

GRADUATE AND PROFESSIONAL STUDIES COMMITTEE

FULL COMMITTEE

MINUTES

November 14, 2005

2:00-4:30

ACC 312

I. Minutes from meeting of October 10, 2005

- **APPROVED**, noting that Joshua Watson, who was listed as absent, was in attendance.

II. Administrative Items

- **APPROVED.**

III. Deferral Addendum

- **APPROVED.**

NOT ON THE AGENDA, BUT DISCUSSED: An excerpt from the minutes of the Undergraduate Curriculum Committee Policy Committee meeting was distributed, and Charles Shuler reported on the progress made by the UCCPC subcommittees on streamlining the curriculum process. Final recommendations to the provost are expected at the December 6 UCCPC meeting. They are expected to recommend that the undergraduate and graduate committees merge, that there be three or four panels with two chairs each (one for undergraduate, one for graduate) and four or six members. The panels would each focus on a subject area (arts and humanities, science and engineering, and social sciences), and there are efforts to be sure that the professional schools have a voice. All schools would be required to provide details about their acceptably rigorous and comprehensive curriculum review processes. Courses would be approved by the panel chair(s) unless there is cause for the entire panel to review them; programs would be reviewed by the chair plus one or two members, and would be approved unless they identify cause for full panel review. All course and program proposals would be made available for every panel member to review. Finally, the subcommittee on the catalogue is investigating the possibility of developing the on-line catalogue with the hope that it can be constantly updated, as new and revised courses and programs are approved.

PANEL A: HEALTH, NATURAL SCIENCES, AND COMMUNICATION

NOTE: Chrislynn Freed presented Panel A's recommendations in Andy Johnson's absence.

NEW ITEMS:

IV. ANNENBERG SCHOOL FOR COMMUNICATION: COMMUNICATION

Req. by Geoffrey Cowan

A. Add 2 new courses: Eff. Spring 2006

1. CMGT 511 PATIENT-PROVIDER COMMUNICATION: INTERPERSONAL EXPERIENCE, MESSAGE DESIGN, AND INFORMATION TECHNOLOGY (4)

Connections between health providers' communication and patients' well-being; consultation language, nonverbal behavior, physical settings, design of media messages, information technologies in patient education and care.

➤ **NOTE:** The new prefix "CMGT" must be approved by the Registrar.

➤ **APPROVED, with a note** that the grade breakdown in the syllabus includes 20% for participation, which is higher than the 10% maximum GPSC is usually comfortable approving. Elizabeth Garrett has indicated that a grade breakdown with more than 10% is acceptable if the syllabus shows that the participation is 'informed.' The level and detail of the participation aspect of the grade breakdown is not as clearly spelled out in the syllabus, so the committee recommends to the department that it should be more fully described for the students' benefit. The department reports that the course will be on the list of requirements for the Master of Communication Management, and that the paperwork for that program will be submitted shortly.

2. COMM 641 ORGANIZATIONS AND COMMUNICATION TECHNOLOGIES (4)

Communication technology impacts on organizations; organizational influence on technology development and deployment; methods for organizational communication technology studies; critiques and implications for theory and research.

➤ **APPROVED.**

B. Reinstate and revise a course: Eff. Spring 2006

NEW: COMM 652 FIELD RESEARCH IN COMMUNICATION (4)

Examines quantitative and qualitative field methods in communication research; survey development and scaling, content analysis, ethnographic study; quasi-experimental design; time series analysis.

OLD: CAAS 576 FIELD RESEARCH IN COMMUNICATION (4)

Survey research, interviewing, content analysis, observation and quasi-experimental designs.
Prerequisite: CAAS 570, CAAS 572.

➤ **APPROVED.**

V. KECK SCHOOL OF MEDICINE: BIOCHEMISTRY AND MOLECULAR BIOLOGY

Req. by Michael R. Stallcup

- A. Add a new course: Eff. Fall 2006

INTD 537 THE STRUCTURE OF SCIENTIFIC REVOLUTIONS IN MOLECULAR
BIOLOGY (1, Irregular)

A course in how scientists make breakthrough discoveries and whether there are predictable ingredients for significant changes in perception of the living system. Open only to graduate-level students in any of the biological sciences. Recommended preparation: one year in cell and molecular biology.

