

**Charleston Southern University  
Graduate Council  
Annual Report 2019-2020**

As noted in the *Faculty Handbook*, the following constitutes the description and roll of the CSU Graduate Council:

The *GRADUATE COUNCIL* membership consists of the Directors of Graduate Studies in all areas offering graduate degrees, Vice President for Academic Affairs, and faculty from areas offering graduate program emphases as determined by the formula 1-150 students = 1 representative and 151+ students = 2 representatives. The Registrar serves as permanent *Ex Officio* member. With the exception of the Registrar all voting members of the Council must hold Full Membership on the Graduate Faculty. Members at large are appointed for rotating five (5) year terms by the Vice President for Academic Affairs. The Graduate Council is chaired by the Assistant Vice President for Academic Affairs for Graduate Programs, Accreditation and Retention. The responsibilities of the Graduate Council include the following:

- a. determining policies of admission to Graduate Studies
- b. considering and approving graduate programs submitted to the Council through its curriculum sub-committee by the various departments/schools
- c. electing members of the Graduate Faculty upon recommendation by the various department chairs offering graduate instruction
- d. approving new courses (and deleting courses) for graduate credit, and
- e. acting upon any other concerns affecting graduate programs.

The Graduate Council constitutes the academic policy-making body of the Graduate Faculty, provided that its actions are consistent with the stated purposes and policies of the University set by the Trustees.

Membership of the Graduate Council, 2018-19

Voting Members:

Dr. Vicki Ball, Nursing  
Dr. Jackie Fish, Vice President for Academic Affairs  
Dr. Marc Embler, Assoc. VPAA CSU Online, CAPS  
Dr. Peter Jenkins, Biology  
Dr. Joseph Lin, Computer Science  
Dr. Gary Metts, Criminal Justice  
Dr. Rob Doan, Education  
Dr. Maxwell Rollins, Business  
Prof. Gabrielle Poole, Physician's Assistant  
Dr. Mark Rieman, Business  
Dr. Brian Smith, Athletic Training  
Dr. Dr. Kathy Sobolewski  
Dr. Elizabeth Wofford, Clinical Counseling

Dr. Scott Yarbrough, Asst. VPAA, Director Graduate Studies, Chair

Ex Officio members:

Ms. Amanda Baron, Registrar  
Academic Deans (including: Drs. Ashby, Fultz, Kuykendall, Palmer, Meier, Metz, Shipe, Link)  
Mr. Nick Ballenger, Enrollment/Admissions

Note: Dr. Kuykendall assumed duties as Dean of Humanities and Social Sciences in spring semester 2020; Dr. Kathy Sobolewski was appointed to the council as a second member for Education.

### **Actions Taken by the Graduate Council in the 2019-20 Academic Year**

#### **A) MEETINGS:**

In response to the COVID 19 crisis, CSU mandated a work-from-home order in middle March, 2020; and so the March meeting was held via e-mail, with the following procedures:

- "1) Each signed curricular submission will be counted as a motion by the committee member affiliated with the submitting department.
- 2) The second in each case is made by [director] through distribution to the committee and deans (ex officio) via email.
- 3) We will have discussion (PLEASE REPLY-ALL TO THIS E-MAIL WITH ALL QUESTIONS, CONCERNS, CONSIDERATIONS).
- 4) [Chair will] call the vote. When voting, specific motion you are voting for: 2A, 2B, or the update to policy in # 3.
- 5) The Registrar will tally. At one above 50% of the membership, the motion passes. Deans are welcome to participate and are ex officio."

The April meeting was held by Zoom. In all the committee conducted five face to face meetings and two remote meetings via email and Zoom in AY 2019-20.

#### **B) ADMINISTRATIVE, POLICY, PROCEDURE, AND PROTOCOL**

##### **April Meeting:**

Due to the constraints of hiring faculty in professional/clinical fields with previous scholarly or teaching experience, the Council suggests the following amendment to the criterion for Associate Membership:

from the *Faculty Handbook*; emendations in red.

