GRADUATE COUNCIL MINUTES

August 26, 2019

The Graduate Council met on Monday, August 26, 2019 at 2:00 P.M. on the 5th floor of the Thomas Cooper Library in the Career Center.

Graduate Council members present: Dr. Tom Regan, Chair; Drs. Suzanne Adlof, Nate Bell, Ron Benner, Matt Boylan, Bobby Brame, Rick Creswick, Maks Chruszcz, Jean Ellis, Hippokratis Kiaris, Jim Mensch, Spencer Platt, Songhua Xu, and Jennifer Mandelbaum, GSA Representative

Graduate Council members absent: Drs. Joanna Casey and Sirivatch Shimpalee

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

Provost Office Representative: Dr. Tena Crews

Guests: Dr. Dirk den Ouden (COMD), Heidi Tolles (Biology), Dr. Elise Ince (Marketing), Dr. Sheryl Wiskur (Chemistry and Biochemistry) Dr. Yvonne Ivory (Language, Literature, and Cultures), Dr. Bob Oldendick (Institute of Public Service and Policy Research), Dr. Lianming Wang (Statistics), and Dr. Guoan Wang (Electrical Engineering)

NOTE: These minutes will become final on September 23, 2019 if not challenged.

1. **Call to Order and Approval of Agenda** (Tom Regan, Chair)
   The meeting was called to order at 2:00 p.m., and the agenda was unanimously approved.

2. **Approval of the Minutes from May 13, 2019.** 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)
   Dr. Regan thanked the Council for the opportunity to serve as Chair and was thankful to be of service to our graduate students.

4. **Report of the Dean of Graduate School** (Cheryl Addy)
   Dr. Addy welcomed the continuing and new Graduate Council members and had everyone introduce themselves. She then began a discussion on Graduate Assistantships and brought up two major issues related to the implementation of PeopleSoft in the spring:

1. Our graduate assistantship policy (ACAF 4.00) is a mix of academic/student issues (responsibilities, tuition abatement) and Human Resources (HR)/employment details that must reflect compliance with all relevant state and federal laws. In the Human Capital Management (HCM—the system that has replaced VIP) implementation, some of the business rules were changed without our knowledge. The biggest is that graduate staff assistants are NOT exempt from Fair Labor Standards Act (FLSA) rules, specifically, minimum wage and overtime. Academic Affairs (ACAF 4.00) defines a Graduate Assistant (GA) as a temporary SALARIED employee, but HR changed the processing for Graduate Student Assistants (GSAs) to hourly employees. For the time being, they are processing the same, but the policy must be updated to reflect the distinction. Dr. Addy is committed to assuring that we maintain eligibility for the tuition abatement and health insurance subsidy for all GAs, regardless of type. (Research, teaching and instructional assistants are FLSA exempt without challenge.)

2. Pay lag and earlier HR deadlines: The pay lag has been widely communicated, and the earlier deadlines are in response to both the anecdotal reporting of time involved in processing in the new system and continuing challenges with some units submitting hiring proposals much later than the employment start and HR deadlines. However, this creates a challenge for payment of remaining tuition and fees, especially for new graduate students who were likely not yet on campus for the published deadline for August 16 hires. The Bursar already had an Employment Payment Plan that is designated for GAs that spreads the tuition and fees payment over six equal payments with no deposit or processing fee. The payments are auto-drafted on the dates for payroll. Previously, the drafts were the six pay periods in September, October and November, but the Bursar has already agreed to change that to October 1 and 15, November 1 and 15, and December 1 and 15 (on or after the six payrolls). We are working on the communication strategy, but the focus is on the 107 GAs who are on the list as at risk for being dropped on Wednesday.

Dr. Addy also discussed special consideration for military and honorably discharged veterans: Undergraduate admissions has a set of questions on the student application that address military/veteran status for data collection. Select active military and veterans may qualify for resident tuition based on state law (and described in policy FINA 4.03). The bursar's official schedule also lists a much-reduced undergraduate tuition for active duty military that does not have a parallel at the graduate level. Dr. Addy has received a request to have an application fee waiver for military and veterans and has explored this with various stakeholders. This would require adding questions to collect information about eligibility and a process to approve requests. The current waivers are primarily for things like international scholars (e.g., Fulbright) for whom we have a separate application process rather than a regular CollegeNet application. After much discussion, it was decided that more information is needed to make a formal decision at this time.

