

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, September 2, 2014 at 2:30 PM
SSMB Room 100

Committee Members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab),

Ex-Officio: Amy McCandless (Dean of the Graduate School), Cathy Boyd (Registrar), Brian McGee (Interim Provost), Alice Hamilton (Director of the Center for Continuing Education and Professional Development)

Attending Meetings: Penny Brunner, Nancy Mueller, Godfrey Gibbison, Lynne Ford, Dave Owens, Cassandra Foster

I. Call to order

The meeting was called to order at 2:34 p.m. by Jon Hakkila. Agenda was changed to discuss new business first because of many recent changes.

II. New Business

A. University of Charleston, South Carolina at the College of Charleston discussion

Interim Provost Brian McGee primarily led the discussion concerning the University of Charleston and conveyed to the committee that the merger is effectively dead. In 1992 the state legislature created the University of Charleston. As of today, the board has approved a modified mission statement which states that we now have permission to grant doctoral degrees. Doctoral programs must be funded by grants and outside sources. Discussion continued that it may be counterintuitive to expand graduate programs without support. Interim Provost Brian McGee stated that the new designation does not change current graduate programs. The correct approach is shared governance.

III. Old Business

A. Continue discussion on delineations between graduate and undergraduate course content

Course numbers and cross listed courses, especially across disciplines continue to be problematic especially with regard to SACS. A discussion revealed numerous concerns. Jo Ann Ewalt shared a model from a university similar to ours regarding course numbering. The group agreed to send an electronic survey to graduate departments and programs in order to assess the types of cross listing, policies for cross listing and course numbering systems. Only after understanding how departments and programs are working now will the committee be able to make suggestions for the future.

IV. Review and approval of minutes from Wednesday, April 2, 2014 meeting.

Jo Ann motioned to approve minutes from the April meeting and Erik Sotka seconded.

V. For the good of the order

VI. Adjournment

The meeting ended at approximately 4:00 p.m.

The next meeting will be held Sept. 30, 2014 at 2:30 p.m. in SSMB 100.

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Agenda

Tuesday, Sept. 30, 2014 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Cathy Boyd (Registrar), Brian McGee (Interim Provost), Alice Hamilton (Director of the Center for Continuing Education and Professional Development)

Presenters: Emily Rosko (Chair of the M.F.A. Planning Committee), Amanda Ruth-McSwain (M.A. in Communication Program Director), Tony Leclerc (M.S. in Computer Science Program Director), Jim Kindley (M.B.A. Program Director)

I. Call to order.

The meeting was called to order by Jon Hakkila at 2:31 p.m.

II. Review and approval of the minutes from the Wednesday, Sept. 2, 2014 meeting.

Jo Ann Ewalt motioned to approve minutes, Erik Sotka seconded and minutes were approved.

III. New Business

A. M.F.A. in Creative Writing

i. New Program Proposal

ii. New Course Proposals

1. ENGL 564: MFA Workshop in Poetry
2. ENGL 565: MFA Workshop in Fiction
3. ENGL 566: Elements of Craft and Form in Poetry
4. ENGL 567: Elements of Craft and Form in Fiction
5. ENGL 568: Reading for Writers
6. ENGL 706: *Crazyhorse* Publishing Practicum

Emily Rosko presented information about the new MFA program, which will extend graduate coursework in creative writing emphasizing practicality as well as academics. Discussion continued about program partnership with Arts Management courses. Program budget, student enrollment, and graduate assistantships were also discussed. Jo Ann Ewalt moved to approve all courses, Bill Russell seconded and the program and courses were unanimously approved.

B. Communication

i. New Course Proposal

1. COMM 700: Graduate Thesis Seminar

ii. Add/Change Existing Course to Core Curriculum

1. Add new course COMM 700: Graduate Thesis Seminar
2. Add COMM 701 and COMM 702 to program's course requirements

Amanda Ruth-McSwain presented Communications thesis project proposal that would incorporate individual student interests as part of a three course series: 700, 701, and 702. The thesis project is broader than a traditional thesis. Discussion continued about student advising, hour requirements for

these courses, and course descriptions. Jo Ann Ewalt requested revision to the course description of COMM 700. Jon Hakkila tabled the MCOM proposal.

