

Faculty Senate Meeting Minutes

April 18th, 2025

Library 237

Call to Order after General Faculty Meeting

Dr. Murray Skees (chair) called meeting to order at 4:19pm once quorum of 9 was reached.

Welcome to Visitors and Special Acknowledgements

Brian Canada

Kyle Messick

Victoria Neff

Approval of the Minutes of the March 21st, 2025, Meeting

Chair called for motion to approve minutes

MOTION put forward by Sarah Swofford: approve March 21st minutes

Seconded and carried

Committee Reports – see Appendix 1

Chair recognized Kyle Messick and moved to receive report by general consent – Additional Report: see Appendix for update

Unfinished Business

No unfinished business.

New Business

C3 Committee – voting; See Appendix 1 for full report

Chair recognized C3 Committee and moved to receive their recommendation by general consent

***Committee Recommendation:** The Courses and Curricula Committee recommend the following proposals for the Faculty Senate's approval:*

Proposals are organized by department so representatives can readily address questions should there be any.

English

- ENGL - Program Modification - Modify Writing Course options

Computers Science

- CSCI - Program Modification - Modify BS add CSCI B102 remove Cognate requirement
- ISAT - Program Modification - Modify BS add ISAT B102 remove MGMT B371

Cross listed: MART, CSCI

- MART B479 - New Course Proposal - Agile Practices in Video Game Production
- CSCI B479 - New Course Proposal - Agile Practices in Video Game Production

Chair called for motion

MOTION put forward by Sarah Swofford: bundle program modifications
Seconded and carried

Chair called for motion

MOTION put forward by Sarah Swofford: approve bundle
Seconded and carried

Chair called for motion

MOTION put forward by Sarah Swofford: bundle new course proposals
Seconded and carried

Chair called for motion

MOTION put forward by Sarah Swofford: approve bundle of new courses
Seconded and carried

For the Good of the Order & Announcements

Adjournment

Chair called for motion to adjourn

MOTION put forward by Sarah Swofford: adjourn the meeting
Seconded and carried by unanimous consent at 4:35pm

Committee Reports – Appendix 1

USC System Faculty Leadership Council

No report.

Academic Steering Committee

No report.

Budget Committee

No report.

Courses and Curricula Committee

Ron Erdei: The Courses and Curricula Committee (C3) met on Friday April 11, 2025, and bring the following proposals for the Faculty Senate's approval under New Business.

Proposals are organized by department so representatives can readily address questions should there be any.

English

- ENGL - Program Modification - Modify Writing Course options

Computers Science

- CSCI - Program Modification - Modify BS add CSCI B102 remove Cognate requirement
- ISAT - Program Modification - Modify BS add ISAT B102 remove MGMT B371

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- MART B479 - New Course Proposal - Agile Practices in Video Game Production
- CSCI B479 - New Course Proposal - Agile Practices in Video Game Production

Current members of C3 for AY 2025-2026 are:

- Erdei, Ronald (Chair)
- Kelley, Kim
- Kuehn, Jo
- Kunkle, Amy
- Ricardo, Elizabeth (Secretary)
- Skipper, Eric

Faculty Grievance Committee

No report.

Faculty Library Committee

No report.

Faculty Manual Review Committee

John Thrasher: The newly approved Faculty Manual (pending formatting) has been forwarded to Academic Affairs for review, and we are awaiting any feedback from them before proceeding to next steps. The Faculty Manual Review Committee will be meeting April 16th to discuss how to proceed with future changes to the Manual.

Faculty Welfare Committee

No report.

General Education Committee

No report.

Promotion and Tenure Committee

No report.

Committee for Academic Integrity (Ad hoc)

No report.

Honors Steering Committee (Ad hoc)

Mac James: The Honors Steering Committee plans to meet on April 24th to finalize admissions criteria for fall 2026.

International Programs Committee (Ad hoc)

- **Kyle Messick:** We've met with students with visa questions to address concerns surrounding their legal status in the context of the current political climate
- We're in the process of revising the proposals for the Bahamas and South Dakota indigenous group trips to make policies more concrete and transparent.
- In November we will be holding a passport workshop to help students apply for and obtain passports
- We have included an updated study abroad proposal form that now includes USCB study abroad policies for both students and faculty. Faculty members interested in studying

abroad will want to look over this information. We will soon develop a checklist for faculty members to make the expectations and guidelines for study abroad clearer.

- The updated Study Abroad Proposal form is at the end of the appendices.

Student Research and Scholarship Day Committee (Ad hoc)

Beth Hammond: Student Research and Scholarship Day will take place on Monday, 4/21. As of Friday, 4/11, we expect the greatest participation to date! Thank you to all who have mentored students and those who have volunteered to help with the event.

Student Scholarship and Fellowship Committee (Ad hoc)

Carmen Farrell: Student Scholarship and Fellowship Committee (ad-hoc):

The Student Scholarship and Fellowship has met twice in the last month to review both study abroad and summer research experience grants. The study abroad awards ranged from \$300-\$800, and all SRE awards started at \$1000, with a few exceptional applicants getting \$1750. Congratulations to all the awardees below!

