Graduate Council Minutes
The University of Southern Mississippi
April 18, 2016

The Graduate Council met at 3:00 p.m. on April 18, 2016, in McCain Library, Room 203 with Dr. Janie Butts, Chair-Elect of the Graduate Council, presiding.

The following voting members were present: Dr. Wendy Atkins-Sayre, Dr. Janie Butts, Dr. Dana Fennell, Dr. Leisa Flynn, Dr. Susan Hrostowski, Dr. Faqing Huang, Dr. Bonnie Nicholson, Dr. Scott Piland, Dr. Jake Schaefer, Dr. Kyna Shelley, Dr. Amy Slagle and Dr. Teresa Welsh.

The following voting members were represented by proxies to constitute a quorum: Dr. Craig Carey for Dr. Jonathan Barron, Dr. Moe Elasri for Dr. Sarah Morgan, Dr. SherRhonda Gibbs for Dr. Brian Collins, and Dr. Scott Piland for Dr. David Holt.

The following non-voting members were present: Dr. Karen Coats, Dr. Diane Fisher for Dr. Ann Blackwell, Dr. Douglas Masterson for Dr. David Hayhurst, Mr. Greg Pierce, Dr. Bill Powell, Dr. Eric Tribunella for Dr. Maureen Ryan, and Dr. Kathy Yadrick for Dr. Michael Forster.

The following guests were present: Ms. Desira Bailey, Ms. Jennifer Culley and Ms. Dawn Porter.

1.0 Call to Order
Dr. Butts called the meeting to order at 3:00 p.m.

2.0 Adoption of Agenda
Dr. Butts presented the agenda for approval. Dr. Hrostowski moved and Dr. Welsh seconded a motion to approve the agenda. The motion passed.

3.0 Approval of Minutes
Dr. Butts presented the February 25, 2016 minutes for approval. Dr. Hrostowski moved and Dr. Flynn seconded a motion to approve the February 25, 2016 minutes. The motion passed.

Dr. Butts presented the March 21, 2016 minutes for approval. Dr. Flynn moved and Dr. Hrostowski seconded a motion to approve the March 21, 2016 minutes for approval. The motion passed.

4.0 Course and Program Proposals
4.1 College of Science and Technology
   School of Computing
Dr. Butts presented the request to modify the plan of study for the Computer Science M.S. program. Dr. Welsh moved and Dr. Flynn seconded a motion to approve the modification of the plan of study for the Computer Science M.S. program. The motion passed. (17-0)
5.0 Officers Report
5.1 Chair – Dr. Douglas Rust
   No report.
5.2 Chair-Elect – Dr. Janie Butts
   No report.

6.0 Standing Committee Reports
6.1 Bylaws Committee – Dr. Janie Butts
   No report.
6.2 Credentials Committee – Dr. Jake Schaefer
   Dr. Butts submitted the Credentials report for April 2016 for approval. The report was approved. (see attached).
6.3 Election Committee – Dr. Teresa Welsh
   No report.
6.4 Policies and Procedures Committee – Dr. Bonnie Nicholson
   7.4.1 Academic and Graduate Councils Guidelines for Proposals and University Substantive Change Policy
   Dr. Nicholson presented Council with changes to the Guidelines for Proposals and the University Substantive Change Policy. Dr. Fennell moved and Dr. Butts seconded a motion to approve changes to the Guidelines for Proposals and Substantive Change Policy. The motion passed. (see attached)
   7.4.2 Discussion of full-time enrollment status and of research courses
   Dr. Nicholson’s draft report is attached.
6.5 Program Review Committee – Dr. Kyna Shelley
   No report.

7.0 Liaisons to University Committees
7.1 University Assessment Committee- Dr. Janie Butts
   No report.
7.2 Teaching Evaluation Committee – Dr. Bonnie Nicholson
   No report.
7.3 Strategic Planning Committee – Dr. Bonnie Nicholson
   No report.

8.0 New Business
8.1 Graduate Student Senate Report
   No report.
8.2 Dean’s Report
   Dr. Coats presented a report to Council. (See attached)
9.0 Announcements

10.0 Adjournment
The meeting was adjourned. The next meeting is scheduled for February 22, 2016 at 3:00. The deadline for submitting materials to the Graduate School for the Agenda is Friday, February 5, 2016.

