Faculty Senate
Committee on Continuing Education
Meeting Minutes

Committee Members: Terence Bowers (English), Aaisha Haykal (Library, Chair), Christine Moore (Computer Science), Rafael Teixeira (Supply Chain and Information Management), Ashley Walters (Jewish Studies), Simon Lewis (English, Speaker of the Faculty, ex-officio), and Mark Del Mastro (Provost Office, ex-officio)

Guests: Tom Buchheit (Interim Registrar) and Dr. Kameelah Martin (Dean, Graduate School)

Date: January 19, 2022
Time: 10:00 AM
Location: Via Zoom

Meeting Minutes

The committee received an update from Del Mastro regarding the status of the Ed2Go contract from Dr. Martin. The email stated that

As of last week [the week before November 9th] the termination letter was emailed and sent via courier to Ed To Go. The termination date for the contract is December 15th. Our account manager with Ed To Go has requested a meeting to discuss the details prior to the final termination of our account. That meeting is pending, but I believe all is in order for the contract and coursework to be discontinued by the close of the semester.

The committee reviewed the current outline of the survey and that it will be ready to send out on February 1st. Del Mastro will send it to the deans, chairs, and department head and Lewis will send it out via his Speaker of the Faculty newsletter. The survey will close on Feb 11th at midnight.

In preparing for the survey the survey subcommittee found out the policy approved in 2010 for Policies for Non-Credit Programs

Buchheit as the Interim Registrar was invited to respond to some questions the committee had about record keeping. He noted that continuing education courses are not on the transcript and that it is handled outside of this process and he was not clear on how many students or courses are offered for continuing education. Regarding the Seniors 60+ program, these individuals are considered CofC students, so they have transcript. Additionally, a person must be a member of the CofC community to audit a course.
Del Mastro was reviewing his correspondence and found a 2017 memo from former Provost McGee to Edward Hart, who was the chair of the Department of Music regarding the department’s Artist Certificate Program. This memo outlined the history of the program and indicated that the program should continue, but there should be oversight and review of the program by the then Faculty Senate Committee on Graduate Education, Continuing Education, and Special Programs.

Further discussion was had about the role of the committee in the review of continuing education offerings, including developing policies and standards and criteria for the courses.

The committee also denoted that it needs to update the current website for continuing education, but no one knew who was responsible for this upkeep.

Dr. Martin denoted that the School of Education’s Professional Studies is standalone and not a part of the graduate school, they only hold the records for the students.

The committee discussed the different types of continuing education, specifically ones that involved travel or external consultants. This may be a question for the CofC legal department.

Potentially invite someone from legal affairs and Marcia White from Marketing to our next few meetings.

The next meeting will be held on Tuesday, February 15 at 10am. Agenda item would be to review non-credit policy document listed above.