MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, September 17, 2021 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Mike Braswell (ACCY), Mark Del Mastro (AA), Raúl Carrillo-Arciniega (HISP/LCWA), Grant Gilmore (CPAD), Alex Kasman (MASC), Kate Keeney (ARCM), Brian Lanahan (EDEL), Jiexiang Li (MASC), Mike Lee (MCOM), Judy Millesen (MPA), Shawn Morrison (CGE), mutindi ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Susan Simonian (MSCL), Jacob Steere-Williams (HIST), Alan Strand (BIOL/SSM), Rafael Teixeira (SCIM/SOB), Laura Turner (EDPA), Anton Vander Zee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Divya Bhati (OIE), Seaton Brown (MBA), Lisa Chestney (RO), Lucy Davis (ENSS), Ed Hart (SOTA), Nancy Muller (LGC), Antonio Pérez-Núñez (HISP), Norma Salcedo (MBIO)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

I. Welcome – the meeting was called to order at 3:01 pm.

II. Approval of the Minutes April 23, 2021 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

A. Mathematical Sciences, MS
   i. Admissions requirements: remove summer as admission term

   Alex Kasman (MASC) described that the program seeks to remove summer as an admission term since the program does not offer summer courses and it is misleading to prospective students.

   The proposal passed unanimously.

B. Public Administration, MPA
   i. PUBA 623: course deactivation

   Judy Millesen (MPA) described that the faculty with this content expertise is no longer at the College. The course has not been offered for several years and is not planned to be taught again.

   The proposal passed unanimously without discussion.

C. Languages, MED
   i. SPAN 614: course description change, make repeatable
   ii. SPAN 615: course description change, make repeatable
   iii. SPAN 655: course deactivation
   iv. SPAN 671: course deactivation

   Emily Beck (LALE/ESOL) described these changes as minor adjustments to meet the current demands of the program’s offerings. She also noted that courses being
deactivated have not been taught for several years and the faculty is no longer at the College.

The proposals passed unanimously without discussion.

IV. Holistic Admissions Presentation: Feedback and Discussion – Kameelah Martin, GSO

Martin (GSO) challenged program directors to create rubrics for their admissions process after the holistic admissions presentation during the program directors retreat in August; she wanted to provide some time for feedback and discussion now that attendees had time to reflect. Mike Lee (MCOM) asked if the presenters were from ETS (the company that offers the GRE exam) and noted that seemed like a conflict of interest. Anton Vander Zee (ENGL) said that the presentation was useful, but it might be more relevant for competitive programs instead of those that are not as selective. Martin (GSO) said she can share this feedback with the presenters. Emily Rosko (MFA) asked if the Graduate School will reinstate the requirement for a standardized test to be considered for fellowships. Robyn Olejniczak (GSO) responded that a final decision has not yet been made but will be discussed soon.

Kelley White (EDEC) asked if a formal proposal would be needed to add some prompt questions to the personal statement admission requirement. Olejniczak (GSO) responded yes if this will need to be reflected in the catalog. Mark Del Mastro (AA) countered that if this is just guidance and clarification, it would not need a proposal. Seaton Brown (MBA) suggested adding this language to the program website; Susan Hallatt (GSO) added that a link to this website could be added to the online application.

V. Assessment Committee Formation – Kameelah Martin, GSO

Martin (GSO) announced that she is taking over this area of responsibility now that Associate Dean Jon Hakkila has left the College. She added that the Graduate School will need to form a committee this year; there was no committee last year due to the disruption caused by the pandemic. Martin (GSO) announced that May 15, 2021 was the deadline to submit assessment report data and results in Compliance Assist, and that November 1, 2021 is the deadline to submit changes to assessment plans for the coming year. She also posed the question whether assessment of graduate programs should occur in the academic schools instead of the Graduate School and asked if the data being collected is benefiting graduate programs. Beck (LALE/ESOL) stated that when a committee seeks representatives from each school, it places an undue burden on faculty who are the only graduate program representative from their school. Martin (GSO) asked for volunteers to serve on the assessment committee; Laura Turner (EDPA), Lee (MCOM), Susan Simonian (MSCL), and Shawn Morrison (CGE) volunteered. Kate Keeney (ARCM) and Brian Lanahan (EDEL) asked if a template for the assessment plans and reports was available. Martin (GSO) responded yes and asked new graduate program directors to ensure they have access to the Compliance Assist platform.

VI. Announcements, Updates, and Reminders – GSO Staff

Olejniczak (GSO) announced that the Graduate School is looking for a graduate assistant and shared the link to apply with the group

Susan Hallatt (GSO) announced that edits to the online application are completed. Going forward, she hopes to identify a specific timeframe for edits so that they are not ongoing. Hallatt (GSO) also provided an update on the decision process currently being built within the TargetX platform. She
believes it will be ready for use by admissions committees for the summer and fall 2022 admission terms.

Erica Shirley (GSO) announced that elections for the Graduate Student Association will be held in the coming week, and that the Graduate School is planning to host this year’s 3MT competition online. She also announced that the Graduate School has been asked to host the President’s box during a home basketball game on November 11 and wanted to know if there was interest in attending given the current pandemic. Martin (GSO) noted that in working with the Institutional Advancement, this event is meant to foster interest in graduate education and connect with potential donors. To that end, the Graduate School would like several program directors and graduate students to attend in addition to members of the Graduate School’s advisory board. Brown (MBA) suggested that an advisory board member be paired with the graduate program most closely aligned to their interest or background; programs also have their own advisor boards and alums whose members might be good to invite. Brown (MBA) which fundraising officer was assigned to the Graduate School. Olejniczak (GSO) responded that the Graduate School has never had a dedicated officer, but several staff have helped over the years.

VII. For the Good of the Order

Annette Watson (ENSS) asked if the Graduate School would continue to offer thesis workshops. Martin (GSO) responded yes, but that program directors and thesis advisors need to ensure they are reviewing for formatting and general organization as the Graduate School has seen a decline in the state of theses submitted for review. Millesen (MPA) said that advisors cannot take on the work of reviewing and suggested that students consider providing this as a service for hire or seek out free resources like the Writing Lab. Martin (GSO) does not expect thesis advisors to edit line by line, but more attention needs to be paid as submissions is poor shape will cause a student to miss graduation deadlines.

