

GRADUATE COUNCIL

September Minutes Final

September 18, 2025

Present: Dr. Renae Bomar, Dr. Marc Embler, Dr. Tonya Houston, Dr. Peter Jenkins, Dr. Marcille Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Crissy Ortiz, and Dr. Angela Weaver

Absent: Dr. Krista Allison, Dr. Maxwell Rollins, Dr. Ami Steele Dr. Janet Tankersley

Ex officio: Dr. Vicki Ball, Mrs. Amanda Spratt, Dr. Michael Wilder, and Dr. Scott Yarbrough

1. **Opening Prayer:** Dr. Ball opened the meeting with prayer.
2. **Election of a Graduate Council Chair:** Dr. Yarbrough requested that the Council determine whether the Chair of the Graduate Council should be appointed or selected through volunteer nomination and subsequent approval by the Council. The Council elected to proceed with the volunteer and approval process. Dr. Jenkins volunteered to serve as Chair. A motion to approve Dr. Jenkins was made by Dr. Houston and seconded by Dr. Lin. The motion carried unanimously.
3. **Review of resources:**
 - a. Website: <https://www.charlestonsouthern.edu/academics/faculty/grad-council/>
 - b. Forms are found on MyCSU under Documents and Forms
4. **Other Business** Dr. Wilder invited the Council to provide feedback and recommendations regarding services needed to support the growth and success of their programs. Suggestions included the development of graduate housing, access to research rooms, and additional in-person symposiums. The Council also agreed to establish a standing meeting time on the third Thursday of each month at 3:00 p.m. With no further business, the meeting was adjourned.

Respectfully,
Amanda Spratt
University Registrar

GRADUATE COUNCIL

October Minutes Final

October 16, 2025

Present: Dr. Krista Allison, Dr. Krista Finklea, Dr. Renae Bomar, Dr. Marc Embler, Dr. Tonya Houston, Dr. Peter Jenkins, Dr. Marcille Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Crissy Ortiz, Dr. Maxwell Rollins, Mrs. Amanda Spratt, and Dr. Angela Weaver

Absent: Dr. Ami Steele and Dr. Janet Tankersley

Ex officio: Dr. Vicki Ball and Dr. Gabrielle Poole

1. **Opening Prayer:** Dr. Houston opened the meeting with prayer.
2. **Approval of October Minutes:** Amanda Spratt stated she would send the September minutes for email approval after the meeting. Dr. Embler motioned via email to approve the September minutes; Dr. Rollins seconded the motion via email. The minutes were approved via email.
3. **Grad Council Chair Opening Remarks:** Dr. Jenkins talked about the council working together to keep the grad programs moving forward and growing.
4. **Level II Requests:**

Master of Education in Special Education (Program): Dr. Allison presented the proposal for the Masters program explaining that it would be a 4+1 program giving undergraduates an opportunity to take masters level classes starting in their senior year. The final year would be primarily student teaching. The classes are already approved, but the program needs approval as it was previously removed because of Covid. The K-12 program is desperately needed by districts and in addition to current students earning this degree, local educators could come and earn this Masters. The R-35 issue is regarding the hours an undergraduate can take at the masters level. If we approved the program today, we will come back next month to approve the R-35 issue. There were questions offered and discussed. Dr. Rollins motioned to approve the program. Dr. Weaver seconded the motion. All approved.

PhD in Counselor Education & Supervision (Coursework): Dr. Weaver presented the proposal regarding the coursework for this program. The overall program addition and structure was previously approved; with the approval of the attached course curriculum the addition of the PhD in Psychology is approved. It should be noted that the Board of Trustees has approved addition of the program (although that approval is contingent upon Graduate Council approval).

