MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 28, 2018 – 3:00 PM
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Emily Beck (LALE, ESOL), Mary Bergstrom (RO), Jason Coy (HIST), Franklin Czwazka (RO), Lucy Davis (EVSS), Mike Duvall (ENGL), Christine Finnan (MTLA), Megan Gould (AA), Martin Jones (MATH), Brian Lanahan (EDEL), Ron Magnuson (MBA), Renée McCauley (CSIS), Judy Millesen (MPA), Nancy Muller (LGC), John Peters (SMFT), Emily Rosko (MFA), Norma Salcedo (MBIO), Susan Simonian (MSCL), Sandy Slater (HIST/CGE), Zach Stephens (GSA), Allan Strand (BIOL/SSM), Rafael Teixeira (SCIM/SOB), Laura Tuner (EDPA), Annette Watson (EVSS), Kelley White (EDEC)

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

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

II. Approval of the Minutes April 20, 2018 Meeting – unanimous approval

III. New Business

A. Curriculum

i. Environmental Studies

Sandy Slater (HIST/CGE) said the Committee on Graduate Education had no issues and supported the proposals. Annette Watson (EVSS) introduced the first proposals that added more courses to the program’s elective options including MPA and EVSS core courses. The second proposal is to change the program name from Environmental Studies to Environmental and Sustainability Studies. Watson explained that this is a more accurate reflection of the coursework and thesis/internship projects student complete, which center on systems thinking and the three pillars of sustainability. This also coincides with changes happening within the discipline. It increases the marketability of the program. Zach Stephens (GSA) noted that he supports this change as a current student in the program.

The proposals passed unanimously.

IV. Curriculog Refresher – Megan Gould, Academic Affairs

Megan Gould (AA) reminded the group that all curriculum proposals use the Curriculog software. Curriculog can be found in MyCharleston on the faculty tab. She and Franklin Czwazka (RO) are system administrators and can help answer technical questions. Lynne Ford or Lynn Cherry can help address curriculum content questions. There are also training sessions and workshops offered to help faculty become familiar with the software and ask any questions as they move through the curriculum development process.

V. Admissions Update – Susan Hallatt, Graduate School

Susan Hallatt (GSO) introduced a new form to be used by programs when they would like to petition for a waiver of an admissions requirement. The request will need to be approved by the Dean
before an applicant can be notified. The form will ask programs to name other application materials that will be considered in lieu of the waived requirement, and how they plan to evaluate their admissions to determine if they need to be updated. Mary Bergstrom (RO) added that programs should adhere to their admissions standards as they appear in the catalog. Jon Hakkila (GSO) encouraged programs to review their requirements and consider revising if they may be too rigid. Laura Turner (EDPA) and Christine Finnan (MTLA) stated that they feel the GRE is too burdensome for their programs. They added that they believe the GRE should not be a requirement for applicants to qualify for Graduate School fellowships. Hakkila (GSO) and Godfrey Gibbison (GSO/SPS) said they would consider reviewing the criteria.

Hallatt then let program directors know about a potential new test option for non-English speakers, the iTEP. Undergraduate Admissions now accepts this test and she intends to add this test to accepted tests for graduate admissions. It provides international students with another test option in addition to the TOEFL and IELTS.

She also thanked people that attended the Target X trainings, and she will continue to do one-on-one’s if needed.

VI. Assessment Update – Jon Hakkila, Graduate School

Hakkila (GSO) reminded the group of the upcoming deadline for assessment plans and reports. He added that we are not in a good position – there are many blank assessment entries and some programs incorrectly filled out their reports and subsequently lost all their data. Gibbison (GSO/SPS) acknowledged that the assessment software is not that intuitive, but asked if the group would benefit from a workshop with the assessment office. Watson (EVSS) inquired about the deadline and Hakkila (GSO) did say that the assessment office has moved the date, which has created some confusion. He advocated for the deadline to fall during the fall semester since faculty are more available than during the summer when the assessment office is running workshops. He also offered one-on-one sessions to help program directors complete their reports and plans. Martin Jones (MATH) asked the group if their programs were benefitting from the current form of assessment. Susan Simonian (MSCL) said her program did use assessment results to make changes and that her program has improved because of that. Mike Duvall (ENGL) said that he finds that the assessment data does not conform to the assessment requirements of the institution – the measures are too rigid. Finnan (MTLA) added that there is not an option to provide qualitative data, just quantitative. John Peters (SMFT) said that the College has adopted a top-down model of assessment, which does not encourage buy-in from faculty. If assessment measures were developed bottom-up by faculty, the value of assessment results would increase. Judy Millesen (MPA) noted that external discipline-specific bodies accredit some programs, and there should be a process for using the same data for internal and external systems. Brian Lanahan (EDEL) said the education programs have a similar issue and are often burdened with completing assessment multiples times for different entities.

VII. LGC Funding Opportunities – Nancy Muller, Director

Nancy Muller (LGC) presented to the group the funding opportunities available to them through the Lowcountry Graduate Center. The funding possibilities range from $5,000 to $25,000 for program development and program redevelopment. These funds are available to the three LGC institutions, MUSC, the Citadel, and the College of Charleston. There are two application deadlines for these funds, November 1 and February 1, but the funds will be released in the current fiscal year. Hakkila (GSO) asked if the funds could be used for a salary match, and Muller (LGC) said they could.
Gibbison (GSO/SPS) encouraged programs to take advantage of this opportunity since it is also available to MUSC and the Citadel.

VIII. Graduate Student Association – Zach Stephens, President

Stephens introduced himself as the new GSA president for the year and said he hopes to revitalize the group and its activities and engagement with graduate students. He listed some event ideas and topics of concern he hopes to address during the year. They included a virtual career fair in the spring semester, graduate student housing options, and graduate student priority in parking assignments. Stephens let the group know that the GSA did not receive their full requested budget from Student Affairs, which means that program sub-organization budget requests will have to be reevaluated. He closed by noting that the GSA may have to forego executive team elections and appoint those positions.

IX. Announcements, Updates and Reminders – GSO Staff

Robyn Olejniczak (GSO) quickly mentioned that the Graduate School will be hosting a thesis workshop for students submitting this fall or in the spring. She and Hakkila will be covering formatting basics, graduation requirements, and required forms. She also mentioned that the Graduate School will host the fifth annual 3MT competition in early November.

Godfrey Gibbison (GSO/SPS) reminded people that he is still interested in meeting with program directors. He mentioned that the marketing position vacancy in the Graduate School office is in the process of being filled. The job description has been updated and approved by HR. He reminded the group that program directors must be involved in the recruiting process.

He also encouraged program directors or faculty that are considering developing new programs to understand what funding needs to be requested of the institution to make the program viable. Faculty often request too little funding because they think it might make their proposal more likely to be approved.

