

MINUTES
BOARD OF DIRECTORS MEETING
OCTOBER 29, 2015
Lowcountry Graduate Center, Room 243

Board Members Present:

Constance L. Book – Provost of The Citadel
Myron Harrington, Jr. – Member, Board of Visitors, The Citadel
Mark Sothmann – Provost and VP of Academic Affairs, Medical University of South Carolina
Barbara Johnson-Williams – Trustee, Medical University of South Carolina
Nancy Muller (non-voting) – Director and Associate Dean, Lowcountry Graduate Center (LGC)

Board Members Absent:

Cherry Daniel – Trustee, College of Charleston
Godfrey Gibbison (non-voting) – Dean, College of Charleston, School of Professional Studies (SPS)
Allison Dean Love – Member, Board of Visitors, The Citadel
Brian McGee – Provost and Executive VP for Academic Affairs, College of Charleston
Terrye Seckinger (non-voting) – Member, Board of Directors, Commission on Higher Education
Joseph Thompson, Jr. – Member, Board of Trustees, College of Charleston

LGC Staff and Guests Present:

Chris Duncan – LGC Marketing Coordinator
Bob McNamara – Dean, The Citadel's Graduate College
Clayton Nagy – IT System Support Technician
Patricia Simpson – LGC Student Services Coordinator & LGC Board Secretary
Sue Sommer-Kresse – Consultant to the College of Charleston

It was noted that appropriate notice was given and this organizational meeting was compliant with the statutes of the state regarding public meeting laws under the Freedom of Information Act. All in attendance were asked to introduce themselves.

A quorum was not present.

I. Welcome

At 10:15 a.m., Mark Sothmann, chairing in Brian McGee's absence, called the meeting to order and welcomed the members of the LGC Board (the "Board"). Sothmann noted that, while routinely covered at a Board meeting, the financial report and discussion of it will be postponed at Brian McGee's request until the November 12th Board Meeting.

Sothmann announced the Amendment to extend the LGC Consortium Agreement has been signed by the three presidents of the member institutions and therefore the arrangement continues through June 30, 2016. The signed document has been delivered to the College of Charleston's Legal Counsel.

II. Minutes of the June 24, 2015 Board Meeting (Sothmann)

Muller noted that the redistributed version of the minutes reflects the requested edit by Allison Dean Love. There were no other changes requested by those present. Sothmann concluded that, by consensus, the minutes stand ready for approval at the next quorum of the Board. .

III. Strategic Planning Task Force Report (Sue Sommer-Kresse)

A full report of the Strategic Task Force Committee was distributed electronically in support of the meeting's agenda. The purpose of delivering the report was for the Task Force to obtain direction from the Board for next steps, including vetting of one or more options as outlined in the report. While orally shared by Board Member Terrye Seckinger at a gathering in August, Sommer-Kresse was asked to summarize the work of the Task Force for the Board, in the absence of Seckinger.

Members of the Strategic Task Force Committee include: John Sams (until June 2015), Joe Thompson, Terrye Seckinger, Nancy Muller, and Sue Sommer-Kresse.

Sommer-Kresse opened her remarks by stating that the Task Force asks the Board to address two questions: 1) Will consortium members increase graduate programs offered at the LGC to meet regional work force need?, and 2) Does the LGC add value to the consortium institutions? If the answer to these questions is "Yes", the financial status of the LGC could be addressed by any or all of the following actions, dependent upon the parameters established by the LGC Board:

- ▶ Restructure staffing to remain within allocated yearly income
- ▶ Require **all** Consortium member institutions to commit to an annual contribution/percentage of tuition generated
- ▶ Increase percentage of tuition fees charged to non-consortium institutions
- ▶ Renegotiate space needs and costs

If "No," restructuring may be needed to address the LGC mission and provide for regional education needs. Options discussed by the Task Force must be reviewed and vetted by the LGC Board. These options include:

- ▶ Include all institutions operating in the Charleston metro area
- ▶ Include non-credit programs for working professionals

- ▶ LGC could become an independent entity – (could report to CHE and/or could become a non-profit 501c3 corporation)
- ▶ Other possible locations for the LGC also were discussed

Sothmann expressed thanks to the Task Force for its hard work. Myron Harrington pointed out that John Sams is no longer part of the Strategic Planning Task Force, having resigned from the LGC Board upon his election as chair of The Citadel's Board of Visitors.

Connie Book commented that all of The Citadel faculty “love” teaching at the LGC and therefore The Citadel is “amenable to collaborations” for the future. She added concern, asking for confirmation that the LGC Board had never historically voted to block any institutions from offering graduate programs at the LGC that were deemed needed for the local workforce. She added, by observation, that enrollments in programs appear to ebb and flow. Sommer-Kresse responded that this phenomenon was more a function of cohorts starting and stopping. Muller agreed but added that the College of Charleston had over the past four years consolidated classes for programs downtown or witnessed curtailment due to restructuring altogether, as in the case of its Master of Communications degree program. Enrollment in graduate education by teachers is down nationally.

