



**GRADUATE COUNCIL MINUTES**  
**May 23, 2011**

The Graduate Council met on Monday, May 23, 2011 at 11:30 a.m. in room 311 of the Byrnes Building.

**Graduate Council members present:** Dr. Francisco Sanchez, Chair; Cheryl Addy, Chair-Elect; Drs. Deborah Brodahl, Nancy Brown, Subra Bulusu, Edward Gatzke, Rhonda Jeffries, Ann Johnson, Murray Mitchell, Srihari Nelakuditi, Joe Quattro, Donna Shannon, and Nancy Zimmerman

**Graduate Council members absent:** Drs. John Grego, Kartik Kalaignanam, Michelle Maher, Timothy Mousseau, Andrew Shifflett, Ercan Turk, and Nic Ularu; Robynn Mackechnie

**Graduate School Representatives:** Dr. Briana Timmerman and Janice Byrd

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

**Guests:** Drs. Wayne Carver, David Darmofal, Karen Heid, Xinfeng Liu, and Paul Solomon

**NOTE: These minutes will become final on June 29, 2011, if not challenged.**

1. **Call to Order and Approval of Agenda** (Francisco Sanchez)

Dr. Sanchez called the meeting to order at 11:41 a.m.

2. **Approval of minutes** (Minutes of the [April 25, 2011](#) meeting). The minutes were reviewed electronically and approved by the Council. [A copy of Minutes are on file at The Graduate School; also posted on The Graduate School website at <http://gradschool.sc.edu/gradcouncil/minutes/>]

3. **Report of the Chair** (Francisco Sanchez)

- Dr. Sanchez extended a thank you to the Graduate Council and expressed how much he enjoyed serving these past three years.
- Dr. Sanchez and the Council thanked Janice Byrd for her service as administrative coordinator for the Council.

4. **Report of the Interim Dean of The Graduate School** (Timothy Mousseau - absent)

No report

5. **Report of the Associate Dean / Secretary of the Graduate Council**  
(Nancy Zimmerman)

- Dr. Zimmerman announced the new members of Council for the 2011-2012 academic year and allowed any one present to introduce themselves to existing Council members:

**New Members of Council:**

Wayne Carver – Medicine

Michael Hodgson – Geography

J. Daniel Jenkins – Music

Ann Johnson – History

Xinfeng Liu – Mathematics

Robynn Mackechnie – Graduate Student Association Representative

Paul Solomon – Library and Information Science

- Dr. Zimmerman thanked the outgoing members for their service. She presented each of them with a gift. The outgoing members are:

**Outgoing Members of Council:**

Nancy Brown – Social Work

Murray Mitchell – Physical Education & Athletic Training

Francisco Sanchez – Languages, Literatures, and Cultures

Donna Shannon – Library and Information Science

Andrew Shifflett – English

Nic Ularu – Theatre

Andrew Newton – Graduate Student Association Representative

- Dr. Zimmerman informed the Council that they must formally vote on the Chair and Chair-Elect for the 2011-2012 term. The Council voted unanimously to elect Dr. Cheryl Addy as Chair and Dr. Joe Quattro as Chair-Elect.

6. **Report of the Graduate Student Association Representative** (Robynn Mackechnie – Absent)

No report

7. **Report of the Academic Policy and Practices Committee** (Cheryl Addy)
- The Council voted unanimously to approve recommendations for changes to the ACAF 4.00 policy which addresses Graduate Assistantships. Dr. Zimmerman will forward these recommendations to Vice Provost Christine Curtis for consideration. The revisions may be viewed at the end of this document.
  - The Council voted to approve recommendation for changes to the doctoral committee structure. The recommended changes were made based on the discussion with the Graduate Directors and program administrators at the Spring 2011 Graduate Directors' meeting. Dr. Zimmerman will present the changes to the Graduate Directors at the Fall 2011 meeting for final discussion and final input. The policy will be reviewed by the Committee and Council again for final approval after the Fall 2011 Graduate Director's meeting. The revisions may be viewed at the end of this document.
8. **Report of the Committee on 500/600 Level Courses, Distance Education, and Special Courses** (Nancy Zimmerman)

#### **April and May 2011 Graduate Council Report**

##### **500-600 Level Courses:**

Faculty Senate Committee on Curricula and Courses met on Friday, April 8, and Thursday, May 5, 2011.