PhD in Counselor Education & Supervision				
Course #	Title	Credit(s)	Start	PreReqs
COUN 700	Residency I: Orientation	1	Fa 26	Acceptance to the CE&S program.
COUN 701	Qualitative Research Methodology	3	Sp 27	COUN 702
COUN 702	Advanced Research Design	3	Fa 26	Acceptance into the CE&S Program.
COUN 703	Leadership & Advocacy in Counselor Education	3	Fa 26	Acceptance to the CE&S program.
COUN 704	Supervision in Counselor Education	3	Sp 27	Acceptance into the CE&S Program.
COUN 705	Quantitative Research Methodology	3	Sp 27	COUN 702
COUN 706	Advanced Counseling Theory in Counselor Education	3	Fa 26	Acceptance into the CE&S Program.
COUN 707	Faith Integration & Spiritual Development	3	Su 27	Acceptance to the CE&S program.
COUN 708	Statistical Methods in Counselor Education	3	Su 27	COUN 701, 702, and 705
COUN 800	Residency II	1	Fa 27	Acceptance into the PhD in CES program.
COUN 801	Foundations of Dissertation Research	3	Su 27	COUN 701, 702, 705
COUN 802	Internship in Counselor Education	3	Fa 27	Approval by Program Director to progress to Internship.
COUN 803	Teaching in Counselor Education I	3	Fa 27	Acceptance to the CE&S Program
COUN 805	Teaching in Counselor Education II	3	Sp 28	COUN 803
COUN 900	Residency III	1	Fa 28	Acceptance into the PhD in CES program.
COUN 901	Dissertation Research	3	Su 27	COUN 801 full course sequence

Dr. Jorgenson motioned to approve the courses. Dr. Allison seconded the motion. All approved.

5. **No Level I Items:**

6. **No New Business:**

7. **Other Business:** Dr. Jenkins reminded everyone about the upcoming graduate soiree, and some of the members stated they did not know about it. He explained that it is an upcoming recruiting event organized by Christina Bruno on November 17, 2025. He said he would forward the email regarding the details after the meeting. There being no other business, the meeting was adjourned.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar

GRADUATE COUNCIL

November Minutes Final

November 20, 2025

Present: Dr. Renae Bomar, Dr. Marc Embler, Dr. Tonya Houston, Dr. Peter Jenkins, Dr. Marcille Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Crissy Ortiz, Dr. Maxwell Rollins, Mrs. Amanda Spratt, Dr. Janet Tankersley, and Dr. Angela Weaver

Absent: Dr. Krista Allison, Dr. Krista Finklea, and Dr. Ami Steele

Ex officio: Dr. Vicki Ball, Dr. John Kuykendall, and Dr. Michael Shipe

1. **Opening Prayer:** Dr. Ball opened the meeting with prayer.
2. **Approval of October Minutes:** Dr. Jenkins mentioned a change made to the October minutes by Dr. Yarbrough after they had been sent to the council for review, clarifying the addition of the PhD in Counselor Education & Supervision coursework. Dr. Jorgenson motioned to approve the October minutes; Dr. Houston seconded the motion. All approved.
3. **Policy R-35 Updates:** The College of Education and College of Health Sciences requested the following information be added to Policy R-35.
 - a) **Graduate Enrollment in Doctoral-Level Courses**
Qualified graduate candidates at Charleston Southern University may be permitted to enroll in select doctoral-level courses. Candidates will be permitted to take up to 6 hours of doctoral credits during the semester during which their degree will be conferred, 3 credit hours per 7-week session.
Participation in doctoral-level coursework is subject to approval by the Dean of the College of Education and the Graduate Program Director. Eligible courses will be identified each semester, and enrollment will be contingent upon available space and faculty approval.
 - b) **Undergraduate Enrollment in Graduate-Level Courses for Endorsements or Master's Credit**
Qualified undergraduate candidates majoring in Education may be permitted to enroll in select graduate-level courses offered through the Charleston Southern University College of Education. These courses may apply toward a state endorsement or be credited toward a Master's degree upon formal admission to a graduate program. Candidates will be allowed to take 6 hours of graduate credits per semester, 3 credit hours per 7-week session.
To be eligible, candidates must:
Be formally accepted into the College of Education,
Have successfully completed a minimum of 90 undergraduate credit hours toward their degree program, and
Maintain a minimum cumulative GPA of 3.0 or higher.
Participation in graduate-level coursework is subject to approval by the Dean of the College of Education and the Graduate Program Director. Eligible courses will be identified each semester, and enrollment will be contingent upon available space and faculty approval.
 - c) **Qualified students admitted to the 3+2 Athletic Training or DPT 3+3 early assurance program are exempt from the policy and held to the program's admissions requirements. Approved majors in computer science are exempt from the policy; however, undergraduates are limited to 9 hours of graduate coursework while an undergraduate student and course prerequisites must be met.**

