The 2020-2021 academic year saw a variety of graduate programs modify admission requirements, existing programs, developing concentrations and pathways to emphasize the strengths of their departments. Despite the challenges of navigating committee expectations during a pandemic year, the Committee on Graduate Education effectively reviewed a significant number of proposals for numerous graduate programs. The following provides an overview of alternations made by these programs:

**Creative Writing, MFA**
The MFA program modified various course descriptions to accurately reflect content. In December 2020, the MFA also updated its program, added courses, and reinforced a connection with Studio Arts.

**Public Administration, MPA**
The Master’s in Public Administration modified their admission standards. The Executive MPA program, largely conducted at the North Campus was terminated.

**Arts Management, Graduate Certificate**
The Arts Management Program underwent several modifications to their program including admission changes, renumbering, course description alternations.

**Computer and Information Sciences, MS**
**Software Engineering, Graduate Certificate**
**Cybersecurity, Graduate Certificate**
Computer and Information Sciences, Cybersecurity, and Software Engineering overhauled much of their graduate programs including changes to admission requirements that clarified information regarding various pathways of entrance, and updated information on necessary prerequisites. The prerequisite changes required modification of several course descriptions. The Cybersecurity certificate saw admission changes and clarifying language in admission programs, as did the Software Engineering certificate.

**Data Science and Analytics, MS**
The program reduced the required degree hours from 36 to 30 and changed to fall admission instead of summer.

**Science and Math for Teachers, MED**
The program in Science and Math for Teachers saw modifications to several course titles and descriptions largely resulting from a reduction of several course credit hours reduced from four to two. The program also changed its name to Science and Math Education.

**Community Planning, Policy, and Design, MA**
The program updated the course descriptions and numbers for two courses.

**Accountancy, MS**
Accountancy modified their admission requirements to remove the GMAT and added other criteria such as a statement of goals, add interview, waive letters of recommendation for CofC undergraduates (still required for non-CofC applicants). They also added a spring admission term, as well as an accelerated program option.

**Business Administration, MBA**
Business Analytics was added as a new emphasis within the program which necessitated modification of program offerings including two new courses.

**Performing Arts, MAT**
The Performing Arts program reduced required degree hours from 45 to 43, removed a required course and added additional courses for electives.

**Teaching, Learning, and Advocacy, MED**
This program added courses to the Diverse Learners Concentration.

**Mathematical Sciences, MS**
The program updated the pre-requisites for one course.
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), 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.), Mark Del Maestro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning) and Mary Bergstrom (Registrar)

A. Call to Order
B. Approval of April Minutes
C. Discussion of Appeals Language
D. Combined Programs
E. Moratorium on Test Scores
F. For the Good of the Order
G. Motion to Adjourn
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 Czwazka (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.
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), 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.), Mark Del Maestro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning) and Mary Bergstrom (Registrar)

Invited: Emily Rosko

A. Call to Order

B. Approval of September Minutes

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

D. For the Good of the Order

E. Motion to Adjourn
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 in 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 this 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 parter 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 Agenda
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), 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.), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning) and Mary Bergstrom (Registrar)

Invited: Judy Millison (MPA), Renee McCauley (CSIS)

A. Call to Order

B. Approval of October Minutes

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

C. Computer and Information Sciences, CSIS
   i. CSIS 698 (Pre-req changes)

D. Graduate Grade Changes

E. For the Good of the Order

F. Adjournment
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 Olejiczak (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 Agenda
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 (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 (Interim Dean of the Graduate School), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness) and Mary Bergstrom (Registrar)

Invited: Renee McCauley (CSIS, CYSE, SOEN, DATA), John Peters (SMFT), Karen Chandler (ARCM), Alex Kasman (MATH), Jiexiang Li (MATH)

A. Call to Order

B. Approval of December Minutes

C. Computer and Information Sciences, M.S.
   1. Admission Requirements
      https://cofc.curriculog.com/proposal:2789/form
   2. Program Change
      https://cofc.curriculog.com/proposal:2796/form
   3. CSIS - 698 - Project Thesis
   4. CSIS - 699 - Research Thesis
      https://cofc.curriculog.com/proposal:2806/form

D. Cybersecurity Certificate
   1. Admission Requirements
      https://cofc.curriculog.com/proposal:2790/form

E. Software Engineering Certificate
   1. Admissions Requirements
      https://cofc.curriculog.com/proposal:2794/form

F. Data Science and Analytics, M.S.
   1. DATA - 510 - Data Cleaning, Organization, and Visualization
      https://cofc.curriculog.com/proposal:2963/form
   2. DATA - 534 - Machine Learning, Data Mining, and Analytics
      https://cofc.curriculog.com/proposal:2964/form
G. Mathematics
1. MATH - 561 - Time Series Analysis
   https://cofc.curriculog.com/proposal:2941-form