##### **APPROVALS – April:**

EDML 553 – prerequisite, syllabus revisions for graduate students  
 EDML 563 – prerequisite, syllabus revisions for graduate students  
 EDLM 573 – prerequisite, syllabus revisions for graduate students  
 EDLM 583 – prerequisite, syllabus revisions for graduate students  
 GEOL 520 – description  
 GEOL 537 – prerequisite  
 GEOL 557 [=MSCI 557] – prerequisite  
 GEOL 579 [=MSCI 579] – prerequisite and description  
 MSCI 557 [=GEOL 557] – prerequisite and description  
 MSCI 579 [=GEOL 570] – prerequisite and description  
 MSCI 505- prerequisite  
 ENGL 550 – deletion  
 ENGL 550 [=LINT 521] – new  
 LING 521 [=ENGL 550] – new  
 PHIL 522 [=LING 627] – title and description  
 LING 627 [=PHIL 522] – title and description  
 STAT 535 – new and DED  
 STAT 517 – number to 540  
 STAT 541 – new and DED  
 ECIV 526 – new and DED  
 ECIV 588 – new and DED  
 RETL 530 – new  
 ARTE 525P – new  
 ARTE 541 – number to 540P and prerequisite  
 ARTE 560 – title and description  
 ARTE 560P – new

ARTS 510 – credit hours, prerequisite and description  
 ARTS 511 – credit hours, prerequisite and description  
 ARTS 516 – title, credit hours, prerequisite and description  
 ARTS 517 – title, credit hours, prerequisite and description  
 ARTS 520 – credit hours  
 ARTS 521 – credit hours  
 ARTS 525 – credit hours  
 ARTS 530 – title, credit hours and prerequisite  
 ARTS 531 – title and credit hours  
 ARTS 560 – title, credit hours and prerequisite  
 ARTS 561 – title credit hours and prerequisite

**APPROVALS – May:**

AFAM 656 [=ENGL 565, THEA 565] – new  
 ENGL 565 [=AFAM 565, THEA 565] – cross listing  
 THEA 565 [=AFAM 565, ENGL 565] – cross listing  
 BMEN 546 – new  
 BMEN 572 – new  
 EMCH 516 – description  
 HRSM 555 – new  
 HRTM 575 – new  
 HRTM 484 [=ITEC 584] – number change to 584, cross-listing, prerequisite, and DED  
 ITEC 584 [=HRTM 584] – title cross-listing, description, and DED  
 MUSC 571 – new  
 MUSC 572 – new  
 NURS 541 [=WGST 451] – DED  
 WGST 451 [=NURS 541] – DED  
 ENHS 555 – new  
 ENHS 592 – new  
 EXSC 541 – new  
 EXSC 669 – new  
 EXSC 695 – new

The next meeting of the Committee on Curricula and Courses will be held August 17, 2011, at 11:00 AM.

**APPROVALS – DED:**

PSYC 700	SLID 795A	SOWK 768N
SOWK 771	SOWK 768N	

9. **Fellowships and Scholarships Committee (Joe Quattro)**

No report

10. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Murray Mitchell)

**COLLEGE OF ARTS AND SCIENCES**

***Art***

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

[M.A.T. in Art Education](#)

New courses are being added to the M.A.T. in Art Education curriculum in order to extend methods in secondary art instruction, satisfy a requirement for 100 hours of observation and practical experience by the State of South Carolina for certification purposes, and to move all our 500 level courses to 700 level courses to align the program of study to the Graduate School requirements.

[Effective: Fall 2011]

New Course Proposal:

**APPROVED**

[ARTE 725 – Elementary Pedagogy Methods for Art Instruction \(3\)](#)

Art methods for elementary schools

Coreq: ARTE 725 P

[Effective: Fall 2011]

New Course Proposal:

**APPROVED**

[ARTE 725 P – Elementary Pedagogy Methods for Art Instruction Practicum \(1\)](#)

Art methods for elementary schools practicum

Coreq: ARTE 725

[Effective: Fall 2011]

New Course Proposal: **APPROVED**

**[ARTE 740 – Art Program for Schools \(3\)](#)**

An introduction to the art education profession. Curriculum development and current issues are examined.

Prereq: ARTE 725 and ARTE 725 P

Coreq: ARTE 740 P

[Effective: Fall 2011]

New Course Proposal: **APPROVED**

**[ARTE 740 P – Art Program for Schools Practicum \(1\)](#)**

An introduction to the art education profession through practical experience.

Prereq: ARTE 725 and ARTE 725 P

Coreq: ARTE 740

[Effective: Fall 2011]

New Course Proposal: **APPROVED**

**[ARTE 760 – Secondary Pedagogy Methods for Art Instruction \(3\)](#)**

Secondary methods of art instruction

Coreq: ARTE 760 P

[Effective: Fall 2011]

New Course Proposal: **APPROVED**

**[ARTE 760 P – Secondary Pedagogy Methods for Art Instruction Practicum \(1\)](#)**

Practical experience in secondary methods of art instruction

Coreq: ARTE 760

[Effective: Fall 2011]

New Course Proposal:

**APPROVED**

[ARTE 765 – Art Education Internship Seminar \(3\)](#)

Seminar for art education internship. Students will be guided through practical field experience and the ADEPT evaluation system.

Coreq: ARTE 771

[Effective: Fall 2011]

New Course Proposal:

**APPROVED**

[ARTE 771 – Art Education Internship \(12\)](#)

Internship in art education

Coreq: ARTE 765

[Effective: Fall 2011]

### ***Languages, Literatures, and Cultures***

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

[M.A. and Ph.D. in Comparative Literature](#)

Proposal to allow FORL 776 to count toward total credit hours for teaching assistants and make FORL 776 an option for students in the program who are not teaching assistants. Also, to make CPLT 700 an option instead of a requirement for M.A. and Ph.D. degrees in Comparative Literature and to clarify degree requirements in the *Graduate Studies Bulletin*.

