



The Graduate School

UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

February 25, 2019

The Graduate Council met on Monday, February 25, 2019 at 2:00 P.M. on the 5th floor of the Thomas Cooper Library in the Career Center.

Graduate Council members present: Dr. Maryah Fram, Chair; Drs. Suzanne Adlof, Ron Benner, Matt Boylan, Bobby Brame, Cathy Brant, Joanna Casey, Maks Chruszcz, Rick Creswick, Jean Ellis, Hippokratis Kiaris, Jim Mensch, Tom Regan, Sirivatch Shimpalee, and Clint Saidy, GSA Representative

Graduate Council members absent: Dr. Nate Bell

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell (Secretary), Dr. Heather Brandt (excused), Dale Moore, and Wanda Barr

Provost Office Representative: Dr. Tena Crews

Guests: Dr. Jeff Schatz (Psychology), Jennifer Mandelbaum (GSA), and Anna Cofie (GSA)

NOTE: These minutes will become final on March 25, 2019 if not challenged.

- 1. Call to Order and Approval of Agenda** (Maryah Fram, Chair)
The meeting was called to order at 2:03 p.m., and the agenda was unanimously approved.
- 2. Approval of the [Minutes from January 28, 2019](http://app.gradschool.sc.edu/gradcouncil/minutes.asp).** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: <http://app.gradschool.sc.edu/gradcouncil/minutes.asp>
- 3. Report of the Chair** (Maryah Fram)
No report.
- 4. Report of the Dean of Graduate School** (Cheryl Addy)
Dr. Addy noted that our graduate enrollment has continued to decline. With the huge number of doctoral graduates in December, the numbers are even lower. We are looking at what we can do to better support the unit initiatives in terms of recruiting. We know that when the economy is good, fewer people enroll in graduate school. Some departments have felt the effect more than others of the immigration changes in regulations. We know that we cannot offer the financial support that some students want and need so badly. A few weeks ago, she along with Dr. Mitchell and Dr. Brandt, attended the Conference for Southern Graduate

Schools in Knoxville, TN. The theme for the meeting was “Enhancing the Graduate Student Experience”. A lot of this pertained to professional development.

The transition from Payroll/VIP to Human Resources/PeopleSoft will go into effect on April 1. This will be a challenge; but in the long run, will be a good thing. One major change that will occur with this migration is a month long pay lag for newly hired graduate assistants. Hourly paid students are already experiencing this pay lag. This transition is a new Human Resources “best practice” in any setting. Most jobs/businesses have adopted this practice. This is now the industry standard for Payroll. There is a website that offers a wealth of information. The address is <https://sc.edu/hrpayrollproject>. There is a lot of information out there for employees to educate themselves about this project transition. The more knowledgeable we are about this process, the more we will know to answer any questions that our students might have. Anyone hired effective April 1 or later will receive additional language in the offer letter that informs the new hire of the new pay schedule.

5. **Report of the Secretary of the Graduate Council** (Murray Mitchell)

Dr. Mitchell reported that the Provost Retreat included a presentation about enrollment trends. Twice, there was a reference to a decline in graduate school enrollment, with a caveat that as the economy thrives, enrollment in graduate school tends to be slower. That said, enrollment in higher education in general, regardless of budget models or who sits in the administrative leadership positions, is important.

Your faculty are front line recruiters for our graduate programs. We continue to try to get the word out about Accelerated Plan and Senior Privilege as tools to attract undergraduate students who appear to be top performers. Please let me know if it would be helpful to visit with your faculty at a scheduled meeting to talk more about these options.

In a related vein, there is a ‘voucher’ opportunity for application fees that may be of interest in your recruiting efforts. Basically, your program puts up money for a batch of vouchers (one-time use, tied to an application to your program), and you share the information with recruits who may otherwise be unable to apply to your program for financial reasons; or, just to give you a competitive edge.

