MEETING MINUTES
2019-2020 Committee for Graduate Education Agenda
October 11, 2019

**Attending Committee Members**: Sandy Slater (Chair; History), Amanda Ruth-McSwain (Communication), Brian Bossak (Health and Human Performance), Shawn Morrison (French, Francophone, and Italian Studies)

**Attending Ex-Officio**: Jon Hakkila (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Divya Bhati (Institutional Effectiveness & Strategic Planning), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar), Lynne Ford (Academic Affairs).

A. **Call to Order**

B. **Introduce New Members**
   1. Chair, Sandy Slater, welcomes Brian Bossak and Shawn Morrison as new members of the Graduate Education Committee for the 2019-2020 academic year.

C. **Expansion of standing members from five to seven**
   1. Chair Slater shared an update on the petition to increase the size of the Graduate Education Committee to seven members (from five members). The petition was passed by Faculty Senate on October 1, 2019, and the recruitment of two new members for the current academic year is underway.

D. **Brief Overview of Curriculog**
   1. Franklin Czwazka, Catalog and Curriculum Systems Manager, from the Registrar’s Office shared an overview of Curriculog in an effort to familiarize committee members on the use of Curriculog for proposal review and discussion. The following points were covered during his presentation:
      i. The Curriculog website at [http://academicaffairs.cofc.edu/curriculum/curriculog/index.php](http://academicaffairs.cofc.edu/curriculum/curriculog/index.php) is a resource on the curriculum revisions and review process as well as Curriculog training sessions.
         1. Encouragement to review the “Resources (FAQ)” section of the website first if a question arises
      ii. A Curriculog Guidebook is available on MyCharleston and Curriculog (cofc.curriculog.com).
      iii. This year the Curriculog dashboard has been revised to share how to access proposals; the inclusion of the Graduate School as a stop in the workflow process has also been a recent revision to the proposal review process.
      iv. Chair Slater mentioned that she does not use Curriculog to create committee agendas, but id happy to use the option if committee members had a preference (they do not).
      v. Curriculum proposal forms are now streamlined and cleaned up before moving onto the next level of review and approval for readability and organization purposes.

E. **Brief Discussion of SACSCOC Developments**
   1. Divya Bhati, AVP for Institutional Effectiveness, shared a resource/packet of information on relevant SACSCOC Policies and Standards to support the work of the Graduate Education Committee this year. The following points were discussed during her presentation:
      i. Review of the substantive change language and process.
      ii. Review of SACSCOC revisions over the past year.
         1. Combined program (i.e. 4+1 programs)
            a. Policy 9.2 – Number of credit hours to be completed at the baccalaureate level versus the graduate/professional level.
            b. Policy 9.6 – Differences between graduate/professional degree programs and undergraduate programs in rigor and curriculum
2. Joint programs
   iii. Interim Dean Gibbison shared his concern surrounding SACSCOC policies being interpreted as the letter of the law versus the spirit of the law.

F. English to Speakers of Other Languages I Graduate Certificate - ESO1
   1. Increase the number of credit hours required for the ESOL Certificate Program from 12 credit hours to 15 credit hours. Adding these 3 credit hours will allow the ESOL Certificate program to conform to current state guidelines for add-on ESOL certification for teaching licenses. The state requires 15 credit hours of coursework and this change will keep our program current with state guidelines.
      i. Discussion: Committee member Bossak asked about the timeline of the change in relation to the state’s revision to state guidelines. It was explained that the state did not change their guidelines, the ESOL program simply never acknowledged those guidelines in the program’s requirements/offerings.
      ii. Committee Member Morrison submitted the motion to pass the revision to the ESOL Certificate Program from 12 credit hours to 15 credit hours. Committee member Ruth-McSwain seconded the main motion. The motion carried with a 4-0 vote; the program revision was approved.

G. Evaluation of Joint Programs with the Citadel
   1. Chair Slater explained the need to review all current joint programs between the University of South Carolina, S.C. and Citadel/Clemson. Although there are several issues driving this review, the continuous financial loss as well as the considerable investment that these programs require are the primary reasons for a timely review.
   2. Changes to the MOAs are necessary and will be informed by an investigation into the relationship between the curriculum and the partnership (i.e. curriculum impact if the partnership did not exist), distribution of responsibilities and the imbalance of work, catalog issues and inconsistencies in degree information between partner universities, and the desired, revised expectations for these partnerships/relationships.
   3. The three programs slated for review include the MA in History (Citadel), MS in Computer and Information Sciences (Citadel), the MS in Historic Preservation (Clemson). The MA in English (Citadel) is also a possible program to review, but they are working on a substantial viability plan for the program, which depending on that plan, may exclude them from the review.
   4. Chair Slater will convene with Dean Gibbison, Provost Del Maestro, and Associate Dean John Hakklila to draw up a formal request for review and information.

