2017-18 Committee on Graduate Education

MEETING MINUTES

Monday, March 5, 2018

Committee members: Christine Finnan (Chair; TEDU & Anthropology), Lindsey Drager (English), Kate Keeney (Arts Management), Sandy Slater (History)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School), Brian McGee (Dean of the Graduate School of the University of Charleston, S.C.), Lynn Cherry (Associate Provost for Curriculum and Institutional Resources), Mary Bergstrom (Registrar), Julie Dahl (Registrar’s Office), Franklin Czwazka (Registrar’s Office), Jerry Mackeldon (Registrar’s Office),

Invited: Mike Duvall (English), Carter Hudgins (Historic Preservation), Amanda Ruth-McSwain (Communication), Rachel Donaldson (History), Jason Coy (History), Phyllis Jestice (History)

A. Call to order. 9:02 AM. Christine asked for introductions from invited attendees.

B. Review and approval of the minutes from the February 26, 2018 meeting.
Sandy motioned to approve. Lindsey seconded. All approved.

C. New Business

a. English
Mike Duvall talked about proposal, including a program requirement change from a comprehensive exam to an eportfolio. With an eportfolio, students would submit three significant pieces of writing that are tied to outcomes of the program. As a joint program, the Citadel has reviewed and approved this change as well. Sandy Slater asked about the equivalency of a thesis and three pieces of writing. Mike Duvall responded that the eportfolio is better than a thesis, in his opinion, because the students are working on three pieces. It is being offered as an equivalent to the exams, not the thesis. The program has few traditional thesis writers anyway. The thesis will still be an option. Sandy Slater asked about the standards for adequate revision to the eportfolio pieces. Mike Duvall said that the standards will need to evolve. There is a joint committee between CoFC and the Citadel that would decide; this will be part of the assessment cycle. Lindsey Drager motioned to approve. Kate Keeney seconded. All approved.

b. Special Education Renumbering and Cross-listing
There was not a representative from Special Education at the meeting. Christine Finnan offered to respond to questions. Sandy Slater asked if the content of the courses was changing. Christine Finnan responded no. Brian McGee mentioned that many courses have been numbered in a way without reason. This proposal is bringing institutional logic/policy to the numbering scheme. Robyn Olejniczak asked about the continuation of the program. Christine Finnan responded that if/when the program is reinstated, it would be reinstated with these numbers. Kate Keeney motioned to approved. Sandy Slater seconded. All approved.
c. History
The committee discussed how to proceed because not all of the documents had been reviewed by the committee in advance of the meeting. Brian McGee asked for clarification of History’s timeline. Rachel Donaldson responded that the hope was to start the approval process this Spring. Mary Bergstrom commented that the Registrar had not yet had an opportunity to review the proposal. Christine Finnan suggested that the committee discuss the proposal via OAKS. History faculty gave some background on the program change including the addition of a concentration in public history. Rachel Donaldson completed a study of best practices in public history. The concentration proposal includes more courses in developing skills (590 courses). This includes a theories and methods course in public history and a mandatory internship course for credit. History has been working with Historic Preservation to offer electives that would be of interest to students in both programs. Faculty members stated that there are ample resources on campus and in the community to support the program. The program was losing high-quality students to other programs that offered public history.

Mary Bergstrom asked about the credit hour requirements. Concentrations need to be 18 credit hours and the proposal reflects 15. This needs to be amended in the proposal. Kate Keeney asked about the choice of a concentration versus a certificate. Rachel Donaldson responded that the program already has a history of concentrations. This was a question that came up in the peer program review. Brian McGee asked about the ⅓ rule. Does the proposal meet this requirement? Lynn Cherry clarified that one of the Citadel courses is a 700-level course. This might present a problem in meeting the requirement. Brian McGee noted that the Master’s degree (not the concentration) has to meet the rule. Christine Finnan noted that the committee will return to this proposal at the April meeting.

d. Historic Preservation
Carter Hudgins explained the proposal as part of the joint program with Clemson. The first piece corrects the language/course description for an independent study course; this will bring language inline with the Clemson description. The second piece of the proposal is a new course for Digital Tools in Historic Preservation.

