



## GRADUATE COUNCIL MINUTES

January 23rd, 2023

The Graduate Council met virtually on Monday, January 23rd, 2023, at 2:00 P.M.

Graduate Council members present: Dr. Stephen Shapiro, Chair; Drs. Demetrius Abshire, Hassan Anderson, Subra Bulusu, Fang Jing, Shana Harrington, Kathy Kim, William Matchin, Terrance McAdoo, Srihari Nelakuditi, Wendy Regoeczi, David Reisman, Sriram Venkataraman, Sheryl Wiskur, Neal Woods, Christina Yao, and Rajat Das Gupta (GSA)

Graduate Council members absent: Drs. Jean Ellis and Edie Goldsmith

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell (Secretary), Dr. Toby Jenkins-Henry (Excused), Dr. Angelina Sylvain, Dale Moore, Wright Culpepper, Libby Cross, and Wanda Barr

Provost Office Representatives: Trena Houp

Guests: Dr. Beth Barnes (COMD), Dr. Mary Anne Fitzpatrick (Journalism), Dr. Sheri Silfies (Exercise Sciences), Dr. Nikki Wooten (Social Work), Dr. Christine Sacco-Bene (School of Medicine), Dr. Hong Wang (Mathematics), Ed Short (Office of the Registrar), and Maxwell Akonde (GSA).

**NOTE: These minutes will become final on February 27th, 2023, if not challenged.**

- 1. Call to Order and Approval of Agenda** (Stephen Shapiro, Chair)  
The meeting was called to order at 2:02p.m., and the Agenda was approved.
- 2. Approval of the Minutes from December 12, 2022.** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: <https://bit.ly/3SvPO0E>.  
*The minutes from December were unanimously approved.*
- 3. Report of the Chair** (Stephen Shapiro)  
No report.
- 4. Report of the Interim Dean of the Graduate School** (Cheryl Addy)  
Dr. Addy shared that Provost Arnett sent substantive comments on the leadership profile regarding the graduate dean search in December and a link to that search can be found here: <https://academicsearch.org/open-searches-public/entry/14198/?search=14198>

She will be travelling next week (February 1-3) to Washington, DC, with Maxwell Akonde and three other GSA leaders to meet with various staff members of the South Carolina congressional delegation. This is an opportunity for our graduate student leaders to learn about the importance of advocacy and about how our federal government operates. We will also meet briefly with staff at the Council of Graduate Schools to learn about their advocacy efforts. Steve Beckham, our federal government relations liaison, is organizing our meetings and will escort us during the visit.

The Graduation with Leadership Distinction (GLD) program was developed several years ago as part of the USC Connect program and our SACSCOC QEP project. We had GLD graduates in Public Health as early as 2015. From the beginning, the GLD program was designed for undergraduates, but there has always been discussion about expanding for graduate students. With the new leadership in CIEL, there is renewed interest in expanding to graduate students. But, based on the original GLD approval, this is a faculty governance initiative. The Graduate Council does not need to be the group initiating such a proposal, but she wants to hear your perspective on the potential to develop this.

An academic unit has presented a collaborative proposal to accept military credit toward a graduate degree. The undergraduate bulletin includes a policy to accept military credit (<https://academicbulletins.sc.edu/undergraduate/policies-regulations/admissions-policies-procedures/#text>, see Evaluation of Transfer Credit). Is there interest in developing a similar policy for graduate programs? Brief discussion of the [American Council on Education's Joint Statement on the Transfer and Award of Credit](#) and the ACE process to review military courses for potential transfer for academic credit. See <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-FAQ.aspx> and related pages for additional information.

**5. Report of the Secretary of the Graduate Council (Murray Mitchell)**

Dr. Mitchell welcomed everyone back and thanked everyone for their continued contributions to the oversight of graduate education at the University of South Carolina. In the spirit of succession planning, please begin thinking about possible nominees to fill rolls of the Council as member terms expire and/or for any who may be qualified and interested in serving on any of the various committees that report to the Council.

Dr. Mitchell anticipates receiving soon, a roster of missing grades for graduate students from Fall 2022. Please share with your colleagues the need for every instructor of record to submit grades for all enrolled students, in every class, every semester. He is hoping that, with your assistance, the roster of missing grades might be shorter this semester than it has been in previous semesters.

The two items mentioned by Dean Addy will be added as “Old Business” for the next meeting. Please solicit input on these topics from your colleagues for discussion at future meetings.