Dr. Houston motioned to approve the updates. Dr. Lin seconded the motion. All approved.

4. **Level II Requests:**

College of Nursing

The College of Nursing requested the Post Master's Certificate with and without Practicum be deleted from the 2026 catalog because no students have been enrolled in either certificate seeking program since its inception.

Dr. Jorgenson motioned to approve the courses. Dr. Tankersley seconded the motion. All approved.

5. **Level I Items:**

CATALOG CHANGES AND COURSE REVISIONS

BUSINESS:

- Remove prerequisite from: BUSI 648 Strategic Marketing: (3 hours) Prerequisites: ~~BUSI 625 & BUSI 635~~. Application of the management principles of planning, organizing, directing, and controlling the marketing functions and strategies of an organization. Emphasis is placed on the development and implementation of marketing programs for the executive level. Note: This course cannot be challenged.

EDUCATION

- Update prerequisites for EDUC 682 **Internship and Seminar II in Elementary School Administration and Supervision** (3 hours) Prerequisites: EDUC ~~684~~ 684. Corequisite: EDUC 683. This course is the second component of a two-part internship designed to allow students opportunities to observe theory in practice, and to become aware of and actively engaged in the various roles and complex nature of the work of a school administrator. This internship will afford students an opportunity to witness and put into practice effective administrative and leadership techniques related to elementary or secondary school administration. During this internship, the student will work under the direct supervision of a designated public school mentor and the course professor in the implementation of specific activities.
- Update prerequisites for EDUC **685 - Internship and Seminar II in Secondary School Administration and Supervision** (3 hours) Prerequisite: EDUC ~~684~~ 685. Corequisite: EDUC 686. This course is the second component of a two-part internship designed to allow students opportunities to observe theory in practice, and to become aware of and actively engaged in the various roles and complex nature of the work of a school administrator. This Internship will afford students an opportunity to witness and put into practice effective administrative and leadership techniques related to elementary or secondary school administration. During this Internship, the student will work under the direct supervision of a designated public school mentor and the course professor in the implementation of specific activities.
- In order to follow state guidelines, we will eliminate the elementary track and the secondary track and all students will follow the elementary and secondary track. The state requires an internship in both areas- elementary and secondary. We already currently require two internships. The second internship is more intense and is completed in the school where the candidate is teaching. Thus, the first internship will be completed in the opposite school level. CSU needs to change the prerequisites for the two Internship I classes to be the opposite grade level.
 - Amanda Spratt let Dr. Houston know that the COE will need to submit the appropriate paperwork to remove the two majors.

Dr. Rollins motioned to approve the Level I items. Dr. Ortiz seconded the motion. All approved.

6. **New Business:** The Graduate Council (GC) forms will remain in a printable format for now due to ongoing glitches discovered with the Curriculum Committee (CC) online forms. Dr. Jenkins made the decision to delay the transition of the GC forms to an online platform until the technical issues are resolved. Amanda Spratt also reminded the Council that the final date to submit Level II curriculum requests will be at the February meeting.