H. For the Good of the Order.
   1. The next meeting will be November 8, 2019 in RSS 235

I. Adjournment.
A. Call to Order

B. Approval of October Minutes
Shawn motioned to approve. Kate seconded.

C. Languages, M.ED (transfer credit proposal)
https://cofc.curriculog.com/proposal:1851/form

D. LALE 695 Portfolio
https://cofc.curriculog.com/proposal:1856/form
Kate asked about the course name change. The group clarified that the title changed from “Standard” to “Standards.” Kate asked about removing the delivery mode (online) from the course description. The course is online, but it is not standard to include the delivery mode in the course description. Sandy deleted the language about the course being online from the proposal.

Sandy suggested voting on both proposals in a batch. All agreed. Kate mentioned to approve. Shawn seconded. All approved.

E. Evaluation of Joint Programs with the Citadel Update
Sandy gave an update on the programs that are joint with the Citadel. Sandy reached out to the Citadel and asked about the existence of something like a Graduate Education Committee.

We will review each joint program in Spring 2020.

F. For the Good of the Order.
We will need to hold a December meeting in order to approve three proposals. The meeting will take place on December 6 at 3:00pm. Room location is TBA.

Godfrey and Jon noted that several program revisions in Teacher Education and new programs in Business are being developed. Jon asked about the status of the Executive MBA. Mark noted that there are internal deliberations going on in the School of Business.

Kate asked if we were going to move from 5-7 committee members in the Spring. Robyn asked if the bylaws have been updated. Sandy said yes, that the committee size has been updated from 5-7.

G. Adjournment.
Shawn motioned to adjourn the meeting. Kate seconded. The meeting adjourned at 3:20pm.
2019-2020 Committee for Graduate Education Agenda
January 10, 2020
3:00pm
RSS 235

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Brian Bossak (Health and Human Performance), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting)

Ex-Officio: Jon Hakkila (Graduate School), Godfrey Gibbison (Graduate School), Robyn Olejniczak (Graduate School), Mark Del Mastro (Associate Provost), Mary Bergstrom (Registrar), Jerry Mackeldon (Registrar), Katy Flynn (Office of the Provost)

Invited: July Millesen (PUBA), Kelley White (EDEC), Renée McCauley (CSIS, DATA), Susan Simonian (MSCL)

3:00pm
A. Call to Order
Sandy called the meeting to order at 3:02pm.

B. Approval of November Minutes
Shawn motioned to approve the meeting minutes. Adem seconded. All in favor.

C. Child Life, MS
   1. CHLI 650- International Experiences in Child Life and Pediatric Psychosocial Care
      https://cofc.curriculog.com/proposal:1852/form

      Susan gave an overview of the proposed international program (CHLI 650). It is critical that students build support components independent of spoken language.

      Sandy asked if this will be offered every year? How will you recruit and maintain enrollment? Susan stated that this is an elective. They cannot require graduate students to participate. Undergraduate students in Psychology will also participate in the program. Currently, approximately five graduate students are planning to participate. Undergraduate students would be additional.

      The program could be replicated in other countries and other areas in the U.S. Sandy asked about the international title. If there was a U.S. program, then Susan would develop a separate course or build into an existing course.
Shawn asked about the population of children in Italy. Susan responded that Florence has received many refugees; the population is diverse. Also there are many vacationers.

Kate motioned to approved. Shawn seconded. All approved.

2. **COMM 580 from Requirement to Elective**

https://cofc.curriculog.com/proposal:1880/form

Kate asked about the COMM 580 course. Susan talked about the accrediting body as the one that is siloing CHLI coursework. There is a lot of value in health communication. She would like to keep this as an option in the curriculum.

Robyn asked about the enrollment in COMM 580. Susan responded that Child Life students are a chunk of the class, but likely enrollment will be ok as it is open to other COMM students. Amanda expressed a similar statement about enrollment in COMM 580.

Kate motioned to approve. Amanda seconded. All approved.

D. **Early Childhood Education, M.A.T. - MAT-EDEC**

1. **Dropping Required Credits from 48+ to 45+**


Kelley gave an overview of the changes. The curriculum course and the field course will be dropped.

Kate asked about dropping the curriculum course as it seems very valuable. Kelley responded with how the curriculum development component overlaps in other methods classes.

Brian motioned to approve. Amanda seconded. All approved.

Jon mentioned that there are other related course changes in the que that will be added to a future agenda.

E. **Teacher Education**

1. **EDFS - 510 - Characteristics of Individuals with Intellectual Disabilities**

Title Change

https://cofc.curriculog.com/proposal:2099/form

Sandy discussed the proposal changes—language that reflects federal law. Sandy suggested that we vote as a batch.

Shawn Morrison motioned to approve. Brian seconded. All approved.

2. **EDFS - 522 - Educational Procedures for Individuals with Intellectual Disabilities**

https://cofc.curriculog.com/proposal:2100/form

Sandy discussed the proposal changes—language that reflects federal law. Sandy suggested that we vote as a batch.

Shawn Morrison motioned to approve. Brian seconded. All approved.
F. Computer Science and Information Science
   1. CSIS - 656 - Software Systems Design and Implementation (remove prereq in Catalog)
      https://cofc.curriculog.com/proposal:1943/form

      Renee reviewed the proposed changes.

