will increase graduate hours from 58 to 60 hours.
Effective Date: Summer 2024
Rationale: "This form is being completed at the direction of the Registrar. The program is adding a new course- Pediatric Feeding and Swallowing Disorders. It should be noted that the program is choosing to use CD 692, a course currently in BANNER but that has not been offered since 1995. This course number is being requested as it follows a course in a related topic.
"This course is being added to the graduate course sequence due to the increased incidence and prevalence of pediatric feeding and swallowing disorders. According to Feeding Matters (2022), conservative evaluations estimate that PFD affects more than 1 in 37 children under the age of 5 in the United States each year.
"The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CA) of the American Speech-Language-Hearing Association (ASHA) require programs to offer academic and clinical experiences with dysphagia (swallowing disorders) across the life span. Currently our program offers a course that focuses on the adult population with 1-2 day lecture related to pediatrics. This is no longer adequate to ensure competency with this unique population."

- Committee recommends approval.
- No discussion
- Motion approved

13. *Request for Non-Curricular Change* **(GC-23-03-14-PC)**
Department: Communication Disorders
Degree Program: **M.S. in Communication Disorders**
Type of Change:
Effective Date: Fall 2023
Rationale: "Currently requires a passing score of 163 on the Speech Language Pathology Praxis as graduation requirement. The Council for Academic Accreditation has cited programs for using the praxis as the only summative assessment. For this reason, the department would like to change the graduation requirement to a comprehensive portfolio with oral defense and remove the passing score from the praxis exam."

- Committee recommends approval with edit to type of change since it was a typographical error.
- No discussion
- Motion approved

College of Engineering and Computer Science

14. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-15-PC)**
Department: Mechanical and Industrial Engineering
Degree program: **M.S. in Environmental Safety and Health/B.S. in Occupational Safety and Health**
Rationale: "Improved career prospects for graduating students and an expanded range of elective course options will arise from an AMD program linking the undergraduate Bachelor of Science in Occupational Safety and Health (BS OSH) ITS20] and the graduate Master of Science in Environmental, Safety and Health (MSES&H),[GTFO], Increased enrollment in graduate courses is also anticipated. The AMD will allow BSOSH students to take up to four graduate courses in lieu of existing undergraduate degree requirements."

- Committee recommends approval.
- No discussion
- Motion approved

College of Education and Professional Development

15. *Request for Change of a Certificate* **(GC-23-03-16-PC)**
Department: Curriculum and Instruction
Graduate Certificate: **Instructional Technology and Learning**
Type of Change: Eliminating three-hour elective course from requirements: 21 to 18 credit hours.
Effective Date: Fall 2023
Rationale: "This change is supposed to eliminate the three hour "advisor approved elective in instructional technology." The course was intended as an opportunity for students to add their technology expertise by taking an elective course in a related field. Technology-related courses from other programs were used for this purpose. Many of these courses are no longer taught. Removal of this course will reduce the hours needed to complete the certificate from 21 to 18. The reduction in hours will also streamline the program for part-time students who complete the program by taking two courses per semester."

- Committee recommends approval.
- No discussion
- Motion approved

16. *Request for Change of Area of Emphasis* **(GC-23-03-17-PC)**
Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Area of Emphasis: **Instructional Processes and Strategies**
Type of change: Remove an existing course (CI 638); add one existing course (CI 623). Both are worth 3 credits.
Effective Date: Summer 2023
Rationale: "The departments feels CI 623 (Instructional Models and Assessment Techniques), which was removed from the core curriculum of the program is a better fit for the Instructional Processes and Strategies Area of Emphasis instead of CI 638 (Curriculum Planning). One of our program goals states candidates need to demonstrate their understanding of assessment. Based on informal feedback in CI 690 (Capstone), some students were not exposed to assessment after the removal of CI 623 from the core curriculum. CI 638 is focused more on school and program level planning and evaluation rather than student instruction assessment."

- Committee recommends approval.
- No discussion
- Motion approved

17. *Request for Non-Curricular Change* **(GC-23-03-18-PC)**
Department: Counseling
Degree Program: **Counseling Program**
Type of Change: Add an elective to counseling program course offerings.
Effective Date: Fall 2021 (change to Fall 2023)
Rationale: "Add an elective to counseling program course offerings."

- Committee requests removal because this will be taken care of with another committee
- All approved removal of this request

CURRICULUM COMMITTEE
(See Attachment 4)
Isaac Wait presented the committee report

GC-23-03-19-CC-COB – **College of Business** – 2 requests

Course Change (1)

Department:	Accountancy and Legal Environment
# / Title (current):	ACC 619 / Corporate and Partnership Accounting
# / Title (new):	ACC 514 / Corporate and Partnership Accounting
Rationale:	Change to accommodate 3 + 2 students, who only take 500-level courses.
Catalog desc:	Accounting, reporting, and analysis of complex corporate transactions, with an emphasis on business combinations and international transactions. Accounting for and understanding issues related to partnerships is also covered.

Course Addition (1)

Department:	Accountancy and Legal Environment
# / Title:	ACC 548 / Taxation of Entities
Catalog desc:	Advanced course that emphasizes the taxation of entities such as corporations, partnerships, estates, trusts, and not-for-profits. Includes state and local taxation and multinational taxation.
Prerequisites:	Admission to the Masters of Accountancy Program or permission of Program Coordinator
First Term Offered:	Fall 2024
Credit Hours:	3

- Committee recommends approval of both requests from COB.
- No discussion
- Requests from COB approved

GC-23-03-20-CC-COHP – College of Health Professions – 5 requests

Course Change (4)

Department:	Communication Disorders
# / Title (current):	CD 602 / Professional Issues in SLP
# / Title (new):	CD 602 / Counseling in CSD
Catalog desc (current):	This course will discuss current professional issues in speech-language-pathology, including ethics, reimbursement, multiculturalism, counseling, professional conduct, advocacy, and scope of practice.
Catalog desc (new):	This course provides a foundation for speech-language pathologists to counsel individuals with communication and swallowing disorders. Emphasis is on therapeutic relationships, concepts of self/identity, and issues of diversity and access.
Rationale:	Previously this course dealt with a variety of professional issues at a foundational level. This course will be redesigned as a counseling course to provide more detailed content about counseling practices for clients coping with communication, cognitive, and swallowing disorders.

Department:	Communication Disorders
# / Title:	CD 691 / Dysphagia and Associated Motor Speech Disorders
Catalog desc (current):	The study of normal and disordered swallowing across the lifespan including assessment, treatment, and differential diagnosis of dysphagia and associated motor speech disorders; critical analysis of the literature.
Catalog desc (new):	The study of normal and disordered swallowing in adults including assessment, treatment and differential diagnosis of dysphagia and associated motor speech disorders; critical analysis of the literature.
Prerequisites:	CD 624 or permission of instructor
Credit hours (current):	1 to 4
Credit hours (new):	3

Rationale:	Content related to pediatrics will be moved to a different course. This change will provide the much-needed space for content related to the growing body of literature on adult dysphagia and provide more opportunities for problem-based learning scenarios that will benefit students in their careers. Course has always been offered as a 3 hour course.

Department:	Communication Disorders
# / Title (current):	CD 692 / Seminar
# / Title (new):	CD 692 / Pediatric Feeding and Swallowing Disorders
Catalog desc (current):	Topics in Communication Disorders not covered in other courses; topics vary from semester to semester.
Catalog desc (new):	Discussion of prevention, assessment, and treatment of feeding and swallowing disorders from birth to school-age children including medical, nutritional, feeding skill, and/or psychosocial dysfunction.
Prerequisites:	CD 691
Credit hours (current):	1 to 4
Credit hours (new):	2
Rationale:	Change reflects increased incidence and prevalence of pediatric feeding and swallowing disorders. The CD 692 course number is being utilized since it follows a course in a related topic.