7. **Other Business:** There being no other business, the meeting was adjourned.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar

GRADUATE COUNCIL

February Minutes Final

February 19, 2026

Present: Dr. Krista Allison, Dr. Renae Bomar, Dr. Marc Embler, Dr. Justin Geobel, Dr. Tonya Houston, Dr. Peter Jenkins, Dr. Marcille Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Crissy Ortiz, and Dr. Maxwell Rollins

Absent: Dr. Krista Finklea, Dr. Janet Tankersley, and Dr. Angela Weaver

Ex officio: Dr. Vicki Ball, Dr. John Kuykendall, Dr. Gabby Poole, Dr. Michael Wilder, and Dr. Scott Yarbrough

Guests: Mr. Brad Hammond (Interim Registrar)

1. **Opening Prayer:** Dr. Ball opened the meeting with prayer.
2. **Approval of November Minutes:** Dr. Jenkins asked the Council to review the November minutes. No one mentioned any changes. Dr. Metts motioned to approve the November minutes. Dr. Houston seconded the motion. All approved.
3. **Policy and Procedures:** The College of Education (request to reinstate grade of C+ in graduate courses)
Policy R-24 does not address graduate level courses
Only mention of grade scale is on graduate catalog

Dr. Allison presented on behalf of Dr. Finklea the request to reinstate the grade of C+ in graduate courses in an effort to make the grading consistent with undergraduate courses as there are Education professors who teach both graduate and undergraduate level courses. The discussion among the Council focused on whether a distinction in the grade level of C is necessary as most programs require a GPA of 3.0 or higher. Graduate students need to maintain grades higher than a C to stay in their programs. Dr. Rollins motioned not to make changes to the grading scale for graduate courses. Dr. Metts seconded the motion. All approved.

R-47 Adjunct/Overload guidelines / updates

Dr. Jenkins stated the R-47 policy needs to be updated as there are some errors and outdated information regarding adjunct compensation. The policy just needs edits, not changes. Dr. Rollins and Dr. Kuykendall will make the revisions, the Deans will agree to the edits, the Provost will approve the edits, and the Registrar's office will correct and publicize the updates to the policy.

4. **Level II Requests:** none submitted

5. Level I Items:

Business – request to revise 18 course codes to more accurately reflect the discipline.

Proposed CODE changes for NCOB Graduate Courses		
New CODE	Current Code	and Course Name
1 ACCT 625	<i>BUSI 625</i>	- Advanced Managerial Accounting
2 FINA 635	<i>BUSI 635</i>	- Financial Management Practices
3 LEAD 607	<i>BUSI 607</i>	- Fundamentals of Leadership
4 LEAD 609	<i>BUSI 609</i>	- Principles and Practice of Servant Leadership
5 LEAD 619	<i>BUSI 619</i>	- Power and Influence
6 LEAD 624	<i>BUSI 624</i>	- Leadership Development
7 LEAD 634	<i>BUSI 634</i>	- Leading Organizational Change and Transformation
8 LEAD 643	<i>BUSI 643</i>	- Coaching and Mentoring
9 LEAD 644	<i>BUSI 644</i>	- Leadership Dynamics and Decisions
10 HRMT 611	<i>BUSI 611</i>	- Advanced Human Resource Management
11 HRMT 672	<i>BUSI 672</i>	- Talent Acquisition
12 HRMT 673	<i>BUSI 673</i>	- Employee Training and Development
13 HRMT 674	<i>BUSI 674</i>	- Employee Compensation and Benefits
14 HRMT 675	<i>BUSI 675</i>	- Human Resource Law and Ethics
15 HRMT 678	<i>BUSI 678</i>	- HR Management SHRM Preparation
16 MGMT 610	<i>BUSI 610</i>	- Managing with Excellence and Integrity
17 MGMT 612	<i>BUSI 612</i>	- Advanced Organizational Behavior
18 MRICT 648	<i>BUSI 648</i>	- Strategic Marketing

Dr. Rollins presented, led discussion, and answered questions regarding course code changes for graduate courses at the Nielson College of Business. The school has already revised the course codes at the undergraduate level and needs to revise them at the graduate level. Dr. Lin motioned to approve the new course code designations for the NCOB graduate courses. Dr. Houston seconded the motion. All approved.