##### ***ASSOCIATE MEMBERSHIP***

***To be eligible for associate membership in the graduate faculty, a faculty member must meet the following criteria:***

- 1. Completed at least two years of graduate work in the major field or its evident equivalent in scholarly maturity and productivity; professional experience and licensure for two years may count as equivalency for scholarship in professional and clinical fields.***
- 2. Have at least two years of college teaching experience or hold the terminal degree in lieu thereof; or have at least two years professional experience and licensure in professional and clinical fields.***
- 3. Be elected by the Graduate Council upon the recommendation of***
  - a. the Department Chair***
  - b. the Director of Graduate Studies in the appropriate area***
  - c. the appropriate Academic Dean, and***
  - d. the Vice President for Academic Affairs.***
- 4. Be re-appointed at three-year intervals, with reappointment requiring evidence of scholarly productivity.***

#### **C) Approval of New Graduate Faculty**

The following faculty were approved or renewed at the Full Membership Level for 5 years:

- Dr. Marc Embler
- Arnold Hite
- Mark Rieman
- James Spencer
- Dr. Scott Yarbrough

The following faculty were approved or renewed at Associate Membership Level for 3 years:

- Melissa O'Connor
- Matthew Gilbert
- Steve Smith
- Jacquelynn Pleis
- Jennifer Zakrzewski
- William Ross, Jr.
- Kerri Nelson
- Jerica Brodhead
- Prof. Kathleen Williams
- Prof. Julia Ferguson
- Dr. Angela Weaver
- Prof. Kelly Headley
- Dr. Katherine Smith
- Dr. Heather Thompson

The following adjunct or temporary faculty were approved or renewed at the Affiliate Membership Level for AY 19-20.

- Business
  - Theodore Lu
  - Robert Kneuper
  - T. Christopher Holdorf
  - Crissy Ortiz
  - Dr. Juan Castro
  - Lisa Claxton
- Clinical Counseling
  - Jamie Moody
- Education
  - Nathan Johnson
- Physician Assistant
  - Prof. Zack Wulbecker

## **D) LEVEL 1 CHANGES**

### **I: Catalog Changes and Course Revisions**

#### **ATHLETIC TRAINING:**

- ATPP 691: Clinical Internship/Residency. Change title to Immersive Clinical Practice in Athletic Training. Add to pre-existing pre-reqs ATPP 670 and 680 the additional pre-req of ATPP 690. Revised description: "This 7-week clinical immersion course has been designed to prepare the MAT student to enter the athletic training profession by allowing independent patient care, under the direct supervision of an athletic trainer (preceptor). The goal of this immersive experience is to permit the student to experience the totality of care provided by an athletic trainer along with the day-to-day and week-to-week role of an athletic trainer in a specific clinical setting. This course will require students to complete specifically identified Clinical Integration Proficiencies as evidence of their skill and knowledge acquisition required to become a professional athletic trainer. Each student will be required to complete a minimum of 105 clinical hours to receive credit for the course and as partial fulfillment of the minimum total of 735 clinical hours required for graduation. Finally, this course will prepare the student to sit for the Board of Certification exam by engaging them in preparatory exam material through an online course format. Note: This course cannot be challenged." Changes required because the "new CAATE professional standards have been released and must be integrated by July 1, 2020. This new course description better aligns with the new standards and core competencies that must be covered."

- ATPP 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 625, 630, 640, 650, 670, 680, 690, and 691: "After reviewing the assessment plan for the Master of Athletic Training we need to change the course sequence of the curriculum. Originally the prerequisites of the ATPP courses were solely based on the course sequencing and not the course content so we would like to remove the course prerequisites and replace it with "Admitted in the Athletic Training Program"
- ATPP 500: Principles of Athletic Training I. Change title to Principles of Athletic Training and Emergency Care; increase from 2 credit hours to 3 credit hours. Revise description. "Due to the new CAATE Standards for Accreditation of Professional Athletic Training Programs the M. AT program needs to make same changes in the curriculum and curriculum sequence in order to comply with these new standards."
- ATPP 510: Concepts of Protective Devices in Athletic Training. Revise title to "Fundamental Skills in Athletic Training." Increase from 2 credit hours to 3 credit hours. Revise description. "Due to the new CAATE Standards for Accreditation of Professional Athletic Training Programs the M. AT program needs to make same changes in the curriculum and curriculum sequence in order to comply with these new standards."
- ATPP 520: Principles of Athletic Training II. Revise title to Prevention Strategies in Athletic Training. Decrease from 3 to 2 credit hours and revise description. "Due to the new CAATE Standards for Accreditation of Professional Athletic Training Programs the M. AT program needs to make same changes in the curriculum and curriculum sequence in order to comply with these new standards."

