MEETING OF THE ACADEMIC BOARD  
February 18, 2014 at 3:15 p.m. in Bond 295

BG Hines called the meeting to order in Bond 295 on Tuesday, 18 February 2014.

ITEM 1: Approval of the Minutes of the 21 January 2014 Meeting  
BG Hines  
(E-mailed attachment)  
A motion was made, seconded, and approved to approve the Minutes.  
The Minutes were approved as written.

ITEM 2: Update on 2014 Leadership Symposium  
COL Trez  
COL Trez distributed a flyer with the schedule for the upcoming 7th Annual Principled Leadership Symposium that takes place March 13-14, 2014, and explained that all events are open to faculty, staff, and cadets. He asked the Board to let their faculty know to encourage cadet attendance. COL Trez explained that: 1) Rick Atkinson, a Pulitzer Prize winning journalist, will be the Greater Issues speaker, 2) Gary B. Beikirch, a Medal of Honor recipient, will be a Core Values Keynote speaker, and finally, Bonnie St. John, a paralympic ski racing medalist and best-selling author, will be the second Core Values speaker and will close the symposium. He noted that the funds for this symposium come from three sources: an alumnus, the class of 1969, as well as the Alumni Association. BG Hines called everyone’s attention to the special topic sessions as well as the Citadel Undergraduate Research Conference poster display held in the Daniel Library. COL Trez said that he would send the flyer electronically, so Board members can share the symposium events with their faculty and will send a reminder email to all faculty. COL Moore thanked COL Grenier who worked tirelessly to secure Rick Atkinson as the keynote speaker and then encouraged everyone to attend this session.

ITEM 3: Revised Post-Tenure Review Policy  
COL Mabrouk  
(E-mailed attachment)  
COL Mabrouk pointed out that this proposed revised version contains the same content as the 2004 version but is written in an updated format and reviewed the updated sections: New to the policy are the following:  
• Definitions of applicable terms  
• A timeline of the review process  
• Details on the portfolio  
• Details on the review process  
• Guidelines on the ballots and recommendations  
• Inclusion of a second review  
• More details on appeals  

COL Davakos asked when this policy will go in to effect, and COL Mabrouk noted that it will
become effective as soon as it has moved through all of the approval channels on campus. COL Chen wondered if this document had gone through Faculty Council, and COL Mabrouk explained that the document had gone to Faculty Council. However, MAJ Barth explained that even though the Council did not have a quorum, they still reviewed the document. COL Chen pointed out that her faculty council representative did not know about this new policy, and MAJ Barth explained that the document was distributed to all Council members and that no comments had been received. COL Zuraw pointed out that Faculty Council has not yet voted on this policy. COL Chen added she will bring this item up for discussion at the next Department of Math and Computer Science meeting. COL Berlinghieri asked a question about page 5, A-2, the section concerning the assessment of faculty professional qualifications, saying that the document does not seem to address professional qualifications. COL Mabrouk explained that this is the overriding document for Post-Tenure Review, but that schools and departments will have specific qualifications appropriate for their disciplines. COL Feurtado opined that this document is a more a procedure than a policy, and COL Berlinghieri agreed. BG Hines explained that what he just read is a policy and not a procedure, and that the section is called “Policy.” COL Allen noted that his department has always used the General Order but now understands that his department needs a set of post-tenure review standards. COL Mabrouk agreed that each department should have a set of post-tenure review standards. COL Toubiana explained that faculty must excel in two areas, not three. COL Zuraw asked if post-tenure review had always been under the Faculty Tenure and Promotion Committee, as she believes that post-tenure review should not be and that this document should be separate from tenure and promotion review. COL Mabrouk pointed out that someone must “own” this document. BG Hines suggested that all concerns and questions should be directed to COL Mabrouk and MAJ Barth, and he encouraged all representatives to be at the Faculty Council meetings to make a quorum. He added that any decision by Academic Board will wait until Faculty Council has approved this proposal, as the Council may have a recommendation that will be brought before the Board.

ITEM 4: Proposals from the College-Wide Curriculum Committee MAJ Zanin
(2 E-mailed attachments)

The Curriculum and Instruction Committee has approved both proposals. CPT Blake asked about the course description for CSCI 227, wondering if it has a lecture and lab, and COL Chen explained that it is comprised of both. Also, CPT Blake asked about the number of credits as well as contact hours for this course, and COL Chen noted that this course will be a three-credit-hour course; however, she was not sure how to clearly divide the course between lecture and lab hours. CPT Blake suggested that the course could be divided into 1.5 hours each. COL Chen wondered why the course description must be specified exactly, and COL Bebensee pointed out the Commission on Higher Education (CHE) requires that level of detail. To conclude, COL Chen said that CPT Banik will call the Registrar’s Office with the required details.
A. CSCI 227/Introduction to Cybersecurity for Non-Computer Science Majors
(three-credit-hour course): National leaders have recognized the importance of cybersecurity education, and in 2010, President Obama established the National Initiative for Cybersecurity Education (NICE). The NICE is a nationally coordinated effort focused on cybersecurity awareness, education, training, and professional development. The Citadel’s President and the Provost also consider cybersecurity to be a strategic priority for the college.