**6. Report of the Interim Associate Dean for Diversity, Equity, and Inclusion, and Associate Director, Grace Jordan McFadden Professors Program (Murray Mitchell for Toby Jenkins)**

Dr. Jenkins was not able to attend our meeting today and shared her comments in advance. She serves as co-chair of the President’s DEI Advisory Council, and she had a conflict because of a meeting with the President to prepare for the first advisory board session. She did not have any major items beyond just stressing to please read the January DEI Update that was sent out last week, and to encourage faculty and staff in your departments to register for the Bias in Application Review Workshop. All related information is in the DEI Update.

**7. Report on Professional Development** (Wright Culpepper)

Wright indicated that they are continuing their relationship with Founders Federal Credit Union this semester. They just announced a slate of workshops. On February 3<sup>rd</sup>, there will be a basics of personal finance. In March, they are doing a workshop on credit and ID theft. In April, they are doing a workshop on investing. Anywhere along the wide spectrum of financial needs, your students will be able to get some face-to-face no pressure situation advice from some certified professional financial counselors through Founders Federal Credit Union. He is excited about the work that is being done by Matt Klopfenstein and Nigel Smith in the Graduate Student Resources Hub. They tried to do a little bit of everything in terms of our programming in the way of professional development and having Matt and Nigel totally dedicated to this programming really allows them to support our students in a robust and comprehensive way. Please click on the link to see our professional development programming calendar for the Spring semester:

<https://25livepub.collegenet.com/calendars/cal-grad-prof-dev>

Wright praised the good work that a few of their campus partners are doing; i.e. Dr. Michelle Hardee and the Center for Teaching Excellence as well as the University Library System and their sharp graduate programming.

Coming in April on the 3<sup>rd</sup> Friday, DiscoverUSC will be held at the Convention Center. They will only be hosting poster presentations for graduate students as the 3MT Competition was held in the fall. This registration process will already be open by the time we meet again in February.

**8. Report of the Graduate Student Association** (Rajat Das Gupta)

Rajat gave the following updates for GSA:

- GSA has begun their bi-weekly cabinet meetings. The director of the Center for Integrative and Experiential Learning, Dr. Charlie Pierce, was the guest speaker at the January 13<sup>th</sup> meeting. President Amiridis will be the guest speaker at the February 10<sup>th</sup> meeting.
- GSA, along with Dean Cheryl Addy, will take an advocacy trip to Washington, DC, February 1-3. Maxwell Akonde and other colleagues will go and meet with congress staff.
- GSA has conducted a Stipend/Cost of Living Survey among the graduate students. Over nine hundred students took part in this survey. They are currently analyzing the data.

**9. Report of the Academic Policy and Practices Committee** (Nikki Wooten for Jean Ellis)

Dr. Wooten elaborated on the proposed Graduate Council Membership modification to the Faculty and Graduate Council Manuals (please see attachment). After many questions and much discussion, it was determined that this Committee will reconvene and address suggested changes to present again at the February Graduate Council meeting.

**10. Report of the 500/600 Level Courses** (Murray Mitchell)

This report is presented to Council for informational purposes only; no action is necessary.

**500/600 Courses for January 2023 Grad Council**

(CCP = Course Change Proposal; NCP=New Course Proposal)

**MART 571C (3) Moving Image Advanced: Animation (CCP: Fall 2024)**

**11. Associate Graduate Faculty Nominations** (Murray Mitchell)

None at this time.

**12. Fellowships and Scholarships Committee** (Srihari Nelakuditi)

Dr. Nelakuditi reported that the Fellowships and Scholarships Committee had their first meeting last Friday, mainly for onboarding the members and getting everyone familiar with the Presidential Fellowship nomination and selection process. The first round of nominations for the Presidential Fellowship is due on January 27th. Please remind graduate directors in your units to nominate their outstanding candidates. The Committee plans to review nominations and decide on the first round of Presidential Fellowship offers in their next meeting on February 10th.

**13. Report of Science, Math, and Related Professional Programs Committee** (Jing Fang)

None at this time.

**14. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Wendy Regoeczi)

Below is a list of proposals reviewed by the Committee.

- **Health Systems Law, M.S.L.** (PCP: Fall 2023)
- **ISCI 764** (3) Universal Design and Accessibility for Youth (NCP: Summer 2023)
- **ISCI 768** (3) Challenges in Information Intensive Organization Administration (CCP: Fall 2024)

*These proposals were unanimously approved by Graduate Council.*

**15. Report of the Grievances, Appeals and Petitions Committee** (Murray Mitchell for Shana Harrington)

Dr. Harrington was only able to monitor this meeting and was not able to use her microphone to report. There are no issues before the committee at this time. Dr. Mitchell added that there is potentially one case to come. The student is exploring options with the Office of Civil Rights and Title IX, and he is working with that office to determine the most appropriate action to go forward. Otherwise, no report at this time.

