MINUTES OF THE GRADUATE COUNCIL MEETING
Aug. 22, 2014
3:00 PM, Beatty Center, Room 216

Members Attending: Laura Turner, William Veal, mutindi ndunda, Tim Carens, Amanda Ruth-McSwain, Jon Hakkila, Kristen Ashworth, Quinn Burke, Annalisa Calini, Felix Vasquez, Jim Kindley, Jason Coy, Roger Daniels, Brett Powell, and Matt Rutter

GSO Staff: Alexandra Fortune, Susan Hallatt, Cicely McCray, Robyn Olejniczak, Dave Owens, and Cassandra Foster

Guests: Franklin Czwazka, Julie Dahl, Mary Bergstrom, Karin Roof, Penny Brunner, and Nancy Muller

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

II. Approval of the Minutes – The minutes of the April 11, 2014 meeting were approved unanimously.

III. Degree Works Presentation – Julie Dahl, Registrar’s Office

Julie Dahl, Associate Director of Student Information Services, in the Registrar’s Office, wanted to provide a quick overview of Degree Works and programming the degree audits for the Graduate School. First, accessing Degree Works: Visit my.cofc.edu > advising tab > find button or student ID - new window.

Amanda Ruth-McSwain, director of the M.A. in Communication program, wanted to know how long students remain in the Degree Works system. Julie confirmed that they are always in the system – regardless of whether they’ve already graduated – because there is no mechanism to remove them from Degree Works.

Julie continued the directions and said that you’ll just need to click on name and up pops the audit and when it was last refreshed student name is hyperlinked so you can send them an email. She added that she’s relying on the respective program directors to inform her when things are in sync; the Registrar’s Office wants Degree Words and the Graduate Catalog to be in sync.

Roger Daniels, director of the M.S. in Accountancy program, said that a lot of students came to him today with questions about the requirements listed and said that it’s creating some confusion. Julie said that it’s not something she can do anything about because that information comes from Degree Works program automatically.

Dean Amy McCandless gave an example to ask how to handle it when a program limits the hours a student can take in an independent study or special topics. Julie said in that case she would insert a remark into the file and this would act as a behind-the-scenes kind of thing where a student would only see it when they tried to add a class and they’d received a ‘denied’ message.
Julie encouraged program directors to let her know when you have customizable options (like Amy’s example) so that she can insert those remarks into Degree Works for your program-specific entries.

Tim Carens, director of the M.A. in English program, asked about the Department of English’s special topics classes. He said that a lot students fulfill courses with special topics and it’s done on a case-by-case basis. Mary Bergstrom, Associate Registrar for Student System Operations, confirmed that there are discussions going on right now with the exception management process. She added that what you do for one student you have to be able to do for all and although there is a system set up for undergraduate majors there is nothing yet for graduate programs. This is something that needs further discussion among graduate program directors since our programs often have unique exceptions.

IV. Unofficial Transcripts Presentation – Susan Hallatt, Graduate School office

Susan Hallatt distributed a handout (see attached) laying out some standard procedures for use of unofficial transcripts. Right now the Graduate School partially accepts unofficial transcripts because some prospective students apply to Graduate School before graduating from their undergraduate institution. Transcripts in those cases are cases are unofficial only. Susan would like to come up with a new set of procedures to help with that process. She added that a problem area to keep in mind with accepting unofficial transcripts is that some schools don’t have the academic institution’s name listed on the unofficial transcript so we don’t know for sure where the student is graduating from. In most cases, she can determine this process of elimination in looking through the applicants’ submitted recommendation letters. She described the current process where unofficial transcripts go with the applicant’s package to the respective program admissions committee where they are accepted, but they don’t have a learner record. One of the things applicants will have to do is turn in their official transcripts before they’re officially admitted to the Graduate School at the University of Charleston, South Carolina at the College of Charleston.

William Veal, director of the M.Ed. in Science and Math for Teachers program, asked how this information will be presented on the website. Susan confirmed that our office will be making a banner announcement to alert prospective students and that we’ll also change the wording on the individual program/certificate online checklists and letters of acceptance.

Creating a policy for how to handle unofficial transcripts would help speed up the Graduate School’s Admissions process, especially at a time when the school is admitting students at the last minute, Susan said.

Dave Owens, Associate Dean, asked whether accepting unofficial transcripts would help us offer assistantships and scholarships earlier. Roger Daniels said that he does that now and writes assistantship letters with the disclaimer: “This offer is contingent on your graduation”.

Penny Brunner, Associate Vice President for Institutional Effectiveness and Strategic Planning, added that if the Graduate School wants to make a change to its admissions process that it will need to be reported to SACSCOC. Admissions policies have to be listed and institutional policies have to match, she added.
V. Update from the Graduate Student Association

Brett Powell, the president of the Graduate Student Association, introduced herself to the Council and informed them that the first meeting of the GSA will be Friday, Sept. 5 at 5 p.m. in Stern Center Room 409. At the first meeting the organization will be voting to fill 2 vacant positions: Vice President and Secretary. She asked that program directors encourage their students – anyone who is interested and wants to get involved – to come to this first meeting to elect folks to those positions that night. That is also the same night the group will be voting on members for the GSA committees as well as setting grant deadlines for the fall.

Tim Carens, director of the M.A. in English program, asked for clarification on student attendance for GSA meetings and how it relates to applying for GSA funding. Brett confirmed that she will follow-up via email with Graduate Council with the specific answer to that question.

Amy McCandless reiterated the role of students in GSA and was happy to report that President McConnell has involved the GSA president in every important event since he came on board this summer.

VI. Announcements, Updates and Reminders – Amy McCandless

- Fall Dinner with the Dean Dates: Tues., Sept. 23 (professional development); Mon., Oct. 20 (Dana Beach); Wed., Nov. 12 (study abroad). Please think about attending and circulate these dates to your students. Laura Turner asked if prospective students are also invited and Dean McCandless confirmed that yes, prospective students are welcome to attend. Remember to RSVP to gradstud@cofc.edu to confirm your attendance.
- 3-Minute Thesis competition is Friday, Oct. 24 from 4-6 p.m. More details on the event are included in the notes from our program director’s retreat in mid-August – those notes are forthcoming.
- The Graduate School is in the process of creating a Google Calendar (URL t.b.d.) of all events related to the Graduate School at the University of Charleston, South Carolina, College of Charleston. If program directors are interested in adding events to the calendar, please notify Cassandra Foster (fosterc@cofc.edu) so she can adjust security settings. Or, if you’d prefer to email events to Cassandra directly for inclusion on the calendar, that is fine, too.

