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

ITEM 1: Approval of the Minutes of the 21 October 2014 Meeting  
(BG Hines (E-mailed attachment))

*The Minutes were approved as written.*

ITEM 2: Meet the New Commandant  
(CAPT Paluso)

CAPT Paluso explained that the retention rate for the class of 2018 is 90.2%, and he plans to focus on the current rules and regulations instead of making too many changes. His office encourages students to: 1) attend class, 2) avoid illegal activity, 3) maintain a clean room, and 4) wear a uniform on and off campus when required. He has instituted a new Confinements Policy that requires cadets to serve confinements in their battalion classrooms instead of in individual rooms. Cadets can be signed out by faculty or staff at any time while serving confinements. Also, all tours will be walked in 2nd battalion, with the overflow in 3rd battalion. In addition, cadets with a 2.0 GPA or below can study while they sit confinements after they have walked the first third of their tours. However, if cadets receive more tours during this period of time, they will have to walk all of their tours. His office is reviewing the current Guard Duty Policy and may return to having battalion commanders manage Guard Duty in their own battalions. He pointed out that the total class absences are down 75% and that excused absences have decreased by 55%.

CAPT Paluso noted that he was very impressed with all of the campus support and encouraged anyone to let him know about any questions or concerns they may have. BG Hines asked all faculty and staff to help remedy the issue with broken uniforms as enforcing the uniform policy must be a joint effort. Also, he encouraged faculty not to allow cadets to take their final exams in civilian clothes. COL Trumbull asked about cadets wearing blazers and PTs to class, and CAPT Paluso noted that faculty can request a waiver from the duty uniform if the class has an outside guest or if cadets have presentations. He added that cadets can wear PTs in an academic building only if they are XMD (Excused from Military Duty) by the Infirmary. Moreover, senior cadets can leave campus wearing the Citadel blazer, and all cadets can wear PTs when exercising. Those cadets who need to go to their car in PTs must sign out at the Hagood Gate and should not be in PT gear after dark. Cadets should not be driving while wearing PTs or duty unless there is a special reason. COL Davakos pointed out that there...
are different uniforms for student teachers, and COL Grenier noted that for special field trips, the uniform must be requested on the special orders along with the reasons and that the specified uniform must be worn by all cadets on the trip.

ITEM 3: Modification to Memorandum 3-601 from FTPC  
(COL Trautman)  
(E-mailed attachment)

COL Trautman explained that the document revisions included the following language:
1. Page 2, Section 3-E: Members of the Faculty Tenure and Promotion Committee may not serve as outside members of departmental or school tenure and promotion committee.

2. Page 4, Section 3-G: Members of the Faculty Tenure and Promotion Appeals Committee may not serve as outside members of departmental or school tenure and promotion committees.

He explained that this language has been a long-standing college policy; however, in the various revisions of the document, the language was inadvertently left out.  
A Motion was made and seconded to approve the proposed changes.

ITEM 4: Report from the Core Curriculum Oversight Committee  
(LTC Brown)  
(E-mailed attachment)

LTC Brown explained that COL Welch is requesting an exception to the core science requirement for engineering candidates and is proposing BIOL XXX: General Biology and BIOL XXX: General Biology Laboratory for engineers. Students in the engineering discipline are currently constrained by the two sequences of two semesters each in biology, chemistry, or physics and the fact that no more than one sequence can be completed in any single science. In addition, ABET is increasing required science breadth (e.g., civil engineering requires an additional science course beyond a course in physics and chemistry); therefore, the following wording is being proposed, which will provide an exception for engineering students:

Each student must complete four semesters of science, and this requirement must be met by at least one sequence of two semesters in biology, chemistry, or physics (unless major can demonstrate why two non-sequential courses within a single science are beneficial to the major). The other two science courses must be from a science area different than the first two-semester sequence and can be based on the engineering major, a sequence of two semesters in a different science area.
Biology has graciously developed a single course and associated lab for engineering students that will cover the desired content depth from BIOL 130 and 140 as well as lab content from 131 and 141. In addition, they have adjusted assessment processes to be completed in the single course to match their current assessment that is collected over the two-course sequence. *A Motion was made and seconded to approve the changes.*

COL Grenier added that the Board will need to think about students who change majors, and COL Zuraw asked about the rationale for the change. Moreover, she questioned if the core curriculum assessment outcome measures would match the current assessment outcomes since there would be less depth in the area of quantitative analysis and problem-solving in two different one-semester courses than in one two-course sequence and wondered if the Committee had discussed this issue.