Study Abroad Awardees for the Bahamas trip (faculty mentor Dr. Kim Ritchie or Dr. Caroline Sawyer): Jorden Favor and Taylor Desilva

Study Abroad Awardees for the France Trip (faculty mentor Dr. Babet Villena-Alvarez): Grayson Hershey, Justin Michonski, Daniela Lopez, Rachael Graham and Dalin Sebre

Study Abroad Awardees for the Poland Trip (faculty mentor Dr. Babet Villena-Alvarez): Lexie Castro and Danisha Moise

Study Away Awardee for the South Dakota trip (faculty mentor Dr. Lynne Hutchinson): Keshona Sharpe

Summer Research Experience Grant Awardees: Ash Bass and Jacob Wright (working with Dr. Kyle Messick), Lynette Wyant and Maria Angelita Carolus (working with Dr. Mercer Brugler), A. Rose Nance (working with Dr. Ed D'Antonio), Alexandra Horn (working with Dr. Babet Villena-Alvarez), and Brendan Cruz (working with Dr. Tye Pettay)

Do you have a student who is traveling to present research at a conference? Our Sand Shark Voyager Award is a \$500 award for research related travel. If you have a student who will be traveling for research between July 1st and September 30th, 2025, the application for that cycle will open from May 1 through May 8th, 2025. Information about this award, application cycles, rubric, and the submission form can be found under "Sand Shark Voyager Awards" on this website: <https://academics.uscb.edu/research/student-research/index.html>

If anyone has any questions or concerns, please reach out to Carmen Farrell at cf28@usb.edu.
SS&FC Committee – Carmen Farrell (chair), Dave Hall (ex-officio), Kim Cavanagh, Tye Pettay, Jim Sidletsky, Babet Villena-Alvarez

Committee for the Creation of Guidelines for Faculty Governance at USCB (Ad hoc)

No report.



Study Abroad Proposal (See page 2 before completing form)

Proposing Department: _____

Date of Submission: _____

Proposal for (Choice One):

_____ Faculty or Staff Led International Program

_____ Student Led International Program

_____ Other: _____

Duration of Trip (Dates Abroad and Number of Days Abroad) : _____

Location: _____

Expected Term of Travel: _____

Year: _____

Program Summary:

(Attach Supporting Documents like syllabus, costs, itinerary, activities, etc.)

Contact Person: _____ Department: _____

Contact Email: _____ Contact Telephone: _____

APPROVALS

Department Chair: _____

Date: _____

IPC Chair: _____

Date: _____

Provost: _____

Date: _____

AD HOC APPROVAL (Required if not budget neutral)

VC of Finance: _____

Date: _____

USCB Study Abroad Policies and Notes from IPC:

Policy 307: <https://www.uscb.edu/human-resources/policies-and-procedures/pdfs/307-FacultyStaff-Led-Overseas-Programs-for-Students-Policy.pdf>

Policy 308: <https://www.uscb.edu/human-resources/policies-and-procedures/pdfs/308-International-Travel-Policy-for-StudentsRevised-Final.pdf>

1. Study Abroad versus International Program Abroad. All Study Abroad programs require a course that is taught in the same term as the international travel. An International Program Abroad does not require students to take a course but a strong educational justification must be in place to justify the expenses.
2. The \$300 Study Abroad fee is connected to the course and paid by all participants. The funds will be used for the travel and teaching expenses of the faculty officially listed as teaching the course(s) abroad.*
3. Faculty salaries (11-month faculty are not paid for their teaching, no matter the timing of the trip/class) are paid based on a minimum of 10 students paying tuition fees, the same as other summer classes and as approved by the Provost.
4. Faculty/Staff using any type of USCB funds to travel with students are Program Leaders and they can be either Primary or Secondary Program Leaders. As such, they must understand their responsibilities toward the institution, the students, and their program.
5. The *Primary* Program Leader uses the PLEF (Program Leader Expense Form) form for funding reimbursements (not a Travel Authorization).
6. Study Abroad entails collaborative work with various offices: Bursar, Registrar, Financial Aid, Business, Communications and AVCAA office (Academic Affairs). Some offices get audited on procedures and the implementation of policies. All Program Leaders must adhere to policies in place with regards to the academic aspect of study abroad as well as the collection of funds, use of funds, marketing to students, teaching the course, use of federal, state, and private financial aid, etc. within a given semester.
7. Program Leaders (working with their program department) must have all documentation in place from all participants traveling as required by USC system at least 3 weeks before departure (in K Drive). Study Abroad forms, materials, and checklists are shared with faculty proposing a study abroad and an orientation for Program Leaders can be scheduled as well.
8. Program Leaders must discourage the payment of travel expenses when a participant has no passport yet.
9. The difference between a Study Abroad (international) and Study Away (within USA) is the \$300 fee charged to students signing-up for a Study Abroad program course.

* The \$300 Study Abroad fee funds collected will be used first for the expenses of the faculty *Primary* Program Leader traveling with the students before any other sources of funds to cover faculty expenses such as transportation, lodging, meals, museum and monument tickets, teaching materials when conducting a study abroad program. Additional account funding sources may be used upon approval of the Provost. The faculty department managing the expenses will contact the Bursar's Office to request the account string to be used for the PLEF.