      Shawn motioned to approve. Adem seconded. All approved.

   2. CSIS - 670 - Developing Mobile Applications (change language)

      Renee reviewed the proposed changes. This change is to remove “admission to the program” as a prerequisite.

      Kate motioned to approve. Adem seconded. All approved.

      Sandy noted that more CSIS proposals are coming through the queue.

G. Public Administration
   1. PUBA 600 Foundations of Public Sector Management and Leadership (Course Title Change)
      https://cofc.curriculog.com/proposal:2154/form

      Judy reviewed the proposed changes. The new title better reflects the course content.

      Kate motioned to approve. Amanda seconded. All approved.

   2. Public Administration, M.P.A. Admission Requirements Changes

      Judy reviewed the change to the GRE policy for admissions. The program realized that the GRE requirement may discourage some quality applicants. Sandy asked about how much weight has been given to this test in the past. Judy said that GPA is most important, then students’ statements, then letters of recommendation, then GRE score. The GRE has never been the deciding factor.

      Amanda asked about the Graduate School’s admissions criteria, as this issue is coming up nation wide. Jon noted that the testing companies are upset. Holistic entrance requirements, however, means that a program needs to have a wide range of tools in order to determine if it can accept students. There needs to be a positive way to assess students in a way other than a standardized test. So entrance requirements are actually stronger. Godfrey remarked on how the new PUBA admissions language was developed.

      Judy talked about the process of vetting a marginal student. The admissions committee has the right to ask for the GRE.

      Jon noted that the GRE or standardized test is required for Graduate School fellowships. This is stated in the updated PUBA policy as well. Godfrey remarked
that the Graduate School is trying to track these new admissions criteria to student outcomes. Godfrey sees this as an experiment. If it doesn’t work, it can be changed.

Brian noted that the proposal as written might be a little confusing. The committee discussed the language.

Jon said that the Graduate School does assess entrance requirements. It is ok for programs to change, but try not to do it too frequently because it is difficult to assess.

Sandy asked a question to the Graduate leadership. Will other programs see this change and want to follow, before we have outcomes? How will this play out long term?

Godfrey responded that when a program has been practicing alternative program admissions, then it needs to be defined and transparent. Not many other people at the College have been considering a similar admissions change. An example is the MAT in Performing Arts.

Brian brought up a concern about making a decision and then getting data, versus having data first. Robyn remarked that Computer Science has a similar list that can exempt the GRE. On the other hand, Math does not require the GRE as the math requirements on the GRE are not predictive of graduate level math work.

Sandy said that we should trust program directors to make the best decisions based on their populations and students.

Roxanne added that if you are very flexible in admissions standards, and you don’t have an objective judgement, then you are relying on a subjective judgement. Something like a GRE can act as an objective anchor in your decision making.

Godfrey remarked that the idea that the GRE is an objective measure has been questioned.

Godfrey said that high school GPA is the best predictor of college readiness.

Shawn motioned to approve. Kate seconded. Six approved. One abstained.

Judy asked the committee, what data would be helpful? Judy would like to collect these and bring them to a future meeting. Brian asked how many students have a negative impact with the GRE requirement? Judy remarked that there are two very distinct groups of students. One of these populations are mid-career professionals. A 40-year-old professional is very concerned about taking the GRE. Most of this change is in response to these two population groups.

H. For the Good of the Order.

The Committee decided to put these two topics on the next agenda for continued discussion.

Curriculum Substitutions or Exceptions
Students are responsible for knowing and understanding academic policy, program requirements, and degree requirements. Only under extraordinary circumstances will faculty permit substitutions or
exceptions to the curriculum published in the catalog. Exceptions cannot be made for a department/program’s curriculum rules, and waivers cannot be made for GPA requirements, for program or degree minimum credit hour requirements, or for academic regulations published in the catalog. Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.

Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

**Conditional Acceptance**
A conditionally accepted student is one who does not meet all the admission criteria, but in the judgment of the appropriate program admission committee, has the potential to successfully complete graduate work. Conditional students have registration holds placed on their accounts and must be registered by the Graduate School until the stipulations of the conditional acceptance are met.

I. **Adjournment.**

The meeting adjourned at 4:02pm
2019-2020 Committee for Graduate Education Agenda
February 7, 2020
3:00pm
RSS 235

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Brian Bossak (Health and Human Performance), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting)

Ex-Officio: Jon Hakkila (Graduate School), Godfrey Gibbison (Graduate School), Robyn Olejniczak (Graduate School), Lynne Ford (attending on behalf of Mark Del Mastro, Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning), Franklin Czwazka (Registrar), Julie Dahl (Registrar), Jerry Mackeldon (Registrar), Katy Flynn (Office of the Provost)

Invited: Martin Jones (MATH), Renée McCauley (CSIS, DATA), Ian O’Byrne (TEDU), Kelly White (TEDU), Emily Beck (LALE, ESOL), Jason Coy (HIST)

3:00pm
A. Call to Order. Sandy called the meeting to order at 3:00pm.

