



## GRADUATE COUNCIL MINUTES

January 27, 2020

The Graduate Council met on Monday, January 27, 2019 at 2:00 P.M. on the 5<sup>th</sup> floor of the Thomas Cooper Library in the Career Center.

Graduate Council members present: Dr. Tom Regan, Chair; Drs. Nate Bell, Matt Boylan, Bobby Brame, Maks Chruszcz, Rick Creswick, Sharon DeWitte, Jean Ellis, Elise Ince, Hippokratis Kiaris, Jim Mensch, Spencer Platt, Sirivatch Shimpalee, Nikki Wooten, and Songhua Xu.

Graduate Council members absent: Drs. Suzanne Adlof, Ron Benner, Joanna Casey, Robin DiPietro, and Jennifer Mandelbaum, GSA Representative.

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

Provost Office Representatives: Trena Houp.

Guests: None.

**NOTE: These minutes will become final on February 24, 2020 if not challenged.**

- 1. Call to Order and Approval of Agenda** (Tom Regan, Chair)  
The meeting was called to order at 2:00pm.
- 2. Approval of the [Minutes from December 9, 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** (Tom Regan)  
No report.
- 4. Report of the Dean of Graduate School** (Cheryl Addy)  
Dr. Addy updated the members of the Graduate Council on Graduate Assistantships. She, along with Wanda Barr, is on a team identified by HR to develop process improvements for all forms of student hiring. The group has met twice and has a third meeting scheduled for February 5th to prioritize next steps. This process is for all student hires, not just graduate assistantships. The following is a list of ten broad issues and opportunities for improvements:

1. Categorization of student employees under the FLSA may be inconsistent/incorrect
2. Incorrect or delayed pay
3. Many hire forms are initiated on or after the Hire Date and many are submitted after the HR deadline
4. Interfaces with Banner overwrite data in HCM, provide incompatible data, and cause reporting errors
5. Manual processing for job changes, terminations, and select hires increase risk of errors
6. Processes and terminology are widely varied throughout the University
7. Student job codes are insufficient for all types of student employment, eforms has some glitches, and lack of form logic allows too many errors
8. Student Hire Representatives have very mixed levels of knowledge and understandings of rules, processes, and other facets of HR and student hire
9. Student employees do not receive sufficient communication about the employment process or their pay
10. Reports are insufficient in meeting needs

Additionally,

- Processes and terminology are widely varied throughout the University. For example, we realized that HR was not making a distinction between hiring a GA and hiring a graduate student in a non-GA position (hourly). Every hiring unit has its own internal process and ability to layer multiple jobs
- Hiring is initiated with significant errors and/or past the published deadline. Cases with incorrect or delayed pay, resulting in financial hardship.
- Need for effective training once improved processes are in place. There are currently 455 individuals who are authorized to hire students.
- Need improved interface between Banner and HCM; better reporting from system
- Currently have too much manual processing—need to digitize remaining processes (changes and terminations)

Commented [BW1]:

Dr. Addy also reported that there is an Executive Vice President & Provost and Vice President for Diversity, Equity and Inclusion search underway. Please see the following for more information:

### **Search for Vice President for Diversity, Equity and Inclusion**

The VP for DEI search committee is hosting an **Open Town Hall with Faculty/Staff** with each candidate. If you are not able to attend in person, a link to view will be available on the [Search Committee's website](#). To ensure that the search committee generates a list of consistent questions for three vice president for diversity, equity, and inclusion finalists, faculty and staff are invited to **submit questions online** by Wednesday (Jan. 29).

#### **Monday, February 3, 2020**

Dr. Deidra Dennie - Open Town Hall with Faculty/Staff  
3:00 p.m. – 4:00 p.m.  
Russell House Theatre

#### **Thursday, February 6, 2020**

Mr. Julian Williams - Open Town Hall with Faculty/Staff  
1:00 p.m. – 2:00 p.m.

