MINUTES OF THE GRADUATE COUNCIL MEETING

August 24, 2012
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Doryjane Birrer, Tim Callahan, Timothy Carens, Ben Cox, Jason Coy, Angela Cozart, Roger Daniels, Martin Erbele, Jo Ann Ewalt, Lynne Ford, Benjamin Fraser, Christine Finnan, Robyn Holman, Tracey Hunter-Doniger, Rhonda Mack, Renee McCauley, Dave Owens, Craig Plante, Robert Russell, Matt Rutter, Bonnie Springer, William Veal

Guests: Penny Brunner, Karin Roof

GSO Staff: Susan Hallatt, Regina Semko

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:03 pm.

II. Approval of the March Minutes – The minutes of the March 16th meeting were approved unanimously.

III. SACS Reporting and Compliance Assist
Penny Brunner, AVP for Institutional Effectiveness and Planning, and Karin Roof, Director of Academic Assessment and Planning, included a handout with their presentation. It included Important SACSCOC Standards to Keep in Mind and Tips and Guidelines for the 2012-2013 Assessment Cycle including the assessment deadline dates.

The on-line Compliance Assist system will be available for the next assessment cycle. A tutorial will soon be posted on the OIEP website and training sessions will begin on September 5th. The information from last year will already be loaded into the system and will be able to be expanded upon or changed easily to support continuous improvement of programs. This year we will also need to include the graduate certificate programs in our assessment plans and reports.

It is most important to remember that rigor is different for the master’s programs. “Post-baccalaureate professional degree programs, master’s and doctoral degree programs, are progressively more advanced in academic contend than its undergraduate programs” (SACSCOC Comprehensive Standard 3.6.1).

Please take a look at the OIEP website on assessment and contact Penny Brunner or Karin Roof with your questions. They are happy to work with each program director individually, one-on one.

IV. “An Essential Guide to Graduate Admissions” CGS
Susan Hallatt, Director of Admissions, referred to the latest publication from the Council of Graduate Schools. A copy of the publication was passed out to each graduate
program director at the meeting. We will need to decide on and develop overall graduate school and also graduate program policies and procedures on graduate admissions.

Mrs. Hallatt said that she would be contacting each director with questions regarding program director and program committee decisions on acceptance of students. Some of her questions: What is an appropriate way to examine admission materials and accept provisional students? How does each program director make that decision? Are some programs using a sliding scale? How do accepted students do in the program related to their submitted GMAT scores? We will need specifics and data on outcomes for each program.

V. New Graduate, Research, & Teaching Assistantship Payment Policies

Amy McCandless explained the change in payment policy for our graduate assistants and how the need to change had been presented to the College. In July the budgeting and payroll office had a meeting with the graduate school and career center staff to inform them that the change was necessary to meet Federal regulations. They said the change would need to be made effective immediately, starting with the August payroll.

Graduate Assistants must now go on-line to enter their hours worked and their pay will be delayed for their first pay period. Emails have been sent to administrative assistants, those listed as supervisors on the contracts, and to student graduate assistants informing them of the changes. The GA contracts were changed by Marla Cochran, Student Employment Coordinator for Career Center, from a stipend to pay scale of $20.67 per hour. A GA who works 300 hours (20 hours per week for 15 weeks) will make $6200 each semester or $12,400 for the two school semesters (fall and spring). This is the same amount as the stipend, however now the supervisor of the GA student will need to go on-line to approve the student hours worked and must keep track of the hours worked, as any hours over the 300 per semester will be paid out of the department budget.

The problems brought about by this quick change were discussed. The lapse in pay for the students (being paid on September 15th rather than August 31st) presented a problem with their budgeting as far as rent and day to day expenses. Dean McCandless had asked for an emergency fund so that students could request a loan if needed. Student Affairs does have an emergency fund which our student may be able to use if needed. The need for a running summary of hours worked per student GA or a way to set a limit to 300 hours was requested. It was hoped that budgeting and payroll could help with this situation.

The graduate school website has been updated with new contracts for each assistantship. There are now separate contracts for GA’s, TA’s and RA’s and each of them are to be hired differently. The TA’s and RA’s will continue to use internal paper timesheets and are not required to enter their hours on-line. There is information on how to enter time on-line and the internal timesheet on the graduate school website at http://gradschool.cofc.edu/facultystaff/qainfo/index.php. Also included are the new contracts for each assistantship and how to information. Information on the approval of time entered can be found on My Charleston on the Help and Training tab under “Employee Time and Leave Tutorials”. Handouts were provided at the meeting that included a quick reference guide to Employee Self-Service.
VI. Update from the Associate Dean

Dave Owens clarified that grading policies regarding dismissal from a graduate certificate program are the same as those for any graduate program. The policy as stated in the graduate catalog: “Students receiving three grades below the grade of “B” or one grade of “F” in their programs will be withdrawn from the graduate school…” Although open for discussion in the future, this is currently the policy in effect.

VII. Announcements, Updates and Reminders – Amy McCandless

- Reception for Regan Fantry – August 29th, Alumni Hall, 3:30 – 5:00 pm
  Regan Fantry, Director of Student Records, will be leaving us to begin a position at MUSC in September. All were invited to attend the reception and wish her luck in her new position.

- Self-Study External Reviews due for FY 2012-2013
  - MA History
  - MS Computer and Information Sciences including Service Oriented Computing Certificate

  The self-study is written in the fall and external reviewers, faculty members from major institutions, are invited to complete an external review in the spring, and to write a formal report. The formal report is designed to be constructive, to suggest what we need to improve the program, what resources and faculty are needed.

  A short one page response to the external report is written by the program director compiling the steps what will be taken based on the suggestions of the visiting reviewers and the results are reviewed one year later.

  All programs are on a seven year review cycle except for Accountancy and Business Administration which have a mandated five year review cycle. The School of Education programs are reviewed by NCATE and the Public Administration program is reviewed by NASPA, their accrediting bodies in each case.

- Dinner with the Dean – Fall Schedule
  - Monday, September 17th
  - Tuesday, October 9th
  - Thursday, November 15th

  The dinners with the dean will continue this year at a different venue. They will be held in Tate 202 where we will have more room and will be able to invite additional students, faculty, and visitors to the campus. Please let Amy McCandless know if you would like to be invited to one of the dinners or have someone special that you would like us to invite.

