

# MINUTES OF THE GRADUATE COUNCIL MEETING

September 16, 2011  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Doryjane Birrer, Tim Callahan, Ben Cox, Angela Cozart, Roger Daniels, Jo Ann Ewalt, Susan Farrell, Robyn Holman, Hao-Chen Liu, Eric McElroy, mutindi ndunda, Dave Owens, Craig Plante, Silvia Rodriguez-Sabater, Robert Russell, Scott Shanklin-Peterson, Bonnie Springer, William Veal, Marianne Verlinden

**Guests:** Bev Diamond, Penny Brunner, Karin Roof

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

**I. Welcome and Introductions** – Dean McCandless called the meeting to order at 3:03 pm.

**II. Approval of March Minutes** – The minutes of the April 15 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:

**Proposal for a graduate certificate program:**

- Graduate Certificate in Operations Research

The proposed certificate program is comprised of courses currently being offered at the College and does not require any additional resources. The proposal was passed unanimously.

**Proposals to Change a Graduate Course, Master of Arts in Teaching in Early Childhood Education:**

- EDEE 510 Name and description change
- EDEE 636 Name and description change

The proposals were passed unanimously after a brief explanation of the changes given by Angela Cozart.

**Proposal to Change a Graduate Course, Master of Education in Teaching, Learning and Advocacy:**

- MTLA 702 Course prefix change from EDFS 702

The proposal was passed unanimously.

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

- Law School Admission Test (LSAT) Preparation
- Medical College Admission Test (MCAT) Preparation

The non-credit proposals were presented to graduate council for information. The courses will be self-supporting.

#### **IV. Assessment / Student Learning Outcomes –**

Penny Brunner, Associate VP for Institutional Effectiveness, and Karin Roof, Director of Survey Research, presented the current assessment initiative at the College. They explained why academic programs are being asked to submit learning outcomes and described the plan for measuring those outcomes. SACS has comprehensive standards on outcome assessments that must be met to ensure our ability to receive federal funding. Academic assessment plans for each school, including the graduate school, are due by September 30<sup>th</sup>. At a later date, administrative assessment plans will be requested.

The College of Charleston Assessment Template was introduced and discussed. Although comprised of four columns, only the first two columns, program goals/student learning outcomes and the assessment method/performance expected, are due this month. Each graduate program plan should include three to six goals. Graduate program directors were encouraged to select the most important goals for this year and also asked to include a curriculum map. The template, when completed, should be sent electronically to both the school dean and the graduate school dean for their review. All of the templates will later be posted on the Office for Institutional Effectiveness and Planning (OIP) website at <http://oie.cofc.edu/assessment/index.php>.

In cases where programs already have assessment plans, such as those reporting to NCATE, NASPA or AACSB, that information can be used for the College assessment plan. The template will be placed online at a later date so that all four columns can be filled in electronically and submitted with any necessary data tables or other information included as attachments. The completed college-wide report will be submitted to SACS in March of 2013.

#### **V. Program Cost Study –**

Bev Diamond, Senior Vice Provost, distributed an envelope to all graduate program directors that included an assessment of the costs associated with their program of study. Council members each received a sheet explaining the cost study and methods used to determine program costs. The goal of the study is to develop a way to cost out graduate and undergraduate programs. The cost study will be presented initially to the deans and chairs, to the executive vice presidents on September 27<sup>th</sup>, and to the board of trustees at their October meeting.

The data preparation had all been done manually. Program directors were asked to review the cost analysis and let Dr. Diamond know of any discrepancies. A few of the program directors saw problems with the analysis of their program. Included in the discussion were:

- Calculation of the cost of joint programs with other schools
- Importance of showing the benefits to the community as well as costs
- Determination of program level costs for School of Education where many classes are shared by programs
- Effect on marine biology graduate program from the cost of Grice Marine Lab

#### **VI. Graduate Record Exam Update of New Scoring –**

Susan Hallatt, Director of Graduate Admissions, referred to information that had been handed out to the members regarding the new GRE scoring. The revised general test was launched in August and we are now in the delayed score reporting period. The scores from testing dates of August 1<sup>st</sup> through September 8<sup>th</sup> will be mailed by November 8<sup>th</sup>. There will continue to be a delay in reporting from GRE through November test dates. Starting in December 2011, the GRE score reporting will once again return to the normal reporting period of 10 to 15 days after the test date.

Until the reporting delays are ended, students can self-report their scores so that program directors can begin reviewing their applications. The new information will be available in November after the statistical analysis is completed for the transition to the new 130 – 170 scoring scale. Verbal reasoning and quantitative reasoning score scales are being transitioned from a 200 – 800 score (in ten point increments) to a revised 130 – 170 score (in one point increments). Since the GRE scores are valid for five years, applicants may have scores from the current GRE, the revised GRE, and some with scores from both tests. When it is available in November, the new scoring grid (concordance information) will help compare the scores, old and new.