X. For the Good of the Order – no comments

XI. Adjournment – the meeting adjourned at 4:44pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, October 12, 2018 – 3:00 PM
Robert Scott Small, Room 235

Chair – Jon Hakkila, Associate Dean of the Graduate School

Members and Guests Present: Mary Bergstrom (RO), Divya Bhati (OIEP), Annalisa Calini (MATH), Jason Coy (HIST), Lucy Davis (EVSS), Roxane DeLaurell (ACBL), Mike Duvall (ENGL), Lynne Ford (AA), Alexandra Heath (CPAD/QEP), Martin Jones (MATH), Brian Lanahan (EDEL), Todd LeVasseur (RELI/QEP), Antonio Pérez-Núñez (HISP), John Peters (SMFT), Craig Plante (MBIO), Emily Rosko (MFA), Susan Simonian (MSCL), Sandy Slater (HIST/CGE), Zach Stephens (GSA), Barry Stiefel (HPCP/QEP), Fran Welch (EHHP)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records)

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

II. Approval of the Minutes September 28, 2018 Meeting – unanimous approval with small correction

III. Graduate Scholars Program, QEP – Todd LeVasseur, Barry Stiefel

Barry Stiefel (HPCP/QEP) and Todd LeVasseur (RELI/QEP) reminded the group that the QEP is working to develop an opportunity for graduate students. They have discussed the scholars program several times at Graduate Council and they are seeking continued feedback. Grant Gilmore (CPAD) asked if scholars would have this reflected on their transcripts. Mary Bergstrom (RO) replied that it will not – only academic credit and earned credentials are on transcripts. Several attendees noted that the current criteria are too intensive to attract strong involvement. LeVasseur (RELI/QEP) and Stiefel (HPCP/QEP) considered removing some requirements as well as making some either/or options. When discussing the GPA requirement, Jon Hakkila (GSO) asked what the intent was – to have the program be elite and selective or have to have broad engagement. It was determined that the variety of program structure and needs was too diverse to develop a single set of criteria. Therefore, the current criteria would serve as the default, but programs could develop their own framework and work with the QEP staff to determine who joins the scholars program.

IV. New Business

A. Curriculum
   i. Accountancy

   Sandy Slater (HIST/CGE) presented the proposal to update the program’s admissions requirements to include language regarding the conditions under which the GMAT and letters of recommendation would be waived. This reflects what the admissions committee is already doing, yet makes the practice transparent to any applicant.

   The proposal passed unanimously.

   ii. English

   Slater (HIST/CGE) presented the proposal to update the prerequisite requirements for several English courses. The prerequisite prevents MFA students from enrolling themselves in these courses; they must be registered by Graduate School personnel. The removal of the prerequisites will fix this issue.
The proposals passed unanimously.

iii. Special Education

Slater (HIST/CGE) presented the proposal to terminate the Master of Arts in Teaching Special Education. She noted there was much deliberation and questions during the Committee meeting, which Dean Fran Welch addressed. The enrollments have declined to the point where the program is not sustainable and cannot be offered. There is one student left who will have an individual teach-out plan. The courses will not be deactivated since other MAT programs use them in their curriculum. Susan Hallatt (GSO) asked if the graduate certificates were also being terminated. Slater and Welch said they are not – the school receives grant funding for special education so they do not want to eliminate the remaining mechanism or curriculum that the grant is directed towards.

The proposal passed unanimously.

V. Graduate Student Association – Zach Stephens, President

Zach Stephens (GSA) told the group that the GSA is conducting elections today, October 12 and the hope is to confirm the officers at the first full meeting of the semester later in the evening. He is still working to address the recent loss of a reduced parking rate for graduate/teaching/research assistants. Robyn Olejniczak (GSO) suggested he use the time he has with the Board of Trustees at their upcoming meeting to bring up this issue. Stephens is working with Student Affairs to ensure the GSA is granted space in the plans to renovate the Stern Student Center. He is continuing to work with employers to set up a virtual career fair in the spring. He will be seeking input from program directors on any companies, organizations, or agencies they currently work with.

VI. Announcements, Updates and Reminders – GSO Staff

Hallatt (GSO) let the group know that at the November meeting, she and Ron Magnuson (MBA) will be presenting on communication campaigns using the MBA program as an example. This is the help programs start thinking about their own plans as the Graduate School moves to develop plans for each program.

Olejniczak (GSO) let the group know that the Graduate School will be hosting the fifth annual 3MT competition on November 12 from 2-4pm. Students from all programs are encouraged to participate and do not have to be completing a thesis – any type of research or project can be used. She also mentioned that the Graduate School will host its annual alumni reception on November 16 from 6-8pm in the Blacklock House. Program directors are invited.

VII. For the Good of the Order – no comments

VIII. Adjournment – the meeting adjourned at 3:54pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 2, 2018 – 3:00 PM
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Emily Beck (LALE), Annalisa Calini (MATH), Karen Chandler (ARTM), Mike Duvall (ENGL), Christine Finnan (MTLA), Grant Gilmore (CPAD), Martin Jones (MATH), Brian Lanahan (EDEL), Ron Magnuson (MBA), Renée McCauley (CSIS), Judy Millesen (MPA), Nancy Muller (LGC), Norma Salcedo (MBIO), Susan Simonian (MSCL), Allan Strand (BIOL/SSM), Rafael Teixeira (SCIM/SOB), William Veal (EDMG), Annette Watson (EVSS), Kelley White (EDEC)

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

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

II. Approval of the Minutes October 12, 2018 Meeting – unanimous approval

III. Fall 2018 Enrollment Data

Godfrey Gibbison (GSO/SPS) presented the official fall 2018 enrollment data prepared by the Office of Institutional Research. Martin Jones (MATH) asked what these data are used for as they do not currently reflect the program’s strong course enrollments attributed to the 4+1 program. Jon Hakkila (GSO) said average enrollment data are used for determining resource allocation such as assistantships and program fellowships. Nancy Muller (LGC) asked what the graduation rate is for graduate students. Gibbison (GSO/SPS) responded that OIR tracks graduation data, not degree completion rates for graduate students. Ron Magnuson (MBA) asked if the Graduate School could create a template MOU for programs to start dual degrees with other schools.

IV. Marketing Initiatives – Godfrey Gibbison, Graduate School/Professional Studies

Gibbison (GSO/SPS) told the group that he attempted to contract with Education Dynamics for lead generation, but Procurement would not approve his request. The vacant marketing/recruiting position in the Graduate School office is currently being advertised. Gibbison (GSO/SPS) recently met with the Division of Marketing and Communication to discuss program websites. Mike Duvall (ENGL) noted that maintaining websites for joint programs is especially difficult since both institutions have their own web presence. Gibbison (GSO/SPS) added that the Graduate School needs to consider tuition pricing and how to maintain competitiveness. He suggested that the graduate school application fees be used to fund marketing initiatives. He is also working with Academic Affairs and Business Affairs to consider advertising a period of time where the application fee is automatically waived.

V. Client Relationship Management – Susan Hallatt, Graduate School; Ron Magnuson, MBA

Susan Hallatt (GSO) and Magnuson (MBA) presented an overview of how a CRM functions in the recruitment and admissions processes. The Graduate School’s new online application, Target X, has the capability to administer and track a CRM, but it is not currently being fully utilized. There are five generic College of Charleston emails that a prospective student receives once they request more information. The MBA program uses a third-party vendor to administer their CRM and track prospective students. Each program should have their own communication plan, which can be built
They can work with Div. of Marketing and Communication to develop that content. They should also be considering their social media presence.

VI. **18-19 Fellowships – Nov. 15 nomination deadline for spring 2019 applicants**

Robyn Olejniczak (GSO) let the group know that there are still a few named fellowships to award to spring 2019 applicants. Nominees must have completed applications to be considered.

