MINUTES OF THE GRADUATE COUNCIL MEETING
August 28, 2015
3:00 PM, Beatty Center, Room 218

Members Attending: Laura Turner, Felix Vazquez, Angela Cozart, mutindi ndunda, Susan Simonian, John Peters, Martin Jones, Annalisa Calini, Matt Rutter, Jo Ann Ewalt, Josh Bloodworth, Kristen Ashworth, Roger Daniels, Jason Coy, Amanda Ruth-McSwain, and Vince Benigni

Guests: Conseula Francis, Divya Bhati, and Karin Roof

GSO Staff: Cicely McCray, Michelle McGrew, Robyn Olejniczak, Susan Hallatt, and Cassandra Foster

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 April 10, 2015 meeting were approved unanimously.

Amy McCandless asked that graduate program directors review the materials from the Graduate Program Director Retreat (held on Aug. 20) and Fall Orientation (held on Aug. 24). As a continuation from the last Graduate Council meeting, Amy said the constitution test will hopefully be up and running by the end of May 2016, and as a reminder, all degree-seeking students will need to complete and pass this test before graduating.

Jason Coy, director of the M.A. in History, asked for the Graduate School to email the fall orientation materials to all incoming graduate students. He added that he streamlined approach to this year’s orientation was really well-received.

III. Update from the Faculty Committee on Graduate Education, Continuing Education, and Special Programs – Jo Ann Ewalt

Jo Ann Ewalt, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs introduced the new members of the 2015-16 committee and said there was currently a vacancy she hoped to have filled by the first committee meeting (Sept. 9). She talked about her predecessor’s final report on the committee and the group’s recommendation for a taskforce to be appointed by the Provost to examine course renumbering. Amy McCandless additionally suggested that the committee sponsor workshops for faculty who want to put forth any kind of curriculum proposal.

IV. Application Deadline Consistency Proposal – Susan Hallatt

Susan Hallatt, director of admissions for the Graduate School, proposed changing completed application deadlines to help streamline our admissions
process. She cited deadline comparisons at Clemson University and the College of William & Mary and determined that our deadlines need to be more consistent. She is proposing the 2 programs – Child Life and Marine Biology – keep their February 1 deadline, while all other programs aim for March 15 as their deadline for all applications with financial aid. This deadline will allow the programs 2 weeks to make a decision and inform the applicants of that decision by April 1 (because we want them to return their acceptance by April 15). She added that there will also be a soft deadline (July 1). While there will be an across-the-board change making the deadline March 15 for a majority of the programs, she said she will still take last-minute applicants on a case-by-case basis as long as they have their paperwork in order. She asked that we try this new deadline for a year as a trial period. Susan added that program directors will still have access to the SharePoint site to see what materials each applicant has submitted as well as access to SAAADMS in Banner to see what's required and what's received.

VI. Update from the Graduate Student Association – Joshua Bloodworth

Joshua Bloodworth, the president of the Graduate Student Association, reported that the group’s first meeting was successful and they are looking forward to their first social event with will be on Sept. 18 at the Bay Street Biergarten. Josh added that he’s had a meeting with Alicia Caudill, the new executive vice president for student affairs and that he plans to have a similar meeting with President Glenn McConnell. He said the GSA hopes to get more scholarships for students and help graduate students get recognized on campus.

Josh added that the GSA has a vice president vacancy and he would like the help of the program directors in informing their students about this opportunity and encouraging them to apply for the position.

Vince Benigni, Graduate Council representative for the School of Humanities and Social Sciences, wanted to announce that we have 6 athletes and a few coaches who are current graduate students. He asked for program directors to help advertising games to their graduate students and to send him an email (benigniv@cofc.edu) to ask for free tickets for graduate students.

VII. Announcements, Updates and Reminders – Amy McCandless

- Dinner with the Dean dates for the fall semester are Wednesday, Sept. 9, Thursday, Oct. 1, and Monday, Nov. 9, and all will be held from 5:30-7 p.m. in Tate Center, Room 202. Laura Turner, director of the M.A.T. in Performing Arts asked for recommendations on how to get funding to host a dinner for students in her program. Amy McCandless recommended asking for Foundation money from your program’s respective school dean's excellence funds.
- This fall UCSC will host the second annual 3MT® Three-Minute Thesis Competition for graduate students. This year’s event will be on Thursday, Oct. 29 from 3-5 p.m. in Stern Center, Rooms 205 and 201. The date is
one of the last possible days to hold this event in time to get the winner eligible for competing in the regional 3MT® competition at the Conference of Southern Graduate Schools annual meeting in Charlotte, N.C. in spring 2016.

VIII. For the Good of the Order

Roger Daniels, director of the M.S. in Accountancy, asked about the date for the Oct. 16 Graduate Council meeting, citing it was the Friday before Fall Break begins. Unfortunately, this is the only day and time we could hold the Graduate Council meeting to keep it aligned with the curriculum approval process.

Jo Ann Ewalt, director of the M.P.A. in Public Administration and chair of the Graduate Curriculum Committee, notified program directors that in order to submit an Inquiry Request Form on gradschool.cofc.edu on behalf of prospective students, all fields need to be completed. You can’t just complete the name and email address fields because the form won’t be submitted that way, she said.

XI. Adjournment for New Faculty Welcome in Addlestone Library

The meeting was adjourned at 3:59 p.m.

The next Graduate Council meeting will be Friday, Sept. 18 at 3 p.m. in Beatty 216.
MINUTES OF THE GRADUATE COUNCIL MEETING
September 18, 2015
3:00 PM, Beatty Center, Room 218

Members Attending: Jon Hakkila, Angela Cozart, Kristin Ashworth, Nenad Radakovic, Karen Chandler, Martin Jones, mutindi ndunda, Craig Plante, Josh Bloodworth, John Peters, Silvia Rodríguez Sabater, Félix Vásquez, Vince Benigni, Jim Kindley, Amanda Ruth-McSwain, and Jo Ann Ewalt

Guests: Penny Aber-Kahn, Divya Bhati, Jimmie Foster, Jr., Godfrey Gibbison, Narayanan Kuthirummal, Brian McGee, David McIntosh, Nancy Muller, Alan Shao, Victoria Vazquez, Marcia White

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

I. Welcome and Introductions – Associate Dean Jon Hakkila called the meeting to order at 3:02 p.m.

II. Approval of the Minutes – The minutes of the Aug. 28, 2015 meeting were approved unanimously.

III. SACSCOC Update – Interim Provost Brian McGee and Divya Bhati, Associate Vice President for Institutional Effectiveness and Strategic Planning

Brian McGee, Interim Provost, thanked the graduate program directors for their work on review/assessment models. He added that program directors will now need to turn their attention to providing greater clarity for standard 3.6.1. as well as reviewing the draft course renumbering policy and approving program-specific criteria for type 1 and type 2 graduate faculty. He noted that credentialing for graduate faculty would be at the program level and not at the department level, as stipulated by SACSCOC. He asked that graduate council members contact him directly with questions about these policies.

Provost McGee also talked about putting together Graduate School representatives with representatives from the North Campus and Lowcountry Graduate Center to clarify details on non-credit programs.

Additionally, he praised the work of everyone who had a hand in developing the MFA in Creative Writing, the first terminal degree in the Graduate School of the University of Charleston, S.C. He called it a smart and distinctive program, and “it’s a good match for who we are institutionally, and who we are as a community.”

Divya Bhati, Associate Vice President for Institutional Effectiveness and Strategic Planning, talked about the reaffirmation process and timeline
IV. **Update from the Faculty Committee on Graduate Education, Continuing Education, and Special Programs** – Jo Ann Ewalt

Jo Ann Ewalt, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs proposed two hands-on workshops for developing graduate program outcomes and performing assessment. These workshops would be done in conjunction with the Office of Institutional Effectiveness and Strategic Planning. The first workshop, she said, would be focused on the planning stage and how to identify program learning outcomes, while the second workshop would be analyzing the results and closing the loop.

She added that graduate program directors will need to list their programmatic outcomes in the Graduate Catalog beginning in fall 2016. Dean Amy McCandless will be sending reminders before the end of the semester.