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Greg Pierce, Recording Secretary  Dr. Janie Butts, Chair-Elect
Modify: Computer Science M.S. plan of study. (see attached)
Effective fall 2016.
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Recommendation Status</th>
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<tr>
<td>Bataller, Rebeca</td>
<td>Foreign Languages &amp; Literatures</td>
<td>A1</td>
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<td>Pierce, Jason R.</td>
<td>Management &amp; International Business</td>
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<tr>
<td>Strait, Laurance P.</td>
<td>Communication Studies</td>
<td>R2</td>
</tr>
<tr>
<td>Yaoyuneyong, Gallayanee</td>
<td>Marketing &amp; Merchandising</td>
<td>R3</td>
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Credentials Committee
Dr. Jake Schaefer, Chair
Policies and Procedures Committee
Recommendations
March 21, 2016; Revised 3/29/16; Revised 4/5/16

At the request of the Dean of the Graduate School, the following recommendations are put forth for your consideration:

I. In an effort to ensure some degree of continuity across research and other related courses across departments, the following guidelines are offered for your consideration. Course components (coded in SOAR) may also offer some guidance on how research and related courses are to be used. All courses should be tied to actual work being completed by the student and should not be used solely for the purpose of working to “fill” the schedule.
   
   A. **Thesis and Dissertation credits** (often numbered 698; 898) should be taken throughout the thesis and dissertation research process.
   
   B. **Research Courses** (often numbered 691, 791) are to be taken when students conduct research under the direction of a faculty member. These cannot be used to simply “fill” the student’s schedule and should reflect actual work being completed by the student.
   
   C. **Special Problems** (often numbered 692; 792 coded as “Individual Directed Studies”) is used to reflect research or other topic-specific learning being completed under the direction of a faculty member outside of the typical classroom structure and typically used only for individualized or very small group interactions. These courses do count toward the degree and a title must be required in SOAR.
   
   D. **Special Topics** (often numbered 690/ 790; likely coded as “lecture” or “seminar”) is used to reflect an actual class to include a day/ time/ classroom. Special Topics are often used for classes which will not be offered consistently and/or haven’t received a permanent course number. A title must be required in SOAR. Any course taught regularly should be submitted for approval through the graduate council. College curriculum committees should discuss additional measures to ensure that courses using the special topics designation are being regularly reviewed.
   
   E. **Independent Study** (often numbered 697; 797) is used for graduate students who are not in residence but who are actively working on a thesis, project, or dissertation, must enroll for at least one hour each semester (from Graduate Bulletin).

II. In an effort to ensure that student remain on track in relation to their progress to degree, the Dean of the Graduate School has also requested that the Graduate Council consider the following changes to the grading of these courses:

   A. **Change thesis and dissertation courses to Satisfactory (“S”) or Unsatisfactory (“U”).** Grades should be assigned each semester based on progress and work products. Departments and committee chairs will be responsible for developing grading rubrics and communicating these expectations to all graduate students. This will necessitate a revision of the probation policies such that the first grade of “U” will place students on probation; the second grade
of “U” will result in termination review by the program. It is recommended that students earn a grade of “P” following successful defense of the thesis/dissertation.

B. **All other courses which are used to count toward the degree should be graded (A-F).** It is recommended that syllabi which include grading rubrics for research courses (including thesis/dissertation) will need to be in place for each course and student to ensure grades are assigned intentionally and reflect student performance.

C. **E grades may continue to be used in limited ways to reflect courses which extend beyond the semester (e.g., year-long internship courses).**

III. **Policies and Procedures committee recommendation related to courses designated as “full time” for financial aid**

Departments seeking to have courses counted as “full time” for financial aid need to seek the endorsement of the college curriculum committee and the graduate council. Only in exceptional circumstances should courses seek approval as “full time”. Decisions regarding approval of these courses requires a memo detailing why a particular course may be eligible for this designation to include details relevant to the expectations of the course. The committee recommends that a course code and/or other consistent designation be developed to assist the Registrar and Financial Aid in determining which courses have received this approval.

e.g., PSY 881 is a course required by the Psychology Department to document a doctoral student enrolled in a full-time, pre-doctoral internship. All health service psychology doctoral training programs require a full-time, one-year, 2,000 hour, pre-doctoral internship as one criteria for completion of the doctoral degree. Further, as the doctoral programs in psychology are accredited programs, all doctoral students engage in a matching process which places the graduate student at an internship site anywhere in the country. During this period, the student is supervised and evaluated by a psychologists on site, and USM faculty have little oversight into the training experiences, evaluation measures or supervision provided. Most of these positions provide a modest salary; many graduate students find that additional student loans are necessary to allow them to support themselves during the internship year and complete their dissertations. The Department of Psychology is requesting permission to allow PSY 881: Internship to be designated as “full time” for financial aid (for the 1 credit which is required by the Department each semester).

