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

MINUTES

Monday, November 21, 2016
Randolph Hall Rm 307

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

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)

Guests: Josh Bloodworth (Office for Institutional Effectiveness and Strategic Planning), Robyn Olejniczak (Graduate School), Jon Hakkila (Associate Dean of the Graduate School)

A. Call to order.

Chair calls meeting to order at 3:04 pm.

B. Review and approval of the minutes from the Monday October 31, 2016 meeting.

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

C. New Business

No new business.

D. Review spring dates for curricular changes

Spring curricular review meeting schedule was distributed. Meeting on Mondays 3-4:30 pm on 1/23. 2/20, 3/20, and 4/24 is fine with committee so no changes to the schedule are required.

E. Set dates for Curriculog training

Dates set for training for the Curriculum Committee do not work for this Committee. Tentative dates for this Committee to be trained are set for Mondays Jan 30th, Feb. 6th, and Feb. 13 at the usual meeting time (3-4:30pm). It is important that at least the first two training dates are attended.
F. Update on Motion to By-Laws for Consideration of a New Committee for Continuing Education and Special Programs

1) Action map explanation – David Hansen
2) Review of updated motion – Christine Finnan

Chair initiates and directs a discussion on the table “Functions of CGE, CCE revised.”

First function: policy. This committee has some standing precedent in forming and reviewing policy, in addition to implementing. For example, Barbara Beckingham notes the “learning outcomes” syllabus policy developed with Chair Joann Ewalt in 2015-2016. Ben Cox asks about the relationship between this committee and the Graduate Council. Brian McGee explains that Graduate Council is an institutional, administrative committee with an important coordinating role. Jon Hakkila also notes the importance of checks and balances on graduate education decisions. Graduate Council, being comprised of faculty administrators from each program, may provide some additional insight as to curricular decisions especially considering that this Committee does not have representation from each program.

A discussion about whether to include examples of policies in language of Committee duties ensues. Josh Bloodworth: Program “evaluation” and “review” would cover all of the indicators of a program’s functioning that may be of interest for this Committee. Jon Hakkila asks about who/what would be responsible for external program review into the future. Brian McGee: External review has been undertaken on a cycle with management and review by the Graduate School. This has been a helpful process, but coordination and shared governance needs to be better defined. Committee discusses that it is appropriate to have a stake in program evaluation and review policies, but not in actually conducting reviews. There are many potential overlaps between the charge of this Committee and the Committee on Academic Standards, Admissions, and Financial Aid. Previously, it was considered that there may be a separation of duties that would be “minor” and covered by this Committee, and “major” and would be covered by this Committee in addition to the Committee on Academic Standards, Admissions, and Financial Aid. It will be important to follow up and define what is meant by “minor” and “major”, not for explicit inclusion in the FAM duties but as a record and policy. Barbara Beckingham double checks that committee wants to keep language “via the Graduate Council” in the functions. Unanimously the answer is affirmative.

Second function: Review of program and course proposals. No changes recommended

Third function: Review of non-catalog graduate courses of an academic nature. Christine Finnan asks for feedback regarding wording “of an academic nature” – what does this mean? Ben Cox suggests adding OPDE as a specific example. It is also specified that we provide “review” but not “approval”.

Fourth function: Faculty development. Christine Finnan wonders if we are in the practice of faculty development. Barbara Beckingham notes that this could take many forms; as examples, workshops on crafting graduate syllabi. Jon Hakkila mentions Graduate Faculty series a few years ago. Better to include to keep this possibility open.

Fifth function: Program termination. It is suggested that this Committee recommends in a letter to the Speaker of the Faculty Senate that all committees with charges that include the language of program termination “by recommendation of the Provost” be reviewed. Brian McGee explains that technically only the Board of Trustees can terminate a program. A termination proposal should have the backing of
the Provost before a proposal is brought public because such a proposal can impact the perception of the program. But it shouldn’t be the only route.

Barbara Beckingham notes that a program deletion falls under a “change” in our current workflow. Robyn Olejnizcak confirms that this is included in the current forms. Therefore, a proposal for program termination can come via other routes.

Barbara Beckingham notes redundancy in new language that includes evaluation in the last row of the Table on Committee charges. This can be removed, and charge would be kept the same as existing.

Move to discussion of Draft memo with compositional notes from Brian McGee as follows:
- “G”raduate “F”aculty should be capitalized.
- VP of OIEP should be “Associate VP”
- Retain “or designees” as appears in proposed new version

Chair directs discussion to setting charges for new Committee on Continuing Education.
**First function**: Review and recommend policy. No discussion.

**Second function**: Review continuing education offerings. Currently there is oversight of continuing education, but individual offerings need not be approved. It would be cumbersome to approve an accelerated timeline of a large number of courses. Language changed from “programs” to “offerings” and “potential” is removed.

**Third function**: Outreach programs. Remove this function.

**Fourth function**: Faculty development. Would faculty development here relate to TLT? No - TLT has it’s own advising structure.

What would be included as faculty development programs related to continuing education? Brian McGee answers: programs related to helping the faculty offer continuing education. Therefore, these offerings may be limited, but it is beneficial to keep the possibility open.

**Fifth function**: Evaluation and program termination: There is no “approval” process for offerings of continuing education, so there is no need for a “termination” process. Brian McGee suggests that the “policy” component would cover this. Also, the addition of “to review and make recommendations concerning evaluation of continuing education offerings” is important.

Christine Finnan will clean up the Table and Memo and will send to Committee before forwarding to the By-Laws Committee.

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

Lynn Cherry notes that at the moment, this phenomenon is unique to the Graduate School, although there is a new certificate program at the undergraduate level. Christine Finnan notes that group working on this may like to consult with the Graduate School, where there is a longer history of certification.

Brian McGee notes that policies from other undergraduate institutions are being reviewed.

The Curriculum Committee is discussing “stacking” policies at the undergraduate level on November 30th. We may be able to receive an update on paper, in addition to getting an update from Robyn Olejcikzak and Mary Bergstrom in person on proposed changes on December 5th since Lynn Cherry and Brian McGee will be traveling.

**H. For the good of the order.**

**I. Adjournment.**

Meeting adjourned unanimously at 4:15 pm.

*The next meeting will be held Monday December 5, 2016 at 3:00 p.m. in Randolph Hall Rm 307*