Graduate Council Minutes  
The University of Southern Mississippi  
October 19, 2015

The Graduate Council met at 3:00 p.m. on October 19, 2015, in McCain Library, Room 203 with Dr. Douglas Rust, Chair of the Graduate Council, presiding.

The following voting members were present: Dr. Wendy Atkins-Sayre, Dr. Janie Butts, Dr. Jonathan Barron, Dr. Dana Fennell, Dr. Leisa Flynn, Dr. David Holt, Dr. Susan Hrostowski, Dr. Sarah Morgan, Dr. Scott Piland, Dr. Jake Schaefer, Dr. Kyna Shelley, Dr. Amy Slagle, Dr. Teresa Welsh and Dr. Chaoyang Zhang.

The following voting members were represented by proxies to constitute a quorum: Dr. Dana Fennell for Dr. Bonnie Nicholson and Dr. Chaoyang Zhang for Dr. Ras Pandey.

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

The following guests were present: Ms. Desira Bailey, Ms. Linda Bass, Ms. Dana Berry, Dr. Sam Bruton, Ms. Jennifer Cullery, Dr. Lilian Hill, Ms. Kathryn Lowery, Dr. Chad Miller, and Ms. Dawn Porter.

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

2.0 Adoption of Agenda
Dr. Rust presented the agenda with the following amendments for approval:

- Remove items 4.3.1.2 and 4.3.1.3 Add EDE 722 and EDA 807; items were already approved.

Dr. Piland moved and Dr. Morgan seconded a motion to approve the amended agenda. The motion passed.

3.0 Approval of Minutes
Dr. Rust presented the September 21, 2015 minutes for approval. Dr. Butts moved and Dr. Piland seconded a motion to approve the September 21, 2015 minutes for approval. The motion passed.
4.0 Course and Program Proposals

4.1 College of Arts & Letters

School of Music
Dr. Rust presented the request to modify the proposal of MUP courses from 600 to 500 level. Dr. Piland moved and Dr. Hrostowski seconded a motion to approve the modification of the proposal of MUP courses from 600 to 500 level. The motion passed.

Department of Philosophy and Religion
Dr. Rust presented the request to add PHI 535. Dr. Piland moved and Dr. Fennell seconded a motion to approve the addition of PHI 535. The motion passed.

Dr. Rust presented the request to delete PHI 735. Dr. Barron moved and Dr. Butts seconded a motion to approve the deletion of PHI 735. The motion passed.

4.2 College of Business

Department of Economic Development, Tourism, and Sport Management
Dr. Rust presented the request to modify the admissions requirements for the Sport Management M.S. program by waiving the GRE/GMAT test requirements for applicants who already earned a master’s degree or higher from an accredited institution. Dr. Piland moved and Dr. Morgan seconded a motion to approve the modification of the admissions requirements for the Sport Management M.S. program by waiving the GRE/GMAT test requirements for applicants who already earned a master’s degree or higher from an accredited institution. The motion passed.

Dr. Rust presented the request to modify SM 700. Dr. Piland moved and Dr. Fennell seconded a motion to approve the modification of SM 700. The motion passed.

Dr. Rust presented the request to add SM 692. Dr. Piland moved and Dr. Morgan seconded a motion to approve the addition of SM 692. The motion passed.

Dr. Rust presented the request to add SM 697. Dr. Butts moved and Dr. Fennell seconded a motion to approve the addition of SM 697. The motion passed.

Dr. Rust presented the request to modify the admissions requirements for the Economic Development M.S. program by waiving the GRE/GMAT test requirements for applicants who have 5 years or more of progressively responsible work experience. Dr. Flynn moved and Dr. Morgan seconded a motion to untable the request to modify the admissions requirements for the Economic Development M.S. program by waiving the GRE/GMAT test requirements for applicants who have 5 years or more of progressively responsible work experience. The motion passed.

Dr. Gilstrap moved and Dr. Piland seconded a motion to approve the modification of the admissions requirements for the Economic Development M.S. program by waiving the GRE/GMAT test requirements for applicants who have 5 years or more of progressively responsible work experience. The motion passed.
4.3 College of Education and Psychology

*Department of Educational Studies and Research*

Dr. Rust presented the request to reinstate the Higher Education Administration Ed.D. degree program. Dr. Shelley moved and Dr. Butts seconded a motion to approve the request to reinstate the Higher Education Administration Ed.D. degree program. The motion passed.

4.4 College of Health – No Business

4.5 College of Nursing – No Business

4.6 College of Science and Technology – No Business

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

Dr. Butts submitted changes to the bylaws for approval. Council approved the changes. (see attached)

6.2 Credentials Committee – Dr. Jake Schaefer

Dr. Rust submitted the Credentials report for October 2015 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

Dr. Dana Fennell submitted the report to Council for approval. Council approved the changes. (see 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

Dr. Butts reported the University Assessment Committee met on October 7, 2015, at 12 noon. Kathryn Lowery introduced us to the Assessment Committee process of reviewing and scoring departments’ WEAVE reports.

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 Consider modifications to RSIA policy statement (RCR requirements for faculty)
Dr. Rust presented Council with Dr. Bruton’s plan to modify the RSIA policy statement (RCR requirements for faculty). (See attached) The Council decided to keep the request to modify the RSIA policy tabled. Council needs a justification of current ethics training requirements and a comparison of our policy with those of similar institutions.

8.2 Consider changes to Proposal Guidelines
Dr. Rust presented a draft to Council of changes made to the proposal guidelines. Dr. Butts moved and Dr. Fennel seconded a motion to approve the modifications to the proposal guidelines. The motion passed. (see attached)

8.3 Graduate Student Senate Report
No report.

8.4 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 November 16, 2015 at 3:00. The deadline for submitting materials to the Graduate School for the Agenda is Friday, October 30, 2015.

___________________________
Greg Pierce, Recording Secretary

___________________________
Dr. Douglas Rust, Chair
College of Arts and Letters
School of Music

Modify: MUP 671 Chamber Music.
To: MUP 571 Chamber Music.
Effective fall 2016.

Modify: MUP 672 Chamber Music: Southern Chamber Winds.
To: MUP 572 Chamber Music: Southern Chamber Winds.
Effective fall 2016.

Modify: MUP 677 Percussion Ensemble.
To: MUP 577 Percussion Ensemble.
Effective fall 2016.

Modify: MUP 678 Carillon.
To: MUP 578 Carillon.
Effective fall 2016.

Modify: MUP 679 Covenant.
To: MUP 579 Covenant.
Effective fall 2016.

Modify: MUP 680 Jazz Combo.
To: MUP 580 Jazz Combo.
Effective fall 2016.

Modify: MUP 681 Orchestra.
To: MUP 581 Orchestra.
Effective fall 2016.

Modify: MUP 682 Band.
To: MUP 582 Band.
Effective fall 2016.
Modify: MUP 683 Southern Chorale.
To: MUP 583 Southern Chorale.
Effective fall 2016.

Modify: MUP 684 Jazz Lab Band.
To: MUP 584 Jazz Lab Band.
Effective fall 2016.

Modify: MUP 685 Collegium Musicum.
To: MUP 585 Collegium Musicum.
Effective fall 2016.

Modify: MUP 686 Oratorio Chorus.
To: MUP 586 Oratorio Chorus.
Effective fall 2016.

Modify: MUP 688 University Singers.
To: MUP 588 University Singers.
Effective fall 2016.

Modify: MUP 689 Chamber Singers.
To: MUP 589 Chamber Singers.
Effective fall 2016.

Modify: MUP 690 Opera Theatre.
To: MUP 590 Opera Theatre.
Effective fall 2016.

Modify: MUP 696 Steel Pan Orchestra.
To: MUP 596 Steel Pan Orchestra.
Effective fall 2016.

Department of Economic Development, Tourism and Sport Management

Add: PHI 535 Research Ethics.
3 hours. Effective spring 2016.

Delete: PHI 735 Research Ethics and Skills.
Effective spring 2016.
Modify: Admissions requirements for the Sport Management M.S. program by waiving the GRE/GMAT test requirements for applicants who already have a master’s degree or higher from an accredited institution. Effective spring 2016.

Modify: SM 700 **Sport Management Internship.** 3 hours.

To: SM 700 **Sport Management Practicum.** 3-9 hours. Effective spring 2016.

Add: SM 692 **Special Problems in Sport Management.** 1-6 hours. Effective spring 2016.

Add: SM 697 **Independent Study and Research.** 1-9 hours. Effective spring 2016.

Modify: Admissions requirements for the Economic Development M.S. program by waiving the GRE/GMAT test requirements for applicants who have 5 years or more of progressively responsible work experience. Effective fall 2016.

