To Faculty Senate

ANNUAL REPORT OF GRADUATE COUNCIL

2018-2019

Graduate Council is the organization that oversees graduate education at Coastal Carolina University.
Mission of Purpose

Graduate Council considers any academic matters related to graduate education at the University. Specific areas of consideration for the Council include new degree program proposals and new graduate courses; changes in degree programs or courses; new and existing policies, procedures, and assessment related to graduate study. Actions taken by the Council related to these matters are forwarded to the Faculty Senate for consideration.

Membership

Eligibility: Only tenure-track, full time, appointed Graduate Faculty are eligible for membership on the Graduate Council.

Voting Members: Eight Graduate Faculty members (two elected from each College), Dean of Graduate Studies and Research (Ex Officio) and the Registrar (Ex Officio). The Dean of Graduate Studies and Research serves as Chair of Graduate Council and votes only in case of a tie.

Non-Voting Membership: Graduate Coordinators/Directors, a Faculty Senate Representative, and a Library Representative.

Term of Service: Three years for elected members.

Chair of Graduate Council: The Chair will be the Dean of Graduate Studies and Research; he or she will vote only in the case of a tie.

Election of Members: Two Graduate Faculty members each will be elected from the Spadoni College of Education, the Edwards College of Humanities and Fine Arts, the Wall College of Business, and the College of Science in the spring for a term of three years. Newly elected members shall begin service at the beginning of the subsequent fall semester. Representatives must be tenure-track, full time Graduate Faculty and may be from any department, regardless of whether that department awards an advanced degree or not. Administrators are ineligible to serve as elected members.

Meetings

Regular Meetings: Meetings are held the first Wednesday of each month, normally at 11:45 a.m., during the academic year (September-May). Special meetings may be called by the Dean of Graduate Studies and Research by circulating a written notice and agenda to members at least seven (7) days prior to the meeting day. The Dean of Graduate Studies and Research also must call a meeting within 30 days if requested in writing by at least four (4) members of Graduate Council.

Graduate Council action between academic years: Graduate Council will function only during the academic year (September-May). At other times, the Dean of Graduate Studies and Research will
render ad hoc decisions on policy matters until such time as the Council resumes its meetings. Such decisions will not necessarily serve as precedents for subsequent actions by the Council.

**Quorum and voting:** A quorum of the Council will consist of a majority of the voting membership of the Council (i.e., five of nine members), and the affirmative vote of a majority of the quorum shall be necessary to evoke action (i.e., a minimum of three of five voters present). The Dean of Graduate Studies and Research will vote only in the case of ties.

**Parliamentary Authority:** Business of Graduate Council will follow modified Robert's Rules of Order as interpreted by the Chair of Graduate Council.

### Amendments

**Amendments:** Amendments to these bylaws may be proposed by voting members of Graduate Council or by the Dean of Graduate Studies and Research. Proposed amendments will be presented to the Council and approved with a majority of all voting members. Amendments must be approved by the Provost and President.

### College Representatives

**Wall College of Business Administration**
- Olajumoke Awe
- Greg Krippel

**Spadoni College of Education**
- Kristal Curry
- Richard Costner

**Edwards College of Humanities and Fine Arts**
- Amanda Brian
- Tripthi Pillai

**College of Science**
- Erin Hackett
- Scott Parker

**Non-Voting Members and Program Coordinators/Directors**
- James Davis, Lead Coordinator M.Ed. Educational Leadership
- Greg Krippel, Lead Coordinator M.Acc.
- Cory Lee, Lead Coordinator M.Ed. Instructional Technology
- Suzanne Horn, Lead Coordinator M.A.T.
- Jean French, Lead Coordinator M.S. IST
- Jennifer Altieri, Lead Coordinator M.Ed. Literacy
- Coleen McGlone, Lead Coordinator M.S. Sport Management
• Edward Jadallah, Lead Coordinator Ph.D. in Education
• Christian Smith, Lead Coordinator M.A. in Writing
• Amanda Brian, Lead Coordinator M.A. in Liberal Studies
• Rich Viso, Lead Coordinator Ph.D. CMSS, M.S. CMWS
• Roi Gurka, Faculty Senate Representative
• Katherine Collins, Kimbel Library Representative
• Dan Lawless, Registrar, Ex-Officio
• James Luken, Director of Graduate Studies, Ex-Officio 10/2018-12/2018
• Robert Young, Dean of Graduate Studies and Research, Ex-Officio 01/2019-Present

New Courses Passed

47 new courses passed this academic year

Changes in Courses

4 changes in courses made this academic year

New Programs

Master of Arts in Applied Politics

Graduate Certificate Program in Women in Technology

Changes in Programs

8 changes in programs made this academic year

General Discussion Items

• Graduate Studies hired a Graduate Assistant for Fall - Kaitlin Dick, Spring - Lorenzo D'Angelo, Summer - Ashaar Arbali
• Admission requirements: Some programs changed the number of required letters of recommendation from 2 to 1
• The second proposal (SAF funding, submitted spring 2018) for the Graduate Student Council was not funded.
• Jim Solazzo reviewed Form B and the correct way to fill it out (color-coded text to reflect deletions and additions)
• Added automatic letters of recommendation for recommenders that are sent by application at time of submittal.
• Required documents can be uploaded with application at time of submittal.
• As of January 1, 2019, the Office of Graduate Studies became an office under the new College of Graduate Studies and Research with Interim Dean Robert Young. The dean position replaced the former Director of Graduate Studies position and serves as the Chair of Graduate Council.
• A proposal for Associate Graduate Faculty status was submitted by COHFA and initially passed but was then denied and returned to Graduate Council by the Faculty Senate Chair due to various discrepancies. Graduate Faculty established an ad hoc committee to review the proposal, with representatives from each college (except Honors, which declined). On recommendation from the ad hoc committee, the proposal was not re-submitted.
• Added consent agendas to format for Form A (mirroring the procedure in Academic Affairs)
• The council recommended policy updates to facilitate graduate student permissions to work and/or come on campus during emergencies, such as Hurricane Florence which closed the university for three weeks in the fall. Wording was recommended, and discussions were still underway with HR and University Counsel at the end of the academic year.
• Discussion about the application process occurred. The Office of Graduate Studies will work to develop a new online graduate studies application utilizing the Radius platform already in use by undergraduate admissions.
• Library privileges between semesters for tuition-free senior citizens were discussed. A new policy was specified that degree-seeking senior citizens can enroll before the semester begins if they: (1) are not taking seats from students paying tuition, and (2) are pursuing a thesis or other required project that requires access to university resources, or are registering for their last semester of the program.

Suggested date for entry in online Graduate Council approval process:
August 22, 2018
Sept. 19, 2018
Oct. 24, 2018
Nov. 21, 2018

Graduate Council Meeting Dates W, 11:45 AM, EHFA 164.
Sept. 5, 2018
Oct. 3, 2018
Nov. 7, 2018
Dec. 5, 2018
TBD  
Jan. 23, 2019  
Feb. 20, 2019  
March 20, 2019  
April 17, 2019  

TBD  
Feb. 6, 2019  
March 6, 2019  
April 3, 2019  
May 1, 2019

**Company Information**

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