Faculty Senate Date Meeting Agenda  
For Friday, February 14, 2020

Call to Order (3:00 p.m.) in Library 237

Welcome to visitors

- Student Body President Alex Glenn: Motion to allow to speak, second, approved.
  - Provided information about himself
  - Described the activities of the Student Government
    - Emphasis on mental health awareness
      - 24 hour walk/fire lit; clubs represented at the event
    - Awareness of driving under the influence
      - Activity to simulate driving under the influence
    - Food drive – donated to Bluffton self-help last semester
    - Clothing drive – donations to Bluffton Self-help this semester
    - Halloween party for all
  - Expressed that students feel that the culture on campus does not match the culture of the faculty and staff
    - Mixed backgrounds
    - Committees run by faculty and staff and some of the ways that the information delivered in class does not reach every audience
      - Challenged faculty to change the way information is delivered in the classroom to reach every audience so that when students leave class they have learned.
  - Desires that faculty be seen outside of the classroom
    - Don’t see faculty at activities
    - Students would like to know faculty better
  - Needs in classroom that need to be addressed
    - Event of crisis in faculty members lives – need a plan in place so that the students are not expected to self-teach if the faculty member is absent for an extended period of time
  - Resources – lack of resources
    - Hospitality major – only one opportunity for transportation to HHI campus each day;
    - No transportation to Beaufort Campus; campus under-utilized
    - Under-utilized HHI because doesn’t meet scheduling needs of students
Commuters not involved at all – lack opportunity to be involved
  - Mental health resources – two counselors not sufficient for campus serving 2000; time limited to 20 minutes with a counselor because there are only two; not necessarily faculty picking up the slack; lost three students to suicide; need resources to meet the needs of growing student body; need counselor for each campus (Bluffton and Beaufort) – not just part time on Beaufort Campus
  - Lounge spaces – more needed; during peak times (finals), library not enough space for students; difficult for commuters in particular because they don’t have a personal space on campus for study.
  - Opportunities
    - Chili cook off – Thursday, Feb. 27th,
    - Student government on Mondays at 7:30 p.m.
    - Student weekly email – not received by faculty so faculty may not be aware of events

Approval of the Minutes of December 13th, 2019 meeting
- Dr. Diana Reindl – Edit to read Dr. Alyssa Mayer (correction of credentials)
- Motion, second, and approved.

Administrative Reports:
- Report of the Chancellor:
  Dr. Al Panu –
  - Commended Alex Glenn for guiding us to engage students more effectively
  - Recently took a group of students (SGA president and some of the other leaders) to the House before Carolina Day and received consistently high commendations of our students
  - Commended faculty in response to this
  - Conversations in media – ongoing discussion with the town of Hilton Head proposed $65,000,000 quality of life referendum to fund facility for arts on the island; $25,000,000; $5,000,000 to Coastal Discovery; $5,000,000 Health project; $30,000,000 to Parks and Recreation.
    - Goal was to raise $25,000,000 and USC would contribute 1.7 million dollars
    - Work on putting together a facility that will focus on the arts.
    - USCB – propose an educational focus in our mission of engaging in this, a major in Production Design was part of the planning process, not just randomly created
    - Meeting rescheduled for November 2021 after additional study including a feasibility study.
Dr. Charlie Spirrison commented that the major in Production Design was part of planning discussions, and the proposed fine arts facility would allow for a Production Design to be considered at USCB.

- Questions/comments
  - Dr. Jayne Violette – When conversations resume, will there be substantial financial commitment on the part of USCB?
    - $25,000,000 through the referendum
  - Dr. Peter Swift – comments about the ongoing expenses that may fall back on USCB; marketability
  - Dr. Panu – decisions contingent on feasibility study which include
  - Dr. Ben Nelson – How will this impact the Center for the Arts and programming?
  - Dr. Panu – CFA does not lend itself to full theater
  - Dr. Violette – asked why kept secret and not
  - Dr. Panu – when in the initial stages, don’t want to create panic in community related to planning

- Report of the Executive Vice-Chancellor for Academic Affairs
  
  Dr. Skipper –

Displayed Self-driving vehicle – food delivery robot – University of Houston – prefaces

AASCU Academic Affairs Winter meeting. “While the transformation of the student may be at the heart of our work […] few [institutions] have realized the kind of transformation that will be necessary to thrive in the years ahead.”

