

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Agenda

Thursday, September 6th, 2012 at 3:00 PM
CRAIG Room 108

Present

Committee members: Mary Blake Jones (Teacher Education), Michael [prefers to be called Rohn] England (Math), Valerie Frazier, Secretary (English), Robert Westerfelhaus (Communication) and Brooke Van Horn, Chair (Chemistry)

Ex-Officio: Amy McCandless (Dean of the Graduate School)

Attending Meetings: Julie Dahl (Student Records Data Manager) and Regina Semko (Assistant to the Dean).

Guests: Meta Van Sickle (Department Chair, Teacher Education) and Angela Cozart (Teacher Education)

I. Call to order.

II. Change/Deletion Graduate Program Proposals

A. Change of TEDU Certificate in Gifted and Talented Education

- i. Revision of course sequence and coursework options to include graduate coursework at all levels (elementary, middle and secondary)

Meta Van Sickle explained that this requested change is driven by the need to be aligned with the requirements of the S.C. State Department of Education for teacher certification in the Talented and Gifted (TAG) Education program. The State requires the inclusion of graduate coursework at all levels (elementary, middle and secondary), and TEDU is changing its sequence and coursework options to meet this mandate. This change is needed for already certified teachers in other content areas to continue to be eligible to apply for the add-on Talented and Gifted certification from the S.C. Office of Teacher Certification. Robert Westerfelhaus motioned that this change be approved and Mary Blake Jones seconded it. Brooke Van Horn verified that all of the appropriate boxes on the change request forms for TEDU were correct.

B. Change in MAT in Special Education

- i. Deletion of EDFS 500 as a required course

Meta Van Sickle next discussed EDFS 500, Nonviolent Crisis Intervention. This one hour course, which according to the Catalog, “provides students with the knowledge and skills required to effectively handle crisis situations in school, clinic and residential settings,” is no longer needed as a requirement. In the past, a trainer has been hired to facilitate this course. The content and training included as part of this course have been incorporated as part of the Human Growth and Development course curriculum. There will be minimum impact from reducing the

MAT in Special Education FTE from 39 to 38 hours. Michael [Rohn] England moved and Robert Westerfelhaus seconded the motion to approve this change.

III. Items to review/FYI:

A. Academic Affairs Policy #14 – revision of graduate assistantship policy regarding graduate assistant payment process

- i. Presented and reviewed at Graduate Council on August 24th, 2012

Amy McCandless brought to the committee's attention that the Graduate School was informed (by Steve Osborne in Business Affairs) that it is against federal policy to pay graduate students salary. They must be paid hourly (i.e., \$20.67 for 300 hours). Program directors and supervisors must approve hours and maintain strict **recording** keeping of the hours worked by graduate students to avoid the assessment of overtime. Currently, Research Assistants and Teaching Assistants are exempt from this policy.

B. CHE Policies and Procedures for New Academic Programs and Centers, Program Modifications and Program Terminations – track changes document/draft for review (will have been presented at Academic Council on September 5th, 2012)

- i. See p. 6 - additional concentrations, emphases, tracks, etc. with more than 12 hours requires a program modification proposal submission and approval

The Graduate Committee will have to be vigilant regarding the tracking of changes for **New Academic Programs and Centers, Program Modifications and Program Termination. It may be helpful to mark these changes in red.** CHE is hawk-like in making sure that proper procedures are followed. There are potentially a good number of new programs coming through the pipeline soon that may be affected by these changes. We will await updates on the status of this agenda item after the Academic Council meeting on September 5, 2012.

IV. For the good of the order.

Brooke Van Horn mentioned that Dr. Godfrey Gibbison, Dean of the North Campus, may in the near future give the Graduate Education, Continuing Education, and Special Programs Committee a status report on activities at the satellite campus. The committee is particularly interested in an update on noncredit courses and the committee's relationship to /responsibility for programs housed at the College of Charleston but not officially affiliated with the institution. There has been an increasing question as to the nature of the relationship between the Graduate Education, Continuing Education, and Special Programs committee and these noncredit programs at the North Campus.

One such program example is the Certified Financial Planning preparation course, which is a noncredit class that awards no credit but prepares students for the certification exam. A concern was raised that although some programs are just renting space from the College, any program connected to faculty and instruction could have implications for the College as a whole. It was also asked how do we define a special program. Michael [Rohn] pointed out that this could be an issue to be resolved by the Faculty Senate. The committee agreed to look at the archived minutes to see if there were any past discussions about this issue. Once the question of the committee's jurisdiction over such programs is resolved, we can amend the bylaws, if required.

