



U N I V E R S I T Y O F  
**SOUTH CAROLINA**

UNIVERSITY OF SOUTH CAROLINA  
GRADUATE COUNCIL MINUTES

October 8, 2007

## The Graduate School

The Graduate Council met on Monday, October 8, 2007 at 2:30p.m. in Room 311 of the Byrnes Building with Dr. Stan Dubinsky presiding.

**Graduate Council members present:** Naomi Farber, Chair; Xiaomin Deng, JoAnne Herman, Scott Huebner, Zach Kelehear, Barry Markovsky, Irma Van Scoy, George Voulgaris, and Lynn Zoch.

**Graduate Council members absent:** Marianne Bickle, Jim Buggy, Gregory Hand, Satish Jayachandran, Louise Jennings, Lucia Pirisi-Creek, William Rivers, James Sweigart, Oggie Trifonov, Mike Wyatt

**Graduate School Representative:** Stan Dubinsky and Teresa Smith

**Provost Office Representative:** Aileen Trainer (absent)

No Report.

**NOTE: These minutes will become final on November 12, 2007, if not challenged.**

1. **Chair's remarks** (Naomi Farber)

Called the meeting to order.

No specific remarks.

2. **Approval of minutes (Minutes of the [September 24, 2007](#) )**

Page 3 “Lyn” should be spelled “Lynn”.

Graduate Curriculum Proposal Tracking Chart regarding course ARTE 705, reads “Charged to Sciences Curriculum Committee” should read, “Charged to Humanities Curriculum Committee.”

Approved by acclamation.

3. **Report of the Graduate Dean** (Stan Dubinsky for Jim Buggy)

The 2007 Outstanding Thesis Award Winner announced on The Graduate School website.

The Graduate School Fellowships and Incentive (for Minority recruiting) will be announced soon.

Proposed clarification of criteria for nomination submissions was discussed. Specific information highlighting Scores, Transcripts, GPA and Recommendations should be included in a nominee submission for review by the Fellowship Committee.

A standardization change to course forms is ongoing. Specifically to Curricular Change forms, New Course Proposal Forms and Special Topics Forms.

The Bachelors/Masters Plan and the Senior Privilege form were also revised.

4. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Zach Kelehear)

Professor Kelehear reported on a course proposal up for consideration:

College of Arts & Science

Department of Sociology

New Course Proposals:

SOCY 777 Evolution, Altruism and Morality (3) Analysis of research on biological and cultural evolution of altruism, and the other moral and prosocial behaviors

[Prereq: N/A]

[Restricted to: None]

[Effective: Spring 2008]

This course was voted on and approved by the committee.

Professor Kelehear raised an issue regarding the acceptance of E-signatures on course forms. After discussion by the council, a motion was passed unanimously that E-signatures will be accepted on Course Proposal forms.

**5. Report of Science, Math, and Related Professional Programs Committee (Oggie Trifonov)**

No Report.

**6. Report of the Petitions and Appeals Committee (JoAnne Herman)**

No Report.

**7. Report of the 500/600 Level Courses Committee (Jim Buggy)**

“Change in title and prerequisites for EXSC 531L” (Reported electronically on 10/9/07)

**8. Other Committee Reports**

None.

**9. Old Business**

**a. Curriculum Review Timetable for the Academic Year - attached (Stan Dubinsky)**

Professor Dubinsky recommended revisions to the Curriculum Review timetable. After discussion by the committee, several revisions were adopted. A copy of the revised timetable is attached.

**b. Discussion of Curriculum Proposal Review Criteria (Stan Dubinsky)**

Professor Dubinsky noted that implementation of standardized Curriculum Proposal Review Criteria is needed for the New Course and Course Change Proposal forms. Professor Zoch mentioned that standardization had already been done in the past. Professor Dubinsky noted that campus-wide standardization may be implemented soon and that revision of criteria will need to be made in the context of these proposed changes.

Professor Deng noted that the term DESIGNATOR on these forms (such as shown in #1 on the New Course Proposal form) should be changed to SCHOOL or DEPARTMENT for clarification purposes. He recommended that this issue be considered by the Policy and Practices Committee.

