



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES September 24, 2012

The Graduate Council met on Monday September 24, 2012 at 2:00 p.m. in room 311 of the Byrnes Building.

Graduate Council members present: Drs., Subra Bulusu, Wayne Carver, Erik Drasgow, Minuette Floyd, Stacy Fritz, Edward Gatzke, Michael Hodgson, J. Daniel Jenkins, Kartik Kalaignanam, DeAnne Messias, Murray Mitchell (Secretary), Lauren Sklaroff, Paul Solomon (Chair-Elect), Tracey Weldon- Stewart, Ercan Turk, Adela Vraciu, Lee Walker, and Terrance Weik;

Graduate Council members absent: Dr. Lacy Ford and Dr. Joseph Quattro, Chair

Graduate School Representatives: Dr. Jessica Elfenbein, Dale Moore and Valarie Trapp

Graduate Student Representative: John Knox

Provost Office Representative: Dr. Kristia Finnigan

Guests: Polly Walker, Scott King, Shelly Smith, Matt Brown and Andy Gillentine

NOTE: These minutes will become final on November 19th, 2012, if not challenged.

1. **Call to Order and Approval of Agenda** (Paul Solomon)
 - Dr. Solomon called the meeting to order at 2:00 p.m.
2. **Approval of minutes** (Minutes of the [August 27, 2012](#) 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/>]
2. **Report of the Chair-elect** (Paul Solomon)
 - Dr. Solomon prompted all visitors to introduce themselves. He advised Council that he will be substituting for Graduate Council Chair, Dr. Joseph Quattro, who is not back to full duty.
4. **Report of Dean of The Graduate School** (Lacy Ford is excused)
 - Dr. Jessica Elfenbein, Senior Associate Dean, presented the Mission Statements and Strategic Goals for the Graduate School, 2012 – 2014.

- Dr. Bulusu requested to include this information on the Grad School website.
- Dr. Mitchell stated that the information will, additionally, be included in the Graduate Council Minutes.

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

- Dr. Mitchell announced the Executive Administrative Coordinator, Valarie Trapp, will include her contact information in the minutes.

trappv@mailbox.sc.edu 803-777-1553

6. **Report of the Graduate Student Association Representative** (John Knox)

- Mr. Knox announced the GSA hosted the first social event of the semester and raised a charitable donation in excess of \$100.00 for Harvest Hope.
- Mr. Knox announced the GSA and GSRC initiated with the library, becoming more accessible to all graduates.
- Mr. Knox met with Healthy Carolina to discuss GSA support for a movement towards USC becoming a tobacco-free institution. GSA has partnered with Career Center Graduate Ambassadors for recruitment and retention.
- Mr. Knox announced that the GSA and Sodexo are working on a proposal for a pioneering program, "Take Your Professor to Lunch", patterned after a similar undergraduate program.

7. **Report of the Academic Policy and Practices Committee** (Paul Solomon)

- Dr. Solomon addressed "a smaller scale item", ACAF 3160, regarding provisions for students who receive funding for fellowships. He noted that the scale, however small, should be addressed.

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

500-600 Level course approvals:

ENGINEERING AND COMPUTING

Mechanical Engineering

New Course Proposal:

APPROVED

[EMCH 556 Introductions to Risk Analysis and Reactor Safety](#) (3)

An introduction to probabilistic risk assessment (PRA) methods as applied to nuclear power plants but also examples from the chemical industry, aerospace, transportation and other sectors. The course addresses failure and reliability analysis, event trees, fault trees, reactor safety regulatory practice.

[Effective Term: Spring 2013]

New Course Proposal:

APPROVED

[EMCH 578 Introduction to Aerodynamics](#) (3)

Fundamentals of aerodynamics, elements of compressible flow, thin airfoil theory, finite wing theory, flow through nozzles diffusers and wind tunnels, normal and oblique shock waves, elements of the methods of characteristics and finite difference solutions for compressible flows, aspects of hypersonic flow.

