



GRADUATE COUNCIL MINUTES

April 24th, 2023

The Graduate Council met virtually on Monday, April 24, 2023, at 2:00P.M.

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

Graduate Council members absent: Drs. Hassan Anderson (Excused), Srihari Nelakuditi, and Neal Woods

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

Provost Office Representatives: Trena Houp

Guests: Dr. Christine Sacco-Bene (MDC Neuropsychiatry), Dr. Sheri Silfies (Exercise Science), Dr. Latrice Ratcliff-Small (Office of Institutional Research, Assessment, and Analytics), and Ed Short (Office of the Registrar).

NOTE: These minutes will become final on May 8th, 2023, if not challenged.

- 1. Call to Order and Approval of Agenda** (Stephen Shapiro, Chair)
The meeting was called to order at 2:00p.m., and the Agenda was approved.
- 2. Approval of the Minutes from March 27, 2023.** 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 February were unanimously approved.

- 3. Report of the Chair** (Stephen Shapiro)
No report.
- 4. Report of the Interim Dean of the Graduate School** (Cheryl Addy)
Dean Addy reported that the proposal to change how Graduate Council membership is selected was approved by Faculty Advisory but was not presented to Faculty Senate. As you may be aware, Faculty Senate has spent much of the last four meetings discussing broad changes to the Faculty Manual. The Senate chair and Faculty Advisory chair chose to focus on proposals already introduced

and opted not to introduce two new proposals on April 5th. Most of the active proposals have not been fully discussed by Faculty Senate yet, but five to seven proposals will be presented to the General Faculty on April 25th.

Dean Addy has spoken previously with the Council about revising the process for graduate assistantship appointments. She has not progressed on that process yet but will distribute information as soon as possible.

The implementation of DegreeWorks for graduate programs is approaching very soon. The summary of the statement below from Aaron Marterer about DegreeWorks is that graduate programs will appear in DegreeWorks for both students and advisors via Self Service Carolina beginning in May of 2023. It will take time to fine tune these academic programs in DegreeWorks. The Registrar's Office will be working directly with Academic Units to make those improvements.

In the meantime, the Graduate School will continue to monitor students' progress toward degree using current Graduate School forms and procedures.

The full statement from Aaron Marterer about DegreeWorks follows:

Graduate Programs in DegreeWorks

Graduate programs will appear in DegreeWorks for both students and advisors via Self Service Carolina beginning in May of 2023. It will take time to fine tune these academic programs in DegreeWorks. The Registrar's Office will be working directly with Academic Units to make those improvements.

In the meantime, the Graduate School will continue to monitor students' progress toward degree using current Graduate School forms and procedures.

CPoS (Course Program of Study)

The immediate goal for displaying graduate programs in DegreeWorks in Self Service Carolina is to fulfill a Title IV Federal Financial Aid mandate using a tool called Course Program of Study (or CPoS).

CPoS is a Banner-delivered tool designed to enforce a federal requirement by the U.S. Department of Education mandating that only the courses in a student's declared major or minor program will determine that student's eligibility for federal financial aid. It relies upon the information in DegreeWorks to make this determination.

To meet this federal mandate for graduate students, CPoS will only track courses at the graduate level.

Non-course requirements (ex. completion of thesis, dissertation, comprehensive exam, committee nominations, etc.), will not be tracked in DegreeWorks. Authorized individuals in academic units will be able to make course adjustments in DegreeWorks when exceptions need to be made for the purpose of CPoS and in response to the Title IV mandate.

That said, the Graduate School remains responsible for verifying that all degree requirements have been met. Hence, the appropriate ‘paperwork’ for exceptions and all non-course degree requirements will need to be submitted by academic units and approved by the Graduate School.

