

**2011-2012 Faculty Committee on Graduate Education, Continuing Education,
and Special Programs**

Minutes

Friday, September 9, 2011 at 2:00pm
CRAIG Room 108

IN ATTENDANCE:

Committee members: David Desplaces (Marketing and Supply Chain Management), Merissa Ferrara (Communication), Myra Seaman (English), Brooke van Horn (Chemistry), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

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

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

Guests Attending: Angela Cozart (Teacher Education), mutindi ndunda (Teacher Education).

- I. **Call to order.**
- II. **Welcome and introductions.**
- III. **Proposals to change a graduate course:**
 - EDEE 510: Introduction to Early Childhood Education, Field Experience I.
Angela Cozart explained that the change does not affect the content of the course but is simply a matter of making the title better reflect the course content.
 - Cathy Boyd observed that the stated implementation date isn't possible, which was explained as a result of its being leftover business from last spring. The implementation date will be changed to Fall 2012, and this is true for all of the items on today's agenda.
 - David Desplaces said that the Faculty Senate requires that a syllabus be attached to such forms; Silvia said that in the past we've not done that except for new courses; David notes that the Senate wants to see even when the content remains the same. Angela will send a copy of a syllabus to Silvia, just in case. Proposal passed unanimously.
 - EDEE 636: Field Experience II in Early Childhood Education.
The issue is the same as with the previous item so there was no discussion. The date of implementation will change, like the previous one. Proposal passed unanimously.
 - MTLA 702
Mutindi explained what MTLA stands for and that it's a capstone course, so using EDFS was causing confusion for students. Silvia asked for the form to be clarified—so that the course title would be included, and the MTLA acronym explained. Mutindi will email that information to Silvia and Regina. Proposal passed unanimously.

IV. Discussion of revision of graduate curriculum forms.

The Undergraduate Curriculum Committee is using new forms, with learning objectives and assessment tools added. Silvia suggests we do the same, so that the forms are similar, regardless of whether a course is grad or undergrad. Regina offered to look at the new undergraduate forms and put drafts together for us to look at together as a committee. Silvia suggests maybe we would like to require syllabi to support everything (in response to David's earlier comment), so Regina will check to see how that works with the new undergraduate forms, so that it's uniform. There was further discussion about how having the syllabus accompany the form demonstrates what is being claimed about the course elements. Regina added that this will encourage updated syllabi to be submitted, too (not just old ones). There was general agreement on that.

V. For the good of the order.

No one had any issues to raise.

VI. Adjournment.

The next meeting will be held on Friday, September 30, 2011 at 2:00pm also in Craig 108.

**2011-2012 Faculty Committee on Graduate Education, Continuing Education,
and Special Programs**

Minutes

Friday, September 30, 2011 at 2:00pm
CRAIG Room 108

Committee members (present): David Desplaces (Marketing and Supply Chain Management), Merissa Ferrara (Communication), Myra Seaman (English), Brooke van Horn (Chemistry), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

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

Attending Meetings (present): Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration), Dave Owens (Associate Dean of the Graduate School), and Regina Semko (Assistant to the Dean).

I. Call to order

At 2:00 only 3 of 5 members were present but as that amounted to a quorum, the meeting was started; immediately, David Desplaces arrived. Merissa Ferrara arrived at 3, after another meeting.

There were no proposals to consider, only the forms that we had planned to be revising this month

II. Approval of minutes.

approved

III. Revision of graduate curriculum forms.

A. Course form

Cathy Boyd reiterated her emailed request to add a question to the form for special topics courses asking if the course is repeatable. David Desplaces noted that this question is already on the form, on p. 2. Regina Semko clarified that there is an electronic blank to type in to indicate how many times the course might be repeated. She added that there are many such boxes throughout the forms.

