

## MINUTES OF THE GRADUATE COUNCIL MEETING

September 10, 2010  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Walter Blair, Tim Callahan, Michael Cipriano, Ben Cox, Diane Cudahy, Susan Farrell, Kevin Keenan, Rhonda Mack, Amy McCandless, David Owens, Craig Plante, Mary Provost, Robert Russell, Scott Shanklin-Peterson, Silvia Rodriguez-Sabater, Emily Skinner, Bonnie Springer, Kendra Stewart, William Veal, Marianne Verlinden

**GSO Staff:** Regan Fantry, Susan Hallatt, Regina Semko

Dean McCandless called the meeting to order at 3:00 pm.

- I. **Welcome and Introductions** – Dr. McCandless welcomed the council members and began the meeting.
- II. **Approval of April 9th Minutes** – Dr. McCandless asked for approval of the April 9th Graduate Council minutes. They were approved unanimously.
- III. **New Course Proposals and Changes:**

Proposal for a New Graduate Course - M. Ed. in Science & Mathematics for Teachers  
**SMFT 690: Capstone Project Development**  
Proposal to Change a Graduate Program – M. Ed. in Science & Mathematics for Teachers  
**Requirement Change** – Require SMFT690 Capstone Project Development

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, introduced the proposals. William Veal gave a brief explanation of the new course proposal and the addition of the course to the requirements for the M. Ed. in Science and Mathematics for Teachers. The two proposals were considered together and were approved unanimously.

#### IV. **Peace Corps** –

Dave Owens and Tim Callahan announced that our proposal was accepted by the Peace Corps. By fall 2010 we hope to have five students accepted into the program. Although this is a National program, not a College of Charleston program, students will apply to both the Peace Corps program and to our Environmental Studies program. It is an option within the Master's in Environmental Studies program.

Students will serve in a foreign country for 27 months. The Peace Corps Master's Program is a 3 to 3 ½ year process from application to completion. Through the Environmental Studies Service Awards, a new fund, we will set aside monies for five to ten scholarships per year.

#### V. **Financial Aid** –

Amy McCandless distributed the Plan for Allocation for the additional funds for abatements and scholarships. Of the total funds designated for financial aid at the

College, the graduate school will be receiving nearly \$600,000 that is earmarked for graduate programs in the following areas:

- Five new scholarships for in-state students - the “South Carolina Graduate Awards” will be awarded to the top in-state graduate students
- Funds for additional Graduate Scholars Awards
- An additional 12 abatements from raising the amount from 60 to 72
- Fifteen new assistantship positions, one dedicated to the McNair Scholars Program this year. These graduate assistantships will be awarded to a graduate program for a two year term based on a recent allocation model.
- Joint Program Scholarships for our students in joint programs with The Citadel to cover the differential in tuition rates between the two universities
- Environmental Studies Service Awards for students in the Peace Corps Master’s International Program. The Peace Corps requires students to be enrolled in 6 hours of study. These awards will be put toward their tuition while they are serving in the Peace Corps.
- Supplements for teaching assistants in STEM fields working in labs and mentoring students. The TA stipend is being raised from \$13,300 to \$16,000 which is much better, although still not competitive with the larger research institutions.

These scholarships have been approved by the Board of Trustees. Amy McCandless encouraged the program directors to think of ways to combine the new monies to make packages for top candidates in their programs.

## **VI. Policy Issues –**

Continuous Enrollment - Regan Fantry had done research on continuous enrollment policies nationally and state-wide and found that most schools require active students to be enrolled in at least one hour of continuous enrollment until they complete their degree. Ms. Fantry is finding that a few students leave the College only to return years later to complete their degree. We are unable to keep in touch with those students since we do not require them stay enrolled. They are also not counted as students by IR, since they are not active.

Program directors were asked to consider instituting a graduate enrollment policy program wide. Currently the marine biology program is the only one that requires continuous enrollment. We will be looking at this and at instituting a leave of absence policy for graduate students at the retreat.

Leave of Absence - The leave of absence could be used instead of the continuous enrollment, as there is a way to keep track of student on leave through Banner. Ms. Fantry distributed the request for leave of absence form currently in use by the undergraduate programs that she plans on updating for use by the graduate school.

Comprehensive Exam Results – Ms. Fantry provided a copy of the comprehensive exam results form and asked that program directors complete it with their signature and send it in to her rather than sending an email request. The official form can then be scanned into the student’s file.

Nondiscrimination/Anti-harassment Policy – This new college wide policy will be added to our program directors manual along with a new graduate enrollment policy when it is approved. It will also be on the college website and on the new policy webpage.

## **VII. Announcements, Reminders –**

Amy McCandless updated council members on the following:

- The Graduate Program Directors Retreat will be held on Saturday, September 18<sup>th</sup>
- The Graduate Program Directors Resource Manual is on the graduate school website at <http://gradschool.cofc.edu/facultystaff/gradcouncil/index.php>
- The program review schedule is included in the program directors manual. The MS in Mathematics is currently undergoing an external review after completing their self-study report. The Education master's degree programs are also being reviewed by the accrediting body this fall and by NCATE in Fall 2011. The MS in Historic Preservation, the MA in Communication, and the MS in Environmental Studies are scheduled to complete reviews in 2011-2012.
- Presidential Management Fellowship applications will be taken from October 1<sup>st</sup> through the 15<sup>th</sup>. The application overview and form can be found on the PMF website at [www.pmf.gov](http://www.pmf.gov). This is a very competitive application process that includes an application from the student and a nomination from the institution. Susan Anderson, Office of Research and Grants, has additional information on the fellowship.
- Graduate Student Research and Presentation Grants are available again this year through the graduate school office. Because the funding for these grants has been reduced, the grant amount has been reduced to a maximum of \$250 per semester per student. We would like to award grants to as many students as we are able. The GSA also has a fund for grants that can be awarded to active GSA members. Walter Blair, the GSA treasurer, will email the award specifics to the council members.
- The Fall Recruitment Schedule was sent out by email from Niki DeWeese. Ms. DeWeese asked that program directors inform her of any of your contacts at the schools on the list. She can make arrangements to meet with them when she visits that institution. Ms. DeWeese will put together recruitment materials for anyone wanting to go recruiting for graduate programs. She is working with the McNair office to find first generation students for our graduate programs.
- Dinner with the Dean is scheduled for Monday, September 20<sup>th</sup> in the new science building. The GSA officers and subgroup officers have been invited as well as members of the graduate advisory board and a number of program directors. We plan on having a dinner in October and November as well. Program directors can expect an invitation to one of the dinners.