It was discussed whether the following should be included on the roster of members of the Graduate Committee:

the Dean of the North Campus, as an ex-officio member

the Provost or the Provost's designee, as an ex-officio member

Lynne Ford would be contacted for her input as the proper protocol and the preferences of the Provost. We will need to use the correct verbiage as we update/review committee composition.

Brooke Van Horn raised the question of whether a graduate student should be included as part of the Graduate Committee. Amy McCandless emphasized that if a graduate student was appointed to the committee, he/she should be non-voting, with no direct decision making in curriculum. Questions were raised as to the possible length of the term of service as well as what the criteria for graduate student selection would be. The Graduate Student Association may be able to make recommendations as to graduate student candidates who serve a leadership role on campus and would represent the needs of the graduate student body. It might be advantageous for the committee to have input from the graduate students it serves. It would also be helpful for students to see how curriculum and policy decisions at the graduate level are made. Committee members were encouraged to **this** about this item. This issue will be addressed at a later date.

V. Adjournment.

The next meeting will be held on Thursday October 4th, 2012 at 3:00 PM

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Thursday, October 4th, 2012 at 3:00 PM
CRAIG Room 108

Committee members in attendance: Michael England (Math), Valerie Frazier, Secretary (English), Brooke Van Horn, Chair (Chemistry) , and Robert Westerfelhaus (Communication)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Godfrey Gibbison (Dean of the North Campus – serving as designee until Director of Continuing Education is selected), Cathy Boyd (Registrar).

Attending Meetings: Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration and representative for Provost's office), Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), Penny Brunner (Interim Associate Vice President, Office of Institutional Effectiveness and Planning)

Guests: Roger Daniels (Accountancy), Roxane M. DeLaurell (Chair, Accountancy and Legal Studies) , and Martin Erbele (President, Graduate Student Association), Niki DeWeese Leiva (Director of Information & Recruitment, Graduate School)

- I. Call to order.
- II. Review and approval of the minutes – from meeting on September 6th, 2012.

Robert Westerfelhaus moved to approve the September minutes with two minor corrections from Regina Semko. The motion was seconded by Rohn England.

- III. Graduate program proposals from Accountancy.
 - A. Establishment of the International Track

Roger Daniels, the Graduate Director of the Accountancy Program, discussed the proposed establishment of the International track primarily as an internal advising tool for faculty as they direct students in the program. The program tracks were put in place in 2007 (before Daniels's tenure as director), and without Faculty Senate approval of the descriptions, and now the question arises as to the appropriate path for approval of needed changes. There are currently three tracks in the program: financial reporting/auditing, taxation, and generalist. The addition of an international track would serve students well, facilitating their preparation for entering international accounting markets. The international track designation would also be a desirable line item for student curricula vitae or letters of recommendation.

B. Elimination of the Generalist Track

Roger Daniels next talked about the need to have the tracks in accountancy be aligned with current practices in the department. The generalist track no longer fully encompasses specific trends in the discipline. Emphasis on international law and nonprofit financial reporting are currently popular options in the program. Daniels discussed the need to eliminate the generalist track and retool the tracks to better market and position the program in the competitive field of graduate Accountancy programs.

C. Change in title and course description for ACCT 500

The proposed change pertains to ACCT 500, Financial Accounting Theory. Daniels informed the committee that there is a need to incorporate better verbiage to describe the course, not currently captured in official documents. Prior to the meeting, Daniels electronically distributed copies of the proposed changes.

D. Change in course description to ACCT

The broader issue of how to ensure that the proper channels are followed in when making changes to the graduate Accountancy program descriptions was discussed. Cathy Boyd asked about the impact of the proposed program changes on student transcripts and pointed out discrepancies between descriptions in Banner/Degree Works and the College's course catalog. It is essential that these documents match in order to stay in compliance with SACS and CHE requirements. Daniels mentioned that there are errors in the catalog's Accounting program description that do not reflect the Senate approved version. He agreed to work with Cathy Boyd to ensure that the version that the Registrar's Office is working with (the catalog version) matches what was approved by the Senate.

Brooke Van Horn revisited the question of proper protocol for making graduate program description wording changes, as the Senate generally deals with curricular changes. Is this the purview of the Graduate Committee? Rohn England pointed out that there are ambiguities in the definitions of the terms "concentrations" and "tracks". Importantly, this murkiness might impact our ability to vote on future curricular issues.

