



Together we will succeed!



Diversity, Engagement, Inclusion
Faculty Advisors' Best Practices
2018-2019

The College of Engineering and Computing aims to achieve a community where all members are able to fully realize their potential.

Faculty Advisors' Best Practices

Role: Support the chapter by

- Providing continuity of the student chapter by record keeping, training and orientation
- Acting as the key liaison between the organization and the host department/college and campus organizations
- Mentoring student members, such as chapter program, group discussions, one-on-one interactions

Responsibilities:

- Must be a faculty/staff of the College of Engineering and Computing
- Ensures that student chapters submit materials to the university's Leadership and Service Center
- Keeps records, supports training and orientation as needed
- Ensures that the student organization follows the university's standards for:
 - Student Code of Conduct, sc.edu/policies/ppm/staf626.pdf
 - Student Organizations Policy, sc.edu/policies/ppm/staf310.pdf
- Follow the university's Policy for Advisors for Student Organizations, sc.edu/policies/ppm/staf301.pdf

Recommendations based on feedback from students:

- “Act in an advisory capacity, as opposed to a directive relationship in the organization.”
 - Developing procedures and plans for actions
 - Stimulating and initiating activities
- Be available to meet the officers and the members of the student organization
 - Attend some of the meeting; at least one in the beginning of the school year and one at the end
 - Set up office hours dedicated to the student organization members, including discussions on organizational directives and personal issues
- Advise and consult the student organization on financial affairs
- Promote the student organizations to the faculty of the college and encourage leadership and faculty to meet student members

Students' concerns and suggested actions:

- *Concern:* Travel support to diversity conferences, prepaid instead of reimbursement
Solution: Use travel agencies to purchase large budget items, use invoices when possible, advance up to 70% of meals and lodging
Sample resources: see attached travel support request form
NOTE: Fall (9/15), Spring (4/15), and Summer (4/15) deadlines must be enforced to be able to allocate funds
- *Concern:* Culturally unaware instructors (mainly GRA)
Solution: Use CTE resources to offer workshop; Online training course for inclusive classroom teaching make it available/required ???

Sample resources: DiversityEdu, diversityedu.com ; Education for All: Disability, Diversity and Inclusion, futurelearn.com/courses/education-for-all

- *Concern:* lack of access to advisors, faculty, and administrators
Solution: Advisors attend at least 2 chapter meetings, encourage other faculty to stop by these meetings (e.g., post meeting times and locations), organize college-wide events for faculty and students
NOTE: Encourage student chapter members' participation in events
- *Concern:* Lack of physical space for diversity student chapters
Solution: Dean has promised Swearingen 2nd floor former ACM room to be set up as a diversity hub. How to make it a welcoming environment? Furnishing, equipment, access, etc.
NOTE: Can be used by faculty advisors to meet members of the student chapters

Key Resources from UofSC Leadership and Service Center*

Annual Planning Calendar for Student Organizations:

sc.edu/about/offices_and_divisions/leadership_and_service_center/documents/so-annual-planning-calendar-14-15.pdf

Annual Renewal Process:

sc.edu/about/offices_and_divisions/leadership_and_service_center/documents/so-annual-planning-calendar-14-15.pdf

Leadership Transition Checklist:

sc.edu/about/offices_and_divisions/leadership_and_service_center/documents/transition-checklist.pdf

Student Organization Fundraising Policy:

sc.edu/about/offices_and_divisions/leadership_and_service_center/documents/staf322.pdf

Student Organization Funding (Student Government Website): sa.sc.edu/sg/#

Treasurer's Manual: sa.sc.edu/treasurersmanual/

*All resources from the Organization Toolbox are available at

sc.edu/about/offices_and_divisions/leadership_and_service_center/documents/transition-checklist.pdf