

## MINUTES OF THE GRADUATE COUNCIL MEETING

Friday, November 18, 2022 – 3:00 PM

Virtual Meeting

**Chair** – Kameelah Martin, Dean of the Graduate School

**Members Present:** Emily Beck (LALE/ESOL), Keonya Booker (GSO), Mike Braswell (ACCY), Roxane DeLaurell (CGE), Mark Del Mastro (AA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Ellie Lovellette (CSIS), Purushottam Meena (SCIM/SOB), Matt Nowlin (MPA), John Peters (SMFE), Craig Plante (MBIO), Susan Simonian (MSCL), Jacob Steere-Williams (HIST), Allan Strand (BIOL/SSM), Laura Turner (EDPA), Anton Vander Zee (ENGL), Tony Varallo (MFA), Joseph Weyers (HISP/LCWA)

**Guests Present:** Seaton Brown (MBA), Jerry Mackeldon (RO), Aimée Pfeifer (Registrar)

**GSO Staff Present:** Susan Hallatt (Admissions), Robyn Olejniczak (Assistant Dean)

**I. Welcome** – the meeting was called to order at 3:02pm

**II. Approval of the Minutes September 23, 2022 Meeting** – unanimous approval

**III. Curriculum Proposals** – Roxane DeLaurell, CGE

A. Community Planning, Policy and Design, MA

i. Program termination: effective Fall 2023

ii. Course deactivations: effective Fall 2023

1. ARTH 535 Architecture and Urbanism of the United States
2. ARTH 565 A Global History of Urban Form
3. CPAD 605 Drawing Charleston
4. CPAD 615 Introduction to Urban Design
5. CPAD 619 Architectural Design Studio
6. CPAD 631 Introduction to Real Estate
7. CPAD 690 Special Topics
8. CPAD 700 Independent Study
9. CPAD 710 Internship
10. CPAD 790 Independent Urban Design Field Study
11. CPAD 830 Sustainable Design and Adaptive Reuse
12. CPAD 895 Urban Design Graduate Thesis Studio

Roxane DeLaurell (CGE) explained that these proposals were approved by the Committee on Graduate Education without issue. Kate Keeney (ARCM) asked if the program director wanted to share any information about the program termination. Grant Gilmore (CPAD) responded that the program was under-resourced spanning faculty, staffing, and students; enrollments did not grow as hoped. Kameelah Martin (GSO) added that Academic Affairs, dean of the School of the Arts, and the Graduate School all consulted and discussed options. Ultimately the pressure on enrollments and cost burden to the students and program lead to the decision for termination. Seaton Brown (MBA) asked if any courses were cross-listed or shared with other programs. Gilmore (CPAD) responded no, only program courses were being deactivated. The proposals passed.

B. Computer and Information Sciences, MS

i. Accelerated program update

This proposal brings the Computer Science BS/MS accelerated program into compliance with several policy updates made by an accelerated program task force. The proposal passed without discussion.

**IV. Fall 2022 Enrollments – Kameelah Martin, Graduate School**

Martin (GSO) commented on the enrollment data that were shared prior to the meeting noting that enrollments are down somewhat, but that this is in line with the national trend. She reminded program directors that these data are used to determine funding allocations for the coming academic year. Martin continued that the President's goal is to grow graduate enrollment, but the Graduate School's small marketing budget could impede that objective. Currently, the Graduate School has a three-year contract with outside consultant, Niche, to highlight three programs with digital ads. Keeney (ARCM) inquired which programs were being featured. Martin (GSO) responded that the MPA, Accountancy, and Data Science and Analytics programs were selected through data mining and market research done by Niche. MBA was another program identified, but that program has its own marketing resources. Jacob Steere-Williams (HIST) asked if the data could be shared and noted his concern about the lack of humanities programs on this list, which seems to be driven by potential job placement ability. Martin (GSO) said she did not see an issue with sharing this data and would check with University Marketing. Laura Turner (EDPA) commented that education programs also lead to jobs, and perhaps healthy programs do not need additional marketing help. Martin (GSO) responded that she agrees the Graduate School has not gotten what it needs, but that she will continue to advocate. Alex Kasman (MASC) added that enrollments are not only driven by marketing; prospective students are also concerned about funding possibilities. Susan Simonian (MSCL) commented that students decline because of perceived lack of funding and cannot justify the amount of debt for low paying jobs in the field. Brown (MBA) asked about the specific scope of work being done by Niche. Martin (GSO) responded that University Marketing has taken ownership of this work and would need to field these questions. She added that the Graduate School office has had a marketing and communication staff vacancy for over a year, even after several searches. Steere-Williams (HIST) reiterated his concerns with how the three programs were chosen for this marketing campaign. Martin (GSO) responded that University Marketing is supporting the campaign financially, not the Graduate School, so they took the lead on the selection process. Turner (EDPA) added that transparency from upper administration seems to happen after decisions are already made, and she hopes that graduate council meetings could serve as a place for collaboration.

