



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

January 27, 2014

The Graduate Council met on Monday, January 27, 2014 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, Wayne Carver, Erik Drasgow, Minuette Floyd, Stacy Fritz, J. Daniel Jenkins, Julia Lopez-Robertson, DeAnne Messias, Caroline Nagel, Elena Osokina, Terrance Weik, Brittany Walter (GSA).

Graduate Council members absent: Drs. David Darmofal, Jerry Hilbish, Thomas Kramer, Tracey Weldon-Stewart

Graduate School Representatives: Dr. Jessica Elfenbein, Dr. Murray Mitchell, Dale Moore, and Teresa Smith

Provost Office Representative: Dr. Kristia Finnigan (excused)

Guests: None

NOTE: *These minutes will become final on February 24, 2014, if not challenged.*

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

Dr. Solomon called the meeting to order at 2:00 PM, and received approval of the agenda.

2. **Approval of Minutes for the meeting on (December 9, 2013).**

The minutes were reviewed electronically and approved by the Council. Minutes are on file at The Graduate School website at:

<http://app.gradschool.sc.edu/gradcouncil/minutes.asp>

3. **Report of the Chair** (Paul Solomon)

No report.

4. **Report of the Dean of The Graduate School** (Jessica Elfenbein for Lacy Ford)

Dr. Elfenbein thanked Drs. Carver and Osokina for their work on the Fellowships and Scholarships Committee. The next deadline for Presidential Fellows nominees is January 31. This will end the second round of nominations.

On Wednesday, March 12, the Graduate School in partnership with the Graduate Student Association will sponsor a night at the Trustus Theater in support of Chase Nelson. Chase is a biology PhD student and a President Fellow who came to USC, in part, because he likes musical theater. He will be starring in a production at the Trustus Theater and is thrilled to have the Graduate School and the GSA support him. Please invite others to attend. The tickets are \$10.00.

Graduate Student Day is April 11 and applications are being accepted from students who want to present their work. Students who received SPARC funding last year are required to present at Graduate Student Day. It is a goal of the Vice President of Research that SPARC student presentations disseminate the knowledge gained through the SPARC grant opportunity and to assure that their work is presented at a standard representative of the SPARC program.

The Graduate School is sending out weekly updates regarding events and information important to Graduate Students. It is sent via email, Facebook and Twitter every Friday. Council members are asked to notify Dr. Elfenbein if they are not receiving the email, and the Graduate Council members will be added to the distribution list.

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

Dr. Mitchell reported that there are still unforeseen issues with the implementation of Banner. One recurring issue is with tuition adjustments for Graduate Assistants. Most have now been completed, but continued patience is appreciated.

Policies and Practices are currently being reviewed to resolve discrepancies. Note that Graduate Assistants are authorized to work only 20 hours per week. They can petition The Graduate School to work a maximum of 25 hours. However, international students cannot work more than 20 hours. There is a renewed commitment to facilitating students' time-to-degree in a timely fashion. The Policies and Practices are slowly being policed as work is done to reconcile Banner and payroll and the registrar. Violations may not be recognized immediately, and assistance with enforcement of proper policy is appreciated.

Dr. Mitchell commented that feedback regarding The Graduate School is that operations continue to move in the right direction. There are quicker responses now that are helpful rather than obstructive. He stated that The Graduate School would benefit from hearing from the Council and Faculty, if their experience is different. The Graduate School is a service unit interested in resolving negative issues.

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

Brittany Walter presented the latest edition of the Graduate Student Association's newsletter. It is a special edition that features each GSA liaison giving updated information on issues and events focused on by the GSA this semester. That issue along with other information on the GSA is available here: <http://www.sa.sc.edu/sq/graduate-student-association/>.

The GSA met last week and finalized preparation for Graduate Student Week. They are planning family-friendly events to celebrate the week. They will publish the dates of each event soon. The GSA is also working on a Professionalism Series. A sub-committee was recently formed to plan the series. Once finalized the details will be published.

Another Town Hall Meeting is planned this year with the GSA and the Graduate School. In preparation for the meeting, the GSA will survey graduate students to discover the issues that Graduate Students would most like to see discussed at the meeting. Based on the survey, these issues will be presented. Last year's meeting was successful, and this one is expected to be a success as well.

The GSA recently collaborated with the Alumni center to form a Board of members to help the GSA get more involved with graduate professionals and other Alumni services. The GSA also plans to get involved in the National Association of Graduate-Professional Students organization (NAGPS). The GSA officers plan to attend the National meeting this year.

