

## **Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs**

Friday, September 17, 2010 at 2:00pm  
Third Floor Conference Room - Randolph Hall

**Committee members present:** Silvia Rodríguez Sabater, Chair (Hispanic Studies), Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), and Ralph Muldrow (Art History).

**Also attending (Ex-Officio):** Amy McCandless (Dean of the Graduate School).

**Also attending:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), Cathy Boyd (Registrar), and Julie Dahl (Student Records Data Manager).

**Guests:** Sue Sommer-Kresse (VP for Community Relations), Lynne Ford (Associate Provost for Curriculum and Academic Administration), and Aspen Olmsted (Computer Science).

**Call to order:** Chair, Silvia Rodríguez Sabater, called the meeting to order at 2:05pm.

### **First Item of Business: Policies for non-credit programs**

Sue Sommer-Kresse, Lynne Ford, and Aspen Olmsted were present to answer questions and Cathy Boyd and Julie Dahl were available for consultation.

Committee cautioned that proposal might raise faculty concerns regarding its impact on the College's identity and core mission. Guests suggested that faculty might view non-credit programs in terms of an opportunity to get involved, that the proposal is in line with the Strategic Plan's emphasis on serving the needs of the community through providing career training programs, and that the College provided similar services (e.g., short courses and workshops) when it had a conference center.

Registrar's Office assured committee that it will be able to categorize non-credit students differently in its systems than for-credit students and that non-credit students will not receive official transcripts.

Guests assured committee that all non-credit programs will have to be self-supporting and are designed to generate revenue.

Graduate School asked about possible confusion in nomenclature between non-credit "certificate programs" and "certificates" already offered within the Graduate School (e.g., African American History Certificate). Guests noted concern and suggested using the term "Graduate Certificate" for all for-credit, graduate certificate programs. A motion passed unanimously to adopt this language with all certificate programs within the Graduate School.

Committee pointed out mistakes on pages 5 & 7 of the proposal and suggested corrections.

Pending these changes, a motion to accept the proposal passed unanimously.

### **Second item of business: Proposals for non-credit courses:**

Computer Science representative explained course proposals, intended to create a non-credit program for computer programming and database training that will generally entail 2-3 courses per student paid for by employers.

Committee asked if these sorts of programs are offered nationwide or in the area. Representative answered that other providers in Charleston offer computer training programs, but not in this area of computer science.

Committee asked how students would be assessed and discussion followed. Non-credit courses would be assessed by a combination of attendance requirements and satisfactory performance on a final competency exam, but no formal grades would be given. Committee requested that language about these assessment policies be added to the proposals.

Pending these changes, the following course proposals passed unanimously:

1. NET Application Development Foundation/Microsoft NET Certification Track.
2. Microsoft SQL Database Development/Microsoft SQL Certification Track.
3. Microsoft SQL Implementation and Maintenance/Microsoft SQL Certification Track.
4. NET Web Development/Microsoft NET Certification Track.
5. NET Windows Application Development/Microsoft NET Certification Track.
6. NET Service Communications Applications Development/ Microsoft NET Certification Track.
7. Designing Database solutions and Data Access using SQL/Microsoft SQL Certification Track.
8. Designing, Optimizing, and Maintaining a Database Server Infrastructure Using Microsoft SQL Server/Microsoft SQL Certification Track.
9. NET Data Access/Microsoft NET Certification Track.

**Adjournment: 2:45pm.**

*The next meeting will be held on Friday October 22, 2010 at 2:00pm.*

## **Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs**

**Time:** Friday, October 22, 2010 at 2:00pm

**Place:** ~~Room 106D~~—Randolph Hall 307

**Committee Members Present:** Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), Thomas Ivey (Mathematics), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School).

**Regular Attendees Present:** Regina Semko (Assistant to the Dean), Cathy Boyd (Registrar), Julie Dahl (Student Records Data Manager).

