



MEETING MINUTES

Date of Meeting:	Thursday, September 18, 2008
Time and Location:	11:15 a.m. Bond 295
Minutes Prepared By:	Erica Wright

1. Attendance at Meeting

Dr. Samuel Hines	<u>Absent</u>
Dr. Ray Jones	Dr. John Carter
Dr. Jennifer Altieri	Dr. Kathy Richardson-Jones
Dr. Kathy Brown	Dr. Bob Steed
Dr. Steve Comer	Dr. Angela LeClercq
Dr. Sheila Foster	Dr. Paul Rosenblum
Dr. Kathy Grenier	<u>Ex-officio members & Guests</u>
Dr. Jim Hutchisson	Marcia Bonica – CGC
Maj. Kristy Johnson for Dr. Rosenblum	Dr. Barbara Griffin – Guest of Dr. Williams
Dr. Will Johnson	Rebecca Kyzer – CGC
Dr. Wes Jones	Eric McMahan - SGA
Dr. George Rudolph	Sylvia Nesmith – Registrar
Dr. Linda Schoonmaker for Dr. Carter	Donna Parrish - CGC
Dr. George Williams	Erica Wright – Recorder

2. Meeting Notes

Call to Order

Dr. Jones called the meeting to order at 11:15 am.

Old Business

The Minutes of April 10, 2008 were approved unanimously.

New Business

Student Affairs Pilot Certificate Program

- Dr. Williams described how the Division of Counselor Education within the School of Education had come to the realization that there was a need to develop a graduate-level program to prepare individuals to work in student affairs.
- Dr. Barbara Griffin explained that student affairs personnel at the many educational institutions in our region do not have career preparation available in the Lowcountry because only two colleges in the upstate of South Carolina offer this program. If approved, the Student Affairs Certificate Program that is currently being piloted will target individuals working on college campuses in a wide variety of student services occupations. Marcia Bonica noted that this program will provide

student service workers with the opportunity to grow in their field.

- The first course in the program is currently underway at the Lowcountry Graduate Center with six students in the course. Classes are set to meet one night each week for five hours. Adjunct professors are currently being utilized to teach courses. Administrative support is provided by the School Counseling Program.
- Dr. Comer expressed his concern regarding the compressed term and posed the question of whether or not students would be able to retain the information presented to them in the compressed class time period. Dr. Griffin explained that she is utilizing a variety of methods to assess the students' progress each week, but that this is the time frame used by the other student affairs programs.
- Dr. Comer was also concerned that the potential market is small. Dr. Griffin explained that the amount of educational providers in the Lowcountry and the number of people that would benefit from this program has been examined in conjunction with the Low Country Graduate Center and is considered to be sufficient to support one cohort per year taking four courses to earn the certificate.
- Dr. Grenier was concerned that the program had begun without Graduate Council approval. Dr. Williams explained that the School of Education faculty and the Professional Education Board (PEB) had examined and approved the program, and Dr. Jones explained that he and Dr. Johnson had offered the courses as Special Topics courses in a preliminary fashion to avoid delaying a test of the viability of the program. The purpose of today's request is to seek formal approval. If formal approval is not granted, no student has been promised a certificate or program, only two special topics courses.
- A member expressed concern over the cost of conducting a course with less than ten students. Dr Jones explained that the gross receipt of tuition covered an adjunct for these courses and that in discussion with Dr. Johnson, he decided to proceed at low enrollment in order to evaluate the viability of the program.
- The motion passed to continue the Student Affairs Certificate Program. The outcome was 11 for and 2 against.

Other Matters as Necessary

- Dr. Jones introduced Rebecca Kyzer, Assistant Director of Graduate Studies and Eric McMahan, President of CGC's Student Government Association to the Council.
- Dr. Hines informed the Council that a report was compiled by Dr. Ron Green and Dr. Ray Jones regarding the summer 2008 experiment with distance learning. The purpose of the experiment is to provide information that would aid in deciding if on-line courses are appropriate for The Citadel. Preliminary findings suggest that offering on-line courses at the graduate level was successful, some tweaking of the marketing may be necessary for future undergraduate offerings. One benefit would be to help reverse the downward trend in summer enrollment. This report will be briefed to the Graduate Council once an addendum has been added by the IT Director.
- Dr. Hines acknowledged CGC for a job well done at the CGC Welcome Back Reception that was held on Wednesday, August 20th in the atrium of Bond Hall.

3. Upcoming Events	
Event	Date
School of Education Wall of Fame	Friday, September 19, 2008

Wine & Cheese	Tuesday, September 30, 2008
Leadership Symposium <i>(Dr. Hines requested that faculty plan their syllabi to maximize benefits of the symposium)</i>	March

3. Action Items		
Action	Assigned to	Due Date
N/A	N/A	N/A