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

Dr. Mitchell followed up on what Dean Addy mentioned relative to the roll out of DegreeWorks. We are dealing with a non-negotiable requirement for the timing of implementation, and not all issues have been resolved. The Graduate School remains responsible for ensuring that all requirements have been met for students to be awarded the graduate credential that has been sought. Hence, DegreeWorks is designed to address course requirements and we are hopeful that a host of non-course related degree requirements can be added to this system. Until then, we will be continuing to use existing means of ensuring that all requirements are met (e.g., for qualifying exams, comprehensive exams, committee nominations, thesis/dissertation defense and document submission, etc.).

The process of having our alternative proposal for Graduate Council membership endorsed by the Faculty Senate is ongoing. This step is required because a change to the Faculty Manual is involved. As a result, for at least another year, we will need your help in identifying qualified and interested colleagues to fill the spots that will be available as members rotate off the Council following our next meeting. If you know of colleagues who may be qualified, interested, and available for our meetings that occur throughout the academic year on the fourth Mondays from 2:00 to 3:30, with the exceptions of December and May, where meetings are on the second Mondays, but, still from 2:00 to 3:30, please let me know. He is happy to reach out to share information about both the Graduate Council and the committees that report to the Graduate Council.

As an update to the search for a dean of the Graduate School, three finalists have visited campus. Their CVs, recordings of their presentations, and an opportunity to provide feedback are all available on the Provost’s web page. If you have the opportunity to view these materials and to share your thoughts, please do so.

Dr. Mitchell asked the members of the Graduate Council to add the May meeting to their agenda if they hadn’t already. Please note that our final meeting of this academic year will be on the second rather than the fourth Monday in May. So, our next virtual meeting for Graduate Council will be on Monday, May 8th, from 2:00 to 3:30pm.

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

Dr. Jenkins shared that the Office of Graduate Diversity worked with GSA to plan Graduate Student Appreciation Week the first week of April. That effort from our office was led by Cassandra Nelson and included several on-campus GSA events and a virtual event option.

The last fellowship initiative that they are finalizing is the SEC Emerging Scholars. The eligibility and process will be restructured this year. They will have that final update at the Graduate Council meeting in May.

7. Report on Professional Development (Wright Culpepper)

Wright offered a multitude of thanks to everyone who participated in Discover USC either as a reviewer or volunteer or encouraged their students to present. They had more than 185 presenters, which is the most they have ever had in the ten years that he has been working at this event.

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

Rajat announced the results of the election that was held in March for the new GSA Executive Committee members for 2023-2024. They are as follows:

- Andrew Kramarchyk - President
- Rajat Das Gupta - Vice President
- Iftakhar Ahmad - Treasurer
- Gaurav Harshe - Graduate Council Representative

The Graduate Student Recognition Awards ceremony was held on April 4th.

The Celebration of Excellence Diversity Awards Invitation was held on April 6th with the Office of Multicultural Student Affairs.

9. Report of the Academic Policy and Practices Committee (Jean Ellis)

Dr. Ellis thanked Dean Addy for her diligent work to get the Graduate Council membership proposal to Faculty Senate but was disappointed that it was not introduced and approved in time for the 2023-2024 academic year.

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 April 2023 Grad Council

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

JOUR 553 (3) Motion-Based Graphics for Visual Communications (CCP: Fall 2024)

SVAD 550 (4) Design Studio (NCP: Summer 2023)

11. Associate Graduate Faculty Nominations (Murray Mitchell)

Dr. Mitchell indicated that there are 13 nominees that require a vote of the Graduate Council for approval. He drew attention to the criteria for this process as requiring a terminal degree in the field, and all nominees meet this requirement. There is potentially some confusion for some programs that declare that a master's degree is a terminal degree in the field, and yet, there is an opportunity to earn a doctorate in those fields, too. Social Work and Fine Arts were two fields offered as examples.

Following discussion in regard to these kinds of appointments, the Graduate Council members agreed that when nominees meet criteria, there is a need for the programs to be attentive to the kinds of roles that may be played by these faculty members with regard to student instruction and mentoring.