Russell House Theatre

**Friday, February 7, 2020**

Dr. John Dozier- Open Town Hall with Faculty/Staff  
1:00 p.m. – 2:00 p.m.  
Russell House Theatre

## **Search for Executive Vice-President & Provost**

The search for Executive Vice-President and Provost has been updated to reflect the window for candidate campus visits:

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/executive\\_searches/executive\\_vice\\_president\\_for\\_academic\\_affairs\\_and\\_provost/position\\_overview/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/executive_searches/executive_vice_president_for_academic_affairs_and_provost/position_overview/index.php)

Four slots are being held for campus interviews: Feb. 10-11, 13-14, 17-18, 19-20.

On behalf of search committee co-chairs Gloria Boutte and Tom Vogt, please retain whatever flexibility you can for these dates. There will also be open fora for faculty and staff as well as several opportunities for interaction with smaller groups of faculty.

**Dates and times cannot become final before there is a list of finalists**, but the website will be updated with schedule details as they firm up. Not all DIAC members will be able to participate in each DIAC candidate meeting. Our goal is to have a healthy level of participation from our group with each candidate. We are a large group, so the burden is light on each member. For now, please just hold the dates if they are open for you. More to come.

Dr. Addy also reported that she will be traveling next week to Washington, DC with Jennifer Mandelbaum, GSA Representative, and three other GSA leaders to meet with staff at the Council of Graduate Schools and with several of our SC congressional delegation staff.

Dr. Addy participated in the two-day November off-site retreat to discuss the strategic plan. She is currently reviewing all of the comments submitted in response to the vision and mission statements and priorities that were posted for open comment. She will participate in the second off-site retreat on February 27th. In the meantime, she is actively involved in discussions for the student priority and faculty and staff priority.

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

Dr. Mitchell welcomed everyone back to campus and to the New Year and hoped that everyone has had a smooth start to the Spring 2020 semester.

Dr. Mitchell apologized if any of the Graduate Council members were impacted by an issue that he experienced with his phone. He was using his phone to add a couple of items to his calendar. Once he was finished, the system sent out an 'automatic' invite to folks. One of the items he mis-keyed and the 'auto-fill' feature added a different group than he had intended, and before he deleted the entry, 61 invitations were automatically sent. He is working with UTS to try to figure out how to end this automation. So, he apologizes if you were mistakenly invited to a meeting about which he has absolutely no knowledge or connection.

Dr. Mitchell shared with mixed emotions that Zach Lukemire in the Graduate School has accepted a new position at the University of Alabama. This is a positive career move for Zach, so, happy for him. It is a loss to the Graduate school to lose a friend and colleague. Zach has done a solid job of developing the thesis and dissertation workshops and procedures. We are in the process of working to fill that position. At present, there are no formatting/submission workshops scheduled for the spring semester, but the Graduate School does have a similar demonstration on YouTube (<https://youtu.be/HQAtoLNS7Eg>).

There are also helpful links on the Graduate School's Thesis & Dissertation page ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/thesis\\_and\\_dissertation/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/thesis_and_dissertation/index.php)), which includes the format guide ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/documents/etd\\_format\\_guide\\_v8\\_aug2019.pdf](https://www.sc.edu/study/colleges_schools/graduate_school/documents/etd_format_guide_v8_aug2019.pdf)). The guide includes submission instructions, and there is a list of Frequently Asked Questions regarding the submission process on page 30.

Graduate students with questions regarding their clearance status for graduation, should be directed to their program coordinator: ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/about\\_us/graduate\\_program\\_coordinators/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/about_us/graduate_program_coordinators/index.php)).

Encouraging the faculty in your respective programs who are working with graduate students to reach out to students they advise would be appreciated. Ensuring students are enrolled in appropriate courses and that they qualify with an adequate load to be graduate assistants would be helpful to avoid students being dropped from their positions. This kind of contact is also helpful in assisting students to finish their degree program objectives in a timely manner.

