

APGC Meeting Minutes
Tuesday, February 14, 2017
1:00-2:00
Wardlaw 274-O

Committee Members present: Christian Anderson, Cathy Brant, Christine Christie, Adam Pennell, David Stodden, Mary Styslinger, Kim Teasley, and Rob Dedmon (Ex-Officio).

The committee reviewed a new course proposal for EDRM 889 (Christine DiStefano). Christian moved, and Mary seconded that the proposal go forward. The committee approved with a couple of minor suggestions, such as “additional readings will be posted...” and explain why the course is needed in the program. In addition, the course description in the proposal and syllabus should match.

The committee reviewed a change to an existing program, the Ph.D. in Ed Administration, (Susan Bon). After discussion and minor edits, David motioned to approve the change, Christian seconded the motion, and the committee approved it.

Next, the committee continued the discussion of the three-column comparison of 2003 COE Policies and Procedures, 2013 COE Policies and Procedures, and the Graduate School Bulletin Policies and Procedures. The Committee discussed faculty feedback regarding questions 1-5 (below). Chris reported on the SPED faculty feedback. Christian relayed his faculty’s feedback. Mary reported ITE feedback. We discussed the need for separate COE policies. Mary reported that after reviewing these documents, there are many areas that the Graduate School has no policies.

Standardized Test Scores Questions:

- 1) COE requires scores from approved examination for entrance into a degree program (GRE or Millers); this is not specified by grad school; this requirement often leads program areas to seek alternative evidence;
- 2) also refers to submission of test scores

- Committee Recommendations: Question one regarding standardized test scores for admissions: should this be a programmatic decision? If COE deletes requirement, programs can still require individually. Programs will discuss this requirement with individual programs, suggestion to make the language in the 2013/2003 document match the Graduate Academic Bulletin of “standardized test scores, letters of recommendation, and other materials specified by the individual academic program may also be required.” Suggestion to add language to “refer back to specific departmental and program documents for requirements of admission”
- Programs should review their bulletin entry to ensure that their entrance requirements are clearly stipulated

After discussion and feedback from respective programs, the APGC suggests the COE follow the Graduate School language, and let programs decide if they want to stipulate an exam.

Committee Questions:

3) The graduate school does not specify readers for a master's thesis

- The language in the 2003/2013 document does not specify the number of readers for a master's thesis; some programs have the option of a master's thesis. The document specifies that there should be "an advisor and one or more readers will be appointed."

After discussion and feedback from respective programs, the APGC supports the COE policy.

4a) The graduate school does not specify that chair of doctoral committee be a member of the graduate, tenure-track faculty; graduate policy states that non-- tenured track USC faculty who hold a PhD or other terminal degree may be appointed to associate membership in the graduate faculty and may direct theses and dissertations.

After discussion and feedback from respective programs, APGC suggests we follow the Graduate School language.

4b) Graduate school does not specify that the chair of a dissertation committee have served on at least one doctoral committee before being eligible to serve as chair.

After discussion and feedback from respective programs, APGC suggests we follow the Graduate School language.

5) COE stipulates retired faculty may chair a doctoral committee for a maximum of two years following retirement; Grad policy (my p. 10-backside) states that emeritus faculty who continue to serve as chair must have endorsements of academic program faculty, chair of the department, graduate director and academic Dean. A petition must be presented to the dean of graduate studies for approval.

After discussion and feedback from respective programs, APGC suggests we follow the Graduate School language and strike the COE language.

Mary gave the Committee new questions (below) to consider for next meetings with three alternatives: 1) Keep current COE policy. 2) Go with the Grad School policy. 3) Change the COE policy. The APGC will meet at 1:00 Thursday Feb. 23rd to go over the items before presenting them to our faculty. She also outlined a proposed timeline for the documents review as follows:

APGC will gather feedback from respective departments during Feb-March meetings; this feedback pertains to larger questions of policy. During these months, Mary works with Rob to make updates and edits to the 2003 COE document, taking into consideration the edits and updates suggested by the 2013 COE document not vetted, and will use TrackChanges to make edits. We hope to have a complete document by April to present at the COE faculty meeting.

The meeting was adjourned.

New Questions to Consider:

Certification programs

6) COE policy stipulates the number of hours required to complete a certification program is 18

or more semester hours; grad school policy is 12 hours

7) COE policy stipulates nine hours of grades below “B” disqualify a student for a graduate certificate; the grad school has no policy regarding grades (Grad school policy is 3.0 GPA).

8) COE stipulates a program of study be submitted during first semester of full admission to the program; the grad school sets no time limit

Master of education degree

9) COE policy stipulates 12 hours of grades below B will disqualify a student for a graduate degree; grad school policy does not mention grades at all

10) COE policy stipulates that a program of study must be planned and submitted for approval during the first semester of full admission to the program; grad school policy stipulates a program of study must be filed within the first 12 months of coursework

11) COE policy stipulates no more than nine hours may be used from a previous masters degree program. Transfer credits must be approved by the students' program, the graduate director of the college of education, and the dean of the graduate school; grad school policy stipulates no more than 12 semester hours of graduate credit may be transferred into a Masters program that requires 30–36 hours; no more than 15 semester hours a graduate credit may be transferred into a Masters program that requires 37-45 hours; and no more than 18 semester hours of graduate credit may be transferred into a Masters program that requires 46 or more semester hours.

