

GRADUATE COUNCIL
October 27, 2017 2:00 pm Thurmond 208

Minutes

Members present: Eric Birgbauer, Hannah Chapman, Jack DeRochi, Tracy Griggs, April Hershey, Jayne Maas, Michaela Volkmar, and Brad Witzel. Guests present: Greg Oakes, Brandeis Green, Keith Benson, Gina Jones, Michael Lipscomb, Tim Druke, Pam Wash, and Mary Slade.

Jayne Maas acquired proxy votes from Lisa Harris and Don Rogers prior to meeting as they could not attend.

- I. Announcements: None.
- II. Approval of minutes August 29, 2017. See the link below for minutes: Approved.
<https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Administrative/GCMinutesAug292017.pdf>
- III. Report from the Graduate Dean: The University Graduate Assessment Committee, formed last year, consisting of the four college assessment directors, the Graduate School Dean, and the Director of Accreditation and Accountability, helps interpret institutional assessment and accreditation requirements for graduate programs. In terms of some of the work that the sub-committees for Graduate Council are tackling this year, UGAC can help. This group is currently working on establishing clearer definitions based on SACSCOC requirements in terms of 500-level courses to help inform faculty when they are creating and/or modifying courses.
The Graduate School Office staff attended a one day meeting in Columbia with representatives from other SC graduate schools. It was a successful meeting on a variety of topics including thesis, graduate faculty definitions & governance, application processes, etc. We will be sharing information gleaned from this event throughout the year.
South Carolina Graduate Education Week is February 12-16, 2018 and planning has already begun. More details on events forthcoming.
The Board of Trustee meetings have changed format this year and have all moved to two-day meetings. Jack and Pat are preparing the report for our division. It will include information regarding our enrollment. When we had our most students in the Educational Leadership program, we had eight co-horts. While some of those were grant funded and those grants are no longer here, the College of Education has done great work getting articulation agreements to try to fill in those gaps. This is a great lesson in how to work with R1 universities in helping to get our students to PhD or EdD programs. Another part of the BOT report will be an update on the Wiley online process. Since the last update, the President and Provost met with the faculty of the four programs to discuss the process. The FAQ website is up and has been widely advertised regarding its existence across campus (<http://www2.winthrop.edu/login/onlinelearning/default.aspx>). Marketing is now being worked up for the four programs and curriculum sequencing has begun for the MSW. Program mapping, objectives, etc., are also starting up. Instructional design will begin in early spring. Other committees have begun their work – student services, student academic policies, etc. All of this will be posted on the website as there are updates. Jack is requesting budget requests from each of the 7 sub-committees to begin prioritization. Winthrop knows that there are costs associated and this is all on top of faculty needs. Jayne Maas asked if this means that we are on

track? Jack DeRochi: Yes, while there are bumps, we are on track. Wiley is very responsive to our requests. They are not faculty or academics so we have to constantly push on certain terms that they are not as familiar with but the communication channels are very open. Greg Oakes and Brandeis Green both agreed and spoke highly of the interaction that they have had so far with Wiley and the work being done.

IV. New Business

a. Subcommittee Reports on Graduate Council Priorities for AY 2017-2018:

1. Review of the petition process – Jayne Maas is the chair of this sub-committee. They met on Tuesday, October 24 and reviewed petitions from the past seven years. See the attached document for report from the initial meeting. The most common request was 6-year extensions. Jack DeRochi mentioned that the Data Standards group also discussed the petitions policy in terms of readmission post probation or provisional as part of the idea of placing specific requirements or terms on the approval of the petition. The terms can be added to the petition form and then Records and Registration can place a hold on the student's account to be managed by the program director. The committee would like to eventually see a true electronic form as well. Colleges may have separate policies in existence that need to be documented all in the same place to avoid confusion. Anything that is unwritten but being done, need to be part of the entire policy. Jayne plans to sit down with the college graduate directors to get their input and address any additional concerns. There was discussion of the issue of setting submission deadlines. Readmission immediately after dismissal and taking hours over probationary status are very timely requests. Most of these petitions do not come in until after commencement. Degree audits are run after the graduation application deadline. DegreeWorks now shows graduate programs of study (POS). Advisors and students should keep an eye on incomplete grades and substitutions that may be needed. Jayne motioned for setting a preliminary deadline for petitions to be submitted two weeks prior to the last Graduate Council meeting for both fall and spring. Council approved. The Graduate School Office will send out notification to students of the deadline request for this academic year. The dates are to eventually be set in the forthcoming policy.
2. Graduate level requirements for 500-level courses – Tracy Griggs is chair of this sub-committee along with members April Hershey, Noreen Gaubatz, Stephanie Lawson, Heather Chapman, and Lisa Harris. They met to discuss what we know about how the university guides 500-level classes. The committee basically has three buckets: What are we currently doing? How are we documenting? And how is the approval process? The ultimate purpose is draw up guidelines and definitions. The institution (UGAC) needs to make the policy/definition/requirements – everything else, including curriculum action process can be handled by the sub-committee and Graduate Council. One idea is to come up with an overall list of best practices and examples to educate faculty. This list will be compiled through a survey of faculty to develop collection of ideas. The part of the Curriculum Action form that asks for an explanation in the requirements for undergrads vs. grads needs to have more information provided. Faculty need to be educated on what academic rigor means and understand that others outside their discipline read these actions. Because of how we use 500-level courses, we have to be intentional about how we define them. This sub-committee will work with the UGAC committee on the definition and then that can inform what they will do next. See the attached document with the current outline and rules.
3. Clarification of graduate faculty – Melissa Carsten is the chair of this sub-committee and it has not yet met. She will circulate details at a later date.