[Effective Term: Spring 2013]

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

- No Report

*At this point, the Council agreed to proceed "out of order" to page 7 of the agenda to address action 11 of the College of Arts and Sciences Program Approvals, out of courtesy to our guests.

10. **Report of the Science, Math and Related Professional Programs Committee** (Ed Gatzke)

COLLEGE OF ARTS AND SCIENCES
Chemistry and Biochemistry

APPROVED

Course Change Proposal:

From: CHEM 719 Special Topics in Inorganic Chemistry (1-3)

[Prerequisites: consent of instructor]

To: CHEM 719 Special Topics in Inorganic Chemistry (1-3)
May be repeated as content varies by suffix and title.

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 721 Electroanalytical Chemistry (3)

Theory and application of classical and modern electrochemical techniques.

[Prerequisites: consent of instructor]

To: CHEM 721 Electroanalytical Chemistry (3)
Theory and application of classical and modern electrochemical techniques.

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 722 Spectrochemical Methods of Analysis (3)

A comprehensive study of the theory, instrumentation, methodology, and analytical applications of modern atomic and quantitative molecular spectrometry.

[Prerequisites: Consent of Instructor]

To: CHEM 722 Spectrochemical Methods of Analysis. (3)
A comprehensive study of the theory, instrumentation, methodology and analytical applications of modern atomic and quantitative molecular spectrometry.

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 723 Separation Methods in Analytical Chemistry (3)

Modern techniques for analytical separations including distillation, extraction, gas chromatography and liquid chromatography. Basic theory and practical applications.

Note: Three lecture hours per week.

[Prerequisite: Consent of Instructor]

To: CHEM 723 Separation Methods in Analytical Chemistry (3)
Modern techniques for analytical separations including distillation, extraction, gas chromatography, and liquid chromatography. Basic theory and practical applications.

Note: Three lecture hours per week.

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: [CHEM 729 Special Topics in Analytical Chemistry](#) (1-3)
[Prerequisites: consent of instructor]

To: CHEM 729 Special Topics in Analytical Chemistry (1-3)
May be repeated as content varies by suffix and title.

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: [CHEM 735 Structural and Mechanical Organic Chemistry](#) (3)
Basic concepts of structure, bonding, stereochemistry, and reaction mechanisms as applied to organic compounds and synthetic transformations.

[Prerequisites: consent of instructor]

To: CHEM 735 Structural and Mechanistic Organic Chemistry (3)
Basic concepts of structure, bonding, stereochemistry, and reaction mechanisms as applied to organic compounds and synthetic transformations.

Course Change Proposal: **APPROVED**

From: [CHEM 736 Mechanistic and Synthetic Organic Chemistry](#) (3)
A continuation of CHEM 735 with special emphasis on organic synthesis.

[Prerequisites: CHEM 735 and consent of instructor]

To: CHEM 736 Mechanistic and Synthetic Organic Chemistry (3)
A continuation of CHEM 735 with special emphasis on organic Synthesis.

[Prerequisites: CHEM 735]

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: [CHEM 739 Special Topics in Organic Chemistry](#) (1-3)

To: CHEM 739 Special Topics in Organic Chemistry (1-3)
May be repeated as content varies by suffix and title.

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 742 Surface Science (3)

The principles of surface processes - structure and electronic properties, adsorption and reactions, surface characterization using spectroscopy and microscopy

[Prerequisites: Consent of instructor]

To: CHEM 742 Surface Science (3)

The principles of surface processes - structure and electronic properties, adsorption and reactions, surface characterization using spectroscopy and microscopy

[Prerequisites: Graduate Standing or Consent of Instructor]

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 747 Spectroscopy and Molecular Structure (3)

Study of the rotational, vibrational and electronic spectra of polyatomic molecules for the elucidation of molecular structures.

[Prerequisites: Graduate Standing or Consent of Instructor]

To: CHEM 747 Spectroscopy and Molecular Structure (3)

Study of the rotational, vibrational and electronic spectra of Polyatomic molecules for the elucidation of molecular structures.