**16. Other Committee Reports**

None.

**17. Old Business**

Update on Incomplete Grade Policy (Murray Mitchell)

The issue of making a modification to the existing policy regarding the time limits surrounding grades of incomplete remains under consideration. There are no proposals to be considered at this time.

**18. New Business**

Discussion of satisfactory progress to degree (Murray Mitchell)

Periodically, he comes across students who have amassed substantive hours of dissertation preparation—as a reminder, the Graduate School policy is that doctoral degrees that require a dissertation, a minimum of 12 hours of dissertation preparation is required. When he suggests a “substantive” number of hours, he is describing more than double the number of hours on an approved program of study, up to what he believes to still stand as the highest number of 57 hours of dissertation preparation credits, still without an approved document.

So, the issue that arises for him, is to ask for your thoughts on what kinds of guidance currently exists in your respective programs for any credentials you issue, to help students and faculty alike determine what “satisfactory progress to degree” might look like. He wanted to introduce this topic for your preliminary consideration in the hope that you might be able to gather information from your

respective programs, either for what currently exists, and/or to solicit input from your colleagues as to what might be a desirable set of suggestions for this purpose.

Just as some context, courses used on a program of study may be no older at the time of graduation than 6 years for certificates, master's degrees, and specialist degrees; no older than 10 years for doctoral degrees.

Sample milestones with expected markers (e.g., number of credit hours earned, or number of semesters of enrollment, or other?) might include (but not be limited to):

1. A program of study.
2. Creation of a relationship with a major professor/academic advisor.
3. A comprehensive exam committee nomination form.
4. A dissertation committee nomination form.
5. An approved thesis/dissertation topic proposal, to include at least a preliminary plan for data collection, analysis, writing, and defense.
6. An approved thesis/dissertation preliminary format check.
7. Date for defense of thesis/dissertation.
8. Date for final submission of thesis/dissertation
9. Confirmation of submission of application to graduate.
10. Semester-by-semester of academic progress (e.g., GPA), and plan for the following semester (e.g., course registration plans).

**Dr. David Reisman** indicated that Biology has a mechanism for monitoring student progress that he will be happy to share.

Please take this topic, along with the earlier items regarding the possibility of Graduation with Leadership Distinction and Military transfer credits back to your colleagues for their thoughts and input. These topics will be included as "Old Business" on the agenda for next month.

## 19. Good of the Order

**Dr. Demetrius Abshire** asked for clarification on issues surrounding proposals for new courses where there may be some perceived duplication or overlap.

**Dean Addy** noted this as an issue for a very long time. She shared that our institutional funding model has been a confounding challenge. Her recommendation was to propose any course that may present as overlap should be framed by title and description that has an emphasis for your particular program (e.g., Statistics for Nurses rather than just "Statistics").

**Dr. Abshire:** Doesn't this funding model prohibit cooperation across units?

**Dean Addy:** Yes.

**Dr. Mary Anne Fitzpatrick** added that the current budget model is an improvement, in her experience. She encouraged the creation of MOUs to be used sparingly for agreements that are essential to the institutional mission.

**Dr. Stephen Shapiro** raised a concern that some members are identified as "guest" and are unable to contribute to the chat. Can this issue be addressed?

**Dean Addy** responded that this appears to be tied to how one logs into the system. Using the main "mailbox" login rather than the "@biol" or other variations that are available in Business, Medicine and some other units appears to make a difference.

## 20. Adjournment

The meeting was adjourned at 3:31p.m.

Murray Mitchell, Secretary

CC: Michael Amiridis, President  
Donna Arnett, Provost  
Cheryl Addy, Interim Dean of the Graduate School  
Deans  
Department Chairs  
Graduate Directors  
Aaron Marterer, University Registrar  
Elaine Belesky, Office of the Registrar  
Malia Kiehl, Office of the Registrar  
Tara Wright, Office of the Registrar

## Graduate Council P&P Committee Report

From: Drs. Matt Brown, Erik Drasgow, Nikki Wooten, and Jean Ellis (Chair)

RE: Proposed Graduate Council Membership modification to the Faculty and Graduate Council Manuals

20 January 2023

### ***Current Faculty Manual Language (p. 17)***

The council shall be composed of 20 regular and associate graduate faculty members and one student member:

- Nine members selected by the graduate faculty;
- Nine members appointed by the provost of the university upon recommendation of the Graduate School;
- One student member representing the Graduate Student Association;
- The dean of the Graduate School (ex officio); and
- The senior associate dean of the Graduate School (ex officio), who serves as secretary.

No more than six members may have associate graduate faculty membership.

