



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL Minutes

September 29, 2016

The Graduate Council met on Monday, September 26, 2016 at 2:00PM in room 311 of the Byrnes Building.

Graduate Council members present: Dr. Matt Brown, Chair; Drs. Swann Adams, Bobby Brame, Jr., Cathy Brant, Matthew Childs, Dirk den Ouden, Maryah Fram, Sali Li, Caryn Outten, David Stodden, David Tedeschi, Scott White, Susan Yeargin, and Mark VanDriel

Graduate Council members absent: Drs. Drucilla Barker, Blaine Griffen, Jason Hattrick-Simpers, Douglas Pittman, and Kellee White

Graduate School Representatives: Drs. Cheryl Addy, Jessica Elfenbein and Murray Mitchell, Dale Moore and Wanda Barr

Provost Office Representative: Dr. Kristia Finnigan

Guest: Andrew Graves

NOTE: These minutes will become final on October 24, 2016 if not challenged.

1. **Call to Order and Approval of Agenda** (Matt Brown, Chair)

Dr. Matt Brown called the meeting to order at 2:00PM and received Council approval of the agenda.

2. **Approval of the [Minutes from August 22, 2016](http://app.gradschool.sc.edu/gradcouncil/minutes.asp).** The minutes were reviewed electronically and approved by the Council with one correction: GSA Representative Mark VanDriel's name was omitted from the roster of Graduate Council members present. His name has now been added. Minutes are on file at The Graduate School website at: <http://app.gradschool.sc.edu/gradcouncil/minutes.asp>

3. **Report of the Chair** (Matt Brown)

Dr. Brown welcomed everyone to meeting.

4. **Report of the Dean of Graduate School** (Cheryl Addy)

Dean Addy announced that this was Dr. Elfenbein's last Graduate Council meeting and thanked her for her for almost five years of service. The Graduate School has made great strides under her leadership.

Dean Addy shared that there would be a drop-in on Thursday at 4PM for Dr. Elfenbein in the Graduate School's big room and Graduate Council members are cordially invited and encouraged to attend to wish Dr. Elfenbein well. She reported that Dr. Elfenbein's position as Senior Associate Dean will not be filled right away since Dr. Heather Brandt is on board. Some realignment will take place and some shifting of responsibilities. Stay tuned for more details as they become available over the next few weeks.

One issue that has come up is several doctoral students have recently contacted the Graduate School wanting to use our communication mechanisms to distribute invitations to participate in various kinds of research studies. Our feeling is that if we start doing this, it could quickly get out of control. Should we have a blanket policy to just say no, or do we develop a clear policy on how to review these requests? After much discussion, it was decided that this might be best handled by the Graduate Student Association. Mark VanDriel will discuss this idea with the GSA and report back to the Graduate Council at the October meeting.

During the August meeting, Dean Addy briefly talked about her interest in the Graduate Council working on some policy template language to use with our growing number of partnerships with international institutions. Since then, she did a brief presentation to the Council of Academic Deans as part of a small retreat with Global Carolina. They talked about the challenges of the growing international presence and the growing interests in doing different kinds of dual degrees. We really need to evaluate what our policies are and develop some template languages for MOUs with different institutions so that we don't have multiple groups writing their own MOUs and making commitments about the admission process, academic credential requirements, and other issues related to admission eligibility. **Is this something that we want to delegate to Academic Policy and Practices or do we want to identify an ad hoc committee of members who are more involved with issues related to international programs who understand more directly the issues involved with this?** A discussion ensued, and Dr. den Ouden, Chair of the Academic Policy and Practices Committee, will take the helm and invite some key people to help develop the language necessary for this policy template. As ShoreLight moves into the graduate programs and recruits more international students, this policy template language will be necessary.

