MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 18, 2016 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

Members Present: Mary Bergstrom (RO), Divya Bhati (OIEP), Annalisa Calini (MATH), Karen Chandler (ARTM), Angela Cozart (EDEC, EDEL, EDMG, EDSP, ESOL), Mike Duvall (ENGL), Christine Finnan (MTLA), Martin Jones (MATH), Phil Jos (MPA), Edward Longe (GSA), Bret Lott (MFA), Nancy Muller (LGC), Melissa Ochal (CIE), Bill Olejniczak (HIST), John Peters (SMFT), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Matt Rutter (BIOL/SSM), Susan Simonian (MSCL), Malerie Suess (MPA), Laura Turner (EDPA), Annett Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Director of Graduate Admissions), Cicely McCray (Director of Recruitment and Marketing), Michelle McGrew (Research and Student Services Coordinator), and Robyn Olejniczak (Director of Student Records)

I. Welcome – the meeting was called to order at 3:03pm

II. Approval of the Minutes, October 21, 2016 Meeting – unanimous approval

III. New Business

A. The Dean’s Report
   i. Graduate Education, Continuing Education, and EDPD
   Dean McGee defers to the members of the Committee on Graduate Education, Continuing Education, and Special Programs but wanted to mention that there was a lengthy discussion among stakeholders at the last Committee meeting regarding the progress of the motion to split the Committee. Where do these professional development in education courses (EDPD courses) belong? They do not count towards any College graduate degree, but they are graduate-level courses. The Committee decided that the graduate-level aspect of EDPD courses should trump the continuing education aspect, which means they should be considered by the proposed Committee on Graduate Education and not the Committee on Continuing Education.

   ii. Strategic Indicators and Graduate Education
   As the College approaches the conclusion of the 2020 Strategic Plan, the Board of Trustees requested a condensed list of priorities to consider. The administration developed a list in consultation with the Deans and Executive Vice Presidents. Several items on the list are directly related to graduate education, such as desired growth in the degree-seeking graduate population and in the international graduate population. The Board thinks 750 should be the enrollment goal, though that may not be realistic. It is also possible to develop programs with revenue generation in mind, similar to the MBA program.
   - Divya Bhati (OIEP) asked how that number was determined. What data has been gathered? What trends are being considered? Has any predictive modeling been conducted?
   - the Dean notes that this has not been done.
   - Laura Turner (EDPA) asked what the timeline is.
   - the Dean says 2020, noting the improbability, and says even though we will have to comply with any directives from the Board, our enrollment goals should be the result of data-driven analysis. He asked that ideas and thoughts be shared.
iii. Other Topics

- The fall 2016 enrollment data was provided by Institutional Research and will be discussed further at January’s Graduate Council meeting. One-on-one meetings between the dean and program directors are still happening, but are not intended for every program. Program directors are welcome to schedule a meeting if they would like.

- Dean McGee reported his travel to Estonia resulted in several promising contacts and hopes to bolster international opportunities for graduate students.

- Dean McGee asked that program directors completing permission forms for undergraduates to enroll in graduate courses provide proper justification as to whether or not the student can be successful at the graduate level. The justification should not just be that the student is excited to take graduate courses. How has the student demonstrated that they can be successful at the graduate level while still an undergraduate? This justification can be provided by the student or faculty.

- The Graduate School plans to update the policy on a Military Leave of Absence to include students intending to enlist in the army, reserves, etc. The current policy is limited to active military students or spouses. Phil Jos (MPA) noted that it might be hard to standardize the absence period across all programs. The goal is to update this policy for the 17-18 Graduate Catalog.

- Dean McGee is planning to meet with The Citadel’s Provost, Connie Book, to discuss issues related to the joint programs. He intends to work towards updating the current Memoranda of Understanding as they are poorly out of date.

- Dean McGee closed his report by announcing that Dean Fran Welch (EHHP) will chair the ad hoc committee on the organization of the Graduate School, but is still finalizing the remaining members of the committee.