➤ **APPROVED.**

- B. Revise a course: Eff. Fall 2006

NEW: BIOC 536 MOLECULAR BIOLOGY OF CELLULAR COMMUNICATION IN THE
NERVOUS SYSTEM (2, Irregular)

Discussion of cellular communications in the nervous system through neurotransmitters and their receptors, neuromodulators; biochemical changes during development and the impact of human genomic research. Recommended preparation: 1 year of general biochemistry or molecular biology.

OLD: BIOC 536 BIOCHEMISTRY OF CELL-CELL RECOGNITION (2, Irregular)

Cell surface-related biochemical events during developmental stages; cell-cell communication through certain receptors; liposomes as models for cellular interactions. Prerequisite: one year general biochemistry.

➤ **APPROVED.**

PANEL B: SOCIAL SCIENCES, HUMANITIES, INTERNATIONAL RELATIONS, AND LAW

NOTE: Bryan Simms presented Panel B's recommendations in Sandra Howell's absence.

NEW ITEMS:

VI. FINE ARTS

Req. by Ruth Weisberg

- Revise a degree program: Eff. Fall 2006

Master of Fine Arts [48 unit program]

Add FA 515 as a requirement; replace FA 560, FA 570 and FA 580 with FA 520.

➤ **DEFERRED administratively.** When FA 520 is approved, the degree program revision can be approved.

Includes 2 new courses:

- A. FA 515 VISITING ARTIST FORUM (1, max 6, FaSmSp)
Lecture and discussion course in the professional practice of art featuring formal presentations by visiting artists.
- **APPROVED.** The mechanism for evaluating students and assigning a letter grade was not provided with the original submission. Subsequent clarification was provided by the department as 10% participation, 40% midterm, and 50% final exam.
- B. FA 520 INDIVIDUAL STUDIES (1-5, max 16, FaSmSp)
Investigation of creative problems through various media. Course may be repeated; maximum number of units to be determined by advisor.
- **DEFERRED to panel.** A full syllabus or comparable description must be provided so the student will understand the goals, the flow or process of this repeatable course and the criteria for earning a letter grade. Note that in the catalogue copy, the units are shown to be 14 while in the 301 form the max units are 16. Clarification is requested.

VII. LAS: INTERNATIONAL RELATIONS

Req. by Steven Lamy

- A. Add a new course: Eff. Spring 2006
- IR 503 THEORIES OF DIPLOMACY (4, Sp)
Investigation of international relations through the lens of diplomatic theories, considering the limits and potential of diplomacy and how thinking about diplomacy has evolved.
- **APPROVED, with a note** that the grade breakdown in the syllabus includes 20% for participation, which is higher than the 10% maximum GPSC is usually comfortable approving. Elizabeth Garrett has indicated that a grade breakdown with more than 10% is acceptable if the syllabus shows that the participation is 'informed.' The level and detail of the participation aspect of the grade breakdown is not as clearly spelled out in the syllabus, so the committee recommends to the department that it should be more fully described for the students' benefit. Finally, the instructor might want to re-word the grade breakdown description to clarify that participation at 20% is one-fifth, instead of one-third, of the grade.
- B. Revise a course: Eff. Fall 2006
- NEW: IR 581 INTERNATIONAL RELATIONS OF THE MIDDLE EAST (4, Fa)
Salient issues in regional politics such as colonialism, nationalism, identity, religion, development, and war are examined.
- OLD: IR 581 INTERNATIONAL RELATIONS OF THE MIDDLE EAST: REGIONAL CONFLICT (4)
The Arab-Israeli conflict, Lebanon, and the Gulf Wars are explored in the framework of various approaches to war and conflict. Departmental approval.
- **APPROVED.**

PANEL C: PHYSICAL SCIENCES, ENGINEERING, FINE ARTS and CINEMA-TELEVISION

NEW ITEMS:

VIII. CINEMA-TELEVISION

Req. by Michael Renov

Revise a degree program:

Eff. Fall 2006

Revise **M.F.A., Film, Video and Computer Animation** [50 unit program]

Change title of degree to **M.F.A., Animation and Digital Arts**. Add CTPR 507 to list of required courses; revise order in which required courses are taken; terminate CTAN 548 and CTAN 549.

- **APPROVED.** A detailed #201 form is provided. The total units required do not change, however the number of elective units increase from 12 to 16, which is of benefit to the students. Several courses are modified to reflect the current state of the topic area, which will benefit both the students and the program. Consideration for current students is made and they will not be negatively impacted by this change. The sample programs of study are detailed and complete.

