



UNIVERSITY OF SOUTH CAROLINA  
GRADUATE COUNCIL MINUTES  
August 27, 2007

## The Graduate School

The Graduate Council met on Monday, August 27, 2007 at 2:30p.m. in room 311 of the Byrnes Building with Dr. Jim Buggy presiding.

**Graduate Council members present:** Dr. Naomi Farber, Chair; Xiaomin Deng, Louise Jennings\*, Gregory Hand, Scott Huebner, Zach Kelehear, Barry Markovsky, Andrew Shifflet (represented by William Rivers), Oggie Trifonov, George Voulgaris, and Lynn Zoch

**Graduate Council members absent:** Marianne Bickle, Louise Charlebois (resigned), Lucia Pirisi-Creek\*, Irma Van Scoy

**Graduate School Representatives:** Dr. Jim Buggy, Stan Dubinsky, Dale Moore, Lynn Jackson

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

**NOTE: These minutes will become final on October 8, 2007, if not challenged.**

1. **Chair's remarks** (Naomi Farber)  
Dr. Buggy called the meeting to order and introduced Dr. Farber as the new chair. She spoke of the GC's mission and emphasized its very significant role in faculty governance. Graduate Council committees make a very important contribution to council by deliberating on issues brought before council; council members were encouraged to volunteer for committees of most interest to them. The election of the vice chair was postponed until the next meeting.

2. **Approval of minutes (Minutes of the May 29, 2007 meeting were approved by email)** [Attachments on file in Graduate Council Office]
3. **Report of the Graduate Dean (Jim Buggy)**

Informed the council he was named Interim Dean of the Graduate School 7/1/07 with a likely 1-2 year term until appointment of a new Dean.

  - Introduction of new Council members: Scott Huebner, Xiaomin Deng, Lynn Zoch, and Andrew Shifflet. Dr. Buggy indicated that graduate faculty from under-represented units are being sought to fill appointed vacancies on Graduate Council.
  - Dr. Buggy stated that Graduate Council meeting room should have a networked computer and projector always available for the meetings. The revised Graduate Council webpage was reviewed to demonstrate features that would better inform council and the wider university community.
    - Review of Graduate Council Manual
    - 2007-2008 meeting dates - 2<sup>nd</sup> & 4<sup>th</sup> Monday of each month.
    - Agendas will be posted on the website prior to each meeting to enable others to know what the council is doing.
    - The Graduate Curriculum Proposal Tracking Chart with scanned proposals and review status was described. By placing this information on the web rather than as an attachment to mailed agendas, there should be better awareness of curricular matters throughout the university. Also, Council was encouraged to efficiently process Curriculum Committee reports to allow more meeting time for other matters.
  - The distinction of 'graduate faculty' was reviewed based on the definition in the Faculty Manual. Each graduate program has established criteria for graduate faculty. The primary responsibility for graduate faculty is to teach graduate classes and supervise graduate students by serving on advisory committees.
  - Standing Committees - Should be chaired by council members but other membership need not be council members. There are seven committees listed in the Graduate Council manual and Dr. Buggy would like more of these to be active this upcoming year. Charges to standing committees and the organization of council meetings was discussed.
    - Dr. Dubinsky will organize the Fellowships Committee and demonstrated the newly designed Fellowships and Awards webpage and how this should be more informative.
    - The Curricular Committees were charged to develop review criteria for their activities, and provide a template for the necessary components of a graduate course syllabus. Dr. Trainer noted the need for step by step procedure. At this time there are no clear academic policies for some of these procedures.
    - The Petitions and Appeals Committee will be charged with review of probation/suspension practices. Guidelines for appeals in these areas and Academic Forgiveness were developed but not widely known; these have now been added to the graduate school website. Clarification of the timing of probation and suspension is requested for students receiving incomplete "I" grades which then convert to "F" after one year.

- The Policies and Procedures Committee will be asked to assess dissertation and thesis guidelines. A title page template revised by Dr. Dubinsky was demonstrated from the website. Another charge is to determine if there should be uniform admission standards used by the Graduate School. Dale Moore provided background on this practice and noted that there is a published minimum for the TOEFL but not GPA or standardized test scores such as GRE. A review of Graduate School Admission coordinators revealed a variety of standards applied to different programs regarding when letters of justification are requested to support admission recommendations.
- The Program Review Committee will be asked to assist degree programs with Graduate Bulletin and website revision in preparation for the 2011 SACS reaccreditation process.
- The search for a new Assistant Dean and an Administrative Coordinator are in progress and these positions will provide support for Graduate Council among other responsibilities.

4. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Zach Kelehear)

Submissions tabled pending further review.

5. **Report of Science, Math, and Related Professional Programs Committee** (Oggie Trifonov)

College of Arts and Sciences  
 Department of Geological Sciences  
 Curriculum and Bulletin Changes: Change in Degree Program Names  
 From: M.S. and Ph.D degrees in geology  
 To: M.S. and Ph.D degrees in geological sciences

6. **Report of the Petitions and Appeals Committee** No report

7. **Report of the 500/600 Level Courses Committee**

Dr. Buggy represented the Graduate School for the 8/17/2007 meeting of the Curricula and Courses Committee of Graduate Council. RELG 550, RELG 553, RELG 554, NURS 503, and NURS 503A were recommended for deletion. A change in title for EMCH 522 was approved. These changes will be presented at the 9/5/2007 meeting of Faculty Senate.

8. **Other Committee Reports** None at this time

9. **Old Business** None at this time

10. **New Business** None at this time

11. **Good of the Order**
12. **Adjournment** The meeting adjourned at 4:15p.m.

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Stan Dubinsky, Secretary

c:  
President Andrew A. Sorensen  
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

\*Replacement Member (2007-2008)