A. Call to order.

Chair calls meeting to order at 1:02 pm.

B. Review and approval of the minutes from the Wednesday, February 24, 2016 meeting.

Meeting minutes approved unanimously.

C. New Business

Chair announces change in meeting format to accommodate large load on agenda. Chair will briefly announce proposals and committee will ask questions (no presentation by programs).
A. MS Environmental Studies Proposal;
   i. Follow-up Cross-Listing Proposals: Re-numbering existing courses to comply with new cross-listing policy:
      1. EVSS 619  EVSS 519
      2. EVSS 628, EVSS 628L  EVSS 544, EVSS 544L
      3. EVSS 629  EVSS 506
      4. EVSS 631, EVSS 631L  EVSS 541, EVSS 541L
      5. EVSS 638, EVSS 638L  EVSS 538, EVSS 538L
      6. EVSS 642, EVSS 642L  EVSS 52, EVSS 542L
      7. EVSS 649, EVSS 649L  EVSS 549, EVSS 549L
      8. EVSS 657  EVSS 557
      9. EVSS 669, EVSS 669L  EVSS 569, EVSS 569L
      10. EVSS 695  EVSS 595: ST: Applied Quantitative Methods
      11. EVSS 695  EVSS 59: ST: Ecopreneurship
   ii. Affirm past practice: add existing courses to possible electives:
      1. BIOL 618
      2. BIOL 650

Barbara Beckingham: Good approach to use the standard box to emphasize differences between graduate and undergraduate learning outcomes. There is some need on behalf of professors to translate this to actual assessment.
Jo Ann Ewalt: Agreed; please take that message back. Need to change from undergraduate grading for EVSS 549 and EVSS 695 to graduate grading scheme. Also, Advanced GIS needs the grading policy added.
Mary Bergstrom and Jerry Mackeldon: Need to clarify for Ecopreneurship: Cannot cross-list a special topics course with a non-special topics course.
Jo Ann Ewalt: Expect response from Tim Callahan to correct before Graduate Council.

Motion to approve Christine Finnann, seconded Tony Varallo; All approve.

B. MA English Proposal: ENGL African American “Emphasis”
   i. Change/Delete Graduate Program Proposal:
      1. Delete courses: ENGL 516, ENGL 530, ENGL 557, ENGL 563, ENGL 570, ENGL 571, ENGL 572, ENGL 650
      2. Terminate emphasis: African American track

Jo Ann Ewalt: Letter from Citadel to be included in proposal packet has just been received via email.
Are courses to be deleted from the inventory or just from the program? Meaning, whether they will be available in the future or not.
Consuela Francis: Proposal is to delete from the inventory since they do not intend to teach them in the future.
Jo Ann Ewalt: From description, it seems you may want to keep ENGL572 in order to be able to resurrect it in the future.
Mary Bergstrom: It’s essentially the same thing to delete from inventory or just from program.
Jon Hakkila: Raises the question of whether any of the courses are used as electives in History.
English courses are not listed in History specifically, except that students should take 3 credit hours in another discipline.
Consuela Francis: For electives outside of History “any relevant course in a graduate course in HSS: PUBA, COMM, ENGL”. African American concentration in history is not listing specific electives.
Tim Carens: Courses have not been offered in a long time. Even if they are electives in History, they are never used. It makes us disappointed to have to remove, but it’s a truth in advertising step.
Robyn Olejniczak: MFA won’t be using the creative writing courses?
Tim Carens: In the MA program these haven’t been offered. MFA will continue to take the MFA-offered creative writing courses.
Tim Carens: There are two courses remaining on books covering African American literature.

Motion to approve Mike Braswell, seconded Christine Finnan; All approve proposal.

C. MA Communications Proposals
   i. COMM 535: Delete Course
   ii. Affirm past practice: Add existing courses (7) to requirements or electives: ENGL 558, ENGL 559, ENGL 560, ENGL 562, PUBA 640, PUBA 656, PUBA 650

No questions from Committee.

Motion to approve Christine Finnan, seconded Barbara Beckingham; All approve.

Robyn Olejniczak notes that it can be difficult for non-degree students or students outside joint degree students to register. Directors and Registrar will need to work with students.

D. M.Ed. in Languages Proposals
   i. Change/Delete Graduate Program Proposal: Add existing course to requirements or electives, Interdisciplinary:
      1. EDFS 692 – add existing course to core requirement
      2. Affirm past practice: add existing courses to possible electives from interdisciplinary programs: (see proposal)
         a. Languages (1)
         b. Spanish (6)
         c. Teaching, Learning, and Advocacy (3)
         d. Foundations, Secondary, and Special Education (15)
         e. Elementary & Early Childhood Education (3)
         f. Communication (1)

Barbara Beckingham: Note that core interchangeable course is “Advanced” versus the “Introductory” course. How will this work?
Silvia Rodriguez Sabater: Students who have background, likely graduate from undergraduate program at C of C, can take the “Advanced” option.