B. Approval of January Minutes
Shawn found one small error and shared with the group. Kate will amend and reissue the minutes.

Amanda motioned to approve. Roxanne seconded. All approved.

C. Mathematics
1. Mathematical Sciences, Mathematics Concentration
   https://cofc.curriculog.com/proposal:1806/form
2. Mathematical Sciences, Statistics Concentration
   https://cofc.curriculog.com/proposal:1807/form

Sandy reviewed the proposals and suggested that the committee vote as a batch proposal. Martin gave an overview of the proposal. This change gives students more flexibility in choosing electives.

Shawn motioned to approve. Adem seconded. All approved.

D. Public Administration
1. PUBA - 521 - The Practice of Public Administration
   https://cofc.curriculog.com/
2. PUBA - 701 - Public Administration Capstone
   https://cofc.curriculog.com/proposal:2155/form

Sandy gave an overview of the proposal.

Kate motioned to approved. Shawn seconded. All approved.
E. Special Education

1. Special Education Graduate Certificate Admission Requirements
   https://cofc.curriculog.com/proposal:2045/form SO WHAT ARE THE ADMISSIONS?
   Sandy reviewed the proposal. Kate asked if the committee had access to the complete and revised admissions criteria. Roxane noted that she would like to see the updated admissions language as well. There was not a representative at the meeting to discuss the renewed admissions criteria.

   Roxane motioned to table. Adem seconded. All approved.

2. Special Education Post-Masters Certificate – EDSG
   https://cofc.curriculog.com/proposal:2048/form
   Sandy asked about a teach-out plan. Godfrey gave an explanation of the certificate duplication.

   Shawn motioned to approve. Amanda seconded. All approved.

F. EDEE

1. EDEE 525 (EDEE - 525 - Advanced Foundations of Language and Literacies Development: Birth-Grade 6
   https://cofc.curriculog.com/proposal:2131/form
   Amanda motioned to approve. Shawn seconded. All approved.

2. EDEE - 550 - Mathematics in Early Childhood Education
   https://cofc.curriculog.com/proposal:2057/form

3. EDEE - 567 - Science Methods for Early Childhood Education
   https://cofc.curriculog.com/proposal:2054/form
   Sandy gave a review of the proposal and suggested approving these two as a batch.

   Adem motioned to approve. Amanda seconded. All approved.

4. EDEE - 588 - Advanced Curriculum, Instruction, and Literacies Assessment (Prek-3) Field Experience III
   https://cofc.curriculog.com/proposal:2277/form
   Sandy gave a review of the proposal.

   Amanda motioned to approve. Adem seconded. All approved.

G. LALE

1. Languages, M.Ed. - MED-LALE (Reduce Required Hours)
   Spanish
   https://cofc.curriculog.com/proposal:2133/form
   Emily reviewed the proposal. The change makes the program in-line with competitors. The portfolio will be preserved, as this is a unique component of the program (as compared to peers). Kate asked about keeping the classes that were eliminated from the
program requirement as electives. Emily remarked that the courses are shared by other programs.

Roxane motioned to approve. Brian seconded. All approved.

2. SPAN - 698 - Independent Study
https://cofc.curriculog.com/proposal:2230/form

Adem motioned to approve. Amanda seconded. All approved.

H. Computer Science
1. CSIS - 638 - Implementation of Database Management Systems
https://cofc.curriculog.com/proposal:2063/form

Sandy reviewed the proposal. The proposal cleans up the catalogue and matches language with the Citadel’s catalogue. Roxane asked why this is a 600-level class? Jon remarked that this is a good question and that this is an issue that keeps repeating. SACS demands that graduate courses are more rigorous than undergraduate courses. Jon noted that the rigor should be defined by the graduate program, not by the undergraduate program.

Sandy asked if this conversation should be added to a future agenda. Godfrey said that the conversation needs to be had. What is the difference between undergraduate and graduate classes? The Graduate School is receiving many proposals to cross-list 400 and 500 level courses. Some programs are making a distinction between the two levels, but not all. Jon noted that this came up in the last SACS review. This confusion is an unintended consequence of the cross-listing policy.

Sandy will put this discussion on the second March 2020 agenda.

Amanda asked representatives from the Graduate School about what is needed/helpful in order to give clarity on this issue? Jon remarked that graduate programs should be flagship programs—not just “butts in seats.” Godfrey stated that faculty are using the cross-listing mechanism because it is an option. But sometimes the difference between undergraduate and graduate courses is not clear.

Roxane followed up to note that the guidance needs to be clear as well. Is the guidance for increased enrollment or a focus on quality in programs?

Roxane motioned to approved. Amanda seconded. All approved.

2. DATA - 699 - Thesis in Data Science and Analytics
https://cofc.curriculog.com/proposal:2088/form

Sandy explained the proposal. Adem asked for an explanation of the change from Renee. Renee described the 12-month schedule of the program. Adem asked if by removing the prerequisite, will students still be properly prepared for the thesis? Godfrey asked, what will be the revised requirements before beginning the thesis? Renee responded that students will have to have 18 credits, permission from the instructor, and an advisor who is willing to work with them in order to begin the thesis. The total number of required credit hours for the program is 36.
Sandy asked if the thesis hours have to be spread across the program or could a student fill up on hours in the summer? Renee commented that this would be handled through advising.

