MEETING OF THE ACADEMIC BOARD
September 17, 2013 at 3:15 p.m. in Bond 295

BGen. Hines called the meeting to order in Bond 295 on Tuesday, 17 September 2013.

ITEM 1: Approval of the Minutes of the 19 August 2013 Meeting
(E-mailed attachment)

The Minutes were approved as written.

ITEM 2: Office of Grants Administration and Sponsored Programs
Ms. Mellissa Williams
(E-mailed attachment)

Ms. Williams reviewed the following details about the Office of Grants Administration and Sponsored Programs:

1. The Office of Grants Administration and Sponsored Programs is:
   • The institution’s primary point of contact related to extramural research support.
   • Tasked with the oversight of research compliance to address federal and state regulatory requirements associated with sponsored programs including The Citadel’s Institutional Review Board (IRB).
   • Responsible for the approval and submission of external grant submissions to funding agencies (e.g., National Science Foundation, National Institutes of Health, NASA, DOE, etc.).

2. Assignment of two authorized organizational representatives (AOR) for assistance on all grant applications. AORs will:
   A. Help faculty identify funding opportunities.
   B. Create realistic timelines for successful submission of grants.
   C. Develop budgets in accordance with sponsor guidelines.
   D. Review proposals for adherence to sponsor requirements.
   E. Facilitate the institutional approval process.
   F. Authorize the submission of proposals to sponsors.

3. Contact Information:

Leigh Batten Lipscomb
Leigh.lipscomb@citadel.edu
Director of Grants
The Citadel Foundation
171 Moultrie Street
Charleston, SC 29409
telephone: (843) 953-3184
FAX: (843) 953-7689

Mellissa Williams
mwill17@citadel.edu
Grant Writer
The Citadel
171 Moultrie Street
Charleston, SC 29409
telephone: (843) 953-5189
FAX: (843) 953-0063
Bob McNamara, Ph.D.: bob.mcnamara@citadel.edu, (843) 953-2072

In addition, faculty and staff can send notifications of intent to apply for a grant or general questions to grantsinfo@citadel.edu.

4. InfoEd is an electronic research administration system designed to enhance collaboration, streamline existing business processes, and facilitate compliance. The main feature of the system is a funding database with a vast inventory of foundation, federal and other funding opportunities (more than 40,000 opportunities). The system has the capability to send automatic email alerts with funding opportunities that match faculty program goals.

5. The Office of Grants Administration and Sponsored Programs webpage on the Citadel Graduate College website includes the following information:
   - Listing of various funding opportunities.
   - Access to InfoEd SPIN funding database.
   - Guide for preparing grant applications (procedures, timelines, and point of contact).
   - Reference materials for writing grant applications.
   - Examples of funded proposals.
   - Useful templates (letters of support, consultant agreements, budget justification and biosketch).
   - Instructions on award management.
   - Regular updates on federal funding policies and guidelines.

BGen. Hines asked if the faculty will have a direct link to the Institutional Review Board, and Ms. Williams confirmed that this link is posted. Next, Col. McNamara introduced Leigh Batten to the Board and pointed out that this office will now have a part-time post-award person to help. He also explained that this office will offer faculty workshops. Maj. Richardson-Jones endorsed the grant process and commended the support of this office. Col. McNamara explained that the InfoEd software can be customized to each department by creating a department profile. Col. Lew Yan Voon asked if this information will be shared with everyone, and Col. McNamara noted that the information will be public. Maj. Richardson-Jones suggested that faculty members might be more inclined to attend an informational meeting if they were to receive an invitation rather than a mass email.

ITEM 3: Proposed Changes to the Faculty Evaluation Timetable

Col. Bebensee and Deans (E-mailed attachment)

Col. Bebensee explained that the main change for faculty is the request for their Personal Data Sheets (PDS) to be submitted earlier in the year. Col. Berlinghieri
wondered if this change would cause faculty members to work on their data sheets during Christmas break and asked if this date could be moved back a week giving faculty more time than having something due when they return. Col. Trumbull recommended that all faculty members submit their PDS on or before 31 December, but COL Grenier believes that faculty will not work on their data sheets during exams and that no one will complete this process during Christmas break. However, Col. Lew Yan Voon thinks that some faculty members are already working on their data sheets with some being complete by a November time limit. Lt. Col. McNealy added that this fall, student evaluations will be electronic, so the turn-around will be much quicker allowing faculty to have this information before the end of fall semester. Col. Allen noted that the PDS is difficult to submit in a timely manner because the current system is lengthy and cumbersome. Col. Feurtado suggested that an executive summary might help, and Col. Allen wondered why the PDS couldn’t be more like a curriculum vitae.

