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

MINUTES

Monday, September 19, 2016
Beatty Rm 301

Committee members: Christine Finnan (Chair; TEDU & Anthropology), Barbara Beckingham (Secretary; Geology and Environmental Geosciences), Ben Cox (Mathematics), David Hansen (Management and Marketing-Research), + [one vacant position]

Ex-Officio: Brian McGee (Provost, and Dean of the Graduate School of the University of Charleston, S.C.), Lynn Cherry (Associate Provost for Curriculum and Institutional Resources), Alice Hamilton (Director of Center for Continuing Education & Professional Development), Mary Bergstrom (Registrar)

Guests: Jon Hakkila (Associate Dean of Graduate School), Robyn Olejniczak (Graduate School), Allisyn Morgan (Assistant to the Dean of the Graduate School), Godfrey Gibbison (Dean for the School of Professional Studies), Bob Perkins and Angela Cozart (TEDU), Joshua Bloodworth, OIEP

A. Call to order.

Chair Christine Finnan calls meeting to order at 3:04pm.

B. Review and approval of the minutes from the Wednesday, April 20, 2016 meeting.

Christine Finnan and Barbara Beckingham are the only committee members who were present at the last meeting. Barbara Beckingham moves to approve minutes, David Hansen seconds; all approved.

C. New Business
A. ENGL Proposal
   i. ENGL 700: Change Number of Times Students can take a course

There is no representative from English to introduce the proposal. Chair introduces and asks for any questions or comments. The discussion focuses on the possible issue that students may take the same seminar topic twice, even though the proposal states that it would be “highly unlikely” that the same topic would be taught more than once within the typical time-frame of a student’s degree.

Barbara Beckingham asks what is the procedure for checking on a student’s Program of Study when they’re registering for courses.

Robin Olejniczak says some programs keep Programs of Study until students are close to graduation; others forward them to the Graduate School earlier. If a course is repeatable, there is no function in Banner to prevent re-enrollment.
Brian McGee recommends in the least that there is a change in the catalog description to specify that course cannot be repeated if same topic is covered. Committee also needs it on record what process would catch that it is not repeated by students. Chair proposes to table the proposal to the next meeting that a representative from English is able to join.

B. EDSP (Special Education) Proposal
   i. EDFS 692: Add existing course to requirements or electives

Bob Perkins introduces: the proposal provides for a second course option to fulfill the program’s technology requirement. EDSP program requires a technology course during program; the other three education programs subject to separate proposals today (EDMG, EDEL, EDEC) requires it as a prerequisite to the program. About “50%” of EDFS 692 course has overlap with EDFS 687, with 692 bringing in problem based learning model. EDFS 692 has also recently been offered online during Summer. Further, Bob Perkins explains that students would not be encouraged to take both EDFS 687 and 692; only 1.

Christine Finnan asks whether a student should have some prior knowledge of Problem Based Learning before taking EDFS 692. Bob Perkins replies no, and notes that the title of this course as “Advanced” is not entirely accurate anymore, as curriculum has changed. Barbara Beckingham mentions that EDFS 692 has 687 listed as a prerequisite in the Catalog. Bob Perkins: this proposal was meant to go through at the end of last year to be included in the new Catalog. The program is working on making additional changes to course name and description.

Christine Finnan and Brian McGee suggest tabling the current proposal, and folding any changes to 692 and program into the updated set of proposals.

C. EDMG (Middle Grades) Proposal
   i. TEDU 436 or EDFS 692: Add existing courses to requirements or electives

D. EDEL (Elementary Education) Proposal
   i. TEDU 436 or EDFS 692: Add existing courses to requirements or electives

E. EDEC (Early Childhood Education) Proposal:
   i. TEDU 436 or EDFS 692: Add existing courses to requirements or electives

EDMG, EDEL and EDEC proposals are discussed together. Bob Perkins introduces, all students in these programs have an undergraduate degree but no teaching background. Prerequisite courses are not part of degree requirement.

David Hansen asks for some more information about these courses (TEDU 436, EDF 326). In updated proposal to be brought in upcoming meetings, please include full titles. Robin Olejniczak asks whether most MAT students enter with some technology background, and whether it should be instead added to degree requirements? Bob Perkins: No, most do not have this background, and it’s instead listed as a prerequisite in order to keep degree requirements down. Brian McGee notes that it’s not unusual for Masters students to take additional coursework to fill any deficiencies in their undergraduate record.

Chair moves to table these proposals for a future meeting when complete changes to EDFS 692 are proposed.
D. Update on Memo for Consideration of a New Committee for Continuing Education and Special Programs

Christine Finnan summarizes the status on the memorandum to focus responsibility of this committee to graduate education and change faculty make-up to 3 of 5 members who must be associated with graduate programs. Research has been compiled in the last few weeks that shows where oversight of continuing education lies in 5 other peer and aspirational institutions and summarized into a Table. Although it is unclear whether other institutions have faculty oversight, continuing education is not a duty of graduate council or graduate studies committees at these institutions.