Penny Brunner emphasized the need for transparency during the program description modification process. Amy McCandless also mentioned there is a need to distinguish between terms like "focus," "track," and "concentration," which may be unclear to both students and external reviewers. Lynne Ford pointed out that there is a lot of gray area in terms of reviewing internal advising tools regarding program foci or tracks. Rohn England asked whether these types of documents need to be reviewed by the Graduate Committee. The general consensus was that if the information was not recorded on transcripts, the Graduate Committee did not need to review it.

Lynne Ford brought to our attention that there may be insufficient oversight as to what goes into the graduate catalog, and attention needs to be paid to the relative consistency of program descriptions, to provide the most accurate information

possible to students and external reviewers from SACS or CHE. She emphasized that while there may not be a mandate for the Graduate Committee to give such oversight in this area, there is the potential for the committee to positively impact graduate education as a whole. The committee should have additional processes in place to prepare for the burgeoning growth in the Graduate School. There may be more programs in the near future with similar internal advising and program description issues as Accounting. We may want to follow the precedent set by Undergraduate Programs for formal curriculum oversight and governance. The Graduate Committee may decide to re-examine the scope of its duties and look to the Faculty Manual as a point of reference.

Rohn England returned to the Accounting program proposals before the committee. He asked whether Roger Daniels was requesting advice as to how to proceed with making changes in descriptions. Daniels indicated that he needed approval from the Associate Provost in order to proceed further, and he had been encouraged to come before the Graduate committee. Lynne pointed out that the language for the descriptions in the catalog can be determined by individual departments. Daniels agreed to add specific learning outcomes to his proposals and to work with Lynne and Penny to satisfy any additional concerns. The committee agreed to have the revised accounting proposal circulated and approved via email. Rohn moved that we approve agenda line items III. A and III. B after Roger Daniels had made the necessary adjustments. Valerie Frazier seconded the motion. Rohn England motioned and Robert Westerfelous seconded the approval of item III.C. Robert motioned for approval for item III.D and Rohn seconded.

Niki DeWeese Leiva pointed out discrepancies in the catalog descriptions for ACCT 570 and ACCT 575 (regarding prerequisites and approvals) that needed to be corrected. It was moved by Brooke and seconded by Rohn to approve the changes.

Cathy Boyd emphasized that it is important that the Registrar and the college as a whole are kept in the loop and updated regarding changes in the accounting tracks. Penny reiterated this concern. Amy McCandless reminded the committee of the various stages in the graduate program curriculum approval process: Graduate Committee→Graduate Council→Faculty Senate→Registrar→Catalog.

The issue of whether the forms on the Graduate School website had been updated was raised. Amy informed the committee that over the last year, Brooke has worked assiduously to revise the forms, and Brooke will now work to make sure that the learning outcomes are properly included on the forms.

- IV. Motion to add a graduate student member – see motion from e-mail.
 - A. To be sent to Graduate Council and then to By-laws committee – for their presentation to the Senate if approved.

Brooke introduced the proposal to add a graduate student member by mentioning the precedent set by other departments and committees on campus. She emphasized the importance of student enfranchisement. Martin Erbele, an MPA student and President of the Graduate Student Association, spoke in favor of the

inclusion of students into the process of graduate curriculum governance and reassured the committee of the commitment and engagement of graduate students. GSA has a committee which recommends graduate student representatives for campus committees, and it would be someone from this committee or the president of GSA who would serve on the Graduate Committee, if invited. Robert voiced his concerns that graduate students often have little experience in curricular governance and that their tenure in graduate programs would be too short for them to become fully invested in the process. Martin tried to allay this concern by reaffirming the students' stake in graduate education decision making. Rohn raised the issue of whether adding another member to the committee would increase the probability of ties or deadlocks in committee voting. The question was asked as to whether the chair could vote and break ties, per Robert's Rules. It was also discussed whether a graduate student should be a voting or nonvoting committee member. Many committees on campus and at colleges regionally allow for graduate student voting. After some discussion, it was decided that Graduate Committee members would informally poll their departments to assess opinions about including a voting or nonvoting graduate student on the Graduate Committee. Brooke will also send out an email to the Faculty listerserve for additional feedback on this issue.

IV. Follow up – Motion to add Provost and Director of Continuing Education.

A. Motion approved by Graduate Committee on January 26th, 2012 and approved by the Senate in April 2012, but has not yet been posted within an updated FAM (2012-2013) from By-laws committee – should be available shortly (not posted as of 10-1) – will update our committee when posted online.

Brooke updated the committee on the addition of the Provost and Director of Continuing Education to the committee. They will be added to the agenda and minutes as ex-officio members.

