MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 22 – 3:00 PM
Robert Scott Small – Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Divya Bhati (OIEP), Vince Benigni (COMM/HSS), Timothy Buttram (GSA), Annalisa Calini (MATH), Angela Cozart (MAT), Mike Duvall (ENGL), Christine Finnan (MTLA), Grant Gilmore (CPAD), Martin Jones (MATH), Phil Jos (MPA), Bret Lott (MFA), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), student representing Susan Simonian (MSCL), Allan Strand (BIOL/SSM), Laura Turner (EDPA)

GSO Staff Present: Jon Hakkila (Associate Dean), Cicely McCray (Recruitment, Marketing, Communications), and Robyn Olejniczak (Student Records)

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

Brian McGee (GSO/AA) thanked everyone for their work before and after Hurricane Irma. He discussed changes to the academic calendar and make-up days for the fall semester. He mentioned the clock-to-credit requirement as well as the credit hour policy as they relate to the make-up days.

Vince Benigni (COMM/HSS) asked if faculty trained in distance education are allowed to use online options during the make-up days.

Christine Finnan (MTLA) stated that the bigger issue is that there is an expectation that faculty hold classes during every scheduled class day.

Brian McGee (GSO/AA) replied that the College had make-up days before distance education was in effect, and also that Academic Affairs does not intend to micromanage faculty attendance. However, the integrity of courses and their content must be maintained. Other state schools have some more flexibility in their policies that the College may look towards adopting.

Phil Jos (MPA) suggested that the College consider only cancelling undergraduate courses since they may need the extra time for dorms to be reopened. Or the College could consider starting graduate courses back sooner than undergraduate courses.

Brian McGee (GSO/AA) said this may be a possibility, but Physical Plant still needs to assess overall facilities before classes can resume.

McGee also mentioned that fall enrollments would be shared at the next Graduate Council meeting. He also noted that many campus budgets were reduced due to missing the undergraduate enrollment target for the fall, but that the Graduate School’s operating budget was among those.

II. Approval of the Minutes, April 12, 2017 Meeting – unanimous approval

III. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram introduced himself as the new GSA president and reported that he is working to fill the remaining executive board positions (vice president and treasurer) by their October meeting.
Some of the issues the GSA hopes to address this year are parking and library needs for graduate students. Timothy also reported that the GSA spent their remaining 16-17 funds on purchasing extra regalia for students to rent for the fall and spring commencement ceremonies.

IV. New Business

A. Scholarships and Assistantships
   i. Brian McGee (GSO/AA) opened the discussion by referencing the reoccurring patterns in how the Graduate School spends money to support graduate students and how it is necessary to recognize inflation and cost of living when considering the financial support that is offered. The last infusion of money to the Graduate School for this purpose was in 2010-2011. There will be a budget request in the 2017-2018 cycle to increase Graduate School monies, and the final proposal will be a result of discussion in Graduate Council.

Referring to the documents provided, McGee discussed the environmental scan of peer institutions and their funding support. It was clear that CofC assistantships rates are average or above average, but that most of these peers offer tuition waivers. McGee also referenced the allocation of assistantships across programs and said this is most likely the first time this information has been shared with program directors. McGee stated that this allocation was the product of ad hoc decision making and does not reflect the strategic plan of the College.

The conversation then moved to discuss the operational and strategic processes of offering and awarding funding. It appears that most of the funding is awarded after students have already committed to a graduate program. The intent of the discussion is to start reconsidering how the Graduate School’s funding can be used for effective recruiting. Retention is important and second-year students will be considered throughout the conversation, but funding needs to be shifted to focus on recruitment.

McGee then presented an overview of proposed changes including new terminology and a new timeline for offering and awarding funding. McGee wants to begin using the term fellowship since it would carries prestige and larger award amounts. The new timeline would consist of three offer rounds: round 1 deadline would be April 15, round 2 deadline would be April 30, and round 3 deadline would be May 15. Beginning May 16, all unfilled or unoffered awards/assistantships could be swept and their use be determined by the Graduate School. The intent is to make offers early and aggressively.

McGee emphasized that while Graduate Council is working on this new recruitment strategy, continuing student funding need to remain in the conversation. Shifting this funding will most have an impact on the availability of funds for that student population. It is also necessary to update and enforce current assistantship policies. Some programs have continuously awarded assistantships to under-enrolled third- and fourth-year students. New eligibility requirements would include students must be enrolled full time (6 hours) to hold an assistantship and can only receive funding for four academic semesters. These institutional policies may have different impacts on different programs, as well as summer enrollments.
Several members of Graduate Council provided feedback and asked questions about the draft proposal and funding more generally. Several program directors wanted to implement some form of pool or flexible assistantships and funding that could be requested after round 3 for late applicants. Phil Jos (MPA) said that he would favor an increase to the assistantship allotment over the assistantship pay rate. Laura Turner (EDPA) inquired about the assistantships that are outside of the academic departments and how best to use those for recruiting. John Peters (SMFT) said that due to his student population, assistantships are not as useful – his students would benefit more from scholarships. Bret Lott (MFA) claimed there is not enough funding even for his best applicants that would receive round 1 offers. Phil Jos (MPA) continued that he is interested in pursuing on-campus internship opportunities for his students in addition to assistantships.

McGee concluded the discussion by stating that there will be continued conversation and there has been no final decision. The topic will likely remain on the agenda for subsequent Graduate Council meetings.

V. Announcements, Updates, and Reminders

Grant Gilmore (CPAD) asked the group how many pursued scholarships supported by foundation funding.

Robyn Olejniczak (GSO) reminded the group that the 3MT competition is taking place on November 1 and applications are due to the Graduate School by October 27.

Jon Hakkila (GSO) reminded that group that the 16-17 assessment cycle is ending and a preliminary report will be forthcoming from the assessment committee.

Brian McGee (GSO/AA) reminded the group to maintain a current link to the graduate catalog on their websites.

VI. Adjournment – the meeting adjourned at 4:37pm
I. Welcome – the meeting was called to order at 3:03pm

II. Approval of the Minutes, September 22, 2017 Meeting – unanimous approval

III. New Business

A. Fall 2017 enrollments
   i. Brian McGee (GSO/AA) reminded the group that this was unofficial data provided by the Office of Institutional Research. Official fall enrollments will be presented at the November meeting.