V. **ELI Conditional Admits for International Students** – Jimmie Foster, Jr., Undergraduate Admissions and Financial Aid, and David McIntosh, English Language Institute (ELI)

Jimmie Foster, Jr., Assistant Vice President for Admissions & Financial Aid, and David McIntosh, English Language Institute Director, talked to program directors about developing program-specific conditional admission letters for international students who are eligible for admission in every way except for their English. The two talked about students starting in ELI and transitioning into a graduate program after successful completion (with a passing score) of the ELI course(s).

VI. **Recap of Spring 2015 Advertising Campaign** – Marcia White, Division of Marketing and Communications

Marcia White, College Marketing Senior Director, provided a detailed handout with the strategies, budget, and results for a recent graduate school marketing campaign (for the new programs of Cybersecurity and Child Life) done through Pandora Radio and Google AdWords. The Division of Marketing and Communications recommended doing these types of online advertising and they developed customized landing webpages for the two
programs and traffic to those pages yielded good results: 1) M.S. in Child Life – program director received 6 phone calls inquiring about the degree; and 2) Certificate in Cybersecurity – 14 short online forms gauging interest in the program were completed and sent onto the program director. Marketing further encourages graduate program directors to reach out to them if they are interested in doing individual campaigns such as these.

VII. Update from the Graduate Student Association – Joshua Bloodworth

Joshua Bloodworth, the president of the Graduate Student Association, reported that the group’s first meeting featured a good discussion among graduate students. The group was to host its first social event of the fall semester later this evening (Sept. 18) at the Bay Street Biergarten. Josh also communicated that his meeting with President Glenn McConnell was productive and he talked with the President about three important issues for graduate students: 1) assistantships and scholarships; 2) parking for graduate students; and, 3) visibility of graduate students.

VIII. Announcements, Updates and Reminders – Jon Hakkila

Dinner with the Dean dates for the fall semester are Thursday, Oct. 1, and Monday, Nov. 9, and will be held from 5:30-7 p.m. in Tate Center, Room 202.

This fall UCSC will host the second annual 3MT® Three-Minute Thesis Competition for graduate students. This year’s event will be on Thursday, Oct. 29 from 3-5 p.m. in Stern Center, Rooms 205 and 201. The deadline to submit applications to participate in this event is Oct. 22.

IX. For the Good of the Order

Nancy Muller, Director and Associate Dean of the Lowcountry Graduate Center (LGC), announced upcoming events at the north campus: 1) information session on graduate engineering on Sept. 28; 2) manufacturing career expo on Sept. 30; and, 3) Begin with Books program to announce its expansion into North Charleston at an event on Oct. 1.

X. Adjournment

The meeting was adjourned at 4:42 p.m.

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

Members Attending: Annalisa Calini, Jason Coy, Angela Cozart, Jon Hakkila, Martin Jones, Jim Kindley, mutindi ndunda, John Peters, Nenad Radakovic, Amanda Ruth-McSwain, Silvia Rodríguez Sabater, Laura Turner, Félix Vásquez

Guests: Divya Bhati, Joshua Bloodworth, Lexie DeLone, Christine Finnan, Nancy Muller, Victoria Vasquez

GSO Staff: Cassandra, Foster, Susan Hallatt, Cicely McCray, Michelle McGrew, Robyn Olejniczak

I. Welcome and Introductions – Associate Dean Jon Hakkila called the meeting to order at 3:06 p.m.

II. Approval of the Minutes – The minutes of the Sept. 18, 2015 meeting were approved unanimously.

III. New Course Proposals and Change in a Graduate Program – Christine Finnan, presenting on behalf of the Faculty Committee on Graduate Education, Continuing Education, and Special Programs

M.Ed. in Teaching, Learning and Advocacy
- MTLA 668 – Curriculum: Foundations, Principles, Issues and Applications
- MTLA 671 – Introduction to Project Based Learning
- MTLA 672 – Applications of Project Based Learning
- MTLA 674 – Practicum in Project Based Learning
- Add existing course and new concentration

mutindi ndunda, Program Director of the M.Ed. Teaching, Learning and Advocacy program, spoke about the definition of project based learning and its impact for future MTLA students. Courtney Howard, the Director of the Center for Partnership to Improve Education, originally approached mutindi about the idea of project based learning. She proposed four new courses and a modification to the program in order to increase program appeal and student enrollment. She explained the next step would be to consolidate these new courses into a project based learning certificate.

Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning, asked if these proposals were new courses and if so, they would need to notify CHE before it arrives in the Office for Institutional Effectiveness and Strategic Planning. She explained it may take at least six months before the new MTLA courses could be implemented. Mutindi said that the new courses were an
endorsement for teachers and asked if the issue dealt with the actual course proposals or the term concentration. She highlighted that this was a time-sensitive issue since there were current students in the program who wished to receive this training.

Martin Jones and Annalisa Calini, Program Directors for the M.S. Mathematics program, explained that even though a workflow has been published, there has been confusion among in the faculty regarding the exact process. Annalisa noted that their math proposal was in the Academic Affairs office for eight months.

Jon Hakkila, Associate Dean of the Graduate School, noted there might be miscommunication on curriculum matters between the Office of Academic Affairs, the Office of Institutional Effectiveness and faculty members. He emphasized that all involved parties need to be present at every meeting in order to maximize efficiency and avoid future confusion.

Christine Finnan, Professor in the Department of Teacher Education, asked if the council would move to approve the planned program changes knowing that mutindi would be meeting with Divya to check on whether CHE approval was needed.

The Graduate Council unanimously approved the MTLA proposals with this conditions.

New Course Proposal - M.S. in Environmental Studies
- EVSS 606 – Wildlife Law

Victoria Vazquez, Program Coordinator for the M.S. in Environmental Studies, presented on behalf of the wildlife law course proposal. She explained that the course has been offered several times as a special topics course and has maintained high enrollment (fall 2016 class has 16 students). The course focuses specifically on the Endangered Species Act, which has been a high interest rate among the students. Victoria mentioned that a lot of the EVSS students are interested in working in governmental or non-profit organizations dedicated to environmental issues. This fall semester has marked the sixth time wildlife law has been offered, indicating it was overdue to become a formal course.

The Graduate Council unanimously approved the EVSS proposal.

IV. Update from the Graduate Student Association – Joshua Bloodworth

Joshua Bloodworth, the president of the Graduate Student Association, reported that Stern Student Center has completed construction of a lactation room located on the second floor. He indicated that the center is also currently reevaluating
how to best utilize the open pool space and is considered providing a student printing venue to alleviate traffic in the library.

Joshua announced they are now offering GSA awards that focus on independent research; all awardees need to complete a travel authorization form for all projects that require travel. The Graduate Student Association is in the process of completing annual registration forms for sub-organizations and will be working with Jeri Cabot, Dean of Students in Student Affairs, on applying for healthcare options for graduate students.

The Graduate Student Association updated their constitution in the previous monthly meeting. Joshua indicated the GSA is working with sub-GSA organizations on their programming and planning efforts, advising officers to invite the President, Provost and school deans to high-profile events.

Joshua announced he will be attending the Board of Trustee meetings the following week and if the council had any imminent issues they would like for him to address, to please email him directly.

V. Announcements, Updates and Reminders – Jon Hakkila

Jon Hakkila reminded the council of the following assessment workshops:

Part I Assessment
- Monday, October 26th 1:00 – 3:00pm (Session I)
- Tuesday, October 27th 11:00am – 1:00pm (Session II)

Part II Assessment
- Tuesday, November 3rd 1:30 – 3:30pm (Session I)
- Friday, November 6th 9:30 – 11:30am (Session II)

Jon advised council members to attend one Part I and one Part II workshop and that Cassandra Foster, Assistant to the Graduate Dean, would email them the following week with information regarding meeting locations.

Jason Coy, Program Director of the M.A. History program, indicated he would be out of town for the workshops and inquired if they could be recorded for those faculty members who could not attend. Jon Hakkila explained the Graduate School Office would look into the matter and Divya Bhati offered to work with faculty members on scheduling additional workshops conducive to their schedules. Jon announced the timeline for the assessment plans had been extended to November 13th. Divya also advised council members to bring their assessment plans to the workshops so she could evaluate them and make the necessary adjustments.
Jon Hakkila reminded council members that the last Dinner with the Dean event would be held Monday, November 9th in Tate Center, Room 202. Jon also encouraged program directors to facilitate 3MT® Competition participation among their students. He announced Fall 2015 Graduation will be held Saturday, December 19th at 2:00pm in the TD Arena.

