

Charleston Southern University Graduate Council

Annual Report 2022-23

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.

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Graduate Membership for all faculty is defined in the following ways:

FULL MEMBERSHIP

To be eligible for full memberships on the Graduate Faculty, a faculty member must meet the following criteria:

1. Earned the terminal degree or its evident equivalent in scholarly maturity and productivity
2. Completed a minimum of three years of college teaching experience, at least one of which must be subsequent to the receipt of the terminal degree
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 five-year intervals, with reappointment requiring evidence of productivity in the areas of teaching, scholarship, and service, and
5. Have taught graduate courses at Charleston Southern University or another regionally accredited university/college within three years of appointment.
6. Doctoral faculty members teach only in the Ed.D. or the planned Physical Therapy program.

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.

AFFILIATE MEMBERSHIP

Affiliate members are those who are appointed to teach on a course-by-course basis. These members must possess a minimum of a Master's degree and demonstrate successful experience in their fields in order to be appointed. There are two levels of Affiliate: Provisional, for 1 year; and "Continuing" (formerly full affiliate), approved for 3 years.

Graduate faculty criteria are further defined in *The Faculty Handbook* as follows:

Graduate programs are designated as one of two categories:

- Research Intensive (to include the Ed.D.), or
- Professional Preparation (DPT)

Deans will consult with the VPAA on the designation appropriate for their programs.

GRADUATE FACULTY

- Primarily Professional Preparation track: Graduate courses count as regular load; professional backgrounds and experience are weighed along with research and development.

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- Research Intensive Track: Graduate courses count as 4/3rds load. This is the primary track designated for full time faculty teaching in the EdD program.
- Appointment to this track is determined by academic credentials and information on the CV providing evidence of research, scholarship, and/or related scholarly activity. Coursework taken is aligned with course content in the EdD program of study.
- Faculty will be required to demonstrate research/scholarship for continuing appointment as this level of graduate faculty; for the EdD faculty the minimum requirement includes submission of an IRB proposal or grant application AND submission of a manuscript to a peer reviewed academic journal. This requirement will be evaluated on an annual basis for continuing classification as Research Intensive faculty.

Membership of the Graduate Council, 2022-23

Voting Members:

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

Dr. Vicki Ball, Nursing (in November Dr. Ball became the dean and was replaced by Dr. Marcy Jorgensen)

Dr. Marc Embler, Assoc. VPAA CSU Online, CAPS

Dr. Adam Keath, MED

Dr. Krista Allison, EdD (replacing Dr. Robert Doan)

Dr. Peter Jenkins, Biology

Dr. Joseph Lin, Computer Science

Dr. Gary Metts, Criminal Justice

Dr. Chrissy Ortiz, Business

Dr. Gabby Poole, Physician Assistant

Dr. Maxwell Rollins, Business

Dr. Melvin Sinclair, CAPS

Dr. Brian Smith, Athletic Training

Dr. Jacob Thorp, Physical Therapy

Dr. Angela Weaver, Clinical Counseling

Ex Officio members:

Dr. Jackie Fish, Vice President for Academic Affairs

Ms. Amanda Baron, Registrar

Dr. Robert Doan, Dir. Academic Research (after first 2 meetings)

Academic Deans (including: Drs. Ashby, Ball, Meier, Fernandez, Kuykendall, Palmer, Shipe).

Actions Taken by the Graduate Council in the 2022-23 Academic Year

A) MEETINGS:

The committee met in September, October, and November 2022, and in February, March, and April in 2023, for a total of 6 meetings. Additionally, an email meeting and vote was held in May 2023.

B) ADMINISTRATIVE, POLICY, PROCEDURE, AND PROTOCOL

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September Meeting:

Review of Graduate Faculty criteria: Dr. Yarbrough reviewed the criteria of graduate faculty. The council agreed to change the term “Full Affiliate” to “Continuing Affiliate” so there will be no confusion with “Full Membership.”

November Meeting:

1. Committee reviewed the definition of "Research Intensive" Graduate Faculty. In so doing Dr. Doan noted a correction to the doctoral faculty member description: graduate faculty are limited to three dissertation committees per cohort, not two. Dr. Doan motioned to approve. Dr. Sinclair seconded the motion. All approved. Update to be added to Faculty Handbook/Addendum. As noted in the Handbook (changes underlined in bold):

- Research Intensive Track: This is the primary track designated for full time faculty teaching in the EdD program.
 - Appointment to this track is determined by academic credentials and information on the CV providing evidence of research, scholarship, and/or related scholarly activity. Coursework taken is aligned with course content in the EdD program of study.
 - Faculty will be required to demonstrate research/scholarship for continuing appointment at this level of graduate faculty; for the EdD faculty the minimum requirement includes submission of an IRB proposal or grant application AND submission of a manuscript to a peer reviewed academic journal. This requirement will be evaluated on an annual basis for continuing classification as Research Intensive faculty.
 - **Approved affiliate and other approved non-Research-Intensive faculty may teach up to (but no more) than two classes in a Research Intensive program each year, not to exceed 7 credit hours annually.**

2. Note: each program is required to create their own policies staying within the boundaries of CSU's overall policies for transfer credit.