**College of Education and Psychology**

**Department of Educational Studies and Research**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Recommendation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cunningham, Christopher A.</td>
<td>Library &amp; Information Sci.</td>
<td>A1</td>
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<tr>
<td>Keith, James A.</td>
<td>Educational Leadership &amp; School Counseling</td>
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<tr>
<td>Rycyk, Athena</td>
<td>Coastal Sciences</td>
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<tr>
<td>Wu, Yun</td>
<td>Management &amp; International Business</td>
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<tr>
<td>Landry, Alicia S.</td>
<td>Nutrition &amp; Food Systems</td>
<td>A2</td>
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<tr>
<td>Blackwell, Cindy</td>
<td>Mass. Communication &amp; Journalism</td>
<td>A3</td>
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<tr>
<td>Beck, Paul</td>
<td>Accountancy</td>
<td>R2</td>
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<td>James, Katie</td>
<td>Anthropology &amp; Sociology</td>
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<td>Wilson, Reginald</td>
<td>Accountancy</td>
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<tr>
<td>Zhou, Weihua</td>
<td>Computing</td>
<td>R2</td>
</tr>
</tbody>
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Credentials Committee  
Dr. Jake Schaefer, Chair
The University of Southern Mississippi
Graduate School – 118 College Drive #5024, Hattiesburg, MS 39406-0001
GRADUATE COUNCIL BYLAWS*

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*Approved April 2011
*Revised October 2015
BYLAWS
The University of Southern Mississippi Graduate Council

ARTICLE I
Name
The name of this organization is The University of Southern Mississippi Graduate Council.

ARTICLE II
Purpose
The purpose of the Graduate Council is to supervise the graduate academic affairs of the University.

ARTICLE III
Relationships and Responsibilities
Section 1. Relationships
As indicated in Table 1, the Graduate Council makes recommendations about graduate programs and policies to the University Provost. The Provost makes recommendations regarding graduate programs to the President, who in turn presents his/her recommendations to the Board when their approval is required. The Graduate Council is the final authority in matters of graduate faculty status and graduate curricula.

<table>
<thead>
<tr>
<th>Table 1: Procurement of Graduate Council Actions</th>
</tr>
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<tbody>
<tr>
<td>Board of Institutions of Higher Learning</td>
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<tr>
<td>University President</td>
</tr>
<tr>
<td>Provost</td>
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<tr>
<td>Graduate Council</td>
</tr>
<tr>
<td>Professional Education Council*</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
</tr>
<tr>
<td>Department Curriculum Committee</td>
</tr>
</tbody>
</table>

*For matters dealing with professional education programs

Section 2. Responsibilities
Graduate Council responsibilities include but are not limited to the following:
1) Faculty Qualifications. The Graduate Council, via its credentials committee, determines the graduate faculty status of all USM faculty.
2) Curriculum and Program Approval. The Graduate Council reviews and recommends action to the Provost regarding new graduate programs and/or program changes. The Graduate Council makes the final decision on proposed new graduate courses, certain course modifications, and course deletions. Matters dealing with professional education programs must first go to the Professional Education Council.
3) Disseminating Information. The Graduate Council disseminates information relating to graduate policies and procedures to faculty and appropriate Councils within the University.
4) Policies and Procedures. The Graduate Council, via its policies and procedures committee, makes recommendations to the Provost on policies affecting graduate studies at the University of Southern Mississippi.
5) Program Review. The Graduate Council, via its program review committee, conducts periodic systematic reviews and evaluations of existing graduate programs.

ARTICLE IV
Members
Section 1. Voting Members
The voting membership of the Graduate Council is composed of the elected representatives from the regular graduate faculty of the colleges, from regular graduate faculty on the Gulf Coast, and one graduate student representative determined by the Graduate Student Senate. The specific number of faculty representatives from each college is based on the number of Regular Graduate Faculty, using a ratio of 1
representative per 30 graduate faculty, rounded up if the number is within 5, so that a college within 5 faculty members of getting another Graduate Council representative will be given that additional representative. There is a cap of 5 Graduate Council members per college. The allocation of Graduate Council representatives per college will be reviewed every three years (beginning in 2000) by the Bylaws Committee.

Section 2. Non-Voting Ex-Officio Members
The University President, the Provost, the Deans of the Colleges, Dean of the Graduate School, a Graduate Student Senate representative, the University Librarian, and the University Registrar serve as ex-officio, non-voting members.

Section 3. Election and Terms
a. Graduate Council faculty members are elected in April by the Regular Graduate Faculty in their college or on the Gulf Coast campus. The Graduate Council’s election committee oversees the distribution and counting of the secret ballots.

b. Elected Graduate Council members serve three-year terms. No member may serve more than two consecutive terms, although after a term absence from the Council, a faculty member again becomes eligible for two consecutive three-year terms, including summers as necessary. The term begins with the first Fall meeting following the member's election and completes in August.

c. An elected member who takes a leave of absence for a year or less should appoint an eligible proxy from his/her college or campus. If an elected Graduate Council position is vacated for any reason (for example, if the elected member will be absent for more than a year for any reason, or fails to appoint a proxy for an absence of one year or less), the Chair of the Graduate Council may appoint an eligible faculty member from that college or campus to serve out the rest of the term or an election may be held.

Section 4. Eligibility and Qualifications
Regular members of the graduate faculty who are in at least their third year of full-time contractual service to the university are eligible to be elected to Graduate Council. No more than one representative from any department or school may serve at any given time.

Section 5. Responsibilities
Members are expected to attend all regularly scheduled meetings of the Graduate Council, serve on committees if possible, and communicate the issues raised in Graduate Council to their colleges as well as communicating the concerns and opinions of their colleges back to Graduate Council. If an elected Graduate Council representative fails to attend two consecutive regular scheduled meetings of the Council without supplying a proxy, he/she shall be notified in writing by the chair of the Council that his/her position will be declared vacant in the event of a third consecutive absence without a proxy. Upon his/her third consecutive absence with a proxy, his/her position shall be declared vacant by the chair of the Council and filled in the interim by appointment by the Council chair.

Section 6. Proxies
A member may appoint a proxy for one meeting, or for a period of one year or less, if the member will be unable to attend by submitting the proxy form on the Graduate School web page to the Chair. Members of the Council or a proxy may hold only one proxy at a meeting.

ARTICLE V
Officers

Section 1. Officers
The officers of the Graduate Council are the Chair and Chair-Elect.

a. Chair
Any elected member of Graduate Council is eligible to hold the office of Chair. The Chair-Elect from the previous year becomes Chair, beginning his/her term with the last meeting in the spring. The Chair’s responsibilities include but are not limited to:

1. Chairing the meetings of the Graduate Council.
2. Setting the agenda for Graduate Council meetings.
3. Chairing the Graduate Council Executive Committee.
4. Appointing members and chairs of the various standing and ad hoc committees of the Graduate Council.
b. Chair-Elect
Any elected member of the Graduate Council is eligible to hold the office of Chair-Elect. The Chair-Elect is elected by secret ballot during the April meeting. Whoever is elected serves as Chair-Elect in his/her first year (beginning with the last meeting in spring) and Chair of the Council in the following year. The Chair-Elect’s responsibilities include but are not limited to:
1. Assisting the Chair with Graduate Council activities and responsibilities.
2. Chairing the Graduate Council meetings when the Chair cannot do so.
3. Chairing the Graduate Council Executive Committee when the Chair cannot do so.
4. Serving as the chair of one of the standing committees.
5. Becoming Chair of the Graduate Council should the Chair’s position become vacant.
In this case, the Chair-Elect would continue as Chair the following year as well. Should the Chair-Elect’s position become vacant, Graduate Council will elect a new Chair-Elect by secret ballot at the next meeting.
c. Corresponding Secretary
He or she takes care of all Graduate Council correspondence and can chair a meeting if the chair and chair-elect are both absent. [Dean of the Graduate School serves as the non-voting Corresponding Secretary].
d. Recording Secretary
The University Registrar serves as Recording Secretary and is a non-voting member. He or she takes minutes during the meeting and distributes the minutes.
e. Parliamentarian
The Parliamentarian is appointed by the Chair. If the Parliamentarian is appointed from outside the body of elected Graduate Council members, he or she is a non-voting member. The Parliamentarian can chair a meeting if the chair, chair-elect, and Corresponding Secretary are all absent.

ARTICLE VI
Meetings

Section 1. Regular Meetings
The Graduate Council meets monthly from August to November and January to April. The Council will meet in June if the Chair calls a meeting. The meeting is held on the third or fourth Monday of the month. All meetings are open to all university faculty.

Section 2. Special Meetings
The chair may call special meetings as needed. At least one week’s notice should be given unless an emergency situation does not permit.

Section 3. Quorum
A simple majority of the voting members of the Graduate Council constitutes a quorum, including those members attending by way of an internet or voice call connection when such attendance is approved by the Chair. In these cases, the members will vote using an email or other electronic communication to the Teller.

Section 4: Standard Agenda
The Standard Agenda below is distributed to Graduate Council members, chairs, deans, and the Provost one week before the regular meeting. Items for the Agenda must be submitted to the Chair at least ten working days before the regular monthly meeting. Procedures and deadlines for course and program proposals can be found in the Graduate Council’s Policies and Procedures Manual.

Standard Agenda

1.0 Call to Order
2.0 Adoption of Agenda
3.0 Approval of Minutes
4.0 Course and Program Proposals
5.0 Officers’ Reports
   5.1 Chair’s Report
   5.2 Chair Elect’s Report
   5.2 Corresponding Secretary’s Report
   5.3 Parliamentarian’s Report
6.0 Standing Committee Reports
   6.1 Bylaws Committee
6.2 Credentials Committee
6.3 Election Committee
6.4 Policies and Procedures Committee
6.5 Program Review Committee
7.0 Ad Hoc Committee Reports
8.0 Unfinished Business
9.0 New Business
10.0 Announcements
11.0 Adjournment
Section 5. Minutes
The minutes of the regular meetings are recorded by the Recording Secretary and distributed to members, chairs, deans, and the Provost no later than three weeks after the regular monthly meeting. Committee reports are summarized in the minutes.

