The Graduate Council conducted its business via email on May 9, 2016, with Dr. Janie Butts, Chair of the Graduate Council, presiding.

The following voting members participated: Dr. Wendy Atkins-Sayre, Dr. Jonathan Barron, Dr. Brian Collins, Dr. Leisa Flynn, Dr. Susan Hrostowski, Dr. Sarah Morgan, Dr. Bonnie Nicholson, Dr. Ras Pandey, Dr. Douglas Rust, Dr. Jake Schaefer, Dr. Kyna Shelley, Dr. Amy Slagle and Dr. Chaoyang Zhang.

1.0 Call to Order
Dr. Butts called the meeting to order.

2.0 Adoption of Agenda
Dr. Butts presented the agenda with for approval. The agenda was approved.

3.0 Course and Program Proposals
3.1 College of Arts & Letters
No proposals.

3.2 College of Business
No proposals.

3.3 College of Education and Psychology
No proposals.

3.4 College of Health
No proposals.

3.5 College of Nursing
Department of Advanced Practice
Dr. Butts presented the request to modify NSG 837. The request was approved.

3.6 College of Science and Technology – No Business
No proposals.

4.0 Officer’s Reports
4.1 Chair’s Report – Dr. Douglas Rust
Dr. Rust submitted a report. (see attached)

4.2 Chair-Elect Report – Dr. Janie Butts
No report.
5.0 Standing Committee Reports
5.1 Bylaws Committee – Dr. Janie Butts
   No report.

5.2 Credentials Committee – Dr. Jake Schaefer
   Dr. Butts submitted the Credentials report for May 2016 for approval. The report was approved. (see attached)

5.3 Elections Committee – Dr. Teresa Welsh
   No report.

5.4 Policies and Procedures Committee – Dr. Bonnie Nicholson
   No report.

5.5 Program Review Committee – Dr. Kyna Shelley
   No report.

6.0 New Business
6.1 Policy on Academic Policies
   Dr. Powell presented Council with a proposal to revise the policy on Academic Policies. The report was approved. (See attached).

7.0 Adjournment
   The next meeting is scheduled for September 19, 2015 at 3:00. The deadline for submitting materials to the Graduate School for the Agenda is Friday, September 2, 2016.

8.0 Adjournment
   The meeting was adjourned.

___________________________     ___________________________
Greg Pierce, Recording Secretary  Dr. Janie Butts, Chair

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<th>Name</th>
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<tr>
<td>Young, James H.</td>
<td>Ed. Leadership &amp; School Counseling</td>
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</tr>
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<td>Gaut, Marcus M.</td>
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April 30, 2016

Dear Graduate Council:

Dr. David Holt, Chair of the Gulf Coast Faculty Council, recently emailed to me a description of their responsibilities. He sought assistance in detecting any overlap between Gulf Coast Faculty Council and Graduate Council. Below, I list the responsibilities of each Council in a table for comparison.

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Program Review. The Graduate Council, via its program review committee, conducts periodic systematic reviews and evaluations of existing graduate programs.

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The table above lists responsibilities of the Gulf Coast Faculty Council that resemble responsibilities charged to the USM Graduate Council. Both groups are concerned with faculty credentials, academic programs, institutional policy and dissemination of information to colleges and departments. The difference is within the scope of those responsibilities. Where Graduate Council reviews and recommends program changes and policies for the University, the Gulf Coast Faculty Council advises program and policy initiatives that pertain specifically to the Gulf Coast Campus.

It seems that there will not be overlap between the Gulf Coast Faculty Council and the Graduate Council as long as the Gulf Coast Faculty Council agrees to observe the limitations described in Dr. Holt’s email. Any change to policy, programs or credentials that would affect constituents beyond the Gulf Coast would be referred to the appropriate University entity—possibly the Graduate Council.