Motion to approve Mike Braswell, seconded Barbara Beckingham; All approve.
E. MPA Proposals
   i. Change/Delete Graduate Program Proposals: Add existing course to requirements or electives:
      1. PUBA 619: Add existing course to possible electives

F. MPA Urban and Regional Certificate Program Proposal:
   i. Change/Delete Graduate Program Proposals: Add existing course to requirements or electives:
      1. PUBA 617: Add existing course to possible electives

Both MPA proposals considered together.
Barbara Beckingham: Are interdisciplinary letters needed?
Jo Ann Ewalt: Yes, they are not in the packet but COMM and EVSS letters have been received by Consuela Francis.

Motion to approve Mike Braswell, seconded Christine Finnan; All approve. 1 recusal.

G. MTLA Proposals
   i. Change/Delete Graduate Program Proposal: add existing courses to possible electives for all MTLA concentrations:
      1. EDFS 760
      2. EDFS 761
      3. EDFS 762
      4. EDFS 763
      5. EDFS 764
   ii. Add to New Literacies concentration:
      1. EDFS 670

Motion to approve Christine Finnan, seconded Mike Braswell; All approve.

H. MS Child Life
   i. Graduate Program Change Proposal:
      1. Replace EDEE 655 with CHLI 602
      2. Replace EDFS 654 with CHLI 607
      3. Replace EDFS 635 or COMM 501/502 with CHLI 608
      4. Replace COMM 521, EDFS 670, MTLA 605, EDEE 620, EDEE 655 for CHLI 610
   ii. Graduate Course Proposals: New Courses (4):
      1. CHLI 602, Therapeutic Play for Child Life Specialists
      2. CHLI 607 Advanced Child Development
      3. CHLI 608 Research Methods
      4. CHLI 610, Infant Development and Child Life
Consuela Francis: Provost has additional questions about staffing of the new courses. May not be sufficient enrollments to support stand-alone Child Life courses.

Jo Ann Ewalt: Administrative but not curricular issue but of course important. Is there a possibility for “meets with” or “cross-listed”?

Susan Simonian: Adding a descriptor to courses is not acceptable for the Catalog. But without descriptor, will not pass accreditation council. Title is important. Would need to ask Education to change course title specifically to “Research methods”. But 602 is definitely needed as a new course.

Christine Finnan: Education could consider changing title of “Research methods in education” to “Research methods”. But of course may not always count on the current instructor to teach it in the same way or some future instructor either.

Provost Brian McGee: Can assess proposals on curricular basis. We will discuss cost and administrative issues in another meeting before Graduate Council.

Barbara Beckingham: What does it mean that baseline is established?

Susan Simonian: Haven’t been assessed before. Need baseline data to establish objectives.

Jo Ann Ewalt: For student learning outcomes in Research Methods course: Do you mean conduct original research?

Susan Simonian: No, just learn to present research. Curriculum aims to build ability to present research to different audiences. Would not be able to propose and conduct research associated with health care in 1 semester.

Mike Braswell: How often or when will students be assessed?

Susan Simonian: Will meet with Office for Institutional Effectiveness and Strategic Planning to decide this.

Motion to approve Christine Finnan, seconded Tony Varallo; All approve.

I. Med. Science & Math
   i. Graduate Policy Change Proposal:
      1. Policy Change to Capstone Curriculum incatalog (See proposal)

Discussion about wording catalog description to make list of options clear. No changes needed.
Motion to approve Christine Finnan, seconded Mike Braswell; All approve.

J. MS Marine Biology Proposals
   i. Change/Delete Graduate Program Proposal—add existing course or courses to requirements or electives:
      1. BIOL 700: Change credit hours & edit description
      2. Edit description for core course requirements in catalog (waive option)
      3. Renumber courses to conform to new numbering and cross-listing policies:
         a. BIOL 614    BIOL 514
         b. BIOL 619    BIOL 549
         c. BIOL 623    BIOL 523
         d. BIOL 628    BIOL 544
Chair reorders agenda for this proposal packet to address new numbering items first.

Jo Ann Ewalt: BIOL 640 will be BIOL 504 after discussion with Consuela Francis and the Registrar; BIOL 510 is taken.

Motion to approve Barbara Beckingham, seconded Christine Finnan; All approve.

Next, BIOL 700: Change credit hours from 4 to 1-4 and edit description

Craig Plante explains this part of the proposal. Students are looking to be able to take more electives, and external reviewers requested more flexibility in curriculum. Have shown precedent through other Colleges that it would be permissible to SACS. Variable credit courses are offered. Amount of thesis work should be commensurate point: 4 cr hr not anywhere near what is done by students. There is already a disconnect between credit hours and what is performed for thesis.

Christine Finnan: Is this the only place where you could get more flexibility?
Craig Plante: Lou Burnett in committee is exploring this, but changes to core may not pass. Right now, the program has 18 credits core courses: 4 courses and 2 seminars. Another idea would be to increase credit hours but we don’t want to increase credit hour requirements to place additional financial burden. Faculty don’t typically pay for thesis credit hours for their students with grant money.

