I. Call to order.

II. Change/Deletion Graduate Program Proposals

A. Change of TEDU Certificate in Gifted and Talented Education

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

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

B. Change in MAT in Special Education

   i. Deletion of EDFS 500 as a required course

Meta Van Sickle next discussed EDFS 500, Nonviolent Crisis Intervention. This one hour course, which according to the Catalog, “provides students with the knowledge and skills required to effectively handle crisis situations in school, clinic and residential settings,” is no longer needed as a requirement. In the past, a trainer has been hired to facilitate this course. The content and training included as part of this course have been incorporated as part of the Human Growth and Development course curriculum. There will be minimum impact from reducing the
MAT in Special Education FTE from 39 to 38 hours. Michael [Rohn] England moved and Robert Westerfelhaus seconded the motion to approve this change.

III. Items to review/FYI:

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

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

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

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

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

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

IV. For the good of the order.

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

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

- the Dean of the North Campus, as an ex-officio member
- the Provost or the Provost’s designee, as an ex-officio member

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

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

V. Adjournment.

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