VII. **17-18 Exit Survey results and 18-19 Exit Survey Changes – Robyn Olejniczak, Graduate School**

Olejniczak (GSO) previously circulated the results of the 17-18 exit survey administered by the Graduate School, noting that there are some forthcoming changes to the 18-19 exit survey. Each program should develop its own program-specific questions that can be built into the Graduate School’s exit survey. Or if programs are already administering their own, they can incorporate those into the Graduate School’s survey to reduce duplication as a student is preparing to graduate. The exit survey will have two parts: part one will ask generic questions about the campus services, and part two should be for program-specific questions. Olejniczak (GSO) asked that any programs conducting their own exit survey send her the questions so she can include them in the current survey.

VIII. **Graduate Student Association – Zach Stephens, President**

Zach was not present at the meeting.

IX. **Announcements, Updates and Reminders – GSO Staff**

Gibbison (GSO/SPS) let the group know that EAB Research is reviewing the Graduate School and program websites for improvement opportunities. He also briefly inquired about the incentives program directors receive for accepting their positions – are they offered stipends, course releases?

Olejniczak (GSO) reminded the group about the upcoming 3MT competition on November 12 from 2-4pm.

Hakkila (GSO) announced that he recently presented assessment findings for the graduate certificate programs. He made suggestions to the Office of Institutional Effectiveness and Academic Affairs about better ways to either collect data or assess data because the current lack of data creates ineffective or missing assessment results.

Christine Finnan (MTLA) relayed a student concern regarding the recent insensitive Halloween costumes by College of Charleston students. The student was also concerned that Interim President Osborne’s student drop-in hours were not accessible to working students.

X. **For the Good of the Order – no comments**

XI. **Adjournment** – the meeting adjourned at 4:35pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 30, 2018 – 3:00 PM
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Sonya Allen (Parking Services), Emily Beck (LALE), Divya Bhati (OIEP), Annalisa Calini (MATH), Jason Coy (HIST), Mike Duval (ENGL), Christine Finnann (MTLA), Martin Jones (MATH), Kate Keeney (ARTM), Ron Magnuson (MBA), Renée McCauley (CSIS), Michelle McGrew (Academic Affairs), Bob Mignone (MATH), Sam Norton (GSA), Bob Perkins (TEDU/EHHP), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodriguez Sabater (HISP/LCWA), Emily Rosko (MFA), Camilo Sandoval Leon (GSA), Emily Patton for Susan Simonian (MSCL), Sandy Slater (HIST/CGE), Zachary Stephens (GSA), Laura Turner (EDPA), William Veal (EDMG), Annette Watson (EVSS), Kelley White (EDEC)

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

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

Godfrey Gibbison (GSO/SPS) announced that the December 14 meeting will be held and will cover graduate assistantships.

II. Approval of the Minutes November 2, 2018 Meeting – unanimous approval

III. New Business

A. Curriculum Proposals

   i. English

      Sandy Slater (HIST/CGE) presented the proposal to update the prerequisite requirements for one English course. The prerequisite currently prevents MFA students from enrolling themselves in the course. The program made this change to several other courses, but this one was left out by accident which is why it was not included with the previous proposal packet.

      The proposal passed unanimously.

   ii, iv. Arts Management

      Slater (HIST/CGE) and Kate Keeney (ARTM) explained the multitude of changes to the graduate certificate in Arts Management. The current certificate is being terminated and a new one is being proposed to replace it. The certificate is being renamed from Arts Management to Arts and Cultural Management; the certificate hours are also increasing from 12 to 15. The course prefixes/acronyms will also be updated from PUBA to ARCM. The current courses are housed under the Public Administration program and those will be terminated. The five new courses will have the ARCM prefix. The certificate will also move from the School of Humanities and Social Sciences to the School of the Arts. Because arts management is an emphasis area in the MFA and MPA programs, they are also updating their curriculum to include the new ARCM courses. MFA is removing one English literature elective to capture the five new ARCM courses. MPA is terminating their
PUBA arts management courses and updating their electives to include the new ARCM courses. Robyn Olejniczak (GSO) asked how many students are in the current certificate that will need to be taught out. Keeney (ARTM) responded that there are three.

The proposals pass unanimously.

iii. MPA

Slater (HIST/CGE) presented the MPA proposal to update their degree hours from 39 to 33 by removing one core course and one elective. Jon Hakkila (GSO) asked his this reduction in hours might affect the current 4+1 program with Urban Studies and MPA. A representative from the MPA program was not present so the proposal was tabled until the January meeting.

B. Thesis issues – IP grading reminder

Olejniczak (GSO) reminded program directors that the Graduate School has moved towards assigning IP grades to multi-term enrollments such as thesis credits. This will be done between the Graduate School and the Registrar’s office, and it would be helpful for program directors to remind any faculty advisors to not assign grades.

Hakkila (GSO) then presented the group with some of the issues the Graduate School has encountered related to theses. There is inconsistency amongst programs on several fronts: how a thesis is graded (P/F or letter grade), the minimum number of thesis hours required (3, 4, 6), the thesis proposal process, the committee formation process. There is also a question of defining a thesis as it relates to other program exit requirements such as internships, portfolios, capstones, etc. The Graduate School would like to develop some consistency and centralized policies that govern theses, but would like discussion and input from program directors. Mike Duvall (ENGL) asked if the differences in theses might be in part disciplinary. Martin Jones (MATH) suggested the Graduate School develop some uniform policies that the program would then adhere to. Gibbison (GSO/SPS) said a committee will be formed to consider these issues in the spring. Renée McCauley (CSIS), Emily Rosko (MFA), and Craig Plante (MBIO) volunteered to serve.

IV. PhD in Math in Computation – Annalisa Calini and Bob Mignone, Math

Annalisa Calini (MATH) and Bob Mignone (MATH) provided the group with an overview of the PhD proposal in Math in Computation which is working its way through the curriculum process. Mignone stated that the College should be providing the innovative programs for the Lowcountry, not USC or Clemson. Bryn Mawr is a good example of a small liberal arts college with a strong PhD program in math, which it has had for decades. He continued that the program will be structured around research groups that could span undergraduate, graduate, and faculty working on a dissertation. William Veal (EDMG) asked why the program is referring to itself as inexpensive when many PhD programs are actually expensive to run. Mignone (MATH) responded that the program is inexpensive relative to other doctoral programs in the math and sciences that may require labs, high-powered software, etc. The program is only requesting funding for two teaching assistantships (TAs), but there will be faculty course releases with no additional faculty lines. John Peters (SMFT) expressed his concern that there is no request for additional faculty lines and that teaching will be passed on to TAs and adjuncts. He stated that it is possible to maintain a liberal arts identity, but
that requires faculty to teach all course levels, including introductory courses. Olejniczak (GSO) asks what if there is any overlap with the Master’s degree? Calini (MATH) responded that yes, the 600-level courses could have master’s and doctoral students in the same class, as well as a possible undergraduate in the 4+1 program. Gibbison (GSO/SPS said a committee will be formed to consider policy development for the PhD in the spring.

