



## MEETING MINUTES

Date of Meeting: Thursday, January 17, 2008  
Time and Location: 11:15 a.m. Bond 295  
Minutes Prepared By: Erica Wright

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### 1. Attendance at Meeting

Dr. Ray Jones and for Dr. Hines

Dr. David Allen

Dr. Jennifer Altieri

Dr. Kathy Brown

Dr. Steve Comer

Dr. Harry Davakos for Dr. Carter

Dr. Margaret Francel

Dr. Sheila Foster

Dr. Dan Gustafson for Dr. Rosenblum

Dr. Wes Jones for Dr. Bebensee

Dr. Kerry Lassiter and for Dr. Johnson

Dr. Kathy Richardson-Jones

Dr. Bob Steed

Dr. George Williams

#### **Absent**

Dr. Mark Bebensee

Dr. John Carter

Dr. Kathy Grenier

Dr. Sam Hines

Dr. Will Johnson

Dr. Angela LeClercq

Dr. Jack Porter

Dr. Paul Rosenblum

Ms. Sylvia Nesmith

#### **Ex-officio members & Guests**

Ms. Katey Rabon – SGA representative

Dr. David Trautman – Faculty Council

Ms. Erica Wright – Recorder

Ms. Katie Gibson - CGC

Ms. Elizabeth Hiller – CGC

Ms. Kathy Jones - CSBA

Dr. Terry Mays

Dr. William Sharbrough

### 2. Meeting Notes

#### **Call to Order**

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

#### **Old Business**

The Minutes of November 15, 2007 were approved unanimously.

#### **New Business**

#### ***Information on Enrolling Senior Citizens***

- Dr. Jones provided the council with information on enrolling senior citizens (individuals over 60 years of age) into CGC programs, and on the Audit category

of attendance. The information given came directly from the CGC catalog. An information sheet was provided. There was discussion on process. Dr. Jones offered to provide information sheets on other matters as requested.

***Proposal for Non Degree Status Wording in Catalog***

- Dr. Jones reviewed the current catalog limitations for maximum number of hours that a non-degree student may enroll in CGC. Because non-degree students are no longer assigned to a program they do not receive an advisor, therefore reducing the number of hours in non-degree status reduces risk to the student and improves college standards.
- Dr. Jones proposed reducing the amount of permitted hours from 12 to 6.
- At the request of Dr. Rosenblum, it was agreed to change the proposal to 8 hours in order to accommodate biology and mathematics courses.
- Students who are pursuing certifications are exempt from this restriction and will be recorded separately.
- The motion: “That non-degree graduate students be authorized to take and register for no more than **8** hours total for which he/she has the prerequisites” was approved unanimously.

***Others Matters as Necessary***

- Dr. Jones provided everyone with a ‘snap shot’ of spring 2008 enrollments to allow each department to see how many students are currently taking classes as of January 2. Numbers will be pulled again after the drop/add date. It was requested that numbers also be provided for certification-only students.
- The Citadel Graduate College has been working with Institutional Research to create an electronic survey that will be distributed via email to all currently enrolled students. Results of this survey will be shared with all departments.
- A motion to close the meeting was approved.

3. Action Items		
Action	Assigned to	Due Date
Provide departments with updated enrollment figures	Dr. Jones	After add/drop date
Provide numbers for certification-only students if possible	Dr. Jones	After add/drop date