Brown (MBA) shared that the MBA program was ranked in the top 100 MBA programs by Bloomberg/Business Week, and that the program is also one of few where the majority of the cohort is women and non-binary students.

Vander Zee (ENGL) asked when annual reports are due and which program are due for peer-review. Martin (GSO) responded that annual reports were not required this year as the Provost is reconsidering how these reports are collected and disseminated. She continued that several self-studies were delayed due to the pandemic, but she will share the review calendar.

Kasman (MASC) asked if the Graduate School is considering implementing a time limit in which College of Charleston graduate courses could count towards degree requirements; the program had a student seek readmission with coursework over 10 years old. Olejniczak (GSO) said that she is also curious about this so plans to do peer research to find if other graduate schools have a regulation or policy on this topic. Allan Strand (BIOL/SSM) noted that a policy should not be implemented that might disadvantage a nontraditional student making slow degree progress. Millesen (MPA) asked if the issue varied by discipline, and used the MPA as an example of a program with a large population of working professionals. Simonian (MSCL) asked if a policy is necessary and could course age be considered case by case. Olejniczak (GSO) clarified that there are three categories of coursework: College of Charleston courses, transfer courses, and undergraduate courses reviewed for admissions purposes; this question relates to College of Charleston courses. Del Mastro (AA) said that if the rule will vary program to program, it will need to be reflected in the catalog. Craig Plante (MBIO) added that the degree time limit is also important to keep in mind. He also made a procedural note
regarding the approval of the minutes and said that action required a vote. The group voted unanimously to approve the minutes.

VIII. **Adjournment** – the meeting adjourned at 3:58 pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, October 15, 2021 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Mike Braswell (ACCY), Mark Del Mastro (AA), Raúl Carrillo-Arciniega (HISP/LCWA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Mike Lee (MCOM), Ron Magnuson (MBA), Judy Millesen (MPA), Shawn Morrison (CGE), mutindi ndunda (TEDU/EHHP), Craig Plante (MBIO), Susan Simonian (MSCL), Emily Skinner (MTLA), Alan Strand (BIOL/SSM), Rafael Teixeira (SCIM/SOB), Maren Trochmann (POLI/HSS), Sofia Troya (GSA), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Lisa Chestney (RO), Franklin Czwazka (RO), Jerry Mackeldon (RO), Nancy Muller (LGC), Norma Salcedo (MBIO)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

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

II. Approval of the Minutes September 17, 2021 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

   A. Languages, MED
      i. LALE 695: pre-req change

      Shawn Morrison (CGE) described that the program seeks to update the existing pre-requisites in order to make registration eligibility more flexible for students.

      The proposal passed unanimously without discussion.

   B. Urban & Regional Planning Graduate Certificate
      i. Program change: add PUBA 519 to Policy & Management course options

      The proposal passed unanimously without discussion.

IV. Update on the Joint Program in Historic Preservation – Kameelah Martin, GSO

Kameelah Martin (GSO) announced that the provosts at the College and Clemson have decided to dissolve the joint program in Historic Preservation. This fall was likely the last group of students to be admitted under the joint program. Proposals to formally terminate the program at College of Charleston are currently in progress.

V. Graduate Student Association – Kameelah Martin, GSO

Martin (GSO) announced that the Graduate School recently hosted elections for the 2021-2022 executive team of the Graduate Student Association, and those results were shared with students and program directors. She then introduced Sofia Troya as the new GSA president. Sofia Troya (GSA) is an international student who also attended the College as an undergraduate Political
Science major. She has a passion for being involved and has participated in several student organizations. Some of her initiatives for the GSA include developing resources for international students and ensuring graduate school websites are accessible and ADA compliant. Troya (GSA) closed by saying she is happy to serve in this role and that she hopes program directors will encourage their students to engage with the GSA so their sub-organizations are in good standing and students remain eligible for funding.

VI. Announcements, Updates, and Reminders – GSO Staff

Erica Shirley (GSO) announced that the Graduate School is planning to host this year’s 3MT competition on November 8, 2021 in a virtual format. She also provided a reminder about the current restrictions on student travel, which only allow same day travel within a 50 mile radius of Charleston. This prevents students from being eligible for Graduate School and GSA professional development funding. Finally, she asked that those interested in attending the home basketball game in which the Graduate School will host the President’s box to please complete the participation survey.

Susan Hallatt (GSO) announced that the admissions team is proactively reminding applicants of the January 15 priority deadline and asked that programs do the same. The priority deadline specifies that applicants must have a completed application and not just a submitted application. Hallatt (GSO) also reminded the group of the spring application deadlines and included that the final deadline of December 1 is absolute as the holiday closure prevents any processing after that time. Ron Magnuson (MBA) asked if there will be a free application this year as in years past. Hallatt (GSO) responded yes, if everyone finds it beneficial and we get permission.

Robyn Olejniczak (GSO) reminded everyone that today is the deadline to submit a graduation application for the fall semester.

Martin (GSO) announced that a search committee has been formed for the Graduate School’s marketing and recruitment position, and that role will hopefully be filled early next semester. Morrison (CQE) asked about the status of the Associate Dean role. Martin (GSO) responded that she is working with the Provost on finalizing the next steps and hopes to make an announcement soon.

VII. For the Good of the Order

There were no comments for the good of the order.

