2018-2019 Committee on Graduate Education
September 7, 2018

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Anthony LeClerc (Computer Science), Amanda Ruth-McSwain (Communication)

Ex-Officio: Brian McGee (Provost), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Robyn Olejniczak (Graduate School), Jon Hakkila (Graduate School), Franklin Czwazka (Registrar), Jerry Mackeldon (Registrar), and Julie Dahl (Registrar).

Invited: Allison Welch (ENSS)

A. Call to Order
Provost McGee remarked that he will no longer attend all meetings. Lynne Ford will be joining the group as Lynn Cherry is on extended leave. Provost McGee thanked Jon Hakkila, Robyn Olejniczak and all the staff in the Graduate School, and welcomed Godfrey Gibson. Sandy called the meeting to order at 3:04pm.

B. Introductions
Sandy Slater will be chairing the committee this year. All in attendance made an introduction.

C. Curriculog Training (Franklin Czwazka)
Franklin gave a high-level overview of Curriculog. The committee will move all work to Curriculog; committee discussion will remain on OAKS. Sandy will create agendas with the Agenda Function in Curriculog.

D. Dean of Graduate Studies (Godfrey Gibbison)
E. Associate Provost (Lynne Ford)
Sandy asked Godfrey and Lynne for updates. Lynne commented on the School of Education proposals from 2017-18. The College approved these proposals, but CHE said that these needed to be submitted as a "new program." The School of Education faculty decided to withdraw the proposals to allow time to rethink the entire program. The Graduate Education
committee is now being asked to vote on rescinding this previously approved proposal. The approval will then go to the Graduate Council and to Faculty Senate. CHE determined that the original proposal exceeded a certain number of credit hours. Divya noted that the proposal was also withdrawn from SACSCOC. Divya recommended that the Graduate Education committee become familiar with related SACSCOC guidelines.

Godfrey talked about admissions requirements. A recurring problem is that councils pass admission requirements, and then programs waive them or do something different. The College needs to be transparent and treat applicants equally with a standard set of criteria. If programs have new rules that need to be considered, then the rules need to be approved. Godfrey supports multiple pathways of admission. Multiple pathways may encourage more students to apply. Our practice needs to match admission standards, however. Amanda asked about the level of detail that is needed in admissions standards. So perhaps more than something like “the GRE may be waived.” Instead, we might consider “the GRE may be waived if the applicant already has a master’s degree.” Admission requirement changes go to the Graduate Education committee and to Graduate Council only, not to Faculty Senate.

F. SACSCOC Update (Divya Bhati)
Divya provided a review of SACSCOC policies. “Substantive change” is a policy related to significant changes to curriculum. Anytime you are adding programs that represent a significant departure in terms of content or method of delivery, this is considered a substantive change. 50% or more is a significant change. One can easily hit the 50% mark with graduate programs. The College’s substantive change policy mirrors the SACSCOC policy. New programs have to complete a prospectus for SACSCOC consideration. Divya made several other noteworthy points:

- “Significant departure” depends on the context of the institution. An example would be the first time we offer a PhD program.
- For Fall implementation, OIEP has to have all materials, and all approvals by January 1.
- If a student can take 50% or more courses at another location, then that site needs to be approved by SACSCOC. The College only has three locations approved as off-campus instructional sites.
- Dual enrollment is offering courses to high school students. There is no rule about location or modality.
- A teach-out plan needs to be approved by SACSCOC if a program is closing.
• All related policies are listed and available on the OIEP website.

Robyn asked about pausing enrollment for programs that are undergoing change. The committee discussed this issue. Lynne said that we cannot suspend the application process. Instead, programs should advise students that there will be major changes.

G. ENSS/EVSS

1. Expand electives in EVSS to include PUBA, BIOL, CPAD and other departmental course offering relevant to EVSS curriculum

Allison shared the issues related to these changes with the Graduate Education committee. Amanda asked about impacts on enrollments in the electives under review. Allison noted that the program wants to eliminate “exceptions.” Anthony asked about the relevance of electives to the program of study. How are students guided, especially related to Special Topics courses? An asterisk and specific language will be added to the two Special Topics classes that are on the approved list of electives.

Kate motioned to approve the expanded list of electives. Anthony seconded the motion. All approved.

2. Proposal to change name from Environmental Studies to Environmental and Sustainability Studies to match undergraduate acronym.

Allison talked about the need for a name change. The new title gives a better description of the program’s content. The Registrar’s office would prefer that the acronym would stay the same. Robyn asked about the names of peer programs--are these similar? The program has expanded to include a component of sustainability. Godfrey asked if the curriculum has changed to reflect this? Allison explained how the curriculum has developed to include sustainability and social issues.

Amanda motioned to approve the new name. Kate seconded the motion. All approved.
H. For the Good of the Order.
Godfrey asked about the size of the committee and raised a concern that the committee is small--only 5 members. Jon suggested that it was because the ex officio membership is so large. Amanda mentioned that this committee is heavy in the humanities. Sandy remarked that in the Spring, we could potentially increase. Jon commented that the size is probably part of the previous committee break. Lynne mentioned that a change in membership would require a FAM change as well.

I. Adjournment.
Robyn talked about the Graduate Committee website. Agendas and minutes will be located on this site.

Kate motioned to adjourn. Anthony seconded. All approved.

Next meeting: October 5, 2018, 3:00-5:00pm, Jewish Studies Conference Room
2018-2019 Committee on Graduate Education
Agenda

October 5, 2018

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Anthony LeClerc (Computer Science), Amanda Ruth-McSwain (Communication)

Ex-Officio: Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar), Robyn Olejniczak (Graduate School),

Invited: Roger Daniels (Accountancy), Fran Welch, Dean, EHHP

A. Call to Order
B. Approval of April and September Minutes
Amanda Ruth-McSwain made a motion to approve the September meeting minutes. Kate Keeney seconded. All approved.

C. Dean of Graduate Studies (Godfrey Gibbison)
D. Associate Provost (Lynne Ford)
Sandy Slater asked for updates from Godfrey Gibbison and Lynne Ford. No pertinent updates were needed at this time.

E. Accountancy: Admission Modifications
Roger Daniels discussed the admissions modifications. Godfrey Gibbison commented that he is in favor or language that is open to alternate admissions criteria, but that the language and pathways need to be transparent. Godfrey Gibbison supported the changed language that was being presented by the program.
Robyn Olejniczak talked through the tracking mechanism for admission waiver requests. Once admissions requirements are changed, programs will no longer need to go through the waiver process. Robyn Olejniczak asked about accredited institutions or equivalent. Roger Daniels said that the faculty committee would come to agreement on what was equivalent--many high quality schools are not accredited.

Sandy Slater asked for a motion. Amanda Ruth-McSwain made a motion to approve the change. Kate Keeney seconded the motion. All approved.

F. English
   1. ENGL 574 Pre-Requisite Change https://cofc.curriculog.com/proposal:967/form
   2. ENGL 574 Pre-Requisite Change https://cofc.curriculog.com/proposal:972/form
   3. ENGL 703 Pre-Requisite Change https://cofc.curriculog.com/proposal:969/form
   4. ENGL 704 Pre-Requisite Change https://cofc.curriculog.com/proposal:970/form
   5. ENGL 705 Pre-Requisite Change https://cofc.curriculog.com/proposal:971/form

Sandy Slater talked through the proposals. All five were the same in their intent. Sandy Slater suggested that we review them as a bundle. Amanda Ruth-McSwain asked if this was a joint program. The group discussed that yes, this was a joint program, and that there was a letter of support in the proposal. Lynne Ford shared that one course has been separated from this group and will come to the committee at a later date.

