In Attendance:
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.), Consuela Francis (Associate Provost for Curriculum & Institutional Resources), and Jerry Mackeldon and Franklin Czwazka (representatives from the Registrar’s Office);

Guests: Jon Hakkila (Associate Dean of Graduate Studies), Robyn Olejniczak (Director of Student Records, Graduate School), Cassandra Foster (Assistant to the Dean of the Graduate School), Godfrey Gibbison (Dean for the School of Professional Studies), Divya Bhati and Karin Roof (Office for Institutional Effectiveness and Strategic Planning)

A. Call to order. Meeting was called to order at 2:34 pm by Jo Ann Ewalt. All in attendance introduced themselves. Welcome to new committee member Mike Braswell.

B. Review and approval of the minutes from the Tuesday, March 24, 2015 meeting.
Jo Ann Ewalt confirmed that no corrections need to be made. Christine Finnan moved to approve, Tony Varallo seconded and approval was made unanimously.

C. Flowchart/instructions for program directors and chairs for all graduate curriculum proposals
The committee and guests discussed the accuracy and any needs for changes to the organizational checklist. Changes to be made to the checklist include the following:

- Jon Hakkila and Christine Finnan point out that there may be additional internal procedures at the level of the department or school (e.g. SSM meeting of all chairs); make a basic addition to the text at this step.
- Jo Ann Ewalt proposes that the committee receive a courtesy copy of a proposal at the same time as Academic Affairs. Consuela Francis agrees that can help efficiency and there is no problem to do this.
- Christine Finnan suggests specifying where processes are occurring in tandem.
- Order of wording for SACSCOC needs to be switched on checklist.

Committee discussed requesting to be notified when a course is changed to online. While there is a mechanism for ensuring quality of the course offering and instruction
via the Committee for Distance Education, Jo Ann Ewalt notes that these changes affect assessment of a program. Further, there is agreement with Consuela Francis’ comment that knowing incremental changes in program online offerings will give the committee advance information should a proposal to go all online be put forth. The committee would be able to look at rationale for moving it online. Godfrey Gibbison, Divya Bhati and Karin Roof explain that moving a program +50% online must go through approvals by CHE then Academic Affairs, then SACS to file a sub-change.

The timeline for CHE and SACS was discussed (often delayed due to committee meeting schedules). New programs should plan 2 years out and need to be careful about the timing of recruiting and advertising.

Committee discusses a need to simplify forms for changes and signatures required in line with streamlining/expediting done within the Undergraduate Curriculum Committee. Could be for certain types of changes (e.g. like course title change).

Thank you to Cassandra for organizing the flow chart!

D. Initial conversation – What kind of workshop might we do to help program directors/chiefs with graduate curriculum and assessment?

Jo Ann Ewalt walks the committee through the proposal for 2 workshops to assist graduate program directors and chairs on 1) defining programmatic student outcomes and planning and 2) assessment plants and analyzing results. The proposal was put together by Jo Ann Ewalt, Amy McCandless, Divya Bhati and Karin Roof. Tony Varallo mentions that from his experience with the MFA proposal that this workshop would be helpful, and all agree that programs would benefit from workshops. Aim is to offer in October or early November.

E. For the good of the order.

Amy and Jo Ann will speak with Brian McGee about course numbering. There are several issues that will require multiple parties to get involved. Coherence is needed in numbering within programs and across campus, and when cross-listing courses between undergraduate and graduate levels. Registrar is interested in the timeline: Divya Bhati says implementation must be done by SACS submission on Sept. 12, 2016. She can provide the committee with some examples from other institutions that were successful with SACS reaffirmation. Consuela Francis sits ex-officio on both undergrad and graduate curriculum committees and can help with communication between the two on how to accomplish numbering changes.

Put on agenda for next time to examine the example numbering from other schools. Will also hear next month from Alice Hamilton (Director, Center for Continuing and Professional Education) about Continuing Education.

F. Adjournment. The meeting was adjourned at 3:40 pm.

The next meeting will be held October 7, 2015 at 2:30 p.m. in the Marino Conference Room.