VIII. Adjournment – the meeting adjourned at 3:22pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, November 19, 2021 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Keonya Booker (GSO), Mark Del Mastro (AA), Raúl Carrillo-Arciniega (HISP/LCWA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Alex Kasman (MASC), Brian Lanahan (EDEL), Mike Lee (MCOM), Ron Magnuson (MBA), Shawn Morrison (CGE), mutindi ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Jacob Steere-Williams (HIST), Rafael Teixeira (SCIM/SOB), Maren Trochmann (POLI/HSS), Sofia Troya (GSA), Laura Turner (EDPA), Anton Vander Zee (ENGL), Kelley White (EDEC)

Guests Present: Divya Bhati (OIE), Seaton Brown (MBA), Lisa Chestney Leeke (RO), Lucy Davis (ENSS), Nancy Muller (LGC), Norma Salcedo (MBIO), Katie Yochim (MSCL)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

I. Welcome – the meeting was called to order at 3:01pm.

II. Approval of the Minutes October 15, 2021 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

A. English to Speakers of Other Languages Graduate Certificate
   i. Admissions change: add statement of goals, remove priority deadlines

   Shawn Morrison (CGE) described that the program seeks to update add a statement of goals in order to better advise admitted students.

   The proposal passed unanimously without discussion.

B. Mathematical Sciences, MS
   i. MATH 700: change grade mode to P/F, add pre-reqs, require 6 total hours

   The proposal passed unanimously without discussion.

C. Public Administration, MPA
   i. PUBA 554: course deactivation

   The proposal passed unanimously without discussion.

IV. Fall 2021 Enrollments – Kameelah Martin, GSO

Kameelah Martin (GSO) shared official enrollment data for each graduate program with attendees and explained that this data is used primarily to determine each program’s funding allocation for the coming academic year. The Graduate School plans to share the 2022-2023 funding allocation information at the December Graduate Council meeting. Martin (GSO) acknowledged that the funding landscape is precarious and the Graduate School will do its best to take program concerns about this and abatement funding into consideration. Robyn Olejniczak (GSO) clarified that this
enrollment data includes registered, degree-seeking and certificate-seeking students; it does not include non-degree students, students on approved Leave, or joint program students enrolled through the Citadel.

Emily Beck (LALE/ESOL) asked how this enrollment data will be used given that the forthcoming RCM budget model focuses on FTE. Martin (GSO) responded that the information received thus far regarding RCM is hypothetical, but the Graduate School has been designated as a cost center. There has been no clear information about how this designation will impact the funding the unit receives through the RCM system. There is also no clarity about how this model with impact student funding like assistantships, abatements, etc. Ron Magnuson (MBA) added that it may be beneficial to collect data on gross revenue generated by these enrollments; the Treasury does calculate the net revenue for each program. He continued that the institution collects much more data for undergraduate students than graduate students; it is important to collect all relevant data in a comparable way for graduate students for strategic planning purposes. Magnuson (MBA) noted that graduation and retention data will not be universal as each program will have its own benchmarks for success. He suggested that the Graduate Council, perhaps via sub-committee, also work on developing a definition for experiential learning / high-impact activities for each program since that is a metric currently used in one pillar of the strategic plan. Martin (GSO) agreed and shared that Institutional Research is currently building a data dashboard for graduate programs called Tableau.

V. **TargetX Decision Review Demo** – Susan Hallatt, Graduate School

Susan Hallatt (GSO) provided a demonstration of the new application review process that allows admission committee members to make decisions within the TargetX application system instead of via email and PDF forms. Anton Vander Zee (ENGL) provided a few comments regarding the design layout of the review portal; Emily Rosko (MFA) asked if training sessions would be offered. Vander Zee (ENGL) asked if admission committees should be reviewing applications using their holistic review rubrics and then log their decisions in the portal or if these steps should be occurring simultaneously. Hallatt (GSO) responded that the rubrics within the portal are somewhat generic as it is too difficult to create rubrics for each program, but they are meant to help the committee get started in their review. Seaton Brown (MBA) asked if review access will be limited to applications from only the necessary program to ensure data security and integrity. Hallatt (GSO) responded yes, security roles will be structured to limit reviewer access to their own program. Craig Plante (MBIO) asked if it is possible to bundle complete application notifications into one email instead of individual emails. Hallatt (GSO) is not sure the TargetX system has the technical capability to do that. Brown (MBA) asked if this new review process is currently live. Hallatt (GSO) responded no, but the goal is to launch in early 2022 so that the majority of fall 2022 admissions decisions will use this new review process. She also reminded program directors that they each have a folder in TargetX that holds several application status reports. John Peters (SMFE) asked how an accepted student will be notified of any funding they receive. Olejniczak (GSO) responded that this notice comes shortly after the acceptance letter in a different letter; there is a sentence in the acceptance letter to this effect. Rosko (MFA) asked if the Graduate School plans to use the same timeline for fellowship nomination and notification. Olejniczak (GSO) responded yes.

VI. **Graduate Student Association** – Sofia Troya, President

Sofia Troya (GSA) thanked program directors for their help in collecting delegate information for their programs. The GSA had a productive first meeting and most program were represented by their delegate. She then shared some concerns on behalf of other graduate students regarding assistantship and abatement eligibility; Troya (GSA) wanted the Graduate School to keep international students in mind if there are any policy changes. She plans to collect data on
international graduate students and would appreciate any qualitative data program directors can provide regarding recruiting and retaining this population. Troya (GSA) let everyone know that the GSA is hosting a headshot event on Tuesday, November 23 from 4-5pm. Martin (GSO) clarified that the Graduate School is not formally changing policies regarding funding eligibility, but suggests that programs encourage their students to review the requirements for in-state residency.

VII. Announcements, Updates, and Reminders – GSO Staff

Erica Shirley (GSO) reminded everyone about the upcoming spring application deadline of December 1. She also thanked everyone for their support of this year’s 3MT participants and winners.

Olejniczak (GSO) provided an update regarding the thesis submission deadline for fall semester; the deadline has again been extended to acknowledge any disruptions caused by the pandemic. The Graduate School has granted blanket extensions to the submission deadline since the onset of the pandemic. Olejniczak (GSO) said that the Graduate School will likely grant this kind of extension in the spring 2022 semester, but for the last time. After next semester, the thesis submission deadline will return to the last day of classes of the semester.