Amanda Ruth-McSwain made to approve the motion to approve the five courses. Kate Keeney seconded. All approved.

G. Special Education M.A.T.

Sandy Slater talked through the proposal and introduced Fran Welch. There has been a decline in attendance in this program; the current enrollment is one student who will be part of a teach-out plan. The college cannot afford to have the degree, although courses will still be available. Fran Welch commented that they will keep the certificate program and the certificate.

Robyn Olejniczak asked about certificate enrollment. Fran Welch noted that the enrollment is 0 now but that there is potential for enrollment. Robyn Olejniczak asked about the post graduate or post master’s degree certificates. Fran Welch explained the pay grade differences for those after the program. Robyn Olejniczak asked if anyone has been enrolled in the post master’s degree? Fran Welch was not sure about the enrollment.
Fran Welch talked about the need for new marketing efforts. Godfrey Gibbison talked about marketing to current teachers. He raised the question, if the program is terminated, and the certificate is popular, how difficult would the process be to reinstate the degree?

Divya commented that the special education certificates are separate certificates. With the degree termination, there will be a notification to SACSCOC once this is approved by the College.

Anthony LeClerc asked about the demand for special education – has it diminished? Fran Welch said no. Yet, the college has already gone through many options to increase enrollments.

Godfrey Gibbison said that CHE sent the institution a list of programs that are not meeting productivity/enrollment numbers. Anthony LeClerc commented that perhaps the certificates are more applicable or meeting student needs more so than the M.A.T. Robyn Olejniczak asked if other schools are interesting in creating new M.A.T. programs? Fran Welch said no.

Sandy Slater asked for any more discussion. Amanda Ruth-McSwain made a motion to terminate the program. Kate Keeney seconded the motion. All approved. Fran Welch asked about next steps. Sandy Slater and Divya Bhati discussed next steps.

H. For the Good of the Order.
Content from the last two graduate education meetings will go to the next faculty senate meeting.

Anthony LeClerc asked about the math proposal. Sandy Slater noted that it is a substantial proposal. Lynne Ford commented that they are working on it and that it may be available for the next meeting.

Sandy Slater asked for any other updates.

I. Adjournment.
Amanda Ruth-McSwain made a motion to dismiss. Kate Keeney seconded. All approved.

Next meeting: November 9, 2018
3:00-5:00pm
Jewish Studies Conference Room
2018-2019 Committee on Graduate Education

Meeting Minutes

November 9, 2018

Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication)

Ex-Officio: Lynne Ford (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar), Julie Dahl (Registrar), Robyn Olejniczak (Graduate School),

Invited: Karen Chandler (Arts Management), Annalisa Calini (Math), Judy Millesen (MPA)

A. Call to Order. 3:07 Sandy called to order
B. Approval of October Minutes.
Kate motioned to approve. Lindsey seconded. All approved.
C. English
1. ENGL 576 (part of sequence from October meeting)
   https://cofc.curriculog.com/proposal:1043/form
Sandy introduced the proposal as an addition to the previous meeting’s discussion. Kate motioned to approve. Lindsey seconded. All approved.

D. Operations Research Graduate Certificate
The proposal details changed math requirements for the graduate certificate. Robyn Olejniczak asked about some language changes. Sandy suggested that we table this proposal since a representative for the proposal was not present at the meeting. Lindsey motioned to table the proposal. Kate seconded. All approved.

E. Arts Management (Arts and Cultural Management)
Sandy Slater introduced the proposal. The Graduate Certificate in Arts Management is becoming the Graduate Certificate in Arts and Cultural Management. One proposal terminates the existing certificate. Six PUBA courses will be deleted, and new classes will be created as ARCM. A second proposal creates the new certificate for Arts and Cultural Management. The committee did not have this proposal, as it was currently being reviewed by the budget committee. Sandy Slater suggested that the Graduate Education committee consider the proposals as the budget committee would not make curricular changes. This proposal affects the MFA in Creative Writing.

Karen Chandler explained the certificate changes. There have been low certificate enrollments over the last 5-6 years. The proposed is a more robust certificate program and appeals to different student markets. The new program also creates more of a distinction between the programs at the undergraduate and graduate levels. The new certificate will have flexible delivery options as well. Students outside of Charleston will be able to complete the certificate. The new program connects with the national association of arts management (AAAE), and better reflects their standards. There are now 15 credit hours in the new program; previously there were 12. The other big change is that the certificate will move out of the MPA program and now be in Arts Management.

Sandy Slater asked about where the new courses will live - will they be supporting different schools and different Deans? Judy said yes. The proposal takes Arts Management out of HSS and puts it in SOTA. It allows Arts Management to have agency over the certificate program. The MPA students are still interested in the Arts Management certificate. Sandy Slater asked if we need a separate proposal to rehouse the certificate? And, if all of the Deans are in support? Judy Millesen and Karen Chandler said yes. Lynne Ford explained that there is only one certificate, and not arts management “concentrations.” Sandy Slater asked about the number of MFA students taking advantage of the Arts Management certificate. Lindsey Drager addressed this question. MFA finds the certificate to be a real draw to students. No other MFA program offers this.

Sandy Slater asked if there was a teach-out plan. Karen Chandler noted that there is a teach-out plan.
Sandy Slater asked if undergraduates will be permitted to take the new courses? Karen Chandler and Lynne Ford said yes, but only in accordance with Graduate School policies. The new courses are designed as graduate courses, but undergraduate students may request to take a class in limited circumstance. Mary Bergstrom talked about sharing between the undergraduate and graduate levels. Mary explained that exceptional students can request these classes, but that the program director has to approve these requests on a case-by-case basis. Lynne Ford talked about the two 4+1 programs at the College. Arts Management is not a 4+1 program. This certificate is designed for working professionals and for graduates of the Arts Management program and other undergraduate programs. Divya asked if this is a workforce certificate? Lynne Ford and Karen Chandler said no. Sandy Slater said that we have had this conversation about undergraduate and graduate sharing over and over, and that it comes back to this committee when it is a problem.

Sandy Slater asked the group to share any other concerns/questions.

Lindsey Drager asked about the two adjuncts. Will there be a request for a new faculty line in the future? Karen Chandler explained that the idea is to get the certificate off the ground, get enrollments up, and then evaluate any additional needs. If after evaluating the certificate, there is a need for a master’s degree in arts management, then we would consider new faculty lines.

Sandy Slater asked if Arts Management will always have enough faculty to teach in the program? Karen Chandler responded yes. In the event that the program would have to make other choices, then Karen Chandler could teach in the certificate as well.

Divya Bhati noted that we will have a SACSCOC notification and teach-out plan for the terminated certificate. The new certificate will require as prospectus. Sandy Slater asked about the timeline of getting institutional approval and submitting the prospectus in December. Divya Bhati explained that the prospectus is due January 1. Sandy Slater suggested the following timeline:

- Graduate Council, November 30
- Faculty Senate, December 4th
- Prospectus (printed document), due January 1.