## **VIII. Application Deadlines –**

Susan Hallatt reviewed the three tests currently being accepted at universities for international student applications. They are the TOEFL, IELTS, and the PTE. We currently accept the TOEFL scores and will begin accepting the IELTS as well. The PTE (Pearson Test of English) is very different from the other two, as it is entirely scored by computer. We will need to decide if we want to accept this test as well.

The TOEFL minimum acceptable score for our graduate programs was decided a number of years ago by committee and accepted by graduate council. Since our minimum acceptable score of 81 is below the undergraduate minimum requirement of 88 and below that of most similar institutions, we should review requirements for both the TOEFL and IELTS since we will be accepting both. Ms. Hallatt will do further research on the PTE to see if we want to consider adding this test as a possible measure of ability of English speaking and comprehension by non-native speakers of English.

Program directors are encouraged to set up face to face interviews with international candidates whenever possible, although the standardized tests are very secure and do provide a photo of the student.

Admission deadlines for graduate programs need to be listed the same in the catalog and on websites. The international deadlines are set way in advance of the start of the semester to allow time for additional materials to be received in the graduate school office. If a change to the visa type is required, the time to complete the process can be very lengthy. The certificate of finance must be completed and transcripts must be evaluated by an independent agency. This evaluation can take 6 to 8 weeks, as it is a course by course evaluation. The international packet and deadlines can be found on the graduate school website at <http://gradschool.cofc.edu/applyingtograduateschool/international.php> .

#### **IX. Update from the Graduate Student Association –**

Walter Blair, Treasurer of the GSA and the GSA representative to the graduate council, let council members know that the GSA had held its first meeting on Friday, September 3<sup>rd</sup>.

- The School of Education graduate students are working to reorganize a graduate student organization for education students.
- The GSA officers met with as many program directors as possible over the summer months.
- This year the GSA plans on adopting one organization to target for their service efforts.

#### **X. Adjournment –**

The meeting was adjourned at 4:25 pm.

The next meeting will be held on October 8th.

## MINUTES OF THE GRADUATE COUNCIL MEETING

October 8, 2010  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Walter Blair, Tim Callahan, Michael Cipriano, Ben Cox, Angela Cozart, Diane Cudahy, Susan Farrell, Robyn Holman, Kevin Keenan, Rhonda Mack, Amy McCandless, Robert Russell, Silvia Rodriguez-Sabater, Emily Skinner, Bonnie Springer, William Veal, Marianne Verlinden

**GSO Staff:** Regan Fantry, Regina Semko

**Guests:** Cathy Boyd, Registrar; Andrew Sobiesuo, Director, International Education; Sue Sommer-Kresse, VP for Community Relations

Dean McCandless called the meeting to order at 3:07 pm.

- I. **Welcome and Introductions** – Dr. McCandless welcomed the council members and began the meeting.
- II. **Approval of September 10th Minutes** – Dr. McCandless asked for approval of the September 10th Graduate Council minutes. They were approved unanimously.
- III. **New Course Proposals and Changes** –

### ***Policies for Non-Credit Programs***

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, explained that the non-credit program policies had been approved at the September 17<sup>th</sup> meeting of the committee and were being presented to graduate council to inform council members, to answer questions, and to receive feedback.

Sue Sommer-Kresse informed council members that the policies had been formulated by a committee with the strategic plan in mind. The non-credit programs and courses will be self-supporting and ideally revenue producing. The policies include a proposal form that will be reviewed and approved by the Director of and the Committee on Continuing Education and Professional Development.

Questions and answers from the council members included:

- How will faculty be compensated for teaching non-credit courses? Faculty will be paid from the non-credit program budget and not related to an adjunct position. All state guidelines and human resources guidelines will be followed.
- How will the programs be revenue producing? All program costs will be put in a program budget and program fees will be determined to cover all costs

including returning a portion of the funds to the North Campus to support the administrative efforts.

- Will all CEU's , when offered, cost the same amount? There will be many possibilities based on the individual needs of the program and course fees.

Certificate programs are included in the types of non-credit programs that will be offered. Since the graduate school currently offers certificate programs, it will be important to distinguish between graduate certificate programs and non-credit certificate programs. A motion was made and passed by council that programs offered at the graduate level now be referred to and listed as "graduate certificates".

The first group of nine computer courses approved, and to be offered under the new non-credit policy were presented to the council by Ms. Rodriguez-Sabater.

#### **Non-Credit Courses in Computer Science -**

Microsoft NET Certification Track:

- NET Application Development Foundation
- NET Web Development
- NET Windows Application Development
- NET Service Communications Applications Development
- NET Data Access

Microsoft SQL Certification Track:

- Microsoft SQL Database Development
- Microsoft SQL Implementation and Maintenance
- Designing Database solutions and Data Access using SQL
- Designing, Optimizing, and Maintaining a Database Server Infrastructure Using Microsoft SQL Server

#### **IV. International Study Abroad –**

Andrew Sobiesuo asked that his meeting with graduate council be the beginning of a conversation on international study abroad. He expressed an interest in meeting with program directors to help them in international endeavors.

Dr. Sobiesuo gave an overview of the study abroad programs including semester and summer programs, bilateral programs with host universities abroad, and independent programs facilitated by other universities. Most study abroad programs at the College are offered to undergraduate students. There currently is one graduate bi-lateral program in collaboration with the University of Versailles. There is a possibility of extending the bi-lateral study abroad program at the University of Nottingham to graduate students.

A few program directors have already talked with Dr. Sobiesuo about developing graduate study abroad in their area. He listed some steps necessary to develop an international program in a new area.

- Research and decide on the nature of the program
- Make a site visit to explore the area
- Develop a budget for the program
- Department head approval on all paperwork
- Advertise the program

Dr. McCandless suggested combining graduate study abroad with the undergraduate programs already offered. Graduate students can be given additional graduate work to complete during the study abroad.

Study abroad scholarships and external funding are both available for graduate students who want to study abroad. The center for international education and the office of research and grants are able to help research internal and external funding.

Dr. McCandless remarked that any contract or memorandum of understanding (MOU) that is required between institutions in the development of a new program can be problematic. In time, the development of a template or pattern should be beneficial to us all. She suggested keeping in touch with Andrew Sobiesuo and looking at possible ways to include our graduate students in study abroad.

#### **V. Program Director Access and Reporting in Banner –**

Cathy Boyd, Registrar, was invited to the council meeting to begin working with the program directors on Banner and Cognos access that they need to efficiently work with the students in their respective programs. Program directors asked for similar access to student records and reporting that they had in SIS and SIS Plus. Ms. Boyd thought that the access granted to department chairs would be the same access needed by the program directors.

