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

MINUTES

Monday, October 10, 2016  Storm makeup: 10/17/16
Beatty Rm 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 (Communication)

Ex-Officio: Brian McGee (Dean of the Graduate School of the University of Charleston, S.C.), Lynn Cherry (Associate Provost for Curriculum and Institutional Resources), and Mary Bergstrom (Registrar)

Guests: Divya Bhatti and Karin Roof (Office for Institutional Effectiveness and Strategic Planning), Eric Sotka (Biology), Mike Duvall (English), Robyn Olejniczak (Graduate School), Allisyn Morgan (Assistant to the Dean of the Graduate School), Jerry Mackeldon and Franklin Czwazka (representatives from the Registrar’s Office)

A. Call to order.

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

B. Review and approval of the minutes from the Monday, September 19th, 2016 meeting.

Ben Cox motions to approve, David Hansen seconds; all approved.

C. New Business

1) English Proposal from 9/19 meeting – REVISED--see memo –edit description and change number of times students can take the course

Mike Duvall discusses edited proposal. The committee appreciates the clarifications. Motion to approve Barbara Beckingham, David Hansen seconds; unanimously approved.

2) Marine Biology Proposal – New Course

Eric Sotka is present to discuss. Barbara Beckingham asks for more detail concerning the extent of overlap with the Conservation Biology offering and whether there would be competition. Eric Sotka explains further that genetics and molecular techniques are only a small component of the Conservation Biology course. As a follow up, Barbara Beckingham asks with the multiple conservation offerings if Marine Biology is considering developing or highlighting programmatically a conservation tract. There has been no discussion of this with the program faculty but it could be in the future.
David Hansen: Would it be possible with the similar course titles that students would be confused?

Eric Sotka: The most similar title is shared with the seminar course, and descriptions will clarify.

David Hansen motions to approve, Ben Cox seconds; unanimously approved.

3) Marine Biology Proposal – Delete a course

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

4) LALE Proposal: Moved to 10/31 meeting

5) Math Proposal – Change course requirements

Ben Cox introduces. Committee sees this as a straight-forward correction to the program record.

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

D. Update on Memo for Consideration of a New Committee for Continuing Education and Special Programs

Chair Christine Finnan provides background on memorandum initiative. Jason Vance (Chair of the Faculty Committee on By Laws) recommended that we outline the duties of the new Committee on Continuing Education. Jason Vance has not seen this first draft as Committee will discuss first.

Christine Finnan explains a change made to one of the draft Committee duties, (3) which now reads “To provide annual faculty review for non-catalog graduate level education programming of an academic nature”. We clarified that this charge relates primarily to EDPD courses offered through the Office of Professional Development (OPD), an office under the supervision of the School of Education, Health, and Human Performance (EHHP). Courses and course sequences are currently reviewed and approved by EHHP’s Administrative Council, composed of the dean, associate dean, department chairs, and other administrative heads within EHHP; the Administrative Council has no faculty representatives other than department chairs. Courses offered through the OPD are also approved by the South Carolina State Department of Education for teachers to use for recertification credit. Christine Finnan suggested that annual review of the courses offered through OPD by the Committee on Graduate Education is appropriate because all EDPD courses are all post-baccalaureate, professional courses.

Brian McGee asks a series of questions to the committee to work towards clarifying the language of the memorandum (bullets).

➢ Duty (1). Will the Committee on Graduate Education or the Committee on Academic Standards. Admissions, and Financial Aid be responsible for review of graduate admission policies?

Christine Finnan reports that she has yet to meet with the Chair of that committee to discuss due to the Hurricane, but will be able to reschedule a meeting soon.

➢ Duty (2) What is the relationship of this committee with Graduate Council? Is Graduate Council the final approval body before a proposal is brought before the Faculty Senate? Brian McGee edifies the committee by explaining that Graduate Council is not described in Faculty By-Laws. Graduate Council is not a Senate committee; it is an institutional committee. It has been part of the custom and practice of our institution that Graduate Council approves programs and courses following approval by this committee. This is an extra step in comparison to the workflow for undergraduate curriculum. The Graduate Council (e.g. duties, etc.) are not outlined in the FAM.
It is further discussed that the language and terms used should be closely considered. Christine Finnan pulled much of the phrasing in this draft from the current description, and would like to work with the Committee to redraft.

