MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 16, 2016 as makeup for September 2, 2016 (storm day)
3:00 PM, Beatty Center, Room 216

Members Present: Bret Lott (MFA), Mike Duvall (MA English) Silvia Rodriguez Sabater (M.Ed in Languages), Apsen Olmstead (CSIS), Craig Plante (MBIO), Roger Daniels (ACCY), Christine Finnan (MTLA), Katherine Chiluski (Child Life GA), Cole Gayheart (Child Life GA), Amanda Ruth-McSwain (MCOMM), Annalisa Calini & Martin Jones (MATH), Mary Bergstrom and Jerry Mackeldon (RO), Lynn Cherry (Associate Provost for Curriculum), Philip Jos (MPA), John Peters (SMFT), Laura Turner (MAT Performing), Ed Longe (GSA), Bill Olejniczak (History)

GSO Staff Present: Brian McGee (Graduate Dean), Jon Hakkila (Associate Dean), Robyn Olejniczak (Director of Student Records) Michelle McGrew (Research and Student Services Coordinator) and Allisyn Morgan (Asst to the Dean)

I. Welcome & Announcements
   A. Dean McGee expressed his gratitude for the outpouring of support and condolences for the loss of his wife Alison Piepmeier. This was also the first Graduate Council meeting since the sudden loss of Conseula Francis, Associate Provost for Curriculum. He addressed a forthcoming motion in support of the service Dean Amy McCandless who retired in July. Brian also acknowledged the many new members who have stepped into director positions this year including Phil Jos, Bret Lott, Bill Olejniczak, Aspen Olmstead, Mike Duvall, and Christine Finnan.

   B. In the spirit of changing things a bit, Brian announced a location change for the rest of the semester’s Grad Council meetings. They will now take place in Robert Scott Small (RSS) Room 235.

   C. The Graduate School was faced with budget cuts to the Faculty R&D budget last year but it was recently announced that $38k in non-recurring funds will be added to the the $52k balance reaching $90k, which is closer to the original goal of $100k.

   D. As Graduate Dean, Brian McGee announced that he is actively looking for additional funds for graduate education.

   E. Dean McGee thanked everyone for their tireless SACSCOC work all summer and their contributions to the massive undertaking.

   F. The acalog transition was announced and the curriculum piece of this system (curriculog) will not roll out until the next academic year 2017-18, as customization, implementation, and training are still necessary for a successful launch.

II. Review of Final Graduate Catalog and Graduate Policies
To start, there is no list of graduate and undergrad faculty in the catalog – that will be held on the Academic Affairs website. (There is no requirement for faculty listing in the catalog)

   A. Admissions policies: Changes in policies-- clarification of international students and senior citizen registration

   B. Transfer credit policies: Reviewed the clarification/clarity on graduate certificates; transfer of grades (B vs B-) Note that a (B-) is not a transferable grade. Graduate credit inventory – it is time to specify courses that need reviewing as courses need to be reviewed at least once every ten years. Regarding cross-registration info with other local institutions: as of now there is no valid cross-registration agreement at MUSC and The Citadel; Academic Affairs is working towards one with Citadel – Currently: MUSC and Citadel courses must be matriculated and paid while this policy change is in process.
C. **Time limit** – To resolve a policy gap, the same undergraduate expiration date rational was applied to the graduate level. Residency: academic regulations on a graduate residence requirement—this mimics SACS requirement that all graduate must have 30 credit hours minimum – and instruction must be offered by the institution that’s awarding the degree. Degree works is monitoring this (1/3 requirement, 30 graduate credit hours--to provide caution , we put policy in place that says there is no study abroad for graduate student without permission of provost (beyond 6 credit hours for graduate students ) – They had to create a last-minute policy to prevent this and add an extra check. (From previous schools’ study abroad programs, just refer to transfer credit policy). Bill Olejniczak (History) asked if joint programs have different policies. Brian remarked that they need to spend some time working on agreements with Clemson & Citadel.

D. Comment on **curriculum search tool**: Laura Turner (MAT) mentioned the search box can be confusing which is a concern. Mary Bergstrom (RO) explained it’s built with a landing page and then broken into two pieces so you must select “graduate catalog” from the dropdown menu first.

E. Expect to follow this **catalog**. It matters. We must follow proper procedure for any proposed changes to curriculum/exception requested. They will be documented. Substantive changes must go through the entire process, as this curriculum process is owned by the faculty. The path is known and well-defined. Admissions standards have been rigorously vetted by the faculty and council and some admissions standards had previously been made as an editorial update. **All** of these must go through curriculum process. Changes in admissions standards must walk through the **Academic Standards Committee**. This should require graduate faculty’s approval. Admissions standards should go through normal review process and academic standards committee unless the bylaws are adjusted. Brian welcomes the Graduate Council to meet or discuss the issue at the next meeting. He is eager to resolve this quickly considering the **curriculum rollout** in Fall 2017. Christine Finnan (MTLA) asked if it would go to Academic Standards first. The Committee on Grad Education gets proposals but needs to involve another committee if admissions changes come up.