ARTICLE VII
Executive Committee
The purpose of the Graduate Council Executive Committee is threefold: (1) to prepare the agenda for the monthly meeting, (2) to develop long range plans to present to the Graduate Council and (3) to assist the dean of the Graduate School whenever requested.

Section 1. Membership
The members of the Executive Committee are the Chair, Chair-Elect, Corresponding Secretary, and Parliamentarian. Chairs of Standing Committees may attend.

Section 2. Meetings
The Executive Committee meets each month prior to the monthly meeting of the Graduate Council, as needed.

Section 3. Duties and Responsibilities
The Executive Committee prepares the agenda, initiates action, and oversees long-range planning for the Graduate Council.

ARTICLE VIII
Committees
Section 1. Standing Committees
The Graduate Council has Standing Committees that are composed of Council members and other Regular Graduate Faculty as appointed by the Chair for a one-year term. The committees and their purposes are:

a. Bylaws Committee, whose purpose is to review and recommend revisions of the bylaws when needed. This committee also reviews the number of members of the Graduate Council and the number of graduate faculty every three years to adjust the membership and/or formula if necessary.

b. Credentials Committee, whose purpose is to review and recommend faculty members for graduate faculty status. Procedures and deadlines for graduate faculty status and changes to graduate faculty status can be found on the Graduate School web page: https://www.usm.edu/graduate-school/graduate-council

c. Election Committee, whose purpose is to oversee the process of electing Graduate Council members.

d. Policies and Procedures Committee, whose purpose is to review and recommend changes when needed to the policies and procedures for graduate study at the University of Southern Mississippi.

e. Program Review Committee, whose purpose is to conduct periodic systematic reviews of existing graduate programs.

Section 2. Ad Hoc Committees
The Chair of the Graduate Council may appoint ad hoc committees as deemed necessary and desirable to assist in carrying out the program for the year. Such appointment expires at the end of the year.

ARTICLE IX
Parliamentary Authority
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Graduate Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE X
Amendment of Bylaws
These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting. Amendments to these bylaws must be approved by the Provost and the President.

ARTICLE XI
Dissolution
The University of Southern Mississippi Graduate Council may be dissolved only if two-thirds of its members recommend dissolution to the Provost and the President, both of whom must approve the recommendation.
Policies & Procedures Committee
October 2015 Committee Report

Proposed language to clarify degree time limits and Bulletin requirements.

Certificate Programs:

A student must complete the certificate program within five (5) calendar years from the date of initial enrollment in the program. A student who does not complete the degree within 5 years is subject to dismissal. A student may petition for a one-year extension in the certificate program if extenuating circumstances prevented completion within the time limit. Instructions for petitioning for an extension can be obtained from the Graduate School. A student who fails to complete the certificate program within the 5 year time limit but has been granted an extension must adhere to all university, departmental, and programmatic requirements included in the Graduate Bulletin that is current at the time the extension was granted. Therefore, a student should anticipate the possibility of having to comply with certificate requirements and policies that differ from those in effect at the time of initial enrollment.

Course revalidation:

Coursework to be applied to a certificate program is valid for 5 years. If an over-time-limit student successfully petitions for an extension to complete the certificate, the Dean of the Graduate School may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. Revalidation can include course retake, partial content revalidation (to bring the content of the course taken up to date with current standards), literature review, completion of a comprehensive examination on revalidated course content and/or other option proposed by the department and approved by the Dean of the Graduate School. The revalidation plan will be designed by the certificate program department and approved by the department chair and the Dean of the Graduate School. A Revalidation of Graduate Course(s) form must be submitted by the department on behalf of the student, and a revalidation fee must be paid by the student before the course is revalidated. Additional fees associated with unpaid tuition may be assessed by the graduate school. Revalidation forms are available on the Graduate School website.

Master’s Programs:

A student must complete the master’s degree within five (5) calendar years from the date of initial enrollment in the program. A student who does not complete the degree within 5 years is subject to
A student may petition for a one-year extension in the degree program if extenuating circumstances prevented completion within the time limit. Instructions for petitioning for an extension can be obtained from the Graduate School. A student who fails to complete the master’s degree program within the 5 year time limit but has been granted an extension must adhere to all university, departmental, and programmatic requirements included in the Graduate Bulletin that is current at the time the extension was granted. Therefore, a student should anticipate the possibility of having to comply with degree requirements and policies that differ from those in effect at the time of initial enrollment.

Course revalidation:

Coursework to be applied to a master’s degree program is valid for 5 years. If an over-time-limit student successfully petitions for an extension to complete the degree, the Dean of the Graduate School may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. Revalidation can include course retake, partial content revalidation (to bring the content of the course taken up to date with current standards), literature review, completion of a comprehensive examination on revalidated course content and/or other option proposed by the department and approved by the Dean of the Graduate School. The revalidation plan will be designed by the student's graduate committee and/or committee chair and approved by the department chair and the Dean of the Graduate School. A Revalidation of Graduate Course(s) form must be submitted by the department on behalf of the student, and a revalidation fee must be paid by the student before the course is revalidated. Additional fees associated with unpaid tuition may be assessed by the graduate school. Revalidation forms are available on the Graduate School website.

Specialist Programs:

A student must complete the specialist degree within six (6) calendar years from the date of initial enrollment in the program. A student who does not complete the degree within 6 years is subject to dismissal. A student may petition for a one-year extension in the degree program if extenuating circumstances prevented completion within the time limit. Instructions for petitioning for an extension can be obtained from the Graduate School. A student who fails to complete the specialist degree program within the 6 year time limit but has been granted an extension must adhere to all university, departmental, and programmatic requirements included in the Graduate Bulletin that is current at the time the extension was granted. Therefore, a student should anticipate the possibility of having to comply with degree requirements and policies that differ from those in effect at the time of initial enrollment.

Course revalidation:

Coursework to be applied to a specialist degree program is valid for 6 years. If an over-time-limit student successfully petitions for an extension to complete the degree, the Dean of the Graduate
School may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. Revalidation can include course retake, partial content revalidation (to bring the content of the course taken up to date with current standards), literature review, completion of a comprehensive examination on revalidated course content and/or other option proposed by the department and approved by the Dean of the Graduate School. The revalidation plan will be designed by the student’s graduate committee and/or committee chair and approved by the department chair and the Dean of the Graduate School. A Revalidation of Graduate Course(s) form must be submitted by the department on behalf of the student, and a revalidation fee must be paid by the student before the course is revalidated. Additional fees associated with unpaid tuition may be assessed by the graduate school. Revalidation forms are available on the Graduate School website.

Doctoral Programs:

A student must complete the doctoral degree within eight (8) calendar years from the date of initial enrollment in a doctoral program. A student who does not complete the degree within 8 years is subject to dismissal. A student may petition for a one-year extension in the degree program if extenuating circumstances prevented completion within the time limit. Instructions for petitioning for an extension can be obtained from the Graduate School. A student who fails to complete the doctoral degree program within the 8 year time limit but has been granted an extension must adhere to all university, departmental, and programmatic requirements included in the Graduate Bulletin that is current at the time the extension was granted. Therefore, a student should anticipate the possibility of having to comply with degree requirements and policies that differ from those in effect at the time of initial enrollment.

Course revalidation:

Coursework to be applied to a doctoral degree program is valid for 8 years. If an over-time-limit student successfully petitions for an extension to complete the degree, the Dean of the Graduate School may approve revalidation of some over-age credit hours if the original credit was earned at The University of Southern Mississippi and if the department chair approves the revalidation. Revalidation can include course retake, partial content revalidation (to bring the content of the course taken up to date with current standards), literature review, completion of a comprehensive examination on revalidated course content and/or other option proposed by the department and approved by the Dean of the Graduate School. The revalidation plan will be designed by the student’s graduate committee and/or committee chair and approved by the department chair and the Dean of the Graduate School. A Revalidation of Graduate Course(s) form must be submitted by the department on behalf of the student, and a revalidation fee must be paid by the student before the course is revalidated. Additional fees associated with unpaid tuition may be assessed by the graduate school. Revalidation forms are available on the Graduate School website.
Additional recommendations:
GUIDELINES FOR

PROPOSALS

ACADEMIC AND GRADUATE COUNCILS
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MEETING DATES

The Academic Council meets at 3:00 p.m. on the scheduled Monday of each month during the academic year except holidays. The Graduate Council will meet at 3:00 p.m. on the third Monday of each month during the academic year except for holidays. The location of the meetings will be announced at the beginning of each academic year.

Graduate Council Calendar

Academic Council Calendar

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PROPOSAL DEADLINES

See the Academic Council Calendar and the Graduate Council Calendar for the dates proposals are due from colleges in advance of a specific council meeting.

A. COURSE PROPOSALS

The effective date of course proposals submitted to the Academic or Graduate Council shall occur before students have had a chance to register for the semester during which the course is to be offered.

Example:

1. Course proposals to be offered the following summer or fall semester should be approved by the Academic or Graduate Council by the end of February.

