



UNIVERSITY OF SOUTH CAROLINA  
GRADUATE COUNCIL MINUTES  
November 23, 2009

## The Graduate School

The Graduate Council met on Monday, November 23, 2009 at 2:00 p.m. in room 311 of the Byrnes Building.

**Graduate Council members present:** Dr. Andrew Shifflett, Chair; Drs. Cheryl Addy, Nancy Brown, Xiaomin Deng, John Grego, JoAnne Herman, Scott Huebner, Richard Hunt, Rhonda Jeffries, Michelle Maher, Murray Mitchell, Donna Shannon, Nic Ularu and Mike Wyatt; Andrea Adams

**Graduate Council members absent:** Drs. Shirley Staples Carter, Satish Jayachandran, Srihari Nelakuditi, Francisco Sanchez, and George Voulgaris

**Graduate School Representatives:** Dr. James Buggy, Interim Dean; Dr. Nancy Zimmerman; Mr. Dale Moore; Janice Byrd

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

**Guests:** Dr. Miriam Johnson

**NOTE: These minutes will become final on December 30, 2009, if not challenged.**

1. **Chair's Remarks** (Andrew Shifflett)

Dr. Shifflett called the meeting to order at 2:05 p.m.

2. **Approval of minutes** (Minutes of the [October 26, 2009](#) 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 Interim Dean of The Graduate School** (James Buggy)
- Dr. Buggy advised the Council that for proposals submitted on or after 1/4/2010 the [National Science Foundation](#) (NSF) has mandated that institutions provide training and oversight in ethical and responsible conduct of research to all undergraduates, graduate students, and postdoctoral trainees supported by NSF funds. Dr. Buggy advised the Council that online Responsible Conduct of Research (RCR) training is available from [Collaborative Institutional Training Initiative \(CITI\)](#) and will be adopted by the University to provide and document this mandated training. The Graduate School is exploring with academic deans and Research Office whether USC should develop a centralized education workshop on RCR for the future.
  - Dr. Buggy advised the Council that the next Graduate Directors meeting will be held in the Russell House Theatre on December 08, 2009 at 1:00 p.m. A tentative agenda has been sent to graduate directors and Graduate Council members and is posted on The Graduate School website at <http://www.gradschool.sc.edu/graddir/meetannounce.htm> .
4. **Report of the Associate Dean / Secretary of the Graduate Council** (Nancy Zimmerman)
- Dr. Zimmerman reminded the Council of the charge issued by Dr. Stephen Kresovich at the October 26 meeting. Dr. Kresovich asked the Council to set 2 or 3 priorities for him to work on this year that will strengthen graduate education at USC. Dr. Zimmerman asked that Council members email possible priorities to her at [npz@sc.edu](mailto:npz@sc.edu) and she will forward them on to Dr. Sanchez, chair of the Academic Policy and Practices Committee, for the Committee to review before the January Graduate Council meeting.
5. **Report of the Graduate Student Association Representative** (Andrea Adams)
- No Report
6. **Report of the Academic Policy and Practices Committee** (Nancy Zimmerman for Francisco Sanchez)

Dr. Zimmerman presented a draft of the Graduate Student Family Leave Policy developed by the FEMGRAD group and revised by the Academic Policy and Practices Committee with input from the International Student Services Office and the Office of the Provost. The Graduate Council reviewed and voted to approve the policy with three amendments and to allow Dr. Zimmerman to review and correct the document where necessary because of the three amendments. The amended areas are highlighted below.

## **APPROVED**

### **Summary**

The University of South Carolina's Graduate Student Family Leave (GS-FL) policy establishes minimum standards for accommodation for a leave associated with childbirth or adoption. The policy is designed to assist a matriculated graduate student who is the primary child-care provider immediately following the birth or adoption of a child. It is designed to make it possible to maintain a student's enrollment status under a new category of the existing special enrollment, Z-status, policy

([http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Course Enrollment Load](http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Course_Enrollment_Load)) and to facilitate the return to class work, and where applicable, research and teaching in a seamless manner. While this policy does not mandate that programs continue financial support during family leave and/or guarantee student support or resumption of an assistantship after returning from family leave, programs are strongly encouraged to do so whenever possible.