F. Clarified Policy: **Posthumous degrees** – More objective criteria has been established as the 2004 policy sets a higher bar for graduate students than undergraduate students. The policy was slightly revised to also bring the grad percentage to 80%. **Current hour policy dialogue** –changes made to credit hour policy due to advice from external consultant; this is partially resolved but we will pick up this topic later in the academic year. As for credit hours, thesis hours, etc. – we are hoping to finalize language this academic year.

G. A new **FAM** is published (August 8, 2016.) Remaining topics: graduate faculty and credentials, added flexibility for programs. We must also clarify enrollment of undergrad in graduate courses.

III. **Committee to Review Graduate School Structure and Management**

A. **Dr. Amy McCandless** concluded her service at end of June. With this transition of leadership we look towards the future – last year was a very difficult year financially. There is a shortage of financial resources due to state requirements. The upshot is no single assistantship was removed, and there were no cuts on faculty (besides R&D), etc to preserve the financial core of the graduate school. Graduate School enrollment has been declining-- somewhat a national trend. Brian plans to take on issues in the Graduate School and support programs at CofC with full conviction that
graduate education is a vital part of the future of College – in hopes of securing the wealth, health and vitality of programs.

B. The Future of Graduate School: The upcoming review of the Graduate School will ask faculty, council, students, and line deans a series of questions about how they might organize effectively. Patterns have changed in history, and the Provost does not know the future direction, nothing has been decided. He would like to put together a Committee to Review the Graduate School. This will include a group of deans, line faculty, other faculty, some staff from Graduate School, and Graduate Council to sit down for at least 2 meetings to review data and make advisory recommendations to the Provost. Dr. McGee remarked that he will take full responsibility for the decision once made. Everyone has a chance to be heard, though all must be cognizant of the fact that we are not a huge graduate school – we must be cost-conscious in hopes of spending most on programs and students vs. administrative overhead. We will spend as long as it takes to collect all feedback and make an informed decision. Brian is open to hearing other ideas and approaches for this process. The timeline is open-ended, it just needs finality once concluded. Regardless of the length of time, the Graduate School staff will be consulted. Phil Jos asked if there is an approval process for the decision. Once the Provost settles on the model, there will be a discussion with the President and if strategy aligns with others, it would pass quickly. The Board of Trustees can weigh in on any management but day-to-day delegation belongs to President.

Jon Hakkila requested a motion to support and honor Dean McCandless’ 30+ years of service at the College including 10+ years of service at the Graduate School. In unanimous favor, the motion was approved.

Bill Olejniczak inquired about the size of committee, which will not be small—at least 12-15 people will make up this group. Brian invites by memo self-nominations for folks to serve on the committee. The Chair of the Graduate Education Committee Christine Finnan will certainly be called on for this committee. The goal is to have a first meeting in the month of October.

IV. Approval of the Minutes, April 8, 2016 Meeting: Minutes approved

V. Curriculum Proposals:
   A. English Proposal from 04.20.16, approved without discussion
   B. History Proposal from 04.20.16, approved without discussion

VI. Update from the Graduate Student Association —Edward Longe, President of the Graduate Student Association announced - working on the graduate student voice – wants to see grad students working, visible, and affect change. First meeting was held on 9/16. Research budget was increased by $1200, providing more funding opportunities to students. Conversations have begun with Provost/Dean McGee with regards to GRE exams for prospective students, to insure cost isn’t a barrier to admission.

VII. Announcements, Updates and Reminders – GSO Staff – Graduate deadlines for fall

Jon Hakkila discussed assessment and the challenge with this due to faculty turnover – changes to assessment reports should be considered with faculty as a great opportunity to work on that. Timeline for changes is traditionally September 30th, confirmed by Karin Roof, but it is flexible. Roger Daniels remarked that it is impossible to meet the May 15 deadline with accuracy, as faculty are typically absent. Brian responded that deadlines can be
reviewed but recommended to gather data needed in routine way—rather than cramming two-years into one—as it is a continuous cycle.

The third annual 3MT® competition will be held Thursday, November 3rd in the Stern Center. Please spread the word as it’s a fantastic opportunity for your students.

Brian remarked that some of the deans don’t feel as well-informed about graduate programs as they do about undergraduate. Please make sure to keep deans well-informed.

We hope to return of the topic of revising MOUs with The Citadel and Clemson at the next meeting, September 30th.