Godfrey noted that this relates to another issue in the Graduate School. There are many different requirements of what makes a “thesis.”

Sandy said that there is a concern about all one-year programs bottlenecking in the summer.

Kate motioned to approve. Shawn seconded. All approved with one abstention.

I. History
1. HIST 803 Comprehensive Exam
   https://cofc.curriculog.com/proposal:2159/form
2. Admission Requirements
   https://cofc.curriculog.com/proposal:2148/form
3. Public History (Special Topics Addition)
   https://cofc.curriculog.com/proposal:2212/form
4. Required Courses, HIST MA
   https://cofc.curriculog.com/proposal:2213/form

Kate asked about the admissions change and the final capstone course. Jason responded to clarify the changes.

Robyn asked about the “strike” of the words “comp or thesis” in the curriculog proposal. Franklin noted that a catalogue style guide is coming in the future. Sandy remarked that it is important to signify what is expected to students, and that the catalogue should be as streamlined as possible.

After discussing about catalogue style and consistency, Sandy suggested that the committee vote on the proposal as is without changes to the catalogue language.

Shawn motioned to approved. Roxane seconded. All approved.

For the Good of the Order.

Curriculum Substitutions or Exceptions
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Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.
Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

**Reasoning for questioning this policy:**
Why can’t program directors make exceptions? Shouldn’t we all be trying to meet the needs of students if they are interested in taking something that is not a usual elective? We accept any sort of transfer credit but we can’t have the discretion to approve an elective? Considering the lengthy process for approving electives, it seems like we should get to have this option.

Also in the process below...where does the exception request go? Who approves this other than the program director?

What’s so wrong with making an exception when it is best for the student in designing his/her best plan of study?

**Conditional Acceptance**
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The policy change request is that program directors should be able to lift holds, not the Grad School.

Sandy noted that these issues need to be tabled in order to have all members present that need to contribute to the discussion.

Amanda motioned to table. Brian seconded. All approved.

Brian asked that moving forward, the committee be presented with three options of “in favor, opposed, or abstention.”

**J. Adjournment.**
Sandy closed the meeting at 4:01pm
4:00pm Evaluation of Joint Programs with the Citadel: Department of History

Invited: Keith Knap (The Citadel), Joelle Neulander (The Citadel), Jason Coy (CofC), Alton Lavvorn (The Citadel, Graduate Education), Molly McClean (Interim Director and Senior Assistant Director of Enrollment Management for The School of Humanities & Social Sciences, The Citadel)

Sandy introduced the purpose of the meeting to learn more about the joint MA in History. Financial inequities that relate to the tuition are a separate discussion.

Recruiting and enrollment. Citadel has no budget for marketing and also is without a Graduate Director. CofC has more resources to monitor people who are interested. CofC uses a work flow with Graduate School to target students.

Joelle spoke about needing to use the phrase, “the program,” not thinking about one school or another.

Digital Humanities Center

Sandy talked about some of the issues with all joint programs. Scheduling, faculty governance, etc. We need better communication with joint programs.

Jason noted that hes not in competition with Citadel, but he is in competition with all of the programs at CofC for graduate assistantships, for example.

Roxane asked if the Citadel is searching for a Graduate Dean? Joelle remarked that likely the position will become part of someone’s job. Roxane asked how the courses are shared. Keith remarked that it is relatively equal. Sometimes CofC teaches one more class a year.

Amanda asked about the student experience/feedback on the joint program? Keith remarked that if they switch “homes,” that is very difficult. Jason said that the academic calendars are different. Students have commented on receiving grades through different portals. Sometimes students trip up and haven’t taken enough “required” courses at the other institution. Joelle says that having two faculties affords many specialties to the students.

Breadth.

Godfrey asked if Citadel is facing graduate enrollment pressures. The Citadel faculty remarked that there used to be more pressures than there are now.

Jason said that on the CofC side, there is pressure to increase enrollments. Jason noted that he focuses a lot of effort on recruiting. Enrollments are tied to assistantships.

Joelle asked that anything we come up with get in front of the Citadel’s graduate council. Sandy discussed next steps in terms of writing a report that is based on committee conversation.

4:41 the committee adjourned.
A 2019-2020 Committee for Graduate Education Agenda
March 6, 2020
3:00pm
RSS 235

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Brian Bossak (Heath and Human Performance), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting)

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

Invited: Renee McCauly (CSIS), Bill Manaris (CSIS), Annette Watson (ENSS), Judy Millisen (PUBA), Mike Duvall (English)

3:00pm
A. Call to Order

Roxane motioned. Amanda seconded. All approved.

B. Approval of February Minutes

C. English, MA
   1. English MA
      https://cofc.curriculog.com/proposal:2437/form

      Mike responded to a question about the elimination of 6 credit hours.