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

- Graduate Staff Responsibilities for the graduate school office staff were distributed and are posted on the graduate school webpage to assist program directors in contacting the correct staff member with their issues or questions.  
<http://gradschool.cofc.edu/aboutus/staff.php>
- The fall recruiting schedule was included in the information passed out. It details the colleges and universities that will be visited by Niki DeWeese, Director of Information and Recruitment, and graduate assistants for recruitment from September through October
- In preparation for the submission of the graduate school annual report, it was requested that all graduate program reports be submitted by September 30<sup>th</sup>. Dean McCandless is preparing a summary for the graduate school that will include information from the graduate program reports.
- Program directors were reminded to review the graduate governance information. Three graduate programs are scheduled for a self-study review this school year.
- The dates for Dinner with the Dean this fall term are Wednesday, September 21<sup>st</sup>, Tuesday, October 25<sup>th</sup>, and Thursday, November 17<sup>th</sup>.
- The graduate school foundation account, R142, has had a name change from Graduate Studies to the Dean's Excellence Fund. Please consider a donation to this fund when you are making your annual gift.

## **VIII. Update from the Associate Dean –**

Dave Owens reminded the program directors of the scholarships for South Carolina residents, the South Carolina Graduate Award. Students residing in South Carolina with high scholastic aptitude are eligible to request a letter of support from the program director of the program to which they are applying. The scholarship application deadline for spring semester is October 1<sup>st</sup>. Dr. Owens encouraged the program directors to identify and direct students to apply.

The Graduate Student Association has plans to elect a president and secretary for the school term as soon as they are able to identify students to fill the two positions. The GSA has set aside funds in their budget to support graduate student travel to present research at major meetings and conferences. In 2010 – 2011 they awarded travel grants in the amount of \$500 per student to the top proposals.

## **IX. Adjournment –**

The meeting was adjourned at 4:39 pm.

The next meeting will be held on Friday, October 7<sup>th</sup>.

## MINUTES OF THE GRADUATE COUNCIL MEETING

October 7, 2011  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Reid Adams, Vince Benigni, Doryjane Birrer, Tim Callahan, Ben Cox, Jason Coy, Margaret Dubeck, Jo Ann Ewalt, Susan Farrell, Lynne Ford, Robyn Holman, Carter Hudgins, Daniel Kassim, Hao-Chen Liu, Rhonda Mack, Eric McElroy, Dave Owens, Craig Plante, Silvia Rodriguez-Sabater, Bonnie Springer, William Veal, Marianne Verlinden

**Guests:** Deborah Mihal, Andrew Lewis

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

- I. **Welcome and Introductions** – Dean McCandless called the meeting to order at 3:01 pm.
- II. **Approval of September Minutes** – The minutes of the September 16<sup>th</sup> 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 revised graduate forms:

### **Updated Graduate Course, Program and Cross-list Forms:**

- Graduate Course Proposal Form
- Graduate Program Proposal Form
- Graduate Permission to Cross-List Form

The graduate proposal forms were updated to be more similar to the newly revised undergraduate curriculum forms. The forms, as Word documents with text boxes, are easier to use. The new forms also include the student outcomes assessment grid for information that will be required for all new programs and courses at the College. The committee will accept the older forms this semester. The new proposal forms replaced the older versions on the graduate school website at <http://gradschool.cofc.edu/facultystaff/curriculumforms/index.php>. The new formats will be required for any proposals submitted in the spring semester.

A new academic approval process flowchart was developed to replace the older and longer version and replaces it on the website. It was suggested that the honor code and disabilities act information required in each course syllabus should also be added to the website. Word versions will be provided to allow faculty to include them in syllabi being developed.

### **IV. Equal Access for Students with Disabilities: A SNAP Refresher –**

Deborah Mihal, Director of the Center for Disabilities, explained the assistance provided to CofC students by SNAP (Students Needing Access Parity) Services. She reported that there are 795 students registered with their office and a number of other students on campus who choose not to register. The center provides assistance and guidance to students with a documented disability to ensure equal access to all programs and services of the College.

A student first registers with the Center for Disabilities Office, and once approved will be provided with reasonable and appropriate accommodations specific to the student based on assessment and/or medical documentation. The student may be provided assistance with advising and registration, assistance in the classroom such as technology or note takers, and support services.

It is important that instructors work with the SNAP staff and the student to facilitate individualized accommodations. Instructors can refer students to the SNAP office, however, students register with the office on a voluntary basis. It is also important to maintain confidentiality when working with or meeting with students.