Olejniczak (GSO) provided an update on several of the Graduate School’s forms: undergraduate permission to enroll in a graduate course and the request for category b assistantship status. The Graduate School makes continual updates to its forms, but these two form updates were made to provide clarity to students and administrators. The undergraduate permission form now separates accelerated (4+1) students from non-accelerated students, which helps the Graduate School and Registrar manage these requests. The category b assistantship form now makes clear how a student becomes eligible for this status, which was previously a point of confusion for students and programs. Martin (GSO) noted that the previous policy regarding category b assistantship was not fully in practice and this update somewhat expands the eligibility criteria; it is also meant to curtail exceptions. She added that full-time enrollment is still required to be eligible for abatement funding.

VIII. For the Good of the Order

Nancy Muller (LGC) requested program directors complete their program information forms by the end of November so the Lowcountry Graduate Center can update its website.

Plante (MBIO) asked if the requirements and prioritization for abatement funding have changed. Martin (GSO) responded that full-time enrollment is priority as funding is so limited; the Graduate School must prioritize students which means that second- and third-year students may not automatically be awarded. She also reiterated that program directors should encourage their students to review the in-state residency requirements so they can begin to move through that process. Rosko (MFA) noted that students with this intention faced obstacles, such as the DMV being closed due to the pandemic. Vander Zee (ENGL) emphasized that we need to honor our commitments to students. Laura Turner (EDPA) said that she has been encouraging her new students to move to Charleston sooner so they can begin the process earlier. Magnuson (MBA) added that correcting the graduate non-resident tuition rate would resolve this issue, but that likely will not be in place in time for incoming students. Martin (GSO) responded that the Provost and CFO are aware and willing to begin a review of graduate tuition with the goal of developing a new model, but it will take time. She closed by reiterating that non-resident students should be directed to the Office of Legal Residency to being the process of updating their residency status.

IX. Adjournment – the meeting adjourned at 4:48pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, December 17, 2021 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Keonya Booker (GSO), Mike Braswell (ACCY), Mark Del Mastro (AA), Raúl Carrillo-Arciniega (HISP/LCWA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Mike Lee (MCOM), Ron Magnuson (MBA), Judy Millesen (MPA), Shawn Morrison (CGE), Mutindi Ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Susan Simonian (MSCL), Rafael Teixeira (SCIM/SOB), Maren Trochmann (POLI/HSS), Laura Turner (EDPA), Anton Vander Zee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Divya Bhati (OIE), Tom Buccheit (RO), Ed Hart (SOTA), Jerry Mackeldon (RO), Nancy Muller (LGC), Norma Salcedo (MBIO)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

I. Welcome – the meeting was called to order at 3:00pm.

II. Approval of the Minutes November 19, 2021 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

A. Computer and Information Sciences, MS
   i. CSIS 638 – Implementation of Database Management Systems: pre-req change (remove DATA 505 and DATA 506)

   Shawn Morrison (CGE) described that the two DATA courses are no longer program requirements and are being removed as course prerequisites.

   The proposal passed unanimously without discussion.

B. Public Administration, MPA
   i. Program change: increase degree hours from 33 to 36 as required by external accreditation agency, add one elective to degree requirements

   The proposal passed unanimously without discussion.

IV. Lowcountry Graduate Center Leadership Update – Nancy Muller, LGC

Kameelah Martin (GSO) shared that Nancy Muller is retiring and this will be her final Graduate Council meeting. Nancy Muller (LGC) introduced her replacement, Alan Kleinfeld, who also serves as an adjunct in the School of Business. She added that the Lowcountry Graduate Center will no longer have a physical space, but will operate virtually.

V. 2022-2023 Funding Allocation – Kameelah Martin, Graduate School

The funding allocation was shared with program directors prior to the meeting. Martin (GSO) noted that these allocations were determined using a combination of data including a 3-year average of
program enrollments and Graduate Office review of previous use of funds. She also added that the College’s CFO, John Loonan, committed to hiring a consultant in January to conduct market research with the goal of realigning graduate tuition. Susan Simonian (MSCL) asked how any tuition changes be communicated to the incoming class of students? Martin (GSO) responded that program directors should not communicate any changes until they are officially approved by the Board of Trustees; it is unlikely that out-of-state tuition would increase, but it is possible that in-state tuition will increase. Ron Magnuson (MBA) asked when program directors will be able to review a proposal for tuition changes. Martin (GSO) anticipates early to mid-semester and will make sure program directors have input. Anton Vander Zee (ENGL) reminded everyone that joint programs need to be taken into consideration. Robyn Olejniczak (GSO) then reviewed the funding allocation spreadsheet with the group. She noted that any programs who had their Old Glebe budget decreased can still request funds from the Graduate School if there is need. She also offered to meet with any program director who wants to discuss their allocation in further detail.

VI. Approval of the Fall 2021 Master’s and Graduate Certificate Candidates

The graduation candidates were approved without discussion.

VII. Graduate Student Association – Sofia Troya, President

Sofia was not present at the meeting.

VIII. Announcements, Updates, and Reminders – GSO Staff

Erica Shirley (GSO) reminded everyone about the upcoming priority application deadline of January 15, as well as the application fee waiver in place until that time.

Susan Hallatt (GSO) updated the group regarding the new decision process for TargetX; she is working with TargetX on securing additional licensures.

Olejniczak (GSO) reminded program directors that the Graduate School is notifying students on academic probation or dismissal.

Martin (GSO) announced that in consultation with the other academic deans, the Graduate School dean will now provide a letter of evaluation for each program director to their respective department chairs.

IX. For the Good of the Order

Martin (GSO) congratulated Jacob Steere-Williams on his recent election to the Royal Historical Society.

Hallatt (GSO) announced that she is performing in Steel Magnolias with the Flowertown Players.

Tom Buccheit (RO) announced that Franklin Czwazka is leaving his role in the Registrar’s office in early January.