  The first dinner will include some of the students who were able to study abroad this summer. Five of the students were partially supported in their summer study with new scholarship funding provided to the graduate school.
foundation. We were able to award the students each with either a $1000 or $1500 scholarship.

VIII. Update from the Graduate Student Association
Martin Erbele, President of the GSA, invited the council members to the first fall meeting of the GSA which will be held on Friday, September 7th in the Stern Student Center. The meetings are scheduled for the first Friday of each month. The GSA would like to be more active this year including news through the GSA blog and hope to get participation from students in the graduate certificate programs. Although the group is still missing a Vice President, Mr. Erbele said that there is some interest and that hopefully that position would be filled soon.

The GSA is planning to have a joint voter registration drive in conjunction with the SGA. Associate Dean, Dave Owens has scheduled an informative meeting for the GSA officers on Saturday, September 8th. It will include information on how to access and manage the budget funds within the College and State system. They plan on once again awarding a number of research and presentation grants from the funds provided this fiscal year.

IX. For the Good of the Order
Jo Ann Ewalt asked for a discussion on policy for undergraduate/graduate courses that are taught together. The will each need separate course numbers and syllabi. She would like a general discussion and to set-up a working group at a future meeting.

X. Adjournment
The meeting was adjourned at 3:59 pm.

The next meeting will be held on September 14, 2012
MINUTES OF THE GRADUATE COUNCIL MEETING

September 14, 2012
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Doryjane Birrer, Tim Callahan, Timothy Carens, Ben Cox, Jason Coy, Angela Cozart, Martin Erbele, Jo Ann Ewalt, Lynne Ford, Benjamin Fraser, Tracey Hunter-Doniger, Hao-Chen Liu, Amy McCandless, Dave Owens, Craig Plante, Robert Russell, Matt Rutter, Bonnie Springer, Brooke Van Horn

GSO Staff: Regina Semko

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:01 pm.

II. Approval of the August Minutes – The minutes of the August 24th graduate council meeting were approved unanimously.

III. New Program Proposals – Brooke Van Horn
Brooke Van Horn, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs presented the proposals for review.

Proposal to Change a Graduate Program – MAT in Special Education
Delete EDFS 500 – Nonviolent Crisis Intervention
The course is no longer needed as a requirement since the content and training previously covered in this course has been incorporated in the Human Growth and Development course curriculum. The MAT in Special Education FTE will be reduced from 39 to 38 hours with minimal impact to the program.

Proposal to Change a Graduate Certificate Program – Teacher Education
Graduate Certificate in Gifted and Talented Education
Deletion of a Concentration of three (3) Content Area Courses at the Graduate Level (9 hours) for middle and secondary level
Since the State requires the inclusion of graduate coursework at all levels, this change will align the certificate program with the requirements of the SC State Department of Education for teacher certification in the Talented and Gifted (TAG) Education program. It will allow teachers certified in other content areas to continue to be eligible to apply for the (TAG) certificate.

Both proposals were passed unanimously.

Lynne Ford encouraged program directors to review the inventory of graduate classes in their program and to purge courses no longer being offered. Courses can be deactivated.

Addition of a Graduate Student to the Graduate Curriculum Committee
Brooke Van Horn had asked the Faculty Committee on Graduate Education, Continuing Education and Special Programs to consider including a graduate student on the committee either as a voting or non-voting member. The graduate curriculum committee is considering the issue. The members of graduate council were asked for feedback. Dr. Van Horn will be collecting feedback from faculty and taking it back to the curriculum meeting in October for a decision.
IV. Enrollment Growth – Amy McCandless

Amy McCandless asked for information from each program director for their program in regards to enrollment growth. President Benson remarked at the Senate meeting that there is room for growth in the graduate school. In order to grow the graduate school, we will need to examine what resources will be needed and what direction that growth will take. We will need to articulate all of the needs to President Benson and the Board of Trustees including scholarships for students. Dr. McCandless asked that each director talk with his/her department and/or committee and send answers to these questions to her by October 15th:

- Do you want your program to expand?
- What would be the ideal size for your program?
- What resources will you need?
- Do you want to add certificate programs?
- What financial aid will you need for additional students?

The information will be incorporated in a plan for enrollment growth at the graduate level.

V. Review of New GA, RA, and TA Payment Policies – Amy McCandless

A few program directors have changed or are thinking about changing their graduate assistants to research assistants since the recently mandated change in payment policy for graduate assistants. There was a discussion about the situation in general and an ad hoc committee was formed to research the possibility of changing our graduate assistantships to either research or teaching assistantships. Roger Daniels, Ben Cox, and Tim Carens will serve on the ad hoc committee and meet with Amy McCandless to research the regulations, definitions, and possibility of making a change as soon as possible since the current situation is not palatable.

VI. Program Director Processes – Amy McCandless

Graduate Students in Undergraduate Classes:

Putting a graduate student in an undergraduate class can create problems for that student if he/she needs financial aid. There are also problems with admissions standards. When a student is admitted to a graduate program as Provisional because they need to meet certain criteria, they are not eligible for financial aid. When a student is admitted to a graduate program as Conditional because they may have additional course work to complete or need to make a certain grade, the student is eligible for financial aid. This year each program director will need to be mindful of this distinction and follow their own students as far as whether they have met the conditions set for them. We do not want to penalize our students financially.

Showing graduate students taking undergraduate classes is also problematic with CHE and SACS standards. It is most confusing for Institutional Research in their attempt to track these students as well. Program directors were cautioned to be careful in making admission decisions. Lynne Ford suggested that in some cases where undergraduate courses are needed, the student can be admitted as a second undergraduate degree seeking student here at CofC and then admitted to the graduate school when they have completed the undergraduate requirements to allow them into the graduate program as a degree-seeking student fully admitted. Students can only be one type of student while they are here at the College, either undergraduate or graduate. There is one exception. A student must be taking 9 hours of graduate level courses and can take undergraduate courses at the same time.
Degree Works Review;
Dr. McCandless asked if there was interest in a session on Degree Works. Julie Dahl, Associate Director for Student Services in the registrar’s office has offered to conduct a workshop if needed or wanted. There was no interest at this time, so it will not be requested.