VI. For the Good of the Order

Robyn Olejniczak, Director of Graduate Student Records, announced October 15th was the deadline to apply online for fall graduation; any student wishing to apply now should be sent to the Graduate School Office to apply in-person. She explained they were on target in terms of participation numbers, indicating that 37 have applied thus far (last year 38 students graduated).

Cicely McCray, Director of Graduate Recruitment, announced the Graduate School would be hosting honors junior and senior students from Claflin University during the week of November 16th; tentative times were scheduled from 1:00 – 3:00pm on Wednesday, November 18th. She indicated the students were most interested in the MBA, Communication, History, English, Education and EVSS-PCMI programs. Cicely encouraged participation from the GSA & GSCA for the events.

VII. Adjournment

The meeting was adjourned at 3:52 p.m.

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The next Graduate Council meeting will be Friday, Nov. 20 at 3 p.m. in Beatty 216.
MINUTES OF THE GRADUATE COUNCIL MEETING
November 20th, 2015
3:00pm, Beatty Center, Room 216

Members Attending: Félix Vásquez, Silvia Sabater Rodríguez, Martin Jones, Annalisa Calini, Susan Simonian, Carter Hudgins, Angela Cozart, Laura Turner, Jim Kindley, Tim Carens, Tim Callahan, Jo Ann Ewalt, Kristen Ashworth

Guests: Joshua Bloodworth, Nancy Muller, Godfrey Gibbison, Brian McGee, Anna Thomas, Robert Mignone

GSO Staff: Amy McCandless, Jon Hakkila, Susan Hallatt, Robyn Olejniczak, Michelle McGrew

I. Welcome and Introductions – Dean Amy McCandless, Chair of the Graduate Council, called the meeting to order at 3:04pm. She announced the November 20th alumni event at the Blacklock house, as the first event catered specifically for UCSC graduate alumni.

II. Approval of the Minutes – The minutes of the October 16, 2015 meeting were unanimously approved.

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

Brian McGee, Provost, opened the discussion by asking for questions on the draft course numbering and syllabi policies. While the new policies focus around minimalism, faculty members still have to option to set stricter standards within their own programs.

Martin Jones referenced the new graduate faculty definitions and inquired if someone inside the college has a terminal degree, but is not on the tenure track, are they still a Type I Faculty member? Brian replied that person would be classified as roster senior faculty for Type I employment. Accepting Type II employment in your program, he added, would allow for additional flexibility.

M.A. English

A. Add Existing Course to Core Requirement (ENGL 650)
B. Delete Courses from Electives
   i. Total number decrease from 6 to 5 courses

Jo Ann Ewalt noted that the existing ENGL 650 course would now be a core requirement for the M.A. English program. The Faculty Committee on Graduate Education, Continuing Education and Special Programs recommended that this course be changed to a 500 level class due to the introductory content. While this
will reduce the total number of electives from 18 to 15 credit hours, the total number of degree hours will remain the same.

The Graduate Council unanimously approved this proposal with the amendment that ENGL 650 be renumbered ENG 511.

M.S. Mathematics
A. Program Name Change
   a. M.S Mathematics to M.S in Mathematical Sciences
B. Add New Emphasis
   a. Mathematics Concentration
   b. Statistics Concentration
C. Modify Admission Requirements

Martin Jones and Annalisa Calini, M.S. Mathematics Program Directors, proposed that changing the name of the program from M.S. Mathematics to M.S. Mathematical Sciences more accurately reflects the mission of the program. They were not adding new courses, but rather rearranging existing classes into relevant categories. Under the new program of study, all students would be required to take a set of core courses, then enroll in electives based on either a statistics or pure mathematics concentration.

Martin and Annalisa also proposed modifying the admission requirements to allow students with a greater variety of backgrounds gain admittance into the program. They insisted that by reaching a broader audience they would be able to respond to market needs and make USCS Mathematics graduates more viable for employment.

Jo Ann Ewalt emphasized the need to distinguish between program and course modification policies, as well as what constitutes as "substantive change." The Faculty Committee on Graduate Education, Continuing Education and Special Programs has volunteered to examine similar policies at other academic institutions and create a series of guidelines for program directors. Robert Mignone suggested using Clemson’s curricular model as a reference.

IV. Q & A Session – 7.6.9. Course Numbering and 7.6.10. Syllabi Policies

Jo Ann Ewalt indicated that the university is going to have to define the differences between 500, 600, 700-level etc. courses in order to make course information clearer to students and easier for faculty to develop accurate learning outcomes.

Tim Carens, M.A. English Program Director, inquired if there was a schedule for changing the course numbering and if it would be applicable for the 2016-2017 Graduate Catalog. Brian McGee explained that the Office of the Registrar and the Office of Academic Affairs have discusses a simplified and expedited process
that if put into place, would allow course numbering modifications in time for the new catalog.

Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning, emphasized that differentiating between undergraduate and graduate levels in cross-listed courses cannot happen without a standardized course numbering policy. Assessment requires that teachers need to provide evidence that students enrolled in cross-listed classes are still being taught at two different levels even though they are in the same classroom, therefore it is necessary to develop separate syllabi and learning outcomes. Currently the University of Charleston, SC has no official course numbering or cross-listing policy.

Robert Mignone asked if non-credit course were the same as a zero-credit course (zero-credit labs, internships or summer research). Brian McGee noted that they needed to develop an updated list of zero-credit and non-credit courses so they could accurately revise the policy. Jon Hakkila, Associate Dean of the Graduate School, added greater cross-institutional communication was necessary because inconsistencies were causing confusion amount students enrolled in the joint programs. For example, a current course at the University of Charleston, SC is listed at the 500-level while the same class at The Citadel is named a 600-level course. Brian McGee said it was unfair to the students to advertise courses in the catalog that have not been taught in three or four years.

John Peters, M.Ed. Science and Math for Teachers Program Director, asked about restrictions in regards to undergraduate students taking graduate-level courses. Amy McCandless stated that undergraduate students would be limited to only 500-level courses and count the course only once, either towards their current undergraduate degree or to a future graduate degree. The only exception would be for students in 4+1 programs.

Robert Mignone further clarified that students who choose for the credit to count towards their undergraduate degree will still have the class listed on their transcripts as a 500-level course, they simply will not receive additional graduate credit. He added that Ivy League institutions use this information as a graduate recruitment tool, not because the students will be awarded credit towards their graduate degree, but as an indicator they can handle the coursework.

Brian McGee stated current policy does not restrict undergraduates solely to 500-level courses, and that program directors need to question “under what conditions should an undergraduate be allowed to take a 600-level course?” Program directors would have the option to officially develop their own policies and restrictions fit for their own programs. Robyn Olejniczak, Director of Graduate Student Records, compared this to the university’s transfer credit policy; currently graduate programs may accept a maximum of 12 transfer credits, however program directors have the opportunity to establish further restrictions as they see fit. Brian McGee added that SACSCOC has been going
back and forth about creating restrictions on 4+1 programs, and he would inquire about current regulations at the SACSCOC annual conference the following week in Houston.

V. **Update from the Graduate Student Association** – Joshua Bloodworth, GSA President

Joshua Bloodworth presented at the most recent Board of Trustees meeting highlighted how the GSA is working to enhance typical graduate school experiences and increasing student diversity. The GSA was in the process of planning a networking opportunity for graduate students and local community members. Joshua also mentioned the GSA’s efforts in developing a health insurance policy for graduate students, maintaining it could also function as a recruitment tool for students looking at other graduate institutions.

Joshua ended his update by asking the program directors to develop ideas on how to reach out to more students and gain a greater presence on campus.

VI. **Q & A Session – Lowcountry Graduate Center** – Nancy Mueller, Director and Associate Dean of the Lowcountry Graduate Center

Nancy Muller explained that the Lowcountry Graduate Center does not have its own programs, confer degrees, own faculty or deal with curriculum development, however, it is a portal where students may access graduate programs of study without having to travel to the main campus of an institution for classes. Like the College of Charleston’s School of Professional Studies also housed on the North Campus, the LGC’s focus is entirely on full-time workers seeking part-time studies.