Department:	Physical Therapy
# / Title:	PT 774 / Clinical Application Seminar & Experiences IV
Catalog desc (current):	Continued application of information and clinical skills learned in concurrent and prior DPT coursework in a small group discussion and pseudo-clinical setting. Focus on spinal pathology and neuromuscular dysfunction.
Catalog desc (new):	Continued application of information and clinical skills in concurrent and prior DPT coursework in small group discussion and simulated clinical settings. Focus on neurological, integumentary dysfunction, and prosthetic & orthotic prescription.
Rationale:	PT 774 is moved from fifth to seventh semester of curriculum, requiring revision of description and content delivery due to enhanced student preparation and completion of initial full-time clinical experience.

Course Addition (1)

Department:	Physical Therapy
# / Title:	PT 714 / Movement Integration
Catalog Description:	This course prepares students to integrate knowledge of the movement system with synthesis of pathology and patient specific movement patterns. Identification and treatment of movement impairments will be emphasized.
Prerequisites:	Successful completion of all prior MUSOPT coursework.
First Term Offered:	Fall 2023
Credit Hours:	1

- Discussion from Richard Egleton- he asked question regarding move from CD 692 seminar to a course: will there be a new syllabus? One was not provided with submission. Isaac will ask for new syllabus, so CD 692 seminar change was removed from approval pending more info.
- Committee recommends other 4 requests from COHP to be approved.
- Motion approved for the 4 requests: CD 602, CD 691, PT 774 and PT 714

GC-23-03-21-CC-COLA – College of Liberal Arts – 2 requests

Course Change (1)

Department:	Geography
# / Title:	GEO 617, GEO 618, GEO 619 / Seminars in Geography
Credit Hours (current):	1 - 3
Credit Hours (new):	1 - 4
Rationale:	A new meteorology graduate certificate is being proposed where many of the courses contain labs and are 4 credit hours. By increasing the seminars to a maximum of 4 credit hours it gives the opportunity for the seminars to be consistent with those lab courses.
Catalog desc:	Selected geography subjects/topics not included in the regular course offerings of the department are considered, using a seminar approach to learning.

Course Addition (1)

Department:	English
# / Title:	ENG 662 / Topics in Film & Media
Catalog Description:	Intensive study of a specific theme or genre in film, television, digital media, video games, and other new media.
Prerequisites:	No prerequisites
First Term Offered:	Fall 2023
Credit Hours:	3

- Discussion from Carl that in the curriculum paperwork ENG 662 is 3 hours but on agenda it says 1. This typo was corrected, so ENG 662 is listed as 3 credit hours in minutes. Also, there are no prerequisites for the course so the info included on the agenda was a typographical error. This error was corrected in minutes.
- Committee recommends approval of both COLA requests, with the edits to ENG 662.
- Motion approved.

GC-23-03-22-CC-CECS – College of Engineering and Computer Sciences – 1 request

Course Change (1)

Department:	Civil Engineering
# / Title (current):	EM 661 / Advanced Project Management
# / Title (new):	EM 661 / Project Management in Practice
Catalog desc (current):	Course is designed to increase proficiency in the advanced aspects of project management. Participants will become aware of the project management processes in PMI's Project Management Body of Knowledge.

Catalog desc (new):	Covers the Project Management Body of Knowledge. Designed to prepare project managers to pass the Project Management Professional exam, and to improve their skills as a project manager.
Rationale:	Updated title reflects the applied, practical nature of the course. Updated catalog description specifically mentions that the course is intended to help prepare students for the Project Management Professional exam.

- Committee recommends approval
- No discussion
- Motion approved

GC-23-03-23-CC-COEPD – College of Education and Professional Development – 3 requests

Course Change (1)

Department:	Curriculum & Instruction
# / Title:	EDF 679 / Problem Report
Course Grade (current):	Graded
Course Grade (new):	Credit / No Credit
Catalog desc (current):	The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis; students must complete an additional 33 credit hours unless 697 is followed by 681 for 3 hours credit. The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis; students must complete an additional 33 credit hours unless 697 is followed by 681 for 3 hours credit.
Catalog desc (new):	The preparation of a written report on a research problem, experiment, or field project in education. This report is not a thesis.
Rationale:	Students work on their problem report throughout the semester with multiple edits and revisions until the project is acceptable. It would be more efficient to grade the course as Credit/No Credit, which is common in similar capstone courses such as CI 797, Dissertation Research. The catalog description is duplicated and outdated: the number of hours noted for the program is inaccurate, and the two courses referenced in the description are no longer offered. Revisions are provided to resolve these catalog description issues.

Course Addition (2)

Department:	Counseling
# / Title:	COUN 578 / Creativity in Counseling
Catalog Description:	Provides methods of integrating creativity and expressive therapy modalities into the therapeutic relationship in school and clinical mental health screenings.
Prerequisites:	COUN 600, COUN 603
First Term Offered:	Summer 2023
Credit Hours:	3

Department:	Curriculum & Instruction
# / Title:	CI 785 / Independent Study
Catalog Description:	[None]
Prerequisites:	NA
First Term Offered:	Summer 2023
Credit Hours:	3

- Committee recommends approval for all 3 COEPD requests.
- Isaac L. asked for clarification about COUN 578 paperwork. Isaac W. said the course had been approved by college committee in 2020, but paperwork had not made it to Graduate Council. Dr. Stroebel clarified that the course is an elective.
- Motion approved for all 3 COEPD requests.

CREDENTIALING COMMITTEE
- See **Attachment 5** for audit report
- Deans will address the report with their colleges and committee will update GC in April
- Rucker Award- There are technical issues that need resolved before the announcement is made.

AD HOC BYLAWS COMMITTEE – Progress Report and Discussion
- **(Attachment 6)** – (Current, Track Changes, Clean, and Apportionment Illustration (Will be voted on in April)
- Isaac W. thanked committee and summarized attachment 6 as follows: Average enrollment of graduate students would be the basis for the allotted grad council seats. Every 4 years there would be a calculated # of average grad students, so # seats could change over time. This will have to go to Faculty Senate too. Isaac asks for everyone to review the proposal.
- Richard asked if it should be based on enrollment of students who actually report to campus, because med students do not. Henning suggests that standing committees should have no more than 1 college rep.
- Scott wants us to share with our colleges. # students is not reflective of how many credit hours student is enrolled. Carl said these data are available if needed.
- Shawn says proposed amendments must come to FS 1 week before voting; when Grad Council passes make sure it says membership portion does not go into effect until FS acts upon it.
- Mike McGuffey- question about whether to include "staff development" students in COEPD. These students are working professionals who sign up for professional development hours, according to Lisa H, and these are not degree applicable courses. Committee will discuss and bring back more information to GC.

GRADUATE COUNCIL CHAIR DISCUSSION ITEMS:
- BOG AA-20- will be going to BOG in April
- University Calendar- FS passed 15 week calendar
- Accelerated Graduate Admissions Discussion- received request from academic affairs for accelerated grad admissions. Planning committee is reviewing it and will make recommendation in April.