2. Courses scheduled for the spring semester should be approved by the Academic or Graduate Council by the end of September.

B. DEGREE PLAN/PLAN OF STUDY AND CERTIFICATE PROPOSALS

These proposals include Degree Plan/Plan of Study modifications, changes to admissions requirements, and course description modifications (including pre-requisites).

For changes to be reflected in the next year’s Undergraduate Bulletin, a proposal must be approved prior to or during the February meeting.

For changes to be reflected in the next year’s Graduate Bulletin, a proposal must be approved prior to or during the April meeting.

C. NEW DEGREE PROGRAMS, REORGANIZATIONS OF EXISTING PROGRAMS, & DEGREE PROGRAM NAME CHANGE PROPOSALS

The submission of proposals requiring IHL approval must adhere to the IHL calendar. Contact the Office of the Provost for more information.
DEFINITIONS

Course Inactivation: Course is removed from bulletin and SOAR but may be reinstated in the future.

Course Deletion: Course is removed from bulletin and SOAR and is never reinstated. The course number is never used again.

Program Suspension of Admission: Suspension of Admission is a temporary circumstance. Suspension of Admission includes temporary removing the offering at a teaching location or removing a mode of delivery. The Suspension of Admission to an emphasis area, certificate, or minor is an information-only item for the Councils.

Program Deletion or Inactivation: Deletion or Inactivation includes permanently removing an offering, removing the offering at a teaching location, or removing a mode of delivery. A program is first inactivated and then deleted when all enrolled students have completed the program. Program Inactivation requires a teach-out plan. Permanently removing a degree program requires IHL approval. SACSCOC notification or approval may be necessary (see USM Substantive Change policy [http://www.usm.edu/provost/usm-substantive-change-policy](http://www.usm.edu/provost/usm-substantive-change-policy)).

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<tr>
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<tr>
<td>Offering a program or courses at any location beyond those listed here: Hattiesburg, Gulf Park, Gulf Coast Research Laboratory, Keesler Air Force Base, Stennis Space Center. [SACSCOC notification or approval may be necessary]</td>
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DC/CC=department and college councils; REG=Registrar; AC/GC=Academic and/or Graduate Council; PROV=Provost; PRES=President; IHL=Institutions of Higher Learning

* The Professional Education Council must also approve proposals involving the university’s professional education unit.

** IHL notification required. All IHL proposals require submission of an IHL form.

*** IHL approval required. All IHL proposals require submission of an IHL form.
Modification of course descriptions that are limited to adding or deleting pre-requisite or co-requisite from within a college require approval at the college level only. They need not be approved by the Councils. College approval should be forwarded to the Councils in order to assure consistency and accuracy in the Bulletins and in SOAR.

Modification of course descriptions that include class standing, degree GPA, ACT score and other university level criteria will be reviewed by the Councils. Submitting departments should include proposed changes in the Course Description section of the “Modify a Course” form.

Modifications approved by the Councils will be forwarded to the Registrar for implementation. Colleges approving intra-college modifications should forward their paperwork to the Councils. The Chair of the Councils will announce these modifications in their Chair report. Council will forward paperwork to the Registrar. Modifications to course descriptions are implemented in each fall semester when they are published in the University Bulletin. Mid-year changes cannot be accommodated.

The Provost receives a report on all actions taken by the Academic and Graduate Councils. (See Faculty Handbook – See Section 2.11.5 and Section 2.11.6)

GENERAL SUGGESTIONS FOR PREPARING PROPOSALS

1. Proposals affecting the undergraduate curriculum are sent to the Academic Council. Graduate course proposals are sent to the Graduate Council.

2. Identify appropriate Checklist for Proposal (See Table of Contents).

3. Departments should take care to check all proposals carefully for completeness and accuracy because even a minor error can delay council action on a proposal. For assistance in preparing proposals to Academic Council, contact the AC chair, and for proposals to Graduate Council, contact the Graduate School at 601-266-4369.

4. Be sure to indicate (i.e., check either “yes” or “no”) whether an undergraduate proposal is part of the General Education Curriculum (GEC); the GEC includes writing intensive, speaking intensive, computer competency, and capstone courses. More information of GEC-related proposals is available below.

5. The Academic Council and/or Graduate Council must approve new degree, program, emphasis area, certificates, and prefix proposals. Supporting documentation must include a rationale, a degree plan/plan of study, an assessment plan, and a statement from the University Librarian related to library/personnel requirements. IHL Board approval is required for new degrees and new degree programs.

6. Proposals requiring approval by the IHL Board and/or SACSCOC will need more time to clear the system. (See IHL calendar and USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy). Once the proposal is approved by IHL, the department should work with the Office of the Provost to ensure all appropriate entities are notified of the implementation date.

   a. Addition or Deletion of a Certificate (notification only)
   b. Offering an Existing Degree Program by Distance Learning (notification only)
   c. Changing the CIP Code of an Existing Degree Plan/Plan of Study (notification only)
   d. Addition of a New Degree Program
   e. Modification to Existing Degree Program
   f. Modifications to Existing Academic Units
7. Transmittal of Proposals to the Councils

Department → College → Dean → [PEC] → Academic/Graduate Council → Provost → President → IHL

(See Who Approves What Chart)

The Professional Education Council (PEC) must approve all proposals related to teacher education courses and programs before Academic Council or Graduate Council review.

8. All proposals are to be submitted in hard copy and in electronic format to the appropriate Council Chair by the deadline. College deans must attach and sign one single memorandum summarizing and approving their college council’s action and are required to submit the signed proposal checklist for each proposal submitted verifying it meets the standards outlined in the Guidelines for Proposals. A template for the cover memorandum is available. A dean’s signature attests that the proposals have gone through the appropriate departmental and college approval processes and are completed correctly. When submitting electronic materials, please submit each proposal as a separate file saved using a title which corresponds to that proposal as it appears on the memorandum (e.g., Add PSY 123: Proposal Development). Whenever possible, electronic proposal documents should be organized by file folders (e.g., one folder for each proposal which includes the memo, course/program proposal forms, additional attachments, syllabi. The Academic and Graduate Councils strongly recommend that a spokesperson of the department be present at the council meeting when a department’s proposals are being considered.

INSTRUCTIONS FOR USING THE COURSE PROPOSAL FORMS

The new Course Proposal Forms have features extended to Adobe Reader. These features allow Adobe Professional or Adobe Reader to be used to edit and save these forms. To use with either program, simply open the file, complete all sections and click ‘save.’ All changes to the document will remain when it is re-opened. (Click here to download latest version of Adobe Reader.)

INSTRUCTIONS FOR EACH COURSE FORM FIELD

To: Choose either the Academic Council or the Graduate Council.

• For 400/500 level courses, use two separate forms, one for the undergraduate number (Academic Council) and another for the graduate (Graduate Council).

Through: Choose the name of the college curricular council or committee that approved the proposal.

From: Choose the appropriate unit type and specify the department from which the proposal originated.

Effective Date: The semester the proposal is to take effect.

• The summer semester is considered to be at the end of the academic year (e.g., “Summer 2010-2011” meets June through August 2011).

• Departments cannot modify, inactivate, or delete a course for an upcoming semester for which registration has already begun.

Semester Credit Hours: Semester credit hours are based on contact hours.

• One credit hour = 12.5 hours (750 minutes) in the classroom

• Three credit hour = 37.5 hours (2,250 minutes) of face-to-face contact with the student, which may include exam time.
Laboratory contact minutes are at least twice those of lecture courses per credit hour.
Activity Course contact minutes are at least twice those of lecture courses per credit hour.
A one-semester hour of lab is at least 25 hours in most departments.
In the rationale section, address how the credit hour weighting for the course meets the U.S. Department of Education definition of a Credit Hour. See USM Credit Hour Policy.
- Include both in-class time and out-of-class activities/ study time. Online courses and courses taught in non-traditional formats will need to provide sufficient explanation for how the course will meet the Credit Hour definitions provided.

**Course Prefix:** Council(s) must first approve any new prefix. A rationale must be included in the comments section of the form to explain the need for the new prefix.

**Grading Method:** Select the appropriate grading method.
- 1= grades A through F (the usual method)
- 2= pass/fail
- 3= grades A through F or pass/fail

Graduate courses use the +/- grading system. Please note the usual restrictions on pass/fail courses, especially for graduate credit. (See the Undergraduate Bulletin or Graduate Bulletin)

**CIP Code:** This code refers to the proper section and item of the Classification of Instructional Programs (CIP) manual, published by the National Center for Educational Statistics.

**Bulletin Description:** The description of the course must take up no more than 264 spaces and include all prerequisites or co-requisites.
- Pre-/co-requisites should be listed first
- Every course proposal should include the current Bulletin description, whether it is being modified or not.

**Abbreviated Title:**
- The course title must be limited strictly to 19 spaces.
- Do not use periods in the abbreviations.
- Since the abbreviated title is the only one given in the Class Schedule Guide and on transcripts, it must be understandable to students and the public. The Councils reserve the right to request understandable course abbreviations.
- If course title is to be modified, be sure to change the abbreviated title also.

**General Education Curriculum:** All forms contain a line asking if the proposal affects the GEC (pertinent to undergraduate courses only). See GEC section of the guidelines for more information.

**Consent required?** Indicate whether students need to obtain departmental or instructor permission to register for this course.

