MINUTES OF THE GRADUATE COUNCIL MEETING
Friday, March 27, 2020 – 3:00 PM
Virtual Zoom Meeting

Chair – Godfrey Gibbison, Interim Dean of the Graduate School

Members and Guests Present: Emily Beck (LALE/ESOL), Vince Benigni (COMM/HSS), Mary Bergstrom (RO), Divya Bhati (OIE), Deanna Caveny (AA), Karen Chandler (ARCM), Jason Coy (HIST), Roger Daniels (ACCY), Lucy Davis (ENSS), Mark Del Mastro (AA), Susan Divine (HISP/LCWA), Mike Duvall (ENGL), Grant Gilmore (CPAD), Gerald Gordon (URBP), Melissa Hughes (BIOL/SSM), Adam Jordan (EDSP), Alex Kasman (MASC), Kate Keeney (ARTM/SOTA), Gibbs Knotts (HSS), Jiexiang Li (MATH), Ron Magnuson (MBA), Renée McCauley (CSIS, DATA), Judy Millesen (MPA), Valerie Morris (SOTA), Nancy Muller (LGCL), Bob Perkins (Tedu/EHHP), John Peters (SMFT), Craig Plante (MBIO), Emily Rosko (CREW), Susan Simonian (MSCL), Emily Skinner (MTLA), Sandy Slater (CGE), Michelle Smith (IR), Laura Turner (EDPA), William Veal (EDMG), Annette Watson (ENSS), Kelley White (EDEC)

GSO Staff Present: Laura Everett (Recruitment & Marketing), Jon Hakkila (Associate Dean), 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 February 21, 2020 Meeting – unanimous approval

III. Curriculum Proposals – Sandy Slater, CGE

A. Community Planning, Policy, and Design, MA
   i. CPAD 700: new course – independent study
   ii. CPAD 710: new course – internship
   iii. Program change: add new courses to electives, add other program courses (MPA, ENSS, COMM) to elective options

   Grant Gilmore (CPAD) described the creation of new courses, as well as the inclusion of other program courses to the elective options to allow more flexibility to students in their program of study.

   The proposals passed unanimously without discussion.

B. Computer and Information Sciences, MS
   i. CSIS 605: new course – applied algorithms
   ii. CSIS 635: new course – fundamentals of agile project management
   iii. Program change: add CSIS 605 to requirements, remove CSIS 603 from requirements, add CSIS 635 to electives, change requirements for Software Engineering emphasis

   Renée McCauley (CSIS, DATA) described the changes to the core requirements to include the new course, as well as the restructuring of an emphasis area to better allow students to capture the content across more courses.

   The proposals passed unanimously without discussion.

C. Data Science and Analytics, MS
   i. DATA 591: new course – independent study
ii. Program change: add new and existing DATA 507 course to electives, remove two MBA courses from electives

McCauley (CSIS, DATA) described the removal of the MBA courses as a clean-up of courses that were not really available to outside students. Alex Kasman (MATH) asked for clarification regarding the math course options; McCauley (CSIS, DATA) replied that it is an either/or option, but the program wants to allow both courses to count should a student elect to take both.

The proposals passed unanimously.

D. English, MA
i. Program change: reduce degree hours from 36 to 30, remove distribution area requirement, remove seminar requirement

Mike Duvall (ENGL) described the changes to the program as an attempt to increase enrollments, as well as remove requirements that are no longer features of current English programs.

The proposal passed unanimously without discussion.

E. Environmental and Sustainability Studies, MS
i. Admissions reqs: decrease letters of recommendation from 3 to 2

ii. EVSS 552: new course – managing resilient landscapes

iii. Program change: add new course and existing EVSS 679 course to electives

Annette Watson (ENSS) described that the program admissions committee has found the third letter to be unnecessary, but it will remain optional. Three letters of recommendation are still required for the concurrent program (MS/MPA). Jon Hakkila (GSO) emphasized that the Graduate School practices holistic admissions, which means that if programs remove admissions requirements, they are removing data points from the overall decision. Programs have to be wary of removing so many requirements that they are not left with enough evidence to make sound admissions decisions.