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

VI. Graduate Student Parking – Sonya Allen, Parking Services

Sonya Allen (Parking Services) attended the meeting to discuss the recent decision by Parking Services and Business Affairs to discontinue the discounted parking rate for graduate, teaching, and research assistants. These students used to be entitled to the reduced parking garage rate that was available to faculty and staff. Allen (Parking Services) said the number of parking spaces and available student parking permits has been greatly reduced over the years: in 2007, there were 1,284 student permits – in 2018, there were 628 permits. Much of the College’s parking spaces are leased from the City of Charleston at a great financial loss and are not guaranteed year to year. In fact, as more space on the peninsula is developed, those spaces are being given to these new properties. She explained that graduate students are already prioritized in the permit assignment process. She also stated that the Parking Services office receives a complaint from a student worker for not being entitled to the same discount, which contributed to the decision to remove the benefit. Jason Coy (HIST) stated that there is a substantial difference between the work of a graduate assistant and that of a student worker; assistantships are merit-based and granted to qualified students. He also noted his concern for the decision making process in this case, as Graduate School leadership was not informed of Business Affairs’ decision to discontinue this benefit. Ron Magnuson (MBA) expressed his concern about the lack of communication to the Graduate School as his program uses the parking discount as a recruiting tool and advertised benefit. Allen (Parking Services) said that some students were using the discount every day which is more expensive than purchasing a regular garage permit, but she could not produce any data on the actual frequency of this. She said the parking discount will not be reinstated. Peters (SMFT) said that the College should rethink the way it manages parking spaces. Each space is considered to belong to an individual. With technological assistance, spots could be shared between multiple people and reduce the number of permits needed. The group recognized that parking is a big issue on campus and we can continue to work towards a solution, but it will be difficult.

VII. Graduate Student Association – Zach Stephens, President

Stephens (GSA) reported that he had a quick follow-up meeting with Sonya and they will set up a meeting to further discuss the parking issues for graduate students. He will also set up a meeting with Facilities to discuss potential housing options for graduate students.

VIII. Announcements, Updates and Reminders – GSO Staff – no comments

IX. For the Good of the Order – no comments

X. Adjournment – the meeting adjourned at 4:49pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, December 14, 2018 – 3:00 PM
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Seaton Brown (MBA), Annalisa Calini (MATH), Karen Chandler (ARMT), Jason Coy (HIST), Roger Daniels (ACCY), Rachel Donaldson (HIST/HSS), Mike Duvall (ENGL), Martin Jones (MATH), Renée McCauley (CSIS), Bob Perkins (TEDU/EHHP), John Peters (SMFT), Craig Plante (MBIO), Emily Rosko (MFA), Camilo Sandoval Leon (GSA), Susan Simonian (MSCL), Laura Turner (EDPA), Annette Watson (EVSS), Kelley White (EDEC)

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

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

II. Approval of the Minutes November 30, 2018 Meeting – unanimous approval with small correction

III. Discussion of Potential Tuition Changes

Godfrey Gibbison (GSO/SPS) reminded the group that the Graduate School is waiving the application fee through the end of January 2019 and there will be some marketing put together to promote this. He introduced the tuition topic by stating that almost 90% of out-of-state graduate students are receiving abatement funding. Because that is not clear to an outsider, our out-of-state tuition rate might create sticker shock for prospective students and deter them from applying. Gibbison (GSO/SPS) wants to propose one graduate tuition rate to the Board of Trustees so there is no difference between the in-state and out-of-state tuition rates. He recognizes that it is a large undertaking that might also have political implications, but this proposal would benefit Undergraduate Admissions because it would free up institutional funds. Gibbison (GSO/SPS) is also considering the idea of tiered graduate tuition rates. For example, there would be a different tuition rate for online programs. Craig Plante (MBIO) and Jason Coy (HIST) both said that the ability to offer abatement funding in addition to an assistantship or scholarship is attractive to a student and we should be careful not to undermine the value of that. Gibbison (GSO/SPS) is willing to request a short-term experiment with the flat rate tuition with the possibility of reinstating in-state and out-of-state rates after several years. He asked program directors to send him a list of their program’s 3-5 top competitors.

IV. New Business

A. Assistantship Issues and Questions

Gibbison (GSO/SPS) wants to establish a committee to examine some assistantship issues the Graduate School is seeing across programs. Some issues include difference in pay for similar positions within the same department or programs, differences in pay between academic schools, and under-enrollment while holding an assistantship. He also let the group know that during the spring semester, the Graduate School is going to request job descriptions for all assistantships. The Graduate School needs to create some standardized documentation in this area before the new president joins the College. The current interim president has noticed the Graduate School’s funding has not been reduced even as enrollments have dropped. Gibbison (GSO/SPS) said that these assistantship positions are a
form of professional development and we should ensure they provide valuable experiences for students.

B. 2019-20 Assistantship Allocation

Gibbison (GSO/SPS) distributed the allocation of assistantships for the 2019-20 academic year. He noted that the same model as the previous year in that Jon Hakkila (GSO) created an algorithm based on three years of enrollment data for degree programs. The Graduate School is holding about 10 graduate assistantships (GA). Emily Rosko (MFA) asked how to address issues with the allocation. Roger Daniels (ACCY) said that the loss of any assistantship support from the Graduate School impacts his ability to recruit students. Coy (HIST) fears that this allocation model will favor larger, “rich” programs and will disproportionately affect smaller programs. Gibbison (GSO/SPS) said there must be an explanation and justification from the program as to why they would need any additional assistantship support from the Graduate School. Rosko (MFA) explained that there may be unintended consequences of the allocations, as one of the MFA’s philanthropic scholarships requires that the student also receive an assistantship. John Peters (SMFT) suggested the dean follow up with programs that might have issues, but he also noted that some programs would rather have scholarship funds than assistantships. Gibbison (GSO/SPS) asked if programs would be willing to trade Old Glebe funding for graduate assistantships. He added that if the tuition proposal is successful, he would request additional funding for scholarships and fellowships. Annalisa Calini (MATH) asked if assistantships around campus not tied to an academic program or department were being filled. Susan Simonian (MSCL) favors the data-driven approach, but one model might not be sufficient to address the specific needs of each program. Hakkila (GSO) said that the Graduate School is trying to develop a minimum level of uniformity on issues like this. The Graduate School is currently functioning as exception managers; the rules need to be established and then exceptions can be considered within that framework. Gibbison (GSO/SPS) let the group know that they will receive their Old Glebe funding allocation for 2019-20 before the College closes for the holiday. Daniels (ACCY) asked why the Graduate School does not permit assistantships to be divided into quarters. Renée McCauley (CSIS) asked about the Graduate School’s expectations for graduate, teaching, and research assistantships. Rachel Donaldson (HIST/HSS) asked what the decision-making process will be for allocating an additional assistantship to a program. Gibbison (GSO/SPS) responded that it would be a conversation with the program and the Graduate School.

VI. Graduate Student Association – Zach Stephens, President

Zach was not present at the meeting.

VII. Announcements, Updates and Reminders – GSO Staff

Gibbison (GSO/SPS) reiterated that he hopes to take his tuition proposal to the Board in January so that any decision can be made before the new academic and fiscal year. Plante (MBIO) asked if there are other state schools that offer one tuition rate. Gibbison (GSO/SPS) responded that there are not, but we are not direct competitors with the other major schools in the state.
Susan Hallatt (GSO) let the group know that the reminded students with unsubmitted applications about free application month. She also wants to discuss the current letter of recommendation as she wants to know if it needs to be updated or adjusted.