Nancy stated that the LGC has recently undertaken market research surveying employees among 8 – 10 employers to obtain detailed feedback of their interest in different areas of graduate engineering, including computer engineering and science, such as software development.

Susan Hallatt, the Director of Graduate Admissions inquired as to why the Lowcountry Graduate Center did not offer any doctoral programs. Nancy maintained that while they do receive a lot of inquiries, student demand in a former USC Ph.D. program outgrew faculty member availability.

VII. **Announcements, Updates and Reminders** – Amy McCandless, Dean of the Graduate School

Robyn Olejniczak presented a list of December 2015 graduates, which the program directors unanimously approved.
Martin Jones inquired about the university’s policy on online teaching and distance learning, in regards to students studying abroad and skyping in to take a class at UCSC. Brian McGee explained that when courses are approved, there is a set expectation on how the course content will be taught and how material will be delivered with quality; changes to these methods could not be taken lightly.

Jon Hakkila added that the Faculty Committee on Graduate Education, Continuing Education and Special Programs had been told last year that changing from physical to online learning methods without approval from an accrediting body violated assessment regulations. Divya Bhati explained that separate assessment methods had to be taken based on how you conduct a course.

VIII. For the Good of the Order

IX. Adjournment – Meeting was adjourned at 4:36pm.

*The next Graduate Council meeting will be held Friday, January 22\textsuperscript{nd} 2016, 3:00pm in Beatty Room 216*
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, January 22, 2016
3:00 PM, Beatty Center, Room 216

Members Present:
Kristen Ashworth (SPED), Annalisa Calini (MATH), Tim Carens (ENG), Angela Cozart (MAT), Roger B. Daniels (ACCY), Jo Ann Ewalt (MPA), Cole Gayheart (CHLI, on behalf of Dr. Simonian), Jon Hakkila (GS) Tyler Hassiq (MES), Carter Hudgins (MSHP), Martin Jones (MATH), Jim Kindley (MBA), Jerry Mackeldon (RO), Amanda Ruth-McSawin (MCOM), Mutindi Ndunda (MEdTLA), John Peters (MEdMS), Nenad Radakovic (TEDU), Silvia Rodriguez Sabater (MEd), Laura Turner (MAT Perf),

Guests: Mary Bergstrom (RO), Divya Bhati (OIEP), Josh Bloodworth (GSA), Franklin Czwazka (RO), Consuela Francis (Acad Affairs), Ashleigh Parr (OIEP), Karen Roof (OIEP), Brian McGee (Provost)

GSO Staff: Dean Amy McCandless, Michelle McGrew, Allisyn Morgan, Robyn Olejniczak

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

II. Approval of the Minutes- The corrected minutes from November 20, 2015 were approved unanimously.

III. Q&A Session: Curricular Formats and Policy Changes Related to SACSCOC Accreditation and Annual Assessment with Dean McCandless, Divya Bhati, Mary Bergstrom, Consuela Francis, Jo Ann Ewalt

Dean McCandless discussed the request to standardize materials for programs for the 2016-2017 catalog that Michelle McGrew (Graduate School Office) has been collecting. Mary Bergstrom, Interim Registrar/Sr. Associate Registrar for Operation, explained that each mission statement, course frequency, program requirements, etc need to be considered. Ashleigh Parr, Manager of Administrative Assessment and Accreditation, mentioned the SACSCOC requirement to include institutional student learning outcomes and program assessment reports. Every document that references program information must match word-for-word as SACSCOC tends to review these to look for consistency. The items missing for each program have been indicated in the distributed spreadsheet. Divya Bhati, AVP for Institutional Effectiveness and Strategic Planning, confirmed that all learning outcomes must be addressed and the mission statement must be the official mission approved by the program. The mission statement must be consistent across all sources of information. The catalog is used as evidence and cannot be misconstrued. Consuela Francis, Associate Provost for Curriculum and Institutional Resources, mentioned the need for alignment between the program’s mission statements, curriculum, learning outcomes, etc., with the School’s and College’s mission. She stressed that the programs must mean the mission as they will
eventually be held accountable for these changes and the programs must operate following these changes. Divya stressed the importance of SACSCOC, the seriousness of these requirements, and the time sensitivity as the hard deadline is September 12, 2016.

Mary Bergstrom (RO) discussed new catalog software and the spreadsheet distributed that must list every course that can count in the program and the need for transparency in the catalog for any prospective or current student. Students should be able to see and plan out their course of study by reading the catalog and noting the specific requirements for the degree.

Question posed: Roger Daniels, director of the M.S in Accountancy Program, asked how these pieces should align with the business school. Conseula Francis stressed the need to articulate things specifically. Separately-accredited programs must consider these requirements as well. One can articulate these connections on the website and assessment plans. Divya Bhati mentioned the aligned missions can be discipline-specific. Conseula explained in the curricular processes, the CHE (Council on Higher Education) cares that you are proposing something that’s in line with what CofC is doing.

Question posed: Jo Ann Ewalt, director of Master’s in Public Administration and Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, asked which format is preferred for the provided catalog information. Mary Bergstrom confirmed that Excel would keep the content in a uniform format.

Question posed: John Peters, director of the M.Ed, Math & Science, asked for an example of a program that doesn’t currently align with its school and/or CofC. Conseula Frances clarified that it’s not that programs do not currently align, it’s simply that this alignment has not been articulated. Even if it’s inherently understood, there is a need to explicitly articulate this alignment.

Laura Turner, director of the MAT in Performing Arts suggested that it’s all about congruence and as programs grow and evolve, one can find some inconsistencies and this process has proven helpful to addresses such inconsistencies resulting from change over time.

Divya Bhati (OIEP) and Dean McCandless confirmed that the recently-revised Graduate School mission was adjusted to align with the the UCSC language [University of Charleston, South Carolina]) as approved by the Board of Trustees. Both Divya Bhati and Brian McGee have reviewed the revised Graduate School mission circulated with the minutes.

Tim Carens, director of M.A. in English asked if there were more options available to label courses because the English courses do not distinguish regular versus occasional offerings. Divya Bhati and Conseula Francis confirmed that the listed course frequency options are the only options available to us. Brian McGee added that course frequency
is based on historical data. It’s an opportune time to clean up courses that are no longer offered but be cautious when doing so. When a program proposes the deactivation of a course, it must go through the Graduate Curriculum Committee.

Posed Question: Roger Daniels asked Conseula Francis if any proposed changes should be reflected in the spreadsheet, and asked what’s the proper way to reflect such. Conseula suggested “pending changes” should be written next to this proposed changes since they are to be determined.

Roger Daniels wanted to confirm that the School of Business will be held accountable for checking on its alignment with the College. The recommendation from Jon Hakkila and Brian McGee was to look one level up and down in terms of the chain of responsibility. The Deans should be the ones to check for alignment with their respective schools.

Posed Question: Jon Hakkila, Associate Dean of Graduate Studies/Dept. of Physics asked about course frequency including odd spring/fall courses because the department distributes information to students specifying these rotations. Jon asked if this should be specified in the catalog. Brian McGee stated that since the catalog must consistently present the same depth of information across all programs, he recommended to stick to the same structure for the catalog information. He encouraged programs to continue informing their students of specific information such as this, but to keep it within the program and not in the catalog.

Angela Cozart, director of MAT in Special Education asked if joint graduate programs’ missions statements should match at both schools. Brian McGee recommended having these align, though the schools are different, and to meet with partners at the other schools to work on a mission statement that fits both schools and matches identically between the two. Many of the joint programs’ policies and practices were set in the 1990s; therefore it’s time to update these mission statements and align them with School and College strategic plans.

Dean McCandless asked for a drop dead date for the catalog updates. The Registrar representatives said “yesterday” but it was determined that any changes must be submitted by February 8th because they must go through the Graduate Committee and there’s only one more deadline to make these changes.

Jo Ann Ewalt asked if there’s an opportunity to streamline numbers especially when it comes to the cross-listed and “meets-with” conditions.