**Guests Present:** Darryl Phillips (Speaker of the Faculty), Tim Callahan (Geology and Environmental Geosciences).

**Call to Order:** Chair, Silvia Rodríguez Sabater, called the meeting to order at 2:00pm.

**First Item of Business: September Minutes Approved as Submitted.**

**Second Item of Business: Motion to Change the Committee's Bylaws.**

Prof. Darryl Phillips, Speaker of the Faculty, was present to provide information for the committee.

Prof. Phillips provided background on the issue of the termination of graduate programs without faculty advisory input that arose after the last Board of Trustees meeting. He explained that with the cooperation of the Provost's Office he had drafted a proposal to change the Faculty Committee on Graduate Education, Continuing Education, and Special Program's bylaws to include advising the administration on graduate programs being considered for termination. He asked the committee to approve the motion to change the committee bylaws so it could be taken to the Faculty Senate for approval.

The committee asked Prof. Phillips about the Provost Office's views on the proposed motion, and he responded that the Provost welcomed informed faculty input on graduate programs being considered for termination.

The committee informed Prof. Phillips that the motion, if passed by the committee, should be sent to the Graduate Council for their approval information before being sent to the Senate, since this is our usual procedure. He agreed.

The motion passed unanimously.

**Third Item of Business: Proposal to Change a Graduate Program (Master of Science in Environmental Studies).**

Prof. Tim Callahan (Geology and Environmental Geosciences) was present to provide information for the committee.

Prof. Callahan explained the proposed change to the Master of Science in Environmental Studies program, the deletion of EVSS 680. He explained that the 15-year-old course had become redundant, owing to subsequent curricular changes.

The committee asked about when the course was last scheduled and Prof. Callahan responded that it is currently being offered this semester, since students currently need it for graduation.

The committee asked if this program change was part of a larger curricular reform or was just an isolated change. Prof. Callahan responded that the program intended to undertake continuing curricular improvement, but this change is critical, since students are currently required to take this capstone course, which has been rendered obsolete.

The Registrar's Office informed the committee that Academic Affairs frowns upon changes in graduation requirements that are made in mid-year, since the Graduate Handbook serves as a sort of contract between students and the institution, and it cannot be revised in the middle of an academic year. The committee asked Prof. Callahan if he would accept a friendly amendment to make the proposed change go into effect in Fall 2011. He agreed to the friendly amendment.

The motion, with the friendly amendment, passed unanimously.

**Fourth Item of Business: For the good of the order.**

**Fifth Item of Business: Adjournment.**

*The next meeting will be held on Friday November 12, 2010*

## **Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs**

**Time:** Friday, November 12, 2010 at 2:00pm

**Place:** Randolph Hall 307

**Committee Members Present:** Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), Thomas Ivey (Mathematics), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Attending:** Angela Cozart (Teacher Education).

**Call to Order:** Silvia Rodríguez Sabater, Chair, called the meeting to order at 2:00pm.

### **First Item of Business: Approval of October Minutes.**

The October minutes were approved with three minor corrections.

### **Second Item of Business: Proposal to change a graduate course.**

The committee considered a proposal to change the course, EDEE 515 Middle School Organization and Curriculum, by creating separate graduate and undergraduate courses.

Prof. Angela Cozart explained that while the original course had included both graduates and undergraduates in one class pursuing different curricula, the Provost's Office had requested the creation of separate graduate and undergraduate courses.

The committee noted that information about the research component of the new graduate course was missing from the current version of the proposed syllabus and Prof. Cozart said that it would be added to the proposed syllabus to show the difference between the undergraduate and graduate courses.

The committee voted unanimously to approve the course change pending the changes above.

### **Third Item of Business: Permission to cross list a graduate course.**

The committee considered a proposal to cross list EDMG 415 Middle School Organization and Curriculum with EDEE 515 Middle School Organization and Curriculum.

Prof. Angela Cox explained that cross listing the two courses would allow the two courses to be offered concurrently by a single faculty member.

The committee voted unanimously to approve the cross listing.

