

## Charleston Southern University Graduate Council Annual Report 2023-24

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, 2023-24

##### Voting Members:

Dr. Scott Yarbrough, VP of Student Success and Compliance

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

Dr. Marcy Jorgenson, Nursing

Dr. Anthony Smith, MED

Dr. Krista Allison, EdD

Dr. Peter Jenkins, Biology

Dr. Valerie Sessions, Computer Science

Dr. Gary Metts, Criminal Justice

Dr. Chrissy Ortiz, Business

Dr. Ami Steele, Physician Assistant

Dr. Maxwell Rollins, Business

Dr. Melvin Sinclair, CAPS

Dr. Renae Bomar, Athletic Training

Dr. Jacob Thorpe, Physical Therapy

Dr. Angela Weaver, Clinical Counseling

##### Ex Officio members:

Dr. Michael Wilder, Vice President for Academic Affairs

Ms. Amanda Spratt, Registrar

Dr. Robert Doan, Dir. Academic Research, Chair

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

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

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

The committee met in September, October, and November 2023, and in January, March, and April in 2024, for a total of 6 meetings.

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

##### September Meeting:

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Review of Graduate Faculty criteria: After formal introductions from the committee members, Dr. Yarbrough discussed what it means to be listed on the Graduate Faculty Membership listing.

Review of Policy R-35: Dr. Hayes requested adding their CS 4 + 1 program to the exemption section of policy R 35 (undergraduates taking graduate level courses). It was decided adding language to the catalog for their BS/MSCS 4 + 1 program needed to happen before adding the exemption to the policy.

October Meeting:

Request to Change Policy R-35: The Department of Computer Science has requested an amendment to Policy R-35 to provide computer science students the opportunity to participate in an unofficial 3+1 program. The policy will now state, “Qualified students admitted to the 3+2 Athletic Training program are exempt from the policy and held to the program’s admission 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 pre-requisites must be met.” Dr. Valerie Sessions motioned to approve. Dr. Jacob Thorp seconded the motion. All approved.

November Meeting:

SACSCOC Requirement: Dr. Yarbrough proposed Graduate Directors would be required to complete the attached roster for all new faculty added to graduate faculty. Dr. Yarbrough explained how SACSCOC will require this form as part of the accreditation process. He recommended that the Committee consider this request at the January meeting.

Review of Policy R-29: Dr. Rollins reviewed the Grad level addition to Policy R-29, Transcript Bankruptcy. He proposed graduate students must have at least 6 hours attempted in residence. Dr. Sessions proposed the Council endorse this change and submit the request to Faculty Senate. Dr. Rollins seconded the motion. All approved.

January Meeting:

Review of Policy R-35: Two questions were raised about changes to the policy. The first question being if the hours in which the student must be within to satisfy all requirements for the undergraduate degree should be raised from 9 hours to 12 hours. The second question was whether the student should be limited to just one graduate course during the semester in which he is completing the requirements for an undergraduate degree, and if it could be raised to two courses. Dr. Doan and Dr. Rollins agreed to revise the policy for the Council to vote on at next month’s meeting.

Research Day Announcement: Dr. Doan announced that the PT, ATPP, and EdD programs will be conducting a research day on Friday, April 12th. Other graduate programs are welcome to join. Students will be presenting posters and oral presentations during the event. Dr. Doan will send out a calendar invitation as a reminder.

Reminder from the Registrar’s Office: Mrs. Amanda Spratt, University Registrar, announced that there are at least fifteen graduating students that have not applied for graduation. Mrs. Spratt requested that the faculty make sure their graduating advisees have applied for spring graduation. The last day to apply is March 22, 2024.

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March Meeting:

Review of Policy R-35: Dr. Doan and Dr. Rollins were appointed at the January meeting to revise the policy and present it at the March meeting for a vote. Dr. Rollins explained that the modifications would relax the requirements so that students within twelve hours of satisfying all undergraduate requirements would be eligible to take up to two graduate courses in their final semester. This change could have a positive effect on the retention rate as students who take two graduate courses would be more willing to finish their graduate degrees at CSU. Dr. Rollins motioned to approve these revisions. Dr. Metts seconded the motion. All approved.