February Meeting:

The Council was reminded that in April, 2021, the council approved an M.Ed in Special Education which was not allowed to progress due to personnel and expenses. The College of Education has reworked the M.Ed. into an endorsement for current teachers seeking the State of South Carolina Endorsement. The Council approved offering these courses in either full or partial fulfillment of the endorsement as defined by the State of South Carolina. Dr. Yarbrough reminded that a previous Substantive Change Request was not submitted to SACSCOC because the Senior Officers did not approve offering the program; a Substantive Change Request must be approved before CSU can offer the endorsement.

March Meeting:

Review of Graduate Integrity Policy: the graduate version of the policy was merged with the former undergraduate policy, R-58 (graduate previously GR 206): Dr. Palmer motioned to approve. Dr. Rollins seconded the motion.

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

Biology:

Business:

Jairy Hunter
Maxwell Rollins

Education:

Krista Allison
Tonya Houston
Robin Franklin

Nursing:

Marcey Jorgenson

Physician Assistant:

Jerica Derr
Joshua Kerns
Ami Steele

Physical Therapy:

Les Gilmer
Janet Tankersly

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

Athletic Training:

Haleigh Gray
Steele Morris

Business:

Chris Holdorf
Crissy Ortiz
Rachel Smith

CAPS:

Neil Mathur

Computer Science:

Songhui Yue

Counseling:

April Cagle
Christopher Hipp

Education:

Jacquelynn Pleis
James Spencer
Jennifer Zakrzewski

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Physician Assistant:

Lauren Davis
Jamie Downs
Alycia Rosendale

Physical Therapy:

Kerri Borton
Richard McPhail

Nursing:

Karen Arnold
Helen Condry
Sherry Dial
Donna Timko

The following faculty were approved as continuing or provisional or renewed at Affiliate Membership Level for 3 years:

Business:

Lisa Claxton—Continuing Affiliate
Troy Hall—Provisional Affiliate
Arnold Hite—Continuing Affiliate
David Houghton—Continuing Affiliate
Andreea Meier- Continuing Affiliate
Scott Quatro—Provisional Affiliate
Russell Spears- Continuing Affiliate
Rachel Wagner—Continuing Affiliate

CAPS:

Danielle Babb—Continuing Affiliate
Paula Charls—Provisional Affiliate
Jon F. Christiansen—Continuing Affiliate
Carey Dukes—Continuing Affiliate
Jimmie Flores—Continuing Affiliate
Jermaine Whirl—Continuing Affiliate
Ted Wilkes—Continuing Affiliate

Computer Science:

Valerie Sessions- Continuing Affiliate

Counseling:

Debra Perez—Provisional Affiliate

Criminal Justice:

Edward Gramling- Provisional Affiliate
Steven Smith- Provisional Affiliate

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Education:

Christina Furrow- Provisional Affiliate
Gregory Harrison- Provisional Affiliate
Delbert Jarman- Provisional Affiliate

Nursing:

Jennifer Schlette, MSN

Physical Therapy:

Becky Schoeneberg—Full membership
Sonja Bareiss—Provisional Affiliate
Doug Keskula—Provisional Affiliate
Morey Kolber—Provisional Affiliate
George Steve Morris—Provisional Affiliate

The following faculty were removed from graduate faculty in 2022-23

Athletic Training:

Emilie Miley

Business:

Juan Castro

Counseling:

Christine Palmer
James Moody
Melissa Rosenberg
Christina Sinisi

Criminal Justice:

Alan Fix

Nursing:

Jennifer Schlette
Cindy Dyson

Physician Assistant:

Kelly Headley

Physical Therapy:

Jennifaye Brown

C) LEVEL 1 CHANGES

CATALOG AND COURSE REVISIONS

CAPS:

"The MSOM 600 course is a prerequisite for all CAPS graduate courses; it is a foundation course that prepares students for the rigor of researching and writing at the graduate level; fyi MSOM 640 is a

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foundation course for the remaining required courses in the project management degree. Otherwise, all other courses in each major are not needed as a prerequisite. The courses do not “build” on the previous ones." NOTE: SACSCOC standard 9.6: "Post-baccalaureate professional degree programs and graduate degree programs are **progressively more advanced in academic content** than undergraduate programs, and are structured (a) to **include knowledge of the literature of the discipline** and (b) to **ensure engagement in research and/or appropriate professional practice and training**. (Post-baccalaureate rigor and curriculum)"