Regina Semko asked about the “reactivate course” request. David Desplaces thought there was no need for such a request, if it is in the catalogue. Cathy Boyd explained that if you deleted the course 20 years ago and want to repurpose the number later, then you can “reactivate”--it has to have been deleted before, to be reactivated. Silvia Rodríguez Sabater asked for clarification on what the “reactivation” would involve, and Cathy Boyd said it’s just a matter of the number, not the material, etc. Cathy says in Banner we can re-use a course number after 10 years of its not being used, but that the key question really is: do you want a student to be able to get credit for both versions of the course or not? If not, it’s the same course essentially; if not, then these are two different courses, in effect. David Desplaces said we should put that right at the top of the form, rather than under “Delete course.” It should be under “Change Course”

(below “attach syllabus,” under “new course”): it should say “Reactivate, yes or no?” Silvia Rodríguez Sabater asked if we should even request this information, given the confusion it would generate. We decided to get rid of “Reactive course?” completely.

Regarding another issue, David Desplaces said that in the course description (no. 3) it needs to indicate if this is a new description, the applicant must submit both the “old description” and the “new description.” This will indicate to the applicant that a new syllabus might be needed. We concluded that it should read, “If changing description, please include old and new description.” Regina Semko confirmed that the boxes do expand, so there’s no limitation to these descriptions.

Then David Desplaces suggested we should call the file for the form something else—not just the name of the form, but also the file name—to indicate that this is graduate course. It could be “Graduate course proposal form,” and the file could share that name, too. (He said this suggestion would extend to the other two forms we’re discussing today, too.)

Brooke van Horn suggested that we indicate on the form the date of update and of approval by committee.

Brooke van Horn moved to approve the changes to the form and David Desplaces seconded. Silvia read the changes aloud, and the motion was approved.

B. Program form

We’re adding “Proposal” to the name of the form here, as in the previous form.

Cathy Boyd was confused by p. 2, under Curriculum, where the form has both A and B. David Desplaces suggested A is just saying you should attach the proposal. Others think that B should replace A, which appears to have been a draft version of B. David Desplaces said to put under it a box asking “Are completed course forms and sample syllabi attached: yes, no” to make sure people don’t forget.

Lynne Ford further suggested: “Please attach letter of support from any program impacted by this change.” Basic math or basic science courses might be used by other non-interdisciplinary courses, said Amy McCandless, so it could happen that upper level courses depend on other programs. David Desplaces thought that under VI we should add: “Impacted schools or programs should provide support” (using just an asterisk). Regina Semko noted that on the course form she indicated this in terms of joint programs. Cathy Boyd suggested we include the question “Is the course used by other programs for their requirements? yes/no If yes, provide letter of support.”

David Desplaces moved to approve the changes, this was seconded by Brooke van Horn, and the motion passed.

C. Permission to cross-list form

We will add “proposal” to the title here as well.

Cathy Boyd asked where the description of differences in the undergrad and grad versions will appear. Regina Semko said we should add it because we used to need to attach it separately. David Desplaces suggested “Attach copy of both syllabi.” Regina Semko said it’s already there, though Silvia Rodríguez Sabater suggested it go not under Approval but under number 2, submitting separate syllabi and a box where they will explain the differences in course objectives, etc. Silvia Rodríguez Sabater searched for a heading for section 2. David Desplaces suggested, “Are syllabi for both grad and undergraduate courses attached: yes/no” with the box for a description, which will make clear that a difference is expected. He offered, “Clearly describe how in requirements, learning objectives, assessment tools [content, grading, level of difficulty, assessment of outcomes], the two versions of the course will be distinct.” David Desplaces and Amy McCandless were concerned that the courses shouldn’t actually be different when they’re both grad courses. Cathy Boyd said it could change to “If graduate and undergraduate courses are cross-listed, then explain the differences” and Brooke van Horn suggested for those instances “Complete (new section numbers) 2 and 3; otherwise move on to (new number) 4.” (That is, for undergrad/grad crosslisted courses, complete sections 2, 3, 4 and for an existing grad course complete section 4.) This then removes the need for what Cathy Boyd suggested right before Brooke van Horn’s description. The title for new section 2 is now “Curriculum differences: Graduate and Undergraduate courses”

David Desplaces moved to approve changes; Brooke van Horn seconded. There was no discussion and the motion was approved.