Ms. Mihal provided a handout by email entitled “Seven Points to Guide Instructors” that covers the information in her presentation and outlines the instructor’s responsibility and rights. The website is located at <http://disabilityservices.cofc.edu/index.php>. Deborah and her staff can be reached for specific questions or situations at 953-1431 or at [SNAP@cofc.edu](mailto:SNAP@cofc.edu).

## **V. Graduate Applications –**

Susan Hallatt, Director of Graduate Admissions, distributed information on admissions updates and current deadlines for admissions by program. In the future we will get through CollegeNET a program called Major Manager which will allow us to activate and deactivate the access to the application on the website more easily. We continue to get applications in up to a month after the deadline. Student applicants often need to be deferred when their application is submitted after the deadline. Banner is not as flexible and decisions on degree versus non-degree status need to be firmer. Ms. Hallatt asked that program directors be mindful that should they ask to accept students after the deadline, the program admissions committee must be available to accommodate late applications for their program in a timely manner.

Graduate Admissions will no longer accept new degree-seeking applications after August 1<sup>st</sup> for Fall. Because of the delay in receiving GRE scores, we will continue to process degree-seeking applications for Spring 2012 until January 1, 2012, however no new degree seeking applications will be accepted after December 1<sup>st</sup>.

Once a student’s application is complete, students can check the status of their application and in about two weeks they should see a decision regarding their application. Some programs write their own letters and Ms. Hallatt formats them and sends the letters to the students electronically. Other programs leave the letter writing up to Ms. Hallatt. Program directors can decide whether they want to write their own decision letters. In each case, the student is provided their CWID number and an acceptance of offer form that they can complete and return to the graduate school office.

Since many schools, including Stanford and Princeton, now accept unofficial transcripts during the admissions process, Ms. Hallatt would like to begin accepting them with the stipulation that once accepted the applicant must provide official transcripts along with their acceptance of offer form in order to be officially accepted into a graduate program. The unofficial transcript(s) must have the institution name, applicant’s name, a breakdown of courses taken, and a GPA on them to be accepted as part of the application packet.

**Graduate School Grant Procedures** – Susan Hallatt introduced procedures for programs that anticipate applying for outside grant support that will be used to cover tuition costs for students in programs such as Project CREATE for Special Education, the Boeing grant for science and math courses, and the OELA grant for ESOL courses.

There are basic procedures to assure that grant recipients are processed in a timely and efficient manner:

- A CofC Grant Coordinator must be assigned by the department/program receiving the grant – the graduate school cannot be the point of contact for any grant
- The graduate school must be notified at least one month prior to the term affected by the grant – especially vital for summer terms

- All other parties must be notified including the program director, graduate school, and outside parties working with the grant/grant recipients
- Materials should clarify whether participants will be applying as non-degree or degree seeking
- Paper applications will continue to be used for contract courses – all others are encouraged to use on-line applications
- Outside processes must be followed if there are outside agencies that require them
- Fee waivers are possible – these can be set up by the CofC grant coordinator and the director of graduate admissions
- A cohort can be created in Banner to track participants in the grant
- A list of all potential participants must be given to the graduate school office prior to receiving the applications
- For successful registration of applicants –
  - Identify person responsible for registering applicants and how they will be registered
  - Send all materials pertaining to contract courses and grantees to the graduate school office in one package
  - Set up courses in Banner before submitting registration materials to the graduate office
  - Notify the registrar's office to open the courses for registration for on-line applications

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

- The Sixth Annual Graduate Student Research Poster Session will be held on Thursday, January 19, 2012. The graduate school advisory board will be in town that day as will the CofC board of trustees. Invitations will be extended to the advisory board, board of trustees, and to the entire campus. Monetary prizes will be awarded for the top poster presentations and the winners will be listed on the graduate school website. Dave Owens will organize a poster planning and design workshop in late November or early December.
- The Graduate School Annual Report has been completed and sent electronically to Academic Affairs. The report will be put on the graduate school website for faculty and staff at <http://gradschool.cofc.edu/facultystaff/index.php>
- The dates for Dinner with the Dean are Tuesday, October 25<sup>th</sup>, and Thursday, November 17<sup>th</sup>. These events are good networking opportunities for students and program directors. Students offer feedback on issues and concerns. Amy McCandless asked that program directors let her know if they want to attend one of the dinners in particular.
- Information on the Eleventh Annual William and Mary Graduate Research Symposium was sent out electronically. The deadline to submit an abstract for an oral or poster presentation is December 2, 2011. The full information and application is on their website at <http://web.wm.edu/grs/>. The symposium will be held March 23<sup>rd</sup> and 24<sup>th</sup> at the College of William and Mary.