Karen Chandler asked about documenting the teach-out plan. Divya Bhati said that a letter of termination and a teach-out plan is required.
Robyn Olejniczak brought up some catalogue questions including language about the “Certificate to Degree Option.” The decision will be to delete the “Certificate to Degree Option” language for Arts Management and MPA. The program will follow the Graduate School’s policies. Karen Chandler and Judy Millesen will send an email to Franklin Czwazka to remove this language.

Sandy Slater suggested that the committee batch voting of the proposal to delete the existing Arts Management certificate, create the new Arts and Cultural Management certificate, delete the related PUBA classes, create five new ARCM classes, and approve the changes for the MFA in Creative Writing.

Kate motioned to approve. Lindsey seconded. All approved. Sandy Slater asked for the consent of everyone regarding the schedule and plan to move the proposal forward. Sandy Slater will keep the committee informed.

F. Public Administration (several are simply to reflect the inclusion from Arts Management to Arts and Cultural Management)

Sandy Slater discussed the change from 39 to 33 hours. She asked if there was any pushback on this proposed change? Judy Millesen responded that the proposal benefits the students and allows for program expansion. Sandy Slater asked if 33 credit hours is similar to programs offered elsewhere? Judy Millesen explained that 10-14 courses are required for most programs. The MPA will now be 11 courses. Amanda Ruth-McSwain asked about PUBA 603 being removed from the requirement. Judy Millesen explained that there was significant redundancy between classes. In the future, PUBA 603 will be deleted - likely in the next year.

Kate motioned to approve. Lindsey seconded. All approved.

Judy Millesen asked about offering the exact degree in an alternative format. Would this require a Curriculog proposal? Lynne Ford said that this is a scheduling change, not a curricular change. Sandy
Slater asked Judy Millesen to give the Graduate Committee an update when the new form of delivery is offered.

G. Special Meeting Call for PhD in Math and Data Analytics
Sandy Slater asked about the potential timeline for this proposal. Fall 2020 is the target date for the PhD in Math and Data Analytics. Annalisa Calini in Math has been working with Divya Bhati because this will require a level change - the first PhD at the College.

Amanda Ruth-McSwain asked about the timeline of approving a level change and a new program, etc. Divya Bhati said that the proposals will move through concurrently. Sandy Slater mentioned that this committee will need to be very involved.

H. M.Ed in Languages (SPAN) moved to completely online modality.
Sandy Slater updated the group about the change in modality.

I. For the Good of the Order.
Amanda Ruth-McSwain shared that she will have modified availability in the Spring semester. Robyn Olejniczak shared that there have been discussions around the concept of a thesis. Credit hours, stopping out and in, etc. New policies will likely come to this committee.

J. Adjournment.
Amanda motioned to adjourn. Lindsey seconded. All approved.

Next meeting: Tuesday, Dec. 4 at 1:00pm
Jewish Studies Conference Room
2018-2019 Graduate Curriculum Committee
Agenda

December 4, 2018

Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication)

Ex-Officio: Lynne Ford (Associate Provost), Franklin Czwazka (Registrar), Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School),

Invited: Annalisa Calini (Math), Martin Jones (Math), Bob Mignone (Math)

A. Call to Order.
   1:05 called to order. Sandy Slater made announcements. The next Graduate Council meeting will not have curricular items.

B. Approval of November Minutes
   Lindsey Drager motioned to approve. Amanda Ruth-McSwain seconded. All approved.

Old Business
C. Operations Research Graduate Certificate (tabled from Nov meeting)
   https://cofc.curriculog.com/proposal:1071/form
   Martin Jones talked about this proposal. The change is the list of electives that can be taken for the certificate. The goal of the certificate is breadth over depth, and the changes reflect that. Robyn Olejniczak asked about exceptions to this list of electives. The list of electives will be expanded, but Math will continue to have flexibility to allow for exceptions.

New Business
D. ENGL MA Elective Changes
   https://cofc.curriculog.com/proposal:1181/form
   Sandy Slater talked about the proposal. Lindsey Drager was able to respond to some questions from the group. The change supports diversity of courses and customization. Kate Keeney motioned to approve. Amanda Ruth-McSwain seconded. All approved.

E. EVSS - Title Change
   https://cofc.curriculog.com/proposal:1116/form
   Lindsey Drager motioned to approve. Kate seconded. All approved.
   EVSS 640- Change in Course Description
   https://cofc.curriculog.com/proposal:1115/form
   Amanda Ruth-McSwain motioned to approve. Kate seconded. All approved.
F. Mathematics

MATH 604 course description change
https://cofc.curriculog.com/proposal:948/form
Kate Keeney made a motion. Amanda Ruth-McSwain seconded. All approved.

G. Ph.D. in Mathematics and Data Computation (Discussion)
https://cofc.curriculog.com/proposal:899/form

H. MATH 630 Creation of Course (related to Ph.D)
https://cofc.curriculog.com/proposal:935/form

Sandy Slater asked for an overview of the proposal. Bob Mignone (Math) talked about the interest from local industry for this PhD. If companies can hire locally, then an organic relationship may develop between students and industry. The Lowcountry will be 1 million by 2030. We have a growing manufacturing and technology industry here. Other than the Citadel which has a limited clientele (Corps of Cadets), there is no similar program. Math has over 30 research intensive faculty members. During an external review about two years ago, the question came up about having a doctoral program. Martin Jones and Anna Calini (Math) worked on this proposal. The program will be small and low-cost. The proposal does request two assistantships dedicated to the PhD program. There are many people in the area who want to get a doctoral degree in mathematics. The program will have approximately two full-time and six part-time students. Vertically integrated research groups will span students across degree levels and include faculty. These groups will teach students to work collaboratively, which is essential in today’s research environment.

Anna Calini talked about the need for a PhD as opposed to a Master’s. The Master is the minimum qualification for these companies. Data-oriented industries are in the Charleston area and need these highly trained people with a strong mathematics background.

Sandy Slater asked about potential complications with Engineering - two expensive programs. Is this proposal related to the Engineering proposal? Sandy Slater brought up the discussion of being a STEM oriented institution. Bob Mignone responded that mathematics is core to liberal arts. Is a PhD in Math threatening our identity? One of the new program’s models is Bryn Mawr—a small liberal arts college. Others that have doctoral programs are William and Mary (an aspirational school) and Dartmouth. We are not just a humanities school. Anna Calini described that this PhD program is largely theoretical. It fits wonderfully with the liberal arts.

Sandy Slater commented on the content for each of the courses. The doctoral classes will not generally overlap with the Master’s. There will be about 21% overlap, mostly with Master’s students. These students would be exempt from the first semester of the program and they would take other courses to fulfill the credit hour requirements. Jon Hakkila asked if there are enough courses for those students. Martin Jones responded that it would be very rare that students would have already taken all of the other available classes.

Robyn Olejniczak asked about the 4+1 students who are enrolled in 600-level courses. A 4+1 undergraduate, a master’s student, and a doctoral student could all be in a single 600-level class. Anna Calini commented that this is a common practice at other schools.
Students still have to apply to take graduate courses as a special permission. Martin Jones talked about students in the 4+1 program. These students may take a graduate class that does not count toward their undergraduate degree.

Sandy Slater suggested that Math develop language around the notion of exceptional undergraduate students so that there is shared understanding of the qualifications of these students before they may enter into a 600-level course. Martin Jones reviewed the demand for the policy college-wide. Anna Calini asked about the approval for this policy. Lynne Ford mentioned that Academic Affairs would review this policy.