[Effective: Fall 2011]

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

M.A. in French

The teaching of languages has in the last two decades undergone a tremendous transformation. Teaching languages and language pedagogy is among the most important goals of our Department. The majority of our students in the M.A. program in French seek careers in teaching. While FORL 776 has been offered in the past as a required course for all graduate teaching assistants without counting toward the total credit hours, the faculty has voted to make FORL 776 as part of the MPOS. We as a faculty have come to realize that the course teaches students to become good and effective teachers. FORL 776's focus on pedagogical theory and practice addresses ways to maximize learning outcomes, deal with problem students, communicate strategies and goals to students, and employ effective class management. FORL 776 also includes pedagogical strategies for teaching literary or visual texts to students and for maximizing the use of available and developing technology in teaching.

The DLLC faculty has decided to require FORL 776 of all graduate teaching assistants, and allow it to count toward their degrees. Graduate teaching assistants who have substantial prior teaching experience and who can demonstrate ample pedagogical skills will be exempt from the course.

Students in the M.A. program in French who are not graduate teaching assistants may take FORL 776 as an elective in the degree.

[Effective: Fall 2011]

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

[M.A. in German](#)

The teaching of languages has in the last two decades undergone a tremendous transformation. Teaching languages and language pedagogy is among the most important goals of our Department. The majority of our students in the M.A. program in German seek careers in teaching. While FORL 776 has been offered in the past as a required course for all graduate teaching assistants without counting toward the total credit hours, the faculty has voted to make FORL 776 as part of the MPOS. We as a faculty have come to realize that the course teaches students to become good and effective teachers. FORL 776's focus on pedagogical theory and practice addresses ways to maximize learning outcomes, deal with problem students, communicate strategies and goals to students, and employ effective class management. FORL 776 also includes pedagogical strategies for teaching literary or visual texts to students and for maximizing the use of available and developing technology in teaching.

The DLLC faculty has decided to require FORL 776 of all graduate teaching assistants, and allow it to count toward their degrees. Graduate teaching assistants who have substantial prior teaching experience and who can demonstrate ample pedagogical skills will be exempt from the course.

Students in the M.A. program in German who are not graduate teaching assistants may take FORL 776 as an elective in the degree.

[Effective: Fall 2011]

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

[M.A. in Spanish](#)

The teaching of languages has in the last two decades undergone a tremendous transformation. Teaching languages and language pedagogy is among the most important goals of our Department. The majority of our students in the M.A. program in Spanish seek careers in teaching. While FORL 776 has been offered in the past as a required course for all graduate teaching assistants without counting toward the total credit hours, the faculty has voted to make FORL 776 as part of the MPOS. We as a faculty have come to realize that the course teaches students to become good and effective teachers. FORL 776's focus on pedagogical theory and practice addresses ways to maximize learning outcomes, deal with problem students, communicate strategies and goals to students, and employ effective class management. FORL 776 also includes pedagogical strategies for teaching literary or visual texts to students and for maximizing the use of available and developing technology in teaching.

The DLLC faculty has decided to require FORL 776 of all graduate teaching assistants, and allow it to count toward their degrees. Graduate teaching assistants who have substantial prior teaching experience and who can demonstrate ample pedagogical skills will be exempt from the course.

Students in the M.A. program in Spanish who are not graduate teaching assistants may take FORL 776 as an elective in the degree.

[Effective: Fall 2011]

Course Change Proposal:

**APPROVED**

**From:** [FORL 776 – The Teaching of Foreign Languages in College \(3\)](#)

Basic theoretical principles of foreign language teaching in college.

Note: Required of all graduate assistants. This course will not count toward the M.A., M.A.T., or Ph.D. degrees.

# Times Course Can Be Taken: 2

**To:** **FORL 776** – The Teaching of Foreign Languages in College (3)

Basic theoretical principles of foreign language teaching in college.

Note: Required of all graduate teaching assistants. Required of all M.A. T. students. Other students may use as an elective.

[Effective: Fall 2011]

Course Change Proposal:

**APPROVED**

**From:** [FORL 776 A,C,D,F,G,J,L,P,R – The Teaching of Specific Foreign Languages in College \(1\)](#)

Basic theoretical principles of foreign language teaching in college.

Note: Languages include Arabic, Chinese, French, German, Japanese, Latin, Portuguese, Russian, and Spanish, by prefix. Required of all graduate assistants teaching that specific language. This course will not count toward the M.A., M.A.T., or Ph.D. degrees.