B. Curriculum – New program proposal: M.S. in Data Science and Analytics
   i. Paul Anderson (CSCI) presented the proposal – he said it has been in development for over a year in consultation with other academic departments on campus. The program intends to target traditional and non-traditional students from a variety of disciplines. It is the first data science program in the state and would modernize the College’s graduate offerings.

   In response to a question from the Graduate Education Committee meeting, McGee (GSO/AA) noted that it may be possible for a data science student to enroll in a computer science course offered by The Citadel. This is not a joint program, however.

   Alan Shao (MBA) asked why this program is named data science and analytics, why not just data science, what is analytics in this context? Anderson (CSCI) responded that there is a difference of opinion in the discipline on this matter, but the terms are essentially interchangeable. Data science is more theory, while data analysis is more application. They wanted to communicate that a student could accomplish both with this program. Jon Hakkila (GSO) added that there are three prongs in the discipline: 1) computer science, 2) statistics, 3) application. Van Delden (CSCI) also added that the field is still relatively new and the terminology is evolving.

   Shao (MBA) asked what the market analysis showed as the demand for the program. Anderson (CSCI) said they conducted a survey among current College of
Charleston undergraduate data science majors. The survey showed an overwhelming support for the program. However, the department used much lower enrollment estimates in the proposal to be cautious.

Shao (MBA) then asked about the entrance test the program plans to utilize as an admissions requirement. Anderson (CSCI) responded that some applicants may have to fill in some knowledge gaps, but the test should not be an obstacle to admission.

McGee (GSO/AA) asked if the program plans to offer courses online. Anderson (CSCI) responded that the current proposal does not include online offerings; they believed the program would be best offered face-to-face. McGee (GSO/AA) noted the importance of future-proofing proposals in regards to the site location for course offerings and how we notify our regional accreditor.

Hakkila (GSO) asked if the program intends to start their program with summer courses. Anderson (CSCI) said yes and added that they are not planning to admit students until summer 2019.

Graduate Council unanimously approved the M.S. in Data Science and Analytics.

McGee (GSO/AA) noted that to have new programs included in the following year’s catalog, they need to complete the College of Charleston process by December in order to adhere to the CHE and SACSCOC spring meeting schedules.

C. Scholarships and Assistantships
   i. McGee (GSO/AA) presented a hypothetical reallocation of assistantships based on enrollments. He noted this reallocation was based on a three-year average of enrollments for programs with that data and did not reduce or increase by more than 25% to any program’s current assistantship allotment. Marine Biology and Environmental Studies would be most affected by this method of reallocation.

   Vince Benigni (COMM/HSS) said that the way to recruit the best students is to increase the earnings for an assistantship. McGee (GSO/AA) responded that the pay is actually comparable and/or higher than some of our peers, but that we are uncompetitive since we do not offer full tuition waivers. He added that he intends to submit a budget request to increase the assistantship earnings for the coming year.

   Craig Plante (MBIO) said that any reduction to the assistantship allotment to the Marine Biology program would impact staffing in the Biology department.

   Laura Turner (EDPA) said that she has no control over how her students are considered or awarded assistantships. That process is managed by the Teacher Education department so she has no recruiting power.

   John Peters (SMFT) said that assistantships are not useful to his program’s population as most students work full-time. His program would benefit more from scholarships.
Annalisa Calini (MATH) said that if the assistantship earnings are going to be increased, then a reallocation is not necessarily required – the graduate dean should increase the assistantships in the programs with the least amount. But if there is going to be sustained growth and increased value, both the earnings and the allotment need to go up.

Alan Strand (BIOL/SSM) noted that the 25% rule does not make sense if the allocations were not rational in the first place. He asked if the next hypothetical reallocation should assume and include growth and new programs.

Hakkila (GSO) noted that the sample reallocation was not done in a perfect way – there are many caveats to the assistantship allotment that are difficult to consider when using a mathematical approach.

McGee (GSO/AA) responded that the entire approach to assistantships and recruitment needs to change. He also noted that new programs will have their budgets approved and implemented concurrently with the curriculum. The two processes should not be disjointed. The next step in this process is for the Graduate School to take individual meetings with programs to better understand their assistantship needs.

IV. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram was not in attendance.

V. Announcements, Updates, and Reminders

McGee (GSO/AA) informed the group that Academic Affairs is planning to initiate the search for the new graduate dean in January. More information should be available at the November meeting.

Jon Hakkila (GSO) thanked those who served on the assessment committee and noted that the assessments plans are much improved.

VI. Adjournment – the meeting adjourned at 4:29pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 10 – 3:00 PM
Robert Scott Small – Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Vince Benigni (COMM/HSS), Josh Bloodworth (OIEP), Roger Daniels (ACCY), Mike Duvall (ENGL), Martin Jones (MATH), Phil Jos (MPA), Shawn Morrison (LCWA), Nancy Muller (LGC), Bill Olejniczak (HIST), Aspen Omsted (CSIS), John Peters (SMFT), Craig Plante (MBIO), Amanda Ruth-McSwain (MCOM), Alan Shao (MBA), Susan Simonian (MSCL), Allan Strand (BIOL/SSM), Ali Titus (MPA), Laura Turner (EDPA), Annette Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Admissions), Michelle McGrew (Student Services), Robyn Olejniczak (Student Records)

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

II. Approval of the Minutes, October 13, 2017 Meeting – unanimous approval

III. New Business

A. Official Fall 2017 Enrollment Data
   i. Brian McGee (GSO/AA) presented official fall 2017 enrollment data provided by Institutional Research. He said programs with rapid decline in enrollments need to be analyzed to determine if they should be redesigned or closed. He noted that there is no magic enrollment number and some programs can be small without issue, but there is concern from the President and Board of Trustees. However, the marketing budget from the Marketing and Communication Division is inadequate.

   Bill Olejniczak (HIST) asked if the enrollment data included non-degree and joint students. McGee (GSO/AA) responded that they are not. The data also does not distinguish between part and full time students.

   Josh Bloodworth (OIEP) asked if there was data on cost per student or cost per program. McGee (GSO/AA) responded that this data is currently being collected and hopes it will be ready in early 2018. The last time the College conducted this kind of cost analysis was in 2010-2011. The College needs to consider program integrity and value – are certain programs providing a service to the state and worth running at a financial loss?