### ***Suggested Changes to Faculty Manual*** (changes in blue)

The council shall be composed of the following members:

- Thirteen graduate faculty members, one from each academic unit. Members will be selected by the unit Deans.
- Five additional graduate faculty members, one each from the academic units with the highest graduate student enrollments. Members will be selected by the unit Deans.
- One student member representing the Graduate Student Association;
- The dean of the Graduate School (ex officio); and
- The Secretary of the Graduate Council (ex officio), appointed by the dean of the Graduate School.

It is the responsibility of the deans to select eligible graduate faculty according to current Faculty Manual guidelines. Members will serve three-year terms based on the academic year. The secretary of the Graduate Council will identify those academic units eligible for a second member by February 1 of the prior year, based on official fall enrollment. If an academic unit loses this eligibility, but both members have continuing appointments on Graduate Council, they will be allowed to complete those terms.

***Current Graduate Council Manual (p. 2)***

Graduate Council has 21 members and is comprised of 18 Graduate Faculty members, one graduate student representative, Dean of the Graduate School, and the Senior Associate Dean of the Graduate School who serves as Council Secretary. Nine Graduate Faculty members are elected by the Graduate Faculty and nine Graduate Faculty members are appointed by the President of the University. The student member is appointed by the President of the University who has designated the responsibility of electing the student member to the Graduate Student Association. The 18 Graduate Faculty members and the one student member are voting members. The Dean of the Graduate School and the Council Secretary are non-voting members. Term of service for Graduate Faculty members is three years with terms staggered to maintain continuity with three members elected and three members appointed each year. The term of the student member is set by the bylaws of the Graduate Student Association. No Graduate Faculty Council member can be elected to successive terms and only one member can come from an individual department. There are five standing Graduate Council Committees.

***Suggested Changes to Graduate Council Manual (p. 2)*** (changes in blue)

Graduate Council has 21 members and is comprised of 18 Graduate Faculty members, one graduate student representative, [the](#) Dean of the Graduate School, and the [Secretary of the Graduate Council](#), appointed by the dean of the Graduate School. [One faculty member from each of the following academic units should be selected by the unit Dean: Arts & Science, Business, Education, Engineering & Computing, HRSM, Information & Communication, Law, Medicine, Music, Nursing, Pharmacy, Public Health, and Social Work. An additional five faculty members will be selected by the unit deans with the highest degree-seeking graduate student enrollments. The term of service is three years, with six new members selected each year to maintain continuity.](#) The student member [is selected by](#) the Graduate Student Association. The term of the student member is set by the bylaws of the Graduate Student Association. The 18 Graduate Faculty members and the one student member are voting members. The dean of the Graduate School and the Council Secretary are non-voting members. No Graduate Faculty Council member can [serve](#) successive terms, and only one member can come from an individual department. There are five standing Graduate Council Committees. [Graduate Council members are required to serve on at least one Graduate Council committee during their 3-year term. Ex officio members of the Graduate Council are excluded from this requirement.](#)

**Additional Considerations / Points of Clarification:**

- a. Representation of the 18 members will be phased in, based on the most recently available enrollment numbers, and as terms of service for current members expire.
- b. Terms of service will overlap such that six new members will be appointed each fall; units represented by two members should have terms of service that do not expire in the same year.
- c. Enrollment numbers will be drawn from Data Warehouse by the fall freeze date each academic year to calculate representation on the Graduate Council.
- d. Deans should be notified at the January meeting of the Graduate Council of their responsibility to name who will represent them for a term to begin in August of the following academic year.
- e. Deans should identify their representatives to the Secretary of the Graduate Council by the end of the academic year. Failure to do so by 1 July results in that academic unit losing its representation on the Graduate Council for three years. The Chair of the Graduate Council will identify a replacement.

**Data Warehouse Registrar Fall 2022 Enrollment Report 11/14/2022**

College	College Desc	Campus	Fully Online/ APOGEE	TOTAL
AS	College of Arts and Sciences	966	0	966
BA	Darla Moore School of Business	971	0	971
ED	College of Education	476	737	1213
EN	College of Engr & Computing	517	55	572
HM	College Hosp Retail Sport Mgmt	120	7	127
IC	Information & Communications	108	430	538
ID	Interdisciplinary Programs	69	0	69

MD	School of Medicine Columbia	290	0	290
MU	School of Music	152	1	153
NR	College of Nursing	79	405	484
PH	NJ Arnold Sch of Public Health	664	144	808
PR	College of Pharmacy	28	0	28
SW	College of Social Work	401	0	401
GR	Grad School Non-Dgr Category	164	0	164
95	Global Carolina	14	0	14
TOTAL		5019	1779	6798