



2020-2021 Committee for Graduate Education Agenda
September 4, 2020
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxanne DeLaurell (Accounting and Legal Studies), Jennifer Fox (Chemistry and Biochemistry), Emily Rosko (English)

Ex-Officio: Jon Hakkila (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Robyn Olejniczak (Graduate School), Susan Hallatt (Graduate School), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness), Mary Bergstrom (Registrar), Jerry Mackeldon (Registrar's Office), Franklin Czwarzka (Registrar's Office), Julie Dahl (Registrar's Office)

A. Call to Order

Sandy called the meeting to order at 3:04 PM

B. Approval of April Minutes

Kate motioned to approve. Roxane seconded. All approved.

C. Discussion of Appeals Language

Godfrey explained the current appeals process. The language in the student handbook does not comport with the graduate academic appeals policy. There is no distinction made between an academic decision and another type of grievance. An academic dismissal should flow through an academic process (Dean/Provost).

The grievance policy still exists in the handbook and it covers academic and non-academic grievances. Godfrey suggested addressing the handbook language as a separate issue.

Sandy asked who owns the content of the handbook so that we can work to reduce misinterpretation. Divya said that the handbook is owned by Student Affairs. There is a process and a committee that updates this language.

Robyn suggested that the grievance policy is still available to students, even if they appeal to the Provost. Mark reminded the group that this is not the interpretation that Legal made in previous discussions.

The student handbook applies to undergraduate and graduate students.

Sandy is going to reach out to Jeri Cabot and bring up this question. Also, what role does the Graduate Education Committee have in the handbook revision process?

Shawn motioned to approve. Kate seconded. All approved.

D. Combined Programs

Godfrey discussed the task force that was put together in the Spring. The group looked at combined programs and the way that combined programs are created at other institutions. Clemson has 45 combined programs. Combined programs allow certain coursework between undergrad and graduate programs.

In general, the student has to be a senior to request to be part of a combined program. Usually there is a minimum GPA. Sometimes individual programs can choose a higher GPA standard.

SACSCOC has standards of credit hours for bachelor's and master's programs.

In combined programs, are the original "two" paths still preserved? Godfrey said, correct, this combined pathway does not change the way in which students can enter the programs. The combined option is just another path.

Emily asked about next steps for combined programs at CofC. Godfrey explained the next steps for approval. The work of the task force is a call for programs to think about options for combined programs.

Emily motioned to approve. Kate seconded. All approved.

E. Moratorium on Test Scores

The moratorium will be for the next academic year at least. This is happening all across the country. This is in the best interest of student recruitment, retention, and general well-being.

Emily asked about graduate school fellowships. Godfrey noted that we still require scores for the fellowships.

We want to keep our own good students and reduce the efforts we spend trying to get students that may be of lesser quality.

Roxanne motioned to approved. Kate seconded. All approved.

F. For the Good of the Order

Sandy asked about what's coming up for this committee.

The Business School is working on a Certificate in Business Analytics. Some revisions for other programs.

Funding for underrepresented groups.

Joint programs. The Provost is working on this and has been in discussion with the Citadel.

Roxane asked about the impact of COVID on graduate enrollments. Godfrey noted that enrollment is actually up.

Robyn asked about a certificate and a major with a concentration. Is this allowed? The group discussed that this is allowable.

G. Motion to Adjourn

Meeting ended at 4:15pm

Kate motioned to adjourn. Emily seconded. All approved.



2020-2021 Committee for Graduate Education Agenda
October 9, 2020
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxane DeLaurell (Accounting and Legal Studies), Brian Bossak (Health and Human Performance), Jennifer Fox (Chemistry and Biochemistry), Emily Rosko (English)

Ex-Officio: Jon Hakkila (Graduate School), Godfrey Gibbison (Dean of the Graduate School of the University of Charleston, S.C.), Robyn Olejniczak (Graduate School); Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness) and Mary Bergstrom (Registrar)

A. Call to Order

Sandy called the meeting to order at 3:02pm

B. Approval of September Minutes

Shawn moved to approve the meeting minutes. Kate seconded. All approved.