Hakkila (GSO) updated the group on the assessment issue with graduate certificates. He reemphasized his belief that there is no meaningful assessment value for programs with less than two students.

Robyn Olejniczak (GSO) announced that some programs still have Old Glebe funds to award to incoming spring students.

VIII. For the Good of the Order

Mike Duvall asked if a student without an active program student organization is still eligible for funding from the Graduate Student Association (GSA). They are, but there are requirements that the GSA has in place for those situations. The student should contact the GSA.

IX. Adjournment – the meeting adjourned at 4:25pm
MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, January 25, 2019 – 3:00 PM  
Robert Scott Small, Room 235  

Chair – Godfrey Gibbison, Interim Dean of the Graduate School  

Members and Guests Present: Emily Beck (LALE/ESOL), Mary Bergstrom (RO), Divya Bhati (OIEP), Seaton Brown (MBA), Annalisa Calini (MATH), Roger Daniels (ACCY), Lucy Davis (EVSS), Mike Duvall (ENGL), Christine Finnan (MTLA), Martin Jones (MATH), Ron Magnuson (MBA), Renée McCauley (CSIS), Amy Mercer (HPCP), Bob Mignone (MATH), Judy Millesen (MPA), Nancy Muller (LGC), Bob Perkins (TEDU/EHHP), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodríguez Sabater (HISP/LCWA), Emily Rosko (MFA), Amanda Ruth-McSwain (COMM/CGE), Norma Salcedo (MBIO), Susan Simonian (MSCL), Allan Strand (BIOL/SSM), Sebastian van Delden (CSIS/SSM), Rafael Teixeira (SCIM/SOB), William Veal (EDMG), Annette Watson (EVSS), Kelley White (EDEC)  

GSO Staff Present: Jon Hakkila (Associate Dean), Robyn Olejniczak (Student Records)  

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

II. Approval of the Minutes December 14, 2018 Meeting – unanimous approval  

III. New Business  

A. Curriculum Proposals - Amanda Ruth-McSwain (COMM/CGE) presented on behalf of CGE chair, Sandy Slater.  

   i. English  
   The proposal reduces the required number of credits from six to three that a student must complete in the three areas of study: American Literature, Pre-1800 British Literature, and Post-1800 British Literature. It also increases the number of elective hours for the MA. Robyn Olejniczak (GSO) asked for clarification that the proposal does not reduce the number of degree hours.  
   The proposal passed unanimously.  

   ii. Computer and Information Sciences  
   The proposal adds CSIS 632 to the prerequisites for CSIS 641, which better prepares students for the content.  
   The proposal passed unanimously.  

   iii. Environmental Studies  
   The proposals update the course descriptions for two courses, EVSS 611 and EVSS 640. The program is updating the EVSS 611 course title and content to reflect the program’s new name (Environmental and Sustainability Studies) to better orient new students. The new course description for EVSS 640 better reflects current teaching practices and content.
The proposals pass unanimously.

iv. **Operations Research**

The proposal adds and removes courses from the certificate electives to more clearly communicate the program requirements. Martin Jones (MATH) added that these changes are to encourage breadth of knowledge rather than depth.

The proposal passes unanimously.

v. **Math – Doctoral Program**

Annalisa Calini (MATH) reiterated the small and niche nature of this program; the department is forecasting an average enrollment of eight students. A master’s degree will be required for admission. Computation in this context is the combination of theory and software application. The program is modeled after the PhD at Bryn Mawr, which is small and has a robust undergraduate program. It also vertically integrates undergraduates, graduates, and faculty on research projects. Another element of the program is the part-time option, which they expect will allow a student to finish in five years. There is no desire for the program to grow to the point where it threatens the College’s NSF PUI status. Bob Mignone (MATH) spoke to the concerns about the budget and already limited resources. The program is designed to be internally funding within the department and with summer school monies. The department is requesting two assistantships at $22,000, otherwise they will have to cannibalize the assistantships from the master’s program. Roger Daniels (ACCY) asked if the doctoral students would be teaching undergraduates. Mignone (MATH) responded yes. Allan Strand (BIOL/SSM) asked if there will be enough students in to create a sense of community for the program. Daniels (ACCY) asked how the new doctoral courses are going to be offered with such small enrollments. Calini (MATH) responded that exceptions will have to be made to ensure the courses are offered. Daniels (ACCY) asked if there are potential issues with Clemson or USC. Mignone (MATH) responded that it is likely, but the College has launched other programs that were feared to be opposed such as the Data Science and Analytics master’s. He added that the College has the support of other colleges and universities around the state. Nancy Muller (LGC) said they should emphasize and market the part-time option since that demonstrates the program and the College are serving the local area. Companies are more interested in recruiting and retaining talent, not necessarily about the specific skillsets. Emily Rosko (MFA) requested a secret ballot when the program was put up for a vote.

The program proposal passed with 16 “yes” votes and three “no” votes. The new course proposals passed without discussion.

IV. **Fellowship and Funding Processes for 2019-20**

Godfrey Gibbison (GSO/SPS) updated the group on the current application numbers for fall 2019 – there are 578 applications in progress or submitted. He also announced that the Board of Trustees approved a flat rate tuition for online graduate programs, which would include the MA in Communication, the MED in Languages, and the ESOL graduate certificate. Any subsequent online
programs will receive this rate. The rate will be calculated at 0.8% of the resident tuition. This tuition rate does not apply to programs that offer online or hybrid courses; the program must be fully online. He continued that the administration, including Interim President Osborne and CFO Paul Patrick, were reluctant to consider the proposal to set one graduate tuition rate during the transition of President-Elect Hsu. He added that he will put forth a separate proposal to offer in-state tuition to out-of-state College of Charleston undergraduates who continue into a graduate program. He also added that President-Elect Hsu is interested in graduate education.

Gibbison (GSO/SPS) then announced that the Graduate School is currently out of abatement funding for the semester and remainder of the fiscal year. Criteria will be implemented to determine abatement qualification and prioritization going forward as the number of out-of-state students may continue to increase. The criteria will include full-time enrollment, previous semesters of funding, and number of years in the program. The Graduate School may also make determinations based on whether or not summer enrollment is required. Susan Simonian (MSC) and Daniels (ACCY) said that the inability to guarantee abatement funding will negatively impact their ability to recruit and retain students. Gibbison (GSO/SPS) responded that there are not enough funds to promise abatement funding to every student and/or program. He will ask the administration for additional funding and continue to advocate for a flat graduate tuition. Daniels (ACCY) pointed out that this funding is not real tuition dollars that the College would have collected. Gibbison (GSO/SPS) agreed and added that because the College abates so many out-of-state students, it is not really collecting out-of-state tuition revenue. However, the College is only permitted to use 4% of its revenue for institutional scholarships. Craig Plante (MBIO) asked if there was any way to provide additional funding for the current semester. Gibbison (GSO/SPS) responded unfortunately not. The continued abatement funding shortfall will force the administration to consider the flat graduate tuition rate as pressure builds. Van Delden (CSIS/SSM) suggested inviting Interim President Osborn and CFO Paul Patrick to the next graduate council meeting so they can hear the concerns. Seaton Brown (MBA) asked what the distribution of abatement funding was between undergraduate and graduate. Gibbison (GSO/SPS) responded that undergraduate receives more institutional support because of the difference in population volume. He added that Undergraduate Admissions is facing the same issue as they increase the number of out-of-state students. The administration cannot ask the Graduate School to increase enrollments without providing financial support. Gibbison (GSO/SPS) concluded the discussion by addressing the fellowship criteria and deadlines for 2019-20. Some programs expressed hesitation about the requirement of a standardized test to be eligible for a fellowship. Gibbison (GSO/SPS) noted that these fellowships are meant to attract and yield the top 20% of the applicant pool and should be a higher bar than admission to the program. For 2019-20, the fellowships will require a standardized test. He closed by letting programs know that the deadline to nominate their applicants will be March 15.