## **VII. Update from the Associate Dean –**

Dave Owens shared the current list of students graduating by program and asked that the program directors contact Regan Fantry, Director of Student Records, to alert her to any changes. The graduation list will be approved at the November meeting. The commencement ceremony will be held on Saturday, December 17<sup>th</sup>.

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

Daniel Kassim, President – Elect, addressed the council and reported that he will be sworn in at the GSA meeting following the graduate council meeting. The GSA officers are:

Daniel Kassim, President  
Allison Cappel, Vice President  
Sarah Doty, Secretary  
Andrew Davis, Treasurer

The GSA has plans for another active year to include a service project and networking events. They can be reached at <http://blogs.cofc.edu/gsa/> or [gsa.cofc@gmail.com](mailto:gsa.cofc@gmail.com) .

### **IX. Adjournment –**

The meeting was adjourned at 4:17 pm.

The next meeting will be held on Friday, November 11th.

# MINUTES OF THE GRADUATE COUNCIL MEETING

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

**Members Attending:** Vince Benigni, Tim Callahan, Jason Coy, Roger Daniels, Margaret Dubeck, Jo Ann Ewalt, Susan Farrell, Robyn Holman, Daniel Kassim, Hao-Chen Liu, Rhonda Mack, Eric McElroy, Dave Owens, Craig Plante, Silvia Rodriguez-Sabater, Robert Russell, Scott Shanklin-Peterson, Sue Sommer-Kresse, Bonnie Springer, Marianne Verlinden

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

**I. Welcome and Introductions** – Dean McCandless called the meeting to order at 3:02 pm.

**II. Approval of October Minutes** – The minutes of the October 7<sup>th</sup> 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 new course proposals:

Master of Business Administration New Course Proposals

MBAD 530: Principles of Revenue Management in Hospitality  
MBAD 531: Forecasting and Business Analytics in Hospitality  
MBAD 532: Channel Management Strategies in Hospitality  
MBAD 560: Special Topics

Program Director, Rhonda Mack, explained that three of the proposed courses introduce a new focus area in Hospitality Revenue Management for the MBA program. The fourth proposed course, Special Topics, will allow the program to offer new and innovative courses. The four MBA graduate course proposals were considered together and were passed unanimously.

Change to the Continuing Education Policies: “Policies for Non-Credit Programs”

Sue Sommer-Kresse, Vice President for Community Relations, shared information that with the policy change, the Faculty Committee on Graduate Education, Continuing Education and Special Programs would no longer review and approve courses offered in continuing education. Instead, the Director of Continuing Education will serve as an ex-officio member of the committee and report regularly on new course offerings, enrollments and program evaluation.

There will be a new structure at the North Campus including a Dean who, when hired, will have the ability to hire faculty to teach continuing education programs and classes. Both the Dean and the Director of Continuing Education will have oversight on new non-credit and professional development continuing education programs. They will work with faculty and curriculum committees when developing new programs and courses.



#### **IV. Recruitment Report and Orientation Information – Niki DeWeese**

Niki DeWeese reported that she, two of our recruitment graduate assistants, and one of our former graduate assistants, were able to visit a total of nineteen schools during the fall recruitment season. Most of the schools visited are in South Carolina, North Carolina, Virginia, and the Atlanta area. Her assistant, Megs Eichorn, is working through the prospect list in order to get the information to the program directors.

In general, first year students asked about a number of programs rather than one or two specific programs. Out of state students are interested in coming back for their masters. Recruitment in the spring will consist of a number of one-day trips to visit students and faculty at nearby schools. Please let Ms. DeWeese know the names and contact information of faculty you would like her to visit during spring recruitment.

Sue Sommer-Kresse announced that a meeting was scheduled to be held at the new Boeing facility on Saturday, November 12<sup>th</sup>. Boeing has an educational program that provides tuition support for employees pursuing education programs from the freshman level through all levels of higher education. Staff from the College will be attending and will take literature about our programs for those who attend.

Spring orientation will be held on Friday, January 13<sup>th</sup> from 5 to 6:30 pm. This orientation will be a mixer where students, program directors, and staff can mix and mingle rather than a presentation. The information normally covered during orientation will be covered rather in an information packet including a "New Graduate Student Checklist", a list that the student will sign indicating that he/she has read and understands the policies of the College of Charleston.