C. MFA Creative Writing

- 1. ENGL - 564 - MFA Workshop in Poetry**
- 2. ENGL - 565 - MFA Workshop in Fiction**
- 3. ENGL - 706 - Publishing Practicum**

Sandy suggested that the committee vote on these proposals as a batch and asked for questions from the group. Brian made a motion to approve the proposals. Shawn seconded. All approved.

D. For the Good of the Order

Roxane asked about a required number of upper level courses that students have to take to graduate. Jon said no, there is no requirement. Godfrey explained that these requirements are set by the program. There is no universal requirement.

Kate asked about the A- policy. Mary said that a change is possible but that it would have to phase in over 18 months. The undergraduate change took place in 2006 and required about a year and a half to implement. Robyn asked about the process. Mark asked about how it was handled at the undergraduate level in 2006. Jon responded that it went to the Faculty Senate.

Emily brought up coordinating with the Citadel and their grading scale.

Sandy mentioned the conditions of Covid and that the Registrar is very overloaded right now.

Godfrey explained that it has come up in the last few years and that the Graduate School has pushed it down because of other priorities. Godfrey suggested that the process start with this committee, then go to Graduate Council, and then to Senate. He noted that we must consider the multiple partier programs in a potential change.

Sandy said that this would be a year to start movement on the change because there are not massive curricular overhauls taking place this year.

Shawn asked if we should poll the Graduate Directors for their input. Sandy recommended that we do some research first and then reach out.

Emily noted that this was discussed at Graduate Council in Spring 2020. She suggested looking at these minute meetings.

Mary said that this would be a big project. It would need to be prioritized among other directives from the Provost.

Godfrey will check in with the Provost about this in terms of a priority. Sandy and Robyn will look for previous meeting minutes. Mary will inquire about the requirements for the Registrar's office.

Sandy will include this topic on the agenda for the next meeting.

E. Motion to Adjourn

Roxanne motioned to dismiss. Brian seconded. All approved.



2020-2021 Committee for Graduate Education
December 4, 2020
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting), Brian Bossak (Health and Human Performance), Emily Rosko (English)

Ex-Officio: Jon Hakkila (Graduate School), Mark Del Mastro (Associate Provost), Godfrey Gibbison, (Dean of the Graduate School of the University of Charleston, S.C.), Robyn Olejczak (Graduate School), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar's Office), Julie Dahl (Registrar's Office), Jerry Mackeldon (Registrar's Office), Divya Bhati (Institutional Effectiveness)

Invited: Judy Millesen (MPA)

A. Call to Order

Sandy called the meeting to order at 3:00 PM

B. Approval of October Minutes

Roxane moved to approve the meeting minutes. Kate seconded. All approved.

C. Master of Public Administration, MPA
i. Admission Changes

Jon talked about the advantages of holistic admissions requirements. However, when you take an indicator away, something else should be added. The proposed MPA requirements meet these criteria, others do not.

Sandy noted that this comes up frequently. Roxane asked for an example of criteria that could substitute for the GRE. Jon responded that some element of standardization is useful.

Kate motioned to approve. Shawn seconded. All approved.

Judy added to the previous discussion about admissions indicators. Letters of intent are very important.

D. Computer and Information Sciences, CSIS
ii. CSIS 698 (Pre-req changes)

Sandy noted that this proposal needed to be tabled. Roxane motioned to table the proposal. Emily seconded. All approved.

E. Graduate Grade Changes

Sandy asked if anyone had news to report back on this issue. Roxane noted that many of her colleagues are in favor of this change. Sandy agreed, but that there are many operational challenges, including the grading scale with the Citadel. Godfrey noted that we may not need to have the same grading scale per SACS guidelines. Godfrey said that we need a formal proposal from the faculty. There are a group of program directors leading this discussion. Godfrey has asked this informal group to put together a proposal. Mark suggested that the efforts needed to be more coordinated—perhaps a timeline.

Godfrey will follow up with Judy and the faculty group. Godfrey has already indicated what the proposal should include. Shawn asked Divya and Mary about the grading scales—do they need to be the same for a joint program? Robyn said that it is unclear if the grading scales have to match.

