



**Meeting Minutes**  
**Committee on Academic Affairs and Licensing (CAAL)**  
**February 8, 2024**

**Members**

Commissioner Eddie Dyer, Chair  
Commissioner Terrye Seckinger, Vice Chair  
Commissioner Jenni Bryson  
Commissioner Bettie Rose Horne  
Commissioner Doug Snyder

**Members Excused**

Commissioner Gene Fant

**Commission Staff Present**

Dr. Karen Woodfaulk  
Dr. Jessica Berry  
Mr. Corey Gheesling  
Ms. Kenita Pitts

Dr. Melissa Price  
Mr. Georges Tippens  
Mrs. Kara Smith  
Dr. Lishu Yin

**Guests**

Steadman Allison, Francis Marion University  
Teresa Burns, Coastal Carolina University  
Will Carswell, Francis Marion University  
Aimee Carter, SC Technical College System  
James Colbert, Lander University  
Mark Del Mastro, College of Charleston  
Tim Druke, Winthrop University  
Rob Essaf, Clemson University  
Karen Fries, Francis Marion University  
Karin Gittings, Francis Marion University  
Crystal Hill-Chapman, Francis Marion University  
Trena Houpp, University of South Carolina

Callum Johnston, Francis Marion University  
Thayer McGahee, University of South Carolina Aiken  
Larry Miller, Greenville Technical College  
Cindi Nixon, Francis Marion University  
Erin Paysinger, Lander University  
Karin Roof, The Citadel  
Eric Skipper, University of South Carolina  
Pam Steinke, University of South Carolina Upstate  
Rosline Sumpter, SC Technical College  
Jacki Walsh, SC Department of Education  
Alissa Warters, Francis Marion University

All Attended either In-Person or via Zoom

**1. Welcome, Introductions, and Quorum**

Chair Dyer convened the meeting at 10:00 a.m. Mrs. Smith confirmed the meeting was being held in accordance with the Freedom of Information Act and established a quorum.

**2. Approval of Agenda**

Chair Dyer asked for a motion to approve the agenda. Commissioner Bryson motioned and Commissioner Snyder seconded. Chair Dyer called for the vote and the motioned passed.

### **3. Approval of the Minutes**

Chair Dyer asked for a motion to approve the December 4, 2023 meeting minutes. Commissioner Bryson motioned and Commissioner Seckinger seconded. Chair Dyer called for the vote and the motioned passed.

### **4. New Program Proposals**

Chair Dyer called on a representative from Francis Marion University (FMU) to summarize item 4.a., Bachelor of Science in Education Multi-categorical Special Education: Autism Studies, Pre-K through 12.

Commissioner Snyder inquired regarding the need for the program, to which FMU's representative confirmed a significant need. Commissioner Seckinger voiced concern with the program not following the agency's review process starting with review from the Advisory Committee on Academic Programs (ACAP) followed by review from the Committee on Academic Affairs and Licensing (CAAL). Commissioner Seckinger also expressed concern with the program excluding a nutritional education aspect, to which FMU's representative confirmed that nutrition would be addressed within the OT301 course. Commissioner Seckinger suggested convening a special-called ACAP meeting, followed by a special-called CAAL meeting so that the program's consideration follows the agency review procedures. Commissioners engaged in extensive conversation regarding the procedural process of considering programs.

Commissioner Snyder motioned that the program is approved by CAAL with the condition that the item will be reviewed by ACAP and ACAP will report to CAAL if there are any issues with the program, to which Commissioner Horne seconded. Chair Dyer called for the vote and the program passed with one stipulation pending ACAP's review, and Commissioner Seckinger opposed.

### **5. For Information**

Chair Dyer called on Dr. Berry to summarize the item. Dr. Berry asked whether there were any questions about item 5.a., Notification Summary Fall 2023.

Commissioner Seckinger commented regarding the procedure for receiving notifications. She recommended that mission changes are not handled as staff approvals, rather presented to the committee for consideration. Dr. Berry explained the policy regarding considering mission statements. Commissioner Seckinger recommended that the policy is reviewed, to which Commissioner Dyer requested that this item is added to the agenda for the next CAAL meeting. Commissioner Snyder recommended that for future mission statement revisions, the Committee is provided the old and newly proposed statements so that the changes are made more clear to the committee. Dr. Woodfaulk stated that the academic affairs staff will also forward the mission statement changes from today's meeting to Commissioners. Commissioner Horne would like a study on the process for considering notifications, modifications, and program approvals. She would also like clarification on what changes are considered substantive versus non-substantive.

### **6. Other Business**

Chair Dyer announced that due to staffing shortages in the Office of Academic Affairs and Licensing, there may be some delay in response time.

Chair Dyer summarized items a., b., c and d. which did not require any action.

**7. Adjournment**

The Committee adjourned at 11:27 a.m.