Jo Ann Ewalt: Using program data, most students do not graduate within 30 hrs: only 17% do. A quarter of students are already doing 33 cr hr or more. This is primarily due to continuing enrollment. Average becomes 31 cr hr if this is taken out.
It’s a good point: no matter what program, thesis credit hours do not reflect the hours devoted. More important point is that the curriculum reflects the program expectations.
W. Florida for instance, has variable 1-6 thesis credits but recommend 5 thesis credit hr and it’s a 36 credit hr program to allow taking more electives.
Marine Biology has one of the strongest or the strongest expectations for research. Do not see use in reducing thesis block when students are using continuous enrollment. This reduces the infrastructure to support the research. Mean and median thesis requirements for competitors using the list of compared/competitor/aspiring schools is 6, not 4. Most programs that are variable and go below 3 thesis credit hr have higher credit hr requirements.

Mike Auerbach: Agrees that there is no connection between thesis hours and amount of work.
Christine Finnan: Hours provide support to school or program. Each program does this individually, but somewhere that funding is supporting the program.
Mike Auerbach: Not necessarily true. Majority of advisors are not College of Charleston faculty.
Jo Ann Ewalt: Thesis hours should not be considered as filler. Clearly vast majority of programs feel that thesis credit hours are important given data.

Craig Plante: Still, there is a precedent that some SACS accredited schools have used lower thesis credit hour requirements.
Jon Hakkila: Looking at College of Charleston, the only programs that have a required thesis are Marine Biology and SMFT (698). Math thesis is optional. Marine Biology would be the only program with a capstone, required course that is variable.
Margaret Walker (Student): We work on thesis regardless of number of credits. Any flexibility will be greatly appreciated.

Jo Ann Ewalt: SACS policy 3.6.2 is contingent upon the program description and aims. That’s why we’re emphasizing its importance in the program. Of course nowhere does SACS say that you cannot do this, but vast majority of your competitor schools require higher number and few are variable. Why not work to keep thesis requirement?

Lou Burnett: Students in program all come in as teaching assistants. Continuing enrollment reflects that they’re working. Moving up to 33 cr hr means we may lose our competitive advantage against other schools.

Jo Ann Ewalt: Programs compared as aspirants are 33 credit hr or above.

Provost Brian McGee: Policy 12.1.5 Assignment of Credit hours includes individual enrollments. This current policy should link completion of credit hours to clock hours. Hard to square policy with what is proposed. Policy has set a precedent and did not foresee this type of complication. Clock hour policy for credit hours wasn’t reconciled with range of individual enrollments that we have. If proposal is approved: management will have to review and change clock hour policy. If proposal is rejected: we still have to review our policy. This discussion is an important one and commendable.

Divya Bhati: It is important that our own policies being implemented is evidenced.

Mike Braswell: What if SACs asked difference between 1 credit hr and 3 credit hr thesis?

Provost Brian McGee: A thesis hour is tied to a number of hrs or it is not.

Jo Ann Ewalt: This is a not a proposal that makes sense given policies and expectations at this time.

Motion to approve Barbara Beckingham, seconded Christine Finnan. Approved: (none), In disagreement: all. Proposal does not pass.

Other items in the Marine Biology Packet:
- Make explicit that BIOL 700 is repeatable up to 4 hours at variable credit.
- Waiver for core course if a similar course has been taken prior
- Prior practice listing of electives.

Robyn Olejniczak asks if EVSS 695 should be added to list of electives, but Craig Plante does not want to add any others to the list at this time.

Motion to approve Tony Varallo, seconded Christine Finnan; All approve.

K. Curriculum Management Recommendations Memo

Consuela Francis introduces memorandum. It takes care of language at front of catalog; clarifying inconsistencies or bringing graduate school policy into agreement with college-wide policy. Graduate Curriculum Committee and Graduate Council should affirm to make this change. It’s not a formal policy.

Dean Amy McCandless: We met together with Robyn Olejniczak and Mary Bergtrom on this. Would call it a clarification of policy.

Jo Ann Ewalt: Would recommend changing sentence under “Academic Dismissal” to say “NP” AND “U”.

Barbara Beckingham: What is involved with being the liason for Curriculog?
Consuela Francis: Decision to implement this new software in August or wait a year hasn't been made. Would commit to learning the software and answering questions to facilitate implementation.
Dean Amy McCandless: Although we would need additional volunteers.
Christine Finnan: Chairs will be trained?
Consuela Francis: Yes. Any faculty can submit a curriculum proposal.

Other points: 1) uniform addition deadlines and 2) graduate catalog task force.
Jo Ann Ewalt: There are some programs with absolute need for earlier admissions deadline. How will this be addressed?
Consuela Francis: Could have 2 set deadlines; early and late. What we have currently in the catalog is inaccurate.
Dean Amy McCandless: Graduate Council will decide on the admissions deadline part.

Motion to affirm Tony Varallo, seconded Christine Finn; All affirm.

D. For the good of the order.

Dean Amy McCandless, and the Committee thanks Michelle McGrew and Allisyn Morgan for their help with the volume of proposals over recent meetings. Thanks!

E. Adjournment.

Meeting is adjourned, 2:50 pm.

Next meeting: Wednesday, March 30th, 2016 at 1:00 p.m. in Marino Conference Room, CATO Center.