**10. New Business**

None

**11. Good of the Order**

The order is good.

The next meeting will be November 11, 2007

**12. Adjournment**

Adjourned at 3:45 pm

  
Stan Dubinsky, Secretary

c:

President Andrew A. Sorensen

Provost Mark P. Becker

Deans

Department Chairs

Graduate Directors

Barbara Blaney, University Registrar

Jodie Morris, Office of the Registrar

Gail Stephens, Office of the Registrar

Thom Harman, University Publications

Nancy Floyd, Office of Institutional Assessment and Compliance

**CURRICULUM REVIEW TIMETABLE FOR ACADEMIC YEAR**  
 (SEE GRADUATE COUNCIL WEBSITE [HTTP://WWW.GRADSCHOOL.SC.EDU/GRADCOUNCIL/INDEX.HTML](http://www.gradschool.sc.edu/gradcouncil/index.html)  
 FOR CALENDAR OF MEETING DATES)

Graduate Council normally meets once a month during the regular academic terms, typically on the second Monday of each month. The exceptions to this are August and January, when the meeting is normally held on the fourth Monday of the month. The nine regularly scheduled meeting dates for Graduate Council are thus: August (4<sup>th</sup> Monday), September (2<sup>nd</sup> Monday), October (2<sup>nd</sup> Monday), November (2<sup>nd</sup> Monday), December (2<sup>nd</sup> Monday), January (4<sup>th</sup> Monday), February (2<sup>nd</sup> Monday), March (2<sup>nd</sup> Monday), and April (2<sup>nd</sup> Monday). One additional meeting is normally scheduled in May or June.

For consideration by Graduate Council (GC) its monthly meeting in Month B, a proposal should be received (complete) at the Graduate School by 5:00 p.m. on the Wednesday following the GC meeting in Month A, so that it can be posted to the Graduate Curriculum Proposal Tracking Chart <http://www.gradschool.sc.edu/gradcouncil/Curricula/curricula.php> on Friday at the end of that week and considered by the appropriate curriculum committee on the Monday one week after the GC meeting. Once the curriculum committee has considered the proposal, it will either be approved or sent back for revisions. If revisions are requested and made within two weeks of the curriculum committee meeting, the proposal will be placed on the GC meeting agenda on the Tuesday before the GC meeting in Month B. For example, the submission deadline following the October 8 Grad Council meeting is Wednesday, October 10, and the submission deadline for the November 12 Grad Council meeting is Wednesday, November 14.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>2<sup>nd</sup> Monday of month A</b>	Graduate Council meeting		Proposal submitted to Graduate School by 5:00 p.m.		Proposal posted to Proposal Tracking Chart by 5:00 p.m.
<b>3<sup>rd</sup> Monday of month A</b>	First consideration of submitted proposals by relevant Curriculum Committee <b>[proposers are strongly encouraged to attend]</b>				Latest notification of needed revisions by Curriculum Committee

<b>4<sup>th</sup> Monday of month A</b>					
<b>1<sup>st</sup> Monday of month B</b>	Last consideration of revised proposals by Curriculum Committee	Proposal posted on Graduate Council agenda (if approved by Curriculum Committee)			
<b>2<sup>nd</sup> Monday of month B</b>	Proposal (if on the agenda) considered by Graduate Council <b>[proposers are strongly encouraged to attend]</b>				

Teresa Smith (GS administrative coordinator, [Smith1@gwm.sc.edu](mailto:Smith1@gwm.sc.edu)) receives and scans (if needed) all proposals. Mark Liberatore (GS network manager, [liberatd@gwm.sc.edu](mailto:liberatd@gwm.sc.edu)) places these on the website and notifies the committee chairs of their presence. Curriculum committee chairs notify their committee members and manage the approval process by the committee through meetings and/or electronically. Decisions of the curricular committees are communicated by the chairs of the curriculum committees to Teresa Smith (for placement on the agenda) or to the curriculum proposal contact person of the relevant department (if revisions are required). Revised proposals should be transmitted to Teresa Smith, so that they can be updated on the Graduate Curriculum Proposal Tracking Chart and archived in GC records.