VII. Update from the Associate Dean – Dave Owens
Dr. Owens has been working on the abatement funding records to make sure that we have kept within the budget in granting abatements. Since Regan Fantry has left our office, he has been handling some of the duties that Regan was in charge of. All but one of the abatements, essentially all of the abatement money for the year, has been spoken for. Students still seeking abatements can be put on the waiting list in case changes for those currently with abatements free up some of the abatement funds for the spring. We do need additional financial aid for abatements, as we run out of funds every year.

Dr. Owens will send out the registration dates for spring classes as soon as he hears back from the registrar’s office on the proposed registration dates.

VIII. Update from the Graduate Student Association -- Martin Erbele, President
Mr. Erbele reported that on September 7th the GSA had their first meeting of the fall semester. Although they are still without a vice president, they have nominations and will elect their VP at their next meeting in October. At that time they will also elect chairs for the four GSA committees. The GSA kick-off party is planned for September 28th.

The GSA received the entire budget requested for the year based on an aggressive and well thought out budget plan and request. It includes funds for graduate student research and travel to make presentations at major conferences. The fall graduate student grant funding deadline is October 11th. There will be additional grants in the spring, each limited to a maximum award amount of $500. The group will also be looking for a new service organization this year.

President Erbele commented on the GSA Summit workshop that was held on the 8th of September for the GSA officers and subcommittee representatives. It was held as a mini information session that covered the budget, risk management, spending funds within the State parameters, and event planning. The workshop was presented by Mel Campos, Dave Owens, and Niki Leiva. Mr. Erbele is very optimistic and stated that this could be their most productive year because of all of the work and planning done last year.

IX. Anouncements / Updates and Reminders – Amy McCandless
- Dinner with the Dean dates for the fall are: Monday, September 17th; Tuesday, October 9th; and Thursday, November 15th. The dinners will be held in Tate 202 where we will have room to increase the number of seats at the table. Please let Dr. McCandless know if you would like to attend a dinner this fall or spring and if you have any ideas for themes for the dinners. They have been very successful in the past.
- SACS Assessment plans are due on September 30th. This year assessment plans are due for our graduate certificate programs as well as for all graduate programs that reported last year. The on-line Compliance Assist! is now on the OIEP website and includes training and tutorials. Compliance Assist! workshops have also been offered. Penny Brunner and Karin Roof in the Office of Institutional Effectiveness and Planning are willing to help individually as well.
X. For the Good of the Order –
Two questions were raised.
- For the spring schedule, courses have different meeting times, either 14, 15, or 16 days. Should the dates be standardized? Lynne Ford will need this information.
- Are we continuing with the RCR workshops? Eileen Callahan in the Office of Research and Grants would like to personalize and institutionalize the RCR training.

The meeting was adjourned at 4:11 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

October 19, 2012
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Doryjane Birrer, Tim Callahan, Timothy Carens, Jason Coy, Martin Erbele, Benjamin Fraser, Carter Hudgins, Amy McCandless, Renee McCauley, Dave Owens, Craig Plante, Matt Rutter, Brooke Van Horn

Guests: Roxane DeLaurell, Chair of Accounting and Legal Studies; Jaap Hillenius, Chair of Biology

GSO Staff: Regina Semko

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:04 pm.

II. Approval of the September Minutes – The minutes of the September 14th graduate council meeting were approved as amended.

III. New Program Proposals – Brooke Van Horn
Brooke Van Horn, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs presented the proposals for review.

Proposals to Change a Graduate Program:
MS in Accountancy
- Addition of an International Track
- Elimination of the Generalist Track

Proposals to Change a Graduate Course:
MS in Accountancy
- Change to Title and Description – ACCT 500 Accounting Theory
- Change to Title and Description – ACCT 599 Contemporary Accountancy Issues

In reviewing the proposals to add and delete tracks within the Master of Science in Accountancy, the question regarding the wording “track” was discussed at the graduate curriculum committee meeting. It was decided that in this case the change to the tracks would only have to go through the internal process and not to CHE or SACS.

The proposals were taken as a group and were passed unanimously.

Addition of a Graduate Student to the Graduate Curriculum Committee
Brooke Van Horn welcomed additional feedback on the proposed addition of a graduate student as a member of the Faculty Committee on Graduate Education, Continuing Education and Special Programs. After soliciting feedback from the faculty via the faculty listserv, the committee will make a decision in January or February. If the decision is made to add a graduate student as a member, the revision to the committee membership will go to the bylaws committee and into effect in FY2013-2014.
IV. Enrollment Growth – Strategic Enrollment Initiatives:

Amy McCandless distributed a compilation of the feedback she had received previous to the meeting on strategic enrollment issues for the graduate school. She welcomed additional feedback and plans a further discussion on these issues.

In her email of September 17th, she asked of the program directors, department chairs, and academic deans:

1) What is the optimal size of your existing degree and certificate program(s)?
2) If you decided to increase existing enrollments, what sort/amount of additional resources would be needed (i.e., faculty, IT, classroom and lab space, fellowships, etc.)?
3) If you would like to see new degree or certificate programs, what would they be?
4) If you added new degree or certificate programs, what sort/amount of additional resources would be needed?
5) If you added or expanded programs, what sort of a role would on-line education play in the new configuration?

Initial responses to her email indicated new initiatives already underway that include new degrees, certificates, and expanded programs. She cautioned that in planning new initiatives, we should take care to be fair to our students. Will these students be able to find jobs when they graduate? Although a larger discussion will be expected at our November 9th meeting, many issues were discussed at this meeting including:

- There are both financial and philosophical issues with growth
- Expanding a program may cause huge changes to the program
- Not all programs want to grow or need to grow
- Possible changes to collaborative programs with the Citadel
- Need for additional scholarships and/or assistantships
- Questions about revenue sharing
- Need for a marketing budget for recruitment
- Possible increase in on-line education

Dean McCandless stressed the importance of identifying the resources that we would need to grow the graduate school. The process will require strategic budget planning. She said that she looked forward to receiving additional feedback and to the upcoming discussion in November.

V. Seventh Annual Graduate Student Research Poster Session:

Dean McCandless announced the annual poster session which will be held on Thursday, January 24th in the Stern Center Ballroom. An email, “Call for Posters”, will go out to the graduate students later in the month and students who have received graduate research and presentation grants will get a personal invitation to share their research at the poster session.

The deadline for poster abstracts is December 7th, and students will be notified of acceptance by December 11th. Dave Owens will conduct a poster planning workshop for interested students in early January. Although the poster session will not be held during the time the Board of Trustees are scheduled to be on campus in January, each of the members will be sent a personal invitation to attend.