COL Welch pointed out that the College just completed a successful ABET visit; however, the evaluation team asked about two semesters of chemistry for Electrical Engineering majors and suggested that students should take another biology, instead. To meet this need, the Biology Department has developed a course that will cover the material that is taught in BIOL 101 & 102 with labs. COL Zuraw pointed out that the Chemistry Department is developing a one-semester engineering chemistry course and laboratory. The lecture course component has been completed, and the department is in the process of finishing the laboratory component. She wondered why this course was not included in the proposal. This course is one that covers the typical topics required for engineering majors. Also, she asked LTC Brown if the Committee had the syllabus for the new course, and LTC Brown indicated that they did not.

COL Bebensee noted that this proposal will not only have the revised biology course but could also include the revised chemistry course. In response, COL Zuraw requested that the wording be revised to better reflect all of the changes. COL Bebensee emphasized that the Committee is requesting flexibility only. COL Weinstein explained that the intent was always to cooperate with the Chemistry Department and that chemistry and biology cannot be mixed and matched. Therefore, he wondered if this proposal might be premature. However, BG Hines pointed out that the concept can be approved for chemistry and biology at this meeting and that the course proposals and syllabi can continue to be developed. COL Zuraw noted that the revised chemistry course will be ready in January and can begin to move through the approval process. BG Hines suggested that the Board simply focus on the language of the proposal.
COL Bebensee reiterated that the concept is for engineering students to only take two semesters of the same science and after that they can take the two additional sciences in either another sequence or can choose the new biology course and/or the new chemistry course or another science course. However, COL Welch explained that Civil Engineering majors will not be taking the revised chemistry course. COL Zuraw asked if the wording can be revised and then the proposal can be resubmitted in January; however, LTC Horner clarified that ABET’s recommendations were made concerning this issue; therefore, if the Board can pass this proposal, today, then the recommendation will not need to be made.

A motion was made and seconded to approve the proposal with the following amended wording in red:

Each student must complete four semesters of science, and this requirement must be met by at least one sequence of two semesters in biology, chemistry, or physics (unless a major can demonstrate why two non-sequential courses within a single science are beneficial to major). The other two science courses must be from a science area different than the first two-semester sequence as approved by the appropriate science and engineering departments. Any new course descriptions to meet this option will need to be approved by the Core Curriculum Oversight Committee.

ITEM 5: Faculty Council Report

Faculty Council has met twice since the last Board meeting, and Beau Quarles (President of Staff Council) discussed the Trident United Way campaign. Also, the Council reviewed campus parking, as fewer spaces seem to be available. Faculty appears concerned about the TCF Grant and its level of funding for research and development in the schools. To address those concerns, Faculty Council passed a resolution to request the historical breakdown of the allocation of the TCF funds over the last six years, including those that were spent on faculty research and development by the five schools and the library. The Financial Affairs Committee will look into these issues to provide better transparency. In addition, there is a new Financial Services liaison this year, Jay Puchir, who is the Financial Services Director. LTC Barth asked him to see if there were any unclear recorded expenditures; however, BG Hines explained that the deans have this information, and he encouraged faculty to bring these types of questions to their department chairs and deans.

