2019-2020 Committee on Graduate Education Annual Report

September 2019
There were no Curriculog proposals for September, so the meeting was cancelled. However, a motion approved by the CGE to request the expansion of our core membership from five to seven members was approved by the Senate By-Laws Committee. Recent workloads, as well as concerns for having enough distribution of various programs prompted the request. It was approved in the September Senate meeting.

October 2019
Our first formal meeting of the academic year included Brian Bossak and Shawn Morrison as new members of the Graduate Education Committee for the 2019-2020 academic year. We discussed our annual objectives which included an assessment of the joint graduate programs between CofC and The Citadel. We created a subcommittee to draft a formal request for information from CSIS, ENGL, and HIST to assess the functionality of the programs, areas for improvement, efforts for recruiting, and issues of consistency between the two institutions. Efforts were made to include as many Citadel program and administrative representatives as possible. The final draft was circulated at our November meeting for approval.

Franklin Czwazka provided a brief overview of Curriculog for new members, as well as updates on various functions. The modifications streamlined the process. Divya Bhati covered relevant policies and changes from SACS/COC and provided a handbook to committee members with relevant passages for graduate education.

There was one ESOL Certificate change to 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.

November 2019
Two small proposals from Languages were approved. First, the acceptance of transfer credit for the Languages, M.ED. The second was and adjustment to the LALE Portfolio. The two were approved as a batch with no dissension. The committee also unanimously approved the formal request for information regarding joint programs between CofC and The Citadel. We scheduled the reviews for January (ENGL), February (HIST), and March (CSIS).

December 2019
There were no proposals for December.
January 2020
There were several proposals in January, as well as the review of the joint MA in English with The Citadel.

Two changes were made to the Child Life, MS Program: CHLI 650 (created an international study abroad experience) and the inclusion of COMM 580 as an elective applicable to the CHLI degree. Early Childhood Education, MAT-EDEC dropped their required course credits from 48 to 45. Teacher Education offered two proposals to change the language in course descriptions of EDFS 510 and EDFS 522 to represent federal mandates related to Rosa’s Law and how disabilities are discussed in education.

CSIS corrected a catalog error that incorrectly reflected prerequisites for CSIS 656. Language to enroll in CSIS 670 was modified to include “admission to the program” as a prerequisite.

Public Administration changed the title of PUBA 600 to Foundations of Public Sector Management and Leadership. They also eliminated the summer cohort which was too flexible and disrupted the steady flow of cohorts through the program which had been recently streamlined for faster completion.

The second half of the meeting was dedicated to discussing the relationship between CofC and The Citadel’s joint program in English, MA. The two sides provided a joint assessment and statement, including plans to increase recruitment. CofC acknowledged the shared labor but also the difficulties in the 1/3 rule which impedes matriculation times and speeds. The issue of tuition reimbursement was not particularly relevant, as we were discussing the curriculum and functionality of the programs. Since the reports were given confidentiality, they were reviewed by CGE members ahead of time and we asked questions of Mike Duvall, who wrote the report in conjunction with Julia Eichelberger. Sandra Slater wrote a summary memo, circulated it for corrections, and made notes for the broader report to be tendered to the Office of the Provost at the end of the academic year.

February 2020
Mathematics had two proposals to remove language that restricted the overlap of elective courses between the MS with the Mathematics Concentration and the MS with the Statistics Concentration.

Public Administration proposed that PUBA 521 and PUBA 701 no longer be tied to a year or semester for a cohort.

The Special Education Post Masters Certificate was terminated. A second proposal to alter the admission requirements for Special Education Graduate Certificate was tabled due to insufficient information. We also lacked a representative from Special Education to answer our queries.

EDEE altered the title and description for EDEE 525 to reflect accuracy in course content. To better prepare CofC graduating teachers, EDEE decided to split one science/math course into two separate courses for greater depth of coverage. EDEE 550 Mathematics in Early Childhood Education and EDEE 567 Science Methods for Early Childhood Education were approved. EDEE 588 was removed from the Catalog so cannot exist as a prerequisite.
The M.Ed. in LALE reduced required course hours from 37 to 31 and included the option of a broader range of electives. SPAN 698 was created as an independent study course.

CSIS edited the language of CSIS 638 to provide consistency with the description in The Citadel catalog. DATA 699’s prerequisite structure was altered to allow for completion of the program in one year and prevent students from continued enrollment for a single class.

The MA in History redefined their Comprehensive Exams (HIST 803), modified their admission policies, created a Special Topics course designation in Public History, and modified the required courses for completion of the degree. Most of these changes were designed to create greater consistency between The Citadel and CofC joint program and catalogs.

