

**USC LANCASTER
FACULTY ORGANIZATION MEETING MINUTES
NOVEMBER 1, 2013**

- I. Call to Order: 11:11am
- II. Correction/Approval of the Minutes—September, October, and Special meeting minutes approved
- III. Reports of Officers
 - a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
 - b. Associate Dean for Academic and Student Affairs—Dean Ron Cox –**REPORT ATTACHED (SEE APPENDIX #2)**
 - c. Academic Success Center –**REPORT ATTACHED (SEE APPENDIX #3)**
 - d. Human Resources (Mobley-Chavous):
 - i. Please submit renewals for temporary employees as soon as possible
 - ii. There is a new space on the personnel request form asking for phone number.
 - iii. Let your department chair know if you're teaching an overload in the spring.
 - iv. Email Tracey re: donating annual or sick leave.
 - e. Law Enforcement/Security—John Rutledge
 - i. Thanks to those who participated in the fire drill
 - ii. We identified some problems; currently revising procedures
 - iii. Plan January or February workshop to explain new procedures
 - f. Medford Library, Webmaster—Prof. Lori Harris—**REPORT POSTED ON S DRIVE IN FACULTY ORGANIZATION MINUTES FOLDER**
 - i. Database access changed to class-based instead of campus-base
 - ii. Temporary access to Columbia resources for those teaching Palmetto courses
 - iii. Students in Palmetto courses can also get access—send them to librarians
 - iv. Librarians now have Columbia access so they can better assist students.
 - v. Link on library website for faculty access to Columbia resources for those NOT teaching Palmetto courses
 - vi. Reminder about show what you know/faculty colloquium
 - vii. Please send book orders to Rebecca Freeman
- IV. Reports of USC System Committees
 - a. Regional Campus Faculty Senate—NONE (executive committee members at meeting in Columbia)
 - b. Provost's Advisory Council (Gardner)
 - i. Chancellor is currently looking into whether there is a need for this committee
- V. Reports of Local Committees
 - a. Assessment (Davaut)
 - a. Assessment reports are on S drive
 - b. Reminder: artifacts for 2013-2014 assessment are needed as soon as possible
 - c. Library Committee (Lawrence)
 - i. Library Committee will put forward a motion to revise Redefined Teaching Load policy to include faculty librarians under New Business

- b. Student Affairs (Bundrick) —**REPORT ATTACHED (SEE APPENDIX #4)**
- VI. Unfinished Business
 - a. Motion to update the bylaws— **MOTION POSTED IN “MINUTES” FOLDER ON “S” DRIVE**
 - i. Changes to committee descriptions for Assessment and Student Affairs committees—**PASSED** by unanimous consent
 - ii. Change definition of quorum to no longer be half of faculty organization?—**Motion DOES NOT PASS**
 - iii. Move to vote on changes to bylaws—**MOTION PASSES**
 - iv. **ACCEPTED BYLAWS POSTED IN MINUTES FOLDER ON S DRIVE**
- VII. New Business
 - a. Library Committee motion— **MOTION POSTED ON S DRIVE IN FACULTY ORGANIZATION MINUTES FOLDER**
 - i. **MOTION PASSES**

Faculty Organization Secretary Steps out; remaining minutes recorded by Vice Chair
 - b. Motion from Fran Gardner, Humanities Division Chair
 - i. Motion to move Dr. Dana Lawrence to Tenure Track, based on USC Policy ACAF 1.18.
 - ii. Discussion ensues re: procedure, effects on hiring priorities, effect on Writing Center/ASC
 - iii. **MOTION PASSES**
 - c. Motion to add allowance for absentee voting to by-laws (Gardner)
 - i. (Yingst) Motion to refer Absentee ballot issue to Executive Committee—**Motion Passes**
- VIII. Special Orders
 - a. Dean’s Advisory Council election
 - i. (W. Collins) Describes charge of council; faculty instructed to vote for 3 people
 - ii. Elected: Bettie Obi Johnson, Todd Scarlett, Lisa Hammond
 - b. System Grievance Committee Election
 - i. Jason Holt has resigned from committee
 - ii. Todd Scarlett elected to committee
- IX. Announcements/For the good of the order
 - a. (Priest) November is Native American Heritage Month; NASC is offering programs—see website for more info
 - b. (Martek) Physics 101 now offered; Geology open house will take place on Tuesday before Thanksgiving
 - c. (Moon-Kelly) 1st Methodist concert tonight
 - d. (Holloway) *Alice in Wonderland* performances November 15-17
- X. Adjournment

In Attendance: Bohanak, Bonner, Brown, Bundrick, Bundy, Burke, Castiglia, Campbell, Catalano, W. Collins, Covington, Cox, Davaut, Easley, Emanuel, Freeman, Gardner, Golonka, Harris, Hassell, Holloway, Holt, Jackson, Jenkins, Kendrick, D. Lawrence, Martek, Mobley Chavous, Moon-Kelly, Penuel, Priest, Richardson, Roberts, Rutledge, Scarlett, Van Hall, Yingst

Submitted by Dana Lawrence, Faculty Organization Secretary

APPENDIX #1: DEAN'S REPORT



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
November 1, 2013

Students

Enrollment

As of October 30, 1801 students are registered for Fall 2013. We are down in enrollment by approximately 2% compared to last Fall. Please continue to consider how you might help with recruitment efforts.