Recruiting really is tied to your academic programs. We are hoping to provide some support through facilitating some coordinated efforts. A starting place is to identify “recruiters” for your graduate programs such that we may convene a meeting to initiate this discussion. Sharing this information with me would be most helpful. I have already reached out to Associate Deans for Graduate Education across colleges and have some initial contacts.

In addition to recruiting new graduate students, we also have responsibility for being supportive of our current graduate students. To that end, there is a link on the CTE web site inviting those interested in Mentoring to join a Community of Practice. If you are aware of individuals in your own programs who are strong mentors, please share their names and contact information with me. Heather Brandt has approached this topic from the perspective of helping students know what to seek in good mentorship. I am hoping to tackle the same issue from the perspective of the faculty working with graduate students. In essence, mentoring is just another tool in the toolbox for accomplishing one of our prime objectives: helping students to be successful. A somewhat surprising additional consequence is that there are benefits to mentors, too.

Internally, there are some policy initiatives that would be most helpful for you to advocate within your own programs. Specifically:

- a. Convene graduate faculty within programs to make explicit responsibilities of thesis and dissertation committee members
- b. Establish criteria for membership as “Graduate Faculty.” Promising Practice: This is discipline specific, vs. college-wide decree.
- c. Establish procedures for addressing disputes of pass/fail in committee decisions
- d. Seek consensus for appropriate use of graduate assistants (within programs and existing rules)

Last, there is a new procedure for new students to produce evidence of immunization. The directions can be found on the Graduate School web page for Admitted Students and Getting Started. The change is that immunization information will now be submitted through <http://sc.edu/myhealthspace>.

6. **Report on Professional Development** (Murray Mitchell for Heather Brandt)

Scholarly Initiatives:

- **Presidential Fellows:** I defer to Jean Taylor Ellis to provide an update on where we stand with applicants and offers for 2019-2020.
- **Bridge Humanities Corps:** Dr. Brandt is in the process of working with Cynthia Davis, Associate Dean in the College of Arts and Sciences, on revisions to the MOU for the program. We hope to release a call for applications in early March before spring break. An email was sent out to graduate directors in the humanities to let them know we are working on the call for the program. This was in response to individual emails from students.
- **Graduate Civic Scholars Program:** We received 10 applications for the 2019-2020 cohort. Of these seven were from doctoral students and three from master’s students. Applicants were from Social Work (2), Environmental Health Sciences, Linguistics, Education, Communication Sciences and Disorders, English, Library and Information Sciences (2), and Geography. Lucy Ingram and Allison Marsh are the faculty directors of the program, and we will review applications this week to announce recipients on March 1.

Professional Development:

- The spring 2019 flyer of professional development programs is attached. We will be announcing a full week of activities for Graduate Student Appreciation Week, which is April 1-5, before spring break.
- In addition, we are administering the annual survey of professional development experiences and needs to inform programming. A flyer is attached. The survey is open until March 8.

CGS PhD Career Pathways Initiative:

- The spring administration of the CGS PhD Career Pathways survey has been launched. This spring, we are surveying doctoral students who started their degree programs in academic year 2014-2015 or 2017-2018.
- (Heather is not here today because she was selected to participate on the CGS Technical Advisory Panel for the PhD Career Pathways initiative.)

Discover USC:

- Discover USC is on April 26. Graduate students may present a poster or participate in the three-minute thesis (3MT) competition. Abstracts are due on March 8. I have attached a flyer for Discover USC as

well as a guide for graduate students who want to submit an abstract (“cheat sheet”). In addition, graduate students may register to serve as reviewers or volunteers by April 5. Wright Culpepper is the main contact for the Graduate School, and he is coordinating the poster sessions. I am coordinating the 3MT competition.

- Dr. Addy and Dr. Mitchell really encouraged members of the Graduate Council who have not yet attended Discover USC to do so. It is really a treat to hear graduate students who are enthralled by their studies and are excellent at presenting in just three minutes what they are studying to an audience who is unfamiliar with their topics.