A Motion to approve this proposal was made, seconded, and approved to approve this proposal.

B. Tropical Rainforest and Reef Ecology (four-credit-hour course), 425, 6xxx: This course has been taught seven (7) times since 2005 as a special topics course in Biology (BIOL 412, BIOL 610). Given its popularity and consistency, the Department of Biology would like to assign a regular course number to it. The main objective of the course is to provide study-away experiential learning in tropical biodiversity and ecology, and the format for the course is similar each year with a lecture and lab. COL McNamara asked if this course can be bundled with the graduate course, and COL Bebensee noted that it can.

A Motion to approve this proposal was made, seconded, and approved to approve this proposal.

ITEM 5: Update from the CGC

The Graduate Council voted on and unanimously approved a History Certificate which will allow teachers to recertify and stay current.

ITEM 6: Faculty Council Update

Faculty Council discussed the Post-Tenure Review proposal but were unable to vote without a quorum. Also, the Council has been reviewing the Adjunct Faculty Manual as Faculty Council uses the same bi-annual review cycle for this Manual as they do for the Faculty Manual.

Moreover, the Council discussed several Information Technology Services (ITS) issues that affect classroom instruction: 1) the delay in emails and 2) other issues that surfaced during the exam period. MAJ Barth encouraged the deans and department heads to have their representatives report back to their group with the meeting notes. The Provost funded a Webinar on faculty governance which addressed several campus issues, for example, the difference between faculty and staff governance and the idea that these two entities might be combined. Finally, MAJ Barth explained that the meeting notes will be shared with the Council representatives.

COL Davakos wondered how quickly the Minutes are circulated, and MAJ Barth explained that the notes are circulated as soon as possible after the meeting. Also, COL Davakos asked about the attendance at each meeting, and COL Feurtado pointed out that attendance might improve if department heads knew which members attended.
ITEM 7: Weather-related Class Cancelations  
BG Hines

BG Hines wanted to ensure that everyone understands how school cancellations are made and extended a “thank you” to: 1) LTC Goble because he kept the Library open when the College was closed, giving students a chance to work on their assignments when there were no classes, and 2) COL Davakos because he kept Deas Hall open to students, as well. BG Hines further explained that the College is subject to Executive Order from the Governor which explains that when a state of emergency is declared: 1) all state agencies will follow the guidance of their respective county governments, and 2) employees must stay in compliance with annual leave policies when an office has not been ordered to close. He also thanked ARAMA RK and all Auxiliary Services because about 60% of these employees live outside of Charleston and may not have had electricity. In addition, BG Hines pointed out that he understands the challenges in laboratory sessions as well as evening sessions; however, there does not seem to be room in the academic calendar for a make-up day. He noted that the only day that might be available would be a Saturday, and he does not want to mandate that faculty work on Saturday. COL Zuraw was surprised to see the athletic practices during the time of closure. LTC Goble asked why BullDog Alert could not be used to keep people informed, and BG Hines responded that the contract with BullDog Alert says the system may only be used for emergencies; however the second time, BullDog Alert was used. COL Feurtado noticed that the monthly test alert was at the same time and wondered if monthly tests could be more random. BG Hines explained that it is simply a technical check and requested that these tests take place when they would have the least impact.

ITEM 8: Reminders about Emergency Preparations  
COL Bebensee (E-mailed attachment)

COL Bebensee reviewed the information that was circulated by Bob Williamson, Director of Environmental Health and Safety, concerning the college’s Annual Exercise Program for Safety, Security, & Public Safety. The Citadel will be conducting an emergency notification and response exercise during the upcoming two-week period, and this year’s exercise will consist of two primary phases:

Phase 1 will begin on Thursday, 13 FEB 2014, and will involve the simulation of a “suspicious condition” at a preselected campus location. Phase 1 will require active participation from only a limited number of campus occupants, to include, those individuals who happen to be in the immediate vicinity of the simulation when it begins and other regularly assigned campus emergency responders. Phase 1 has been developed to provide an opportunity for evaluators to observe bystander recognition, reaction, and response to this type of situation.

Phase 2 will occur separately from Phase 1, and will focus on campus-wide response to a “suspicious person” or “active shooter” type of event. Phase 2 will require participation from
all campus activities, and it will involve the active implementation of emergency lockdown/shelter-in-place response protocols.

The College’s Bulldog Alert Emergency Messaging System will be activated during both phases of this year’s exercise to communicate simulated emergency alerts, response instructions, and other exercise-related information. There will be a drill, soon, as explained in Phase 2.

All campus personnel are encouraged to review the college’s Emergency Response Plan (ERP) and individual department’s emergency plans in preparation for this upcoming exercise. College emergency response plans and information can be accessed online at: www.bulldogalert.info.

COL Bebensee explained that these drills are necessary and noted that South Carolina State had just completed a drill before their recent on-campus shooting. COL Grenier voiced concern about the loss of class time and wondered about the rationale for losing more class time because of this drill.