Name: **Mary Foster Cox** (PhD)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Joan Creed** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Amy Dievendorf** (DNP)
Program: College of Nursing

Term: Spring 2023 – Spring 2029

Name: **Shelli Gibbs** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Jacqueline Haverkamp** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Laura Herbert** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Rhonda Johnson** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Kelly Niermeier** (DNP)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Alicia Ribar** (PhD)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Abbas Tavakoli** (DrPH)
Program: College of Nursing
Term: Spring 2023 – Spring 2029

Name: **Jordan Sheridan** (MFA)
Program: School of Visual Arts and Design
Term: Fall 2022 – Spring 2027

Name: **Mark Macaуда** (PhD)
Program: HPEB and Core for Applied Research and Evaluation
Term: Spring 2023 – Spring 2029

Name: **Ken Watkins** (PhD)
Program: HPEB
Term: Spring 2023 – Spring 2029

These nominations were unanimously approved by Graduate Council.

12. Fellowships and Scholarships Committee (Wright Culpepper for Srihari Nelakuditi)

Wright advised the Graduate Council that they have filled their Fall 2023 Presidential Fellows cohort and are pleased with the strength of the incoming scholars. The fellowships helped them land international students from South Korea, Myanmar, and the Middle East. They also have domestic scholars coming from schools like UCLA and Tulane. The fellowships encouraged students to choose USC over schools like Washington, Miami, and Missouri. They also received commitments from

students who were offered our trustee recruiting awards. The committee should have the winners of their current student awards sorted out this week. They appreciate the work this committee put in throughout the Spring semester.

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

Below is a list of proposals reviewed by the Committee. Total: 4

- **COMD 790** (3) Research and Evidence Based Practice in Communication Sciences and Disorders (CCP: Fall 2024)
- **COMD 827** (3) Connections between Oral and Language Literacy (NCP: Summer 2023)
- **MSCI 745** (3) Geological Oceanography (NCP: Summer 2023)
- **MCBA 703** (1) Critical Analysis of Cardiovascular Physiology Literature (NCP: Fall 2023)

These proposals were unanimously approved by Graduate Council.

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. Total: 6

- **EDRM 728** (3) Technical Aspects of Tests and Measurements (CCP: Fall 2024)
- **EDTE 824** (3) Special Topics in Teaching and Learning (NCP: Summer 2023)
- **Philosophy, M.A.**, (PCP: Fall 2024)
- **Philosophy, Ph.D.**, (PCP: Fall 2024)
- **POLI 797** (3) Selected Topics in Public Administration, (CCP: Summer 2023)
- **SOWK 781** (3) Field Instruction I: Generalist Social Work Practice (CCP: Summer 2023)

These proposals were unanimously approved by Graduate Council.

15. Report of the Grievances, Appeals and Petitions Committee (Shana Harrington)

No report.

16. Other Committee Reports

None.

17. Old Business

- Update on Incomplete Grade Policy (Murray Mitchell)

Dr. Mitchell reported on a conversation with the Office of Student Conduct and Academic Integrity, prompted by confusing instructions provided to instructors. The Office of the Provost issues a reminder toward the end of each semester that instructors are required to submit grades. Based on a prompt from the Office of the Registrar regarding missing grades, Dr. Mitchell reaches out to instructors with a similar request. In communication with an instructor, there was a conflicting direction available with regard to potential academic misconduct that may occur toward the end of a semester. The instruction from that office is to not submit a grade until the issue is resolved. In most cases, issues are resolved within a few weeks, and final grades can be submitted. The decision was to continue to monitor this situation to ensure that the situation does not result in

delays for students to be informed of final grades.

We are continuing to work through issues of the timing of the assignment of a grade of incomplete since any change impacts undergraduate and graduate policies at the Columbia and all satellite campuses.

18. New Business

- Transfer of Military Credit (Cheryl Addy)
Please see attachment.