VIII. Adjournment
The meeting was adjourned at 3:15pm.

*The next Graduate Council meeting will be held on Friday, September 30 at the usual 3:00pm in a NEW LOCATION: RSS 235*
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 30, 2016 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

Members Present: Aspen Olmsted (CSIS), Mike Duvall (ENGL), Christine Finnan (MTLA), Courtney Lawrence (GSA), Annalisa Calini (MATH), Annette Watson (EVSS), Lynn Cherry (Associate Provost for Curriculum), Silvia Rodriguez Sabater (M.Ed in Languages), Kristen Ashworth (TEDU), Franklin Czwazka (RO), Julie Dahl (RO), Mary Bergstrom (RO), Jerry Mackeldon (RO), Bret Lott (MFA), Laura Turner (MATPA), Roger Daniels (ACCY), Craig Plante (MBIO), Phil Jos (MPA), Matt Rutter (SSM), Malarie Seuss (MPA), Bill Olejniczak (HIST), Karin Roof (OIEP)

GSO Staff Present: Brian McGee (Graduate Dean), Jon Hakkila (Associate Dean), Robyn Olejniczak (Director of Student Records), Michelle McGrew (Research and Student Services Coordinator), Cicely McCray (Director of Recruitment and Marketing), and Allisyn Morgan (Asst to the Dean)

I. Welcome

II. Approval of the Minutes, September 16, 2016 Meeting: unanimous approval

III. Update on Committee to Review Graduate School Structure and Management: Brian McGee, Provost and Dean of the Graduate School, announced his second and final call for committee charge. The scope and timeline is will be announced soon and Brian plans to schedule a first meeting this fall.

IV. New Business

Updating Admissions Requirements:
Anytime there is a request for an exception to the curriculum we must go through the exceptions management process and process a request for changes to admissions guidelines. For example, a GRE exception should go through the exception management process. There must be transparency.

It is time to review the programs and confirm you have built the process you want. It's important to do this now versus March or April because it will be too late for next year. You can't have it unposted for the sake of transparency. Think about whether your exceptions are out of a principle belief or due to sections and enrollment. That may invite curricular revision to resolves this.

Please align curriculum with integrity for programs. As for exception management: Registrar Mary Bergstrom confirmed this is through the workflow in DegreeWorks. Admissions changes are through the Graduate School. In terms of managing changes: we have the potential to do such in Curriculog for consistency’s sake. Franklin Czwazka is doing a test build. Changes could potentially go through Curriculog.

Roger Daniels asked about a committee decision based on a lower score than posted in the admissions requirements. Brian explained that as long as there's some flexibility in the catalog, such as an exception-made statement, you have such elasticity. “Generally” is a good word in this case. (“Should” is used in this case so there is flexibility.) Permissive language makes it fine. The listing is more advisory versus binding if the language allows. Laura Turner asked about test differences like the Miller Analogies Test (MAT) versus the GRE. Brian confirmed you can make a note in catalog if updated with committee.

Enrollment Report Status
An enrollment report was distributed to show the trend lines of Fall 2015. We are still awaiting clean data for Fall 2016. The Citadel has provided their data on joint programs for Fall 2016. You will see some programs are stable or growing while others are declining, some declining to an alarming degree. As soon as there's clear data, certain program directors may get a note –a request for help in understanding
and interpreting this data to see where you are and to determine what measures are being considered at the program level to address that level of enrollment.

Course fill rates are coming to show the overlap between programs. Some course sections have reasonable enrollment, but it is time to address the size, scale and success of programs to devise directive guidelines for program health. For smaller sections, we must explain why it should continue or else. This is an internal exercise for now but to prepare for internal concerns but we also have the question of being flagged by CHE and have go through program reviews. This is simply to keep an eye on our own, not a request to compromise quality. We ask that small programs consider how to match resources to enrollment and see how enrollment could be managed differently while maintaining quality.

**Type I and Type II Graduate faculty implementation:**
After our two-year process to get ready for regional accreditor, we need to move to full implementation of Type I and Type II tracking. Type II criteria was completed this year. By memo you will get a request to prepare list of all type I Faculty and move up through the supervisory chain to Dean of Graduate School to firm up the Type I list. Give Type II list for the programs it applies to. If you do not have criteria, you can give list for Type II faculty. Get things firm up before any site team were to make an appearance, with efforts to have all paperwork in place. We need to produce our list while making it as simple and painless as possible. Post SACSOC review: we will adjust faculty credential forms for new faculty. This will require a little more work, but it is a process for next summer and beyond. You will receive a straightforward request via memo.

**30 credit-hour minimum**
Academic regulations confirm that a graduate degree has put be 30 hours besides exceptional approval. Programs that share curriculum (and a particular student case) has raised some questions. If you complete one degree program and then you apply to another degree program, the courses completed could be used as required courses for the new program. One could take 3 different degree programs. We want to make this clear that this residence provision does apply to these cases. You must earn a minimum of 30 hours before degree. This is relevant to MES and MPA as it is possible to go under 30 hours under second degree so this policy restricts that. Should Grad Council wish to adopt a rule that courses can be applied to more than one only with permission of directors, please voice this to the Dean.