This matter does not require a vote of the Graduate Council for approval. Dr. Holt requested a response from the Graduate Council Chair with an opinion about the responsibilities of the two Councils—one that shares any concerns about mission overlap. Having examined the issue without finding any cause for concern, I now place my findings before you, the members of the Graduate Council, to ask whether you have concerns about the Gulf Coast Faculty Council and its responsibilities. Please reply-to-all an email response if you discover problems.

If no major concerns are voiced within 7-10 days of our May 9, 2016 meeting, I will recommend to our new Chair, Dr. Butts, that she send a letter of consent to Dr. Holt and the Gulf Coast Faculty Council.

Sincerely,

*Doug Rust*

Dr. Douglas Rust  
2015-2016 USM Graduate Council, *Chair*  
Graduate Coordinator  
USM School of Music
Policy on Academic Policies

Policy Statement

Academic policies that pertain university-wide to students and/or faculty and staff must be endorsed by the pertinent constituent bodies, which include, but are not limited to the Academic Council (for undergraduate curricular issues), the Graduate Council (for graduate curricular issues), the Faculty Senate, the Council of Chairs, and the Faculty Handbook Committee and approved by the Provost. Upon approval, information about a policy is to be disseminated through appropriate communication mechanisms to those in the University community that are affected by the policy.

[The Policy Statement is generally two to four short sentences that provide a brief, general description of the University’s stance on particular subjects and/or its response to specific situations, including the policy’s intent, who must follow the policy, when the policy applies, and any mandated actions or constraints.]

Reason for Policy/Purpose

The Policy on Academic Policies exists in order to ensure that the development of academic policies follows appropriate approval processes and adheres to the University commitment to
shared governance. The Policy also ensures that information about an academic policy is disseminated to those affected by the policy.

[The information in this section answers questions as to why the policy exists. It should state the legitimate interests of all parties, describe the problem or conflict the policy addresses, and cite any legal or regulatory reasons for the policy.]
Who Needs to Know This Policy

- Academic Council
- Academic Deans
- Council of Chairs
- Dean of Students
- Departmental chairs/School directors
- Faculty Handbook Committee
- Faculty Senate
- Graduate Council
- Office of the Registrar
- Vice President for Student Affairs
- University Counsel
- USMS faculty
- USM students

[A list of constituencies that need to know about the proposed policy and/or who may be likely impacted by the proposed policy.]

Website Address for this Policy

http://www.usm.edu/provost

Definitions

Academic policy  A policy that affects undergraduate students, graduate students, faculty and other instructional personnel, and/or academic units and involves procedures, requirements and/or expectations within Academic Affairs.

Academic policies include the following:

- Policies included in University bulletins that affect all students covered by a particular bulletin
- Policies that ensure University compliance with SACSCOC Principles for Accreditation, including in particular the University Substantive Change Policy and the USM Instructor of Record Policy
- Policies that pertain to University faculty and instructional personnel in such matters as the delivery of instruction, the evaluation of faculty and other instructional personnel, classroom conduct, and engaging in outside employment or consulting
- University policies for tenure and promotion
- Other policies that might be included or referenced in the USM Faculty Handbook
- Policies to be followed by academic units on a University-wide basis
- Grievance policies regarding any of the above

[List unique terms that, by being defined, would add to the reader’s understanding of the basic policy or procedures. Terms that are unfamiliar or technical, as well as terms with special meanings, should be defined. The list of definitions will be posted in alphabetical order.]

Policy/Procedures

1.0 Initiation A policy proposal is submitted to or developed by an appropriate university body.
   1.1 Proposals for academic policies can be initiated at the following levels: departments, colleges, various standing committees (including the Faculty Handbook Committee), special ad-hoc committees, student government, University Organizational Chart administrative units, the academic deans, Office of the Provost, Graduate School, Executive Cabinet, Academic Council, or Graduate Council.
   1.2 Academic policy proposals should be submitted in the form of a memo with all approval levels, as appropriate to the initiating body, clearly identified and with the appropriate signatures. Proposals should follow the approval procedures applicable to the initial review body and include a rationale, the proposed implementation date, and documentation to support that the policy adheres to good educational practice

2.0 Distribution for Review The proposed policy is discussed by the initiating entity and, if approved by the body, distributed to other affected University entities as appropriate for review and comment.

