



**Advisory Committee on Academic Programs (ACAP)**  
**Meeting Minutes**  
**January 9, 2025**

**Attendees**

**Clemson University:** Rob Essaf, Jeremy King, Michelle Cook  
**Coastal Carolina University:** Teresa Burns  
**College of Charleston:** Mark Del Mastro  
**Francis Marion University:** Will Carswell, Allison Steadman, Allissa Warters  
**Lander University:** James Colbert, Jr., Erin Paysinger  
**Medical University of South Carolina:** Suzanne Thomas, Nancy Carson, Helen Martin  
**Piedmont Technical College:**  
**SC Department of Education:** Jessica McLees  
**SC House of Representatives:** Macey Webb  
**SC State University:** George Johnson, David Staten, Stanley Ihekweazu  
**SC Technical College System:** Rosline Sumpter; Aimeé Carter  
**The Citadel:**  
**Trident Community College:** Laurie Boeding  
**University of South Carolina Aiken:** Phil Bridgmon; Katie Smith  
**University of South Carolina Beaufort:** Eric Skipper, Brian Mallory  
**University of South Carolina Columbia:** Trena Houpp, Jenelle Peoples  
**University of South Carolina Palmetto College:** Walter Collins  
**University of South Carolina Upstate:** Pam Steinke  
**Winthrop University:** Tim Druke  
**York Technical College:**

**Commissioners**

Edgar Dyer Terrye Seckinger

**Commission Staff**

Jessica Berry Endé Clark  
Melissa Price Shardai Figures  
Darnell Holland Diane McCree  
Kristin Brooks Tracy Solet  
Matthew Hartenstine Christopher Glenn

All attended in-person or via Zoom

**1. Welcome**

Dr. Berry welcomed everyone to the meeting at 10:02 a.m.

**2. Introductions, Quorum, and Freedom of Information Act**

Ms. Solet announced attendance, established quorum, and confirmed the meeting was being held in accordance with the Freedom of Information Act.

**3. Approval of Agenda**

Dr. Berry called for a motion to approve the meeting agenda. A motion was made and seconded. Dr. Berry called for a vote. **The motion passed unopposed.**

#### 4. Approval of Minutes

Dr. Berry called for a motion to approve the December 12, 2024 meeting minutes. A motion was made and seconded. Dr. Berry called for a vote. **The motion passed unopposed.**

#### 5. Acting Director's Report

##### a. Special Called ACAP Meeting

A special called ACAP meeting will be held at 10:00 a.m. on Thursday, January 30, 2025. The meeting will be held virtually only. Due to the holidays, several proposals did not make it this agenda. Dr. Berry requested any requested revisions be submitted as quickly as possible. Institutions will be notified by CHE staff of proposals on the agenda.

##### b. Midlands Technical College's New Program Transferability Review

The deadline for review and submission of responses to the transferability determination of Midlands Technical College's new program proposal has been extended to January 10, 2025. Dr. Berry requested ACAP members review the proposal and complete the survey.

##### c. Academic Insight Forum

The Academic Insight Forum will be held virtually on February 13, 2025. Dr. Berry expressed appreciation for those who have responded to the invitation and encouraged the institutions to ask questions and to share the invitation with those who may benefit from attending.

##### d. Academic Inventory Correction Form

The new Academic Inventory Correction form should be used by institutions to notify CHE staff of any inconsistencies found on the Academic Inventory throughout the year. This form is separate from any requests the institutions may receive from CHE's IT Department in conjunction with its annual inventory review.

##### e. Questions

Dr. Berry opened the floor to any questions regarding the Acting Director's Report. A question was raised asking if there is an inventory of Technical College's programs which have been designated transferable or nontransferable. USC Columbia explained Associate of Applied Science (AAS) degrees are generally nontransferable, though there are some transfer agreements in place with several AAS programs.

#### 6. New Program Proposals

##### a. Clemson University, B.S. in Early Childhood and Special Education

The institution moved approval of the program, which was seconded. The program was presented, and the floor opened to questions. Hearing none, Dr. Berry called for a vote to recommend the program to CAAL for review. **The motion passed unopposed.**

##### b. Clemson University, B.A. in Modern Languages Education

The program was presented, followed by the institution's motion for approval of the program, which was seconded. The floor was opened to questions. Discussion was had regarding the proposal being submitted as a new program in lieu of a program modification to meet SC Department of Education requirements. With no further discussion, Dr. Berry called for a vote to recommend the program to CAAL for review. **The motion passed unopposed.**