H. Creative Writing, M.F.A.
1. Program Change
   https://cofc.curriculog.com/proposal:2689-form
2. ENGL - 708 - MFA Thesis
   https://cofc.curriculog.com/proposal:2685-form
3. ENGL - 569 - Special Topics in Creative Writing
   https://cofc.curriculog.com/proposal:2911-form

I. Arts and Cultural Management Certificate
1. Admission Requirements
   https://cofc.curriculog.com/proposal:2990-form
2. ARCM - 570 - Leading Arts and Cultural Organizations
   https://cofc.curriculog.com/proposal:2977-form
3. ARCM - 571 - Arts Education, Community Engagement, and Advocacy
   https://cofc.curriculog.com/proposal:2984-form
4. ARCM - 572 - Data Management and Cloud-Based Technologies
   https://cofc.curriculog.com/proposal:2983-form
5. ARCM - 573 - The Patron-Based Arts Organization
   https://cofc.curriculog.com/proposal:2981-form
6. ARCM - 574 - Managing Arts and Cultural Resources
   https://cofc.curriculog.com/proposal:2982-form

J. Science and Mathematics for Teachers, M.Ed.
1. Program Change
   https://cofc.curriculog.com/proposal:2847-form
2. SMFT - 514 - Geometry for Educators
   https://cofc.curriculog.com/proposal:2851-form
3. SMFT - 523 - Earth Science for Educators
   https://cofc.curriculog.com/proposal:2853-form
4. SMFT - 524 - Space Science for Educators
   https://cofc.curriculog.com/proposal:2854-form
5. SMFT - 529 - Coastal and Marine Science for Educators
   https://cofc.curriculog.com/proposal:2855-form
6. SMFT - 535 - Topics in Ecology and Conservation Biology
   https://cofc.curriculog.com/proposal:2856-form
7. SMFT - 537 - Topics in Botany for Educators
   https://cofc.curriculog.com/proposal:2857-form
8. SMFT - 538 - Topics in Zoology for Educators
   https://cofc.curriculog.com/proposal:2858-form
9. SMFT - 540 - Fundamentals of Physical Science
   https://cofc.curriculog.com/proposal:2859-form
10. SMFT - 570 - Introduction to Environmental and Sustainability Education
    https://cofc.curriculog.com/proposal:2863-form
11. SMFT - 611 - Probability and Statistics for Educators
    https://cofc.curriculog.com/proposal:2849-form
12. SMFT - 618 - Applications of Calculus for Educators
    https://cofc.curriculog.com/proposal:2850-form
13. SMFT - 639 - Genetics and Molecular Biology for Educators
   https://cofc.curriculog.com/proposal:2861/form
14. SMFT - 645 - The Physics of Force and Motion for Educators
   https://cofc.curriculog.com/proposal:2862/form
15. SMFT - 697 - Special Topics in Science or Mathematics for Educators
   https://cofc.curriculog.com/proposal:2958/form
16. SMFT - 698 - Independent Study
   https://cofc.curriculog.com/proposal:2880/form

K. For the Good of the Order

L. Adjournment
2020-2021 Committee for Graduate Education Agenda  
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), 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.), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning) and Mary Bergstrom (Registrar)

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

A. Call to Order
B. Approval of December Minutes
C. Computer and Information Sciences, M.S. - MS-CSIS
   1. Certificate Change
      https://cofc.curriculog.com/proposal:2796/form
   2. Computer and Information Sciences, M.S. Admission Requirements
      https://cofc.curriculog.com/proposal:2789/form
   3. CSIS - 698 - Project Thesis
   4. CSIS - 699 - Research Thesis
      https://cofc.curriculog.com/proposal:2806/form
   5. Cybersecurity Graduate Certificate Admission Requirements
      https://cofc.curriculog.com/proposal:2790/form
   6. Software Engineering Graduate Certificate Admission Requirements
      https://cofc.curriculog.com/proposal:2794/form
D. Data Science and Analytics, M.S.
   1. DATA - 510 - Data Cleaning, Organization, and Visualization
      https://cofc.curriculog.com/proposal:2963/form
   2. DATA - 534 - Machine Learning, Data Mining, and Analytics
      https://cofc.curriculog.com/proposal:2964/form
E. Mathematics
   1. MATH - 561 - Time Series Analysis
      https://cofc.curriculog.com/proposal:2941/form
F. Creative Writing, M.F.A. - MFA-CREW
1. Admission Changes
   https://cofc.curriculog.com/proposal:2689/form
2. ENGL - 708 - MFA Thesis
   https://cofc.curriculog.com/proposal:2685/form
3. ENGL - 569 - Special Topics in Creative Writing
   https://cofc.curriculog.com/proposal:2911/form