ELECTION ISSUE
(update provided by Isaac Wait)
- In COHP, election was held out of cycle due to someone stepping down. Scott was re-elected. The idea is to bring COHP cycle back into the even- year cycle as described in the bylaws.
- Recommend that Scott's term be 3 years term instead of 4. This will put them back on even-year cycle.
- Motion made that it will be suggested to COHP that, "the Graduate Council representative term to which Scott Davis has recently been elected should be a 3 year term." **(GC-23-03-EC)**
- Motion approved

GRADUATE STUDIES REPORT:
(update from Carl Mummert)

1. **Admissions and recruitment**
   a. As of 3/27/2023, we have received 1,778 graduate applications, compared to 1,492 at the same point in last year's admissions cycle. We have 339 accepted applications vs 235 accepted at this point last year. We are about two weeks ahead of where we were last year. This is good news. One factor is likely the fact that we have waived application fees this spring. Nothing is definitive until we see the enrollments in the fall.
   b. We have signed the contract with the Anthology corporation to help with enrollment this fall. Their role will be to reach out to students who begin an application, to encourage them to complete the application end then enroll for the fall.
   c. The search for the Chief Enrollment Officer / Vice President of Enrollment Management is ongoing.
   d. There will be a Graduate Preview Evening on April 10 from 4pm to 7pm in the Memorial Student Center. All units with graduate programs have been contacted and are participating.
2. **Staffing update.** We are glad to say that Carleen O'Neill has accepted the position of administrative assistant for Graduate Studies. Carleen will support both the Graduate Studies office and the Graduate Council. Her first day in this newly created position will be April 10. We have made a space request for an office in Old Main, which we hope to announce soon.
3. **FY 2023-2024 Budget.** The Finance Office will present a 2023-2024 budget to the Board of Governors on April 26, 2023. There are two key items being discussed related to Graduate Studies. The first is the potential for a raise for Graduate Assistants. I am continuing to discuss this with the Finance Office. The second is a possible change to the distance tuition rate system. I will have more information at the April 21 Graduate Council meeting.

FACULTY SENATE REPORT
(Update from Shawn Schulenberg)
- 15 week calendar passed on to Pres. & SGA passed same calendar
- Search committee selection for faculty ombudsperson is Robin Riner
- Walker Tatum & N. Harmon are new SGA pres. & vice pres.
- PEIA does have significant increases coming our way
- Senate will send out nominations for ACF & BOG positions

- April 20 is last FS meeting; April 11 at 2pm is General Faculty Meeting

ENDING COMMENTS FROM CHAIR
Scott D. thanked all committees for their work.

Meeting adjourned at 2:13PM.

Attachment 1
MU Graduate Council Meeting Minutes
<mark>February 24, 2023</mark>
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	- Credentialing Committee Update - Rucker Award Timeline and Process - Ad Hoc Committee – BOG AA-20 - 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 - Courseleaf/CIM - Streamlining Admissions - University Calendar **(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.

Attachments:
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 **APPROVED**
(See Attachment 1)

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

- 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 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.
- 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.

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 Committee is looking at language
- University Calendar
  - (Attachment 6: 15-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 a fter 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 foc us: 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 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
Credentialing Committee
<mark>February 2023</mark>
(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
<mark>February 2023</mark>

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 Arts

5. *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 Science

6. *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 Development

8. *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
<mark>February 2023</mark>

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.

Attachment 5
<mark>February</mark>
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
<mark>February</mark>
BAPC Preferred 15-Week Calendar

https://www.marshall.edu/graduate-council/files/20230217-proposed-calendar-15-15-week-2024-2028-shift-summer_.pdf

Attachment 7
<mark>February</mark>
BAPC Alternate 14-Week Calendar

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

Attachment 2
Credentialing Committee
March 2023
(GC-23-03-01-CRC)

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Benson, Wendi	bensonw@marshall.edu	COLA	Psychology	Graduate	01/09/2023	04/28/2028
Add	Lee, Katherine	lawrence46@marshall.edu	SOM	Physician Assistant	Associate	01/09/2023	04/28/2026
Add	Taylor, Emily	etaylor@calpoly.edu	COS	Biology	Associate	01/09/2023	04/28/2026
Add	Toyama, Masa	toyama@marshall.edu	COLA	Psychology	Graduate	01/09/2023	04/28/2028
Delete	Bingham, Ann		CAM	Music	Graduate	01/09/2017	05/06/2022
Delete	Bryce, James	Bryce@marshall.edu	CECS	Engineering	Graduate	08/20/2018	12/08/2023
Delete	Hua, Xia	huax@marshall.edu	CECS	Engineering	Graduate	08/26/2019	12/07/2024
Delete	Liu, Jian	Jian.Liu@marshall.edu	CECS	Applied Science and Technology	Graduate	08/20/2018	12/08/2023
Delete	Pu, Cong	puc@marshall.edu	CECS	Computer Science	Graduate	08/24/2020	12/06/2025
Delete	Szwilski, Anthony	szwilski@marshall.edu	CECS	Applied Science and Technology	Graduate	08/21/2017	12/09/2022

Attachment 3
Planning Committee Requests
March 2023

School of Pharmacy

      1. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-02-PC)**

Department: School of Pharmacy

Degree program: **Pharm D./B.S. in Pharmaceutical Sciences (B.S.P.S.)**

Rationale: "The B.S. in Pharmaceutical Sciences (BSPS) program prepares students for careers in pharmaceutical, biomedical, and other healthcare fields. The first 3 years of t h e BSPS program include all prerequisite courses that are required for matriculation into the Pharm. D. program as well as all university core requirements for a B.S. The coursework in the fourth year of the BSPS program is synonymous with the first year of the Pharm. D. program, allowing both degrees to be completed within 7 years. This will facilitate recruitment of students into both the B.S. and Pharm. D. programs by allowing us to recruit at the high school level. PharmD recruitment efforts are currently restricted to students that have met the 55 credit hours of prerequisite course work that is required for entry into the Pharm. D. program."

Committee recommends approval.

Lewis College of Business

      2. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-03-PC)**

Department: _____

Degree program: **M.S. in Information Systems/B.B.A. in Management Information Systems (M.I.S.)**

Rationale: "The AMD is needed so the students in the BBA Management Information Systems (MIS) major can take graduate MSIS classes and shorten the time it will take them to complete the MS IS degree program. LCOB undergraduate MIS students will benefit by earning their undergraduate and graduate degrees in less time, I.e., taking up to 12 graduate credit hours while still paying undergraduate tuition. The beefit to the university and college is the retention of students In a Lewis College of Business degree rather than students going elsewhere for their Information Systems graduate degree.

Note that this AMD will also be available to other LCOB undergraduate students. This is appropriate because the only prerequisite for the MS IS program is a programming language course, which all LCOB undergraduate students can take. In addition, the MS IS degree supplements all LCOB undergraduate majors and can expand students career opportunities.

Committee recommends approval.

      3. *Request for Change of Degree/Major* **(GC-23-03-04-PC)**

Department: Accountancy and Legal Environment

Degree program: **M.S. in Accountancy**

Type of change: The number of required courses will be reduced from seven to four and two areas of emphasis will be created.

Effective Date: Fall 2023

Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."

Committee recommends approval.
*Friendly amendment to avoid the term "graduate college".

4. *Request for Addition of Area of Emphasis* **(GC-23-03-05-PC)**
Department: Accountancy and Legal environment
Degree program: **M.S. in Accountancy**
Area of Emphasis: **Business Analysis and Reporting**
Type of change: 9 credits taken from ACC 512, ACC 514, ACC 617, and ACC 640 constitute the new emphasis.
Effective Date: Fall 2023
Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."

Committee recommends approval.