The poster session is always a good place for first year students to test ideas and get feedback on projects. Monetary prizes will be awarded for the top poster presentations.
VI. Update from the Associate Dean:
Dr. Owens circulated the list of graduate students, by program, that indicated the students who expect to graduate in December. He asked that the program directors check the listing and update him on any additions or deletions. The graduation list was approved pending completion of all degree requirements by the candidates. The graduation ceremony will be held on Saturday, December 15th.

VII. Update from the Graduate Student Association:
Martin Erbele expressed his sincere thanks to the members of the Faculty Committee on Graduate Education, Continuing Education and Special Programs for considering the addition of a graduate student as a member of the committee. He said that it was crucial to have students on the various committees since the students have a vested interest in their education and the processes that support their education.

Mr. Erbele announced that Bethany Greene was installed as the Vice President of the GSA. Their next meeting will be held on November 2nd. The deadline for students to apply for the fall travel grants the GSA awards was October 11th. There will also be a spring round of grants in 2013. The GSA plans on continuing their partnership and relationship with the parks conservancy.

VIII. Announcements / Updates and Reminders – Amy McCandless

- Information on the Twelfth Annual William and Mary Graduate Research Symposium was sent out electronically. The deadline to submit an abstract for an oral or poster presentation is November 16, 2012. The full information and application is on their website at http://web.wm.edu/grs/. The symposium will be held March 22 & 23, 2013 at the College of William and Mary.

- ProQuest updated their information on thesis fee structure. The information was sent out by email indicating that there is no fee to submit dissertations or theses electronically and outlining the fees for CD/DVD or paper formats.

- The final fall Dinner with the Dean is set for Thursday, November 15th. The students for this dinner have already been invited and have reserved a seat at the table for that evening. There is still room at the table for a few program directors who would like to attend.

There was nothing for the good of the order

The meeting was adjourned at 4:22 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

November 9, 2012
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Tim Callahan, Timothy Carens, Ben Cox, Roger Daniels, Jo Ann Ewalt, Christine Finnan, Lynne Ford, Benjamin Fraser, Tracey Hunter-Doniger, James Kindley, Hao-Chen Liu, Amy McCandless, Renee McCauley, Dave Owens, Craig Plante, Robert Russell, Matt Rutter, Scott Shanklin-Peterson, Bonnie Springer, Brooke Van Horn

Guests: Jaap Hillenius, Chair of Biology; Rhonda Mack, Associate Dean, School of Business; Karin Roof, Director of Academic Assessment and Planning

GSO Staff: Regina Semko

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:03 pm.

II. Approval of the October Minutes – The minutes of the October 19 graduate council meeting were approved unanimously.

III. New Program Proposals – Brooke Van Horn

Brooke Van Horn, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs presented the proposals for review.

Proposals to Change a Graduate Course: MS in Computer and Information Sciences

- CSIS 612 – Advanced Computer Architecture
- CSIS 614 – Advanced Operating
- CSIS 618 – Programming Languages
- CSIS 632 – Data Communications and Networking
- CSIS 638 – Advanced Topics in Database Systems
- CSIS 657 – Embedded Systems Design
- CSIS 674 – Introduction to Computer Graphics

All were minor prerequisite, course title, and course description updates to make sure that our information matched that of the information at The Citadel. Since these are offered jointly with the Citadel, it is important that the course listings in both catalogs and in the inventory of each university are the same.

The proposals were taken as a group and were passed unanimously.

Mention was also made that the program and course proposal paperwork workflow through the committees to final approval by the Faculty Senate is being streamlined so that it will have been reviewed by both the Provost’s and Registrar’s offices prior to submission to the curriculum committee at the monthly meeting. The new plan will expedite the process by handling some of the problems or questions through correspondence with program representative(s) prior to the committee meeting.
Addition of a Graduate Student to the Graduate Curriculum Committee

Professor Van Horn asked for comments regarding the possible addition of a graduate student representative to the committee, continuing the discussion from the meeting held in October. Program Directors had been asked to check within their departments for views on whether the student would be a voting or non-voting member.

Although everyone was in favor of adding a student, there was no consensus on whether or not the student would have a vote. Comments included:

- Graduate student representative should have a say – voting status
- Important program decisions could have a tie broken by a voting student – prefer representative be non-voting since not faculty
- Student representatives on other standing committees (7) are voting members
- Size of committee and impact of student voice are important – curriculum committee is comprised of only 5 members
- Student representative would be an officer of the Graduate Student Association and would be a responsible member of the committee

IV. Enrollment Growth – Strategic Enrollment Initiatives – Discussion of Resource Issues and Update

Amy McCandless led a discussion on the importance of the graduate school, the resources that will be needed to grow the graduate school, and the issues surrounding the planned growth.

In her email of September 17th, she asked of the program directors, department chairs, and academic deans:

1) What is the optimal size of your existing degree and certificate program(s)?
2) If you decided to increase existing enrollments, what sort/amount of additional resources would be needed (i.e., faculty, IT, classroom and lab space, fellowships, etc.)?
3) If you would like to see new degree or certificate programs, what would they be?
4) If you added new degree or certificate programs, what sort/amount of additional resources would be needed?
5) If you added or expanded programs, what sort of a role would on-line education play in the new configuration?

Initial responses were included in the Draft Strategic Enrollment Initiatives, 2012 – 2013 that Dr. McCandless provided for the program directors. Some of the issues, questions, and comments from the discussion that followed include:

- More on-line courses are possible in computer science and mathematics
- School of Education – most students like the hybrid format rather than all on-line
- Hybrid format recruited students from upstate to come to CofC to take courses
- Each program would need different marketing resources
- Could take 800 planning hours to implement hybrid course with on-line and one-on-one meetings
- Easier to grow our numbers by offering on-line
- New revenue streams are needed
- We need to provide more opportunities for our students for study abroad
- Interest in collaborations with MUSC and Clemson
- We can add more students, but can we place them in jobs?
What opportunities are there for graduates?
- Professional Science Master degree is popular and students get jobs in the field
- Can grow with additional faculty, but department already currently three faculty down
- Need to triple faculty to double enrollment
- Need faculty lines to bring us up to par much less above par
- Need space – faculty labs, offices, graduate student space, graduate student center
- Gathering places are lacking
- Need facilities, smart rooms, technology to offer on-line courses
- Faculty can teach from anywhere in the country by using Oakes
- Some of our courses could be taught to students in other places – global community
- Fellowships and scholarships massively underfinanced – need in and out funds rather than endowed scholarships now
- Can we hire GA’s and have them recognized as RA’s by better job description to pass fair labor standards?
- How can we expand the possibilities of using more TA’s and teaching our students to teach?
- Trident Tech needs our graduate students as teachers and are hiring them
- Most important to maintain our integrity and keep our programs strong

The discussion and participation were excellent; please keep sending your recommendations and comments to the Dean. Strategic planning is an ongoing process.

