The Committee on Continuing Education is a new committee this academic year, having been split out from the Committee on Graduate Education, Continuing Education and Special Programs (CGECESP). The motion to split the committee into two, including the rationale, is included as Appendix A.

The committee for the year consisted of:

David Hansen (Management and Marketing) – Chair
Jennifer Baker (Philosophy)
Samuel Flores (Classics)
Brian Lanahan (Teacher Education)
Jessica Streit (Art and Architectural History)

Non-voting ex-officio members: Provost (or Provost's designee), Dean of the School of Professional Studies (or their designee), Registrar (or Registrar's designee), and Associate Vice President of Institutional Effectiveness and Strategic Planning (or designee).

The committee met only once during the year. Most of the meeting was focused on discussing what the role of the committee would be. Prior to the meeting, we reviewed meeting minutes from the former CGECESP in regards to discussions about the continuing education committee. Most of the discussion was focused on the graduate education aspect, rather than continuing education. Thus, there wasn’t as much clear guidance for what the committee would or should do. Additionally, materials from the Center for Continuing & Professional Education were shared for review. The Director of the Center, Alice Hamilton, attended the meeting and helped the committee better understand the continuing education program, along with its strengths and opportunities. Alice pointed out that the committee could help get word out among faculty about opportunities for students to take complementary non-credit courses. Incoming 2018-19 committee members have the opportunity to determine the roles of the committee for years to come.

Agenda for April 26, 2018

1. Introductions
2. Overview of committee
3. Report on continuing education programs
4. Discussion about the committee moving forward
5. Good of the order
Minutes

Attendees
Current committee members: David J. Hansen (chair), Sam Flores, Jessica Streit, Brian Lanahan
Incoming committee members: Jennifer Fox, Marianne Verlinden, and Brumby McLeod was able to make a brief appearance
Ex Officio: Lynn Cherry (Provost’s office)
Additional guests: Christine Finnan, Alice Hamilton

The meeting began at approximately 11:03.
Attendees introduced themselves.
Christine Finnan, chair of the former Committee on Graduate Education, Continuing Education and Special Programs, provided a brief history and an overview of how that committee was split into two new committees, the Committee on Graduate Education and the Committee on Continuing Education. David Hansen, who was a member of the former committee when the proposal to change the by-laws was drafted, also provided some background. [For full detail refer to proposal and old minutes].
Some of the key points addressed included:
- When originally formed, there were few graduate programs and many current programs were considered “special programs” such as Honors (was special program, now is a College).
- More recently graduate course proposals took up most of the committee’s time, leaving little attention to continuing education
- Continuing education courses would not follow the same procedures as for-credit courses (various committees, Provost, Faculty Senate) – the speed at which courses need to be approved often is too fast to organize a committee
- Since the committee would not be approving courses, in order to ensure quality is maintained, the new committee would be responsible for reviewing reports and providing guidance on continuing education
- There had been concern in years past the continuing education competed with graduate programs, particularly specialized certificate programs.

[Discussion of agenda items 3 and 4 bounced around during the remainder of the meeting. Where appropriate, comments related to discussed earlier in the meeting are added to the relevant topic, rather than being reported in strict chronological order in which they were discussed.]

Alice Hamilton, Director of the Center for Continuing and Professional Education, asked that one of the goals of the committee be to look at how the committee could help better integrate the Center’s non-credit offerings with for-credit programs on campus. One example provided was Real Estate, where the continuing education courses complement the for-credit programs. In fact, later in the meeting Alice noted that some faculty require students to take continuing education courses of skills for which faculty do not have time to cover in class. The price for students can be lowered by having more students take the continuing education course. A question that was brought up later in the meeting by Marianne Verlinden was how non-credit and for-credit courses or programs with similar sounding names are distinguished. Alice commented that if there is any confusion, the conflicting non-credit course will be pulled. She also asked that faculty bring to her attention any potential conflict.
Alice noted that in deciding what to offer, the Center uses Burning Glass data to determine what companies are looking for in hiring employees. No courses are offered that are not financially viable. If the course will not at least break even, it will be cancelled. There have been 75 faculty hired to teach continuing education courses, most are industry experts. Criteria for hiring include the faculty member being “in the trenches” doing what they are teaching. Each program has a coordinator that oversees the faculty.

Non-credit continuing education reports to SACSCOC just as for-credit education.

Certificates offered through continuing education are strictly non-credit.

Job bridge courses are in person (“bring people to the table”) to allow for the industry networking that helps facilitate finding jobs.

Alice mentioned that some faculty and staff join roundtables with industry members. She also noted that faculty that teach continuing education courses earn overload pay.

The Center creates Facebook groups for the courses offered so that students can stay in contact with the industry experts involved with the class.

Online continuing education courses are offered through 3rd-party Ed2Go. Alice noted that there has been a 100% satisfaction rating from students at The College and about 96% globally.

Lynn Cherry offered that this committee has an opportunity to frame how to educate campus about opportunities for students.