Sandy Slater talked about Kate Keeney’s edits to the Math proposal and asked that Anna Calini review the edits before the next meeting in January. Martin Jones talked about the continuous enrollment policy.

Anna Calini talked about the relationship between the program’s Computational Project and the Dissertation—this is similar to UNC Greensboro. Kate Keeney and Lindsey Drager both had questions about these components of the program. Lindsey Drager suggested housing the description of the Computational Project under the dissertation section of the proposal. The project is not part of the degree, it is part of the dissertation.

Lindsey Drager and Jon Hakkila talked about the definition of a thesis and a dissertation. Martin Jones said that “novel and publishable” is a requirement of the dissertation.

Martin Jones discussed the preference for Graduate School policies to be developed. The PhD program would abide by these policies. Sandy Slater and Jon Hakkila discussed the Graduate School’s work on developing policy.

Amanda Ruth-McSwain asked about the teaching assistant model. Anna Calini responded that the teaching course is in addition to the first semester’s coursework.

Amanda Ruth-McSwain asked about the kinds of jobs/job titles that demand this PhD? Anna Calini talked about the roles of research scientists. Some students work at PolkaDot. Bob Mignone mentioned teaching at the post-secondary level. Cyber security and quantum computing are other related fields.

Amanda Ruth-McSwain asked if there is a relationship with computer science? Anna Calini said there will be interaction with computer science, physics, and statistics. Bob Mignone talked about a larger vision for Charleston that includes a research center and workshops. The doctoral program is part of that larger vision.

Amanda Ruth-McSwain asked if an outside faculty member could serve on the dissertation advisory committee? Anna Calini does not anticipate this need, but perhaps.

Martin Jones and Anna Calini said that they are open to non-degree and qualified students taking the PhD classes.

Sandy Slater talked about major changes (programs, certificates, etc.), coming through the approval process as a packet. The new PhD classes will come to the committee before the January meeting. In January, the Committee will review the proposal as one
package. Lynne Ford reminded the group that the new courses are already available in Curriculog.

Sandy Slater asked for other questions from the group and commented on how thoughtful and gracious the Math faculty have been through the process. The Math faculty will come back at the January 2019 meeting.

I. For the Good of the Order.

J. Adjournment.

Next meeting: Friday, January 11 from 3-5pm
Jewish Studies Conference Room
A. Call to Order. Sandy Slater called the meeting to order at 3:07pm.

B. Approval of December Minutes

Amanda Ruth-McSwain made a motion to approve the meeting minutes. Lindsey Drager seconded. All approved. Sandy Slater remarked on old business. Godfrey Gibbison discussed some modifications to the Urban Studies 4+1 program that will likely be presented to the Graduate Curriculum Committee in the future.

Godfrey Gibbison remarked that there will be two committees formed this semester. One is a committee to develop policies for doctoral programs. A second committee will be formed to discuss graduate programs, including the requirements for a thesis.

Sandy Slater asked for other updates from committee members.

C. Update on ARCM and Senate Process.

Divya Bhati commented that the ARCM prospectus was submitted in December 2018.
D. CSIS 641 Advanced Cybersecurity (require CSIS 632 as PreReq)
https://cofc.curriculog.com/proposal:1114/form

Sandy Slater introduced the prerequisite requirement. There was no discussion. Amanda Ruth-McSwain moved to approve the change. Lindsey Drager seconded. All approved.

E. Doctoral Program in Mathematics with Computation
https://cofc.curriculog.com/proposal:899/form

Amanda Ruth-McSwain asked about the admissions requirements. Is there a minimum GRE score? Annalisa Calini said no. Only the GRE is required. Entrance exams will remain standard, compared to other models. Annalisa Calini remarked that the language of the two semester course sequence has been clarified. There may be a future occasion when a student wishes to have an advisor outside of the College. This would go through the Graduate School’s system for approval.

Amanda Ruth-McSwain motioned to approve the Doctoral Program in Mathematics with Computation. Lindsey Drager seconded. All approved.

F. MATH 630 Theory of Probability
https://cofc.curriculog.com/proposal:935/form
MATH 803 Algebra III
https://cofc.curriculog.com/proposal:938/form
MATH 811 Functional Analysis
https://cofc.curriculog.com/proposal:939/form
MATH 823 Partial Differential Equations III
https://cofc.curriculog.com/proposal:940/form
MATH 824 Advanced Dynamical Systems
https://cofc.curriculog.com/proposal:945/form
MATH 830 Theory of Stochastic Processes
https://cofc.curriculog.com/proposal:946/form
MATH 845 Advanced Scientific Computing
https://cofc.curriculog.com/proposal:947/form
MATH 880 Advanced Special Topics
https://cofc.curriculog.com/proposal:949/form
MATH 999 Doctoral Dissertation Research
https://cofc.curriculog.com/proposal:950/form

Sandy Slater asked if there are enough faculty to teach the special topics courses. Annalisa Calini remarked that faculty have developed the syllabi--these faculty will teach the classes.

Amanda Ruth-McSwain asked about team teaching and is interested in this as an option in other areas. Annalisa Calini said that they do encourage team teaching and team advising.

Godfrey Gibbison commented on the CHE committee process. Sebastian van Delden talked about the external consultant that will also support the proposal.

Sandy Slater suggested that the committee vote on the individual course proposals as a batch. Lindsey Drager moved to approve all of the courses as part of the Doctoral Program in Mathematics and Computation as a batch. All approved.
G. For the Good of the Order.

Sandy Slater asked if we can move the committee meetings to a different location. All agreed. Sandy Slater will look for a new room.

Amanda Ruth-McSwain asked if the Executive MBA will come to the Graduate Education Committee this semester? Sandy Slater discussed some of the new programs/classes and admissions requirements that the School of Business wishes to pursue.

H. Adjournment. The committee adjourned at 3:40pm.

Next meeting: February 8, 2019
Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar), Jerry Mackeldon (Registrar),

Invited: Renee McCauley (CSIS), Tracey Hunter-Doniger (EDEE), Anne Gutshall (EDEE), Emily Beck (ESOL), Shawn Morrison (LALE), Craig Plante (MBIO)

A. Call to Order

B. Approval of January Minutes
Lindsey Drager motioned to approve the minutes. Amanda Ruth-McSwain seconded. All approved.

C. Computer Science
CSIS Course Creation and Elective Change
(1) Add the new course (currently being proposed) CSIS 670 as a general elective for students in any of the specializations.

(2) Add CSIS 632 as an Computer Science elective for the Computer Science specialization.
https://cofc.curriculog.com/proposal:1123/form
Renee McCauley stated that CSIS 632 would become an elective for Computer Science. Computer Science has four specializations. There is less interest in the core theoretical courses; it is less applied than the other specializations. Godfrey Gibbison mentioned that if there were to be a future PhD in Computer Science, then these theoretical courses would be required as well.

Renee McCauley (CSIS) discussed the proposed changes. Sandy Slater asked for any questions/discussion. Amanda Ruth-McSwain moved to approve. Lindsey Drager seconded. All approved.

CSIS 670 Developing Mobile Applications (new course)
https://cofc.curriculog.com/proposal:1113/form
Kate Keeney motioned to approve. Lindsey Drager seconded. All approved.