Criminal Justice – new course “CRIM 677 – The American Judicial System” for Fall 2026

Rationale for change request	The Criminal Justice graduate program currently offers coursework in law enforcement, corrections, leadership, and policy; however, it does not include a graduate-level course focused on the American judicial system. This represents a significant gap, as courts are a central component of the criminal justice system at the local, state, and federal levels. The proposed course would provide graduate students with a foundational understanding of judicial structure, court processes, and judicial decision-making, and how courts interact with law enforcement, corrections, and policy development. Knowledge of the judicial system is essential for criminal justice professionals who routinely operate within or alongside the courts. Adding this course would strengthen the program by ensuring balanced coverage of all major components of the criminal justice system and better prepare graduates for leadership, policy, and practitioner roles within the field.
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Dr. Metts presented, led discussion, and answered questions regarding a new Criminal Justice course, CRIM 677. Dr. Embler motioned to approve the new course. Dr Rollins seconded the motion. All approved.

6. The online Grad Council forms migration effort will need to be postponed until the new Registrar is hired.
7. **Other Business:** There being no other business, Dr. Houston motioned to adjourn the meeting. Dr. Rollins seconded the motion. The meeting was adjourned.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar

GRADUATE COUNCIL

March Email Minutes Final

March 19, 2026

Responding: Dr. Krista Allison, Dr. Renae Bomar, Dr. Marc Embler, Dr. Justin Goebel, Dr. Peter Jenkins, Dr. Marcy Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Maxwell Rollins, Dr. Janet Tankersley, and Dr. Angela Weaver.

E-mail actions also distributed to: Dr. Todd Ashby, Dr. Vicki Ball, Dr. Julie Fernandez, Mr. Brad Hammond, Dr. Tonya Houston, Dr. John Kuykendall, Dr. Crissy Ortiz, Dr. David Palmer, Dr. Benjamin Phillips, Dr. Gabrielle Poole, Dr. Michael Shipe, Dr. Michael Wilder, and Dr. Scott Yarbrough

The March 19 meeting was conducted electronically via e-mail communications.

1. Approval of February Minutes:

Dr. Goebel motioned to approve the February minutes. Dr. Embler seconded the motion. All approved.

2. Old Business:

Dr. Rollins and Dr. Kuykendall completed edits of Policy R-47. The proposed draft is attached for your information. This has been forwarded to Dean's Council and Curriculum Committee.

3. Level One Items:

The College of Education has requested to change the title of their program "Master of Education in Elementary & Secondary School Administration and Supervision" to "Master of Education in School Administration and Supervision PK – 12". Rationale for this change is to align with the State of South Carolina Department of Education's recent certification required changes. Certification will no longer be either Tier 1 Elementary School Certification or Tier 1 Secondary School Certification but a Pre-K- 12th grade certification.

The College of Health Sciences - Department of Clinical Counseling has requested to change the title of "COUN 637 - Theories of Family Counseling" to "COUN 637 - Advanced Couples Counseling". The title of the course is the same as another course in the program, COUN 537. Rationale for this change is that this will improve differentiation between COUN 537 and COUN 637 and will provide differentiation for licensing boards across states to understand the difference between family and couples counseling courses.

Dr. Goebel motioned to approve the items. Dr. Embler seconded the motion. All approved.

4. Other Business:

There being no other business, the meeting was adjourned.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
INTERNSHIP/PRACTICUM STANDARDS	R-47	1 of 1	October 11, 1991

The following rules apply to traditional academic internships, where a student earns academic credit for work experiences approved as appropriate for academic credit. Extended practicums such as student teaching and clinicals are addressed below in paragraph 8.