   Vince Benigni (COMM/HSS) offered that the Graduate School could benefit from having an Alumni Board or Council that could also serve as a recruiting tool. McGee (GSO/AA) responded that alumni bios should be on program websites, not the Graduate School website since prospective students are more likely to seek out that information from a program. McGee is considering this in the redevelopment of the staff vacancy in the Graduate School office. McGee also encouraged programs to consider developing their own tuition models.
Jon Hakkila (GSO) said that considering these kinds of changes - marketing approaches and programmatic updates – are what assessment can help programs do.

Mike Duvall (ENGL) asked how a program would know if they are in line with the mission of the College? McGee (GSO/AA) responded that a lot of programs contribute to the mission, but there needs to be a balance between maintaining quality and financial feasibility. The downward enrollment trends cannot be ignored.

B. Curriculum – Changes to the MED Languages program
i. Shawn Morrison (LCWA) presented the proposals on behalf of the program director for LALE.
   1. LALE 695 is a capstone course that is intended to guide students through their portfolio project development. Via assessment, the program faculty found that students were confused about the portfolio expectations so the course was developed to help navigate the student through the end of the program.
   2. LALE 698 is an independent study course specific to the LALE program. There is already an independent study course for education, but LALE students could also do independent study work in Spanish.
   3. LALE program change to add these two courses to the course offerings and requirements for the degree. These changes increase the degree hours from 36 to 37.

John Peters (SMFT) noted how impressed he was at the program’s use of assessment to make these changes.

McGee (GSO/AA) asked if the program intended to stay near the higher credit hour requirement. Morrison (LCWA) responded that the program could consider that, but the degree hours give credit for the work done by the students. McGee (GSO/AA) noted that the trend for master’s degrees hours is closer to 30 hours. Peters (SMFT) noted that in seeking out grants for his program, the feedback has been that students are interested in 14-month master’s degrees. The counterargument is that fewer degree hours is less tuition dollars for the institution. McGee (GSO/AA) added that students are very aware of cost so shorter degrees could increase recruitment.

Morrison (LCWA) added that these course additions will take the ESOL emphasis in the LALE program fully online. The Spanish emphasis is about 2/3 online. McGee (GSO/AA) said that there has not been a graduate program that has fully been offered through distance education (DE). He asked how this change would be communicated to prospective students. Morrison (LCWA) responded that the program has met with the Marketing and Communication Division, requested more marketing funds, enhanced their website, and conducted meetings with local teachers. McGee (GSO/AA) asked if the courses would be asynchronous and if the program faculty were DE trained. Morrison (LCWA) responded yes to both questions and added that more faculty are going through DE training. The intent is to have the program be online forever and to not change the modality from semester to semester. Nancy Muller (LGC) asked what instructional technology is
being used. Morrison (LCWA) responded that they will be using OAKS, voicethread, videos, discussion boards, chats, but every faculty will be doing this differently.

Amanda Ruth-McSwain (MCOM) asked if programs need to submit program change forms through the curriculum process if they intend to change the modality. McGee (GSO/AA) responded that this question has not been considered until recently and the answer depends on how substantial the changes are, but changes to modality should be flagged. The current curriculum rules do not explicitly say this, but the faculty should understand what they are voting on in Faculty Senate and Senate Committees. CHE and SACSCOC require notice of changes to modality. Bloodworth (OIEP) added that the institution is requesting that SACSCOC notice not be required every time there is a modality chance, but rather that that institution as a whole would receive permission to do so. Hakkila (GSO) asked what percentage of a program must be offered online for the whole program to be considered online. McGee (GSO/AA) responded that the threshold is usually 75%, but it can be more complicated if there are mixed modalities. There are different definitions for the College, CHE, and SACSCOC.

The proposals passed unanimously.

C. Scholarships and Assistantships
   i. McGee (GSO/AA) stated to the group that the next step in the redevelopment of the scholarship and assistantship models is to meet with programs that use Teaching Assistants so that more nuanced data can be prepared.

   Susan Simonian (MSCL) asked if the timeline for applying for graduate assistantships has changed. McGee (GSO/AA) responded that it has not and students do not need to be admitted in order to apply for scholarships and assistantships.

IV. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram was not in attendance. McGee (GSO/AA) reported that the GSA and Library are working towards designing a graduate-student only space.

V. Announcements, Updates, and Reminders

Michelle McGrew (GSO) reminded the group about upcoming events: 3MT on 11/15/17, farewell drop-in for Cicely on 11/17/17, and the alumni reception on 11/17/17.

Susan Hallatt (GSO) provided an update on the TargetX launch. The recruitment communication plan will launch on 1/18/18 and the admissions platform will launch in June 2018.

Phil Jos (MPA) introduced Ali Titus are the new program coordinator for MPA.

Simonian (MSCL) noted that the changes to the summer schedule put constraints on the Child Life program that are unmanageable since the program works closely with MUSC. She asked if it was possible to allow exceptions to the course schedule. McGee said they could discuss it.
Aspen Olmsted (CSIS) announced that he was submitting a grant to the NSF focused on cybersecurity. One of the aims of the grant is to encourage interdisciplinary work so other programs should contact him if they are interested.

Craig Plante (MBIO) inquired about the workflow for making changes to the catalog. He asked about the distinction between copy editing and making substantial changes.