D. Elementary Education MA/MAT
EDEE 590 (field course drop)
The proposed Accelerated Elementary MAT program of study will move from two stand alone field courses to a single course that will fulfill the required hours by the state in order to expedite students' completion of the program.
https://cofc.curriculog.com/proposal:1389/form

Sandy Slater introduced the two proposals and asked for an explanation of field courses. Tracey Hunter-Doniger (EDEE) and Anne Gutshall (EDEE) responded. EDEE 590 (field course drop) means that an existing half day practicum will be dropped from the program. The remaining day-long field course will continue and meets the state requirements. This change fits within larger changes of shortening the program to 13 months. In this shortened format, students will have summer courses, a Fall semester with a practicum (time in schools), and they will continue with the same school in the Spring semester for their student teaching experience.

Sandy Slater asked about the mechanisms to oversee the field course. John Hakkila asked Tracey Hunter-Doniger and Anne Gutshall to review the overall program changes. The major differences with the new format are summer courses and 15 credit hour semesters. Tracey Hunter-Doniger and Anne Gutshall explained that those who want to be teachers want to get into the classroom quickly. It is nice to have students taking courses while being in the classroom at the same time.
John Hakkila asked if undergraduates will be taking the MAT courses. EDEE faculty noted that this is similar to a “national teacher residency” model. In the future, undergraduates will not be in this program.

Sandy Slater asked about the length of the program. Does the proposal need to be changed from 12-13 months? Lynne Ford responded that the language of 12 months is an internal document.

Lindsey Drager asked about the makeup of potential students these students. Beginning the program in early June (June 4) is very soon after matriculation for those coming straight from an undergraduate degree. Will people even know that they are on track to graduate? EDEE faculty responded about interested students who came to a recent information session. Many people already have bachelor’s degrees. Lynne Ford remarked that compressing the time to completion is not a curriculum change. It is just a scheduling change. Amanda Ruth-McSwain made a motion to approve. Adam Ali seconded. All approved.

**Elementary Education MAT Admission Changes**

The current program of study for candidates in the Elementary MAT program takes two years to complete and had multiple entry points. The program is being reformatted to an accelerated schedule with a single entry point. Specifically: The application deadline is March 1; There is only one cohort each year. This cohort starts in Summer I. No new students will start in fall or spring; The program is arranged so that students will still get the clinical hours they need, and demonstrate how. [https://cofc.curriculog.com/proposal:1400/form](https://cofc.curriculog.com/proposal:1400/form)

Sandy Slater introduced and applauded the admission changes. Amanda Ruth McSwain asked about defining “deficiencies” as part of the application process that required “additional required coursework.” How would students make up deficiencies if they were found? The committee and EDEE faculty reviewed the existing admissions language. Sandy Slater eliminated the language about additional coursework and deficiencies in the proposal. Robyn Olejniczak asked if the GRE is allowed in addition to the Praxis because currently it is not. EDEE faculty said that both the Praxis and the GRE will be accepted. Sandy Slater made this change in the proposal. Kate Keeney motioned to approve. Lindsey Drager seconded. All approved.

**E. English to Speakers of Other Languages I Graduate Certificate - ESO1**

Add LALE 601 Applied Linguistics
We are seeking approval to add LALE 601 “Applied Linguistics” (3 credit hours) to the course requirements for the ESOL Graduate Certificate Program. The add-on certification process for the state currently requires 15 credit hours of coursework, including a course in linguistics. Our ESOL Certificate program currently includes 12 credit hours and is missing the linguistic course component. By requiring LALE 601 as part of the ESOL Certificate Program, we can confirm that the program fulfills the state curriculum guidelines for add-on ESOL teacher certification. [https://cofc.curriculog.com/proposal:1434/form](https://cofc.curriculog.com/proposal:1434/form)

Add EDFS 674 Linguistics for ESOL Teachers for Elective in M.Ed.
We are seeking approval to add EDFS 674, “Linguistics for ESOL Teachers,” to the list of approved electives for the M.Ed in languages. [https://cofc.curriculog.com/proposal:1416/form](https://cofc.curriculog.com/proposal:1416/form)

Sandy Slater asked about the core material and overlap because there were no syllabi with the proposals. Emily Beck (LALE) responded that Applied Linguistics is about first and second language learning. The course for ESOL teachers is specific for teachers working with children and teaching language. Anne Gutshall remarked that the state requires 15 hours of curriculum. The current program has only 12 credit hours. The addition of LALE 601 will allow the program to meet the new requirements. Godfrey Gibbison remarked that a student could have either course to meet the fulfillments of the certificate.

Amanda Ruth McSwain made a motion to approve. Adam Ali seconded. All approved.

**F. Marine Biology, M.S.**

**Course Additions to Elective Requirements**

1. Add 4 core courses (BIOL 600, 601, 610, 611) to electives list. In 2017 core course requirements were changed from all 4 to "3 of 4." Currently if students take all 4, which is common, the fourth doesn't count for anything until petition is approved (this was an unintended consequence of the core change).
2. Add BIOL 650 (Seminar in Marine Biology) to electives list. Following the core course requirement change, our elective requirement went from 7 credits (typically a 4-credit organismal course plus another 3-4 credit elective) to 11. In 2017 we also removed the requirement for an organismal course elective, which are all 4-credit courses. Students now often find themselves short of 11 credits after taking 3 elective courses. Taking an extra BIOL 650 seminar provides relevant material as well as a good way to make up small (1-2) credit gaps. (This change was requested by the Assoc. Provost to avoid more petitions).
3. Add BIOL 690 (Independent Study) as an alternative to the BIOL 650 (Seminar in Marine Biology) seminar requirement. We normally can only offer one BIOL 650 seminar each semester and it is often the case that the subject matter does not match some students' research interests and/or thesis training needs. The BIOL 690 option (which can be 1 credit) can provide a more useful alternative for students. All these past (core and organismal elective) and proposed curricular changes are in response to our 2014 external review, which made strong recommendations for increased curricular flexibility.

https://cofc.curriculog.com/proposal:1357/form

Add note to Catalog about Electives
In 2017 the Graduate Program in Marine Biology (GPMB) removed the requirement for an “organismal” elective course (as one of two required elective courses). When this decision was made within the program it was done so with the understanding that a note would be included in the catalog to define “organismal course” and encourage students to take one such course as per the discretion of their thesis committee. The Graduate Curriculum warned that this was essentially advising but agreed that it could be included as a note in the Graduate Catalog. However, when the next catalog including removal of the organismal course requirement came out the note had been removed. This proposal would add back that note. The justification of need is that the GPMB faculty is large and diverse (about 130, incl. ~90 adjuncts that do not work for the College) such that effectively and consistently advising students on this matter is unrealistic unless it is in the catalog.

https://cofc.curriculog.com/proposal:1366/form

Craig Plante (MBIO) explained that both proposals relate to two historical items. Both of these changes had unintended consequences. Adam Ali asked if there is another course that would be better than the 1 credit independent study. Craig Plante responded that 690 is a variable credit course. The proposal allows students flexibility to focus on their interests. Robyn Olejniczak asked if they need to allow for more than 6 independent study hours. Craig Plante said not yet.

Amanda Ruth McSwain motioned to approve. Lindsey Drager seconded. All approved.

Regarding the second proposal, the MBIO faculty would like to add a note about the organismal course as a recommendation, but not a requirement. The Registrar says that “notes” are not allowed. Lynne Ford overrode this decision. Sandy Slater and the Registrar’s Office are concerned about setting a precedent. Kate Keeney commented that the “note” may be confusing for students. Godfrey Gibbison asked for an explanation of why the requirement was taken out. Craig Plante stated that the objective with the change is flexibility. External reviewers also remarked in 2014 about the need for greater flexibility. Adam Ali said that others could have a similar issue down the road. Lindsey Drager and Amanda Ruth-McSwain said that this is an extraordinary exception.