      Kate motioned to approved. Shawn seconded. All approved.

D. PUBA
   1. PUBA - 523 - Housing Policy
      https://cofc.curriculog.com/proposal:2328/form

      Sandy described the proposal. Roxane asked about cross listing. Amanda asked about seeing both syllabi, graduate and undergraduate in Curriculog. Judy responded that the undergraduate students only have one shot at the class. They cannot take it again.

      Shawn moved to approve. Shawn seconded. All approved.

   2. PUBA - 550 - Nonprofit Leadership and Governance
      https://cofc.curriculog.com/proposal:2389/form

      Roxane asked another cross listing question to Godfrey. What is the best practice? Is this something that we are encouraging? Godfrey said that “meets with” is actually
more challenging as they are two different courses. There are SACSCOC guidelines and we have not clearly defined what separates the undergraduate and graduate courses. There is a College-wide task force looking at this issue. The idea is that if someone wants to propose a cross-listed course, that he/she would need to take a training so that there is a solid understanding of the expectations of both classes.

Judy recommended that core courses should not be cross-listed. We should only cross-list electives. Taking such electives might introduce students to graduate work.

Godfrey noted that Math uses cross-listing in a different way. Here, if undergraduates plan to go to graduate school, then they must take the graduate course.

Roxane motioned to approve. Adem seconded. All approved.

E. Special Education
1. Special Education Graduate Certificate Admission Requirements
   https://cofc.curriculog.com/proposal:2045/form
   Sandy suggested that we table this until the end of the meeting.

   Sandy worked with Adam Jordan following the meeting to clarify the change in admissions requirements for the Graduate Certificate. Sandy shared this communication with the Graduate Education Committee by email. The committee reviewed and approved the motion by email.

F. CPAD
1. Community Planning, Policy, and Design, M.A. - MA-CPAD
   https://cofc.curriculog.com/proposal:2278/form
2. CPAD 700 Independent Study
   https://cofc.curriculog.com/proposal:2402/form
3. CPAD 710 Internship
   https://cofc.curriculog.com/proposal:2405/form
   Sandy suggested that we take these as a batch. Roxane asked about what is being proposed. Godfrey offered an explanation. CPAD is built upon other courses. So when something is not offered, then there are not enough classes for students to take.

   Adem asked about the external adjunct. How will the rigor be addressed in the Independent Study? Godfrey mentioned that you cannot teach a lecture course to a single individual. So the independent study is a solution.

   Amanda asked if there were letters of support from all of the programs that are being added as electives.

   Kate and Godfrey talked about the Independent Study as a safety mechanism for students that are in unusual circumstances.

   Amanda motioned to approve. Kate seconded. All approved.

G. Science and Math for Teachers (SMFT)
Sandy remarked that this was an extension of the proposals that we approved in February.

Amanda asked if you could take 9 hours of Independent Study? Sandy asked about duplicating courses.

1. Science and Math for Teachers, M.Ed. - MED-SMFT
   https://cofc.curriculog.com/proposal:2600/form
   Kate motioned to approve. Amanda seconded. All approved.

2. SMFT - 699 - Capstone Project
   https://cofc.curriculog.com/proposal:2365/form
   Adem motioned to table as there were questions about the proposal. Brian seconded. All approved.

Sandy communicated with John Peters following the meeting and clarified the description of the SMFT 699 proposal. The proposal was approved via email.

3. SMFT - 635 - Topics in Ecology and Conservation Biology
   Sandy asked about the duplication of courses. Sandy moved to table. Adem seconded. All approved.

4. SMFT - 637 – Biotechnology
   https://cofc.curriculog.com/proposal:2357/form
   Kate motioned to approved. Shawn seconded. All approved.

5. SMFT - 640 - Coastal and Marine Science for Teachers
   https://cofc.curriculog.com/proposal:2162/form
   Amanda motioned to approve. Adem seconded. All approved.

H. Data Science and Analytics
1. Data 591 Independent Study
   https://cofc.curriculog.com/proposal:2482/form
   Sandy described the need for an Independent Study. Godfrey noted that was another issue related to a program that did not have electives in the curriculum.

2. Data Science and Analytics, M.S. - MS-MDSA
   https://cofc.curriculog.com/proposal:2123/form
   Sandy suggested voting as a batch. Roxane asked about the numbering.

Sandy brought up the need to talk about consistent numbering for internships and independent studies for graduate courses.

Amanda motioned to approve. Roxane seconded. All approved.
I. **Environmental and Sustainability Studies, M.S. - MS-ENSS**  
Sandy asked about the two acronyms. EVSS is the course acronym and ENSS is the program acronym. A conversation needs to be had with Mary and the Registrar’s office about changing this to one name.

1. **ENSS Elective Change**  
   Brian motioned to approve. Roxane seconded. All approved.

2. **Environmental and Sustainability Studies, M.S. Admission Requirement**  
   This was a change from three to two letters of recommendation. This was the only admissions change.

   Adem motioned to approve. Brian seconded. All approved.