The second half of the meeting was to review the joint MA program in History between CofC and The Citadel in a confidential discussion. Keith Knapp and Joelle Neulander from The Citadel were in attendance, as was Jason Coy from CofC. The two sides provided separate assessments and confidential statements. CofC acknowledged the inequitable distribution of labor but also the difficulties in the 1/3 rule which impedes matriculation times and speeds. The issue of tuition reimbursement was not particularly relevant, as we were discussing the curriculum and functionality of the programs. Since the reports were given confidentiality, they were reviewed by CGE members ahead of time and we asked questions of attending members. Sandra Slater wrote a summary memo, circulated it for corrections to attending faculty and CGE members, and made notes for the broader report to be tendered to the Office of the Provost at the end of the academic year.

March 2020
The MA in English reduced their required course hours from 36 to 30, removing required distribution seminars. This decision streamlines the degree but also is an appealing recruitment tool.

Public Administration created PUBA 523 Housing Policy as a new elective. PUBA 660 Nonprofit Leadership and Governance was also approved to be cross listed with Political Science.

The previously tabled Special Education Graduate Certificate Admissions Requirement was approved after assurance from Special Education that rigorous efforts were still in place for acceptance, despite admission changes.

Community Planning, Policy, and Design added a variety of cross-listed elective offerings from PUBA, COMM, and EVSS. CPAD also created CPAD 700, an independent study course, as well as CPAD 710, a formal internship course.

Science and Math for Teachers created a new Biology/Ecology course (SMFT 635), made modifications to their Capstone Project (SMFT 699), deactivated SMFT 637 Biotechnology and changed Coastal and Marine Science for Teachers from a special topic to formal course (SMFT 640).

Data Science and Analytics created a formal independent study course (DATA 591) and modified their elective structure for greater availability of course offerings.
Environmental and Sustainability studies modified admission requirements (3 to 2 required letters of recommendation), altered their electives structure to include greater offerings. Managing Resilient Landscapes (ENSS 552) changed from a special topics offering to a formal catalog course. There was also some discussion about acronyms between the undergraduate and graduate programs. The CGE encourages ENSS to work with their department to create a consistent acronym between the two programs for clarify.

CSIS created two new courses: CSIS 605 Applied Algorithms and CSIS 635 Fundamental of Agile Project Management. The Information Systems Graduate Certificate (INSY) was terminated though the courses will still be offered as electives for the other CSIS graduate programs and certificates. The Software Engineering Graduate Certificate (SOEN) course structure was modified to allow greater flexibility in acquiring electives. The 1/3 rules required joint programs to take 1/3 of their classes at the opposing institution necessitated the changes.

The second half of the March meeting was dedicated to a confidential discussion of the joint CSIS program between CofC and The Citadel. Renee McCauley and Bill Manaris from CofC were in attendance. The two sides provided a joint assessment and statement, including plans to increase recruitment. CofC acknowledged the shared labor but also the difficulties in the 1/3 rule which impedes matriculation times and speeds. The issue of tuition reimbursement was not particularly relevant, as we were discussing the curriculum and functionality of the programs. Since the reports were given confidentiality, they were reviewed by CGE members ahead of time and we asked questions of Renee McCauley and Bill Manaris, who wrote the report. We received nothing from The Citadel. Sandra Slater wrote a summary memo, circulated it for corrections, and made notes for the broader report to be tendered to the Office of the Provost at the end of the academic year.

April 2020
The concluding meeting of the academic calendar included old and new members. We elected Kate Keeney as secretary and Sandra Slater will continue as chair. We addressed issues with the Graduate School Catalog: Academic Probation, Academic Dismissal, and Time Limit Requirements. We all agree that greater clarify in language was required in each of these cases. We collectively agree that Summer 2020 would be dedicated to wordsmithing these policies for increased transparency and guidance. The CGE will address the suggested modifications at the first meeting of the 2020-2021 academic year. We also had two questions from graduate directors that were openly discussed, and the responses returned to the relevant directors. Explanations on Conditional Acceptance and Curriculum Substitutions and Exceptions were provided.

Graduate Admission Changes, 2019-2020
Below is a summary of graduate program admission changes which were approved during the calendar year and submitted to Senate for information purposes:

Public Administration, MA
- End summer cohort
- Remove Summer Application Deadline (program credit hours reduced, makes this unnecessary)
Special Education Graduate Certificate
• Remove Statement of Goals from Admission Requirements (not relevant to admission assessment)

Environmental and Sustainability Studies, MS
• Reduction of required letters of Recommendation from 3 to 2 (often difficult to obtain 3rd, especially from those of disadvantaged socio-economic backgrounds)

History, MA
• Both institutions will only require 2 recommendation letters and will change the requirement for undergraduate history coursework to “9 hours in upper-division history courses or an allied discipline”.
• Both institutions will add the following language to their graduate catalog, replacing the current section about provisional admittance: “Applicants who do not meet the minimum admissions requirements above may be admitted as provisional students at the discretion of the joint graduate committee.”
• CofC will change the minimum GRE verbal score to 152 to align with the Citadel.

Joint Graduate Programs Report
The individual memos/reports and supporting documentation from each of the joint program reviews were compiled and included an overall report of consistent findings as well as areas for improvement. Fran Welch received the report at the end of the academic year and forwarded it to Susanna Ashton, the incoming Provost for 2020-2021.