V. Update from the Associate Dean:

Dave Owens attended the Peace Corps International Meeting recently and found that our program was recognized because of the graduate assistantships that are a component of our program. Next year will be the start of a new cycle and the Peace Corps is looking for new proposals especially in the areas of teaching English as a second language and teaching math and sciences.

One of the goals of the Peace Corps is coming back home and giving back to the community. The Paul D. Cloverdale Fellows Program is a graduate fellowship program that offers financial assistance to returned Peace Corps volunteers who serve as interns in underserved American communities. The fellows can expand on skills they learned as volunteers.

Fall Commencement will be held on December 15th. Dr. Owens is doing the degree check-outs for the graduate students who plan on graduating this fall by using Degree Works and by contacting program directors as needed. He reminded the program directors that they could each nominate one graduate from their program as the outstanding graduate.

VI. Update from the Graduate Student Association:

Martin Erbele, president of the GSA, was unable to attend. He did send an update which Dean McCandless read:

The GSA secretary, Robin Garcia, is leaving at the end of the fall semester. They are looking for a replacement and have sent an email to the graduate students about the position. GSA travel grants have been given out and they are following up with the students who were awarded to complete their travel authorizations and budget forms.

They are planning their Christmas/Holiday/Graduation party – more details will be sent out by their social chair.
VII. Announcements / Updates and Reminders – Amy McCandless

- Reminder that the Twelfth Annual William and Mary Graduate Research Symposium deadline to submit an abstract for an oral or poster presentation is this month, November 16th. The symposium will be held March 22 & 23, 2013 at the College of William and Mary.

- The Seventh Annual Graduate Poster Session will be held on January 24th, 2013. We are currently accepting abstracts through the deadline of December 7th, and students will be notified of acceptance by December 11th. Dave Owens will conduct a poster planning workshop for interested students in early January. Although the poster session will not be held during the time the Board of Trustees are scheduled to be on campus in January, each of the members will be sent a personal invitation to attend.

- The final fall Dinner with the Dean is set for next Thursday, November 15th.

VIII. For the Good of the Order

Bonnie Springer asked that all wish the School of Education well since they are hosting a reaccreditation visit by the National Council for Accreditation of Teacher Education (NCATE) this month.

IX. Adjournment

The meeting was adjourned at 4:20 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

January 18, 2013
3:00 PM, Beatty Center, Room 216

Members Attending: Ben Cox, Jason Coy, Angela Cozart, Christine Finnan, Benjamin Fraser, Robyn Holman, Tracey Hunter-Doniger, Hao-Chen Liu, Amy McCandless, Renee McCauley, Dave Owens, Craig Plante, Robert Russell, Scott Shanklin-Peterson, Bonnie Springer, Brooke Van Horn, William Veal

Guests: Melissa Thomas, Director, Center for Student Learning; Penny Brunner, Associate Vice President, Institutional Effectiveness and Planning

GSO Staff: Mark McConnel, Robyn Olejniczak, Regina Semko

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:00 pm. Dr. McCandless introduced new graduate school office staff members Mark McConnel, Director of Student Records, and Robyn Olejniczak, Administrative Assistant.

II. Approval of the November Minutes – The minutes of the November 9th graduate council meeting were approved unanimously.

III. Program Proposal – Brooke Van Horn
Brooke Van Horn, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs presented the proposal for review.

Proposal to Change a Graduate Program:
MAT in Special Education –
Cross-list an Undergraduate with a Graduate Course - EDFS 428/EDFS 741

The proposal passed unanimously. The graduate and undergraduate proposals for the cross-listing will be reviewed by the Faculty Senate at their February meeting.

IV. Center for Student Learning – Melissa Thomas, Director
Melissa Thomas visited the graduate council to offer the services of the center and to find out what services program directors would find helpful for their graduate students. Ms. Thomas asked for help determining whether coaching or workshops would be more helpful and what was most needed. She offered to present a writing institute, especially covering thesis writing to include motivation to write, writing blocks, self-discipline, grammar, and punctuation.

Additionally, Ms. Thomas plans on setting up a graduate student webpage that will include student learning help for graduate students and a set of resources. She can meet with students one-on-one as well as with individual graduate classes.

Suggestions from Council members:
- Assistance for students in the spring with the writing of their thesis proposal
- Writing Institute or workshop in the fall for thesis writing
Survey graduate faculty and program directors to determine program needs
Survey graduate students regarding their use of the writing lab
Create YouTube, videos, virtual-learning and post them on-line for students
Help with interviewing skills and CV writing for graduate students

If you have questions or suggestions for Melissa Thomas or want her to meet with you, she can be reached at 953-8178 or thomasmm1@cofc.edu.

V. Enrollment Growth – Strategic Enrollment Initiatives – Discussion of Resource Issues and Update

Amy McCandless distributed the enrollment planning spreadsheets that were started using the information that she has been gathering from program directors and from our institutional research (IR) office.

Current Programs:
The current enrollment numbers listed for the programs on the 2012 – 2013 worksheet, were given to her by our IR department. She asked program directors to check these numbers and let her know if they are not correct. Program directors were asked to alert her to any corrections and to help with enrollment projection numbers for the years 2015 and 2020. Please send her any information and comments that would be helpful in planning for future growth. Comments on type of resources needed – faculty, facility, and technology would be very helpful in completing the planning.

The BOT is interested in additional on-line and distance education at the College. Phase one of the plan calls for an infrastructure to be put in place. Significant funding and many hours of preparation will be needed to add on-line courses. The graduate school has been designated as the school to take the lead in expanding on-line and distance offerings.

Enrollments from The Citadel in joint programs were not included in the current enrollment numbers. A recent survey showed that their enrollment numbers in joint programs were considerably less than our enrollment numbers. Dr. McCandless will have a discussion with the Provost regarding issues connected with joint programs with The Citadel.