V. For the good of the order.

We were informed that some committee members had difficulties opening up emailed agenda documents, and it was suggested that these documents be disseminated in pdf or rich text format.

Rohn asked whether noncredit continuing education courses not formally connected to College of Charleston degree programs should be under the jurisdiction of the Graduate Committee. This issue will be discussed in more detail at a future meeting.

VI. Adjournment.

The next meeting will be held on Thursday November 1st, 2012 at 3:00 PM

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Thursday, November 1st, 2012 at 3:00 PM
CRAIG Room 108

Committee members (present at meeting): Michael England (Math), Brooke Van Horn, Chair (Chemistry), Mary Blake Jones (Teacher Education)

Ex-Officio (present at meeting): Cathy Boyd (Registrar).

Attending Meetings (present at meeting): 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 (present at meeting): Renee McCauley (Computer Science).

- I. **Call to order** - at 3:05 PM.

- II. **Course Change Proposals from Computing and Information Science:**
 - A. **CSIS 612** – Advanced Computer Architecture – prerequisite and course description changes
 - B. **CSIS 614** – Advanced Operating Systems – prerequisite change
 - C. **CSIS 618** – Programming Languages – change title and edit description
 - D. **CSIS 632** – Data Communications and Networking – edit description
 - E. **CSIS 638** – Advanced Topics in Database Systems – edit description
 - F. **CSIS 657** – Embedded Systems Design – prerequisite change
 - G. **CSIS 674** – Introduction to Computer Graphics – edit description

Renee McCauley (Computer Science, guest) described the need for these changes as a whole to update the catalog descriptions and prerequisites for courses in order to achieve a match with a parallel program offered with and through the Citadel. Also, Renee pointed out that some of the description changes were being made to allow faculty the flexibility to teach the same type of content and structure but with other more current programming languages. A few of the descriptions (for example, CSIS 674) were too specific and contained content centered on less modern languages.

A number of typographical errors/omissions were noted by the committee members present, for which changes should be made quickly to ensure passage of the proposals at the earliest convenience to the Graduate Council and Faculty Senate prior to the winter break. Additionally, other concerns were raised by Cathy Boyd (Registrar) regarding the “Will this course be added to the Degree Requirements?” and “List of prerequisites and/or other restrictions below” sections of the course forms. Renee addressed these concerns and agreed to make the necessary changes to these sections, including language noting that departmental approval would suffice for some course prerequisites. Renee also affirmed that all these needed changes would be made immediately and would be e-mailed to the committee members for approval the following Monday. (NOTE: An e-mail

was sent with all documents on Monday 11/5/2012 and the committee members voted unanimously by e-mail to approve the course changes A-G listed above.)

III. Other Course Proposals:

- A. PUBA 617** – Urban Transportation: Problems and Prospects
- B. EVSS 631** – Pollution in the Environment – course credits/contact hour change
- C. EVSS 633** – History and Theory of American Urban Planning – title change and edit description
- D. EVSS 699** – (no obvious title on form) – new course proposal

With the lack of attendance of faculty representatives and program directors from PUBA and EVSS, the committee was not ready to vote on the proposals listed above in the state that they came to the committee.

Brooke Van Horn (Chemistry, chair) shared that she had been in e-mail correspondence with JoAnn Ewalt (Political Science, MPA) to address concerns from the Registrar had regarding the need for a Change of Program Form and that the additional form might be submitted in time for an e-mail vote the following week. The committee agreed that a vote would be possible if all paperwork was submitted. (Note: no vote on PUBA 617 was cast since the necessary changes and required paperwork were not received.)

Additionally, Brooke informed the committee members that each of the other faculty with proposals had been invited to attend, but none were able to make it to the meeting to address the committee, Registrar's Office and Provost's Office concerns. She said that she would follow up with each of the proposers in the coming weeks to see if the proposals might be ready for more formal committee review by the November 29th meeting.

At this point, a discussion from the committee commenced regarding the need to possibly update the flowchart/proposal submission timeline and path to the committee to formally include the Registrar (Cathy Boyd) and a SACS review (Penny Brunner) at the time the proposals are examined in the Provost's Office (Lynne Ford). These changes were proposed by Lynne Ford (Provost's Office) so that more detailed and/or specific concerns could be raised by the respective parties and directly communicated to the proposing faculty/program directors prior to the committee's review. Lynne commented that a similar updated procedure was being used by the undergraduate curriculum committee and might be adopted if our committee felt it useful. She also hinted that it might address concerns and overall speed up the committee approval process by allowing our group to focus on the content, learning objectives, and substance of the proposals rather than getting bogged down in nuances and other related concerns and details that are often hard to catch by faculty committee members. Brooke said this discussion would continue and be part of the agenda for the next committee meeting.