VI. **Adjournment** – the meeting adjourned at 4:27pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, January 19 – 3:00 PM
Robert Scott Small – Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Emily Beck (HISP), Vince Benigni (COMM/HSS), Mary Bergstrom (RO), Josh Bloodworth (OIEP), Timothy Buttram (GSA), Annalisa Calini (MATH), Karen Chandler (ARTM), Lynn Cherry (AA), Roger Daniels (ACCY), Mike Duvall (ENGL), Christine Finnan (MTLA), Grant Gilmore (CPAD), Martin Jones (MATH), Kevin Keenan (URBP), Bret Lott (CREW), Bill Olejniczak (HIST), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Alan Shao (MBA), Susan Simonian (MSCL), Laura Turner (EDPA), Annette Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Admissions), Michelle McGrew (Student Services), Robyn Olejniczak (Student Records)

I. Welcome – the meeting was called to order at 3:01pm

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

III. New Business

A. Curriculum

i. ENGL – Foreign Language Requirement

Mike Duvall (ENGL) introduced the proposal to remove the foreign language requirement from the degree requirements of the English MA. The joint committee between the College of Charleston and The Citadel agreed that the requirement is no longer necessary. The foreign language requirement is a traditional one for English programs, but not universal and language proficiency is defined in many ways. The requirement no longer makes sense for the program and there will be new issues of delivery due to retiring faculty. The requirement will be replaced with a catalog statement that makes students who wish to pursue a PhD aware that foreign language proficiency is usually required for doctoral programs. Brian McGee (GSO/AA) asked if The Citadel was also submitting this change through their curriculum process. Duvall (ENGL) confirmed that they are.

The proposal passed unanimously.

ii. MPA – 4+1 with Urban Studies, Planning and Administration Concentration

Kevin Keenan (URBP) introduced the proposal to create an accelerated Bachelor’s to Master’s degree between the MPA and Urban Studies major. He described that the overlapping 12 hours of coursework would count as electives in the MPA program and complete the Urban Studies concentration in Planning and Administration. The criteria to qualify for the program include a 3.5 GPA, recommendation by the Urban Studies program director and two other faculty, and review by the MPA admissions committee. McGee (GSO/AA) asked how many students were expected to qualify and then participate in the program. Keenan (URBP) replied that there are about 40
undergraduate Urban Studies majors so he anticipates about one or two a year would join the 4+1. McGee (GSO/AA) added that SACSCOC requires undergraduate degrees to be at least 120 hours and master’s degrees to be at least 30 hours for a combined 150 hours. If a proposed 4+1 is going to generate less than 150 total hours, there must be extreme justification as SACSCOC is somewhat vague about the guidelines for these programs. Craig Plante (MBIO) asked if a 4+1 student was getting six credits for one three-credit course. McGee (GSO/AA) responded that they are not, they are double-counting one three-credit course towards the bachelor’s and master’s degrees. Bill Olejniczak (HIST) asked how many undergraduates can be in a graduate course and what grading scale is used in these courses. McGee (GSO/AA) responded that the graduate grading scale is used in graduate level courses. If an undergraduate 4+1 student does poorly or fails in a graduate course, they may not be allowed to continue towards the master’s.

Course capacity and makeup are determined by the department and academic school. Alan Shao (MBA) asked what the GPA requirements are for the current 4+1 programs. McGee (GSO/AA) responded that 3.5 has been the requirement for all 4+1s so far. He added that 4+1 programs are complex and can pose managerial and administrative issues.

The proposal passed unanimously.

B. Scholarships Updates

McGee (GSO/AA) continued the conversation about changes to the Graduate School scholarship offerings. He said that changes will planned to be memorialized by mid-February in order to meet the March 1 admissions deadline. He discussed that the Graduate School has a relatively robust pool of scholarships funds, but that only a small percentage is being used to recruit new students – most of the funding is used for continuing students. The goal of these scholarships should be to have students compete for elite scholarships if it entices them to apply. McGee (GSO/AA) also stated that scholarships could be coupled with assistantships, which has been limited previously. A downside to front-loading scholarship funds would that availability would decrease for continuing students. This restructuring is necessary since enrollments are trending downwards. Shao (MBA) and Grant Gilmore (CPAD) both expressed the need for funding for international students. Christine Finnan (MTLA) asked if abatement funding was included in these proposed changes. McGee (GSO/AA) responded that it is not as the Graduate School does not control the abatement budget, but that it is important to still consider abatements in the restructuring. Vince Benigni (COMM/HSS), Rogers Daniels (ACCY), and Timothy Buttram (GSA) noted that $1,000 scholarships do not provide enough incentive for a prospective student. McGee (GSO/AA) responded that it is difficult to know the exact dollar amount that would convince a student to accept, but even $1,000 is a signaling mechanism to a prospective student. There is also prestige in a named fellowship. He noted that he will seek guidance on what an appropriate dollar amount could be. He also tasked the GSA with generated a report on Charleston’s cost of living expenses. Bret Lott (CREW) asked if these proposed fellowships would carry abatements. McGee (GSO/AA) responded that they would. Josh Bloodworth (OIEP) asked why there is a need to distinguish between in-state and out-of-state students for scholarship purposes. McGee (GSO/AA) responded that some existing Graduate School scholarships were put in place by the Board of Trustees so there is not much flexibility for those during this update. Gilmore (CPAD) asked if admissions tracked why students turn down an offer of admissions. Michelle McGrew (GSO) said yes,
but not in an organized manner. Susan Simonian (MSCL) noted that her program loses students because other programs make earlier offers with guaranteed funding and in-state tuition. Plante (MBIO) asked what the timeline for scholarship offers would be since not all programs have the same admissions deadlines. McGee (GSO/AA) responded that students will have a short timeline, which was presented and discussed at a previous Graduate Council meeting. He added that final decisions on changes to scholarships would be made in February.

C. Assistantship Updates

McGee (GSO/AA) continued the conversation about revamping assistantships, but noted that teaching assistantships are hard to manipulate since departments rely on them for staffing courses and labs. Some programs, however, are struggling with time-to-degree and funding issues as a result of this reliance. Daniels (ACCY) asked if these changes would be in effect for the 18-19 year. McGee (GSO/AA) responded that that is the intent. Duvall (ENGL) asked about students with an unofficial promise of a continued assistantship. McGee (GSO/AA) responded that those will not be disrupted, but some programs cannot even fill the assistantships they already have.

D. Distance Education Divisional Plan

McGee (GSO/AA) reminded the group that the Faculty Senate recently approved a new major in General Studies which will be offered fully at a distance, and that there are two graduate programs under redevelopment to be fully online. Many graduate faculty have participated in distance education (DE) training, and the College is trying to offer more courses online. Annalisa Calini (MATH) asked if non-semester based courses could be considered. McGee (GSO/AA) responded that other universities do it so the College would also consider it.

E. Policy and Procedure Revisions

Olejniczak (GSO) posed a few questions to the group related to graduate programs and the graduate catalog that hopefully can be considered for the 18-19 catalog. Two examples included how many times a student can fail a comprehensive exam before it will result in academic dismissal and should thesis credits be graded before the final product is successfully defended.