Topics: Making the student experience more convenient. Lifelong learners/ universal scholars is the next phase in higher ed. (‘Imagine someone telling you that if you work out for four years you’ll be in shape for the rest of your life.’) Massive demographic shifts. Reimagining first year retention. Adjust Gen Ed to what is relevant. Combining AI with HI. Blended delivery. (60% of GenZ say that they learn mostly on YouTube.) I imagine an alternate “delivery” chronology. I presented on our Academic Master Plan.

Academic Master Plan update. The AMP has been mapped to the USCB Strategic Plan 2023 and is being implemented as we speak. Key initiatives include Establish a Center for Teaching & Learning, Reboot General Education (GE), Renew focus on non-traditional students, and Create a Makerspace. Retention, International, Experiential Learning and Honors continue to be fundamental institutional priorities.

Gen Ed Planning Committee. Swati DebRoy (Chair), Serkan Catma, Bud Sanders, Brian Canada, Rachel Burns, Sarah Swofford and Murray Skees. Very excited about the work ahead. Gen Ed revision is one of the Academic Master Plan recommendations. Hoping for a December 2020 completion.
Top Fulbright Producing Institution. *Chronicle of Higher Education* recognition. Tied with Davidson, U of Richmond, VMI and others. Also, we have our first-ever Fulbright Student scholar semi-finalist, Ms. Tedi Light (History and Spanish double major). Recipients: Dr. Bud Sanders, Dr. Lynn McGee, Dr. Babet Villena-Alvarez, Dr. Kim Cavanagh, Dr. Panu

Academic Programs to Beaufort campus for fall 2020.

- The History program was identified by the Beaufort planning group as a fit for the Beaufort campus. Beaufort is the location of the Reconstruction Era monument, the Santa Elena History Center, the Penn Center, etc. Also Dr. Morris’ Institute for the Study of the Reconstruction Era. The locale can enable History to become a program of distinction.

- Marine Biology was also identified as a “right fit” for Beaufort by the Beaufort planning group due to waterfront location, proximity to Hunting Island, Pritchards Island, the PRSF, etc. Also was identified as an “above the line” programs for the APP study. Will be offered as a concentration. We do not have sufficient lab space in Bluffton to add another Biology concentration.

- Public Health, Nutrition, Pre-Law, History of Education concentration possibility

- Have accounting concentration; if students are able to earn 150 hours, they are able to sit for the CPA exam.

Cybersecurity - Another “above the line program.” Brian Canada is leading the process for CAE-CDE designation. Working with a designated guide from UWF’s Cybersecurity program. CAE Regional Resource Center (CRRC) for the South Eastern region is located at University of West Florida. More than one million job openings in the U.S.

[https://medium.com/@BUexperts/training-tomorrows-defenders-higher-education-s-impact-on-cyber-security-3f7345555063](https://medium.com/@BUexperts/training-tomorrows-defenders-higher-education-s-impact-on-cyber-security-3f7345555063)

Honors on the Bluffton campus. We will accept 30 students for fall 2020. Student will onramp to programs as sophomores. We have issued invitations to 151 freshmen (>3.5 GPA). Applications due on March 1 with April 1 deadline for notifying students of acceptance. Students will live in a designated Honors residences with BCH students transitioning from Beaufort.


2020 Carolina Trustee Professorship nominee. Congratulations, Dr. Mac James.

Title IX report – Dr. Babet Villena-Alvarez – Association of Title IX Administrators report 2000% increase in Title IX cases in the past three years because of the “Me Too” movement. Other universities have set aside large amounts of money that we don’t have.

- Many have minors (underage) in your courses or events without knowing it; need title IX training to address; Pregnancy – we haven’t been trained to counsel or advise; we have responsibility to the reporting party to respond; programs off campus, athletic events, etc. reflect need for training.
  - Faculty and students may not realize there are minor students in classes.
  - Need training to prepare to address these issues.
  - Pregnancy should be treated as temporary disability.
EX. - Study Abroad and any type of projects that are off campus – if an incident happens and our student is the reporting party and the responding party is from a different university or is a foreigner abroad, we are liable if we do not respond to the needs of our students.

- Will make available the booklet for Level 2 and Level 3 to those who are interested in further training, especially with minors and with pregnancy.
- Dr. Violette - suggests an additional/separate forum for further discussion of this.

Dr. Skipper noted Dr. Angela Simmons, our vice chancellor for student development, is also well-versed on Title IX.