5. *Request for Addition of Area of Emphasis* **(GC-23-03-06-PC)**
Department: Accountancy and Legal environment
Degree program: **M.S. in Accountancy**
Area of Emphasis: **Tax Compliance and Planning**
Type of change: 9 credits taken from ACC 544, ACC 548, ACC 616, and ACC 648 constitute the new emphasis.
Effective Date: Fall 2023
Rationale: "The AICPA is making changes to the CPA exam that encourage the specialization in areas of accounting practice. To better prepare students for taking this revised version of the CPA exam, the proposed change would create an area of emphasis that would help prepare students for the CPA exam section of the same name."

Committee recommends approval.

College of Science

6. *Request for Change of a Certificate* **(GC-23-03-07-PC)**
Department: Forensic Science
Graduate Certificate: **Digital Forensics**
Type of Change: Adding two credits of FSC 680
Effective Date: Fall 2023
Rationale: "Current Digital Forensics Graduate Certificate has been removed from Title IV Financial Aid eligibility. New federal regulations require that graduate certificates consist of a minimum of 16 hours and require at least two semesters to complete to be eligible for Title VI funds. The current certificate program includes 14 hours and we are requesting to add two credits to the certificate to reinstate it for Title IV Financial Aid eligibility. Two credits of seminar would be added to include the certificate students in the various career development opportunities provided in the course such as mock interviews, poster presentations, lay talk presentations, and guest speakers, which they are currently not receiving."

Committee recommends approval.

College of Liberal Arts

7. *Request for Change of Degree/Major* **(GC-23-03-08-PC)**

Department: Geography
Degree program: **M.S. and M.A. in Geography**
Type of change: "Remove one course, GE0601, from the major requirements. The course content will be covered in another course, GEO679, which is still required. Update the electives list."
Effective Date: Fall 2023
Rationale: "Remove one course, GE0601, from the major requirements. The course content will be covered in another course, GEO679, which is still required. Update the electives list."

Committee recommends approval.

8. *Request for Addition of a Certificate* **(GC-23-03-09-PC)**

Department: Geography
Graduate Certificate: **Meteorology**
Effective Date: Fall 2023
Rationale: "We have received inquiries from graduate students interested in meteorological studies but do not necessarily want a career in forecasting or broadcasting. Our program currently does not offer any graduate level meteorology degree or credential to students. The addition of the meteorology graduate certificate would help satisfy student interest."

Committee recommends approval.

College of Health Professions

9. *Request for Addition of a Certificate* **(GC-23-03-10-PC)**

Department: Social Work
Graduate Certificate: **School Social Work**
Effective Date: Fall 2023
Rationale: "A market analysis on the outlook for School Social Workers shows that vacancies for school social workers have increased by 30.83 percent nationwide in that time, with an average growth of 1.93 percent per year. Demand for Child, Family, and School Social Workers is expected to go up, with an expected 54,480 new jobs filled by 2029. Overall employment of social workers is projected to grow 9 percent from 2021 to 2031, faster than the average for all occupations. About 74,700 openings for social workers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The MSW courses will also qualify for professional continuing education which will be promoted in the marketing campaign extending throughout the region."

Committee recommends approval.

10. *Request for Addition of Area of Emphasis* **(GC-23-03-11-PC)**
Department: Social Work
Degree program: **Master of Social Work**
Area of Emphasis: **Advanced Standing Behavioral Health Administration**
Type of change: Addition of one-year online only AoE option.
Effective Date: Fall 2022, needs to be changed to Fall 2023
Rationale: "This is the initial submission of the MSW Advanced Standing (one year) 36 hour Online Only program with a specialization in Behavioral Health Administration. Current resources include a field management system - "Livetext", Blackboard, Zoom, library resources and staff support from the MSW proforma budget. U.S. Department of Labor Statistics projects that the overall employment of social workers is
projected to grow 11% from 2018 to 2028, much faster than the average for all occupations. There is a current need for behavioral health administrators and for social workers who are specialized administration and policy practice. The current M S program is offered via hybrid/distance education. A needs assessment in 2015 suggested that an online only program is needed in addition to tne face to face/hybrid MSW program in the Tri-State region."

Committee recommends approval pending clarification of exact catalogue description for the AoE.

11. *Request for Non-Curricular Change* **(GC-23-03-12-PC)**
Department: Nursing
Degree Program: **Doctor of Nursing Practice (D.N.P.)**
Type of Change: Change admission criteria to include applicants with a master's degree in nursing.
Effective Date: Fall 2023
Rationale: "We have changed our admission criteria to include graduates with masters degrees in nursing. Originally the criteria specifically stated advanced practice. Our accrediting body and most DNP schools allow students with masters in nursing to participate in a post master's DNP."

Committee recommends approval.

12. *Request for Change of a Major or Degree* **(GC-23-03-13-PC)**
Department: Communication Disorders
Degree Program: **M.S. in Communication Disorders**
Type of Change: CD 692 -Pediatric Feeding and Swallowing Disorders is being added to the graduation requirements. This 2- hour course will increase graduate hours from 58 to 60 hours.
Effective Date: Summer 2024
Rationale: "This form is being completed at the direction of the Registrar. The program is adding a new course- Pediatric Feeding and Swallowing Disorders. It should be noted that the program is choosing to use CD 692, a course currently in BANNER but that has not been offered since 1995. This course number is being requested as it follows a course in a related topic.
"This course is being added to the graduate course sequence due to the increased incidence and prevalence of pediatric feeding and swallowing disorders. According to Feeding Matters (2022), conservative evaluations estimate that PFD affects more than 1 in 37 children under the age of 5 in the United States each year.
"The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CA) of the American Speech-Language-Hearing Association (ASHA) require programs to offer academic and

clinical experiences with dysphagia (swallowing disorders) across the life span. Currently our program offers a course that focuses on the adult population with 1-2 day lecture related to pediatrics. This is no longer adequate to ensure competency with this unique population."

Committee recommends approval.

13. *Request for Non-Curricular Change* **(GC-23-03-14-PC)**
Department: Communication Disorders
Degree Program: **M.S. in Communication Disorders**
Type of Change: Change admission criteria to include applicants with a master's degree in nursing. (edit to type of chang)
Effective Date: Fall 2023
Rationale: "Currently requires a passing score of 163 on the Speech Language Pathology Praxis as graduation requirement. The Council for Academic Accreditation has cited programs for using the praxis as the only summative assessment. For this reason, the department would like to change the graduation requirement to a comprehensive portfolio with oral defense and remove the passing score from the praxis exam."

Committee recommends approval

College of Engineering and Computer Science

14. *Accelerated Master's Degree (AMD) Proposal* **(GC-23-03-15-PC)**
Department: Mechanical and Industrial Engineering
Degree program: **M.S. in Environmental Safety and Health/B.S. in Occupational Safety and Health**
Rationale: "Improved career prospects for graduating students and an expanded range of elective course options will arise from an AMD program linking the undergraduate Bachelor of Science in Occupational Safety and Health (BS OSH) ITS20] and the graduate Master of Science in Environmental, Safety and Health (MSES&H),[GTFO], Increased enrollment in graduate courses is also anticipated. The AMD will allow BSOSH students to take up to four graduate courses in lieu of existing undergraduate degree requirements."

Committee recommends approval.

College of Education and Professional Development

15. *Request for Change of a Certificate* **(GC-23-03-16-PC)**
Department: Curriculum and Instruction
Graduate Certificate: **Instructional Technology and Learning**
Type of Change: Eliminating three-hour elective course from requirements: 21 to 18 credit hours.
Effective Date: Fall 2023
Rationale: "This change is supposed to eliminate the three hour "advisor approved elective in instructional technology." The course was intended as an opportunity for students to add their technology expertise by taking an elective course in a related field. Technology-related courses from other programs were used for this purpose. Many of these courses are no longer taught. Removal of this course will reduce the hours needed to complete the certificate from 21 to 18. The reduction in hours will also

streamline the program for part-time students who complete the program by taking two courses per semester."