7. Report of the Graduate Student Association Representative (Clint Saidy)

- GSA elections will take place on March 28 -29. (Filing starts on March 1 for 3 weeks).
- GSA is collaborating with the Grad School for the Graduate Student Appreciation Week. More updates will be available at next meeting.
- GSA is organizing a town hall meeting for graduate students on Monday, Feb 25
- GSA President Jennifer Mandelbaum and Vice President Anna Cofie presented preliminary results from the graduate stipend survey.

The members of the Graduate Council appreciated the efforts of the GSA to solicit responses from graduate students across the campus and share these preliminary results. Discussion surrounding the interpretation of results and implications for next steps followed. The data collection will continue for several more weeks.

8. Report of the Academic Policy and Practices Committee (Tom Regan)

Dr. Regan and his committee addressed the Graduate Faculty description in the Faculty Manual per Dr. Addy’s request. Dr. Regan presented an update of the committee deliberations for discussion. There were several points that require some additional attention and Dr. Regan will work with his committee and Dr. Mitchell to provide more information at the next meeting of the Graduate Council.

9. Report of the 500/600 Level Courses, Distributed Learning and Special Topics Courses (Murray Mitchell)

This report is presented to Council for informational purposes only; no action is necessary.

500/600 Level Courses

EDCE 520 (3) Wellness and Mental Health (New Course Proposal: Summer 2019)

Distributed Learning Proposals

None at this time

Special Topics Courses

BIOS 794 (3) Biostatistical Modeling in Genetic Data Analysis (Fall 2019)

BMEN 589 (3) Developmental Principles of Regenerative Medicine (Spring 2019)

COMD 710 (3) Language & Literacy in Multilingual Children (Fall 2019)

CSCE 790 (3) Experimental Design of Wireless Systems (Fall 2019)

- ECHE 589** (3) Fundamentals of Heterogeneous Catalysis (Spring 2019)
- ECIV 790** (3) Advanced Technologies for Emerging Contaminants in Water Treatment (Fall 2019)
- EDUC 632** (3) Promoting School Success in Homeless and other High-Risk Students (Spring 2019)
- ELCT 891** (3) Power Electronics System Design, Semiconductor Devices and Thermal Management (Fall 2019)
- ENHS 793** (3) Environment and Women’s Reproductive Health (Fall 2019)
- ENHS 793** (3) Environmental Nanoscience Research (Spring 2019)
- ENHS 793** (3) Foundations in Emergency Management (Summer 2019)

10. **Associate Graduate Faculty Nominations** (Murray Mitchell)

None at this time.

11. **Fellowships and Scholarships Committee** (Jean Ellis)

Dr. Ellis announced that they have received 36 Presidential Fellows applications for Round 1, received 22 applications for Round 2, extended a total of 15 offers, and have received one declination already. Round 3 is due in March.

They have received several trustee fellowship applications including the Rhude M. Patterson and Scott. Those deadlines were moved up this year to allow more time for vetting. They have reviewed these applications and are ready to notify the applicants of their awards next week.

12. **Report of Science, Math, and Related Professional Programs Committee** (Murray Mitchell for Rick Creswick who had to leave for another meeting)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

<https://www.sc.edu/programproposal/agenda/?id=61&code=GCO>

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for “Committees”, then for the “Committee” called “Added to Grad Council agenda.”

- **COMD 721** (1-3) Cognitive Retraining, Public Health, CCP: Fall 2020
- **EPID 798** (1-6) Public Health Practice, Public Health, CCP: Fall 2020

These proposals were unanimously approved by Graduate Council.

13. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Cathy Brant)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

<https://www.sc.edu/programproposal/agenda/?id=61&code=GCO>

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for “Committees”, then for the “Committee” called “Added to Grad Council agenda.”

- **PSYC Major / Degree Program**, Experimental Psychology, M.A., Arts and Sciences, Change to Existing Program: Fall 2019
- **PSYC Major / Degree Program**, Experimental Psychology, Ph.D., Arts and Sciences, Change to Existing Program: Fall 2019

These proposals were unanimously approved by Graduate Council.