X. Adjournment – the meeting adjourned at 3:40pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, January 21, 2022 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Keonya Booker (GSO), Mike Braswell (ACCY), Mark Del Mastro (AA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Kate Keeney (ARCM), Brian Lanahan (EDEL), Jiexiang Li (MASC), Ron Magnuson (MPA), Shawn Morrison (CGE), mutindi ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Susan Simonian (MSCL), Emily Skinner (MTLA), Jacob Steere-Williams (HIST), Rafael Teixeira (SCIM/SOB), Maren Trochmann (POLI/HSS), Sofia Troya Zambrano (GSA), Anton Vander Zee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Tom Buccheit (RO), Lucy Davis (ENSS), Alan Kleinfeld (LGC)

GSO Staff Present: Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

I. Welcome – the meeting was called to order at 3:06pm.
While waiting for members to join the meeting, Kameelah Martin (GSO) announced that Business Affairs launched the RFP to search for a consultant to review graduate tuition. She hoped that this study will be concluded by the end of the semester.

II. Approval of the Minutes December 17, 2021 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

A. Accountancy, MS
   i. ACCT 500 Accounting Theory: course description change
   ii. ACCY 599 Contemporary Accountancy Issues: course description change; pre-req change (remove ACCT 500)
   The proposals passed unanimously without discussion.

B. Marine Biology, MS
   i. BIOL 513 Marine Conservation Genetics: course renumber, course title change, course description change, credit hour change, add cross-listing (BIOL 413)
   ii. BIOL 513L Marine Conservation Genetics Lab: new course, add cross-listing (BIOL 413L)
   The proposals passed unanimously without discussion.

C. Community Planning, Policy, and Design, MA
   i. CPAD 790 Independent Design Field Study: credit hour change, pre-req change (change to CPAD 525 and CPAD 526)
   The proposals passed unanimously without discussion.

D. Creative Writing, MFA
   i. ENGL 561 MFA Workshop in Creative Nonfiction: new course
ii. Admissions change: add requirements for new emphasis in creative nonfiction

The proposals passed unanimously without discussion.

E. Data Science and Analytics, MS
   i. DATA 507 Scientific Computer in Data Science: pre-req change (remove DATA 505 and DATA 506)
   ii. DATA 590 Special Topics in Data Science and Analytics: pre-req change (remove DATA 505 and DATA 506)
   iii. DATA 591 Independent Study: pre-req change (remove DATA 505 and DATA 506)
   iv. Program change: add courses to elective options (INFM 530 and INFM 532)
   v. Admissions change: remove summer as admission term, add fall as only admission term, remove entrance exam, add pre-req requirements, add description to statement of purpose, add resume

The proposals passed unanimously without discussion.

F. English, MA
   i. ENGL 577 Proseminar in Major Literary Themes: new course, add cross-listing (ENGL 477)
   ii. ENGL 578 Proseminar in Major Literary Genres: new course, add cross-listing (ENGL 478)
   iii. Program change: add new courses to electives

The proposals passed unanimously without discussion.

G. Historic Preservation, MS
   i. Program termination: effective Fall 2022
   ii. Course deactivations: effective Fall 2023
      1. HSPV 620 Preservation Law and Economics
      2. HSPV 802 Historic Preservation Research Seminar
      3. HSPV 803 Building Technology and Pathology
      4. HSPV 804 Management and Administration of Historic Preservation
      5. HSPV 805 Preservation Studio
      6. HSPV 807 American Architecture
      7. HSPV 808 History and Theory of Historic Preservation
      8. HSPV 809 Historical Research Methods
      9. HSPV 810 Conservation Science Laboratory
     10. HSPV 811 Advanced Conservation Laboratory Science
     11. HSPV 819 Investigation, Documentation, Conservation
     12. HSPV 821 Historic Preservation and Public Memory
     13. HSPV 822 Vernacular Places and Spaces
     14. HSPV 823 Historic American Interiors
     15. HSPV 825 Sustainability and Historic Preservation
     16. HSPV 826 Historic Structures Report
     17. HSPV 827 Adaptive Use
     18. HSPV 828 Case Studies in Preservation Engineering
     19. HSPV 833 Cultural and Historical Landscape Preservation
     20. HSPV 840 Digital Tools for Historic Preservation
     21. HSPV 845 Internship in Historic Preservation
     22. HSPV 891 Thesis in Historic Preservation
23. HSPV 892 Special Topics in Historic Preservation
24. HSPV 893 Independent Study in Historic Preservation

The proposals passed unanimously without discussion.

H. Public Administration, MPA
   i. PUBA 512 Diversity, Equity, and Inclusion in the Public Sector: course title change, course description change
   ii. PUBA 522 Intergovernmental Relations: course deactivation
   iii. PUBA 536 Economic Theory for Policy Analysis: course renumber

   The proposals passed unanimously without discussion.

IV. For the Good of the Order

Emily Rosko (MFA) asked about the new decision process in TargetX and whether admission committee members should have received access by now. Martin (GSO) responded that she will follow up with Susan Hallatt about the timeline for completed applications being distributed to committees for review. Rosko (MFA) followed up with a question about whether the Graduate School fellowship nomination timeline will be adjusted since there has been a delay in accessing completed applications. Martin (GSO) and Robyn Olejniczak (GSO) responded yes.

V. Adjournment – the meeting adjourned at 3:22pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, February 18, 2022 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Keonya Booker (GSO), Mike Braswell (ACCY), Raúl Carrillo-Arciniega (HISP/LCWA), Mark Del Mastro (AA), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Brian Lanahan (EDEL), Jiexiang Li (MASC), Ron Magnuson (MBA), Shawn Morrison (CGE), Mutindi Ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Susan Simonian (MSCL), Emily Skinner (MTLA), Jacob Steere-Williams (HIST), Allan Strand (BIOL/SSM), Jonathan Sun (CSIS), Rafael Teixeira (SCIM/SOB), Sofia Troya Zambrano (GSA), Laura Turner (EDPA), Anton VanderZee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Alan Kleinfeld (LGC), Gibbs Knotts (HSS), Jerry Mackeldon (RO), Norma Salcedo (MBIO),

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

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

II. Approval of the Minutes January 21, 2022 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

A. Biology
   i. BIOL 527 – Marine Tetrapod Biology: course renumber, course title change, course description change, credit hour change, pre-req change, remove lab, add cross-listing (BIOL 427)
   ii. BIOL 532 – Biology of Fishes: course renumber, course title change, add cross-listing (BIOL 432)
   iii. BIOL 535 – Marine Botany: course renumber, course description change, add cross-listing (BIOL 435)
   iv. BIOL 537 – Biology of Invertebrates: course renumber, course title change, add cross-listing (BIOL 437)

   The proposals passed unanimously without discussion.