Course Change Proposal:

APPROVED

From: CHEM 749 Special Topics in Physical Chemistry (1-3)

[Prerequisites: Consent of Instructor]

To: CHEM 749 Special Topics in Physical Chemistry (1-3)

May be repeated as content varies by suffix and title.

[Effective Term: Spring 2013]

Course Change Proposal:

APPROVED

From: CHEM 751 Biosynthesis of Macromolecules (3)

A detailed consideration of the enzymological basis for the synthesis of DNA, RNA, and protein including mechanisms for the regulation of these processes. Focus will be on eucaryotic mechanisms though procaryotic systems will be covered as necessary for background.

[Prerequisites: CHEM 550 or equivalent and Consent of Instructor]

To: CHEM 751 Biosynthesis of Macromolecules (3)

A detailed consideration of the enzymological basis for the synthesis of DNA, RNA, and protein including mechanisms for the regulation of these processes. Focus will be on eucaryotic mechanisms though procaryotic systems will be covered as necessary for background.

[Prerequisites: CHEM 550 or equivalent]

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: CHEM 752 Regulation and Integration of Metabolism (3)

Biochemical organization of the cell. Regulation and integration of metabolism. Membrane structure and function. Energy transduction processes.

[CHEM 550 or equivalent and Consent of Instructor]

To: CHEM 752 Regulation and integration of Metabolism (3)
Biochemical organization of the cell. Regulation and integration of metabolism. Membrane structure and function. Energy transduction processes.

[Prerequisites: CHEM 550 or equivalent]

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: CHEM 753 Enzymology and Protein Chemistry (3)

An analysis of the isolation, composition, structure, and function of enzymes emphasizing their kinetic, mechanistic, and regulatory features. Protein chemistry: amino acid and protein sequence analysis; chemical modification methodologies; analysis of higher order structures of proteins.

[Prerequisites: CHEM 550 or equivalent and Consent of Instructor]

To: CHEM 753 Enzymology and Protein Chemistry (3)
An analysis of the isolation, composition, structure, and function of enzymes emphasizing their kinetic, mechanistic, and regulatory features. Protein chemistry: amino acid and protein sequence analysis; chemical modification methodologies; analysis of higher order structures of proteins.

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: CHEM 759 Special Topics in Molecular Biochemistry (1-3)

[Prerequisites: Consent of Instructor]

To: CHEM 759 Special Topics in Molecular Biochemistry (1-3)
May be repeated as content varies by suffix and title.

[Effective Term: Spring 2013]

Marine Science

Course Change Proposal: **APPROVED**

From: BIOL 752 Marine Biogeochemistry (3)

Biological, geological, and physical processes that influence the cycling of major bioactive elements (C, O, N, P, S) in marine waters and sediments.

Cross-listed Course: MSCI 752

[Prerequisites: Consent of Instructor]

To: BIOL 752 Marine Biogeochemistry (3)
Biological, geological and physical processes that influence the cycling of major bioactive elements (C,O,N,P,S) in marine waters and sediments.

Cross-listed Course: MSCI 752

[Effective Term: Spring 2013]

Course Change Proposal: **APPROVED**

From: [MSCI 784 Geophysical Fluid Dynamics](#) (3)

Equations governing the large-scale dynamics of the atmosphere and ocean, rotational influence, shallow water equations, vorticity, quasi-geostrophic dynamics, Rossby waves, energy and enstrophy, and geostrophic turbulence.

Cross-listed with GEOL 784

[Prerequisites: Math 241 or ENGR 360 or GEOL/MSCI 582 or GEOL/MSCI 781]

To: MSCI 784 Geophysical Fluid Dynamics (3)

Equations governing the large-scale dynamics of the atmosphere and ocean, rotational influence, shallow water equations, vorticity, quasi-geostrophic dynamics, Rossby waves, energy and enstrophy, and geostrophic turbulence.