Christine Finnan noted that the syllabus reflects Clemson’s grading policy. She asked that the syllabus reflect CofC as well. Sandy Slater motioned to approve the independent study. Lindsey Drager seconded. All approved. Kate Keeney asked about the 800-level numbering for the new course. Brian McGee explained that the joint programs cannot necessarily fall into our new scheme. Sandy Slater motioned to approve the course. Lindsey Drager seconded. All approved.

e. Communications
Amanda Ruth-McSwain explained the proposal, including an online program with a 12-month completion option (this timeline is not required), and a move from a 33 to a 30 credit-hour program. Curriculum changes include combining two methods courses into a single course, and clean-up of courses that have not been taught recently. Comprehensive exams are being eliminated and instead, students would complete a six hour capstone. Courses are moving from semester to express courses only. The face-to-face degree option will no longer be offered. The new program takes existing courses and packages them in a way that will be more appealing to professional audiences.

Christine Finnan asked about the enrollment module/introductory experience. Amanda Ruth-McSwain commented that this is similar to the MBA program; we want to be sure that all students are starting on the same page. The enrollment module is required for everyone, and it includes program expectations as well. This will be a 12 hour commitment (not credit hours) that must be completed between the time of acceptance until enrollment in Module 1. Jon Hakkila asked about documenting completion of the
enrollment module, as it is non-credit. Amanda Ruth-McSwain explained that it will be a check-off requirement, like Founding Documents or comprehensive exams. Robyn Olejniczak explained that the enrollment module is similar to the MBA program. This is a program requirement, not a degree requirement. As such, it can be managed through a department hold. Students would not be able to enroll in Module 1 without completion of the enrollment module. Robyn Olejniczak asked if the thesis option will still exist. Amanda Ruth-McSwain said yes, but that not many students complete the thesis currently. Christine Finnan asked about the capstone experience. Jon Hakkila asked about continuous enrollment with the capstone. Kate Keeney asked about the 12 month vs 24 month cycle pedagogically. Amanda Ruth-McSwain explained that the content does not necessarily depend on the two foundational courses. Brian McGee asked if all Communication faculty are DE trained? Amanda Ruth-McSwain explained that all but three are trained. The bigger problem is getting faculty used to more experiential teaching. Mary Bergstrom asked about this as a concentration change versus a program change in Curriculog. Amanda Ruth-McSwain responded that this did not appear as an option to her in Curriculog. Lynn Cherry will follow-up on this software issue.

Amanda Ruth-McSwain then walked through the course changes. Christine Finnan suggested that the committee consider the courses all together. Kate Keeney motioned to approve. Sandy Slater seconded. All approved.

   f. Environmental Studies
There was no representative from EVSS. Mary Bergstrom commented that the Registrar’s Office had not yet seen the proposal. Lindsey Drager motioned to table this proposal to the April meeting. All approved.

   g. Public Administration
The proposal includes new course renumbering that was not considered at the 2/26 committee meeting. Kate Keeney motioned to approve. Lindsey Drager seconded. All approved. Brian McGee noted that we will see many course renumbering proposals in the future. If there is an error or oversight in number changes, we will address this managerially.

D. Old business
Sandy Slater asked about joint programs. The Citadel has created a new program in military history without consulting the CofC History Department. Brian McGee noted that this will need CHE approval. He asked if the Citadel is planning to use any CofC courses to meet the requirements of the program? He noted that just because we have a joint program with someone, that does not prevent us from creating new programs.

E. For the good of the order.
Christine Finnan explained that we need a new chair for next year. Brian McGee suggested that tenured faculty consider the work of chairing the committee. Sandy Slater noted that she would be happy to serve as chair.

F. Adjournment.
Next meeting April 2, 2018 – 9:00 – 10:30 AM -- Jewish Studies Center #319