B. Business Administration, MBA
   i. MBAD 500 – Law of Corporate Governance: credit hour change
   ii. MBAD 505 – Creativity and Innovation: credit hour change
   iii. MBAD 520 – Global Enterprise: course description change
   iv. MBAD 526 – Info. Mgmt for Competitive Advantage: new course
   v. Program Change: add new course to requirements, increase degree hours from 36 to 39, add clarifying language to non-credit program requirements

   The proposals passed unanimously without discussion.

C. Community Planning, Policy, and Design, MA
   i. Program Change: decrease degree hours from 54 to 51 (credit hour change CPAD 790)
The proposal passed unanimously without discussion.

D. Creative Writing, MFA
   i. Program Change: add new course (ENGL 561) to requirements for new emphasis area in creative nonfiction; add new course to electives for studio and ARCM emphasis; add new courses (ENGL 577 and ENGL 578) to electives

   The proposal passed unanimously without discussion.

E. English, MA
   i. ENGL 709 – ePortfolio Tutorial: new course
   ii. ENGL 710 – Revising for Academic Publication: new course
   iii. Program Change: add new courses to program capstone options

   The proposals passed unanimously without discussion.

F. Environmental and Sustainability Studies, MS
   i. EVSS 502/502L – Geospatial Science: new course, add cross-listing (GEOL 402/402L)
   ii. EVSS 671 – Biodiversity Management: new course

   The proposals passed unanimously without discussion.

G. Teacher Education
   i. EDEE 507 – Creating Effective Learning Communities: pre-req change (remove EDEE 590)
   ii. EDEE 595 – Field Experience: Advanced Curriculum, Instruction, and Literacies Assessment (2-6): pre-req change (remove EDEE 590)

   The proposals passed unanimously without discussion.

H. Teaching, Learning, and Advocacy, MED
   i. New Literacies Concentration: terminate concentration

   The proposal passed unanimously without discussion.

IV. Graduate Transfer Credit Policy – Shawn Morrison, CGE

Upon request from the Graduate Dean, the Committee on Graduate Education reviewed a portion of the graduate transfer credit policy to amend the language to provide greater transparency to students and program directors. Currently, the transfer credit policy does not set a limit of time in which credit can be reviewed and accepted; the new language addresses that issue as well as transfer credit for students seeking readmission. Kameelah Martin (GSO) added that change is meant to limit the range of interpretations. Craig Plante (MBIO) asked why five years was chosen as the time limit for accepted credit. Martin (GSO) responded that the Graduate School conducted thorough peer research and found no consensus on this window; the Committee considered both five and 10 years during their discussions during two separate meetings. After these discussions it was also decided to attach the time limit to the point of matriculation instead of the point of graduation or the degree time limit since those will vary from student to student. Kate Keeney (ARCM) suggested that program directors share these changes with the faculty to allow for feedback prior to final consideration at the next Graduate Council meeting.
V. Graduate Student Association – Sofia Troya, President

Sofia Troya Zambrano (GSA) reported on several events recently hosted by the GSA including an open forum and a book exchange; the GSA hopes to host another professional headshot opportunity. Troya Zambrano (GSA) is also continuing to work on data collection and developing initiatives for international applicants and enrolled students.

VI. Announcements, Updates, and Reminders – GSO Staff

Erica Shirley (GSO) reported on tentative events for Graduate Education Week, which will be held March 14 through March 18. The College is hosting a campus-wide Expo event this year highlighting research for undergraduates and graduate students; the Graduate School also plans to host its annual poster session and wondered if these events were duplicative. Plante (MBIO) asked who the intended audience is for the Expo; Shirley (GSO) responded that it is open to the public. Annette Watson (ENSS) suggested encouraging students to participate in both events as it is important to highlight graduate student work at every opportunity. John Peters (SMFE) pointed out that the proposed time for these events makes it hard for working students to participate and asked that late afternoon times be considered; Alan Kleinfeld (LGC) agreed. Gibbs Knotts (HSS) added that the School of Humanities and Social Sciences is still hosting its research event and noted that the Expo is not meant to overshadow smaller, school-based events.

Martin (GSO) reminded the group of upcoming webinars hosted by ETS, which are meant to serve as resources for faculty, staff, and students. The first webinar will focus on holistic admissions and the second will be a listening session for ETS to hear from program directors, graduate faculty, and graduate committees. Martin (GSO) also thanked programs who submitted their holistic admissions rubrics. Regarding program external reviews, Martin (GSO) reported that the removal of funding support from Academic Affairs has been resolved and programs should continue with their self-study planning. This program evaluation process will relaunch in fall 2022. She closed by stating that she will be working on submitted an annual evaluation statement for program directors to department chairs shortly.

Keonya Booker (GSO) reported that the Graduate School will host two thesis workshops this semester, one virtual and one in-person. She has also collaborated with Janette Finch to develop some library workshops for graduate students; more information on those are forthcoming.

Susan Hallatt (GSO) reported that she and Erica Shirley (GSO) underwent intensive training to prepare them to train others on the new decision process in TargetX. The goal is to have those trainings occur during the summer, so the new process is ready for Spring 2023 admissions.

Olejniczak (GSO) reminded program directors that the College is a signatory of the CGS April 15 Resolution, which means that programs cannot pressure applicants to accept a funding offer prior to that date. She also reminded the group that the Graduate School will extend the thesis submission deadline for a final time for Spring 2022 graduates. After this semester, the thesis submission deadline will revert to the standing deadline of the last day of classes.

VII. For the Good of the Order

Hallatt (GSO) announced that international applications increased dramatically this admissions cycle. Ron Magnuson (MBA) added that the MBA program struggles to get international applicants to submit all required admissions materials. Watson (ENSS) added that she does her best to offer the
most attractive funding packages to international applicants to entice them to attend but found that it is insufficient.

