2018-2019 Committee on Graduate Education
September 7, 2018

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Anthony LeClerc (Computer Science), Amanda Ruth-McSwain (Communication)

Ex-Officio: Brian McGee (Provost), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Robyn Olejniczak (Graduate School), Jon Hakkila (Graduate School), Franklin Czwazka (Registrar), Jerry Mackeldon (Registrar), and Julie Dahl (Registrar).

Invited: Allison Welch (ENSS)

A. Call to Order
Provost McGee remarked that he will no longer attend all meetings. Lynne Ford will be joining the group as Lynn Cherry is on extended leave. Provost McGee thanked Jon Hakkila, Robyn Olejniczak and all the staff in the Graduate School, and welcomed Godfrey Gibson. Sandy called the meeting to order at 3:04pm.

B. Introductions
Sandy Slater will be chairing the committee this year. All in attendance made an introduction.

C. Curriculog Training (Franklin Czwazka)
Franklin gave a high-level overview of Curriculog. The committee will move all work to Curriculog; committee discussion will remain on OAKS. Sandy will create agendas with the Agenda Function in Curriculog.

D. Dean of Graduate Studies (Godfrey Gibbison)
E. Associate Provost (Lynne Ford)
Sandy asked Godfrey and Lynne for updates. Lynne commented on the School of Education proposals from 2017-18. The College approved these proposals, but CHE said that these needed to be submitted as a “new program.” The School of Education faculty decided to withdraw the proposals to allow time to rethink the entire program. The Graduate Education
committee is now being asked to vote on rescinding this previously approved proposal. The approval will then go to the Graduate Council and to Faculty Senate. CHE determined that the original proposal exceeded a certain number of credit hours. Divya noted that the proposal was also withdrawn from SACSCOC. Divya recommended that the Graduate Education committee become familiar with related SACSCOC guidelines.

Godfrey talked about admissions requirements. A recurring problem is that councils pass admission requirements, and then programs waive them or do something different. The College needs to be transparent and treat applicants equally with a standard set of criteria. If programs have new rules that need to be considered, then the rules need to be approved. Godfrey supports multiple pathways of admission. Multiple pathways may encourage more students to apply. Our practice needs to match admission standards, however. Amanda asked about the level of detail that is needed in admissions standards. So perhaps more than something like “the GRE may be waived.” Instead, we might consider “the GRE may be waived if the applicant already has a master’s degree.” Admission requirement changes go to the Graduate Education committee and to Graduate Council only, not to Faculty Senate.

F. SACSCOC Update (Divya Bhati)
Divya provided a review of SACSCOC policies. “Substantive change” is a policy related to significant changes to curriculum. Anytime you are adding programs that represent a significant departure in terms of content or method of delivery, this is considered a substantive change. 50% or more is a significant change. One can easily hit the 50% mark with graduate programs. The College’s substantive change policy mirrors the SACSCOC policy. New programs have to complete a prospectus for SACSCOC consideration. Divya made several other noteworthy points:

- “Significant departure” depends on the context of the institution. An example would be the first time we offer a PhD program.
- For Fall implementation, OIEP has to have all materials, and all approvals by January 1.
- If a student can take 50% or more courses at another location, then that site needs to be approved by SACSCOC. The College only has three locations approved as off-campus instructional sites.
- Dual enrollment is offering courses to high school students. There is no rule about location or modality.
- A teach-out plan needs to be approved by SACSCOC if a program is closing.
• All related policies are listed and available on the OIEP website.

Robyn asked about pausing enrollment for programs that are undergoing change. The committee discussed this issue. Lynne said that we cannot suspend the application process. Instead, programs should advise students that there will be major changes.

G. ENSS/EVSS

1. Expand electives in EVSS to include PUBA, BIOL, CPAD and other departmental course offering relevant to EVSS curriculum

Allison shared the issues related to these changes with the Graduate Education committee. Amanda asked about impacts on enrollments in the electives under review. Allison noted that the program wants to eliminate “exceptions.” Anthony asked about the relevance of electives to the program of study. How are students guided, especially related to Special Topics courses? An asterisk and specific language will be added to the two Special Topics classes that are on the approved list of electives.

Kate motioned to approve the expanded list of electives. Anthony seconded the motion. All approved.

2. Proposal to change name from Environmental Studies to Environmental and Sustainability Studies to match undergraduate acronym.

Allison talked about the need for a name change. The new title gives a better description of the program’s content. The Registrar’s office would prefer that the acronym would stay the same. Robyn asked about the names of peer programs--are these similar? The program has expanded to include a component of sustainability. Godfrey asked if the curriculum has changed to reflect this? Allison explained how the curriculum has developed to include sustainability and social issues.

Amanda motioned to approve the new name. Kate seconded the motion. All approved.
H. For the Good of the Order.
Godfrey asked about the size of the committee and raised a concern that the committee is small--only 5 members. Jon suggested that it was because the ex officio membership is so large. Amanda mentioned that this committee is heavy in the humanities. Sandy remarked that in the Spring, we could potentially increase. Jon commented that the size is probably part of the previous committee break. Lynne mentioned that a change in membership would require a FAM change as well.

I. Adjournment.
Robyn talked about the Graduate Committee website. Agendas and minutes will be located on this site.

Kate motioned to adjourn. Anthony seconded. All approved.

Next meeting: October 5, 2018, 3:00-5:00pm, Jewish Studies Conference Room