



# The Graduate School

## UNIVERSITY OF SOUTH CAROLINA

### GRADUATE COUNCIL MINUTES

March 23, 2015

The Graduate Council met on Monday, March 23, 2015 at 2:00 P.M. in room 311 of the Byrnes Building.

**Graduate Council members present:** Dr. Stacy Fritz, Chair; Drs. Matt Brown, Nancy Brown, Erik Drasgow, Minuette Floyd, Julia Lopez-Robertson, DeAnne Messias, Caroline Nagel, David Tedeschi, Terrance Weik, Tracey Weldon-Stewart; Danielle Schoffman, GSA Representative

**Graduate Council members absent:** Drs. Jennifer Arns, Alexander Beecroft, Jerry Hilbish, Thomas Kramer, Elena Osokina, James Ritter, Susan Yeargin

**Graduate School Representatives:** Dr. Murray Mitchell and Teresa Smith

**Provost Office Representative:** Dr. Kristia Finnigan

**Guests:** Brad Tuttle and Terry Wolfer

**NOTE:** *These minutes will become final on April 27, 2015, if not challenged.*

1. **Call to Order and Approval of Agenda** (Stacy Fritz, Chair)

Dr. Fritz called the meeting to order at 2:05 P.M.

2. **Approval of Minutes for the meeting on March 23, 2015.**

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** (Stacy Fritz)

No report.

4. **Report of the Dean of The Graduate School** (Murray Mitchell for Lacy Ford)

Dr. Mitchell reported that Dr. Ford is still considering the Residency Requirement Proposal. His obligation extends beyond Graduate Council to consider other input from constituents to insure that there are not unintended or negative consequences. Dr. Mitchell will inform Graduate Council when new information is received.

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

- A. There is a federal requirement to report on gainful employment disclosures for graduate certificate programs. The Academic Program Development Office is in the process of implementing required changes to have this information reported in a more uniform manner across programs and institutions. Hence, non-profit institutions are also required to report this information. As those changes become more explicit, we will make the information available.

The impetus for reporting requirements grew out of for-profit institutions advertising to students to enroll and get your degree in their pajamas while at home. They state that the student can qualify for student loans. However, there is a high student default rate on those loans because they did not get the better paying job as touted in the for-profit institution's ad. The for-profit institutions then cry foul when they have to report on the real cost of their programs, how long it takes to get the degree or certificate, and what job prospects are there?

Graduate Certificate programs are responsible for collecting that information. The format for reporting will be forthcoming as to the cost of books, tuition fees, housing and other hidden costs and job prospects for graduates. What careers have the graduates gone on to pursue? What are their potential salaries after degree?

The current Federal requirement is for graduate certificates only. Dr. Mitchell asked a variety of people, including recent graduate national representatives, if similar expectations for undergraduate and graduate degrees can be too far away. Responses have consistently been, "No." The sample form produced by a Federal office for reporting of certificates is of a bachelor's degree.

The University of South Carolina generally stands up well to external scrutiny regarding our effort at transparency. That said, we still have some work to do at the graduate level.

Dr. Fritz commended that there are other programs that report this type of information. There might be published models already in place to report this information. Dr. Mitchell mentioned that he will provide additional information as he learns more about the requirement.

- B. The final date for paper submissions to Graduate Council will be April 30. Going forward only electronic submissions will be accepted.
- C. The Center for Teaching Excellence is presenting Responding to an Active Shooter on Wednesday April 1, 9:45am – 11:45am, Room L511.
- D. The Office of New Student Orientation is recruiting orientation partners. The Orientation Partners Program offers the opportunity to reach out to incoming Freshmen, transfer students and their parents introducing them to programs and services available at the University. You will be trained as a resource guide and attend orientation fairs. It is a useful event for parents to learn about the degree program their son or daughter is enrolled in and what the possibilities for a career in that field. The Orientation Partner Program can be a useful recruiting tool to programs for students who may be undecided about a field of study or career path.