The proposals passed unanimously.

F. Information Systems Certificate
i. Program termination

McCauley (CSIS, DATA) said the program was being terminated because it was too difficult to fulfill the 1/3 requirement. The 1/3 requirement is a SACS stipulation that students in joint programs are required to complete at least 1/3 of their coursework at both institutions. McCauley (CSIS, DATA) explained that changes in faculty staffing between the College and the Citadel has caused expertise to shift, which means that the original course offerings and staffing are no longer viable. Godfrey Gibbison (GSO/SPS) noted that this is a mutual termination in that both institutions no longer plan to offer the program.

The proposal passed unanimously.
G. Middle Grades Education, MAT
   i. Program termination

   William Veal (EDMG) described the joint program as no longer being sustainable due to very low enrollments, as well as a tough partnership between the institutions. Godfrey Gibbison (GSO/SPS) noted that this is not a mutual termination as the Citadel intends to continue to offer the program.

   The proposal passed unanimously.

H. Public Administration, MPA
   i. PUBA 521: prereq, number change
   ii. PUBA 523: new course – housing policy, cross-list with POLI 423
   iii. PUBA 550: prereq change, cross-list with POLI 450
   iv. PUBA 701: prereq change

   Judy Millesen (MPA) described these new courses and how the MPA program and Political Science department intend to start cross-listing more elective courses with undergraduate courses.

   The proposals passed unanimously without discussion.

I. Science and Math for Teachers, MED
   i. SMFT 635: new course – topics in ecology and conservation biology
   ii. SMFT 637: course deactivation – biotechnology
   iii. SMFT 640: new course – coastal and marine science for teachers
   iv. SMFT 699: new course – capstone project
   v. Program change: reduce degree hours from 36 to 32, reduce capstone requirement from 7 to 3 hours, add new courses to electives, remove deactivated course

   John Peters (SMFT) described these program changes are meant to better reflect the expectations on the student, as well as better define the capstone requirement.

   The proposals passed unanimously without discussion.

J. Software Engineering certificate
   i. Program change: change from 4 prescriptive courses to 4 courses from options: 1 required course, 2 from list of 3, 1 from list of 9

   McCauley (CSIS, DATA) noted that these were the same changes made to the emphasis area earlier in the meeting. This restructuring allows students more flexibility in how they achieve the content instead of only required four classes without exception.

   The proposal passed unanimously without discussion.

K. Special Education certificate
   i. Post-Bachelors certificate: admissions reqs: remove required statement of goals

   Adam Jordan (EDSP) described that the statement of goals is not a valuable measure for admissions purposes since the student population being targeting are already working teachers. Hakkila (GSO) raised is earlier point about removing admissions
requirements also removes useful data points for sound decisions; he asked what other measures the program has to make admissions decisions. Jordan (EDSP) responded that the GPA and an active teaching certificate are the only two important measures. He continued that there is also a critical shortage of special education teachers so the College is not in a position to add barriers to the program. Bob Perkins (TEDU/EHHP) added that teachers with active teaching certificates have already undergone a lot of testing to obtain state licensure. Gibbison (GSO/SPS) and Divya Bhati (OIE) added that we have to ensure there is a distinction between undergraduate and graduate programs and admissions requirements are one way to do that. Robyn Olejniczak (GSO) noted that the current admissions requirements in the Graduate Catalog do not include a GPA minimum or stipulate that a teaching certificate must be active; it will better communicate the program’s expectations for prospective students if that language is added. Gibbison (GSO/SPS) agreed and said he would add that language to the proposal.

The proposal passed unanimously.

Sandy Slater (CGE) thanked everyone for their work on curriculum this year. She also encouraged programs planning to make significant changes in the coming year to start that work over the summer as CHE and SACS deadlines and requirements are earlier than the College’s deadlines.