Sandy Slater noted that if this is passed, it should not ever be an option for additional programs. This is an exception that was made by the Associate Provost. Sandy Slater mentioned that there could be potential problems down the road, but that the request supports the needs of the department now.

Sandy Slater called for a vote. 4 committee members voted yay and 1 voted nay. Sandy Slater asked that Lynne Ford and the Registrar’s Office review the minutes for accuracy on this point.

G. For the Good of the Order.
College of Business proposals are stalled in Curriculog. Preliminary documents are available to review. The Certificate in Institutional Research will also be coming to the committee this semester.

Adam Ali is from Geology (not Geography). The next meeting is March 8, 2019. We will meet at the Jewish Studies building in the future.

The week of March 12 is Graduate Education week. Sandy Slater needs to be added to this distribution list.

H. Adjournment.
Kate Keeney motioned to adjourn. Lindsey Drager seconded. All approved.

Next meeting: March 8, 2019  (Jewish Studies Conference Room)
Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Adem Ali (Geology)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost),

Invited: Barry Steifel (PUBA), Annette Watson (EVSS)

A. Call to Order
   3:05 meeting was called to order. Sandy Slater discussed that there needs be another meeting before next Friday. The group discussed meeting time of Tuesday March 12th at 2:00pm.

B. Approval of February Minutes
   Lindsey Drager motioned to approve the minutes with the ammendment of a name that needs to be removed from the body of the minutes. Kate Keeney seconded. All approved.

C. Public Administration, M.P.A. - MPA-PUBA
   PUBA 519: Community Planning is being proposed as a new general elective class within the program. This is the accompanying program change application so that this class can count as an elective option.
   https://cofc.curriculog.com/proposal:1251/form

   PUBA 519 Course Creation
   PUBA 519 will be a survey on the field of community planning for both urban and rural contexts, including urbanism, ruralism, sustainability and environmental planning, historic preservation, design, public art, economic (re)development, and other special/current topics related to planning and Public Administration.
   https://cofc.curriculog.com/proposal:1140/form

   Sandy Slater explained that we first need to consider and approve the course creation. Lindsey Drager motioned to approve the new course. Kate Keeney seconded. All approved.

   Lindsey Drager motioned to approve PUBA 519 as a general elective. Kate Keeney seconded. All approved. Barry Steifel asked about next steps. Sandy remarked that the next step is Graduate Council on March 15th and then the proposal will go to Faculty Senate.

D. Termination of the PUBA 4+1 (explanatory memos attached)
   A more holistic MPA program will come to the Committee at the next meeting. The 4+1 type program will be terminated. The new language is a “combined” program. Judy Millesen will work with any students that are interested in an accelerated program. No vote of the Graduate Education Committee is required. This proposal is a notification to the Committee.

E. Environmental and Sustainability Studies (add elective EVSS 595)
   We are requesting to add to the ENSS electives a course called EVSS 595: Special Topics in Environmental and Sustainability Studies. The program already has an EVSS 695: Special Topics course, but we require a vehicle to enable a special topics graduate course to "meet with" an undergraduate course. We have already sent the EVSS 595 into the curriculog system, and we were prompted to be sure to include the program change to include this course as an elective.
   https://cofc.curriculog.com/proposal:1555/form

   EVSS 595 Special Topics Course
   The EVSS program would like to create a vehicle whereby a special topics graduate course can meets with an undergraduate course. We currently have EVSS 695, but only 500-level courses could be scheduled to "meet with"
undergraduate courses. We are proposing to create this ability to work with other departments across campus to offer more specialized courses in Environmental and Sustainability Studies.

https://cofc.curriculog.com/proposal:1117/form

EVSS 595 will meet with undergraduate students. Lindsey Drager asked about the difference between “cross-list” and “meets with.” “Meets with” is more flexible. Cross listed courses must be the same for graduate and undergraduate students.

Graduate students will have a separate syllabus from undergraduate students in EVSS 595. Kate Keeney motioned to create the EVSS 595 Special Topics Course. Adem Ali seconded. All approved.

Lindsey Drager motioned to make EVSS 595 Special Topics an elective course. Adem Ali seconded. All approved.

F. Business Administration (GPA Admission Change)
https://cofc.curriculog.com/proposal:1348/form

This proposal has been withdrawn. Sandy Slater will reject the proposal in curriculog.

G. MAT Admission Changes

We are seeking to revise the admission requirements for the Early Childhood Education and Elementary Education M.A.T. programs. The choice of the Praxis Core in addition to the G.R.E. is purposeful. Praxis Core measures academic skills in reading, writing and mathematics. This test is designed to provide a comprehensive assessment of the skills and content knowledge of candidates entering teacher preparation programs. It is used nationwide by teacher education programs at the undergraduate and graduate levels.

https://cofc.curriculog.com/proposal:1124/form

Sandy Slater read an email from M.A.T. that explained the proposed admission changes. Adem Ali asked why the G.R.E. was eliminated from the admissions standards previously. Godfrey Gibbison explained that for some students, the Praxis was not complete. Others were anxious about taking the GRE. This proposal provides a middle position where either the Praxis Core or G.R.E. would be acceptable.

Kate Keeney motioned to approve the M.A.T. admission changes. All approved.

H. Discussion: Certificate for Institutional Research
https://cofc.curriculog.com/proposal:1376/form

Sandy Slater introduced the certificate that would begin Fall 2020 if approved. Jim Posey could not be here because he had an emergency. Sandy Slater commented on a few items for discussion.

One concern is the reliance on adjunct faculty. Sandy Slater asked if someone from Statistics or a Quantitative researcher could assist with the development of the curriculum?

Godfrey Gibbison explained that there is a National Association for Institutional Research. People in this group mostly have either a PhD in higher education, or they are mathematicians and have done more assessment work. An Institutional Research certificate gives those from other disciplines knowledge of higher education. For example, models for enrollment planning, financial aid, etc.

Sandy Slater asked about potentially two tracks. Higher education would be one and an organization or business focus could be another. Do people know that IR is related to higher education only? There may be potential interest/demand for a second group of professionals; a market for potential enrollment.

The program would be fully online.

Kate Keeney asked where the certificate would live. Godfrey Gibbison responded that there are six academic schools, the Honors College, Professional Studies, and the Graduate School. So the certificate would be under the Graduate School (not the North Campus).

Sandy Slater remarked that the proposal is originated by someone who will also approve. None of the people working on this have faculty status. Godfrey Gibbison agreed and commented on this quirk.
Sandy Slater request development of the two track option program. Also, she requested that the certificate be grounded in academic departments to add expertise and specialization. Sandy Slater commented that the syllabi need more of a balance. For each class, what departments might have a vested interest? Sandy Slater suggested doing this work together with James Posey. It would be helpful to have letters from faculty who have contributed to the syllabi.

Kate Keeney asked about adjunct oversight. For example, Professional Studies has a staff person who coordinates and oversees this currently. Godfrey Gibbison remarked that over 60% of the credit hours of the first year programs are delivered by adjuncts. Robyn Olejniczak similarly asked, who would be the Program Director? Godfrey Gibbison noted that many IR certificates live in Higher Education programs, but we do not have that at CofC. Another option would for someone to be hired in the School of Education. Then this person would be teaching and doing administrative work.