Ms. Boyd pointed out the importance of the training for each of the components, Banner and Cognos, since they are not necessarily user-friendly. After receiving a list of the screens and reports that program directors need, there will be a separate training for the program directors. It was determined that a Friday at 3 pm would be the best time during the week to hold the training. The registrar will choose two dates that will work for the trainers and a survey will be sent out to program directors to determine the best date or dates to hold the training.

#### **VI. Policy Issues –**

Regan Fantry, Director of Student Records is working to clarify, create and streamline graduate policies with input from the graduate program directors. Each of the policies will be approved by graduate council, sent to faculty-senate as information, added to the graduate catalog, and put on the graduate school website.

Grades of “U” (Unsatisfactory) - Currently the graduate school does not have a clear policy on grades of “U”. Ms. Fantry distributed a Proposal for Grade of “U” and Program Dismissal Policy and asked that program directors review it. She asked that any comments or suggestions be sent to her. When approved, it will be added to the academic dismissal section of the graduate school catalog.

Continuous Enrollment - Regan Fantry had done research on continuous enrollment policies nationally and state-wide and found that most schools require active students to be enrolled in at least one hour of continuous enrollment until they complete their degree. The proposal for a policy on continuous enrollment was discussed at the graduate program directors retreat in September and initially introduced at the September graduate council

meeting. Changes were made as suggested at both of these gatherings. The final version was distributed and will be submitted for approval at the November graduate council meeting.

Leave of Absence - A leave of absence could be used to track active students instead of continuous enrollment, as there is a way to keep track of a student on leave through Banner. Ms. Fantry distributed the graduate version of the leave of absence that she had formulated from comments at the September meeting of graduate council and the graduate program directors' retreat. There is time to revise the proposal so that it works for all programs. It will be discussed again at the November meeting. Please send your comments or suggestions to Amy McCandless or Regan Fantry.

#### **VII. Peace Corps Update –**

Tim Callahan, Graduate Program Director of the Master of Science in Environmental Studies, gave an update on the Peace Corps Masters' International Program. The program is currently an offering through our masters' program in environmental studies, however there are other areas such as small enterprise development, public health, and creative writing which are high interest areas in the Peace Corps. Please get in touch with either Tim Callahan or Dave Owens if you are interested in developing a track for your program.

#### **VIII. Announcements, Reminders –**

- The Tenth Annual William and Mary Graduate Research Symposium will be held on March 25<sup>th</sup> and 26<sup>th</sup>, 2011 in Williamsburg, Virginia. The call for abstracts was distributed to council members. Amy McCandless asked program directors to encourage their students to enter the competition. Both oral and poster presentations will be chosen. The deadline for submission is December 3, 2010.
- GSA Travel Grants Walter Blair, Treasurer of the Graduate Student Association, announced that the application form for travel grants provided by the GSA is now on the GSA website. Travel grants in the amount of \$500 will be awarded to graduate student applicants who are active in their graduate program organization or graduate student council and have attended at least two GSA meetings.
- Dinner with the Dean will be scheduled for Wednesday, October 20<sup>th</sup> in the new science center building. We plan on having a dinner in November as well. Program directors can expect an invitation to one of the dinners either this semester or next.
- Graduate Student Poster Session will be held on Thursday, January 20<sup>th</sup> when the Board of Trustee members visit the campus.
- Guests for an Afternoon with Greg Mortensen will be invited to sit in the graduate school section for his presentation. Our list has been submitted and the approved guests will be invited for the evening of November 11<sup>th</sup>.

#### **IX. For the Good of the Order –**

#### **X. Adjournment –**

The meeting was adjourned at 4:11 pm.

The next meeting will be held on November 5<sup>th</sup>, 2010.



## MINUTES OF THE GRADUATE COUNCIL MEETING

November 5, 2010  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Walter Blair, Tim Callahan, Michael Cipriano, Jason Coy, Angela Cozart, Susan Farrell, Robyn Holman, Rhonda Mack, Renee McCauley, Eric McElroy, Dave Owens, Mary Provost, Silvia Rodriguez-Sabater, Bonnie Springer, William Veal

**GSO Staff:** Susan Hallatt, Regina Semko

Associate Dean, Dave Owens, called the meeting to order at 3:05 pm.

- I. **Welcome and Introductions** – Dr. Owens welcomed the newest council member, Eric McElroy, Assistant Professor of Biology, who was appointed as representative to Council from the School of Sciences and Mathematics.
- II. **Approval of October Minutes** – Dr. Owens asked for approval of the October 8th Graduate Council minutes. They were approved unanimously.
- III. **New Course Proposals and Changes** –

### **Proposal to Change a Graduate Program**

Master of Science in Environmental Studies – Requirement Change – Remove **EVSS 680** as a Core Course

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs explained that the change would not affect the number of core courses. Tim Callahan said that EVSS 680 was becoming redundant because of a number of other course changes and curricular improvements.

The proposal was approved unanimously.

**Change to Bylaws** of the Faculty Committee on Graduate Education, Continuing Education and Special Programs. The bylaws change was approved by the committee at their October meeting. It was brought to Graduate Council for information and comments before going to the Faculty Senate in December.

The bylaws change adds advising the administration on planned or proposed termination of graduate programs to the list of responsibilities of the committee.

**IV. Changing the Minimum TOEFL Scores** – Susan Hallatt, Director of Admissions, has been working with an ad hoc committee to research minimum TOEFL scores at similar institutions around the state including Clemson, Coastal Carolina, Lander, MUSC, and USC. In 2005 a committee researched TOEFL scores and advised the graduate council. At that time it was determined that we would set our minimum score at 81 on the ETS internet based test. A minimum score of 88 is the current requirement at the undergraduate level. It has caused the graduate school to take a second look and to hopefully determine an optimum minimum score for the graduate programs.

Unfortunately we do not have enough information to be able to track an international student's success in our programs. The ad hoc committee had suggested possibly developing a sliding scale with a suggested range of scores that could be used by graduate programs. Any program can set a higher minimum score than the standard for their program. It is important that we set a standard that would work for the student and for the program in each case. We want international students to be successful.

The College is starting an English Language Institute (ELI) that will help international students to be more successful at our school. William Veal, Director of the MED in Science and Mathematics for Teachers, gave a brief description of the new ELI program that will start in 2011.