Master of science in physical education

COE 2003 policy stipulates an approved program of study with a minimum of 33 hours for those who complete a thesis and 36 hours for those who complete a project. Required courses include PEDU 770 and EDRM 710. Students must complete a minimum of 18 hours in physical education; 2013 policy stipulates an approved program of study with a minimum of 36 hours. Selection of courses is determined by the program of study committee. Which is correct?

12) COE policy stipulates 12 hours of grades below B will disqualify a student for a Masters of science in PE and Ed specialist degree program; the grad school has no policy regarding grades.

Educational specialist degree program

13) COE policy stipulates candidates in the education specialist program shall complete at least half of their group credit requirements in courses numbered 700 and above; The grad school just specifies that the specialist program is generally considered a post-masters program of 30–36 hours

14) COE policy stipulates a six-year limitation: the last 30 hours of this program must be completed within six years of the date the degree is awarded unless program policies are approved by the graduate school to provide for alternatives; grad school has no such timeline

15) COE policy stipulates graduate credits with a grade of B or better may be transferred into programs within the limitations on the number of transfer credits as delineated by program policy and approved by the graduate school policy; grad school has no such policy with grades

Doctoral degree programs

16) COE policy stipulates each PhD program must include at least three postmasters/700–800 level courses (not to include the cognate) within the college of education, USC Columbia, but outside the department of the degree program; grad school has no such policy

17) COE policy indicates all dissertations in the college of education will carry single authorship; grad school policy stipulates the student must demonstrate scholarly distinction and the ability to advance knowledge through independent research by achieving admission to candidacy and writing a dissertation as well a dissertation of original research is required for most doctoral programs

18) COE policy requires a minimum of 30 hours of coursework above the Masters applicable to the doctoral program must be completed within eight years of the date the degree is awarded; grad school policy states students enrolled in a doctoral program have 10 years from the first term of enrollment to complete the degree

19) correlates with 16) but offers explanation as to the intent of the postmasters three course requirement within the college but outside a PhD students home department

Graduate examinations

(including master of education, master of science, educational specialist)

20) COE policy stipulates grading scale: faculty may award grades a fail, pass, or pass with honors; the student has a maximum of two opportunities to successfully complete the assessment; thus, a student may re-take the assessment one time. The grad school has no policy for grades nor does it mention opportunities for a re- taking the exam (grad school policy seems more restrictive).

Doctoral examinations/qualifying examinations

21) COE policy stipulates if an examination is used, students have two opportunities to successfully complete the exam; grad school policy stipulates students are admitted to doctoral candidacy after the student passes the qualifying examination--there is no mention of any number of opportunities to successfully complete the exam

Comprehensive examination

22) COE policy stipulates a student must satisfactorily complete a comprehensive examination with written and oral portions based upon studies in education and the student's cognate field; the oral portion of the examination will last approximately two hours; the oral examination is to be administered within one month of the written examination; the scale includes: pass with honors, pass or fail for written portion of the exam, pass or fail for oral portion of the exam, pass with honors. At the completion of the oral portion of the exam, each member of the student's doctoral committee votes on the grade as pass, pass with honors, or fail. The majority of the members' decisions must be pass or pass with honors for the student to receive a grade of pass or pass with honors on the examination. Students failing the exam a second time are disqualified from further graduate study toward a doctoral degree in the COE. If a student passes the examination, the examining committee shall determine the additional courses, if any, the student shall be required to take for the PhD. Additional courses can be added to the student's program if a majority of the examining committee members see a need for additional coursework to remedy the weaknesses. This shall represent the final opportunity for the faculty to add to a student's course requirements.

Grad school policy indicates only that candidates must pass a written and oral comprehensive examination conducted by the student's academic program under the direction of the written and oral comprehensive examination committee; the comprehensive examination may not be given less than 60 days before the student receives the degree

Dissertation

23) COE policy stipulates that the dissertation proposal needs to be approved unanimously by the committee; The grad school policy does not mention a proposal at all, only that students must submit an approved dissertation

24) COE policy stipulates a majority of the committee must vote a grade a pass for successful completion of the dissertation defense. A second examination may be held for candidates who do not receive a majority grade of pass. Students failing the second examination or disqualified from further study toward the doctoral degree in the COE. Grad school indicates only that a dissertation must be successfully defended before the dissertation committee

25) COE policy stipulates a minimum of 30 hours of coursework applicable to the doctoral program must be completed within eight years of the date the degree is awarded; grad school does not stipulate a time limitation