IV. For the good of the order.

Lynne Ford noticed we didn’t create a new program form. Regina Semko said we need to. She said the new undergraduate form models what’s required for CHE, so the faculty sees what will ultimately go to the state. (There is a program moratorium in place through at least Jan 12, so we have time, Lynne Ford said.) We’ve never had new major/program grad form. Amy McCandless says we just use CHE and then a signature page. Silvia Rodríguez Sabater wonders if we should continue using the CHE. Lynne Ford clarified that it would be useful to produce a form for grad so that there would be consistency. She said they’ve developed a text-based form, to replace the 9-page schematic we currently use (the “flow-chart” referenced in the grad instructions for new programs). Regina Semko said the website needs to be updated in these sorts of ways anyway, so we could get that going now. Lynne Ford noted that AAPA is now the Office of Institutional Effectiveness and Planning. Regina Semko indicated that getting a new Form for New Program will be a start but there will need to be quite a few changes as the material hasn’t changed since 2008. Amy McCandless, via Dave Owens’ report from Academic Council, said that Sue Sommer-Kresse would like non-credit courses not to go before our committee. Lynne Ford clarified that Sue will bring this to the committee eventually, and the idea is to let her be more “nimble” especially during summer in handling these policies. David Desplaces thought that would need to go to the Faculty Senate, that our name would need to change if we’re not going to be monitoring Continuing Ed. Amy McCandless

wondered if the credit bearing ones would need to come before us. Yes, we decided, and that the name needed to stay the same. There was some discussion of how that process works for courses that don't apply to any program. CofC North has a different (not Banner) system for non-credit courses.

Lynne Ford said she will send the committee before our next meeting the current version of the Bachelor of Professional Studies (degree completion program) to be offered at the North campus only (for those with AA or AS or 60+ transferable college credits, a minimum GPA, who are 24+ years old). Lynne Ford described development of the program as well as the different areas it has, the core curriculum (liberal arts seminars), aims, etc., with 2 course clusters (not a major) in communication (CIS) and business. The degree would be very focused on particular goals and would include a capstone and require 62 credits (in addition to the 60+ students bring in). Cathy Boyd wondered if a separate system like Degree Works would need to be developed and Lynne confirmed. She also asked about course evaluation differences too. Lynne Ford said it makes no difference—it's the same institution, but a whole new degree, not a program. It'll be an academic degree program so it will have an academic dean. This would be the only one in the state, so CHE approval will take a while.

The October 28 meeting will be in Stern 321; after that we will return to Craig 108

V. Adjournment. at 3:05

**2011-2012 Faculty Committee on Graduate Education, Continuing Education,
and Special Programs**

Agenda

Friday, October 28, 2011 at 2:00pm
Stern Center 202

Present:

Committee members: David Desplaces (Marketing and Supply Chain Management), Merissa Ferrara (Communication), Myra Seaman (English), Brooke van Horn (Chemistry), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

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

Attending Meetings: Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration), Dave Owens (Associate Dean of the Graduate School), and Regina Semko (Assistant to the Dean).

Guests: Rhonda Mack (School of Business), Sue Sommer-Kresse (VP for Community Relations, Interim Director Lowcountry Graduate Center), Brumby McCloud (School of Business)

I. Call to order.

II. Approval of minutes.

III. MBAD New Course Proposals:

A. MBAD 530: Principles of Revenue Management in Hospitality

Brumby McCloud from Hospitality & Tourism explained the purpose of the new course. Cathy Boyd asked when it should go into the system. Rhonda Mack said It's a 13.5-month program so they'd like it to be in the catalogue by Fall semester, though it won't start being offered until Spring (starting in February). Rhonda Mack said they'd like to imitate what was done with the previous two focus areas which went in the year before. David Desplaces said it should appear in Fall 2012 so that the program itself is fully advertised from the start.

Regina Semko said that the "This course supports the following..." (B. relation to the strategic plan of the College) is left off of one of the three proposals, so that will be modified for cohesion. Members voted unanimously in favor.