VII. For the Good of the Order

VIII. Adjournment

The meeting was adjourned at 3:56 p.m.

The next Graduate Council meeting will be Friday, Sept. 12 at 3 p.m. in Beatty 216
MINUTES OF THE GRADUATE COUNCIL MEETING
Sept. 12, 2014
3:00 PM, Beatty Center, Room 216

Members Attending: Félix Vásquez, Robyn Holman, Jo Ann Ewalt, Tim Callahan, Matt Rutter, Martin Jones, Annalisa Calini, Tim Carens, Amanda Ruth-McSwain, Vince Benigni, Jon Hakkila, William Veal, Angela Cozart, and Kristen Ashworth

GSO Staff: Susan Hallatt, Robyn Olejniczak, Dave Owens, and Cassandra Foster

Guests: Lynne Ford, Mimi Franco, Brian McGee, Penny McKeever, Nancy Muller, and Karin Roof

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:01 pm. Interim Provost Brian McGee took a moment to welcome the councilmembers and guests. He thanked everyone for their time and commitment to the council and acknowledged the many changes happening now at the College: “When you left here last spring we were just a college and now we’re a university … We’re trying to figure out what these changes mean and figure our new and better ways to help the students.”

II. Approval of the Minutes – The minutes of the Aug. 22, 2014 meeting were approved unanimously.

III. Graduate Course Numbering Consistency Discussion – Jon Hakkila, Chair, Faculty Committee on Graduate Education, Continuing Education and Special Programs

The Committee on Graduate Education, Continuing Education and Special Programs is soliciting the input from program directors and department chairs regarding graduate course numbering consistency within their respective areas. It is asking the directors and chairs to complete the survey on graduate course numbering. Jon Hakkila said the conversation began last semester with a discussion detailing the difference between undergraduate and graduate courses; i.e. what constitutes a graduate vs. undergraduate course or an upper level course vs. a lower level course? The committee thinks that to move forward, there needs to be consensus and on program course-numbering.

Interim Provost Brian McGee added that the courses could have local consistency with relation to programs vs. institutional consistency. He also said that the committee’s survey will be very valuable.

Amy McCandless asked that program directors please fill out these surveys (see crosslisting-questions.pdf) and email responses to fosterc@cofc.edu.
IV. 3-Minute Thesis (3MT®) Competition – Amy McCandless

The Graduate School at the University of Charleston, South Carolina, will host the Three Minute Thesis (3MT®) research communication competition on Friday, Oct. 24 from 4-6 p.m. in Stern Center, Room 201.

Dean McCandless said that the competition – developed by The University of Queensland in Australia – was originally designed for Ph.D. students. We’ve expanded it to appeal to master’s students working on internships and research projects. All awards will have cash prizes. The first-place winner will receive an all-expenses paid trip to New Orleans to the annual meeting of the Conference of Southern Graduate Schools to give his or her 3-minute thesis presentation. This competition is part of the grad school’s efforts to offer more professional development opportunities for students.

Students will have until Friday, Oct. 17 to apply to participate in the competition. Laura Turner, director of the MAT in Performing Arts, offered to assist students with some one-on-one coaching to prepare for their presentations.

V. Graduate Student Exit Survey Results – Dave Owens, Associate Dean, and Susan Hallatt, Director of Admissions

Associate Dean Dave Owens presented the handout of exit survey results (see grad school survey report 2014.pdf). This survey is a component of our graduate assessment and the idea is that the Graduate School would be the evaluators of this survey. We want program directors participation with the survey to help increase the response rate because the sample size is small.

Students gave the overall quality of instruction really high marks but the diversity of our course offerings received low marks. (Students leaving said they wished they been able to take this course or that course.)

Susan Hallatt, director of Admissions, asked for program directors’ suggestions on how to make this information more useful. One of the key things we talked about in our staff meeting this week was the responses with regard to financial advising. Students said we should be doing a better job at that and we believe this is something we can make a priority.

In addition to the survey results, Susan added that we’d like to follow-up on retention rates and paying particular attention to students as they move through our programs and beyond that. We need to track the students who are admitted and they decide not to come here. Amy added that councilmembers should refer to the handouts from Institutional Research (see grad student enrollment-degrees awarded.pdf) which show our retention rate is pretty good.
VI. Unofficial Transcripts Follow-up – Susan Hallatt, Director of Admissions

Susan Hallatt gave a follow-up on her August presentation on unofficial transcripts. She confirmed there is nothing in the SACSCOC policy that refers to unofficial vs. official transcripts; it only pertains to the review process for the respective program/department committees.

She added that we are going to save our students money by accepting unofficial transcripts and we'll help speed up the process. Susan said she is working on making changes to checklists and offer letters and we'll start accepting unofficial transcripts for the spring semester.

VII. Update from the Graduate Student Association – Mimi Franco, Vice President

Mimi Franco, the vice president of the Graduate Student Association, introduced herself to the Council. She reported that the GSA had its first meeting last Friday and it was really successful; there were close to 35 students on-hand at the meeting. At that meeting the GSA determined representation, created committees and distributed the budgets for each sub-group. If any program directors know of officers who were not able to attend the meeting, please have them email gsa.cofc@gmail.com to get their budget information. The GSA will host its first social event on Sept. 26 at the Bay Street Biergarten. Mimi confirmed that GSA plans to have an active blog and twitter account this year, so stay tuned for upcoming events and updates. She also asked program directors to write to the GSA to let them know about their students’ achievements such as internships, grants, and awards they’ve received. The next GSA meeting is Oct. 10 in Stern Center, Room 409.

Amy McCandless reminded program directors to communicate to their students that the GSA gives out research awards. Please make sure your students know about these opportunities.

VIII. Announcements, Updates and Reminders – Amy McCandless

- Refer to the Institutional Research handouts on enrollment data. We have to think about how we strategically plan for the enrollment growth.
- Graduate School Google Calendar is now live! See gradschool.cofc.edu homepage
- Fall Dinner with the Dean Dates: Mon., Oct. 20 (Dana Beach); Wed., Nov. 12 (study abroad). Please think about attending and circulate these dates to your students. Remember to RSVP to gradstud@cofc.edu to confirm your attendance.
- Campaign Kickoff is Nov. 1 (during fall break) and we're asking donors for more funding for students.
IX. For the Good of the Order

Vince Benigni, the School of Humanities and Social Sciences representative, asked that on the next agenda we have something related to the Graduate School's new identity. Amy confirmed that she has a meeting with marketing and Brian McGee next week to discuss the new wordmark for the Graduate School of the University of Charleston, South Carolina.