Finnan (MTLA) as the Chair of the Committee on Graduate Education presented the new workflow for changes to graduate admissions requirements. The workflow would be program > academic dean > graduate dean > graduate committee > graduate council. Faculty Senate would not approve changes to admissions requirements. The Chair of the Committee on Graduate Education will report to Faculty Senate at the end of every academic year about the admissions changes made during the year.

IV. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram reported that the GSA is still working with the Library on a graduate student study space. The GSA chose room 326 that will have a code pad, and there will be a committee to decide what will go in the room. The GSA continues to consider parking issues facing graduate students, but there are limited solutions. They are also hoping to have an alumni networking event and have
constituted an events planning committee to work on this as well as other events for the remainder of the year. Timothy reminded faculty that the GSA will continue to rent regalia for spring Commencement. Benigni (COMM/HSS) noted that the cost of living in Charleston is very high and that students might not be aware of this when they choose to come to the College. Timothy suggested maybe making a flyer that gives a real pictures of expenses in Charleston, and also developing an off-campus housing information resource.

V. Announcements, Updates, and Reminders

McGee (GSO/AA) told the group that the cost study analysis has been completed. This report has broken out graduate enrollments from undergraduate, though we already know that graduate programs are more expensive than undergraduate. Program and course enrollments are known to be lower than undergraduate. This is the second time the College has undertaken such analysis, the first was done in 2010-11.

McGrew (GSO) announced on behalf of Susan Hallatt (GSO) that the new recruitment communications plan in TargetX will launch on January 30.

VI. Adjournment – the meeting adjourned at 4:57pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, February 16 – 4:00 PM
Robert Scott Small – Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Karen Chandler (ARTM), Lynn Cherry (AA), Angela Cozart (MAT), Julie Dahl (RO), Roger Daniels (ACCY), Mike Duvall (ENGL), Christine Finnan (MTLA), Grant Gilmore (CPAD), Martin Jones (MATH), Bret Lott (CREW), Jerry Mackeldon (RO), Bill Olejniczak (HIST), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Blaire Ross for Susan Simonian (MSCL), Zachary Stephens (GSA), Allan Strand (BIOL/SSM), Annette Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Admissions), Michelle McGrew (Student Services), Robyn Olejniczak (Student Records)

I. Welcome – the meeting was called to order at 4:02pm

II. Approval of the Minutes, January 19, 2018 Meeting – edits were requested; updated minutes will be presented at March 9, 2018 meeting.

III. New Business

A. Curriculum

i. MTLA – course additions to Curriculum & Instruction concentration

Christine Finnan (MTLA) introduced the proposal to add two current MTLA courses to one of the concentrations. She noted that this was clean up and the courses were intended to be included in the original concentration proposals. These courses add to the concentration’s content and further the student development and understanding.

The proposal passed unanimously.

Brain McGee (GSO/AA) added that applications for the MAT in Special Education are currently suspended as the School of Education, Health, and Human Performance (EHHP) reviews the program’s viability. There are not enough students or applicants to maintain the program so the intent is to redesign the program or close it. EHHP will submit a report on this to Academic Affairs by April. Angela Cozart (MAT) added that they do not wish for the program to close since it is such a high need area in SC.

B. Assistantship and Scholarships Updates

McGee (GSO/AA) continued the conversation about changes to the Graduate School scholarship offerings and assistantship allocation. Teaching assistantships (TA) will not be included in any reallocation since departments are reliant on them for staffing. Other assistantships will be reallocated. McGee (GSO/AA) asked that program directors review the proposed funding notice timeline from September 2017. He emphasized that the sooner applicants are notified of their funding, the more likely we are to retain them. Craig Plante (MBIO) said that his program asks students to commit by April 1. McGee (GSO/AA)
responded that this is not in line with the national agreement that graduate schools would not require commitments until April 15. Mike Duvall (ENGL) noted that the Graduate School is a signatory on a document to this effect. Roger Daniels (ACCY) added that he recruits for his program as early as August so the earlier he can offer funding the better. John Peters (SMFT) asked if the full-time requirement for scholarships/fellowships/assistantships would stay in place since that might disadvantage his program. McGee (GSO/AA) responded that it is not yet finalized, but additional meetings with specific programs may be required. Zachary Stephens (GSA) asked if the limit to semesters of funding eligibility would apply to students in the concurrent program. McGee (GSO/AA) responded that there may be an exception for those students. He also noted that assistantships may be centralized into the Graduate School in the future.

IV. Update from the Graduate Student Association – Zachary Stephens, Vice President

Zachary Stephens reported that the GSA is working on planning an April alumni networking event in collaboration with the Graduate School. The event will be modeled after the event hosted two years ago with local alumni present. The GSA is also considering involving the Career Center to increase its visibility as a resource for graduate students. The GSA will hold elections for the 2018-19 executive team in March 14, 2018. The GSA also recently updated its constitution to incorporate and formalize networking across graduate programs and sub-organizations. McGee (GSO/AA) added that the new director of the Career Center is working to become a more visible resource for graduate students as well.

V. Announcements, Updates, and Reminders – GSO Staff

Susan Hallatt (GSO) presented an update on applications with unofficial admissions data. She concluded that there is a slight overall increase of applications, but it is not significant and not across all programs. She also provided an update on TargetX that they are working to have the admissions application available by the summer. The recruitment arm will be available starting Monday, February 19. Finnan (MTLA) asked how program directors should handle prospective student information when the student contacts the program first. Hallatt (GSO) responded that she is still figuring that out, but the goal is to have the platform be open to all program directors so we can utilize the analytics function of TargetX.

Jon Hakkila (GSO) noted that there was some confusion about scheduling the connect-the-dots event managed by OIEP. The groups already in place will be in charge of setting up their own meetings. McGee (GSO/AA) asked Hakkila to inquire to OIEP why these events are spaced so far apart during the year. He also noted that the Provost reads the graduate program assessment reports so program directors should take them seriously.