C. Computer Science

i. Change Course Title

- 1. From current title: CSIS 631: Privacy and Security Issues to now CSIS 631: Principles of Computer Security**

Move by Jo Ann Ewalt to approve new title for CSIS 631 was unanimously approved.

D. Business Administration

i. Add/Change Existing Course to Requirements or Electives

- 1. Add MBAD 560 Special Topics to each elective focus area**

Jim Kindley presented request to move courses from special topics to focus area where students then take 3 of 4 course options. Jo Ann Ewalt moved for approval, and the change was unanimously approved.

IV. For the good of the order

V. Adjournment

The meeting ended at 3:57 p.m.

The next meeting will be held Oct. 28, 2014 at 2:30 p.m. in SSMB 100

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, Oct. 28, 2014 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab)

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

Attending Meeting: Penny Brunner, Lynne Ford, Franklin Czwazka, Robyn Olejniczak

I. Call to order.

The meeting was called to order by Jo Ann Ewalt at 2:39 p.m.

II. Review and approval of the minutes from the Tuesday, Sept. 30, 2014 meeting.

Erik Sotka motioned to accept minutes and it was unanimously approved.

III. Old Business

A. Presenting survey responses for graduate course consistency/cross listing questions

Discussion about course consistency began with noting there is currently great variation and consistency will be difficult to achieve. To accomplish this, a timetable needs to be established and would need at least a year's planning. Suggestions included changing course acronyms or using entirely different numbers. Discussion continued that difficulties arise with transfer credits and cross listing, and that SACS primary concern is rigor and research. Jo Ann Ewalt concluded by stating that perhaps the committee should draft a document outlining these issues for relevant entities so that the issue could be on the agenda for the next meeting.

IV. New Business

A. Discussing policies on exception management, sunset clauses for graduate programs, and graduate courses taken by undergrads outside of 4+1 programs

Dr. McCandless asked the group to look at the course substitution policy for graduate programs and the group made edits and suggestions. Discussion included updating course catalogs, informing students of curriculum changes, issues pertaining to independent studies, and degree requirements.

V. For the good of the order.

VI. Adjournment.

The meeting was adjourned at 4:00 p.m.

The next meeting will be held Nov. 18, 2014 at 2:30 p.m. in SSMB 100.

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, November 18, 2014 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab)

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

Other attendees: Lynne Ford, Franklin Czwazka, Robyn Olejniczak, Alexandra Fortune, Ana Oprisan

I. Call to order.

The meeting was called to order by Jon Hakkila at 2:30 p.m.

II. Review and approval of the minutes from the Tuesday, Oct. 28, 2014 meeting.

Jo Ann Ewalt motioned to accept minutes and it was unanimously approved.

Jon Hakkila next made a motion to review New Business first, then proceed to Old Business. The motion was approved.

III. New Business

A. Master of Education in Science and Math for Teachers (SMFT)

i. Change credits/contact hours

ii. Edit Description

Ana Oprisan (Physics) brought forth the SMFT course 540 proposed changes including decreasing course credit hours from 4 credits to 3 credits to be in line with the other courses in the program. There were no concerns noted on this portion of the program. However, there were concerns noted with the statement "A new SMFT chemistry course will be developed to cover content lost" under the Rationale/Justification section of the proposal. In addition, alignment as to the grade level (elementary, middle or high school teachers) needs to be made so the course proposal, syllabus and course description are the same. Ana Oprisan will make these changes. In addition, the group suggested that the assessment portion of the course should include a rubric with expectations for learning outcomes. Ana Oprisan will consider this as well. Given the three concerns of the committee, the proposal will be tabled until the next meeting so that concerns can be addressed and the SMFT program director can be consulted regarding the statement of lost chemistry content.

IV. Old Business

A. Discussion of policies on graduate courses taken by undergrads outside of 4+1 programs as well as within 4 +1 programs.