As for degree and certificate programs, Christine Finnan asked if we want to insure there’s faculty oversight of this double counting for a previously matriculated student. Roger asked if faculty should make decision. Phil Jos asked about oddity of this but it doesn’t apply to concurrent program. The rule bars practice of dropping below 30—just trying to prevent an unanticipated quasi-concurrent program. Brian requested that Christine Finnan mention this topic in the Graduate Education meeting. Mary Bergstrom would like to say programatically the Registrar’s Office would be able to do all or nothing but one-offs could customize and complicate the fluidity of this; it’s too granular. Laura Turner expressed wishes of sharing a concentration (more of an undergrad question) Minors and concentrations can’t share yet full programs are sharing in graduate education. Brian concluded it’s an oddity but he will feel comfortable with whatever choice is made with intention. Any thoughts after graduate faculty discussion is appreciate.

**Peace Corps Master’s International – September 30:** PCMI wrapped up on September 30. This was not our choice but the decision seemed to have a considerable process. There can be no further references to the Peace Corps on our website after 9/30.

**Other topics to address**
**Enrollment:** Some programs have growth of pressure to grow and how to grow a program. Brian stressed that it is okay to present ideas that will cost money but will grow programs and he would be delighted to receive ideas that can result into success.

**Hybrid education or distance education.** The College is not going to contract with a third party vendor for this hybrid or distance education as we have too many resources to give away that kind of control which gives him great pause as Provost and Dean. From a financial position, we cannot give intellectual
property this way. Growth in faculty expertise is ready. Market or distance offering ideas that may cost but be a good idea will be happily reviewed. The Dean understands we need to spend some money to make money. Brian will listen to any plan as long as it includes a financial advantage to the College. Ideas for discounting tuition are welcome, but we cannot change fees or change tuition without expressed vote by the Board of Trustees.

**Update from the Graduate Student Association** – Courtney Lawrence, GSA Vice President
The GSA has already awarded $1600 in research funds. They’re in the process of establishing health insurance plan for grad students. Edward Longe has pushed for funding for prospective students wishing to take the GRE but find the fee a barrier. Aspen Olmstead asked if international students would be considered for health insurance and GSA will make every effort to do such.

**Announcements, Updates and Reminders**
Michelle announced the 3MT ® competition set for November 3rd. A Grant-writing workshop will take place November 2nd. A speech prep workshop will also be offered October 21st. The GSO will hold an alumni reception as part of alumni weekend on November 18 in the Halsey Gallery. Please contact Michelle if you have any additional alumni to add to this.

Phil Jos announced if you have students interested in connecting for volunteer work for non-profits. MPA and GSA will be doing this October 6th.

Jon Hakkila offered to look over assessment plans – and the need to identify service and research as well as one research or assessment item to your plan. Jon can offer to help find something to add.

Cicely McCray announced a visit from USC Upstate October 14th. And the GSCA successfully registered 54 new voters as part of their voter registration day on campus.

The Spring 2018 calendar hasn’t posted but after extensive review, Academic Affairs is attempting to move spring break back to a later date in the spring. There are no barriers as of now. This could be a big change, so Brian requested any concerns or questions about this by 8am on 10/3.

**Adjournment** : The Grad Council meeting adjourned at 4:05pm.

_The next Graduate Council meeting will be October 21 in RSS 235 (Robert Scott Small Building, Classroom 235)_
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, October 21, 2016 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

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

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

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

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

III. New Business

A. The Dean’s Report
   i. Dean McGee opened his report by thanking everyone for their hard work during Hurricane Matthew and to please let Academic Affairs know if there are any issues during the rest of the semester. He then briefly covered several items related to previous Graduate Council meetings or updates. First, he is aware that further information is still needed regarding Type I and Type II Graduate Faculty. Second, he mentioned that Undergraduate Admissions is currently working with contractors to recruit international students in target countries, and the program director and school dean will be consulted if a prospective graduate student develops in this process. Third, the Dean revisited the 9/30 Graduate Council meeting where he provided an overview for the ad hoc committee to review the Graduate School’s organization, structure, and leadership. He is still in the process of putting together this committee and has received good recommendations and nominees.
   ii. The Dean has had meetings with School Deans regarding certain program’s low and/or high enrollments. He is planning to review each program and schedule one-on-one meetings with program directors. He noted that these meetings are meant for him to gain an in-depth understanding of program needs and should not signal trouble.
   iii. The Lowcountry Graduate Center (LGC) operates at the North Campus of the College of Charleston and maintains a consortium agreement with MUSC and The Citadel. This agreement expired on 9/30/16 and these schools are in talks to develop a new consortium agreement. Any questions should be directed to Nancy Muller (LGC) or Brian McGee.
   iv. The Committee of Graduate Education, Continuing Education, and Special Programs is doing important work related to the structure and scope of the Committee. The FAM committee charge is not applicable to current reality and the Committee is working to resolve this by developing two stand-alone committees: one for graduate education and one for continuing education. The Committee has drafted a memo and proposal that it plans to bring to the By-Laws/FAM Committee for consideration. Several questions were posed by the Committee to Graduate Council:
      1. Some continuing education does happen at the graduate level, namely professional development courses in education (EDPD). Which committee would this programming fall under?
Jon Hakkila (GSO) says there is a murky gradation between EDPD courses, MAT courses, and then regular graduate courses. EDPD courses do not count towards any CoFC graduate degree, and MAT courses are often cross-listed with 300-level undergraduate courses. EDPD courses are not reviewed by any faculty committee.