Dean Addy shared a draft of the proposed language for the Graduate Bulletin concerning academic credit for military educational experience. She thinks this is a strong statement to reflect the University's commitment to active members of the military and veterans, although it is in direct response to a proposed collaboration from the Darla Moore School of Business. Following discussion, some changes will be considered, and an updated version will be shared at the May meeting.

The following link provides more about the evaluation process:

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-FAQ.aspx>

19. Good of the Order

Dr. Mitchell offered the reminder of the change in our typical cycle of meetings, to indicate that our last virtual meeting of the academic year will happen on Monday, May 8th, from 2:00 to 3:30pm.

20. Adjournment

The meeting was adjourned at 3:20p.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

Current language in Undergraduate Bulletin within section on Evaluation of Transfer Credits
(<https://academicbulletins.sc.edu/undergraduate/policies-regulations/admissions-policies-procedures/>)

A maximum of 30 semester hours of credit by correspondence and credit awarded for educational experiences in the military may be applied toward meeting the requirements for a baccalaureate degree. The 30 semester hours of credit which may be awarded for educational experiences in the military should be in accordance with recommendations published by the American Council on Education and be consistent with University policy on the transfer of credit but will only be applied to a degree program upon the approval of the dean of the college from which the degree is to be awarded.

Veteran students may receive credit toward graduation for training received under many of the armed forces college training programs. University credit also may be given for specialized and technical training done under the auspices of the armed forces and for courses taken through the United States Armed Forces Institute/DANTES. This training may be accepted by the University for credit only if it is at the college level, if it is approved by the University, and if it is appropriate to the particular University course of study in which the student enrolls. Armed forces training will not be evaluated until the applicant has been accepted for admission; however, credentials should be submitted with the admission application. No credit is given for high-school or college-level GED tests.

Proposed language in Graduate Bulletin Within Transfer of Course Credit and Use of Prior USC Graduate Credit (<https://academicbulletins.sc.edu/graduate/policies-regulations/graduate-academic-regulations/>) **for academic graduate credit for military educational experience**

Course work not part of a completed certificate program or graduate degree from ~~USC or~~ another institution may be transferred for credit toward a Certificate of Graduate Study, a master's or doctoral degree. Course work transferred from another institution must be relevant to the program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. **Academic credit may be accepted as transfer of graduate credit for educational experiences in the military in accordance with recommendations published by the American Council on Education; this credit must be consistent with university policy on the transfer of credit and will only be applied to a degree program upon the approval of the Graduate School.** Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to ~~the dean of~~ the Graduate School for final approval on the Request for Transfer of Academic Credit (**G-RTC**) form.

No more than 6 hours of credit may be transferred into graduate certificate programs of 12 to 17 hours; no more than 9 hours of credit may be transferred into graduate certificate programs of 18 or more hours. No more than 12 semester hours of graduate credit may be transferred into a master's program that requires 30-36 hours; no more than 15 semester hours of graduate credit may be transferred into a master's program that requires 37-45 hours; and no more than 18 semester hours of graduate credit may be transferred into a master's program that requires 46 or more semester hours. Only credits with grades of B or better (equivalent to a 3.0 on a 4.0 scale) may be transferred from another institution into any graduate degree program. Course work transferred for credit toward a master's degree, Graduate Certificate or Specialist Program must be from an accredited institution **or evaluated as graduate level by the American Council on Education** and must be no more than six years old at the time of graduation and coursework transferred into a doctoral degree program must be no more than ten years old at the time of graduation.

Course work completed at USC but not part of a completed graduate degree can be included on the program of study, not requiring the G-RTC approval but subject to the same limits for maximum number of transfer credits and date of completion. Complete course work for a USC certificate of graduate study can be applied to a subsequent master's program of student if in date and applicable to the program of study. No course can be included on more than two programs of study (e.g., one certificate and one master's).