Susan Simonian (MSCL) asked for an update on the review of graduate tuition. Martin (GSO) reported that there is no formal update, but the process is moving along with hopes to have a proposal for review by the end of the semester. Although the goal is to submit proposed changes to the Board this summer, programs must still communicate the current tuition and funding opportunities to prospective and current students.

VIII. **Adjournment** – the meeting adjourned at 4:02pm
MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, March 18, 2022 – 3:00 PM
Virtual Zoom Meeting

Chair – Kameelah Martin, Dean of the Graduate School

Members Present: Emily Beck (LALE/ESOL), Keonya Booker (GSO), Mike Braswell (ACCY), Seaton Brown for Ron Magnuson (MBA), Raúl Carrillo-Arciniega (HISP/LCWA), Grant Gilmore (CPAD), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Brian Lanahan (EDEL), Judy Millesen (MPA), Purushottam Meena (SCIM/SOB), Shawn Morrison (CGE), John Peters (SMFE), Craig Plante (MBIO), Susan Simonian (MSCL), Jacob Steere-Williams (HIST), Allan Strand (BIOL/SSM), Jonathan Sun (CSIS), Sofia Troya Zambrano (GSA), Laura Turner (EDPA), Anton Vander Zee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

Guests Present: Divya Bhati (OIE), Tom Buchheit (Interim Registrar), Alan Kleinfeld (LGC), Jerry Mackeldon (RO)

GSO Staff Present: Susan Hallatt (Admissions), Robyn Olejniczak (Student Records), Erica Shirley (Admissions & Support Services)

I. Welcome – the meeting was called to order at 3:03pm

II. Approval of the Minutes February 21, 2022 Meeting – unanimous approval

III. Curriculum Proposals – Shawn Morrison, CGE

   A. Accountancy, MS
      i. Admissions change: make standardized test optional, add resume, replaced required letters of recommendations with references

         The proposal passed unanimously without discussion.

   B. Business Administration, MBA
      i. Admissions change: make standardized test optional, replaced required letters of recommendations with references, require interview

         The proposal passed unanimously without discussion.

   C. Environmental and Sustainability Studies, MS
      i. EVSS 627 – Marine Tetrapod Biology: course change (remove cross-listing BIOL 627)
      ii. EVSS 671L – Biodiversity Management Lab: new course
      iii. EVSS 722 – Marine Invertebrate Zoology: course change (remove cross-listing BIOL 630)
      iv. EVSS 724 – Ichthyology: course change (remove cross-listing BIOL 632)
      v. EVSS 725 – Marine Botany: course change (remove cross-listing BIOL 635)

         The proposals passed unanimously without discussion.

   D. Languages, MED
      i. LALE 690 – Special Topics in Language Education: course change (make repeatable)

         The proposal passed unanimously without discussion.
E. Public Administration, MPA
   i. Program change: change to internship requirement, reformat elective courses

   The proposal passed unanimously without discussion.

IV. Graduate Transfer Credit Policy – Kameelah Martin, GSO

Kameelah Martin (GSO) provided a recap on the discussion about updating elements of the graduate transfer credit policy and solicited feedback now that programs have had several weeks to review. Craig Plante (MBIO) responded that his faculty felt five years may be too short and suggested changing to seven or 10 years. Several in attendance noted that a universal time limit may not suit all programs and suggested removing it altogether. Robyn Olejniczak (GSO) responded that the suggested change is based on peer research and no time limit would place the College outside of the norm. She added that it is common for a Graduate School to develop a baseline requirement and for programs to then establish their own requirements within that policy. Kate Keeney (ARCM) asked what impact no time limit would have on the Graduate School. Martin (GSO) responded that if a student were denied transfer credit and appealed, the Graduate School would not have a foot to stand on. Shawn Morrison (CGE) asked if everyone was ok with changing the window from five to seven or 10 years. A few people responded that they preferred 10 years. Seaton Brown (MBA) asked if this change is made, do programs need to amend their own policies before the end of the semester. Olejniczak (GSO) responded no, that it will be possible to make any changes during the next year’s curriculum cycle. Martin (GSO) said there is still one more Graduate Council meeting in April to discuss and agree on any changes. Morrison (CGE) and Brown (MBA) suggested tabling the item until April. Keeney (ARCM) volunteered to review the language based on the discussion.

V. Graduate Student Association – Sofia Troya, President

Sofia Troya Zambrano (GSA) reported that spring elections will soon be announced and there will be a call for candidates. Candidates will participate in a townhall to present their platforms and answer questions. The GSA also plans to hold another open forum for students and the Graduate School. Troya Zambrano (GSA) closed by reminding program directors that the GSA has regalia available for students participating in commencement.

VI. Announcements, Updates, and Reminders – GSO Staff

Martin (GSO) announced that the search for Associate Dean of the Graduate School has been delayed until the fall. She also asked program directors to review their program CIP codes for accuracy. They were last updated in 2020, but the Provost wants frequent review. There is a process to update so program directors should contact the Graduate School if they determine an update to be needed. Martin (GSO) closed by presenting the idea of the Graduate School celebrating graduating students by holding an awards ceremony and/or reception each May. This would be like the awards ceremonies hosted by the other academic schools. The goal is not to supersede any awards or recognition already happening in programs or schools. Anton Vander Zee (ENGL) supported this idea as his program is small and a bigger event would be preferable. Annette Watson (ENSS) added that her program participates in the SSM ceremony, but a separate graduate ceremony would be nice.
VII. For the Good of the Order

Regarding CIP codes, Tom Buchheit (RO) added that the College reports data to state and government agencies and answers surveys based on these codes. He also reminded everyone that registration now occurs in MyPortal and not MyCharleston. Alex Kasman (MASC) asked if a program can have more than one CIP code because his program covers more than one area within the discipline. Divya Bhati (OIE) responded that a program can only have one as the classification is dependent on the degree, but she will confirm with Academic Affairs. Watson (ENSS) added that this is challenging for interdisciplinary programs. She also thanked the Graduate School for hosting numerous events during Graduate Education Week, but suggested making announcements and calls for posters prior to spring break.