- the Dean replies that MAT degrees are a recognized exception and outlier, even by SACS.
- Bret Lott (MFA) asks how other schools manage graduate continuing education.
- the Dean replies that the Committee will consider this and report back at November’s Graduate Council meeting.
- Susan Hallatt (GSO) notes that EDPD courses are driven by the State Department of Education and individual school district’s needs.
- Mike Duvall (ENGL) proposes that all continuing education courses should belong to the new committee on continuing education regardless of level.
- the Dean notes that there is a localization to the management of EDPD, and the Office of Professional Development in Education (OPDE) must be reactive to market needs and respond quickly. We should be able to provide this opportunity for teachers.
- Jon Hakkila (GSO) is concerned that there isn’t proper management and that oversight must occur at some level.
- the Dean says that even if EDPD courses fall under the purview of the proposed committee on continuing education, any issues still may need review by the Graduate School. This could be solved with the make-up of the proposed committee or by placing an ex-officio member on the committee. Graduate Council will revisit this topic after the Committee’s next meeting.

2. What is the relationship between Graduate Council to the rest of shared governance at the College?

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

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

B. Curriculum Proposals
i. ENGL – edit course description and update repeatable hours
   1. Approved without discussion
ii. MBIO – delete course and add new course
    1. Proposals were combined into one motion and approved without discussion
iii. MATH – add a new program sequence
    1. Approved without discussion

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

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

V. Announcements, Updates and Reminders – GSO Staff

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

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

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

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

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

The next Graduate Council meeting will be November 18 in RSS 235 at 3pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 18, 2016 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

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

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

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

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

III. New Business

   A. The Dean’s Report
      i. Graduate Education, Continuing Education, and EDPD
         Dean McGee defers to the members of the Committee on Graduate Education, Continuing Education, and Special Programs but wanted to mention that there was a lengthy discussion among stakeholders at the last Committee meeting regarding the progress of the motion to split the Committee. Where do these professional development in education courses (EDPD courses) belong? They do not count towards any College graduate degree, but they are graduate-level courses. The Committee decided that the graduate-level aspect of EDPD courses should trump the continuing education aspect, which means they should be considered by the proposed Committee on Graduate Education and not the Committee on Continuing Education.
      
         ii. Strategic Indicators and Graduate Education
         As the College approaches the conclusion of the 2020 Strategic Plan, the Board of Trustees requested a condensed list of priorities to consider. The administration developed a list in consultation with the Deans and Executive Vice Presidents. Several items on the list are directly related to graduate education, such as desired growth in the degree-seeking graduate population and in the international graduate population. The Board thinks 750 should be the enrollment goal, though that may not be realistic. It is also possible to develop programs with revenue generation in mind, similar to the MBA program.
         - Divya Bhati (OIEP) asked how that number was determined. What data has been gathered? What trends are being considered? Has any predictive modeling been conducted?
         - the Dean notes that this has not been done.
         - Laura Turner (EDPA) asked what the timeline is.
         - the Dean says 2020, noting the improbability, and says even though we will have to comply with any directives from the Board, our enrollment goals should be the result of data-driven analysis. He asked that ideas and thoughts be shared.
iii. **Other Topics**

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

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

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

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

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

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

B. **Curriculum Proposals**

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

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

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

C. **Approval of Candidates for Fall Graduation**

   i. Approved without discussion

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

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

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

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

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

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

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

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

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

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

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

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

The next Graduate Council meeting will be January 20, 2017 in RSS 235 at 3pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, February 10 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School
Jon Hakkila, Associate Dean of the Graduate School, led meeting

Members and Guests Present: Kristen Ashworth (TEDU/EHHP), Mary Bergstrom (RO), Josh Bloodworth for Divya Bhati (OIEP), Annalisa Calini (MATH), Karen Chandler (ARTM), Roger Daniels (ACCY), Christian Duncan for Nancy Muller (LGC), Mike Duvall (ENGL), Christine Finnan (MTLA), Carter Hudgins (HSPV), Martin Jones (MATH), Phil Jos (MPA), Todd LeVasseur (RELS, QEP), Jerry Mackeldon (RO), Jamie Mansbridge (GSA), Bret Lott (MFA), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), Bob Perkins (TEDU), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Matt Rutter (BIOL/SSM), Katherine Chiluski for Susan Simonian (MSCL), Malerie Suess (MPA), Laura Turner (EDPA), Annett Watson (EVSS)

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

I. Welcome – the meeting was called to order at 3:02pm

II. QEP Opportunity for Graduate Students – Todd LeVasseur, Quality Enhancement Plan Director

Todd presented an abbreviated overview of the College’s QEP on Sustainability Literacy. The QEP will provide multiple opportunities for engagement with graduate students, such as the permanent exhibit in the library, poster presentations, research projects, etc. There will also be interdisciplinary “solutions” to each year’s sustainability issue. Undergraduate and graduate students can win funding to present these “solutions” at conferences. The QEP also plans to offer four half-time graduate assistantships, which will support the work of the QEP Faculty Fellows in the Sustainability Institute. The GA positions will be open to graduate students in any degree program.