**May Students Enroll in More Than One Section within a Single Semester?** Some courses, like those numbered 492 or 692, may have different sections represent distinct courses. If students can potentially enroll in more than one section of the course in a given semester, indicate “Yes.”

**Recommended Section Size:** Please indicate preferred section size.

**Can This Course be repeated:** A repeatable course can be taken more than once for credit.
- A variable topic course is one example where a course can be taken repeatedly as topics vary.
- Enter a number to limit the number of times the course can be repeated or enter a “U” if the course can be taken unlimited times.
IHL Method/Mode of Instruction Code: Designate one or more codes that describe the method of instruction for the course from the Instruction Mode Code Definitions. Important: Selecting the most appropriate code affects how the course is presented to students in SOAR and the representation of course student credit hour weighting for reporting purposes.

- Example: A new lecture course that will be offered both on campus and as an online course needs to be coded both CF and CO.

Rationale: In this section, please include your justification to add, modify, inactivate, or delete a course based upon assessment results.

- The justification must include more than a statement such as, “We studied the data and made this decision.”
- Please include numbers, statistics, and/or detail when describing the assessment results justifying course inactivation, addition or modification.
- Include a teach-out plan if inactivating courses required in active degree plans. Assessment results can include but are not limited to information generated from the following sources:
  - Program-level Assessment Reports
  - GEC Assessment Reports
  - Interviews with students, staff, and faculty about meeting a particular need
  - Curriculum committee decisions based upon overall program assessment
  - Documented poor course/program performance
  - Alumni or employer surveys stating that another course or course modification would be beneficial for the program
  - Documented inquiries (e.g. email, phone, office visit) into whether a particular course or program exists in another department
- A discussion of how the proposed changes meet the need indicated by assessment results would help council members determine the rationale for the proposed change.
- Include other information as needed, such as the rationale for a student credit hour weighting.

NEW COURSE PROPOSALS

Proposals to add a course require additional documentation; a draft syllabus is required. If this course is to be required in any degree plan, plan of study, certificate, or minor, an accompanying Degree Plan/Plan of Study modification proposal is expected. The second page of the Add a Course form includes text fields for the following:

1. A brief statement of the course objectives.
2. The nature of the intended student audience (e.g. major-only course, elective course, required course). Please provide justification for course level and include any prerequisites and/or level of preparation required for the course.
3. Titles and publication dates of suggested texts or required reading materials.
4. A list of the major topics and assignments.
5. Methods of testing or evaluation, including the manner of grade determination (e.g., weights attached to specific graded components).
6. If the instructional format differs from the traditional meeting schedule, please include in the rationale a statement on how this course will meet the required contact minutes. (Non-traditional format includes
but is not limited to Mini Sessions, Executive Format, and Study Abroad). Provide a rationale for number of credit hours indicated on the course form based on U.S. Department of Education definition of a Credit Hour. Include both in-class time and out-of-class activities/study time. Online courses and courses taught in non-traditional formats will need to provide sufficient explanation for how the course will meet the Credit Hour definitions provided.

7. Graduate courses are to provide additional information related to research and literature. New course forms include the following question: If a graduate course, does this course provide an overview of the literature (yes/no; if no, then explain how the program meets SACS Comprehensive Standard 3.6.2) AND does this course include a research component (yes/no; if no, then explain how the program meets SACS Comprehensive Standard 3.6.2). Please see SACSCOC Comprehensive Standard 3.6.2 for reference.

8. The responses to the items above must include narrative information on the course (such information can be copied from the accompanying syllabus.)

Note: For Graduate Council consideration, a 500-level course for which a co-listed 400-level course is available, the proposal must also include a copy of the 400-level syllabus.

Note: Curriculum should reflect differences in rigor across degree programs within the same major.

If the instructional format is to be an online format, please complete the Online Course Approval Information form.

Proposals for new courses that require special facilities or additional faculty (or that have other special requirements, such as restricted enrollment, off-campus components, or special laboratory needs) must address each of these issues in enough detail to allow council members to make an informed decision.

Any course overlap must be justified, and evidence of cooperation between the departments, schools, or colleges in which the overlap occurs must be provided.

Academic Council New Course Intercollegiate Requirement

The Academic Council Intercollegiate Committee ensures that new courses being proposed do not duplicate existing courses, and that adequate communication occurs between colleges if any proposed changes in courses are made in one college that will affect another college (i.e., increasing enrollment and decreasing enrollment). To that end, the following are required for proposed course additions presented to AC if any duplicate or similar courses already exist:

- For any course change that affects another college, the chairs/directors and deans of the affected program must be notified of the proposal before the proposal is discussed in AC. A substantive, definitive response from the chairs/directors and/or deans of the programs to the AC chair and the chair of the Academic Council Intercollegiate Committee is required, stating whether the proposed change will have a significant negative effect. Chairs/directors and deans from the affected programs are encouraged to attend the AC meetings on the date the proposed course is being discussed if they have concerns about course duplication. Their presence will allow time and opportunity for discussion and planning before proposed courses are approved by the AC.

- The proposer of courses similar to an existing course shall provide:
  1. Clear and substantive reasons why the proposed course is needed
  2. A rationale differentiating the proposed course from existing similar courses
3. Response from the chairs/directors and deans (typically an email exchange)

**COURSE INACTIVATION OR DELETION PROPOSALS**

Proposals to delete or inactivate a course require the submission of a Course Deletion or Inactivation form. Note if this course is required in any degree plan, plan of study, certificate, or minor, an accompanying Degree Plan/Plan of Study modification proposal is expected. Adequate communication must occur between colleges if any proposed changes in courses are made in one college that will affect another college.

**COURSE MODIFICATION PROPOSALS**

Proposals to modify a course require the submission of a Course Modification form. If the modification affects any degree plan, plan of study, certificate, or minor, an accompanying Degree Plan/Plan of Study modification proposal is expected. Adequate communication must occur between colleges if any proposed changes in courses are made in one college that will affect another college.

1. COURSE DESCRIPTIONS

   Changes in course descriptions for existing courses in the Bulletin must be brought before the Academic Council and/or Graduate Council.

   Modification of course descriptions that include class standing, degree GPA, ACT score and other university level criteria will be reviewed by the Councils. Submitting departments should include proposed changes in the appropriate section of the Modify a Course form.

   Modification of course descriptions that are limited to adding or deleting pre-requisite or co-requisite from within a college require approval at the college level only. They need not be approved by the Councils. College approval should be forwarded to the Councils in order to assure consistency and accuracy in the Bulletins and in SOAR.

   Modifications approved by the Councils will be forwarded to the Registrar for implementation. Colleges approving intra-college modifications should forward their paperwork to the Councils. The Chair of the Councils will announce these modifications in their Chair report. The Council will forward paperwork to the Registrar. Modifications to course descriptions are implemented in each fall semester when they are published in the University Bulletin. Mid-year changes cannot be accommodated.

2. COURSE NUMBER CHANGES

   Before submitting a course number change proposal, programs should first contact the Registrar’s Office to receive a list of available course numbers. Inactive courses are not listed in the bulletin, but the numbers are not available for new courses.

3. COURSE PREFIX CHANGES

   When changing a course prefix, a memorandum must be attached to explain the need for the new prefix. The appropriate council must first approve new prefixes. If prefix changes are occurring on a large scale (i.e., departmental name change), attach a list of all courses.

4. METHOD/MODE OF INSTRUCTION MODIFICATION

   Use the Modify a Course form to modify or add a Method/Mode of Instruction Code (MIC) for a course. Note: Online delivery of existing courses must be approved by the Councils. To request the option that an
established course have online sections, a department must indicate the appropriate MIC code and use the Online Course Information Approval form.

5. CREDIT HOUR CHANGES
When changing the credit hour weight for a course, provide a rationale for the change based on U.S. Department of Education definition of a Credit Hour. Include both in-class time and out-of-class activities/study time. Online courses and courses taught in non-traditional formats will need to provide sufficient explanation for how the course will meet the Credit Hour definitions provided.

6. ADDITIONAL COURSE MODIFICATIONS
Additional Course Modifications include changes to CIP Code, Course Title, and Grading Method.
All requests for changes in the General Education Curriculum (GEC), including computer competency, writing intensive, speaking intensive, and capstone, should be addressed to the membership of the Academic Council after the college curriculum committee, the dean, and if necessary, the PEC, approve the proposals. The council chair will refer these items to the General Education Committee for review before their presentation to the full Council.

Departments should review both the rationale and the structure of the GEC (GEC narrative and GEC Handbook) before submitting a GEC course proposal.

**GEC 01-05 GUIDELINES**

The General Education Curriculum (GEC) of The University of Southern Mississippi is the result of a major revision that came after an intensive three-year study by the faculty. The General Education Curriculum was adopted in spring 2002 and went into effect fall 2003. The curriculum is designed to equip graduates with a broad range of knowledge and skills. Thus, while the degree program provides students depth in a given discipline, the general education curriculum should provide students with breadth among many disciplines. Another important component of the courses that comprise GEC 01-05 is that of a common experience. All students take ENG 101 and 102 (the first-year composition sequence), ENG 203 (World Literature), and HIS 101 or 102 (World Civilization) and choose from a focused list of options in science and mathematics, humanities, aesthetics, and social and behavioral sciences. In addition, courses in GEC 01-05 do not narrowly focus on skills, techniques, or procedures specific to a particular occupation or profession. In submitting a proposal for a course within GEC 01-05, proposers should be mindful of this philosophy.

