Meeting Minutes:
Tuesday, December 13, 2022
In Person and Online Zoom Meeting

Present
Albright, Dallas
Baughman, David
Bennett, Jennifer
Bishop, Faith
Bonner, Cheryl
Borgic, Kevin
Bourgoin, Jeremy
Bush, Marita
Butner, Sean
Carlson, Robin
Carroll, Sara
Chai, Pearl
Champion, Brittany
Cole, Victoria
Conwell, Patrick
Cope, Sara
Coradazzi, Danny
Cummings, Kenedee
Dickson, Nancy
Dixon, Amanda
Eubanks, Helga
Fogg, Christine
French, Caitlyn
Gibbons, Sarah
Gilmore, Alana
Gyarmati, Krista
Harding, Amanda
Hastings, Lynn
Higgins, Ed
Hollifield, Michael
Jackson, Crystal
Johnson, Denise
Johnson, Linda
Keever, Jeffrey
King, Amanda
Kiolbasa, Mary
Kurilko, Rachel
Lampley, Cassanora
Lawrence Givens, Tiffany
Long, Madeline
Maddock, Lynn
Manlove, Sharon
Manus, Sara
McKeever-Burgett, Adam
Moody, Chance
Naughton, Megan
Noote, Allie
Oliver, Leshan
Patterson, Mundy
Peters, Erin
Pezzati, Katelyn
Poteete, Sarah
Pratt, Jeremy
Pring, Michael
Putnam, Sara
Reed, Haley
Reeves, Kallea
Rivas, Beth
Sierra, Bryn
Smith, Amy
Smith, LaDonna
Stumpf, Jean
Swayze, Sarah
Turner, Kimberly
Walker, Susan
Wang, Joanne
Weeks, Daravanh
Weisbrodt, Cathy
Wilson, Maisie
Woody, Jennifer
Zink, Andrea
WELCOME

Amanda Harding, President, called meeting to order at 8:33 am

Agenda
Graduate School Initiatives and Updates – Dean Christie-Mizell
Student Athlete Summer Internship Program – Amari Dryden, Director of Career Development
USAC Business and Committee Reports
USAC Holiday Fun
Keynote Speakers
C. André Christie-Mizell - vice provost for graduate education and dean of the Graduate School
Enhancing Doctoral Education at Vanderbilt Through Collaboration

Overview
- Role of the Graduate School
- Enhanced Funding Model for Doctoral Education
- Graduate School Programs and Projects

Themes from Faculty Listening Tour
- Intentional recruitment
- Competitive funding packages
- Guidance on best practices for mentoring and advising
- Focus on interdisciplinary research and cross-collaboration
- Support of international students

Themes from Graduate Student Listening Tour
- Better service delivery
- Competitive funding packages
- Clear expectations for research
- Clarifications of student’s role in mentoring and advising
- Protection of cohort model

The Role of the Graduate School: Vision, Student Success, Operations:
- Align Vision and Mission – empower Schools and Colleges in recruiting, training, and placing the world’s top PhD students
- Support Structures – promote scholarly excellence through programming and auxiliary grant support
- Outreach and Engagement – equip departments to promote student achievement and advancement through institutional guard rails and policies
- Support the Schools and Colleges – achieve superb operational effectiveness through a clearly defined structure of responsibilities

Consensus Pillars of Student Success:
High achievement and job placement set the stage for recruiting the next stellar cohort.
- Recruitment
- Research Expectations
- Training for the Profession (ie-faculty, industry)
- Advising and Mentoring
- Progress Towards Degree
- Job Placement and Ongoing Professional Development
- Student Financial Support

Office of the Provost supplements: promoting high-quality investments
- Interdisciplinary Programs – foster intellectual communities across PhD disciplines
- Provost PhD Fellowships – financially support select students for 5 years to promote rigor, achievement, and diversity
• Incentivizing External Grants to Support PhD Education – support for PhD programs that obtain external grants for PhD students
• PHD Student Scholarly Excellence – support for students getting honors, showing pursuit of grants, publishing papers, etc
• Support Services – invest in necessary support services like childcare subsidies

