Graduate Council Minutes  
March 3, 2005

Graduate Council met in Bond Hall room 274 on this date. Members in attendance were Dr. David Allen, Dr. Jennifer Altiere, Dr. Mark Bebensee, Dr. Kathy Brown, Dr. John Carter, Dr. Sheila Foster, Dr. Margaret Francel, Dr. Kathy Grenier, Dr. Spencer Hurd, Dr. Will Johnson, Dr. Mike Politano, Dr. Kathy Richardson-Jones, and Dr. Bob Steed. Ex-officio member Ms. Sylvia Nesmith was in attendance, as well as Dr. Dennis Fallon and Dr. Keith Plemmons. Executive secretary Dr. Ray Jones stood in as Chair for Dr. Donald Steven.

The minutes of the January 27, 2005 meeting were approved as distributed.

Dr. Keith Plemmons presented the first agenda item on The School of Engineering developing a Graduate Certification program in Technical Project Management (TPM). Dean Fallon introduced Dr. Plemmons and explained the School of Engineering has needed to provide graduate level courses for the community for some time since there is an industrial base community located in Charleston. He noted that two large employees of engineers were SPAWAR and the local Army Corps of Engineers. Currently, University of South Carolina offers a Masters in Electrical Engineering at the Low Country Graduate Center, however in the past extension programs in engineering have not been able to fully meet the needs of the community. As a result, Dean Fallon suggested a Graduate Certification program to be offered by The Citadel. This certification program may become the seed for the development of a Masters in Engineering program at The Citadel.

Dr. Plemmons provided two additional handouts to the Graduate Council. The first handout shows the Knowledge and Performance Learning Model as it pertains to a Graduate Certification in TPM. Applicants for this program must document 4,500 hours of project management experience showing that they possess the knowledge and experience to excel in this certification program. All assignments will be upheld to industry standards and Project Management Institute guidelines (www.pmi.org). After completing all requirements for this certification, students will build their level of standards from middle management to executive level experience.

The second handout illustrated the administrative framework. All students, whether non-degree or degree seeking must be pass all admission requirements set forth by The Citadel Graduate School and TPM certification. If this program is later approved by the Business School as a Technology Management Concentration then students who choose to obtain an MBA simultaneously must meet all requirements for the Business School. TPM certification entails four courses for a total of 12 graduate credit hours:

- ENGR 650 Overview of Technical Project Management
- ENGR 651 Technical Project Planning and Scheduling
- ENGR 652 Applications of Quality Management
- ENGR 653 Technical Project Support and Operations
ENGR 650 is a prerequisite for the other three courses. One course will be offered each term, with an average expected enrollment of 20 students each course. Estimated completion time is one and a half years. The impact of the TPM courses is not anticipated to initially increase the number of full-time employees within the School of Engineering, since Dr. Plemmons will teach these certification courses. An exit interview and presentation will be required to complete the program. For those students being sponsored by a business, an invitation will be extended to that sponsor to attend the final presentation. Dr. Bebensee noted two words that needed to be changed on the chart. Originally stated, “TPM Course Requirements” and “Accepted or Continued in the MBA Program with Elective Courses,” will now read “TPM Admissions Requirements” and “Accepted or Continued in the MBA Program with Required Courses.”

Dr. Francel addressed concern over the 4,500 hours of experience that must be documented for acceptance into the program. Dr. Foster noted that equals over two years of experience. Dr. Plemmons informed the Council that the Project Management Performance exam has the same requirements. Dr. Plemmons noted that taking ENGR 650 and the TPM certification process can be seen as a exam preparatory program. Dr. Grenier was concerned that students would complete the first course, ENGR 650, only for the purpose of studying for the PMP exam and then leave the certification program. Dr. Plemmons was certain that the motivation behind these students to excel in their career and receive a certification would keep enrollment numbers consistent.

A revised budget was distributed to members of the Council during this meeting. Members were concerned that an overload would be required to teach the TPM courses. Dr. Plemmons assured the Council that undergraduate teaching would not be negatively affected. Dean Fallon noted that an adjunct would be added as needed and that he is confident that 20 students would be enrolled each term, totaling 60 students per year. Dr. Jones mentioned that the overload would not be of concern to the Provost when enrollments are projected to cover overloads using adjuncts and there is a plan to address growth with FTE as long as the programmatic growth is sustainable and makes sense. This is why there have been fiscal examinations of new programs. The Graduate Council examines these questions as a whole.

A member asked if the TPM certification courses will need to be approved by CHE. Dr. Jones states that new courses are approved within the college, however the TMP certification program will need to be approved by Academic Board before ENGR 650 can be placed into the fall 2005 class offerings. The TMP program was offered for vote. There was unanimous approval for this certification program.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Dr. Ray Jones