Godfrey noted that the constraints of the joint programs cannot impact all of the other programs.

Mark asked that Godfrey provide additional details to Judy and the faculty group.

C. For the Good of the Order

Sandy thanked Godfrey for his service and congratulated him on his new position. The committee sang Happy Birthday to Godfrey in multiple languages!

This may be Sandy's last year on the committee—this is her 5th year.

Many proposals will come to this committee for review Spring 2021.

D. Adjournment

Emily motioned to adjourn. Kate seconded. All approved. Meeting adjourned at 3:35pm.



2020-2021 Committee for Graduate Education
January 8, 2021
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting), Brian Bossak (Health and Human Performance), Emily Rosko (English), , Jennifer Fox (Chemistry and Biochemistry).

Ex-Officio: Jon Hakkila (Graduate School), Mark Del Mastro (Associate Provost), Robyn Olejniczak (Graduate School), Mary Bergstrom (Registrar), Franklin Czwarzka (Registrar's Office), Julie Dahl (Registrar's Office), Jerry Mackeldon (Registrar's Office), Divya Bhati (Institutional Effectiveness)

Invited: Renee McCauley (CSIS), John Peters (SMFT/SMFE), Karen Chandler (ARCM), Jiexiang Li (MATH)

Call to Order

A. Sandy called the meeting to order at 3:00 PM

B. Approval of December Minutes

Shawn moved to approve the meeting minutes. Roxane seconded. All approved

C. Proposals

1. Computer and Information Sciences, M.S. - MS-CSIS

Certificate Change

Computer and Information Sciences, M.S. Admission Requirements

CSIS - 698 - Project Thesis

CSIS - 699 - Research Thesis

Cybersecurity Graduate Certificate Admission Requirements

Software Engineering Graduate Certificate Admission Requirements

Roxane asked if we have any of our own courses in these programs. Renée indicated that the Data Program is our own program, but the rest are joint.

Motion to approve: Emily. Seconded: Roxane. All approved.

2. Data Science and Analytics, M.S.

DATA - 510 - Data Cleaning, Organization, and Visualization

DATA - 534 - Machine Learning, Data Mining, and Analytics

Motion to approve: Shawn. Seconded: Emily. All approved.

3. Mathematics

MATH - 561 - Time Series Analysis

Motion to approve: Emily. Seconded: Brian. All approved.

4. Creative Writing, M.F.A. - MFA-CREW

Admission Changes

ENGL - 708 - MFA Thesis

ENGL - 569 - Special Topics in Creative Writing

Motion to approve: Jennifer. Seconded: Shawn. All approved.

5. Arts and Cultural Management

ARCM - 570 - Leading Arts and Cultural Organizations

ARCM - 571 - Arts Education, Community Engagement, and Advocacy

ARCM - 572 - Data Management and Cloud-Based Technologies

ARCM - 573 - The Patron-Based Arts Organization

ARCM - 574 - Managing Arts and Cultural Resources

Arts and Cultural Management Graduate Certificate Admission Requirements

Question: Did they consider changing it to “at least one letter?” Answer: No, 3 letters are already required, so 1 will do. We appreciate making admissions criteria more holistic.

Divya informed the committee that the Addendum for the joint program with the Citadel does not cover the ARCM certificate. We will either need to amend the addendum or create a new addendum for the ARCM. Emily asked how this affects the ARCM program, since students cannot take courses in both programs. Divya responded that this will be a problem only if a student takes classes in both programs. Advisors will have to inform students that those in the ARCM program cannot take courses at the Citadel that would count for their program. However, no student who is in the ARCM program and who is not in the MFA program will ever take an English class at the Citadel. Roxane asked that, if there is an issue, shouldn't we take pre-emptive action on this? Sandy responded that this is only a problem if students take English courses at the Citadel. She suggested that Divya, Karen, and Emily look at the Addendum again to make sure we have covered this. She suggested that we might need to create all new MOUs instead of just adding an MOA to an MOU. All programs are working on clarifying their MOUs.

Motion to approve: Roxane. Seconded: Kate. All approved.