Includes 3 revised courses:

A. NEW: CTAN 523 PRINCIPLES OF DIGITAL ANIMATION (2, FaSp)

Principles of 2-D and 3-D digital animation creation and integration culminating in a 30 second animated digital film based upon a popular science theme. Recommended preparation: basic computer knowledge.

OLD: CTAN 523 PRINCIPLES OF COMPUTER ANIMATION (2, Sp)

Fundamental computer concepts, principles of modelling, rendering, lighting, texture mapping, animation, digital composition, visual effects, and input/output using 3-D interactive computer graphics techniques. Recommended preparation: basic computer knowledge.

- **APPROVED.**

B. NEW: CTAN 524 CONTEMPORARY TOPICS IN ANIMATION AND DIGITAL ARTS (3)

Topics exploring the evolution of the brain, development of art, technology, science and culture. How this correlates to the evolution of animation-digital media.

OLD: CTAN 524 CONTEMPORARY TOPICS IN ANIMATION AND DIGITAL ARTS (2)

A seminar course focusing on contemporary issues affecting animation, especially digital cameras and new interactive technology. Interdisciplinary viewpoints from artists, scientists, theorists and others.

- **APPROVED.**

C. NEW: CTAN 544 INTRODUCTION TO THE ART OF ANIMATION (3, Fa)

Fundamentals of film, video and computer animation production. Orientation to assist students on determining future emphases and specialities. Open only to MFA Animation students.

OLD: CTAN 544 INTRODUCTION TO FILM, VIDEO AND COMPUTER ANIMATION (3, Fa)

[Description and registration restriction same as above]

- **APPROVED.**

Includes 2 dropped courses:

D. CTAN 548 ANIMATION PRODUCTION II (3, Fa)

Two person intermediate practicum in film, video and computer animation, emphasizing content and form. Open only to MFA Animation students. Prerequisite: CTAN 547.

➤ **APPROVED.**

E. CTAN 549 ANIMATION PRODUCTION III (3, Sp)

Crew constituted advanced practicum in film, video, and computer animation. Open only to MFA Animation students. Prerequisite: CTAN 548.

➤ **APPROVED.**

PANEL D: BUSINESS, POLICY, PLANNING AND DEVELOPMENT, and EDUCATION

DEFERRED ITEMS

IX. MARSHALL SCHOOL OF BUSINESS: EXECUTIVE DEVELOPMENT

Req. by Mark Wilbur

Add 3 new courses:

Eff. Spring 2006

- **10/10/05 GPSC MEETING: DEFERRED to panel, all three courses shown below.** Is there a chance that these course requests might constitute a dilution of USC courses? The proposed courses are to be offered using an extraordinary, though not unprecedented, format: lengthy intensives at hotels over a series of weekends. Is the teaching being subcontracted to an outside group, IIL? How will the School of Business faculty supervise the teaching at the distant locations? The committee wonders if it is a problem to put what appears to be a continuing education course on a USC transcript. Jim Ellis is to be invited to the November GPSC meeting
- **DEFERRED to panel:** A response from the department was provided via email and paper copies were distributed at the meeting. Jody Tolan from Executive Education attended the meeting to answer questions. She reports that these courses are proposed as graduate level courses so that students can provide a transcript to their business in order to be reimbursed for the tuition. Reportedly, companies want to employ individuals who have completed credit-bearing courses at the graduate level. The Business School offers BUAD 020 and 040 that count toward a 'departmental certificate' and the proposed courses are similar to those, except they are at the graduate level. They are not designed to be taken by graduate students enrolled in a degree program. The outside group, IIL, are to teach the courses because Business School faculty do not have the expertise to teach Project Management, and there is currently no plan to add faculty in that area. While it is true that the IIL instructors would not qualify to be hired as tenure-track faculty (not required to have a Ph.D, for example), it is possible they are as qualified as full-time clinical instructors. GPSC still considers these courses to be equivalent to continuing education courses taught by many professional schools on campus. Perhaps the provost would consider reopening the College of Continuing Education to house these types of courses. Jody Tolan agreed to provide information about comparative institutions that offer similar courses, such as admission criteria and catalogue copy, to the GPSC in time for consideration at the December meeting. She also was advised to consult with the appropriate offices in the professional schools (Dentistry, for example), regarding their best practices in this regard.

