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Graduate Council Minutes | Graduate Council

9-11-2023

The Minutes of the Marshall University Graduate Council Meeting, August 25, 2023

Marshall University Graduate Council

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Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President

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

Date: August 30, 2023

Subject: **Review of Graduate Council Minutes: August 25, 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 in MSC 2w-B and via TEAMS.

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

Minutes approved.

9/11/2023

_____ _____

Mr. Brad D. Smith
President, Marshall University

Date

Note to Cora Pyles, Executive Assistant to the President:

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

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. Avinandan 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. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management, jerry.ross@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrel1@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment reynoldm@marshall.edu

MU Graduate Council Meeting Minutes
August 25, 2023
Hybrid Meeting – MSC 2w16-B + Teams

Members Present: Axel, Christofero, Davis, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Thompson, Vauth, Wait, Beard, Kimble, Egleton
Members Absent: none
Ex-Officio Members Present: Mummert, Mukherjee
Ex-Officio Members Absent: Maher
Guests: Brooks, Cantrell-Johnson, Eagle, Georgel, McGuffey, Spears, Boggs, A. Mummert

Agenda

Davis	Welcome; Approval of the Agenda
Davis	Graduate Council Membership and GA Rep **(Attachment 1)**
Lucas-Adkins	Approval of April Minutes **(Attachment 2)**
Mukerhjee	Academic Affairs Update

Davis	• "Temporary" Graduate Faculty Status (Redbook)
	• Graduate Accelerated Admissions Policy
	• SOM Graduate Faculty term
	• Faculty Constitution – Ratify GC Apportionment
	• CourseLeaf/CIM – GC Requests
	• Program Review Changes
	• Fall Guests
	  o MaryBeth Reynolds – Program Review
	  o Jerry Ross – Chief Enrollment Officer and VP of Enrollment Management
	• October GC Chit Chat (October 6 @ 1:00 PM)
	• University-wide GA Training
	• Policy Development
	  o Calendar Development
	  o Commencement Speaker
	  o Cross-Level Linked Courses

Mummert	Graduate Studies Report **(Attachment 3)**
Schulenberg	Faculty Senate Report
Davis	Review committee assignments and functions **(Attachment 4)**
All	Elect committee chairs **(Attachment 5)** Committee chairs please plan to stay a few minutes after the meeting is adjourned.

At this time, all meetings will be Hybrid.

- September 29, 2023, MSC 2w16-B
- October 27, 2023, MSC 2w16-B
- December 1, 2023, MSC 2w16-B
- January 26, 2024, MSC 2w16-B
- February 23, 2024, MSC 2w16-B
- March 29, 2024, Drinko 349

- April 19, 2024, MSC 2w16-B

Attachments
Attachment #1: Graduate Council Members' Contact information and Term
Attachment #2: Minutes of the past meeting
Attachment #3: Graduate Studies Report for August 2023
Attachment #4: Graduate Council Standing Committee Responsibilities
Attachment #5: Committee Assignments

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS
- Scott introduced new member, Craig Kimble
- Student Rep will be elected on Sept. 11 and will join Sept. GC meeting
- See Attachment 1 for current members and contact info

MOTION TO APPROVE AGENDA **APPROVED**

MINUTES OF PREVIOUS MEETING **APPROVED**
(See Attachment 2)

ACADEMIC AFFAIRS UPDATES
Provost Mukherjee presented the following:
- "Really good enrollment trend" at MU, thanks to work of faculty & staff, biggest challenge was facing continuous decline over past 12 years,
- Steps that have been taken to address enrollment include: increased metro radius; no barriers in application process; Anthology is leading provider of enrollment services and MU has their support as an external provider; Great new enrollment team at MU
- Important stats: 80% of applications started have been completed and this is a huge increase; 13% more first-time students this fall (3 years losses were made up with that 13% so we have a positive net enrollment of almost 436 more students than last year. This increase is equivalent to 4.3 million dollars because 1 student = $1 million); 6.8% growth beyond projection; 7.3% graduate increase (156 more students)
- Equally important to focus on is the retention of new students; 79.5% retention of students from last year up from 75.5% year before; if we can reach 80% then we will be on par with universities nationwide
- 60 graduate programs (MA in counseling, EdD leadership, MSW, MS in nursing are top 5 enrollment) but 17 programs have less than 10 in them
- Avg. enrollment in grad program is 30 students, median is 17; need to keep eye on numbers Marketing strategy is a key goal; faculty are most important resource for graduate education (this year we were able to hire new faculty who had tenure)
- Next year (2024) we will have a Carnegie review; we now know strategically what we need to remain R2 and data tracking is key: 1) # dissertation-based doctoral students must be 20 graduated each year & without COEPD and Dean Eagle this would not be possible EdD is the main support ; 2) new doctoral program began in business will have a graduation cohort next year; Provost Mukherjee wants more dissertation doctoral programs at MU; 3) research grants (need 5 million per year that are research-based; MU is well above the expected at $24 million)

GRADUATE COUNCIL CHAIR UPDATES

Scott Davis presented the following:

- "Temporary" Graduate Faculty Status (Redbook)- BOG approved GF, Scott thanks the deans for all of their work over the summer
- Graduate Accelerated Admissions Policy – 23 Programs/5 Colleges have chosen to go with accelerated admissions; suggested that we change the name to "accelerated admissions" to avoid confusion with accelerated degrees
- SOM Graduate Faculty term – SOM decided to stay with 3 year term to keep their research profile up
- Faculty Constitution – Ratify GC Apportionment- will need a change in Faculty Constitution to envelop our GC Bylaws, Scott is working with Shawn
- CourseLeaf/CIM – GC Requests- we are close to implementation of CourseLeaf this year, there are paper forms already in process that people have been working on, so for at least a couple of months, GC will allow both paper & CIM. January 2024 is the goal for beginning CIM only
- Program Review Changes will be working with Faculty Senate to ensure that same rubrics are used because of HPC changes
- Fall Guests
    - MaryBeth Reynolds – Program Review
    - Jerry Ross – Chief Enrollment Officer and VP of Enrollment Management
- October GC Chit Chat (October 6 @ 1:00 PM) optional chit chat 1x per semester, no business but just an informal discussion in person & virtual attendance
- University-wide GA Training Scott talked with Carl about university – wide training for GAs We need to talk with our departments about possibility of instituting this training; Richard Egleton voiced favor for university-wide training of GAs
- Policy Development
    - Calendar Development
    - Commencement Speaker
    - Cross-Level Linked Courses- planning committee to address

GRADUATE STUDIES UPDATES

(See Attachment #3 for full report)

Carl Mummert presented the report and GC members discussed the following:

- Carl says to send inquiries about the numbers and statistics that faculty would like to him, and he will work to get them. Richard Egleton said he would like to know the "acceptance rate," because students often ask. Since programs have different admission criteria/standards it may be misleading to have one statistic. For instance some programs have objective criteria and can admit everyone who meets the criteria, whereas, other programs have to review each application because they are more selective.
- Isaac Larison provided an example from his program- the MAT is no longer an admissions requirement.
- Richard Egleton suggests a statistic: Time from start of application to finishing application; he also asks if there is a way to show the impact of marketing strategies on graduate enrollment
- Carl anticipates some professional development focused on academic advising. Richard Egleton suggests professional development focused on writing program reviews.
- Richard pointed out an incorrect date on website- an application due date says January 2023 and it should say January 2024

FACULTY SENATE UPDATES
Shawn Schulenberg shared the following:

1. Constitutional Change
    a. Sept 8/Sept 18 EC/September 28 meeting
    b. October special meeting
    c. Vote in late October
2. Policies
    a. Commencement Speaker & Honorary Degree
    b. Calendar
    c. Suspending admissions: process
3. Ad-Hoc Committees
    a. Course Evaluations
    b. Post-Tenure Review
4. University Initiatives
    a. Devolution of BOG Polices
    b. CIM
    c. Looking at Dynamic Forms
    d. Streamlining Intent to Plan/Program Approval
    e. AI
5. Reapportionment – in process
6. Meetings
    a. August 31 at 4PM in BE5
        i. Julia Spears and Ben Eng
        ii. Robin Riner
    b. September meetings: Sept 8
    c. General Faculty Meeting: Sept 26 at 2PM Don Morris