**Fourth Item of Business: For the Good of the Order.**

The committee discussed possible rooms for our future meetings and the Committee Chair asked committee members to submit their spring schedules so meeting times for next semester could be scheduled.

**Fifth Item of Business: Adjournment.**

The committee approved a motion to adjourn at 2:14pm.

**Attention:** The next meeting will be held on Friday December 10, 2010

**Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs (Revised)**

**Time:** Friday, December 10, 2010 at 2:00pm

**Place:** JC LONG 131

**Committee Members Present:** Jason Coy (History), Ralph Muldrow (Art History), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School) and Cathy Boyd (Registrar).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Attending:** Martin Jones (Mathematics), Ben Cox (Mathematics), and Diane Cudahy (Teacher Education).

**Call to Order:** Silvia Rodríguez Sabater, Chair, called the meeting to order at 2:00pm.

**First Item of Business: Approval of November Minutes.**

The November minutes were approved with one minor correction.

**Second Item of Business: Proposal for a New Graduate Course:**

The committee considered a proposal to create a new graduate course, MATH 555: Bayesian Statistical Methods.

The committee asked how the proposed graduate course would differ from the existing MATH 455 course.

Prof. Martin Jones explained that graduate students would be expected to do extra and more challenging coursework and assignments, including additional projects, presentations, homework problems, and exam questions.

The committee asked that these additional graduate course requirements be added to the sample syllabus.

Pending these changes, a motion to approve MATH 555 passed.

**Third Item of Business: Permission to Cross List a Graduate Course:**

The committee considered a proposal to cross-list MATH 555: Bayesian Statistical Methods and MATH 455: Bayesian Statistical Methods.

The committee asked the rationale behind cross-listing these courses.

Prof. Martin Jones explained that cross-listing the course would permit the Mathematics department to maximize their teaching resources by combining two courses with relatively low enrollments.

Pending the syllabus changes mentioned in the second item of business, the committee passed a motion to cross-list MATH 555: Bayesian Statistical Methods and MATH 455: Bayesian Statistical Methods.

#### **Fourth Item of Business: Proposal to Change a Graduate Program:**

The committee considered a proposal to change the MTLA in Teaching, Learning and Advocacy program.

Prof. Diane Cudahy explained the reasons behind the proposed change, which would streamline the MTLA in Teaching, Learning and Advocacy program and reduce redundancy within their curriculum while allowing students significant choice in their program of study.

The committee asked why the EDFS 705: Reflective Practice and Professional Development course is being retained as a required course.

Prof. Diane Cudahy explained that the course was being retained as a requirement, but had been redesigned to address former problems.

The committee pointed out that the start date of the course could not be listed as "immediately" and should be listed as Fall 2011, since that is the earliest that a catalogue revision can take place.

Pending this change, the motion to change the graduate program passed.

#### **Fifth Item of Business: Spring 2011 Committee Meetings.**

Next semester, the committee will meet on Wednesdays from 2:30pm-4:00pm in Craig 108 (the new Admissions Building).

#### **Sixth Item of Business: For the Good of the Order.**

The Chair of the Committee thanked the committee members and regular attendees for their work during the Fall semester and wished them a great winter break.

#### **Seventh Item of Business: Adjournment.**

The committee approved a motion to adjourn at 2:26pm.

**Attention:** The next meeting will be held on Wednesday, January 26, 2011.



## **Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs**

**Time:** Wednesday, January 26, 2011 at 2:30pm

**Place:** CRAIG Room 108

**Committee Members Present:** Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), Thomas Ivey (Mathematics), Ralph Muldrow (Art History), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School) and Cathy Boyd (Registrar).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Attending:** Barbara Byrd (Center for Continuing Education and Professional Development), Sue Sommer-Kresse (VP for Community Relations), Angela Cozart (Teacher Education), and Meta Van Sickle (Teacher Education).

**Call to Order:** Silvia Rodríguez Sabater, Chair, called the meeting to order at 2:30pm.

### **First Item of Business: Approval of December Minutes:**

The December minutes were approved with two minor corrections.