A. EXEC 570x PROJECT MANAGEMENT FUNDAMENTALS (1)

Theory, methods and practical techniques to initiate, plan, control and complete projects more effectively. Graded CR/NC. Open only to participants in managerial institutes and executive programs sponsored by the Marshall School of Business. Not available for degree credit to USC undergraduate or graduate students.

B. EXEC 571x PROJECT MANAGEMENT (3)

An in-depth study of project management concepts, skills, and the role of project managers. Graded CR/NC. Open only to participants in executive programs sponsored by the Marshall School of Business. Not available for degree credit. Prerequisite: EXEC 570x.

C. EXEC 572x ADVANCED PROJECT MANAGEMENT (3, Irr)

Advanced study of project management topics. Best practices, relationship skills for project managers, procurement, quality, risk management, earned value management systems, project portfolio management and requirements management. Graded CR/NC. Open to participants in executive programs sponsored by the Marshall School of Business. Not available for degree credit. At least 3 years of project management experience required.

X. POLICY, PLANNING, AND DEVELOPMENT

Req. by Daniel Mazmanian

A. Add a new dual degree program:

Eff. Spring 2006

Master of Public Policy/Master of Planning [62 unit program]

- **10/10/05 GPSC MEETING: DEFERRED to panel.** This proposal is to create a dual degree master program (62 total units) by combining courses and requirements for the Master of Public Policy (MPP 48 units) and Master of Planning (MPL 48 units). The justification for the new degree is that it fits the strategic direction of the School of Policy, Planning and Development on “governance and place issues.” Clarification and additional information is needed from the SPPD: Dual degrees must satisfy all requirements for both degrees. It seems that PPD 525 and 528 (required for the stand-alone MPL) are not required in the dual degree program. Similarly, PPD 561 (Practicum) is required for the MPP but is not required in the dual degree program.
- **DEFERRED to panel:** A response from the department was provided and is included in this packet for your review. Recommendation to be made at the meeting. The material they provided addressed some of the concerns about unmet requirements for the degrees, but not all. As many as 12 units from each 48-unit degree may be counted toward the other, which reduces the total number of units from 96 to 72. Other issues have to do with course requirements: (1) the Public Policy Master’s requires a management course, but that is missing from the proposed dual degree; (2) The Master of Planning degree requires 8 units of 531 or 532 (both repeatable courses), and the catalogue wording should indicate the students are required to take that coursework, not that they may choose to. Also, the Planning Master’s requires 20 units of specialization electives in planning, with at least 12 of those units from PPD. (3) The catalogue copy might be clearer if the methodology requirement is listed separately, with a list of the possible courses, and it may also be best to list out required courses PPD 561, 531 or 532, as are the other required courses. If all these units are added to the total number, the resulting sum is 82. It may be that one or more of the courses listed above can be identified as equivalent to other courses in the program, and therefore redundant and unnecessary. These equivalencies must be clearly identified in order for the program to be approved, and if there are not enough equivalencies the degree program will have to exceed 72 units.

B. Add 2 new courses:

Eff. Fall 2006

- The two new courses proposed are both being offered this semester as special topics (PPD 599s). The format for both is the same: each 2-unit course is offered in a 4-day short-course format (2 weekends, 8:30 am-5pm on each day). The panel would like the whole GPSC to consider the following questions, in addition to the merit of the courses:
 - How common is this format for credit bearing (letter grade) graduate level courses here at USC?
 - Is this format appropriate or desirable? Some committee members recommended leaving this up to the department/school. There is precedence of this format in other schools on campus.

1. PPD 684 LEADERSHIP DEVELOPMENT IN THE PUBLIC AND NONPROFIT SECTORS (2, Fa)

An overview of leadership concepts, frameworks and skills; application of leadership in complex or inter-sectoral settings.

- **10/10/05 GPSC MEETING: ADMINISTRATIVELY DEFERRED.** The panel chair suggests changing the catalogue description to read as follows: ‘An overview of leadership concepts, frameworks and skills; application of leadership in complex or inter-sectoral settings.’ The course seems well organized and developed. The readings seem to be mostly practical, which seems consistent with the purpose of the course.
- **APPROVED.** The original catalogue description was “*An overview of leadership concepts, frameworks and skills; application of leaderships in complex settings and inter-Sectoral interactions.*” The revised one appears at the top.