New Programs:
Dr. McCandless went down the list of potential new programs and asked for similar information and projections for 2015 and 2020 including proposed start dates and comments. Some of the comments from the meeting:

- Planning summary for the MA in Arts Management is being revised
- MFA in Creative Writing previously had a proposal and it is being revised
- Cryptography & Quantum Information Science Certificate will be worked on by Ben Cox and Renee McCauley
- Dual MBA-JD needs SACS help on the MOU since the School of Law is not SACS accredited - Rhonda Mack is addressing this proposed program
- Proposed GIS Certificate – Norm Levine addressing
- Marine Biology PhD continues to be only partially supported by faculty
- MS in Statistics – Ben Cox will talk with MUSC chair regarding their biostatistics offering
- Sustainability Certificate will be offered on-line
- Teaching, Learning & Advocacy D Ed is a place holder right now
• Teaching Writing Certificate can help master’s students who will teach at Trident, etc.

What other ideas on new programs can be added to the projections? Engineering classes for our students, international studies, perhaps. Please send your suggestions and projections to Dr. McCandless (mccandlessa@cofc.edu).

VI. Update from the Associate Dean:
Dave Owens mentioned that the office is beginning the graduation cycle again. Students can apply to graduate in the May ceremony on-line through February 15th on our website at http://gradschool.cofc.edu/currentstudents/commencement/index.php. Anyone who will qualify and want a second degree or a graduate certificate will need to apply in the graduate school office since a student can only apply to graduate one-time.

We are checking on the ability to use some scholarship money to help out students who were not able to get abatement funding. We will know soon whether these funds can be used other than for the purpose they were designated.

Dr. Owens reminded the program directors about the Category B graduate assistantship. It allows a graduate student to take fewer hours per semester and keep their assistantship. Please get in touch with him or with Mark McConnel (mcconnelm@cofc.edu) for more information.

VII. Update from the Graduate Student Association:
Martin Erbele, president of the GSA, was unable to attend. He did send an update which Dean McCandless read:

• The deadline for their spring travel grants is February 1st, 2013. The application is on the GSA blog and paper copies are available in their office in the Stern Center. They are sending out information about the grants and the deadline on their Facebook page.
• The GSA Annual Oyster Roast will be held in February to benefit the Charleston Parks Conservancy
• The next GSA meeting is February 1, 2013 in 409 Stern Center at 5:30 pm

VII. Announcements / Updates and Reminders – Amy McCandless

• The Seventh Annual Graduate Poster Session will be held on January 24th, 2013, from 4 pm to 6 pm. The Graduate School Advisory Board members will meet earlier in the day.

• Niki DeWeese Leiva has resigned. Until we can hire for the vacant position, her graduate assistant, Crystal MacLean will help with the website, social media and recruitment. The Director of Information and Recruitment position has been upgraded and will be posted as soon as the position paperwork goes through the process and is signed off on in human resources.
The FAST (Faculty/Staff Assisting Students in Trouble) tutorial information was sent out with the agenda earlier in the week. It contains tips for faculty and staff to assist in quickly filling out a report online.

It was noticed that there are only 13 Mondays that classes can be held this spring. Those teaching a graduate class on Mondays will have to add a class on a Wednesday to have a full complement of 14 classes this semester. Also remember to check with the Citadel regarding their class schedule.

Dinner with the Dean spring dates are Tuesday, February 19th, Thursday, March 21st and Tuesday, April 16th. The students presenting posters at the graduate poster session will be invited to the February dinner. Please let us know if you would like to attend one of the dinners this spring and/or have students you would like us to invite.

VIII. For the Good of the Order — no items

IX. Adjournment

The meeting was adjourned at 4:27 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

February 8, 2013
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Doryjane Birrer, Tim Callahan, Timothy Carens, Ben Cox, Angela Cozart, Christine Finnan, Carter Hudgins, Tracey Hunter-Doniger, James Kindley, Rhonda Mack, Amy McCandless, Renee McCauley, Craig Plante, Robert Russell, Matt Rutter, William Veal

GSO Staff: Susan Hallatt, Regina Semko

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:05 pm.

II. Approval of the November Minutes – The minutes of the January 18th meeting were approved unanimously.

III. Program Proposal – Amy McCandless

Proposal to Delete a Graduate Certificate Program:
MS in Computer and Information Sciences – Proposal to Delete Service Oriented Computing (SOC) Certificate Program

Dean McCandless presented the proposal. Renee McCauley, Program Director for the MS in Computer and Information Sciences advised council members that there were currently no students enrolled in the program. The graduate certificate is being terminated because of lack of both students and interest in the program. The proposal passed unanimously.

IV. ExCEL Nominations – Susan Hallatt, Director of Admissions

Susan Hallatt distributed information on the upcoming ExCEL awards ceremony that is scheduled to be held on March 27th. Nominations are being solicited for a number of award categories. Two of the awards are specifically for the graduate school, outstanding student of the year, and outstanding faculty for the graduate school. Other categories include outstanding faculty in each school, outstanding staff, and unsung champion among others. Council members were encouraged to submit nominations online by the deadline of March 1st.

V. Enrollment Growth – Strategic Enrollment Planning – Amy McCandless

Amy McCandless encouraged the council members to attend the special Faculty Senate meeting scheduled for the evening of Tuesday, February 12th. It will be an opportunity for faculty to discuss, ask questions, and provide feedback to President Benson regarding the report that he presented at the January Senate meeting.
Taken from the January Senate minutes and the President’s speech -- “He said there are some graduate programs, but they are an afterthought. They always have been and unfortunately they continue to be. They are poorly funded and hardly even marketed — except for the new MBA degree.”

While distributing the updated enrollment planning worksheet, Dean McCandless asked for program budget needs including funds needed for additional research, additional programs, and scholarships. The worksheet was incomplete however, and she asked that program directors send changes and additions to her so that they can be incorporated in the graduate enrollment planning report.

A joint program survey was completed last year to have a more complete picture of the effect of the collaboration between two schools on our students, instructors, and administrators in each case. We currently have joint programs with The Citadel and Clemson. In each case we have a memorandum of understanding (MOU), an agreement of how the program will be managed by each school. Although designed to encourage collaboration, the MOU’s require considerable bureaucratic red tape to administer. There are problems with access to both schools as far as grading, viewing transcripts, and access to libraries among others.