V. Graduate Student Association – Zach Stephens, President

Zach was not present at the meeting.

VI. Announcements, Updates and Reminders – GSO Staff

Gibbison (GSO/SPS) reminded the group that they should continue to work on their assessment plans and analyses.

VII. For the Good of the Order – no comments

VIII. Adjournment – the meeting adjourned at 4:31pm
MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, February 22, 2019 – 3:00 PM  
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Seaton Brown (MBA), Annalisa Calini (MATH), Karen Chandler (ARTM), Jason Coy (HIST), Julie Dahl (RO), Roger Daniels (ACCY), Rachel Donaldson (HIST/HSS), Mike Duvall (ENGL), Christine Finnan (MTLA), Tracey Hunter-Doniger (EDEL), Martin Jones (MATH), Renée McCauley (CSIS), Michelle McGrew (Academic Affairs), Nancy Muller (LGC), Bob Perkins (TEDU/EHHP), John Peters (SMFT), Craig Plante (MBIO), Silvia Rodríguez Sabater (HISP/LCWA), Emily Rosko (MFA), Sandy Slater (HIST/CGE), Maura Burns for Susan Simonian (MSCL), Zach Stephens (GSA), Allan Strand (BIOL/SSM), Annette Watson (EVSS), Kelley White (EDEC)

GSO Staff Present: Laura Everett (Marketing), Susan Hallatt (Admissions), Jon Hakkila (Associate Dean), Robyn Olejniczak (Student Records)

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

II. Approval of the Minutes January 25, 2019 Meeting – unanimous approval

Godfrey Gibbison (GSO/SPS) introduced Laura Everett, the Graduate School’s new Director of Marketing and Recruitment.

III. New Business

   A. Curriculum Proposals – Sandy Slater (HIST/CGE) presented the curriculum proposals.

      i. Computer and Information Sciences

         The proposals create a new course, CSIS 670 Developing Mobile Applications, and adds it to the program as an elective. CSIS 632 is being added as an elective option in the Computer Science specialization.

         The proposals passed unanimously.

      ii. Elementary Education

         The proposals update the admission and degree requirements. The field course, EDEE 590, is being removed from the degree requirements as it was determined to be unnecessary. The admissions changes now allow students to submit GRE or PRAXIS scores for consideration. The program now only accepts students in the summer term for the accelerated one year program.

         The proposals pass unanimously.

      iii. English to Speakers of Other Languages Certificate

         The proposal was pulled for further consideration by the department.

      iv. Languages
EDFS 674 is being added to the list of program electives.

The proposal passed unanimously.

v. Marine Biology

The first proposal adds the core courses as elective options. Students are required to take three of four courses, but if they take all four the fourth course needs to count towards the degree. The second proposal adds the independent study course as an option for the seminar requirement. The third proposal adds a note to the catalog encouraging students to take an organismal course even though it is not required. Slater (HIST/CGE) noted that this is breaking precedent to include an advising note in the catalog, which is reserved for policies, regulations, and degree requirements, and the exception will not be made for other programs. John Peters (SMFT) asked why this note needs to go in the catalog and not on the program website or advising materials; Roger Daniels (ACCY) asked if it could be included in the program description. Craig Plante (MBIO) responded that there is no guarantee it will be seen, and he does want to include this specific piece of information in a place that speaks to the whole program. Jason Coy (HIST) and Renée McCauley (CSIS) added that it is unfair to say other programs cannot make these kinds of changes or additions to their catalog areas, and the precedent is set even if it has been determined to not allow further exceptions. Allan Strand (BIOL/SSM) called to question, which was approved. Then the proposals were put to a vote.

The proposals passed unanimously.

IV. Graduate Education Week – March 12-13

Gibbison (GSO/SPS) announced that the Graduate School will host graduate education week in early March. Graduate education week is already designated by the state and the Graduate School will try to take advantage of that. The intent is to host two events per semester: an open house in the fall open to the community, and a graduate school fair in the spring open to College of Charleston undergraduates. For the upcoming event, the Graduate School will provide each program with a table on Cougar Mall, but programs should provide their own marketing materials and swag.

V. Letters of Recommendation – Susan Hallatt, Graduate School

Susan Hallatt (GSO) let everyone know that she is adding more training sessions for TargetX since program directors are likely to be using it more during the admissions cycle. She noted that each program has a report that shows how many completed applications are ready for review. Applicants with incomplete applications cannot be admitted and programs have the opportunity to update their admissions requirements. Mike Duvall (ENGL) asked if there was a report that can show what item is missing from an applicant’s file. Brown (MBA) noted that there is a report that shows the percentage complete, but not an itemization of what is missing.

She then asked program directors and their admission committees to consider the value of the current letter of recommendation. Brown (MBA) and Duvall (ENGL) responded that they find the letter redundant of the recommendation form. Emily Rosko (MFA) asked what are peer institution’s using. Coy (HIST) said he finds more value in the letter than the form. Stephens (GSA) noted that some schools provided guidance on what kinds of things a letter should address, but did not require
a form. Maura Burns (MSCL student) said that some schools provided the option of a letter or recommendation form. Gibbison (GSO/SPS) asked program directors what information they are using from the letter. Daniels (ACCY) added that he finds interacting with the student through an interview more useful than reading a recommendation letter. Peters (SMFT) noted that sometimes the bigger issue is a student using the wrong type of person to provide a recommendation. Hallatt (GSO) asked that programs start to think about this as she wants to update the recommendation process in the near future.

VI. Assistantships – Robyn Olejniczak, Graduate School

Robyn Olejniczak (GSO) announced increases in assistantship earnings effective fall 2019. The hourly pay rate for graduate assistantships will increase from $20.67/hour to $21/hour effective, which will increase the earnings for a full-time GA from $12,400 to $12,600. The earnings for teaching assistantships in the sciences will increase from $16,000 to $16,250. The MBA and Computer Science assistantships are exempted from this increase.

VII. Graduate Student Association – Zach Stephens, President

Zach Stephens (GSA) provided some information about the number of program organizations that are participating in the GSA – there are currently seven sub-organizations, but there are 20+ graduate programs. He asked program directors how they can work together to encourage programs without groups to establish them. Martin Jones (MATH) noted that his program struggles with continuity and maintaining momentum – how do other programs manage that? Stephens (GSA) said that programs need strong transition plans and the affirmation from their program directors that these organizations are useful. Seaton Brown (MBA) asked if the GSA has monthly events and what’s the best way to connect with the group. Stephens (GSA) responded that they have a facebook and cougar connect page, but they are finding that students are not connecting with facebook as much anymore. They are always working on other ways to reach graduate students. Stephens (GSA) announced that the Provost and CFO have asked GSA to consider how they will serve students who are enrolled in online graduate programs. Stephens (GSA) closed by announcing that 19-20 elections will be held on March 13.