MOTION FOR 5 MINUTE RECESS **APPROVED**

- Recess to discuss committee chairs (2:24PM-2:29PM)

GC COMMITTEE CHAIRS

- **Curriculum- Richard Egleton**
- Program Review- Isaac Larison
- Credentialing- Isaac Wait
- Planning- Henning Vauth

Meeting Adjourned 2:30 PM

Attachment 1
Graduate Council Membership
2023-2024
August 2023

Name	College	Email	Phone	Term
Scott Davis (Chair)	COHP	davis1090@marshall.edu	65614	2026
Isaac Wait (Vice Chair)	CECS	isaac.wait@marshall.edu	65444	2026
Conrae Lucas-Adkins (Secretary)	At-Large	lucas26@marshall.edu	61937	2026
Anne Axel	COS	axel@marshall.edu	62426	2024
Keith Beard	COLA	beard@marshall.edu	62781	2026
Tracy Christofero	At-Large	christofero@marshall.edu	62078	2024
Richard Egleton	SOM	egleton@marshall.edu	67357	2024
Lisa Heaton	At-Large	heaton@marshall.edu	62026	2026
Isaac Larison	COEPD	larison@marshall.edu	62051	2024
Amanda Meadows	LCOB	meadowsa@marshall.edu	62660	2024
Craig Kimble	SOP	craig.kimble@marshall.edu	66014	2024
Scott Simonton	At-Large	simonton@marshall.edu	62045	2026
Lori Thompson	Library	thompson39@marshall.edu	66611	2026
Henning Vauth	CAM	vauth@marshall.edu	62337	2024
Shawn Schulenberg	Senate Chair	schulenberg@marshall.edu	62767	2024
Graduate Student	Student Rep	TBD	TBD	2024
Ex-Officio Non-Voting Members				
Carl Mummert	Assistant Provost for Graduate Studies	mummertc@marshall.edu	66156	
John Maher	VP Research	maherj@marshall.edu	64748	
Avinandan Mukherjee	Sr. VP for Academic Affairs & Provost	mukherjeea@marshall.edu	63716	

Attachment 2

MU Graduate Council Meeting Minutes
April 21, 2023

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

Members Present: Christofero, Davis, Gage, Heaton, Larison, Lucas-Adkins, Meadows, Schulenberg, Simonton, Thompson, Vance, Vauth, Wait, Beard
Members Absent: Egleton, Rorabaugh
Ex-Officio Members Present: Mummert
Ex-Officio Members Absent: Maher, Mukherjee
Guests: Antonsen, Brooks, Burton, Cantrell-Johnson, Eagle, Georgel, Johnson, Lankton, McComas, McFarland-Whisman, Morgan, Prather, Skoretz, Tolliver

Davis	Welcome, Approval of the agenda
Lucas-Adkins	Approval of March 31, 2023, Minutes **(Attachment 1)**
Davis/Beard	Graduate Faculty Status Candidates **(GC-23-04-01-CRC)** **(Attachment 2)**
Vauth	• Planning Committee Requests **(GC-23-04-02 to 16-PC)** **(Attachment 3)** • Accelerated Graduate Admission Policy Approval **(GC-23-04-17-PC)** **(Attachment 4)**
Wait	Curriculum Committee Requests **(GC-23-04-18 to 19-CC)** **(Attachment 5)**
Beard	Credentialing Audit Report Follow-up
Wait	Ad Hoc Bylaws Committee – Bylaws recommendation and approval • **(Attachment 6)** – (Current, Track Changes, Clean) **(GC-23-04-20-AH)**
Davis	Discussion Items • Student Appeal Hearings • AA-12 Academic Dishonesty • Budget Steering Committee- • Title IX Training- • Project Marco-
Heaton	AA-20 Implementation Procedures/Forms (**Attachment 7)**
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):

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 March 31, 2023
2. Graduate Faculty Status Candidates
3. Planning Committee Requests
4. Accelerated Admissions Policy
5. Curriculum Committee Requests
6. Graduate Council Bylaws Draft -Current, Track Change, Clean, and Apportionment Illustration.
7. AA-20 Implementation Procedures/Forms

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA with additions **APPROVED**

- Include updated apportionment illustration that Scott emailed to GC
- Add Project Marco discussion
- Add item #16 to Planning Committee. It is a non-curricular request from COEPD, Curriculum & Instruction, MA in Education (Area of Emphasis)

MINUTES OF PREVIOUS MEETING with edits **APPROVED**
(See Attachment 1)

- Edit to GC-23-3-04-PC: the friendly amendment should be: Change the catalogue wording from "students may choose to complete an area of emphasis" to "students must choose to complete an area of emphasis."

GRADUATE FACULTY STATUS
(See Attachment 2)
GC-23-04-01-CRC **APPROVED**

PLANNING COMMITTEE
(See Attachments 3 & 4)
Henning Vauth presented the committee report.

College of Education and Professional Development

1. *Intent to Plan* (GC-23-04-02-PC)
Department: Special Education
Degree program: **M.A. in Applied Behavior Analysis**
Effective Date: Fall 2024
Rationale:

Applied Behavior Analysis (ABA) is the application of scientific principles taken from behavior analysis to address socially significant problems. The goal of ABA is to improve learning and decrease challenging behavior, which may impact the individual's quality of life. ABA is an effective intervention for many problems and populations, including those with and without specific diagnoses, across settings.

The program will allow students to obtain 33 hours of coursework in Applied Behavior Analysis (ABA). Completion of the course work will provide students with a master's degree and allow them to sit for the Board Certified Behavior Analyst (BCBA) exam and, where applicable, become certified or licensed to practice.

Students pursuing other graduate degrees related to rehabilitation services (e.g., Psychology, School Psychology, Special Education, Communication Disorders, Counseling, Nursing, and Social Work) or business may want to take select courses to learn more about evidence-based practices derived from ABA that are applicable to their field of study or complete a second master's degree to improve employability.

The program's learning outcomes align with Marshall University's educational mission, namely the ability to outline multiple solutions to a problem and generate innovations. Another alignment is with ethical and civic thinking. Students will apply ethical principles to their work. Additionally, students will use information literacy and inquiry-based thinking when applying skills to practice.

The program's learning outcomes support Marshall's Strategic Vision as the program will provide students with a high-quality professional degree that will help address needs in the state. Furthermore, the program's learning outcomes are consistent with the statewide master plan, which seeks to provide students with tools to be productive in the workforce. Students completing the program may become a Board Certified Behavior Analyst® (BCBA®) and, where applicable, licensed to practice. Through Marshall's online platform, we will increase access for all of West Virginia, as well as other states, to our program.

Nationally, this is a highly sought after degree program. A Hanover Academic Assessment report was completed in September 2022 and noted that the program would be viable (see attachment for the full report).

Key findings included:

· Employment prospects for students with the M.A. in ABA degree are excellent and expected to grow by 10.3% through 2031.

· There are thousands of job listings in the field in the region.

· Because there are no similar programs in WV, Marshall University would have a competitive edge.

· Marshall University's proposed program would provide supervised fieldwork as part of the curriculum, something that will likely be appealing to many potential students. Most institutions require students to find their own fieldwork opportunities.

- Approval recommendation from committee
- Carl Mummert commented- insurance now covers this therapy which increases the demand for analysts. This is a natural fit for MU, we have a partner for internships already.
- Jennifer McFarland-Whisman present to answer questions; there was no discussion
- All approved

2. *Request for Non-Curricular Change* (GC-23-04-03-PC)

Department: Curriculum & Instruction
Degree Program: **Ed. D.**
Type of Change: Addition of information to catalogue description.
Effective Date: Fall 2023
Rationale: "Requesting addition of information to be located on Plan of Study and Program Requirements catalogue web page tabs.