SACS has new regulations regarding MOU’s or agreements of understanding that will require us to examine all of our MOU agreements with the help of our lawyer and to make modifications where necessary.

VI. Announcements / Updates and Reminders – Amy McCandless

- The Seventh Annual Graduate Student Poster Session was a success. Every student presenter attended the poster presentation and did a great job talking about their projects until the event ended. Four judges from various backgrounds used tally sheets to judge the presentations. From the results three winners were chosen: Jen Jones, MS Environmental Studies; Rebecca Quandt, MS Historic Preservation; and Leslie Wickes, MS Marine Biology. Each poster presenter has been sent the comments from the judges for their presentation.

- The Dinner with the Dean set for Tuesday, February 19th will be attended in part by poster presenters and the poster judges. The following dinners will be held on Thursday, March 21st and Tuesday, April 16th. Please let Dean McCandless know the names of students who you would like to see invited to the dinners and also what date you would like to attend dinner with her.

- The Graduate School Advisory Board met on January 24th with Sara Cook, Regional Development Director for the Development Office. Messaging was the main topic of discussion. Amy McCandless distributed an example of the messaging tool she and the board would like developed to market the graduate school. It will include a Graduate School Points of Pride messaging piece. She would like at least two “points of pride” examples from each program, one for the graduate school, and one for the specific program by February 14th.
VII. For the Good of the Order –

Vince Benigni suggested that the winners of the graduate poster session be posted on the graduate school website including their posters and abstracts. It was also suggested that all of the posters and abstracts be included on the website for future viewing. The winners will be posted on the graduate school website, on the research page. Action will be taken next year to include all of the posters on the graduate research website.

VIII. Adjournment

The meeting was adjourned at 3:44 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

March 15, 2013
3:00 PM, Beatty Center, Room 216

Members Attending: Vince Benigni, Doryjane Birrer, Angela Cozart, Roger Daniels, Jo Ann Ewalt, Robyn Holman, Tracey Hunter-Doniger, Martin Jones, James Kindley, Hao-Chen Liu, Rhonda Mack, Amy McCandless, Renée McCauley, Dave Owens, Craig Plante, Robert Russell, Matt Rutter, Bonnie Springer, Brooke Van Horn

GSO Staff: Mark McConnel, Robyn Olejniczak

I. Welcome and Introductions – Dean McCandless called the meeting to order at 3:01 pm.

II. Approval of the February Minutes – The minutes of the February 8th meeting were approved unanimously.

III. Program Proposals – Brook Van Horn

MA Communication

Proposal for New Courses: COMM 520: Communication Campaigns; COMM 530: Race, Gender, Class and Media; COMM 540: Uses and Effects of Media; COMM 690: Communication Pedagogy

Committee Chair Brook Van Horn presented the proposals. Vince Benigni, Program Director for the MA in Communication, and Brook Van Horn gave an overview to these new courses. They discussed the desire to streamline the program as well as offer more special topics courses, which the students gravitate towards. The proposal passed unanimously.

Proposal to Change a Course: COMM 584: Ethics in Communication

Proposal to Delete a Course: COMM 507, 521, 524, 535, 538, 549, 594, 698

Proposal to Change a Program: Deletion of COMM 521 or COMM 580 from program requirements; Addition of COMM 680 as a core course choice to program requirements; Prerequisite Clean Up

Committee Chair Brook Van Horn presented these proposals. Vince Benigni, Program Director, stated this was all in an effort to clean up and further streamline the Communications program. The proposals passed unanimously.

MS in Computer and Information Sciences

Proposal for New Course: CSIS 641: Advanced Cybersecurity

Proposal to Change a Program: Deletion of Citadel courses PMGT 651, 652, 653 from electives; Addition of courses CSIS 614, 631, 632, 641 to specialization in Cybersecurity
Committee Chair Brook Van Horn presented the proposal. Renee McCauley, Program Director for the MS in Computer and Information Sciences, discussed how these changes will fit into the new Cybersecurity track within the Program, as well as facilitate program cleanup. The proposals passed unanimously.

**MS in Mathematics**  
Proposal for New Course: MATH 540: Statistical Learning I; MATH 541: Statistical Learning II  
Proposal to Approve to Cross-list: MATH 540 to be cross-listed with MATH 440, and MATH 541 to be cross-listed with MATH 441

Committee Chair Brook Van Horn presented the proposal. Martin Jones, representing Program Director Ben Cox, discussed how these changes will allow more undergraduates into graduate level math courses. This will allow new material to be presented in these courses. This will stretch the thinking of undergraduate students while also challenging the graduate students. Regarding the proposals to cross-list, council members noted that the syllabus for the undergraduate course needs to significantly different from the graduate course syllabus for SACS purposes. The proposals passed unanimously.

**MAT in Special Education, Early Childhood Education, Elementary Education, and MED in Languages**  
Proposal to Approve to Cross-list: EDFS 687: Introduction to Educational Technology to be cross-listed with EDFS 326  
MAT in Special Education – Change course requirements

Committee Chair Brook Van Horn presented the proposal. There was some concern from the council that the course number was too low and would not indicate a graduate level course. Angela Cozart, Program Director for MAT programs, stated that this type of course numberings were case specific to Education programs. The proposals passed unanimously.

**IV. May Graduation List – Mark McConnel, Director of Student Records**

Mark McConnel distributed the Spring 2013 Diploma list for the upcoming May Graduation ceremony scheduled for May 10th. Currently, 126 students have applied for graduation with 111 planning to attend the ceremony. Mark McConnel and his graduate assistant have been pre-clearing applicants for graduation, as well as verifying personal information for diplomas. Some members of the Graduate Council noted that Graduation would be an ideal opportunity to highlight the Graduate School experience and achievements. It was also noted that special recognition of the Dual Degree MES/MPA graduates was needed.

**V. Enrollment Growth – Ongoing Strategic Planning – Amy McCandless**
Amy McCandless gave a brief update on current strategic planning regarding enrollment growth. Dean McCandless stated there are new grids with enrollment projections, and also discussed areas of growth and areas of need with the necessity of new lines.

VI. Update from the Graduate Student Association

Martin Erbele, president of the GSA, was unable to attend.

VII. Update from the Associate Dean

Dave Owens had nothing new to report as Associate Dean.

