



UNIVERSITY OF SOUTH CAROLINA  
GRADUATE COUNCIL MINUTES  
August 25, 2008

## The Graduate School

The Graduate Council met on Monday, August 25, 2008 at 2:00p.m. in room 311 of the Byrnes Building.

**Graduate Council members present:** Dr. Zach Kelehear, Chair; Drs. Marianne Bickle, Nancy Brown, Xiaomin Deng, Scott Huebner, Satish Jayachandran, Murray Mitchell, Francisco Sanchez, Donna Shannon, Andrew Shifflett, Shirley Staples Carter, Ognian Trifonov, Nic Ularu, Irma VanScoy, George Voulgaris, and Mike Wyatt; Student Association Representative, Stephen Mann

**Graduate Council members absent:** JoAnne Herman, Lucia Pirisi-Creek

**Graduate School Representatives:** Dr. James Buggy, Interim Dean; Drs. Stanley Dubinsky, Nancy Zimmerman; Janice Byrd, Teresa Smith

**Provost Office Representative:** Dr. Aileen Trainer

**NOTE:** These minutes will become final on September 25, 2008, if not challenged.

- Welcome & Report of the Interim Dean of The Graduate School** (James Buggy)  
Dr. Zach Kelehear called the meeting to order and turned the floor over to Dr. Buggy to start the meeting.
  - Dr. Buggy announced to all Council members that President Pastides will attend the next meeting to be held on September 22, 2008 and encouraged all to submit any agenda items prior to the meeting to Dr. Kelehear.

- The Graduate School staff was introduced and Dr. Buggy outlined each person's responsibilities as they relate to The Graduate Council. He also reviewed the Graduate Council website linked from the Graduate School web page.
- Dr. Nancy Zimmerman was prompted to introduce the newly elected/appointed Council members: Donna Shannon, Francisco Sanchez, Nic Ularu, Murray Mitchell, and Nancy Brown. She introduced Shirley Staples Carter as a new Council member appointed as a replacement for Lynn Zoch.
- The Graduate Student Association (GSA) representative, Stephen Mann, was then introduced. Dr. Buggy explained that this year The Graduate Council membership was amended to allow a graduate student to serve as a voting member of the Graduate Council and as a voting member of the Petitions and Appeals Committee. Stephen was appointed this year, but once a process is developed, GSA will elect a representative to serve each year.
- Dr. Buggy reviewed the packet handouts outlining Council meetings, dates, and processes. Members introduced themselves.
- Dr. Buggy described the work of the Provost's Special Study Group to Evaluate the Role of the Graduate School. This group was appointed late last fall and met through the spring to review the role and organization of The Graduate School. A report of the group's findings was given to the Provost this summer. Mary Ann Fitzpatrick, Dean of the College of Arts and Sciences, asked that this report be an agenda item for the next meeting of the Council of Academic Deans.
- Dr. Buggy described the work of the Provost's Special Study Group - Graduate Life. GSA has voiced a concern about the cost of tuition and health insurance. President Pastides responded by stating that the GSA's concerns will be addressed and a report will be generated. Dr. Michael Amiridis serves as chair and Dr. Buggy as an *Ex-officio* member. The report outlining some recommendations is due to President Pastides by late October.
- Dr. Buggy reported on the *Graduate Studies Bulletin* improvements. Dr. Aileen Trainer has been leading a group to evaluate the graduate bulletin. A third-party vendor will now process the bulletin. The Request for Proposal (RFP) process has been completed and a vendor has been selected. Dr. Trainer advised us that a uniform process of collecting bulletin information is being devised.
- Dr. Buggy reported on the change in Theses/Dissertations Processing. In September, the submission process for theses and dissertations will become electronic through ProQuest. New guidelines for submission will be posted to the Graduate School website.
- Dr. Buggy then announced his charge for the 2008-2009 Academic Year for Graduate Council committees:
  - Petitions and Appeals: Explore if a grievance procedure for students should be developed if they have complaints about any part of their graduate experience, such as mentoring, advising, and graduate assistant appointment.

- Academic Policy and Practices: Review the degree requirement policies and recommend any changes such as changes made necessary by last year's policy change of nine credits of 799 and twelve to thirty credits of 899.
- Program Review: Interpret the National Research Council (NRC) report on doctoral programs. It will be released mid-September/early October of this year. A hyperlink is located on the Graduate Council website that outlines how to understand the range of ratings presented by the report. Brian Habing, Statistics, will serve as committee chair to help programs interpret the complex statistical data of the report.

## 2. **Report of the Chair (Zach Kelehear)**

Dr. Zach Kelehear introduced himself as the Graduate Council chair for the 2008-09 term. He also welcomed all new and returning members emphasizing the importance of the Graduate Council and its work.