Josh Bloodworth (OIEP) notes that the QEP can evolve and program directors can always present ideas for further graduate student engagement and opportunities.

III. Approval of the Minutes, November 18, 2016 Meeting – unanimous approval

IV. New Business

A. Notification of the motion to split the Committee on Graduate Education, Continuing Education, and Special Programs into two committees: the Committee on Graduate Education and the Committee on Continuing Education

   i. Christine Finnan, Chair of the Committee, updated Graduate Council on the status of the motion to split the current committee. The motion was finalized by the By Laws Committee and is on the agenda for February 14’s Faculty Senate meeting. The proposed Committee on Graduate Education will maintain oversight of graduate-level teacher professional development and recertification courses (EDPD and Non-Degree Education). The proposed committee would also consider changes to admission requirements.

B. Update on the Ad Hoc Committee on the Future Organization of the Graduate School and Graduate Education
i. Jon Hakkila reported to Graduate Council that the Ad Hoc Committee is currently gathering input from campus stakeholders – faculty, staff, students, and administrators. The Committee is also reviewing the organization and structures of peer institutions so the recommendation can include internal and external sources and information. Feedback and input from Graduate Program Directors is vital as this group is directly involved in graduate education.

Roger Daniels (ACCY) asked how the Lowcountry Graduate Center (LGC) fits into the bigger picture.

Jon responded that the Center’s MOU was recently resigned, which changes the relationship between the College and the LGC.

Chris Duncan (LGC) confirmed that the new MOU does change the operation of the LGC. The state always threatens to cut the funding that supports the LGC, but it has not happened yet. There is a lot of uncertainty around the funding and operation of the LGC.

C. Curriculum Proposals
i. CSIS Proposal – New Graduate Certificate: Information Systems
ii. CSIS Proposal – New Graduate Certificate: Software Engineering
   1. Two CSIS proposals considered together. Aspen Olmsted stated that the Computer Science program has four emphasis areas, with one already corresponding to a certificate – Cybersecurity. There is enough demand to introduce two more certificates that correspond to emphasis areas, but probably not enough for the fourth – Computer Science. These certificates are stackable in the sense that a student can count certificate courses towards the Master’s degree. Both proposals pass.
iii. EDEL Proposal – Remove Co- and Pre-Requisites: EDEE 614, 640, 690, 695
iv. EDSP Proposal – Remove Co- and Pre-Requisites: EDSP 649, 724, 731, 741, 748, 751
v. EDGT Proposal – Remove Pre-Requisite: EDSP 760
   1. Three EHHP proposals considered together. Kristen Ashworth stated that these proposals are a continued effort to clean up the TEDU curriculum. These co- and pre-requisites are historical – over 10 years old – and were meant to restrict a student’s movement through a program. These are no longer relevant or necessary. All proposals pass.
vi. MBIO Proposal – Update Core Requirements
   1. Craig Plante stated that the program is trying to provide more curricular flexibility to their students by adjusting their core requirements. They currently require students take four core courses, but they are changing that to only require students take three out of four courses. Craig noted that most students will most likely take all four courses, but this will allow students with sufficient undergraduate expertise to take other courses. Proposal passes.

V. Update from the Graduate Student Association – Jamie Mansbridge, Treasurer

Jamie Mansbridge provides the GSA update on behalf of President, Edward Longe, who is suffering from a golf injury. Graduate students no longer have sole access to the Graduate Student Study Room on the third floor of the Addlestone library. The room has been opened to graduate and
undergraduate students. The GSA unanimously passed a motion to reconsider this, but they have access to Room 206 in the Stern Student Center in the meantime. The GSA continues to investigate health insurance options for graduate students. Edward Longe is meeting with Business Affairs, Student Affairs, and the Provost. Jamie reminded the meeting that spring grant applications are open and elections for the 2017-2018 GSA Executive Board will be held in March and April. The GSA will also host a philanthropic event in the second half of the spring semester.

VI. Announcements, Updates, and Reminders – GSO Staff

Susan Hallatt and Robyn Olejniczak (GSO) reminded program directors to review their current admission requirements. The Graduate Dean is implementing a formal process to make admissions changes, which will be similar to the curriculum workflow.