Cross-listed with GEOL 784

[Prerequisites: MATH 241 or ECIV 360 or GEOL/MSCI 582 or GEOL/MSCI 781]

[Effective Term: Spring 2013]

Physics and Astronomy

New Course Proposal: **APPROVED**

[PHYS 751 The Physics of Radiation Therapy](#) (3)

Description of ionizing and non-ionizing radiation, interaction of radiation with matter, and radiation detection and dosimetry.

[Effective Term: Spring 2013]

New Course Proposal: **APPROVED PHYS**

[752 Health Physics - Radiation and Nuclear Physics](#) (3)

Radioactive decay and ionizing radiation. Calculation of occupational exposure and biological effects of radiation exposure. Introduction to Radiological Control Systems, Shielding, Dose Determination, Safety Protocols.

[Effective Term: Spring 2013]

New Course Proposal:

APPROVED

[PHYS 753 The Physics of Medical Imaging](#) (3)

Describing basics of imaging science, x-ray imaging modalities including basic principles, detectors, scattered radiation, planar imaging, CT, fluoroscopic imaging, nuclear medicine imaging, ultrasound and MRI, and computers in imaging.

[Effective Term: Spring 2013]

College of Engineering and Computing

Academic Program Actions Proposal/BC:
Masters of Science-System Design

WITHDRAWN

11. Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee (Murray Mitchell substituting for J. Daniel Jenkins)
COLLEGE OF ARTS AND SCIENCES

Sociology

Academic Program Actions/Bulletin Change:
Sociology Master of Arts

APPROVED

From: [MA in Sociology](#) (31)

Degree Requirements (31 hours)

The M.A. degree requires a minimum of 31 graduate credits, including 6 hours of thesis preparation. The Ph.D. requires a minimum of 36 additional credit hours, including 12 hours of dissertation preparation. Consult the Sociology Graduate Student Handbook for further information

(<http://www.cas.sc.edu/socy/GradHandbook.pdf>)

Master of Arts

The minimum of requirements for the M.A. are:

1. Course Work (3 hours)

SOCY 701 - Scientific Methods and Sociological Inquiry

2. Course Work (1 hour)

SOCY 702 - Sociology Proseminar

3. Theory (6 hours)

SOCY 710 - Selected Scholars of Society and Social Behavior: Classical

One additional Course From:

SOCY 711 - Selected Scholars of Society and Social Behavior: Contemporary

SOCY 712 - Concept Formation SOC Y

713 - Theory Construction

SOCY 719 - Selected Topics in Sociological Theory

SOCY 760 - Contemporary Group Processes

SOCY 761 - Network Exchange Theory

SOCY 814 - Theories of Population Dynamics

4. Research Methods (6 hours)

5. Electives (6 hours)

(SOCY 500-789) a max of 3 credit hours earned from other departments may be applied towards this requirement;

6. Research Apprenticeship (3 hours)

SOCY 796 - Research Apprenticeship

7. Thesis Research and Preparation (6 hours)

SOCY 799 - Thesis Research and Preparation

To: MA in Sociology (30)
 Degree Requirements (30 hours)
 The MA degree requires a minimum of 30 graduate credits, including 6 hours of thesis preparation. The Ph.D. requires a minimum of 36 additional credit hours, including 12 hours of dissertation preparation. Consult the Sociology Graduate Student Handbook for further information
<http://www.cas.sc.edu/socy/GradHandbook.pdf>

Master of Arts

The minimum of requirements for the M.A. are:

1. Course Work (3 hours)

SOCY 701 - Scientific Methods and Sociological Inquiry

2. Theory (6 hours)

SOCY 710 - Selected Scholars of Society and Social Behavior: Classical

One additional Course From:

SOCY 711 - Selected Scholars of Society and Social Behavior: Contemporary

SOCY 712 - Concept Formation

SOCY 713 - Theory Construction

SOCY 719 - Selected Topics in Sociological Theory

SOCY 760 - Contemporary Group Processes

SOCY 761 - Network Exchange Theory

SOCY 814 - Theories of Population Dynamics

3. Research Methods (6 hours)**4. Electives (6 hours)**

(SOCY 500-789) a max of 3 credit hours earned from other departments may be applied towards this requirement;