The principle of adjunct labor is concerning. From a budgetary standpoint, it would be very low cost. The Budget Committee agrees as well.

I. **For the Good of the Order.**

J. **Adjournment. 4:20pm**

*Next meeting is March 12 at 2:00pm*

*Next meeting: April 5, 2019  (Jewish Studies Conference Room)*
2018-2019 Graduate Curriculum Committee
Agenda
March 12, 2019

Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Adem Ali (Geology)

Ex-Officio: Jon Hakklia (Graduate School), Robyn Olejniczak (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Lynne Ford (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning) and Mary Bergstrom (Registrar)

Invited: Grant Gilmore (CPAD), Judy Millesen (PUBA), Laura Turner (MAT Performing Arts), Lucy Davis (MES)

A. Call to Order. 2:07pm

Sandy Slater noted that both sets of meeting minutes will be approved at the next meeting (April 5).

B. Environmental and Sustainability Studies, M.S. and Public Administration, M.P.A. Concurrent Master's Degree Program - MS-ENSS-MPA-PUBA

1. The MPA program is proposing a total credit hour change from 39 hours to 33 hours. As a result, PUBA 603 has been removed from the MPA core. This means we need to delete PUBA 603 from the concurrent program and replace that requirement with an elective.

   Additionally, when the program was originally conceived, concurrent students were expected to complete the thesis as a core requirement and the PUBA internship as an elective. Unfortunately, it was inadvertently listed in the catalog as thesis OR internship. The thesis should be a core requirement and the internship should be an elective.
   https://cofc.curriculog.com/proposal:1092/form

2. The proposal calls for eliminating one core course from the curriculum (explained in #4 below) and reducing the number of required approved electives by one course. https://cofc.curriculog.com/proposal:985/form

   Sandy Slater introduced the MPA/Concurrent MES proposals.

   The MPA program does not require a thesis. All students (MPA and Concurrent) have to take the Capstone.

   Lucy Dain fielded questions from the group. Divya Bhati asked how the thesis and applied internship are different in terms of student learning outcomes? Lucy Dain explained the differences. Adem Ali asked if students taking the applied internship have a pre propsal defense? Lucy Dain said yes.

   Sandy Slater asked how the rigor of the applied internship is shown on a transcript?

   Judy Millesen commented that the public administration internship is an elective (not a requirement) as some students already have a place in the field.

   John Hakklia asked about the differences between the MES internship and the MES thesis? Lucy Dain explained that the thesis is mostly completed within the College. The internship connects to the community.

   Robyn Olejniczak noted that the proposal language needs to be updated in Curriculog, and also in the Catalogue. Sandy Slater and the group made the necessary language changes during the meeting.

   Divya Bhati asked if courses are shared between the programs. Judy Millesen remarked that this is not a change from the current program.
3. **PUBA 550 Nonprofit Leadership and Governance**
   Updating the course to reflect current trends

4. **PUBA 701 Public Administration Captstone**
   Updating the Course to reflect current trends and the current capstone experience

Sandy Slater asked about the Capstone. Judy remarked that the Capstone is in lieu of a thesis, and that there had never been a thesis requirement.

Robyn Olejniczak asked about the use of the word “portfolio”? Judy Millesen remarked that she left Capstone in the proposal in case the “portfolio” is not the work product in the future.

Adem Ali asked about the prerequisite for PUBA 701. Judy Millesen explained that ideally, students would have completed all core courses. However, this is not always the reality. So students may acquire permission of the instructor instead. Judy Millesen updated the language in the Curriculog proposal to reflect this change.

Sandy Slater suggested that the committee vote on proposals 1-4 as a unit.

Kate Keeney motioned to move. Lyndsey Drager seconded. All approved.

C. **Historic Preservation and Community Planning**
   1. **CPAD 690 Special Topics**
      Create 1-3 credit hours for special topics course
   2. **CPAD 690**
      Restrict to only 6 total credit hours for degree

Sandy Slater explained the two proposals. Sandy Slater asked about the variable credits. Grant Gilmore commented that there may be a special project where variable credits are necessary.

Kate Keeney motioned. Lyndsey Drager seconded. All approved.

D. **Theatre**
   1. **Theatre 521 Community and Theatrical Classroom**
      Crosslist with THRE 421 and Change course number
   2. **Theatre 522 Theatre for Youth Literature**
      Crosslist with THRE 322 and Change course number

Laura Turner, guest

Lyndsey Drager asked about cross listing with a 300 level class? No, this cannot happen. The 300 level courses are being renamed to 400 level.

Lynne Ford remarked on the difference. Cross-listed courses are equivalent. In “meets-with,” the courses are not equivalent. Divya Bhati remarked that there has to be more rigor at the graduate level. This needs to be demonstrated through student learning outcomes.

Sandy Slater suggested that the two syllabi (undergraduate and graduate) be attached to the proposal.

Robyn Olejniczak asked about cross listing and “double dipping” between undergraduate and graduate students. Those students would have to make up the credits with other courses.

Sandy Slater suggested that the committee vote on the proposal, with the assumption that the courses will come into compliance with the College’s policy. Additionally, the committee would like to see the syllabi.
All approved.

E. **Performing Arts Admission Requirement (Six admission changes or deletions)**

Divya Bhati asked if the program meets the admission policy requirements for graduate education.

Robyn Olejniczak asked on what criteria would the applicant be admitted? What are the competency requirements? Laura Turner talked about how there are a variety of students.

Robyn Olejniczak noted that admissions changes do not need Faculty Senate approval.

Kate motioned to table the Admissions vote. Adem Ali seconded. All approved.

F. **For the Good of the Order.**

G. **Adjournment. 3:25**

Next meeting: April 5, 2019  (Jewish Studies Conference Room)
2018-2019 Graduate Curriculum Committee
Agenda
April 5, 2019

Committee members: Sandy Slater (Chair; History), Lindsey Drager (English), Kate Keeney (Arts Management), Adem Ali (Geology)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Divya Bhati (Institutional Effectiveness & Strategic Planning)

Invited: Ali Titus (PUBA), Ron Magnuson (MBA), Seaton Brown (MBA)

A. Call to Order at 3:05

B. Approval of minutes from March 8 and March 12, 2019
   Lyndsey motioned. Kate seconded. All approved.

C. Introduce New Members

D. Performing Arts Admission Requirement (Six admission changes or deletions)
   https://cofc.curriculog.com/proposal:1597/form
   Sandy Slater read the language provided by Laura Turner regarding admissions. The language is slightly different than what was discussed at the 3/12 meeting. The revised language clarifies two issues. One is the entrance exam and two is that students must take the standardized test if they want to be considered for scholarships. The language now comports with the college policy.

   The committee raised questions about what type of previous graduate course would be considered. How many credit hours?

   The committee suggested adding clarity including: 3 credit hours, excluding professional development, etc. Sandy Slater will work with Laura Turner to amend the language and make changes in Curriculog.

   Kate Keeney motioned to approve. Adem Ali seconded. All in approved.

E. Business MBA Admission Changes

   Seton Brown explained the admission changes: number of letters of recommendations, changing the length requirement for the professional goals statement, and changing the required GPA to a standard with more flexibility.

   Sandy Slater responded with some concerns about the entrance requirements, specifically reducing the number of recommendation letters. Her concern was maintaining the quality of the candidates.