Committee recommends approval.

16. *Request for Change of Area of Emphasis* **(GC-23-03-17-PC)**
Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Area of Emphasis: **Instructional Processes and Strategies**
Type of change: Remove an existing course (CI 638); add one existing course (CI 623). Both are worth 3 credits.
Effective Date: Summer 2023
Rationale: "The departments feels CI 623 (Instructional Models and Assessment Techniques), which was removed from the core curriculum of the program is a better fit for the Instructional Processes and Strategies Area of Emphasis instead of CI 638 (Curriculum Planning). One of our program goals states candidates need to demonstrate their understanding of assessment. Based on informal feedback in CI 690 (Capstone), some students were not exposed to assessment after the removal of CI 623 from the core curriculum. CI 638 is focused more on school and program level planning and evaluation rather than student instruction assessment."

Committee recommends approval.

17. *Request for Non-Curricular Change* **(GC-23-03-18-PC)**
Department: Counseling
Degree Program: **Counseling Program**
Type of Change: Add an elective to counseling program course offerings.
Effective Date: Fall 2021 (change to Fall 2023)
Rationale: "Add an elective to counseling program course offerings."

 Committee recommends approval.Requests removal because this will be taken care of with another committee) All approved removal

Attachment 4
Curriculum Requests
March 2023

GC-23-03-19-CC-COB – College of Business – 2 requests

Course Change (1)

Department:	Accountancy and Legal Environment
# / Title (current):	ACC 619 / Corporate and Partnership Accounting
# / Title (new):	ACC 514 / Corporate and Partnership Accounting
Rationale:	Change to accommodate 3 + 2 students, who only take 500-level courses.
Catalog desc:	Accounting, reporting, and analysis of complex corporate transactions, with an emphasis on business combinations and international transactions. Accounting for and understanding issues related to partnerships is also covered.

Course Addition (1)

Department:	Accountancy and Legal Environment
# / Title:	ACC 548 / Taxation of Entities
Catalog desc:	Advanced course that emphasizes the taxation of entities such as corporations, partnerships, estates, trusts, and not-for-profits. Includes state and local taxation and multinational taxation.
Prerequisites:	Admission to the Masters of Accountancy Program or permission of Program Coordinator
First Term Offered:	Fall 2024
Credit Hours:	3

GC-23-03-20-CC-COHP – College of Health Professions – 5 requests

Course Change (4)

Department:	Communication Disorders
# / Title (current):	CD 602 / Professional Issues in SLP
# / Title (new):	CD 602 / Counseling in CSD
Catalog desc (current):	This course will discuss current professional issues in speech-language-pathology, including ethics, reimbursement, multiculturalism, counseling, professional conduct, advocacy, and scope of practice.
Catalog desc (new):	This course provides a foundation for speech-language pathologists to counsel individuals with communication and swallowing disorders. Emphasis is on therapeutic relationships, concepts of self/identity, and issues of diversity and access.
Rationale:	Previously this course dealt with a variety of professional issues at a foundational level. This course will be redesigned as a counseling course

to provide more detailed content about counseling practices for clients coping with communication, cognitive, and swallowing disorders.

Department:	Communication Disorders
# / Title:	CD 691 / Dysphagia and Associated Motor Speech Disorders
Catalog desc (current):	The study of normal and disordered swallowing across the lifespan including assessment, treatment, and differential diagnosis of dysphagia and associated motor speech disorders; critical analysis of the literature.
Catalog desc (new):	The study of normal and disordered swallowing in adults including assessment, treatment and differential diagnosis of dysphagia and associated motor speech disorders; critical analysis of the literature.
Prerequisites:	CD 624 or permission of instructor
Credit hours (current):	1 to 4
Credit hours (new):	3
Rationale:	Content related to pediatrics will be moved to a different course. This change will provide the much-needed space for content related to the growing body of literature on adult dysphagia and provide more opportunities for problem-based learning scenarios that will benefit students in their careers. Course has always been offered as a 3 hour course.

Department:	Communication Disorders
# / Title (current):	CD 692 / Seminar
# / Title (new):	CD 692 / Pediatric Feeding and Swallowing Disorders
Catalog desc (current):	Topics in Communication Disorders not covered in other courses; topics vary from semester to semester.
Catalog desc (new):	Discussion of prevention, assessment, and treatment of feeding and swallowing disorders from birth to school-age children including medical, nutritional, feeding skill, and/or psychosocial dysfunction.
Prerequisites:	CD 691
Credit hours (current):	1 to 4
Credit hours (new):	2
Rationale:	Change reflects increased incidence and prevalence of pediatric feeding and swallowing disorders. The CD 692 course number is being utilized since it follows a course in a related topic.

Department:	Physical Therapy
# / Title:	PT 774 / Clinical Application Seminar & Experiences IV
Catalog desc (current):	Continued application of information and clinical skills learned in concurrent and prior DPT coursework in a small group discussion and pseudo-clinical setting. Focus on spinal pathology and neuromuscular dysfunction.
Catalog desc (new):	Continued application of information and clinical skills in concurrent and prior DPT coursework in small group discussion and simulated clinical settings. Focus on neurological, integumentary dysfunction, and prosthetic & orthotic prescription.
Rationale:	PT 774 is moved from fifth to seventh semester of curriculum, requiring revision of description and content delivery due to enhanced student preparation and completion of initial full-time clinical experience.

Course Addition (1)

Department:	Physical Therapy
# / Title:	PT 714 / Movement Integration
Catalog Description:	This course prepares students to integrate knowledge of the movement system with synthesis of pathology and patient specific movement patterns. Identification and treatment of movement impairments will be emphasized.
Prerequisites:	Successful completion of all prior MUSOPT coursework.
First Term Offered:	Fall 2023
Credit Hours:	1

GC-23-03-21-CC-COLA – **College of Liberal Arts** – 2 requests

Course Change (1)

Department:	Geography
# / Title:	GEO 617, GEO 618, GEO 619 / Seminars in Geography
Credit Hours (current):	1 - 3
Credit Hours (new):	1 - 4
Rationale:	A new meteorology graduate certificate is being proposed where many of the courses contain labs and are 4 credit hours. By increasing the seminars to a maximum of 4 credit hours it gives the opportunity for the seminars to be consistent with those lab courses.
Catalog desc:	Selected geography subjects/topics not included in the regular course offerings of the department are considered, using a seminar approach to learning.

Course Addition (1)

Department:	English
# / Title:	ENG 662 / Topics in Film & Media
Catalog Description:	Intensive study of a specific theme or genre in film, television, digital media, video games, and other new media.
Prerequisites:	Successful completion of all prior MUSOPT coursework.
First Term Offered:	Fall 2023
Credit Hours:	1

GC-23-03-22-CC-CECS – College of Engineering and Computer Sciences – 1 request

Course Change (1)

Department:	Civil Engineering
# / Title (current):	EM 661 / Advanced Project Management
# / Title (new):	EM 661 / Project Management in Practice
Catalog desc (current):	Course is designed to increase proficiency in the advanced aspects of project management. Participants will become aware of the project management processes in PMI's Project Management Body of Knowledge.
Catalog desc (new):	Covers the Project Management Body of Knowledge. Designed to prepare project managers to pass the Project Management Professional exam, and to improve their skills as a project manager.
Rationale:	Updated title reflects the applied, practical nature of the course. Updated catalog description specifically mentions that the course is intended to help prepare students for the Project Management Professional exam.