Conseula Francis and Dyvia Bhati noted that “meets with” courses are not equivalent courses: they have two different syllabi, and there cannot be any reiteration issues, as these courses are attributed differently in banner in order to differentiate in registration. Jo Ann Ewalt asked if there are any issues with meets-with guidelines and the recommendation was to demonstrate the rigor of the curriculum and the knowledge
level—if a graduate-level course is a meets-with course with an undergraduate-level course, the syllabi must articulate the rigor differences.

Jo Ann Ewalt asked for guidance on the separate syllabi for the undergrad and grad-level courses. It was acknowledged that the grad students can’t just do more, they need to go beyond and it needs to be articulated in the syllabus.

This raised the general question of whether or not these “guidelines” should be added explicitly to the new syllabus policies that are being enforced. This is currently being reviewed by the Provost’s office and an e-mail is due out soon.

Question posed about the expiration of existing mission statements: Brian McGee confirmed that if the mission statement has NOT been reviewed or reauthorized/reaffirmed in the last three (3) years, the program faculty must review and reaffirm the statement by the deadline.

Martin Jones, director of M.S. in Math referenced the challenges with the lack of national draw for the graduate-level programs versus undergraduate programs at the College of Charleston, and that there’s mostly a regional draw for graduate programs, which yields a difference in the standard of students. How do we make the undergraduate programs stronger if intertwined with graduate programs? Conseula reminded that there are two ways for an undergraduate to be in a graduate course: one option is if there are two syllabi for a course—one for undergraduates and one for graduates. The other option: a stellar student can be granted permission to take a graduate-level course where they will in fact be doing graduate-level work (one syllabus.)

Jo Ann Ewalt mentioned that in Compliance Assist, there are no instructions or preferences listed on how we are to align our missions. She asked if there’s a preferred way or if instructions could be updated. Conseula Francis stated a paragraph is simply due saying that X is how it aligns with the mission.

IV. **Announcements**: 10th Annual Graduate Student Research Poster Session during Graduate Education Week: February 15th from 3:00-5:00 in the Stern Center Ballroom. Laura Turner will happily train a student for 3MT® coaching. Dean McCandless asked for participation from faculty and their students, as she’s noticed the students really learn from one another at these sessions.

Graduate Education Week February 15-19 includes many professional development opportunities, including a Boot Camp and various Adobe workshops. (Flyer attached)

Graduate School day at the Capitol takes place February 16th. Dean McCandless, Dr. Hakkila and Cicely McCray will attend to highlight the importance of graduate education. There is also a “Geaux UCSC” one-minute video competition open to students for a
cash prize: students are encouraged to enter a video highlighting their program and what they love about UCSC while incorporating the #geauxucsc hashtag.

Divya Bhati recommended to Jon Hakilla to use these competitions like the Poster Session and previous 3MT® competition as evidence and data for reports/FAS/annual reports. He may send research for Standard 3.3.1.4. Any faculty who have great examples of student work should send this over to Jon Hakkila or Susan Anderson, who has a tool for transferring data into an excel file.

Josh Bloodworth, President of the Graduate Student Association announced the two main issues they are working on for graduate students this semester: (1) graduate student health insurance coverage provided by CofC and (2) graduate student parking privileges. On Friday February 26 from 5-8pm, the GSA will be hosting a graduate student networking event at the Avery Center with a panel of presenters (selected alumni and folks in various fields) followed by an open social to encourage interdisciplinary collaboration. The GSA has requested that faculty invite folks and also suggest particular people from each field, ideally alumni. Josh will contact faculty for suggestions. The GSA will also host an oyster roast in March, sometime after spring break.

For the Good of the Order

Adjournment : The meeting was adjourned at 4:25pm.

The next Graduate Council meeting will be Friday, Feb.12 at 3 p.m. in Beatty 216.
MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, February 12, 2016  
3:00 PM, Beatty Center, Room 216

Members Present:  
Roxane Delaurell (ACLS), Tracey Hunter-Doniger (TEDU), Tim Callahan (EVSS), Annalisa Calini (MATH), Felix Vasquez (Hispanic Studies), Silvia Rodriguez-Sabater (M.Ed Languages), Vince Benigni (HSS), Nenad Radakovic (TEDU), Bob Perkins (TEDU), Laura Turner (Performing Arts), Matt Rutter (BIO), Angela Cozart (TEDU), Mutindu Ndunda (MTLA), Josh Bloodworth (GSA), Karin Roof (OIEP), Conseula Frances (Academic Affairs), Divya Bhati (OIEP), Jo Ann Ewalt (Curriculum, MPA)

GSO Staff Present:  
Amy McCandless, Jon Hakkila, Michelle McGrew, Robyn Olejniczak, Cicely McCray, Allisyn Morgan

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at 3:00pm. The group was one short of a quorum until 3:10 so the meeting began with announcements.

II. Announcements: There was a handout listing Graduate Education Week events; the #geauxucsc video competition is underway; the 10th Annual Graduate Student Research Poster session has 24 posters.

GSA announcements: (Josh Bloodworth): Networking Event hosted by GSA and Graduate Students of Color: Friday February 26, 2016 at the Avery Research Center, 5:30-8:00; Josh asked to remind students to RSVP for numbers. (Updates as of 3/17/16: Oyster Roast moved to Saturday, March 26, 2016 from 2:00 PM to 5:30 PM. The event will be held at the James Island County Park - Wando Shelter (871 Riverland Dr, Charleston, SC 29412)

III. Approval of the Minutes: The minutes of the January 22, 2016 meeting were approved unanimously.

IV. Guidance for Faculty Writing Syllabi for Undergraduate-Graduate Courses  
Conseula Francis, Associate Provost for Curriculum and Institutional Resources announced that the Graduate Curriculum Committee addressed the differentiation between graduate and undergraduate syllabi. There will eventually be a new curriculum workflow that specifies learning outcomes, differentiation, etc. Guidelines were distributed via e-mail and at meeting.

V. New Course Proposals and Changes: presented by Jo Ann Ewalt, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs:

A. MAT Early Childhood Education Proposals: State literacy proposals necessitate updated the proposed course titles and descriptions – approved

B. MAT Elementary Education Proposals: a brief explanation was given for the new course EDEL 633 – approved (sidenote: EDEE is acronym for courses, EDEC is the program acronym)

C. MAT Performing Arts Proposal: The State Department of Education added a literacy component – so the new courses (MUSE 501, MUSE 685, THRE 704, THRE 690) reflected this; PUBA663 was replaced by MTLA 648. There are two different emphases -- adding theatre strand (meets with) graduate choral laboratory class, one hour for 3 hours of contact. –approved

D. MAT Special Education Proposal: Adding EDFS 654 to requirements or electives- The program on file requires equivalent (grad course) and this allowing undergrad to suffice for prereq course – this is to match what's in place with Early Childhood -- approved
E. **MS Environmental Studies Proposal:** MS Environmental Studies — change EVSS 695 to 1, 2, 3 or 4, credits—approved

F. **MS Marine Biology Proposals:** delete two courses (BIOL 510 & BIOL 631) that haven’t been offered in a long time. -- approved.

G. **MS Accountancy Proposals:** Roxeanne Delaurell spoke on behalf of Roger Daniels: - changed descriptive language for ACCT 531, added 3 courses, and deleted 3 courses. (Changed ACCT 551 to 550 because the Registrar determined 551 wasn't available) — approved

Jo Ann Ewalt asked for suggestions for the distributed course differentiation document since this would be added to the syllabus policy.

VI. **Additional Announcements:** Everyone was encouraged to participate in Graduate Education Week. Catalog approval changes are still underway.

Changes can go live in the summer once new catalog is approved. This is an effort to prevent disconnect. Memos for changes to each program will go out Monday (02-16-16) and people will have until February 26th to make the changes. Key question: what is needed to make your degree and course requirements accurate? Registrar needs this data to make catalog. Program mission statement— Divya Bhati recommended to use the OIEP website for guidelines on what needs to be in mission statement and what goals should be in mission statement. OIEP is happy to assist.

Susan Simonian (MSCL) asked if they will be reviewing mission statements. Divya Bhati replied that OIEP will look at the entire assessment plan including the mission statement. Check the assessment tab—under resources; it was recommended to use as a template.