In addition to philosophical considerations, assessment data supporting the need for the course (e.g., student learning outcome data, survey data, findings from the Periodic Assessment Review of the GEC Category) should be included in the proposal. The proposer should contact the Chair of the General Education Curriculum Assessment Committee to review the most recent Periodic Assessment Review of the category.

The GEC committee accepts submission for new courses into GEC 01-05 on a rotating schedule. New course proposals are accepted in the fall semester following completion of the periodic assessment review of the category.

**GEC SCHEDULE OF ACCEPTANCE OF PROPOSALS**

<table>
<thead>
<tr>
<th>GEC Category</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>Fall 2016</th>
<th>Fall 2017</th>
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</thead>
<tbody>
<tr>
<td>GEC 01 – Written Communication</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>GEC 02 - Natural Science and Mathematics</td>
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</tr>
<tr>
<td>GEC 03 - Humanities</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>GEC 04 - Aesthetic Values</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GEC 05 - Social and Behavioral Sciences</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

All proposals to add a course to GEC 01-05 should include a memo which states:

a. The proposed GEC 01-05 Category

b. A brief rationale for including this course in the GEC category
c. Assessment data supporting the need for the course (e.g., student learning outcome data, survey data, findings from the Periodic Assessment Review of the GEC Category)

d. The GEC student learning outcomes addressed in the course and a plan for assessing those outcomes

e. A sample syllabus to include:

   i. The content and objectives of the course

   ii. A few examples of course requirements, teaching approaches (methods), and learning activities that relate to the appropriate general education student learning outcomes

   iii. The extent and nature of the reading, speaking, and/or writing requirements for this course. (Note specific GEC requirements for each category in GEC Narrative.)

   iv. The type of tests and other devices (e.g., homework, themes, papers, notebooks, recitation) that will be used to evaluate students in this course. Include weights attached to specific graded components for the purpose of student edification

f. The equivalent Mississippi Junior College/Community College course for articulation agreements

New Courses

A department wishing to submit a new course for the GEC must complete the New Course Proposal Form and submit a memorandum and supporting documentation that addresses a-f above.

Existing Courses

A department wishing to add a course already in existence to the GEC should submit a memorandum and supporting documentation that addresses a-f above.

GEC 06-09 GUIDELINES

The University of Southern Mississippi employs a vertical, integrated general education model, in that the general education curriculum extends into upper-division courses and into a student’s degree program. Specifically, students complete courses designated by their degree programs in the areas of computer competency (GEC 06), writing-intensive (GEC 07), speaking-intensive (GEC 08), and capstone (GEC 09). Proposers should include findings from the last periodic assessment review and/or the last annual review of the category in their proposal.

The GEC committee annually accepts new course submission into GEC 06-09. (See Proposal Deadlines.)

All proposals to add a course to GEC 06-09 should include a memo which states:

   a. The proposed GEC 06-09 category

   b. A brief rationale for including this course in the GEC category

   c. Assessment data supporting the need for the course (e.g., student learning outcome data, survey data, findings from the Annual or Periodic Assessment Review of the GEC Category)

   d. The GEC student learning outcomes addressed in the course and a plan for assessing those outcomes
e. A sample syllabus to include:

i. The content and objectives of the course

ii. A few examples of course requirements, teaching approaches (methods), and learning activities that relate to the appropriate general education student learning outcomes

iii. The extent and nature of the reading, speaking, and/or writing requirements for this course. (Note specific GEC requirements for each category in GEC Narrative.)

iv. The type of tests and other devices (e.g., homework, themes, papers, notebooks, recitation) that will be used to evaluate students in this course. Include weights attached to specific graded components for the purpose of student edification

f. The equivalent Mississippi Junior College/Community College course for articulation agreements

g. If this course is to replace an existing GEC 06-09 course, the teach-out plan for students following previous and current bulletins

New Courses

A department wishing to submit a new course for GEC 06-09 should complete the Add a Course form and submit a memorandum and supporting documentation that addresses a-g above.

Existing Courses

A department wishing to add to GEC 06-09 a course already in existence should submit a memorandum and supporting documentation that addresses a-g above.

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PROPOSALS FOR DEGREE PROGRAMS, EMPHASIS AREAS, CERTIFICATES, AND MINORS

The addition, deletion, suspension, and modification of degree programs, emphasis areas, certificates, and minors should be handled through a memorandum and supporting documentation to the members of the proper council(s), explaining in as much detail as necessary the reasons for, and nature of the action. Any addition, deletion, suspension, or modification of a Teacher Education Program must be approved by the Professional Educational Council (PEC) prior to submission to Academic Council or Graduate Council. SACSCOC notification may be required (see USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy).

New Degree Programs

The approval process for developing new programs requires three steps:

1. Contact the Office of the Provost for the “IHL Intent to Offer a New Degree Program Form.”
2. After receiving Provost and IHL approval to offer a new degree program, then supporting documentation listed below should be submitted to Academic or Graduate Council, and Professional Education Council, if required.
3. After receiving Council approvals, the proposal is sent to the Provost and President to be submitted to IHL for final approval.

Supporting documentation for new degree programs must include:

1. A copy of the IHL New Degree Program Proposal form. (Note the emphasis name should not be included as part of the program name on any IHL form.)
2. The official name of the program. Please note the naming convention: Program (Emphasis) Degree
3. The effective date (e.g., “Fall Semester 20xx-20xx”). (See Proposal Deadlines)
4. The program assessment plan, including proposed student learning outcomes and assessment measures (contact ie@usm.edu). The assessment plan should demonstrate differences in rigor across degree programs within the same major.
5. A data-informed rationale for the new degree program to include an evaluation of the program demand
6. Graduate programs should describe (1) how the literature of the discipline will be incorporated into the curriculum requirements and (2) how the students will be engaged in ongoing research or appropriate professional practice and training experiences.
7. The Degree Plan/Plan of Study (Please use the Degree Plan Template for undergraduate courses and the Plan of Study Template for graduate courses.)
8. A copy of the IR Programs, Emphasis Areas, Minors, or Certificates Processing Form
9. A statement from the University Librarian regarding the impact such a program would have on library acquisitions.
10. A statement related to personnel and resource requirements, including faculty lines and graduate assistantships
11. The teaching site(s) where the program will be offered. The addition of any new teaching site beyond those listed here must receive prior approval of the Office of the Provost before any courses are offered. Hattiesburg, Gulf Park, Gulf Coast Research Laboratory, Gulf Coast Student Service Center, Keesler Air Force Base, Stennis Space Center. SACSCOC notification may be required (see USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy).
12. If the new degree program includes online delivery of 50% or more of the courses, submit the Online Program Proposal form. Fifty percent of a program is defined as the availability of 50% or more of the program-specific/major requirements in an online format, including those required courses that are only offered online by other departments. (See Eagle Learning Online Policies and Procedures)
13. If the new degree program includes online delivery of 50% or more of the courses, the IHL form Declaration of Intent to Offer an Existing Degree Program by Distance Learning must also accompany the proposal.

New Emphasis Areas, Certificates, or Minors

New emphasis areas, certificates, or minors do not require IHL approval, but do require approval of the Councils. Supporting documentation includes:

1. The official name of the program with no abbreviations. Please note the naming convention: Program (Emphasis) Degree
2. The effective date (e.g., “Fall Semester 2014-2015”). (See Proposal Deadlines)
3. The emphasis area or certificate assessment plan including proposed student learning outcomes and assessment measures. The assessment plan should demonstrate differences in rigor across degree programs within the same major. If the proposed minor is a stand-alone minor, meaning there is no “parent” degree program, an assessment plan is required. (Contact je@usm.edu)
4. A data-informed rationale for the new program to include an evaluation of the program demand
5. Graduate programs should describe (1) how the literature of the discipline will be incorporated into the curriculum requirements and (2) how the students will be engaged in ongoing research or appropriate professional practice and training experiences.
6. The Degree Plan/Plan of Study (See links to Degree Plan Template for undergraduate plans; the Plan of Study Template for Graduate plans; the Certificate Template; and the Minor Template)
7. A statement from the University Librarian regarding the impact such a program would have on library acquisitions.
8. The teaching site(s) where the program will be offered. The addition of any new teaching site beyond those listed here must receive prior approval of the Office of the Provost. Hattiesburg, Gulf Park, Gulf Coast Research Laboratory, Gulf Coast Student Service Center, Keesler Air Force Base, Stennis Space Center. SACSCOC notification may be required (see USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy).
9. A statement related to personnel and resource requirements, including faculty lines and graduate assistantships

Suspending Admission, Inactivating or Deleting Degree Programs, Emphasis Areas, Certificates, or Minors

Suspension of admission to a program includes temporarily removing the offering at a teaching location or removing a mode of delivery. Suspension of Admission does not require Council approval, but should be submitted for inclusion on the council minutes following approval at the college level.

Deletion or Inactivation includes permanently removing an offering; removing the offering at a teaching location; or removing a mode of delivery. Permanently removing an offering requires IHL approval. SACSCOC notification may be necessary (see USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy).