B. MBAD 531: Forecasting and Business Analytics in Hospitality

Brumby McCloud explained that this course focuses on the Analytics required for practicing revenue management (simultaneous with 530), here developing the plan in order to implement the plan. Silvia Rodríguez Sabater asked if this H&T focus wasn't offered before to MBA students. Brumby McCloud said that they are adapting elements from those other courses to the new concentration. Silvia Rodríguez Sabater repeated the conclusion from discussion of MBAD 530

regarding the timing of its appearing in the catalogue in Fall 2012. Silvia praised the completeness of the materials submitted. (Rhonda Mack claimed that they're afraid of this committee.) Members voted unanimously in favor.

C. MBAD 532: Channel Management Strategies in Hospitality

Brumby McCloud said this will also say Fall 2012. This is the course where they apply principles, strategies, tools to build the system, of classes 530 and 531. Silvia Rodríguez Sabater asked for comments and revisions, and there were none. Members voted unanimously in favor.

D. MBAD 560: Special Topics

Rhonda Mack said that this is a space for trying out new courses, and they simply overlooked this option when putting together the MBA program. Rhonda Mack said that upon Silvia Rodríguez Sabater's request she put together a sample course to demonstrate the kind of course that might be a ST course. It can be 1-3 units. Cathy Boyd asked if a student can take more than one ST course, and Rhonda Mack explained that they can repeat it for a total of 3 credits. Dave Owens said that typically they can be repeatable beyond 3 credits, and encouraged flexibility, which Rhonda Mack said would work with the already rather rigid requirements of the program. So it will be repeatable. Silvia Rodríguez Sabater said that the starting time was Summer 2012, which is different and perhaps too soon. Rhonda Mack said it should be changed to Fall 2012. Members voted unanimously in favor.

IV. Bachelor of Professional Studies (feedback only).

Lynne Ford said this will be submitted to CHE Tuesday. The copy we have is the most recent version. The committee met today to work out some further details. She explained much of the program's orientations and emphases, with particular attention to the General Education requirements (which are not the same as those at the College generally) and pointed to ways the program is designed to capture the spirit of the Liberal Arts. The first is something like an Adult FYE, seminars in the context of 21st-century living. These are based on national surveys of employers' wishes for what employees would have experience with, e.g. ethics, diversity, global issues, science-and-technology literacy. This is the purpose of the seminars, and along with the capstone at the end are the shared elements. The clusters of courses are thematic, not disciplinary, aimed toward providing students assistance in making the employment transitions they seek. This takes the place of a major (and some credits can be transferred in). Depth and breadth are the primary concern, with a central orientation on the workforce. The capstone, too, will be individualized, perhaps a project they would do with their current job/employer, added to an academic component for the capstone. It could be an internship for those not wanting to or not prepared to do this with a current employer. They hope to develop additional clusters (such as Health Communication) and also perhaps in Security (IT and National and Homeland, eg), based on the feedback from focus groups of prospective students and employers.

Lynne Ford asked for the committee's feedback. Silvia Rodríguez Sabater wondered what might happen if a student decides, once they are back in college education, that they want to pursue graduate education after having gained a degree like this—how will that be viewed in admission for graduate programs? Would they be provisional students there for a while? Amy McCandless said that it depends on the grad program; often it's not that a major is required in the subject but rather 18 credit hours in the area. MBA or Comm, yes, but not in science or traditional humanities, said Dave Owen, and they couldn't even do environmental science though it seems that would be desirable. A third of the prospective students, said Sue Sommer-Kresse, want a traditional program, and so those are sent straight to CofC's central campus. Lynne Ford said it's a matter of not having lab space at the North Campus, though students could come downtown to take science classes here, and there are electives built into the program so that students could fill those with "traditional" courses. The primary focus, though, is on keeping them on the North Campus. Sue Sommer-Kresse notes that the general education program—which has to be completed elsewhere, won't be taught at the North Campus—meets SACS requirements. Cathy Boyd asked if any of the courses they took at North Campus would transfer here if the student wanted to transfer here. Lynne Ford said they're already in the catalogue, except for the Comm courses, which are, in the case of the ones listed in the proposal, dead courses. All courses would be reviewed by the Faculty Curriculum Committee and would be part of the BPS catalogue, NOT the BA or BS catalogue.

