



Assistant/Associate Graduate Director's Meeting

February 25, 2025

2:00 – 4:00 pm

College of Pharmacy, CLS 110

The Assistant/Associate Graduate Director's Meeting was held on Tuesday, February 25, 2025 at 2:00 pm in College of Pharmacy, CLS 110.

Present: Angela Baum, Ken Campbell, Robin Dawson, Satish Jayachandran, Danny Jenkins, Dale Moore, Doug Pittman, Ben Roth, Steven Shapiro, Susan Steck, Angelina Sylvain, Paul Toriello, Jack Turner, Ann Vail, Tracy Weldon

Dean Ann Vail presided over the meeting and called the meeting to order.

Dean Vail announced that Dr. Lingyu "Lucy" Yu has accepted the position of Associate Dean for Academic Affairs and Student Engagement in The Graduate School. In her new role, Dr. Yu will provide oversight and supervision for graduate student recruitment, admissions, retention, records, progression, and degree certification. She will advocate for graduate students' diverse needs related to mental health, financial aid and fellowships, professional development, career development and placement. Dr. Yu will continue her active research agenda and the mentoring of her graduate students at Molinaroli College.

Harlan Smith, Director, Division of International Student and Scholar Support

USC International Graduate Students: An Update - Harlan Smith (Presentation attached)

- Issues for December Graduates
- Proactive Immigration Strategy: Spring Semester
- Academic Program Completion
- Early Clearance and “Z” Status
- International Graduate Student Employment
- Carolina Internship Program
- Executive Orders: International Graduate Students
- International Travel & Re-entry to the U.S.



USC International
Graduate Students I

Data-Driven Decision Making

Dr. Angelina Sylvain reviewed the new dash boards and discussed the 2024 – 2025 Admitted Applicants Survey. When using these dashboards your VPN must be on, and it is recommended that you use Google Chrome to connect so you are able to access these dash boards. Please reach out to Dr. Sylvain if you are unable to access these reports.

Status Update: Strengthening Graduate Admissions Initiative

The Provost has given The Graduate School permission to proceed with the bid process for the graduate admissions system. Once we have direction from Purchasing, we will have a better understanding of the next steps. We will not be able to implement the new system in Fall 2025.

Rethinking Recruitment

Traditional, time-honored recruitment strategies are not as effective as they have been in the past. With that in mind, The Graduate School convened graduate recruiters from across campus to discuss best practices and how graduate recruiters might meet and share resources. Quarterly meetings will be planned for the future.

Minimum PhD Stipends

With support from the deans, the Provost has moved the minimum PhD stipend to \$21,000 for academic year 2025-26.

Fellowships

We have had fewer fellowship applications than we normally have. We have increased the stipend to \$12,000 and we have removed the tuition abatement requirement. If you have always offered that, please continue to do so as this will make you competitive for these students.

Offer/Employment Letters

There was a discussion about Offer Letter and when they needed to be ready. Dean Vail would like to get 2 – 3 more people to work with her and have them ready in early fall.

ProQuest

Please remind major professors and graduating students that submitting their thesis or dissertation to ProQuest is a requirement. Details about submission and approved templates are available on the graduate school website. Students will not be cleared for graduation until these steps are completed.

Updated Embargo Policy

The Embargo Policy for theses and dissertations has been updated and expanded. New information is available on The Graduate School website. The main changes address the need to expand what type of information is eligible for embargo and how Controlled Unclassified Information will be handled.

Graduate Curriculum and Course Proposals

Just a reminder that all curriculum and course proposals are due by March 31 if you want them reviewed and voted on before the end of the semester.

Dissertation Writing Academy

Applications are now open for the Dissertation Writing Academy to be held May 13-30 and the Online Dissertation Writing Academy to be held June 9-27. The online academy will be limited to online students only. Information is available on the website.

Graduate Student Employment – 20-hour cap

Discussion ensued regarding the maximum number of hours graduate students could work. Currently, graduate students can work 20 hours per week with an additional approval for 5 more hours. The group discussed the possibility of adding 5 additional hours for a total of 30. Dean Vail will investigate with HR the implications of such a change. A decision was not made.

Next meeting: March 25, 2025, 2:00 – 4:00, College of Pharmacy, CLS 110

Minutes by Cherrie Markey