**To:** **DELETE**

[Effective: Fall 2011]

**COLLEGE OF MASS COMMUNICATION AND INFORMATION STUDIES*****School of Library and Information Science***

Course Change Proposal:

**APPROVED****From:** [SLIS 724 – Special Libraries \(3\)](#)

An overview of industrial, business, governmental, and professional libraries and related information organizations. Study of their organizational characteristics, governance, services, distinctive features. Major part of course is simulation of information management problems in these organizations.

Prereq: SLIS 701, 703, 704, 707

**To:** **SLIS 724 – Special Libraries (3)**

An overview of industrial, business, governmental, and professional libraries and related information organizations. Study of their organizational characteristics, governance, services, distinctive features. Major part of course is simulation of information management problems in these organizations.

Prereq: **None**

[Effective: Fall 2011]

Course Change Proposal:

**APPROVED**

**From:** [SLIS 748 – Business Information Sources and Services \(3\)](#)

Coverage of the bibliographic and information systems relevant to contemporary managerial information needs, with emphasis on the literature of business and finance, and including statistical materials, literature guides, and investment services. Specialized problems related to the organization and operation of business information systems. Practice in question consultation and database searching will be included.

Prereq: SLIS 703 and 707

**To:** **SLIS 748 – Business Information Sources and Services (3)**

Coverage of the bibliographic and information systems relevant to contemporary managerial information needs, with emphasis on the literature of business and finance, and including statistical materials, literature guides, and investment services. Specialized problems related to the organization and operation of business information systems. Practice in question consultation and database searching will be included.

Prereq: SLIS 740

[Effective: Fall 2011]

**MOORE SCHOOL OF BUSINESS**

New Course Proposal:

**APPROVED**

[MKTG 715 – Pricing Strategy and Analysis \(3\)](#)

Economics and behavioral foundations of pricing strategy formulation and implementation.

Prereq: MKTG 701 or DMSB 701, or equivalent

[Effective: Fall 2011]

**NOTIFICATION:** Because of the timeline for accreditation, the Graduate School approved the following Bulletin change administratively and the changes was endorsed by Graduate Council:

**Rationale for Name Change Courses and Bulletin Program of Study:**

In order to meet federal mandate and accreditation requirements, the Program in Special Education needs to change all reference to Mental Retardation to Intellectual Disabilities.

**Federal Law signed in November, 2010**

Public Law No. 111-256 (P.L. 111-256), also known as Rosa’s Law amends the Individuals with Disabilities Education Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and several other federal laws to strike variations of the term “mentally retarded” and replace them with variations of the term “intellectual disability.”

Current Course Names	Name changes due to Federal Law
<p>EDEX 619 - Nature of Students with <del>Mental Retardation</del>                      Credits: 3                      Nature and causes of <del>mental retardation</del>, behavior, and potentialities of persons with <del>mental retardation</del>                      Cross-listed Course: PSYC 524</p>	<p>EDEX 619 - Nature of Students with <b>Intellectual Disabilities</b>                      Credits: 3                      Nature and causes of <b>intellectual disabilities</b>, behavior, and potentialities of persons with <b>intellectual disabilities</b>                      Cross-listed Course: PSYC 524</p>
<p>EDEX 712 - Instruction of Students with <del>Mild to Moderate Retardation</del>                      Credits: 3                      Methods and materials to teach students with <del>mild to moderate mental retardation</del>.                      Prerequisites: EDEX 523 or PSYC 528 or consent of instructor</p>	<p>EDEX 712 - Instruction of Students with <b>Intellectual Disabilities</b>                      Credits: 3                      Methods and materials to teach students with <b>intellectual disabilities</b>                      Prerequisites: EDEX 523 or PSYC 528 or consent of instructor</p>
<p>EDEX 714M - Practicum in Instruction of Exceptional Children II: <del>MM (Mental Retardation)</del>                      Credits: 3                      Experience in the direct teaching of children with disabilities in settings appropriate to student’s area of specialization. Includes weekly seminar.                      Prerequisites: consent of instructor</p>	<p>EDEX 714M - Practicum in Instruction of Exceptional Children II: <b>ID (Intellectual Disabilities)</b>                      Credits: 3                      Experience in the direct teaching of children with disabilities in settings appropriate to student’s area of specialization. Includes weekly seminar.                      Prerequisites: consent of instructor</p>
<p>EDEX 796 - Directed Teaching in Special Education                      Credits: 12                      Application of effective teaching techniques and organization of instructional settings for</p>	<p>EDEX 796 - Directed Teaching in Special Education                      Credits: 12                      Application of effective teaching techniques and organization of instructional settings for</p>

