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

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

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

I. Welcome & Announcements
   A. Dean McGee expressed his gratitude for the outpouring of support and condolences for the loss of his wife Alison Piepmeier. This was also the first Graduate Council meeting since the sudden loss of Conseula Francis, Associate Provost for Curriculum. He addressed a forthcoming motion in support of the service Dean Amy McCandless who retired in July. Brian also acknowledged the many new members who have stepped into director positions this year including Phil Jos, Bret Lott, Bill Olejniczak, Aspen Olmstead, Mike Duvall, and Christine Finnan.
   B. In the spirit of changing things a bit, Brian announced a location change for the rest of the semester’s Grad Council meetings. They will now take place in Robert Scott Small (RSS) Room 235.
   C. The Graduate School was faced with budget cuts to the Faculty R&D budget last year but it was recently announced that $38k in non-recurring funds will be added to the the $52k balance reaching $90k, which is closer to the original goal of $100k.
   D. As Graduate Dean, Brian McGee announced that he is actively looking for additional funds for graduate education.
   E. Dean McGee thanked everyone for their tireless SACSCOC work all summer and their contributions to the massive undertaking.
   F. The acalog transition was announced and the curriculum piece of this system (curriculog) will not roll out until the next academic year 2017-18, as customization, implementation, and training are still necessary for a successful launch.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The next Graduate Council meeting will be held on Friday, September 30 at the usual 3:00pm in a NEW LOCATION: RSS 235