Medical complications or other extenuating circumstances are not included in this policy. Such situations are more appropriately covered by the University's current policies regarding course incompletes and withdrawal and/or leave of absence due to extenuating circumstances. These policies are located in the *Graduate Studies Bulletin*: ([http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Grading Policies](http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Grading_Policies) and [http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Dropping a Course for Extenuating Circumstances](http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Dropping_a_Course_for_Extenuating_Circumstances)).

The Graduate Student Family Leave Policy has three components and applies to all admitted degree-seeking graduate students anticipating a birth or adoption as described below:

- Any graduate student is eligible for a one major term of leave from his/her graduate program the major term **during or following the event.** (changed following the event to during or following the event)
- The graduate student will receive **one year** extension for all academic responsibilities including time to degree, removal of incomplete grades, and course in-date time. (changed one major term to one year)
- The graduate student will continue to be enrolled on special enrollment status and may elect to continue University health benefits if all applicable fees are paid prior to the term deadline.

### Eligibility

The Graduate Student Family Leave Policy applies to any matriculated graduate student enrolled at the University of South Carolina anticipating the birth of a child or adoption of a child less than 4 years old. ~~In the event that both parents are graduates students at USC, only one may take family leave.~~

### Planning and Approval

It is essential that the student consult with their academic advisor(s) as far in advance as possible. It is the student's responsibility to make arrangements with faculty and departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period.

The student should initiate discussion with her/his advisor(s) and academic unit **at least six weeks prior** to the anticipated birth or adoption. This notice will provide academic units the necessary opportunity to rearrange or adjust duties of those students supported by a graduate assistantship. Students must be aware that their graduate assistantship position may not be available upon return from family leave. Additionally, this 6 week time period should be used for discussion to reach agreement on a timeline for degree requirements that will be affected by the birth or adoption of a child. These requirements include, but are not limited to:

1. PhD Qualifying Exams
2. Comprehensive Exams for both PhD and Master's Degrees
3. Field work
4. Funding on time sensitive research grants
5. Submission of time-sensitive research reports.

This planning stage should also be used to determine if any additional length of time beyond the one major term leave period will be needed for the student opting for family leave to complete degree requirements. While a one major term extension will be granted to any student on approved family leave, academic units often have specific timelines for exams, fieldwork, course sequences, etc., which may necessitate extension of the student's family leave to one calendar year rather than one major term. Graduate students with such circumstances may petition the Graduate School for extension of leave time. Academic unit requirements or limitations are a valid justification to petition for the extension. Petitions for extension of time beyond the one term family leave should be supported by the student's academic unit and will be reviewed by the Graduate School on an individual basis. For an international student, this policy is intended to allow the student to maintain special enrollment status as a full-time student and not affect current visa status. However, immigration regulations might dictate a different definition of enrollment than that defined as "special enrollment" for this policy. The Office of International Student Services is the authority on campus for interpreting current enrollment regulations for international students. For that reason, international students contemplating family leave would consult the Office of International Student Services to address proactively any individual or unique visa issues and/or to consider how the latest applicable regulations would affect eligibility for family leave. International students applying for family leave **must** discuss the intended leave period with the Office of International Student Services at the beginning of the planning period and **must** have a signed memo from the Office of International Student Services detailing immigration status and consequences of taking leave family leave included in the written request for family leave.

All family leave must be approved by the dean of The Graduate School.

Consultations with the student's academic unit and the signature of the program's graduate director are required for this approval. Family leave will be granted to eligible graduate students who have submitted a written request with appropriate documentation of the anticipated childbirth or adoption. Appropriate documentation will include, but is not limited to:

1. For Childbirth –
  - a. Written certification from the student's health care provider verifying the student's health condition and impending birth
  - b. Written permission from the student allowing an official of the University of South Carolina to contact the certifying health care provider if necessary
  - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.
2. For Adoption –
  - a. Certification of child adoption
  - b. Written permission from the graduate student stating that an official of the University of South Carolina may contact the certifying individual or agency, if needed
  - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.