4. Keith Benson requested a discussion of any policies that may differ when the online programs come online. It was agreed to table this discussion until later after other working groups/committees related to the online work had met and work completed.

V. Curriculum Actions

- a. Not requiring GC vote: No comments.
 - i. ECON 681 and 682 (modify) – X courses for high school economics teachers transferred to permanent courses.
 - ii. EDLC 601 (modify) - to conform to new accreditation standards.
 - iii. EDUC 615 (new) - prepare classroom teachers to serve in leadership roles – “teacher leader” endorsement.
 - iv. EDUC 625 (new) – Develop self-competencies in cultural diversity and social justice – “teacher leader” endorsement.
 - v. PETE 693 (new) –development of TPA; replaces EDUC 595 which is being dropped from MAT curriculum.
 - vi. SCWK 671, 672, and 673 – change grading option from S/U to letter grade.
- b. Requiring GC vote:
 - i. EDUC 554 and 555 (new) – courses to comply with SC regulations. Approved.
 - ii. NUTR 521 (modify) – name change as recommended by accrediting body. Approved.
 - iii. BIOL 539 (new) – adds neuroscience to the curriculum content. Approved.
 - iv. CHEM 520 (new) – adds exposure necessary for pre-professional majors to matriculate without co-requisite laboratory. Approved.
 - v. MCOM 575 - (new) should be dropped from system – course never materialized in Strategic Communication or MBA track. Rejected.
 - vi. NUTR 518 (drop) – content incorporated into lab activities and case studies in NUTR 427/NUTR 527. Approved.
 - vii. NUTR 527 (modify) – Changes related to dropping NUTR 518; name change to Medical Nutrition Therapy II. Approved.
 - viii. NUTR 528 (modify) - The primary reason for this titular change is to accommodate the different placement of rotations for the 21 interns throughout the year; new name: Dietetic Internship Supervised Practice Experience I. Approved.
 - ix. NUTR 530 (modify) - The primary reason for this titular change is to accommodate the different placement of rotations for the 21 interns throughout the year; new name: Dietetic Internship III: Supervised Practice Experience. Approved.
 - x. NUTR 580 (new) - New course as a result of new accreditation standards and the need to add program planning and evaluation criteria into the curriculum. Approved.
 - xi. PEAC 570 (new) - A service learning course has been run under the special topics designator for several years; cross-listed in the past with HIST, BIOL, SCWK, and NUTR. Approved.
 - xii. PESH 571 (modify) - The designator of the course is changed from PHED to PESH for consistency across the department. The name of the course should be changed to "principles and strategies of coaching athletes" to better reflect the content covered, and to delineate the specific type and population for coaching. Approved.
 - xiii. SPMA 509 (modify) - SPMA 509X was taught in spring 2017 with an enrollment of 33 students. Student course evaluation data indicates that the course was extremely successful. Approved.

- xiv. HIST 570 (new) - This course has been taught successfully multiple times as HIST 550: Special Topics; this change adds this course as a regular offering. Approved.
- xv. MA – HIST program (modify) – change program requirements from 33 to 30 hours. Approved.
- xvi. MED –EDLD (modify) – change program requirements from 42 to 36 hours to maintain competitiveness of program. Approved.
- xvii. MED –TRLD (modify) - change program name from MED CURI, deliver program online, and modify program concentrations without a change in total hours. Approved.

VI. Graduate Faculty Applications

- a. Walter Hart (Counseling, Leaderships & Educational Studies): Approved. Letter sent on October 31, 2017.

VII. Graduate Petitions (none).

VIII. Adjournment at 3:16 pm.

Future Meeting Dates (Thurmond 208)

Tuesday, December 5 11:00am

Friday, January 19 2:00pm

Thursday, March 8 11:00am

Tuesday, April 24 11:00am

Graduate Faculty Assembly and Graduate Council Website:

<http://www.winthrop.edu/graduateschool/default.aspx?id=43990>

Curriculum Action System Access (click on as Graduate Council Chair)

<https://www2.winthrop.edu/courseaction/login.axd>

Graduate Council Members and Contact Information:			
Eric Birgbauer (CAS)*	birgbauere@winthrop.edu	Jayne Maas (Chair)*	maasj@winthrop.edu
Hannah Chapman (Student COE)	chapmanh4@mailbox.winthrop.edu	Stephanie Lawson (CBA/CUC rep)	lawsons@winthrop.edu
Jack DeRochi (Graduate Dean)	derochij@winthrop.edu	Kelly Richardson (CAS)*	richardsonk@winthrop.edu
Tyler Frasier (Student CVPA)	frasierm2@winthrop.edu	Don Rogers (CVPA)*	rogersd@winthrop.edu
Tracy Griggs (CBA)*	griggst@winthrop.edu	Michaela Volkmar (Library)	volkmarm@winthrop.edu
Lisa Harris (COE)*	harrisl@winthrop.edu	Brad Witzel (COE)*	witzelb@winthrop.edu
April Hershey (Graduate Dean, Secretary)	hersheya@winthrop.edu	*voting members	