David Hansen suggests that the Committee have a meeting with the Graduate Council. Barbara Beckingham asks Christine Finnan if there is some loss of perspective on proposals without the view from program directors. Christine Finnan notes that often there is not much discussion of proposals at Graduate Council. Brian McGee brings up that there are also several administrative ex officio members of this Committee that can help provide that perspective. Christine Finnan added that it is useful to have a program director on the Committee on Graduate Education, but if that is not possible, that Graduate Council provides that perspective.

- Assessment or Program Review of individual graduate programs is not included in the list of duties. Christine Finnan has emailed the Chair of the Committee on Assessment of Institutional Effectiveness committee but has not heard back; she will reach out again.

- Duty (5). This is a relatively recent addition to duties (2011). Would the only path to program termination be a proposal from the Provost? Or could it be from the Faculty Senate or other committees? What would we review, how would it be different from what OIEP does? What authority would this Committee have? Does the Committee want separate authority to independently review or recommend changes to programs?

  Divya Bhatti defines program review: holistic review of a program; does it need strengthening in certain areas, based on data. There are consequences of program review. Institutional Effectiveness does an evaluation of the program (not an assessment of the program).

  David Hansen would like to see a visual of where are the gaps in graduate program review, if any.

  Christine Finnan and Barbara Beckingham: This Committee does not know the process for program review.

  Divya Bhatti offers that the OIEP website has a flowchart for program review and some examples.

  Christine Finnan: It may also be informative to have Jon Hakkila offer his insights on graduate program review.

  Barbara Beckingham: It would be informative for this committee to be notified of program evaluation or to have access to previous reviews. It could help the Committee make decisions in certain cases, such as program expansion. Christine Finnan agrees. This committee could be at the information-receiving end of the program review process.

- Back to Duty (3). What is the definition of “programming”?

  Christine: Bounded by prefix of EDPD, but not necessarily a sequence of courses although there are sometimes sequence of courses; Non-catalog graduate education.

  State Department of Education has to approve these courses in order for them to quality for teacher recertification credit.

  Barbara Beckingham and David Hansen agree that this could be moved to the new Committee on Continuing Education.

  Brian McGee: Need to differentiate why this Continuing Education review would go under Graduate Committee.

  Christine Finnan will review this further.

- What is impact of “of an academic nature” language?

  Christine Finnan: This is a carry-over from the original FAM description.

Christine Finnan moves to discussion of new Committee on Continuing Education, and raises a question about the composition of the membership of the new Continuing Education Committee. It was brought up at the last meeting that it could include staff or community members. Barbara Beckingham: I disagree with that idea; perhaps staff or community members can be invited as ex-officio.
David Hansen agrees on faculty member make-up, but does undergraduate: graduate faculty need to be suggested? Christine Finnan: Faculty By Laws Committee may have a recommendation. Probably faculty with interest in this area could come from across campus.

David Hansen: It would seem we do not have a role in termination of continuing education programs, but would oversee review and quality assurance. Brian McGee: Committee could slowly and incrementally approve, or periodically review. It may not be in the interest of the faculty to have the responsibility to approve.

Given this discussion, Christine Finnan will start a next draft if the memorandum and consult other relevant committees.

David Hansen will send Christine Finnan a list of Key Words to help with drafting.

E. For the good of the order.

Will discuss at next meeting a policy on “stacking” (def: use of courses for degree and a certificate). Christine Finnan cannot attend Graduate Council meeting this Friday, and Brian McGee offers to bring the proposals before the Council.

F. Adjournment.

Thank you Allisyn Morgan for working with us and good luck! Robyn Olejniczak will take over coordination of the Committee for the Graduate School.

David Hansen motions to adjourns, Ben Cox seconds; unanimously approved. Meeting is adjourned at 4:30pm.

The next meeting will be held Monday, October 31, 2016 at 3:00 p.m. in Beatty 301.