MINUTES

Wednesday, Feb 24th at 1:00pm
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: Bob Perkins, Angela Crespo-Cozart (Education), Cheryl Carmack (EVSS), Franklin Czwzka and Jerry Mackeldon (Registrar), Robyn Olejniczak (Admissions), Allisyn Morgan (Assistant to the Dean of the Graduate School), Karin Roof and Ashleigh Parr (Office for Institutional Effectiveness and Strategic Planning), Michelle McGrew (Research and Student Services Coordinator), Jon Hakkila (Associate Dean of Graduate School), Grant Gilmore and Nathaniel Walker (HPCP/ARTH), Godfrey Gibbison (Dean for the School of Professional Studies), Martin Jones (Mathematics), Silvia Rodriguez Sabater (Spanish/MEd Languages), Alex Kasman (Mathematics, Faculty Senate).

A. Call to order.

Chair calls the meeting to order at 1:01 pm.

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

The description of the MEd program in the minutes from 1/27/16 is clarified. Students pursuing an MEd are either certified teachers or do not intend to obtain certification through the program. Some students pursuing MAT are those who seek to obtain certification/licensure. Students may have taken courses or have a degree but do not have a license to teach. In absence of other changes, minutes are approved unanimously.

C. New Business

A. Rejuvenate Retirement Memo – Alex Kasman

Alex Kasman explained his concerns and how he learned of this course offered at the North Campus. Concern: purpose of the course seems to be to gain customers rather than educate, and this can negatively affect the reputation of the College.
Godfried Gibbison takes the floor to explain the Low Country Graduate Center course offerings on retirement financial planning. There are two courses:

1) Retirement Planning Today  
2) Rejuvenate your Retirement  

They are pre-prepared courses offered by certified financial planners. Course information and surveys are handed out to committee. Courses have received positive reviews from attendees. There is an optional 1 hr consultation with financial advisor running course that follows.

Jo Ann Ewalt notes that the brochure for Rejuvenate your Retirement seems less favorable than Retirement Planning Today; 1 hr consultation part is troubling. Jon Hakilla: Would there be trouble finding instructors without this 1 hr session?  
Godfried Gibbison: Doubtful, but that hasn’t been tested.

Mike Braswell asks if the number of people that take the consultation and continue on to hire the consultant is known, but Godfried Gibbison doesn’t have this information.

Alex Kasman reiterates that the course including this 1 hr session is advertising and asks whether courses at North Campus are supposed to be approved by this committee.  
Jo Ann Ewalt replies that relationship is of communication, not approval. One reason is that North Campus doesn’t operate on semesters, and needs updating on a faster basis. Committee’s role has not been technically formalized.

Jo Ann Ewalt expands upon the issues, noting that the course attracts a population vulnerable to advertising being under stress of financial uncertainty, and that vetting of the instructors and how they approach this relationship with students is unclear.
Christine Finnan raises a concern that instructors may use this affiliation with the C of C to their advantage for business purposes.
Godfried Gibbison: No instructors have a designation as a College of Charleston instructor/professor. Instructors for these courses step in because professors at College of Charleston may not be qualified or certified to teach, be interested, or be able to do so in a cost-effective manner.

Mike Braswell: Is there a liability issue of providing financial advice?  
Godfried Gibbison: No financial advice is given in this course. There is a disclaimer to this effect.

Jon Hakilla: At beginning of Fall semester it was pushed to the Provost office to consider forming a new committee for Special Programs/Continuing Education.
Consuela Francis: This committee needs to pursue that – draft language and bring it up to Senate. In addition, it is important to remember that we have a Special Programs campus to serve the population.

Alex Kasman: It is my hope to find a systematic solution, potentially oversight.
Consuela Francis: Senate controls curriculum of C of C. Continuing education courses are not within our curriculum. Proposals from North Campus go to Senate because some courses are offered for credit for students enrolled at C of C. It is a mischaracterization to say we are lowering our standards since courses are not within our College of Charleston curriculum.

Jo Ann Ewalt: A primary concern is misrepresentation by business professionals for some potential monetary gain. There is a lack of understanding of how non-credit courses are obtained and how courses are vetted. Alice Hamilton has said that having the C of C affiliation itself attracts students.
Consuela Francis: There are many activities on the Main Campus bearing the C of C affiliation that are not fully vetted.