One suggestion for the committee moving forward is to identify potential opportunities and connections for students. Another suggestion was to identify and suggest topics that could be offered as continuing education.

Lynn suggested that the first step for the committee next year is to review the by-laws and develop a framework for accomplishing the duties outlined, including determining how often the committee should meet. Alice noted that it might not be relevant to report monthly since much of the course offerings are planned 6-8 months out. The Center does produce an annual report that can be used by the committee. Lynn also suggested that someone take either permanent or temporary role of chair to organize the first meeting. David mentioned that incoming member Brumby McLeod volunteered. There was unanimous support for naming him chair. David offered to help plan the first meeting.

The chair asked for a motion to adjourn, to which Sam Flores made the motion and Jessica Streit seconded.
Appendix A

DRAFT TITLE: Motion to Split the Committee on Graduate Education, Continuing Education, and Special Programs into Two Committees: The Committee on Graduate Education and the Committee on Continuing Education

With specific changes to the FAM Bylaws
Article V, Section 3.B.2.a-b

INTENT: The intent of this motion is to split the Committee on Graduate Education, Continuing Education, and Special Programs [hereafter The Committee] into two committees: Committee on Graduate Education and Committee on Continuing Education. In support of this request, we provide background on the origins of The Committee, contextualize the current governance of graduate education and continuing education, and provide a proposed description of the composition and duties of the new Committee on Graduate Education and Committee on Continuing Education.

The Committee, having consulted with the Provost/Dean of the Graduate School and Associate Dean of the Graduate School, believes that the responsibilities associated with graduate education are sufficiently critical and numerous to necessitate a committee devoted solely to monitoring and advancing graduate education and that the same holds for continuing education.

The current Committee charge and structure was created in a period when the College of Charleston was much smaller and few graduate programs existed. In 1981 the Faculty (predating the Faculty Senate) approved an agreement between the Committee on Continuing Education and Special Programs and the Graduate Faculty Committee that the Graduate Faculty Committee be abolished and its duties merged with those of the Committee on Continuing Education and Special Programs. In the ensuing 35 years, numerous changes have occurred at the College of Charleston, especially the expansion of graduate programs from two to 21 (plus 10 graduate certificates) under the auspices of the University of Charleston, South Carolina, and the establishment of the School of Professional Studies. Such expansion renders the current committee composition and charge inadequate to support graduate education and continuing education. In addition, oversight of special programs by relevant administrative offices removes them from review by The Committee.

A review of peer and aspirational institutions’ governance in relation to graduate education, continuing education, and special programs shows no other institution combines responsibility for oversight into a single faculty committee. The five institutions reviewed (Appalachian State, James Madison University, University of North Carolina Wilmington, and the College of William and Mary) all have graduate councils or committees on graduate studies devoted solely to graduate education.
2. Committee on Graduate Education, Continuing Education and Special Programs

   a. Composition: Five faculty members, at least one of whom is also a member of the Graduate faculty. The Dean of the Graduate School, the Registrar, the Provost or designee, and the Director of the Center of Continuing Education and Professional Development are non-voting ex-officio members. (Rev. Apr. 2013)

   b. Duties:

      (1) To receive or initiate recommendations and suggestions concerning graduate education, continuing education, and special programs;

      (2) To review or initiate policy issues related to continuing education programs, and to evaluate proposed graduate programs and courses and, via the Graduate Council, to advise the Graduate Faculty relative thereto;

      (3) To review and suggest non-credit and outreach programs;

      (4) To serve as the faculty liaison for continuing education program planning of an academic nature; and

      (5) To assist in planning and to provide advice on faculty development programs related to graduate education and continuing education.

      (6) To review and make recommendations concerning proposals for the termination of programs brought to the committee by the Provost. (Rev. Jan. 2011)

2. Committee on Graduate Education

   a. Composition: Five faculty members, at least three of whom are also members of the Graduate Faculty. The Dean of the Graduate School, the Registrar, the Provost, and Associate Vice President of Institutional Effectiveness and Strategic Planning or their designees are non-voting ex-officio members.
b. Duties:

(1) To review or create recommendations and suggestions concerning graduate education policy, including programs’ student admissions policies and program review policies;

(2) To review proposed changes in graduate programs and courses and, via the Graduate Council, to forward approvals to Faculty Senate;

(3) To provide faculty review for non-catalog graduate level education programming of an academic nature (e.g., offerings of the Office of Professional Development in Education);

(4) To plan or review faculty development programs related to graduate education;

(5) To review and make recommendations concerning proposals for the termination of programs brought to the committee by the Provost.

3. Committee on Continuing Education

a. Composition: Five faculty members. The Dean of the School of Professional Studies, the Registrar, the Provost, and the Associate Vice President of Institutional Effectiveness and Strategic Planning or their designees are non-voting ex-officio members.

b. Duties:

(1) To review or create recommendations and suggestions concerning continuing education policy;

(2) To review continuing education offerings and advise the providers relative thereto;

(3) To assist in planning and review of faculty development programs related to continuing education;

(4) To review and make recommendations concerning evaluation of continuing education offerings.