The Graduate School will be announcing a Graduate Director meeting for Graduate Directors and for program administrators, coming in February.

6. **Report on Professional Development** (Heather Brandt)  
Dr. Brandt reported on the following:

**Graduate Civic Scholars Program:** This innovative program for graduate students provides opportunities for interdisciplinary research, involvement in social justice initiatives and an enhanced understanding of the role of scholarship in addressing societal needs. The Graduate Civic Scholars Program is accepting applications now through 5 pm on February 17, 2020. An information webinar was held on January 24 (recording available). An in-person information session will be held on February 7 from 10-11 am in Close-Hipp, room 584.

- Program website: [https://www.sc.edu/study/colleges\\_schools/graduate\\_school/opportunities\\_support/scholarly\\_initiatives/graduate\\_civic\\_scholars\\_program/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/opportunities_support/scholarly_initiatives/graduate_civic_scholars_program/index.php)
- Example of work of former Scholar (Dr. Eboni Haynes): [https://www.sc.edu/study/colleges\\_schools/graduate\\_school/about\\_us/news/2020/eboni\\_haynes\\_gcsp\\_news.php](https://www.sc.edu/study/colleges_schools/graduate_school/about_us/news/2020/eboni_haynes_gcsp_news.php)

- Application:  
[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/opportunities\\_support/scholarly\\_initiatives/graduate\\_civic\\_scholars\\_program/graduate-civic-scholars-program-application.php](https://www.sc.edu/study/colleges_schools/graduate_school/opportunities_support/scholarly_initiatives/graduate_civic_scholars_program/graduate-civic-scholars-program-application.php)
- Webinar information session (recorded version):  
<https://register.gotowebinar.com/register/445010142787770369>
- In-person information session: February 7, 10-11 am, Close-Hipp Building, room 584
- Application deadline: February 17, 5 pm

**#GRADprofdev (Graduate School professional development), spring 2020:** Each Friday during the academic year, we will post professional development content on Graduate School [social media](#). On “Professional Development Fridays,” we hope that you will check out these resources to enhance your professional development. We are finalizing the full list of spring 2020 #GRADprofdev offerings. This preview offers an early look at some of the programs we have scheduled through February.

- [Graduate Civic Scholars Program](#) Information Session, February 7
- Writing Abstracts for Discover USC [webinar](#), February 7
- UofSC [Leadership Week](#), February 10-15
- Focus on Faculty Salary Negotiation [webinar](#), February 14
- 8th Annual GCC PhD & Master's Virtual Career Expo [online](#), February 26
- Start Smart Financial Literacy and Salary Negotiation [Workshop](#), February 27
- Overview of UofSC Career Center Resources [webinar](#), February 28

She is in search of someone who is familiar with the “better poster” modified presentation of a poster for professional meetings. She would like to offer a webinar or in-person session to help our students learn more about this new format. If you have recommendations, please send to her.

- More on the “better poster” template for presenting scholarly posters:  
<https://www.insidehighered.com/news/2019/06/24/theres-movement-better-scientific-posters-are-they-really-bette33r>
- “Better poster” online resource:  
<https://osf.io/8aiqs/>

**Discover USC:** Discover USC will be held on April 17, 2020 at the Columbia Metropolitan Convention Center. Registration is scheduled to open today with a deadline of March 6 for student registrants (i.e. presenters). Website: [https://sc.edu/about/signature\\_events/discover/usc/index.php](https://sc.edu/about/signature_events/discover/usc/index.php)

Important Dates for Discover USC 2020:

- Tuesday, January 21: Initial announcement to website
- Monday, January 27: Registration opens (presenters, reviewers, volunteers, outreach tables)
- Friday, March 6: Presenter registration deadline (Friday before Spring Break)
- Friday, March 20: Outreach table registration deadline
- Friday, March 27: Presenter assignment deadline; Reviewer/Volunteer registration deadline
- Friday, April 10: Reviewer and volunteer assignment deadline
- Friday April 17: Discover USC

**December 2019 Professional Photos and Recording:** The Graduate School is pleased to offer free, professional photographs taken before, during, and after the December 2019 Doctoral Hooding ceremony.