6. Science and Mathematics Education, M.Ed. - MED-SMFE

Admission Changes

SMFT - 514 - Geometry for Educators
SMFT - 523 - Earth Science for Educators
SMFT - 524 - Space Science for Educators
SMFT - 529 - Coastal and Marine Science for Educators
SMFT - 535 - Topics in Ecology and Conservation Biology
SMFT - 537 - Topics in Botany for Educators
SMFT - 538 - Topics in Zoology for Educators
SMFT - 540 - Fundamentals of Physical Science
SMFT - 570 - Introduction to Environmental and Sustainability Education
SMFT - 611 - Probability and Statistics for Educators
SMFT - 618 - Applications of Calculus for Educators
SMFT - 639 - Genetics and Molecular Biology for Educators
SMFT - 645 - The Physics of Force and Motion for Educators
SMFT - 697 - Special Topics in Science or Mathematics for Educators
SMFT - 698 - Independent Study

A question was asked about the acronym change for the program but not for the courses. The answer was that, for now, the course acronym would not change; only the program name is changing. The Program is now called, "Science and Math Education," and the new acronym will be SMFE, rather than the previous one of "SMFT." A question was asked about removing the lab portion. The answer is that the lab wasn't removed from the program; it was added into the courses. The courses are 3 credits now instead of 4, but the lab portion remains an integral part of the courses. The question was asked about who the students are in the program – are these teachers looking for re-certification credits? The answer is that this program is not a certification program, but that they are hoping to create a way to make this a program that teachers can use to add certification to their existing certification.

Motion to approve: Shawn. Seconded: Emily. All passed.

D. For the Good of the Order

1. The Provost will be meeting with the Citadel Provost in April to discuss the Joint Programs.
2. We need to work on the tuition discrepancies between the Citadel and CofC. For example, the CofC English MA program would like to continue as a face-to-face program, but add on an on-line component. Our on-line tuition is lower than the Citadel's on-line tuition, but so is our in-person tuition. We are required to pay the difference for our students when they take courses at the Citadel, which is a huge expense for us.

E. Adjournment

Kate: Motion to adjourn. Seconded: Brian. All approved. Meeting Adjourned.



**2020-2021 Committee for Graduate Education Agenda
February 2021**

Proposals considered and approved by email Feb 5-6, 2021

Business Administration, M.B.A.

New course: INFM 530; Business Analytics Fundamentals for Competitive Advantage

<https://cofc.curriculog.com/proposal:2742/form>

New course: INFM 532; Business Analytics Applications for Competitive Advantage

<https://cofc.curriculog.com/proposal:2749/form>

Sandy explained that these two courses are part of a larger program change proposal that will come through on the next (March) meeting.

Roxanne commented that the School of Business faculty reviewed these proposals and voted overwhelmingly to approve them.

Brian asked about faculty costs that will be handled by overloads. Sandy remarked that often overloads are compensated with course reductions in future semesters. Also, courses can be compensated through summer teaching.

All approved.



2020-2021 Committee for Graduate Education Agenda
March 4, 2021
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxane DeLaurell (Accounting and Business Law), Brian Bossak (Health and Human Performance), Jennifer Fox (Chemistry and BioChemistry),

Ex-Officio: Jon Hakkila (Graduate School), Mark Del Mastro (Associate Provost), Mary Bergstrom (Registrar), Franklin Czwazka (Registrar), Julie Dahl (Registrar), Jerry Mackeldon (Registrar), Robyn Olejniczak (Graduate School)

Invited: Roger Daniels (Accounting and Business Law), Ron Magnuson (Business), Seaton Brown (Business), Renee McCauley (Data Science and Analytics),

A. Call to Order

Meeting was called at 3:05pm

B. Approval of January Minutes and February Email Votes

All approved.

C. Accountancy, M.S.

1. Admission Requirements
<https://cofc.curriculog.com/proposal:3195/form>
2. Accelerated Program
<https://cofc.curriculog.com/proposal:3198/form>

Roger Daniels answered questions about the proposals. All approved.

D. Community Planning, Policy, and Design, M.A.

1. Course Change: ARTH 535 - Architecture and Urbanism of the United States
<https://cofc.curriculog.com/proposal:3186/form>
2. Course Change: ARTH 565 - A Global History of Urban Form
<https://cofc.curriculog.com/proposal:3187/form>

All approved.