- E. Second annual USC Connect Faculty Conference is Monday, May 11 from 8:30am to 1:30pm. The event is undergraduate oriented, but all Faculty are invited to attend.
- F. Carolina Intercultural Training workshops for Faculty and Staff will be held on April 1 from 2:00 to 4:00pm in the Byrnes building Room 704. Training for graduate Students will be held on April 7 & 16 from 5:30am-7:30pm in the Byrnes building Room 704. The University hosts more than 1,400 international students from over 100 countries. The workshops are designed to reduce prejudice and enhance cultural awareness as we welcome international students to the University.
- G. The Provost Office is sponsoring the 22<sup>nd</sup> Annual First-Year Reading Experience featuring the book, "Where'd You Go Bernadette?" by Maria Semple. Deans and Faculty are needed for the event to serve as story discussion leaders. This give them an opportunity to influence incoming undergraduate students to the university who may have questions about our programs. The event is scheduled to be held in the Colonial Life Arena on Monday, August 17. Deans and Faculty are encouraged to participate.
- H. There is a current controversy at Clemson regarding the name on Tillman Hall. One perspective is that the building is named after a racist, and the name of on the building should be changed. An alternative perspective is that it is in recognition of a person in the time and place of their day. Changing the name would not change the perspective, or influence what happens on today's campus. Historically, contributions to society do not change. However, perspective on the merits of that work may evolve or change.
- I. Dr. Mitchell attended the Conference of Southern Graduate Schools (CSGS), March 5-8, in New Orleans. It was interesting to hear perspectives with representatives from other institutions regarding the residency requirement. There is no uniform policy or practice. Institutions are exploring alternative ways to address residency on their campuses. Based on conversations with other peer and peer aspirant university representatives, the University of South Carolina is doing well to meet the needs of its diverse graduate students.
- J. Regarding courses and the expiration of those courses, if a student is working toward a master's degree, the courses have a shelf life of six years. After six years, a student must revalidate the courses taken at USC. Any transfer credits will expire. USC does not revalidate courses from another institution. For the Doctoral degrees, the courses are good for 10 years. Some of the responses from other institutions are that courses never expire. The perspective is that a committee is responsible for insuring the candidate has current knowledge based on the completion of a comprehensive assessment and their thesis or dissertation demonstrates the mastery of current knowledge.

Dr. Fritz asked for an explanation of "revalidate." In some programs, students are required to take an oral and a written exam. In department where the faculty is familiar with the student and their work, the student can get these faculty to vouch for their knowledge and work. Others, there is little requirement before signing the revalidation form. Some faculty will not revalidate and require the student to retake the course. Therefore, revalidation is executed in a variety of ways. The intention is that student has current mastery of knowledge. The issue is that information changes over time.

Dr. Fritz commented that a degree does not expire, and for courses taken toward a degree will not expire. Dr. Mitchell responded that individual courses can expire while degrees do not.

- K. Also discussed at the CSGS, the fact that Administrators, in general, struggle with the profession/work/life balance. Dr. Mitchell mentioned that most of the Administrators in his profession are single, divorced or involved in multiple relationships (divorce, separation, etc.). These factors are major contributors to profession/work/life imbalance. The intent of the discussion was the importance for Administrations who struggle to find what works to bring their professional and personal life back into balance.
- L. A presentation was also given on the legal aspect of University Administration. It was mentioned that there are statutes and regulation for implementation. Too often overlooked is case law where the courts offer interpretations of how colleges/universities implement regulations. As all States look to Appellate Court ruling; so case law is to the importance of regulation interpretation. Particularly, in the case of interviewing and insuring that the interview questions follow a protocol. For example, a question asked of a candidate about their qualifications is an appropriate question to ask during an interview. However, in the case of a person being asked how they cope with a personal disability, is an example of an inappropriate question.
- M. Another issue discussed was the Fair Labor Standards Act. In regards to hourly employees versus salaried employees. Unclassified employees work until the job is done while classified or hourly employees work 40 hours per week. Any work done over the 40 hour mark warrants time and a half. The question was raised, for a graduate assistant paid by stipend, what is their status? In Wisconsin, Graduate Students are raising this question. Currently the income threshold for to qualify for an unclassified employee is around \$23,000 and it is soon to be changed. It will increase to approximately \$45,000. Graduate Assistants (GAs) cannot work as unclassified employees. New information regarding this issue will be forthcoming to graduate directors regarding how many hours a Graduate Assistant can work.