G. Arts and Cultural Management
1. ARCM - 570 - Leading Arts and Cultural Organizations
   https://cofc.curriculog.com/proposal:2977/form
2. ARCM - 571 - Arts Education, Community Engagement, and Advocacy
   https://cofc.curriculog.com/proposal:2984/form
3. ARCM - 572 - Data Management and Cloud-Based Technologies
   https://cofc.curriculog.com/proposal:2983/form
4. ARCM - 573 - The Patron-Based Arts Organization
   https://cofc.curriculog.com/proposal:2981/form
5. ARCM - 574 - Managing Arts and Cultural Resources
   https://cofc.curriculog.com/proposal:2982/form
6. Arts and Cultural Management Graduate Certificate Admission Requirements
   https://cofc.curriculog.com/proposal:2990/form

H. Science and Mathematics Education, M.Ed. - MED-SMFE
1. Admission Changes
   https://cofc.curriculog.com/proposal:2847/form
2. SMFT - 514 - Geometry for Educators
   https://cofc.curriculog.com/proposal:2851/form
3. SMFT - 523 - Earth Science for Educators
   https://cofc.curriculog.com/proposal:2853/form
4. SMFT - 524 - Space Science for Educators
   https://cofc.curriculog.com/proposal:2854/form
5. SMFT - 529 - Coastal and Marine Science for Educators
   https://cofc.curriculog.com/proposal:2855/form
6. SMFT - 535 - Topics in Ecology and Conservation Biology
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7. SMFT - 537 - Topics in Botany for Educators
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8. SMFT - 538 - Topics in Zoology for Educators
   https://cofc.curriculog.com/proposal:2858/form
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12. SMFT - 618 - Applications of Calculus for Educators
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   https://cofc.curriculog.com/proposal:2958/form
16. SMFT - 698 - Independent Study
   https://cofc.curriculog.com/proposal:2880/form

I. For the Good of the Order

J. Adjournment
A. Computer and Information Sciences, M.S.
1. Program Change
   https://cofc.curriculog.com/proposal:2796/form
2. CSIS - 698 - Project Thesis
3. CSIS - 699 - Research Thesis
   https://cofc.curriculog.com/proposal:2806/form

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2. DATA - 534 - Machine Learning, Data Mining, and Analytics
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C. Mathematics
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5. ARCM - 574 - Managing Arts and Cultural Resources
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   https://cofc.curriculog.com/proposal:2851/form
3. SMFT - 523 - Earth Science for Educators
   https://cofc.curriculog.com/proposal:2853/form
4. SMFT - 524 - Space Science for Educators
   https://cofc.curriculog.com/proposal:2854/form
5. SMFT - 529 - Coastal and Marine Science for Educators
   https://cofc.curriculog.com/proposal:2855/form
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Proposal Link</th>
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</thead>
<tbody>
<tr>
<td>SMFT - 537</td>
<td>Topics in Botany for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2857/form">Proposal</a></td>
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<tr>
<td>SMFT - 538</td>
<td>Topics in Zoology for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2858/form">Proposal</a></td>
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<td>SMFT - 618</td>
<td>Applications of Calculus for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2850/form">Proposal</a></td>
</tr>
<tr>
<td>SMFT - 639</td>
<td>Genetics and Molecular Biology for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2861/form">Proposal</a></td>
</tr>
<tr>
<td>SMFT - 645</td>
<td>The Physics of Force and Motion for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2862/form">Proposal</a></td>
</tr>
<tr>
<td>SMFT - 697</td>
<td>Special Topics in Science or Mathematics for Educators</td>
<td><a href="https://cofc.curriculog.com/proposal:2958/form">Proposal</a></td>
</tr>
<tr>
<td>SMFT - 698</td>
<td>Independent Study</td>
<td><a href="https://cofc.curriculog.com/proposal:2880/form">Proposal</a></td>
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</tbody>
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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), Emily Rosko (English)