- Approval recommendation from committee
- Lisa Heaton shared that this info was not in previous print catalogue, but it is in handbook already. The information outlines expectations and coursework.
- All approved

3. *Request for Change of Degree/Major* (GC-23-04-04-PC)
Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Effective Date: Fall 2023
Rationale:

Updates to the core curriculum will better address the needs of experienced educators who pursue this degree and will reduce the number of hours needed for degree completion. The new research course (EDF 622) will be more applicable for educators in the field. The addition of trends & issues (EDF 610) as a choice with EDF 619 will ensure inclusion of an educational foundations course, but with the opportunity for new learning for those who may have completed an educational psychology course as an undergraduate. Similarly, general instructional strategies and educational evaluation courses are common in undergraduate teacher preparation. Strategies and evaluation concepts specific to the various areas of emphasis are already in place and will be more relevant for graduate candidates. Removing two courses from the core will allow for an overall reduction in hours for more timely degree completion and will better align the number of hours with competitors.

- Approval recommendation from committee
- All approved, no discussion

4. *Request for Change of Area of Emphasis* (GC-23-04-05-PC)
Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Area of Emphasis: **Early Childhood Education, Option 1**
Type of change: Addition of one-year online only AoE option.
Effective Date: Fall 2023
Rationale: The request is supplemental to a course title change submitted for CI 559 and a degree change submitted for the MA in Education. The MA in Education change is intended to streamline the number of hours and amount of time needed to complete the degree. If approved the non-licensure areas of emphasis will total 30 hours and added endorsement areas of emphasis will total 33 hours. Option 1, covered in this change request, is a non-licensure area of emphasis.

- Approval recommendation from committee
- Lisa Heaton explained rationale ;
- All approved

5. *Request for Non-Curricular Change* (GC-23-04-06-PC)
Department: Counseling
Degree Program: **Clinical Mental Health and School Counseling**
Type of Change: Title and course description change and course additions.
Effective Date: Fall 2023
Rationale:
The title and content of 672 is changing and being combined with COUN 670's content. This will allow students the option to take one additional elective as a school counseling student. Currently, they can only take one elective. In addition, the content is being revised to reflect the current language and competencies needed for school counselors.

COUN 590 and 578 are new electives that were developed for counseling students. They will be permanent electives that will be offered. Therefore, having the descriptions available for students to review will be helpful.

- Approval recommendation from committee
- Lisa Burton was present on behalf of the request;

- There was no discussion, All approved

College of Engineering and Computer Science

6. *Accelerated Master's Degree (AMD) Proposal* (GC-23-04-07-PC)
Department: Computer Sciences and Electrical Engineering
Degree program: **M.S. in Engineering Management and Bachelor of Electrical and Computer Engineering**
Rationale: The AMD to MS in Engineering Management (MSE) will allow students in the Bachelor of Electrical and Computer Engineering program to augment their technical knowledge with management knowledge. The Engineering Management knowledge will significantly improve their employment prospect along with long term career growth. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

- Approval recommendation from committee
- There was no discussion, All approved

7. *Accelerated Master's Degree (AMD) Proposal* (GC-23-04-08-PC)
Department: Computer Sciences and Electrical Engineering
Degree program: **M.S. in Electrical and Computer Engineering and Bachelor of Electrical and Computer Engineering**
Rationale: The AMD program will allow student to pursue the Electrical and Computer Engineering that advances their practical skills and to help them to specialize as an electrical engineer. A master's in electrical engineering will also prepare students for leadership positions and education roles. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

- Approval recommendation from committee
- There was no discussion, all approved

8. *Request for Change of a Major or Degree* (GC-23-04-09-PC)
Department: Weisberg Dept. of Mechanical and Industrial Engineering
Degree Program: **M.S. in Environmental Safety and Health**
Effective Date: Fall 2023
Rationale: The proposed catalog changes clarify requirements for the two degree options and expand elective choices within the program. Also, SFT 599 is proposed to replace SFT 554 as a core degree requirement.

- Approval recommendation from committee
- There was no discussion, All approved

College of Health Professions

9. *Request for Non-Curricular Change* (GC-23-04-10-PC)
Department: Biomechanics
Degree Program: **M.S. in Biomechanics** and **M.S. in Biomechanics, Sport Science Area of Emphasis**

Type of Change: The Biomechanics program is requesting to remove the GRE requirement from the admissions process.
Rationale: The GRE is limited in its predictive ability for graduate school performance overall. The cost and current formats of taking the GRE is prohibitive creating more hurdles for them to cross. Lower socioeconomic-based students do not have the means to take one exam, let alone repeated exams, to achieve a solid score. Students from rural and lower economic backgrounds may not have access to testing centers. Therefore, the online option may not be possible either due to poor or lack of connectivity in their homes. These factors limit the potential pool of graduate students.
The Biomechanics program requests the addition of a scholarly writing sample.

- Approval recommendation from committee
- There was no discussion, All approved

College of Liberal Arts

10. *Request for Change of Major or Degree* (GC-23-04-11-PC)
Department: Geography
Degree Program: **M.A./M.S. in Geography**
Effective Date: Fall 2023
Rationale: External 5-year program reviewers suggested removal of GRE requirement from admissions criteria will attract more students.

- Approval recommendation from committee.
- There was no discussion, All approved

11. *Request for Non-Curricular Change* (GC-23-04-12-PC)
Department: Psychology
Degree Program: **M.A. in Psychology, School Psychology Emphasis**
Type of Change: The psychology program is requesting to remove the GRE requirement from the admissions process.
Rationale:
The GRE has not been found to be predictive of student success. Additionally the GRE can be a barrier for minorities, low SES, and first generation college students. Consequently, the MA Psychology, School Psychology emphasis would like to discontinue requiring the GRE for admissions.

- Approval recommendation from committee
- There was no discussion, All approved

Lewis College of Business

12. *Request for Addition of Area of Emphasis* (GC-23-04-13-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Accountancy**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Accountancy within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major

or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Accountancy to the DBA Program so that the academic record will show and recognize each concentration.

- Approval recommendation from committee
- Carl Mummert clarified that a program can have tracks, concentrations etc. but in banner they have to be created. Said this is perfectly reasonable request.
- Nancy Lankton further explained that students come to LCOB because we have the concentrations.
- All approved

13. *Request for Addition of Area of Emphasis* (GC-23-04-14-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Healthcare Management**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Healthcare Management within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Healthcare Management to the DBA Program so that the academic record will show and recognize each concentration.

- Approval recommendation from committee
- There was no discussion, All approved

14. *Request for Addition of Area of Emphasis* (GC-23-04-15-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Management/Entrepreneurship**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of management/Entrepreneurship within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, healthcare management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the BA Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Management/Entrepreneurship to the DBA Program so that the academic record will show and recognize each concentration.

- Approval recommendation from committee
- There was no discussion, All approved

School of Pharmacy

15. *Request for Deletion of Major or Degree* (GC-23-04-16-PC)
Department: Pharmacy
Degree Program: **Pharm. D./MPH (Master of Public Health)**
Effective Date: Fall 2023
Rationale: The Department of Public Health intends to suspend its dual degree programs, including the MPH / PharmD program. Thus, we need to remove this dual degree program from the School of Pharmacy's section of the catalog.

- Approval recommendation from committee.
- Carl explained rationale.
- All approved

College of Education and Professional Development

16. *Request for Non-Curricular Change*
Department: Curriculum and Instruction
Degree Program: **M.A. in Education (Areas of Emphasis)**
Effective Date: Fall 2023
Rationale: The request is to update catalog copy related to the areas of emphasis under the MA in Education. We are not changing the curriculum. In the print catalog the graduate certificates and areas of emphasis were grouped together with one explanation and outline of courses. Now that the information is outlined in separate locations, some related edits are needed. For example, students in the MA in Education take a technology course (CIEC 534 or 600 or 635) in the core requirements, so this technology course required in the Graduate Certificates should not be included in the list of Area of Emphasis requirements. It makes the number of hours required in several areas of emphasis appear to be greater than necessary. Some previous curriculum changes are not applied in the catalog copy, such as the addition of CIME 670 to the elementary mathematics specialist requirements. In another case the capstone requirement in the MA in Education is listed as an area of emphasis course. Notes that previously applied to methods courses that could be counted toward the core are no longer applicable. The latter, related to methods courses, does not reflect a curriculum change, only a change in where courses are counted on the MA in Education plan of study.