VIII. Announcements, Updates and Reminders – GSO Staff

Olejniczak (GSO) reminded the group that the award amounts for the poster session were doubled to incentivize participation. Calini (MATH) suggested having one poster session for the whole campus.

Olejniczak (GSO) and Hakkila (GSO) suggested that the Graduate School advocate for faculty awards for graduate teaching and graduate mentorship/advising to distinguish from the undergraduate.

Coy (HIST) raised a concern about the fellowship award process stating that the deadlines are too late for programs to stay competitive. He would like to be able to have students make decisions sooner. Olejniczak (GSO) reminded the group that the Graduate School is a signatory on the CGS April 15 Resolution, which states that graduate schools will not force admitted students to make decisions regarding their funding packages before April 15. Graduate Schools can set earlier deadlines for admissions decisions to be made by admitted students, but not funding decisions. Gibbison (GSO/SPS) suggested that programs move their application deadline back to February 1. He also added that programs should continue to work on their assessment plans.

IX. For the Good of the Order – no comments
X. **Adjournment** – the meeting adjourned at 4:48 pm
MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, March 15, 2019 – 3:00 PM  
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Divya Bhati (OIEP), Seaton Brown (MBA), Annalisa Calini (MATH), Karen Chandler (ARTM), Jason Coy (HIST), Rachel Donaldson (HIST/HSS), Mike Duvall (ENGL), Christine Finnan (MTLA), Ashley Fisher (GSA), Martin Jones (MATH), Renée McCauley (CSIS), Michelle McGrew (Academic Affairs), Amy Mercer for Grant Gilmore (CPAD), Judy Millesen (MPA), Nancy Muller (LGC), Bob Perkins (TEDU/EHHP), John Peters (SMFT), Craig Plante (MBIO), Sandy Slater (HIST/CGE), Susan Simonian (MSCL), Barry Stiefel (HPCP), Annette Watson (EVSS)

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

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

II.  Approval of the Minutes February 22, 2019 Meeting

   The minutes were not circulated so they will be considered at the April meeting.

III.  New Business

   A.  Curriculum Proposals – Sandy Slater (HIST/CGE) presented the curriculum proposals.

      i.  Early Childhood Education

      The program is updating their admissions requirements to allow students to submit GRE or PRAXIS scores. The requirements currently only allow the PRAXIS.

      The proposal passed unanimously.

      ii.  Performing Arts Education

      The program is renumbering two courses, THRE 712 to THRE 521 and THRE 610 to THRE 522, in order to cross-list them with undergraduate courses.

      The proposals pass unanimously.

      iii.  Community Planning, Policy, and Design

      The program is updating the special topics course, CPAD 690, from 3 hours to 1-3 variable hours to allow more flexibility. The program is also limiting the number of special topics hours that a student can count towards the degree to six.

      The proposals pass unanimously.

      iv.  MPA / Urban Studies 4+1
This 4+1 is being terminated due to lack of student interest and lack of program management. It did not require a vote, but the proposal passed unanimously.

v. MPA

The program is creating a new elective course, PUBA 519, after offering it as a special topics course three times. The program is updating the course descriptions of PUBA 550, PUBA 600, and PUBA 701 to better align with current trends and course experiences. The program is decreasing the degree hours from 39 to 33 by removing a core course, PUBA 603, and reducing the number of elective hours from 15 to 12. The content of PUBA 600 and PUBA 603 are overlapping enough to justify the removal of 603 and the inclusion of some content into 600.

The proposals passed unanimously.

vi. MPA / Environmental Studies Concurrent Program

The concurrent program is being updated in order to facilitate the changes to the MPA program regarding the decrease in degree hours and the removal of a core course. The total degree hours still remains at 60. There was also clarifying language added to the program regarding the thesis/internship requirement. Concurrent students must complete the Environmental Studies thesis or internship requirement, but they may still complete the MPA internship as an elective. Divya Bhati (OIEP) asked if the decrease in MPA hours will impact the number of shared hours between the program. The total degree hours will remain at 60 as required by SACSCOC.

The proposals passed unanimously.

vii. Environmental Studies

The program is creating a special topics course, EVSS 595, and adding it to their electives.

The proposals passed unanimously.

IV. Graduate Student Association – Ashley Fisher, Vice President

Ashley Fisher (GSA) let program directors know that elections have been postponed until April 17 to allow for more participation. The final GSA meeting will be held on April 2. The GSA distributed an involvement survey to students to gather some data to better plan events and activities for the coming year. The GSA is also working with Student Affairs and Business Affairs on developing agreements with apartment complexes to serve graduate students with flexible leasing or lower rates. The GSA is also working to increase the Graduate School’s profile to potential donors. Seaton Brown (MBA) asked if there were any MOUs in place regarding the graduate student housing options. Godfrey Gibbon (GSO/SPS) said that Amy Orr is determining whether the College can move forward on these types of arrangements without formal contracts. Susan Simonian (MSCL) asked when students could run for office. Fisher (GSA) responded that elections are held in the spring and any open positions are electable in the fall. It was suggested that elections be held in the fall instead of the spring to allow new students to run for office. It also prevents the need for an ad hoc transition team or contingency plan if no one runs.
V. Announcements, Updates and Reminders – GSO Staff

Gibbison (GSO/SPS) thanked everyone for participating in Graduate Education week events. He then announced the winners of the Graduate Research Poster Session.

VI. For the Good of the Order

Craig Plante (MBIO) made a comment about the Council of Graduate Schools’ April 15 Resolution regarding offers of funding to admitted students. He said that we are not adhering to all the requirements set forth in the letter, including providing a link to the resolution in all funding offers. We are also not preparing or requesting release letters from students who wish to accept other offers or want to accept our offer. Robyn Olejniczak (GSO) said she would add the Resolution link to all funding offers going forward. Jason Coy (HIST) added that programs lose their recruiting power if we are waiting until the April 15 deadline. Jon Hakkila (GSO) asked program directors to document any instances where students are being pressured to make decisions before the deadline. Graduate School Deans who are signatories to the Resolution are supposed to communicate with each other when this happens.

VII. Adjournment – the meeting adjourned at 3:48pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Wednesday, April 24, 2019 – 2:00 PM
Robert Scott Small, Room 235

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Mary Bergstrom (RO), Divya Bhati (OIEP), Seaton Brown (MBA), Karen Chandler (ARTM), Jason Coy (HIST), Julie Dahl (RO), Lucy Davis (EVSS), Mike Duvall (ENGL), Christine Finnan (MTLA), Ashley Fisher (GSA), Lynne Ford (AA), Martin Jones (MATH), Renée McCauley (CSIS), Amy Mercer for Grant Gilmore (CPAD), John Peters (SMFT), Craig Plante (MBIO), Sandy Slater (HIST/CGE), Maura Burns for Susan Simonian (MSCL), Zach Stephens (GSA)

GSO Staff Present: Laura Everett (Recruitment & Marketing), Susan Hallatt (Admissions), Jon Hakkila (Associate Dean), Robyn Olejniczak (Student Records)

I. Welcome – the meeting was called to order at 2:02pm.

II. Approval of the Minutes February 28 and March 15, 2019 Meetings – unanimous approval

III. Updates for 2019-2020 Catalog

Robyn Olejniczak (GSO) and Godfrey Gibbison (GSO/SPS) presented several policies and procedures for discussion before including them in the 2019-2020 Graduate Catalog.