Review of Policy R-49: The council reviewed the policy and discussed whether there should be a standard restriction on the time limitations for credits. Mrs. Spratt suggested a revision to the policy to specify as undergraduate only, and to refer to the graduate catalog for any limitations within the graduate programs. Dr. Allison motioned to approve. Dr. Smith seconded the motion. All approved.

April Meeting:

Review of Policies: The council discussed merging Policies R-41 and 41a with the newly revised R-40 policy. Two questions were raised about this merger: Does the Curriculum Committee approve of combining the policies? Does SACSCOC require separate policies for undergraduate and graduate programs? Due to these questions, Mrs. Spratt followed up with Dr. Yarbrough, Dr. Wilder, and Dr. Blauch after the meeting. All agreed to merge the policies into one.

Other Business Two announcements were made in the meeting. The MSIT program was approved by the president and the Board of Trustees. Faculty Senate approved to remove Education from Policy R-49: Time Limitations on Credit. The council was reminded that if there is a time limit in their graduate programs, it must be included in the catalog as well. There being no other business, the meeting was adjourned.

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

**Biology:**

Lawton Roberts  
D. Todd Heldreth  
Lauren Wills  
Melinda Walker

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

**Business:**

Kimberly Champagne

**Physician Assistant:**

Ashley Black

**Health Sciences:**

Kaydee McLemore  
Ellen Crossman

**Nursing:**

Sarah Hathcock

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

**Counseling:**

Kelli Kennedy  
Jessica Scoggins  
Susan Shealey

**Education:**

Anna Winstead  
Nathan Johnson  
Frank Monterisi Jr

**Physical Therapy:**

Alison Pesavento  
Charlotte Chatto  
Jennifer Bullock  
Morey Kobler  
Stephanie Slayton  
Douglas Keskula

**Physician Assistant:**

Matt Ewald  
Christine Suarez  
Leon Walthall  
Mike Corvino

**The following faculty were removed from graduate faculty in 2023-24**

FULL MEMBERS

- Kevin Brueilly (PT)
- Julia Ferguson (NURS)
- Richard Inscore (MSCJ)
- Joshua Kerns (PA)
- Mark Rieman (BUSI)
- Brian Smith (ATPP)
- Scott Wade (PA)
- Mela Wyeth (BUSI)

ASSOCIATE MEMBERS

- April Cagle (COUN)

PROVISIONAL AFFILIATE

- Troy Hall (BUSI)
- Debra Perez (COUN)
- Christina Furrow (EDUC)
- Sonja Bareiss (PT)
- George Morris (PT)

CONTINUING AFFILIATE

- Arnold Hite (BUSI)
- Rachel Wagner (BUSI)

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- Danielle Babb (CAPS)

**Other updates at this time (Research Intensive programs will require CV for renewal; brand new appointments require CVs):**

- Dr. Shipe should be under (PT)
- Dr. Yarbrough should be under (ENGL)
- Dr. Thompson should be under (HPES)
- Renew all remaining Provisional Affiliate and Continuing Affiliate members
- Move Leon Walthall (PA) and Doug Keskula (PT) to Continuing Affiliate Member

Move Valerie Sessions to Associate Members

**Review of Graduate Faculty:** Mrs. Spratt proposed removing the Graduate Faculty List from the responsibility of the Graduate Council. This list will be maintained by the Office of the Provost moving forward. Dr. Sessions motioned to remove this responsibility from the council. Dr. Steele seconded the motion. All approved

**C) LEVEL 1 CHANGES**

**REPORT ON LEVEL 1 ACTIONS**

**September 28, 2023**

**I: CATALOG CHANGES AND COURSE REVISIONS\*:**

**COMPUTER SCIENCE:**

- Changes to pre-reqs for following CSCI courses. "The current pre-requisite structure for the MSCS is confusing and not aligned course by course properly. This would align the pre-reqs effectively and allow students to understand the courses that best fit within their undergraduate background."