Hakkila (GSO) also introduced the idea of having a thesis competition. He modeled his proposal after the thesis competition already utilized by the Council of Southern Graduate Schools (CSGS), which would allow our students to participate. The current CSGS structure is broken into four groups with two groups competing each year. The two groups that compete in even years include math, physical science, engineering, and humanities and fine arts. The two groups that compete in odd years include life sciences, and social science, business, and education.

McGee (GSO/AA) provided an update on the presidential search and the implications that has for the Graduate School. He first noted that the cost study was originally going to be on today’s agenda, but was cut due to the meeting adjustment. A quick takeaway from the cost study is that
the College’s academic units have done a good job managing costs and expenses for the periods under review. The data has been shared with the Board of Trustees (BOT), and they are aware of the relatively high cost of graduate programs. McGee (GSO/AA) then reminded the group that the president’s retirement will take effect on June 30, 2018 and that Steve Osborne, former EVP for Business Affairs, will serve as interim president. The presidential search committee will be hosting listening sessions for faculty, staff, and students. McGee (GSO/AA) encouraged faculty to participate in these and noted that he is not involved in the search process. The presidential search does impact other active or forthcoming searches on campus. The search for a dean of the School of Languages, Cultures, and World Affairs (LCWA) has been delayed. The search for a dean of the Graduate School is also delayed. It is unknown whether the Provost will maintain the role of the graduate dean or if an interim will be appointed. McGee (GSO/AA) acknowledges that it is hard to recruit deans during presidential searches. He added that he did not intend to serve in this double capacity for this long and he is seeking input from the graduate program directors on next steps. Daniels (ACCY) asked if McGee intend to apply for the president’s position. McGee (GSO/AA) responded that he was not going to answer that question definitively. Finnan (MTLA) asked why the BOT created such a small search committee. McGee (GSO/AA) responded that it was up to Chairman Hay. Martin Jones (MATH) asked if there was concern about the search process hurting the College’s credibility and making the institution unattractive to candidates. McGee (GSO/AA) responded that he is confident there will be a strong applicant pool. Duvall (ENGL) and Allan Strand (BIOL/SMM) both supported having an interim dean for the Graduate School. Finnan (MTLA) referenced the recent cost studies conducted by the SC Commission on Higher Education on state colleges and universities. She noted that there seemed to be no recognition of the reality that public institutions are receiving fewer state dollars in SC.

VI. Adjournment – the meeting adjourned at 5:05pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, March 9 – 3:00 PM
Robert Scott Small, Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Vince Benigni (COMM/HSS), Mary Bergstrom (R), Divya Bhati (OIEP), Timothy Buttram (GSA), Annalisa Calini (MATH), Karen Chandler (ARTM), Angela Cozart (MAT), Franklin Czwazka (RO), Julie Dahl (RO), Roger Daniels (ACCY), Mike Duvall (ENGL), Christine Finnan (MTLA), Grant Gilmore (CPAD), Martin Jones (MATH), Todd LeVasseur (RELI/QEP), Jerry Mackeldon (RO), Judy Millesen (MPA), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), Bob Perkins (TEDU), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Amanda Ruth-McSwain (MCOM), Blaire Ross for Susan Simonian (MSCL), Barry Stiefel (HPCP/QEP), Allan Strand (BIOL/SSM), Beth Sundstrom (COMM), Annette Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Admissions), Michelle McGrew (Student Services), Robyn Olejniczak (Student Records)

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

II. Approval of the Minutes, January 19 & February 16, 2018 Meetings – unanimous approval

III. New Business

A. Curriculum
   i. Communication

   Amanda Ruth-McSwain (MCOM) discussed the proposed changes to the MA program, mainly that they program will become 100% online. It will also offer its courses in the express terms so students could finish in 12 months. The current curriculum will be repackaged into modules and introduce a six-hour capstone requirement. The comprehensive exam requirement is being removed, and the degree hours are being reduced from 33 to 30 by consolidating course content. There will be a pre-program course that will help all students start on the same page. This restructuring is tailored to local professionals and hopes to increase the program’s numbers.

   The proposals pass unanimously.

   ii. English

   Mike Duvall (ENGL) presented that the MA program is proposing to eliminate the comprehensive exam requirement. He noted that the purpose of the exam has evolved over time at the College and is no longer a good indication of learning and acquired skills. The program is replacing the requirement with an e-portfolio for students not completing a thesis. The student will revise three works written during their and create a reflective introduction and conclusion.

   The proposal passes unanimously.
iii. Historic Preservation

Carter Hudgins (HSPV) explained that this proposal was to address a discrepancy between the Clemson and College of Charleston course requirement for the independent study. Clemson allowed up to six hours of independent study, whereas the College only allowed three. This updates the College independent study course to six hours.

The proposal passes unanimously.

iv. MAT Programs: Early Childhood, Elementary, Middle Grades, Special Education

Bob Perkins (TEDU) and Angela Cozart (MAT) described the proposed changes to four of the five MAT programs. One proposed change is creating a list of possible course substitutions if a student has previous teaching experience. Though this is rare, several students have been in this situation and the MAT curriculum does not currently include any electives. These courses also need to be cross-listed with undergraduate courses in order to allow efficient use of faculty. The graduate courses will be distinct from the undergraduate courses in their course requirements and learning objectives. The programs are also introducing several new courses and plans to offer courses in express terms to shorten the time-to-degree to 12 months. Brian McGee (GSO/AA) asked how these changes relate to the MAT Special Education in particular as the program has stopped accepting applications. Perkins (TEDU) responded that they are working on program revisions and hope to salvage the program. Divya Bhati (OEIP) noted that these changes are considered substantive and must go through CHE and SACSCOC for approval or notification.

The proposals pass unanimously.

v. Public Administration

Judy Millesen (MPA) explained that the proposed MPA course renumbering is to comply with the cross-listing and course numbering policy that states undergraduate and graduate cross-listed courses can only be 400-500 level, as well as create a distinction between 500-, 600-, 700-level courses.

The proposals pass unanimously.