Ex-Officio: Jon Hakkila (Graduate School), Gibbs Knotts (Interim Dean of the Graduate School), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness) and Mary Bergstrom (Registrar)

Invited: Roger Daniels (Accountancy), Grant Gilmore (Community Planning, Policy, and Design), Ron Magnuson (MBA), Laura Turner (Performing Arts), Renee McCauley (Data Science and Analytics), Emily Skinner (Teaching, Learning, and Advocacy)

A. Call to Order  
B. Approval of January Minutes and February Email Votes  
C. Accountancy, M.S.  
1. Admission Requirements  
   https://cofc.curriculog.com/proposal:3195/form  
2. Accelerated Program  
   https://cofc.curriculog.com/proposal:3198/form  
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  
E. Business Administration, M.B.A.  
1. Program Change: New Emphasis – Business Analytics  
   https://cofc.curriculog.com/proposal:2991/form  
F. Data Science and Analytics, M.S.  
1. Program Change: Reduce degree hours, remove required courses, add elective  
   https://cofc.curriculog.com/proposal:3060/form  
G. Performing Arts Education, M.A.T.  
1. Program Change: Core Requirements  
   https://cofc.curriculog.com/proposal:3167/form
H. Teaching, Learning and Advocacy, M.Ed.
   1. Diverse Learners Concentration: Add Courses
      https://cofc.curriculog.com/proposal:3191/form

I. For the Good of the Order

J. Adjournment
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  
2. Accelerated Program  

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  
2. Course Change: ARTH 565 - A Global History of Urban Form  

All approved.

E. **Business Administration, M.B.A.**

1. Program Change: New Emphasis – Business Analytics, renaming of other emphasis  
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 Agenda
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 (Interim Dean of the Graduate School), Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness) and Mary Bergstrom (Registrar)

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

A. Call to Order

B. Approval of March Minutes

C. Introduction of New and Old Members

D. Leadership 2021-2021
   1. Shawn Morrison, Chair
   2. Kate Keeney, Secretary

E. Graduate School Webpage Discussion

F. For the Good of the Order

G. Adjournment
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
2019-2020 Committee for Graduate Education Agenda  
April 17, 2020  
3:00pm  
Zoom Meeting

Committee members: Sandy Slater (Chair; History), Kate Keeney (Arts Management), Amanda Ruth-McSwain (Communication), Adem Ali (Geology), Shawn Morrison (French, Francophone, and Italian Studies), Roxane Delaurell (Business Law and Accounting), Brian Bossak (HHP)

Incoming Committee members: Emily Rosko (English), Jennifer Fox (Chemistry and Biochemistry)

Ex-Officio: Jon Hakkila (Graduate School), Robyn Olejniczak (Graduate School); Mark Del Mastro (Associate Provost), Divya Bhati (Institutional Effectiveness & Strategic Planning); Mary Bergstrom (Registrar), Julie Dahl (Registrar’s Office); Jerry Mackeldon (Registrar’s Office)

3:00pm

A. Call to Order 3:08pm

Sandry introduced the new committee members for year 2020-21.

B. Approval of March Minutes

Kate motioned to approve. Adem seconded. All approved.

C. Election of officers for 2020-2021

Roxanne motioned to reappoint Sandy as Chair and Kate as Secretary. Adem seconded. All approved.

D. Graduate Catalog: Academic Probation

Robyn reviewed the proposed changes. The phrase “1.5 academic years” has been unclear. This has been changed to “three academic semesters.” Sandy asked if this meant consecutive semesters? Do we need to make this more explicit? Adem suggested that it is implied. Adem asked about summer enrollment. No, there is not a credit requirement/minimum for summer enrollment.

Sandy asked about how this is monitored? Robyn said that the Graduate School monitors probation and dismissals.

Robyn asked if these needed a vote. Mark said that we want the approval of this Committee.

The group decided to make these amendments: 1) Add the word “consecutive” and 2) break up a sentence so that it is clearer to the reader.
Shawn motioned to approve. Amanda seconded. All approved.

E. **Graduate Catalog: Academic Dismissal**

Robyn reviewed the proposed changes. In the 2020-21 academic year, the Committee will need to review an option for permanent dismissal (this policy currently does not exist).

Roxanne asked if this is consistent with the Undergraduate policies? Robyn explained that expulsion does exist on the Undergraduate level. Academic dismissal also exists.

The Committee discussed the proposed language.

Divya brought up a Federal requirement about complaints, grievances, and appeals. Written complaints go through a system. This is for complaints that cannot be solved, so it doesn’t include grade appeals.