Chalk and Wire implementation – Dr. Kim Dudas – update- purchased and now being implemented in certain programs; will post timeline on FS Blackboard

Dr. Violette will add Academic Master Plan to FS Blackboard.

Dr. Skipper – mapped academic master plan to the strategic plan so we are working from one document.

Committee Reports:

Academic Steering Committee

Dr. Erin McCoy –

The Academic Steering Committee met on Wednesday, 12 February in LIB 144. The Committee makes the following recommendations:

1. RE: Courses & Curricula Forms

The Committee voted to add this text to all existing C3 forms:

"Proposals signed with a notation of “not recommended” may be forwarded to next level of review. Proposals not signed after ten full working days may be forwarded without signatures (on the initiative of those making the proposal) to the next level of review."

This text is directly from C3 forms at USC-Upstate (similar language is on Aiken's forms as well). The link to see Upstate's forms is below:

[https://www.uscupstate.edu/faculty-staff/faculty-governance/committees/academic-affairs/](https://www.uscupstate.edu/faculty-staff/faculty-governance/committees/academic-affairs/)

This decision was made by the ASC to make sure that things move in a timely manner as the university grows, with respect that the Committee's responsibility to "forward thinking."

2. RE: Faculty Input & Campus Growth

The Academic Steering Committee has been approached by several faculty with concerns regarding how decisions are made in reference to Degree Program governance, placement, and changes coming from Administrative directives. These discussions are inevitable as USCB continues to grow. While the Committee understands that many decisions pertaining to Degree Programs cannot be retroactively changed, the Committee recommends:

Faculty input regarding respective Degree Programs must be held in higher regard and considered by Administrators.
USCB Degree Program Faculty love sharing ideas, collaborating, etc. Faculty remain excellent resources regarding what is best for the students in Degree Programs. Students rely on Faculty to advocate for what is best for them, and Faculty cannot do so when their consultation is not part of important discussions/decisions.

Lastly, re: Campus Growth, the Academic Steering Committee has been approached by several faculty with concerns regarding the absence of a plan for evaluating School Deans. As all other Administrative Faculty positions (Program Coordinators and Chairs) submit evaluative materials – and this is practice for Deans at Columbia – the Committee recommends:

A plan for evaluating Deans to be implemented by the end of the 2019-2020 AY. Cf: https://www.sc.edu/about/offices_and_divisions/provost/leadershippositions/deanreviews/

Dr. Skipper – This will begin this Spring.

Courses and Curricula Committee

- Dr. Brett Borton – The Courses and Curricula Committee met on Jan. 24, 2020 at 2:30 p.m. in LIBR 243. The committee reviewed and approved the following proposals:

Program Modification Proposal

English, Theater & Interdisciplinary Studies

- Change in required courses for B.A. in English, with Secondary Licensure, major.
  - EDCI 243 be replaced by EDCI 320 for secondary program

New Course Proposals

Educational Curriculum and Instruction

- EDCI B320 – Curriculum Planning, Technology and Assessment in Secondary Education.

English, Theater & Interdisciplinary Studies

- ENGL B480 – Secondary ELA Methods
- ENGL B481 – Secondary ELA Practicum
- ENGL B482 – Secondary ELA Seminar
- ENGL B483 – Secondary ELA Internship
- Nursing and Health Professions
- NURS B499 – Special Topics in Professional Nursing Practice

Course Change Proposals

- NURS B418 – Major revisions to course title, description, SLOs and credit hours.
- Next Meeting: Friday, Feb. 21, 2020 2:30 p.m. LIB 243
- Upcoming Meetings (with submission deadlines):
  - Friday, March 27 (Monday, March 30 @ 5 p.m.)
  - Friday, April 3 (Monday, March 30 @ 5 p.m.)
Friday, April 17 (Monday, April 13 @ 5 p.m.)

**Faculty Development Committee**
- **Prof. Angell** – met today.
  - Reviewed proposals
  - Those who have submitted for this term who need to revise it, for example to include a letter of acceptance or confirmation, are asked to resubmit by Feb. 27th.
  - There is additional funding so new proposals are invited.

**Faculty Grievance Committee**
- **Dr. Griesse** – no report.

**Faculty Library Committee**
- **Dr. Canada** – no report.
  - **Dr. Holderfield** – if you have library money, spend it.