E. Business Administration, M.B.A.

1. Program Change: New Emphasis – Business Analytics, renaming of other emphasis
<https://cofc.curriculog.com/proposal:2991/form>

Roxane raised concerns about how faculty will be compensated through overloads. The committee discussed this issue and realted College and MBA practices. Ron and Seaton offered responses.

All approved.

F. Data Science and Analytics, M.S.

1. Program Change

<https://cofc.curriculog.com/proposal:3060/form>

Renee McCauley answered questions about the proposal. All approved.

G. Performing Arts Education, M.A.T.

1. Program Change: Core Requirements

<https://cofc.curriculog.com/proposal:3167/form>

Kate asked about the overlapping courses. It was determined that the Director was inadvertently omitted from the meeting (based on the email list). One abstention and all others approved.

H. Teaching, Learning and Advocacy, M.Ed.

1. Diverse Learners Concentration: Add Courses

<https://cofc.curriculog.com/proposal:3191/form>

All approved.

I. For the Good of the Order

The Graduate Dean search is still ongoing.

This is Sandy's final semester as Chair of the committee. Please contact her if you wish to be an officer next year.

The committee discussed the status of the joint program review and the A- policy. Sandy will follow up on both items.

J. Adjournment

Meeting adjourned at 4:30pm



2020-2021 Committee for Graduate Education Meeting Minutes
April 9, 2021
3:00pm
Zoom

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Shawn Morrison (French, Francophone, and Italian Studies), Roxane DeLaurell (Accounting and Business Law), Brian Bossak (Health and Human Performance), Jennifer Fox (Chemistry and BioChemistry), Emily Rosko (English)

Ex-Officio: Jon Hakkila (Graduate School), Gibbs Knotts (Dean of HSS), Julie Dahl (Registrar's Office), Robyn Olejniczak (Graduate School), Mary Bergstrom (Registrar)

Invited: Kameelah Martin (new Dean of the Graduate School), Andrew Shedlock (Biology), Brennan Keegan (Religious Studies)

A. Call to Order

The meeting was called to order at 3:00 PM

B. Approval of March Minutes

Emily motioned to approve. Kate seconded.

C. Introduction of New and Old Members

- Brian, Roxane, Kate, Emily, and Shawn will be a returning committee member next year.
- Jennifer will not be returning to the committee.
- Brennan and Andrew are new to the committee.

D. Leadership 2021-2021

1. Shawn Morrison, Chair
2. Kate Keeney, Secretary

E. Graduate School Webpage Discussion

Sandy suggested that we compile comments outside of this meeting.

Kate asked about the graduate policy manual. Robyn remarked that there is not a separate graduate manual. Sandy asked Shawn to note this for next year. Robyn said that a graduate handbook used to exist, but that it was tedious to keep up to date. Now, the catalogue includes top-level policies and programs have their own handbooks. Sandy noted that the program handbooks need to align with Graduate School policies.

Emily asked if we are looking at the general homepage or guidance to programs?

Roxane remarked about general impressions of the Graduate School site. It can be more welcoming—perhaps a welcome from the Dean. Should be inclusive of all programs.

Emily noted that the ARCM website is very nice and should be used as a model. Has profiles of alumni, for example.

Andrew noted that faculty and highlights awards of faculty also should be included (for example Fulbright information). Robyn remarked that the Fulbright program is no longer associated with the Graduate School. Emily noted that it could belong with the Office of Nationally Competitive Awards. Jon noted that this is currently student facing only.

Sandy noted that we should mention the Fulbright issue to Mark directly. Sandy will make a short memo to Academic Affairs about where this should move from the Graduate School's site.

Brennan noted that the homepage is a bit static. Perhaps it could include ongoing news or highlights.

Emily noted that the website could include winners of annual Graduate School fellowships.

Robyn said that the website is also a Marketing tool.

F. For the Good of the Order

Sandy will write a final report for this year. She thanked the group as this is her last meeting.

G. Adjournment

The meeting adjourned at 3:40 PM