<p>exceptional learners in selected areas of specialization. B (Behavioral Disorders), L (Learning Disabilities), <del>MM (Mental Retardation)</del>, S (Severe/Multiple)</p> <p>Prerequisites: Admission to the Professional Teacher Certification Program and completion of the special education core</p> <p>EDEX 891 - Advanced Educational Procedures for Exceptional Children: B (Behavioral Disorders); L (Learning Disabilities); <del>MM (Mental Retardation)</del>; N (Non-Categorical); S (Severe); V (Visual Impairments) Credits: 3 Procedures to be used in special education classrooms, emphasis on curriculum, methods, and materials for learners with disabilities. Prerequisites: vary by specialization; consent of instructor</p>	<p>exceptional learners in selected areas of specialization. B (Behavioral Disorders), L (Learning Disabilities), <b>ID (Intellectual Disabilities)</b>, S (Severe/Multiple)</p> <p>Prerequisites: Admission to the Professional Teacher Certification Program and completion of the special education core</p> <p>EDEX 891 - Advanced Educational Procedures for Exceptional Children: B (Behavioral Disorders); L (Learning Disabilities); <b>ID (Intellectual Disabilities)</b>; N (Non-Categorical); S (Severe); V (Visual Impairments) Credits: 3 Procedures to be used in special education classrooms, emphasis on curriculum, methods, and materials for learners with disabilities. Prerequisites: vary by specialization; consent of instructor</p>
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11. **Report of Science, Math, and Related Professional Programs Committee**  
(Edward Gatzke and Srihari Nelakuditi for John Grego)

#### **COLLEGE OF ARTS AND SCIENCES**

##### ***School of the Environment***

Academic Program Actions Proposal/Bulletin Change:

[M.E.E.R.M. – Comprehensive Exam](#)

The university requires clearer definitions of how the comprehensive assessment will be applied to graduate students in M.S. programs. We have revisited the M.E.E.R.M. graduate bulletin listing and have found that the current definition of the comprehensive assessment does not exist. We have suggested wording to be added to the M.E.E.R.M. bulletin listing to cover the comprehensive assessment for students in both the thesis and non-thesis programs.

[Effective: Fall 2011]

**COLLEGE OF ENGINEERING AND COMPUTING*****Chemical Engineering***

Academic Program Actions Proposal/Bulletin Change:

**APPROVED****Ph.D. in Chemical Engineering**

The Department of Chemical Engineering faculty have voted in favor of reducing the number of 3-credit graduate course required for the Ph.D. degree from ten to eight. Reasons for this change in the Ph.D. program include:

1. to make it identical to that already required for the M.S. degree;
2. to place more emphasis on research; and
3. to keep it in line with many peer institutions, some of which do not formally require ANY courses for the Ph.D. degree. It is anticipated that doing so will make USC's program in Chemical Engineering more attractive to highly-qualified American students.

[Effective: Fall 2011]

**SCHOOL OF MEDICINE*****Biomedical Sciences***

Academic Program Actions Proposal/Bulletin Change:

**APPROVED****M.S. in Biomedical Sciences**

We propose to modify the required core courses in the Biomedical Sciences M.S. program as indicated on the accompanying Bulletin Change Form to allow one of several biochemistry courses (BMSC 707, BMSC 754 or BIOL717) and one of several graduate level cell biology courses (BMSC 702, BMSC 708 or BIOL 714) to fulfill the core curriculum requirements. The requested change would also remove Structure and Function of Nucleic Acids (BIOL 711) from our list of required courses. In our opinion, these changes will provide greater flexibility for our program to meet the long-term educational needs of the Biomedical Sciences M.S. students but maintain the rigor of this program. In addition, by giving students the option to choose between different advanced biochemistry-related courses (BMSC 707, BMSC 754 or BIOL 717) and different advanced cell biology-related courses (BMSC 702, BMSC 708 or BIOL 714), they will have greater flexibility in scheduling elective courses, research rotations and teaching assistantships. This will also allow students who complete the Biomedical Certificate program to move seamlessly into the Biomedical Sciences M.S. program.

[Effective: Fall 2011]

Academic Program Actions Proposal/Bulletin Change:

**APPROVED**

[M.S. in Biomedical Sciences – Comprehensive Assessment](#)

The proposed changes add statements to the bulletin relating to the comprehensive assessment. This program will utilize the thesis and thesis defense as an assessment of the ability of the student to synthesize and integrate knowledge across the biomedical discipline. Statements to this effect are being added to the "Degree Requirements" section of the M.S. in Biomedical Sciences entry to the *Graduate Studies Bulletin*.

[Effective: Fall 2011]

***Genetic Counseling***

New Course Proposal:

**APPROVED**

[MBIM 790 – Independent Study \(1-3\)](#)

Provides graduate students with an opportunity to develop their own course work in conjunction with the instruction.

Prereq: Independent Study Contract approved by Instructor, Advisor, and Department Chair or Graduate Director

[Effective: Fall 2011]

***Nurse Anesthesia***

Course Change Proposal:

**APPROVED**

**From:** [PHPH 760 – Clinical Problems in Anesthesia \(1-3\)](#)

Tutorial instruction in anesthesia. This course may be repeated up to a maximum of 6 credits total.

Special Permission: Instructor

Enrollment Restrictions: None

**To:** **PHPH 760** – Clinical Problems in Anesthesia (1-3)

Tutorial instruction in anesthesia. This course may be repeated up to a maximum of 6 credits total.