Lynne Ford, Associate Vice President for the Office for the Academic Experience, reminded councilmembers to communicate to your faculty that attendance verification needs to be done. She urged all to please verify your class rolls to registrar.

X. Adjournment

The meeting was adjourned at 4:19 p.m.

The next Graduate Council meeting will be Friday, Oct. 17 at 3 p.m. in Beatty 216.
MINUTES OF THE GRADUATE COUNCIL MEETING
October 17, 2014
3:00 PM, Beatty Center, Room 216

Members Attending: Félix Vásquez, Robyn Holman, Jo Ann Ewalt, Tim Callahan, Matt Rutter, Martin Jones, Annalisa Calini, Tim Carens, Amanda Ruth-McSwain, Vince Benigni, Jon Hakkila, William Veal, Angela Cozart, Roger Daniels, James Kindley, and Kristen Ashworth

GSO Staff: Susan Hallatt, Robyn Olejniczak, Dave Owens, and Cassandra Foster

Guests: Lynne Ford, Mimi Franco, Brian McGee, Penny McKeever, Nancy Muller, Karin Roof, Emily Rosko, and Godfrey Gibbison

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:01 pm. Interim Provost Brian McGee took a moment to welcome the council members and guests. He thanked everyone for their time and commitment to the council and acknowledged the many changes happening now at the College: “When you left here last spring we were just a college and now we’re a university … We’re trying to figure out what these changes mean and figure out new and better ways to help the students.”

II. Approval of the Minutes – The minutes of the Aug. 22, 2014 meeting were approved unanimously.

III. Graduate Course Numbering Consistency Discussion – Jon Hakkila, Chair, Faculty Committee on Graduate Education, Continuing Education and Special Programs

The Committee on Graduate Education, Continuing Education and Special Programs is soliciting the input from program directors and department chairs regarding graduate course numbering consistency within their respective areas. It is asking the directors and chairs to complete the survey on graduate course numbering. Jon Hakkila said the conversation began last semester with a discussion detailing the difference between undergraduate and graduate courses; i.e. what constitutes a graduate vs. undergraduate course or an upper level course vs. a lower level course? The committee thinks that to move forward, there needs to be consensus on program course-numbering.

Interim Provost Brian McGee added that the courses could have local consistency with relation to programs vs. institutional consistency. He also said that the committee’s survey will be very valuable.

Amy McCandless asked that program directors please fill out these surveys (see crosslisting-questions.pdf) and email responses to fosterc@cofc.edu.
IV. Update from the Lowcountry Graduate Center – Nancy Muller

Nancy Muller, Director for the Lowcountry Graduate Center (LGC), gave a presentation on the recent projects at the LGC. Nancy noted a change in slide number four, stating that the gifted and talented certificate is part of the College and not The Citadel. Nancy talked about the Chamber of Commerce study, which was funded by College of Charleston, Charleston Southern, and Trident Tech, and showed the Charleston region’s success in the medical service industry; employing a plethora of people. Furthermore, the high tech sector is the largest growing industry in the region.

The “Change is on the Horizon” slide offered information on the number of job openings versus the number of graduates securing a certain level of training. For every 20 positions advertised only one graduate with a post-secondary certificate has applied for that position. This information gives you a sense of how severe the shortages are in the manufacturing area.

Nancy encouraged everyone to come out to the new facility for a tour. The PowerPoint photos showed 1 of our 3 classrooms outfitted with computer labs; 1 of 5 conference spaces; and a first-floor large meeting room that can accommodate up to 150 people. Nancy confirmed the meeting room is available for conferences. The LGC has already booked Blackbaud for the conference space. There is no charge for a College of Charleston sponsored event.

Starting in the spring of 2015, the LGC will be launching the M.S. in Mechanical Engineering through Clemson. The M.F.A. in Digital Production Arts, also through Clemson, will hopefully be housed at the LGC because of the partnership with Disney and DreamWorks.

V. Discussion on the M.F.A. Program – Emily Rosko

Emily Rosko discussed details of the M.F.A. program. If the proposal were to be passed it will be the first terminal degree at the College. Emily mentioned Brett Lott is ready to become the program director. Emily also noted that potential students will want to come to the University of Charleston, South Carolina to learn and write with a small cohort – only admitting 12 students a year – showcasing a “boutique” kind of program. The intended curriculum is designed to have 2 tracks; (1) studio – featuring a multitude of literature and craft courses; and (2) arts management – a business approach to the craft of writing. The arts management is one of a kind, not being offered anywhere else in the region.

Some attendees had questions about the M.F.A. program. Godfrey Gibbison asked who will be teaching the arts management classes. Emily Rosko responded “professors will be from the arts management program” at the University of Charleston, South Carolina. Jon Hakkila noted the graduate curriculum committee likes the proposal and Brian McGee confirmed he likes the proposal as well, and further noted he will approve the faculty lines. Dave Owens asked if the program is intended to be a two-year
program, and Emily confirmed it will be a 2-year degree. Dave also asked if there will be money available for graduate assistants and Jon mentioned the desire and need for graduate assistants was written in the proposal and the administration is supporting it.

Emily further noted the budget is modest for now, but the hope is to work with a development officer. Roger Daniels gave words of encouragement and thought the M.F.A. has a great niche for starting a new program.

Emily discussed certain class curriculums: 564 and 565 (introductory courses), 566 and 567 (craft, theoretical), 568 (reading for writer’s class), 706 (Crazyhorse literary journal internship). Penny McKeever noted the proposal and prospectus was wonderfully put together. And lastly, James Kindley asked what other programs in the region will be competitive with our M.F.A. Emily referred to an attachment denoting programs in the southeastern U.S.

The proposal was unanimously approved.

VI. Special Topics 560 – James Kindley

James Kindley discussed the special topics 560 course. James noted the course had been listed since the foundation of the MBA program, and it was never placed where it needed to be, so it has never been properly used. James noted there was a bit of housekeeping underway to help clear this matter up.

The change in course was unanimously approved.