The ad hoc Committee on Governance had an initial meeting last week; however, they still need representation from the School of Education. The Committee discussed the future plans concerning the merging of Faculty Council and Academic Board into a
Faculty Senate, which is an idea that has been discussed in previous years. CPT DeFebbo is going to create an online discussion board for Faculty Council which should facilitate conversations concerning faculty issues. LTC Barth met with the Speaker of the College of Charleston Faculty Senate, and they discussed how their Senate conducts business. For example, they elect their Speaker from the general population, not just from the members of the Senate. Finally, LTC Barth announced that his last day as Chair of Faculty Council will be 10 May 2015.

ITEM 6: Graduate Council Report

COL Daniel explained that the School of Education is responding to the Legislative Mandate 2014-2014 Bill 516: Read to Succeed Act and that they were seeking approval of a revised course description for EDUC 301—Foundations of Developing Literacy Skills to include pre-kindergarten through grade twelve. This course is designed to develop competencies in teaching literacy skills and examines the theoretical research and historical perspectives as related to reading education. A Motion was made and seconded to approve this proposed change.

ITEM 7: Biology Department Tenure and Promotion Standards

COL Weinstein explained that the Biology Department has developed policies and standards for evaluating the performance of tenure-track and tenured faculty that has addressed all of the suggestions from the prior Academic Board meeting and has clarified the language. COL Bebensee asked about the language on page 7: Outcomes of Receiving Ratings of Exceptional, Successful, and Unsuccessful concerning the last paragraph: “An overall rating of Unsuccessful for three consecutive years should lead to termination in the case of probationary appointment,” as he wondered why a faculty member would not be terminated after the second consecutive year of Unsuccessful ratings.

A Motion was made and seconded to approve the revised standards for biology.

ITEM 8: English Department Tenure and Promotion Standards

The English Department is responding to the requirement that they assess their departmental promotion and tenure standards every five years; as a result, they have made only editorial changes. Therefore, this standards document relies for its structure
on the standard PDS form, which has served as the basis for each candidate's application for tenure and promotion for at least the past 25 years. A *motion was made and seconded to approve these changes.*

ITEM 9: Report from the Undergraduate Curriculum Committee

LTC Fekula
(E-mailed recommendation list and 21 related attachments)

This committee made the following recommendations:

1. **ELEC 428—Computer Architecture**
   This elective course has been taught twice as ELEC 413: Advanced Topics in Electrical Engineering and will now be offered as an approved departmental elective for the Electrical Engineering Program after unanimous approval from the Committee. COL Peeples clarified that this included both options. A *Motion was made and seconded to approve this course.*

2. **MLNG proposal for Minor in Chinese**
   The courses beyond the intermediate level will offer more extensive training in the Chinese language and will further cultural understanding. This proposal received unanimous approval from the Committee. A *Motion was made and seconded to approve this minor and the following courses.*

   **A. Chinese 301—Advanced Speaking, Reading, and Writing I**
   The aim of this course is to continually improve the students' reading, writing, speaking, and listening skills, with extra emphasis placed on oral proficiency.

   **B. Chinese 302—Advanced Speaking, Reading, and Writing II**
   This course provides detailed study, analysis and practice of written Chinese based upon selected texts and continually improves the students' reading, writing, speaking, and listening skills, with extra emphasis placed on writing proficiency.

   **C. Chinese 303—Chinese Civilization**
   This course provides a broad survey of Chinese civilization and society with emphasis on values, thought, institutions and art through selected topics that link various periods in China's past with the present.

   **D. Chinese 307—Business Chinese**
   This course provides an introduction to the language and culture of economics, banking, commerce, sales, import-export, and corporations
in the Chinese-speaking world and is designed to simulate real-business environments.

**E. Chinese 450—Undergraduate Seminar—Studies in Special topics**
This course provides a comprehensive study and interpretation of a major Chinese author, work, period, movement or some other literary, linguistic, or cultural topic. This course may be repeated provided that the subtitle is not duplicated.