- Approval recommendation from committee.
- Lisa Heaton explained rationale.
- All approved.

Accelerated Graduate Admission Policy Approval (GC-23-04-17-PC) Approved (Attachment 4)

Accelerated Admissions Process
For programs that opt in, Graduate Admissions will verify whether each applicant meets the objective admissions criteria for a program. If so, the Admissions office will immediately accept the student and send the application packet to the department, but will not send a credential sheet.
If an applicant does not meet the admissions criteria, or if this is unclear, the Graduate Admissions office will send the application packet and a credential sheet to the department. The department will be able to review all students who do not clearly meet the requirements in the same way they currently do.
How to opt in
To opt in, the program director will contact their Dean. The Dean, if supportive, will send an email to Graduate Admissions (graduateadmissions@marshall.edu) and the chair of Graduate Council (Scott Davis, davis1090@marshall.edu) stating the program wishes to opt in. Each program must opt in separately, and programs that do not opt in will not be affected by this proposed procedure.

CURRICULUM COMMITTEE
(See Attachment 5)
Isaac Wait presented the committee report
GC-23-04-18-CC-COHP – College of Health Professions – 3 requests

Course Change (2)

Department:	Physical Therapy
# / Title (current):	PT 789 / Musculoskeletal III
# / Title (new):	PT 789 / Ortho II Primary Care PT
Catalog desc (current):	Advanced diagnosis and management approaches for complex orthopedic and sports PT populations will be covered. Differential diagnosis of upper and lower quarter pathology, along with specialized treatments unique to this population will be emphasized.
Catalog desc (new):	The course will prepare students to collaboratively function as a human movement system expert within the primary care delivery model. Screening, triage, decision making, consulting, and education will be emphasized.
Credit hours (current):	1
Credit hours (new):	2
Rationale:	New title more accurately reflects the course's focus on primary care physical therapy, and the updated catalog description reflects updates to the course and content that will arise from it being offered in semester 8 instead of semester 5.

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. [Syllabus has been provided and reviewed.]

Course Addition (1)

Department: Physical Therapy
/ Title: PT 794 / Integrated Clinical Experiences in PT II
Catalog Description: Faculty supervised clinical experiences in a student-directed pro bono physical therapy clinic with complementary activities related to clinical practice, serving the community and strengthening clinical partnerships.
Prerequisites: Successful completion of all prior MUSOPT coursework
First Term Offered: Fall 2023
Credit Hours: 1

- Committee recommends approval
- No discussion
- All approved

GC-23-04-19-CC-COEPD – College of Education and Professional Development – 5 requests

Course Change (3)

Department: Curriculum & Instruction
/ Title (current): CI 559 / Multicultural Influences in Education
/ Title (new): CI 559 / Diversity Equity and Inclusion in Education
Catalog desc (current): Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds. Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.
Catalog desc (new): Considers diversity, equity, and inclusion with an emphasis on theory and practice for teaching students with diverse perspectives and backgrounds.

Rationale: The title and description updates are requested to better align the course with current literature in the field.

Department: Curriculum & Instruction
/ Title: ITL 650 / Library Practice
Credit hours (current): 3
Credit hours (new): 1-3
Rationale: The change requested is to better align the practicum experience with the learner's course work throughout the SLM program by offering 1 hour of practicum per semester that is aligned with the program course work instead of using the 3 hour course as a capstone experience. Further, it will allow for better data management for key assessments on a program level and also allow the program to be completed in 1 calendar year by taking 7 hours per semester instead of 6, which can cause a challenge if a student is dependent on financial aid and/or can have a gap in their work over the summer when the course is not offered. The new proposed schedule will allow a seamless completion over the program from start to finish, no matter the semester the student is admitted and allows for a faster completion of course work.

Department: Counseling
/ Title (current): COUN 672 / Organization & Administration of School Counseling
/ Title (new): COUN 672 / Current Practices in School Counseling
Catalog desc (current): Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed. Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed.
Catalog desc (new): In-depth analysis of comprehensive developmental guidance school counseling programs, including the coordination of these programs. Examination of effective strategies for dealing with current issues in K-12 environments will be covered.
Rationale: Inclusion of related and similar topics currently taught in COUN 670, which students will no longer take in order to make room for an additional elective.

Course Addition (2)

Department:	Curriculum & Instruction
# / Title:	EDF 622 / Action Research in Education
Catalog Description:	Study of action research as a systematic method carried out by practitioners to improve educational practice.
Prerequisites:	None
First Term Offered:	Fall 2023
Credit Hours:	3

Department:	Counseling
# / Title:	COUN 590 / Human Sexuality in Counseling
Catalog Description:	Will provide understanding of human sexual development and examine the place of sexuality in human life, including the influences of biological, psychological, social, and cultural factors.
Prerequisites:	COUN 600
First Term Offered:	Fall 2023
Credit Hours:	3

- Committee recommends approval
- All approved

CREDENTIALING COMMITTEE
Keith Beard presented Credentialing Audit Report Follow-up

- COAM reviewed, COEPD reviewed, corrections have been made to these colleges;
- SOP (have not corrected issues yet, but Keith is in contact with the school and person who was in charge of those has been out. Keith will continue to follow up)

AD HOC BYLAWS COMMITTEE – Bylaws recommendation and approval **(Attachment 6)** – (Current, Track Changes, Clean) **(GC-23-04-20-AH)**

- Articles will become effective (membership) after Faculty Senate approval
- Ad Hoc discussed that all graduate students, regardless of part-time status, etc. should count
- Scott sent out email with the updated stats from the March meeting, COEPD increased number, because now considering non-degree-seeking students. GC made up of 18 members if approved (will increase from 16 to 18) Isaac said threshold of 400 students will be used to determine a new seat
- Scott said workload of GC has been significant and he is not concerned about 2 additional members
- Isaac said that since there would be 5 reps from COEPD then we would have to watch to be sure that no more than 2 would serve on a committee

GRADUATE COUNCIL CHAIR DISCUSSION ITEMS:

- Student Appeal Hearings- 1 appeal has been heard and 1 is pending.
- AA-12 Academic Dishonesty- Legal counsel is recommending revision: that attorneys may participate in hearings, Scott has discussed with EC and GC should be aware of the change. Carl said that the change does not mean we cannot control what attorneys do at hearings Henning agrees with Scott that this is a legal issue with no further action from GC necessary at this time.
- Budget Steering Committee- Scott is on this committee, 1 meeting has been held, Scott wanted us to be aware of the existence and that we have representation from him
- Title IX Training- please complete this training if haven't already
- Project Marco- MU Health would become subsidiary of Mountain Health Network; Some concern raised. Scott will keep us informed. Shawn said that MU would have 4 seats on the 12 member board. BOG will be reviewing business transaction, this involves a legal arrangement that can't be fully disclosed.

AA-20 IMPLEMENTATION PROCEDURES/FORMS (Attachment 7)

- Mid next week BOG will review
- Lisa Heaton reviewed the changes and updates in the attachment, Scott said Lisa has done excellent job,
- Once approved these will be dynamic forms and put on GC website for rollout in fall

GRADUATE STUDIES REPORT

1. **Staffing update.** Carleen O'Neill has started as the administrative assistant for Graduate Studies. We have made a space request for an office in Old Main, which we hope to announce soon.

2. **GA Pay Increase.** We anticipate the budget for 2023-24 will include a pay raise for graduate assistants. After reviewing the proposal, Finance is moving to fund approximately half of the requested increase this year, with the other half anticipated for next year. Once the 23-24 budget is approved by the Board of Governors on April 26, we will know the precise amount. We anticipate that the funds this year prioritized towards lower-paid GAs.
3. **Graduate Preview Evening.** We held this event on April 10. It was the first live graduate recruiting event at Marshall since COVID. All units with graduate programs were present, as well as representatives from Admissions, Financial Aid, Online Learning, Student Research, the Alumni Association, Career Education, the International Office, and Housing. Two TV news crews came to record video and we had a brief interview to WSAZ. We obtained contact information from more than 50 students. The event was successful overall, and we learned from it to improve the event next year.
4. **ETD Update.** The table below summarizes ETDs submitted this semester. The due date was March 31.