Athletics

USC Lancaster will be hosting the NJCAA Region X men's and women's soccer tournament this weekend. Matches begin on Saturday at 9:00 am and on Sunday at noon on the campus field behind Carole Ray Dowling. Please come out to the campus soccer field and show your support.

Facilities

Construction of **Founders Hall** continues and is slated to conclude around mid-February 2014. Shortly, the sidewalk connecting Bradley and the rest of campus will be repaved and reopened.

October 2, 2013 insulation overspray incident—Employees whose vehicles were affected by the insulation overspray incident have been informed that they can submit estimates for repairs to the project manager, Chad Catledge. Individuals from USC General Counsel, Risk Management and Environmental Health and Safety have been involved since the incident. The manufacturer of the spray foam insulation maintains, and the product's Material Safety Data Sheet (MSDS) confirms, that the foam is non-hazardous. USC Environmental Health and Safety will be issuing a final report. Please let me know if you are interested in seeing that when it is ready.

Financial

BUDGET

The first quarter budget meeting was held on Wednesday, October 9 in Columbia. The meeting went well, and we have submitted budget adjustments to account for lower enrollment figures. We budgeted for flat enrollment this fiscal year. The current adjustments won't really be felt for now as they are changes to non-essentials such as funds budgeted for a new fleet vehicle and contract renegotiations with our grounds keeping vendor. We will continue to watch the budget closely. More adjustments may need to be made in the coming months. Please continue to monitor spending very carefully. The Dean's Budget Advisory Group met on Oct. 21 and will continue to meet to monitor the budget.

Campus budget update—I will be scheduling a campus budget update in the next several weeks.

Other items...

- The **Fall 2013 Scholarship Luncheon** will take place on Thursday, Nov. 7 in the Bradley Building.

- You may have seen [this article](#) in *The State* newspaper or in *The Rock Hill Herald*. This is an initiative currently being developed by the leadership of Palmetto College and by USC Division of Student Affairs and will feature a more concerted effort to place students denied Columbia admission throughout the USC system including the Regional Campuses and Palmetto College. I am hearing that the plan will be presented to the USC Board of Trustees in December. The details are still a work in progress, but this could mean more students directed our way as early as Fall 2014. We will need to be ready to receive them, educate them and support them academically. Short-range planning efforts at USC Lancaster will monitor the progress of this initiative and will plan accordingly.
- I received the report of the **Hiring Priorities Committee** in early October. Sincere thanks to those on the committee whose work and efforts yielded such a well thought through and useful report. Thanks as well to Dr. Scarlett for leading the committee. Dean Cox and I have discussed the recommendations in the report. Likewise, I have discussed the possibility of hiring new faculty in general with the Palmetto College HR officers. We all feel that since we are currently down in enrollment and we have no anticipated retirements this year, it will be difficult to justify to those up the line who must approve new hires for our campus that we need new faculty positions for next year. The physics position search is currently underway. Please keep in mind that the physics position is a replacement and that the search to fill that position ended last year without a hire. The Committee's report will remain on file in my office and will be referenced when and if we are able to resume hiring in the future.

APPENDIX #2: ASSOCIATE DEAN'S REPORT



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

M. Ron Cox, Jr., Ph.D.

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

REPORT TO THE FACULTY

01 November, A.D. 2013

COURSE SYLLABI AND OFFICE HOURS. We are still missing a few course syllabi for 16-week and first 8-week courses (and the second 8-week session will begin October 21). Please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. For information about what needs to be included on your syllabus, see "Resources for Faculty" on the USCL webpage (<http://usclancaster.sc.edu/academics/syllabi.htm>).

PALMETTO COLLEGE SCHEDULE (Fall 2014). We are already looking at the courses that will be offered for Palmetto College (both online and two-way video courses) for FALL 2014. So if you are planning to teach a course for PC in Fall 2014 (or if you are obligated to teach one due to having received a course development grant), please notify your Division Chair and our office as soon as possible.

