

## Faculty Meeting Minutes

September 1, 2017

PRESENT: Shemsi Alhaddad, Brooke Bauer, Adam Biggs, Noni Bohonak, Chris Bundrick, Fernanda Burke, Steve Campbell, Li Cai, Laura Carnes, Courtney Catledge, Walt Collins, Kim Covington, Ron Cox, Liz Easley, Blake Faulkenberry, Rebecca Freeman, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Claudine Jones, Chris Judge, Kaetrena Kendrick, Howard Kingkade, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley-Chavous, Erin Moon-Kelly, Godfrey Ndubuisi, Angela Neal, Allan Pangburn, Phillip Parker, Suzanne Penuel, Kim Richardson, David Roberts, Denise Roberts, Sarah Hunt Sellhorst, Brittany Taylor-Driggers, Dick Van Hall, Andy Yingst

ABSENT: Marybeth Berry, Dwayne Brown, Brent Burgin, Jill Castiglia, Mark Coe, Stephen Criswell, Susan Cruise, Jerry Currence, Stan Emanuel, Garane Garane, Bettie Obi-Johnson, Leigh Pate, Babette Protz, John Rutledge, Todd Scarlett, Ann Scott, Peter Seipel, Mike Sherrill, Tania Wolochwianski

CALL TO ORDER: 1:00

CORRECTION/APPROVAL OF MINUTES: April minutes approved

### REPORTS OF OFFICERS

#### **Dean of Campus—Walt Collins:**

Good afternoon, welcome. Details are in the attached report [page 9].

Enrollment looks strong at 1852 headcount and 1149 FTE. That puts us over the freeze number for last fall, though we haven't dropped for nonpayment yet. We're still registering a few dual-enrollment students, Fall 2, and a couple of special courses (one at Sun City). The budget carryforward is about \$360,000 for the past fiscal year, which means a total of \$1.2 million in the A fund. The legislature allocated an extra \$180,600, recurring, in general operating funds—a nice surprise. We owe thanks to our strong legislative delegation.

There won't be deferred maintenance funds for renovations, but a bond bill may be upcoming. We've submitted a request. Gregory Center renovations were delayed because of a plumbing problem, but they'll begin in two weeks.

Our new website is coming. There's no good time to do it and the change will be a hassle. Please be patient. Antonio [Mackey] will be taking your requests.

There's a tornado watch. This is not yet a tornado warning.

Please eat, and take the food home with you.

Questions?

Sarah Sellhorst: Have our hiring requests been approved?

Collins and Ron Cox: Not yet. We're working on it. The request goes to Palmetto College Tuesday.

Nick Lawrence: Thanks for the food.

**Associate Dean for Academic and Student Affairs—Ron Cox:**

My report is submitted [page 12]. Sarah Katherine DeVenny's last day was yesterday, but we have a new recruiter—Meagan Keown. Welcome!

Questions?

Nick: Do we know when the summer calendar will be done?

Ron: Not yet. Among other things, year-round Pell needs to be accounted for; there are billing complications involving PeopleSoft and Banner. I'll talk with Columbia next week about the proposed summer schedule, though. Also, we've always heard Maymester allowed us only three-credit-hour courses. However, Columbia doesn't follow this rule. We don't know if the rule changed. Anyway, we'll see more students wanting summer courses. Three equal-length summer terms seemed the best way to meet student course needs and allow faculty research time.

Erin Moon-Kelly: About freezing accounts for billing—do we still allow non-paid students to stay in class?

Ron: Yes, if you have something from me or Admissions. If a student disappears from the roll and still comes to class, send them to me or Admissions or the business office. Blackboard, however, retains students sometimes even after they aren't on the roll. Make sure students let you know if they're having trouble *not* being able to access Blackboard, though.

Lynnette Martek: Where do we send them?

Ron: IT. Start local—Columbia is slow. And they have bad elevator music when you're on hold.

Blake Faulkenberry: There's a quick way instructors can add students back in.

Fran Gardner: For the summer schedule, how many sections can faculty propose?

Ron: As many as they can without exceeding 33.3% of their nine-month base salary.