In addition, the university offers access to a video recording of the ceremony. The links to photos and the recording are at the bottom of the Academics / Commencement / Doctoral Hooding page on the Graduate School website. ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/commencement/doct oral\\_hooding/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/commencement/doct oral_hooding/index.php))

- December 2019 photos: <http://www.asph.sc.edu/images/GradSchoolDec2019/>  
\*\*\* For free full resolution copies, click on the photo and then click on the arrow in the bottom-right hand corner. If you have any questions, please contact the Graduate School via email at [gradcomm@mailbox.sc.edu](mailto:gradcomm@mailbox.sc.edu).
- December 2019 recording: <http://video.sc.edu/usc/doct oral121619.mp4>

Dr. Brandt shared that she has accepted a position in the St. Jude Children’s Research Hospital and Comprehensive Cancer Center in Memphis beginning in July. She is working with Dr. Addy on a plan forward for my responsibilities in her role as associate dean in the Graduate School. She thanked everyone for their support and looks forward to working with everyone to ensure a smooth transition.

7. **Report of the Graduate Student Association Representative** (Murray Mitchell for Jennifer Mandelbaum)

Dr. Mitchell shared that the first GSA meeting would be on Friday, January 31<sup>st</sup> in the Leadership and Service Center – all were welcome to attend.

Dr. Mitchell four GSA officers/cabinet members, along with Dr. Addy, will be in DC February 2-4 to meet with SC’s congressional delegation to discuss graduate student life at UofSC and the challenges facing graduate students here and nationwide.

8. **Report of the Academic Policy and Practices Committee** (Jim Mensch)

No report.

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 Courses for January 2020 Grad Council**

(CCP = Course Change Proposal; NCP=New Course Proposal; STC=Special Topics Course)

- ACCT 505** (4) Government and Nonprofit Accounting (CCP: Fall 2021)
- ARTE 560** (3) Secondary Methods for K-12 Art Certification (CCP: Fall 2020)
- ARTE 560P** (1) Secondary Methods for K-12 Art Certification Practicum (CCP: Fall 2020)
- CRJU 591** (3) Adolescent Mentoring (STC: Fall 2020; cross list with WGST 598)
- ECH E 530** (3) Intermediate Chemical Engineering Kinetics (NCP: Spring 2020)
- ECH E 540** (3) Intermediate Separation Process Design (NCP: Spring 2020)
- EDUC 632** (3) Promoting School Success in Homeless and other High-Risk Students (STC: Spring 2020).
- GEOL 508** (3) Palynology (Delete Existing Course: Fall 2020)
- GEOL 510** (3) Organic Sedimentation and Coal Genesis (Delete Existing Course: Fall 2020)

**JOUR 506** (3) Mass Media Criticism (CCP: Fall 2021)  
**JOUR 515** (3) Mass Communications Capstone Portfolio (CCP: Fall 2021)  
**JOUR 537** (3) The Carolina Agency (CCP: Fall 2021)  
**MUSC 567** (3) Recording Studio Techniques (CCP: Fall 2021)  
**MUSC 591** (3) Music Leadership Practicum (CCP: Fall 2021)  
**PSYC 585** (3) Advanced General Psychology (Delete Existing Courses: Fall 2020)  
**SPTE 550** (3) The Business of Esports (NCP: Spring 2020)  
**SPTE 560** (3) Performing Arts Management and Leadership (NCP: Spring 2020)  
**SPTE 565** (3) Business of Broadway (NCP: Spring 2020)  
**SPTE 585** (3) Sports Economics (NCP: Spring 2020)  
**WGST 598** (3) Adolescent Mentoring (STC: Fall 2020; cross list with CRJU 591)

#### **Distributed Learning Proposals**

None at this time.