#### BIOLOGY:

- BIOL 506: Biology of Neoplasia. Revise title to "Cancer Biology"; revise and condense course description to make it better reflect the course content and focus.

#### BUSINESS:

- BUSI 541. Talent Acquisition. Change numeration to BUSI 672 and remove cross listing with MGMT 441 to enable proper sequencing in the MBA program.
- BUSI 542. Employee Training and Development. Change numeration to BUSI 673 and remove cross listing with MGMT 442 to enable proper sequencing in the MBA program.
- BUSI 543. Employee Compensation and Benefits. Change numeration to BUSI 674 and remove cross listing with MGMT 443 to enable proper sequencing in the MBA program.
- BUSI 544. Human Resource Law and Ethics. Change numeration to BUSI 675 and remove cross listing with MGMT 444 to enable proper sequencing in the MBA program.
- BUSI 615. Advanced Marketing Management. Change title to "Strategic Marketing" and change numeration to BUSI 648 to enable proper sequencing in the MBA program.
- BUSI 634. Organizational Change and Transformation. Change title to "Leading Organizational Change and Transformation."

#### CLINICAL COUNSELING:

- Change title of PSYC 655 "Clinical Counseling IV: Group Dynamics and Theory" to just "Group Dynamics and Theory." Better aligns with accreditation requirements.

## II: New Courses

#### ATHLETIC TRAINING:

- ATPP 515: Medical Terminology and Patient Care Documentation in Athletic Training. (2). Pre: Program Admission. "This course will focus on learning appropriate medical terminology and contemporary written documentation strategies in patient care. Medical terminology includes body organization and anatomical directions and commonly used medical abbreviations. This information is used in conjunction with patient care documentation. Proper and effective written medical documentation is important in communicating with patients, colleagues, physicians, administrators, and parents or family members. Patient care documentation strategies include note types (initial evaluation, progress or re-evaluation, daily note, rehabilitation and treatment logs, referrals, discharge, and release of information), note formatting (SOAP, HOPS/HIPS, SBAR, and POMR), and note charting (narrative and focus)."

#### BIOLOGY:

- BIOL 507: Biochemical Processes in Living Systems (4). Prerequisite: undergraduate organic chemistry or introductory organic chemistry and a BS in Biology or its equivalent. An analysis of the macromolecules of biological systems including structure, function, metabolism, kinetics, regulation and roles in human disease. This course cannot be challenged.