1. Undergraduate Internship guidelines:
 - a. Internships typically earn 3 semester credit hours. Internships earning fewer or more semester credit hours may be approved on a case-by-case basis by the area dean or as specified in the academic catalog.
 - b. Interns must work at least 38 hours on site per semester credit hour for each credit hour earned.
 - c. GPA:
 - i. 2.75 overall and permission of the department chair
 - ii. less than a 2.75 overall the student must obtain permission of the department chair and the dean
 - iii. Students must be of at least sophomore status (having achieved 31 semester hours)
 - d. The total number of credit hours earned in a traditional internship which may apply toward graduation is six; three (3) credit hours may be applied toward a major or minor requirement and 3 credit hours as a general elective unless otherwise specified by the major. In all cases (unless approved within a given major), no single traditional internship should exceed 4 academic credit hours.
2. Graduate Internship guidelines:
 - a. Internships typically earn zero to 3 semester credit hours. Internships earning more semester credit hours may be approved on a case-by-case basis by the area dean, program director or as specified in the academic catalog.
 - b. Interns must work at least 38 hours on site per semester credit hour for each credit hour earned.
 - c. Students must have earned 6 credit hours to participate in an internship.
 - i. The total number of credit hours earned in a traditional internship for graduate students, which may apply toward graduation, is decided at the program level. Total internship hours applied to the degree should not exceed six (6) hours.
 - ii. No adjunct faculty may supervise graduate internships.
 - d. Zero credit hour definitions and specifics:
 - i. Students in a zero-credit hour course must work the number of hours agreed upon with the sponsoring firm. This should not exceed 20 hours per week.
 - ii. Compensation and supervisory credit hours for faculty regarding supervision of zero-credit hour internships is **based on current overload pay policy.**

Credit Hours	Minimum Work Hours	Supervisory Credit Hours
0	38	1
0	76	2
0	114	3
0	152	4

3. The instructor will require and evaluate an appropriate document or assignment detailing the outcomes learned from the internship such as a research paper, reflection paper, journal, or presentation, or so on, as determined by the instructor.
4. All new sites should be visited by a CSU administrator or faculty member and approved. In the cases of remote sites these "visits" may be accomplished through electronic means (such as video feeds and so on). Faculty supervisors of internships should have a minimum of three contacts with the host/sponsor during a semester.
5. Faculty supervisors and student interns must have at least four structured conferences per semester. In the event of a remote internship, these conferences may take place by telephone or other electronic communications.
6. Compensation and supervisory credit hours for faculty regarding supervision of traditional internships is **based on current overload pay policy**.

Credit Hours	Minimum Work Hours	Supervisory Credit Hours
1	38	1
2	76	2
3	114	3
4	152	4

7. The following restrictions apply.
 - a. When supervising internships as overloads, faculty are restricted to supervising a maximum of 15 supervised credit hours in a semester.
 - b. Faculty may be assigned (with permission of the area dean) to supervise a greater number of internships in lieu of a teaching assignment as part of their contract duties. In this circumstance, oversight of 24 supervised credit hours of internship (for example, 8 separate 3-hour internships) will count as a 3-hour class load.
 - c. Adjunct instructors should only in rare cases be allowed to supervise internships and must be approved to do so by the appropriate dean. In all circumstances for both adjuncts and full-time faculty, supervision of up to 15 hours may be paid by individual internship; supervision of 16-24 hours will be paid **per current pay policy**. Internship hours are considered as 1:1 (contact hours to credit hours) in the *Guideline to Teaching Loads*.
 - d. In no circumstance should any faculty member ever supervise more than 24 semester credit hours of internships per semester.
 - e. These guidelines and restrictions do not apply to extensive practicums such as clinicals, student teaching, and the like, as addressed below in paragraph 8.
 - f. A formal agreement is required between a qualified on-site supervisor and the department.

- g. Grades for internships are pass/fail, unless otherwise specified in the course description.

Note: "Interns" refers to students working in internships. "Faculty Supervisors" refer to those faculty members supervising a given internship. "Hosts" and "Sponsors" refer to the employers overseeing the onsite internship.

- 8. Extended Practicums (Including Clinicals and Student Teaching): Certain majors (such as the Bachelor of Science in Nursing and those offered in the School of Education) may have extensive practicum/internship requirements; often these are in part due to state licensure and accrediting agency requirements. These specific practicum requirements are separate from the traditional semester internships considered above and are addressed under each major in the Charleston Southern University Academic Catalog; similarly, rules for faculty supervision and compensation are addressed in faculty contracts and the Faculty Handbook.
- 9. From a faculty load standpoint, Directed Studies and Independent Studies are weighed the same as internship supervisions. The maximum load rules specified in paragraph 7 above apply.