### **Notification**

Once the family leave has been approved, The Graduate School will notify the relevant academic unit and administrative offices giving the dates of the approved leave. A memo will be placed in the student's academic file of the time to degree

extension approval. It is the student's responsibility to communicate with their academic unit while on leave. It is also the student's responsibility to work with faculty and department administrators on arrangements for course completion, degree requirements and for continuation of research and teaching activities before and following the period of the leave.

## Final Version

### Summary

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and to facilitate the return to class work, and where applicable, research and teaching in a seamless manner. While this policy does not mandate that programs continue financial support during family leave and/or guarantee student support or resumption of an assistantship after returning from family leave, programs are strongly encouraged to do so whenever possible.

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[http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Dropping a Course for Extenuating Circumstances](http://bulletin.sc.edu/content.php?catoid=2&navoid=302#Dropping_a_Course_for_Extenuating_Circumstances)).

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faculty and departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period.

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Additionally, this six (6) week time period should be used for discussion to reach agreement on a timeline for degree requirements that will be affected by the birth or adoption of a child. These requirements include, but are not limited to:

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Consultations with the student's academic unit and the signature of the program's graduate director are required for this approval. Family leave will be granted to eligible graduate students who have submitted a written request with appropriate documentation of the anticipated childbirth or adoption. Appropriate documentation will include, but is not limited to:

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### 7. **Other Committee Reports**

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

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

Faculty Senate Committee on Curricula and Courses met on Friday, November 13, 2009 at 2:30 PM.

#### **Approvals :**

ANTH 556 [=LING 542] – title, prerequisite and cross-listing

LING 542 [=ANTH 556] – course number, title, description and cross-listing

GEOG 565 – new

MATH 603 – new

ELCT 510 – new

NURS 504 – prerequisite and remove special permission

EDCE 570 – title, credit hours and prerequisite

EDCE 510 – prerequisite

MUSC 582 – new

MUSC 590 – new

MUSC 591 – new

COMD 526 – prerequisite

The next meeting of the Committee on Curricula and Courses will be held on Friday, January 15, 2009 at 2:30 PM.

**TIP / DED Approvals:**

[HPSM 800](#)

[STAT 778](#)

[SOWK 768](#)

[EDRM 828](#)

**Special Topics Course Approvals – Spring 2010:**

BADM 780G	BADM 780S	BIOL 599F
BIOL 757F	ECHE 589H	ECHE 789H
ECON 589C	ECON 589D	EXSC 755A
EXSC 755K	FILM 511S	HIST 700B
HIST 700C	HSPM J791S	LING 505R
MART 590S	MSCI 599F	MSCI 758F
MUSC 726P	MUSC 726T	PSYC 841D
PSYC 888P	PSYC 888Q	RUSS 598G

9. **Fellowships Committee** (Cheryl Addy)

No Report

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

**COLLEGE OF ARTS AND SCIENCES**

*Art*

Curriculum and Bulletin Change:

**APPROVED**

[Master of Media Arts \(M.M.A.\)](#)

The Department of Art requests a name change for the degree program Master of Media Arts (M.M.A.) to Master of Arts (M.A.). Master of Arts is a more appropriate name for the degree for the following reasons: the M.A. is broadly recognized across disciplines in the humanities; the title of M.A. accurately reflects the scholarship and creative work undertaken by our graduate students for the degree; and the title of M.A. is recognized by Ph.D. programs as requisite preparation for continued study.

[Effective: Spring 2010 or as soon as regulatory approval obtained]

**COLLEGE OF SOCIAL WORK**

Course Change Proposal:

**APPROVED****From:** [SOWK 775 Social Programs and Services for Children and Families \(3\)](#)

Examination of social service delivery systems for children and families. Consideration is given to the various limitations on service delivery and methods of changing service delivery systems.

**To:** **SOWK 775** Contemporary Child Welfare Policies and Practice: Out-of-Home Placement and Permanency Planning (3)

Examination of family preservation services, out-of-home placement, and permanency planning, with special focus on foster care, adoption, and advocacy.

[Effective: Spring 2010]

11. **Report of Science, Math, and Related Professional Programs Committee**  
(Mike Wyatt)

**COLLEGE OF ARTS AND SCIENCES*****Earth and Ocean Sciences***

New Course Proposal:

**APPROVED**[GEOL 725 Solid Earth Processes \(4\)](#)

Examination of the structure and dynamics of the Earth's interior combining perspectives from geophysics and geochemistry. Focus on the lithospheric cycle.