5. Research Apprenticeship (3 hours)

SOCY 796 - Research Apprenticeship

6. Thesis Research and Preparation (6 hours)

SOCY 799 - Thesis Research and Preparation

[Effective Term: Fall 2012]

Academic Program Actions/Bulletin Change: **APPROVED**

Sociology PhD

From: PhD in Sociology (36)

Degree Requirements (36 Post Masters Hours)

The Ph.D. requires a minimum of 67 additional credit hours beyond

the B.A. or B.S., 36 additional credit hours beyond the MA. This includes 12 hours of dissertation preparation. Consult the Sociology Graduate Student Handbook for further information (<http://www.cas.sc.edu/socy/GradHandbook.pdf>).

1. Course work (3 hours)

SOCY 701 - Scientific Methods and Sociological Inquiry

2. Course work (1 Hour)

SOCY 702 - Sociology Proseminar

3. Theory (12 hours)

SOCY 710 - Selected Scholars of Society and Social Behavior: Classical

Three additional courses from

SOCY 711 - Selected Scholars of Society and Social Behavior: Contemporary

SOCY 712 - Concept Formation

SOCY 713 - Theory Construction

SOCY 719 - Selected Topics in Sociological Theory

SOCY 760 - Contemporary Group Processes

SOCY 761 - Network Exchange Theory

SOCY 814 - Theories of Population Dynamics

4. Research Methods (12 hours)

SOCY 730 - Statistical Analysis in Sociology

Three additional courses from

SOCY 720 - Critical Survey of Research Methods

SOCY 721 - Topics in Scaling and Measurement Methods

SOCY 729 - Selected Sociological Topics in Methodology

SOCY 739 - Selected Topics in the Quantitative Analysis of Sociological Data

SOCY 749 - Selected Methodological Topics in Demography

SOCY 751 - Topics in the Analysis of Social Networks

SOCY 841 - Advanced Demographic Analysis

5. Research Apprenticeship (3 hours)

SOCY 796 - Research Apprenticeship

6. Electives (18 Hours)

(SOCY 500-891); a maximum of 6 credit hours in 500-level courses may be applied toward the Ph.D.; a maximum of 9 credit hours earned from other departments on campus may be applied toward this requirement.

7. Thesis and Research Preparation (6 hours)

SOCY 799 - Thesis Research and Preparation

8. Dissertation Preparation (12 Hours)

SOCY 899 - Dissertation Preparation.

To: PhD in Sociology (36)

Degree Requirements (36 Post Masters Hours)

The Ph.D. requires a minimum of 66 additional credit hours beyond the B.A. or B.S., 36 additional credit hours beyond the MA. This includes 12 hours of dissertation preparation. Consult the Sociology Graduate Student Handbook for further information (<http://www.cas.sc.edu/socy/GradHandbook.pdf>).

1. Course work (3 hours)

SOCY 701 - Scientific Methods and Sociological Inquiry

2. Theory (12 hours)

SOCY 710 - Selected Scholars of Society and Social Behavior: Classical

Three additional courses from

SOCY 711 - Selected Scholars of Society and Social Behavior: Contemporary

SOCY 712 - Concept Formation

SOCY 713 - Theory Construction

SOCY 719 - Selected Topics in Sociological Theory

SOCY 760 - Contemporary Group Processes

SOCY 761 - Network Exchange Theory

SOCY 814 - Theories of Population Dynamics

3. Research Methods (12 hours)

SOCY 730 - Statistical Analysis in Sociology

Three additional courses from

SOCY 720 - Critical Survey of Research Methods

SOCY 721 - Topics in Scaling and Measurement Methods

SOCY 729 - Selected Sociological Topics in Methodology

SOCY 739 - Selected Topics in the Quantitative Analysis of Sociological Data

SOCY 749 - Selected Methodological Topics in Demography

SOCY 751 - Topics in the Analysis of Social Networks

SOCY 841 - Advanced Demographic Analysis

4. Research Apprenticeship (3 hours)

SOCY 796 - Research Apprenticeship

5. Electives (18 Hours)

(SOCY 500-891); a maximum of 6 credit hours in 500-level courses may be applied toward the Ph.D.; a maximum of 9 credit hours earned from other departments on campus may be applied toward this requirement.