3.0 Additional Review The proposed policy will undergo additional review by appropriate designated University entities
   3.1 If the proposed policy would affect the academic requirements or procedures for students and be included in University bulletins and/or posted on University websites, it will be reviewed by the Office of Institutional Effectiveness and the Office of Institutional Research to ensure compliance with existing policies and procedures
   3.2 If the proposed policy would affect expectations of or requirements for faculty and other instructional personnel, it will be reviewed by the Faculty Handbook Committee.
   3.3 If appropriate, the Office of University Counsel will be included in the review and comment phase.

4.0 Provost Action Once reviewed by appropriate constituent and/or review bodies, the proposal will be submitted to the Provost for review.
   4.1 The Provost can approve the policy.
   4.2 The Provost can choose to return the proposed policy to the originating entity for revisions for resubmission.
   4.3 The Provost may choose not to approve the policy.

5.0 Dissemination If approved by the Provost, the Office of the Provost and/or the appropriate University entities will inform those members of the University community affected by policy, and the policy will be published in appropriate documents or websites [e.g., University bulletin(s), Faculty Handbook, Office of the Provost webspace, Academic and Graduate Council Guidelines for Proposals, etc.].

6.0 Revisions Proposals for revising an academic policy can be submitted at any time and should follow the process outlined in Steps 1-5.
6.1 The Office of the Provost is responsible for and has the authority to make routine or minor revisions to an academic policy, such as updating titles or correcting typographical errors.

**Review**

An Associate Provost is responsible for review of this policy every four years. The appropriate constituent group(s) should be consulted during the review.

*Provide the name of the Responsible University Officer responsible for review of the policy and the time period for review. All policies must be reviewed at a minimum of once every four years.*

**Forms/Instructions**

NA

*If there will be University-wide forms used in following this policy, identify the forms by name. A hypertext link to these forms will be included. If there are no forms, use NA to indicate such.*

**Appendices**

NA

*List any laws, regulations, or checklists that may pertain to the policy or that may supplement the information provided in the policy. Links may be provided for those listed. If there are no appendices, use NA to indicate such.*

**Related Information**

Faculty Handbook
- http://www.usm.edu/provost/faculty-handbook

Undergraduate Bulletin
- http://catalog.usm.edu/

Graduate Bulletin
- http://catalog.usm.edu/

Office of Provost webspace (Policies and Procedures)
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Academic and Graduate Councils Guidelines for Proposals
- https://info.usm.edu/group/849/page/proposals-guidelines

*List any references to related policies or procedures. A hypertext link to such related policies or procedures may also be provided. If there is no related information, use NA to indicate such.*
History

Amendments: Month, Day, Year – summary of changes

[List day, month, year – 04/02/16: - followed by any information about the history of the policy, such as date created, other policies it replaces, changes made, ownership changes, etc.]
Authorization

[Before a policy is implemented, it must be approved by the following persons as evidenced by their signature. Please make sure authorization begins on a separate page.]

**Title:** [Title of the policy]

**Policy number:** [Policy number from page 1]

**APPROVED:**

_____________________________________     ________________________
Provost                  Date
Dear Graduate Council:

Dr. David Holt, Chair of the Gulf Coast Faculty Council, recently emailed to me a description of their responsibilities. He sought assistance in detecting any overlap between Gulf Coast Faculty Council and Graduate Council. Below, I list the responsibilities of each Council in a table for comparison.

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Academic and Graduate Councils Guidelines for Proposals
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Amendments: Month, Day, Year – summary of changes

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APPROVED:

_____________________________________     ________________________
Provost      Date