2. PPD 685 CONCEPTS AND PRACTICE IN PUBLIC SECTOR HUMAN RESOURCES MANAGEMENT (2, Fa)

Concepts of human resource management, including merit principles, position classification, compensation, labor relations; challenges and opportunities in managing a diverse workforce.

- **10/10/05 GPSC MEETING: DEFERRED to panel.** A more detailed course syllabus, which includes a description of the course activities (analogous to those in the syllabus for the proposed PPD 684), and sample Project and Paper topics are requested. The panel chair suggests changing the catalogue description because the use of “and so on” for a catalogue description, which seems odd, so the committee suggests deleting it. The catalogue description is missing an “a” in the last sentence: “challenges and opportunities in managing A diverse workforce.” This class will meet on four days from 9-5 but not much is said about what will happen during the 8 hours scheduled for each session. No information is provided on the instructor, who is an adjunct, or about his teaching experience. The readings and assignments for the course seem appropriate. The course content description indicates that at least half of the course (2 of the 4 days) is devoted to diversity issues. If so, the department may want the title of the course to reflect that. Each of the first two days has a written class assignment, but there are no written assignments for Days 3 or 4. Are the Group Project and Final Research Paper related to the material in Day 3 & 4? If so it seems that over 60% of the course grade is associated with diversity issues. The Sample Group Project and Research Paper topics should be provided.
- **APPROVED.** A more detailed syllabus was provided. The original catalogue description was ‘*Concepts of human resource management, including merit principles, position classification, compensation, labor relations and so on; challenges and opportunities in managing diverse workforce.*’ The revised one appears at the top.

NEW ITEMS

XI. MARSHALL SCHOOL OF BUSINESS: Req. by Ravi Kumar

Add a new course: Eff. Spring 2006

GSBA 589 INDUSTRY-BASED BUSINESS THEORY AND PRACTICE (1.5, max 15, FaSp)
Introductory seminar in the business theories, philosophies, structures and practices of various industries. Open to Marshall master's and doctoral students only.

NOTE: The Marshall School of Business requests the ability to add section titles to this course.

- **DEFERRED to panel chair, subject to clarifications:** This course is in a seminar format, meeting once a week (3 hrs) for 7-8 weeks, carrying 1.5 units of credit. The course is designed to familiarize students with business practices unique to certain important industries. This course addresses an important need in the GSBA program. Two pilot versions have already been offered and sample syllabi submitted. The contents are well organized. Requested clarifications are as follows:
- The proposal indicates that industry experts may be invited to teach. It is not clear from the proposal whether they will be guest lecturers (as in S. Mark Young's syllabus) or they may in some case be instructors of record.
 - The registrar will be asked if a student would be able to enroll in more than one section during the same semester, and if so, if there is a maximum limit.
- Also, the panel noticed that the syllabus lacks a statement of information about resources for students with disabilities.

XII. POLICY, PLANNING, AND DEVELOPMENT Req. by Daniel Mazmanian

Add a new course: Eff. Spring 2006

PPD 683 HOMELAND SECURITY AND PUBLIC POLICY (4, FaSp)
Definition and history of terrorism, counterterrorism, domestic policy and public sector management; intelligence/information sharing and analysis; emergency preparedness planning, response and recovery.

- **APPROVED.** This course adopts a practical approach to the issues of terrorism, counter-terrorism and homeland security. The instructor is a security professional and is currently in a leadership position in the State-level Homeland Security Office. The content, workload and assessment methods are appropriate.

Members present

Estela Bensimon
Frances M. Fitzgerald (*support staff*)
Chrislynn Freed (*chair*)
Carla Kaplan
Julena Lind (*ex-officio*)
James Ragan
Katherine Shing
Charles Shuler
Bryan R. Simms
Joshua Watson (*student*)

Members absent

Ronald Alkana
Hans Bozler
Lilia Espinoza (*student*)
Judith Garner
Elizabeth Garrett (*ex-officio*)
Sandra Howell
C. Anderson Johnson
Edward Maby
Franklin R. Manis
Jean Morrison (*ex-officio*)
Kenneth L. Servis (*ex-officio*)
John Silvester (*ex-officio*)
Barbara Solomon
Jennifer Wolch (*ex-officio*)

Guests

Jody Tolan, the
Marshall School of
Business