6. Thesis and Research Preparation (6 hours)

SOCY 799 - Thesis Research and Preparation

7. Dissertation Preparation (12 Hours)

SOCY 899 - Dissertation Preparation.

[Effective Term: Fall 2012]

MOORE SCHOOL OF BUSINESS

Academic Program Actions/Bulletin Change:

APPROVED

[JD/AMBA](#)

Dual Degree

The Darla Moore School of Business in cooperation with the USC School of Law offers a combined degree program that permits a student to obtain the J.D. and Accelerated Master of Business Administration (A.M.B.A.) degrees in approximately three and one-half years.

Through the combined program, the total course load may be reduced from that required if the two degrees were earned separately since 9 hours of electives toward the J.D. may be earned in the business administration program, and vice versa. Students in the AMBA/JD program must take 9 credit hours of electives in the Moore School.

An additional 9 credit hours in the School of Law will be used to satisfy the 18 elective credit hours required for the AMBA degree. All of these elective courses must be included in the AMBA program of study. Students must supply the AMBA office with a letter from the law school registrar stating the Law School's approval of participation in the dual degree. Prior to obtaining admission to the combined degree program, a student must be admitted to both the School of Law and the Moore School of Business. (Please note: No old Bulletin Language. Only New Language Proposed.)

[Effective Term: Summer I]

Journalism

Course Change Proposal:

APPROVED

From: JOUR 555 Publication Design (3)

Current trends in publication design, including the design, production and publication of a magazine.

[Prerequisite: JOUR555L]

[Print Course]

JOUR 555L Publication Design Laboratory (1)

To: JOUR 555 Publication Writing and Design (3)

Publication writing and design as well as internal or constituent communications, specifically focused on magazine production for an internal audience.

[Effective Term: Spring 2013]

12. **Report of the Petitions and Appeals Committee (Erik Drasgow)**

No report

13. **Other Committee Reports**

No report

14. **Old Business**

None

15. **New Business**

Dr. Elfenbein brought to the attention of the council the desire of the Graduate School Department Writer, Hannah Spicher, to incorporate human interest stories on the website. She encouraged the council members to contact Hannah to identify graduate students who might warrant profiling on the Graduate School web page.

Dr. Gatzke requested renaming the Science, Math and Related Professional Programs Committee to Math, Engineering, Science and Health (MESH). Dr. Mitchell requested an opportunity to explore the renaming suggestion and report back at the next meeting.

16. **Good of the Order**

None

17. **Adjournment**

The meeting adjourned at 2:32 p.m.

Murray Mitchell, Secretary

cc:

President Harris Pastides

Provost Michael Amiridis

Vice Provost & Dean of Graduate Studies Lacy Ford

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

**University of South Carolina Graduate School
2012**

Mission Statement:

The Graduate School at the University of South Carolina is a service unit committed to enhancing the experience of graduate students and the faculty and staff with whom they work. We provide timely, consistent, and accurate information; adapt and enforce meaningful policies to ensure academic integrity; track student success; and build bridges across campus and community as we showcase our diverse and talented graduate student body.

Vision Statement:

An innovative, flexible and dynamic organization, the Graduate School at the University of South Carolina, seeks to become a collaborative guide celebrated for responsive and efficient service. We strive to provide accessible and trusted leadership to the campus and higher education communities.

9/20/12

**Goals for USC's Graduate School
2012-2014**

- I. Better serve the needs of students, applicants, faculty, staff, and other members of the university community.
- II. Provide meaningful professional development, academic enrichment activities and student services to enhance the graduate student experience.
- III. Advance the reputation of USC as a top ranked research institution by promoting graduate education and building a collegial community of scholars.
- IV. Build public and university awareness of the importance and value of The Graduate School at USC.