### **Second Item of Business: Proposal for Non-Credit Courses/Programs:**

The Committee considered a proposal to create a non-credit English Language Institute.

Sue Sommer-Kresse and Barbara Byrd outlined the plan for the program, which will be administered by the North Campus staff and involves the cooperation of various campus offices. They also discussed the expected student base, which will be primarily international students seeking to improve their English language skills, and perhaps the ESL population in the local community. They also spoke about the intended schedule of ELI courses, and the availability of non-credit/non-degree transcripts for those who complete the program.

Cathy Boyd expressed concern about the availability of classrooms for the ELI during high usage times (weekday mornings) on the Main Campus, especially Smart Classrooms.

Amy McCandless asked about whether the TOEFL exam would be used to measure competence. Barbara Byrd responded that it probably would not be used because of associated costs.

The Committee asked about the financial statement that is supposed to be attached to new non-credit program proposals and suggested that the Senate would likely require one, especially if the ELI intends to use Main Campus classrooms. Sue Sommer-Kresse responded that by their nature, non-credit programs must be self-supporting.

Cathy Boyd suggested holding ELI classes in the afternoon/evening, when classes are more readily available. Sue Sommer-Kresse agreed that this adjustment might need to be made.

The Committee asked if there will be a full budget review for the ELI before it is approved by the Senate. Sue Sommer-Kresse answered that the ELI will have to demonstrate that it is both cost effective and self-supporting. Amy McCandless advised Sue Sommer-Kresse to include a budget statement with the proposal before bringing it before the Graduate Council and the Senate. The Committee advised Sue Sommer-Kresse to add a line on the proposal itself about the ELI's potential budget impact.

Motion to approve the ELI on North Campus (and on Main Campus only if classrooms are available), pending the addition of a budget statement to the proposal, passed.

### **Third Item of Business: MAT Special Education Proposals**

Angela Cozart and Meta Van Sickle discussed a proposal to change a graduate program, and EDFS 748, which would streamline the program and better suit changes in the field.

The Committee noted that the syllabus for EDFS 748 was missing and advised Angela Cozart and Meta Van Sickle to add it to the proposal before bringing it before the Graduate Council. Angela Cozart agreed to add the syllabus.

Cathy Boyd noted that old courses will have to be deleted and the new degree requirements would need to be listed in the Catalog.

Motion to approve the change to a graduate program and to EDFS 748, pending addition of syllabus, revision of justification with added pedagogical reasons for changes, and the submission of associated deletion/name change forms for EDFS 738, 758, and 748 to the Registrar's Office, passed.

### **Fourth Item of Business: MAT Special Education Proposals**

The Committee considered a series of graduate course change proposals (listed below), but due to irregularities with proposal materials (incorrect forms and problems with syllabi, including lack of differentiated graduate student coursework requirements and inclusion of Graduate School grading scale) voted to table the issue until next meeting.

- *Proposal to change a graduate course: **EDFS 710**: Introduction to Exceptional Children and Youth, and *Permission to cross-list a graduate course:* **EDFS 710**: Introduction to Exceptional Children and Youth with **EDFS 345**: Intro Education of Exceptional Child and Youth.*
- *Proposal to change a graduate course: **EDFS 730**: Characteristics of Individuals with Emotional Disabilities, and *Permission to cross-list a graduate course:* **EDFS 730**: Characteristics of Individuals with Emotional Disabilities with **EDFS 351**: Students with Emotional Disabilities.*
- *Proposal to change a graduate course: **EDFS 740**: Characteristics of Students with Learning Disabilities, and *Permission to cross-list a graduate course:* **EDFS 740**: Characteristics of Students with Learning Disabilities with **EDFS 352**: Students with Learning Disabilities.*
- *Proposal to change a graduate course: **EDFS 750**: Characteristics of Individuals with Mental Disabilities, and *Permission to cross-list a graduate course:* **EDFS 750**: Characteristics of Individuals with Mental Disabilities with **EDFS 353**: Individuals with Mental Disabilities.*

**Fifth Item of Business: For the Good of the Order:**

The Committee discussed the issue of budget impact of new non-credit programs and reiterated need for new program proposals to include a required budget statement.