Lynne explained in response to David Desplaces' question about "numbers" for seats in classes that BPS students wouldn't be allowed to register for BA/BS courses until our own students had the opportunity. She said that their courses would be offered, to fulfill their requirements, on the North Campus. David Desplaces pointed out that some of the courses listed on the proposal from the Business School aren't frequently taught, so that could be a problem on both ends. Lynne Ford took note of that. Sue Sommer-Kresse explained that there's been much discussion with the chair about this, and Lynne Ford clarified that since this isn't a Business degree, it doesn't need to meet the same requirements for accreditation.

Merissa Ferrara asked if there will be online courses, and what percentage. Sue Sommer-Kresse and Lynne Ford said that they don't know how many yet, and explained that they are working on highly unconventional times if needed (as in the case, for example, of Boeing with different shifts). Lynne Ford explained that courses could be taught by TT profs who have experience developing online courses. Lynne Ford asked Merissa Ferrara to put together a wish list for online courses.

Cathy Boyd asked about "College of Charleston University College" at the front of the proposal. Lynne Ford said that's a remnant of earlier thinking; it seems now that this BPS program and the downtown campus don't need to be kept separate, based on discussion with faculty and others on campus and also looking at what is happening at other campuses around the country. Cathy Boyd thought the institution would be different. Myra Seaman asked what current students here on the downtown campus think of having the BPS be "shared" with the BA and BS. Lynne Ford said they haven't yet inquired about that, but that they will. Merissa

Ferrara asked if the courses transferring in would be any different from those that current students bring in, and the answer was no. Discussion about the minimum age of 24 followed, as one way of distinguishing this program clearly from our traditional programs. It turns out that the average age of those who seem most interested is around 40. There's been discussion about military credits, Sue Sommer-Kresse said, and there's a national resource for this but they're not working on details of that for the current proposal.

V. Policies for Non-Credit Programs:

A. Change to the policies: Procedure to establish a non-credit course / program

Silvia Rodríguez Sabater explained that the committee last year developed these and they were approved in September 2010. Sue Sommer-Kresse then explained, after thanking the committee for its work, that several programs are up and running, with just one year of operation now completed. Strategic plan calls for increase in non-credit as well as credit classes at North Campus (BPS being the credit component, the other the Continuing Education and Professional Development center). This could be one-day seminars, offered through the Center, with support on registration etc. This material the committee considered would make modifications based on what they've learned over the past year. Goals are to enhance communication between the center and this review committee, with an ex officio member (director of the CEPD); ensure they have the ability to respond to the community timely and flexibly, and the summer with no committee meetings is a disadvantage; they want to experiment and adjust things, and on most campuses these non-credit courses aren't approved by faculty—review, support, etc. is helpful, but the formal review process itself is not. She explained that as new courses and programs are developed, the director of Continuing Ed and Prof Development at the North Campus will confer with appropriate staff or faculty (chairs, etc.) and Dean of College of North Campus, and then the Dean will approve any course. The new organization there allows for that kind of academic oversight (with that Dean reporting to the Provost's office). That's the proposal.

Silvia Rodríguez Sabater explained that the committee won't be reviewing (affirming or rejecting) the proposals, though it will review them for informational and feedback purposes, and this will add an ex-officio member to the committee. Amy McCandless asked about the report the chair of the curriculum committee gives to the Faculty Senate and the Graduate Council, in which case a sentence should be added to say the chair of the Graduate Committee will report, each month, to the Graduate Council and the Faculty Senate. Then it won't need to go first to grad council then to senate if it's just for information. Lynne Ford suggested "regularly inform" or "once a semester" instead of monthly. The committee voted on the proposal, including the friendly amendment. It passed unanimously (with David Desplaces absent for this vote).