Special Permission: None

Enrollment Restrictions: Nursing Anesthesia students

[Effective: Summer I 2011]

Course Change Proposal:

**APPROVED**

**From:** [PHPH 772 – Seminar in Anesthesia \(1-2\)](#)

Group discussions by students and staff based on literature surveys and current research in anesthesia.

Special Permission: Instructor

Enrollment Restrictions: None

**To:** **PHPH 772 – Seminar in Anesthesia (1-2)**

Group discussions by students and staff based on literature surveys and current research in anesthesia.

Special Permission: None

Enrollment Restrictions: Nursing Anesthesia students

[Effective: Summer I 2011]

4. **Report of the Petitions and Appeals Committee** (Nancy Zimmerman for Nic Ularu)

Laketa Sutton – Petition Denied; 11 approved, 1 abstained

5. **Other Committee Reports**

No report

6. **Old Business**

None

7. **New Business**

None

8. **Good of the Order**

Dr. Zimmerman thanked Dr. Sanchez for his dedicated service as chair

9. **Adjournment**

The meeting adjourned at 1:01 p.m.

**Nancy Zimmerman, Secretary**

cc:

President Harris Pastides

Vice President for Research and Graduate Education Stephen Kresovich

Provost Michael Amiridis

Deans

Department Chairs

Graduate Directors

Barbara Blaney, University Registrar

Jodie Morris, Office of the Registrar

Aaron Marterer, Office of the Registrar

Andy Graves, Office of the Registrar

Nancy Floyd, Office of Institutional Assessment and Compliance

NUMBER: ACAF 4.00  
SECTION: Academic Affairs  
SUBJECT: Graduate Assistantships  
DATE: February 1, 1995  
LATEST REVISION: September 19, 2005  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Mark P. Becker, Provost  
Issued by: Graduate School

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## I. Policy

### A. Definition

1. A graduate assistant is a student enrolled in the Graduate School who assists, under faculty supervision, in the conduct of the University's total education program by providing teaching, research or other services. The categories for appointment are as follows: Graduate Staff Assistant—provides administrative assistance; Graduate Research Assistant—assists faculty or staff in conducting research; Graduate Instructional Assistant—assists with instruction, but cannot be listed as the instructor of record and must ~~have attended a series of workshops complete training required~~ for Graduate Teaching Assistants and Graduate Instructional Assistants sponsored by the Graduate School; Graduate Teaching Assistant—functions as an instructor of record ~~for undergraduate courses~~, must ~~attend a series of workshops for complete training required for~~ Graduate Teaching Assistants and Graduate Instructional Assistants ~~sponsored by the Graduate School~~ and have completed 18 semester hours of graduate course work in the discipline to be taught.
2. In addition to fulfilling functions that would otherwise be performed by regular faculty and staff members, graduate assistants also receive valuable practical experience as they prepare for future teaching, research, or administrative responsibilities.
3. Graduate assistants are students who are special part-time employees of the University and are paid by the University's Payroll Department. In addition to receiving a stipend, non-South Carolina residents who are graduate assistants are assessed the in-state rate for tuition purposes.<sup>1</sup> For the Fall and Spring terms, graduate assistants providing the above-mentioned services to the University will have a portion or all of their tuition paid by their hiring units. The tuition portion of a graduate assistant's compensation will be established by the hiring unit as a credit with the Bursar's Office against which tuition will be charged each semester. Students are responsible for any portion of their tuition and fees not covered by the employing unit and/or by their home department.
4. The Dean of the Graduate School is responsible for the implementation of these policies and regulations, and any deviations must have the Dean's prior written approval. These regulations apply to all graduate assistantships, regardless of funding source.

### B. Hours and Fees

1. The minimum number of hours of work required per week is ten, and the maximum is twenty. The minimum and maximum stipends will be published annually by the Graduate School. A graduate assistant's salary should be appropriate to the total number of hours being worked. The minimum enrollment requirement is six graduate hours per semester and the maximum is the number set by the student's college.
2. Different stipend regulations apply to summer graduate assistantships. Non-South Carolina residents who are graduate assistants during the preceding Spring term will be charged in-state tuition rates. Graduate assistants must enroll for at least one hour during the summer term(s) in which they are appointed.
3. Fee structures for graduate assistants vary among colleges as approved by the Board of Trustees. The current tuition for each college is available from the Office of the Bursar on the University web (<http://www.sc.edu/bursar/studentfees.html>). Fee structures are published by the Bursar's Office annually when changes occur.
4. Graduate assistants who are appointed after the first 20 days of a semester or after the first ten days of a Summer term (dates published annually by the Graduate School) will not be coded as such for tuition or other purposes during the term of appointment. Non-South Carolina residents who receive timely appointments as graduate assistants, but whose duties terminate before the midterm date of the term appointed, will be billed as out-of-state for tuition purposes.

#### C. Fellowships or Traineeships

1. In some instances, service as a Graduate Teaching Assistant may be required of a holder of a fellowship or a traineeship. Such service, which might involve teaching one course each semester, should be to the benefit of the graduate student's academic objective and not unduly delay the student's graduation.
2. The holder of an assistantship may receive additional aid in the form of a fellowship or traineeship requiring no additional duties.