IV. Update on the Ad Hoc Committee on Graduate School Financial Model – Godfrey Gibbison, Graduate School; Deanna Caveny, Academic Affairs

Deanna Caveny (AA) and Gibbison (GSO/SPS) continued the discussion of the work of the ad hoc committee. The topic of focus was program costs and Caveny (AA) walked the group through a prepared powerpoint presentation. Using the 1/6 of a faculty salary as a the agreed upon distribution of cost between the graduate and undergraduate program, she described program costs to include instructional cost in addition to program director stipends, cost of course releases, operating budgets, and administrative staff support. Caveny (AA) reiterated that these calculations are not meant to cause anxiety as we recognize that some graduate programs greatly serve undergraduate programs. The data show that all graduate programs except one are spending more per credit than revenue generated per credit. However, the objective is not to close programs because they do not generate revenue, but to better understand the program’s cost relative to revenue and value. Roger Daniels (ACCY) and Watson (ENSS) asked that the excel data be shared with program directors. Caveny (AA) wants to work with IR to ensure the raw data is able to be interpreted so programs can validate. Craig Plante (MBIO) asked how revenue generated by grants and contracts is being incorporated into the calculation or overall picture, and also reiterated that his program’s expenditures are extensive due to the hiring of teaching assistants to teach labs. Caveny (AA) responded that grants do not always only contribute to graduate programs so there may be some shared value with an undergraduate department. Gilmore (CPAD) asked how “meets with” courses are being considered when a graduate and undergraduate student could be in the same class. Gibbison (GSO/SPS) responded that only graduate students are being counted. Duvall (ENGL) asked how a faculty course release was being calculated. Gibbison (GSO/SPS) responded that the 1/6 percentage will apply to course releases just as it would if the faculty was teaching a course. Emily Rosko (CREW) asked why the MFA and MA in English were lumped together in these data. Gibbison (GSO/SPS) responded that for some programs, there is enough course sharing that separating them would not provide much additional information. Caveny (AA) added that this can be done if a department wants to make a particular argument to their Dean or Provost, like why one program is more important than another for example.
Nancy Muller (LGC) stated that it may be useful to add peer institution/peer program data to the spreadsheet to create some context and benchmarking. Gibbison (GSO/SPS) responded that while that is a good idea, it may be difficult to access this kind of data since other institutions are not using similar methodology for cost studies – but it is something that could still be pursued. Daniels (ACCY) asked if program costs include graduate assistantships; he pointed out that assistantships in his program generally support the undergraduate program. Gibbison (GSO/SPS) responded that those costs will still be attributed to the graduate program; Daniels (ACCY) disagreed with this decision and also wanted to ensure that assistantships residing in a departmental operating budget are also not included in the program cost. Caveny (AA) responded that while teaching assistantships were not included in program cost, all graduate assistantships were regardless of the source of funding. Duvall (ENGL) asked if assistantships could be associated with program value instead of program cost. Caveny (AA) responded that someone with cost can still have value; programs will have to make the argument for their value, and the Dean of the Graduate School will have to make the argument for the overall value of graduate education at the College.

V. Graduate Student Association – Mikey Zinn, President

Mikey Zinn was not present at the meeting.

VI. Announcements, Updates and Reminders – GSO Staff

Olejniczak (GSO) reminded everyone that they should request remote/VPN access to prepare for any end of semester issues like grade changes or workflow approvals.

Gibbison (GSO/SPS) announced that the Graduate School still intends to make fellowship decisions and notifications by the self-imposed March 31 deadline.

Hakkila (GSO) announced that assessment data collection is not being enforced for the spring semester due to the major disruption caused by COVID19. Programs can still collect data, but it will not be required for institutional assessment purposes. He added that programs should use this pause as an opportunity to reconsider their assessment tools and start fresh in the fall.

VII. For the Good of the Order

Hakkila (GSO) encouraged everyone to stay positive during this weird time.

VIII. Adjournment – the meeting adjourned at 4:57pm