Additionally, the Committee was asked to:

- Affirm that the Graduate School can assess a fee to charge students back tuition for semesters in which the student may have neglected to be continuously enrolled. The discussion centered around assessing a fee which reinforces the practice of continuous enrollment and the suggestion was to assess a larger re-admittance fee.

Discuss a policy change which may allow current faculty to enroll in USM doctoral programs.
Student Spotlight

Southern Miss Doctoral Students Named National Science Foundation Graduate Research Fellowship Program Fellows

Two doctoral students in the College of Science & Technology were selected as fellows in the prestigious Graduate Research Fellowship Program of the National Science Foundation (NSF GRFP), continuing USM’s tradition of success in that program. Grover Brown and Jeremy Johnson were among 2000 fellows named nationwide on March 29. Grover, a student in Biological Sciences, will use a population genetics approach to study two turtle species found in the gulf coastal plain, razorback and stripe-necked musk turtles (*Sternotherus carinatus* and *Sternotherus minor*). Turtles are among the most threatened taxonomic groups of vertebrates globally, but display a high level of diversity in the Southeastern United States. Grover

Grover Brown

will determine levels of population structure across the ranges of the two species and the evolutionary history in their narrow range of overlap. The data he generates may inform state and federal agencies in developing

Jeremy Johnson
appropriate management and conservation plans for these threatened animals. Grover’s major professor is Dr. Brian Kreiser. Jeremy Johnson, a student in Coastal Sciences, will study the effects of pharmaceuticals in wastewater effluent on amphibian development. He will combine toxicogenomics techniques frequently used in the aquatic toxicology program at the Gulf Coast Research Laboratory with traditional developmental biology and physiology techniques pioneered for biomedical research to assess the effects of atorvastatin, a statin drug that blocks the production of cholesterol, during amphibian endocrine and neural development. Jeremy will work in collaboration with major professor Dr. Joe Griffitt at GCRL and Dr. Christopher Leary from the University of Mississippi to conduct this study. The five-year GRFP fellowship provides a stipend of $34,000 per 12-month fellowship year which can be used in any three 12-month periods. USM will receive a $12,000 cost of education allowance in lieu of tuition and fees for each of the three years. Grover and Jeremy join six other USM doctoral students studying Polymer Science, Biology, and Chemistry who hold current NSF GRFP fellowships.

**MSW Student Wins Statewide Award**

Master’s of Social Work student Emily Goff was named the 2016 Claire Nowlin Graduate Social Work Student of the Year by the National Association of Social Workers, Mississippi Chapter. The award is named in honor of Claire Nowlin, former association president and mentor. Nominated by the School of Social Work for exemplary performance above and beyond the expectations for a student, Emily was selected from among social work graduate students across the state. Emily’s research is directed at improving access to resources and services for vulnerable children and families in Hattiesburg, and she is currently writing a grant proposal through a local nonprofit to support this aim. She has also assisted with the E3 Health Initiative that connects individuals to healthcare coverage. Emily is honored in the 2016 Graduate Student Hall of Fame where her portrait is displayed. She will graduate with the MSW next month. Her major professor is Dr. Laura Richard, Assistant Professor in the School of Social Work.
Allison Tharp Wins Graduate Assistant of the Year

Allison Tharp, a Ph.D. student in English, was selected as 2015-16 Graduate Assistant of the Year from among many competitive nominees. Allison was nominated by her major professor, Dr. Ellen Weinauer, who described her as “one of the best graduate teachers I have ever observed,” a student with “deep intelligence” and “absolute discipline.” A common theme among all the faculty who supported her nomination was Allison’s high degree of professionalism and her exceptional scholarship. While her graduate assistant responsibilities include teaching numerous courses in the department and tutoring in the Writing Center, she has been willing to take on additional challenges and duties in response to the needs of the department, including a last minute assignment to teach a section of English 101E for new international students. Allison was USM’s 2015 Three Minute Thesis Grand Champion, and she placed second overall in the Conference of Southern Graduate Schools Three Minute Thesis competition this spring. Allison’s dissertation research focuses on mid-nineteenth century protest literature. She grew up in Lafayette, Louisiana, received a B.A. in English from Centenary College, and earned an M.A. in English from USM. She will graduate with a doctorate in May.

