



**BOARD OF DIRECTORS MEETING
MINUTES**

**October 22, 2014
Lowcountry Graduate Center, Room 243**

Board Members Present:

Sam Hines – Provost, The Citadel

Brian McGee – Interim Provost and Executive VP for Academic Affairs, College of Charleston

Mark Sothmann – Provost and VP of Academic Affairs, Medical University of South Carolina

Allison Dean Love – Board of Visitors, The Citadel

John Sams – Board of Visitors, The Citadel

Michael Stavrinakis – Member, Board of Trustees – Medical University of South Carolina

Board Members Absent:

Barbara Johnson-Williams – Member, Board of Trustees – Medical University of South Carolina

Cherry Daniel – Trustee, College of Charleston

Joseph Thompson – Trustee, College of Charleston

Ex-Officio Members Present:

Godfrey Gibbison – Dean, College of Charleston North Campus

Nancy Muller – Lowcountry Graduate Center (LGC) Director and Associate Dean

Terrye Seckinger – Commission on Higher Education (CHE) Representative

Other Staff Present:

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

Donna Johnson – Business Manager

Chris Duncan – LGC Marketing Coordinator

Clayton Nagy – System Support Technician

Patricia Simpson – LGC Student Services Coordinator

Sue Sommer-Kresse – College of Charleston Consultant

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

I. Welcome

(Brian McGee)

At 9:10 a.m., Dr. Brian McGee called the meeting to order and welcomed the members of the Lowcountry Graduate Center Board (the “Board”). All in attendance were asked to introduce themselves.

II. Minutes

Board Action: Allison Dean Love moved to accept the minutes of the June 12, 2014 meeting, and Sam Hines seconded the motion. The minutes were unanimously approved.

III. Director’s Report

(Nancy Muller)

A. Current Enrollment and Facility Usage Report

- Dr. Muller referred to the tables in the Board binder that include enrollment data, estimated tuition generated, and total facility usage.
- The Enrollment Data Report for Academic Year 2013-14 indicates a decline in enrollment comparing fall 2013 to fall 2014 terms. College of Charleston enrollment decreased due to the decision to move the Communication degree program to the Main Campus and to move the Joint Degree Computer and Information Sciences program to “Harborwalk” on the peninsula. CofC continues to offer education courses at the LGC.
- The Citadel’s enrollment numbers were also affected by the move to “Harborwalk.” The Citadel added a psychology course to address employee needs of the Mental Health Center for Dorchester County. Project Management enrollment continues strong.
- The University of South Carolina’s Master of Social Work Program enrollment declined comparing fall 2013 to fall 2014. One less course was offered in the fall 2014.
- Estimated tuition generated as a result of courses taken during the academic year 2013-14 at the LGC was over \$2M that was returned to the partnering schools.

B. The Estimated Student Tuition per Enrollment Data Report

Non-member institutions will be assessed 5% of tuition and fees paid by graduate students enrolled in credit courses and programs offered at the LGC. Member institutions will be assessed 5% of tuition and fees paid by graduate students enrolled in credit courses and programs offered at the LGC who are 1) enrolled in program of study considered “new” or 2) enrolled in existing programs but whose volume represents incremental growth over the institutions baseline year. Full fiscal year 2012 – 2013 enrollments, as reported to CHE by institutions in the Fall 2012, Spring 2013, and Summer 2013, shall serve as a baseline for making comparisons to determine the growth in an existing program. (Please refer to the LGC Governing Board Assessment Policy Effective July 1, 2014 for more information on assessments).

C. The Actual Total Facility Usage report for 2011 – 2014 Report

The report indicates that College of Charleston’s usage of the facility is increasing over the years. The Citadel’s Project Management program has increased by 164 students from 2011-12 to 2014.

The CofC North Campus undergraduate enrollment numbers are listed under other to demonstrate the usage of the facility and the volume of students moving through the facility. The undergraduate enrollment has grown due to the Bachelors of Professional Studies program and the overall number of courses offered at this location.

Terrye Seckinger mentioned that the Medical University of South Carolina was not listed on the Actual Total Facility Usage Report. Mark Sothmann responded by explaining that most graduate programs, at MUSC, are online courses due to the lack of resources. Nancy Muller added that new programs offered at the LGC will integrate the teaching talents from MUSC in Public Health and Community Health.

IV. Program Development

(Nancy Muller)

University of South Carolina’s MS in Engineering Management Program

The University of South Carolina’s Master of Science in Engineering Management program was announced late for the fall 2014 semester. The USC Columbia Campus had 12 students with one student registered for the course at the LGC who later chose to take the class in Columbia. Meetings with local manufacturing companies have been arranged by LGC to publicize the program.