B. Scholarship & Assistantship Updates

McGee (GSO/AA) continued the conversation about changes to the Graduate School scholarship offerings and assistantship allocation. McGee (GSO/AA) reviewed the newly named fellowships and their criteria with program directors. Any award over $1,000 will be called a fellowship and any award under that amount will be called an award. This applies to the Old Glebe funds especially. Program directors will be in control of how they distribute their Old Glebe funds, but applicants must be nominated for the larger fellowships. Fellowships can be coupled with assistantships, but not with other Graduate School fellowships. There is about $38,000 in remaining funds to be used for continuing
students and summer funding. Vince Benigni (COMM/HSS) asked if students could have their awards doubled if they were completing their degree in a shorter amount of time. McGee (GSO/AA) responded no. Roger Daniels (ACCY) asked if Old Glebe funds can be split to qualify non-residents for abatements. McGee (GSO/AA) responded yes. Craig Plante (MBIO) asked if full-time enrollment is a requirement for fellowships and assistantships. McGee (GSO/AA) responded yes, but there may be exceptions under special circumstances. McGee (GSO/AA) added that none of the assistantships reallocation impacts grant-funded assistantships, teaching assistantships, or research assistantships. There are also assistantships housed in non-academic units or divisions that are not currently included in the reallocation. However, these units will be notified that the intent is to include these within the reallocation for next year, and if funding is not awarded it will be swept. The assistantships in the School of Education, Health, and Human Performance (EHHP) are being pooled for all MAT and MED programs. It will be up to the dean how those assistantships are distributed to the EHHP graduate programs. The Graduate School will maintain a small reserve of assistantships. It is evident that some programs are receiving more assistantships than before – this may be because they are new programs that need support – and some programs are receiving fewer assistantships, which may be based on low enrollments. Plante (MBIO) asked if students can apply for the larger fellowships. McGee (GSO/AA) responded no, program directors will need to nominate their applicants. Martin Jones (MATH) asked if students would be considered for the smaller fellowships if they do not receive the program directors “first choice.” McGee (GSO/AA) responded not necessarily, but the committee will take this into consideration. Benigni (COMM/HSS) asked how the non-program and non-academic assistantships were being managed. McGee (GSO/AA) responded that he is going to push for program directors to have access to these, but he does not have as much control over units outside of Academic Affairs. Bill Olejniczak (HIST) asked what the deadline is for fellowship nominations. McGee (GSO/AA) responded March 31. Blaire Ross (MSCL for Susan Simonian) asked if the assistantships can be split and why the Child Life program only received one Old Glebe. McGee (GSO/AA) responded yes and that he could have a follow-up conversation with the program director to discuss the allotment. Duvall (ENGL) noted his concern with how to fund continuing students in his program. McGee (GSO/AA) responded that they can have a follow-up conversation in regards to the assistantship allocation. McGee (GSO/AA) closed to conversation by stating that program directors had until Tuesday March 13 to voice any concerns. He added that he still intends to request of the President and Board an increase in the total earnings for graduate assistants so that we can remain competitive.

C. Policy Revisions

Robyn Olejniczak (GSO) reintroduced some issues related to incomplete grades, continuous enrollment credits, and thesis/internship credits. The Graduate School, in consultation with the Registrar, would like to consider amending the incomplete grading policy as well as the continuous enrollment policy to better clarify the grading parameters for research or internship or capstone requirements. Some suggested revisions include adding exception language to the incomplete grading policy for thesis, internship, and capstone courses. Another suggestion is to automatically assign an IP (in progress) status indicator to individual enrollments of thesis credits. For example, if a student enrolls in three hours of thesis in one semester, they should not have a grade assigned until the subsequent three hours of enrollment are completed and the thesis is successfully defended. Students are currently earning grades for one to three hours of thesis credit before a successful defense.
An IP grade would be assigned to the thesis or internship credits until the work was complete and defended.

IV. Sustainability Literacy Institute – Barry Stiefel, Student Engagement

Barry Stiefel, the student engagement coordinator for the Sustainability Literacy Institute (SLI), presented his idea to involve graduate students in the campus QEP. He is developing a sustainability scholars program for graduate students, but wants to seek input from program directors. The scholars program would be available to students in all graduate programs and would require some sort of artifact at the end of the program, whether it is a presentation, paper, etc. The SLI is also encouraging graduate programs to incorporate sustainability-related student learning outcomes into their courses. Barry and Todd LeVasseur are willing to meet with programs individually to discuss the scholars program and other QEP. McGee (GSO/AA) responded that the conversation could continue at the next Graduate Council meeting in April.

V. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram reported that the GSA is involved in the presidential search by using a GSA monthly meeting as a student listening session. This will give graduate students a specific instance to participate in the listening sessions and the presidential search. Timothy also reminded program directors that elections will be held on March 14. The current GSA vice president, Zachary Stephens, is running for president. If elected, the continuity will be beneficial. The GSA is also moving forward with their Alumni panel and networking event in collaboration with the Graduate School. This event will replace the GSA’s April meeting and be held on April 6. Timothy closed by reiterating that the GSA has regalia for rent and hopes to help students with financial need or who miss the deadline.

VI. Announcements, Updates, and Reminders – GSO Staff

Susan Hallatt (GSO) provided a further update on TargetX. There will be training sessions at the end of the month for program coordinators. Training sessions for program directors will hopefully occur in April. Susan is working on the reporting functionality of TargetX so program directors can have real-time data on prospective students and applications.

McGee (GSO/AA) noted that he will provide an update on the search for a graduate dean at the next meeting.

Finnan (MTLA) reminded program directors that if they wish to update their admissions requirement, there is now a specific form for this in Curriculog. They will need to do this by the Committee on Graduate Education’s April 2 meeting in order to have their changes reflected in the 2018-19 catalog, if approved.