VII. 3-Minute Thesis (3MT®) Competition – Amy McCandless

The Graduate School at the University of Charleston, South Carolina, will host the Three Minute Thesis (3MT®) research communication competition on Friday, Oct. 24 from 4-6 p.m. in Stern Center, Room 201.

Dean McCandless said that the competition – developed by The University of Queensland in Australia – was originally designed for Ph.D. students. We’ve expanded it to appeal to master’s students working on internships and research projects. All awards will have cash prizes. The first-place winner will receive an all-expense paid trip to New Orleans to the annual meeting of the Conference of Southern Graduate Schools to give his or her 3-minute thesis presentation. This competition is part of the Graduate School’s efforts to offer more professional development opportunities for students.

Students will have until Friday, Oct. 17 to apply to participate in the competition. Laura Turner, director of the MAT in Performing Arts, offered to assist students with some one-on-one coaching to prepare for their presentations.

VIII. Graduate Student Exit Survey Results – Dave Owens, Associate Dean, and Susan Hallatt, Director of Admissions
Associate Dean Dave Owens presented the handout of exit survey results. This survey is a component of our graduate assessment and the idea is that the Graduate School would be the evaluators of this survey. We want program directors participation with the survey to help increase the response rate because the sample size is small.

Students gave the overall quality of instruction really high marks but the diversity of our course offerings received low marks. (Students leaving said they wished they been able to take this course or that course.)

Susan Hallatt, Director of Admissions, asked for program directors’ suggestions on how to make this information more useful. One of the key things we talked about in our staff meeting this week was the responses with regard to financial advising. Students said we should be doing a better job at that and we believe this is something we can make a priority.

In addition to the survey results, Susan added that we’d like to follow-up on retention rates and paying particular attention to students as they move through our programs and beyond that. We need to track the students who are admitted and those who decide not to come here. Amy added that councilmembers should refer to the handouts from Institutional Research which show our retention rate is pretty good.

IX. Unofficial Transcripts Follow-up – Susan Hallatt, Director of Admissions

Susan Hallatt gave a follow-up on her August presentation on unofficial transcripts. She confirmed there is nothing in the SACSCOC policy that refers to unofficial vs. official transcripts; it only pertains to the review process for the respective program/department committees.

She added that we are going to save our students money by accepting unofficial transcripts and it will help speed up the admissions process. Susan said she is working on making changes to checklists and offer letters and we’ll start accepting unofficial transcripts for the spring semester.

X. Update from the Graduate Student Association – Mimi Franco, Vice President

Mimi Franco, the vice president of the Graduate Student Association, introduced herself to the Council. She reported that the GSA had its first meeting last Friday and it was really successful; there were close to 35 students who attended the meeting. At that meeting the GSA determined representation, created committees and distributed the budgets for each sub-group. If any program directors know of officers who were not able to attend the meeting, please have them email gsa.cofc@gmail.com to get their budget information. The GSA will host its first social event on Sept. 26 at the Bay Street Biergarten. Mimi confirmed that GSA plans to have an active blog and twitter account.
this year, so stay tuned for upcoming events and updates. She also asked program directors to write to the GSA to let them know about their students’ achievements such as internships, grants, and awards they’ve received. The next GSA meeting is Oct. 10 in Stern Center, Room 409.

Amy McCandless reminded program directors to communicate to their students that the GSA gives out research awards. Please make sure your students know about these opportunities.

XI. Announcements, Updates and Reminders – Amy McCandless

- Refer to the Institutional Research handouts on enrollment data. We have to think about how we strategically plan for the enrollment growth.
- Graduate School Google Calendar is now live! See gradschool.cofc.edu homepage
- Fall Dinner with the Dean Dates: Mon., Oct. 20 (Dana Beach); Wed., Nov. 12 (study abroad). Please think about attending and circulate these dates to your students. Remember to RSVP to gradstud@cofc.edu.
- Campaign Kickoff is Nov. 1 (during fall break) and we’re asking donors for more funding for students.
  - Faculty and students are volunteering for the event. We will have our marine touch-tank on display.
- New logo and new word mark are going through marketing.
- President McConnell will be here at the next meeting on Nov. 14; he is very supportive of our graduate programs.
- One applicant for the 3MT® competition. The deadline is now extended to this coming Tuesday.
- December commencement ceremony will be the last December commencement for the Graduate School of the University of Charleston, South Carolina.
- Advisory board meeting on Oct. 3 at Harbor Walk East—refer to attachment of what UCSC is looking to do through Foundation funds. The board committed to 100 percent giving.
  - Advisory board also agreed to participate in our professional development opportunities—they will participate and create new workshops.
  - The board is very enthusiastic and they want to meet with the graduate council and graduate student association. A possible reception will be held Nov. 14, Tate 202

James Kindley offered a suggestion for the attendees to help UCSC by donating—noting the Faculty and Staff drive is a good way to make a difference.

XII. For the Good of the Order
Vince Benigni, the School of Humanities and Social Sciences representative, asked that on the next agenda we have something related to the Graduate School’s new identity. Amy confirmed that she has a meeting with marketing and Brian McGee next week to discuss the new wordmark for the Graduate School of the University of Charleston, South Carolina.

Lynne Ford, Associate Vice President for the Office for the Academic Experience, reminded councilmembers to communicate to your faculty that attendance verification needs to be done. She urged all to please verify your class rolls to the registrar.

XIII. Adjournment

The meeting was adjourned at 4:05 p.m.

The next Graduate Council meeting will be Friday, Nov. 14 at 3 p.m. in Beatty 216.
MINUTES OF THE GRADUATE COUNCIL MEETING
November 14, 2014
3:00 PM, Beatty Center, Room 216

Members Attending: Amy McCandless, Tim Carens, Jason Coy, Jon Hakkila, Martin Jones, Jo Ann Ewalt, Amanda Ruth McSwain, Laura Turner, Robyn Holman, James Kindley, Roger Daniels, Kristen Ashworth, Dave Owens

GSO Staff: Robyn Olejniczak, Alexandra Fortune, Susan Hallatt, Cicely McCray

Guests: President Glenn McConnell, Cathy Boyd, Penny Brunner, Karin Roof

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:05 p.m. Dean McCandless acknowledged the education representatives were missing due tenure and promotion meetings.

II. Approval of the Minutes – The minutes of the Oct. 17, 2014 meeting were revised to change Penny McKeever’s name to Penny Brunner under “Guests.” The minutes were then approved unanimously.

