2015-2016 Faculty Committee on Graduate Education, Continuing Education, and Special Programs

AGENDA

Wednesday, Oct. 7, 2015 at 2:30 PM
Marino Conference Room, Cato Center

Committee members: Jo Ann Ewalt (Chair; MPA & Political Science), Barbara Beckingham (Secretary; Geology and Environmental Geosciences), Christine Finnan (Teacher Education and Anthropology), Anthony Varallo (English)
Not in attendance: Mike Braswell (Accounting & Legal Studies)

Ex-Officio: Consuela Francis (Associate Provost for Curriculum & Institutional Resources), Alice Hamilton (Center for Continuing Education & Professional Education), and Mary Bergstrom, Jerry Mackeldon, and Franklin Czwazka (representatives from the Registrar’s Office).

Guests: Jon Hakkila (Associate Dean of Graduate Studies), Robyn Olejniczak (Director of Student Records, Graduate School), Cassandra Foster (Assistant to the Dean of the Graduate School), Godfrey Gibbison (Dean for the School of Professional Studies), Tim Callahan (MES Program Director), Jerry Hale (School of Humanities and Social Sciences), Courtney Howard and Mutindi Ndunda (Education, Health and Human Performance), Nancy Muller (Lowcountry Graduate Center)

Ex-Officio:

A. Call to order.

Called to order 2:30 pm. Round of introductions.

B. Review and approval of the minutes from the Wednesday, September 9, 2015 meeting.

Update from last meeting on course numbering scheme: Interim Provost Brian McGee has a draft proposal for course numberings, which is being circulated amongst various committees. An updated draft will be sent to Jo Ann Ewalt from Mary Bergstrom.
Minutes are unanimously approved.

C. New Business
   A. M.S. in Environmental Studies
      i. New Course Proposal
         1. EVSS 606 Wildlife Law
Tim Callahan introduces the new course addition. It has been a popular offering as a “Special Topics” course in the past.

Jo Ann Ewalt comments on measuring student learning outcomes. It is preferred that grades are not used, however this example specifies what the actual learning outcomes are to earn particular grades which meets the standard for evaluating outcomes at each level.

Barbara Beckingham notes there are other environmental law courses on the books and Tim Callahan assures that this Wildlife Law offering will stand alone, and that they compliment each other. Therefore, there is no significant overlap and no prerequisites are needed.

**Approval.** Barbara Beckingham motions to approve and Tony Varallo seconds. Proposal passes unanimously.

**B. M.Ed. in Teaching, Learning and Advocacy**

i. Add existing courses and a new concentration

ii. New Course Proposals

1. MTLA 668, 671, 672, 674

Mutind Ndunda introduces the proposed change in the program, and Christine Finnan offers some additional perspective from her time as program director.

Courtney Howard further explains the relationship between C of C and the other institutions in the consortium. Any institution within the consortium can offer the courses in Project-Based Learning (PBL), in any format (online, in class, hybrid etc.), and teachers can select to enroll through any avenue.

Jo Ann Ewalt and Nancy Muller ask about the intended instructional format. Furman and Winthrop are offering courses in classrooms (brand new, just started this summer). C of C program at this time is also planning to teach in class or as hybrid with the practicum taught face-to-face.

The proposal states that no additional resources are needed to institute the changes to the program. Jo Ann Ewalt asks if there are faculty available to take on the additional course load and Mutind Ndunda affirms that there are faculty interested in teaching these courses.

A thorough conversation takes place on the terminology and requirements of “strands” versus “concentrations”.

Mary Bergstrom describes that a program concentration needs to be CHE recognized; the course work is 18hrs or more for undergraduate and 12 hrs or more for graduate level. Strands are not CHE approved and will not show up on a transcript. Mutind Ndunda notes that the terminology of strand often confuses students and that the program has been using the word concentration. Mary Bergstrom remarks that Records is pushing across campus to clarify the use of concentrations. Different departments use different terminology. No formal recommendation, but preference may be for “track”: just don’t use concentration unless it has been approved by CHE formally.

Consuela Francis explains the process for CHE: for a 12 credit hour concentration a notification is needed; for 12hrs+ a meeting with CHE in Columbia is required. Everything can all be done in 1 meeting with CHE. The timeline involves a Letter of Intent needed in October, turn in program modification at
ACAP in January, and meeting CHE in February. The proposal includes a 1500 word narrative, much of which is already written in this proposal before us today, and a budget table.