Discussion on setting a TOEFL standard included the following concerns:

- We should encourage international students to attend ELI prior to graduate courses
- Set a lower standard and require a one-on-one or skype interview prior to admission
- Higher, more rigorous score/standard is more consistent with a prestigious institution of higher education
- All agreed protecting the international student from academic failure was most important
- Are we inclusive or exclusive?
- Do we want to post our graduate school minimum at 79 when the undergraduate school minimum is 88?
- What other support do schools provide for international students to ensure their success?

It was suggested that the program directors research peer schools to see what others are using as minimums and report back to the ad hoc committee. Ms. Hallatt also asked for information on how successful international students had been in the various programs. The ad hoc committee will reconvene and look at these issues and concerns. Please send your information and comments to Susan Hallatt, [hallats@cofc.edu](mailto:hallats@cofc.edu).

Ms. Hallatt suggested the following wording for our graduate school website, allowing the programs in each case to choose their own standard:

"The Graduate School of the College of Charleston requires the TOEFL (Test of English as a Foreign Language) for any applicant who received a university degree outside the US where English is not the first language; we will also consider the IELTS (International English Language Testing System) and in extreme cases the new PTE (Pearson Test of English). The minimum required IELTS is 6.5.

The minimum score required on the TOEFL at the Graduate School ranges from 79 to 100, depending on your choice of program. Please refer to your program's website for details about the TOEFL minimum.

As stated above, the PTE will only be considered in very extreme cases."

**V. Continuous Enrollment, Grades of U, and Leave of Absence** – All policy changes and additions will be tabled until the Spring semester at which time these policies will again be reviewed.

**VI. Graduation List** – The graduation list had been distributed by email to the program directors. All program directors were asked to contact Ms. Regan Fantry, Director of Student Records, with any changes, additions, or deletions to the list as soon as possible. A motion was made that the graduate list be approved pending completion of all degree requirements by the candidates. The motion was seconded and passed unanimously.

**VII. Announcements, Reminders –**

- The Tenth Annual William and Mary Graduate Research Symposium will be held on March 25<sup>th</sup> and 26<sup>th</sup>, 2011 in Williamsburg, Virginia. Dr. Owens reminded the Council members that the deadline for submission is December 3, 2010.
- The Thesis Seminar will be held on Saturday, November 6<sup>th</sup> from 10:30 to Noon.
- Dinner with the Dean will take place on Tuesday evening, November 16<sup>th</sup>. This will be the last dinner until spring semester. A few program directors will be attending along with approximately 14 graduate students.
- Guests for an Afternoon with Greg Mortensen is planned for the evening of Thursday, November 11<sup>th</sup>. Council members were invited to attend a reception at the New Science Center Building co-sponsored by the School of Sciences and Mathematics and the Graduate School that will be held prior to the talk from 3:00 to 4:30 pm.
- Graduate Student Research Poster Session will be held on Thursday, January 20<sup>th</sup>. The information will be sent out soon and will be on the graduate school website. Program directors were asked to encourage students to participate in the poster session. The poster presentations were fabulous last year and this event gets better each year. There will be a poster workshop to assist students with poster design and presentation.

**VIII. Graduate Student Association** – Walter Blair, Treasurer, informed the Council members that the graduate students had been asked to participate in a survey regarding the location for future graduate commencement ceremonies. The Sottile theatre has become too small with the increase in graduating class size. It is a more intimate setting than the Carolina First Arena, however the arena will hold all the friends and family without the need to limit the number of tickets per graduating student. The majority of the polled graduate students opted for the Carolina First Arena in May 2011, and hopefully for a better venue in future years.

Mr. Blair also mentioned that the Graduate Student Association meeting would be held later in the day at 5:30 pm.

**IX. For the Good of the Order –**

**X. Adjournment –**

The meeting was adjourned at 3:55 pm.

The next meeting will be held on December 3rd, 2010.

## MINUTES OF THE GRADUATE COUNCIL MEETING

December 3, 2010  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Walter Blair, Tim Callahan, Ben Cox, Angela Cozart, Diane Cudahy, Susan Farrell, Kevin Keenan, Eric McElroy, Dave Owens, Mary Provost, Silvia Rodriguez-Sabater, Robert Russell, Scott Shanklin-Peterson, Bonnie Springer, Kendra Stewart, William Veal, Marianne Verlinden

**GSO Staff:** Niki DeWeese, Regina Semko

Associate Dean, Dave Owens, called the meeting to order at 3:06 pm.

**I. Welcome and Introductions** – Dr. Owens welcomed all to the last graduate council meeting of 2010. Angela Cozart expressed her thanks to Diane Cudahy who was instrumental in starting the MTLA program. Diane Cudahy, who is retiring, said that she was most impressed by what is happening with graduate education and by the level of students we are attracting to the College.

**II. Approval of November Minutes** – Dr. Owens asked for approval of the November minutes. The minutes were approved unanimously as written.

### **III. New Course Proposals and Changes –**

#### **Proposal to Change a Graduate Course**

Master of Arts in Teaching in the Middle Grades – EDEE 515 will be separated into two courses: EDEE 515 for graduate students and EDMG 415 for undergraduate students.

#### **Permission to Cross-list EDEE 515 and EDMG 415**

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs introduced the proposal change. The two courses, EDEE 515 and EDMG 415 will be taught at the same time. The syllabus for EDEE 515 indicates that the graduate level students will be required to complete additional work (Action Research Proposal).

The proposal and permission to cross-list were approved unanimously.

### **IV. Graduate Student Research Poster Session Process –**

Dave Owens reviewed the guidelines for the poster proposal and the information for the graduate poster session to be held on January 20<sup>th</sup>, 2011. Information is on the graduate school website at <http://gradschool.cofc.edu/currentstudents/research/research.php>. A “how-to” workshop on poster design and presentation will be held on Monday, December 6<sup>th</sup>, at 4 PM. Graduate students from all graduate programs are encouraged to participate and share their research and projects. Poster presentations will be judged on the 20<sup>th</sup> and prizes awarded to the top poster presenters.

**V. Graduate Student Housing** – Niki DeWeese, Director of Information and Recruitment, has been researching the possibility of on campus housing for graduate students. As it currently stands, graduate students would have to be housed with undergraduate since there is no plan for separate housing for graduate students. There are a number of graduate students from out of state and other countries who would like on campus housing. The new MBA program is looking for housing for their international students.

The issue of on campus housing will be mentioned at graduate orientation and we may survey students to see what type of housing is preferred. Some of the possibilities are a house with a communal kitchen, a top floor, or a corner of a dorm. We will need to work with John Campbell, Dean of Residence Life and Housing.