14. **Report of the Grievances, Appeals and Petitions Committee** (Bobby Brame)
No report.
15. **Other Committee Reports**
None.
16. **Old Business**
None.
17. **New Business**
None.
18. **Good of the Order**
Dr. Mitchell reminded everyone to sign the attendance roster.
19. **Adjournment**
The meeting was adjourned at 3:30p.m.

Murray Mitchell, Secretary

CC:
Harris Pastides, President
Joan Gabel, Provost
Cheryl Addy, Vice Provost & Dean of the Graduate School
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Elaine Belesky, Office of the Registrar
Malia Kiehl, Office of the Registrar
Tara George, Office of the Registrar

WE WANT
TO HEAR
FROM
YOU!

#GRADprofdev Spring 2019 Survey

<http://tinyurl.com/GRADprofdev19>



Graduate students, please take a few minutes to tell us about your professional development experiences and needs by completing the 2019 #GRADprofdev survey. By completing the survey, you can enter a drawing to win one of 10 professional development books and other prizes.

Spring 2019

#GRADprofdev

Events

Be sure to check in with us online every Friday during the academic year for Professional Development Fridays. Use #GRADprofdev and GradSchoolAtUSC to find us on:



January 18: Graduate Civic Scholars Program Information Session, 2-3 p.m. (webinar)

February 1: Graduate Civic Scholars Program Information Session, 10-11 a.m. (Close-Hipp 650A), *no registration required* and Pathways to Leadership, as part of Carolina Leadership Week, 11:30 a.m.-1 p.m. (Wardlaw 126), *organized by the Graduate Student Association*

February 8: Writing Your Teaching Philosophy, Part 1, 3:30-5 p.m. (Thomas Cooper L511), *organized with the Center for Teaching Excellence* and Shut Up and Write!, 10 a.m.-3 p.m. (Byrnes 703), *organized with the Writing Center*

February 13: Abstract Writing Workshop, 4-5:30 p.m. (Close-Hipp 650A)

February 19: Start Smart Financial Literacy and Salary Negotiation Workshop, 4-6 p.m. (Thomas Cooper Mezzanine, Student Success Center conference room), *organized with the Student Success Center*

February 22: Resume and CV Review for Graduate Students, 2-5 p.m. (Thomas Cooper Library 204), *organized with the Career Center*

March 1: Getting the Mentoring You Need, 9-10:30 a.m. (webinar) and How to Effectively Communicate Scholarship to a Variety of Audiences, 3:00-4:30 p.m. (Close-Hipp 650A)

March 4: Writing Your Teaching Philosophy, Part 2, 3:30-5 p.m. (Thomas Cooper L511), *organized with the Center for Teaching Excellence*

March 7: Start Smart: Focus on Faculty Negotiations (*previous attendance at a Start Smart workshop required for attendance), 4-6 p.m. (Thomas Cooper Mezzanine, Student Success Center conference room), *organized with the Student Success Center*

March 20: 7th Annual Graduate Career Consortium Master's and Doctoral Virtual Career Expo, *organized with the Career Center*

March 22: Shut Up and Write!, 10 a.m.-3 p.m. (Byrnes 703), *organized with the Writing Center*

March 29: Resume and CV Review for Graduate Students, 2-5 p.m. (Thomas Cooper Library 204), *organized with the Career Center*

April 1-5: Graduate Student Appreciation Week, *organized with the Graduate Student Association*

April 12: Professional Ethics: As a Graduate Student and for the Future, 2-3 p.m. (Close-Hipp 650A)

April 26: Discover USC, all day (Columbia Metropolitan Convention Center)

*** Registration is required for most #GRADprofdev events (except as noted). Registration information is posted on the Graduate School calendar at least one month before each event. All #GRADprofdev webinars are recorded; register to receive the link to view the recording. Live webinar viewing is limited to the first 100 participants. Additional #GRADprofdev programming may be added to this schedule for spring 2019.