IV. For the good of the order.

Brooke mentioned that for the spring (1) the undergraduate and graduate curriculum forms would be compared and updated as needed and (2) a formal motion regarding the addition of a graduate student member (and status as voting or non-voting) would be brought for a vote once feedback was received more generally from the faculty.

V. Adjournment.

The meeting ended at approximately 3:30 PM.

The next meeting will be held on Thursday November 29th, 2012 at 3:00 PM.

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Thursday, November 29th, 2012 at 3:00 PM
CRAIG Room 108

Committee members in attendance: Michael (Rohn) England (Math), Valerie Frazier, Secretary (English), Mary Blake Jones (Teacher Education), Brooke Van Horn, Chair (Chemistry), and Robert Westerfelhaus (Communication)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Godfrey Gibbison (Dean of the North Campus – serving as designee until Director of Continuing Education is selected), Cathy Boyd (Registrar).

Attending Meetings: Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration and representative for Provost's office), Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), Penny Brunner (Interim Associate Vice President, Office of Institutional Effectiveness and Planning)

Guests: Meta Van Sickle and Angela Cozart (both in Teacher Education), and Dan Greenburg (Psychology, and chair of the Committee on Undergraduate Education)

- I. Call to order
- II. Review and approval of the minutes – from meetings on October 4th and November 1st, 2012

The minutes from the October 4 and November 1 meetings were approved with one correction: Lynne Ford was not present during the November 1 meeting. (Rohn England moved and Mary Blake Jones seconded the motion).

III. Graduate Program Change/Cross-list Proposal from Master of Arts in Teaching – Special Education:

- A. EDFS 428 with EDFS 741 – both courses serve a small audience of students, covering the same material, and resources could be used for cost savings if a single course was taught

Angela Cozart gave a short justification of the efficacy of cross listing EDFS 428: Procedures for Teaching Students with Learning Disabilities and EDFS 741: Educational Procedures for Students with Learning Disabilities. Both classes focus on teaching strategies to address the individual needs of students with learning disabilities, specifically in the areas of mathematics, modification of content areas, and the development and use of course materials. EDFS 741 contains a component for up to twenty hours of field work. Since the classes are so similar in the content they deliver, it would be cost effective if a single course was taught, without compromise of the content presented. Robert Westerfellhaus made a motion to approve the proposal, and it was seconded by Rohn England.

IV. Other Items to Address/Discuss

- A. Graduate Curriculum Forms and Process of Review prior to presentation in Committee
 - i. An update to the graduate curriculum proposal forms and the general graduate process to include time for Registrar's Office review and SACS review prior to

review by the committee – to be similar to the undergraduate committee and to keep our eyes focused on what we do best

There was some discussion about the need for additional review of proposals before they reach the Graduate Committee, so that discrepancies can be eradicated and incomplete information can be corrected. Rohn England emphasized that more time is needed to add increased oversight to the process. It was suggested that the timeframe for presenting proposals to the Graduate Committee be pushed back one week. Amy McCandless and Cathy Boyd could serve as expeditors in this review process, vetting proposals and communicating with chairs if additional information is needed. Chairs could be kept abreast of the status of their submitted proposals through carbon copying them on important communications. We must also give sufficient time in the process for SACS review. It was asked if the course mode of delivery should be included on the graduate forms. Cathy Boyd indicated that this would be information needed at the time of scheduling courses. The Graduate Committee could model the procedures and flow chart used by the Undergraduate Committee. Dan Greenburg offered assistance in providing materials for the committee. He directed us to <http://currcomm.cofc.edu/> for more information about the procedures that the Undergraduate Committee follows. Brooke Van Horn will draft a proposal and update the committee at a later date regarding the progress on implementing changes to the forms and the process of review.

B. Addition of a Graduate Student Member to the Committee Roster

- i. How we would like to proceed regarding the addition of a graduate student member to the committee? How do we want to solicit feedback and when do we want to make a formal motion in the Spring – first or second meeting? Do we ask for specific feedback from Graduate Council and Faculty Senate members directly by presentation of our opinion prior to a general call for feedback or a formal motion to By-laws?

The discussion centered on the addition of a graduate student member to the Graduate Committee and the question of whether the student should be a voting or nonvoting member.

