McCausland Graduate Committee Meeting Minutes

February 3, 2026
Petigru 321, 1:00-2:00 PM

Present: David Hitchcock (chair), Alexander Duncan, Sheryl Wiskur, Jelena Jankovic, Brett Sherman
Ex Officio: Tracy Weldon, Sonya Brown

Absent: Gretchen Woertendyke, Eric Holt

-Minutes from November 19, 2025 meeting were approved.

-Old business: Discussion of new proposed international transcript credentialing rules

- Question about general deadlines (with eye toward Fall 2026 entering students) for credentialing unofficial transcripts vs. credential the conferral of the final degree
- We will ask for clarification

-Committee Discussion: Speed of travel reimbursement for graduate students

- Need to educate graduate students to collect receipts, submit in a timely fashion, put all names on shared housing receipts, give correct address. Reimbursement usually within a week when procedures followed.
- Sheryl has a to-do document for students and graduate directors that she can share
- Students now must be reimbursed for travel via check rather than direct deposit. This could introduce delays or mistakes (wrong address, etc.). Sonya found out that reimbursement via direct deposit be implemented for students employed by the university as GIA, GTA, GRA, etc.
- Discussed possibility for a bridge fund for preconference costs (registration, airline tickets). Sonya suggested department travel cards as a solution for this when there is a pressing need. Departments can decide own policy.

- Committee Discussion: Summer jobs and assistantships – how to identify opportunities for students to get paid?

- Use Career Center to advertise a repository of available positions Tracey shared this link: https://www.sc.edu/about/offices_and_divisions/career_center/student_career_hub/search_for_jobs/job_postings/index.php

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- Grad directors can post available summer positions to listserv to reach students in other departments
- Try to establish connections to industry in field for summer internship opportunities
- Noted the problems international students have working in jobs over the summer beyond assistantships

-New business: Discussed some recent policies related to graduate students

  - Recent rule change at University level: When hiring graduate students not on assistantship to teach courses, the college is now forced to hire them as SGNA, not as TFAC (not ideal for students, but cannot get around this)
  - Policy discouraging hiring our own newly finished graduate students as instructors. Not a rule but a guideline: Provost wants a wide search to fill these positions
  - Update: the ADMIT software is still being used for graduate admissions.

- David H. will send out dates for second meeting time for Spring 2026 in a Doodle poll

-Next meeting date will be publicly announced soon

-Elections to serve on the Graduate Committee and to serve as chair of the committee will be coming up soon (Alex and Jelena will rotate off committee, and David H. will rotate off chair position)

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Notes taken by: David Hitchcock