MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, October 21, 2016 – 3:00 PM  
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

Members Present: Kristen Ashworth (TEDU/EHHP), Mary Bergstrom (RO), Divya Bhati (OIEP), Karen Chandler (ARTM), Franklin Czwazka (RO), Julie Dahl (RO), Mike Duvall (ENGL), Cole Gayheart (MSCL representative), Carter Hudgins (HSPV), Martin Jones (MATH), Bret Lott (MFA), Jerry Mackeldon (RO), Jamie Mansbridge (GSA), Nancy Muller (LG), John Peters (SMFT), Craig Plante (MBIO), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), Mike Duvall (ENGL), Michael Rutter (BIOL/SSM), Annette Watson (EVSS),

GSO Staff Present: Brian McGee (Dean), 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 (Dean of Student Records)

I. Welcome – the meeting was called to order at 3:05 pm

II. Approval of the Minutes, September 30, 2016 Meeting – unanimous approval

III. New Business
   A. The Dean’s Report
      i. Dean McGee opened his report by thanking everyone for their hard work during Hurricane Matthew and to please let Academic Affairs know if there are any issues during the rest of the semester. He then briefly covered several items related to previous Graduate Council meetings or updates. First, he is aware that further information is still needed regarding Type I and Type II Graduate Faculty. Second, he mentioned that Undergraduate Admissions is currently working with contractors to recruit international students in target countries, and the program director and school dean will be consulted if a prospective graduate student develops in this process. Third, the Dean revisited the 9/30 Graduate Council meeting where he provided an overview for the ad hoc committee to review the Graduate School’s organization, structure, and leadership. He is still in the process of putting together this committee and has received good recommendations and nominees.
      ii. The Dean has had meetings with School Deans regarding certain program’s low and/or high enrollments. He is planning to review each program and schedule one-on-one meetings with program directors. He noted that these meetings are meant for him to gain an in-depth understanding of program needs and should not signal trouble.
      iii. The Lowcountry Graduate Center (LGC) operates at the North Campus of the College of Charleston and maintains a consortium agreement with MUSC and The Citadel. This agreement expired on 9/30/16 and these schools are in talks to develop a new consortium agreement. Any questions should be directed to Nancy Muller (LGC) or Brian McGee.
      iv. The Committee of Graduate Education, Continuing Education, and Special Programs is doing important work related to the structure and scope of the Committee. The FAM committee charge is not applicable to current reality and the Committee is working to resolve this by developing two stand-alone committees: one for graduate education and one for continuing education. The Committee has drafted a memo and proposal that it plans to bring to the By-Laws/FAM Committee for consideration. Several questions were posed by the Committee to Graduate Council:
         1. Some continuing education does happen at the graduate level, namely professional development courses in education (EDPD). Which committee would this programming fall under?
- Jon Hakkila (GSO) says there is a murky gradation between EDPD courses, MAT courses, and then regular graduate courses. EDPD courses do not count towards any CofC graduate degree, and MAT courses are often cross-listed with 300-level undergraduate courses. EDPD courses are not reviewed by any faculty committee.
- The Dean replies that MAT degrees are a recognized exception and outlier, even by SACS.
- Bret Lott (MFA) asks how other schools manage graduate continuing education.
- The Dean replies that the Committee will consider this and report back at November’s Graduate Council meeting.
- Susan Hallatt (GSO) notes that EDPD courses are driven by the State Department of Education and individual school district’s needs.
- Mike Duvall (ENGL) proposes that all continuing education courses should belong to the new committee on continuing education regardless of level.
- The Dean notes that there is a localism to the management of EDPD, and the Office of Professional Development in Education (OPDE) must be reactive to market needs and respond quickly. We should be able to provide this opportunity for teachers.
- Jon Hakkila (GSO) is concerned that there isn’t proper management and that oversight must occur at some level.
- The Dean says that even if EDPD courses fall under the purview of the proposed committee on continuing education, any issues still may need review by the Graduate School. This could be solved with the make-up of the proposed committee or by placing an ex-officio member on the committee. Graduate Council will revisit this topic after the Committee’s next meeting.