Supporting documentation should include:

1. The official program name. (See IR Active Program Inventory)
2. The teaching site(s) where the program is currently offered.
3. For suspending admission, the date admission to the emphasis area will be suspended and an estimate of the date admission will resume.

4. For inactivating or deleting a degree program, a copy of the materials to be submitted to IHL. (Link to IHL Delete/Suspend Program form. The departments should also contact the Office of the Provost.)

5. A rationale including use of assessment results.

6. A teach-out plan to include the time-frame, the process for notifying students and faculty, for providing courses to allow current students to complete their degrees, and advising students as to their options.

7. Programs, Emphasis Areas, Minors or Certificates Processing Form (Contact ir@usm.edu)

Modification of Degree Programs, Emphasis Areas, Certificates, or Minors

RELOCATION/EXPANSION OF AN EXISTING PROGRAM

Examples of relocating or expanding an existing program include expanding a program to include both campuses; moving a Gulf Coast-only program to the Hattiesburg campus or a Hattiesburg-only program to the Gulf Park campus; and expanding a Gulf Park-only program to the Keesler Air Force Base teaching site.

Important Note: The addition of any new teaching site beyond those listed here must receive prior approval of the Office of the Provost before any courses are offered: Hattiesburg, Gulf Park, Gulf Coast Research Laboratory, Gulf Coast Student Service Center, Keesler Air Force Base, Stennis Space Center. SACSCOC notification may be required (see USM Substantive Change policy http://www.usm.edu/provost/usm-substantive-change-policy).

Supporting documentation for relocating/expanding an existing program includes:

1. the Programs, Emphasis Areas, Minors or Certificates Processing Form (Contact ir@usm.edu)
2. A data-informed rationale for the new program to include an evaluation of the program demand and current assessment results
3. A statement related to personnel and resource requirements, including faculty lines and graduate assistantships
4. A discussion on proposed timing, frequency, and mode of curriculum offerings at the new site

OFFERING AN EXISTING PROGRAM BY DISTANCE LEARNING

If the modification of an existing program includes moving at least 50% of the program online, the Online Program Proposal form is submitted. Fifty percent of a program is defined as the availability of 50% or more of the program-specific/major requirements in an online format, including those required courses that are only offered online by other departments. (See Eagle Learning Online Policies and Procedures)

In addition to the forms required for the Academic and/or Graduate Councils, the IHL form Declaration of Intent to Offer a Degree Program by Distance Learning must also be prepared and accompany the proposal.

PROGRAM REQUIREMENTS AND PROGRESSION POLICY MODIFICATIONS

Modification of program requirements (including admission requirements) and progression policy require Council approval. These types of policies are typically found in the department’s narrative section of the bulletin.

RENAMEING OR CONSOLIDATING

Proposals to rename or consolidate degree programs require Council and IHL approval. Proposals to rename or consolidate emphasis areas, certificates, or minors require Council approval.
DEGREE PLAN/PLAN OF STUDY MODIFICATIONS

The Academic Council and/or Graduate Council must approve modifications to any Degree Plans/Plans of Study.

1. Supporting documentation must include:
   a. A memo which states a rationale for the changes
   b. The revised Degree Plan/Plan of Study (current Degree Plan/Plan of Study presented with red font markup edits clearly illustrating the proposed changes); include a confirmation of the total number of hours and indicate any changes in total degree hour requirements.
      i. Undergraduate Degree Plans are found in the current online Undergraduate Bulletin on the Registrar’s website. Click the “Print Friendly Page” icon at the top of the degree plan.
      ii. Graduate Plans of Study are found on the Graduate School website.
   c. Corresponding edits to the Undergraduate Semester Guide found in the Undergraduate Bulletin and the program’s Articulation Plan found on the IE Info Center
   d. Effective date (Undergraduate Degree Plan changes occur once a year to coincide with bulletin publication; normally, Graduate Plan of Study changes occur once a year to coincide with bulletin publication.) For changes to be reflected in the next year’s Undergraduate Bulletin, a proposal must be approved prior to or during the February meeting. For changes to be reflected in the next year’s Graduate Bulletin, a proposal must be approved prior to or during the April meeting.

2. Adequate communication must occur between colleges if any proposed changes in courses are made in one college that will affect another college (i.e., increasing/ decreasing enrollment). For any Degree Plan/Plan of Study change that affects another department or college:
   a. The chairs/directors and deans of the affected program must be notified of the proposal (submit email or other correspondence)
   b. A substantive, definitive response from the chairs/directors and/or deans of the program is required as supporting documentation, stating whether the proposed change will have a significant negative effect (submit email or other correspondence).

Chairs/directors and deans from the affected programs are encouraged to attend the AC meetings on the date the proposal is being discussed.
PROPOSALS FOR OFFERING A PROGRAM OR COURSES AT ANY LOCATION BEYOND THOSE LISTED HERE: HATTIESBURG, GULF PARK, GULF COAST RESEARCH LABORATORY, KEESSLER AIR FORCE BASE, STENNIS SPACE CENTER.

SACSCOC defines a substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” The most common Substantive Changes at USM include:

- Initiating an off-campus (additional) site (site-based/classroom group instruction)
- Moving an approved off-campus instructional site within the same geographic area to serve essentially the same pool of students.

Link to USM Substantive Change Policy

(Checklist to be developed)
ESTABLISHING A COLLABORATIVE, DUAL, JOINT, OR ARTICULATION AGREEMENT/PARTNERSHIP WITH AN OUTSIDE INSTITUTION

The national priority to sharply increase the percentage of Americans holding undergraduate degrees has resulted in a number of creative educational pathways to facilitate accomplishment of that goal. Examples of educational pathways include two-plus-two arrangements, dual admissions, consortia arrangements, degree completion arrangements, state-wide articulation arrangements, credit for work experience arrangements, diploma and certificate credits being converted into degree credits, and the like. Additionally, various “applied” undergraduate degrees are proliferating to meet the needs of career-minded students wishing to enter the work force directly after graduation. These educational pathways must be reviewed and approved by council to ensure quality and integrity and compliance with SACSCOC policy.

Link to SACSCOC Policy: THE QUALITY AND INTEGRITY OF UNDERGRADUATE DEGREES

   (Checklist to be developed)
PROPOSALS FOR ACADEMIC UNITS

Modifications to units include renaming, reorganizing, deleting, and adding new degree-granting units. Council and IHL approval is required for renaming, reorganizing, and deleting degree-granting units. Proposals to add a new unit are presented to Councils for information and response; Provost, President and IHL approval are necessary. The addition, deletion, renaming, or consolidation of academic units should be handled through a memorandum and supporting documentation to the members of the proper council(s), explaining in as much detail as necessary the reasons for, and nature of the action.

Academic Unit proposals should include:

a. The official unit name

b. A rationale to include use of assessment results and, if applicable, discussion between colleges and campuses/teaching sites

c. The effective date (See Proposal Deadlines)

d. The appropriate IHL form:
   - New Academic Unit Proposal
   - Modifications to Existing Academic Unit Proposal (Renaming)
   - Modifications to Existing Academic Unit Proposal (Reorganization)
   - Modifications to Existing Academic Unit Proposal (Deletion)

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Advertising, Student Recruitment, and Representation of Accredited Status - All publications should represent the official degree names and approved offerings of the university. Official degree names and offerings are posted in the Active Program Inventory found on the Institutional Research webpage. Accredited programs must accurately portray their accreditation status. Programs are not accredited by SACSCOC.

Homemade Degree Plans and Articulation Agreements – department web sites should link to the official degree plan and semester guide in the bulletin and the official articulation plan. Homemade degree plans and articulation plans are not to be posted. Note the verbiage “2+2” is outdated and should not be used.

Major Revisions to Degree Plans – departments planning major revisions to degree plans should first contact the Council Chairs and Institutional Effectiveness if an undergraduate degree and the Dean of Graduate School if a graduate degree. Proposals for major revisions to undergraduate degrees should be submitted in the fall semester to allow for sufficient time for council evaluation.
COURSE MODIFICATION CHECKLIST: METHOD/MODE OF INSTRUCTION

1. ☐ Review Guidelines for Proposals

2. ☐ Complete the Modify a Course form to modify or add a Method/Mode of Instruction Code (MIC) for a course

3. To request the option that an established course have online sections, a department must:
   a. ☐ Indicate the appropriate Method of Instruction Code
   b. ☐ Fill out the Online Course Information Approval form
   c. ☐ Give the number of program credit hours (for undergraduate programs, give the number of Major Area of Study (DEG 01) hours). Enter total credit hours here: __________
   d. ☐ Give the number of program credit hours that can be completed by Distance Education (for undergraduate programs, give the number of Major Area of Study (DEG 01) hours). Enter the current number of hours on the degree plan that have been approved for online + the proposed number here: __________
   e. ☐ Give the number of program credit hours that require a campus visit (for undergraduate programs, give the Major Area of Study (DEG 01) hours that require a campus visit). Enter total credit hours here: __________

4. If this proposal affects another department, the proposer should:
   a. ☐ Contact the chairs/directors and deans of the affected program
   b. ☐ Attach all correspondence, to and from affected departments, to show collaboration between departments

5. ☐ Check proposal carefully for completeness and accuracy

6. ☐ Ensure that a knowledgeable representative from the department is in attendance at the Council meeting when the proposal is presented

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Aiming High: Highlights and Updates from the Graduate School at Southern Miss

Dean’s Report (October 2015)

Student Spotlight

Laura Whitmore, second year master’s student in the Department of Marine Science from Palmer, Alaska, reached the North Pole on the U.S. Coast Guard Cutter Healy early in September. According to her advisor Dr. Alan Shiller, this is “only the fourth time a U.S. surface ship has reached the pole, and the first time it’s been done by a single U.S. ship.” Laura’s research project is a part of a National Science Foundation-funded research cruise. She is measuring dissolved methane, an important greenhouse gas, in the Bering Sea and Arctic Ocean during the 65-day cruise. For more information see http://www.usm.edu/news/article/southern-miss-student-conducting-research-part-north-pole-expedition.