As a graduate student at the University of South Carolina (UofSC), you have access to the following professional development resources through UofSC's institutional membership. Both organizations include resources for graduate students. Simply register using your UofSC email address.

- National Center for Faculty Development and Diversity (<https://www.facultydiversity.org/join>)
- National Postdoctoral Association (<https://npamembers.site-ym.com>)

Register for events and get more info at gradschool.sc.edu/calendar.asp.
Questions? Email GRADprofdev@sc.edu.



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The Graduate School

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FRIDAY
April
26

8:30 a.m. - 4 p.m.

Columbia Metropolitan
Convention Center

Join us for the third annual
Discover USC, where talented
young achievers show how they
turned ideas into results.

www.sc.edu/DiscoverUSC



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DISCOVER USC

Graduate Students:

Graduate students may give poster or three-minute thesis presentations on their research, scholarly or creative work.

Registration Information (Abstract Submission; deadline: March 8, 2019):

https://www.sc.edu/about/signature_events/discover/usc/registration/presenter_registration.php

Information for Presenters:

https://www.sc.edu/about/signature_events/discover/usc/for_presenters/graduate_students.php

General Guidelines:

No matter what type of presentation you give, it's important to:

- plan to stay for your entire presentation session, taking only short breaks if needed.
- come prepared to talk about your project with a wide variety of people, including both general and expert audiences.
- know where to go. As the event date approaches, you will receive your personal presentation details like poster number or three-minute thesis timeslot via email.
 - Graduate student poster presentations will be located in Columbia Ballrooms A and B (Columbia Metropolitan Convention Center upper level).
 - Three-minute thesis presentations will be located in Columbia Ballroom C (Columbia Metropolitan Convention Center upper level).

Poster Presentations:

Content of graduate student poster presentations is up to the presenter. For some competitive awards, graduate student poster presentations might have to satisfy certain requirements, so please be sure to check and conform to any applicable guidelines.

- **The recommended poster size is four feet high by 3.5 feet wide.** These dimensions will allow two posters to fit side by side on the poster boards.
- We understand that some presenters might need to re-use their posters at other conferences with different dimension requirements. To accommodate this, presenters may size their posters to fit within our minimum and maximum requirements.
 - Posters must be a minimum of two feet by three feet (oriented horizontally or vertically).
 - The maximum allowable size is four feet by four feet (the outer vertical edge will curl around the display board if the poster is four-feet wide).
 - We recommend having posters printed at **USC Printing Services** on vinyl, rather than paper.

On presentation day, Columbia Ballrooms A and B (Columbia Metropolitan Convention Center upper level) will open 30 minutes prior to the beginning of your session and displays must be up by the start time. All materials must be removed immediately after the session. If you will not be present, you must make arrangements for removal. Any items left will be thrown away.

Three-Minute Thesis Presentations:

Three-minute thesis presentations are subject to several important rules:

- Presentations are limited to three minutes maximum. Three-minute thesis competitors who exceed three minutes will be disqualified.
- Presenters may use one static PowerPoint slide, with no transitions, animations or movement of any kind. (Presenters may opt not to use a slide.)
- Presenters may not use electronic media, such as sound or video files, or props such as costumes, lab equipment or musical instruments.
- Three-minute thesis presenters should submit their presentation slides ahead of time as instructed when they receive their presentation assignments, and bring them on a USB drive for back-up.

On presentation day: All three-minute thesis presentations will be given in Columbia Ballroom C (Columbia Metropolitan Convention Center upper level). There will be six heats of three-minute thesis presentations plus a final heat (six heat winners and one “people’s choice” selection). You will be assigned to one of the six preliminary heats. You will arrive prior to the heat and remain in the room for all presentations during the heat.

Three-minute thesis timeslots are five minutes long, to allow three minutes for the presentation and time for transitions between presentations. This schedule will be strictly enforced. It is important that you are prepared for your timeslot. Please arrive before the start of the heat to ensure you have time to get familiar with the space and ensure your slide is loaded on the presentation computer.



Graduate School Support

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