Fran: Why do we keep hearing 40%?

Ron and Tracey Mobley-Chavous: It's 33% according to Columbia HR. The 40% figure is from the Columbia [Policies and Procedures Manual](#).

Tracey: Grant money is included in that 33%.

Fran: We need to talk more about this.

**Director of Student Engagement and Success—Laura Humphrey Carnes:**

My report [page 15] is submitted along with the adviser list. Let us know of any changes to be made by next week and we'll forward them to Admissions. It will take them a while because they have to make changes student by student, but within a couple of weeks, the list should be okay. We'll mail students about the adviser changes.

Ron: Changes to financial aid rules affect the adviser listing. New rules mean students have to be listed by their two-year degree, not by their intended four-year major.

Laura: Please use the existing link to report students' excessive absences. You can select "Spring 2017" or another semester, and we'll get the report. We're working with Bob Dyer to get the drop-down menu updated. Annette Horton or Summer Harmon will follow up with the students.

BIT referrals—John Rutledge encourages everyone to use the BIT weblink instead of just calling him directly. [Law Enforcement and Security report is on page 29.]

We've created a First-Generation College Student Committee—let me know by September 8<sup>th</sup> if you're interested in serving. It will meet this month. Also new is our proctoring policy. Take a look and let me know if you have comments.

Questions?

Lynnette: Can we get notified when the student has been contacted?

Laura: Yes. Also, you can tell the students you've submitted their names.

Ron: Encourage them to check their USC email.

Laura: We call them.

**Director of Academic Success Center—Dana Lawrence:**

My report is submitted [page 30]. We're working on hiring and will update the schedule and booking system when that's done. Notice the flyers around campus. RCAM is now PCAM.

Laura: Student Government is having a Hurricane Harvey fundraiser. They encourage all faculty to donate five dollars.

**Native American Studies Center—Claudia Heinemann-Priest:**

We're celebrating our fifth anniversary on October fifth from 4:30 to 7:00 p.m. at 119 South Main Street. Invitations go out next week, and you'll see it announced online, in the papers, in our NAS newsletter, and in the Student Life newsletter. Stephen Criswell will be our MC. The chiefs will speak a bit, and so will Susan Elkins and Harris Pastides—the program will be available in advance. We'll have displays, music, a raffle, drinks, heavy hors d'oeuvres . . .

Erin: Free? Music? All invited?

Claudia: Yes. The music will be Native American, from a Low Country group.

Chris Judge: The Columbia Board of Visitors will be on campus; we hope they'll visit. We'll be raising money for an endowment, too. Also, Beckee Garris has been retired and has been replaced by hires: Elizabeth Streeter, David Helwer, and Ashley Lowrimore are our new visitor coordinators.

**Director of Human Resources—Tracey Mobley Chavous:**

I've submitted a report [page 34].

Questions? [None.]

**Director of Information Technology—Blake Faulkenberry:**

I've submitted a report [page 35]. It basically repeats April's. About multi-factor authentication—there's never a good time for this either. We logged over a thousand calls for help when this came through. Things seem better now, but multi-factor will eventually apply to more systems, including email. We'll also migrate to Office 365, though there've been delays. Eventually every machine on campus will have it.

As for the visual message boards, send messages to me in the form of PowerPoint slides. They should be short, no more than ten seconds, in big, bold letters.

Questions?

Dana: Can students log onto computers with their VIP IDs?

Blake: Not yet. We're working with the office of admissions and records on getting students information on how to log in earlier. Dean Collins and I will meet with IT security to express our concerns about how multi-factor affects our students, who don't always have mobile phones.

Dana: Does going into VIP change all passwords?

Blake: No, but they can make both passwords the same—for now. That will change.

Claudia: I used to have OneDrive on my office computer and it disappeared.

Blake: Probably because of an upgrade. Antonio or Bryan [Canty] can help with that. It should sync with your laptop version.

**Office of Advancement—Shana Dry:**

I'd like to introduce Mary Faile, our new Foundation Liaison; she also works with scholarships.

