



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

August 26, 2013

The Graduate Council met on Monday, August 26, 2013 at 2:00 P.M. in room 311 of the Byrnes Building.

Graduate Council members present: Dr. Paul Solomon, Chair; Drs. Alexander Beecroft, Matt Brown, Nancy Brown, David Darmofal, Erik Drasgow, Minuette Floyd, Stacy Fritz, J. Daniel Jenkins, Thomas Kramer, Julia Lopez-Robertson, DeAnne Messias, Elena Osokina, Tracey Weldon-Stewart, Terrance Weik

Graduate Council members absent: Drs. Wayne Carver, Jerry Hilbish, Michael Hodgson, and Brittany Walter, GSA Representative

Graduate School Representatives: Dr. Jessica Elfenbein and Teresa Smith

Provost Office Representative: Dr. Kristia Finnigan

Guests: None

1. Call to Order and Approval of Agenda (Paul Solomon)

Dr. Solomon called the meeting to order at 2:00 PM.

2. Approval of Minutes (Murray Mitchell)

Dr. Mitchell reported that due to a number of other issues, minutes were not available for review. They will be posted prior to the September meeting for approval at that time.

3. Report of the Chair (Paul Solomon)

Dr. Solomon introduced himself as the new Chair and welcomed the new and returning committee members to Graduate Council this year. Dr. Solomon requested introductions and each member introduced themselves.

Dr. Solomon announced that committee member selections still need to be completed and encouraged volunteers to Chair and become members of the following sub-committees: The Academic Policy and Practices Committee, the Fellowships and Scholarships Committee, the Science, Math, and Related Professional Programs Committee, the Humanities, Social Sciences, Education, and Related Professional Programs Committee, and the Grievances, Appeals and Petitions Committee. He asked that experienced committee members assist and answer any questions that the new members may have.

4. Report of the Dean of Graduate Studies (Lacy Ford)

Dr. Ford announced that the role and philosophy of The Graduate School regarding academics is to allow the colleges, and the units within the colleges, to set their own standards for graduate programs. These standards are communicated to The Graduate School, and as a collaborative effort between the colleges and The Graduate School to enforce the standards. Exceptions can be reviewed on a case-by-case basis, if there is a good reason to consider them. There are occasions when University Policy governs procedure, but The Graduate School does not enforce standards apart from University Policy and the standards set forth by each department. As long as the standards are within University Policy, it is The Graduate School's philosophy to work with each unit to monitor processes and enforce standards.

Graduate admissions is another area where collaboration is necessary. The goal is to process and provide admissions information in a timely manner to the units. In order to improve in this area, The Graduate School currently provides a team approach to solve problems and to improve communication providing timely responses to the unit's questions regarding Graduate admissions. There are clear lines of supervision, and when there are issues to be addressed, The Graduate School staff and management teams do a good job of taking care of the issues. Dr. Mitchell has done an excellent job of identifying difficult areas and providing improvement. We are confident in his ability to continue going forward.

Additionally, The Graduate School will soon implement a new procedure to process international student admissions. Using a single Program Coordinator, once implemented, we will improve functionality. We are collaborating with International Student Services to create a smooth transition to USC for international students.

The Graduate School has also selected Presidential Fellows, and this year, 80 students were selected. It is a unique, award winning program that the University can be proud of. The Graduate School plans to distribute \$150,000 in travel grant funds to graduate students. The program is a popular one and the funds will deplete quickly. Students who are selected present nationally representing the best of the University of South Carolina.

In the 2012-2013 academic year, the University graduated 330 doctoral students. This was by far the highest number ever produced at USC. It was an unusual spike, but that level of PhD production puts USC in line with the mid-range of Carnegie Research Institutions even though our faculty size is much smaller. The Provost is very proud of this fact.

5. Report of the Secretary of the Graduate Council and Associate Dean of The Graduate School (Murray Mitchell)

Dr. Mitchell thanked the Council members who agreed to serve another term on committees. He mentioned that the Manual for Graduate Council is currently being revised. However, he read from the manual the mission and purpose of the Graduate Council.

Regarding Committee Chair and member positions still open, Dr. Mitchell called for volunteers. Stacy Fritz volunteered to be the Vice Chair of Graduate Council. The Vice Chair usually moves into the Chair position after one year of service. The Vice Chair also serves as the Chair of the Academic Policy and Practices Committee. The Council voted and unanimously approved Stacy Fritz as Vice Chair of Graduate Council.

Dr. Mitchell suggested that there are still five other committees that need members. A Graduate Council member must serve as Chair and other Council members or graduate faculty can serve as committee members.

The Humanities, Social Sciences, Education, and Related Professional Programs Committee has four members. The Science, Math and Related Professional Programs Committee needs three members. The Grievances, Appeals and Petitions Committee has four members. The Academic Policy and Practices committee needs three members, and the Fellowships and Scholarships needs three members.

Dr. Mitchell asked again for volunteers to complete committee memberships.

6. **Report of the Graduate Student Association Representative** (Brittany Walter, excused)

No report

7. **Report of the Academic Policy and Practices Committee** (Stacy Fritz)

No report

8. **Report of the Committee on 500/600 Level Courses, Distance Education and Special Courses** (Murray Mitchell)

A listing of 500/600 Level Courses was presented to Council. No action was required on these courses. The listing was presented to the Council for informational purposes only.

500/600 Level Courses

APPROVED

[MUSC 505 Violin Scales and Technique](#) – New Course Proposal (2)

[Effective Term: Fall 2013]

[SPCH 500 Selected Topics in Speech](#) – Course Change Proposal (COURSE DELETION REQUESTED) (1)

[Effective Term: Maymester 2013]

[SPCH 546 Alternative Voices](#) – Course Change Proposal (COURSE DELETION REQUESTED) (3)

[Effective Term: Maymester 2013]

Distance Education Delivery

APPROVED

[ITEC 770 Health Database Systems](#) (3)

[Effective Term: Fall 2013]

[ITEC 747 Management of Health Information Systems](#) (3)

[Effective Term: Fall 2013]

9. **Fellowships and Scholarships Committee** (Wayne Carver, excused)

No report

10. **Report of the Science, Math, and Related Professional Program Committee**
(DeAnne Messias)

No report

11. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (J. Daniel Jenkins)

No report

12. **Report of the Grievances, Appeals and Petitions Committee** (Erik Drasgow)

No report

13. **Other Committee Reports**

No report

14. **Old Business**

No report

15. **New Business**

Dr. Elfenbein announced that The Graduate School is partnering with the Career Center and the Graduate Student Association to present a new financial literacy program called "SmartStart." It is a campus-wide program designed to help students negotiate salary. The program begins with facilitator training on September 3.

Dr. Elfenbein also announced that the Graduate School is working hard to track graduates who attain tenure track positions. Dr. Elfenbein asked the Council for assistance in getting information from the units regarding these students. The Council is to contact her via email with information regarding these graduates.

16. **Good of the Order**

No report

17. **Adjournment**

The meeting adjourned at 3:00 PM.

Murray Mitchell, Secretary

cc: President Harris Pastides
Vice Provost & Dean of Graduate Studies Lacy Ford
Provost Michael Amiridis
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Jodie Morris, Office of the Registrar
Andrew Graves, Office of the
Registrar
Nancy Floyd, Office of Institutional Assessment and Compliance