Roger Daniels (ACCY) noted that it is important to maintain some flexibility in admission requirements.

Jon Hakkila (GSO) countered that they cannot be too vague or general – programs have to find the balance between being flexible and maintaining standards and equity amongst applicants.

Cicely McCray (GSO) let program directors know that the update to one-page program flyers will begin in the next few weeks. Programs should also consider putting videos on their program websites.

VII. Adjournment – the meeting adjourned at 3:44pm

The next Graduate Council meeting will be March 24, 2017 in RSS 235 at 3pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, March 24 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School
Jon Hakkila, Associate Dean of the Graduate School, led meeting

Members and Guests Present: Kristen Ashworth (TEDU/EHHP), Vince Benigni (COMM/HSS), Mary Bergstrom (RO), Annalisa Calini (MATH), Karen Chandler (ARTM), Mike Duvall (ENGL), Christine Finnan (MTLA), Martin Jones (MATH), Phil Jos (MPA), Kevin Keenan (URBP), Nancy Muller (LGC), Bret Lott (MFA), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Matt Rutter (BIOL/SSM), Elizabeth Gayheart for Susan Simonian (MSCL), Annett Watson (EVSS), Mark Witte (MBA), Brian McGe via phone

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

I. Welcome – the meeting was called to order at 3:04pm

II. Approval of the Minutes, February 10, 2017 Meeting – unanimous approval

III. New Business

A. Curriculum Proposals

i. URBP Certificate – update organization of certificate; add courses

ii. MPA/URBP – delete PUBA 614 & 615, new course PUBA 514

1. Two URBP proposals considered together. Kevin Keenan (URBP) explained that several courses are being removed from the certificate since they have not been offered in many years. The current GIS (PUBA 614) course is being deleted and re-proposed as a 4 credit course (PUBA 514), which aligns with the EVSS GIS courses. Moving the course down to 500-level also allows for possible cross-listing with an undergraduate course. The addition and deletion of courses then requires the certificate to shuffle its courses around so they more closely align with the new organizational structure. All proposals pass.

iii. MPA – new course PUBA 651; cross-list with EVSS 651

iv. EVSS – new course EVSS 611 & 651; delete EVSS 646

v. Concurrent Program MPA/EVSS – add PUBA/EVSS 651, EVSS 611; delete EVSS 646

1. Three proposals considered together. Phil Jos (MPA) and Annette Watson (EVSS) presented the changes to the Concurrent Program and their individual programs. Per OIEP, the MPA/EVSS concurrent program was required to add 4 credits to the curriculum. The EVSS core seminar has been restructured from a 2 credit course into a 3 credit course to add an element of career consideration. Both programs also created a new cross-listed course. Both of these will be required in the MPA/EVSS concurrent program. The EVSS program will also increase their degree hours to from 37 to 38. All proposals pass.

vi. MBIO – remove req. for organismal elective course

1. Craig Plante (MBIO) explained that the program is choosing let students work with their thesis advisors to decide if an organismal elective course is beneficial rather than require it. The organismal courses will still be
selectives and students will most likely still take a course. The program is moving towards modernity and flexibility in their curriculum to improve the students’ experience. Proposal passes.

vii. MFA – add ENGL courses to electives
   1. Bret Lott (MFA) explained that the program proposal missed a handful of English courses that should be electives for the MFA. Proposal passes.

viii. EDPA – delete 1 hour of MUSE 601 from degree requirements
   1. Christine Finnan (MTLA) presented on behalf of the MAT Performing Arts program. The program has found that two hours of applied voice is not necessary and it’s more likely for students. This change also brings the degree hours into alignment between the theatre and choral music concentrations. Proposal passes.

ix. EDEL – update titles, descriptions, and co-reqs: EDEE 614, 665, 690, 695
   1. Christine Finnan (MTLA) presented on behalf of Bob Perkins (TEDU). She explained that many of the curriculum changes in EHHP graduate programs are the result of incremental changes to course titles, co-reqs, and prerequisites. This is just further maintenance from previous changes. All proposals pass.

x. MTLA – concentration changes
   1. Christine Finnan (MTLA) explained that the MTLA program contains 6 core courses and 6 concentration courses. The program is adding and deleting courses from each of the four concentrations in an effort to clean-up and provide some more flexibility for students. All proposals pass.

xi. LALE – delete EDFS 704 from ESOL emphasis; admission requirements changes
   1. Silvia Rodriguez Sabater (LALE) explained that EDFS 704 was mistakenly included as an elective option in the ESOL emphasis for the 2016-2017 catalog and this proposal undoes that mistake. Silvia explained that the current admission requirements don’t clearly speak to students with or without a teaching certificate. The revised requirements create two applicant categories to make it clearer. All proposals pass.