<b><u>Course Name</u></b>	<b><u>Pre-requisite</u></b>	<b><u>OR</u></b>	<b><u>REMOVE</u></b>
CSCI 515 Advanced Algorithms	CSCI 415 Algorithms	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 531 Advanced OS	CSCI 431 Operating Systems	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 534 Human Computer Interaction	MATH 213 Prob and Stats	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325 &CSCI 334
CSCI 535 Advanced Computer Networks	CSCI 332 Applied Networking	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 540 Software Testing and Maintenance	CSCI 325 Object Oriented Programming	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315

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CSCI 541 Distributed Database Design	CSCI 419 Database Management	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 542 Data Mining	CSCI 419 Database Management and Math 213 Prob and Stats	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 552 Network Pen and Testing	CSCI 330 Computer Architecture and CSCI 332 Applied Networking	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 555 Compiler Construction	CSCI 330 Computer Architecture	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 560 Computer Architecture	CSCI 330 Computer Architecture	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 590 Applied Crypto	MATH 213 Prob and Stats and CSCI 332 Applied Networking and CSCI 315 Data Structures	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 325
CSCI 625 Advanced Topics Network Security	CSCI 332 Applied Networking and CSCI 405 Principles and Practices of Cybersecurity	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325
CSCI 640 Open Source Software Engineering	CSCI 540 Software Testing and Maintenance	CSCI 001 Admitted to MSCS Program	REMOVE CSCI 315 or CSCI 325

## **II: NEW COURSE APPROVAL:**

### **COUNSELING:**

- COUN 606: Advanced Trauma Counseling. (3). Pre: COUN 605. "This course will explore complex trauma in-depth, including body and neurobiological trauma responses. The course will address trauma treatment, including current and emerging treatment modalities, conceptualize cases through a trauma lens, and focus on treatment tailored to the phases of safety/stabilization, processing, and integration. This course will also address compassion fatigue/vicarious trauma and self-care for clinicians."

## **III: PROGRAM REVISION:**

### **CAPS:**

- Change the name of "Analytics" program to "Business Analytics." Reflects common practice at other institutions and is more marketable.

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## REPORT ON LEVEL 1 ACTIONS

October 26, 2023

### **I: CATALOG CHANGES AND COURSE REVISIONS\*:**

#### **EDUCATION:**

- EDUC 668: Principle and Strategies for Teaching ESOL. Revise course description and outcomes to include practicum hours. "The State of SC requires only 6 hours for ESOL endorsement. Within the second course, EDUC 668, we need to add 15 practicum hours to the course outcomes. We created a 1-hour course for the practicum, and it was not necessary to have a separate course only for the practicum. We want to eliminate EDUC 669- ESOL Practicum as a requirement course. This change will save prospective candidates money and make us align with the State's expectations. Note: ESOL Endorsement is online."

### **II: COURSE DELETION:**

- EDUC 669: Practicum in Teaching ESOL. "The State of SC requires only 6 hours for ESOL endorsement. Within the second course, EDUC 668, we need to add 15 practicum hours to the course outcomes. We created a 1-hour course for the practicum, and it was not necessary to have a separate course only for the practicum. We want to eliminate EDUC 669- ESOL Practicum as a requirement course. This change will save prospective candidates money and make us align with the State's expectations. Note: ESOL Endorsement is online."

### **III: PROGRAM REVISION:**

#### **EDUCATION:**

- ESOL Endorsement: remove EDUC 669 from the required endorsement for reasons cited above.

## REPORT ON LEVEL 1 ACTIONS

November 16, 2023

### **I: CATALOG CHANGES AND COURSE REVISIONS\*:**

#### **EDUCATION:**

- Changes made to course descriptions and titles of various EdD courses to show that the focus is on general leadership and not just leadership for educators. No specific changes to outcomes
- EDUC 701: Leadership Theory. Revision to description as noted.
- EDUC 704: Impact of Technologies on Leadership. Revision to description as noted.
- EDUC 752: Analysis of Planning Models in Education. Revision to description as noted; revise title to "Analysis of Planning Models."
- EDUC 754: Educational Law and Policy. Revision to description as noted; revise title to "Educational and Organizational Law and Policy."
- EDUC 755: Optimizing Educational Operations. Revision to description as noted; revise title to "Optimizing Operations."
- EDUC 795: Leadership and Change. Revision to description as noted.
- EDUC 900: Dissertation Prospectus. Revision to description as noted; revise title to "Dissertation Preproposal."
- EDUC 901: Applied Research. Revision to description as noted; revise title to "Dissertation Writing."
- EDUC 902: Dissertation 1. Revision to description as noted.

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- EDUC 903: Dissertation II. Revision to description as noted.
- EDUC 904: Dissertation III. Revision to description as noted.