Submitted in Spring:	21
Rollover from Fall:	1
Total Spring 2023:	22

Accepted as of 4/21/2023: 13
Still in Review: 7
Submitted Late (and not in review): 1
Submitted Without Defense (and not in review): 1

5. **Anthology collaboration.** We are working with the Anthology company on "enrollment coaching" for Fall 2023 and Spring 2024. This entails contacting students who have applied to encourage them to complete the application. They will also contact students who reach out to Marshall to encourage the students to apply, and reach out to students who have been accepted to encourage them to enroll. Overall, this is referred to as "funnel management". We have brought on Anthology because we do not have the staff on hand to move this forward at this time. Marshall is working with Anthology on both the undergraduate and graduate sides.

- Amanda M. asked who do we follow up with to find out if GC actions are followed up on Scott said Pres. Smith approves, and then Academic Affairs receives forms. Carl said once GC approves and Pres signs, Graduate Studies offices will receive forms, then scanned for Registrar, and catalogue officer (Su Tams) will see it and make changes. Curricular forms can be easily overlooked. He knows process is not perfect. Electronic forms will happen in fall. Carl said to double check catalogue to make sure it has all changes. Scott says he needs to go back to website for updates over the summer.
- Challenge next year is implementing Course Leaf.

FACULTY SENATE REPORT

- Last meeting was yesterday;
- Deferred maintenance waiting on money $20-25 million to come in ,
- CFO is planning for raise- flat 1350 raise per employee,
- Error on PEIA website regarding pay (For MU it should be 1350),
- Thanks to all who attended general faculty meeting,

- Post tenure review and other ad hoc committee nominations accepted through today
- Shawn has concerns about protests and will reach out to Pres. Smith with these
- Jeb took new position, HR will be posting his position,
- Amanda M.- is member of PEIA finance forum, asked all to please complete the forms

WRAP UP

- Discussion about the challenges of meeting on different campuses
- Scott will plan meetings in Huntington for next year, we are committed to hybrid approach
- Scott will work on academic calendar for next year.

Adjourn 2:19 PM

Attachment 2
April 2023
(GC-23-04-01-CRC)

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Agee, James	james.v.agee@k12.wv.us	COEPD	C&I	Instructor	08/22/2022	12/07/2024
Add	Baldwin, Jonathan	baldwin16@marshall.edu	COEPD	LS	Instructor	08/22/2022	12/07/2024
Add	Hightower, Charity	charity.hightower@k12.wv.us	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Add	McCormick, Laurie	mccormick1@marshall.edu	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Add	Moats, Jessica	jmoats31@gmailcom	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Add	Mobley, Jaylan	mobley33@marshall.edu	CECS	CSEE	Instructor	08/21/2023	12/06/2025
Add	Morgan, Lesley	lesleymorgan.ell.specialist@gmail.com	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Delete	Bragg, Brittany	bragg52@marshall.edu	COEPD	Elementary/Secondary Ed.	Instructor	08/21/2017	12/13/2019
Delete	Burdette, Stephanie	toney14@marshall.edu	COEPD	Reading	Associate	01/09/2017	05/08/2020
Delete	Campbell, Shelvy	campbels@marshall.edu	SOP	Pharmacy Practice, Admin and Research	Associate	08/24/2020	12/08/2023
Delete	Chambers, Christina	cdchambe@k12.wv.us	COEPD	Leadership Studies	Instructor	08/26/2019	12/10/2021
Delete	Dalton, Adam	daltona@marshall.edu	CAM	Music	Graduate	01/14/2019	01/14/2024
Delete	Davies, Karen	davies3@marshall.edu	COEPD	Leadership Studies	Instructor	01/09/2017	05/03/2019
Delete	Dooley, Janet	dooley@marshall.edu	CAM	Journalism and Mass Communications	Associate	01/14/2019	05/06/2022
Delete	Fitzpatrick, Casey	fitzpatrick5@marshall.edu	SOP	Pharmacy Practice, Administration, and Research	Graduate	01/08/2018	05/05/2023
Delete	Ghomian, Taher	ghomian@marshall.edu	CECS	Engineering	Graduate	01/10/2022	05/15/2027
Delete	Gripper, Erin	gripper@marshall.edu	COEPD	Elementary/Secondary Ed.	Instructor	08/21/2017	12/13/2019
Delete	Hall, Donald	hall@marshall.edu	COEPD	Counseling	Graduate	01/09/2017	05/06/2022
Delete	Halstead, Tammy	thalstead@k12.wv.us	COEPD	Literacy Education	Instructor	08/26/2019	12/10/2021
Delete	Hankins, Linda	maier4@marshall.edu	COEPD	Counseling	Instructor	08/21/2017	12/13/2019

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Delete	Ingersoll, Christine	ingersoll@marshall.edu	CAM	Journalism	Instructor	08/20/2018	12/11/2020
Delete	Isaacs, Melinda	isaacs15@marshall.edu	COEPD	ACE	Instructor	08/23/2021	12/08/2023
Delete	Klein, Thomas	klein@marshall.edu	COEPD	CIF	Graduate	10/24/14	10/24/19
Delete	Lee, Alexander	leeal@marshall.edu	CAM	School of Music	Graduate	08/21/2017	12/09/2022
Delete	MacCorkle, Mary Lu	mmaccork@k12.wv.us	COEPD	Leadership Studies	Instructor	05/20/2019	05/20/2021
Delete	Meisel, Edna	meisele@marshall.edu	COEPD	Elem/Sec Ed	Doctoral	08/22/2016	12/10/2021
Delete	Milam, Mark	memilam@mail.kana.k12.wv.us	COEPD	Leadership Studies	Instructor	05/20/2019	05/20/2021
Delete	Mirzakhani, Amad	mirzakh3@marshall.edu	COEPD	Elem/Sec Ed	Instructor	08/21/2017	12/13/2019
Delete	Pentasuglia-Filipek, Kristal	pentasuglia1@marshall.edu	COEPD	Leadership Studies	Instructor	08/21/2017	12/13/2019
Delete	Rabe, Robert	rabe@marshall.edu	CAM	Journalism and Mass Communications	Graduate	12/12/2015	12/12/2020
Delete	Reed, Sandra	reedsa@marshall.edu	CAM	School of Art and Design	Instructor	08/21/2017	12/13/2019
Delete	Richards, Lisa	richar12@marshall.edu	COEPD	Literacy Education	Instructor	08/21/2017	12/13/2019
Delete	Riley, Sigrid	riley23@marshall.edu	COEPD	Literacy Education	Instructor	08/26/2019	12/10/2021
Delete	Romaine, Chelsea	cstroeb@gmail.com	COEPD	Special Education	Instructor	01/09/2017	05/03/2019
Delete	Romano-Potter, Paula	potter20@marshall.edu	COEPD	Leadership Studies	Instructor	01/13/2020	05/06/2022
Delete	Stahle, Cheryl	cherylstahle@gmail.com	COEPD	Literacy Education	Instructor	08/21/2017	12/13/2019
Delete	Vauth, Henning	vauth@marshall.edu	CAM	Department of Music	Graduate	01/09/2017	05/06/2022
Delete	Warren, Carla	carla.warren@k12.wv.us	COEPD	C&I	Instructor	08/26/2019	12/10/2021
Delete	Watts, Kelly		COEPD	Elem/Sec Ed	Instructor	6/16/15	6/16/20
Delete	Watts, Louis	wattsl@marshall.edu	COEPD	Leadership Studies	Instructor	08/24/2020	12/09/2022
Delete	Wolfe, Jeffrey	wolfe9@marshall.edu	CAM	Music	Associate	01/14/2019	05/06/2022
Delete	Yost, David	yost28@marshall.edu	COEPD	ACE	Instructor	08/23/2021	12/08/2023
Edit	Akinsete, Alfred	akinsete@marshall.edu	COS	Mathematics	Graduate	08/21/2023	12/08/2028
Edit	Axel, Anne	axel@marshall.edu	COS	Biological Sciences	Graduate	05/08/2023	08/11/2028
Edit	Bailey, Catherine	baileyca@marshall.edu	COEPD	School Psychology	Instructor	08/22/2022	12/07/2024
Edit	Bingham, Edwin	bingham@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
Edit	Coakley, Rebecca	coakleyr2@gmail.com	COEPD	Special Ed	Instructor	01/09/2023	04/28/2025