Christine Finnan (MTLA) noted that this is the first time the Committee on Graduate Education, Continuing Education, and Special Programs considered changes to admission requirements. The Dean is implementing a formal process that will include the regular curriculum workflow. Previous program directors could change their admission requirements during the catalog update process without any oversight. Perhaps the Graduate School can use the Program Director Retreat to talk through this issue and find commonality among programs.

taxii. MAT & LALE programs – new course TEDU 536; add course to technology requirement
   1. Christine Finnan (MTLA) presented on behalf of Bob Perkins (TEDU). The new TEDU course is meant to address teacher technology needs. The nature of the MAT graduate programs are peculiar and sometimes courses are “meets with” undergraduate courses and sometimes they are cross-listed. This new course will “meets with” a 300-level undergraduate course. If the program wanted to cross-list, it would require a full renumbering of their curriculum. The Dean requested that a full review of the curriculum in education graduate programs take place in early summer. Those required to attend will include MAT and MED program directors, EHHP
administrators, the Registrar, the AVP for Curriculum, and Graduate School administrators. All proposals pass.

xiii. MBA – admission requirement changes

1. Mark Witte (MBA) explained that the addition on new language in the admission requirements add flexibility to provide waivers on a case-by-case basis. He claimed that many MBA programs already do this to accommodate applicants. Proposal passes after the following discussion.

Phil Jos (MPA) asked if the program wants to be more specific than the language provided.

Mark replied not necessarily as the program doesn’t want to publicly identify a list of scenarios that would qualify for a waiver. They want to take requests case-by-case.

Susan Hallatt (GSO) asked if the waivers require approval from the Dean of the Graduate School or not – the language on the proposal is confusing.

Mark replied that they have an internal list of scenarios that would qualify for a waiver and if an applicant falls outside of two scenarios on that list, the Graduate Dean would need to approve the waiver. The waiver process is not meant to appear easy.

Christine Finnan (MTLA) said the list of possible waivers should be formalized on paper.

Susan noted that in the past, programs have granted test waivers for students already holding a graduate degree. She also noted that ETS does not keep test records older than five years so there will be no official record.

Vince Benigni (COMM/HSS) stated that programs will lose good applicants if they do not consider and accommodate waiver requests.

Susan said we have to maintain standards, though.

Jon Hakkila (GSO) said that exceptions should not drive the rules.

Christine asked the group what does it mean to have a cohort program and how do we admit students outside of the cohort model?

B. Joint Programs – SACSCOC 1/3 Rule

Jon Hakkila (GSO) noted that after a random audit of recent graduates from the joint programs with The Citadel (ENGL, HIST, EDMG, CSIS), several student records did not adhere to the SACSCOC requirement for joint programs. This requirement states that students must earn at least 1/3 of their credits from the SACSCOC institution’s instruction. The Registrar has developed a tool built into the degree-audit software, Degree Works, to ensure Citadel and College of Charleston courses are identifiable. This tool will be used for students admitted in Fall 2017 and beyond.
Mike Duvall (ENGL) asked how long have we known about this rule?

Jon replied, “a few weeks.”

The Dean said that the previous President claimed there was appropriate oversight of the 1/3 rule, but that was not the case. Even one instance of a student not adhering to the rule is an issue of non-compliance. There is enough evidence of a management problem and we are already addressing it.

Mike said that, while an audit of recent graduates of joint programs demonstrated that students have graduated with an MA in English having not complied with the SACSCOC “1/3 rule,” the students have only been required by our catalog to take nine hours of their coursework at The Citadel (not 12 of the 36-hour degree, as will be required in the next catalog). They did comply with our catalog.

The Dean said there has been a failure of central administration. This is an old SACSCOC rule that is known, but we have not properly advised the graduate program directors.

Bill Olejniczak (HIST) asked if The Citadel was in compliance with the rule.

The Dean said that The Citadel has a Cognos report that they review periodically. They are aware of the rule, but their tool does not find issues until after the fact. Our new tool will prevent issues up front.

IV. Constituent Concerns

Craig Plante (MBIO) noted that he is still confused about what programs should do regarding their admission requirements. Using the phrase “in general” was originally proposed by the Dean and the Graduate School as a way to add flexibility to requirements, but the Committee on Graduate Education rejected this phrase when they considered changes at their latest meeting. Silvia Rodriguez Sabater (LALE) and Susan Hallatt (GSO) also noted their confusion. The Dean (via cell phone) said that our current admissions policies are absolute and we are supposed to do what we say, but that program directors have to be flexible.

V. Announcements, Updates, and Reminders

Christine Finnan (MTLA) let everyone know that the Ad Hoc Committee on the Future Organization of the Graduate School and Graduate Education is drafting their report and plans to submit it by the deadline of April 7, 2017.

Robyn Olejniczak (GSO) reminded the group about the Graduate Student Association BBQ on March 31 at 6:30 in Cistern Yard. Faculty and Staff will be able to purchase discounted tickets in the Graduate School Office.

VI. Adjournment – the meeting adjourned at 4:03pm

The next Graduate Council meeting is TBD for Fall 2017