#### **VI. Announcements, Reminders –**

- Graduation Ceremony will be held on Saturday, December 18<sup>th</sup> in the Carolina First Arena. The ceremony begins at 10 am. Faculty will assemble by 9:30 am. Dorthea Benton Frank will be the commencement speaker. Regan Fantry, Director of Student Records, will send out an updated graduation list on Monday.
- Thesis Deadline is December 6<sup>th</sup> at midnight.
- Spring Graduate Orientation has been set for Saturday, January 8<sup>th</sup>.
- Graduate Advisory Board will meet on the College campus January 19<sup>th</sup> and 20<sup>th</sup>. We are looking for additional members for our advisory board.
- Graduate School Items in the College Bookstore include key chains, pens, and mugs. Please take a look and remember to ask for your discount when you make a purchase. If these sell well, the bookstore may purchase additional items imprinted with our graduate school logo.
- Dinner with the Dean dates for spring are: Thursday, January 13<sup>th</sup>; Wednesday, February 23<sup>rd</sup>; Tuesday, March 22<sup>nd</sup>; and Monday, April 11<sup>th</sup>. We will continue to invite students and program directors to the dinners with Dean McCandless.

**VII. Graduate Student Association** – Walter Blair, GSA Treasurer, asked for questions or comments to pass along later in the day to the graduate students at their last meeting of the semester. There was a request that Mr. Blair ask the students to complete an evaluation for each of their teachers.

**VIII. For the Good of the Order** – One question was asked regarding the allocation of funds. Since the tuition had been changed, was the graduate school required to return any of the funding that had been allocated for scholarships and abatements. Dr. Owens answered that we have covered the abatements and so far had not been required to return any of the funds. Building projects were proceeding. Grice Marine did not receive the grant they had hoped to get, so the money for the project will need to be raised by a different method.

#### **IX. Adjournment –**

The meeting was adjourned at 3:30 pm.

The next meeting will be held on January 14, 2011.

## MINUTES OF THE GRADUATE COUNCIL MEETING

January 14, 2011  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Walter Blair, Michael Cipriano, Ben Cox, Angela Cozart, Susan Farrell, Lynne Ford, Robyn Holman, Renee McCauley, Eric McElroy, Dave Owens, Mary Provost, Silvia Rodriguez-Sabater, Robert Russell, Scott Shanklin-Peterson, Emily Skinner, Bonnie Springer, William Veal, Marianne Verlinden

**Guests:** Frances Welch, Dean of the School of Education, Health, and Human Performance; Dianne Cudahy, Associate Professor and Meta Van Sickle, Chair, Teacher Education

**GSO Staff:** Regina Semko

Dean McCandless called the meeting to order at 3:03 pm.

- I. **Welcome and Introductions** – Dean McCandless welcomed the council members and guests.
- II. **Approval of December Minutes** – The minutes from the December 3<sup>rd</sup> meeting were approved unanimously.
- III. **New Course Proposals and Program Changes** –

**Proposal for a New Graduate Course**  
MATH 555 Bayesian Statistical Methods

**Permission to Cross-list MATH 555 and MATH 455**

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, introduced the math proposals. She noted that the graduate level course, MATH 555, was more rigorous than the undergraduate level and that the graduate syllabus reflected the additional expectations and requirements for graduate students.

Ben Cox, program director of the MS in Mathematics, explained that the two groups of students, undergraduate and graduate, will be taught at the same time. The same material, and the same resources can be used by combining/cross-listing and teaching the two courses together rather than using resources for two separate courses.

The new course proposal and permission to cross-list were approved unanimously.

**Proposal to Change a Graduate Program:** The Master of Education in Teaching, Learning and Advocacy was initially set up for students in the program to select a strand or specialization. Diane Cudahy, Associate Professor and outgoing director of the program, explained that the change would place all students into one strand with course choices rather than two strands or specializations that limit students to one set of courses or another. Students will be able to choose classes based on their goals and

enrollments will be managed more easily in the program. The proposal was passed unanimously.

#### **IV. Changes to the Graduate Records Exam (GRE) –**

Amy McCandless reported that the GRE exam scoring will be changed in August 2011. It is most important in advising students to let them know that if they need their GRE test scores before November 2011, they should take the current test before August 1<sup>st</sup>, 2011.

From August 1<sup>st</sup> through September 30<sup>th</sup>, students can take the revised GRE at 50% off the test fee, however their GRE scores will not be available until mid-November.

There will be a new score scale that reports the verbal and quantitative reasoning sections on a 130 to 170 score scale, in one point increments, rather than the old score scale of 200 to 800 in ten point increments.

The GRE website has helpful information and a link to receive important information and tips as they become available including webinars and help comparing candidates in the future. [http://www.ets.org/gre/revised\\_general\\_institutions](http://www.ets.org/gre/revised_general_institutions)

#### **V. Announcements, Reminders –**

- Graduate School Advisory Board will meet for dinner at the faculty house on January 19<sup>th</sup> and at the Joseph P. Riley, Jr. Center on the 20<sup>th</sup>. Jennet Robinson Alterman, the Executive Director of the Center for Women, is a recent addition to the advisory board.
- Graduate Student Research Poster Session will be held on Thursday, January 20<sup>th</sup> in the Stern Center Ballroom. Students will set up posters from 9 am to 3:30 pm and the presentations and reception will be held from 4 pm to 6 pm. Judges are still needed to jury the poster presentations. The winners will receive monetary awards.
- CofC vs. Western Carolina Basketball Game will start at 7 pm on Thursday evening, January 20<sup>th</sup>. There will be a reception at the faculty house prior to the game. Everyone was invited to visit the president's box during the game.
- Dinner with the Dean dates for the spring are: Wednesday, February 23<sup>rd</sup>; Tuesday, March 22<sup>nd</sup>; and Monday, April 11<sup>th</sup>. We will continue to invite students and program directors to the dinners with Dean McCandless. We are attempting to reach as many students as possible and to invite them on a night they don't have a class. Students who were preparing to present posters on January 20<sup>th</sup> were guests at the most recent dinner on January 13<sup>th</sup>.

**VI. Graduate Student Association** – Walter Blair, GSA Treasurer, said that the students were excited about the graduate student research poster session. The deadline for student research grants funded from the GSA account is February 1<sup>st</sup>. GSA Research Awards can be found at: <http://blogs.cofc.edu/gsa/>. The GSA is also preparing early for the election of new officers. Students interested in serving as an officer in the GSA or one of the subgroups should get in touch with Walter Blair or Jennifer Jones.