B. Curriculum Proposals

i. EDEL Proposal – Delete Course: EDFS 645 – Field Experience I
   1. Approved without discussion

ii. LALE Proposal – New Course: SPAN 681 – Spanish Linguistics for Language Teachers
   1. Approved without discussion

iii. ESOL Proposal – Terminate Certificate: English to Speakers of Other Languages II
   1. Approved without discussion

C. Approval of Candidates for Fall Graduation

i. Approved without discussion

IV. International Admissions – Melissa Ochal, Associate Director Center for International Education
Melissa Ochal reviewed some basic principles, policies, and processes for admitting international students as immigration changes may affect programs. Homeland Security has a sub-organization that monitors student exchanges and student visas, and they can request to review admissions materials at any time. A new regulation states that international students may no longer be conditionally admitted and receive a student visa. International students should be fully admissible – the only exception to this would be if their English proficiency needs improvement. The Graduate School is already working with the College’s English Language Institute (ELI) to accommodate these students. The Graduate Catalog was updated this year to reflect that a formal English language proficiency exam is required; correspondence, interviews, etc. are not sufficient.

The certificate of finance is a federal requirement for international applicants to show that students have sufficient financial means to support themselves while in the U.S. Any institutional funding, such as assistantships, scholarships, or abatements can be subtracted from the total required amount. A program that intends to offer an international student an assistantship or scholarship must reflect the total funding amount in the award letter.

In fall 2015, the College implemented a mandatory health insurance policy for international students. The College provides this service and the costs are available on the Center for International Education’s website. International students with their own health insurance can have this requirement waived if their coverage meets specific criteria. The components of the College’s plan exceeds the federal requirement.

Susan Hallatt (GSO) asked about the full timeline for the international admissions process, including visa processes. Melissa recommended allowing three months from the desired enrollment term; this could be less if the applicant is already in the country with a visa status. Susan reminded program directors that international applicants must adhere to all regular admissions policies.

Edward Longe (GSA) asked if the Center for International Education could provide some guidance on housing options for international students. Melissa recognizes that this is an issue since there is an age ceiling (25) for on-campus housing, but they do have a list of landlords that work with the College. This information can be shared with the GSA and GSO.

V. Update from the Graduate Student Association – Edward Longe, President

Edward Longe announced that the GSA has awarded $2,800 of student grant funding so far and has $300 left to award. There is a $3,000 contingency fund that can be reallocated if necessary. Two new sub-organizations are going through the necessary approval steps – one for Computer & Information Sciences and one for MFA in Creative Writing. The GSA would like to encourage all graduate programs to establish student organizations. Edward also noted that the GSA has some graduation regalia that can be borrowed by graduating students – they should email gsa@cofc.edu. As noted at the last Graduate Council meeting, the GSA is investigating health insurance options for graduate students; Student Affairs and Academic Affairs supports this endeavor. GSA officers have corresponded with several peer institutions and have found that there is a wide range of approaches to health coverage.

Mike Duvall (ENGL) asked whether or not GSA funding was available to joint program students enrolled through The Citadel. Edward says that the GSA by laws dictate that funding is only for UCSC students. Dean McGee said that is something we should consider as we work towards amending joint program agreements and practices, as joint program students should be allowed to apply for funding.
VI. Announcements, Updates, and Reminders – GSO Staff

Michelle McGrew (GSO) reminded the group that the Graduate School is hosting an alumni reception at the Halsey gallery this evening and they are welcome to attend.

Susan Hallatt (GSO) reminded program directors that she is waiting on admissions decisions from several of them and that she will be out the week after Thanksgiving so no notifications will go out during that time.

Divya Bhati (OIEP) reminded everyone that the SACS on-site review team will be on campus March 27-30 and to please make sure they are accessible during that time if needed.

VII. Adjournment – the meeting adjourned at 4:05pm

*The next Graduate Council meeting will be January 20, 2017 in RSS 235 at 3pm*