All approved

GC-23-03-23-CC-COEPD – College of Education and Professional Development – 3 requests

Course Change (1)

Department:	Curriculum & Instruction
# / Title:	EDF 679 / Problem Report
Course Grade (current):	Graded
Course Grade (new):	Credit / No Credit
Catalog desc (current):	The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis; students must complete an additional 33 credit hours unless 697 is followed by 681 for 3 hours credit. The preparation of a written report on a research problem, experiment or field project in education. This report is not a thesis; students must complete an additional 33 credit hours unless 697 is followed by 681 for 3 hours credit.
Catalog desc (new):	The preparation of a written report on a research problem, experiment, or field project in education. This report is not a thesis.
Rationale:	Students work on their problem report throughout the semester with multiple edits and revisions until the project is acceptable. It would be more efficient to grade the course as Credit/No Credit, which is common in similar capstone courses such as CI 797, Dissertation Research. The catalog description is duplicated and outdated: the number of hours noted for the program is inaccurate, and the two courses referenced in the description are no longer offered. Revisions are provided to resolve these catalog description issues.

Course Addition (2)

Department:	Counseling
# / Title:	COUN 578 / Creativity in Counseling
Catalog Description:	Provides methods of integrating creativity and expressive therapy modalities into the therapeutic relationship in school and clinical mental health screenings.
Prerequisites:	COUN 600, COUN 603
First Term Offered:	Summer 2023
Credit Hours:	3

Department:	Curriculum & Instruction
# / Title:	CI 785 / Independent Study
Catalog Description:	[None]
Prerequisites:	NA
First Term Offered:	Summer 2023
Credit Hours:	3

Attachment 5
Graduate Faculty Status Audit Report

Submitted by: Keith Beard on behalf of the Credentialing Committee
March 2023 Graduate Council Meeting

Report:

For the 2022-2023 academic year, audits for the following Colleges were completed
- College of Arts and Media
- College of Education and Professional Development
- School of Pharmacy

Out of the 61 files submitted for review, 37 files were randomly assigned and reviewed by two members of the Credentialing Committee. The following findings were discovered:

College of Arts and Media

4 files – No issues/concerns

3 files – File missing in Teams; will follow-up with Dean/staff

College of Education and Professional Development

8 files – No issues/concerns

11 files – not listed in Redbook; will follow-up

4 files – Redbook status is out of date; will follow-up

1 file – status expired and needs to reapply; will follow-up

1 file – faculty applied for doctoral status but was evaluated and granted Graduate Status

1 file – not met scholarly requirements; will follow-up with Dean to see if exception made

13 files – File missing in Teams; will follow-up with Dean/staff

School of Pharmacy

7 files – No issues/concerns

8 files – File missing in Teams; will follow-up with Dean/staff

For the 2023-2024 academic year, the following Colleges/Schools should be audited:
- School of Medicine
- College of Health Professions
- College of Business

Attachment 6
Links to Bylaws Documents

1. Current Bylaws https://www.marshall.edu/graduate-council/files/Current-Bylaws-from-website.pdf

2. Track Change Bylaws https://www.marshall.edu/graduate-council/files/Proposed-Bylaws-showing-changes.pdf

3. Clean Proposed Bylaws https://www.marshall.edu/graduate-council/files/Proposed-Bylaws-clean-version.pdf

4. Apportionment Illustration https://www.marshall.edu/graduate-council/files/Membership-Apportionment-Illustration.pdf

By-Laws
MARSHALL UNIVERSITY GRADUATE COUNCIL
BYLAWS
January 9, 1997
Revised & Approved: October 22, 2004
Revised & Approved: Spring and Fall 2013
Revised & Approved: September 2022
Revised & Approved: _____
Article I. Name
The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.
Article II. Purpose
The duly elected members shall be the basic legislative body of graduate studies at the Marshall University Graduate College except as to matters reserved to the the Dean of the Graduate College, to the Vice President for Graduate Studies,Assistant Provost for Graduate Studies, to the ProvostChief Academic Officer, to the President, to the Board of Governors, to the Higher Education Policy Commission, or to the West Virginia Legislature.
Article III Powers and Relationships
Section 1. Members
1. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long rangelong-range planning for graduate education at Marshall University, the recommendation of new programs and

courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.

2. Action of the Council, a Council committee, or the members of any recognized subdivision of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of the Graduate Collegegraduate education when such action is not in conflict with public law of the State of West Virginia or with University policy.

2.3.The President of the Faculty Senate shall provide information regarding official actions taken by the Graduate Council to the Marshall University Senate.

Section 2. Vice President for Graduate Studies and Dean of the Graduate CollegeAssistant Provost for Graduate Studies

It shall be the responsibility of the Vice President for Graduate Studies and Dean of the Graduate CollegeAssistant Provost for Graduate Studies to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies of the Graduate Collegerelated to graduate education in a timely manner.

Article IV. Membership

Section 1. Voting Representation is as follows:

Voting representation on the Graduate Council shall include:

a) Oone

b)a) Faculty faculty member from each academic unit (as defined in Bylaw # 14 of the Constitution of the Marshall University Faculty) with graduate programs.

b) One member of the Library Faculty with responsibilities that support graduate programs.

· one librarian with faculty rank

c) four at-large members elected from the South Charleston campus, tThe Faculty Senate Chair.

d) one One graduate student representative selected by the Graduate Council Executive Committee.

e) [Allocation of previous at-large members, language TBA]One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs.

i. The number of enrolled graduate students will be determined every four years, using data provided by the Assistant Provost for Graduate Studies.

ii. The number of enrolled graduate students in each academic unit will be determined by the average of the graduate student enrollments from the previous four years.

Section 2. Nonvoting Representation

Ex-officio, nonvoting members include the Dean of the Graduate CollegeAssistant Provost for Graduate Studies, the Provost, the Vice President of Academic Affairs, and the Vice President of Research. The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

Section 3. Voting Eligibility

All voting members of the Graduate Council shall be eligible to vote on any matter brought

before the Council.
Section 4. Graduate Council Chair Liaison to Faculty Senate
The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.
Article V. Meetings
Section 1. Scheduling
1. Regular meetings shall be held at least monthly during the academic year.
2. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.
3. Meetings shall be scheduled to enable members to participate in-person or remotely via university-approved videoconferencing (e.g., MS Teams).
Section 2. Notification
1. The Chair shall give written notice of regular meetings at least one week prior to the meeting.
2. Special meetings may be convened with less than one week's notice but with at least two day's noticedays' notice.
3. The written notice of all meetings must include proposed agenda items.
4. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.
Section 3. Voting
1. A quorum consisting of a majority of the eligible voting members of the Council must be present in-person, or live via videoconferencing, for action to be taken at a meeting.
2. Two-thirds of the eligible voting members of the Council must be present or participating live via videoconferencing for action to be taken at special meetings when less than one week's notice is given.
3. Except for the case of election of Council officers, a voice vote or hand-raise will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.
4. Proxy voting is not permitted in any instance.
Article VI. Elections/Appointments
Section 1. Terms
1. Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year. Voting members may serve no more than two consecutive terms.
2. Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.
3. Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.
4. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.
5. If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the Council. The Chair will immediately report the vacancy to the appropriate unit. Within

two weeks the unit shall elect a faculty member to fill the vacated seat.

6. If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.

7. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.

8. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

1. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an oddevennumbered

academic year.

2. Every nomination must be made from the floor and seconded.

3. For elections of one or more of the Council officers—Council Chair, Vice-Chair, and/or Secretary—voting will take place during a Council meeting by written, secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present or participating live via videoconferencing and voting for each office.

4. In the event of a tie, lot shall determine election.

5. If one of the Council officers must vacate his or her Council office before the end of his or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

Article VII. Officers of the Council

Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

Section 2. Duties

a.. The Chair shall be responsible for the following duties:

1. Schedule meetings.
2. Prepare the agenda for meetings.
3. Preside at all meetings.
4. Appoint ad hoc committees.
5. Appoint members to standing committees.
6. Serve as a representative of the Council.

7. Forward to the President of the University, or the President's designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President's designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.

8. Sign, and forward to the Assistant Provost for Graduate StudiesDean of the Graduate College or other appropriate officer, any curricular changes, additions, or deletions.

9. Perform other duties consistent with the efficient management of the Council.

10. Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

b. The Vice Chair shall be responsible for the following duties:

1. In the Chair's absence, the Vice Chair shall act as Chair.

c. The secretary shall be responsible for the following duties.

1. Recording minutes.

2. Distributing minutes to the Chair for preliminary approval, and then to all Council members.

3. Submitting a permanent copy of all minutes and attachments. for file in the Graduate College Office.

4. Ensuring that minutes and other pertinent documents are posted on the Web page.

5. Performing other duties consistent with the support of Council activities.

Article VIII. Standing Committees

Section 1. Role of Standing Committees

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

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.

2. The Chair of the Graduate Council and the Assistant Provost for Graduate StudiesGraduate Dean shall be ex officio and non-voting members of each standing committee.

3. Each standing committee shall elect its own chair annually.

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

1. Scheduling meetings

2. Preparing agendas

3. Presiding over meetings

4. Preparing an annual report

5. Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

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

Section 5. Standing Committees Titles and Responsibilities

1. Standing Graduate Committees

1. Credentialing

2. Curriculum

3. Academic Planning, Standards, and Policies

4. Program Review and Assessment

5. Executive Committee

Section 6. Functions and Membership

1. Credentialing Committee

a) Functions:

1. Recommends criteria for graduate faculty membership to the Graduate Council.

2. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

b) Membership: At least three Council members.

2. Curriculum Committee

a) Functions:

1. Recommends course changes, additions, and deletions.

2. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.

3. Evaluates existing courses.

b) Membership: At least three council members.

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

a) Functions:

1. Recommends general policies for admission, progression, and graduation of students.

2. Recommends general academic policies.

3. Recommends other policies related to academic area.

4. Engages in long-range planning and recommends program development.

b) Membership: At least three council members.

4. Program Review and Assessment Committee

a) Functions:

1. Reviews annual Assessment Reports submitted by each graduate program

2. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment

3. Engages in long-range planning and recommendations in the area of program review and assessment

b) Membership: At least three council members.

5. Executive Committee

a) Functions:

1. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.

2. Assures that the Graduate Council website and Graduate Catalog are kept up to date.

3. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the Assistant Provost for Graduate StudiesM.U. Graduate Dean with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.

4. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.

5. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

b) Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

Article IX. Ad Hoc Committees

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

Article X. Robert's Rules

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

Article XI. Amending Bylaws

1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.

2. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.

Proposed Bylaws (Clean Copy)

By-Laws

MARSHALL UNIVERSITY GRADUATE COUNCIL
BYLAWS
January 9, 1997
Revised & Approved: October 22, 2004
Revised & Approved: Spring and Fall 2013
Revised & Approved: September 2022
Revised & Approved: _____

Article I. Name

The name of the organization shall be the Marshall University Graduate Council and shall be referred to in these bylaws as the Council.

Article II. Purpose

The duly elected members shall be the basic legislative body of graduate studies at Marshall University except as to matters reserved to the Assistant Provost for Graduate Studies, Chief Academic Officer, President, Board of Governors, Higher Education Policy Commission, or West Virginia Legislature.

Article III Powers and Relationships

Section 1. Members

1. The primary responsibility of the Graduate Council is to make policy recommendations with respect to the graduate education mission of the university to the university President. Specific functions include the facilitation of long-range planning for graduate education at Marshall University, the recommendation of new programs and courses, the evaluation of existing programs and courses, the facilitation of graduate accreditation, the recommendation of promotion and tenure policies related to graduate education, and the recommendation of approval of graduate faculty to the university President.

2. Action of the Council, a Council committee, or the members of any recognized subdivision of the Council properly taken and recorded in accordance with these Bylaws shall, unless overruled or amended by the President, be deemed an official action for and on behalf of graduate education when such action is not in conflict with public law of the State of West Virginia or with University policy.

3. The President of the Faculty Senate shall provide information regarding official actions taken by the Graduate Council to the Marshall University Senate.

Section 2. Assistant Provost for Graduate Studies

It shall be the responsibility of the Assistant Provost for Graduate Studies to inform the Council of all actions of the university President, the Board of Governors, the Higher Education Policy Commission, or the West Virginia Legislature affecting the educational policies related to graduate education in a timely manner.

Article IV. Membership

Section 1. Voting Representation

Voting representation on the Graduate Council shall include:

a) One faculty member from each academic unit (as defined in Bylaw # 14 of the

Constitution of the Marshall University Faculty) with graduate programs.

b) One member of the Library Faculty with responsibilities that support graduate programs.

c) The Faculty Senate Chair.

d) One graduate student representative selected by the Graduate Council Executive Committee.

e) One additional faculty member per 400 enrolled graduate students beyond 400 from each academic unit with graduate programs.

i. The number of enrolled graduate students will be determined every four years, using data provided by the Assistant Provost for Graduate Studies.

ii. The number of enrolled graduate students in each academic unit will be determined by the average of the graduate student enrollments from the previous four years.

Section 2. Nonvoting Representation

Ex-officio, nonvoting members include the Assistant Provost for Graduate Studies, the Provost, the Vice President of Academic Affairs, and the Vice President of Research.

Section 3. Voting Eligibility

All voting members of the Graduate Council shall be eligible to vote on any matter brought before the Council.

Section 4. Graduate Council Chair Liaison to Faculty Senate

The Graduate Council Chair, as a member of the Faculty Senate, acts as a Senate liaison, and will report to the Faculty Senate as described in the Faculty Governance Flow Chart found at the end of the Faculty Senate Bylaws.

Article V. Meetings

Section 1. Scheduling

1. Regular meetings shall be held at least monthly during the academic year.

2. Special meetings may be called by the Chair at his or her discretion or at the request of any member of the Council.

3. Meetings shall be scheduled to enable members to participate in-person or remotely via university-approved videoconferencing (e.g., MS Teams).

Section 2. Notification

1. The Chair shall give written notice of regular meetings at least one week prior to the meeting.

2. Special meetings may be convened with less than one week's notice but with at least two days' notice.

3. The written notice of all meetings must include proposed agenda items.

4. Items of business raised for the first time during a Council meeting can be considered for a final vote by membership no earlier than the next regular or special meeting.

Section 3. Voting

1. A quorum consisting of a majority of the eligible voting members of the Council must be present in-person, or live via videoconferencing, for action to be taken at a meeting.

2. Two-thirds of the eligible voting members of the Council must be present or participating live via videoconferencing for action to be taken at special meetings when less than one week's notice is given.

3. Except for the case of election of Council officers, a voice vote or hand-raise will be called for on all actions of the Council requiring a vote and, if requested by any Council member, a roll call vote will be taken and recorded by the Council secretary.