#### BUSINESS:

- BUSI 512: Fundamentals of Accounting and Finance. (3) No Pre. “Designed principally for MBA students coming from non-business backgrounds, Fundamentals of Accounting and Finance covers both financial and managerial principles of accounting and finance in one semester. This class involves intensive reading as well as homework assignments intended to give maximum understanding of the principles of accounting and finance necessary for success in an MBA program. This finance coverage provides students with the financial decision tools necessary to analyze the financial issues faced by businesses and to consider alternatives. The amount of reading and the depth of understanding required to complete this course in one term precludes the necessity for a project found in most other MBA classes. This course is designed to meet foundational requirements and may not be counted as an elective credit toward graduation requirements.”
- BUSI 513: Fundamentals of Economics and Analysis. (3). No pre. “Designed principally for MBA students coming from non-business backgrounds, this course introduces students to those aspects of microeconomics (the study of individual economic units, including product markets, individual consumers, and firms) and macroeconomics (the study of the broad economic world, including international trade, business cycles and monetary and fiscal policy) that are relevant to business. This course will also provide students with an understanding of business data collection and interpretation and analytical tools for decision-making. It includes a study of the mathematical and statistical techniques including probability theory, statistics, regression analysis, inventory control, and more. Emphasis is on the application of these techniques in solving managerial problems. This course is designed to meet foundational requirements and may not be counted as an elective credit toward graduation requirements.”
- BUSI 649: Advance Economics and Business Analytics. (3). Pre: BUSI 513, or ECON 211, 212, and 224. “This course provides a rigorous introduction to the economic way of thinking. It is designed to strengthen critical decision-making skills. It provides a wide range of tools in both micro and macro economics. Micro topics include supply and demand, elasticity, market structure, and pricing decisions. Macro topics include many of the macroeconomic metrics, and a critical analysis of competing macro models. Globalization and trade is presented through both micro and macro models.”
- BUSI 678: HR Management SHRM Preparation. (3). “This HR Management capstone course is designed will review key elements of the Master's in Human Resource Management program and will help students prepare and pass the challenging Society of Human Resource Management (SHRM) certification exam. A review of the current SHRM Body of Competency and Knowledge (BoCK) will help you identify your areas of strength as well as areas in which you'll need further concentrated study in preparation for the SHRM-CP or SHRM-SCP certification exam. The course will incorporate SHRM's Learning System, giving students access to effective and up-to-date exam preparation tools and will provide an in-depth study of key areas in human resource management. Course materials include six extensive teaming modules that cover the full array of HR topics and correspond to the six functional areas, responsibilities, and associated knowledge defined by the Society of Human Resource Management.”

*Note: Not a program. Title changed in the meeting to clarify this.*

#### CRIMINAL JUSTICE:

- CRIM 602: Advanced International Terrorism. (3) Pre: None. “This course will enhance the student's ability to define terrorism and identify and explore the various international terrorist organizations. It will introduce the social aspects of various countries and regional areas to include religious, historical, economic, and cultural backgrounds.”

#### EDUCATION:

- EDUC 799: Leadership Internship. Pre: Director Approval. “An internship experience provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The work experience curriculum course is available for all students in years 1 and 2, but mandatory for those students who do not have previous work or volunteer experience in the U.S. Arrangements

for assignments, work hours, and working conditions must meet with the mutual satisfaction of the student, the supervising professor, the Director of graduate programs, and the agency." *Title changed to add the word Leadership and remove program.*

### **III: GRADUATE SPECIAL TOPICS**

#### **BUSINESS:**

- BUSI 651: Graduate Special Topics in Business. (3 hours). Pre: None. This class "is an exploration of international management issues or other special topics related to the specific destination of the study tour. The course will include travel to a foreign country to observe business practices and examine indigenous management problems, and to meet with representatives of local businesses and other institutions. This three-credit experiential course is designed to expose graduate students to the fundamental principles and basic concepts of international business and management, with emphasis on national differences in economic/political/legal/cultural institutions, international operational processes, global business strategy formulation, ethics, and managing global teams and HR talents in a global business environment by witnessing first-hand the business and culture of a country outside of the United States. No business, profession, or industry by any size is immune from the global environment. Understanding first-hand the global economy/business is essential for all students engaged in business and careers. With such rationale, this course broadly explores the interrelation of government and business across borders and the economic dynamics between countries/regions, including a general overview of the international monetary system, international trade and foreign direct investment. Students will be required to spend a minimum of one week learning about the culture and business practices in a country designated by the instructors."

### **IV: PROGRAM REVISION**

#### **BIOLOGY:**

- Adding new core course BIOL 507 to replace existing core course CHEM 502. CHEM 502 will become an elective and BIOL 507 will become a requirement. The proposed new course will shift focuses so that the biological processes and their components will be examined with a chemical perspective, thereby better aligning with the breadth of our student's experiences.