Clemson University MS in Mechanical Engineering Program

Clemson University will begin offering its in MS in Mechanical Engineering program in the spring 2015 at the LGC. Clemson's CES department chairs have visited the facility. Clemson will offer one course in the spring. All program courses will be taught by Clemson faculty. A hybrid instruction method will be employed, including face to face traditional classroom instruction and synchronous "real time" streaming to and from Clemson's main campus to the LGC. All lectures will be recorded for 24/7 retrieval with student password access, allowing students who are on a travel assignment the flexibility to continue making progress in the course. Every third week the Clemson faculty will teach at the LGC and stream the course to Clemson. Clayton Nagy and Clemson's IT department have been in communication and are testing the equipment. On November 14, 2014, Dr. Josh Summer is scheduled to meet with five or six targeted manufacturers in Metro Charleston to discuss a soft launch spring 2015.

University of South Carolina's Master's Degree in System Design

The University of South Carolina's Master's Degree in System Design Program has delayed the start of its approved MS in System Design until the fall 2015 in order for the College of Engineering and Computing to devote its attention to the MS in Engineering Management enrollment effort.

New Health Services MBA Track

South Carolina State University has an existing MBA and is proposing a Health Services Management Track that would be offered at the LGC. This program would target professionals in human resource management, nurses and other non-physician allied health professionals who wish to enter management ranks. SCSU is actively pursuing all necessary internal approvals. It is targeted to be added in the spring 2015.

MS in Nutritional Sciences

This existing Masters of Science degree in Nutritional Sciences is fully approved and is offered on the main campus at SCSU. Note that beginning in 2024, dietitians must have a graduate degree in nutrition to be credentialed by the Academy of Nutrition and Dieticians. This program has a targeted begin date of fall 2015.

Graduate Certificate in Child & Adolescent Wellness and Obesity Prevention

The proposed Graduate Certificate in Child & Adolescent Wellness and Obesity Prevention will be hosted by The Citadel instead of MUSC. It would be credited as a specialty track within a future MS in Family & Community Wellness which is yet to be

developed. The targeted audience includes nurses, after school program directors, recreation department program directors, law enforcement officers, etc. Dan Bornstein in Health Science and Exercise Management is expected to serve as the Program Director.

Graduate Certificate in Build Environment Planning and Design

This new Graduate Certificate has taken on an even more interdisciplinary shape and is envisioned to possibly incorporate both a community wellness component as well as coursework in Architecture covering urban designs. Discussion among four State-owned institutions, including Clemson, is continuing. Jeff Davis in Civil and Environmental Engineering at The Citadel is the Program Director. A launch is expected Summer or Fall 2015.

South Carolina State University EdD in Educational Administration Program

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the SC Commission on Higher Education (CHE) must provide approval for SCSU to teach this approved degree in a new site. Thus, the start date will be delayed until spring 2015. Nancy Muller plans to arrange a meeting among tri-country public school superintendents and SCSU representatives to discuss curriculum requirements, refine instructional format(s) of required courses, and possibly suggest local adjuncts to improve the face to face exposure to instructors.

V. Marketing Communications

Chris Duncan updated the LGC Board of Directors with handouts regarding billboard advertising, the new website planning process, and the need to develop new videos including student and employer testimonials to enhance future marketing efforts.

VI. Finance Report

(Nancy Muller)

Brian McGee updated the LGC Board regarding the current status of negotiations between the College of Charleston and the LGC covering the lease payments on the new facility. He explained the CofC was currently monitoring the usage of the facility and would use this information to determine the percentage the LGC would be requested to pay.

Mark Sothmann recommended that another LGC Board member in addition to Brian McGee represent the LGC at negotiations between the LGC and the College of Charleston regarding the new facility. Sam Hines agreed to serve in this capacity.

Terrye Seckinger made a recommendation for a formal policy to be developed regarding the growth and use of carryover funds each year.

John Sam's asked about the revenue sources for the LGC. Brian McGee stated that the LGC receives reoccurring funds and non-reoccurring funds, as well as revenue from the new tuition assessment policy for new and existing programs.

Nancy Muller explained the LGC will not receive any income from rentals at the new facility, as all of this is flowing to the College of Charleston. She proposed the LGC consider forming a 501C3 similar to the Greenville University Center so that the LGC could operate as more of a public-private partnership business model.

VII. New Business

Board Action: Brian McGee stated the need for a vice chair for the LGC Board of Directors. Sam Hines nominated Allison Dean Love as vice chair and she accepted the nomination. Allison Dean Love was unanimously elected as Vice Chair of the LGC.

VI. Adjournment

(Brian McGee)

Dr. McGee noted the next Board meeting is February 19, 2015 at the LGC facility. There being no further business, Sam Hines made the motion to adjourn, and John Sams seconded the motion. The meeting adjourned at 11:06 a.m.