There has been a lot of discussion regarding graduate assistantships. The biggest challenge is that there are not enough resources to go around. The Office of summer, evening, and non-degree programs has a separate funding mechanism, and they are trying to standardize what they are doing both for adjunct faculty, full time faculty, dual employment and graduate assistants. There is such a wide range of pay. We need to collect some baseline data regarding minimums or ranges of stipends and supplements across the graduate assistants. **Is this something that the disciplines can manage or would you rather us pose this question through the new Associate/Assistant Graduate Deans' Council?**

Dr. Brown advised that he was on the sub-committee on the Blue Ribbon Finance Committee last year and reported that it was very difficult to get the data needed. Every single unit is different. He doesn't know who the best committee would be to gather this information. Dr. Mitchell and Dr. Brown both felt that the Associate/Assistant Graduate Deans' Council would be a more powerful unit to request this information and get the responses needed in a more timely manner.

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

Dr. Mitchell further discussed the formation of the Associate/Assistant Graduate Deans' Council. The intention is for them to meet four times a year as opposed to monthly meetings. The first meeting took place on September 20th. This is a group patterned after the Associate/Assistant Deans' Council that deals with Undergraduate issues. The mission is not to replace the existing Graduate Council but to supplement the action that is this faculty governance body. Both groups would serve in an advisory capacity to the Dean where the authority finally rests for any action that is taken. The intention was that it would be a forum for discussion of common issues and to make recommendations concerning graduate academic affairs to the University administration and appropriate faculty committees. This newly formed Council would also respond to proposals related to graduate academic affairs submitted by members of the University community and solicit information on what is going on with graduate assistantships. GA pay ranges vary widely—we already know that; but, we don't know how much. Part of this inquiry was spurred by Evening Programs to have some mechanism to deliver their programs. The Associate/Assistant Graduate Deans' Council may be better positioned to solicit this information from respective departments. Then, baseline information can be helpful as we move forward in trying to ensure that graduate students are more equitably treated than may be happening in some programs.

Initially, the Associate/Assistant Graduate Deans' Council has already been the dissemination point for sharing more information on Special Topics Courses. A list of a few of those will be proposed today. There are over 20 more Special Topics Course proposals that have come since September 1st for Spring of 2017. The syllabi that come in are less than complete in most cases, with inadequate information for a student to understand what they would be getting themselves into if they signed up for that Special Topics Course. If the student earns an "A", there will not be a problem. If the student earns anything less than an "A", it has the potential to arise to the Grievances, Appeals and Petitions Committee. Sorting out a dispute when course expectations are unclear is difficult. Students have a reasonable complaint when it is unclear why they received a particular grade or why they are being asked to do more than they thought they were signing up to do initially. The Assistant and Associate Deans generally are signing off for their Deans and hopefully they can better educate their faculty as to what a proper syllabus looks like.

There is also an effort to better explain the difference between Associate Graduate Faculty status and Term Appointments. Not many programs have taken much advantage of the Associate Graduate Faculty status yet. Hopefully, awareness of this alternative mechanism will help them programs do a better job of offering guidance to their doctoral students.

The Graduate Council Committee staffing is very close to complete. There may be some delay in Committee business as we do some behind the scenes assembly of Committee membership. Committee chairs must be Graduate Council members but the rest of the committee can be other associate or regular graduate faculty members from elsewhere. Much of the heavy lifting is done by the Curriculum Committees as they get access to the APPS to view the proposals and offer their comments on them.

A pending SACS-COC review is coming very soon. Dr. Finnigan stated that she just attended a meeting about the website freeze. Her area is working with the Web Communications people and they are in

discussion about how the plan will be rolled out. They already know which websites will need to be locked. This pending freeze is not as alarming as it sounded initially, and the freeze will not take as long as it has in the past. The freeze should not affect most departments. The groups that will be affected are Portal Level, Student Affairs and The Graduate School. No department's progress should be halted due to website transitions. Departments will be hearing more from Dr. Mitchell, and a series of communications will go out before the freeze actually occurs.

6. Report of the Graduate Student Association Representative (Mark VanDriel)

As the GSA Representative, Mr. VanDriel plans to inform the Graduate Council more on GSA's potential issues that they attempt to address and less on what goes on from an operational standpoint—more productive and less informative.

GSA has received quite a few reports from students in the College of Arts and Sciences who are very concerned about their funding. The Department of History had a very productive graduate student meeting led by Graduate Council member, Dr. Matthew Childs. Some students are talking about transferring to other universities. GSA has plans to bring the funding issue up with the Graduate Council, with Dean of Arts and Sciences Lacy Ford, and potentially going further. The students are concerned about losing their travel money, their assistantships, and fellowship funding. GSA is actively looking at ways to help the graduate students understand what is going on in the College of Arts and Sciences.