### **REPORT ON LEVEL 1 ACTIONS**

**January 18, 2024**

#### **I: NEW COURSE APPROVAL:**

##### **NURSING:**

- NURS 670. MSN Capstone. (5). Pre: All MSN courses from previous semesters (I-IV). "The culminating course for the MSN specialty tracks is the practicum experience. This concentrated professional experience further prepares students for an advanced practice role in their chosen specialty. Students will demonstrate mastery of the core MSN and role-specific competencies through the completion of a capstone project under the direction of a preceptor. This course is the culmination of knowledge gained in semesters I-IV of the program and is to be completed in the student's final semester of the MSN program."

#### **II: COURSE DELETIONS:**

##### **NURSING:**

- NURS 665: Teaching Practicum in Nursing---replaced with NURS 670
- NURS 667: Leadership Practicum---replaced with NURS 670

#### **III: PROGRAM REVISION:**

##### **NURSING:**

- Changes to Master of Science in Nursing Education, Deleting NURS 665 – Teaching Practicum in Nursing – 5 credits. Adding NURS 670 – MSN Capstone- 5 credits
- Changes to MS in Nursing with an emphasis in Nursing Leadership and Health Care Administration, Deleting NURS 667 – Leadership Practicum – 5 credits. Adding NURS 670 – MSN Capstone- 5 credits
- Changes to Post-Masters Certificate in Nursing Education with practicum option. Deleting NURS 665 – Teaching Practicum in Nursing – 5 credits. Adding NURS 670 – MSN Capstone- 5 credits

### **REPORT ON LEVEL 1 ACTIONS**

**April 18, 2024**

#### **I: PROGRAM REVISION:**

##### **EDUCATION:**

- Changes to Master of Education in Physical Education and Sports Coaching, Adding electives BUSI 609 Principles and Practice of Servant Leadership (3 credits) and BUSI 624 Leadership Development (3 credits)

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## **D. LEVEL 2 CHANGES**

### **Level 2 Actions:**

#### **PROGRAM REVISION: MS COMPUTER SCIENCE**

Reduce the MSCS program required hours from 33 to 30 hours - both thesis and non-thesis track.

"MSCS has discussed many programmatic items with the enrollment office, alumni, other graduate directors, and the community at large. It was suggested on multiple fronts that the program change from 33 hours to 30 hours. This is consistent with other programs at CSU and other computer science related graduate programs in the state. A listing of such programs is below. Only CofC/Citadel MSCS has 33 hours. 30 hours allows a "true" one-year full time format - 12 hours Fall and Spring, 6 hours over summer. As a department, we do not believe the reduction minimizes the impact of the degree in any way. "

Comparatives:

MS Data Science and Analytics at College of Charleston – 30 hours

MSCS at The Citadel and College of Charleston – 33 hours

MSCS at Clemson University – 30 hours

MSCS at University of South Carolina – 30 hours

#### **Computer Science: Add New Program—MS in Information Technology:**

"This cross disciplinary degree blends our successful Master of Science program in Computer Science courses with additional coursework from the Master of Arts in Org. Leadership program. This new program serves students with an eye towards technical leadership roles (CIO, CTO) and enhances their technical and managerial skills."

No new courses.

Required coursework:

Computer Science: CSCI 535, 540, 541, 697, 698 (15 hours); 6 hours electives; Organizational Leadership core courses: 9 hours from BUSI 607, 609, 619, 634, 643.

Program Outcomes: Upon completion of the program, students shall:

1. Demonstrate the ability to apply their knowledge and skills to further their career in computer science and/or obtain an advanced degree.
2. Exhibit effective communication skills, both oral and written.
3. Recognize the need for lifelong learning and participate in professional organizations.
4. Practice their profession ethically and recognize societal and global needs from a Christian worldview perspective.
5. Recognize the interplay between leadership and management in a diverse, increasingly global environment.
6. Choose the appropriate tools to lead effectively at multiple levels within an organization.
7. Develop a Biblically based decision-making process that will be the foundation for Christ-like leadership in the Computer Science or Information Technology field.

Note: Dr. Yarbrough, VP of Compliance and Student Success and the university's SACSCOC liaison, stated that since this program consists of no new classes (0%), then it does not reach the threshold for SACSCOC substantive change, which requires notification with 25% new coursework and pre-approval with 50% new coursework.

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