#### **V. Announcements, Updates, and Reminders – Amy McCandless**

- The Sixth Annual Graduate Student Research Poster Session will be held on Thursday, January 19, 2012. Graduate research at all stages, from project initiation to completion will be included in the poster session. Invitations will be extended to the graduate school advisory board, board of trustees, and to the entire campus. Monetary prizes will be awarded for the top poster presentations. The posters will be judged on oral presentation, poster content, and poster design. There will be a poster planning and design workshop in early December to aid the graduate students in poster design basics.
- The Graduate School and the Honors College will share the president's box at the men's basketball game with the University of Tennessee at Chattanooga on Saturday, December 3<sup>rd</sup>, in the Carolina First Arena. The council members were invited to attend. Vince Benigni, Program Director of the MA in Communication, offered to get tickets for the members who wished to attend.
- The final Dinner with the Dean for the fall semester will be held on Thursday, November 17<sup>th</sup>. Deborah Cramer, author of "Great Waters: An Atlantic Passage" and "Smithsonian Ocean: Our Water, Our World", has been invited and will attend the dinner on Thursday. She will be on campus to make a presentation later that evening. It is an opportunity for our students to meet with her informally at the dinner. In the spring, we hope to have additional similar opportunities. Program directors are encouraged to let the dean know when they would like to attend the dinner with the dean along with students from their program, and additionally when visiting speakers might be invited.

## **VI. Update from the Associate Dean – Dave Owens**

Dave Owens shared the updated graduation list with the program directors and asked that any additions, deletions, or changes regarding students listed to graduate in December be emailed to Regan Fantry as soon as possible. The graduation list was approved pending completion of all degree requirements by the candidates. The graduation ceremony will be held on Saturday, December 17<sup>th</sup>.

Dr. Owens reminded council members to consider a donation to the “Dean’s Excellence” graduate school foundation account, R 142, when making their annual donation(s) to the college fund. The funds are being used to support graduate student research and the goals of the graduate school.

## **VII. Update from the Graduate Student Association – Daniel Kassim**

Daniel Kassim, President of the GSA, announced that he had attended the student town hall meeting and had brought up issues of concern to our graduate students. He will present the Student Address at the commencement ceremony on December 17<sup>th</sup>. The GSA can be reached at <http://blogs.cofc.edu/gsa/> or [gsa.cofc@gmail.com](mailto:gsa.cofc@gmail.com).

## **VIII. Adjournment –**

The meeting was adjourned at 3:44 pm.

The next meeting was scheduled to be held on December 2<sup>nd</sup> (if needed) and was subsequently cancelled.

## MINUTES OF THE GRADUATE COUNCIL MEETING

January 13, 2012  
4:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Tim Callahan, Ben Cox, Jason Coy, Angela Cozart, Roger Daniels, Andrew Davis, Margaret Dubeck, Jo Ann Ewalt, Hao-Chen Liu, Rhonda Mack, Renee McCauley, mutindi ndunda, Dave Owens, Silvia Rodriguez-Sabater

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

**I. Welcome and Introductions** – Dean McCandless called the meeting to order at 4:03 pm.

**II. Approval of the November Minutes** – The minutes of the November 11th meeting were approved unanimously.

**III. New GRE Scores Update / GRE Percentiles – Amy McCandless**

The new GRE scoring and percentiles are still in flux and will be until a larger number of students take the test and are scored. A sheet containing the Verbal Reasoning Concordance Table and the Quantitative Reasoning Concordance Table was handed out. It lists a comparison of the scores on the prior scale and estimated scores on the current scale including the percentile ranking. Dr. McCandless suggested using some flexibility rather than using rigid scores on program websites until the final scoring is determined.

**V. Announcements, Updates, and Reminders – Amy McCandless**

- The Spring Graduate Orientation Social will be held immediately after the graduate council meeting at the Yo Burrito. The orientation is being held in a new format to encourage participation by new graduate students.
- The Sixth Annual Poster Session, poster presentation and a reception will be held on Thursday, January 19<sup>th</sup> in the Stern Center Ballroom from 4:00 to 6:00 pm. Faculty, staff, and students will be invited to attend as well as the board of trustees and the members of the graduate school advisory board. Monetary prizes will be awarded for the top poster presentations. We are looking for judges to jury the presentations that evening.
- The Graduate School Advisory Board will meet on the morning of January 19<sup>th</sup> and have lunch in the Stern Center ballroom with a number of graduate students.
- The Dinner with the Dean suggested dates were announced. The April 4<sup>th</sup> meeting is the only meeting currently confirmed. Gus Speth, a member of the advisory board, will meet with graduate students at the dinner that evening. Dr. Speth is scheduled to give a presentation later that evening at the college. Dr. McCandless asked for suggestions of other speakers or guests for the February and March dinners. The dates are easily changed with a few weeks advance notice.
- Dr. McCandless asked for volunteers to serve on an ad hoc committee to work on the SACS compliance issues that specifically apply to graduate school.

## **VI. Update from the Associate Dean – Dave Owens**

Dave Owens wanted to open a discussion at some time regarding strategy three of goal two in the strategic plan, “Make investments in select master’s and doctoral programs...”