Jo Ann Ewalt: There is nothing necessarily wrong with the quality of these retirement courses. The description of the course to gain customers and the 1 on 1 consultation is troubling, but I’m not speaking to the appropriateness. This case raises questions. SACs process is unveiling some issues across campus – the purpose of a self-study. It would be to everyone’s benefit to follow up on this at future meetings to arrive at important questions to ask and possible recommendations.

Chair thanks Alex Kasman and others for the discussion and proposes to follow up, and to move on to the next agenda item.

**B. M.A.T. Middle Grades Education**

i. EDFS 687 – Existing course added as prerequisite course
ii. EDEE 690 – Existing course added to core requirements
iii. EDFS 635 – Delete course
iv. EDEE 640 – Existing course added to core requirements
v. EDEE 678 – Delete course from English emphasis requirements

Bob Perkins introduces the program and proposal. Changes are proposed based on surveys with past students. The research course proposed to be removed from the MEd program has been removed from other MAT programs.

Christine Finnan motioned to approve and Barbara Beckingham seconds. All approve.

**C. M.Ed. Languages**

i. SPAN 590 – Delete course from Spanish emphasis requirements
ii. SPAN 671 – Delete course from Spanish emphasis requirements

Silvia Sabater introduces the proposal. Courses will be deleted from the program but not from the books.

Tony Varallo motions to approve; Mike Braswell seconds. All approve.

**D. M.S. Environmental Studies**

i. Re-numbering existing courses to comply with new cross-listing policy
   1. EVSS 619 to EVSS 519  
   2. EVSS 628 to EVSS 544  
   3. EVSS 628L to EVSS 544L  
   4. EVSS 629 to EVSS 506  
   5. EVSS 631 to EVSS 541  
   6. EVSS 631L to EVSS 541L  
   7. EVSS 638 to EVSS 538  
   8. EVSS 638L to EVSS 538L  
   9. EVSS 649 to EVSS 549  
   10. EVSS 649L to EVSS 549L  
   11. EVSS 669 to EVSS 569  
   12. EVSS 669L to EVSS 569L  
   13. EVSS 642 to EVSS 542
14. EVSS 642L to EVSS 542L
15. EVSS 695 ST: Applied Quantitative Methods to EVSS 595
16. EVSS 695 ST: Ecopreneurship to EVSS 595

Cheryl Carmack representing the MES program introduces the proposal. The program is renumbering 600-level graduate courses to 500-level in order to meet the new rules for cross-listing with undergraduate courses. Syllabi have been provided for all courses.

Jon Hakilla asks whether the proposal has all the cross-listed courses in the MES program. There are EVSS physics course cross-listed in physics not included in this package: EVSS 650, 656, 657, and 658. Mary Bergstrom: These courses are right now listed as “meets with”. Cross-listed courses passed through Senate are equivalent courses and are listed as cross-listed in the catalog. Students cannot get credit for taking both graduate and undergraduate course versions. If left as is now, the physics courses are “meets with”.

If the committee is to review/approve these physics courses (or any courses) for cross-listing, syllabi need to be provided.

Christine Finnan notes that the syllabus differentiation between graduate and undergraduate is not robust for many of the courses.

Jo Ann Ewalt and Amy McCandless discuss providing support to faculty and program directors to emphasize development of syllabi. Karin Roof and others emphasize that SACS will need clear differentiation within the syllabi; the easier to find during a review the better.

Jo Ann Ewalt proposes to have programs come back on the next March 16th special meeting with syllabi that have differentiation easily discerned. Adding a separate section on the syllabus about differentiation would be a good way to handle it.

Amy McCandless: Would help to have this added to the program and course change forms.

The committee wonders how many other courses still need changes approved for cross-listing.

Consuela Francis: The Provost Office was given information from Registrar on what courses have been cross-listed, and then reached out to all programs.

Jon Hakilla: There must have been a miscommunication somewhere along the line. There may be other graduate courses that need cross-numbering changes.

Consuela Francis: Only things that are actually passed by the deadline will be cross-listed in the 2016-17 catalog.

The committee tables the EVSS proposal currently and asks for syllabi to be updated with clear differentiation. Jo Ann Ewalt will provide suggestions to Tim Callahan for how to improve syllabi. Jon Hakilla has emailed Tim Callahan and N. Kuthirummal about outstanding physics courses.