- Committees meet on the 2<sup>nd</sup> Monday of every month.
- The Graduate Council meets the 4<sup>th</sup> Monday of every month.
- The Agenda was approved.

## 3. **Approval of minutes**

The minutes from the [May 28, 2008](#) meeting were approved.

## 4. **Report of the Secretary of the Graduate Council/Associate Dean (Nancy Zimmerman and Stanley Dubinsky)**

Dr. Nancy Zimmerman:

- Dr. Zimmerman explained why the meeting dates changed this year due to many holidays falling on the same dates as Council meetings. She then reviewed the timetable available on the Graduate Council website.
- Agenda's will be sent electronically the Wednesday before each meeting to Council members and it will be posted on the website.
- Dr. Zimmerman explained the updates to the Graduate Curriculum Proposal Tracking Charts available on the website. The chart has been separated into two separate charts; one for humanities and one for sciences curriculum committees.
- Committee Chairs will let proposal submitters know when their items will be discussed.
- Dr. Buggy advised that all committee members will have access to Adobe Acrobat Professional so that comments can be placed directly on the electronic submission.
  - Alice Hartzog will attend all initial committee meetings to aide committee members with using and setting up Adobe Acrobat Professional and set up listservs for all committees.
- The agenda was provided for today's initial meeting, but Council members should view and print it for themselves for future meetings.
- Dr. Zimmerman updated the *The Graduate Council Manual*. It is posted on the website and a copy is available in the Council packet.

Dr. Stanley Dubinsky:

- The Graduate School directory and the Graduate Director's Policy Manual have been updated and they're available online.
- The Teacher's Assistant (TA) Training and Orientation went well this year. Attendance was higher than in any other year. Dr. Dubinsky went through the agenda and explained the importance of TA training mandated by the University.

Federal law requires that foreign TAs must pass a language exam prior to teaching.

- This year, Graduate Student Orientation was coordinated by GSA, but the University Office of Student Affairs will coordinate the event in the future.

5. **Report of the Academic Policy and Practices Committee** (Zach Kelehear)  
No report

6. **Other Committee Reports**

- Marianne Bickle provided report of last year's Program Review Committee Subcommittee on Web Page Review. A handout was provided that recommended features program's websites should include ([attached](#)).

7. **Report of the 500/600 Level Courses Committee** (Nancy Zimmerman)

- Dr. Zimmerman provided all Council members with a report from the last meeting of the 500/600 Level Courses.

**Graduate Council 500-600 Curriculum Committee Report  
August 21, 2008**

Next meeting of Curricula and Courses Committee of the Faculty Senate: Friday, September 19, 2008 at 10:00AM. Chair of C&C for 2008-2009: Gail Wagner

The following curricular changes were presented at the 8/18/2008 Curricula and Courses Committee of the Faculty Senate.

**Old Business:**

None

**New Business:**

1. GEOL 502 [=MSCI 502]-new
  2. MSCI 502 [=GEOL 502]-new
  3. GEOL 536-deletion
  4. GEOL 547-deletion
  5. GEOL 699 – credit hours, prerequisite & description
  6. PHIL 524-new
  7. PHIL 526-new
  8. STAT 511- prerequisite
  9. STAT 522-prerequisite
- Dr. George Voulgaris brought to everyone's attention that there is a Graduate School template for a graduate course syllabus. He will send it to Dr. Buggy and Dr. Zimmerman so that a comparison can be made with The Graduate School's template, but the College of Arts & Sciences has sent a directive for a syllabus template and Student Learning Outcomes to be used for all Arts & Sciences courses.
8. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Murray Mitchell)  
No report

9. **Report of Science, Math, and Related Professional Programs Committee** (Mike Wyatt)

- Dr. Zimmerman advised the council that the letters of concurrence were received from the Arnold School of Public Health and Pharmacy, so MBIM 711 is approved as a new course.

**SCHOOL OF MEDICINE**

New Course Proposal (Refer to Tracking Chart): **APPROVED** 5/28/08  
pending receipt of letters of concurrence

MBIM 711 Advances in Biologically-based Complementary  
and Alternative Medicine (CAM)

10. **Old Business**

None at this time

11. **New Business**

- Next year's chair will be chosen at the September's meeting. Those interested are asked to email Dr. Zach Kelehear advising him of his or her interest.
- Dr. Dubinsky announced that he'll be returning to the English department at the end of the year as chair of the new Jewish Studies Program.

12. **Good of the Order**

13. **Adjournment**

The meeting adjourned at 3:38p.m.




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Nancy Zimmerman, Secretary

cc:

President Harris Pastides

Provost Mark P. Becker

Deans

Department Chairs

Graduate Directors

Barbara Blaney, University Registrar

Jodie Morris, Office of the Registrar

Gail Stephens, Office of the Registrar

Thom Harman, University Publications

Nancy Floyd, Office of Institutional Assessment and Compliance