VII. **For the Good of the Order**

Announcements: The Bully Pulpit series will feature some prominent candidates—the GSO will be informed, and Josh with GSA was encouraged to spread the word to his members.

Vince Benigni wants to organize a streamlined way to promote all events and news since yammer and listservs don't seem to work.

VIII. **Adjournment:** the meeting was adjourned at approximately 3:55pm

*The next Graduate Council meeting will be Friday, March 25, 2016 at 3:00pm in Beatty 216.*
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, March 25, 2016
3:00 PM, Beatty Center, Room 216

Members Present:
Jason Coy (History), Felix Vasquez (Hispanic Studies), Kristen Ashworth (TEDU), Mike Duvall (English),
Grant Gilmore (HPCP), Jerry Mackeldon (RO), Mary Bergstrom (RO), Franklin Czwazka (RO)
Robert Perkins (TEDU), Amanda Ruth-McSwain (COMM), Carter L. Hudgins (HSPV), Roger B. Daniels
(ACCY), Nenad Radakovic (TEDU), Silva Rodriguez Sabater (LALE), Nathaniel Walker (ARTH), Annalisa
Calini (MATH), Craig Plante (Biology), Martin Jones (MATH), Laura Turner (Theatre), John Peters
(Biology/SMFT), mutindi ndunda (TEDU/MTLA), Angela Cozart (TEDU/MAT), Conseula Francis
(Academic Affairs), Brian McGree (Provost), Divya Bhati (OIEP), Jo Ann Ewalt (MPA), Nancy Muller
(LGC)

GSO Staff Present:
Amy McCandless, Jon Hakkila, Michelle McGrew, Robyn Olejniczak, Allisyn Morgan.

I. Welcome and Introductions – Dean Amy McCandless called the meeting to order at
3:00 p.m.

II. Approval of the Minutes: The minutes of the 2-24-16 meeting were approved unanimously.

Guidance for Faculty Writing Syllabi for Undergraduate-Graduate Courses: Conseula Francis
explained the difference between cross-listed and meets-with courses. Cross-listed courses are
equivalent; the same course with different names or levels. Students won't be able to take both versions
of courses. Meets-with are two different courses that are similar enough that it makes sense for
departments to share resources (faculty, space) but they're sufficiently different enough that students
could get credit for both courses. There is no restriction on course number for meets-with classes.

Note: even if the course meets-with, the graduate syllabus needs to demonstrate more rigor than the
undergraduate syllabus.

New Course Proposals and Changes: the following were briefly presented by Jo Ann Ewalt, Chair of
the Committee on Graduate Education, Continuing Education, and Special Programs

III. and approved by the Graduate Council:

a. M.A.T. Middle Grades Education
   i. EDFS 687 – Existing course added as prerequisite course
   ii. EDEE 690 – Existing course added to core requirements
   iii. EDFS 635 – Delete course
   iv. EDEE 640 – Existing course added to core requirements
   v. EDFS 678 – Delete course from English emphasis requirements

b. M.Ed. Languages
   i. SPAN 590 – Delete course from Spanish emphasis requirements
   ii. SPAN 671 – Delete course from Spanish emphasis requirements

c. M.S. Mathematics
   i. Changing existing courses to comply with new cross-listing policy
      1. MATH 402/502 – Course description change
      2. MATH 415/515 – Course title change, course description change
      3. MATH 423/523 – Course title change, course description change
      4. MATH 430/530 – Course title change
      5. MATH 431/531 – Course description change
      6. MATH 440/540 – Course description change
      7. MATH 441/541 – Course description change
8. MATH 445/545 – Course description change
9. MATH 449/550 – Course description change
10. MATH 451/551 – Course description change
11. MATH 452/552 – Course description change
12. MATH 455/555 – Course description change
13. MATH 460/560 – Course number change, course description change
ii. MATH 461/561 – Course number change, course description change

d. M.A. Community Planning, Policy and Design

As Nathaniel Walker (ARTH) explained, Charleston is the perfect place to combine the disciplines of urban design, public policy & economics, institutionalize the legacy of Joe Riley; and teach urban design as a multidisciplinary approach. Unlike the proposed Clemson program, it would combine real estate, economics, public policy, civic wellbeing by laws and architects, development policies, neighborhood management policies, teach development law, and management law. Clemson’s urban design program is a high quality modernist program. Our program will have a different ethos—progressive traditional architecture with new suitable technologies while acknowledging West African and Caribbean influences and maintaining an international vocabulary. As for the Real Estate course, they would find an adjunct until the Real Estate program grows enough to provide an instructor. Grant Gilmore responded to a query from Carter Hudgins asking about possible overlap with Historic Preservation. He stated the only way it’s related to historic preservation is that he, Director of HPCP will be co-director. There will be no historic preservation classes to compete with the HSPV program.

i. New Program Proposal
1. ARTH 565 – New course
2. CPAD 605 – New course
3. CPAD 615 – New course
4. ARTH 535 – New course
5. CPAD 619 – New course
6. CPAD 790 – New course
7. CPAD 830 – New course
8. CPAD 631 – New course
9. CPAD 895 – New course

ii. CPAD 690 – New course

e. MS Environmental Studies Proposal

i. Follow-up Cross-Listing Proposals: Re-numbering existing courses to comply with new cross-listing policy:
1. EVSS 619 \(\rightarrow\) EVSS 519
2. EVSS 628, EVSS 628L \(\rightarrow\) EVSS 544, EVSS 544L
3. EVSS 629 \(\rightarrow\) EVSS 506
4. EVSS 631, EVSS 631L \(\rightarrow\) EVSS 541, EVSS 541L
5. EVSS 638, EVSS 638L \(\rightarrow\) EVSS 538, EVSS 538L
6. EVSS 642, EVSS 642L \(\rightarrow\) EVSS 52, EVSS 542L
7. EVSS 649, EVSS 649L \(\rightarrow\) EVSS 549, EVSS 549L
8. EVSS 657 \(\rightarrow\) EVSS 557
9. EVSS 669, EVSS 669L \(\rightarrow\) EVSS 569, EVSS 569L
10. EVSS 695 \(\rightarrow\) EVSS 595: ST: Applied Quantitative Methods
11. EVSS 695 \(\rightarrow\) EVSS 595: ST: Ecopreneurship
ii. Affirm past practice: add existing courses to possible electives:
1. BIOL 618
2. BIOL 650

f. MA English Proposal: ENGL African American “Emphasis”

i. Change/Delete Graduate Program Proposal:
1. Delete courses: ENGL 516, ENGL 530, ENGL 557, ENGL 563, ENGL 570, ENGL 571, ENGL 572, ENGL 650
2. Terminate emphasis: African American track

MA Communications Proposals

i. COMM 535: Delete Course
ii. Affirm past practice: Add existing courses (7) to requirements or electives: ENGL 558, ENGL 559, ENGL 560, ENGL 562, PUBA 640, PUBA 656, PUBA 650

h. M.Ed. in Languages Proposals
   i. Change/Delete Graduate Program Proposal: Add existing course to requirements or electives, Interdisciplinary:
      1. EDFS 692 – add existing course to core requirement
      2. Affirm past practice: add existing courses to possible electives from interdisciplinary programs: (see proposal)
         a. Languages (1)
         b. Spanish (6)
         c. Teaching, Learning, and Advocacy (3)
         d. Foundations, Secondary, and Special Education (15)
         e. Elementary & Early Childhood Education (3)
         f. Communication (1)

i. MPA Proposals
   i. Change/Delete Graduate Program Proposals: Add existing course to requirements or electives:
      1. PUBA 617: Add existing course to possible electives
   ii. Affirm past practice: add existing courses to possible electives from interdisciplinary programs:
       EVSS 630, EVSS 605, EVSS 635, EVSAS 632, EVSS 633, EVSS 649, COMM 514, COMM 540

j. MPA Urban and Regional Certificate Program Proposal:
   i. Change/Delete Graduate Program Proposals: Add existing course to requirements or electives:
      1. PUBA 617: Add existing course to possible electives

k. MTLA Proposals
   i. Change/Delete Graduate Program Proposal: add existing courses to possible electives for all MTLA concentrations:
      1. EDFS 760
      2. EDFS 761
      3. EDFS 762
      4. EDFS 763
      5. EDFS 764
   ii. Add to New Literacies concentration:
   iii. EDFS 670