III. Course Numbering Schemes – Jon Hakkila, Chair, Faculty Committee of Graduate Education, Continuing Education and Special Programs and Jo Ann Ewalt

The Committee on Graduate Education, Continuing Education and Special Programs discussed the possibility of creating a new graduate course numbering system with a coherent scheme of progressive numbering. Discussion involved giving examples of graduate and undergraduate numbering, how to properly define cross listing, what happens when a program modifies its coursework, grandfathering in course numbering / course programs. Common conjuncture: rules need to be set up now, with clear definitions and proper accreditation and policy.

Shortly after the number schemes discussion began, President McConnell introduced himself and welcomed questions regarding the University of Charleston, South Carolina name change. Jo Ann Ewalt expressed excitement for potential Ph.D. programs, but showed concern for existing programs, positing “will we be shifting our focus from our current programs (and the needs they have) in lieu of more exciting and new programs?” President McConnell promised this would not happen, and noted that the University of Charleston, South Carolina was in its nascent stages of development.

Penny Brunner added to the conversation stating the University of Charleston, South Carolina has potential to grow in all areas: undergraduate, graduate, and Ph.D. Prospective Ph.D. programs will help improve undergraduate programs; inevitability, helping to strengthen enrollment numbers and the performance of the students and faculty. The point of the name change was not to diminish what already exists, but to strengthen both College of Charleston and the University of Charleston, South Carolina. Furthermore, Penny Brunner included there was a push to make the Graduate School a research university, and discussion continues to facilitate between faculty and the Chamber of Commerce regarding desired programs, graduate faculty, better preparing our graduates, strengthening our liberal arts programs, etc. Essentially, our existing undergraduate programs have the ability to be stronger with the promotion of a research institution—this is our insurance policy. Jason Coy, M.A. in History program director, noted he was excited about the change to university status because it will help garner more attention and funding.

After the conversation surrounding the University of Charleston, South Carolina concluded, Jo Ann Ewalt and Jon Hakkila finished their discussion about numbering schemes. There seems to be a push for a more comprehensive numbering scheme, i.e. 100, 200, 300, 400, 500, 600, and 700 level classes should be clearly defined as either an undergraduate course or graduate course. Amy McCandless added there needs to be distinctions between doctoral work, theses, internships, tutorials, etc., both for numbering schemes and acronyms. Brian McGee, Interim Provost, also noted “if there is a policy in place and we are adhering to everyone [SACS, CHE], then we will be fine,” regardless of what approach we take in renumbering.
IV. Graduate School Academic Policy – Dean Amy McCandless

The Graduate Office is undergoing policy review. Currently, the GSO is writing policies that fit with the new mission statement and will be easily accessible to graduate students and faculty. The policies will be available on the webpage (in progress) and will highlight a lot of the same material found in the catalog. Cathy Boyd gave some examples of undergraduate policy and how the GSO could adopt some of those policies as our own.

Examples of potential new policies, include, but not limited to: “teaching out” students with different catalog years, graduate faculty status, intellectual property, and scholarship information.

V. Update from the Associate Dean – Dave Owens

Dave Owens motioned for approval of the December commencement candidates. The motion was passed unanimously.

Dave Owens talked about the first group of PCMI (Peace Corps Masters International) students who recently returned back to the United States. Dave also noted our first batch of students will be graduating in May 2015. Dave Owens and Amy McCandless talked about PCMI student, Laura Mudge, and her adventures in the Philippines – we are all very proud of her (and others’) hard work.

And lastly, Dave Owens updated the council on the Graduate Student Association (GSA) matters. The GSA committee is working on dispersing $2000 worth of grants to students.

VI. Announcements, Updates, and Reminders – Amy McCandless and Cicely McCray

The Graduate School poster session has been moved back a week – along with Graduate Education Week – now being held Feb. 16 – 20 with the poster session taking place on Feb. 19 at 4:00 p.m.

Amy McCandless talked about the 3MT competition and the hopes of expanding it next year. Both students and faculty commented on how helpful the competition was and were grateful for the opportunity to participate. She also noted College of Charleston day at the Capital will take place on. Feb. 25 and University of Charleston, South Carolina will be represented. She discussed Dinner with the Dean dates and ideas.

Cicely McCray talked about upcoming recruitment events and asked program directors if there is anything they would like presented at the upcoming Expo. Furthermore, Cicely McCray asked if program directors had any ideas for spring recruitment. Martin Jones, M.S. in Mathematics co-program director, asked if it would be possible to promote the statistics masters. Penny Brunner noted we could not promote a statistics master’s since it still has not gone through the appropriate channels.

VII. For the Good of the Order
VIII. Adjournment

The meeting was adjourned at 4:13 p.m.

The next Graduate Council meeting will be Friday, Jan. 16 at 3 p.m. in Beatty 216
MINUTES OF THE GRADUATE COUNCIL MEETING
January 16, 2015
3:00 PM, Beatty Center, Room 216

Members Attending: Amy McCandless, Félix Vásquez, Jo Ann Ewalt, William Veal, Kristin Ashworth, Mutindi Ndunda, Matt Rutter, Martin Jones, Susan Simonian, Jim Kindley, Roger Daniels, Brett Powell, Quinn Burke, Karen Chandler, Elaine Worzala

GSO Staff: Robyn Olejniczak, Cassandra Foster

Guests: Cathy Boyd, Karin Roof

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

II. Approval of the Minutes – The minutes of the November 14, 2014 meeting were approved unanimously.

III. Graduate Education Week/College of Charleston Day at the Capitol – Amy McCandless

Graduate Education Week will be February 16-20, 2015. Dean McCandless asked the councilmembers whether they would like to do forums like we did last year. Jo Ann Ewalt, MPA program director, said that she’d like to see a forum for graduate students where students would feel free to talk about the quality of their programs and talk about scholarships, etc. She added that students from across campus provide regular feedback saying they feel invisible and that holding these forums would give them that visibility and a platform to say what’s on their minds.

Dean McCandless talked about the audience for the Graduate Education Week events and said it was for the larger community—for prospective students as well as current graduate students, faculty, administrators, and staff. The highlight of the week, she added, is the Graduate Student Research Poster Session (Feb. 19, 2015). She encouraged the program directors to stress to their students the importance of participating this this event.