The Graduate School at the University of South Carolina

... serves nearly 6,700 graduate students, hailing from across our state, the nation, and the world. We work with faculty and staff to enrich the graduate student experience and promote the importance and value of graduate education.

Focused on scholarship, professionalism, and the creation of new knowledge, USC graduate students study in 68 doctoral programs, 128 master's programs, 22 certificate programs, and 21 dual degree programs. The Graduate School provides administrative services for these programs and promotes and protects academic excellence and integrity. In our efforts to build on our community of engaged scholars and professionals, and to further heighten USC's reputation as a top-ranked graduate institution, we also fund strategic awards—such as recruitment fellowships and travel grants—and design collaborative initiatives to enhance the professional and academic development of our students.

9/20/12

Strategic Goals for USC's Graduate School
2012-2014

I. Better serve the needs of students, applicants, faculty, staff, and other members of the university community.

- a. Review formal requirements and alternatives for the Graduate Directors' meeting.
- b. Clarify communication channels for GS stakeholders and customers to ensure clear, accurate and consistent responses.
 - i. Implement call routing strategies
 1. Designated Ombudsman phone number
 2. Creation of teams and Team Leaders for program coordinators with team leaders
 - ii. Train front desk staff (including GAs) and provide feedback for continued improvement
 1. Create a script to refer clients for common issues such as: proof of residency, citizenship, and immunization questions and other questions that do *NOT* need to go to Program Coordinators
 2. Define and collect relevant front-desk data (phone calls; walk-ins; e-mail and snail mail inquiries) for better workflow and customer service outcomes
 - iii. Establish top 25 FAQ for general office training
- c. Identify and change policies and procedures that impede customer satisfaction.
 - i. Document critical work process to pinpoint variation and target best practices.
 1. Explore the applicant and other tracking systems to improve status communications for accuracy and timeliness.
 2. Respond to inquiries within X days and process applications in Y days.
Establish standards and mechanisms for inquiries and responses.
 - ii. Create and disseminate GS "acceptable time for service" list
 - iii. Revisit GS calendar and academic deadlines (Graduation, ETD, etc.)
 - iv. Work with Office of the Registrar to apply DegreeWorks know-how to graduate programs to create a single and consistent set of degree requirements for each
 1. Focus first on 3-5 prescribed degree programs (possibly MSW)
 2. Revisit Program of Study requirement and explore options
- d. Contribute to the development of an adequate, predictable budget that reflects GS strategic goals.
- e. Build relationships -- Grad Program Directors + other campus & community constituents (alumni affairs, development, career services, USC Press, etc...)
 - i. Outreach to individual departments
- f. Implement best HR practices
 - i. Solicit feedback to include in review of Program Coordinators
 - ii. Ensure EPMS policies are followed
- g. Ombudsman and grievance process
 - i. Establish procedures
 - ii. Training for D. Moore
 - iii. GA grievances
 - iv. Articulate GS relationship to grievance procedures in colleges, schools, and other academic units

II. Provide meaningful professional development, academic enrichment activities and student services to enhance the graduate student experience.