Amy McCandless asked the group to look at the policies for undergraduate students taking graduate level classes within and outside of 4 +1 programs. Suggestions to wording and policy were made and changes were indicated.

B. Discussion of polices for Exception Management

Amy McCandless asked the group to look at policies for exceptions within the graduate school. Discussion and proposed changes revolved around making the graduate school policies align with the newly edited undergraduate policies.

V. For the good of the order.

Amy McCandless shared a draft of the definitions of graduate faculty and asked the group to circulate widely for input and suggestions.

Jo Ann Ewalt shared data regarding the decrease in enrollment in the MPA program.

VI. Adjournment.

The meeting was adjourned at 4:00 p.m.

The next meeting will be held Jan. 27, 2015 at 2:30 p.m. in SSMB 100.

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, January 27, 2015 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Karin Roof (OIEP)

Guests: Lynne Ford, Franklin Czwazka, Robyn Olejniczak, Angela Cozart, Meta van Sickle, Kristen Ashworth, Martin Jones, Annalisa Calini, Christine Bynum, Dave Owens, Lou Burnett

A. Call to order.

The meeting was called to order by Jon Hakkila at 2:30 p.m.

B. Review and approval of the minutes from the Tuesday, November 18, 2014 meeting.

Jo Ann Ewalt motioned to accept minutes and it was unanimously approved.

C. New Business

A. Master of Teaching (MAT) in Special Education

i. **Change program: Add existing course, add new course, add new emphasis**

ii. **Change Course**

1. **EDFS 724: Teaching Reading and Language Arts to
Students with Disabilities**

After conversation and discussion it was recommended that the program and course changes be approved pending a slight change to form ("add track" is not needed). The motion passed unanimously.

B. Master of Science in Mathematics

i. **New Course Proposal**

1. **MATH 660: Stochastic Processes**

2. **MATH 661: Time Series Analysis**

3. **MATH 690: Graduate Teaching Seminar**

ii. **Permission to Cross-list**

1. **MATH 660 with undergraduate course MATH 460**

2. **MATH 661 with undergraduate course MATH 461**

The group discussed the new course proposal and it was recommended that the assessment components be revised. Next permission to cross list was discussed. After discussion all 3 curriculum proposals as well as the permission to cross list was passed unanimously pending minor revisions.

C. Master of Science in Marine Biology

i. New Course Proposal

1. BIOL 623/623L: Genomics

2. BIOL 649: Comparative Genomics

Course proposals were presented and explained. It was noted that “D”s were not grades given within the graduate school and should be removed. After discussion, both new courses were approved pending minor modifications.

D. North Campus Update—Alice Hamilton Ms. Hamilton did not attend.

E. For the good of the order. Jon noted that Ms. Hamilton has not attended since September and the group discussed following up with Dr. McGee, Interim Provost, regarding lack of participation and collaboration from North Campus and LCGC representatives.

F. Adjournment. The meeting was adjourned at approximately 4:25 pm.

The next meeting will be held Feb. 24, 2015 at 2:30 p.m. in SSMB 100.

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, February 24, 2015 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), ~~Erik Sotka (Marine Biology and Grice Marine Lab)~~

Ex-Officio: Amy McCandless (Dean of the Graduate School), Brian McGee (Interim Provost), Alice Hamilton (Director of the Center for Continuing Education and Professional Development)

Guests: Lynne Ford, Franklin Czwazka, Robyn Olejniczak, William Veal, Tim Carens, Godfrey Gibbison, Nancy Muller, Karin Roof, Dave Owens, Julie Dahl

A. Call to order.

The meeting was called to order by Jon Hakkila at 2:32 p.m.

B. Review and approval of the minutes from the Tuesday, January 27, 2015 meeting.

Jo Ann Ewalt motioned to accept minutes and it was unanimously approved.

