2019-2020 Committee for Graduate Education Agenda
February 7, 2020
3:00pm
RSS 235

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Brian Bossak (Health and Human Performance), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting)

Ex-Officio: Jon Hakkila (Graduate School), Godfrey Gibbison (Graduate School), Robyn Olejniczak (Graduate School), Lynne Ford (attending on behalf of Mark Del Mastro, Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Franklin Czwazka (Registrar), Julie Dahl (Registrar), Jerry Mackeldon (Registrar), Katy Flynn (Office of the Provost)

Invited: Martin Jones (MATH), Renée McCauley (CSIS, DATA), Ian O’Byrne (TEDU), Kelly White (TEDU), Emily Beck (LALE, ESOL), Jason Coy (HIST)

3:00pm
A. Call to Order. Sandy called the meeting to order at 3:00pm.

B. Approval of January Minutes
Shawn found one small error and shared with the group. Kate will amend and reissue the minutes.

Amanda motioned to approve. Roxanne seconded. All approved.

C. Mathematics
1. Mathematical Sciences, Mathematics Concentration
   https://cofc.curriculog.com/proposal:1806/form
2. Mathematical Sciences, Statistics Concentration
   https://cofc.curriculog.com/proposal:1807/form

Sandy reviewed the proposals and suggested that the committee vote as a batch proposal. Martin gave an overview of the proposal. This change gives students more flexibility in choosing electives.

Shawn motioned to approve. Adem seconded. All approved.

D. Public Administration
1. PUBA - 521 - The Practice of Public Administration
   https://cofc.curriculog.com/
2. PUBA - 701 - Public Administration Capstone
   https://cofc.curriculog.com/proposal:2155/form

Sandy gave an overview of the proposal.

Kate motioned to approved. Shawn seconded. All approved.
E. Special Education

1. Special Education Graduate Certificate Admission Requirements
   https://cofc.curriculog.com/proposal:2045/form
   **SO WHAT ARE THE ADMISSIONS?**

   Sandy reviewed the proposal. Kate asked if the committee had access to the complete and revised admissions criteria. Roxane noted that she would like to see the updated admissions language as well. There was not a representative at the meeting to discuss the renewed admissions criteria.

   Roxane motioned to table. Adem seconded. All approved.

2. Special Education Post-Masters Certificate – EDSG
   https://cofc.curriculog.com/proposal:2048/form

   Sandy asked about a teach-out plan. Godfrey gave an explanation of the certificate duplication.

   Shawn motioned to approve. Amanda seconded. All approved.

F. EDEE

1. EDEE 525 (EDEE - 525 - Advanced Foundations of Language and Literacies Development: Birth-Grade 6
   https://cofc.curriculog.com/proposal:2131/form

   Amanda motioned to approve. Shawn seconded. All approved.

2. EDEE - 550 - Mathematics in Early Childhood Education
   https://cofc.curriculog.com/proposal:2057/form

3. EDEE - 567 - Science Methods for Early Childhood Education
   https://cofc.curriculog.com/proposal:2054/form

   Sandy gave a review of the proposal and suggested approving these two as a batch.

   Adem motioned to approve. Amanda seconded. All approved.

4. EDEE - 588 - Advanced Curriculum, Instruction, and Literacies Assessment (Prek-3) Field Experience III
   https://cofc.curriculog.com/proposal:2277/form

   Sandy gave a review of the proposal.

   Amanda motioned to approve. Adem seconded. All approved.

G. LALE

1. Languages, M.Ed. - MED-LALE (Reduce Required Hours)
   Spanish
   https://cofc.curriculog.com/proposal:2133/form

   Emily reviewed the proposal. The change makes the program in-line with competitors. The portfolio will be preserved, as this is a unique component of the program (as compared to peers). Kate asked about keeping the classes that were eliminated from the
program requirement as electives. Emily remarked that the courses are shared by other programs.

Roxane motioned to approve. Brian seconded. All approved.

2. SPAN - 698 - Independent Study
   https://cofc.curriculog.com/proposal:2230/form

Adem motioned to approve. Amanda seconded. All approved.

H. Computer Science
1. CSIS - 638 - Implementation of Database Management Systems
   https://cofc.curriculog.com/proposal:2063/form

Sandy reviewed the proposal. The proposal cleans up the catalogue and matches language with the Citadel’s catalogue. Roxane asked why this is a 600-level class? Jon remarked that this is a good question and that this is an issue that keeps repeating. SACS demands that graduate courses are more rigorous than undergraduate courses. Jon noted that the rigor should be defined by the graduate program, not by the undergraduate program.

Sandy asked if this conversation should be added to a future agenda. Godfrey said that the conversation needs to be had. What is the difference between undergraduate and graduate classes? The Graduate School is receiving many proposals to cross-list 400 and 500 level courses. Some programs are making a distinction between the two levels, but not all. Jon noted that this came up in the last SACS review. This confusion is an unintended consequence of the cross-listing policy.

Sandy will put this discussion on the second March 2020 agenda.

Amanda asked representatives from the Graduate School about what is needed/helpful in order to give clarity on this issue? Jon remarked that graduate programs should be flagship programs—not just “butts in seats.” Godfrey stated that faculty are using the cross-listing mechanism because it is an option. But sometimes the difference between undergraduate and graduate courses is not clear.

Roxane followed up to note that the guidance needs to be clear as well. Is the guidance for increased enrollment or a focus on quality in programs?

Roxane motioned to approved. Amanda seconded. All approved.

