To Faculty Senate

ANNUAL REPORT OF GRADUATE COUNCIL

2017-2018

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), Director of Graduate Studies (Ex Officio) and the Registrar (Ex Officio). The Director of Graduate Studies 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 Director of Graduate Studies; 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 of 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 Director of Graduate Studies by circulating a written notice and agenda to members at least seven (7) days prior to the meeting day. The Director of Graduate Studies 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 Director of Graduate Studies 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 Director of Graduate Studies 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 to these bylaws may be proposed by voting members of Graduate Council or by the Director of Graduate Studies. 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**
- Monica Fine
- Christopher Becker

**Spadoni College of Education**
- Kristal Curry
- Austin Hitt

**Edwards College of Humanities and Fine Arts**
- Triphl Pillai
- Robert Earnest

**College of Science**
- Juliana Harding
- John Hutchens

**Non-Voting Members and Program Coordinators/Directors**
- James Davis, Lead Coordinator M.Ed. Educational Leadership
- Greg Krippel, Lead Coordinator M.Acc.
- Jeremy Dickerson, Lead Coordinator M.Ed. Instructional Technology
- Suzanne Horn, Lead Coordinator M.A.T.
- William Jones, Lead Coordinator M.S. IST
- Jennifer Altieri, Lead Coordinator M.Ed. Literacy
- Coleen McGlone, Lead Coordinator M.S. Sport Management
Christian Smith, Lead Coordinator M.A. in Writing
Amanda Brian, Lead Coordinator M.A. in Liberal Studies
Rich Viso, Assistant Director, Ph.D. CMSS, M.S. CMWS
Roi Gurka, Faculty Senate Representative
John Felts, Kimbel Library Representative
Dan Lawless, Registrar, Ex-Officio
James Luken, Director of Graduate Studies

New Courses Passed
51 new courses passed this academic year

Changes in Courses
20 changes in courses made this academic year

New Programs
Master of Arts in Communication
Master of Science in Biology
Ph.D. in Education

Changes in Programs
20 changes in programs made this academic year

General Discussion Items
• Graduate Studies hired a Graduate Assistant Kaitlin Dick
• Graduate Studies hired a full-time temporary employee to train in Glenda Kelley's position – Karen Pochala-Peck
• ACAD-SEN 110 was discussed and agreed that “doctorate” should be removed as an MFA is a terminal degree
• ACAD-SEN 111 was discussed and all are in agreement with the way it currently reads
• GC is looking into the calculation of GPA
• Admission requirements are being reviewed to determine if all current requirements are necessary.
• Discussion about the application process occurred. The process is online and numbers of applications have not gone down.
• The original proposal for the Graduate Student Council was not funded. A new proposal was submitted with input from students.
• Jim Solazzo discussed timelines for new degree programs and CHE processes.
• There was discussion about moving the date that GC meets to accommodate getting information to Faculty Senate in the same month rather than waiting a month.
• Ongoing discussion regarding application deadlines.
• Graduate Council will be transitioning to the same curriculum approval process as undergrad in the coming year.
• Graduate Studies is seeking additional funding for advertising

**Suggested date for entry in online Graduate Council approval process:**

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**Graduate Council Meeting Dates W, 11:45 AM, EHFA 164.**

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Company Information

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