VI. For the good of the order.

Cathy Boyd has a question about the Policies packet (which is being modified) on p. 4 (Record Keeping), because things have changed since then, and this isn't

what we voted on today. She said these courses and transcripts/certificates will now be in Aceware, not Banner. They will thus be available only through the North Campus. The software has been significantly upgraded and has the ability to do conferencing, which the Center will then support—hosting them here on campus downtown, not just North Campus. Regina Semko explained that conference registration assistance is currently offered. Sue Sommer-Kresse said once a treasurer is in place, online payments will be available. That should be up and running by Spring 2012.

VII. Adjournment

The next meeting will be held on Friday, November 18, 2011 at 2:00pm in CRAIG 108

**2011-2012 Faculty Committee on Graduate Education, Continuing Education,
and Special Programs**

Agenda

Thursday, January 26, 2012 at 10:45am
CRAIG Room 108

Committee members: David Desplaces (Marketing and Supply Chain Management), Merissa Ferrara (Communication), Myra Seaman (English), Brooke van Horn (Chemistry), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

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

Attending Meetings: Lynne Ford (Associate Provost for Curriculum and Academic Administration), Dave Owens (Associate Dean of the Graduate School).

Guest: Roger Daniels (Graduate Program in Accountancy).

- I. **Call to order.**
- II. **Approval of minutes** (October 28, 2011).
- III. **Master of Science in Accountancy:** Roger Daniels attended the meeting to provide consultation.

A. Course deletion proposals:

Roger Daniels's overview: Information Systems was unsuccessful, with low interest and faculty departures. They are now returning to a more traditional graduate accountancy program (CPA or managerial).

Silvia Rodríguez Sabater wondered if the provost's signature needed to be on the deletions form. Lynne Ford said she can take care of that. Cathy Boyd requested that the Registrar be provided with a Program Change document indicating changes to the degree requirements, as it will appear in the catalogue. Roger Daniels said he would do this and copy Silvia Rodríguez Sabater on the email. He got confirmation that this all needs to go through the Faculty Senate before publication.

Approval, pending form that will be sent to the Registrar.

- ACCT 513-*Financial Statement Analysis*
- ACCT 551-*Corporate Transactional Data Management*
- ACCT 552-*Quantitative Analysis for Accountants*
- ACCT 553-*Advanced Corporate Transactional Data Management*
- ACCT 554-*Advanced Quantitative Analysis for Accountants*
- ACCT 555-*Information Technology Governance and Infrastructure Lifecycle Management*
- ACCT 556-*Protection of Information Assets*

B. New course proposals:

Roger Daniels explained that the only substantive change is 513 being replaced by 599; otherwise the new courses are study abroad courses that are successful and will be recruiting tools and fit into global initiatives of the College. 599 is a capstone course.

Each of the new courses was discussed individually. Roger Daniels explained that 570 and 575 are taught together, for 6-credit study abroad, and that it has been very successful. He explained to Cathy Boyd that the program fee is paid separately, not as part of the course. Amy McCandless explained that Julie Swigert in the International Study office handles the study abroad portion of the course funding. Lynne Ford explained that it was simply important that the course description states that the courses are taught as study abroad courses.

- ACCT 599-*Contemporary Accounting Issues*
- ACCT 570-*European Origins of Modern Accountancy (Study Abroad)*
- ACCT 575-*European Financial Markets (Study Abroad)*

Each course was approved individually. Roger Daniels said he will forward the original documents, with signatures, to Lynne Ford. She asked Amy McCandless when she will need the signed originals, which is February 10.

IV. Motion to add Provost or designee and Director of Continuing Education to the Committee.

Motion (David Desplaces) and second (Merissa Ferrara) in support.