Faculty Kudos

Dean of Business Recognized as Dean of the Year

Dr. Faye Gilbert, dean of the College of Business, received the inaugural Dean of the Year award by Beta Gamma Sigma (BGS) honor society. The new award, presented to Dean Gilbert at the annual meeting of the Association to Advance College Schools of Business (AACSB) in Boston, Massachusetts on April 3, recognized one dean for significant contributions to the advancement of BGS on their campus and support for the society’s mission. BGS membership is the highest recognition a student in a program accredited by AACSB International can receive. Dr. Gilbert, who received undergraduate and MBA degrees from Southern Miss and a Ph.D. in marketing from the University of North Texas,
became dean of the College of Business at Southern Miss in July 2013. Previously, she was dean of business schools at Georgia College and Radford University. Dr. Gilbert has published over 50 journal articles, conference proceedings, and textbook supplements and completed one book. She served as President of two academic associations, received grant support to develop a recreation area on the Oconee River, and participated in the creation of the Ole Miss Council for Women’s Philanthropy. During her tenure as dean at Southern Miss, total enrollment in the College of Business increased by more than 16%, and graduate enrollment increased by 188%. Among her many important accomplishments at USM, all graduate and undergraduate business programs are AACSБ accredited; the MBA program, ranked among the top 200 part-time business programs for 2014 by U.S. News and World Report, became available as fully online program this academic year; and the master’s in sport management was ranked number 8 by OnlineColleges.net. Dr. Gilbert also oversaw the completion of the state-of-the-art Scianna Hall which now houses the College of Business. For the complete story see https://news.usm.edu/article/southern-miss-dean-gilbert-receives-inaugural-honor-society-award.

Naghshpour is 2016 Graduate Mentor of the Year

Dr. Shahdad Naghshpour, Professor of International Development in the Department of Political Science, International Development, and International Affairs in the College of Arts & Letters, was honored as the 2016 Graduate Mentor of the Year at the Susan A. Siltanen Graduate Research Symposium luncheon last month. Selected from among other outstanding faculty mentors nominated by their students, Dr. Naghshpour received a $1500 travel award funded by the Graduate School and the Vice President for Research and a commemorative plaque. One of his students stated that because of the high expectations he has of his students, “I know my dissertation topic will stand up to close scrutiny and be credible to even the most demanding academics.” A recurring theme in his nomination packet was his encouragement of his students, constructive and rapid feedback to their dissertation drafts, and communication of expectations. Dr. Naghshpour has published over 70 peer-reviewed articles, books, and book chapters, served in leadership roles in professional societies, and received many awards for excellence in research and teaching. He has chaired the graduate committees of 15 doctoral students and served on five additional graduate committees.
Elisabeth McBride Joins Graduate School Staff

The Graduate School is excited to welcome Elisabeth McBride to the Graduate School staff. Elisabeth joined the office as Assistant Admissions and Enrollment Software Manager on April 1. Her immediate project is to assist in the implementation of Hobson’s Radius, the new Constituent Relations Management (CRM) software package being implemented campus wide. She will also assist in many other projects to enhance the efficiency of Graduate School admissions and enrollment processes. Elisabeth earned both a B.A. and an M.S. in political science from USM. She joins the Graduate School from her former position as admissions evaluator in the office of Undergraduate Admissions.

Elisabeth McBride

McNair Program Moves to the Graduate School

Named for physicist and NASA astronaut Ronald E. McNair who died when the Space Shuttle Challenger exploded on lift off in January 28, 1986, the McNair Scholars Program is designed to encourage first generation/low income students and students underrepresented in graduate education to pursue doctoral degrees. The McNair Scholars Program at USM, funded by the U.S. Department of Education, has been in existence for about 10 years and led by Dr. Susan Bourland, program director. With Dr. Bourland’s retirement this month, the program will move from the office of Student Support Services to the Graduate School, a natural home base for a program whose objective is to promote a seamless transition from undergraduate to graduate school. The new program director is Carolyn Cawthon, a veteran USM employee with experience advising a diverse population of undergraduate students and managing operations in the Graduate School. Carolyn will assume these responsibilities in addition to her normal duties in the Graduate School. Kimbaya (Kim) Brown will continue in her role as Assistant Director of the program. Currently, 12 students are actively participating in the program. Upcoming summer activities will include coursework that prepares the students for graduate studies and strengthens their applications to graduate school, including a GRE preparatory course led by Drs. Mike and Joye Anestis, field trips to cultural events and exhibits, and a university site visit. See http://news.usm.edu/article/southern-miss-mcnair-scholars-program-moving-graduate-school.
Graduate School Recruiting Continues

- National Conference on Undergraduate Research
  The Graduate School recruited top prospects at the 30th Annual National Conference on Undergraduate Research (NCUR) at the University of North Carolina Asheville in Asheville, North Carolina April 7-9. Carolyn Cawthon, Director of Operations and Recruitment, and Sharon Pool, Degree Auditor, in the Graduate School promoted graduate programs, answered questions, and collected contact information from hundreds of undergraduate researchers attending the conference to present their research. Departments have access to these prospective students through the “all prospects” tab in Admission Pros. As these students are likely applicants to graduate school, departments are encouraged to begin communicating with them as soon as possible. Graduate coordinators were sent a list identifying these students as NCUR attendees from Tracy Barnhill to facilitate outreach to these prospects.