It was argued that designation of a graduate student as a voting member would be a sign of support and give students a voice in the graduate curriculum decision making process. The Graduate Council, in past meetings, has also discussed the importance of incorporating graduate students on graduate committees.

It was emphasized that if we include a graduate student as part of the Graduate Committee, we must make sure the student is seriously engaged with the process and upholds his or her committee duties. Robert Westerfelhaus raised the issue of the lack of long term investment of graduate students (who usually only have a tenure of two years at the college) in graduate curriculum decision making. Robert also talked about institutional memory and the potential for the dilution of faculty power. Rohn England mentioned that adding a voting graduate student would raise the potential for a voting tie, and that a voting graduate student member could potentially represent 20% of the voting power of the committee. Dan Greenburg thought it unlikely that a graduate student would wield too much power or be placed in the position of a swing vote. Brooke Van Horn emphasized that there are seven committees on campus that have graduate student members with status as voting members, so by approving a voting graduate student committee member, we would be aligned with the college at large. A motion was made to approve a graduate student as a voting member. The motion did not pass, with a vote of 2-3. Rohn England then made a new motion to include a graduate student as a nonvoting member. Robert Westerfelhaus seconded the motion, and it unanimously passed. The decision will be communicated to the Graduate Student Association (GSA). The GSA president will more than likely be the designee to attend the graduate meetings.

C. Meetings for Spring 2013 – submit your unavailability (conferences, courses, office hours, research time, *etc.*) to Regina Semko ASAP to get our Spring meeting calendar complied

IV. For the good of the order

V. Adjournment

The next meeting will be held in Spring 2013 (TBA)

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Thursday, January 31st, 2013 at 3:00 PM
SSMB Room 300 (School of Science and Math Building)

Committee members present: Michael England (Math), Valerie Frazier, Secretary (English), Mary Blake Jones (Teacher Education), Brooke Van Horn, Chair (Chemistry), and Robert Westerfelhaus (Communication)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Cathy Boyd (Registrar), Alice Hamilton (Education, Health, and Human Performance)

Attending Meetings: Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean)

- I. **Call to order.**
- II. **Review and approval of the minutes – from meeting on November 29th, 2012.**

A motion was made by Robert Westerfelhaus and seconded by Rohn England to approve the November minutes.

- III. **Motion to add a graduate student member – see motion from e-mail – voted on and approved on November 29th, 2012**
 - A. **To be sent to Graduate Council and then to By-laws committee – for their presentation to the Senate – please check for any corrections**

Discussion ensued as to whether the Graduate Committee's decision to approve the addition of a non-voting graduate student member instead of a voting graduate student member would be accepted as a friendly amendment by the Faculty Senate. The Bylaws Committee could present the proposed change to the Faculty Senate in March or April 2013. We will need to ask others about the proper protocol to follow in this situation.

- IV. **New Business – Change/Delete Graduate Program Proposal**
 - A. **Termination of a Program – SOC (service-oriented computing) certificate**

The committee briefly deliberated about the termination of the SOC computer science program certificate. There are currently not enough students taking advantage of this certificate, and ending the program would allow for better use of faculty resources. Amy McCandless indicated that there should be no adverse effects as a result of this termination. There is also some past precedent for such termination. The motion was made by Rohn England and seconded by Robert Westerfelhaus to approve the termination of the program. Cathy Boyd (and Penny Brunner, via e-mail communication) pointed out that SACS and CHE must be notified. Academic Affairs will be key in making sure that the necessary notifications are communicated in a timely manner.

- IV. **For the good of the order.**
- V. **Adjournment.**

The next meeting will be held on Thursday February 28th, 2013 at 3:00 PM in SSMB 300.

**2012-2013 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Thursday, February 28th, 2013 at 3:00 PM

SSMB Room 300 (School of Science and Math Building; at intersection of Calhoun and Coming Streets)

Committee members: Michael England (Math), Valerie Frazier, Secretary (English), Mary Blake Jones (Teacher Education, not present), Brooke Van Horn, Chair (Chemistry) , and Robert Westerfelhaus (Communication)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Alice Hamilton (Director of Non-credit Programs), Cathy Boyd (Registrar)

Attending Meetings: Julie Dahl (Student Records Data Manager), Lynne Ford (Associate Provost for Curriculum and Academic Administration and representative for Provost's office), Dave Owens (Associate Dean of the Graduate School), Regina Semko (Assistant to the Dean), Penny Brunner (Interim Associate Vice President, Office of Institutional Effectiveness and Planning)

Guests: Vince Benigni (Communication), Renée McCauley (Computer Science), ~~Robert Mignone~~ Ben Cox (Math), and ~~Robert Perkins~~ Meta Van Sickle (Teacher Education)

- I. Call to order.
- II. Review and approval of the minutes – from meeting on January 31st, 2013.