**3. ENGL 111—English Composition for International Students**
Currently, international students whose TOFEL scores indicate that they need additional work, must take two (2) semesters of ENGL 101 but only receive three (3) hours of credit. This three-credit-hour course will be the second (spring) semester of the ESL 101 sequence. This course received unanimous approval from the Committee.  
*A Motion was made and seconded to approve this course.*

**4. PESM-404—Leadership in Health, Exercise, and Sport Science Organizations**
This course will be an approved elective course in the Leadership Studies Minor and will explore the development of personal leadership skills for athletic directors, coaches, managers, and others in administrative positions in the sport industry. This course received unanimous approval from the Committee.  
*A Motion was made and seconded to approve this course.*

**5. BADM 4XX—Financial Markets and Institutions**
This course provides an overview of key financial institutions and markets as well as the wide array of financial instruments that are available to businesses and individuals. This course received unanimous approval from the Committee. 
*A Motion was made and seconded to approve this course.*

**6. LDRS 4XX—Outdoor Leadership Experience**
This course will allow students to earn credit for completing outdoor leadership experiences conducted by organizations such as the National Outdoor Leadership School (NOLS), Outward Bound, and other organizations independent of The Citadel and will add an experiential course in the Leadership Studies minor. This course will only be available to students during summer term. 
*The committee concluded that the course title and description should be revised to reflect a generic outdoor expedition experience that does not promote one particular organization over another. The course description*
has been revised, and the committee members are awaiting the electronic vote tally.

COL Davakos added that HESS has three instructors interested in instructing this course, and once certified, they will become the instructor of record. LTC Horner noted that there might be another pathway through SACS as the College declared that this type of course is not offered at The Citadel and recommended that the Board put this proposal on hold until the course has gone through a SACS process first. BG Hines confirmed that the vote needs to wait until the College receives approval from SACS.

7. EDUC 301—Foundations in Literacy
This course has been mandated by the state of South Carolina as defined by the Read to Succeed Act which was passed 7 June 2014. This course received unanimous approval from the Committee.
A Motion was made and seconded to approve this course.

COL Davakos wondered if this course would only be in the School of Education and not required in other schools. COL Jones explained that this is a foundation course and that HESS will develop one from their department. COL Davakos pointed out that adding this course will increase the required hours and wondered if electives would be removed. COL Bebensee asked if this course will add hours or replace something else, and COL Jones explained that the course will need to be in place before deciding where it best fits.

8. CRMJ 4XX—Biology and Crime
This course considers the relative contributions of biology and social factors to criminality in light of the findings of twins’ and adoption studies and other scholarship throughout the 21st century.

This course received unanimous approval from the Committee.
A Motion was made and seconded to approve this course.

COL Lok Lew Yan Voon questioned the word biology appearing first in the course title.

9. PHIL 301—Ethics
This course will be added to the list of electives in the Leadership Minor and will study the nature of morality and moral reasoning through critical analyses of the writings of classical and contemporary thinkers on this subject. There was a title change to PHIL 301 from PHIL 310.
This course received unanimous approval from the Committee. 
*A Motion was made and seconded to approve this course.*

**10. SPAN 3XX—Spanish for Law Enforcement**

This course provides an introduction to the study of the Spanish language and culture specifically related to the law enforcement field and explores real-life situations that law enforcement personnel might encounter such as robberies, assault, crime scenes, emergency situations, domestic violence, neighborhood security, etc. This course received unanimous approval from the Committee.

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

COL Davakos asked if this course will be open to all students, and COL Toubiana confirmed that it will be open to all Spanish-speaking students.

**ITEM 9:** Logging Written Student Complaints

LTC Horner explained that the federal government requires colleges to log all student *written* complaints, and that the Office of Communications and Marketing has designed an automated process for the college. In addition, the Student Complaint Log can be found online. The most important part of this process is the resolution of the complaint using the College’s policies and procedures. Once the complaint is made, it will route to the Office of Compliance for auditing purposes, and the College will submit the complete Log in the next Five-Year Review. COL Moody asked if complaints were logged in by students, and LTC Horner explained that the faculty or staff member must log in complaints. BG Hines wondered if email student complaints about professors should be put in the Log, and LTC Horner indicated that the complaint should be logged in without using the professor’s name. LTC Horner explained that faculty can contact her with questions, and COL Allen noted that he has only received one grievance; however, he has received multiple grade complaints. LTC Horner advised that those complaints should be logged in after the issue has been resolved and reiterated that maintaining this Complaint Log is a Federal requirement that only applies to currently enrolled students.