Continuing students don't always realize we have continuing scholarships. We don't always have a lot of applicants; please encourage them to apply. The deadline is April 1. There are links to this and to the Emergency Textbook Scholarship Fund on the Financial Aid page. Students can fill out applications online or get paper copies from Financial Aid.

Sarah Hunt Sellhorst: We've given several scholarships already just this year. We have more money than we've had in a while. The student does, ideally, need to turn in their financial-aid paperwork first—that's been the main hiccup.

Steve Campbell: Shana, what are your criteria for the continuing scholarship?

Shana: We prefer a B average, but that's not strictly necessary. Some of our donors are more concerned with need.

Allan Pangburn: How much is the scholarship worth?

Shana: It depends—partly on how many students apply.

#### REPORTS OF COMMITTEES

##### **Palmetto College Faculty Senate Executive Committee—Ernest Jenkins (Chair, PCFS):**

We met for our annual retreat. What we discussed: at the moment, we don't have a vice chair—Bryan Love became Interim Dean of Academic Affairs at Salkehatchie. We'll have an election. Sumter's Hennie van Bulck volunteered, but other people can run. We'll send out information.

Course approvals: The chancellor is aware of the problems we've had. Chris Nesmith will meet with department chairs and let them know our needs.

Library access: Chancellor Elkins and Associate Provost Nesmith have gotten a commitment from the Dean of Libraries that as database contracts are renegotiated in the next five years, Palmetto College will be included. We may be getting surveyed about this. Please respond to this survey.

Andy Yingst: All regional campuses will have access to the Columbia databases in five years. The survey is for more urgent stuff.

Ernest: For the PCFS Nominating Committee, I've proposed a fix. I suggest that we benchmark major things before the slate is drawn up, then ask for volunteers *before* the final senate meeting.

Kaetrena Kendrick: About the libraries—we have funds Lori Harris set up for all the regional campuses, funds waiting for your requests. We'd like to spend them—thank you. Email us if you want a particular database. We send the request to the other campuses and ask if they're willing to share the cost. They always have been.

Rebecca Freeman: You can request a trial, too.

##### **PCFS Rights and Responsibilities Committee—Jason Holt, Chair:**

No report.

##### **PCFS System Affairs Committee—Andy Yingst, Chair:**

We approved a change to the criminal justice degree.

**PCFS Welfare Committee**—no report

UNFINISHED BUSINESS—none

NEW BUSINESS

Nick: We have a charge to the Evaluation Committee from Fran:

*I move that the Evaluation Committee be charged to consider the following:*

*As referenced in the Palmetto College Campuses Faculty Manual and in accordance with the Flow Chart for Tenure and Promotion Procedures (PCCFM, 34), the Lancaster faculty request that the Academic Dean exercise his/her voting right in the Tenure and Promotion voting procedures on the Lancaster campus. Further, the Evaluation Committee will need to consider the timeline integrating the Academic Dean's vote into the current process.*

Is there a second?

Several: Second.

Nick: The motion is both substantive and actionable. Discussion?

Andy: Is this a vote to change policy or to ask the Evaluation Committee to change policy?

Fran: It's a vote to ask the Evaluation Committee to consider the timeline and bring this back to the faculty to vote.

Andy: The flowchart [in the *Faculty Manual*] is there for Sumter.

Nick: My interpretation is that this motion is not to change policy, but for the Evaluation to consider it.

Fran: That is correct.

Nick: The flowchart on page 34 of the *Manual* represents Sumter's procedure.

Ron: It used to be Salk's too.

Nick: Other discussion or amendments?

Andy: The *Manual* is in contact with itself. The text on 27 (the third bullet point) says the T and P committee sees the material first; the flowchart has it the other way around.

Fran: That's why I think it needs to go to the Evaluation Committee.

Andy: I'm giving a heads-up to the Evaluation Committee. I'd like to work with them as Liaison.

Ron: The process in the third bullet point on *Manual* page 29 has never been done on this campus. I'm not comfortable just inserting myself into this process with a letter. It would be nice to have a clear local process.

Nick: We're just asking the committee to consider it. Discussion?

Andy: Are we addressing the problem that our tenure process is too simple, or that the Associate Dean doesn't have enough to do?