3. **EVSS - 552 - Managing Resilient Landscapes**  
   Roxane motioned to approve. Shawn seconded. All approved.

J. **Computer and Information Sciences**  
1. **Computer and Information Sciences, MS-CSIS**  
2. **CSIS - 605 - Applied Algorithms**  
3. **CSIS - 635 - Fundamentals of Agile Project Management**  
   Sandy asked about the overlap in 634 and 635. Rene responded that 634 is a general project management course. 635 is specific to agile projects. However, CSIS is unsure about how often 635 can be offered. 634 is being offered every semester. So students can take one or the other, but not both.

   Shawn motioned to approve items 1-3. Roxane seconded. All approved.

4. **Information Systems Graduate Certificate – INSY**  
   Roxane asked about the term “information systems” as this is a course also taught in Business. Rene responded that there is an Information Systems emphasis.

   Rene explained that they cannot offer a certificate with the Citadel and comply with the 1/3 rule. The Citadel will also not offer the certificate. The courses will still exist, but the certificate will not. Students have to be admitted to the MS program to take the courses.

   Adem motioned to approve. Shawn seconded. All approved.
Following the meeting, the committee reviewed and approved the proposal to terminate the MAT in Middle Grades Education. This has been a joint program with the Citadel and has low enrollment. The committee approved the proposal.

K. For the Good of the Order.

Sandy asked about topics for the additional meeting in March. The tabled items could be heard at the April meeting.

Sandy will reach out with the questions about SMFT. Godfrey offered additional explanation on SMFT after reviewing SMFT 699. But the question remains, what is the difference between the Capstone and the Independent Study? The Capstone 699 course is split between two semesters. The group would still like a clearer explanation. The language is not clear for others. Sandy will ask for a new rationale.

As a group, we agreed that we give proxy to Sandy. The group needed clarity on:
- SMFT 699 Clear language
- SMFT 635 Duplication of curriculum

Shawn asked about cancelling the second March meeting. If we don’t meet then nothing but admissions changes can be approved because of the Senate timeline, correct? Sandy confirmed.

The April meeting will be focused on overarching items and the joint programs. We won’t have curriculum review at that meeting.

Godfrey also added the need to talk about a “hard stop” for graduate students. The Graduate School has proposed language that would allow for this mechanism.

Sandy is planning to be in Spain in the Fall semester, depending on travel situations.

Sandy will alert everyone that the March 13 meeting is cancelled.

Godfrey talked about the Graduate education program that is happening next week. Sandy said that in the future it would be great to have research posters from each graduate program.

L. Adjournment.

The meeting adjourned at 5:02pm

Adem motioned to adjourn. Brian seconded. All approved.
Students are responsible for knowing and understanding academic policy, program requirements, and degree requirements. Only under extraordinary circumstances will faculty permit substitutions or exceptions to the curriculum published in the catalog. Exceptions cannot be made for a department/program’s curriculum rules, and waivers cannot be made for GPA requirements, for program or degree minimum credit hour requirements, or for academic regulations published in the catalog. Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.

Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

**Reasoning for questioning this policy:**
Why can’t program directors make exceptions? Shouldn’t we all be trying to meet the needs of students if they are interested in taking something that is not a usual elective? We accept any sort of transfer credit but we can’t have the discretion to approve an elective? Considering the lengthy process for approving electives, it seems like we should get to have this option.

Also in the process below...where does the exception request go? Who approves this other than the program director?

What’s so wrong with making an exception when it is best for the student in designing his/her best plan of study?

**Conditional Acceptance**
A conditionally accepted student is one who does not meet all the admission criteria, but in the judgment of the appropriate program admission committee, has the potential to successfully complete graduate work. Conditional students have registration holds placed on their accounts and must be registered by the Graduate School until the stipulations of the conditional acceptance are met.

The policy change request is that program directors should be able to lift holds, not the Grad School.

**4:00pm Evaluation of Joint Programs with the Citadel: Computer and Information Sciences**

**Invited:** Renee McCauley (CSIS- CofC), Michael P. Verdicchio (CSIS- The Citadel), Alton Lavvorn (The Citadel, Graduate Education), Molly McClean (Interim Director and Senior Assistant Director of Enrollment Management for The School of Humanities & Social Sciences, The Citadel)
2019-2020 Committee for Graduate Education Agenda
April 17, 2020
3:00pm
Zoom Meeting

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Shawn Morrison (French, Francophone, and Italian Studies), Roxane DeLaurell (Business Law and Accounting), Brian Bossak (HHP)

Incoming Committee members: Emily Rosko (English), Jennifer Fox (Chemistry and Biochemistry)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School); Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning); Mary Bergstrom (Registrar), Julie Dahl (Registrar’s Office); Jerry Mackeldon (Registrar’s Office)

3:00pm
A. Call to Order 3:08pm

Sandry introduced the new committee members for year 2020-21.

B. Approval of March Minutes

Kate motioned to approve. Adem seconded. All approved.