In the envisioned future for the graduate school, it is proposed that by the year 2020 “The Graduate School of the College of Charleston is known for its high-quality master’s programs and three joint Ph.D. programs that build on the historical and environmental foundations of the region. Our master’s and Ph.D. programs in marine biology and environmental studies are internationally renowned and our Ph.D. in curriculum and instruction lures educators from all over the region.”

A brief discussion followed covering some thoughts, plans, and issues including:

- History and culture of the Lowcountry education could be popular
- Professionals looking for Ph.D. programs in the sciences
- Need for Ph.D. training in Education
- Master of Science in Computer Science program trying to develop a 4 + 1 (5year) ABM similar to the one passed last year for Master of Science in Mathematics

Jo Ann Ewalt reported to the council that the Master in Public Administration is working to separate from USC to be a stand-alone CofC program. Although the USC faculty have been teaching classes, there has been very little involvement with the students. There is little incentive for the USC faculty to do what is required for our assessment. The plan is to do a program modification through the college committees. USC does not oppose the program modification.

Dr. McCandless asked if the graduate council members would be happy to expedite the program modification and all agreed.

## **VII. Update from the Graduate Student Association – Andrew Davis, Treasurer**

Andrew Davis announced that the spring GSA Research Grant applications are due on February 17<sup>th</sup>. The information on applying can be found by contacting [gsa.cofc@gmail.com](mailto:gsa.cofc@gmail.com). Study abroad graduate students are also eligible to apply. The GSA will also soon resume their ongoing Charleston Parks Conservancy service project at Cannon Park.

## **VIII. Adjournment –**

The meeting was adjourned at 4:41 pm.

The next meeting will be held on February 10<sup>th</sup>, 2012

# MINUTES OF THE GRADUATE COUNCIL MEETING

February 10, 2012  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Doryjane Birrer, Tim Callahan, Roger Daniels, Margaret Dubeck, Susan Farrell, Robyn Holman, Hao-Chen Liu, Renee McCauley, Eric McElroy, Dave Owens, John Peters, Silvia Rodriguez-Sabater, Robert Russell, Marianne Verlinden

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

**I. Welcome and Introductions** – Dean McCandless called the meeting to order at 3:03 pm.

**II. Approval of the January Minutes** – The minutes of the January meeting were approved unanimously.

## **III. New Course Proposals – Silvia Rodriguez-Sabater**

Master of Science in Accountancy:

Course deletion proposals:

- ACCT 513-*Financial Statement Analysis*
- ACCT 551-*Corporate Transactional Data Management*
- ACCT 552-*Quantitative Analysis for Accountants*
- ACCT 553-*Advanced Corporate Transactional Data Management*
- ACCT 554-*Advanced Quantitative Analysis for Accountants*
- ACCT 555-*Information Technology Governance and Infrastructure Lifecycle Management*
- ACCT 556-*Protection of Information Assets*

The seven course deletion proposals were taken as a group and were passed unanimously.

New course proposals:

- ACCT 599-*Contemporary Accounting Issues*
- ACCT 570-*European Origins of Modern Accountancy* (Study Abroad)
- ACCT 575-*European Financial Markets* (Study Abroad)

Program Director, Roger Daniels, said that the proposed course, Contemporary Accounting Issues is a more traditional approach to accounting. Two new courses are study abroad offerings that will be good recruiting tools and become a permanent part of the program. All three new course proposals were passed unanimously.

The Modification of existing Master of Public Administration was offered as information to the Council members. The MPA has been a joint program between the College and USC. This modification creates a stand-alone MPA program at the College. There are no curricular changes and no costs associated with this change.

## **IV. SACS Requirements – Penny Brunner and Niki Leiva**

Penny Brunner, Associate Vice President for Institutional Effectiveness and Planning, visited the Council to inform the members about the expectations and requirements for the Fifth Year Interim Report. The report must include an assessment report for each area of the school and will be submitted in March 2013.

The assessment cycle:

- Assessment plans (first two columns of the assessment template) for each department/program were due on September 30, 2011
- **Assessment Reports (all four columns of the assessment template) for each department/program are due by May 15, 2012**
- Deans'/Unit Administrators' summary and review is due to the Provost by June 15, 2012
- Provost/EVP review will take place in July 2012
- President will review will take place in August 2012

Dr. Brunner pointed out the importance of acquiring SACS approval for new programs including on-line, off campus, and worksite offerings where students are receiving college credit. SACS must also be notified of any substantive degree or program level changes.

Since the College was placed on monitoring for not complying with SACS standards in the past, it is important that this report be done following the guidelines. Faculty credentials are also important. For graduate school, teaching faculty should have a terminal degree in their area.