- a. Training is regularly offered: GS staff, grad students, grad directors, program administrators, Graduate Council members
 - i. Update *Graduate Director's Handbook* into a current, relevant, and dynamic document for use as a handy desk/on-line resource for Grad Program directors and admins.
 - ii. Create Policies and Procedures Manual for Program Coordinators as training tool and desk/on-line reference
- b. Partner with CTE on effective TA training responsive to SACS and disciplinary needs, including option for programs to create discipline-specific approved courses.
- c. Provide regular training on ETD preparation and submission in partnership with UTS and other technical support staff and Thomas Cooper Library.
- d. Hire ETD Coordinator
- e. Investigate funding for institution-wide interdisciplinary opportunities for graduate students.
 - i. Training Grants/BBIP and others
- f. Strengthen Student Services offered by GS in cooperation with Student Affairs – areas like housing, student health and wellness, and just plain FUN
 - i. Strengthen relationship with the GSA and specific college/department GSAs (e.g., College of Education, Future Faculty, etc...) to better meet student needs.
 - ii. Coordinate helpful and timely training and do follow-up surveys to determine what is effective and useful.
- g. Provide GS training and publications that address:
 - i. Travel Grants
 - ii. Student Fellowships & Awards open to current students (including GS & AAPP)
 - iii. ETD
 - iv. SPARC in partnership with Office of Research
- h. Organize and host at least one major campus event each semester
- i. Later Projects (2014 or later)
 - i. Collaborate with Career Services on graduate student focused events/activities
 - ii. Explore Communication Plan for current students
 - iii. Partner with Office of Research and OFSP to provide training to graduate program directors and advisors on trends in external funding
 - iv. Explore mentoring program for graduate students
 - v. Host Professional Development Workshops (Time Management, Professional Portfolio, Managing Your Web Presence, etc...)

III. Advance the reputation of USC as a top ranked research institution by promoting graduate education and building a collegial community of scholars.

- a. Partner with Office of Fellowship & Scholars Program to pilot training and support for grad students seeking external funding
- b. Create greater visibility for the Presidential Fellows program; heighten campus and national awareness
- c. Revisit Graduate Student Day to ensure efficacy and utility
 - i. SPARC collaboration
 - ii. Explore including students from regional campuses
 - iii. Revisit prize structure and expense

- d. Partner with Development and Alumni Relations to...
 - i. Contact GS alumni (ETD issue provides appropriate reason for those from 2009 forward...)
 - ii. Explore repurposing existing endowments accounts
 - iii. Discuss GS involvement in alumni organizations internationally for branding, marketing, and promoting USC GS; recruiting visits and help?
- e. Provide the Office of Communications at least one article/semester on a positive facet of the GS for possible submission to:
 - Chronicle of Higher Education
 - Council of Graduate Schools' publications (electronic or print)
 - Other professional outlets
 - Engage in activities and partnerships that build our brand
- f. Create boilerplate messaging and establish the brand of the Graduate School
 - i. Establish a consistent voice/language that highlights the GS role as facilitator, collaborator, and partner as we work to solve problems, create opportunities, and forge new relationships across disciplines, institutions, and continents.
- g. Promote and support diversity
 - i. Presidential fellowships
 - ii. AAPP, SEAGEP, GEM, GAANN
 - iii. EPI/ ISS
- h. Support institutional international initiatives
 - i. Iraqi Initiative
 - ii. MOU, Conditional Admits, Dual and Joint Degrees in partnership with the Office of the Provost

IV. Build public and university awareness of the importance and value of The Graduate School at USC.

- a. GS Communications are enhanced
 - i. Website revamped to be informative, aesthetically pleasing and easy to navigate
 - 1. Timely updates and cleansing of old/outdated announcements and information.
 - ii. Newsletter
 - iii. User Survey
- b. Define campus conversation by broadly disseminating annual GS factsheet
 - i. Data are provided reliably and proactively re: applications, admissions, yield, retention, time to degree (GS leading discussion of grad education)
 - ii. Work with Office of the Provost and Institutional Assessment and Compliance to broaden IAC's data collection and analysis beyond current students to applicants and graduates.
- c. Provide the Office of Communications at least one article/semester on a positive facet of the GS for possible submission to: USC Times; USC student newspapers; local newspapers and TV and Radio, including ETV.
- d. Solicit profile stories from academic units to track and promote grad student success
- e. Later Projects (2014 or later)
 - Develop strategic recruiting plan with help of consultants
 - Implement awards program to recognize outstanding grad program admins, grad program directors, and grad advisors/mentors
 - Create or collaborate on GS publications (paper or electronic) for both internal and external audiences: magazine (visit www.issuu.com for samples), newsletters