l. MEd. Science & Math
   i. Graduate Policy Change Proposal:
      1. Policy Change to Capstone Curriculum in catalog (See proposal)

m. MS Marine Biology Proposals
   1. Affirm past practice: add existing courses to possible electives: BIOL 502, BIOL 503, BIOL 506, BIOL 510, BIOL 514, BIOL 523, BIOL 544, BIOL 545, BIOL 549, BIOL 618, BIOL 627, BIOL 630, BIOL 632, BIOL 635, BIOL 641, BIOL 643, BIOL 644, BIOL 646, BIOL 649, BIOL 690, EVSS 649, EVSS 669
   2. BIOL 700 Research and Thesis (4) : Edit description to “repeatable: up to 4 credit hours”
   3. Add waive option to core course requirements
   4. Renumber courses to conform to new numbering and cross-listing policies:
      a. BIOL 614 → BIOL 514
      b. BIOL 619 → BIOL 549
      c. BIOL 623 → BIOL 523
      d. BIOL 628 → BIOL 544
      e. BIOL 629 → BIOL 506
      f. BIOL 640 → BIOL 504
      g. BIOL 645 → BIOL 545

n. MS Child Life
   i. Graduate Program Change Proposal:
1. Replace EDEE 655 with CHLI 602
2. Replace EDFS 654 with CHLI 607
3. Replace EDFS 635 or COMM 501/502 with CHLI 608
4. Replace COMM 521, EDFS 670, MTLA 605, EDEE 620, EDEE 655 for CHLI 610

ii. Graduate Course Proposals: New Courses (4):
1. CHLI 602, Therapeutic Play for Child Life Specialists
2. CHLI 607 Advanced Child Development
3. CHLI 608 Research Methods
4. CHLI 610, Infant Development and Child Life

*After proposals were approved, Angela Cozart had a question/comment about the African American concentration – she is concerned/disappointed because to delete the program seemed to contradict our diversity initiatives.

Dean McCandless remarked that History has kept its concentration. Conseula Francis stated that the deletion was related to staffing issues - it is not the best practice to rely on independent studies to meet program requirements.

Dean McCandless mentioned an earlier discussion of a possible grad certificate that would be interdisciplinary. Jo Ann Ewalt agreed it is disappointing and wondered if we could give resources to the program for the sake of diversity. Jon Hakkila suggested that this situation is an opportunity to replace something that meets the needs of constituents. Maybe it needs to be crafted out better. Jo Ann then mentioned the difference between terminating and deactivating – that terminating a program means it is GONE, and this proposal was to in fact terminate the program. Deactivating a course versus deleting a course means it comes out of the catalog and after 10 years the course can be re-used. Courses need to be deleted appropriately for the sake of the catalog and course frequency evidence. This should always be done though the curriculum process.

Brian McGee remarked that it is not helpful to the institutional mission to offer something that we never put in practice and actuality. It's disappointing to students who show up and realize a class listed is not available. If English brought back a plan to resurrect with financial and staffing support, he could consider it. It's about how resources are deployed, course rotations are set, and priorities are determined at the programmatic level.

**Curriculum Recommendations Memo**
Conseula Francis discussed the course repetition policy.

**Admissions Deadlines** were distributed by Dean McCandless on behalf of Susan Hallatt, Director of Admissions, and invited program directors to discuss deadlines individually with Susan. The goal is to get all the deadlines aligned to work better with CollegeNET. Roger Daniels stated he prefers his rolling application process in case someone comes in just before classes begin in August—he would not want to turn away a good student. Conseula Francis stated the catalog does not accurately reflect deadlines. Adding some uniformity would help the Graduate School staff. Jason Coy (History) had questions about the deadlines, preliminary vs. final. He stated that multiple dates don’t align with how program directors handle students, especially with funding. Dean McCandless confirmed the first date is the only date stated in the catalog. The other (final) date would be for internal purposes only. Robyn Olejniczak reminded the council that there’s a difference between creating an application and completing/submitting one. Dean McCandless referenced the policy to let students know about financial aid by April 15th. Franklin Czwarka reminded the council that there is a state law requiring that all admitted students must be lawfully verified before starting school. Jason Coy stressed the importance that deadlines for applying and deadlines for funding need to be coordinated. Conseula recommends that an admission policy should
be a uniform GSO policy, not individualized by program. Comments for admissions deadlines are requested—please send all feedback to Allisyn Morgan at akmorgan@cofc.edu.

**Curriculog:** Conseula Francis mentioned the new catalog software (Acalog) and curriculum software (Curriculog) that will replace paper curriculum proposal forms and place them all into an electronic system. The implementation team (folks from the RO, Academic Affairs, and GSO) are in the implementation phase, building forms into the system, reviewing, and working with the forms. Everyone is eager to use this streamlined system but the decision of when to integrate it has not yet been made.

To finalize the workflow for this electronic system, the question was posed whether the workflow still should have the Curriculum Chair sign, then pass on to Grad Council, then be the point person to present to Faculty Senate. Brian McGee stated that we just need something in writing that makes sense to faculty so there is a clean workflow in the system. JoAnn Ewalt stated it makes sense to reaffirm the current process in which the Committee on Graduate Education, Continuing Education, and Special Programs takes action and then takes to Grad Council, and the Committee Chair presents to the Faculty Senate.

It was agreed that the Chair of the Committee on Graduate Education, Continuing Education, and Special Programs, a faculty representative, should present to FS after GC. Jason Coy stated that despite the consensus, there is another way to imagine what the Graduate Council does at these meetings. The bigger topics like proposing new programs or deleting programs could still be addressed but the minutia of curriculum changes could be completely skipped to save time for bigger topics.

**Credit Hour Policy:** Dean McCandless mentioned the memo/policy regarding clock hours and credit hours—the thesis credits specifically. Divya Bhati (OIEP) sent Amy best practices and this will be discussed further at the April 8th meeting. There should be a relationship between amount of time and credit awarded. JoAnn mentioned Marine Biology’s argument that they can’t really quantify the hours/efforts towards a thesis. The Curriculum Committee will discuss this at their March 30 meeting.

**Additional Announcements:** Josh’s message re: GSA: Oyster Roast: Saturday 3/26 2:00-5:30pm Location: James Island County Park, BYOB. GSA Executive Board apps taken until April 4. Vote between April 4 and April 8, please remind students

**Calendar:** On April 29th as part of A Charleston Affair, there will be a reception for alums of the Graduate School. This will include alums of the Graduate School and will double as a way to build community among those alums with our staff and programs, because in essence, they help support scholarship programs. The advisory board, graduating students, and staff will also be invited. A Paperless Post invitation will be sent out by April 5th.

Amy McCandless announced on behalf of Cicely McCray, Director of Marketing & Recruitment, that first drafts of one-sheets for marketing will be distributed soon to review and edit.

Jon Hakkila (Associate Dean of the Graduate School) will be trying to send out revised assessment plans soon.

**IV. For the Good of the Order**

Martin Jones (Math) accounted The MS Program in Mathematical Sciences was approved by CHE. Divya Bhati (OIEP) then announced that the notification had been sent to SACSCOC.
V. Adjournment: the meeting was adjourned at approximately 4:40pm.

*The next Graduate Council meeting will be Friday, April 8, 2016 in Beatty 216.*
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, April 8, 2016
3:00 PM, Beatty Center, Room 216

Members Present:
Cole Gayheart (GA for Child Life), Tim Carens (English) Jaap Hellenius (Biology), Bret Lott (MFA English), Felix Vasquez (Hispanic Studies), Jo Ann Ewalt (MPA), Carter Hudgins (HSPV), Amanda Ruth-McSwain, Craig Plante, Kristen E. Ashworth, (TEDU/Special Ed), Nenad Radakovk (TEDU), Mike Auerbach (SSM), John Peters (SMFT), Nancy Muller (LGC), Mary C. Bergstrom (RO), Franklin J. Czwazka (RO) Josh Bloodworth (GSA), Matt Rutter (SSM Reb)

GSO Staff Present:
Amy McCandless, Jon Hakkila, Michelle McGrew, Robyn Olejniczak, Susan Hallatt, & Allisyn Morgan.