VII. Adjournment – the meeting adjourned at 4:30pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, April 20 – 3:00 PM
Robert Scott Small, Room 235

Chair – Brian McGee, Dean of the Graduate School

Members and Guests Present: Mary Bergstrom (R), Divya Bhati (OIEP), Timothy Buttram (GSA), Karen Chandler (ARTM), Lynn Cherry (AA), Jason Coy (HIST), Angela Cozart (MAT), Julie Dahl (RO), Mike Duvall (ENGL), Christine Finnan (MTLA), Martin Jones (MATH), Todd LeVasseur (RELI/QEP), Jerry Mackeldon (RO), Nancy Muller (LGC), Bill Olejniczak (HIST), Aspen Olmsted (CSIS), Brittney Parker (QEP/SLI), Bob Perkins (TEDU), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (LALE), Allan Strand (BIOL/SSM), Laura Tuner (EDPA), Annette Watson (EVSS)

GSO Staff Present: Jon Hakkila (Associate Dean), Susan Hallatt (Admissions), Michelle McGrew (Student Services), Robyn Olejniczak (Student Records)

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

II. Approval of the Minutes March 9, 2018 Meeting – unanimous approval with request for small revision

III. Update from the Graduate Student Association – Timothy Buttram, President

Timothy Buttram announced the incoming GSA president would be Zachary Stephens. Stephens is in the Environmental Studies program and was the GSA vice president for 2017-2018. Buttram also reported that the Library finally provided a locked study space for graduate students in Addlestone. The room will only be accessible with a code. Buttram has also been representing graduate students on the Presidential search committee. He noted that the listening session for graduate students provided good feedback for him to take to the search committee. Buttram reported on the success of the Alumni Networking event held in early April; he hopes to continue to foster and support camaraderie between graduate programs. He closed by reminding the group that the GSA will host an end of the year party at Edmund’s Oast Brewing.

IV. Update from the Lowcountry Graduate Center – Nancy Muller, Director

Nancy Muller provided the group with updates from the research conducted during the year. She noted that the LGC used EAB to research job openings in the metropolitan area in an effort to understand what new programs could be developed. The findings showed that healthcare and business administration are high need areas. EAB will also report on national trends in graduate education, pedagogy, and technology. She announced that Clemson has moved to a new facility on the Charleston Navy Base and will no longer be holding or offering courses at the LGC. She closed by reminding the group that there is $28k in funding through the LGC for program reorganization or program development.

V. Approval of the Spring 2018 Master’s and Graduate Certificate Candidates – unanimous approval

VI. New Business

A. Curriculum
   i. History
Jason Coy (HIST) introduced the program’s desire for a concentration in public history. He noted that this is a developing subfield within the discipline that Charleston is uniquely positioned to offer. Brian McGee (GSO/AA) noted that the current proposal includes courses in the joint Historic Preservation program, and that the MOU might need to be updated. However, the concentration can proceed without those courses in the meantime.

The proposals passed unanimously.

ii. Environmental Studies

Annette Watson (EVSS) proposed the program’s new course, EVSS 679: Cultures, Economies, and Environmental Governance, noting that this course is a special topics course conversion. The program is also undergoing course renumbering to adhere to the course numbering and cross-listing policies, as well as stay in line with the MPA program’s recent renumbering.

The proposals passed unanimously.

iii. Early Childhood Education

iv. Elementary Education

Bob Perkins (TEDU) introduced the proposed admissions changes for the two MAT programs. He noted that these changes coincide with the curricular changes proposed for the reorganization of these two programs. The department and school are trying to redevelop the MAT programs to be more marketable and attractive to potential students.

The proposals passed unanimously.

v. Marine Biology

Craig Plante (MBIO) noted that these admissions changes are to provide applicants with more specific information about the required undergraduate coursework. It also removes some duplicative language.

The proposal passed unanimously.

vi. Teaching, Learning, and Advocacy

Christine Finnan (MTLA) discussed that these admissions changes are intended to capture a wider audience for the program since a successful applicant can have a variety of backgrounds.

The proposal passed unanimously.

B. Policy Introductions and Revisions

McGee (GSO/AA) requested that any feedback on policy revisions be emailed by May 15.

C. Changes to Admissions and Funding Processes
McGee (GSO/AA) let the group know that there is still funding left for the incoming fall 2018 pool. He reminded everyone that the Old Glebe Fellowship is for new students only; the funds cannot be offered to continuing students. The Graduate School will earmark some funds for continuing students during this transition year, though. He noted that the Graduate School will continue to make improvements on these new processes and he appreciates everyone’s patience.

He continued that the Board of Trustees (BOT) wants to know why graduate enrollments are low. The president and provost are considering nominating an interim dean for the 2018-2019 year with the expectation that a national search will be conducted for the permanent position. However, the current arrangement will continue if there are no acceptable candidates. McGee (GSO/AA) asked that program directors and staff provide any feedback they may have.

VII. Announcements, Updates and Reminders – GSO Staff

Susan Hallatt (GSO) reminded the group that she will be hosting TargetX trainings, and if anyone will not be able to attend she can host a one-on-one session.

Jon Hakkila (GSO) thanked the program directors that are leaving their positions this year – Aspen Olmsted and Silvia Rodriguez Sabater were two program directors present.

Divya Bhati (OIEP) reminded the group at their assessment reports and thanked them for their work.

VIII. Sustainability Literacy Institute – Todd LeVasseur, QEP

Todd LeVasseur and Brittney Parker provided an overview of the SLI scholars program that was presented by Barry Stiefel during the previous Graduate Council meeting. The SLI is developing content to appeal to current students, to millennials. The proposed SLI scholars program will be mainly sustained by the Environmental Studies program due to the curricular and learning objective overlap. Watson (EVSS) noted that the current scholars criteria are too rigid. She suggested that the QEP staff should focus on allowing graduate students to qualify for the program sooner and emphasize event attendance. Hakkila (GSO) agreed with the idea that the current criteria are not flexible enough. Olmsted (CSIS) added that the program should not be driven by earning course credit, but rather focus on research or projects students are already conducting. John Peters (SMFT) suggested that programs could modify existing experiences, such as theses, internships, capstones, to include sustainability topics. Martin Jones (MATH) said that the scholars program should aim to contribute to the local community instead of just the College of Charleston community. Plante (MBIO) said that the program would attract more attention if it were able to offer some kind of “reward,” such as a certificate, paid work, or a graduate or research assistantship. Bhati (OIEP) reminded the group that the SLI does have four graduate assistantships to offer, and the institution must report to SACSCOC on QEP progress at the five-year mark. Rodriguez Sabater (LAME) suggested looking to the undergraduate global scholars program for ideas. LeVasseur closed by reminding the group that the SLI will be offering $2,500 awards for interdisciplinary groups to present at a conference. The SLI will also be offering workshops on sustainability themes. Stiefel will be available for individual consultations if there are any questions. And the SLI will report back to Graduate Council on any emergent themes.

IX. Adjournment – the meeting adjourned at 4:41pm