Col. Welch added that because of the current timeline for PDS submission, faculty members are not being evaluated until the end of spring semester, which is too late to make pedagogical changes for that academic year. In addition, he believes that no one should wait until the end of a semester to begin gathering data because this information should be compiled during the semester and pointed out that reflection can be done without the results of student evaluations. He voiced concern that if the process continues to be pushed back, then everything that is connected to this process will be moved back, as well. However, Col. Berlinghieri believes that the Board is going from one extreme to another and suggests that the timeline should give the faculty one week after they return from Christmas break to put all the data together and submit. Col. Bebensee noted that possibly the Board could add one week, and Col. Allen agreed that one week might work especially if the document were shorter. Col. Trumbull added that the December 31st timeline worked at his former institution and that it was not optional. Col. Nida pointed out that he has been a proponent of an earlier date and recommended that the due date be January 28th, but all the other dates do not change. However, Col. Trumbull explained that the reason to have the due date at the end of December was to have the PDS completed within the calendar year. Col. Bebensee suggested that everything be moved back one week, and Col. Davakos asked if this change will be in effect as soon as it is approved. Col. Bebensee explained that the new dates will go into effect immediately upon approval.

Annual Evaluation 2013-2014 Proposed Revised Schedule for Submission and Actions

- **By 1 November**, PDS Templates for CY 2013 are distributed to Faculty, Department Heads, and Deans by the Associate Provost.
• **By 7 January**, Results of Student Evaluations of Instruction for Fall Term 2013 are distributed to Faculty electronically and to Department Heads and Deans via CD-ROM.

• **By 20 January**, Faculty submit completed PDS to Department Heads. Faculty submit ONLINE evaluations of Department Head.

**Department Heads submit ONLINE evaluations of Deans.**

• **By 24 February**, Department Heads submit their own completed PDS to Dean. Department Head submits to his/her Dean a copy of Evaluation Summary Sheet with rating, for each faculty member, along with a copy of each faculty member’s PDS. Deans receive faculty evaluation of Department Heads from Provost’s Office.

• **By 21 March**, Dean holds individual conferences with Department Heads. Prior to their scheduled meeting, Dean provides each Department Head a completed copy of his/her Evaluation Summary Sheet, with rating of *Exceptional, Successful, or Unsuccessful*.

• **By 11 April**, Dean finalizes and documents each Department Head’s rating on his/her Evaluation Summary Sheet, and each Department Head is given the opportunity to comment on his/her evaluation rating.

• **By 21 April**, Dean submits to the Provost/Dean of the College a copy of Evaluation Summary Sheet, with rating for each Department.

• **By 6 May**, Provost approves evaluation of Department Heads.

(Red indicates dates which differ from those of previous years or steps which weren’t clearly outlined in the previous years’ evaluation process.)

_A Motion was made and seconded to approve these changes._

**ITEM 4:** Faculty Council Report

MAJ Barth explained that Faculty Council has met once since the last Board meeting and that they are planning to meet with many of the newly formed committees for clarification on several issues. However, the Council has spoken with Information Technology Services (ITS) about implementing a discussion board which would encourage discussion outside of meetings.

**ITEM 5:** Graduate Council Report  

Col. McNamara

A. STEM, M. Ed (E-mailed attachment)

B. Catalog Changes for MA in Biology (E-mailed attachment)

_A. STEM, M.Ed._

A new program: M.Ed. in Interdisciplinary STEM Education was approved by the
South Carolina Commission on Higher Education (CHE) on 6 June 2013. This program will be fully online and targets current educators. However, this degree program does not lead to teacher certification and is the only degree program of its kind in the state. The first two courses are proposed for spring 2014. The admission criteria for this program will be: 1) a bachelor’s degree from an accredited college or university, recognized by CHE, demonstrating an appropriate preparation in STEM, 2) qualifying score on GRE (291 or better) or Miller’s Analogy Test (396 or better), 3) undergraduate GPA of 2.5 or better, and 4) acceptance into the Citadel Graduate College. This 34-credit-hour M.Ed. in Interdisciplinary STEM education is organized into two areas: core and electives. This coursework will consist of nineteen (19) hours of core coursework and fifteen (15) hours of electives. Transfer credit into the program will be accepted in accordance with the Citadel Graduate College policy on transferring graduate credit. Core coursework: 1) Teaching, Learning and Assessing with Technology; 2) Project Based Learning and Interdisciplinary Teaching; 3) Developing STEM Disciplinary Literacy Skills; 4) Leadership and Critical Issues in STEM Education; 5) Research and Statistics for STEM Applications; 6) Foundations in STEM I; 7) Foundations in STEM II. The students will choose five (5) electives from the following list: 1) The Chemistry of Art, 2) Engineering Applications in STEM, 3) Forensic Science, 4) Introduction to Biotechnology, 5) Introduction to Nanotechnology, 6) Mathematical Technology Resources for STEM Education, 7) Multidisciplinary Experimental Design and Implementation, 8) Programming for STEM Educators, and 9) STEM Education Through Robotics. A Motion was made and seconded to approve this proposal.

