



BOARD OF DIRECTORS MEETING

June 4, 2013

Lowcountry Graduate Center Room 130

9:00 a.m.

Roll Call:

George Hynd – Provost, College of Charleston

Sam Hines – Provost, The Citadel

Mark Sothmann – Provost, The Medical University of South Carolina (MUSC) (*via conference call*)

Cherry Daniel – Trustee, College of Charleston

Lee Mikell – Trustee, College of Charleston (*via conference call*)

Allison Dean Love – Trustee, The Citadel

Mike Steele – Trustee, The Citadel

Also Present:

Bill Scarborough - Commission on Higher Education (CHE) Representative

Godfrey Gibbison – Dean, CofC North Campus

Sue Sommer-Kresse – Consultant, CofC North Campus and Lowcountry Graduate Center (LGC)

Bronwyn Barron – Non-Credit Registrar/Director of Facility Operations, LGC

Anita Gadsden – Executive Assistant/Operations Manager, LGC

Alice Hamilton – Director, Center for Continuing and Professional Education

Chris Duncan – Marketing Coordinator, LGC

Patty Simpson – Student Services Coordinator, LGC

Donna Cattell – Business Manager, LGC

Appropriate Notice was given and this organizational meeting was compliant with the statutes regarding public meeting laws. A quorum was present.

- I. Welcome** **(George Hynd)**
George Hynd welcomed the Board.

- II. Approval of Meeting Minutes March 5, 2013**
Allison Dean Love proposed a motion to approve the minutes as written. The motion was seconded by Cherry Daniel and the minutes were approved.

- III. Enrollment Report: Spring 2013** **(Godfrey Gibbison)**
The enrollment report was provided in the meeting packet. Total enrollment has remained constant for the past four semesters. The Citadel and the University of South Carolina (USC) enrollment levels have grown while CofC enrollment has stabilized. Godfrey Gibbison met with the program director and chair of USC's Education Administration department. The Graduate School at USC no longer allows clinical faculty to supervise dissertations. Dissertations are only supervised by tenured track faculty. This change reduced their ability to supervise dissertations



by 50 percent. As a result they did not admit students to the program last year. Dr. Gibbison and Phillip Young discussed the following plan by which the program could return to the LGC: a) admit students every other year, b) employ a reverse classroom delivery model, and c) negotiate a new financial arrangement. Further discussions about this topic are pending.

Dr. Hynd suggested the consideration of a Computer Science program collaboration with The Citadel. Sam Hines stated that The Citadel is looking to expand in the area of Computer Science with Cyber Security as the focal point. The intended target group is veterans and professionals currently employed in government and the military.

A related program with growth opportunity is Information Technology Management. Each university has a substantial institutional investment in information technology. Chief Information Officers and their staff are a key part of every organization. This is an area of consideration after the health care collaboration is completed.

IV. Budget Review and Approval of 2013-14 Budget (Godfrey Gibbison)

A LGC budget overview was included in the meeting packet. The estimated lease increase for the new facility (FY 2014-15) is approximately \$322,725 for 46,000 sq. ft. at a rate of \$27 per sq. ft. Cherry Daniel commented that the cost of relocation exceeds the current legislative allocation and suggested that an LGC representative address this issue with the state legislature soon.

Sam Hines proposed a motion to approve the budget for FY 2013-14. Colonel Love seconded the motion and the Board voted unanimously to approve the budget

The balance of the carryover fund is \$770,364. The Board supported reserving \$450,000 for the purpose of supporting staff salaries for one year in the event of a loss of funding.

V. Facilities Update (discussed in Executive Session)

Colonel Love announced that this discussion addressed contractual arrangements relating to state of South Carolina purchase/rental of property.

Dr. Daniel proposed a motion to enter into Executive Session. The motion was seconded by Mike Steele.

VI. Collaborative Degree Update (Mark Sothmann)

Mark Sothmann discussed the progress of the proposed collaborative Bachelor of Science in Health Care degree. The structure of this degree program would likely consist of 120 credit hours including 60 hours of basic arts and sciences (delivered by CofC or The Citadel) and 36 core hours in health care (delivered by MUSC). The Medical University's primary mission is to educate healthcare practitioners; however, health care as an industry comprises 17% of the gross domestic product. There are many non-practitioner tracts that can be pursued within that area of study.

