**Committee members:** Shawn Morrison (Chair; French, Francophone, and Italian Studies), Brian Bossak (Health and Human Performance), Roxane DeLaurell (Accounting and Business Law), Brennan Keegan (Religious Studies), Kate Keeney (Secretary; Arts Management), Emily Rosko (English), Andrew Shedlock (Biology)

**Ex-Officio:** Kameelah Martin (Graduate Dean), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness),

**Guests:** Franklin Czwazka (Office of the Registrar), Lisa Chestney Leek (Registrar), Robyn Olejniczak (Graduate School), Keonya Booker (Graduate School), Shawn Morrison (ESOL Certificate), Alex Kasman (Math), Judy Millesen (MPA)

Keonya Booker

A. **Call to Order** at 3:03 PM

B. **Approval of Minutes** from October 1, 2021. Kate motioned to approved. Brennan seconded. All approved.

C. **Curriculum Proposals**

1. ESOL graduate certificate: Add personal statement to admissions process, remove priority application deadlines

   https://cofc.curriculog.com/proposal:3460/form

   Shawn explained the proposal and asked for comment. There was discussion about the personal statement being required but not disqualifying an applicant. Roxane noted that if you aren’t going to use the statement as a criterion of admission, could the statement help but not hurt? Shawn says yes, it could help them but not penalize them.

   The committee discussed that they are ok to approve as is but are suggesting that it could be helpful to indicate the use of the statement to applicants. Andrew agreed that if the applicant knew that they could not be penalized, then they may make the statement more genuine.

   Roxane moved to approve. Andrew seconded. All approved.

   Franklin asked to be notified of any updates to the language. Shawn will follow-up on this item before approving to the next step.

2. PUBA 554: Deletion of course

   https://cofc.curriculog.com/proposal:3441/form
Shawn explained the proposal and asked for comment. Kate motioned to approve. Roxane seconded. All approved.

3. Math 700: Update course description, pre-requisite, and mode of grading (pass/fail)

https://cofc.curriculog.com/proposal:3277/form

Kate asked if the pass/fail is common. Alex said that this was the motivation of the change. Yes, the pass/fail is common in other programs.

Roxane suggested an A and B like the bachelor’s essay. Alex responded that the course description makes it clear that two semesters are required and is in place instead of the A/B format.

Emily moved to approve. Andrew seconded. All approved

D. New Business: Graduate School Transfer Credit, Dean Martin, Graduate School

https://catalog.cofc.edu/content.php?catoid=21&navoid=1007

Kameelah noted that the language of the transfer policy surrounding the time limit for which transfer credit can be applied to the degree program is unclear and there are wide interpretations. Kameelah is asking the committee to review this policy and make some recommendations.

A student was hoping to apply transfer credit and there was an issue with the time limit.

Does four or five years mean at the start of the program? There is room for improvement on the language.

1) What is reasonable time limit for transfer credit to be applied?
2) When does that clock start?

Judy asked about the intent of the policy. Is the intent that credit applied is current? The challenge to the policy is what happens when the credit is close to the window, but outside the range of the stated policy. Judy suggested that perhaps the time is about the point of application and the program looks back at transfer credit.

Kate asked about any program level discretion. Some programs might need a tighter timeline than others. Robyn suggested the Graduate School have a maximum time but that programs could make the requirement less.

Lisa noted that at the undergraduate level, transfer credit can be 10 years old and after that it requires a second look.

Brian agreed that this could vary upon program and because of that flexibility is important.

Robyn thinks the look back approach is helpful. Mark agrees that the intent does match the existing language/policy. We aren’t talking about transfer credit while you are in the program.

Andrew said rather than declaring a number which creates restrictive situations, instead communicate a formula. The duration of the program limit plus a reasonable transition, for example 5+5 years.

Emily said transfer credit is granted most often when a student is enrolling. Why is the transfer credit question coming up when they are already in the program? Kameelah noted that in this scenario, the transfer request came towards the end of the program. It is preferred, but students aren’t required to do it at the beginning.

Roxane noted that everyone is saying that we have varied programs with varied standards. The undergraduate policy is a very generous timeline. Having a strict number seems to be more of a burden than
a benefit. Is it too unstructured to allow transfer credit to be determined by the individual program directors? Does there have to be a defined time? Robyn noted that this would be outside of the norm, but that it may be possible.

Divya noted that there is a standard that 1/3 of the credit be taught by the institution.

Emily suggested a policy about evaluating transfer credit by the second semester. Judy said that this could still present obstacles. Andrew said, what about after the fourth semester? This would be a generous amount of time. Robyn asked for clarification on this idea. There are two components – the window of eligibility and a request window.

Roxane asked about the evaluation process. Doesn’t this happen at the program level? If so, could we get rid of the timeframe all together and give the decision to the program? Kameelah and Robyn noted that some timeframe would be helpful.

Kameelah suggested that it should be separate from the time for degree completion.

The look back should be at the entry point to CofC. Roxane suggested a 10-year time frame like the undergraduate level.

Mark also agreed that separate discussion/study would be helpful. Robyn suggested a project of peer institution research to be completed by the GA in the Graduate School office. Kameelah would like to take a proposal to Graduate Council with a recommendation from this group.

Roxane asked that the peer research be done by the Graduate School GA and then be sent to the Graduate Education Committee in advance of the next meeting. The group will then craft policy with this guidance. Emily noted that there still may be some discussion on the timeline to declare the transfer credit and/or have it evaluated by a certain semester.

E. For the good of the order

Introduction of Keonya Booker to the Graduate School office

F. Adjournment at 3:56pm