Fran: It's reasonable that the head of our academic programs should have a vote. I think it strengthens candidates' files, too.

Ron: For years, I submitted a report on files to the dean anyway. Many faculty asked me to write letter, too. Do letters get read in the Addenda? And what about when some files have letters and some don't? Of course, we do have a 100% tenure success rate—that's an argument against this idea. A letter could do damage, but if a local committee sees it, it could undo that damage.

Nick: I'm hearing from many that the time crunch could affect the candidates and the T and P committee.

Sarah: Online submission allows multiple viewers at once. We used to have to pass around the paper copies, and that was slow.

Nick: The discussion indicates that a *committee* should consider this.

Chris Bundrick: I hope we won't make the committee do this work for nothing—that people won't vote for this motion if they plan to vote against including the Associate Dean in the process, which the committee may recommend.

Andy: Right now, the faculty's and dean's letters go to the regional committee. I don't like the idea of weakening the faculty contribution. An alternative—a three-person joint administrative letter from the division chair, the dean, and the associate dean.

Shemsi Alhaddad: A concern: I don't want any individual to have the first vote.

Nick: We're voting to charge the EC to consider the motion. All in favor? [*Ayes have it; motion passes.*] I will notify the Evaluation Committee chair. Let me know if you'd like to be part of the Evaluation Committee.

#### SPECIAL ORDERS

Nick: Last year's local Executive Committee made a mistakes and allowed Andy to serve

on a committee he can't serve on, the Palmetto College Campuses Grievance Committee. I nominate myself. Is there a vote to suspend the bylaws to elect me to it? [*Ayes have it; Nick elected.*]

Our nominees for the Duffy, Plyler, and Shaw awards:

Duffy Award (teaching): Shemsi Alhaddad

Plyler Award (service): Fernanda Burke, Rebecca Freeman, Nick Lawrence, Andy Yingst

Shaw Award (research): Li Cai, Kaetrena Davis Kendrick, Liz Easley

Andy: I'm calling for nominees from the floor, too. Any? [None.] We can vote now or later.

Claudia: Let's wait to vote.

Andy: Okay. We can do a mail ballot.

#### ANNOUNCEMENTS

Lynnette: Please turn off the lights in the rooms without automatic turnoff settings when you leave—I go around turning off lights in Bradley/

Sarah: The Research Club has funds for student researchers presenting at conferences. To qualify, they'd also need to attend at least two Research Club events per semester. Also, Liz Easley got a paper accepted yesterday. It was a lot of work, and a prestigious journal.

Andy: I've sent out the committee list. Chairs need to call committee meetings to elect chairs.

Allan: Please use the outdoor trail behind Gregory. The Outdoor Club maintains it. Please send us any suggestions you have for it.

Walt: We're still under a tornado watch. No Carolina Alert will be sent out unless there's a tornado warning.

Chris Judge: We have a colleague and friend here who has withstood significant adversity with tolerance and patience—Darris Hassell. Can we give him a standing ovation? [*We do.*]

Nick: Senate is about to set its April date. I'll let you know when it does.

ADJOURNMENT: 2:15.



UNIVERSITY OF  
**SOUTH CAROLINA**  
 LANCASTER

Dr. Walter P. Collins, III  
 Palmetto College Campus Dean

Report to the Faculty Organization of USC Lancaster  
 September 1, 2017

## People

### Enrollment

As of August 31, 2017, we have 1852 students (headcount) registered for Fall 2017. We are at 1149 in full-time equivalent students. These numbers represent an increase over Fall 2016. We have not yet done a drop of students for non-payment however, and we are still registering the last of the high school dual credit students. We will also be registering Fall II students in the weeks ahead. The final freeze of Fall 2017 enrollment will be around October 25, 2017. Summer 2017 enrollment was 291 (headcount).

### Athletics

As has been announced, we welcomed new head baseball coach, **Mr. Nicholas Calhoun**, last month. His experience includes coaching for the Cotuit Kettleers, a collegiate summer baseball team based in Massachusetts, as well as coaching for Bethany College, Salem International University, and Murray State College.