**Faculty Manual Review Committee**
- **Dr. Hoffer** – The Faculty Manual Review Committee met on Monday, February 3rd. We are focused at this time on Sections III Faculty Reviews and IV Promotion and Tenure. The committee will be circulating documents containing proposed revisions to these two sections in the coming weeks, with an aim to schedule faculty forums before/after spring break in early March. Please stay tuned to your email for more details on forums coming soon. Attendance will be critical to the committee’s ability to bring proposed revisions to the faculty manual before the senate for a vote this academic year.
  - Dates of forums will be sent at a later date with proposed revisions.

The committee’s meeting schedule for the semester is as follows:
- Monday, February 17th from 1-3pm in LIBR 144
- Monday, March 2nd AND/OR March 16th from 1-3pm in LIBR 144
- Monday, March 30th from 1-3pm in LIBR 144
- Monday, April 13th from 1-3pm in LIBR 144

**Faculty Welfare Committee**

**Dr. George Pate** – Faculty Welfare Committee Report for Faculty Senate 2/14/20; additional information on the FS Blackboard space

The Faculty Welfare Committee met on Wednesday, October 5, 2020. We discussed the following items.

1. Pro-rated pay for faculty teaching summer classes.
   - We have put together a report on our investigations into and discussions of this issue. We plan to place it on the Faculty Senate blackboard page along with a link to a survey with a few open-ended questions. We request that faculty members look over this report and provide their feedback through the survey. The survey
will close and the open comment period end on March 6, with the intention to send a final revised report to the EVCAA on March 13.

2. Faculty/Staff parking.
   • We have created a survey on the parking situation that can be accessed here: https://qtrial2018q3az1.az1.qualtrics.com/jfe/form/SV_9zqeNMfuvkRW405
   • The survey will be open for a month, at which point we can better assess the situation and make recommendations. Survey will be sent to faculty and staff.
   • We continue to work on the issues of gender parity in compensated leadership roles. We are also continuing to look into an issue regarding how courses are counted toward teaching loads in the art department.

Promotion and Tenure Committee
   • Dr. Bruce Marlowe – no report submitted. Additional dates for workshops will be sent.

QEP Committee (Ad Hoc)
   • Dr. Roberts & Dr. Sawyer –
     The QEP report from January has been moved to the Appendix.

The Students Connected leadership team wants to remind you of an upcoming faculty development opportunity next Friday, February 14th, at noon in Library 243.

The session is entitled “Students Connected: SLOs & Assessment.” Dr. Caroline Sawyer will lead the session. During the session, Dr. Sawyer will:

1. Give a quick overview of the goals of our Students Connected QEP.
2. Describe and explain each SLO, including giving examples of artifacts that would be appropriate for measuring each SLO.
3. Describe the modified AAC&U VALUE rubrics associated with each SLO.
4. Give an overview of how Students Connected assessment was conceived and how it will be conducted.

If you didn’t attend workshop today, it is recorded on Tegrity in the organization section of Blackboard.

Student Research and Scholarship Day Committee (Ad Hoc)
   • Dr. Cavanagh & Dr. Hammond: Event to take place on April 20th, 2020. We encourage faculty to attend with students they mentor. Keynote Speaker tentatively is Christina Reagan (Biopsychology, Purdue Northwest)—advocates for student scholarship, women in sciences, model of a good teacher-scholar. Submission information to be sent in early March.
   • Dr. Violette asked about due dates, but changes in the semester have created a delay in submitting this information.

Committee for Academic Integrity (Ad Hoc)
   • Dr. Lisa Ciresi:
Online reporting form located on USCB blackboard – forms – academic reporting form.
- Form currently goes to the creator of form.
- Person to address these reports will be appointed.

Policies and procedures – student will be notified via email telling the student to meet with professor and an intermediary

Dr. Dudas asked how form submission is confirmed; concerned that someone would pretend to be a faculty member.

Dr. Ciresi – will make password protected

International Programs


IPC Subcommittee Reports:

- Internationalization Subcommittee: Dr. Volkan Sevim, Chair
  - No report.

- Fulbright & International Opportunities (FIO) – Dr. Alyssa Mayer
  - The Fulbright Subcommittee of the International Programs Committee met on January 24th. We are excited to announce that one of our outstanding USCB students, Tedi Light, has been selected as a semi-finalist for the Fulbright Spain program, which is one of the most competitive Fulbright programs for students.

  - In addition, the Chronicle for Higher Education is including USCB as a high-producing Fulbright university for this past year; a representative from USCB has been invited to attend the awards reception in Washington DC on February 18th.