The 36 hours of specialization/concentration can be taken in tracts such as informatics, biotechnology, or management. After the last meeting, smaller working groups have formed to define this program and develop a comprehensive proposal for the Commission on Higher



Education. A needs assessment is required to determine the level of student and community interest. A 2+2 program involving Trident Technical College (TTC) is a possibility.

Dr. Hines suggested that someone from the group leading this charge should meet with the VP of Academic Affairs for TTC and discuss surveying their students for interest. He suggested that there may be TTC students who have some portion of the 60 hours in the arts and science. The Citadel could provide the additional courses they are lacking. The Citadel is strongly committed to the idea that this joint degree would have value for the Lowcountry.

Dr. Hynd added that many CofC Biology majors would be interested in other related choices for majors. It would be advantageous to provide a pathway for these students toward a robust employment sector. Charleston Regional Competitiveness Center names Healthcare service providers as one of the top 25 occupations desired in the Lowcountry. In relation to the LGC, there is a strong possibility that a graduate degree could result from this.

The following considerations were acknowledged:

1. The program should not impede undergraduate Public Health enrollment at the College.
2. It must be designed so that students are able to seamlessly manage enrollment in a collaborative environment.
3. The LGC could host the program and conduct all administrative matters.
4. Employ a registrar at the LGC who is affiliated with all three institutions.
5. Designate a fiscal agent to collect tuition and fees to be distributed among the universities at the end of each semester.

VII. LGC Director Search (Godfrey Gibbison)

The LGC Director position has been re-posted on the web and an ad ran in the Post and Courier this week. The position description was updated to include some of the language agreed upon by the Board at the last meeting. The members of the previous search committee have agreed to continue with this current search. The committee will convene to make a selection immediately after the last interview.

VIII. LGC Financial Model (Godfrey Gibbison)

Dr. Gibbison, in partnership with the new LGC Director, intends to lobby the legislature for an increase in the annual allocation of funds. However, in light of the ever decreasing allocation of funds it would be detrimental to continue to depend on one source of income. He proposes that the LGC should assess a fee on programs offered at the LGC. Programs currently offered would only be assessed on enrollments exceeding their highest level in the last three years. The fees won't generate a substantial amount of revenue, but it could cover a portion of LGC expenses such as advertising. He offered a recent negotiation with USC to illustrate this point. They requested expanded use of the facility for their Master of Social Work program in the fall and will pay a fee for the additional facility use.

IX. LGC Program Updates
A. Continuing Education (Alice Hamilton)

Research proves that employers are seeking to hire individuals with applied skills. The Center for Continuing and Professional Education is coordinating with the Office of



Economic Development at CofC to develop 30-160 hour certificate programs that will provide students with the practical skills desired in the workplace.

Ed2Go, an online learning program, offers certificates relating to computer proficiencies like Microsoft Office applications. Courses are instructor lead with discussion groups, projects and a final exam. A score of 70% or above is required to earn the certificate.

CCPE offers professional development for licensed professionals. The state of South Carolina currently regulates 139 professions and requires continuing education online and face-to-face. The idea is to utilize the potential for the LGC to become the hub for this type of continuing education and professional development.

Training2Go is a program that provides instructors for on-site training to professionals.

English Language Institute – The ELI population has tripled this fall. The Institute for International Education and the Brazil Scientific Mobility Program are bringing their best students to the United States for a full year of credit education. Students are allowed to come in and get English language and English literature training before their classes begin. Three students from this program are in the ELI program this fall.

Pinewood Preparatory School enrolls 30 international students a year. The ELI program has collaborated with Pinewood Preparatory School and now provides English language instruction for their international students on their campus.

B. Marketing

(Chris Duncan)

The recent comprehensive marketing campaign consists of digital billboards throughout the Lowcountry, print advertising, a sticky note in the Post & Courier, a corner peel ad on the Post & Courier website and sponsorship of SC Public Radio. A graphic design intern was hired to refresh the old advertising imagery and to design promotional materials for the LGC non-credit programs.

C. Technology

(Clayton Nagy)

There was a minimum of technology incidents this past semester. Viewership of classes via Mediasite increased to an all-time high last semester, especially around exam time.

D. Library

(Jannette Finch)

Jannette Finch travelled to University of South Carolina in Columbia to attend a librarian census information workshop to support USC students. She commented on her observation of the overlapping needs of CofC North Campus students and LGC students. The training she has received has been helpful to all. The library will hold a physical collection for BPS students and Ms. Finch is reviewing check-out and security methods for the holdings.

X. **Adjournment**

The meeting adjourned at 10:45 a.m.



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