Kelley Winship won the Best Student Poster Award at the 2015 Conference on Comparative Psychology for a poster entitled “Bottlenose Dolphin (Tursiops truncatus) Vocalizations during a Cooperative Task”. The meeting was held in Melbourne, Florida in April. Coauthors on the poster were Brittany Jones, Audra Ames, Holli Eskelinen, and Dr. Stan Kuczaj. Kelley, a doctoral student in the Brain and Behavior program in the Department of Psychology, is advised by Dr. Kuczaj. Kelley is from Tampa, Florida.
Bragging Points from Graduate Programs

- Students in the Counseling Psychology Master’s program recorded at 100% pass rate on the national licensure exam.

- Dr. Mike Madson, Associate Professor in the Department of Psychology, was awarded a grant from the Substance Abuse Mental Health Services Administration (SAMHSA) for a project called “SBIRT Training for Medical Students and Residents in Mississippi”. The project will train medical students and residents for screening, intervention, and referral for patients with substance abuse problems. Dr. Madson will collaborate with colleagues at the University of Mississippi Medical Center to conduct this study.

- Four doctoral students in the Communication Studies program were selected to present their work at the National Communication Association convention in Las Vegas, Nevada in November. This meeting is a key event for scholars in the field of communication, and they were selected in a competitive process. The students include Kevin Bryant, Piyawan Charoensap-Kelly, Seth Findley, and Vernon Humphrey. They will present on topics including Google discourse, debate mentoring, and combating human trafficking.

- In April, graduate students in the Department of Theatre participated in the Kennedy Center American College Theatre Festival, along with about 20,000 other college students, including both graduate and undergraduate students. USM students’ outcomes were truly impressive:
  - Corey Bradberry placed 1st in Directing and will advance to become a national fellow at the Kennedy Center in Washington D.C.
  - Beca Lake earned 1st in Allied Arts and will advance to the national competition at the Kennedy Center in Washington D.C. She also earned an all-expenses paid trip to the U.S. Institute of Theatre Technology (USIT) conference in Cincinnati to compete in a separate event.

In addition, Beca Lake and Mateo Morris earned scholarships to the Stagecraft Institute of Las Vegas for training on top end entertainment technology this summer.

- Mark Helgeson, a student in the MBA program with Sport Security Management Emphasis, was named the transition manager for the sport security division of Whelan Security. Whelan Security, an international company, contracts security and training for such companies as the Minnesota Vikings, the University of Iowa, and the Alamodome.

- Dr. Lilian Hill, Professor and Departmental Co-Chair, and Eric Platt, Assistant Professor, both in the Department of Educational Studies and Research, were awarded the Imogene Okes Award for Outstanding Research in Adult Education by the American Association for Adult and Continuing Education. The award was presented for their outstanding publication: Platt, R.E. & Hill, L.H. (2014) Storyville education: Spatial practices and the learned sex trade in the city that care forgot. Adult Education Quarterly, 64(4): 285-305.
Dr. Betsy Sullivan, 2011 doctoral graduate in Science Education from USM, was selected as Mississippi’s recipient of the 2015 Presidential Award for Excellence in Science Teaching. Dr. Sullivan teaches biology and chemistry at Madison Central High School and is adjunct professor at Hinds Community College.

USM alum Betsy Sullivan, Ph.D. (right) is featured with Jenny McCrory Simmons, Mississippi’s recipient of the Mathematics Award.

Professional Development Upcoming Events

- **“Hair-On-Fire!” Presentation Skills: How to Speak Confidently and Compellingly Anywhere, Anytime.** Mandi Stanley, Certified Speaking Professional, will lead a workshop designed to help students and faculty develop the skills to communicate with any audience. This event is open to all students, faculty, and staff.
  
  Date and Time: Friday, October 9 from 1:00 – 5:00 PM
  Location: Thad Cochran Center Ballrooms I and II.
  Co-sponsors: Southern Miss Fund, the Graduate School, the Learning Enhancement Center, and the Vice President for External Affairs.

- **Effective Graduate Student Mentorship Part I.**
  Join us for a Lunch n Learn featuring a panel discussion with Dr. Douglas Masterson, 2015 Graduate Student Mentor of the Year, Associate Professor of Organic & Bioorganic Chemistry, Associate Dean for Undergraduate Affairs in the College of Science & Technology; and Dr. Marie Danforth, Professor of Anthropology and Chair of the Center for Undergraduate Research steering committee.
  
  Date and Time: Friday, October 30 from noon to 1:00 PM
  Location: Hall of Honors Room, Union Complex
  Seating is limited and registration is required through the Learning Enhancement Center [https://lec.usm.edu/events/](https://lec.usm.edu/events/). Co-sponsors: Southern Miss Fund, the Graduate School, and the Learning Enhancement Center.
• Three Minute Thesis

The 2nd Annual Three Minute Thesis® (3MT) competition is scheduled for November 4-6 beginning at 2:00 pm each day in the Trent Lott Center first floor (A-D). 3MT requires students to articulate the importance of their research to a general audience in three minutes or less using only a single, static, PowerPoint slide as a visual aid. Preliminary competitions on November 4 and 5 will feature presentations by master’s/specialist and doctoral students in the following four categories: 1) Arts and Humanities; 2) Life, Health, and Environmental Sciences; 3) Physical Sciences and Mathematics; 4) Social and Educational Sciences and Business. Master’s/specialist and doctoral winners from each category will be awarded a $250 prize, and the eight finalists will compete in the finals competition on Friday, November 6. The following awards will be presented:

- Grand Champion $1000
- Runner Up $750
- People’s Choice $500

The Grand Champion will compete in the regional competition at the Conference of Southern Graduate Schools Annual Meeting in Charlotte, NC in mid-February with all expenses paid. Information about the competition and how to participate can be found on the Graduate School website at http://www.usm.edu/graduate-school/three-minute-thesis-2015-competition.

• Plagiarism Workshop

Graduate students are encouraged to attend the workshop Plagiarism: What Graduate Students Need to Know, led by Dr. Sam Bruton from the Office of Research Integrity.

Date and Time: Wednesday, November 11 from 12:00 to 1:00 PM
Location: Cook Library 123
Lunch will be provided to registered attendees.
Students can register by accessing the following link: http://www.usm.edu/research/november-11-2015

Recruiting

• Graduate Recruitment Advisory Board (GRAB)

A new advisory board has been formed to assist the Graduate School in developing a plan for strategic recruiting that will foster effective and efficient use of resources to recruit the best and brightest students. Members include: Dr. Tom Hutchinson, Assistant Director of Academic Technology, Learning Enhancement Center; General Jeff Hammond, Director of Veteran and Military Student Services; Dr. Marie Danforth, Professor of Anthropology; Petra Marlin, Director of International Recruitment and Admissions; Dr. Shea Houze, Director of New Student Recruitment and Retention Programs; Carolyn Cawthon, Director of Operations and Recruitment, Graduate School; and Sharon Pool, Degree Auditor, Graduate School.
• Campus visit
The Graduate School will host prospective students from Rust College for an on-campus visit on November 3. Students will be treated to an informational breakfast and lunch to meet with Graduate School admissions and auditing staff. Throughout the day they will tour departments and the campus and visit with Graduate Coordinators in the students’ department of interest.

• Off-campus recruiting
During the month of September, Graduate School recruiters logged 4322 miles on the road attending recruiting events in Mississippi, Louisiana, and Florida. Table 1 shows the eleven universities visited and the number of students expressing interest in graduate programs at USM. Prospect data was loaded into AdmissionPros and is accessible to departments through the prospect tab (email Tracy Barnhill tracy.barnhill@usm.edu for assistance). Departments are encouraged to contact these students to nurture their interest in USM. To determine the return on investment of Graduate School funds to attend these events, these prospects will be tracked over the next year to determine the number who apply and the undergraduate institutions attended. The Graduate School will continue to recruit through October and November (13 additional events) at events in Mississippi, Louisiana, Florida, and Alabama.

Table 1. Institutions hosting recruiting events and number of students interested in USM

<table>
<thead>
<tr>
<th>Institution</th>
<th>State</th>
<th># of Prospects</th>
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</thead>
<tbody>
<tr>
<td>Alcorn State University</td>
<td>MS</td>
<td>107</td>
</tr>
<tr>
<td>Florida A&amp;M</td>
<td>FL</td>
<td>24</td>
</tr>
<tr>
<td>Grambling</td>
<td>LA</td>
<td>11</td>
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