By action of the Curriculum Committee on October 11, 1991 (effective January 1, 1992). Revised by the Curriculum Committee on November 10, 2014. Revised by Deans Council, June 15, 2016, and approved by the Curriculum Committee September 14, 2016; administrative elements revised by Dean's Council February 15, 2017. Revised by Graduate Council, Curriculum Committee March 2018 and Dean's Council in March 2018 and October 4, 2018.

Revised by the University Registrar March 2021. Revised by Graduate Council October 17, 2024. **Revised by Graduate Council March 19, 2026.**

GRADUATE COUNCIL

April Minutes Final

April 16, 2026

Present: Dr. Krista Allison, Dr. Renae Bomar, Dr. Marc Embler, Dr. Justin Goebel, Dr. Peter Jenkins, Dr. Marcille Jorgenson, Dr. Joseph Lin, Dr. Gary Metts, Dr. Crissy Ortiz, and Dr. Maxwell Rollins, Dr. Janet Tankersley, and Dr. Angela Weaver

Absent: Dr. Krista Finklea and Dr. Tonya Houston

Ex officio: Dr. Gabby Poole and Dr. Michael Wilder

1. **Opening Prayer:** Dr. Goebel opened the meeting with prayer.
2. **Approval of March Minutes:** Dr. Jenkins asked the Council to review the March minutes. No one mentioned any changes. Dr. Metts motioned to approve the March minutes. Dr. Rollins seconded the motion. All approved.
3. **Level II Items:** None
4. **Level I Item:**
 - Computer Science - new cross-listed course “CSCI 4xx / 5xx” - Applied Artificial Intelligence for Fall 2026.
 - This course emphasizes the practical design, implementation, and deployment of artificial intelligence systems. Students develop data-driven applications using contemporary AI frameworks, developing practical skills in machine learning workflows, neural networks, large language models, prompt engineering, retrieval-augmented generation (RAG), agent-based systems, and model evaluation. The course also addresses system integration in networked environments, APIs, cloud and edge deployment, and the security, reliability, and ethical considerations of AI systems. Through hands-on projects, students gain experience building, fine-tuning, and deploying AI solutions that operate effectively in real-world computing contexts. Lecture 3 hours, laboratory 2 hours.
 - Assignment & Workload Differences

Component	Undergraduate (4xxx)	Graduate (6xxx)
Homework	Standard problem sets	Extended/advanced problems with analysis
Labs	Guided, step-by-step	Modified or extended with independent design
Exams	Concept + application	Concept + application + analytical/justification questions
Final Project	Implementation-focused	Research-oriented with design + evaluation
Additional Work	None	Required research + independent study component

- **ADDITIONAL GRADUATE STUDENT LEARNING OUTCOMES (GSLOS)**
 - Graduate students will additionally be able to:
 - GSLO-1. Critically analyze current artificial intelligence research literature and relate findings to applied system design.
 - GSLO-2. Design and conduct small-scale empirical studies evaluating AI system behavior, performance, or security.
 - GSLO-3. Compare multiple AI approaches using quantitative and qualitative evaluation methods.

- GSLO-4. Communicate research findings in a scholarly format consistent with computer science conference or journal standards.

Dr. Lin presented, led discussion, and answered questions regarding a new CSCI cross-listed course Applied Artificial Intelligence.

Dr. Rollins motioned to approve the new course. Dr Embler seconded the motion. All approved.