**VII. For the Good of the Order** – Problems with the Edisto student email accounts were discussed. Graduate students are receiving a lot of emails sent to all enrolled students, often attachments are not received as sent, and a number of graduate students have not been added to the enrolled graduate student group so that they do not get emails sent to graduate students. Since the graduate students are a smaller number of enrolled students, they may be used as the test case for possibly moving student email to Gmail.

Program directors are not yet able to see every one of their students in Cognos. The Cognos reporting system has been improved, but is still not showing all students currently in classes. It was suggested that each program director may want to create their own listserv to use when emailing students in their graduate program.

**VIII. Adjournment** –

The meeting was adjourned at 3:41 pm.

The next meeting will be held on February 11, 2011.



## MINUTES OF THE GRADUATE COUNCIL MEETING

February 11, 2011  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Tim Callahan, Michael Cipriano, Angela Cozart, Susan Farrell, Robyn Holman, Jennifer Jones (GSA), Kevin Keenan, Dave Owens, Craig Plante, Mary Provost, Silvia Rodriguez-Sabater, Emily Skinner, Bonnie Springer, Kendra Stewart, William Veal, Marianne Verlinden

**Guests:** Sue Sommer-Kresse, Vice President for Community Relations

**GSO Staff:** Niki DeWeese, Susan Hallatt, Regina Semko

Dean McCandless called the meeting to order at 3:08 pm.

- I. **Welcome and Introductions** – Dean McCandless welcomed the council members and guest.
- II. **Approval of January Minutes** – The minutes of the January 14th meeting were approved unanimously.
- III. **New Course Proposals and Program Changes** –

**Proposal for a New Non-Credit Course/Program:**  
English Language Institute (ELI)

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs introduced the new English Language Institute non-credit program that had been approved at the committee meeting on January 16th. The new program was brought to inform the Graduate Council membership about the addition of this program which will be managed at the north campus and can be taught both at the north campus and on the main campus. A number of offices on campus had been contacted in the effort to craft the new program, including the international and student housing offices. Graduate and undergraduate students will be taking the ELI adult education, non-credit classes on our campus in summer or for the full year. The program will be self-supporting.

Sue Sommer-Kresse, VP for Community Relations, said that she would soon be sending out a general call to faculty looking for additional continuing education courses or special programs that are needed in the community and could be offered at the College. When asked about the cost of the ELI program, Dr. Sommer-Kresse responded that the summer five week program would cost \$2,000 and the cost for a full semester would be \$6,000. Although the program is more expensive than courses at some schools, it is more comprehensive than less expensive offerings and is comparable in cost with equally rigorous programs.

#### **IV. Letters of Recommendation for Admission –**

Susan Hallatt, Director of Admissions, redesigned the online form so that more information could be entered in the answer boxes when completing an online letter of recommendation for a graduate applicant. In the future she will develop a drop down menu next to each question on the form and also add the ability to upload a letter. The recommender can then skip the questions and simply upload a letter of recommendation. In cases where recommenders do not want to complete the recommendation online, a printable version is sent to the recommender.

Ms. Hallatt will send samples to the program directors by email and will redo the form based on the needs of the program directors. It was mentioned it was most important to have a secure process that would not allow students to submit their own letters.

#### **V. Program Learning Outcomes –**

Dr. McCandless informed the program directors that learning outcomes at the graduate level as well as at the undergraduate level are required when completing assessment for the College. An assessment example from Marquette University was distributed to the council members. Program directors were encouraged to build on established assessment examples and to customize them for their program.

Evidence gathering is most important in assessing performance. Joint and dual programs may want to meet with cohorts at other departments or institutions to include everyone in the process. There was discussion about the possible outcome that students would fail. In such a situation, the need for future improvement and in what area would be identified and action could be taken to make changes to improve student learning.

#### **VI. Adding Grades of Minus to the Graduate Grading Scale –**

In the past when the undergraduate grading scale was changed to include additional plus and minus grades, the graduate school was exempt from this change. The graduate grading scales at both the College and The Citadel need to be the same because of joint programs. In order to change the grading scale, all schools having joint graduate programs with the College would also need to change their graduate grading scale.

Dr. McCandless will check with the deans of the schools having joint graduate programs with ours to see if there is interest in making changes to the graduate grading scale. The decision to make a change will need to be collaborative.

#### **VII. Summer Tuition Reimbursement for Staff Study –**

Qualified College of Charleston employees can apply for staff training funding as a student for Fall and for Spring semesters, however if that employee receives staff training funding for Fall and/ or Spring semester, the employee is ineligible for the Maymester-Summer session of the annual cycle. Only those qualified employees who have not been awarded staff training funding for fall and/or spring semesters are eligible to apply for Maymester-summer session funding.

Although the reason given in the past for this policy has been that the funds for staff training do not always stretch to the summer sessions, the council members hoped that some flexibility could be given to allow graduate students to qualify to apply for summer session staff training even if they had received funding in the fall or spring of that cycle. A resolution was developed and passed that “the graduate council unanimously recommends that staff training opportunities be more flexible, allowing individuals to be reimbursed for classes taken during summer sessions.”

### **VIII. Graduate Assistants for Recruitment –**

Niki DeWeese, Director of Information and Recruitment, distributed a draft calling for the centralization of graduate assistants for recruitment that would more formally set duties and goals for each semester. Ms. DeWeese asked that council members email her with their suggestions and comments.

The program director, their graduate assistant for recruitment, and the director of information and recruitment would meet together at the beginning of each semester to establish goals and then meet monthly to review the previous month’s events, outcomes, and set recruitment goals and events for the next month. Recurring duties for graduate assistants for recruitment could include:

- Writing monthly blogs
- Attending trade conferences and committee meetings
- Developing and maintaining a relationship between undergraduate and graduate student associations
- Hosting meetings to undergraduate student associations to promote graduate school
- Scheduling meetings with visiting prospective students
- Identifying schools across the nation that would be a good fit for their program
- Actively encouraging prospects to apply

Dean McCandless said that we would like to take graduate students to recruitment fairs, as they are often the best recruiters. We will need more recruitment funding in the future to be able to accomplish this. By having regular meeting and setting goals, the graduate assistants for recruitment will feel a connection to the campus community.

Sue Sommer-Kresse mentioned that there are recruitment funds available in the Lowcountry Graduate Center budget that might be used in recruiting efforts here at the College.

### **IX. Peace Corps Master’s International –**

Dave Owens, Associate Dean of the Graduate School, announced that Jessica Kyle, recruiter for the Peace Corps, would be on campus March 2<sup>nd</sup> and 3<sup>rd</sup>. She will be meeting with students while she is here.