Finally, Danielle Schoffman announced that she will be stepping down as the GSA president next year. She has charged the current officers with the task of devising a 5 year plan for the GSA in preparation for her successor.

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. The list was presented to the Council for informational purposes only.

500/600 Level Courses

Course Change Proposals:

ITEC 545 Telecommunications (3)

Remove ITEC 445 and add ITEC 345 as a prerequisite

ITEC 564 Project Management for Information Systems (3)

Change ITEC 560 from a prerequisite/co-requisite to only prerequisite

STAT 518 Nonparametric Statistical Methods (3)

Update course description: Applications and principles nonparametric statistics. Classical rank-based methods and selected categorical data analysis and modern nonparametric methods. Statistical packages such as R.

New Course Proposal/Distance Education Delivery:

ENCP 602 Introduction to Engineering Design for Teachers (3)

Introduction to computer-aided design with solid modeling for pre-service and in-service teachers. Design process, professional communication and collaboration methods, design ethics, and technical documentation.

[Effective Spring 2014]

Existing Course / Distance Education Delivery:

HPEB J621 Maternal and Child Health (3)

Public health issues, social and behavioral science, policies, programs, and services related to maternal and child health in the United States and other countries.

[Cross-listed course: WGST 621]

[Effective Spring 2014]

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

Dr. Carver announced that there were 19 students nominated and 14 students were chosen to receive fellowships and scholarships. Additional students will be considered for the next round on February 28. Dr. Nagel asked about the nominating procedure. Dr. Elfenbein responded that nominees need to be academically exceptional students who have already been accepted into a program. Also, an admission action recommendation (AAR) must be submitted to the Graduate School prior to student nomination.

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

Department of Health Promotion, Education, and Behavior

New Course Proposal

HPEB 815 Theory-Driven Analysis (3)

APPROVED

Intermediate-level overview of methods for answering theoretically-informed research questions using quantitative data. Designed for applied researchers who seek a better understanding of statistical methods from describing a population to testing a conceptual model. Practical guidance for organizing, writing about, and presenting results from basic and multivariate statistical analyses.

[Effective Fall 2014]

[Prerequisite: BIOS 757 or an equivalent level course]

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

Moore School of Business

New Course Proposal

MKTG 716 Listening to the Voice of the Market (3)

APPROVED

Building competencies that help managers acquire knowledge from clients and apply it in ways that enhance openness in building strategic responses.

[Effective Fall 2014]

[Prerequisites: DMSB 716 or MKTG 701 or special permission from the instructor]

New Course Proposal

MKTG 717 Marketing Spreadsheet Modeling (3)

APPROVED

Conceptual foundations and application of basic econometric and statistical models used in marketing analytics contexts.

[Effective Fall 2014]

[Prerequisites: DMSB 716 or MKTG 701 and DMSB 712 or MGSC 711]

New Course Proposal

TABLED

[MKTG 718 Social and Digital Media Strategies for Businesses](#) (3)

Develop a social and digital media plan/solution to present to a client.

[Effective Fall 2014]

[Prerequisites: DMSB 716 and MKTG 701]

13. Other Committee Reports

No report

14. Old Business

No report

15. New Business

Dr. Mitchell presented information to amend the Faculty Manual regarding an "Associate Member." The amendment was approved by the Board of Trustees at their December 17, 2013 meeting. It is regarding the policy for creation of an Associate Member for Graduate Faculty. The attached is an excerpt of the approved proposal. It was first approved by the Faculty Senate and then approved by the Board of Trustees. The Graduate Council Policies and Practices committee is now charged with developing a procedure for determining associate members and how they are approved. Once determined, the procedure must be presented to Graduate Council for approval.

16. Good of the Order

The next meeting will be February 24, 2014 at 2:00 P.M.

17. Adjournment

The meeting adjourned at 2:32 P.M.

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

**Proposed Revisions to the USC Faculty Manual
Graduate School Faculty Recommendation from
the USC Graduate Council Approved by the
Faculty Advisory Committee University of South
Carolina
April 2013**