Implementation Timeline
• Phase 0 – Confirm Senior Leadership Endorsement – April 2022 – outline and obtain senior leadership endorsement for the plan
• Phase 1 – Communicate Change and Share Best Practices – May 2022-June 2022 – Coordinate with schools and colleges, communicate next steps to Deans, Chairs, Coordinators
• Phase 2 – Assess and Develop Future State Resources – July 2022-October 2022 – PhD programs update handbooks, reform supplements, develop reporting metrics and process, standardize relevant policies
• Phase 3 – Implement and Inform Students – November 2022–May 2023 – Communicate supplements to students and faculty, track information to support incentive program, programs complete year-end survey
• Phase 4 – Evaluate and Make Revisions – June 2023 and Forward – analyze program data from survey determine Office of Provost Supplement allocations

Student Services:
• Admissions and Enrollment Management
• Academic Affairs
• Graduate Leadership Institute
• Graduate and Postdoc Academic Success
• Events and Communications

**Amari Dryden – Director of Career Development**

**Student – Athlete Summer Internship Program**

Mission
• Offer student-athletes the opportunity to gain valuable work experience without being concerned about how their basic needs are met
  o Vanderbilt Athletics will pay for student athlete’s housing and meals throughout their internship in Nashville, even if the internship is paid
  o Student-athlete must physically be in Nashville and the internship must be at least 20 hours per week.
• Ensure by the time every student-athlete graduates from Vanderbilt, they are prepared for life after sports

What Do Student-Athletes Bring to the Workforce?
• Teamwork
• Discipline
• Time Management
• Coach-ability
• Determination
• Adaptability
• Leadership
• Growth Mindset

Student-Athlete Summer Internship Fair
• Tuesday, February 29th 6 – 7:30 PM
• Student Life Center
• Dinner provided

Timeline
• January – send Amari Dryden internship descriptions
• February – Internship Fair
• March – Internship Matching
• April – Internship matches finalized

Questions? Want to Participate?
• Email Amari – amari.dryden@vanderbilt.edu

USAC Business

Kroger Card Community Rewards
• December will be the last two months we are participating in the current Kroger awards.
• Will be shifting over to new EAP on the University side
• The University will have a new Kroger Community Account
• Partnering with Amazon Smile in the new year

Minutes for October and November – Approved.

Communications Committee
• Thank you for your ideas for the flyer – be on the lookout for it at the Turkey Toss.
• Social Media – Facebook, Instagram, twitter.
• Welcome to the guests that are here today. 106 people on the call, most.

EDI Committee
• EDI committee meeting is Friday, December 16 at 1 pm

Events Committee
• Virtual Food Drive coming up – look for the link in the USAC Newsletter to participate.
• Turkey Toss – December 16 – 7 AM – 6 PM – Sarrat Student Center, 2301 Vanderbilt Place
• USAC Coffee Break – again in the Spring
• Next meeting: December 20 @9:30 AM via Teams
Membership
- Meet a Member – Maisie Wilson, Project Manager, Production Editor for Vanderbilt Magazine

Rules and Administration
- Fun fact about Robert’s Rules of Order
  - Henry Robert wrote a Pocket Manual of Rules of Order for Deliberative Assemblies after he graduated 4th in his class at West Point and as an accomplished Army Officer – was unexpectedly asked to chair his church’s business meeting. It ended with members throwing hands over procedure.
- Next meeting: TBD

Staff Life
Staff Mentorship Program Update:
- Mentors – 118
- Mentees – 118
- # who signed up for both – 35
- USAC participation – 17 mentors, 18 mentees

New Employee Wellness and Mental Health Programs start January 2023
Be on the Look out for new ELE Workshops starting in January

Next Meeting
Tuesday, January 10 – Zoom

Meeting adjourned at 9:49 AM.
Those in attendance enjoyed breakfast and participated in Holiday Games.

USAC Vision: Through communication, consultation, and service, the Council will promote a strong partnership among the staff, faculty, students, and administration of Vanderbilt University.