2. What is the relationship between Graduate Council to the rest of shared governance at the College?
- The Dean notes that Graduate Council is not included in the faculty by-laws; it operates as an institutional committee, not a faculty committee. There is no explicit definition of Graduate Council’s role in shared governance. The current workflow is program > Committee on Graduate Education, etc. > Graduate Council > Senate. The FAM says that Graduate Council only advises and that it does not have a formal role in approving curriculum changes. Should this entity move to the FAM and by-laws and become a faculty committee/council? It is less important to decide on the “right answer,” and more important to have meaningful discussion of the issue. We can revisit this topic at the coming Graduate Council meetings.
- John Peters (SMFT) feels this issue has been discussed before—perhaps within the last year. He views Graduate Council’s role as determining whether curriculum changes will affect the Graduate School at large as opposed to “meddling” in the curriculum of individual programs. Graduate Council is an administrative body and approving individual curriculum seems meaningless; it is only helpful when program directors can see if changes affects their program directly.
- Jon Hakkila (GSO) thinks Graduate Council parallels how department chairs come together within a school to discuss matters pertaining to the school’s work as a whole; Graduate Council is made up of program directors instead of chairs.

v. The Dean mentioned in closing that Allisyn Morgan is no longer working in the Graduate School as the Assistant to the Dean. She did great work in her capacity and she will be missed. He plans to review the position description to see if the vacancy will be filled as is or will be filled with new or different job responsibilities.

B. Curriculum Proposals
i. **ENGL** – edit course description and update repeatable hours
   1. Approved without discussion

ii. **MBIO** – delete course and add new course
   1. Proposals were combined into one motion and approved without discussion

iii. **MATH** – add a new program sequence
    1. Approved without discussion

IV. **Update from the Graduate Student Association – Jamie Mansbridge, GSA Treasurer**

Jamie Mansbridge announced that graduate students elected a GSA Vice President – MBA student Courtney Lawrence. The GSA has identified three priorities for this year: investigating and implementing health insurance options for graduate students, establishing a GRE test fund for prospective students, and working with Parking Services to determine if any beneficial scheme can be developed for graduate students. Jamie highlighted the GSA’s funding efforts which have awarded graduate students $2,280 thus far. There are three new sub-organizations in the process of being established (or becoming active again): Open Alliance (LGBTQ efforts), Computer Science, and Creative Writing. In closing, Jamie also shared the GSA’s sadness for Allisyn’s departure and expressed that she was very helpful.

V. **Announcements, Updates and Reminders – GSO Staff**

Susan Hallatt (GSO) mentioned that she has asked Melissa Ochal from the Center from International Education (CIE) to come to the next Graduate Council meeting to provide an overview of international admissions requirements as they relate to CIE’s purposes. As the Graduate School has more international applicants, it is important to review federal and institutional regulations and procedures.

Jon Hakkila (GSO) announced that programs should be conducting a final review of their 16-17 assessment plans and making any needed adjustments as plans are due to the Office for Institutional Effectiveness and Strategic Planning (OIEP) shortly. Brian McGee noted that our assessment work is not done yet and SACS on-site committees tend to review assessment plans.

Mike Duvall (ENGL) asked about the status of the Memorandum of Understanding (MOU) for the joint programs with The Citadel. Are they being updated? Brian McGee asked the program directors of joint programs to check in for a status update after the meeting.

The Dean mentioned that he is traveling to Estonia next month to visit the University of Tartu, which the College of Charleston has established a student exchange relationship. He encouraged the program directors in the School of Sciences and Mathematics (SSM) to review Tartu’s offerings as this may be an additional international opportunity for graduate students.

VI. **Adjournment** – the meeting adjourned at 3:56pm

The next Graduate Council meeting will be November 18 in RSS 235 at 3pm