### **V: COURSE DELETION**

#### **CLINICAL COUNSELING:**

- PSYC 507: Introduction to Counseling Psychology. Course no longer needed in program; necessary outcomes addressed in other courses.
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### **D) LEVEL 2 CHANGES**

#### **ATHLETIC TRAINING:**

##### **I: Program Revision:**

- Revise current curriculum to increase by 3 credit hours (ATPP 500 and 510 are changing from 2-credit hours to 3-cr hours each; ATPP 515 is an added 2-cr hour course; ATPP 520 is changing from 3-cr hours to 2.
- "Based on the new CAATE standards of Professional Athletic Training Programs and after assessing the current curriculum of the Master of Athletic Training degree it has been determined that 3 units (addition of a 2 unit course and increasing a current course from 2 units to 3 units) need to be added to the program curriculum."

#### **BUSINESS:**

##### **I: Revise Program: MBA Emphasis in General Management:**

Revise Curriculum and reduce hours from 33 credit hours to 30

The new curriculum for the program is as follows:

Leveling Courses (If needed, 3 or 6 hours, does not count toward degree)

- BUSI 512: Fundamentals of Accounting and Finance
- BUSI 513: Fundamentals of Economics and Statistics

Orientation (0 credit)

- BUSI 600
- MBA Core (9 courses; 27 hours)
- BUSI 610: Managing with Excellence and Integrity
- BU51 649: Advanced Economics and Business Analytics
- BU51 623: Business Ethics from a Christian Worldview
- BUSI 625: Advanced Managerial Accounting \*
- BUSI 635: Financial Management Practices \*
- BUSI 648: Strategic Marketing
- BUSI 641: International Business and Trade
- BUSI 620: Contemporary Business Law and the Legal Environment
- Designated Elective\*\*

Capstone (1 course; 3 hours)

- BUSI 650: Strategic Planning and Analysis (last semester)

Exit Assessment (0 credit)

- BUSI 699

Designated Elective Courses (1 course; 3 hours):

- BUSI 607: Principles of Leadership
- BUSI 609: Servant Leadership
- BUSI 619: Power and Influence
- BUSI 624: Leadership Development
- BUS1634: Organizational Change and Transformation
- BUS1643: Coaching and Mentoring
- BUSI65 1: Special Topics
- BU51669: Graduate Internship

II: Revise Program: MBA Emphasis in Health Care Management:

Leveling Courses (If needed, 3 or 6 hours, does not count toward degree)

- BUSI 512: Fundamentals of Accounting and Finance
- BUSI 513: Fundamentals of Economics and Statistics

Orientation (0 credit)

- BUSI 600

Core (6 courses; 18 hours)

- BUSI 610: Leadership in Organizations
- BUSI 620: Contemporary Business Law and the Legal Environment
- BUSI 623: Business Ethics from a Christian Worldview
- BUSI 625: Advanced Managerial Accounting\*
- BUSI 635: Financial Management Practices\*
- BUSI 648: Strategic Marketing

Emphasis Electives (Select 3 courses; 9 hours)

- HCMT 620: Leadership and Management in Healthcare Organizations
- HCMT 621: Navigating the Healthcare System
- HCMT 623: Improving Healthcare Quality and Equity
- HCMT 624: Health Policy and Law
- HCMT 625: Healthcare Project Management
- HCMT 662: Information Management in Healthcare

Capstone (1 course; 3 hours)

- BUSI 650: Strategic Planning and Analysis (last semester)

Exit Assessment (0 credit)

- BUSI 699

III: Revise MBA Emphasis in Supply Management:

Revise Curriculum and reduce hours from 33 credit hours to 30.