#### **6. Report of the Graduate Student Association Representative (Danielle Schoffman)**

Graduate Student Week is April 6-10 to coincide with Graduate Student Day on April 10. Details of the events are published in the [GSA Newsletter](#). The GSA is encouraging all Graduate Students to participate.

Nominations are being accepted for GSA elected positions. The deadline to vote is on April 1. The four elected positions are for President, Vice President, Treasurer and the Graduate Council representative. There is a cabinet of 15 liaisons whose positions are appointed. Please refer interested graduate students to the GSA website for more information or email Danielle Schoffman at [SchoffMD@mailbox.sc.edu](mailto:SchoffMD@mailbox.sc.edu). It is a rich and valuable learning experience to be a member of the GSA.

The GSA is continuing work on Open Access initiatives. In January, Brittany Walter, GSA President, attended a conference in Texas, and the subject discussed was library information and open access resources. As a result, the GSA is partnering with student govern in support of Open Access/Open Electronic resources. A fund will be established for faculty review books via open access that they may want to use for a course. The instructor can access the information and share it with students. Faculty versions of books

are very expensive. The GSA is working to establish a similar fund for Graduate Students who are teaching courses to have the same opportunity. The Graduate School will help the GSA to offer Intellectual Property and Copyright workshops in an effort to inform Graduate Students of their rights when publishing their thesis or dissertation. Zach Lukemire of the Graduate School is presenting the first workshop on March 30.

**7. Report of the Academic Policy and Practices Committee** (Julia Lopez-Robertson)

No Report.

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

**Directions for accessing the electronic submissions of 500/600 level courses.**

Go to <https://www.sc.edu/programproposal/login.php>

Enter your system username and password to log in.

1. In the top right corner, go to "Committee Review Site"
2. Under "Filter Proposals" choose "Committees"
3. Then, choose "Added to Full Faculty Senate Agenda"
4. Select the course of interest, and choose that course.
5. Next, in the upper right corner, click "Collapse All" then "Expand All" to see the full proposal.

A listing of 500/600 Level Courses was presented to Council. The list was presented to the Council for informational purposes only.

Distance Education Delivery Proposal  
[EDCE 707 Career Development](#) (3)

**APPROVED**

This course is designed to provide experiences that will enhance the student's ability to engage others in career development activities such as career counseling, career planning, information services, career guidance, and career assessment within an educational and/or agency setting.  
[Effective: Summer 2015]

Distance Education Delivery Proposal  
[ITEC 775 Large Scale Health Information Systems](#) (3)

**APPROVED**

This course is an overview of the design and operation of large-scale information system in health care administration.  
[Effective: Fall 2015]

Distance Education Delivery  
[RETL 725 Shoppers in the Retail Environment](#) (3)

**APPROVED**

Study of in-store shopper processes, activities, wants and needs to aid retain strategy formulation. Comprehension and evaluation of concepts and theories of

customer behavior in the retail environment by discussing the consumer decision-making process as well as personal and environmental factors that may influence their decision making.  
[Effective: Fall 2015]

Distance Education Delivery **APPROVED**  
[RETL 749 Retail Category Management](#) (3)  
Title and bulletin description change.  
Current: RETL 749 – Retail Category and Space Management (3) ~~The application of category and space management strategies using industry software.~~  
Proposed: RETL 749 – [Retail Category Management](#) (3) Advanced examination of category management strategies.  
[Prerequisites: None]  
[Effective: Fall 2016]

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

Name: [Melanie Gall, Research Assistant Professor](#)  
Program: Geography **APPROVED**  
Term: Spring 2015 – Fall 2020

Name: [Christopher Emrich, Research Associate Professor](#)  
Program: Geography **APPROVED**  
Term: Spring 2015 – Fall 2020

Name: [Jerry Mitchell, Research Associate Professor](#)  
Program: Geography **APPROVED**  
Term: Spring 2015 – Fall 2020

10. **Fellowships and Scholarships Committee** (Caroline Nagel)

The Committee has finished ranking and sending out notifications for the Presidential Fellows Scholarships. The last phase of nominations for the Trustee Fellowships will be reviewed on March 27.