##### c. Clemson University, M.A.T. in Teacher Residency in Modern Languages Education

##### d. Clemson University, M.A.T. in Modern Languages Education

The institution motioned approval of both programs noted as agenda items 6.c. and 6.d., which was seconded. The programs were presented, and the floor opened to questions. Hearing none, Dr. Berry called for a vote to recommend both programs to CAAL for review. **The motion passed unopposed.**

e. **South Carolina State University, B.S. in Mechanical Engineering**

The institution moved approval of the program, which was seconded. The program was presented, and the floor opened to questions. Francis Marion University requested its B.S. in Mechanical Engineering be added to the proposal as an existing program, which the institution confirmed would be done. The University of South Carolina Columbia expressed support of the program. Hearing no further comments, Dr. Berry called for a vote to recommend the program to CAAL for review. **The motion passed unopposed.**

7. **Program Modification Proposal**

a. **Francis Marion University, B.S. in Biology, Secondary Education**

The program modification was presented, followed by the institution's motion for approval of the modification, which was seconded. The floor was opened to questions. Hearing none, Dr. Berry called for a vote to approve the modification. **The motion passed unopposed.**

b. **Medical University of South Carolina, M.S. in Physician Assistant Studies**

The institution moved approval of the modification, which was seconded. The program modification was presented, and the floor opened to question. Francis Marion University expressed concerns and requested a delay in consideration of the modification to allow the members of the Pee Dee Health Medical Education consortium (FMU, USC, MUSC) to further discuss any potential program duplication in each institution's service areas, student recruitment, and clinical sites. USC Columbia expressed concerns and requested collaboration among the three institutions to ensure adequate access to clinical sites. The institution requested the modification not be delayed, and the consortium and the three institutions allowed to work together in the background to reach the shared commitment to grow clinical sites. Dr. Berry called for a roll call vote and reminded the committee as a program modification, the proposal is considered at the ACAP level and will not go to CAAL for review. **Ms. Solet conducted a roll call vote and the motion to approve the program modification passed with 9 affirmative votes, 2 negative votes, and 3 abstentions.** USC Columbia and Francis Marion University each expressed support of the program but would have preferred to have had more discussion prior to the modification being submitted for consideration. The institution reaffirmed its commitment to stress to its president and provost the need for rigorous discussions among the three institutions and consortium.

c. **University of South Carolina Columbia, B.A. in Media Arts**

The institution moved approval of the program modification, which was seconded. The program modification was presented, and the floor opened to questions. Hearing none, Dr. Berry called for a vote to approve the modification. **The motion passed unopposed.**

d. **University of South Carolina Columbia, B.A.J.M.C. in Broadcast Journalism**

e. **University of South Carolina Columbia, B.A.J.M.C. in Journalism**

f. **University of South Carolina Columbia, B.A.J.M.C. in Visual Communications**

The institution motioned approval of the three program modifications noted as agenda items 7.d., 7.e., and 7.f., which was seconded. The program modifications were presented, and the floor opened to questions. Winthrop University inquired why its Mass Communications program was not listed in the proposal, which the institution explained

was likely an oversight. With no further discussion, Dr. Berry called for a vote to approve the three modifications. **The motion passed unopposed.**

**8. Other Business / Discussion**

**a. AY 2023-2024 Academic Programs Annual Report (for information)**

Dr. Berry expressed appreciation for the institutions' review and input regarding the report. Francis Marion University asked about the criteria for inclusion in the report, which Dr. Berry explained was approval of a proposal during the 2023-2024 academic year.

**b. Reminders**

- i. Dr. Berry asked all final revisions to any outstanding program proposals be submitted by January 20 to be considered for the Special Called ACAP meeting on January 30, 2025.
- ii. Discussion was had regarding in-person attendance at committee meetings versus virtual attendance and the desire to continue a hybrid format. Dr. Berry expressed appreciation for conferring with colleagues in-person, when possible, especially when representatives are presenting programs proposals.
- iii. Dr. Berry reminded the group the next CAAL meeting will be held January 23, 2025, and the items approved today will go to CAAL on February 20, 2025.
- iv. ACAP and CAAL meetings will be held on the same day in April, but at different times. On April 17, 2025, ACAP will meet at 10:00 a.m. and CAAL will meet at 2:00 p.m. Dr. Berry reminded the attendees the proposals heard at ACAP in the morning will not be the same as those heard by CAAL in the afternoon.

**9. Adjournment**

Dr. Berry called for a motion to adjourn, which was made and seconded. With no further discussion, the meeting was **adjourned at 10:53 a.m.**