Mr. VanDriel thanked Dr. Elfenbein for her hard work with the transformation of the Presidential Fellows. He and several other past Presidential Fellows are very grateful.

7. Report of the Academic Policy and Practices Committee (Dirk den Ouden)

None at this time

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

A listing of 500/600 Level Courses is presented to Council for informational purposes only.

500/600 Level Courses

None at this time

Distance Education Delivery

None at this time

Special Topics Courses

COMD 710 (3) Selected Topics in Speech Pathology: Autism (Spring 2017)

POLI 591 (3) Seminar in Writing Political Science (Fall 2016)

9. **Associate Graduate Faculty Nominations (Murray Mitchell)**

Name: **Kelli Kenison**, Ph.D.
Program: Health Services Policy and Management
Term: Fall, 2016 – Fall, 2022

Name: **Richard Lussier**, Ph.D.
Program: Ed.D. in Curriculum & Instruction (Curriculum Studies)
Term: Fall, 2016 – Fall, 2022

Name: **Bankole Olatosi**, Ph.D.
Program: Health Services Policy and Management
Term: Fall, 2016 – Fall, 2022

Name: **Vashanti Rao**, Ph.D.
Program: Educational Studies
Term: Fall, 2016 – Spring, 2022

Name: **Suha Tamim**, Ed.D.
Program: Ed.D. in Curriculum & Instruction (Curriculum Studies)
Term: Fall, 2016 – Fall, 2022

Name: **Ken Watkins**, Ph.D.
Program: Health Promotion, Education, and Behavior
Term: Fall, 2016 – Fall, 2022

All nominations were unanimously approved by Graduate Council

10. Fellowships and Scholarships Committee (Scott White)

None at this time

11. **Report of Science, Math, and Related Professional Programs Committee (David Tedeschi)**

Dr. Tedeschi reported that the committee had received a few proposals that were reviewed and returned with advisement notations. None at this time

12. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Murray Mitchell, reporting for Drucilla Barker)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site: <https://www.sc.edu/programproposal/gradagenda/?id=16>

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for “Committees”, then for the “Committee” called “Added to Grad Council agenda.”

- **EDLP Major / Degree Program**, M.Ed. Higher Education Business Administration, Education, Terminate Program
- **EDRD 731** Assessment and the Foundations of Reading/Writing Education, Change Course
- **PSYC 825** Introduction to Statistical Mediation Analysis Arts and Sciences, New Course

All proposals were unanimously approved by Graduate Council.

13. Report of the Grievances, Appeals and Petitions Committee (Maryah Fram)

Due to delays in assembling this committee, Dr. Mitchell requested that the Council operate as a Committee of the Whole to address an appeal that is pending. The Council agreed and went into closed session to consider the appeal.

Closed Session

Return to Open Session

The Council returned to Open Session and received a motion from the Grievances, Appeals and Petitions (GAP) Committee to support the student appeal. The Council unanimously supported the motion.

14. Other Committee Reports

Dr. Brown reported for Dr. Heather Brandt that Dr. Kellee White has agreed to serve as co-chair of the newly formed ad hoc Advisory Committee on Professional Development for Graduate Students. She will serve with Jennifer Mandelbaun, PhD student in public health as the graduate student co-chair. Dr. Brandt and Emily Rendek will provide support for this committee. In addition, they have been identifying other faculty and graduate students to invite to join the committee. She thanked Dr. Brown for recommendations from his program. They hope to extend additional invitations by early next week and meet for the first time in November. If there are additional recommendations/nominations, please let Dr. Brandt know by the end of this week (September 30).

In the meantime, they have been busy planning professional development activities based on their understanding of graduate students’ professional development needs. They have a number of professional development offerings for graduate students this fall and they would greatly appreciate members of the Graduate Council sharing this information with their respective units and encouraging graduate directors (and others) to share this information with their graduate students. Thus far, they

have communicated this information through the GRADDIR listserv and graduate student listserv. We will continue to work on dissemination through the best channels.

