2016-2017 Faculty Committee on Graduate Education, Continuing Education, and Special Programs

MINUTES

Monday, January 23, 2017
Beatty 301

Committee members: Christine Finnan (Chair; TEDU & Anthropology), Barbara Beckingham (Secretary; Geology and Environmental Geosciences), Ben Cox (Mathematics), David Hansen (Management and Marketing-Research), Michael Lee (Communications)

Ex-Officio: Lynn Cherry (Associate Provost for Curriculum and Institutional Resources)

Guests: Divya Bhati (Office for Institutional Effectiveness and Strategic Planning), Robyn Olejniczak (Graduate School), Jon Hakkila (Associate Dean of the Graduate School), Jerry Mackeldon (Registrar’s Office), Julie Dahl (Registrar’s Office), Bob Perkins (TEDU), Aspen Olmsted (Computer Science), Craig Plante (Marine Biology)

A. Call to order.

Chair Christine Finnan calls meeting to order at 3:01 pm.

B. Review and approval of the minutes from the Monday November 21, 2016 meeting.

Barbara Beckingham notes that the minutes incorrectly state that the next meeting was to be on December 5th, but that meeting was not held.
Noting that correction, minutes are unanimously approved.

C. New Business
A. EDSP co-req & pre-reqs

Bob Perkins introduces proposal. It is discussed that the program of study for students is very structured. Special instructor permission to avoid some pre-requisites is to be granted to in-service teachers.

Ben Cox motions to approve, Barbara Beckingham seconds; approved unanimously.

B. CSIS IS Cert
C. CSIS SE Cert

Aspen Olmsted introduces the CSIS certification proposals. The program would like to add these two new certificates in response to a need to connect to local employment
opportunities. Many local companies offer tuition reimbursement for courses. The certificates bundle existing courses.

Christine Finnan: In education there are state requirements for certificates. Anything analogous for this type of program?
Aspen Olmsted: No.
Divya Bhati: These certificates need to be approved by SACSOC. Fall 2017 implementation date will not be possible because usually the timeline is 6-9 mo out. Likely the Software Engineering certificate will be stand alone (no parent major associated with it) and will need to be approved. Doesn’t need to be approved by CHE, but there will be notification to CHE.

Christine Finnan: What is implications for approval at Citadel?
Divya Bhati: The proposals need to go in parallel through a substantive change process. It is more likely that Software Engineering would start in Academic Year 2018-2019. While Information Systems may be able to be approved on the requested schedule (Fall 2017).

David Hansen: How does the certificate compare to those offered at other institutions?
Aspen Olmsted: Comparable in number of credits and offerings. However, we are missing policy on overlap of graduate credits. These certificate programs are not very common.

Divya Bhati: SLOs can be strengthened. Targets are not exactly measures that are linked to specific courses. Need course-embedded assessment.
Barbara Beckingham: Need to make sure tables are consistent. It is discussed that the tables in the paperwork are the updated, and correct versions for the SLOs and assessment information.
David Hansen motions to approve Information Systems certificate with recommended edits, Barbara Beckingham seconds; approved unanimously.
David Hansen motions to approve Software Engineering certificate with recommended edits, Barbara Beckingham seconds; approved unanimously.

D. EDEL co-req & pre-reqs

Bob Perkins introduces the proposal. Pre-requisites for two courses are being eliminated to reflect that they are no longer program requirements. Christine Finnan notes that pre-requisites were originally implemented in order to have students go through the program in a given order, but now this is done through a program of study.

Ben Cox motions to approve, Michael Lee seconds; approved unanimously.