5. **Report of the Secretary of the Graduate Council** (Murray Mitchell)
   Dr. Mitchell added a 'Welcome back!' to all present. He reported that the Graduate Council is not yet back to full strength. We still have space for one "replacement" member to serve until 2021, and two additional slots for full 3-year terms. Beyond these openings, Dr. Songhua Xu from Integrated Information Technology has been nominated and has agreed to serve if elected—this nomination

requires confirmation of the Graduate Council. So, at this time, I would like to offer the nomination of Dr. Xu for membership on the Graduate Council; a vote is required.

Dr. Regan called for a vote and Dr. Xu was unanimously supported for membership on the Council.

Dr. Mitchell added that he has reached out to the College of Education, the Business School, College of Social Work and School of Music for additional nominees. He reported also working on filling the five committees that report to the Graduate Council:

1. Humanities, Social Sciences, Education and Related Professional Programs (17 pending proposals)
2. Science, Math and Related Professional Programs (17 pending proposals)
3. Academic Policies and Practices
4. Grievances, Appeals and Petitions (1 pending appeal)
5. Fellowships and Scholarships.

Each of these committees must be chaired by a Council member; but there is more flexibility in the remaining members of each committee.

Dr. Mitchell then requested support from Council members to encourage their colleagues in home academic units to be more attentive to the advising and mentoring needs of their students. He reported that a typical doctoral student is required to enroll in a minimum of 12 hours of dissertation preparation, while some require a few additional hours due to unforeseen issues (e.g., access to a data set, loss of a committee member, personal issues, etc.). That said, there would seem to be some excessive use of this accommodation when students amass more than double that number of hours. Recent cases have arisen where students have amassed 28 hours where all but 3 have expired (e.g., must be less than 10 years old at the time of graduation); 39 hours, 49 hours and so far, the highest number located of 52 hours of dissertation preparation. This seems excessive and greater attention to student progress to degree appears to be needed.

Discussion ensued and the possibility of generating a report on a regular basis, to identify students who have accumulated 20 or more hours of dissertation preparation was identified as a viable strategy to more systematically identify and provide better guidance for students and their doctoral advisors.

6. **Report on Professional Development** (Heather Brandt)
   Dr. Brandt reported that the 'go live' launch date for the Graduate School's new website was still on schedule for Wednesday, August 28 at 9 a.m. Please visit the website at your earliest convenience and have a look (gradschool.sc.edu).

   On Monday, September 9th, there will be a Graduate Student Extravaganza from 9 a.m. until noon in the Russell House Ballroom featuring free professional headshots, resume and CV reviews by the Career Center staff, and giveaways. Please share the attached flyer with your departments.

   The Career Center will again partner with J.C. Penney at Columbiana Mall to offer great discounts on business attire to help our graduate students prepare for upcoming job fairs. Stay tuned for more information on this event.

7. **Report of the Graduate Student Association Representative** (Jennifer Mandelbaum)
Jennifer reported that there are 4 executive officers and 16 cabinet members in the GSA for this academic year; a full list of members is available as sc.edu/gsa.

Jennifer announced that the first official GSA cabinet meeting will be held this Friday, August 30th at 5:00 p.m. in Russell House, 2nd floor inside the Leadership and Service Center (all are welcome to attend) and the GSA is looking forward to working with Dr. Brandt on professional development opportunities for graduate students.

The GSA is working on next steps/action as a follow up to the stipend survey conducted last year, and the GSA is also working on securing a meeting with President Caslen.

The GSA continues to work with helping graduate students with payroll lag issues, health insurance subsidies and understanding GA policies.

8. **Report of the Academic Policy and Practices Committee** (Chair To Be Announced)
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 Level Courses

None at this time.

