ANNUAL REPORT OF GRADUATE COUNCIL

Report to Faculty Senate
College of Graduate Studies and Research
2019-2020

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 12:00 p.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.

**Graduate Council Representatives**

**Wall College of Business Administration**
- Olajumoke Awe
- Michael Latta

**Spadoni College of Education**
- Austin Hitt
- Richard Costner

**Edwards College of Humanities and Fine Arts**
- Joe Oestreich
- Philip Whalen

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

**Ex Officio**
- Stacy Wyeth, Registrar, Ex-Officio
- Robert Young, Dean of Graduate Studies and Research, Ex-Officio and Chair

**Non-Voting Members and Program Coordinators/Directors**
- James Davis, Lead Coordinator M.Ed. Educational Leadership
- Greg Krippel, Lead Coordinator M.Acc.
- Mark Mitchell, Lead Coordinator MBA
• Joseph Winslow, 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
• Shari Orisich, Lead Coordinator M.A. in Liberal Studies
• Deborah Breede, Lead Coordinator M.A. in Communication
• Matt White, Lead Coordinator M.A. in Music
• Rich Viso, Lead Coordinator Ph.D. CMSS, M.S. CMWS
• Megan McIlreavy, Lead Coordinator, Women in Technology Certificate
• Roi Gurka, Faculty Senate Representative
• Eric Resnis, Kimbel Library Representative

Curriculum and Program Items

Changes in Courses (Form A)
• 27 changes in graduate courses made this academic year
  - CSCI 575
  - EDAD 760
  - EDAD 780
  - EDAD 735
  - EDAD 786
  - EDAD 788
  - EDAD 691
  - EDSP 670
  - EDSP 671
  - EDSP 620
  - EDSP 610
  - EDSP 690
  - EDSP 680
  - EDSP 681
  - EDSP 635

Changes in Programs (Form B)
• 15 changes in programs made this academic year
  - Specialist in Instructional Technology
  - Master of Education in Instructional Technology
  - Education
  - Specialists in Educational Leadership
  - Master of Education in Educational Leadership
  - Special Education
- Communication (Leadership)
- Communication (Advocacy)
- MA in Communication (Leadership and Advocacy)
- MA in Liberal Studies
- MA in Music Technology
- MA in Writing
- MS in IST (2)

New Courses Passed (Form C)

- 14 new graduate courses passed this academic year
  - EDSC 625
  - EDSC 644
  - EDUC 627
  - EDSC 672
  - CSED 605
  - CSED 608
  - BIOL 566
  - IST 664
  - CMWS 626
  - CMWS 623
  - SWNS 501
  - SWNS 502

New Programs (Form D)

- MA in Education
- Graduate Certificate in Computer Science

Form E

- One form E was passed prior to discontinuing the use of this form.
  - EDAD 792 course description change

2019-2020 Graduate Council deadlines and meetings

September 4 | Submission deadline Aug. 21
October 2 | Submission deadline Sept. 18
November 6 | Submission deadline Oct. 23
December 4 | Submission deadline Nov. 20
January 15 | Submission deadline January 2
February 5 | Submission deadline Jan. 22
March 4 | Submission deadline Feb. 19
April 1 | Submission deadline March 18
May 6 | (deferred to June 3)
June 3 | Submission deadline May 20
Additional Initiatives and Discussion Items

- **Graduate Catalog Revisions** – Substantial Revisions were approved for the following catalog sections:
  - Admission Information
  - Graduate Assistantships
  - Academic Regulations

- **Revision of Section 6.11 of the Faculty Manual** – Graduate Faculty: Established classifications of graduate faculty and procedures for designation and renewal of graduate faculty. Prior to these changes, all outstanding stipends still owed under the previous wording were dispersed to graduate faculty.

- **Accelerated Graduate Programs** – Approval of a program and process to award up to 9 credits of dual credit courses (undergraduate and graduate) for qualifying undergraduate students, reducing the time required to complete a combined bachelors and master’s degree from CCU. The program originated from Graduate Council and was passed in cooperation with Academic Affairs and will be added to both the Graduate and Undergraduate University Catalogs.

- **Graduate Assistantship Evaluation Process** – the Council approved a new universal Evaluation Form and process for Graduate Assistants, consistent with the requirements in the Graduate Catalog.

- **White Paper: The Future of Graduate Studies at CCU** – In January, the Provost Charged the Graduate Council to compile a report making recommendations regarding the future of graduate programs at CCU. An Ad Hoc Committee was formed consisting of two representatives from the Colleges of Business, Education, Humanities and Fine Arts, and Science, and chaired by the Graduate Council Chair/Interim Dean of Graduate Studies and Research. At least one representative from each college was required to be a Graduate Council member. The report was completed by the Ad Hoc Committee and was unanimously approved by Graduate Council.

- **Graduate Council Online Submission Process (ongoing)** – The Office of Graduate Studies has been working with Dr. Jim Solazzo, Lydia Deeck and ITS to move its online curriculum submission process from the current, antiquated system to an integrated version of the Academic Affairs
system. Once completed, both Graduate Council and Academic Affairs will submit and review curriculum and program proposals and changes on a single system.

- **Hurricane and emergency closure procedures** - the Council discussed and made policy and procedure recommendations to Human Resources for GA's to work during school closures due to hurricanes and other natural disasters.

- **Graduate Student Association** – though not an action by the Council, the Council was informed of efforts by the Office of Graduate Studies to establish a Graduate Student Association (GSA). Graduate programs selected student representatives in the fall, an organizational constitution and officers were approved, and the GSA became a formal student organization in the spring semester. Unfortunately, their first planned events were cancelled due to COVID-19.