#### D. Outside Employment

Graduate assistants are expected to devote full-time effort to their studies and their assistantship responsibilities. They are, therefore, discouraged from having additional employment on or off campus, during the term(s) for which they are appointed. In addition, regular University employees are not eligible for assistantships.

#### E. Outside Funding

Graduate assistantships funded by nonprofit organizations or State agencies other than USC are subject to approval by the Dean of the Graduate School. Students appointed to such positions will work for the sponsoring organizations, but will be under the general supervision of their departmental or college faculty, and their duties should be related to their academic programs. These appointments must be approved in advance. Graduate assistantships funded by organizations external to the University are considered to be grants and are administered by the Office of Sponsored Awards Management (SAM). Consistent with I.A.3 above, externally-funded assistantships must include

funds to cover a portion of, or all, of a student's tuition. Any portion of the tuition not covered by the external sponsoring agency must be paid by the student's academic unit or by the student.

#### F. MD/JD/PharmD Students

Students in the MD program are not eligible for graduate assistantships. JD students are eligible for appointments as research assistants or staff assistants in the School of Law. JD students enrolled in dual degree programs may be eligible for appointment as graduate assistants in schools or colleges other than the School of Law. JD students who are not South Carolina residents and who are appointed as research assistants or staff assistants are eligible for in-state Law School tuition rates if approved by the Law School Dean. Subject to the approval of the Executive Dean of the South Carolina College of Pharmacy, students in the PharmD program may be appointed as research assistants, staff assistants, teaching assistants, or instructional assistants. PharmD students appointed as teaching or instructional assistants must complete workshops sponsored by the Graduate School.

## II. Procedures Admission Status

To be eligible for appointment as a graduate assistant, a student must be fully or conditionally admitted to a degree program.

### B. Employment Regulations

1. A graduate assistant's stipend must be offered for the academic year, semester, or summer term, rather than an hourly basis. The academic year begins August 16<sup>th</sup> and ends May 15<sup>th</sup>.
2. Summer research or staff appointments may begin May 16<sup>th</sup> and may continue until August 15<sup>th</sup>, but summer teaching or instructional assistantships are normally coterminous with session dates of the summer terms.
3. It is the responsibility of the department to discuss work schedules and expectations for performance and attendance with graduate assistants when they are appointed. Programs are responsible for monitoring that student work hours do not exceed the 20 hour maximum allowed by this policy. Normally, graduate assistants are not expected to work during examination periods and school holidays, ~~however- Graduate assistants with teaching/grading responsibilities might typically must be required to work during examination periods., but the~~ Programs should advise students of those responsibilities during the initial discussion of work schedules and expectations and are expected to be sensitive to the graduate assistants' personal examination schedules in defining assistantship schedule and work expectations. ~~Graduate assistants who fail to perform their duties may be terminated from their appointment.~~
- 3.4. It is the responsibility of the department to provide performance assessment criteria and do conduct periodic performance review of graduate assistants. Graduate assistants who fail to perform their duties may be terminated from their appointment.
- 4.5. Graduate assistants do not accrue sick leave, so work missed due to illness should be made up.

### Doctoral Program Committees

~~Each doctoral student will have three academic committees during the course of doctoral study, the Advisory Committee, the Written and Oral Comprehensive Examination Committee, and the Dissertation and Dissertation Defense Committee. Each of the three committees has an assigned function and must conform to policies of The Graduate School on doctoral committee membership. Membership on doctoral committees, excluding the outside member, is limited to regular members of the graduate faculty and those who hold special term appointments with approval to serve as a regular member of a doctoral committee. Each doctoral committee must have no more than one outside member. The three committees may or may not have the same members.~~

As defined in The Faculty Manual, regular members of the graduate 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 considered to become regular members of the graduate faculty upon appointment to a tenured or tenure-track position at the University's Columbia campus.

Faculty members and scholars not otherwise eligible for regular membership on the graduate faculty may be appointed to term appointments. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical and research faculty, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials that justify appointment as a regular committee member. ~~Term appointment nominations for regular (not outside) membership on a doctoral committee are made to the dean of The Graduate School by the chair and dean of an academic unit using a term nomination (G-TAN) form. A database of persons approved to term appointments as graduate faculty, including any restrictions to those appointments, is maintained by The Graduate School.~~

### Doctoral Committees

#### Doctoral Advisory Committee

The Advisory Committee is appointed by the program by the end of the first term of enrollment and should include two or three faculty from the student's academic program. This purpose of the Advisory Committee is to provide initial advisement of the student, guide academic planning and research efforts, and construct the program of study to file with The Graduate School. The Advisory Committee roster does not need to be submitted to the dean of The Graduate School for approval.