David Hansen agrees that original memo from Jo Ann Ewalt (Chair 2015-2016) could be updated to include the compiled supporting information found on a) history of committee and b) where oversight lies in peer institutions.

Brian McGee recommends that the memorandum adds clarity on what is and what is not reviewed by this committee. Does this committee want to see every proposal to add/delete/change graduate courses and programs? (Yes) Does it want to approve changes to admission standards and criteria? (Yes?) On this last point, we need to consult with the Committee on Academic Standards, Admissions and Financial Aid since their duties are not limited to undergraduate education.

Christine Finnan: One approach will be to mirror this committee on undergraduate curriculum committee.
Jon Hakkila: Difference is students apply to Program, not school, so there are other aspects of graduate education for this committee to oversee.
Brian McGee: Could define the graduate school student universe and define what topics will be covered within this committee. Other aspects include academic standards and admissions, and financial aid. Could find many parts of the faculty by-laws that apply to graduate education.
Lynn Cherry asks – do grad students ever submit petitions (e.g. petition to withdraw late, petition to graduate late)?
Robin Olejniczak: They exist but these decisions have rested with program directors and Deans.
Lynn Cherry: Academic standards committee deals with a lot of petitions; not sure how many a graduate committee would have to handle.
Brian McGee offers that adding admissions as a charge of this committee would not suggest a retrospective review of admissions policies. Would also be part of the Committee’s discussion to not take charge of reviewing petitions, but could leave that to program directors/Deans as current practice.

Christine Finnan circles back to the issue of deciding who would take on responsibility of deciding about scope of faculty input or oversight into continuing education. Should this committee make a proposal or leave it to Faculty Senate?
Ben Cox also raises the question of whether there will be a negative effect of releasing this Committee of oversight on continuing education; for instance, in case there is any overlap between graduate courses offered on campus?
Robin Olejniczak raises that the only remote case of overlap would be in professional development in education, but Godfrey Gibbison clarifies that those classes are not run by Continuing Education, so perceived possible overlap is not actually there. Continuing Education is for no credit, which is an important distinction. The only place that SACS pays attention to Continuing Education is that assessment is required.
Brian McGee offers that it’s strange marriage for Continuing Education to be with Graduate Education – could have easily belonged to Undergraduate Committee, but that also doesn’t quite match.
Christine Finnan: How are new committees formed?
Lynn Cherry: There are different routes. Provost can form an ad hoc committee that would then evolve/be approved as a regular committee. Proposals could be made to Committee on Bylaws. It has been nearly a decade since the last standing committee was formed.

Brian McGee recommends a proposal on change to this committee be accompanied by a recommendation for who should take on responsibility of continuing education oversight. Chair of this committee could arrange a meeting with the Faculty Bylaws Committee (Jason Vance-Chair).

Alice Hamilton: Curriculum is vetted, and so are instructors. Part of our aim is to service the community including the campus community. Would be good to know what types of programs would be beneficial for programs and students here.
Godfrey Gibbison: Committee could have broader base, and not be limited to faculty only.
Brian McGee: There are broad and narrow conceptions for what this new committee could do. Could broadly take on regulatory and exchange of information roles. In narrower sense, could focus on quality assurance.
Lynn Cherry: Could make it explicit that a new committee would give updates to Faculty Senate, as that could be appreciated.

Brian McGee summarizes that the committee moves to finalize proposal for amendment of Bylaws: renaming, describing duties and composition. Describing duties requires conversations with Committee on Bylaws/FAM (Jason Vance – Chair), Academic Standards, Admissions and Financial Aid (Quinn Burke-Chair) and Institutional Effectiveness (Brenton LeMesurier-Chair); the latter two committees do not have an undergraduate-only charge. Committee would be appreciative if Institutional Effectiveness would continue to cover program review and assessment of graduate education. Also, a separate proposal by this Committee or Committee on Bylaws/FAM needs to be drafted to establish a new committee with oversight on continuing education.
The aim is to bring these proposals through Senate with hopeful ratification this academic year.

Brian McGee announces that there will be a review committee established to advise on the structuring of the Graduate School. Part of this process will be to looking at some graduate programs that have low matriculation and Committee will be informed on what programs will be urged to work on increasing enrollments.

E. For the good of the order.

Chair Christine Finnan raises concern about inconsistency in form completion. It is not clear on form how much of the form needs to be filled out for each type of change.
Mary Bergstrom describes that forms have been converted to electronic versions for Curriculog, and next step can be to customize them. Also, there can be logic implemented in Curriculog to prompt users to fill in certain sections or to include attachments.
Brian McGee: It may be possible to pre-populate some forms with information (e.g. program learning outcomes).
Provost office can help applicants with what information is required on forms for various types of changes, with Lynn Cherry as point of contact.

5th committee member has been named!
Michael Lee (Dept. of Communication) will join us at our next meeting.
F. Adjournment.

Motion to adjourn Barbara Beckingham, Ben Cox seconds; unanimously approved. Meeting adjourned at 4:20 pm.

The next meeting will be held Monday, October 10, 2016 at 3:00 p.m. in Beatty 301.