[Effective: Spring 2010]

**COLLEGE OF ENGINEERING AND COMPUTING*****Civil and Environmental Engineering***

Curriculum and Bulletin Change:

**APPROVED**[Civil and Environmental Engineering](#)The Department of Civil and Environmental Engineering requests several changes to their *Graduate Studies Bulletin* entry.

[Effective: Spring 2010]

***Electrical Engineering***

Curriculum and Bulletin Change:

**APPROVED**[Ph.D. in Electrical Engineering](#)The Electrical Engineering graduate committee determined that ELCT 530 – Industrial Controls would no longer be a core course requirement for the Ph.D. program so the department asks that it is removed from the *Graduate Studies Bulletin*.

[Effective: Spring 2010]

**SCHOOL OF MEDICINE**  
**Genetic Counseling**

Course Change Proposal:

**APPROVED**

**From:** [HGEN 720 Medical Genetics \(3\)](#)

A study of the clinical aspects of human genetics with focus on single gene, chromosomal, and multifactorial genetic disease; the underlying molecular and biochemical principles; and determination of genetic risk.

Prereq: Consent of instructor

**To:** **HGEN 720** Medical Genetics (4)

A study of the clinical aspects of human genetics with focus on single gene, chromosomal, and multifactorial genetic disease; the underlying molecular and biochemical principles; and determination of genetic risk.

Prereq: Consent of instructor

[Effective: Fall 2010]

Course Change Proposal:

**APPROVED**

**From:** [HGEN 721 Quantitative Risk Analysis in Medical Genetics \(1\)](#)

A study of the clinical aspects of human genetics with focus on single gene, chromosomal, and multifactorial genetic disease; the underlying molecular and biochemical principles; and determination of genetic risk.

Grading: Pass-Fail

**To:** **DELETE**

Content to be incorporated into HGEN 720 Medical Genetics. HGEN 720 Medical Genetics to increase credit hours from 3 to 4.

[Effective: Spring 2010]

Curriculum and Bulletin Change:

**APPROVED**

[M.S. in Genetic Counseling](#)

Delete HGEN 721 Quantitative Risk Analysis in Medical Genetics (1) from Genetic Counseling Program curriculum. Increase HGEN 720 Medical Genetics (3) to four credit hours so as to incorporate the material taught in HGEN 721 in fall semester first year of study. This curricular change will allow more in depth analysis of the topic at an earlier stage of learning. The faculty of the Genetic Counseling Program feel this will strengthen the students' preparation.

[Effective: Fall 2010]

**COLLEGE OF NURSING**

Curriculum and Bulletin Change: **APPROVED**  
[Certificate of Graduate Study in Advanced Practice Nursing](#)  
 The College of Nursing requests several changes to their *Graduate Studies Bulletin* entry.

[Effective: Spring 2010]

Curriculum and Bulletin Change: **APPROVED**  
[D.N.P. in Nursing Practice](#)  
 The College of Nursing is requesting a change in "Students choosing the clinical courses will take" to include one (3) hour clinical course by advisement to HGEN 700. The change is requested because the AACN Essentials of Doctoral Education for Advanced Practice Nurses requires that DNP students have content in genetics.

[Effective: Spring 2010]

12. **Report of the Petitions and Appeals Committee** (Nic Ularu)  
 No Report
13. **Old Business**
14. **New Business**
15. **Good of the Order**
16. **Adjournment**  
 The meeting adjourned at 3:29 p.m.

**Nancy Zimmerman, Secretary**

cc:  
 President Harris Pastides  
 Provost Michael Amiridis  
 Vice President for Research and Graduate Education Stephen Kresovich  
 Deans  
 Department Chairs  
 Graduate Directors  
 Barbara Blaney, University Registrar  
 Jodie Morris, Office of the Registrar  
 Gail Stephens, Office of the Registrar  
 Aaron Marterer, Office of the Registrar  
 Nancy Floyd, Office of Institutional Assessment and Compliance