   The MBA admissions emphasis will now be on the interview.

   Godfrey Gibbison stated that he tends to support a reduction in the number of letters of recommendation. There are some reasons to do so. First, schools don’t put a lot of emphasis on them. Second, is it appropriate to put emphasis on a third party? The statement and interview are more important.

   The committee discussed that another issue is that some letter writers do not supply the letters in a timely manner and the application is incomplete.

   Sandy Slater asked if the Graduate School standards require multiple letters. Robyn Olejniczak reviewed the policy. There is no mention of “letters” in the college policy. So accepting at least one letter would comply.
Jon Hakkila discussed the need for graduate rigor. If standards change, can we still maintain an appropriate level of rigor?

The interview will be added to the requirements and bullet point list for admission.

The proposal also removes May 1 as a final deadline. March 1 is the priority deadline. July 1 is the College’s drop-dead admissions deadline. The committee discussed the need to post the July 1 deadline. The MBA program would prefer not to publish this date in order to encourage students to apply earlier. Sandy Slater said that this is an accreditation rule—it is not optional. The MBA program can add more language around “priority” in order to encourage people to apply early. Divya Bhati stated that July 1 needed to be in the Catalogue, the website, everywhere.

Ron Magnuson asked about the possibility of eliminating all letters of recommendation, or making the letter optional. Godfrey Gibbison suggested not dropping the requirement, but reducing to one. This is still a powerful signal to students. Jon Hakkila said that from a Graduate School assessment standpoint, a letter is helpful. Sandy Slater said that the admissions standards should reflect a competitive program.

Sandy Slater reviewed the changes: the required interview, letter(s) of recommendation (2 preferred), A/B average, and revised deadlines. Sandy Slater asked that the new language be sent to the committee for review and for the minutes.

Robyn Olejniczak mentioned a Curriculog issue with changing admissions. Sandy Slater will follow up.

Kate Keeney motioned to approve the MBA admissions changes. Lyndsey Drager seconded. All approved.

**F. For the Good of the Order.**

1. **Executive MPA**

Sandy Slater introduced a conversation about offering the MPA at the North Campus. Applicants to the MPA program and the Executive MPA program are the same.

Jon Hakkila read an email from Judy Millesen about the ways in which the GRE or the internship could be waived. The email is informative. No vote is needed. Sandy Slater requested that the email be part of the meeting minutes.

The committee asked that the MPA program add a few sentences about the difference between the traditional MPA and the executive MPA.

Divya Bhati commented on the need to have “Pending SACSCOC approval” on Executive MPA materials for now.

Godfrey Gibbison talked about competing programs in the state. Clemson has an MPA program that is online but it is not accredited.

**G. Electing secretary and chair for 2019-2020**

Sandy Slater talked about the committee composit for next year. Sandy Slater will write an assessment report for the committee. The committee needs to elect two officers. Sandy Slater will speak to Roxann Stalvey about making the committee 6 members. Sandy Slater will make a recommendation in Fall 2019 to increase the committee size to 7.

Sandy Slater is willing to serve as chair for the 2019-20 year. Kate Keeney is willing to serve as secretary.

**H. Adjournment.** Kate motioned to adjourn. Adem seconded. All approved.
The following reflects the approved MBA Admissions language as was discussed in the meeting. Seaton Brown circulated the final language by email on 4/5/19 immediately following the meeting.

**Program Requirements**
- A competitive GMAT, GRE or approved graduate proficiency exam score
- Undergraduate GPA with an A/B average
- Letter(s) of recommendation (two preferred)
- Personal and professional goal statement
- Resume
- Interview (in-person or virtual)
- For international students: a minimum score of 6.5 on the IELTS, 550 on the paper-based TOEFL, or 83 on the computer-based TOEFL

**Application Deadlines**
This program accepts applications once a year for candidates intending to begin courses during the fall semester.

- Fall: March 1, Priority; April 1, International students
- Spring: No Spring Admission
- Summer: No Summer Admission

**Admissions Interview**
The MBA program maintains a holistic review process involving both quantitative and qualitative components which guide the admissions committee in reaching their final decisions. Prospective students may visit us in person, attend an info session, or arrange a video interview. Please contact Seaton Brown at brownms@cofc.edu to schedule an interview or a visit.
TO: Graduate Council & Graduate Curriculum Committee
FROM: Judy Millesen, MPA Director
RE: Executive MPA
DATE: April 3, 2019

The Master of Public Administration (MPA) program is excited to announce that we are planning to expand the scope of our current academic offerings through the creation of an Executive MPA (EMPA). The EMPA will be offered in a weekend, hybrid format so that we can better meet the needs of those professionals currently employed in the public and nonprofit sectors who have an interest in advancing or changing their career paths through graduate education.

Data from the Charleston Regional Development Alliance reports that the top ten public employers (civil, non-military) in the Charleston area employ 62% more people than the top ten private sector employers. The S.C. Department of Employment & Workforce also indicated that jobs in health and social assistance were estimated to grow by 23% from 2014 to 2024. While there appear to be opportunities for local and regional professionals seeking an MBA (College of Charleston and USC offer programs in multiple formats), there are no such programs for public and nonprofit professionals.

In mid-October, we launched a survey of public and nonprofit sector employees in the Lowcountry region and throughout the state, so that we might gather information to help us structure the course offerings and identify electives. Preliminary analysis suggests there is demand for an Executive MPA format. In the first two weeks of survey administration we received over 60 completed responses with approximately 75% of respondents expressing a preference for an MPA offered in an Executive weekend format.

In a recent review of NASPAA accredited MPA programs, we found there are limited options for public-service professionals in the Lowcountry who may be seeking graduate education. Specifically, there are only two accredited MPA programs in South Carolina and only 32 Executive MPA programs nation-wide (none south of Washington DC). The nature of these programs varies widely in terms of required credited hours, curricular content, class structure, meeting times, admission requirements, etc. Although there are those Executive MPA programs that offer intensive one-year formats requiring students to take a leave of absence from their job, most are designed to tap into or expand a local market in a major metropolitan area where students are expected to continue working while going to school.
The Executive MPA at the College of Charleston is characterized by the following features:

◊ The same MPA curriculum currently offered in our traditional on-campus program with each individual class designed to work in a weekend hybrid format

◊ An equivalent cost structure for the student, which means that unlike some Executive MPA programs, the College of Charleston will not charge a premium for the hybrid format

◊ In-person class sessions that meet every third or fourth Saturday through the semester on the College’s North Campus which is easily accessible and where there is ample parking for commuting students

◊ Additional support services such as automatic registration, assistance in obtaining reading materials, and dedicated tutoring assistance offered to learners on the North Campus

◊ Conference-like amenities such as the professional-style classrooms found at the North Campus as well as meals and snacks provided by the program

Additionally, given that the target audience for the Executive MPA is mid-career professionals, we have every expectation that students applying to the program will meet the requirements specified in the Graduate catalog for both a GRE and internship waiver. To that end, we plan to highlight these features in our marketing and outreach materials.

The College of Charleston’s traditional MPA has already graduated some of the region’s most respected public and nonprofit leaders. The proposed program expansion will create value in the Lowcountry by extending the same high-quality academic curriculum to those professionals who are unable to take classes during the week. We have every expectation that EMPA graduates will join our existing alumni in tackling the environmental, health, safety, and social justice challenges facing our communities, in ways that improve the livability and quality of life in the Lowcountry.