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Edit	Dobbs, Wendell	dobbs@marshall.edu	CAM	Music	Associate	01/09/2023	04/28/2026
Edit	Dobbs, Wendell	dobbs@marshall.edu	CAM	Music	Associate	01/09/2023	04/28/2026
Edit	Hall, James	hallj@marshall.edu	CAM	Music	Associate	01/09/2023	04/28/2026
Edit	Hall, James	hallj@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
Edit	Hovious, Meredith	meeks4@marshall.edu	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Edit	Hovious, Meredith	meeks4@marshall.edu	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Edit	Lambert, Eugenia	webb24@marshall.edu	COEPD	Leadership Studies	Doctoral	08/24/2020	12/06/2025
Edit	Manley, Michael	manleymi@SCSdoh.org	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Edit	Meisel, Edna	meisele@marshall.edu	COEPD	Elem/Sec Ed	Doctoral	01/09/2023	04/28/2028
Edit	Perry, Allyson	perry.allyson@gmail.com	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Edit	Singleton, Ray	singleton@marshall.edu	COEPD	C&I	Instructor	01/09/2023	04/28/2025
Edit	Smith, Elizabeth	smither@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
Edit	Smith, Elizabeth	smither@marshall.edu	CAM	Music	Graduate	01/09/2023	04/28/2028
Edit	Spitzer, Nadja	spitzern@marshall.edu	COS	Biological Sciences	Graduate	05/08/2023	08/11/2028
Edit	Walden, Harley	walden4@marshall.edu	COEPD	Elementary/Secondary Ed.	Instructor	01/09/2023	04/28/2025
Edit	Wehner, Andre	wehner2@marshall.edu	COS	Physics	Instructor		2

Attachment 3
April 2023
Planning Committee Requests

College of Education and Professional Development

1. *Intent to Plan* (GC-23-04-02-PC)

Department: Special Education
Degree program: **M.A. in Applied Behavior Analysis**
Effective Date: Fall 2024
Rationale:

Applied Behavior Analysis (ABA) is the application of scientific principles taken from behavior analysis to address socially significant problems. The goal of ABA is to improve learning and decrease challenging behavior, which may impact the individual's quality of life. ABA is an effective intervention for many problems and populations, including those with and without specific diagnoses, across settings.

The program will allow students to obtain 33 hours of coursework in Applied Behavior Analysis (ABA). Completion of the course work will provide students with a master's degree and allow them to sit for the Board Certified Behavior Analyst (BCBA) exam and, where applicable, become certified or licensed to practice.

Students pursuing other graduate degrees related to rehabilitation services (e.g., Psychology, School Psychology, Special Education, Communication Disorders, Counseling, Nursing, and Social Work) or business may want to take select courses to learn more about evidence-based practices derived from ABA that are applicable to their field of study or complete a second master's degree to improve employability.

The program's learning outcomes align with Marshall University's educational mission, namely the ability to outline multiple solutions to a problem and generate innovations. Another alignment is with ethical and civic thinking. Students will apply ethical principles to their work. Additionally, students will use information literacy and inquiry-based thinking when applying skills to practice.

The program's learning outcomes support Marshall's Strategic Vision as the program will provide students with a high-quality professional degree that will help address needs in the state. Furthermore, the program's learning outcomes are consistent with the statewide master plan, which seeks to provide students with tools to be productive in the workforce. Students completing the program may become a Board Certified Behavior Analyst® (BCBA®) and, where applicable, licensed to practice. Through Marshall's online platform, we will increase access for all of West Virginia, as well as other states, to our program.

Nationally, this is a highly sought after degree program. A Hanover Academic Assessment report was completed in September 2022 and noted that the program would be viable (see attachment for the full report).

Key findings included:

- Employment prospects for students with the M.A. in ABA degree are excellent and expected to grow by 10.3% through 2031.
- There are thousands of job listings in the field in the region.
- Because there are no similar programs in WV, Marshall University would have a competitive edge.
- Marshall University's proposed program would provide supervised fieldwork as part of the curriculum, something that will likely be appealing to many potential students. Most institutions require students to find their own fieldwork opportunities.

Approval recommendation.

2. *Request for Non-Curricular Change* (GC-23-04-03-PC)

Department: Curriculum & Instruction
Degree Program: **Ed. D.**
Type of Change: Addition of information to catalogue description.
Effective Date: Fall 2023
Rationale: "Requesting addition of information to be located on Plan of Study and Program Requirements catalogue web page tabs.

Approval recommendation.

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

Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Effective Date: Fall 2023
Rationale:

Updates to the core curriculum will better address the needs of experienced educators who pursue this degree and will reduce the number of hours needed for degree completion. The new research course (EDF 622) will be more applicable for educators in the field. The addition of trends & issues (EDF 610) as a choice with EDF 619 will ensure inclusion of an educational foundations course, but with the opportunity for new learning for those who may have completed an educational psychology course as an undergraduate. Similarly, general instructional strategies and educational evaluation courses are common in undergraduate teacher preparation. Strategies and evaluation concepts specific to the various areas of emphasis are already in place and will be more relevant for graduate candidates. Removing two courses from the core will allow for an overall reduction in hours for more timely degree completion and will better align the number of hours with competitors.

Approval recommendation.

4. *Request for Change of Area of Emphasis* (GC-23-04-05-PC)

Department: Curriculum and Instruction
Degree program: **M.A. in Education**
Area of Emphasis: **Early Childhood Education, Option 1**
Type of change: Addition of one-year online only AoE option.
Effective Date: Fall 2023
Rationale: The request is supplemental to a course title change submitted for CI 559 and a degree change submitted for the MA in Education. The MA in Education change is intended to streamline the number of hours and amount of time needed to complete the degree. If approved the non-licensure areas of emphasis will total 30 hours and added endorsement areas of emphasis will total 33 hours. Option 1, covered in this change request, is a non-licensure area of emphasis.

Approval recommendation.

5. *Request for Non-Curricular Change* (GC-23-04-06-PC)

Department: Counseling
Degree Program: **Clinical Mental Health and School Counseling**
Type of Change: Title and course description change and course additions.
Effective Date: Fall 2023
Rationale:
The title and content of 672 is changing and being combined with COUN 670's content. This will allow students the option to take one additional elective as a school counseling student. Currently, they can only take one elective. In addition, the content is being revised to reflect the current language and competencies needed for school counselors.

COUN 590 and 578 are new electives that were developed for counseling students. They will be permanent electives that will be offered. Therefore, having the descriptions available for students to review will be helpful.

Approval recommendation.

College of Engineering and Computer Science

6. *Accelerated Master's Degree (AMD) Proposal* (GC-23-04-07-PC)

Department: Computer Sciences and Electrical Engineering
Degree program: **M.S. in Engineering Management and Bachelor of Electrical and Computer Engineering**
Rationale: The AMD to MS in Engineering Management (MSE) will allow students in the Bachelor of Electrical and Computer Engineering program to augment their technical knowledge with management knowledge. The Engineering Management knowledge will significantly improve their employment prospect along with long term career growth. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

Approval recommendation.

7. *Accelerated Master's Degree (AMD) Proposal* (GC-23-04-08-PC)

Department: Computer Sciences and Electrical Engineering
Degree program: **M.S. in Electrical and Computer Engineering and Bachelor of Electrical and Computer Engineering**
Rationale: The AMD program will allow student to pursue the Electrical and Computer Engineering that advances their practical skills and to help them to specialize as an electrical engineer. A master's in electrical engineering will also prepare students for leadership positions and education roles. The increase of graduate enrollment will be an added benefit along with strengthening the workforce in the area.

Approval recommendation.

8. *Request for Change of a Major or Degree* (GC-23-04-09-PC)

Department: Weisberg Dept. of Mechanical and Industrial Engineering
Degree Program: **M.S. in Environmental Safety and Health**
Effective Date: Fall 2023
Rationale: The proposed catalog changes clarify requirements for the two degree options and expand elective choices within the program. Also, SFT 599 is proposed to replace SFT 554 as a core degree requirement.