E. MBIO core

Craig Plante introduces proposal. The change from 4 required core courses to 3 will introduce flexibility for students. There is no change in program hour requirements, just a shift from a core course requirement to an elective.
Christine Finnan: Will students get the scope required for the degree program?
Craig Plante: There was a concern that students wouldn’t be prepared for their oral exam (one of program requirements and assessment endpoints), but this concern is alleviated through appropriate advising of students. If students are deficient in an area, they can choose to take the fourth “core” as an elective. Also, students often petition to remove a core course given their past course work and this change will reduce this practice.
Barbara Beckingham: Proposal achieves the flexibility for students that the program is seeking. One comment on assessment: measure 1.1 needs to be updated because it currently says “in four core courses”.
Robyn Olejniczak: Proposes to amend paperwork by hand. Cross out “four” and the list of courses.
Barbara Beckingham motions to approve as amended, David Hansen seconds; approved unanimously.

F. EDGT Cert pre-reqs

Bob Perkins introduces EDGT proposal. The Gifted & Talented certificate is for in-service teachers, and there is no need for an introductory course as a pre-requisite to EDFS 760.

EDFS 760 is in EDGT and MTLA but not any other programs. Since MTLA are certified teachers, then EDFS 710 will also be removed as a pre-requisite for others enrolling in the class.

Robyn Olejniczak: Then this could be a proposal from several different programs:
Everyone registering for EDFS 760 does not need EDFS 710.
Bob Perkins: Correct.

Michael Lee motions to approve, David Hansen seconds; approved unanimously.

D. Old business
A. Curriculog training

Lynn Cherry discusses that the aim is to transition from paper to digital paperwork beginning in Fall 2017. The submission and review process will be more clearly laid out in the software. Lynn would like to hold two “broad-stroke” training sessions to occur in the spring, and two more-specific sessions in the summer. There will be hands-on “labs” in the fall as people start to use it. Training dates are yet to be scheduled.

B. Motion to By-Laws for Consideration of a New Committee for Continuing Education and Special Programs

Christine Finnan has emailed Jason Vance and the By-Laws committee will be discussing it at their meeting this month. After the By-Laws committee, it will need to be approved by Senate. Then, any changes to the by-laws have to be approved by 2/3 of the faculty vote. It is unclear if this process will be completed for Fall 2017 and in time for nominations and elections for committees.
Christine Finnan: Is there a minimum number of faculty votes that need to be received for a by-laws change to be approved?
Lynn Cherry: No.

E. Discussion of “stacking” courses for multiple certificates, endorsements, or degrees

Robyn Olejniczak updates the committee that there has not been substantial progress on defining stacking in the graduate curriculum. Jon Hakkila attended a session on this issue at the National Council of Graduate School meeting. Our institution needs a plan for how to accept students, when to accept students into degree programs, and how to deal with funding.
Lynn Cherry: Last semester there was a series of meetings with representatives from North Campus, financial aid, Registrar’s office and Graduate School because of a new undergraduate certificate in Project Management. Last week, draft policies on “stacking”, admissions, catalog requirements, etc. were reviewed. Lynn will inform this committee about progress on the undergraduate policies.

Some students seek a certificate because an employer is looking for this to know the specifics of what was learned. A degree program title may not be as explicit.

Robyn Olejniczak: There are some statements within select degree programs to limit number of courses that can apply to multiple requirements. Another way to think of stacking is double-dipping.

Christine Finnan suggests that we do not have time in the schedule this semester to give this policy question thorough attention, and that it is tabled until more policy direction

F. For the good of the order.

Christine Finnan asks the committee if Kevin Keenan can call-in to our February meeting to discuss a proposal since he will be traveling. There are no concerns from the committee about this arrangement.

Christine Finnan reports on the Ad Hoc Committee on the Future Organization of the Graduate School and Graduate Education meeting from last week. Fran Welch is chair of that committee. Goal is to have some recommendation to the Board of Trustees by April.

Divya Bhati requests that we prepare and participate in the SACSOC visit. She will send the committee some information about a future meeting, and resources from OIEP.

G. Adjournment.

Christine Finnan motions to adjourn, Ben Cox seconds; approved unanimously.

*The next meeting will be held at 3:00 PM Monday February 20, 2017 in Beatty 301*