  - USCB was contacted by Fulbright for the Outreach Lecturing Fund (OLF), which pays for Fulbright experts to present here at USCB for the benefit of faculty, staff, and students. We will host this Fulbright scholar at an event on March 20th. Lunch will be provided for faculty.

  - Finally, the Fulbright committee will have an informational table at Student Research and Scholarship day, offering resources and guidance for students interested in Fulbright opportunities. We ask faculty to encourage their students (particularly those attending SRSD!) to come speak with us and learn about the Fulbright program.

  - The next meeting of the Fulbright Subcommittee will take place on March 6th.

- Study Abroad: Dr. Chesanny Butler – IPC Report to Faculty Senate
  - No report submitted.

Student Scholarship and Fellowship Committee

- Dr. Kim Ritchie: The Student Scholarship and Fellowship Committee (SS&FC) would like to report on the following:
o All faculty: Please report the number of USCB students who have applied for nationally competitive fellowships to Brian Mallory at malloryb@uscb.edu. Please include student names, year, and fellowship.

o The Provost Office has allocated $5,000 each semester for students presenting their mentored research at state, regional or national conferences. Please contact Kim Ritchie at kritch@uscb.edu for the application process.

o We strongly encourage all faculty to work with their top students in applying for national competitive fellowships, grants, scholarships and internships.

o Alternating years of recognition of Standout Students

o Application is attached in Appendix.

**Unfinished Business**

- None.

**New Business**

- Vote on C3 Report
  
  o Moved to vote on all new course proposals voted as a block moved and seconded; approved.
  
  o Motion to vote on block of proposals, moved and seconded; approved.
  
  o Motion to vote on program modification; moved, seconded, approved
  
  o Motion to vote on course change proposals, moved, seconded, approved

**For the Good of the Order & Announcements**

**Ann Holderfield – Sea Islands Center Gallery, Department of Visual Art & Design**

*Bearing Witness*, artwork by Yvette Cummings, is on view until on February 22.


The next exhibition features work by USC printmaking professor Mary Robinson, on view March 3-27. There will be a closing reception and gallery talk on Friday, March 27, 5-7:30 with artist talk at 6 p.m.

Gallery Hours: T-Th 4-7, F-Sat 11-7, and when art faculty is in office. For more info, contact seaislandscentergallery@uscb.edu

**Dr. Erin McCoy** – USCB’s Sand Shark Veterans (SSV) are asking all to try to wear red on Fridays - this initiative is based on "red" standing for "Remember Everyone Deployed." If you're interested in getting a free SSV t-shirt with the RED logo *and* USCB's new logo, email Erin McCoy (emccoy@uscb.edu) with your size preference (for a regular cotton t-shirt).

SSV will be serving BBQ again in April (we sold out last year) and participating in a campus-wide effort of Operation SAD this spring, so stay tuned!

**Dr. Villena-Alvarez** – question for faculty- What is the difference between academic rigor and academic freedom? Keep in mind as we make decisions on not meeting.
Dr. Skipper – when people are ending classes early and/or cancelling Friday classes, students are complaining. Students and parents want to be sure they are getting their money’s worth.

Dr. Calvert – African American Month – important time and events happening

Dr. Calvert – campus transportation to HHI campus – attempt is being made to provide for students’ transportation needs; there is a plan in place.

Dr. Jim Sidletsky – Feb. 20 – 23 film festival

Dr. Lukaz Pawalek – had to cancel suicide prevention meeting due to weather last week, but will be rescheduled

Dr. James – follow up on Dec. good of the order – 59 students will be honors in the fall; in the last week of January sent invitation to apply to onboard to honors program; department chairs email for a list of students invited; will explain further on FS Blackboard how students are chosen to be invited.

Honors student contract forms have been approved. Will try to have the forms put on the registrar’s page under “forms”. Will also provide an example of and Honor’s Contract Form looks like filled out in FS page “Honors Program Information”. Also planning a related workshop.

- Dr. Violette – suggested that we consider Honors Steering Committee becoming an ad hoc committee so that this information isn’t lost at the end of FS meetings.

- Dr. Canada – concerned about additional preparation required to help a number of students who are on contracts. What do faculty get out of this?

- Dr. James – Evaluator could take this into account. Currently none. Pointed out that the contract is optional.

- Dr. Villena-Alvarez – teach the same course with extra project for individual

- Dr. Skipper – Has done these before. This is not adding an additional course. It is adding a little more critical thinking oriented, a little more professional interaction oriented component.