The following are offerings that they have planned

Every Friday during the Academic Year

Professional Development Fridays kicked off on August 19. Every Friday during the academic year, content on professional development topics are posted to the Graduate School social media.

Facebook: <https://www.facebook.com/GradSchoolAtUSC/>

Twitter: @gradschoolatUSC

Instagram: @gradschoolatUSC

YouTube: The Graduate School at USC (recent video: https://www.youtube.com/watch?v=-I5R_F9O0k&feature=youtu.be)

Blog: <https://gradschoolatusc.wordpress.com/>

October 11, 2016 | 4:30-6:00 p.m.

OPEN HOUSE for Graduate Students at the University of South Carolina Career Center

Join us for refreshments and the opportunity to meet Career Coaches who can assist with your preparation for your next job.

Learn more about the resources of the Career Center at: <http://www.sc.edu/career/>.

Location: Thomas Cooper Library, Level 5

October 21, 2016 | 9:00-11:00 a.m.

[Flexible Leadership](#)

Learn how to deal with employees at different levels of development and independence. This program will address the various roles that supervisors must play to effectively manage their workforce. Participants will be introduced to a proven model of leadership that demonstrates the factors that must be considered when choosing the appropriate leadership style for different employees. Participants will develop skills that allow them to determine the readiness level of employees to assume tasks and adjust their leadership approach accordingly. In addition, job aids will be provided to assist supervisors in identifying appropriate leadership behaviors needed to achieve results with various types of employees.

Instructor: Nathan Strong is the Director of Organizational and Professional Development for the Division of Human Resources.

Location: DISC 331

Space is limited. Registration required: http://reg.abcsignup.com/reg/event_page.aspx?ek=0023-0015-dfe85e4590544fc088b5139cf1e04d1c

October 28, 2016 | 4:00-5:00 p.m.

#GRADprofdev Twitter Chat

Join us to network and interact with USC graduates about professional development topics. Graduates of masters and doctoral programs will interact with participants to share advice. Follow @gradschoolatUSC and #GRADprofdev to participate.

November 11, 2016 | 9:00-10:30 a.m.

[Team Player Styles](#)

Team dynamics are affected by a number of factors. One of the most significant of the factors is the styles that team members tend to use while participating in the group. Teams can be influenced in a number of ways, both positively and negatively, by individual team style preferences. This workshop will explore the features of four team style preferences, discuss how these styles typically interact, and examine both the common conflicts between different team player styles and how to anticipate and manage them.

Instructor: Nathan Strong is the Director of Organizational and Professional Development for the Division of Human Resources.

Location: Byrnes 311

Space is limited. Registration required: http://reg.abcsignup.com/reg/event_page.aspx?ek=0023-0015-7D9557E260774AC28A42FA2CF679D1F2

November 18, 2016 | 2:00-3:00 p.m.

Navigating the Marketplace: How graduate students can take advantage of the Affordable Care Act

Presenter: Jackie Knight, MPH, CHES, Healthy Carolina

Registration required. Registration information coming.

December 2, 2016 | 2:00-3:00 p.m.

Grant Basics Webinar

This webinar is designed to prepare graduate students and postdocs to write competitive grant proposals. The session will cover strategies for grant writing success and provide guidance on how to develop a grant budget and justification.

Presenters: Dr. Lauren Clark and Beth Herron, Office of the Vice President for Research

Registration required. Registration information coming.

Additional professional development opportunities for graduate students are posted on The Graduate School events calendar at <http://www.gradschool.sc.edu/calendar.asp>. All professional development opportunities are marked with #GRADprofdev.

15. **Old Business**

None.

16. **New Business**

None.

17. **Good of the Order**

Dr. Mitchell reminded the Graduate Council members who had not signed the Attendance Roster to please do so for inclusion in the Graduate Council Minutes.

18. **Adjournment**

The meeting was adjourned at 2:48PM.

Murray Mitchell, Secretary

CC:

Harris Pastides, President
Joan Gabel, Provost
Cheryl Addy, Vice Provost & Dean of the Graduate School
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Elaine Belesky, Office of the Registrar
Andrew Graves, Office of the Registrar