### E. M.S. Mathematics

i. Changing existing courses to comply with new cross-listing policy

1. MATH 402/502 – Course description change
2. MATH 415/515 – Course title change, course description change
3. MATH 423/523 – Course title change, course description change
4. MATH 430/530 – Course title change
5. MATH 431/531 – Course description change
6. MATH 440/540 – Course description change
7. MATH 441/541 – Course description change
8. MATH 445/545 – Course description change
9. MATH 449/550 – Course description change
10. MATH 451/551 – Course description change
11. MATH 452/552 – Course description change
12. MATH 455/555 – Course description change
13. MATH 460/560 – Course number change, course description change
14. MATH 461/561 – Course number change, course description change

Martin Jones introduces proposal. The program co-directors rewrote all syllabi to comply with the new cross-listing policy.
Barbara Beckingham notes that there are a number of proposed changes to undergraduate courses in the forms, and Martin Jones confirms that this will be pursued with the undergraduate curriculum committee.

Tony Varallo motions to approve; Mike Braswell seconds. All approve.

F. M.A. Community Planning, Policy and Design

i. New Program Proposal
   1. ARTH 565 – New course
   2. CPAD 605 – New course
   3. CPAD 615 – New course
   4. ARTH 535 – New course
   5. CPAD 619 – New course
   6. CPAD 790 – New course
   7. CPAD 830 – New course
   8. CPAD 631 – New course
   9. CPAD 895 – New course
  10. CPAD 690 – New course

Grant Gilmore introduces proposal to establish a program to bridge modern and traditional architecture encompassing planning, policy and design aspects. Survey of C of C students found high interest - many of our graduates go on to Masters programs in this type of field elsewhere.

Christine Finnan asks whether there is overlap with historic preservation.
Grant Gilmore: Historic preservation is an undergraduate program. Clemson is moving their Urban Design and Architecture program to Charleston, which was a move facilitated by the existence of joint programs with Clemson. This new program will be very different.

Jo Ann Ewalt notes that the new program requires a high number of credit hours. Why are studio courses 6 credits, and why is this number of studio hours needed?
Grant Gilmore replies that architecture and urban design are often thought of as an art form. Students learn how to express ideas. Example programs from other institutions are given requiring at least 4, 6-hour design courses.

Jon Hakilla commends the proposal. It makes use of existing resources and faculty, builds on the strength of the College and the Low Country. Great example of what the graduate school is aiming to accomplish in its programs.
Mike Braswell: There is a high reliance on adjuncts in the first few years. Any issues with attracting adjuncts?
Grant Gilmore: We have been in meetings in the past few days and have received outstanding response. Adjuncts are practitioners that additionally could help place students after graduation. Mike Braswell notes that that program should check that there are no accreditation issues with number of adjuncts versus faculty teaching hours.

Consuela Francis: Would expect a letter from Clemson once this program goes to CHE.
Grant Gilmore: We have not called it an Urban Design program explicitly. It is a unique program and we will emphasize the argument of its uniqueness.

Robyn Olejniczak asks whether ARTH 565 and 535 are to be cross-listed or meets with, and Consuela Francis confirms that there were previous discussions and that these courses satisfy the definition of meets with.

Barbara Beckingham provides a few additional notes on revisions to specific syllabi for new courses; e.g. grading schemes or missing required elements.

Christine Finnan motions to approve; Mike Braswell seconds. All approve.

D. For the good of the order.

Silvia Sabater asked about affirming past practice of elective courses in programs. Could she use one form to list all electives that will be used for the program instead of a separate form for each elective plus syllabus? If any new additions to electives, separate forms would be provided. Consuela Francis will request that programs put down on paper all the things programs affirm about their past practices for documentation, including using courses inside or outside of their programs as electives. The Provost’s office will be responsible for getting documentation about past practices, this Committee will look at acceptability, and Senate will review. If it’s not in the catalog in 16-17, it will not count without proposal review.

Jo Ann Ewalt: A benefit of interdisciplinary programs and cross-institutional joint programs is the flexibility in program of studies. The MPA program, for example, offers a program of study including electives that is formulated to help students to meet their career goals.
Consuela Francis: If a program wants flexibility, it needs to build rules and articulate how it is administered. Right now, there is no clarity. It would be a benefit to determine what flexibility looks like and how it is delivered. Need to clearly and accurately communicate degree programs.
Jo Ann Ewalt and representatives from the Registrar’s Office ask that this request be very carefully phrased; emphasize that past practices for electives covers courses that have been used rather than courses they’d like to use.

E. Adjournment.

Motion to adjourn by Christine Finnan; seconded by Mike Braswell. Meeting adjourned at 2:47 pm.

The next meeting will be held March 16th, 2016 at 1:00 p.m. in Beatty Center, Room B301.