#### Doctoral Exam and Dissertation Committee

Each doctoral student will have a doctoral exam and dissertation committee (hereafter called the doctoral committee) during the course of doctoral study to serve multiple functions: preparation and evaluation of the written and oral comprehensive examinations, supervision and support of the dissertation research, and the dissertation defense. This committee has assigned functions and must conform to policies of The Graduate School on doctoral committee membership. Each doctoral committee must have no more than one outside member. Programs may define separate doctoral committees as needed for separate functions such as comprehensive examination, recital, and dissertation; these separate committees must all be approved by the Graduate School.

At minimum, the doctoral committee 1) administers the oral and written portions of the comprehensive examination; and 2) directs the research and preparation of the student's dissertation, examines the student on the content of the dissertation, directs the student to complete documents required for graduation, and signs forms required for graduation. Other functions may be defined by the program.

Membership on doctoral committees, excluding the outside member, is limited to regular members of the graduate faculty and those who hold special

Persons with term appointments to the graduate faculty may serve on, but may not chair, doctoral committees.

Note: Major points that should be noted with regard to committee membership:

- A majority of the committee composition must be regular members of the Graduate School faculty.
- A doctoral committee member whose Graduate School faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved.

To continue to serve in the capacity as chair ~~or regular member~~ is a special exception. This request (with a valid academic justification) must have the endorsements of the academic program faculty, chair of the department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the dean of The Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the dean of The Graduate School replacing the now ineligible member.

The outside member may be a regular member of the graduate faculty in another department/program at USC, a faculty member from another institution, or a qualified professional from the private or governmental sectors. The outside member is nominated by the academic unit to the dean of The Graduate School. Approval is based on the nominee's qualifications provided on a resume or curriculum vitae and relevance to the student's major field or research as explained in the justification submitted by the graduate director of the program with the nomination. Outside members do not need to have term appointments to serve on the committee.

The Advisory Committee is appointed by the program by the end of the first term of enrollment and should include two or three faculty from the student's academic program. This purpose of the Advisory Committee is to provide initial advisement of the student, guide academic planning and research efforts, and construct the program of study to file with The Graduate School. ~~Often the Advisory Committee also oversees the qualifying examination. The~~

term appointments with approval to serve as a regular member of a doctoral committee. As defined in The Faculty Manual, regular members of the graduate 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 considered to become regular members of the graduate faculty upon appointment to a tenured or tenure-track position at the University's Columbia campus.

Faculty members and scholars not otherwise eligible for regular membership on the graduate faculty may be appointed to term appointments. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical and research faculty, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials that justify appointment as a doctoral committee member. Persons with term appointments to the graduate faculty may serve on, but may not chair, doctoral committees.

The outside member may be a regular member of the graduate faculty in another department/program at USC, a faculty member from another institution, or a qualified professional from the private or governmental sectors. The outside member is nominated by the academic unit to the dean of The Graduate School. Approval is based on the nominee's qualifications provided on a resume or curriculum vitae and relevance to the student's major field or research as explained in the justification submitted by the graduate director of the program with the nomination. Outside members do not need to have term appointments to serve on the committee.

Major points that should be noted with regard to committee membership:

- At least half of the doctoral committee composition must be regular members of the Graduate School faculty.
- The majority of each doctoral committee must be regular or term graduate faculty members in the student's area of research.
- The committee must include no fewer than four members, one of

~~graduate director of the program notifies the dean of The Graduate School when the student has passed the qualifying examination, has been fully admitted to the doctoral program, has an approved doctoral program of study on file, and has been nominated to doctoral candidacy by the program. The Advisory Committee roster does not need to be submitted to the dean of The Graduate School for approval.~~

~~The Written and Oral Comprehensive Examination Committee administers the oral and written portions of the comprehensive examination. The committee for the comprehensive examination must include no fewer than four members, at least one of whom must be from outside the student's program. The roster of the Written and Oral Comprehensive Examination Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form. The graduate director of the program provides written notification to the dean of The Graduate School that the student has passed the comprehensive examination.~~

~~The Dissertation and Dissertation Defense Committee directs the research and preparation of the student's dissertation, examines the student on the content of the dissertation, directs the student to complete documents required for graduation, and signs forms required for graduation. The Dissertation and Dissertation Defense Committee requires no fewer than four members, at least one of whom must be from outside the student's program. The chair of the Dissertation and Dissertation Defense Committee must be a regular member of the graduate faculty. The roster of the Dissertation and Dissertation Defense Committee is submitted to the dean of The Graduate School for approval on the Doctoral Committee Appointment Request (G-DCA) form. The Dissertation Signature and Approval (G-DSF) form is signed by all members of the Dissertation and Dissertation Defense Committee and sent to the graduate director of the program for signature.~~

whom must be from outside the student's program.

- The chair of the doctoral committee must be a regular member of the graduate faculty.
- A doctoral committee member whose Graduate School faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved.
- To continue to serve in the capacity as chair is a special exception. This request (with a valid academic justification) must have the endorsements of the academic program faculty, chair of the department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the dean of The Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the dean of The Graduate School replacing the now ineligible member.