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

AGENDA

Wednesday, Dec. 9th, 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), Mike Braswell (Accounting & Legal Studies)

Ex-Officio: Amy McCandless (Dean of the Graduate School of the University of Charleston, S.C.), Conseula Francis (Associate Provost for Curriculum and Institutional Resources), and Mary Bergstrom (Interim Registrar)

Guests: Jon Hakkila (Associate Dean of Graduate Studies), Karin Roof and Divya Bhatti (Office for Institutional Effectiveness and Strategic Planning) and Michelle McGrew (Research and Student Services Coordinator)

A. Call to order.

Chair calls to order at 2:35 pm.

B. Review and approval of the minutes from the Wednesday, October 7th, 2015 meeting.

Jo Ann thanks the excellent Secretary for minutes. Motion to approve by Christine Finnan and seconded by Anthony Varallo.

C. New Business
   A. Question & Answer Session – 11/16/15 New Policies
      i. 7.6.9. Course Numbering Policy

The committee has received a copy of the draft course numbering policy and its contents are opened for discussion.

Jo Ann Ewalt raises a clarification in regards to section on P 2, expressing that undergraduate students not being able to register for graduate courses at the 500 level and above, unless approved as part of a “4+1 program OR OTHER program or policy...endorsed by relevant College committees, etc.”. Conseula Francis clarifies that this endorsement refers to the program being approved, not the individual student registrations.

Christine Finnan adds that Program Director, Instructor and Dean of Graduate School will approve a registration after registrar (e.g. Robyn) looks at GPA of student.
Amy McCandless: It has been policy to raise questions about eligibility if GPA <3.5, although there is some flexibility (e.g. look at Major GPA versus Overall GPA).

Jo Ann Ewalt: To make this explicit, on registration form it may state GPA must be >3.0 to take a graduate course. Guidelines could be flexible for GPA requirement to give program option between overall and major-specific GPA requirements such as it is now.

Amy McCandless has sent a draft policy to Provost for undergraduate student to enroll in graduate class based on the currently available form.

Christine Finnan: Is there a requirement for number of credits student has?

Jo Ann Ewalt: Makes sense to include an upper division requirement as well.

Christine Finnan: Honors College should see policy

Consuela Francis: Policy needs to be approved by Provost.

Committee: This policy would be useful to us.

Jo Ann Ewalt: 1) This draft policy under review can be improved, then 2) Course numbering policy can explicitly state this policy in the section at question (on P 2).

Joann Ewalt brings up Section 3.0 on regarding cross-listing syllabus requirements. This signals to SACS that College of Charleston is carefully considering this, and gives guidance to programs.

Chair distributed an example guide “500/700 Course Syllabus Differentiation Guide” from Eastern Kentucky University.

Consuela Francis: Having a Course Syllabus Differentiation Guide such as this example will certainly help preparation and review of proposals by the committee.

Amy McCandless notes that a guide would be separate from a policy. Divya Bhatti added that it is something that should be incorporated into policy, to which Consuela Francis reminds the committee that changes in policy need to be done before end of catalog year – to be implemented Fall 2016 catalog. Catalogs have to be in compliance with this policy because it will be submitted as evidence in the 2016-2017 accreditation evaluation.

Jo Ann Ewalt: Let’s work on a draft for the syllabus differentiation guide and policy

Chair raises a third point regarding the draft course numbering policy. We are not differentiating here between 600, 700, 800 and 900 level graduate courses. Programs should think about differences in courses at these graduate levels.

Divya sees examples of this approach at other institutions. Jon Hakkila notes that there has been a lot of progress to come to a cross-campus agreement on what these different levels mean.

Mike Braswell asks how are cross-listed classes show up on a transcript. Mary Bergstrom replies that it simply shows up as the course number enrolled in – no note that it’s a cross-listed course.
ii. **7.6.10 Policy of Course Syllabi**

The committee turns to the policy of course syllabi and discusses what is meant by some of the required content and what items under 3.0 “Recommended Syllabus Content” might serve faculty and students better if moved to 2.0 “Mandatory Syllabus Content”.

Jo Ann: Why wouldn't we require the course schedule, including exams dates that are already known at the beginning of the semester. “What we are doing in class” is vital for SACS review.

Divya Bhatti: True. Thanks for bringing that up!
Consuela Francis: Note there are faculty that do not agree with having so many requirements.

**Recommendations from the committee on what should become mandatory and other changes:**

- Course Schedule (3.3) move to mandatory
- Course description (3.2) move to mandatory
  - Separate 3.2 Teaching Philosophy and Narrative Description, and require only the Description. Teaching Philosophy shouldn’t be required – leave as recommended.
  - Description can easily be pulled from course catalog.
- 3.4 Examination and Assignment Due Dates would be too prescriptive, and is rightly positioned under recommended content
- Make Grading Policy more concrete within this policy document.
- Course prerequisites and co-requisites (3.1) add to required
  - Also add to this section “and cross-listing” to spell out whether the class is cross-listed.
  - Mary Bergstrom: Note by indicating both acronyms.
- Final examination date and time (3.15) move to required – this is known in advance of the semester and can help with student scheduling since exams held outside normal class times
- Add to recommended the statement that the “syllabus is not a contract”, mentioned in “10.0 Representations”. Students may not be aware of this fact so making it explicit would avoid issues.

Under Section “4.0 Cross-listed courses”:

Barbara Beckingham: Should change wording that there “must” be differences, not just that the differences would be “clear” – because as written there wouldn’t have to be any difference.
Jo Ann Ewalt: Here we would also reference our syllabus differentiation guide and policy that is developed.

Edit language and insert “graduate” into first sentence of 2nd paragraph so that “When two undergraduate or graduate courses with different program prefixes are cross-listed…”
At least one example was brought up (ex, EVSS and PUBA cross-listed course).
Cross-listing should be noted on the syllabus by indicating both acronyms. Recommend to make this clarification under Section 2.0 and 4.0.

**Discussion of “9.0 Syllabus Retention”:**

Consuela Francis thinks syllabi must be kept in perpetuity, but not sure and will check.
Barbara Beckingham: I think it might be shorter – 5 or 10 years.
Consuela Francis notes that their office uses syllabi all the time and they’re useful to look back on!
Jo Ann Ewalt: Section 9.0 would be a good place to remind everyone what the policy is.
B. Curriculum Workflow Improvement & Suggestions
   i. Graduate Committee Organization Checklist

Passed out copies of the updated Graduate Committee Organization Checklist that Michelle McGrew prepared.
Jo Ann Ewalt: Not sure if people know about this or how to use it. Let’s post it on the website. Undergraduate curriculum committee has exact language that we could echo. Michelle McGrew will look at the undergraduate committee language.
Mary Bergstrom: This is great preparation work for the online submission system.

D. For the good of the order.

Jon Hakkila and Jo Ann Ewalt are part of the SACS writing group for standards on graduate education. They are finding that we need graduate program directors’ help on: how to demonstrate implementation of knowledge of literature, research, other learning goals. Need examples and will be going to Program Directors.

Put on agenda for next time the policy for definitions for curriculum changes.

E. Adjournment.

Motion: Mike Braswell. All in favor. Meeting is adjourned at 3:44 pm.

The next meeting will be held January 27th, 2015 at 1:00 p.m. in the Marino Conference Room.