**Sixth Item of Business: Adjournment:**

Committee approved motion to adjourn at 3:45pm.

**Attention:** The next meeting will be held on Wednesday February 23, 2011 in Craig Room 108.

## **Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs**

**Time:** Wednesday, February 23, 2011 at 2:30pm

**Place:** CRAIG Room 108

**Committee Members Present:** Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), Thomas Ivey (Mathematics), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School) and Cathy Boyd (Registrar).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Present:** Timothy Callahan (Environmental Studies), Ben Cox (Mathematics), Meta van Sickle (Special Education), and Angela Cozart (Special Education).

**Call to Order:** Silvia Rodríguez Sabater, Chair, called the meeting to order at 2:30pm.

### **First Item of Business: Approval of January Minutes.**

The January minutes were approved as submitted.

### **Second Item of Business: MAT Special Education Proposals.**

(1) Proposal to change a graduate program:

Prof. Angela Cozart presented the rationale behind the proposed change to the MAT in Special Education, explaining that a previous attempt to condense the 2-2.5 year program to 1.5 years had proven unsuccessful, so the Special Education faculty sought to return to the old model.

A motion to accept the change to a graduate program passed.

(2) Proposal to change a graduate course: **EDFS 748:** Field Experience in the Instruction of Exceptional Children:

Prof. Angela Cozart presented the rationale behind the proposed change to the graduate course EDFS 748, explaining that students were taking EDFS 748, 738, and 758 as three separate courses, but the Special Education faculty wanted to collapse them into one course (EDFS 748) taught by a single instructor, which would be more efficient and less confusing to students.

A motion to accept the change to a graduate course passed.

(3) Proposal to delete a graduate course: **EDFS 738:** Field Experiences with Students with Emotional Disabilities:

Prof. Angela Cozart presented the rationale behind the proposed deletion of the graduate course EDFS 738, explaining that since the content of this course was being integrated into EDFS 748, the course had to be deleted.

A motion to accept the deletion of a graduate course passed.

- (4) Proposal to delete a graduate course: **EDFS 758**: Field Experiences with Individuals with Mental Disabilities:

Prof. Angela Cozart presented the rationale behind the proposed deletion of the graduate course EDFS 738, explaining that since the content of this course was being integrated into EDFS 748, the course had to be deleted.

A motion to accept the deletion of a graduate course passed.

- (5) Proposal to change a graduate course: **EDFS 710**: Introduction to Exceptional Children and Youth, and Permission to cross-list a graduate course: **EDFS 710**: Introduction to Exceptional Children and Youth with **EDFS 345**: Introduction to Exceptional Children and Youth:

Prof. Angela Cozart presented the rationale behind the proposed change of the graduate course EDFS 710 and the cross-listing with EDFS 345, explaining that the Special Education faculty had added the additional graduate assignments the GECESP committee had requested at the last meeting.

The committee asked if the additional assignments for graduate students in the cross-listed course were sufficient.

Meta van Sickle responded that since the MAT in Special Education was an initial certification program, the additional requirements were sufficient. Dean Amy McCandless concurred.

A motion to accept the change of a graduate course/cross-listing passed.

- (6) Proposal to change a graduate course: **EDFS 740**: Characteristics of Students with Learning Disabilities, and Permission to cross-list a graduate course: **EDFS 740**: Characteristics of Students with Learning Disabilities with **EDFS 352**: Characteristics of Students with Learning Disabilities:

Prof. Angela Cozart explained that the rationale was exactly the same as the one for the motion above.

A motion to accept the change of a graduate course/cross-listing passed.