Summary of Proposed Revisions

- Creation of “associate member” status on the Graduate Faculty for non-tenure-track faculty. Associate member status would require a nomination by the unit’s Graduate Faculty and approval by the Graduate Council based on the candidates scholarly credentials, involvement in graduate academic affairs, and expected continual appointment at USC. A six-year associate member appointment would allow for direction of theses and dissertations, participation on student committees, teaching of graduate courses, service on the Graduate Council and its committees, and voting rights on matters coming before the Graduate Faculty. Its creation would not limit existing rights of other faculty in these regards. It would not create voting rights beyond matters before the Graduate Faculty.
- Elimination of the requirement for meetings of the Graduate Faculty every semester.
- Minor editorial changes: updating of the titles “The Graduate School”, “the Graduate Faculty”, and “dean of Graduate Studies”; updates to reflect that there may be more than one “associate dean of The Graduate School”, that the dean of Graduate Studies does not serve as secretary of the Graduate Council, and that faculty requests for grade changes no longer go through the Graduate Council; and clarification to note that regular members have the right to teach graduate courses and that term appointments are for teaching of graduate courses and/or serving on graduate students’ committees as specified by the departmental nomination (these clarifications do not limit any existing rights).

Rationale for Proposed Revisions

- Currently there is no provision for non-tenure-track USC faculty to direct doctoral dissertations or participate in governance of the Graduate School. Other research institutions do have such provisions.
- The Graduate Council does not see the need for a mandatory annual meeting.
- A draft of the recommended changes were approved by both the Graduate Program Review Committee of the Graduate Council, and the full Graduate Council in 2009.
- With minor revisions, the proposal was approved by the Faculty Advisory Committee in 2013.
- The original proposal and revisions were also reviewed by the associate dean of the Graduate School.

**Chapter 1 – Faculty Organization
Graduate School Faculty (pages 15-17)**

Current	Proposed
<p>The principal responsibilities of members of the Graduate Faculty are to teach graduate students effectively, to conduct scholarly research and/or engage in creative activity of high quality, and to direct the research of graduate students. In order to fulfill these responsibilities, the Graduate Council recognizes regular and term membership in the Graduate School Faculty. In judging the appropriateness of an applicant for the Graduate Faculty, primary consideration shall be given to whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.</p> <p>REGULAR MEMBERSHIP</p> <p>Regular members of the Graduate School faculty on the Columbia campus shall include the president; provost; dean of The Graduate School; associate dean of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School. Faculty members holding the Ph.D. or other terminal degree in their respective field of study are eligible to become regular members of the Graduate School faculty upon appointment to a tenured or tenure-track position at the University’s Columbia campus. Nominations of eligible faculty for appointment to The Graduate School faculty are made by the appropriate academic unit (college, department, or school) to the Dean of The Graduate School. The appointment is made by the Dean of The Graduate School in consultation with the Graduate Council.</p>	<p>The principal responsibilities of members of the Graduate Faculty are to teach graduate students effectively, to conduct scholarly research and/or engage in creative activity of high quality, and to direct the research of graduate students. In order to fulfill these responsibilities, the Graduate Council recognizes regular, <u>associate</u>, and term membership in the Graduate School Faculty. In judging the appropriateness of an applicant for the Graduate Faculty, primary consideration shall be given to whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.</p> <p>REGULAR MEMBERSHIP</p> <p>Regular members of the Graduate School <u>Faculty</u> on the Columbia campus shall include the president; provost; dean of The Graduate School <u>Studies</u>; associate deans of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School. Faculty members holding the Ph.D. or other terminal degree in their respective field of study are eligible to become regular members of the Graduate School <u>Faculty</u> upon appointment to a tenured or tenure-track position at the University’s Columbia campus. Nominations of eligible faculty for appointment to The Graduate School <u>Faculty</u> are made by the appropriate academic unit (college, department, or school) to the <u>Dean-dean</u> of The Graduate School <u>Studies</u>. The appointment is made by the <u>Dean-dean</u> of The Graduate School <u>Studies</u> in consultation with the Graduate Council.</p>

REVIEW AND RETENTION

Consistent with the University of South Carolina's mission as a major research university committed to high quality graduate instruction, the university reviews scholarly and graduate teaching performance on a periodic basis to assure that each member of the Graduate Faculty continues to satisfy the unit's criteria for Graduate Faculty membership.

Units shall establish procedures and criteria for review and retention of membership on the Graduate School faculty. Such procedures and criteria must be approved by the Graduate Dean in consultation with the Graduate Council. Retention reviews shall coincide with third-year reviews, tenure and promotion reviews, and post-tenure reviews. Review of chaired professorships, department chairs, and deans for retention on the Graduate School faculty shall coincide with their normal periodic reviews.