Regarding the graduate tuition study, Jacob Steere-Williams (HIST) noted that there is no transparency about budgets. This makes it difficult to answer questions regarding program budgets and expenses. Martin (GSO) added that the study has made clear that budgets are inconsistent across graduate programs. Mike Braswell (ACCY) asked how he should communicate the cost of his program if the coming year’s tuition is not set until the summer; he fears he will lose applicants if he cannot provide specific information.

VIII. Adjournment – the meeting adjourned at 4:21pm
MINUTES OF THE GRADUATE COUNCIL MEETING  
Friday, April 22, 2022 – 3:00 PM  
Virtual Zoom Meeting

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

**Members Present:** Emily Beck (LALE/ESOL), Keonya Booker (GSO), Raúl Carrillo-Arciniega (HISP/LCWA), Mark Del Mastro (AA), Navid Hashemi (DATA), Alex Kasman (MASC), Kate Keeney (ARCM), Brian Lanahan (EDEL), Purushottam Meena (SCIM/SOB), Shawn Morrison (CGE), mutindi ndunda (TEDU/EHHP), John Peters (SMFE), Craig Plante (MBIO), Emily Rosko (MFA), Allan Strand (BIOL/SSM), Jonathan Sun (CSIS), Maren Trochmann (POLI/HSS), Sofia Troya Zambrano (GSA), Anton Vander Zee (ENGL), Annette Watson (ENSS), Kelley White (EDEC)

**Guests Present:** Tom Buchheit (Interim Registrar), Ed Hart (SOTA), Jerry Mackeldon (RO)

**GSO Staff Present:** Susan Hallatt (Admissions), Robyn Olejniczak (Student Records)

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

II. **Approval of the Minutes March 18, 2022 Meeting** – unanimous approval

III. **Approval of Spring 2022 Master’s and Graduate Certificate candidates** – unanimous approval

IV. **Proposed Curriculum Form Changes** – Shawn Morrison, CGE

    Shawn Morrison (CGE) announced that the Faculty Curriculum Committee and the Committee of Graduate Education adopted a new procedure for curriculum proposals and requested that Graduate do the same. The procedure is that sample syllabi would no longer be required for proposals requesting small changes such as course title, course number, course description, pre-requisite, etc. Mark Del Mastro (AA) explained that Academic Affairs is continually looking for ways to streamline the curriculum process. This new procedure was adopted.

V. **Graduate Transfer Credit Policy** – Kameelah Martin, GSO

    Kameelah Martin (GSO) provided a recap on the discussion about updating elements of the graduate transfer credit policy and presented two options for consideration: one that eliminates the window of time in which transfer credit is allowable, and one that sets a window of seven or 10 years. Martin (GSO) noted that the Graduate School advocates for a time frame instead of none, and that 10 years seems like a wide enough berth for programs to work within. John Peters (SMFE) asked a related question about the “shelf-life” for College of Charleston graduate credit and whether the time frame should align with the proposed transfer credit time frame. Martin (GSO) acknowledged the need to discuss the “shelf-life” of our own credit, but also wants there to be clear boundaries around what is acceptable regarding transfer credit for both students and programs. Annette Watson (ENSS) asked a clarifying question about the “and/or” statement in the proposed language. Robyn Olejniczak (GSO) responded that this statement communicates that readmitted students may not automatically have previously awarded transfer credit applied upon review from either the Graduate School or graduate program. Peters (SMFE) emphasized that the decision should be made by the program as one standard cannot apply to all disciplines or fields. Morrison (CGE) called for a vote and the first option with no time frame for transfer credit passed.
VI. **Graduate Student Association** – Sofia Troya, President

Sofia Troya Zambrano (GSA) reported that the open forum was successful even though it was not well attended. She also reported that the GSA will order more regalia in order to fulfil more requests; this year the GSA rented regalia at no cost to students. Spring elections will not be held due to no candidates or interest. The GSA is looking into creating information videos about the GSA and each executive role so that students can learn about the student organization on their own time. As this was her final meeting, she thanked those in attendance for their work on behalf of graduate students.

VII. **Announcements, Updates, and Reminders** – GSO Staff

Martin (GSO) asked if members prefer a certain meeting modality for the 2022-2023 academic year. Most responses favored virtual meetings. She continued that the Graduate School’s standardized test moratorium will end effective spring 2023. Throughout the two year moratorium, only two programs amended their admissions requirements to remove a required standardized test. Anton Vander Zee (ENGL) asked if programs could offer blanket waivers of a test. Olejniczak (GSO) responded that blanket waivers are not permitted, but the Graduate School has a process in place for case-by-case requests.

Olejniczak (GSO) shared new thesis defense forms with the group, which will be required for programs who do not have their own version effective fall 2022. Purushottam Meena (SCIM/SOB) asked if these forms are required for programs that do not have a thesis option; Olejniczak (GSO) responded no. The Graduate School is also updating the criteria for eligibility to participate in the spring commencement ceremony so that students have clear expectations.

Susan Hallatt (GSO) shared an update on the new admissions decision process; she is currently working on data security and access so only materials from applicants to that program are viewable by the admissions committee. She hopes to offer training in August in preparation for spring 2023 admissions. Starting May 1, the online application will be open for review and feedback. Hallatt (GSO) encouraged programs to submit several dummy applications for testing.

Martin (GSO) thanked those program directors whose term will end this summer; Emily Rosko (MFA) will be replaced by Tony Varallo, and Annette Watson (ENSS) will be replaced by Adem Ali.

VIII. **For the Good of the Order**

Alex Kasman (MASC) reminded the group about the roommate finder application he created; it is available on the Graduate School’s website. He also asked for more information about GradMatch; Hallatt (GSO) explained its use and suggested it might be a good tool for the program.

Vander Zee (ENGL) asked if there was an update on the graduate tuition study. Martin (GSO) responded that the consultant is finishing their study and their work will be shared with stakeholders soon.

Martin (GSO) thanked everyone for helping her during her first year as dean and thanked them for their hard work.

IX. **Adjournment** – the meeting adjourned at 4:16pm