Additionally in February, the Graduate School will participate in the College of Charleston Day at the Capitol (Columbia, S.C.) where we can have up to 8 folks representing graduate studies. Dean McCandless talked about this being our opportunity to lobby with legislators at the statehouse and to showcase our graduate offerings. Dean McCandless, Associate Dean Dave Owens, and Cicely McCray, Director of Recruitment, Marketing and Communications, will represent the Graduate Office and other program directors, graduate students are welcome to attend. Please email Cassandra Foster (fosterc@cofc.edu) if you would like to participate.

IV. Graduate Budget Requests – Amy McCandless

Dean McCandless presented the handouts detailing what the Graduate School of the University of Charleston, South Carolina, has asked for new money budget requests for FY2015-2016. The Graduate School funding initiatives are designed to help programs attract, matriculate, support, and graduate highly qualified and diverse students with the knowledge and skills to make a difference in local and global communities. The budget requests reflect the input from our graduate students, program directors/faculty and staff. Students have indicated their needs at GSA meetings, at our Dinners with the Dean, in postings on Facebook and Twitter, in exit surveys, and in individual emails and conversations. Program directors regularly contact students who do not accept our offers of admission asking for reasons – these have almost always involved finances. Program directors/faculty have voiced the need for additional resources at numerous Graduate Council meetings and at the Faculty Forums that were held in January 2014. The entire office staff has been involved in the current budget proposal discussion – we have reviewed the budget requests at several staff meetings and individual staff have brought suggestions from their conversations with other campus offices and with their colleagues at professional conferences.
There will be another budget meeting for the other divisions and Brian McGee, Interim Provost, will keep us informed of what our school will receive with what goes forward to Business Affairs and the Board of Trustees.

V. Update from the Graduate Student Association – Brett Powell

Brett Powell, president of the Graduate Student Association, gave the tentative list of dates for the group’s upcoming monthly meetings – 2/6, 3/13, and 4/10. All meetings will be held in Stern Student Center Room 409. GSA will sponsor upcoming events such as the oyster roast fundraiser on 2/13 and the MESSA 8K run on 2/14. Also this semester, she added, will be a GSA student funding deadline sometime before spring break. Stay tuned.

VI. Announcements, Updates, and Reminders – Amy McCandless and Robyn Olejniczak

Robyn Olejniczak, Director of Student Records, talked about the new exception management policy briefly. She confirmed that the Graduate School will be adopting this policy in the fall and that program directors will have to do what they currently do with the undergraduate process, i.e. the process will go through Workflow. The changes, she said, will be reflected in DegreeWorks and it will make the degree audit much cleaner. To confirm, with this new policy, email exceptions will no longer be acceptable.

VII. For the Good of the Order
VIII. Adjournment

The meeting was adjourned at 4:14 p.m.

The next Graduate Council meeting will be Friday, Feb. 13 at 3 p.m. in Beatty 216
MINUTES OF THE GRADUATE COUNCIL MEETING
February 13, 2015
3:00 PM, Beatty Center, Room 216

Members Attending: Robyn Holman, Vince Benigni, mutindi ndunda, William Veal, Kristen Ashworth, Craig Plante, Tim Callahan, Tim Carens, Annalisa Calini, Elaine Worzala, Brett Powell, Jim Kindley, Roger Daniels, Jo Ann Ewalt, Amanda Ruth-McSwain, Karen Chandler, Laura Turner, Jon Hakkila, Amy McCandless

GSO Staff: Dave Owens, Susan Hallatt, Robyn Olejniczak, Cassandra Foster

Guests: Franklin Czwazka, Meta Van Sickle, Andrew Shedlock, Karin Roof, Nancy Muller, Brian McGee, Christine Byrum

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3 p.m. The agenda was rearranged because both Interim Provost Brian McGee and GSA President Brett Powell had time conflicts and needed to present at the top of the meeting.

II. Update on Graduate Faculty Definitions and Implementation – Interim Provost Brian McGee

Brian McGee discussed the latest version of the definition of graduate faculty for the Faculty Administration Manual (FAM). He asked members to contact him about any additional clarifications.

III. Update from the Graduate Student Association – Brett Powell, GSA President

The Graduate Student Association will host its Oyster Roast Fundraiser out at Grice Marine Lab/Ft. Johnson outdoor facility that evening. Brett Powell added that there should be a larger than usual turnout because the group has sold more than 90 tickets to the event.

Please remind your students about the first GSA grant deadline – February 28, 2015. Encourage your students to apply for funding. Funding decisions will be announced after Spring Break.

Other upcoming events: The next GSA meeting will be March 13 and GSA is co-sponsoring the Graduate Student Research Poster Session on Feb. 19. Please be sure to attend these events.

IV. Approval of the Minutes – The minutes of the January 16, 2015 meeting were approved unanimously.

V. New Course Proposals and Changes – Jon Hakkila, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs

Jon Hakkila introduced the proposals for review in the M.A.T. in Special Education – adding an existing course as well as a new course (EDFS 649: Field I – Assessment and Instruction of Students with Disabilities) and changing the course EDFS 724: Teaching Reading and Language Arts to Students with Disabilities. Kristen Ashworth (Teacher Education) added that the program is making these changes to meet the demands of the local school districts. Additionally, this program change would have the M.A.T. program in Special Education become the first multicategorical one in the state of South Carolina. Nancy Muller (Lowcountry Graduate Center) added that she was recently in a meeting with the local school superintendents and they confirmed they are very happy with the multicategorical direction. William Veal, program director for MEd in Science and Mathematics for Teachers, offered a correction to the proposal for EDFS 649. He said the contact hours needed to change from 45 to 3. With that change to the proposal, all M.A.T. Special Education proposals were unanimously approved.
Annalisa Calini, co-director of the M.S. in Mathematics, introduced the proposals to change the M.S. in Mathematics – add new courses (MATH 660, 661, and 690) and permission to cross-list MATH 660 with MATH 460 and MATH 661 with MATH 461. She explained that these changes will help with the preparation for students to pursue teaching careers. Jo Ann Ewalt, director of the MPA program, added that the teaching seminar course was a fabulous idea. William Veal (Science and Mathematics for Teachers) asked about the 2 syllabi with different pre-requisites in the MATH 430 vs. MATH 530. Jon Hakki answered and said the Faculty Committee on Graduate Education, Continuing Education and Special Programs discussed this issue as well and said that both the graduate and undergraduate curriculum committees need to see these cross-listed courses for content equivalency. All of the MATH proposals were unanimously approved.