A conversation continues on what would be desired: to have the PBL curriculum show up on transcripts or not. Mary Bergstrom speaks about teachers being customers and whether “Concentration” is attractive. Could be good for “portability” for a teacher to have it on record if a teacher were to move out of state (Godfried Gibbison and Christine Finnan agree). Jo Ann Ewalt asks about the viewpoint of “credentialing” for teachers. But, Robyn Olejniczak notes that Concentrations are only for degree seeking students, not continuing education. This concentration note is attached to the major.

Jo Ann Ewalt asks how the program would like to proceed. Jon Hakkila recommends that they pursue approval here for Concentration, talk about submitting forms to CHE and if decide to back out then modify program back to “track” or other terminology. Mutindi Ndunda would like to see a description of what constitutes a “concentration” at C of C – there is a difference in perception in addition to some attractiveness. It is answered that it’s really just an approval thing. Consuela would be happy to facilitate approval with CHE for tracks to be converted to concentrations.

In the end, Mutindi Ndunda decides that they will pursue the approval of the Concentration with CHE. Bravo!

Questions about courses:
Jo Ann Ewalt: About MTLA 671 Intro to Project Based Learning – there is no prerequisite listed but wouldn’t a requirement be to have grad status?
Franklin Czwazka at Registrar: When grad courses are formed, registrar automatically formulates it in Banner with a graduate student – only enrollment. There is an override form for undergraduates to be able to attend.

Jo Ann Ewalt asks: What are the differences between “Intro to” versus “Applications of” PBL. Any level of duplication, or building up? Some of the content is similar.
Courtney Howard: Courses are progressive, and “Applications” course will build upon “Intro”, expanding knowledge. Christine Finnan also mentions that these syllabi have all been approved by Furman and Winthrop, etc. and the State Department.

Jo Ann Ewalt: Any thought to tapping into online courses elsewhere to save on teacher resources, with “Practicum” level to be taught here?
Courtney Howard: Once all institutions in the Consortium come on board with approvals then offering it together online could be a good option to consider in the future.

Approval. Motion to approve: Tony motions to approve and Barbara seconds.

D. Presentation on the Center for Continuing & Professional Education – by Alice Hamilton (Director)

Alice Hamilton presents an overview of the mission of Center for Continuing and Professional Education, the instructors (50% C of C – affiliated), and types of evaluations that are done of courses that collect student feedback. This is information will be used for SACs as well.
Jo Ann Ewalt asks about the range of evaluations that are collected, from poor to outstanding as the examples that were given are all outstanding. If there was an issue with evaluations, Alice Hamilton explains that she will speak with instructors but this is rare since instructors are evaluated thoroughly before coming on. Most evaluations are overwhelmingly positive, and this is for instructors from C of C and business.

Jo Ann Ewalt asks whether students are typically being funded to take courses by their companies. Alice Hamilton says this is often the case (60-70% of courses are paid for by the employee’s organizations).

Alice Hamilton mentions that JobBridge program could be of interest to C of C students looking to acquire other marketable skills. Currently it is mostly community members taking these courses. Jo Ann Ewalt describes that some MPA programs may see JobBridge as a real asset to students applying for programs and that they stand out as candidates, and perhaps could waive the GRE.

Alice Hamilton informs that many classes are experiential, project based learning – depending on length of course. They are continuously being revised by faculty to reflect changing technology and practices in a particular field.

Jo Ann Ewalt asks about the programs being offered; what’s covered and what’s projected into the future? Alice Hamilton says the list of upcoming programs is good to keep an eye on. This can be updated fluidly, but they have a 3-5 year projection based on current offerings. Visit web at sps.cofc.edu. Alice Hamilton says that the website is a great source of information but she will pull it together in a paper form.

Alice Hamilton extends a warm invitation for us to visit the North Campus, if schedules allow.

E. For the good of the order.

We revisit the course numbering scheme update since Consuela Francis was not present for the earlier discussion. She confirms that some committees have this and are looking at it for feedback to Brian McGee. She expects there should be fewer courses needing renumbering than originally expected, but cross-listing or “meets with” designations for graduate and undergraduate classes will need to be updated for accreditation. There will be an expedited form for renumbering in time for next year’s catalog.

The “meets with” designation needs further explanation. Consuela Francis explains it is to be used only when there are reasons why the space needs to be shared at a particular time when classes meet. An example would be for studio art sharing resources. The confusion right now is that the language we use to quantify when this is happening is being called “crosslisting” when it’s really not.

Another subject Barbara Beckingham raises from last meeting is the offering of a workshop for Graduate Curriculum Development and Proposals. An update is given by Jo Ann Ewalt that the Grad Council says a workshop will be a great idea. Jo Ann Ewalt will follow up again on possible timing.

F. Adjournment.

Motions to adjourn. Meeting closed at 3:52 pm.

The next meeting will be held November 11, 2015 at 2:30 p.m. in the Marino Conference Room.