A motion was made to approve the minutes by Robert Westerfelhaus and seconded by Rohn England, with an amendment to include Alice Hamilton's position title as Director of Non-credit Programs.

- III. New Business –Graduate Program Proposals
 - A. Communication
 - i. New Course Proposals
 1. COMM 520 – Communication Campaigns
 2. COMM 530 – Race, Gender, Class and Media
 3. COMM 540 – Uses and Effects of Media
 4. COMM 690 – Communication Pedagogy

Vince Benigni of Communication gave a justification for each of the new courses, which reflects the changing needs of their graduate students and provides a more accurate description of the current course curriculum. COMM 520 is designed as a boutique course that will rotate in terms of campaign focus with the topic designated by a colon followed by the specific subarea. COMM 530 has been taught as a special topics course two or three times and was well received each time. It fits the media/culture focus of the department. COMM 540 is a theory based, qualitative course that will have built in flexibility to showcase the expertise of each instructor who teaches it. COMM 690 is distinct from an independent study as there is not the same research requirement. The course can serve as an invaluable stepping stone for students considering future teaching assignments as

adjuncts or teaching assistants in doctoral programs. Robert Westerfelhaus moved to approved the new course proposals and Rohn England seconded the motion.

ii. Change Course Proposal

1. COMM 584 – OLD: Contemporary Problems in Communication Ethics / NEW: Ethics in Communication
2. COMM 680 – change program to allow students to choose one of three (680/681/682) vs. than current choose one of two (680/681)

Vince Benigni further explained that **COMM 584 needs a change of course title that more succinctly captures its focus, and the cleaner, new title “Ethics in Communication” accomplishes that goal. He also indicated that there is a need for more flexibility in the core program requirements in the instruction of classical and modern rhetorical theory, so that topics are not solely restricted to rigid historical timeframes. There is a desire for more comparative examinations between classical and modern rhetorical theory, and adding COMM 682 (Modern and Contemporary Rhetorical Theory) as one of the options to meet the program requirements helps meet this goal. Rohn England motioned and Robert Westerfelhaus seconded the motion. It was noted that a syllabus with the correct for COMM 584 was needed before March 15 before the proposal could move forward. A graduate grading scale must also be included.**

iii. Delete Courses – nine different courses at once for catalog clean-up

1. COMM 507, 521, 524, 525, 535, 538, 549, 594, 698

Vince Benigni then went through a list of courses that needed to be deleted due to the fact that they no longer fit the current direction of the program/needs of the student population, or there is too much duplication/overlap with other courses, or the classes have not been taught for several years. Rohn England asked if these classes were taken as part of the curriculum by students from other programs such as the MPA or MBA programs. Vince Benigni indicated that these classes were not generally populated by students in programs outside of Communication, so there should be no conflicts with other graduate degree programs. Rohn England motioned and Robert Westerfelhaus seconded the motion.

iv. Pre-requisite cleanup – one page list of courses

Vince Benigni next talked about the need for a prerequisite clean up to streamline the Communication course requirement list. This change will also incorporate COMM 500, a course that will help students acclimate themselves to the research requirements and expectations of graduate study in Communication. Cathy Boyd in the Registrar’s Office perused the list and mentioned that some classes on the prerequisite list are taught concurrently and that we must sure that there are clear rationales for the prerequisites. Robert Westerfelhaus moved and Rohn England seconded the motion to approve the prerequisite clean up.

B. Computer Science

i. Change Course Proposals

1. Delete Courses from requirements or electives – PMGT 651, 652, 653 to be deleted as electives
2. Add new Track – Cybersecurity (four courses, three already offered with one new – see below)

Renée McCauley (Computer Science) talked about the need for deletion of courses from the Computer Science requirements or electives. Specifically PMGT 651, 652, 653 will be deleted as electives. This move will help streamline program requirements for students. She also talked about the new track in Cybersecurity, which will expand the curriculum options for students in the program. The new track will consist of four courses, with the addition of one new course. Rohn England moved and Robert Westerfelhaus seconded the motion.

ii. **New Course Proposal**

1. **CSIS 641 – Advanced Cybersecurity**

Renée McCauley (Computer Science) discussed the new addition to the curriculum, and Rohn England inquired as to whether there would be any additional financial obligations in terms of staffing the new class. Renee McCauley indicated that no new resources would be needed to staff this class. Robert Westerfelhaus moved and Rohn England seconded the motion for approval.