<u>Pre-requisite Changes for CAPS Graduate Programs</u>	
<u>Project Management</u>	<u>Changes to be Made</u>
MSOM 600	first course before advancing to any other course
MSOM 640	pre-requisite for MSOM 641, 642, 643, and 644
MSOM 645 (capstone course)	REMOVE MSOM 601, 602, 605, 607, and 610 as pre-requisites
MSOM 645 (capstone course)	ADD MSOM 600, 640, 641, 642, 643, and 644 as pre-requisites
<u>Supply Chain Management</u>	
MSOM 600	first course before advancing to any other course
MSOM 654 (capstone course)	REMOVE MSOM 601, 602, 603, 605, 607, and 610 as pre-requisites
MSOM 654 (capstone course)	ADD MSOM 600, 611, 632, 650, 651, and 653 as pre-requisites
<u>Business Analytics</u>	
MSOM 600	first course before advancing to any other course
MSOM 623 (capstone course)	REMOVE MSOM 601, 602, 603, 605, 607, and 610 as pre-requisites
MSOM 623 (capstone course)	ADD MSOM 600, 606, 611, 620, 621, and 622 as pre-requisites
<u>Management</u>	
MSOM 600	first course before advancing to any other course
MSOM 612 (capstone course)	REMOVE MSOM 602, 604, 606, 608, and 610 as pre-requisites
MSOM 612 (capstone course)	ADD MSOM 600, 601, 603, 605, 607, 609, and 611 as pre-requisites

PHYSICAL THERAPY:

- DPTE 711: "Gross Anatomy" title revised to "Applied Human Anatomy." "The Program in Physical Therapy is requesting to change the course title from DTPE 711 Gross Anatomy to DPTE 711 Applied Human Anatomy. While some course objectives will be edited, all other content, including sequencing, course description, and credit hours will remain unchanged. . . .

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[The original title] is typically used in medical programs and does not support the content [taught] in our PT Program. . . [The] new course title more closely aligns with the content that will be taught in the DPT Program. . . . This proposal was vetted by our program's consultant, reviewed by the PT Curriculum Committee, and received unanimous approval from the PT faculty."

NEW COURSES APPROVED:

COUNSELING:

- COUN 539: Family Stress and Resilience. (3). Pre: COUN 537. "This course focuses on the major social problems and stressors that families face, including poverty, violence, and care of dependent elders. An emphasis is placed on family strengths and resiliency as well as social programs that help families withstand and overcome difficulties. This course emphasizes the role of society, culture, and values in constructing family problems. The course will survey some of the societal issues that often lead to the weakening or breaking down of the family system. Will review some different treatment modalities that are most often used and some that are being newly researched. Will conceptualize cases through a systematic lens."
- COUN 676: Internship Hours (3). Pre: COUN 670 and COUN 675. "Three credit hour course designed for students needing to finish internship requirements that have extended past the Internship II semester. Group supervision with faculty will be continued until requirements are completed. Assignments will be determined by faculty and based on the remaining requirements from Internship II (COUN 675) that need to be completed." Rationale: "We have encountered an uncommon situation in which students may need an incomplete for the final internship term. According to accreditation policies and requirements, students must be actively enrolled in a course in order to be covered by university supervision and liability. The purpose of this course is to allow a student to enroll while they complete the remaining internship requirements if they do not finish them during an Internship II semester. Approval to take this in this course will be based on the recommendation of the Clinical Director and approval by the Core Faculty of the Clinical Counseling Department."

EDUCATION:

- EDUC 695: Rotating Topics: Sheltered Instruction Observation Protocol (SIOP). (3). Pre: None. Contract course. "The Sheltered Instruction Observation Protocol (SIOP) Model is a research-based and validated instructional model that has proven effective in addressing the academic needs of English Language Learners in the classroom. Candidates will gain an understanding of the components of the Sheltered Instruction Observation Protocol model and how to implement it into the classroom. Candidates will gain practical skills to share, collaborate, and implement plans which will incorporate the thirty features and eight components of SIOP. Candidates will be better able to teach content while developing the academic and social language of the English Language Learner in the classroom."
- EDUC 905: EdD Capstone. (0). Pre: Advisor Permission. "Taken the semester before graduation, this course will guide the student through the formal process of submitting their dissertation to ProQuest after the student has passed the dissertation defense. Completion of this course and submission is required for graduation from the EdD program."

PROGRAM REVISION

EDUCATION:

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- EdD in Leadership: Add EDUC 905 (see above) to required classes. "By adding [the] EDUC 905 requirement, students can take dissertation credits but not graduate until they complete EDUC 905."

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