Distributed Learning Proposals

EDRD 500 (3)   Content Area Literacy PK-12 (Course Change Proposal: Fall 2020)
EDEX 616 (3)   Instruction of Students with Specific Learning Disabilities (Course Change Proposal: Summer 2019)
SLIS 797 (3)   Fake News and Alternative Facts: Information Behavior in a Post-Truth Era (Spring 2020)

Special Topics Courses

BADM 790 (1) Career Leadership Program (Summer 2019)
BADM 790 (3) Energy Industry Systems (Summer 2019)
BADM 790 (3) Strategic Communication for Leaders (Fall 2019)
COMD 525 (1-3) Neurodevelopmental Disorders (Fall 2019)
CRJU 591 (3) Adolescent Mentoring (Fall 2019)
CRJU 791 (3) Critical Criminology (Fall 2019)
EDSE 733 (3) Selected Topics in Social Studies Education (Summer 2019)
EDUC 632 (3) Number Sense and Proportionality for Teachers (Fall 2019)

EDUC 634 (3) Teaching the Holocaust (Summer 2019)
EDUC 634 (3) The Institute on Energy, Economics and the Environment: A STEM Course (Summer 2019)
EDUC 635 (3) Holocaust and Eastern European Study7 Tour (Summer 2019)
ENCP 789 (3) Topics in Entrepreneurial Engineering (Fall 2019)
ENHS 793 (3) Bioinformatics and Computational Biology (Fall 2019)
ENHS 793 (3) Phytoplankton-Nutrient Response Model Development Training (Fall 2019)
ENVR 501 (3) Water, Sanitation and International Development (Fall 2019)
EXSC 555 (3) Environmental Exercise Physiology (Spring 2020)
EXSC 755 (3) Applied Human Biomechanics (Spring 2020)
HSPM 791 (3) Current Issues in Health Systems Science (Spring 2020)
HSPM 791 (3) Introduction to Public Health Policy (Fall 2019)
HSPM 791 (3) Practical Introduction to Study Design and Impact Evaluations (Fall 2019; & SER section)
IBUS 790 (3) Business in Europe (Summer 2019)
IBUS 790 (3) Design Thinking (Fall 2019)
LING 805 (3) Language and Race (Fall 2019)
LING 805 (3) Psycholinguistics II (Fall 2019)
MKTG 712 (3) Sales: Process, People and Performance (Summer 2019)
MUED 793 (3) Experimental Research in Music (Summer 2019)
MUSC 787 (3) Research Methods in Music (Fall 2019)
PHPH 741 (3) Special Topics in Neuroscience (Fall 2019)
PSYC 888 (3) The Neurobiology of Meaning (Fall 2019)
PSYC 888 (3) Neuroimaging of Cognition (Fall 2019)
SOWK 768 (3) Multilevel Modeling (Summer 2019)
SLIS 797 (3) Fake News and Alternative Facts: Information Behavior in a Post-Truth Era (Spring 2020)
WGST 796 (3) Engendering Global Capitalism (Fall 2019)

10. **Associate Graduate Faculty Nominations** (Murray Mitchell)
    None at this time.

11. **Fellowships and Scholarships Committee** (Jean Ellis)
    Dr. Ellis stated that with the help of the Grad School administrators, they have worked to streamline the fellowship and scholarship application guidelines this summer. Information will be more readily available. She will distribute details later – as they are experiencing some red tape because of the new website roll out.   She really appreciates the feedback from her committee members last year that helped to make these improvements possible. The committee for AY19-20 is in the process of being confirmed.

12. **Report of Science, Math, and Related Professional Programs Committee** (Rick Creswick)
    None at this time.

13. **R**epor**t of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Chair To Be Announced)
    None at this time.

14. **Report of the Grievances, Appeals and Petitions Committee** (Bobby Brame)
    No report.

15. **Other Committee Reports**
    None at this time.

16. **Old Business**
    None at this time.

17. **New Business**
    None at this time.

18. **Good of the Order**
    Dr. Mitchell asked that all Council members and guests sign in on the roster for accountability purposes. Dr. Regan announced that our next meeting would be Monday, September 23rd at 2:00, in a different room, still in the Career Services space, still here on the 5th floor of the Thomas Cooper Library.

19. **Adjournment**
    The meeting was adjourned at 3:07 p.m.

Murray Mitchell, Secretary

CC:
Bob Caslen, President
Tayloe Harding, Interim Executive Vice President for Academic Affairs and 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