V. Modification of existing Master of Public Administration (for information only).

Amy McCandless explained the history of the program's development, and the way USC has had its own separate program as well as a joint program with CofC. There's no change whatsoever to the program, so it's not even clear that this public forum is necessary, since the change is only a concern for CHE. CHE was calling it a new program, which would disturb the program's professional accreditation. Lynne Ford explained how this change will also save costs and paperwork throughout the administration. Lynne Ford explained that this needs to go to CHE by the beginning of February, even before the Faculty Senate sees it. David Desplaces clarified that this shouldn't come from our committee, since it's really proposed and supported by the Graduate Council, as this committee is not voting on it, since it is being presented here for informational purposes only.

VI. For the good of the order.
Nothing noted. Ended at 11:17.

VII. Adjournment.

The next meeting will be held on Thursday February 23, 2012 at 10:45am

**2011-2012 Faculty Committee on Graduate Education, Continuing Education,
and Special Programs**

Minutes

Thursday, February 23, 2012 at 10:45am
CRAIG Room 108

Committee members (present at meeting): David Desplaces (Marketing and Supply Chain Management), Merissa Ferrara (Communication), Brooke van Horn (Chemistry), and Silvia Rodríguez Sabater, Chair (Hispanic Studies).

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

Attending Meetings: Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration), Dave Owens (Associate Dean of the Graduate School), and Regina Semko (Assistant to the Dean).

Guest: Vince Benigni (Communication).

- I. **Call to order.**
- II. **Approval of minutes** (January 26, 2012).
- III. **Graduate Program in Communication:**

A. Change/Delete Graduate Program Proposal

The meeting began with an overview of the Intro to Graduate Studies Course and an oral description of Program Change overview. Vince Benigni spoke about a need for additional experience for students in secondary research and database research and the inclusion of both qualitative and quantitative methodologies within the curriculum, concepts to be covered by the new courses (COMM 514 and COMM 680) brought to the committee. He brought up the curricular need for including the concept of what it is to be a graduate student in communication for students transitioning into the program (role of COMM 500). This course, COMM 500, was described as a gateway to methodology course.

Also, the special topics seminar course (COMM 580) was discussed as needing a title change to match what is covered by the course (presently titled "Seminar in Organizational Communication" and seeking to be renamed, more broadly, "Seminar in Communication". There was a brief discussion about needing a Graduate Course Proposal Form that illustrated and made official the course change through the "Change Title" option on the form. It was concluded that a form was needed. The committee agreed to the change in good faith that the required form will be submitted prior to forwarding the materials to the Graduate Council.

Members of the committee voted on program change proposal, pending the course change form for title and it was approved at 10:59 am.

B. New course proposals:

- COMM 500: Introduction to Graduate Studies (proposed title)
- COMM 514: Social Media
- COMM 680: Seminar in Rhetoric

COMM 500 (No course title on initial form) - Silvia commented that there needs to be a title on the form. There was discussion about wanting the course to be open to other programs and therefore, a desire to keep the title broad. The discussion concluded with the decision to use the title "Introduction to Graduate Studies in Communication" (with the emphasis on communication since it is within the Master's in Communication program) with the necessary changes to the forms and the syllabus. The proposal was approved unanimously by the committee with the changes to included the title as "Introduction to Graduate Studies in Communication".

COMM 514 (Social Media) - This proposal was approved with little discussion.

COMM 680 (Seminar in Rhetoric) - The course was described as an "issue oriented" and thematic-based course using special topics. It was also regarded as providing a current, more advanced option for students and deemed an important addition to the curriculum. The course has prerequisites at the 500 level (specifically, COMM 500 and COMM 510 or permission of the instructor). After little discussion the committee voted and approved the proposal at 11:06 AM.

IV. For the good of the order.
Nothing additional was noted.

V. Adjournment.
The meeting ended at 11:07 AM.

Note:

Proposals approved via email on March 1, 2012:

- COMM 580 change of name proposal (old business from last committee meeting)
- M.Ed in Languages and Language Education (Termination of French track)

These two proposals were approved via email so that the Graduate Council and the Senate would be able to review them before the conclusion of the semester. These changes need to be into effect in the Fall, so students are not mislead as to the content of COMM 580 and the possibility of a French track in the M.Ed in Languages and Language Education.

The next meeting will be held on Thursday March 29, 2012 at 10:45am