Approval recommendation.

College of Health Professions

9. *Request for Non-Curricular Change* (GC-23-04-10-PC)

Department: Biomechanics
Degree Program: **M.S. in Biomechanics** and **M.S. in Biomechanics, Sport Science Area of Emphasis**
Type of Change: The Biomechanics program is requesting to remove the GRE requirement from the admissions process.
Rationale: The GRE is limited in its predictive ability for graduate school performance overall. The cost and current formats of taking the GRE is prohibitive creating more hurdles for them to cross. Lower socioeconomic-based students do not have the means to take one exam, let alone repeated exams, to achieve a solid score. Students from rural and lower economic backgrounds may not have access to testing centers. Therefore, the online option may not be possible either due to poor or lack of connectivity in their homes. These factors limit the potential pool of graduate students.
The Biomechanics program requests the addition of a scholarly writing sample.

Approval recommendation.

College of Liberal Arts

10. *Request for Change of Major or Degree* (GC-23-04-11-PC)
Department: Geography
Degree Program: **M.A./M.S. in Geography**
Effective Date: Fall 2023
Rationale: External 5-year program reviewers suggested removal of GRE requirement from admissions criteria will attract more students.

Approval recommendation.

11. *Request for Non-Curricular Change* (GC-23-04-12-PC)
Department: Psychology
Degree Program: **M.A. in Psychology, School Psychology Emphasis**
Type of Change: The psychology program is requesting to remove the GRE requirement from the admissions process.
Rationale:
The GRE has not been found to be predictive of student success. Additionally the GRE can be a barrier for minorities, low SES, and first generation college students. Consequently, the MA Psychology, School Psychology emphasis would like to discontinue requiring the GRE for admissions.

Approval recommendation.

Lewis College of Business

12. *Request for Addition of Area of Emphasis* (GC-23-04-13-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Accountancy**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Accountancy within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Accountancy to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

13. *Request for Addition of Area of Emphasis* (GC-23-04-14-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Healthcare Management**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of Healthcare Management within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, health care management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the B A Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Healthcare Management to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

14. Request for Addition of Area of Emphasis (GC-23-04-15-PC)
Department: Doctor of Business Administration
Degree program: **D.B.A.**
Area of Emphasis: **Management/Entrepreneurship**
Type of change: To create a banner code for each concentration for the DBA Program. This particular application is to request creating a concentration of management/Entrepreneurship within the DBA.
Effective Date: Summer 2023
Rationale: The current Graduate Catalog lists all 3 concentrations (accounting, healthcare management, or management and entrepreneurship). However, a banner code for each major or concentration was never created internally when the BA Program was approved 3 years ago. The main goal of this application is to officially add a concentration of Management/Entrepreneurship to the DBA Program so that the academic record will show and recognize each concentration.

Approval recommendation.

School of Pharmacy

15. Request for Deletion of Major or Degree (GC-23-04-16-PC)
Department: Pharmacy
Degree Program: **Pharm. D./MPH (Master of Public Health)**
Effective Date: Fall 2023
Rationale: The Department of Public Health intends to suspend its dual degree programs, including the MPH / PharmD program. Thus, we need to remove this dual degree program from the School of Pharmacy's section of the catalog.

Approval recommendation.

College of Education and Professional Development

16. *Request for Non-Curricular Change*
Department: Curriculum and Instruction
Degree Program: **M.A. in Education (Areas of Emphasis)**
Effective Date: Fall 2023
Rationale: The request is to update catalog copy related to the areas of emphasis under the MA in Education. We are not changing the curriculum. In the print catalog the graduate certificates and areas of emphasis were grouped together with one explanation and outline of courses. Now that the information is outlined in separate locations, some related edits are needed. For example, students in the MA in Education take a technology course (CIEC 534 or 600 or 635) in the core requirements, so this technology course required in the Graduate Certificates should not be included in the list of Area of Emphasis requirements. It makes the number of hours required in several areas of emphasis appear to be greater than necessary. Some previous curriculum changes are not applied in the catalog copy, such as the addition of CIME 670 to the elementary mathematics specialist requirements. In another case the capstone requirement in the MA in Education is listed as an area of emphasis course. Notes that previously applied to methods courses that could be counted toward the core are no longer applicable. The latter, related to methods courses, does not reflect a curriculum change, only a change in where courses are counted on the MA in Education plan of study.

Approval recommendation

Attachment 4
April 2023
Accelerated Admission Policy
(GC-23-04-17-PC)

To: Graduate Council
From: Carl Mummert, Asst. Provost for Graduate Studies
Date: February 9, 2023
Subject: Accelerated Graduate Admissions Procedure - Proposal for Graduate Council

Summary
I would like to propose a change in our graduate admissions procedures to let programs opt in to an accelerated admissions process. In the current process, Graduate Admissions sends a credential sheet for every applicant to the program for their review and signature. In the proposed system, graduate programs could voluntarily opt-in to allow the Graduate Admissions office to immediately accept qualified applicants without requiring a signed credential sheet.
Speed of admissions is particularly important for graduate students who might change their mind or select another school due to a delay. The proposed procedure would speed our admissions process for programs that opt in, avoiding the unavoidable delay when a credential sheet must signed. Each program would continue to receive credential sheets for all other applicants, allowing full review.
Eligibility
To participate, a program must have objective admissions criteria that the Graduate Admissions office can evaluate. Examples of objective credentials include GPA and exam score requirements, and having a undergraduate degree in a particular field. Examples of requirements the Graduate Admissions office cannot evaluate include personal statements and letters of recommendation.
Accelerated Admissions Process
For programs that opt in, Graduate Admissions will verify whether each applicant meets the objective admissions criteria for a program. If so, the Admissions office will immediately accept the student and send the application packet to the department, but will not send a credential sheet.
If an applicant does not meet the admissions criteria, or if this is unclear, the Graduate Admissions office will send the application packet and a credential sheet to the department. The department will be able to review all students who do not clearly meet the requirements in the same way they currently do.
How to opt in
To opt in, the program director will contact their Dean. The Dean, if supportive, will send an email to Graduate Admissions (graduateadmissions@marshall.edu) and the chair of Graduate Council (Scott Davis, davis1090@marshall.edu) stating the program wishes to opt in. Each program must opt in separately, and programs that do not opt in will not be affected by this proposed procedure.

Carl said this is time saver, all approve

Attachment 5
April 2023
Curriculum Requests

GC-23-04-18-CC-COHP – College of Health Professions – 3 requests

Course Change (2)

Department:	Physical Therapy
# / Title (current):	PT 789 / Musculoskeletal III
# / Title (new):	PT 789 / Ortho II Primary Care PT
Catalog desc (current):	Advanced diagnosis and management approaches for complex orthopedic and sports PT populations will be covered. Differential diagnosis of upper and lower quarter pathology, along with specialized treatments unique to this population will be emphasized.
Catalog desc (new):	The course will prepare students to collaboratively function as a human movement system expert within the primary care delivery model. Screening, triage, decision making, consulting, and education will be emphasized.
Credit hours (current):	1
Credit hours (new):	2
Rationale:	New title more accurately reflects the course's focus on primary care physical therapy, and the updated catalog description reflects updates to the course and content that will arise from it being offered in semester 8 instead of semester 5.

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. [Syllabus has been provided and reviewed.]

Course Addition (1)

Department:	Physical Therapy
# / Title:	PT 794 / Integrated Clinical Experiences in PT II
Catalog Description:	Faculty supervised clinical experiences in a student-directed pro bono physical therapy clinic with complementary activities related to clinical practice, serving the community and strengthening clinical partnerships.
Prerequisites:	Successful completion of all prior MUSOPT coursework
First Term Offered:	Fall 2023
Credit Hours:	1

GC-23-04-19-CC-COEPD – College of Education and Professional Development – 5 requests

Course Change (3)

Department:	Curriculum & Instruction
# / Title (current):	CI 559 / Multicultural Influences in Education
# / Title (new):	CI 559 / Diversity Equity and Inclusion in Education
Catalog desc (current):	Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds. Multicultural education with an emphasis on methods and materials for teaching students from diverse cultural backgrounds.
Catalog desc (new):	Considers diversity, equity, and inclusion with an emphasis on theory and practice for teaching students with diverse perspectives and backgrounds.
Rationale:	The title and description updates are requested to better align the course with current literature in the field.