Plans are moving forward on the grand roll-out of the Peace Corps Masters’ International Program here at the College. We are hoping to have an evening event in April to celebrate the program.

#### **X. Announcements and Reminders –**

Dr. McCandless remarked that the last dinner with graduate students and program directors, held on January 13<sup>th</sup>, was attended by a number of the students who presented posters at the poster session held on January 20<sup>th</sup>. The dinners are a great opportunity for students to network and share their concerns. There are three additional Dinners with the Dean scheduled for the spring semester: Wednesday, February 23<sup>rd</sup>; Tuesday, March 22<sup>nd</sup>; and Thursday, April 21<sup>st</sup>.

#### **XI. Update from the Graduate Student Association –**

Jennifer Jones, GSA President, announced that the Graduate Student Association is hosting its Annual Spring Oyster Roast Saturday, February 26. Tickets will be sold and proceeds will benefit the Charleston Parks Conservancy in the second phase of their mission to beautify Cannon Park.

This year the GSA provided grants to four graduate students to support their research projects. Their revolving grant process is very competitive. The grant information can be found on the GSA blog.

Ms. Jones said that the election for new officers would be held soon. They are currently looking for graduate students who are willing and able to serve next year. Students must have attended two GSA meetings this year in order to qualify. Matthew McDonnell, MBA program, was recently elected to fill the vacant vice president position on the GSA executive board.

#### **XII. For the Good of the Order –**

Bonnie Springer announced that the Master of Arts in Teaching in the Performing Arts with a concentration in theatre had been submitted to the National Association of Schools of Theatre.

#### **XIII. Adjournment –**

The meeting was adjourned at 4:10 pm.

The next meeting will be held on March 18, 2011.

## MINUTES OF THE GRADUATE COUNCIL MEETING

March 18, 2011  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Tim Callahan, Michael Cipriano, Ben Cox, Jason Coy, Susan Farrell, Lynne Ford, Robyn Holman, Kevin Keenan, Rhonda Mack, Renee McCauley, Eric McElroy, Dave Owens, Mary Provost, Silvia Rodriguez-Sabater, Bonnie Springer, Kendra Stewart, William Veal, Marianne Verlinden

**Guests:** Beverly Diamond, Senior Vice Provost; Meta Van Sickle, Department Chair, Teacher Education

**GSO Staff:** Niki DeWeese, Regina Semko

Dean McCandless called the meeting to order at 3:03 pm.

- I. **Welcome and Introductions** – Dean McCandless welcomed council members and guests.
- II. **Approval of February Minutes** – The minutes of the February 11th meeting were approved unanimously.

### III. **New Course Proposals and Program Changes** –

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, presented the following proposals:

#### **Proposals to Change a Graduate Course – MAT in Special Education**

**EDFS 748:** Field Experience in the Instruction of Exceptional Children

**EDFS 710:** Introduction to Exceptional Children and Youth

**Permission to Cross-list with EDFs 345**

**EDFS 740:** Characteristics of Students with Learning Disabilities

**Permission to Cross-list with EDFs 352**

**EDFS 750:** Characteristics of Individuals with Mental Disabilities

**Permission to Cross-list with EDFs 353**

#### **Proposals to Delete a Graduate Course – MAT in Special Education**

**EDFS 738:** Field Experiences with Students with Emotional Disabilities

**EDFS 758:** Field Experiences with Individuals with Mental Disabilities

#### **Proposal to Change a Graduate Program – MAT in Special Education**

All MAT in Special Education proposals, including the change to the graduate program, passed unanimously.

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#### **Proposal to Change a Graduate Program – MS in Mathematics**

Combined 5-year B.S./M.S. in Mathematics

Ben Cox, Program Director of the MS in Mathematics, explained the proposed change to the program. It would allow an outstanding and motivated undergraduate student the opportunity to complete a MS in Mathematics in within a year of completing their undergraduate degree. Similar programs (five-year BS/MS) are already offered at Clemson University and North Carolina State among others.

After questions and discussion, the proposal to change the MS in Mathematics graduate program passed unanimously.

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**Proposal to Change a Graduate Course – MS in Environmental Studies**

**EVSS 646:** Graduate Course Seminar

**Proposal for a New Graduate Course – MS in Environmental Studies**

**EVSS 632:** Social Science Methods in Environmental Studies

**Proposal to Change a Graduate Program – MS in Environmental Studies**

Tim Callahan, Program Director of the MS in Environmental Studies, explained the proposed change to the program and the course proposals. The MS in Environmental Studies course proposals and program change passed unanimously.

**IV. Developing Program-level Student Learning Outcomes –**

Beverly Diamond, Senior Vice Provost, and Lynne Ford, Associate Provost, explained the required assessment of learning outcomes for graduate programs. An informative handout was provided to serve as a guideline.

Beverly Diamond outlined a projected timeline and announced that Penny Brunner had been hired as the Director of Assessment.

Lynne Ford, Associate Provost, covered some of the assessment material in the handout. She stressed focusing on student outcomes, assessing student learning, and defining the outcomes of each program. The information can be added to the program review process, normally a five-year self-study process. Certificate programs also need to be included in assessing learning outcomes. Joint programs will need input from the other university in each case. This can be accomplished through the joint steering committee of the graduate program.

Program directors discussed ways this assessment information has been gathered for their program and asked for a time-frame for submitting the information. Dr. Ford asked that the information be submitted to Dr. Brunner in the office of assessment by the end of spring.

**V. Graduate Policies – Grade of “U” and Leave of Absence –**

Dr. McCandless reminded council members that both the grade of “U” and the leave of absence policy changes had been discussed and edited after suggestions by council members. She asked the Council to review the final policies so that they could be added to the graduate catalog for the coming year.

The grade of “U” (unsatisfactory) was clarified as it affected the dismissal and probation policies of the graduate school. The policy change was passed unanimously and will be added to the 2011-2012 graduate school catalog.

The Leave of Absence was a new policy for the graduate school. Although some programs require a student to be registered through continuous enrollment until

graduation, other programs do not. In order to keep track of continuing students in our system who are not currently taking classes, the leave of absence can be coded in our system and help to monitor student status. The form will be available on-line. The new policy was passed unanimously.

#### **VI. Approval of the Graduation List –**

Dave Owens, Associate Dean of the Graduate School, distributed the draft graduation list to the program directors. The list had also been sent out earlier in the week with the agenda for review. The graduation list was approved pending completion of all degree requirements by the candidates.

