



THE GRADUATE SCHOOL
GRADUATE COUNCIL MINUTES
January 28, 2008

The Graduate School

The Graduate Council met on Monday, January 28, 2008, at 2:30p.m. in Room 311 of the Byrnes Building with Dr. Naomi Faber presiding.

Graduate Council members present: Dr. Naomi Farber, Chair; Drs. Marianne Bickle, Josh Gold, Gregory Hand, JoAnne Herman, Satish Jayachandran, Zach Kelehear, Barry Markovsky, Lucia Pirisi-Creek, Andrew Shifflet, James Sweigart, Ognian Trifonov, Irma Van Scoy, George Voulgaris, Mike Wyatt, and Lynn Zoch

Graduate Council members absent: Xiaomin Deng and Scott Huebner

Graduate School Representatives: James Buggy, Stan Dubinsky, Nancy Zimmerman, and Teresa Smith

Provost Office Representative: Aileen Trainer

NOTE: These minutes will become final on February 11, 2008, if not challenged.

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

Dr. Farber called the meeting to order. Dr. Buggy introduced Dr. Nancy Zimmerman as the new Assistant Dean for the Graduate School, and suggested that all members introduce themselves.

2. **Approval of minutes** (Minutes of the [December 10, 2007](#) meeting). The Graduate Council approved the minutes, with the suggestion to add the word “approved” to each approved curricular item going forward. [A copy of these Minutes are on file at The Graduate School; also posted on The Graduate School website at <http://www.gradschool.sc.edu/gradcouncil/index.html>]

3. **Report of the Graduate Dean** (Dean Buggy)

Dr. Buggy mentioned the new projection system installed in the Council Meeting room and presented new features accessible on the Graduate School website. The features included dissertation defense announcements, revised academic standards, student mentoring tools and program director resources. Drs. Dubinsky and Zimmerman are continuing work on this project. Dr. Buggy recommended that Council members review the website respond with any suggestions. He also mentioned that programs may want to link this site to their webpages.

Dr. Buggy reported on his attendance at the Council of Academic Deans where he gave a presentation showing doctoral enrollment statistics and levels of support for graduate study at USC. The presentation compared USC with Clemson in this regard. The report revealed that Graduate Student housing, stipends and health insurance are the most important factors determining a student’s choice to enroll in a university.

Professor Gold suggested that a common space for dissertation defense presentations is needed. Dr. Dubinsky mentioned that Russell house has rooms on the 2nd and 3rd floors that are often available for student meetings and presentations. He suggested that all departments try to avail themselves of this space.

4. **Report of the Petitions and Appeals Committee** (Professor Herman)

Professor Herman reported that Dr. Zimmerman was recently appointed to the Petitions and Appeals Sub-committee.

Professor Herman called the committee into ‘Executive Session’ and presented the case of a student from the Computer Science & Engineering department requesting a grade change from “F” to “W”. After questions and discussion, the Council approved changing the student’s record to reflect a “W for extenuating circumstances”.

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

No items reported.

6. **Report of Science, Math, and Related Professional Programs Committee** (Professor Trifonov)

No items reported.

7. **Report of 500/600 Level Courses and Telecommunication Delivery** (Dean Buggy)

RETL 525 was presented and approved.

8. **Report of the Fellowships Committee** (Professor Pirisi-Creek)

The sub-committee's first meeting will be February 4.

9. **Report of the Program Review Committee** (Professor Bickle)

Dr. Bickle gave an updated report on Graduate School websites reviewed by the committee. She presented a list of suggested standards/requirements for each program to follow when enhancing their website. The list was discussed by Council. Professor Dubinsky suggested that degree requirements with timetables to graduation and mentoring tools for students be added to the list. He also suggested that information about alumni, a listing of activities including noted speakers, and tools to attract prospective professors and staff be included. He also pointed out that each department should separately manage the content and technological features of their web-presence to produce the best websites.

Drs. Bickle and Dubinsky recommended that Council members provide feedback and additional recommendations to include on the website standardization list.

10. **Report of Academic Policy and Practices Committee** (Professor Farber)

Dr. Farber presented the following Policies & Practices proposal regarding applicants to the Graduate School.

"Graduate Directors receive direction from the Graduate School that they must submit an action recommendation to the Graduate School for all applicants by the beginning of the term for which the applicant has applied. If an applicant is declined, the Graduate Director or appropriate program representative may provide additional information to the applicant regarding potential for admission in the future. However, the decline action recommendation must be filed and the applicant sent a letter from the Graduate School indicating this

official action. The Committee further recommends that the Graduate School send a copy of the decline letter template to the Graduate Director's and complete detailed information regarding monetary charges to students incurred for re-application and the circumstances for which those charges apply."

The Graduate Council agreed with the proposal.

Dr. Shifflet mentioned that this item should be added to the Graduate Director's Manual.

11. Other Committee Reports

Dr. Buggy mentioned that the Graduate School is working with UTS regarding data importation in an effort to implement the EMAS Graduate and Undergraduate enrollment processing/management system.

Dr. Trainer mentioned that the Program Bulletin Committee plans to eliminate print bulletins. Bulletins will be web-based only. A University of Virginia model is being used to develop the template to be used at USC. Each program will be given the new draft template soon and in May each unit will be asked to present feedback. A roll-out of the new web-based bulletins is planned for 2009.

Dr. Bickle and Dr. Zimmerman are working on this project.

12. Old Business

No items reported.

13. New Business

Healthcare for Graduate Students: Graduate Student Association Vice President Stephen Mann presented to the Council the GSA's position regarding the Graduate Student Insurance Subsidy. The GSA wants the subsidy to remain in effect and further recommends to have it raised to 100% coverage. Mr. Mann reported that this would keep USC competitive with other Universities.

He mentioned that the GSA met in November with President Sorenson, and the President himself expressed a desire for the Health Insurance Subsidy to be increased to 100%. However, the GSA was notified by Dr. Buggy that the subsidy would no longer continue. The GSA sent a letter to Dean Fitzpatrick (in her capacity as chair of the Council of Academic Deans) to share their concerns about the subsidy being eliminated. The GSA also distributed a copy of this letter to the Graduate Council.

Mr. Mann stated that GSA would like to have Graduate Council support when they make an appeal to the Council of the Academic Deans and to the Provost in the Fall.

The Council agreed to discuss the issue and make a decision during its next meeting in February. Mr. Mann asked that the GSA be notified of the Council's decision and their rationale for the decision.

10. **Good of the Order**

11. **Adjournment**

The meeting adjourned at 4:27 p.m.


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