#### **Special Topics Course Proposals**

**BADM 790** (3) Strategic Management of Technology and Innovation II (Spring 2020)  
**CRJU 591** (3) Adolescent Mentoring (STC: Fall 2020; cross list with WGST 598)  
**EDUC 632** (3) Promoting School Success in Homeless and other High-Risk Students (Spring 2020).  
**ENHS 793** (3) Concepts and Public Health Preparedness (Summer 2020)  
**ENHS 862** (3) 3D in vitro tissue culture for reproductive toxicity screening (Spring 2020)  
**WGST 598** (3) Adolescent Mentoring (STC: Fall 2020; cross list with CRJU 591)

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

None at this time.

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

Dr. Ellis shared that the Scholarships and Fellowships Committee had an on-boarding meeting on January 14th. Their first 'evaluative' meeting was scheduled for Wednesday (1/29) where they would be reviewing the first of three rounds of the Presidential Fellowship applications. Wright Culpepper will communicate the results of this meeting to the relevant Directors of Graduate Studies. Their next meeting to discuss Presidential Fellow application is scheduled for February 12th, which is shortly following the second nomination deadline.

#### 12. **Report of Science, Math, and Related Professional Programs Committee** (Rick Creswick)

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=80&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.”

- **CSCE Academic Certificate**, Graduate Certificate in Artificial Intelligence, Engineering & Computing, New Program: Fall 2020
- **NURS 770** (1-3) Nursing Field Study, Nursing, Change to Existing Course: Fall 2021

**These proposals were unanimously approved by Graduate Council.**

13. **Report of the Humanities, Social Sciences, Education, and Related Professional Programs Committee**  
(Murray Mitchell for Robin DiPietro)

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=80&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.”

- **EDST Major / Degree Program**, Foundations of Education, Ph.D, Education, Change to Existing Program: Fall 2020
- **JOUR 777** (3) Practicum in Mass Communications Management, Information & Communications, CCP: Summer 2020
- **SOWK Academic Certificate**, Drug and Addiction Studies, Social Work, Change to Existing Program: Fall 2020

**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**

16. **Old Business**

17. **New Business**  
Student Employment Update

18. **Good of the Order**

19. **Adjournment**

The meeting was adjourned at 2:40p.m.

**Murray Mitchell, Secretary**

CC:

Bob Caslen, President

Tayloe Harding, Interim 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



# Graduate Civic Scholars Program

Graduate School

## 2020-2021 CALL FOR APPLICATIONS

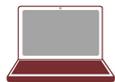
### About the Program

The Graduate Civic Scholars Program (GCSP) is a professional development opportunity for master's and doctoral students interested in community and public engagement and action-based research. Each selected student will receive a \$500 stipend. GCSP provides opportunities for interdisciplinary research, involvement in social justice initiatives, and an enhanced understanding of the role of scholarship in addressing societal needs. Scholars will meet for in-person sessions from May 11-22 (Monday-Friday) and then for monthly seminars from August 2020-April 2021. Refer to the website for more information.

### To Apply

Go to [http://tiny.cc/GCSP2020\\_app](http://tiny.cc/GCSP2020_app) and apply by 5 p.m. on February 17, 2020. Recipients will be announced by March 6, 2020.

### Information Sessions



#### Webinar

January 24, 2020

10-11 a.m.

Register at: <http://tiny.cc/GCSP2020>

\*Register to access recorded webinar



#### In-Person

February 7, 2020

10-11 a.m.

Room 584, Close-Hipp Building

\*No registration required

### Application Deadline

*5 p.m. on February 17, 2020*



Questions? Email [GRADprofdev@sc.edu](mailto:GRADprofdev@sc.edu).