Martin (GSO) also announced that the College's CFO is preparing to present and discuss the graduate tuition study at the December graduate council meeting. Anton Vander Zee (ENGL) asked if it is possible to see the materials prior to the meeting? Martin (GSO) said she believes so but will inquire.

**V. Graduate Awards Planning Committee Update – Robyn Olejniczak, Graduate School**

Robyn Olejniczak (GSO) provided an update on the work of the planning committee for the spring awards ceremony. She shared that the committee decided to leave the process for the *Outstanding Student* designation unchanged and create several new awards available to all graduate students. These new awards are for service/engagement, leadership, and scholarship. The scholarship category will have two sub-categories: one for research scholarship (theses, independent studies, etc.), and one for experiential scholarship (internships, capstones, practicums, etc.). Creativity was an additional category put forth by several members of graduate council. Olejniczak (GSO) concluded that the committee needs to develop the criteria for these awards as well as begin the logistical planning.

## **VI. Announcements, Updates, and Reminders – GSO Staff**

Martin (GSO) announced again that the marketing and communications job in the Graduate School office is still vacant. The position will be reposted again soon for a fourth time. She also announced that she is working with a current donor, Mr. Daniel Dickerson, to further his financial committee to the Graduate School. A presentation of that donation, which supports the Chick-Fil-A Scholarship, will be held soon. Martin (GSO) continued that the College recently joined the National Center for Faculty Development and Diversity, which provides resources that also extend to graduate students. Students will be notified of this resource soon. Martin (GSO) announced that CHE approved a change in name for the Graduate School effective fall 2023. The entity will now be known as the Graduate School at the College of Charleston. She continued that the College has also sought PDU status with CHE with a decision to come in early December. CHE has provisionally approved the Ph.D. in Mathematics with Computation pending the PDU status update. Martin (GSO) added that two other terminal degrees are in development, a D.B.A., and an Ed.D. Those curriculum proposals are likely to come before graduate council in the spring and will be out of sync with the normal curriculum cycle, but the President has insisted they be approved before the end of the academic year. Allan Strand (BIOL/SSM) asked if there are other terminal degree programs under consideration if there are five allotments for PDU universities. Martin (GSO) responded the College is focusing on these. Strand (BIOL/SSM) also voiced his concern with the use of the term “Glebe,” which is defined as a piece of land usually belonging to a church, in one of the Graduate School’s scholarships.

Keonya Booker (GSO) announced that the assessment software tool, Compliance Assist, is being discontinued and assessment work will take place in SharePoint going forward. She highlighted the recent “What’s Up Wednesday” from Academic Affairs that focused on cross-listing and meets-with as something for faculty and program directors to keep in mind.

Martin (GSO) closed with a reminder that graduate admissions is utilizing a new tool for application review and training is being offered by Susan Hallatt. Vander Zee (ENGL) asked if training videos are available; Hallatt (GSO) responded that she is working on getting them posted.

## **VII. For the Good of the Order**

There were no comments for the good of the order.

## **VIII. Adjournment – the meeting adjourned at 4:07pm**