The M.S. in Marine Biology program also had a proposal to change its program – add new courses BIOL 623/623L and BIOL 649. Andrew Shedlock (Biology) presented the BIOL 623/623L proposal and said that both of these classes complement mathematics. Christine Byrum (Biology) presented the BIOL 649 proposal and explained that this course introduces genomics to students and added that it is a lab and lecture course that she teaches to both undergraduate and graduate students, so it is also cross-listed (BIOL 423/423L). All of the Biology proposals were unanimously approved.

VI. Graduation update – Robyn Olejniczak, Director of Student Records

Today is the deadline for students to apply to graduate in the spring commencement ceremony without any late fees. Robyn Olejniczak confirmed that there is big participation for walkers this year because the Graduate School of the University of Charleston, South Carolina, is in a new ceremony. This spring the graduates will graduate on Friday in the outdoor ceremony on the Cistern along with the undergraduates in the Bachelors of Professional Studies program and the School of Education, Health and Human Performance. She added that there will be a rehearsal for master’s candidates to attend, so she will need program directors help in getting their students to attend. Amy McCandless asked that program directors remind their students about the hooding process to help them better prepare for commencement. Elaine Worzala (Finance; School of Business and Economics) asked if there would be a reception following commencement and Amy McCandless confirmed that the Graduate Student Association is planning to host an event post-ceremony.

VII. National Association of Graduate Admissions Professionals Conference Reflections – Cicely McCray, Director of Recruitment, Marketing and Communications

This presentation was tabled because the presenter was not able to attend this meeting.

VIII. Updating the Online Application – Susan Hallatt, Director of Graduate Admissions

Susan Hallatt said she is looking to make changes to the online admissions application and she’s looking for input from all program directors. She cited the Child Life program and said that their graduate assistant completed a test application and this exercise proved beneficial in pointing out potential problem areas. She suggested that other programs would also benefit from doing the same. Similarly, the Graduate School has a graduate assistant going through each application/form to find the pitfalls with each.

New this year with the online application, Susan said, was making letters of recommendation mandatory. Additionally, we have added a link on the application itself to point to specific forms applicants need to complete (i.e. ADA forms), so that applicants can take care of all these forms up front. She added that we are really trying to make the whole experience of applying easier for students. Susan asked program directors to think about their recommendation forms, too. She said those forms haven’t been updated in about 10 years, so please be sure to review them to determine whether they are giving you the information you need about the applicants.
IX.  **Announcements, Updates, and Reminders** – Amy McCandless

Graduate Education Week is Feb. 16-20. Please come to the kick-off event, the open house in the Graduate School Office on Monday, and refer to the Google calendar on the gradschool.cofc.edu homepage as well as daily emails from Amy McCandless to keep you informed of the events for that week.

X.  **For the Good of the Order**

Dave Owens, Associate Dean, talked about the Schwarzman Scholars program for students. The program is very much like the Fulbright and Rhodes Scholar programs. It is open to students 28-years-old and under and it is a completely full-paid position for students pursuing any major/program. He the position as a Schwarzman Scholar is primarily focused on leadership. Please inform your students about this opportunity and direct any questions to Dave Owens. To find out more information visit [http://schwarzmanscholars.org/program/](http://schwarzmanscholars.org/program/).

XI.  **Adjournment**

The meeting was adjourned at 3:57 p.m.

---

*The next Graduate Council meeting will be Friday, March 13 at 3 p.m. in Beatty 216*
MINUTES OF THE GRADUATE COUNCIL MEETING
March 13, 2015
3:00 PM, Beatty Center, Room 216

Members Attending:
Martin Jones, Kristen Ashworth, Roger Daniels, Jim Kindley, Robyn Holman, Felix Vasquez, Jason Coy, Tim Carens, Amanda Ruth-McSwain, Vince Benigni, Jon Hakkila, Brett Powell, Laura Turner, Angela Cozart, Matt Rutter, Susan Simonian, Quinn Burke, Amy McCandless

GSO Staff: Dave Owens, Cicely McCray, Susan Hallatt, Robyn Olejniczak, Cassandra Foster

Guests: Daron Calhoun, Ciera Gordon, Chemir June, Cathy Boyd, Karin Roof, Nancy Muller, Godfrey Gibbison, Brian McGee

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:02 p.m.

II. Approval of the Minutes – The minutes of the February 13, 2015 meeting were approved unanimously.

III. New Course Proposals and Changes – Jon Hakkila, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs

Jon Hakkila introduced the proposal for revision in the M.Ed. in Science and Math for Teachers that included a new syllabus for SMFT 540. The proposal included removing the chemistry component and cutting back hours per week to 3. The proposal was unanimously approved.

Next, he introduced the proposals to change a program in the M.A. in English. Tim Carens, director of the M.A. in English, said that adding these new courses was more of a housekeeping issue for seminars and special topics courses. The proposal to add ENGL 574, ENGL 575, ENGL 576, ENGL 703, ENGL 704, and ENGL 705, were unanimously approved.

IV. April 15 Resolution (Council of Graduate Schools) – Dave Owens, Associate Dean of the Graduate School

Dave Owens discussed the Council of Graduate Schools (CGS) April 15 deadline regarding financial aid offers to students. Essentially this is a form of commitment to a financial aid offer where the student has an obligation to tell the program his/her decision. Discussion followed about the need for more funding for graduate assistantships to keep our programs competitive.

V. Update from the Graduate Student Association – Brett Powell, GSA President

The Graduate Student Association will survey current students as in what influenced their decision to pick the College of Charleston for their graduate work.

Brett reported that last month’s Oyster Roast Fundraiser at Grice Marine Lab/Ft. Johnson was a big success and they were able to raise a lot of money for Charleston Parks Conservancy.

Other upcoming events: The GSA professional clothing swap to be held in late April. The GSA is in need of professional clothing donations for this event to benefit students for future interviews and presentations.

VI. Graduate Students of Color Association – Cicely McCray, Director of Recruitment, Marketing and Communications
Cicely McCray introduced the Graduate Students of Color Association leadership which includes current students Ciera Gordon (M.A. in History) and Chemir June (M.A.T. in Special Education). Ciera explained that they started this new student group and came up with a mission statement, goals, and though it is only a committee right now, it is the group’s intention to become a full organization and a chapter of the National Black Graduate Student Association (NBGSA). The students encouraged program directors to come talk at group events and bring their students. The group will host a mixer next week in Stern Center, Room 201, for all faculty and students who are interested in learning more about the group. Also, the group is seeking an advisor, so please email if interested in serving in this capacity.