- Jazz & Blues Festival
  Carolyn Cawthon met many prospective students at the Jazz & Blues Festival on the Gulf Park campus on Saturday, March 25. Prospective students were interested in both online and on campus degree programs. Prospect contact information is accessible to departments via the Admission Pros “all prospects” tab.

Professional Development for Graduate Students

- Susan A. Siltanen Graduate Student Research Symposium
  More than 130 graduate students from all colleges showcased their research in excellent oral and poster presentations on Thursday, March 24 in the Thad Cochran Center. Students competed for cash prizes supported by the Vice President for Research in the categories of Arts and Humanities, Social Sciences and Business, Education and Psychology, Health and Nursing, Physical Sciences and Mathematics, and Life Sciences.

- Graduate Student Appreciation Week
  The Graduate School celebrated the accomplishments and contributions of Southern Miss graduate students during Graduate Student Appreciation Week April 4-8. Numerous workshops, seminars, and social events were held. Of special note was the Graduate Student Hall of Fame Portrait Unveiling and Open House, held in McCain Library on the afternoon of Monday, April 4. Honorees and their families, major professors, and departmental faculty were in attendance to honor outstanding graduate students from all academic colleges whose portraits show the student in their research environment. The portraits will be on display for one year. A special thanks is offered to faculty and staff in University Libraries, including Dean John Eye, Dr. Tisha Zelner, Elena Azadbakht, Josh Cromwell, Tracy Englert, Michele Frasier-Robinson, and Nadine Phillips, who hosted many workshops designed to assist students as they conduct their research and prepare theses and dissertations. In addition, Dr. Rebecca Woodrick Malley, USM Title IX Coordinator, Jeanne Stewart, Reviewer of Dissertations, Nursing Capstone Projects, and Theses, and Will Wilkins, Director of the Mississippi Law Research Institute at the University of Mississippi.
School of Law conducted outstanding seminars in support of student wellbeing and progress to degree. Dr. Samuel Jones, Vice President for Student Affairs from Jones County Community College gave an inspirational presentation on leadership, sharing his personal journey with students.

Graduate School Policies and Procedures

- Homeland Security Forms Required to Hire Domestic and International Graduate Assistants
  The following items must be complete prior to a GA’s start date to document eligibility of employment:
    o All students (both citizen and non-citizen) must submit Form I-9 “Employment Eligibility Verification.” Recent failures to complete Form I-9 prior to the student beginning work caused issues with the U.S. Department of Homeland Security. According to Human Resources, failure to comply with Homeland Security regulations can result in significant penalties for the institution.
    o Form I-9 must be completed in Human Resources and can be filled out at any time prior to the start date once the offer has been made. Form I-9 cannot be completed in the academic department.
    o Form I-20 “Certificate of Eligibility for Nonimmigrant Student Status” must be completed for all international students prior to beginning work.
  Other important information required prior to hiring GA’s:
    o Tax paperwork must be completed in Human Resources.
    o Students must have two valid forms of ID when completing paperwork in Human Resources.
- Background checks must be completed on all new GA’s.
- Background checks must be processed annually on any GA working with minors.
- All Background checks must be placed in a sealed envelope and accompany the GA Assignment Form.

**Information on Incomplete Applications in Departmental Review**

Tracy Barnhill, Manager of Admissions and Enrollment Software/Systems Analyst, has received numerous inquiries about incomplete applications in departmental review queues, and she has investigated this issue. She discovered that some applicants attempt to meet completed application deadlines by uploading blank documents. The Admission Pros process is designed so that when all required documents are uploaded, the GPA review is triggered. When that review is completed, the application is pushed into the departmental queue for review. Admissions staff do not see the content of documents submitted without intentionally reviewing them, so they do not know if a blank document was uploaded. If an incomplete application is discovered by the departmental reviewer, the department has two options: either deny the student because they failed to meet the application deadline or contact the student to request that documents be submitted directly to the department. The department should not expect the Graduate School to reverse the application so that it returns to Graduate School queue.