MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 30, 2016 – 3:00 PM
Room 235 – Robert Scott Small

Chair – Brian McGee, Dean of the Graduate School

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

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

I. Welcome

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

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

IV. New Business

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*The next Graduate Council meeting will be October 21 in RSS 235 (Robert Scott Small Building, Classroom 235)*