- Dr. James – Workshop will provide forum for discussing strategies

- Dr. Debroy – As far as distribution of labor, it’s the same people who are doing everything, so may need to consider designating people to take on these students.

- Dr. James – Deadline being sent as March 1 for applications

Dr. Ron Erdei – Columbia next week for career fair; some have class and need to miss meeting for this …STEM fair and non-STEM fair Tuesday, Feb. 18th

Dr. Pate – March 19 – 20 spring theater production; Campus Center 105, 7:30 p.m.

Dr. Jayne Violette – Congratulations to Dr. Deborah Cohan on the release of her book, Welcome to Wherever We Are: A Memoir of Family, Caring, and Redemption published by Rutgers University Press. Dr. Cohan’s book has been featured by Ms. Magazine, the Atlanta Journal-Constitution, the Cleveland Jewish News, and other news sources. She will be on a book tour over the next several weeks. A campus book-signing event is planned. More information about that event is forthcoming. https://www.youtube.com/watch?v=rNSb3E2VDbs
Motion to Adjourn, seconded, passed
Adjournment
Appendix

- QEP Report for Faculty Senate - January 17, 2019: We are excited to welcome Amy Lephart, Lynn McGhee, Lukas Pawelek, Sarah Swofford as Spring 2020 Faculty Fellows. Our spring course list is included below, and these courses are also identified on Self-Service with the attribute “USCB – Students Connected.” Additionally, Chesanny Butler will be joining the Faculty Fellows program with a course in Summer 2020.

  o **Spring 2020 Students Connected Courses:**

  o **Foundational**

    - COMM 190 – Introduction to Communication Studies, taught by Caroline Sawyer
    - ENGL 102 – Composition & Literature, taught by Amy Lephart
    - SOCY 101 – Introductory Sociology, taught by Anton Abraham
    - Traditional Experiential
      - BADM 429 – Internship in Business, taught by Lynn McGee
      - COMM 305 – Television Studio Production I, taught by Caroline Sawyer
      - COMM 405 – Television Studio Production II, taught by Caroline Sawyer
      - ENGL 462 – Technical Writing, taught by Sarah Swofford
      - HMSV 290 – Human Services Internship I, taught by Jim Glasson
      - HMSV 298 – Human Services Internship II, taught by Najmah Thomas
      - HMSV 490 – Human Services Internship III & Capstone, taught by Dawn Robinson
      - IDST 260 – Introduction to Medical and Health Humanities, taught by Amy Lephart
      - SOCY 495 – Internship in Sociology, taught by Summer Roberts
      - SPAN 398 – Medical Spanish, taught by Lukasz Pawelek

  o **Community Partnered**

    - COMM 255 – Communication Studies Research, taught by Caroline Sawyer
    - COMM 401 – Public Relations Campaigns, taught by Brett Borton
- HRTM 325 – Destination Marketing, taught by Nancy Hritz
- SOCY 498 – Research Seminar, taught by Summer Roberts

UNIV 401, the Graduation with Leadership Distinction Capstone, is also being taught by Summer Roberts and Caroline Sawyer this spring. As a result, we are eagerly anticipating our first Graduates with Leadership Distinction in Community Engagement in May.
USCB Student Fellowship & Scholarship Committee
STUDENT RESEARCH TRAVEL FUNDS REQUEST
*For 2019-2020

Please include the following information (to be completed by faculty mentor and/or student in consultation with faculty mentor):

1) Faculty Member and Student(s) Requesting Funds:

Faculty: _____________________________
Student: _____________________________

2) Title of Project and Conference details (Website of conference if available):

3) Detailed breakdown of total costs and the amount of your funding request. (Please note whether there are other sources of funding to be used for this project, such as grants, department allocations, etc. Funding amounts may be based on number of proposals received.):

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<thead>
<tr>
<th>Registration Fee:</th>
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<tbody>
<tr>
<td>Travel:</td>
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<td>Meals:</td>
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<td>Other:</td>
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<td>Total:</td>
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NOTE other sources of funding:

4) Description of Project/Proposal (Limit response to roughly one paragraph):

5) Justification of Conference Attendance (Supporting documents, i.e. acceptance letters, etc.):

6) Confirm that you will provide a written one-page summary of the results of your research presentation within one month following the conference.

7) Confirm that you will present your project/research at a USCB event and/or USCB Student Research and Scholarship Day during spring semester.

FACULTY MENTOR APPROVAL:

Signature: _____________________________ Date _____________________________