Department:	Curriculum & Instruction
# / Title:	ITL 650 / Library Practice
Credit hours (current):	3
Credit hours (new):	1-3
Rationale:	The change requested is to better align the practicum experience with the learner's course work throughout the SLM program by offering 1 hour of practicum per semester that is aligned with the program course work instead of using the 3 hour course as a capstone experience. Further, it will allow for better data management for key assessments on a program level and also allow the program to be completed in 1 calendar year by taking 7 hours per semester instead of 6, which can cause a challenge if a student is dependent on financial aid and/or can have a gap in their work over the summer when the course is not offered. The new proposed schedule will allow a seamless completion over the program from start to finish, no matter the semester the student is admitted and allows for a faster completion of course work.

Department:	Counseling
# / Title (current):	COUN 672 / Organization & Administration of School Counseling
# / Title (new):	COUN 672 / Current Practices in School Counseling
Catalog desc (current):	Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed. Provides students with a comprehensive view of community agency program management. The full range of community agencies and the services they provide will be examined and discussed.
Catalog desc (new):	In-depth analysis of comprehensive developmental guidance school counseling programs, including the coordination of these programs. Examination of effective strategies for dealing with current issues in K-12 environments will be covered.
Rationale:	Inclusion of related and similar topics currently taught in COUN 670, which students will no longer take in order to make room for an additional elective.

Course Addition (2)

Department:	Curriculum & Instruction
# / Title:	EDF 622 / Action Research in Education
Catalog Description:	Study of action research as a systematic method carried out by practitioners to improve educational practice.
Prerequisites:	None
First Term Offered:	Fall 2023
Credit Hours:	3

Department:	Counseling
# / Title:	COUN 590 / Human Sexuality in Counseling
Catalog Description:	Will provide understanding of human sexual development and examine the place of sexuality in human life, including the influences of biological, psychological, social, and cultural factors.
Prerequisites:	COUN 600
First Term Offered:	Fall 2023
Credit Hours:	3

Attachment 6

April 2023

Graduate Council Bylaws Proposal

1. **Current Graduate Council Bylaws**
2. **Proposed Graduate Council Bylaws with Track Changes**
3. **Proposed Graduate Council Bylaws (Clean Version)**
4. **Draft Revisions (Word)**

Attachment 7
April 2023
AA-20
Procedures, Coversheet, and Checklist

1. **Procedures for Applying or Renewing Graduate Faculty Status**
2. **Graduate Faculty Application Coversheet**
3. **Graduate Chair Faculty Application Checklist**
4. **Graduate Faculty Application Checklist**
5. **Associate Graduate Faculty Application Checklist**
6. **Graduate Student Enrollment Data**

Attachment 3
Graduate Studies Report for Graduate Council
August 2023

To: Graduate Council
From: Carl Mummert, Assistant Provost for Graduate Studies
Date: August 23, 2023

ENROLLMENT

Graduate enrollment looks excellent this year! I will share a separate document with the most recent data. We have more degree seeking graduate students this fall than we did last fall, and our overall graduate enrollment is trending to be higher than last fall once the staff development students have registered.

This progress on enrollment is a combination of work by program directors, colleges, Marshall Online, and the Graduate Admissions office. One specific initiative is the expedited admissions process (website). So far, 23 programs have opted into this system, which allows Admissions to evaluate objective criteria and accept students directly.

We also contracted with the Anthology company, who are helping us reach out to students who have started an application. Anthology emails, texts, and calls students to help them complete their application and then enroll in classes. The current contract is for the Fall 2023 and Spring 2024 admissions cycles.

GA STIPEND INCREASE

A budget increase of $200,000 for GA pay for fiscal year 2023-24 has been approved and implemented. This increase allowed us to raise the minimum stipend for teaching GAs to $4250. A similar increase is expected for FY 2024-25, which would allow us to further raise, including increased pay for non-teaching GAs.hing GAs. Along with faculty and staff, Graduate Studies will continue to advocate for increased pay for graduate assistants.

GOALS FOR THE 2023-2024 YEAR

- **Continued focus on enrollment.** Graduate students are one of the 10 strategic student sectors for the university. I will continue to work with programs, chairs and deans, Marshall Online, and Marketing to help contribute towards enrollment growth.
- **Graduate admissions.** We are looking at all admissions procedures to see which could be simplified to make the process faster and more student friendly without compromising academic standards. Several proposals will come to Graduate Council this year.
- **Graduate advising.** We will begin to provide training for graduate directors and graduate advisors, to help faculty develop their skills in these areas.
- **Program health check.** The upcoming "annual health check" will allow all programs to see key performance measures each year, to help programs make adjustments faster than the 5-year program review cycle.

- **Graduate Orientation:** With online learning, we have developed a new Graduate and Online orientation that is available through the Marshall Skills Exchange ("Genius"). This is aimed at student just after admission – or even before admissions while they are still making up their mind.
- **Policy review / orientation:** The existing orientation focused on graduate policies will also be rolled out through Genius and available for all graduate students. Online Learning is in the process of this conversion.
- **ETD Process and websites:** The ETD Review Team has created an updated ETD website at https://libguides.marshall.edu/etd . This has guidelines, templates, checklists, and other information about theses and dissertations.

UPCOMING POLICY DISCUSSIONS

The following policy discussions are expected to come to Graduate Council this year:

- Setting the number of hours for a graduate student to be full time over the summer.
- Procedures for a program to temporarily suspend enrollment.
- Admissions procedure simplifications
- Aspects of provisional and conditional enrollment
- Updated process / workflow for new program approval

INFO SESSIONS AND SOUTH CHARLESTON OFFICE HOURS

I am available to meet any time to discuss topics related to Graduate Studies.
College Discussion Sessions: I will be reaching out to each college to schedule a meeting this fall to talk about your specific needs and concerns. Please watch for an invitation.
Grad faculty chat: All graduate faculty are invited to these virtual drop-in sessions. I will present a brief update on Graduate Studies and then open the floor for questions and discussion

- September 7, 3:30-4:20pm. Teams link
- October 30, 3:30-4:20pm Teams link

South Charleston Office Hours: *I* will be available in South Charleston room GC 102 these days and times. You can drop in or make an appointment to claim a particular time. I can also meet on Teams any day.

- Friday, September 1, 8:00am-Noon
- Tuesday, September 19, 1:30pm-4:30pm
- Thursday, October 12, 1:30pm-4:30pm
- Wednesday, November 1, 8:00am-Noon
- Monday, November 27, 1:30pm-4:30pm

Attachment 4
GC Bylaws on Committee Responsibilities
August 2023

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

Section 1. Role of Standing Committees
The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council.

Section 2. Membership of Standing Committees
1. After consultation with the involved individuals, the Graduate Council Chair shall appoint members to serve one or two academic years as the Chair judges needful so as to maintain continuity and stability within standing committees. One of the goals of this appointment to one or two years is to help provide for a term-balancing of standing committee membership with terms arranged to expire in different years.
2. The Chair of the Graduate Council and the 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.
4. No more than one graduate council member from each academic unit with graduate programs is to serve at the same time on the following standing committees: Credentialing; Curriculum; Academic Planning, Standards, and Policies; Program Review and Assessment.

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 5. Standing Committees Titles and Responsibilities
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

Credentialing Committee
a) Functions:

Recommends criteria for graduate faculty membership to the Graduate Council.

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) Function:
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.

ATTACHMENT 5

Committee Assignments and Chairs
2023-2024
August 2023

Credentialing
Tracy Christofero
Keith Beard
Isaac Wait
Student Rep

Curriculum
Anne Axel
Richard Egleton
Scott Simonton
Craig Kimble

Planning
Lisa Heaton
Henning Vauth
Shawn Schulenberg
Conrae Lucas- Adkins

Program Review
Amanda Meadows
Isaac Larison
Lori Thompson