VII. The Institute for Graduate Education (TIGE) MOU Final Review – Interim Provost Brian McGee

Interim Provost Brian McGee presented an update on The Institute for Graduate Education (TIGE) – a collaboration between the College, MUSC, the Citadel, and Clemson – which would allow graduate students to take courses offered by other campuses, initially in science, math, computer science and engineering.

VIII. Announcements, Updates, and Reminders – Amy McCandless

Speaking of numbers, Dean Amy McCandless, said that because of the great news about the MBA program, the Board of Trustees has asked for more information on the successes of all our graduate programs. The Trustees would like to know how students are getting employed and which PhD programs your students are attending. Please send your respective program’s statistics to mccandlessa@cofc.edu so we can share them with the Trustees. Karin Roof, Director of Academic Assessment and Strategic Planning, added that this information is also especially helpful to have handy when it comes time for reaffirmation, 4.1 data.

The Division of Marketing and Communications is working on the one-sheets for the fall and this year they will not be changing the photos. Dean McCandless will forward Marcia White’s email with the specifics. Please give Cicely McCray, director of Recruitment, Marketing and Communications, an idea of how many one-sheets you will need, and be sure to review the materials to make sure all the information is up-to-date.

Dinner with the Dean is next Thursday, March 19. Please encourage your students to attend and feel free to bring a speaker to the dinner if you have one visiting campus.

Our 3MT® winner, Christopher Mealey, represented the Graduate School of the University of Charleston, South Carolina, at the Conference of Southern Graduate Schools (CSGS) Annual Conference in New Orleans earlier this month. He did very well at the competition. Dean McCandless thanked Laura Turner, M.A.T. in Performing Arts program director, for giving her time to help students prepare for their presentations in the 3MT® competition on campus last fall.

Graduation will be at 4 p.m. on Friday, May 15 in the Cistern yard. We will have more than 150 walkers for this graduation ceremony. The GSA is hoping to have a reception for students before or after the ceremony.

IX. For the Good of the Order –

Susan Hallatt, Director of Graduate Admissions, talked about redacting social security numbers from your student applications. She cited an example where an email was sent and the attached file contained a social security number in it. The email and the email addresses involved were quarantined by Information Technology. She wanted to remind everyone to be aware of the information your sending along because this is the type of information we do not want escaping.

Jason Coy, M.A. in History program director, added that he serves on a faculty advisory committee to President McConnell and recently the President has asked for more information to help highlight our graduate students. Please send emails to coyj@cofc.edu and mccandlessa@cofc.edu
with suggestions for how to highlight the achievements of our students, to help them get more of a marketing presence.

Associate Dean Dave Owens announced that Dean Amy McCandless has been named President-elect of the Conference of Southern Graduate Schools (CSGS). Kudos to Dean McCandless!

X. Adjournment

The meeting was adjourned at 4:15 p.m.

The next Graduate Council meeting will be Friday, April 10 at 3 p.m. in Beatty 216
MINUTES OF THE GRADUATE COUNCIL MEETING
April 10, 2015
3:00 PM, Beatty Center, Room 218

Members Attending: Angela Cozart, Felix Vasquez, Matt Rutter, Kristen Ashworth, mutindi ndunda, Jo Ann Ewalt, Amanda Ruth-McSwain, Karen Chandler, Tim Carens, Elaine Worzala, William Veal, Roger Daniels, Jon Hakkila

GSO Staff: Cassandra Foster, Robyn Olejniczak, and Dave Owens

Guests: Lynne Ford, Mimi Franco, Nancy Muller, and Victoria Vazquez

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

II. Approval of the Minutes – The minutes of the March 15, 2015 meeting were approved unanimously.

III. Committee Presents Course Consistency Discussion Recommendation to the Provost – Jon Hakkila

Jon Hakkila, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs talked about the issues related to course numbering and said the committee polled all programs found that these programs didn’t have a rule for assigning the numbers that they assign to a course. This is where we run into problems regarding cross-listing courses between undergraduate and graduate courses and the differences in prerequisites, he said. The Graduate Curriculum Committee was unanimous in determining that something needed to be done with regard to course numbering and they’ve recommended a taskforce be appointed to examine these issues, with a target start date of fall 2015.

IV. Highlights from the Lowcountry Graduate Center – Nancy Muller

Nancy Muller, Lowcountry Graduate Center Director and Associate Dean, presented the LGC’s latest updates in programming offerings. (See PDF: Grad Council spring 2015-LGC presentation)

X. Approval of May Graduates – Robyn Olejniczak

As of April 10, there were 170 students walking in the May 2015 commencement ceremony. Robyn Olejniczak, Director of Student Records, circulated the list of degree-seeking students. The list was unanimously approved pending satisfactory completion of all degree requirements. Robyn reminded everyone that this was also the last day to order graduation paraphernalia.
VI. Update from the Graduate Student Association – Mimi Franco

Mimi Franco, the vice president of the Graduate Student Association, reported that the final GSA meeting was tonight at 5:30 p.m. This is the meeting where GSA will collect nominations for next year's officers, and that the group will hold executive team elections next week online. For the GSA spring philanthropic event, the organization donated $1,000 to the Charleston Parks Conservancy.

VII. Announcements, Updates and Reminders – Amy McCandless

- As part of a state regulation, all students will now have to take and pass an online test on the Federalist Papers and Constitution. This is applicable for students coming to the College of Charleston and Graduate School, UCSC, beginning with the 2015-2016 catalog.
- Rehearsal for the May 2015 commencement ceremony will be at 4 p.m. on the Thursday before graduation. Please tell your students to attend this rehearsal since this is the first graduate commencement ceremony on the Cistern.

VIII. For the Good of the Order

Robyn Olejniczak added that there will be a new code (an SOC code) that program directors will now have to enter on the hiring paperwork for graduate assistants. This code will be closely-aligned with the graduate assistant’s duties and it will primarily be used for Institutional Research data. Robyn will create a cheat sheet to distribute to program directors on how to pick the best applicable SOC code.

XI. Adjournment

The meeting was adjourned at 4:13 p.m.

The next Graduate Council meeting will be in the fall 2015 semester.