C. **Mathematics**

i. **New Course Proposals**

1. **MATH 540 – Statistical Learning I (crosslist form as well for 440)**

2. **MATH 541 – Statistical Learning II (crosslist form as well for 441)**

Ben Cox represented the Math department and talked about the proposed new courses, which will be crosslisted with undergraduate classes. It was emphasized that the Math program must provide new syllabi which clearly distinguish the more rigorous requirements for graduate students compared to their undergraduate counterparts. This information is needed for SAACS compliance. Cox will seek help with formatting the syllabi and making them meet the necessary standards. It was suggested that the syllabi incorporate more rigorous graduate level assignments such as longer papers or the requirement to read additional books. These changes need to be submitted before the upcoming Graduate Council meeting. Robert Westerfelhaus moved and Rohn England seconded the motion to approve the courses, with the suggested amendments.

D. **Teacher Education**

i. **Crosslist form – EDFS 687 (with 326) – Introduction to Educational Technology**

Meta Van Sickle discussed the proposal to crosslist EDFS 687 (with 326) – Introduction to Educational Technology. The thorough syllabus which was submitted as part of this proposal was commended. There was a clear differentiation between the undergraduate and graduate requirements. Robert Westerfelhaus moved and Rohn England seconded the motion to approve the course cross listing

IV. **For the good of the order.**

It was mentioned that there is a Senate backlog, and the approval of the addition of the Dean of Continuing Education as an ex officio officer on the Graduate Committee has been delayed. The addition of a graduate student to the Graduate Committee has also not yet come before the Senate. It is questionable as to whether the graduate student member approval will come before the Senate this semester, unless there is a push by a Senator to put it on the floor.

Regina Semko, Assistant to the Dean, is retiring on March 15, after many long years of dedicated service to the Graduate School and the College of Charleston. We extend our thanks and congratulations to Regina on a well-deserved retirement. She will be missed dearly. We truly appreciate her meticulous oversight and commitment to making sure that all the necessary administrative forms and requirements for proposals were completed in compliance with applicable standards.

V. Adjournment.

The next meeting will be held on Thursday April 4th, 2013 at 3:00 PM in SSMB 300.

**2013-2014 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

SPECIAL MEETING Minutes

Thursday, May 2nd, 2013

SSMB Room 300 (School of Science and Math Building; at intersection of Calhoun and Coming Streets)

Committee members: Brooke Van Horn (Chemistry/Biochemistry, 2012-2013 committee chair), Jo Ann Ewalt (Political Science), Valerie Frazier, former Secretary (English), Jon Hakkila (Physics and Astronomy), Mary Blake Jones (Teacher Education), Lee Namjin (Communication)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Lynne Ford (Associate Provost for Curriculum and Academic Administration and representative for Provost's Office), Cathy Boyd (Registrar), Alice Hamilton (Director of Non-credit Programs)

Attending meetings: Cassandra Foster (Assistant to the Dean), Julie Dahl (Student Records Data Manager), Dave Owens (Associate Dean of the Graduate School), Penny Brunner (Interim Associate Vice President, Office of Institutional Effectiveness and Planning)

- I. Call to order.
- II. Review and approval of the minutes – from meeting on April 4, 2013.

A motion was made to approve the minutes.

- III. New Business – The 2012-2013 committee chair called a meeting of the new 2013-2014 committee members to:

- 1) discuss the charge of the committee and clarify its duties
- 2) and to allow for the selection of the new committee chair and committee secretary for the 2013-2014 academic year. Jon Hakkila will serve as the 2013-2014 committee chair and Valerie Frazier will continue on as the committee secretary for 2013-2014
- 3) additionally, Mary Blake Jones and Jo Ann Ewalt said they would share the responsibility in attending meetings in the Chair's absence, if needed.

- IV. Discussion

- 1) Discussion item from Jo Ann Ewalt: Adjunct rates are \$4,500 per course taught at the North Campus as compared to adjunct pay (about half of that) for teaching per course at the Main Campus.
- 2) Another discussion item from Jo Ann Ewalt: What constitutes a special program? Is the Office of Sustainability considered a special program? Also want to take a look at non-credit programs/certificates at North Campus
- 3) Namjin Lee requested more information on continuing education
- 4) Brooke Van Horn will notify Lynn Cherry, Faculty Senate Speaker, of the new officers. She suggests that the Chair and Secretary meet with Lynn Cherry.

- V. Adjournment.