ITEM 9: Number of Dean’s List (940) and Gold Star (402) Recipients

COL Bebensee explained that the College set a record for the number of Dean’s List and Gold Star recipients and wanted to point out that academically students seem to be more successful because of the college’s award-winning academic support. He pointed out that while SAT scores of entering students remain about the same, high school grade-point averages of matriculants continue to climb. BG Hines encouraged department chairs to have ongoing conversations with new faculty concerning grades and any academic trends and mentioned that the College does not seem to have a grade-inflation problem. MAJ Barth explained that at his former institution, he had access to all grades and wondered why access is not available at The Citadel. COL Trumbull added that he used to send out grades to all faculty members and thinks that the College should celebrate the number of Gold Stars and Dean’s List Badges. COL Feurtado noted that two of his faculty members are company advisors and that the Commandant has been very supportive of these advisors. COL Williams was amazed that promotion and tenure portfolios do not currently require a summary of the faculty member’s grades and suggested that this should be part of the reflective piece to help counteract any potential grade inflation.

ITEM 10: Calendar Reminders

Thursday, March 13th – Greater Issues Address by Rick Atkinson
Friday, March 14th – Leadership Symposium, no afternoon classes
Friday, March 21st – Spring Break begins after last class
Thursday, April 24th – General Faculty Meeting (NOTE DATE CHANGE!)

COL Bebensee also reminder schools and departments that his office has distributed relevant sections of the Undergraduate Catalogue to ask for updates. He requested that all changes be made in red directly on the photocopies Mrs. Pike sends out rather than sending her the changes electronically.
ITEM 11: Other Matters from the Group

BG Hines wanted to remind the Board that the Final Examination Policy will be discussed at the next meeting. COL Williams explained that the Council for Accreditation of Counseling and Related Educational Programs (CACREP) has confirmed their visitation on April 27-30 and encouraged the Board to review the information that is available online. In addition, he asked that this information be shared with all faculty. BG Hines noted that he could send out a one-page memo right before the visit.

LTC Goble explained that there are now expanded Library hours and also wanted to point out that there are new times for chat referencing. He noted that this information will appear in Dognews. He added that the sprinkler system bid will go out March 1st and that work may begin April 13th. He explained that there is a new approach this time: 1) work will start on the third floor, and 2) when that work is complete, the entire Library will move to the third floor. There is hope that the project will be done in four months; however, the Library may not re-open until January which would be the worst-case scenario. He encouraged department chairs to let their faculty know to tell the Library what materials they would like to be put on reserve.

COL Davakos pointed out that the Department of Health, Exercise and Sport Science (HESS) is offering a Health Fair which is put on by HESS graduate assistants.

COL Bebensee announced that Professor Elizabeth Connor has moved to the Office of the Associate Provost for Academic Affairs and will be working on academic projects. In addition, she will coordinate Communication Across the Curriculum (CAC) events, continue with the Citadel Academy for Scholarship of Teaching, Learning, and Evaluation (CASTLE) and will teach in the leadership programs.

A Motion to adjourn was made, seconded, and approved.

Respectfully Submitted,

Mark A. Bebensee, Ph.D.
## ACADEMIC BOARD ATTENDANCE LIST
### 2013-2014

<table>
<thead>
<tr>
<th>In Attendance: 18 Feb. 2014</th>
<th>BG Sam Hines</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>COL Mark Bebensee</td>
</tr>
<tr>
<td>YES</td>
<td>COL Robert McNamara</td>
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<tr>
<td>NO</td>
<td>LTC Tara McNealy</td>
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<tr>
<td>YES</td>
<td>LTC David Goble</td>
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<tr>
<td>YES</td>
<td>MAJ Mike Barth</td>
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<tr>
<td>YES</td>
<td>LTC Sylvia Nesmith (CPT Blake for LTC Nesmith)</td>
</tr>
<tr>
<td>YES</td>
<td>LTC Chris Fudge</td>
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</tbody>
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### School of Business Administration
- COL Bill Trumbull
- LTC Janette Moody
- COL Wes Jones

### School of Education
- MAJ Kathy Richardson-Jones
- TBA
- COL George Williams

### School of Engineering
- COL Ron Welch
- COL Kevin Bower
- COL John Peeples
- COL Chuck Skipper

### School of Humanities and Social Sciences
- COL Bo Moore
- COL Guy Toubiana
- COL Gardel Feurtado
- COL David Allen
- COL Kathy Grenier
- COL Steve Nida
- NO
- COL Martha Hurley

### School of Science and Mathematics
- NO
- COL Lok Lew Yan Voon
- YES
- COL Joel Berlinghieri
- COL Harry Davakos
- COL Mei Chen
- COL John Weinstein
- YES
- COL Lisa Zuraw

### ROTC Departments
- NO
- COL Laurence Hutto
- NO
- COL John Columbo
- YES
- COL Thomas Clark III (CDR Bryant for COL Clark)

**Guests:** COL Trez, MAJ Zanin, COL Mabrouk