C. Election of officers for 2020-2021

Roxanne motioned to reappoint Sandy as Chair and Kate as Secretary. Adem seconded. All approved.

D. Graduate Catalog: Academic Probation

Robyn reviewed the proposed changes. The phrase “1.5 academic years” has been unclear. This has been changed to “three academic semesters.” Sandy asked if this meant consecutive semesters? Do we need to make this more explicit? Adem suggested that it is implied. Adem asked about summer enrollment. No, there is not a credit requirement/minimum for summer enrollment.

Sandy asked about how this is monitored? Robyn said that the Graduate School monitors probation and dismissals.

Robyn asked if these needed a vote. Mark said that we want the approval of this Committee.

The group decided to make these amendments: 1) Add the word “consecutive” and 2) break up a sentence so that it is clearer to the reader.
Shawn motioned to approve. Amanda seconded. All approved.

E. Graduate Catalog: Academic Dismissal

Robyn reviewed the proposed changes. In the 2020-21 academic year, the Committee will need to review an option for permanent dismissal (this policy currently does not exist).

Roxanne asked if this is consistent with the Undergraduate policies? Robyn explained that expulsion does exist on the Undergraduate level. Academic dismissal also exists.

The Committee discussed the proposed language.

Divya brought up a Federal requirement about complaints, grievances, and appeals. Written complaints go through a system. This is for complaints that cannot be solved, so it doesn’t include grade appeals.

Mary talked about needing a step-by-step guide for appealing grades. This process is currently not solidified.

Roxanne said it is dangerous to have a different process for each school to appeal grades.

Sandy said that we need to talk about the grade appeal process in the future.

Mark mentioned that there is no reference to the student complaint portal in FAM that addresses grade appeals.

The group agreed to proceed with the changes to the section entitled, Dismissal Appeals. Grade Appeals needs to be talked about more next academic year. Grade Appeals will be added as a separate section.

Amanda motioned to approve this with the understanding that Robyn will provide new language and that a group will talk about the related issues and how all the related pieces will be impacted and changed (ie the student complaint portal, FAM, Undergraduate Policies, Graduate policies, Dismissal Appeals, and Grade Appeals). All approved.

F. Time Limit Requirements

This section needs to be edited so that the content is clear. The time limit requirements will be put on the agenda for next year. Roxanne motioned to table the modifications. Brian seconded. All approved.

F. Curriculum Substitutions or Exceptions

Written Policy:
Students are responsible for knowing and understanding academic policy, program requirements, and degree requirements. Only under extraordinary circumstances will faculty permit substitutions or exceptions to the curriculum published in the catalog. Exceptions cannot be made for a department/program’s curriculum rules, and waivers cannot be made for GPA requirements, for program or degree minimum credit hour requirements, or for academic regulations published in the catalog.
Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.

Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

Reasoning for questioning this policy:
Why can’t program directors make exceptions? Shouldn’t we all be trying to meet the needs of students if they are interested in taking something that is not a usual elective? We accept any sort of transfer credit but we can’t have the discretion to approve an elective? Considering the lengthy process for approving electives, it seems like we should get to have this option.

Where does the exception request go? Who approves this other than the program director?

What’s so wrong with making an exception when it is best for the student in designing his/her best plan of study?

Committee discussion:
Jon said that this is why the Graduate Committee exists. To help program directors make a program that is in the students’ best interests. This process puts the creativity and the foresight at the front-end instead of the back-end.

Programs capture transfer credit through Special Topics classes.

Sandy is wary of giving blanket freedom to program directors. This could be misused. The Register has to certify the exceptions process. Also there are standards for accreditation. Divya explained that SACSCOC audits exception management. Having a process of approving petitions is helpful to the other students. This process prompts a discussion about what changes are need—maybe a permanent change.

Robyn talked about the existing exceptions approval process. Kate talked about the College’s desire to have limited exceptions.

Sandy concluded that there are frustrations on why this policy is in place. She suggested that a clearer explanation of “why” be provided to the faculty.

G. Conditional Acceptance
A conditionally accepted student is one who does not meet all the admission criteria, but in the judgment of the appropriate program admission committee, has the potential to successfully complete graduate work. Conditional students have registration holds placed
on their accounts and must be registered by the Graduate School until the stipulations of the conditional acceptance are met.

Reasoning for questioning this policy:
The policy change request is that program directors should be able to lift holds, not the Graduate School.

Robyn explained the conditional acceptance and the process. Programs are not closely monitoring those conditions. Divya said that we have to provide policy standards to SACSCOC. We all have to adhere to the same policies. This is not a Graduate School policy. This is the Admission Committee.

H. Joint Programs Assessment Update
Sandy is working on this report. The individual and overall assessments will be shared as soon as they are written.

I. For the Good of the Order.
Sandy brought up the Graduate grading system. The Committee needs to discuss this next year. There is a need for an A- grade. We will write and vet a change next academic year. This process will require input from the Registrar. Mary is happy to be part of this discussion.

Sandy thanked the committee members for their service this academic year.

J. Adjournment.
Shawn motioned to convene. Roxanne seconded. Approved.