5. **Other Business:** There being no other business, the meeting was adjourned.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar

GRADUATE COUNCIL

May 19, 2026, Email Approving MPAS Course Revisions

May 19, 2026

Responding: Dr. Krista Allison, Dr. Renae Bomar, Dr. Justin Goebel, Dr. Tonya Houston, Dr. Peter Jenkins, Dr. Joseph Lin, Dr. Gary Metts, Dr. Maxwell Rollins, and Dr. Angela Weaver

E-mail actions also distributed to: Dr. Todd Ashby, Dr. Vicki Ball, Dr. Marc Embler, Dr. Julie Fernandez, Dr. John Kuykendall, Dr. Crissy Ortiz, Dr. David Palmer, Dr. Benjamin Phillips, Dr. Gabrielle Poole, Dr. Michael Shipe, Dr. Janet Tankersley, Dr. Michael Wilder, and Dr. Scott Yarbrough

An email was sent to the Graduate Council members on May 19, 2026, requesting approval of course revisions for several MPAS courses.

1. Level One Items:

Dr. Goebel presented a last minute request for course description revisions of MPAS 510, 511, 512, and 601 in order to have them ready for the upcoming fall semester. Dr. Goebel said he will be available to further explain and answer questions if needed. As always, after reviewing these course revisions and following discussion and questions, we will need a motion to approve, a second, and votes from all members. The requested changes to all 4 courses are grouped together under 1 motion.

PA Course Descriptions for Revision

MPAS 510 The Path to Becoming a PA-I

New Course Description

This 12-week virtual, asynchronous course in Unit 2 of the spring semester is the first in a three-course series designed to support students' transition into the PA profession. The course introduces foundational concepts in professional identity formation, including ethical and legal responsibilities, credentialing and regulatory frameworks, interprofessional collaboration, and provider wellness. Students also explore the evolving role of the PA within healthcare systems and receive a fundamental overview of public health principles relevant to clinical practice.

Prerequisite: Successful completion of Unit 1 of the didactic year. Note: This course cannot be challenged.

MPAS 511 The Path to Becoming a PA-II

New Course Description

This 12-week virtual, asynchronous course in Unit 3 of the summer semester is the second in a three-course series designed to expand students' understanding of the PA role in population health and community-based practice. The course emphasizes prevention, health equity, and patient-centered communication across diverse populations. Students examine social and structural influences on health and the PA's responsibilities in advocacy, safety, and reporting within healthcare and public health systems.

Prerequisite: Successful completion of Units 1 and 2 of the didactic year. Note: This course cannot be challenged.

MPAS 512 The Path to Becoming a PA-III

New Course Description

This 12-week hybrid course in Unit 4 of the fall semester is the third in a three-course series designed to prepare students for transition to clinical education and entry into professional practice. The course emphasizes systems-based practice, healthcare delivery and documentation, quality improvement, and the use of informatics in patient care. Students further develop competencies in patient-centered care across the lifespan and integrate professional skills necessary for effective performance in clinical training.

Prerequisite: Successful completion of Units 1, 2, and 3 of the didactic year. Note: This course cannot be challenged.

MPAS 601 The Graduate Project-II

New Course Description

This is the second course in a two-course sequence designed to advance students' ability to apply evidence-based medicine, clinical reasoning, and guideline-informed decision-making to problems relevant to physician assistant practice. Building on the clinically relevant topics and concepts developed in Graduate Project-I, students collaborate in groups to synthesize current medical literature and clinical practice guidelines into an evidence-based clinical pathway or decision algorithm. Through structured literature review, risk stratification, and applied clinical

reasoning, students translate evidence into practical tools that support patient-centered care and entry-level PA clinical practice. The course culminates in a recorded group capstone presentation of the completed project.

This course also incorporates Grand Rounds Case Presentations and Objective Structured Clinical Examinations (OSCEs) for clinical-year students to showcase advanced clinical reasoning, patient assessment skills, and professional communication. These activities allow students to integrate knowledge acquired throughout the didactic and clinical phases of the program.

Prerequisites: Successful completion of MPAS 600, The Graduate Project- I.

Note: This course cannot be challenged.

Dr. Bomar motioned to approve the course revisions for MPAS 510, 511, 512, and 601. Dr. Rollins seconded the motion. All approved.

Respectfully,
Anne Kistler
Executive Assistant to the University Registrar