Leveling Courses (If needed, 3 or 6 hours, does not count toward degree)

- BUSI512: Fundamentals of Accounting and Finance
- BUSI513: Fundamentals of Economics and Statistics

Orientation (0 credit)

- BUSI600

MBA Core (6 courses; 18 hours)

- BUSI610: Managing with Excellence and Integrity
- BUSI620: Contemporary Business Law and the Legal Environment
- BUSI623: Business Ethics from a Christian Worldview
- BUSI625: Advanced Managerial Accounting\*
- BUSI635: Financial Management Practices\*
- BUSI641: International Business and Trade

Emphasis Electives (Select 3 courses; 9 hours)

- MSOM 632: Product and Service Delivery Management
- MSOM 650: Strategic Procurement
- MSOM 651: Transportation, Distribution, and Logistics Management
- MSOM 653: Supply Chain Information Technology

Capstone (1 course; 3 hours)

- BUSI650: Strategic Planning and Analysis (last semester)

Exit Assessment (0 credit)

- BUSI699

IV: Revise MA in Organizational Leadership.

Revise Curriculum and reduce hours from 33 credit hours to 30.

Orientation (0 credit)

- BUSI 600

Core Courses (9 courses; 27 hours)

- BUSI 607: Fundamentals of Leadership
- BUSI 609: Servant Leadership
- BUSI 610: Managing with Excellence and Integrity
- BUSI 611: Advanced Human Resource Management
- BUSI 612: Advanced Organizational Behavior
- BUSI 619: Power and Influence
- BUSI 623: Business Ethics from a Christian Worldview
- BUSI 634: Leading Organizational Change and Transformation
- BUSI 643: Coaching and Mentoring

Capstone (1 course; 3 hours)

- BUSI 644: Leadership Dynamics and Decisions

Exit Assessment (0 credit)

- BUSI 699

V: Revise Program: MS in HR Management:

Revise Curriculum and reduce hours from 33 credit hours to 30.

Orientation (0 credit)

- BUSI 600

MS Core Courses (9 courses; 27 hours)

- BUSI 610: Managing with Excellence and Integrity
- BUSI 611: Advanced Human Resource Management
- BUSI 612: Advanced Organizational Behavior
- BUSI 623: Business Ethics from a Christian Worldview
- BUSI 672: Talent Acquisition\*
- BUSI 673: Employee Training and Development\*
- BUSI 674: Employee Compensation and Benefits\*
- BUSI 675: Human Resource Law and Ethics



- Designated Elective\*

Capstone (1 course; 3 hours)

- BUSI 678: SHRM Certification Preparation

Exit Assessment (0 credit)

- BUSI 699

Designated Elective Courses (1 course; 3 hours):

- BUSI 624: Leadership Development
- BUSI 634: Organizational Change and Transformation
- BUSI 643: Coaching and Mentoring
- BUSI 651: Special Topics
- BUSI 669: Graduate Internship

\* BUSI 611 Advanced Human Resource Management is a required prerequisite.

VI: Delete Program MBA Emphasis in Accounting.

3 students remaining in program; all students will be "taught out" or allowed substitutions.

VII: Delete Program: MBA Emphasis in Finance:

11 students remaining in program; all students will be "taught out" or allowed substitutions.

VIII: Delete Program: MBA Emphasis in Human Resource Management:

2 students remaining in program; all students will be "taught out" or allowed substitutions.

IX: Delete Program: MBA Emphasis in Management Information Systems:

3 students remaining in program; all students will be "taught out" or allowed substitutions.

X: Delete Program: MBA Emphasis in Leadership:

3 students remaining in program; all students will be "taught out" or allowed substitutions.

**CAPS:**

I: Program Revision: MS in Management:

Decrease from 36 hour to 30 hours by moving MSOM 602 and 606 to electives and reducing electives.

II: Program Revision: MS in Project Management:

Decrease from 36 hour to 30 hours by reducing electives.

III: Program Revision: MS in Supply Chain Management:

Decrease from 36 hour to 30 hours by reducing electives.

IV: Program Revision: MS in Analytics:

Decrease from 36 hour to 30 hours by reducing electives.

**CLINICAL COUNSELING:**

I: Program Revision: MS in Clinical Counseling:

- PSYC 507 is deleted;
- PSYC 501 is moving from core to elective;
- PSYC 512 is moving from elective to core.

Submitted by

Dr. Scott D. Yarbrough, Chair

Ms. Amanda Baron, Registrar