- (7) Proposal to change a graduate course: **EDFS 750**: Characteristics of Individuals with Mental Disabilities, and Permission to cross-list a graduate course: **EDFS 750**: Characteristics of Individuals with Mental Disabilities with **EDFS 353**: Characteristics of Students with Mental Disabilities:

Prof. Angela Cozart explained that the rationale was exactly the same as the one for the motion above.

A motion to accept the change of a graduate course/cross-listing passed.

The committee thanked Profs. Cozart and van Sickle for resubmitting their proposals.

### **Third Item of Business: Master of Science in Mathematics.**

Proposal to change a graduate program: create a combined, five-year B.S./M.S. in Mathematics.

Prof. Ben Cox presented the rationale for this proposal, explaining that students who take graduate level courses in the Math department can have those courses accepted as transfer credit when they gain admittance into other M.A. programs, but not if they enter CofC's M.A. program in Mathematics. A combined, five-year B.S./M.S. in Mathematics would solve this problem.

The committee asked how common such combined, five-year B.S./M.S. in Mathematics are. Prof. Cox mentioned several schools with such programs with these programs. Dean McCandless added that these "ABMs" (accelerated bachelors/masters) are becoming more common, including at other SACS schools.

The committee asked if the GPA of these courses would be applied to students' graduate GPA. Cathy Boyd explained that these courses would appear in Banner, but not on Degree Works.

The committee noted that MATH 315 and MATH 515 have the same title and suggested changing the title of MATH 515 to differentiate the two courses. The committee also suggested adding the table of programs with a similar combined, five-year B.S./M.S. in Mathematics to the proposal.

A motion to accept the change of a graduate program passed.

### **Fourth Item of Business: Master of Science in Environmental Studies.**

(1) Proposal to change a graduate program:

Prof. Tim Callahan presented the rationale for this proposal, explaining that lowering the number of credit hours in the Master of Science in Environmental Studies program from 41 to 37 would bring EVSS in line with other programs in the discipline and allow more time for students' independent research. It would also allow the EVSS faculty to change the mix of courses in the curriculum, adding hours to the introductory course and to add a social sciences methods course to increase the program's rigor.

Since the three proposals were closely interrelated the committee decided to hear all three rationales and then to vote on all three proposals as a single motion.

(2) Proposal to change a graduate course: **EVSS 646:** Graduate course seminar:

Prof. Tim Callahan presented the rationale for this proposal, explaining that the new course will be team taught, with one faculty from the social sciences and one from the sciences, allowing students to see the interaction of these fields in EVSS.

(3) Proposal for a new graduate course: **EVSS 632**: Social science methods in environmental studies:

Prof. Tim Callahan presented the rationale for this proposal, explaining that students need more training in this methodology, since doctoral study or employment in the field require familiarity with survey techniques.

Assoc. Dean Owens asked if IRB policies would be covered in this course. Prof. Callahan answered yes and referred the committee to the syllabus where it is mentioned.

A motion to approve all three EVSS proposals as a single motion passed.

**Fifth Item of Business: For the Good of the Order:**

The committee proposed sending a reminder to the campus community to remind anyone with a proposal they want considered that we have only two more meetings this academic year.

Assoc. Dean Owens raised the issue of different course numbering practices across campus, and asked if we should try to make these more uniform. Cathy Boyd recommended taking the issue up with Academic Affairs.

The committee chair reminded committee members to respond to Darryl Philips's request for information about committee duties for the Senate Handbook.

**Adjournment:** A motion to adjourn passed at 3:14pm.

The next meeting will be held on Wednesday March 30, 2011 in Craig Room 108

## **Minutes: Faculty Committee on Graduate Education, Continuing Education, & Special Programs**

Date: Wednesday, March 30, 2011

Location: CRAIG Room 108

**Committee Members Present:** Jason Coy (History), David Desplaces (Marketing and Supply Chain Management), Ralph Muldrow (Art History), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School) and Cathy Boyd (Registrar).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Attending:** Timothy Callahan (Environmental Studies), Aspen Olmstead (Computer Science), and Sue Sommer-Kresse (Director of Continuing Education and Professional Development).