2. DATA - 699 - Thesis in Data Science and Analytics
   https://cofc.curriculog.com/proposal:2088/form

Sandy explained the proposal. Adem asked for an explanation of the change from Renee. Renee described the 12-month schedule of the program. Adem asked if by removing the prerequisite, will students still be properly prepared for the thesis? Godfrey asked, what will be the revised requirements before beginning the thesis? Renee responded that students will have to have 18 credits, permission from the instructor, and an advisor who is willing to work with them in order to begin the thesis. The total number of required credit hours for the program is 36.
Sandy asked if the thesis hours have to be spread across the program or could a student fill up on hours in the summer? Renee commented that this would be handled through advising.

Godfrey noted that this relates to another issue in the Graduate School. There are many different requirements of what makes a “thesis.”

Sandy said that there is a concern about all one-year programs bottlenecking in the summer.

Kate motioned to approve. Shawn seconded. All approved with one abstention.

I. History
1. HIST 803 Comprehensive Exam
   https://cofc.curriculog.com/proposal:2159/form
2. Admission Requirements
   https://cofc.curriculog.com/proposal:2148/form
3. Public History (Special Topics Addition)
   https://cofc.curriculog.com/proposal:2212/form
4. Required Courses, HIST MA
   https://cofc.curriculog.com/proposal:2213/form

Kate asked about the admissions change and the final capstone course. Jason responded to clarify the changes.

Robyn asked about the “strike” of the words “comp or thesis” in the curriculog proposal. Franklin noted that a catalogue style guide is coming in the future. Sandy remarked that it is important to signify what is expected to students, and that the catalogue should be as streamlined as possible.

After discussing about catalogue style and consistency, Sandy suggested that the committee vote on the proposal as is without changes to the catalogue language.

Shawn motioned to approved. Roxane seconded. All approved.

For the Good of the Order.

Curriculum Substitutions or Exceptions
Students are responsible for knowing and understanding academic policy, program requirements, and degree requirements. Only under extraordinary circumstances will faculty permit substitutions or exceptions to the curriculum published in the catalog. Exceptions cannot be made for a department/program’s curriculum rules, and waivers cannot be made for GPA requirements, for program or degree minimum credit hour requirements, or for academic regulations published in the catalog.

Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.
Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

**Reasoning for questioning this policy:**
Why can’t program directors make exceptions? Shouldn’t we all be trying to meet the needs of students if they are interested in taking something that is not a usual elective? We accept any sort of transfer credit but we can’t have the discretion to approve an elective? Considering the lengthy process for approving electives, it seems like we should get to have this option.

Also in the process below...where does the exception request go? Who approves this other than the program director?

What’s so wrong with making an exception when it is best for the student in designing his/her best plan of study?

**Conditional Acceptance**
A conditionally accepted student is one who does not meet all the admission criteria, but in the judgment of the appropriate program admission committee, has the potential to successfully complete graduate work. Conditional students have registration holds placed on their accounts and must be registered by the Graduate School until the stipulations of the conditional acceptance are met.

The policy change request is that program directors should be able to lift holds, not the Grad School.

Sandy noted that these issues need to be tabled in order to have all members present that need to contribute to the discussion.

Amanda motioned to table. Brian seconded. All approved.

Brian asked that moving forward, the committee be presented with three options of “in favor, opposed, or abstention.”

**J. **Adjournment.
Sandy closed the meeting at 4:01pm
4:00pm Evaluation of Joint Programs with the Citadel: Department of History

**Invited:** Keith Knap (The Citadel), Joelle Neulander (The Citadel), Jason Coy (CofC), Alton Lavvorn (The Citadel, Graduate Education), Molly McClean (Interim Director and Senior Assistant Director of Enrollment Management for The School of Humanities & Social Sciences, The Citadel)

Sandy introduced the purpose of the meeting to learn more about the joint MA in History. Financial inequities that relate to the tuition are a separate discussion.

Recruiting and enrollment. Citadel has no budget for marketing and also is without a Graduate Director. CofC has more resources to monitor people who are interested. CofC uses a work flow with Graduate School to target students.

Joelle spoke about needing to use the phrase, “the program,” not thinking about one school or another.

Digital Humanities Center

Sandy talked about some of the issues with all joint programs. Scheduling, faculty governance, etc. We need better communication with joint programs.

Jason noted that he is not in competition with Citadel, but he is in competition with all of the programs at CofC for graduate assistantships, for example.

Roxane asked if the Citadel is searching for a Graduate Dean? Joelle remarked that likely the position will become part of someone’s job. Roxane asked how the courses are shared. Keith remarked that it is relatively equal. Sometimes CofC teaches one more class a year.

Amanda asked about the student experience/feedback on the joint program? Keith remarked that if they switch “homes,” that is very difficult. Jason said that the academic calendars are different. Students have commented on receiving grades through different portals. Sometimes students trip up and haven’t taken enough “required” courses at the other institution. Joelle says that having two faculties affords many specialties to the students. Breadth.

Godfrey asked if Citadel is facing graduate enrollment pressures. The Citadel faculty remarked that there used to be more pressures than there are now.

Jason said that on the CofC side, there is pressure to increase enrollments. Jason noted that he focuses a lot of effort on recruiting. Enrollments are tied to assistantships.

Joelle asked that anything we come up with get in front of the Citadel’s graduate council. Sandy discussed next steps in terms of writing a report that is based on committee conversation.

4:41 the committee adjourned.