VIII. Announcements, Updates and Reminders – Amy McCandless

- Graduate School Points of Pride – Dean McCandless discussed the ongoing development of Points of Pride messaging. She noted that it was imperative that all programs participate as the Graduate Advisory Board begins its fundraising efforts.

- ETS GRE Survey – Dean McCandless was approached by ETS to have three programs from the Graduate School participate in a survey to evaluate the new GRE format. ETS would like to have one program from humanities, one from social sciences, and one from sciences. The survey asks students to take a short survey and then submit two writing samples to two professors. Students, faculty, and the survey coordinator are compensated monetarily.

- The second to last Dinner with the Dean of the Spring semester is set for Thursday, March 21st. There is still room for anyone interested in attending. The final dinner will be held on Tuesday, April 16th. Please let Dean McCandless or Robyn Olejniczak know the names of students who you would like to see invited to the dinners.

IX. For the Good of the Order –

Craig Plante brought to the council’s attention that some of Marine Biology’s graduate assistants expressed dissatisfaction with the current pay model for the assistantship program. Since the switch from stipend to a paid hourly rate, students are uncertain as to how much they will make in a pay period, and are also unclear of the tax implications. Dean McCandless and Dean Owens suggested a meeting with the College’s Legal department for clarification purposes.

X. Adjournment

The meeting was adjourned at 3:55 pm.
MINUTES OF THE GRADUATE COUNCIL MEETING

April 12, 2013
3:00 PM, Beatty Center, Room 216

Members Attending: Doryjane Birrer, Penny Brunner, Tim Callahan, Tim Carens, Jason Coy, Angela Cozart, Jo Ann Ewalt, Christine Finnan, Lynne Ford, Benjamin Fraser, Robyn Holman, Tracey Hunter-Doniger, Mary Blake Jones, Penny McKeever, Dave Owens, Scott Shanklin-Peterson, Bonnie Springer, Karin Roof

GSO Staff: Robyn Olejniczak

I. Welcome and Introductions – Associate Dean Owens called the meeting to order at 3:05 pm.

II. Approval of the March Minutes – The minutes of the March 15th meeting were approved unanimously.

III. Compliance for Assessment Reporting – Penny Brunner and Karin Roof

Penny Brunner, Institutional Effectiveness, and Karin Roof, Director of Survey Research, gave an overview of upcoming assessment reporting procedures, as well as provided an update on the SACSCOC Fifth Year Compliance Certification. Assessment reporting is meant to occur alongside program reviews and self-studies, and potentially overlap. Karin Roof provided a brief introduction to ComplianceAssist!, which is a web-based tool for documenting, tracking and reporting on assessment efforts. Penny Brunner discussed the timeline regarding the College’s SACS Compliance. Certification of Compliance was submitted on March 25, 2013 and a response is expected in June. Follow up reporting are due in September and in April. Penny Brunner also explained that the College was cited by SACS in 2007 for unreported Substantive Changes, and that the College was then required to adopt a Policy on Substantive Change.

IV. Program Proposals – Mary Blake Jones, on behalf of Brooke Van Horn

MES Environmental Studies
Proposal for New Course: EVSS 669 - Advanced GIS: Environmental and Hazards Modeling
Proposal to Approve to Cross-List: EVSS 669 to be cross-listed with GEOL 469

Mary Blake Jones presented the proposals. Tim Callahan, Program Director for the MES in Environmental Studies, gave an overview to this new course. He discussed an issue with the need to distinguish between the graduate syllabus and the undergraduate syllabus in order to cross-list, and that it has been resolved. The proposals passed unanimously.

MS Business Administration
Proposal to Change a Program: Addition of MBAD 520: Global Enterprise to program requirements; Deletion of MBAD 500: Law of Corporate Governance from program requirements

Mary Blake Jones presented the proposal. Penny McKeever, Program Coordinator for the Global MBA, discussed how it is beneficial to offer this new course to all graduate business students, and not just students in the Marketing track. The MBAD 500 course will remain in the catalogue, but not be a program requirement. The proposals passed unanimously.

MAT Early Childhood Education
Proposal for Change a Program: Addition of EDEE 690: Creating Effective Learning Environments to program requirements; Deletion of EDEE 664: Health and Physical Education for the Elementary Teacher from program requirements.

Mary Blake Jones presented the proposal. Angela Cozart, Program Director for MAT in Early Childhood, Elementary, Middle Grades, and Special Education, discussed how this course combines elements of classroom management teaching from several other courses. This allows one course to cover material spread across several. The proposals passed unanimously.

V. Graduate School Messaging – Dave Owens, Associate Dean

Dave Owens, Associate Dean of the Graduate School, provided a recent version of the Graduate School’s messaging proposal. The Graduate School wants to provide an easy to use document with cohesive selling points for funding proposals, the College of Charleston call center script, and general advertising for graduate programs. Dr. Springer suggested added a bullet point to talk about the successes of the GSA. Dr. Owens reiterated how important it is to have cooperation and feedback from the graduate programs.

VI. Update from the Graduate Student Association

Martin Erbele, president of the GSA, was unable to attend. Dr. Owens made it known that the GSA is in the process of recruiting executive officers for the fall semester. There will be an upcoming election and faculty should make known any students they think would succeed in a leadership position.

VII. Update from the Associate Dean

Dave Owens reported that 131 students have applied for spring graduation, with 113 planning to participate in the ceremony.

VIII. Announcements, Updates and Reminders – Dave Owens
• Final Dinner with the Dean – Tuesday, April 16\textsuperscript{th} will be the final Dinner with the Dean of the spring semester, and there are still spots available.

• Updates on searches – Candidates for the Assistant to the Dean and Recruitment and Marketing positions in the Graduate School Office have been extended offers. The Assistant to the Dean has accepted the position and is currently working with Human Resources to determine a start date. The Graduate School is waiting to hear from the Recruitment and Marketing candidate.

**IX. For the Good of the Order –**

Dr. Springer made it known that the Spoleto Festival is recruiting for an intern, and Piccolo Spoleto is recruiting for a finance intern. Jo Ann Ewalt wanted to know how the graduate list was being double-checked and if it was possible to provide Program Directors with a final list of students. It was also proposed that certificates candidates be recognized during the Commencement ceremony, which has not always happened in the past.

**X. Adjournment**

The meeting was adjourned at 3:43 pm.