### **Call to Order:**

The meeting was called to order at 2:35pm.

### **First Item of Business: Approval of February Minutes:**

The February minutes were approved as submitted.

### **Second Item of Business: Proposals for non-credit courses/programs:**

- **CEIT 201:** Security Professional
  - **CEIT 210:** Linux Administrator I
  - **CEIT 211:** Linux Administrator II
  - **CEIT 320:** Java Application Development Foundation
  - **CEIT 321:** Java Web Component Developer
  - **CEIT 322:** Java Business Component Developer
  - **CEIT 323:** Java Web Service Developer
1. Prof. Olmstead explained the rationale for the proposal, highlighting that the courses would contribute towards required certification needed by technicians at the Space and Naval Warfare Systems Center in Charleston, SC. He pointed out that there are no competing providers of these courses in the area and that the program will be completely self-supporting.
  2. Associate Dean Owens asked about the sequence of the courses and Prof. Olmstead explained their sequencing.
  3. Sue Sommer-Kresse explained that the program will be able to print non-credit transcripts through the Registrar's Office.
  4. Motion to consider all of the courses as a bloc passed.
  5. Motion to approve the proposal passed.

### **Item Four: Permission to cross-list a graduate course:**

- **EVSS 695:** Sustainability and **POLS 319:** Sustainability
1. Prof. Callahan explained that the proposal called for cross-listing two sections of special topics courses, both on the topic of sustainability, only for the Maymester term.
  2. Committee pointed out that special topics must be added to the Catalogue after being offered three times. Prof. Callahan answered that if this summer cross-listing works, and is offered three times, the course would be submitted for inclusion in the Catalogue.



3. Committee asked if there is a precedent for cross-listing special topics courses. The Registrar's Office answered that you can list "special topics" in courses titles and cross-list these courses. Prof. Callahan explained that this arrangement is being sought in the interest of "resource sharing," since only one faculty member currently has this research specialty.
4. Committee asked if this course could be cross-listed at the section level, and the Registrar's Office responded that the courses could be manually linked by their staff. The Registrar advised the committee to consult with the Faculty Senate, since the course is supposed to be offered in Maymester and the Senate deadline for course proposals has already passed.
5. Dean McCandless suggested offering the course as an independent study course to any graduate students who were enrolled.
6. Committee decided to table the proposal until they consult with the Speaker of the Faculty; committee members were asked to submit any questions pertaining to the proposal to the committee chair by April 6.

**Item Five: Proposal for a new certificate program:**

- Certificate in Operations Research
1. The committee tabled the proposal, since Prof. Cox was not present to answer questions about the proposal.

**Item Six: Proposals for new graduate policies:**

- Proposal for grade of "U" and program dismissal
  - Leave of absence policy proposal
1. Dean McCandless explained that these motions, already discussed in the Graduate Council, were being presented for the committee's information only and will be brought before the Faculty Senate for their information as well.
  2. Committee inquired whether the proposal required the signature of the Speaker of the Faculty. Discussion followed about this point and about the required form.
  3. Committee suggested minor changes to the proposal.

**Item Seven: New form:**

- Proposal to delete a graduate program
1. Dean McCandless explained that the committee will be responsible for hearing proposals for deleting graduate programs, so this form is needed.
  2. Committee suggested a default "effective" date, in the fall, for program deletions, since the Catalogue is only updated once a year.
  3. Committee approved the form.
  4. Registrar asked Graduate School to add language on form requiring the inclusion of associated course deletions with the form itself.

**Item Eight: For the Good of the Order.**

**Item Nine: Adjournment.**

A motion to adjourn passed at 3:23pm.

**Announcement:** *The last meeting of the 2010-2011 academic year will be held on Wednesday, April 20, 2011 in Craig Room 108.*

Minutes: 2010-2011 Faculty Committee on Graduate Education, Continuing Education, and Special Programs

Time: Wednesday, April 20, 2011 at 2:30pm

Location: CRAIG Room 108

**Committee Members Present:** Jason Coy (History), Thomas Ivey (Mathematics), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

**Ex-Officio Members Present:** Amy McCandless (Dean of the Graduate School) and Cathy Boyd (Registrar).

**Regular Attendees Present:** Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), and Julie Dahl (Student Records Data Manager).