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

II. Approval of the Minutes, March 25, 2016 Meeting

III. New Business :

A. Transfer Credit Policy
Dean McCandless circulated this policy and Mary Bergstrom’s new suggestion of 12 + 6 was mentioned – if students started in a Master’s program and transferred credit for a certificate, they suggested to leave the maximum for degree programs at 12 hours but to add a residency requirement: at least 18 credit hours must be earned in residence at CofC, 6 for certificates. Martin Jones asked (based on his 30-hour program) why they cannot make it 9 in residence for certificate(for majority). Mary Bergstrom adds that this is marrying what is done in undergraduate. DegreeWorks can monitor this—it does encompass online coursework. Dean McCandless will put the wording together and recirculate it. (see attached)

B. Credit Hours Policy- Thesis Definition
Dean McCandless referenced the two curriculum committees that dealt with the issue of how to determine the credit hours for thesis work. The existing CofC policy does not mention this, so the Provost asked the committee to discuss this at Grad Council. After much discussion, the consensus was to change the draft policy to indicated that credit hours for theses, graduate internships and guidelines would be “set by academic department or program”. An additional motion was approved to amend paragraph to include “Graduate activities outside of classroom “and give examples. Using these suggestions, the Dean would revise 12.1.5 and send to the Provost for further review. (see attached)

Graduating Students – Robyn Olejniczak circulated list of graduating student. All approved.

C. Memo for a separate committee for continuing education: Purpose of memo was to ask faculty senate to consider appointing a separate committee that would have responsibility for continuing education (Alice Hamilton’s arena and special programs) but non-credit offerings that are primarily done at the North Campus. The existing committee feels they don’t have the capacity or knowledge to provide oversight and advice. Todd McNerney will present to bylaws committee to discuss next year.
D. **Nancy Muller, Lowcountry Graduate Center** presented a powerpoint on current offerings. She announced 2 new graduate certificates in statistics – streaming live from downtown. Newly approved programs at the Citadel – accompanied by 9 new certificates. They are marketing at Citadel to help promote enrollment.

E. **Susan Hallatt - Admissions Deadlines**
   Susan briefed the council on a need for consistent admission deadlines – most universities set priority deadlines and then fall back deadlines that aren’t posted. The priority deadline is for the purpose of financial aid and recruitment for assistantships. After much discussion, consensus was to have a March 1 hard deadline and a soft July 1 deadline.

   **Marketing & Rebranding** – Amy read Cicely’s email about upcoming events and materials in marketing.

IV. **Update from the Graduate Student Association** — Josh Bloodworth: thanked everyone as it was his last meeting. Results of elections: Edward Longe is GSA President, Jamie Mansbridge is GSA Treasurer. Accepting graduation tickets to redistribute. GSA Oyster roast raised $500 for Pet Helpers.

V. **Announcements, Updates and Reminders** – Dean McCandless announced an alumni reception for alumni and graduating students. 4/29 6-8pm at the Blacklock House.

VI. **For the Good of the Order** – Laura Turner (MAT-PA) thanked Susan for being the first voice for prospectives and thanked her for her efforts and for caring.

VII. **Adjournment 4:24pm**
Transfer Credit Information

A maximum of 12 credit hours may be transferred into the Graduate School of the University of Charleston, SC. A maximum of 6 credit hours transferred from another institution may be applied to a graduate certificate. Not all graduate programs accept transfer course credit. Students should check the individual programs for their specific transfer credit policies.

For those programs which do accept a limited number of transfer credits, the eligibility of a course requires that the graduate student must have taken it from a regionally accredited institution, earned at least a grade of “B” (3.000 on a 4.000 grade scale) or higher, and have taken the course within his or her degree program time limits. The decision to accept transfer credit ultimately resides with the program director or program admissions committee.

Courses with grades of “S” or “P” (Satisfactory and Pass) are not transferable unless the institution where the course was completed indicates in their published grading scale information that a “Pass” or “Satisfactory” grade is the minimum equivalent of a “B” (3.000 on a 4.000 GPA scale).

Grades do not transfer, only credit hours. Therefore, students will not have their transfer credit grades calculated into their cumulative GPA.

Credits awarded at another institution as a result of placement testing are not acceptable. In addition, the College of Charleston does not award transfer credit for life experience, work experience gained prior to admission, military training, and/or non-credit bearing coursework completed toward a professional certificate. The College of Charleston does not give academic credit for noncredit course work and does not accept non-credit coursework, certificates or continuing education units for credit.

Credit earned at Charleston Southern University or the Medical University of South Carolina using cross-registration procedure, is considered transfer credit. Credit earned at The Citadel or Clemson University is not considered transfer credit when the course is part of a joint graduate program.

The student assumes responsibility for initiating the request for transfer graduate credit on a program of study. An official transcript containing the requested transfer work must be on file in the Graduate School Office. If such work is shown on the transcripts provided in support of the original admissions decision to the Graduate School, a new record is not needed.

Regardless of the student’s citizenship, applicants with course work from a college/university outside of the United States must also submit official transcripts (mark sheets, academic records), with English translations, to a recognized credential evaluation agency for verification and a course-by-course evaluation. Responsibility for the translation and evaluation of documents in order to meet deadlines, as well as all costs associated with these services, is the responsibility of the student applying for admission. Once the course-by-course evaluation from
an outside agency and the English translations of course descriptions are received by Graduate School of the University of Charleston, SC, evaluation of the course work can begin for potential Graduate School of the University of Charleston, SC transfer credit.

Undergraduate students who took graduate coursework that met a degree requirement for their undergraduate degree at the College of Charleston are not allowed to also apply those credits towards a graduate degree at the College of Charleston. The exception of this policy is if a student is enrolled in a combined Bachelor’s and Master’s degree program at the College of Charleston.

The College of Charleston will not release copies of education records/transcripts received from previous institutions and/or copies of test scores submitted from testing agencies.
Recommended Revisions of Policy Statement 12.1.5: Assignment of Credit Hours, 03/04/2013

On March 16, 2016, Provost Brian McGee asked Dean McCandless and the Graduate Council to review College Policy 12.1.5, “Assignment of Credit Hours,” and the policy’s relationship to independent enrollments, including thesis enrollments, at the graduate level. The policy was subsequently circulated to the Deans, the Faculty Committee on Graduate Education, and the Graduate Council.

At the April 8, 2016 meeting of Graduate Council, it was recommended to change the second to the last paragraph on page 2 of Policy Statement 12.1.5 to read as follows:

For courses designed to include significant out-of-class experiences for the development and application of job related or practical skills in a particular discipline (e.g., clinical practice, internship, fieldwork) and those intended to foster independent learning (e.g., independent study, tutorial, bachelor’s essay, graduate research, thesis/dissertation), guidelines are set by the academic department and/or program for how the instructional time frame will meet the credit-hour policies described above. These courses require independent enrollment accompanied by a detailed contract specifying the nature of the student work product, student learning outcomes, faculty and student meeting frequency, and assessment criteria.

Other recommendations/suggestions for revision include:

1) Update definition of the summer term on page 2;
2) Revise description of curricular process on page one to include Faculty Committee on Graduate Education… and Graduate Council;
3) Revise statement “Each department and school has specific guidelines to account for the nuances and requirements of the particular fields of study” on page 1 to include programs;
4) Include a statement on “Parties Responsible for Implementation.” For instance, the University of Montevallo’s credit hour policy includes the following: “When a new course is proposed, part of the review at each level of approval (department, college, dean, Undergraduate Curriculum and Instruction Committee or Graduate Council, Provost) must entail a consideration of the appropriateness of the number of credit hours to be awarded”;
5) Refer to SACSCOC Credit Hours Policy Statement and the Federal Definition of the Credit Hour (top of page 1), not just that of the South Carolina Commission on Higher Education.

Dr. Amy Thompson McCandless
Dean of the Graduate School
University of Charleston, South Carolina
Professor of History, College of Charleston
Fulbright Campus Representative
66 George Street, Charleston, SC 29424
TEL: 843-953-5614; FAX: 843-953-1434
Http://gradschool.cofc.edu
http://twitter.com/thegraddean