#### **VII. South Carolina Scholars Award and Recruitment Graduate Assistants –**

Dean McCandless would like to award the funds available to the top students from South Carolina by July 1<sup>st</sup>. Program directors should work with Regan Fantry, Director of Student Records, as soon as possible to nominate a student in their program for the award. The awards will go to the top first-year students, spring 2011 or summer 2011 admits.

The Dean has four full graduate assistantships to award to support recruitment in a graduate program. The recruitment graduate assistants will need to meet on a regular basis with Niki DeWeese, Director of Information and Recruitment, and are not to be used for research. Program directors interested in having a recruitment graduate assistant for their program were asked to email a request to Dr. McCandless by April 1<sup>st</sup>.

#### **VIII. Announcements and Reminders –**

The last two Dinners with the Dean of the semester will be held on Tuesday, March 22<sup>nd</sup> and on Thursday, April 21<sup>st</sup>. Students continue to enjoy these events.

A Charleston Affair, the graduation gala and alumni reception, will be held on Saturday, April 16<sup>th</sup> at 7 pm in the Cistern Yard. Niki DeWeese is planning a fun way to gather the graduate students together that evening.

#### **IX. Update from the Graduate Student Association –**

Dave Owens, Associate Dean, remarked that the GSA was much more active this year. He had two announcements to make for the GSA:

- The GSA travel grants deadline for spring is April 1<sup>st</sup>. All requests for travel awards must be in by that day to be considered.
- The GSA is looking for graduate students, preferably first year students, to run for office on the GSA board. Elections will be held soon. Graduate students must have attended two GSA meetings to run for election.

#### **X. Adjournment –**

The meeting was adjourned at 4:24 pm.

The next meeting will be held on April 15, 2011.

## MINUTES OF THE GRADUATE COUNCIL MEETING

April 15, 2011

3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Tim Callahan, Jason Coy, Susan Farrell, Robyn Holman, Renee McCauley, Eric McElroy, Mary Provost, Silvia Rodriguez-Sabater, Robert Russell, Bonnie Springer, Kendra Stewart, William Veal, Marianne Verlinden

**GSO Staff:** Niki DeWeese, Regina Semko

Dean McCandless called the meeting to order at 3:03 pm.

- I. **Welcome and Introductions** – Dean McCandless welcomed and thanked council members for their efforts this semester. She extended special thanks to Sylvia Rodriguez-Sabater, chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, for her work and the work of her committee on the graduate curriculum this year.
- II. **Approval of March Minutes** – The minutes of the March 15 meeting were approved with the correction to the spelling of one council member's name.
- III. **New Course Proposals and Program Changes** – Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, presented the following non-credit proposals for information to the Council:

**Proposals for new non-credit courses/programs:**

- CEIT 201:** Security Professional
- CEIT 210:** Linux Administrator I
- CEIT 211:** Linux Administrator II
- CEIT 320:** Java Application Development Foundation
- CEIT 321:** Java Web Component Developer
- CEIT 322:** Java Business Component Developer
- CEIT 323:** Java Web Service Developer

There is demand for these non-credit courses in the community and there are no competing providers for them in the area. The courses would contribute towards required certification needed by technicians at the Space and Naval Warfare Systems Center in Charleston, SC. The courses will all be completely self-supporting.

**IV. Graduate Commencement** –

Commencement Guides were distributed. Graduate Commencement will take place on Friday, May 6<sup>th</sup> in the Carolina First Arena. Students are to arrive at 4 pm and the ceremony will begin at 5:30 pm. Approximately 100 students will attend to receive their diplomas.



Program directors were asked to pay special attention to the pre-clear letters that Regan Fantry, Director of Student Records, has been emailing as she audits students set to graduate. She has noted in the letters when a student has a missing or incomplete grade for previous semesters as well as listing the classes for which the student is enrolled in the spring semester. Please be sure to get grade changes turned in ahead of time to avoid problems when the student cannot be cleared to graduate in May.

#### **V. South Carolina Scholars Award –**

Dean McCandless would like to award the funds available to the top graduate students from South Carolina. Program directors should work with Regan Fantry, Director of Student Records, to nominate a student in their program for the award. The due date for nominations for the summer awards is April 20. Although the due date for award nominations for the fall and spring semesters (FY11-12) will be sent out at a later time, program directors can begin nominations for the new fiscal year. Each student recipient of the SC Scholars Award will receive a \$2500 award each semester. Graduate students who have graduate assistantships are eligible for these awards as well.

#### **VI. Graduate Assistants for Recruitment –**

The Dean has awarded four full graduate assistantships to programs to support recruitment. The recruitment graduate assistants will meet on a regular basis with Niki DeWeese, Director of Information and Recruitment, to recruit for the graduate program and for the graduate school. Please contact Niki with your recruitment interests and ideas.

#### **VII. Graduate Scholars Awards –**

Ms. Fantry has determined that there are funds available for summer graduate scholars awards. The awards are available for both first and second year students, either resident or non-resident, who are in summer classes. She will send an email to the graduate student body and graduate program directors to identify students who qualify for the awards.

#### **VIII. Announcements, Updates, and Reminders –**

A Charleston Affair, the graduation gala and alumni reception, will be held tomorrow evening, April 16<sup>th</sup>, at 7 pm in the Cistern Yard. Niki DeWeese, Director of Information and Recruitment has day glow bracelets to hand out to the graduate alumni. These will help identify the graduate alumni and help students gather during the evening.

Tim Callahan, Program Director for Environmental Studies, reminded council members that the launch of the Peace Corps Masters International will be held on Wednesday, April 20<sup>th</sup> in the new science center. There are five students who will start the program here at the College in the initial year. The Peace Corps is celebrating its 50<sup>th</sup> anniversary.

The last Dinner with the Dean of the semester will be held next Thursday, April 21<sup>st</sup>. Students continue to enjoy these events. We are planning for next year. Let us have your suggestions.

**IX. Update from the Graduate Student Association –**

Dean McCandless remarked that the GSA was composed of an excellent group of students this year. They had a very successful year that included raising money and volunteering time and funds to make a beautiful garden bed at Cannon Park. They are to be commended for initiating a fund for graduate students traveling to undertake research projects and/or present research at national meetings and conferences.

**X. For the Good of the Order –**

Marianne Verlinden, Hispanic Studies, suggested that there be a catalog of non-credit courses on the website so that we can all see the continuing education offerings at the North Campus.

**XI. Adjournment –**

The meeting was adjourned at 3:32 pm.

The next meeting will be held in the fall, date to be determined.