Mary talked about needing a step-by-step guide for appealing grades. This process is currently not solidified.

Roxanne said it is dangerous to have a different process for each school to appeal grades.

Sandy said that we need to talk about the grade appeal process in the future.

Mark mentioned that there is no reference to the student complaint portal in FAM that addresses grade appeals.

The group agreed to proceed with the changes to the section entitled, Dismissal Appeals. Grade Appeals needs to be talked about more next academic year. Grade Appeals will be added as a separate section.

Amanda motioned to approve this with the understanding that Robyn will provide new language and that a group will talk about the related issues and how all the related pieces will be impacted and changed (ie the student complaint portal, FAM, Undergraduate Policies, Graduate policies, Dismissal Appeals, and Grade Appeals). All approved.

F. **Time Limit Requirements**

This section needs to be edited so that the content is clear. The time limit requirements will be put on the agenda for next year. Roxanne motioned to table the modifications. Brian seconded. All approved.

F. **Curriculum Substitutions or Exceptions**

Written Policy:

Students are responsible for knowing and understanding academic policy, program requirements, and degree requirements. Only under extraordinary circumstances will faculty permit substitutions or exceptions to the curriculum published in the catalog. Exceptions cannot be made for a department/program’s curriculum rules, and waivers cannot be made for GPA requirements, for program or degree minimum credit hour requirements, or for academic regulations published in the catalog.
Students requesting a substitution or exception should consult with the program director and chair of the department(s). Program directors may submit a request for a substitution or exception consistent with the Guidelines for Evaluating Curriculum Exception Requests by initiating a “petition for exception” in Degree Works. The petition will be reviewed and approved or denied and the student notified of the decision via the College-issued email account. All curriculum substitutions or exceptions are recorded in the student’s permanent record along with the name of the approving authority. In cases where a petition is denied and a student wishes to appeal, materials will be forwarded to the Provost’s Office. The Associate Provost for Curriculum, acting on behalf of the Provost, will review the petition and appeal and render a final decision.

Program directors proposing substitutions should ensure that substituted courses are equivalent of the requirement in course content and rigor. An exception will not be made for something which can be achieved with a catalog year update.

**Reasoning for questioning this policy:**
Why can’t program directors make exceptions? Shouldn’t we all be trying to meet the needs of students if they are interested in taking something that is not a usual elective? We accept any sort of transfer credit but we can’t have the discretion to approve an elective? Considering the lengthy process for approving electives, it seems like we should get to have this option.

Where does the exception request go? Who approves this other than the program director?

What’s so wrong with making an exception when it is best for the student in designing his/her best plan of study?

**Committee discussion:**
Jon said that this is why the Graduate Committee exists. To help program directors make a program that is in the students’ best interests. This process puts the creativity and the foresight at the front-end instead of the back-end.

Programs capture transfer credit through Special Topics classes.

Sandy is wary of giving blanket freedom to program directors. This could be misused. The Register has to certify the exceptions process. Also there are standards for accreditation. Divya explained that SACSCOC audits exception management. Having a process of approving petitions is helpful to the other students. This process prompts a discussion about what changes are need—maybe a permanent change.

Robyn talked about the existing exceptions approval process. Kate talked about the College’s desire to have limited exceptions.

Sandy concluded that there are frustrations on why this policy is in place. She suggested that a clearer explanation of “why” be provided to the faculty.

**G. Conditional Acceptance**
A conditionally accepted student is one who does not meet all the admission criteria, but in the judgment of the appropriate program admission committee, has the potential to successfully complete graduate work. Conditional students have registration holds placed
on their accounts and must be registered by the Graduate School until the stipulations of
the conditional acceptance are met.

**Reasoning for questioning this policy:**
The policy change request is that program directors should be able to lift holds, not the
Graduate School.

Robyn explained the conditional acceptance and the process. Programs are not closely
monitoring those conditions. Divya said that we have to provide policy standards to
SACSCOC. We all have to adhere to the same policies. This is not a Graduate School
policy. This is the Admission Committee.

H. **Joint Programs Assessment Update**
Sandy is working on this report. The individual and overall assessments will be shared as
soon as they are written.

I. **For the Good of the Order.**
Sandy brought up the Graduate grading system. The Committee needs to discuss this next
year. There is a need for an A- grade. We will write and vet a change next academic year.
This process will require input from the Registrar. Mary is happy to be part of this
discussion.

Sandy thanked the committee members for their service this academic year.

J. **Adjournment.**
Shawn motioned to convene. Roxanne seconded. Approved.