**ITEM 10:** General Reminders

COL Bebensee

Final Exams

Special Orders: Taking Students from Others’ Classes

Classes are to be held this Friday!

Even though the Board has not formalized or revised the Final Exam Policy, all faculty
should follow the policy, as Academic Affairs has already begun to hear from students asking if they can take exams earlier than scheduled. Exams can only be rescheduled if 1) there are multiple sections of the same class, 2) professors grant prior permission, and 3) department heads are aware of the change.

COL Bebensee also explained that professors should be aware of the inconvenience to other professors when they make requests for students to miss classes when taking all-day field trips, as often students do not get prior permission from their other professors. He suggested that it might be helpful if professors only take students on all-day trips on days when the associated class usually meets. Finally, COL Bebensee congratulated the School of Education for the Zucker naming ceremony, as the family noted that it was the most moving and best recognition they had ever seen!

ITEM 11: Other Matters from the Group

LTC Horner congratulated the School of Math and Computer Science as well as the School of Engineering for the successful ABET visit. COL Nida asked if the dates for CSI (Citadel Success Institute) have been finalized, and COL Bebensee explained that there will be only one session this coming summer and that the start date needs to be late enough for students to have graduated from high school. The dates for the 2015 session of CSI are June 28th – July 24th.

*There being no further business, the meeting was adjourned.*

Respectfully Submitted,

Mark A. Bebensee, Ph.D.
# ACADEMIC BOARD ATTENDANCE LIST
## 2014-2015

<table>
<thead>
<tr>
<th>In Attendance: 18 Nov 2014</th>
<th>BG Sam Hines</th>
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<tbody>
<tr>
<td>YES</td>
<td>COL Mark Bebensee</td>
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<td>YES</td>
<td>COL Robert McNamara</td>
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<td>YES</td>
<td>LTC Tara Horner</td>
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<td>LTC Mick Fekula</td>
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<td>LTC David Goble</td>
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<td>LTC Mike Barth</td>
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<td>YES</td>
<td>LTC Sylvia Nesmith &amp; Lisa Blake</td>
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<tr>
<td>YES</td>
<td>LTC Chris Fudge</td>
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**School of Business Administration**

| YES                       | COL Bill Trumbull |
| YES                       | COL Janette Moody |
| YES                       | COL Wes Jones |

**School of Education**

| YES                       | COL Larry Daniel |
| YES                       | COL Kathy Richardson-Jones |
| YES                       | MAJ Aaron Oberman |

**School of Engineering**

| YES                       | COL Ron Welch |
| YES                       | COL Kevin Bower |
| YES                       | COL John Peeples |
| YES                       | COL Chuck Skipper |

**School of Humanities and Social Sciences**

| YES                       | COL Bo Moore |
| YES                       | COL Guy Toubiana |
| YES                       | COL Dubose Kapeluck |
| YES                       | COL David Allen |
| YES    | COL Kathy Grenier                                      |
| YES    | COL Steve Nida                                         |
| NO     | LTC Sean Griffin                                       |
|        | **School of Science and Mathematics**                    |
| YES    | COL Lok Lew Yan Voon                                    |
| YES    | COL Joel Berlinghieri                                    |
| YES    | COL Harry Davakos                                        |
| YES    | COL Mei Chen                                             |
| YES    | COL John Weinstein                                       |
| YES    | COL Lisa Zuraw                                           |
|        | **ROTC Departments**                                    |
| YES    | COL Mark Raschke                                         |
| YES    | COL John Colombo                                         |
| YES    | COL Thomas Clark III                                     |
|        | **Guests:** CAPT Paluso, LTC Brown, COL Trautman        |