C. North Campus Update

Alice Hamilton provided a comprehensive update regarding the North Campus, based on advance questions supplied by the Committee. The presentation was motivated in part by concerns that the North Campus leverages the main campus' reputation to charge students more for 'canned' courses; concerns were raised about the importance for faculty feedback on including course selections, local needs and market research, faculty selection, evaluation of courses, number of courses offered, website access, student numbers, and some financial data. The committee asked clarifying questions and after the update, it was suggested and informally agreed that a set and stable schedule for this type of report from the North Campus be made twice per year. In addition, Dr. McGee recommended that the committee consider a recommendation to the Speaker of the Faculty the possibility of two separate committees, one for continuing education and one for graduate programs, in place of the current singular committee structure.

D. Definition of Graduate Faculty

Dr. McGee reviewed the proposed Definition of Graduate Faculty and after discussion the document was unanimously approved.

E. Old Business

M.Ed Science and Math for Teachers

William Veal, program director for SMFT, answered questions regarding the deletion of chemistry content on the new proposal and SMFT 540 syllabus. After conversation, the changes were unanimously approved.

F. New Business

M.A. in English

Tim Carens, program director for MA in English, presented the proposed additional courses including three special topics and three seminars. It was recommended that student learning outcomes should be explicit on the syllabi. The proposed courses were unanimously approved pending the suggested changes.

G. For the good of the order.

H. Adjournment. The meeting was adjourned at approximately 3:59 pm.

The next meeting will be held March 24, 2015 at 2:30 p.m. in SSMB 100.

**2014-2015 Faculty Committee on Graduate Education,
Continuing Education, and Special Programs**

Minutes

Tuesday, March 24, 2015 at 2:30 PM
SSMB Room 100

Committee members: Jo Ann Ewalt (MPA & Political Science), Anne Gutshall, SECRETARY (Teacher Education), Jon Hakkila, CHAIR (Physics & Astronomy), William Russell (English), Erik Sotka (Marine Biology and Grice Marine Lab)

Ex-Officio: Amy McCandless (Dean of the Graduate School), Brian McGee (Interim Provost), Alice Hamilton (Director of the Center for Continuing Education and Professional Development)

Guests: Lynne Ford, Dave Owens, Cathy Boyd, Robyn Olejniczak

A. Call to order.

The meeting was called to order by Jon Hakkila at 2:33 p.m.

B. Review and approval of the minutes from the Tuesday, February 24, 2015 meeting.

Recommendation to amend the minutes to include Erik Sotka in attendance. Jon Hakkila further amended the minutes to add the sentence, “the need for more frequent review of the North Campus non-credit offerings.” The committee reviewed these minutes later over email and they were unanimously approved.

C. Old Business – Creating an Additional Committee and Course Renumbering

The committee discussed the idea of creating a new committee and/or a subcommittee to look at non-credit programs. Jo Ann Ewalt made a motion to suggest the committee go to the Faculty Senate with this as a discussion item, and Anne Gutshall seconded.

The committee suggested that a taskforce be created to examine course renumbering. Jon Hakkila made a motion to formally recommend that the Provost establish this taskforce to review course renumbering. Jo Ann Ewalt moved to approve his recommendation with a short document to follow articulating the need to have a taskforce be named to work on graduate course numbering and graduate/undergraduate crosslisting issues. William Russell seconded this motion. The motion was unanimously approved.

Jon Hakkila distributed his chair’s final report at a later date.

D. For the good of the order

Jo Ann Ewalt asked about the summer class schedule and noted that each summer session was shorter as compared to previous years. Lynne Ford confirmed that each summer session is 4 weeks long and that the May Evening session has been eliminated and it is now referred to as, “summer extended” and it is 6 weeks long to accommodate study abroad and online courses. Jo Ann suggested planning an 8 week summer session for students who work full-time and have to pursue a degree at night. Lynne recommended that request be put in writing and sent to the Office of Academic Experience for further consideration.

Erik Sotka expressed his thanks to Jo Ann Ewalt and Jon Hakkila for their leadership. Jon, in turn, expressed his thanks to the members of the committee for their tireless work and great questions this year.

E. Adjournment. The meeting was adjourned at approximately 3:34 pm.

*This is the last meeting of the 2015 spring semester.
The next meeting will be held in fall 2015, location TBD.*