FINAL GRADES (Fall 2013). USC Columbia is offering a number of training sessions to assist faculty in submitting grades in "Self Service Carolina." I have requested – and USC Registrar Aaron Marterer has agreed – that they will also organize a distance delivery version of the training for faculty who do not have easy access to USC Columbia. He will be sending out a date for a web-delivered session by this week's end, but a "Submitting Final Grades" tutorial (PDF) can currently be accessed online at <http://sc.edu/sschelp/assets/ssc-faculty-grade-instructionsupdated.pdf>.

Please remember that final grades for FALL 2013 (both 16 week and Fall II courses) must be submitted no later than 5:00 p.m. on Tuesday, December 17.

STUDENT AFFAIRS. Laura Humphrey has asked that I share with you the following information:

- Intramurals will be held this month with volleyball taking place next week and flag football at the end of the month
- Oxfam America Hunger Banquet will be held on Nov 21 at 815am in the Bradley Multipurpose Room. If you're interested in using this as a USC Connect activity for your class please contact Laura.
- PAL Applications are now available online or in the student life office. They are due Dec 6.
- Please continue to submit your USC Connect activities to Laura or submit them yourself to the USC Connect database.

ATHLETICS. USC Lancaster will be hosting the Region X Soccer Tournament this weekend. Match times are on Saturday, November 02 at 9:00 am, 11:00 am, 1:00 pm, and 3:00 pm. The championship matches will be held Sunday, November 03 at 12:00 noon and 2:00 pm. The USCL community and the general public are invited to attend.

THANK YOU to all the USCL Faculty and Staff who participated in the Olde English Junior Scholars Day (October 17) at USC Lancaster. I have heard nothing but compliments from Consortium members about their treatment on campus, and how impressed they were with the folks we have working here. This is nothing surprising to us, of course, but I did want you all to know how much I appreciate your efforts, even if I don't always remember to say so.

APPENDIX #3: ACADEMIC SUCCESS CENTER REPORT

Academic Success Center Report

November 1, 2013

Submitted by Dana Lawrence

- In mid-October we hired two new tutors in response to demonstrated need:
 - Brandon Newton (ACCT 225, ACCT 226)
 - Alex Nauert (BIOL 243 and BIOL 243L)

In keeping with past practice, both tutors are available on a by-appointment basis only.

- During Fall Break, we took advantage of the brief decrease in demand for tutoring to conduct some tutor training. Dana Lawrence worked with the writing tutors on strategies for helping students better understand the requirements of different writing assignments, and Elaine Connor worked with the math tutors to identify common struggles observed during tutoring sessions and to develop printed resources for those students needing help with basic math skills. We plan to organize a meeting with the math faculty as soon as schedules allow.
- Many thanks to Bettie Obi-Johnson, Annette Golonka, Dick Van Hall, Todd Scarlett, Erin Moon-Kelly, Babette Protz, and Suzanne Penuel for responding to my request for sample writing assignments!

Fall 2013 Stats

| | August/Sept 2013 | October 2013 |
|---|--------------------------|---|
| Number of Tutors | 9 | 11 (We added 2 new by-appt-only tutors after fall break) |
| Total Number of Sessions | 187 | 152 |
| Tutoring Sessions/Day (avg) | 6.92 (27 operating days) | 7.2 (21 operating days) |
| Available Tutoring Hours/Day (avg) | 21.6 | 25.2 |
| Tutoring Sessions/Tutor (avg) | 20.7 | 13.8 |

Tutoring Sessions by Area

| | |
|-------------------|-----------|
| Accounting | 7 |
| Biology | 5 |
| Chemistry | 7 |
| French | 5 |
| Italian | 1 |
| Math | 70 |
| • STAT: 1 | |
| Spanish | 21 |
| Writing | 36 |
| • ARTE: 1 | |
| • CRJU: 1 | |
| • ECON: 1 | |
| • ENGL: 25 | |
| • PHIL: 1 | |
| • PSYC: 3 | |
| • SOWK: 2 | |
| • SPCH: 1 | |
| • UNIV: 1 | |

APPENDIX #4: USCL STUDENT AFFAIRS COMMITTEE REPORT

Chris Bundrick

USCL Student Affairs Committee Chair

Report to the Faculty 11/1/2013

Student Affairs met on October 24 to discuss revising the approval process for Travel Study courses. Those revisions are ongoing; anyone with suggestions should feel free to chime in during this revision period. The changes are intended to offer more planning support for applicants and increase the rate of successful offerings. We hope to have at least first phase revisions in place for the 2014 application cycle.

The committee encourage faculty to consider proposing travel study courses. This is a very valuable program that pays dividend to students and professors both. Applications for 2015 classes are due March 1, 2014. If you think you might be interested, please contact me or any of the committee members for more information or help with the application process.