**Guests Present:** Ben Cox (Mathematics), Thomas Steve Gibson (Center for Student Learning), Larry Krasnoff (Philosophy), and Sue Sommer-Kresse (Director of Continuing Education and Professional Development).

**Meeting Called to Order at 2:31pm**

**First Item of Business:** March Minutes Approved as Submitted

**Second Item of Business (Old Business):** Graduate Certificate in Operations Research

1. Dr. Cox explained the rationale for the proposal, pointing out that the revised proposal now being considered includes a letter of support from Chris Starr (Chair, Computer Science) and that the MBAD elective has been removed at the request of the Business School, since the MBA program does not allow students from outside the program to take MBA courses
2. Committee asked if MBAD course might be offered in the future. Dr. Cox responded that they might explore this possibility at a later date, but that since this issue only affected a few students (and was to be offered as an elective) the MBAD course was not essential to the proposal.
3. A motion to approve the revised proposal passed.

**Third Item of Business:** Proposal for Non-Credit Courses/Program in LSAT Preparation

1. Dr. Krasnoff, the campus pre-law adviser, explained the rationale for the proposal, informing the committee that the College currently offers LSAT preparation, but that it is not intensive. As a result, students are forced to rely on costly for-profit providers for LSAT preparation. He explained the College could offer an intensive LSAT preparation to our students that would likely be more effective than that available from other area providers and would be offered at a lower cost, while still offering free LSAT preparation services through the Center for Student Learning. Sue Sommer-Kresse added that the College hopes to start the program this year, marketing it to current students, and next year offer it to members of the local community as well.
2. Committee asked if there were SACS requirements regarding instructors for non-credit courses. Sue Sommer-Kresse answered that there were no such

requirements, but internal quality control procedures would ensure that the LSAT preparation program would be staffed by qualified instructors.

3. A motion to approve the proposal passed.

**Fourth Item of Business:** Proposal for Non-Credit Courses/Program in MCAT Preparation

1. Sue Sommer-Kresse explained the rationale for the proposal, with the assistance of Thomas Steve Gibson.
2. Amy McCandless asked about how the proposed program would be staffed. Sue Sommer-Kresse answered that faculty would be recruited from the Biology and Chemistry departments. Thomas Steve Gibson added that he would provide instruction pertaining to the reading and writing sections.
3. Committee asked when the course would be offered and how it would affect classroom allocation on the Main Campus. Sue Sommer-Kresse answered that the proposed MCAT preparation courses, if approved, would likely start being offered in spring and summer 2012 (with planning and promotion efforts beginning in fall 2011). She also explained that the proposed MCAT preparation courses would be offered in the evening when classroom availability on the Main Campus was not an issue. Later, if the proposed program began to draw members of the local community, the North Campus would likely be used.
4. Committee suggested that the MCAT acronym used in the proposal should be spelled out to enhance clarity. Thomas Steve Gibson and Sue Sommer-Kresse agreed to this change.
5. Committee inquired about the pricing of the program. Sue Sommer-Kresse answered that the MCAT preparation courses would be offered at tuition rates that would be competitive with other MCAT preparation courses currently being offered by for-profit providers.
6. Cathy Boyd, Registrar, asked when the MCAT preparation courses would be offered. Sue Sommer-Kresse answered that the specific days and times have not been determined yet, but that her office would work with the Registrar's Office to schedule suitable times for the courses.
7. A motion to approve the proposal (with the acronym spelled out) passed.

**Fifth Item of Business: For the Good of the Order**

Dr. Rodríguez Sabater, chair of the committee, thanked the committee members and regular attendees for their efforts this year.

**The meeting was adjourned at 3:04pm**