MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, March 24 – 3:00 PM  
Room 235 – Robert Scott Small

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

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

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

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

III. New Business

A. Curriculum Proposals
i. URBP Certificate – update organization of certificate; add courses
ii. MPA/URBP – delete PUBA 614 & 615, new course PUBA 514  
1. Two URBP proposals considered together. Kevin Keenan (URBP) explained that several courses are being removed from the certificate since they have not been offered in many years. The current GIS (PUBA 614) course is being deleted and re-proposed as a 4 credit course (PUBA 514), which aligns with the EVSS GIS courses. Moving the course down to 500-level also allows for possible cross-listing with an undergraduate course. The addition and deletion of courses then requires the certificate to shuffle its courses around so they more closely align with the new organizational structure. All proposals pass.

iii. MPA – new course PUBA 651; cross-list with EVSS 651
iv. EVSS – new course EVSS 611 & 651; delete EVSS 646
v. Concurrent Program MPA/EVSS – add PUBA/EVSS 651, EVSS 611; delete EVSS 646  
1. Three proposals considered together. Phil Jos (MPA) and Annette Watson (EVSS) presented the changes to the Concurrent Program and their individual programs. Per OIEP, the MPA/EVSS concurrent program was required to add 4 credits to the curriculum. The EVSS core seminar has been restructured from a 2 credit course into a 3 credit course to add an element of career consideration. Both programs also created a new cross-listed course. Both of these will be required in the MPA/EVSS concurrent program. The EVSS program will also increase their degree hours to from 37 to 38. All proposals pass.

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

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

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

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

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

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

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

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

xiii. MBA – admission requirement changes

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

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

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

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

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

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

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

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

Susan said we have to maintain standards, though.

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

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

B. Joint Programs – SACSCOC 1/3 Rule

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

Jon replied, “a few weeks.”

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

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

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

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

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

IV. Constituent Concerns

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

V. Announcements, Updates, and Reminders

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

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

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

The next Graduate Council meeting is TBD for Fall 2017