Regular members of the Graduate School faculty shall be retained on the Graduate School faculty unless they are judged by their peers, in a manner consistent with unit procedures and criteria, to be performing unsatisfactorily in terms of graduate teaching or research. A faculty member who is evaluated as unsatisfactory in graduate teaching or research by his or her unit may submit a letter of appeal to the unit requesting reconsideration. Upon receipt of an evaluation of unsatisfactory performance from the unit, the decision to retain or deny the request for retention on the Graduate School Faculty rests with the Graduate Dean in consultation with the Graduate Council. Appeals of such decisions may be made to the Grievance Committee of the Graduate Council. Persons who have been denied membership on the Graduate School faculty may reapply annually through the unit's normal procedures.

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ASSOCIATE MEMBERSHIP

Non-tenure-track USC faculty members and scholars who hold the Ph.D. or other terminal degree in their respective field of study may be appointed to associate membership in the Graduate Faculty. Requests for associate membership require nomination by the nominee's academic unit that grants the Ph.D. (or other terminal degree that requires a dissertation or thesis) to the Graduate Council. If the nominee does not belong to an academic unit, then the nomination may be from an academic unit that grants the Ph.D. (or other terminal degree that requires a dissertation or thesis) with which the nominee's area of research aligns. These nominations shall include a report that the nominee received a majority favorable vote by both the unit's current regular Graduate Faculty and by the unit's current combined regular and associate Graduate Faculty. The granting of associate membership is by vote of the council, subject to its procedures and criteria, and is based on the candidate's scholarly credentials, involvement in graduate academic affairs (such as teaching of graduate courses, serving as a member of thesis or dissertation committees, and serving on committees overseeing the department's academic programs), and expected continual appointment at USC. Associate membership is valid for a period of 6 years, also expiring if the faculty member leaves USC. Persons with associate membership are eligible for renomination and reappointment. Associate membership is appropriate for full-time USC clinical faculty, research faculty, and other USC scholars holding an appropriate terminal degree.

Associate membership in the Graduate Faculty does not grant voting rights in the University Faculty or Faculty Senate. Voting rights in the academic unit are determined by local policies independent of Graduate Faculty status.

FUNCTIONS

Regular membership in the Graduate School faculty confers the right to direct theses and dissertations, to participate in graduate student committees (subject to unit restrictions), to serve on Graduate Council or its committees, and to vote on matters coming before the Graduate School faculty. The Graduate School faculty shall meet at least once a semester. Special meetings may be called by the Graduate Council or on the written request of any ten members of the graduate faculty. The dean of The Graduate School shall serve as the presiding officer, assisted by a secretary elected annually by the Graduate School faculty. The Graduate School faculty shall have the right to act on new graduate programs, Graduate School regulations, and related academic matters brought before it by individual members, the Graduate Council, or the administration.

TERM APPOINTMENTS

Faculty members and scholars not otherwise eligible for regular membership on the Graduate School faculty may be appointed to term appointments. Term appointments to the Graduate School faculty are granted upon nomination by an academic unit to the Dean of The Graduate School for a period not to exceed 3 years. Term appointments to the Graduate School faculty confer the rights only to teach graduate courses and serve on graduate students' committees. Persons with term appointments are eligible for reappointment. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an

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appropriate terminal degree or other credentials.

GRADUATE COUNCIL

The council shall be composed of nineteen members:

- Nine members selected by the Graduate School faculty;
- Nine members appointed by the president of the university; and
- The dean of the Graduate School, who serves as secretary.

The council acts in an advisory capacity to the dean of the Graduate School and to the administration, takes action on graduate students' petitions and on faculty requests for graduate grade changes, and performs other duties assigned to it by the graduate faculty or the administration of the university.

The council is responsible for the approval of major changes in Graduate School policy, new courses, course changes, new programs, and modifications of existing degree programs so long as such modifications are in accord with general regulations of the graduate faculty. Actions of the council in these areas shall be published to the faculty and shall become final if not challenged within thirty days by ten or more members of the graduate faculty. A challenge shall consist of a written statement of disagreement with an action or actions of the council that is addressed to the chair or the secretary and signed by ten or more members of the graduate faculty. If a challenge cannot be resolved by the council to the satisfaction of the challengers, the matter shall be referred to the graduate faculty for resolution at a meeting called by the dean of the Graduate School. Any

faculty, research ~~professors~~ ~~ff~~faculty, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials.

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No more than six members may have associate membership.

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<p>decision made by the graduate faculty at a called meeting will supersede the decision of the council. A quorum for a called meeting shall be ten percent of the graduate faculty.</p>	<p>meeting called by the dean of the Graduate Studies School. Any decision made by the gGraduate fFaculty at a called meeting will supersede the Decision of the council. A quorum for a called meeting shall be ten percent of the gGraduate fFaculty.</p>
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