A handout was distributed that outlines the roles, responsibilities and activities of the program director or department chair in the current phase of assessment, and of the deans, and the provost later this year. The Fifth –Year Interim Report will include a Quality Enhancement Plan (QEP) Impact Report. Since SACS decides what will be required, an additional report may also be needed.

In looking at Gen Ed competencies, ETS testing is being done at the undergraduate level. The test will be administered to 200 freshmen and to 200 seniors via an on-line 40 minute test. Results of this testing will be shared on the assessment website. Although this test is not required by SACS, it will give us some valuable information.

Niki Leiva reported that she has been tasked with aligning the catalog with the website as far as required policy information. The policies that SACS requires will need to be listed in the appropriate places and match each other in wording. Two of the policies that all programs should have in place are an admission policy and a transfer policy. These will need to be added to each section of the graduate catalog.

Mrs. Leiva will be sending emails to program directors in an effort to match the catalog to the program website so that they will also match the final report to SACS. Definitions will be needed for concentrations, specializations, tracks, cohorts, etc. She asked that program directors make sure that the wording in the catalog is also on the program website.

Requests for catalog revisions will also be emailed out soon.

## **V. Cognate/Interdisciplinary Discussion – Niki Leiva**

A handout with a listing of all graduate summer classes was distributed. It was proposed that graduate students be able to take offerings outside of their program as electives to give them broader choices. Council members were asked if they would like an ad hoc committee to study feasibility of opening up some of the courses to other programs.

## **VI. Announcements and Updates – Amy McCandless**

- The ExCEL Award nomination submissions are being collected. Members were encouraged to nominate graduate students, graduate faculty, and graduate staff for the awards by the deadline of noon on Friday, March 2<sup>nd</sup>. Two categories in particular were

created just for the graduate school: Outstanding Student of the Year for the Graduate School and Outstanding Faculty of the Year for the Graduate School. There are many other categories listed on the website at <http://www.cofc.edu/excelawards/> for which students, faculty and staff can be nominated.

- The chair of our graduate school advisory board, Dianne Culhane, shared information on a Coca-Cola internship in the Public Affairs and Communications area. Please send your nominations to Amy McCandless by February 17<sup>th</sup>. Dianne Culhane will interview the candidates prior to the application deadline and will submit applications for the top applicants to Coca-Cola.
- The Sixth Annual Poster Session, poster presentation and reception was well attended. Six posters and their presenters were chosen for the top awards and monetary prizes. A total of 33 research projects were presented with 37 graduate students participating from 8 graduate programs. Special thanks to the GSA for co-sponsoring the event.
- The Dinner with the Dean dates are: Tuesday, February 21<sup>st</sup>, Thursday, March 22<sup>nd</sup>, and Wednesday, April 4<sup>th</sup>. The April dinner will be combined with a talk on campus by James Gustave "Gus" Speth, one of the founding fathers of sustainability and a co-founder of the Natural Resources Defense Council. The dinner will be from 5:30 to 7:00 pm with his lecture to follow at 7 pm.
- The Graduate Student Association is preparing for the election of new officers to serve next school year. They continue to offer and award scholarships for research in the amount of \$500 each to deserving graduate students.

## **VII. Update from the Associate Dean – Dave Owens**

Dave Owens stated that he was impressed with the graduate poster session and would be compiling and sending the comments provided by the judges out to the participating students.

The deadline to apply to graduate on May 11<sup>th</sup>, 2012 is midnight tonight. Niki Leiva has redone the graduation website.

Dr. Owens asked for volunteers to explore development of a limited number of PhD programs at the College. He asked for faculty to sit on the committee. Tim Callahan and John Peters volunteered. The discussions will include:

- Possible Ph. D. programs in History and culture of the Lowcountry
- Professionals looking for Ph.D. programs in the sciences, Marine Biology and Environmental Studies
- Need for Ph.D. training in Education

## **VIII. Adjournment –**

The meeting was adjourned at 4:13 pm.

The next meeting will be held on March 16th, 2012

# MINUTES OF THE GRADUATE COUNCIL MEETING

March 16, 2012  
3:00 PM, Beatty Center, Room 216

**Members Attending:** Vince Benigni, Tim Callahan, Jason Coy, Roger Daniels, Jo Ann Ewalt, Susan Farrell, Robyn Holman, Daniel Kassim, Eric McElroy, Mutindi Ndunda, John Peters, Silvia Rodriguez-Sabater, Robert Russell, Scott Shanklin-Peterson, Bonnie Springer, Marianne Verlinden

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

- I. **Welcome and Introductions** – Dean McCandless called the meeting to order at 3:05 pm.
- II. **Approval of the February Minutes** – The minutes of the February meeting were approved unanimously.
- III. **New Course Proposals – Silvia Rodriguez-Sabater**