IV. Current Program Offerings (Nancy Muller)

As Muller presented all enrollment and program charts, she shared the fact that a question had recently arisen regarding USC's Graduate Certificate in Cybersecurity Engineering. She explained it is listed with two other offerings as strictly online offerings, at the request of the former dean, Tony Ambler, in the hopes of generating sufficient interest to bring F2F instruction to the LGC by USC graduate faculty. No such interest has materialized. Two of the three programs are listed on the SCSMART.org web site but without links to USC's College of Engineering for program details. She has inquired as to the status of these programs but not received a response. The MS in Design Engineering is structured to evolve into an Executive Instruction format, just as the MS in Engineering Management, with instruction once monthly, all day Friday and Saturday. The instructional format alone therefore, in her estimation, prevents it from representing a threat or duplication to the joint offering by The Citadel with the College of Charleston. The LGC, she assured the Board, has no desire in this relatively small market, to offer duplicative programs from different institutions. Book commented that The Citadel always prefers F2F instruction as its means of instructional delivery.

The Facility Usage Report continues to reveal the fact that College of Charleston undergraduate usage has increased substantially over the last two years in this facility. Facility rental revenues go to the College of Charleston. The LGC uses 20 - 22% of the classroom space utilized at this facility, including graduate classes of the College of Charleston.

V. New Program Development Status (Nancy Muller)

The LGC is planning for 1-2 new cohorts among teachers in The Citadel's Certificate and M. Ed in Teacher Education, under the newly enacted READ TO SUCCEED state legislation. Muller

is working with The Citadel's School of Education to execute its marketing launch for this program's expansion. Book shared that she has asked Muller to develop in concert with Dean Welch a plan for marketing The Citadel's anticipated final CHE approval of its 3 new MS degree programs in engineering plus accompanying graduate certificates. Muller said that she had recently met with Welch on this topic. He explained that due to current faculty constraints and teaching schedules on the main campus, it may be as much as 18 months before any of these new graduate programs could be offered at the LGC. The most valuable thing that Muller could do at this time is provide research about the local market. Muller stated this project is underway.

The LGC is meeting with the College of Charleston's School of Education, Health, & Human Performance to bring its M.A.T. and M. Ed. programs in teacher education in their entirety to the LGC on weekday evenings or Saturdays. Plans are still not firm.

Meanwhile, Muller shared that the Board of Directors of South Carolina State University is meeting mid-November and expected to grant its final approval to add the new concentration in healthcare management to its existing part-time MBA. Boeing has encouraged LGC to work with SCSU on such offerings in Charleston to improve the LGC's diversity in its student and faculty population.

Clemson will start offering two graduate courses from its Department of Electrical Engineering at the LGC beginning the spring 2016 semester: Electric Motor Control and Power Systems Dynamics and Stability. Both are in support of building a pipeline of future research students at the CURI facility in North Charleston. With Volvo's recent announcement, there is new interest in this region in electronics and automotive engineering in general, especially in such areas as energy efficiency, space efficiency, and alternative fuels.

VI. Marketing (Chris Duncan)

The LGC teamed up with SME (formerly, Society of Manufacturing Engineers) to secure Governor Haley's Proclamation of Manufacturing Week in SC. She agreed, and accordingly the LGC held a Career Expo for area high school students, their counselors, and parents, with speakers from Boeing, Bosch, Cummins, and Ingevity. Earlier in the same first week of October, an Open House was hosted for prospective students in graduate engineering and computer science, at which USC, The Citadel, Clemson, and the College of Charleston were represented as presenters.

To kindle interest in literacy and publicly connect the LGC with teacher education, the LGC hosted BEGIN WITH BOOKS in October, announcing its expansion into North Charleston.

Duncan reported the number of visits to the LGC's new web site have increased by 57% within the target age group 25-34. Traffic to the site has increased 50% in the quarter July – September. Duncan is working to make the navigation of the site more user friendly and has conducted focus group research with the vendor to execute priorities for improvement and content enrichment.

Open Houses are being planned in January targeting teachers and in February with a target to those working full time in healthcare and seeking advancement in management.

VII. Report from Provosts' Meeting

Book reported that the provosts have contracted two separate consultants to provide research and recommendations into the strategic future for the LGC. EAB is to look at best practices, in addition to the Task Force work. She explained that EAB represents over 1,600 colleges. On November 12th, the Board will meet with Audrey Savage and she will share her findings and summary with the Board. Book has asked EAB representatives to witness this presentation so that the Board might immediately afterwards discuss the next step with EAB for research and recommendations, especially utilizing primary research.

VIII. Announcements

The next meeting of the LGC Board of Directors will be November 12th from 1:00 to 3:00 p.m. at the LGC in North Charleston. Audrey Ashton-Savage will be present, and EAB representatives will be connected by teleconference.

Mark Sothmann will assume chairmanship of the Academic Affairs Committee, beginning with its February 2nd meeting, as per the Consortium Agreement.

Future meetings of the LGC Board are noted as follows:

November 12, 2015 1:00 p.m. – 3:00 p.m.

March 2, 2016 2:00 p.m. – 4:00 p.m.

June 29, 2016 2:00 p.m. – 4:00 p.m.

Academic Affairs Committee Meeting at MUSC:

February 2, 2016 2:00 p.m. – 4:00 p.m.

May 24, 2016 2:00 p.m. – 4:00 p.m.

IX. Adjournment

The motion was made to adjourn the meeting by Harrington and seconded by Book to close the meeting at 12:00 noon.