Comprehensive Exams –
Several graduate programs use comp exams as degree requirements, but there is no formal policy on them at the Graduate School level. The drafted policy outlines a timeline for exam completion, how many times they can attempt the exam, the parameters under which a student can delay the exam, and what happens if they fail the exam.

Craig Plante (MBIO) noted that the verbiage on delaying would be an issue for Marine Biology. The language was updated to provide a longer window of delay for the student if needed. A delay also requires program approval. Jason Coy (HIST) sees no issue for the History program with the proposed policy. John Peters (SMFT) suggested that students be allowed to keep taking the exam, but may also begin to require additional things like coursework or written proposals.

Undergraduates in Graduate Courses –
The Graduate School drafted a policy on the criteria and restrictions for undergraduates approved to enroll in graduate courses. There is now a GPA and earned hours requirement, as well as several approvals from department chairs and graduate program directors. It limits undergraduates to 500-level courses only. It also provides guidance for students enrolled in approved combined bachelor’s/master’s programs on how the credits double-count towards their degree requirements.

Plante (MBIO) asked if the policy presents any issues for programs wanting to cross-list graduate and undergraduate courses. Olejniczak (GSO) responded that this would not apply to cross-listed courses, but undergraduate students should be cognizant that if they receive approval to enroll in a graduate course they must decide whether the credit applies towards their current undergraduate requirements or future graduate
requirements. Martin Jones (MATH) noted that the course level for his program does not necessarily reflect its difficulty; a 500-level course could be more difficult than a 600-level course. He asked that the final decision on course level be left to the department. Gibbison (GSO/SPS) asked the group if they would want undergraduates in a doctoral-level course. Due to inconsistency across programs on the level of difficulty reflected in course numbers, the policy was amended to allow undergraduates to enroll in 500- or 600-level courses.

Late Withdrawals –
This drafted policy adds more clarity to the existing policy on late withdrawals from graduate courses. It explains in more details the criteria and requirements for petitioning for a late withdrawal, establishes a timeline, and the reasons a student cannot use to submit a petition. It also develops a committee to review late withdrawal petitions instead of the Graduate Dean alone. It addresses if a student who is dismissed for earning an “F” and then is approved for a late withdrawal from the “F” course(s) – the student must complete a final form to seek re-admission to their program. Lynne Ford (AA) noted that this process is very similar to the undergraduate late withdrawal process and maybe the Graduate School should consider using their framework.

Concurrent Enrollment -
This drafted policy allows graduate students to enroll in more than one degree program at a time. It does require that students seek approval for coursework that does not apply directly between degree programs. It also memorializes the practice of allowing students enrolled concurrently in a graduate certificate and graduate degree program to double-count the courses towards both credentials where there is direct overlap in the curriculum.

IV. New Business

A. Curriculum Proposals – Sandy Slater (HIST/CGE) presented the curriculum proposals. The group was also reminded to check their admissions deadlines to ensure that July 1 is listed as the final deadline.

i. MBA
The program is updating their admissions requirements to reduce the required number of letters of recommendation from two to one, to make the currently optional interview required, and the update the current deadline from May 1 to March 1 and July 1 final.

The proposal passed unanimously via electronic vote.

ii. Performing Arts Education
The program is updating their admissions requirements to raise the GPA requirement, require a resume and ADA statement, and accept the PRAXIS test for both concentrations. Two letters of recommendation will also now be required for the Choral concentration.

The proposal pass unanimously via electronic vote.
V. Executive MPA Format

Judy Millesen (MPA) introduced the program’s plan to offer the MPA degree in a new format. The same curriculum will be offered on weekends to attract working professionals and hopefully cater to a new population of students, including non-locals. There are currently three MPA programs offered in the state; the College’s is the only ranked program. The hope is to use the program’s rank and strengths to seek a new audience and increase the program’s enrollments. Lucy Davis (EVSS) asked if traditional MPA students can take these classes. Millesen (MPA) responded that they can. Zach Stephens (GSA) asked what the need for the program is if they degree requirements are the same as the current format. Millesen (MPA) answered that the degree type is not changing, but the new format is a recruitment strategy to try to get new and different students. Slater (HIST/CGE) noted that a student with approved work experience could have the GRE and the internship requirement waived. A student who receives an internship waiver would still have to complete the required number of degree hours. Ford (AA) also noted that this is a scheduling adjustment to an existing program, not a new program.

VI. Approval of the Spring 2019 Master’s and Graduate Certificate Candidates – unanimous approval

VII. Graduate Student Association – Zach Stephens, President

Stephens (GSA) let program directors know that elections occurred on April 22 and the 19-20 president and vice president were elected. Mikey Zinn in the MPA program will serve as GSA president and Zach Wirszlya in the Math program will serve as the GSA vice president. There were only 17 total votes cast. The GSA is still working with local apartment complexes and College leadership on the issue of graduate student housing. It is will be a long-term project for the GSA. Stephens (GSA) also reported that the GSA sub-organizations spent their budget allocations, but did not all submit budget requests for 2019-2020. He closed by saying that the GSA wants to start communicating with accepted students earlier so students will be more engaged with GSA from the beginning.

VIII. Announcements, Updates and Reminders – GSO Staff

A. Draft policies for Doctoral programs – Jon Hakkila (GSO) announced that the ad hoc committee has put together a draft report on Graduate School policies for doctoral programs. It will be reviewed by the Dean and Provost, as well as submitted alongside the level-change documentation provided to SACSCOC.

B. Graduate Council attendance record – Gibbison (GSO/SPS) presented the year’s attendance record for Graduate Council. Some members did not attend a single meeting in 2018-2019.

C. IP grading reminder – Olejniczak (GSO) reminded program director’s with thesis or internship requirements that the Graduate School works with the Registrar to assign IPs to in-progress degree requirements. When a student is preparing for graduation, the thesis or internship advisor will need to submit a change of grade form in order to have the final grade reflected on the student’s record.

IX. For the Good of the Order

Gibbison (GSO/SPS) announced that the Office of Institutional Effectiveness and Strategic Planning distributed an alumni survey to students 6 months and 1 year post-graduation. He reminded the group that the Graduate School is still out of abatement funds for summer enrollments, but he will continue to pursue the issue with College leadership. He also reminded the group that the deadline to submit nominations for Graduate School fellowships is Friday, April 26. He asked if anyone was
ending their term as a program director. Mike Duvall (ENGL) said he will be on sabbatical during the fall semester so Julia Eichelberger will be interim program director. Christine Finnan (MTLA) will end her tenure as program director and become chair of the Department of Anthropology and Sociology. Mary Bergstrom (RO) asked if the graduate council meetings could be set up as Outlook meeting invites. Plante (MBIO) asked for an update on the Graduate School’s leadership. Gibbison (GSO/SPS) responded that he does not know any specifics, but a series of searches will begin in the fall.

X. **Adjournment** – the meeting adjourned at 3:19pm