Master of Arts in Communication

New Course Proposals:

**COMM 500 – Introduction to Graduate Studies in Communication**

**COMM 514 – Social Media**

**COMM 680 – Seminar in Rhetoric**

Course Title Change Proposal:

**COMM 580 – Seminar in Communication** (*Special Topics*)

Change to a Graduate Program – Master of Arts in Communication

---

Master of Education in Languages: Termination of a Graduate Emphasis –French Track

Silvia Rodriguez-Sabater, Chair of the Faculty Committee on Graduate Education, Continuing Education and Special Programs, introduced the MA in Communication proposals. New courses COMM 500, 514 and 680 were passed unanimously as was COMM 580, title change to an existing course.

Program Director Vince Benigni outlined the changes to the MA in Communication program. The new courses will be added to the core courses for the degree. The change to the program was passed unanimously.

Program Director Robyn Holman explained that the termination of the French track in the M.Ed. in Languages was based on the small enrollment numbers in the track in past years. There had been no enrollments in the track in the past two years. It was recommended by academic affairs and CHE that the track be terminated. Council agreed to “regretfully support the termination”.



#### **IV. Admissions Update – Susan Hallatt, Director of Admissions**

Susan Hallatt reported that CollegeNET has added Major Manager which will allow her to fine tune admission deadlines applications and make some of the changes without contacting CollegeNET and waiting for them to update the on-line application. Her new ability to access the on-line application result in more flexible deadlines for applications by program and the ability to turn specific requirements on or off. Implementation is planned for this summer.

Ms. Hallatt asked if all programs can refer to “statement of goals” on the application in an effort to standardize the admission requirements. Currently the wording used includes “letters of intent”, “personal statement”, “statement of goals”, and “cover letter” to request the same information for different programs. A handout was distributed that listed the admission form wording of “letters of recommendation” and “statement of goals” for each program. Program directors were requested to check the listing and to reply to Susan with any changes that need to be made. The wording for the letters and statement should match on both the admission form and on the program website.

#### **V. Enrollment Projections – Niki Leiva, Director of Information and Recruitment**

Although Niki Leiva will be contacting each program director, she asked that they review the handout, Enrollment Projections, a compilation of questions that need to be answered for each program so that we can develop a comprehensive understanding of each of our graduate programs and the growth of the Graduate School. We are in the process of developing enrollment projections for the next five years.

Institutional Research (IR) will be asking for the projections. The Graduate School is expected to grow. This growth is indicated in the CofC strategic plan. We will need more faculty and more resources as we grow the programs. Graduate degree and graduate certificate programs in the form of additional concentrations, combined degrees and new offerings are anticipated.

#### **VI. Announcements, Updates and Reminders – Amy McCandless, Dean**

- Self-Study External Review Site Visits:
  - MA Communication – March 19<sup>th</sup> and 20<sup>th</sup>
  - MS Historic Preservation – April 9<sup>th</sup> and 10<sup>th</sup>
  - MS Environmental Studies – April 16<sup>th</sup> and 17<sup>th</sup>

Faculty from six other universities will be on campus to do peer reviews of the three graduate programs later this month and in April. Each group of two peer reviewers will meet with administrators, faculty, and students. Based on information gleaned from these meetings, the written self-study, and additional materials provided by the program, they will write a report including data collected from and recommendations about the program reviewed. These recommendations and observations have helped in many cases to improve our programs.

- The Dinner with the Dean dates are: next Thursday, March 22<sup>nd</sup>, and Wednesday, April 4<sup>th</sup>. The April dinner will be combined with a talk on campus by James Gustave “Gus” Speth, one of the founding fathers of sustainability and a co-founder of the Natural Resources Defense Council. The dinner will be from 5:30 to 7:00 pm with his lecture to follow at 7 pm.
- The SACS Assessment Reports, all four columns, are due on May 15th. Please continue to complete and submit your reports to your departmental Dean and to Dean McCandless

## **VII. Approval of the Graduation List – Amy McCandless, Dean**

Dean McCandless distributed the spring 2012 diploma list to the program directors. It had been sent out electronically with the graduate council meeting reminder. She asked that any deletions, additions or changes be sent to Regan Fantry, Director of Student Records. The graduation list was approved pending completion of all degree requirements by the candidates.

## **VIII. Update from the Graduate Student Association, Daniel Kassim, President**

Daniel Kassim announced that the current officers are looking for graduate students to serve in the fall and spring as officers of the GSA. The GSA meeting was scheduled for 5:30 following our graduate council meeting. This year the GSA projects and issues were health insurance for graduates, special parking for graduate assistants, and networking, both social and academic.

## **IX. Adjournment –**

The meeting was adjourned at 4:00 pm.