4. Proxy voting is not permitted in any instance.

Article VI. Elections/Appointments

Section 1. Terms

1. Each voting Council member's term, other than the student member, shall be four years. The student member's term shall be one year. Voting members may serve no more than two consecutive terms.

2. Elections for members shall occur in the spring of even-numbered years. Each unit shall conduct its own election, and names of new members shall be submitted to the Chair by April 1.

3. Elected officers and newly elected Council members shall assume their duties at the first Council meeting of the fall semester.

4. Standing committee members shall be appointed by the Chair and assume their duties upon appointment.

5. If a member misses three regular meetings in any academic year, his/her seat may be declared vacant by the Chair subject to approval of the Council. This action may take place at the third missed meeting, at the discretion of the Chair with approval of the Council. The Chair will immediately report the vacancy to the appropriate unit. Within two weeks the unit shall elect a faculty member to fill the vacated seat.

6. If a member on the Council will likely be absent one year or less, for example due to sabbaticals, from a series of Council meetings, interim members will be chosen by the relevant academic unit prior to the next regular Graduate Council meeting. Interim members shall have all the privileges of membership, but can serve in their interim capacity for no longer than one academic year, or until the originally elected member need no longer be absent, whichever is earlier. Alternatively, a unit may elect a new member to fill the full remaining term of an absent member, in which case the new member will not be considered "interim," but rather a regular member.

7. Any member who will be absent either permanently or for more than one academic year must have his or her seat declared vacant by the Chair. The Chair will immediately report the vacancy to the appropriate academic unit. Prior to the next regular Graduate Council meeting, the unit shall elect a faculty member to fill the vacant seat.

8. Administrators at the level of Dean or higher cannot serve as voting members on the Council.

Section 2. Election of Officers

1. Nominations for Council officers shall be made by Council members from among the membership of the Council at a meeting of each newly-constituted Council. So that Council business and leadership transitions can continue smoothly, this meeting would normally be in conjunction with the last Spring Semester Council meeting in an evennumbered academic year.

2. Every nomination must be made from the floor and seconded.

3. For elections of one or more of the Council officers—Council Chair, Vice-Chair, and/or Secretary—voting will take place during a Council meeting by secret ballot, and counted and announced by an Ex-Officio non-voting member of the Council at that meeting. Election shall be determined by a majority vote of members present or participating live via videoconferencing and voting for each office.

4. In the event of a tie, lot shall determine election.

5. If one of the Council officers must vacate his or her Council office before the end of his

or her term of office has expired, a new election will be held at the soonest possible regular Council meeting; or, the election will take place at a special Council meeting if the matter is judged to be sufficiently urgent by the remaining Council officers. The election would take place by the same nominating and voting procedures as in steps b, c, and d of this Section.

Article VII. Officers of the Council

Section 1. Titles

The Graduate Council shall elect a Chair, a Vice Chair and a Secretary to serve two-year terms.

Section 2. Duties

a. The Chair shall be responsible for the following duties:

1. Schedule meetings.

2. Prepare the agenda for meetings.

3. Preside at all meetings.

4. Appoint ad hoc committees.

5. Appoint members to standing committees.

6. Serve as a representative of the Council.

7. Forward to the President of the University, or the President's designee, all motions pertaining to Graduate Faculty membership; curricular changes, additions, or deletions; motions approving new academic unit graduate programs; and any other motions regarding graduate policy and planning. All Council minutes will also be forwarded to the President or President's designee, included in which may be said motions regarding graduate faculty, curriculum, programs, policies and planning.

8. Sign, and forward to the Assistant Provost for Graduate Studies or other appropriate officer, any curricular changes, additions, or deletions.

9. Perform other duties consistent with the efficient management of the Council.

10. Serve as a member of the Faculty Senate Executive Committee. Through the Faculty Senate Executive Committee, communicate to the Faculty Senate on actions submitted to the university President regarding policy recommendations respecting university graduate education matters. On matters not related to those functions, the Council and Senate will work collaboratively in whatever format is deemed appropriate by the respective executive committees.

b. The Vice Chair shall be responsible for the following duties:

1. In the Chair's absence, the Vice Chair shall act as Chair.

c. The secretary shall be responsible for the following duties.

1. Recording minutes.

2. Distributing minutes to the Chair for preliminary approval, and then to all Council members.

3. Submitting a permanent copy of all minutes and attachments.

4. Ensuring that minutes and other pertinent documents are posted on the Web page.

5. Performing other duties consistent with the support of Council activities.

Article VIII. Standing Committees

Section 1. Role of Standing Committees

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

Section 2. Membership of Standing Committees

1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.

2. The Chair of the Graduate Council and the Assistant Provost for Graduate Studies shall be ex officio and non-voting members of each standing committee.

3. Each standing committee shall elect its own chair annually.

Section 3. Duties of Standing Committee Chairs

The duties of the chair shall include:

1. Scheduling meetings

2. Preparing agendas

3. Presiding over meetings

4. Preparing an annual report

5. Performing other duties as consistent with the efficient management of the committee.

Section 4. Vacancies on Standing Committees

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

Section 5. Standing Committees Titles and Responsibilities

1. Standing Graduate Committees

1. Credentialing

2. Curriculum

3. Academic Planning, Standards, and Policies

4. Program Review and Assessment

5. Executive Committee

Section 6. Functions and Membership

1. Credentialing Committee

a) Functions:

1. Recommends criteria for graduate faculty membership to the Graduate ` Council.

2. Reviews graduate faculty membership applications for recommendation to the Graduate Council.

b) Membership: At least three Council members.

2. Curriculum Committee

a) Functions:

1. Recommends course changes, additions, and deletions.

2. Reviews and makes recommendations regarding additions and/or deletion of degree programs, areas of emphasis, and certificate programs.

3. Evaluates existing courses.

b) Membership: At least three council members.

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

a) Functions:

1. Recommends general policies for admission, progression, and graduation of students.

2. Recommends general academic policies.

3. Recommends other policies related to academic area.

4. Engages in long-range planning and recommends program development.

b) Membership: At least three council members.

4. Program Review and Assessment Committee

a) Functions:

1. Reviews annual Assessment Reports submitted by each graduate program

2. Reports its evaluation to the Council for recommendations and actions, after which the Council Chair may report Council recommendations and actions to the University Director of Assessment

3. Engages in long-range planning and recommendations in the area of program review and assessment

b) Membership: At least three council members.

5. Executive Committee

a) Functions:

1. Monitors and reviews university publications that pertain to graduate education, including but not limited to the Graduate Council website and the Graduate Catalog.

2. Assures that the Graduate Council website and Graduate Catalog are kept up to date.

3. Clarifies and reinforces, as needed, the relationship between the Graduate Council and the Assistant Provost for Graduate Studies with respect to the monitoring, evaluation, and implementation of graduate education policy as established by the Graduate Council.

4. Reports to the Graduate Council in a matter consistent with other standing committees in the Bylaws.

5. Considers and recommends actions and proposes policies consistent with the operation of other standing committees.

b) Membership: Graduate Council Chair, Vice-Chair, and Secretary, with the Graduate Council Chair serving as Chair of the Executive Committee.

Article IX. Ad Hoc Committees

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

Article X. Robert's Rules

The Council shall be governed by the rules contained in Robert's Rules of Order (latest edition) unless otherwise set forth in these bylaws.

Article XI. Amending Bylaws

1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Council.

2. Notice of any proposed amendment must be given to all members of the Council at least one week prior to the meeting at which it is to be considered.