B. Catalog Changes for MA in Biology

Several discrepancies between the current Graduate Catalog (2013-2014) and Banner were identified this summer. Apparently, changes to credit hours and/or contact hours were made to several course descriptions listed under the MA in Biology program in the 2009-2010 Graduate Catalog either without approval by Graduate Council and Academic Board, or those changes were approved but not documented. In either case, the proposed changes were requested by faculty who currently teach these courses. Course descriptions and contact-hour allocations prior to 2009-2010 were developed by faculty who have since retired.

1. Change in Contact Hours Only

a. BIOL 510-Vertebrate Natural History (four credit hours)
Change contact hours to “Lecture: three hours a week; laboratory: three hours a week”
(2009-2010 *Catalog*: “Lecture: three hours a week; laboratory: two hours a week”).

Change in Banner from 5 to 6 contact hours

2. Changes in Credit Hours and Contact Hours
   a. BIOL 606-Field Methods in Biology
      Change credit hours to four hours. Change contact hours to “Lecture: three hours a week; four hours per week” (2009-2010 *Catalog*: “Three credit hours, “Lecture: one hour a week; Laboratory: four hours a week”).
   b. BIOL 604-Marine Invertebrates
      Change credit hours to four hours. Change contact hours to “Lecture: three hours a week; Laboratory: three hours a week”. Change in Banner from 3 credit hours 3 billing hours; 3 contact hours to 4 credit hours; 4 billing hours, 6 contact hours.

Graduate Council has approved these changes.

LTC Nesmith advised that all changes should go to the Curriculum Committee before going to the Registrar, and Maj. Richardson-Jones noted that this issue could come up in the Degree Audit, as well.

*A Motion was made and seconded to approve this proposal.*

**ITEM 6:** Question about Re-Certification of Club Charters

Col. Bebensee explained that he has not yet spoken with Shelton Milner about the re-certification of club charters but that as soon as he does, he will send the response by email. He is hoping to confirm that clubs need only update their list of members if the Charter has not changed as opposed to re-certifying each year.

**ITEM 7:** Timing of the Research Presentation Grant Request Cycle

BGen. Hines met with Dena Garner about this issue and made a suggestion that could apply to all committees but especially to this one: If the cycle begins on a particular date and the request occurs during that first month, then the request should be considered at that time as often travel occurs early in the cycle. He suggested that the Committee stipulate a timeframe as many may think that early requests receive a more positive response. Col. Davakos pointed out that often early registration results in a savings; therefore, registering early might be favorable. BGen. Hines explained that this should be noted in the proposal.

However, Col. Welch emphasized that this suggestion only partially addresses the issue as there is no mechanism to follow through with the faculty member to ensure that everything has moved forward. Also, he explained that the Committee does not adequately represent each department. Instead, he suggested that the monies be allocated to the deans and that they evaluate requests on a case-by-case basis as this
system would allow for accountability and discipline expertise. Col. Trumbull agreed that the deans should be involved in the process and pointed out that there are many schemes on the Internet. Col. Welch added that allowing the deans to handle the funds would take care of the cyclical part of this issue as the monies should roll over. B Gen. Hines noted that he supports this idea and would like a formal proposal which should explain how this process can be fair and equitable as there are several ways to calculate the distribution of funds: 1) the total number of FTE (full-time equivalent) faculty in the school or 2) the total credit-hour production, for example. Col. Welch explained that the model does not seem to matter as much as the decentralization of funds, so either model would provide a starting place. BGen. Hines pointed out that the College could look at many indicators; however, Col. Moore noted that some schools have more publications than others; therefore, the College should consider all criteria. To conclude, BGen. Hines asked the deans to submit a proposal to the Academic Board stipulating that any changes would go into effect the next academic year.

ITEM 8: Calendar Reminders  

Col. Bebensee  
Friday, Oct. 4th: No afternoon classes, Academic Open Houses for Parents’ Day  
Wednesday, Oct. 23rd: Leadership Development Day, No Day Classes  
Thursday, Oct. 24th: Midterm grades due by 10:00 a.m.  

COL Bebensee explained that all faculty members who teach seniors should encourage their students to sign up for the Senior Leadership Integration Seminar (SLIS).  

ITEM 9: Other Matters from the Group  

Col. Trautman explained that Col. Chen wanted him to ask for more student funds, and BGen. Hines noted that there may be more funds but that they should check with Col. Lew Yan Voon. Maj. Richardson-Jones pointed out that the Faculty Recognition Awards Committee would like a few more nominees as they would like to ensure that everyone is being considered, and Col. Feurtado asked if the deadline were being extended. Maj. Richardson-Jones explained that they will be accepting nominations for the next few weeks.  

There being no further business, a Motion was made and seconded to adjourn.

Respectfully Submitted,
**ACADEMIC BOARD ATTENDANCE LIST**  
**2013-2014**

In Attendance: 17 September 2013

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**School of Business Administration**

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**Guests:** Mellissa Williams, Glenda LaRue, Leigh Lipscomb