11. **Report of Science, Math, and Related Professional Programs Committee** (DeAnne Messias)

New Course Proposal **APPROVED**  
[PHAR 715 Pharmacogenomics and Personalized Medicine](#) (3)  
Pharmacogenomics concepts and experimental approaches combined with pharmacotherapy realms.  
[Effective: Fall 2015]

12. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Matt Brown)

Academic Program Action/Bulletin Change **APPROVED**  
[Graduate Certificate in Enterprise Resource Planning Systems](#) (12)  
Add a course to approved electives for certificate program.

**Current:** One of the following (database component):

- ACCT 702 – Application of Advanced Databases to Accounting and Business
- MGSC 596 – Database Management for Business
- MGSC 896 – Intelligent Information Systems Design for Business Decision making

**Proposed:** One of the following (database component):

- ACCT 702 – Application of Advanced Databases to Accounting and Business
- MGSC 596 – Database Management for Business
- MGSC 891 – Data Resource Management
- MGSC 896 – Intelligent Information Systems Design for Business Decision making

[Effective: Fall 2016]

Course Change Proposal

**APPROVED**

[SOWK 872 Education Practicum](#) (3)

Change credit hours from 3 to 0.

In 2009, the revised social work PhD curriculum included a Social Work Education Practicum (SOWK 872) as a 0 credit hour course. It was listed as such in the Doctoral Program Policies and Procedures Manual. The requested course change is to honor the original intent.

[Effective: Fall 2015]

Course Change Proposal

**APPROVED**

[SOWK 889 Doctoral Practicum](#) (3)

Change credit hours from 3 to 0.

In 2009, the revised social work PhD curriculum included a Social Work Research Practicum (SOWK 889) as a 0 credit hour course. It was listed as such in the Doctoral Program Policies and Procedures Manual. The requested course change is to honor the original intent.

[Effective: Fall 2015]

Academic Program Actions/Bulletin Change

**APPROVED**

[MPA New Concentration in Political Science: Emergency Management and Planning](#) (9)

Change – added item 6.

**Current:** 5. Capstone seminar. The Capstone seminar is taken by all students, preferably during their last semester in the program. In the Capstone seminar, students complete a project in which they integrate the material from other MPA courses in their analyses of contemporary public problems. The MPA program participates in two dual-degree programs with other academic units at the University of South Carolina, and two joint degree programs with other institutions in the state. Information on dual degree opportunities can be found at Graduate Dual Degree Programs.

**Proposed:** 5. Capstone seminar. The Capstone seminar is taken by all students, preferably during their last semester in the program. In the Capstone seminar, students complete a project in which they integrate the material from other MPA courses in their analyses of contemporary public problems. The MPA program participates in two dual-degree programs with other academic units at the

University of South Carolina, and two joint degree programs with other institutions in the state. Information on dual degree opportunities can be found at Graduate Dual Degree Programs.

6. Concentration. Students have the option of declaring a concentration in Emergency Management and Planning. Courses taken as part of the concentration count toward program elective requirements.  
Emergency Management and Planning Concentration Requirements (9 credits):  
GEOG 530 Environmental Hazards  
GEOG 535 Hazards Analysis and Planning  
GEOG 563 Advanced Geographic Information Systems  
[Effective: Fall 2015]

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

No Report.

**14. Other Committee Reports**

No Report.

**15. Old Business**

No Report.

**16. New Business**

Dr. Mitchell requested to charge the Academic Policies and Practices Committee with revising the language on the forms for both the [Accelerated Bachelor's Master's and Senior Privilege Programs](#). The charge is to revise the language and devise a policy that is fair and equitable for the Graduate and Undergraduate students.

The Accelerated Bachelor's Master's and Senior Privilege Programs have existed for some time. Dr. Mitchell recently meet with Dean Mary Ann Fitzpatrick and she is charged with helping students complete their degrees in the shorter period of time, if possible. She anticipates that students completing their degree will want to move quickly into graduate programs. She was interested in know if there was any mechanism in place to facilitate the transition, and the Accelerated Bachelor's Master's and Senior Privilege Programs accomplish that.

The Programs are slightly different. In general, students have the opportunity to participate in one or the other. Never both. The Program forms are in the Graduate School's forms library only, and a description of each form is given. For the Accelerated Bachelor's Master's Plan, there is a GPA qualification requirement verified by the Undergraduate Advisor and the Graduate Director. Students are eligible to take up to 12 Graduate Credit hours. Those credits can be counted in the undergraduate GPA and count toward the undergraduate degree.

If a student goes on to Graduate School at USC, the graduate credit earned can be counted toward their graduate degree, but the credits are treated as transfer courses. The courses do not contribute toward the graduate GPA.

For Senior Privilege, a student can take up to 6 hours during their final semester as an undergraduate student. Because of the way the courses are delivered, interpret of the policy needs to be revised allowing the student to take up to 6 hours during the final academic year. Under the current guidelines, a problem developed when a student in the Spring needed to take a course “during their final semester” that was only offered in the Fall. In the student’s final semester, the needed course was unavailable.

For the Senior Privilege, these courses are not factored into the Undergraduate nor Graduate GPA.

For the first time an issue has surfaced when a student with a border-line GPA nearing graduation, wanted to know why he was not getting GPA credit for Graduate coursework completed under the Senior Privilege Program. He thought that he should get credits that count toward his graduate GPA.

Dr. Drasgow asked if courses taken in the Accelerated Bachelor’s Master’s Plan are credits taken in addition to a student’s required hours for degree? Dr. Mitchell responded that the hours are typically counted toward the Undergraduate degree. This allows the undergraduate student to experience Graduate level courses with no risk to the GPA.

Dr. Nancy Brown commented that this program can help students who are doing well in the last two semesters of matriculation. Even with the lower calculation of graduate credits, the courses can positively impact the student who needs the credits. However, it does not seem fair and equitable that the courses show on the transcript, but the credits are not counted in the GPA.

Dr. Mitchell requested the presence of Garrick Queen, Associate Director of Enrollment Management of the Graduate School, to join Graduate Council to clarify issues regarding both the Accelerated Bachelor’s Master’s and Senior Privilege Programs. Dr. Mitchell asked where credits hours are counted for both Programs. Mr. Queen answered the courses and credit show on transcripts in both Programs. However, zero credit hours are included in the GPA. He further stated that the Registrar discovered an issue when the graduate coursework completed by an undergraduate student in the Senior Privilege Program generated a graduate record for at student who had not yet applied and enrolled in Graduate School.

Dr. Messiah asked if there is any data showing how frequently these programs are used and by which programs? Perhaps a perspective can be gleaned from those programs.

Mr. Queen responded that students in the STEM fields most frequently use both Programs.

Dr. Nagel asked if an undergraduate student goes on to pursue a graduate degree at USC, can the credits be counted toward both degrees? Mr. Queen answered that the credits are treated as transfer credits and typically cannot be counted. Dr. Mitchell added that any additional credits earned by an undergraduate student, can be used toward concurrent enrollment or a dual degree.

Dr. Brown commented that some programs regulate the amount of credits that can be “shared” in concurrent enrollment or for a dual degree.

Dr. Fritz asked if students are aware of “this credit hour issue” at the time they apply for either Program. Mr. Queens stated that he has not encountered any problem or student inquiries regarding the credit hour issue. However, he stated that the Registrar is receiving complaints from students.

After no further discussion, Dr. Mitchell asked for amendments or changes to the charge to the Academic Policies and Practices Committee.

Dr. Mitchell asked Graduate Council for a vote to charge. Graduate Council voted unanimously to charge the Academic Policies and Practices Committee with reviewing the language and devise a policy that is fair and equitable for the Graduate and Undergraduate students on both the Accelerated Bachelor’s Master’s and Senior Privilege Programs.

#### **17. Good of the Order**

Dr. Mitchell asked members and guests to please sign the roster to account for proper attendance at the meeting.

#### **18. Adjournment**

The meeting adjourned at 3:01 P.M.

**Murray Mitchell, Secretary**

cc:  
President Harris Pastides  
Senior 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