Men's and women's soccer teams have begun play. Schedules are available at the following links.

Men's <http://www.usclathletics.com/schedule.asp?sportID=17>

Women's <http://www.usclathletics.com/schedule.asp?sportID=18>

Volleyball's Fall schedule: <http://www.usclathletics.com/schedule.asp?sportID=27>

### Faculty/Staff

We welcome the following faculty and staff to USC Lancaster:

**Dr. Peter Seipel** has joined our faculty as Assistant Professor of Philosophy.

**Dr. Li Cai** has joined our faculty as Associate Professor of Chemistry.

**Dr. Brooke Bauer** transitions from Visiting Assistant Professor to Assistant Professor of History and Native American Studies on the tenure-track.

**Ms. Lauren Thomas** has joined the campus as part-time community health instructor and community health and outreach coordinator.

**Mr. Buddy Faile** joined our Business Office on July 24 as Campus Business Manager. He comes to us with many years experience in the financial and operations areas of government and private sector institutions including stints at both Winthrop and Coastal Carolina Universities. He will serve also as University liaison to the Lancaster County Commission for Higher Education.

**Mrs. Megan D. Keown** joins the admissions staff as admissions counselor/recruiter.

**Mr. David Helwer** joined the staff at the Native American Studies Center this summer.

We are currently conducting searches for a Director of Enrollment Management and a Dual Credit Coordinator.

Congratulations to the following faculty for their respective accomplishments:

**Prof. Rebecca Freeman** (Librarian)—scholarly paper presentation in Krakow, Poland.

**Prof. Rebecca Freeman** and **Prof. Kaetrena Kendrick** (Librarians)—scholarly paper presentation at the South Carolina Library Association.

**Prof. Fran Gardner** (Art)—Invited to exhibit her artwork at the 10th anniversary exhibition at the Watson MacRae Gallery on Sanibel Island, Florida. Additionally, Prof. Gardner's work was accepted into the "Tell Me a Story" juried exhibition in St Charles, Missouri during Summer 2017.

## Budget

The campus was able to add approximately \$360,00 to our carryforward at the end of this fiscal year. While this is still an unofficial number, we expect that it won't change much, if at all, as the books close on FY 17. Recall that we are working toward the equivalent of 3 months in general operations (\$2.4 million) as a carryforward. The Dean's Budget Advisory Group will meet early this fall to look at FY 18 enrollment and revenue and to go over FY 17 numbers. Mr. Faile and I will be involved in the first quarter budget meeting on October 9. Additionally, we will organize a campus budget update near the end of October.

**Legislative Update:** The South Carolina General Assembly allocated \$180,600 in recurring funding for general operations in the FY 18 budget. This brings our state allocation to \$2,452,089. We are grateful for the support of our local legislative delegation and their help in securing this new funding for our campus.

Additionally, with Mr. Faile's assistance we are looking at the campus facilities rental program to determine booking patterns, competitors, demand periods, and market so as to consider revisions to rates, policies, and other items related to rentals.

We have submitted our response to the Governor's budget request. Our requests include items for both deferred maintenance/capital projects as well as an increase in operational funding.

## Facilities

Renovations for the Gregory Center will begin soon. Work scope includes renovation of the men's and women's showers and locker rooms as well as a new floor, paint and lighting in the gymnasium.

Carpeting in Starr and Hubbard Halls will be installed in the next few weeks.

The following is a summary of facilities work accomplished this summer:

- Carole Ray Dowling HVAC upgrade project concluded in early August.
- Medford Library HVAC upgrade completed in early August.
- Gregory HVAC repairs completed in early August.
- Painting completed in select Hubbard Hall offices
- A new computer lab installed in Bradley and one computer lab upgrade in Hubbard.

## Other items...

- The **new website for USC Lancaster** has a target launch date of Wednesday, September 6, 2017. Mr. Antonio Mackey, campus webmaster, has worked diligently to move content

and organize information on the new site, and he will be happy to hear from you regarding the best ways to organize content going forward. Please let him know about any problem areas you experience. There will be glitches as with any new IT project, and we appreciate your patience as we get the new website organized.

- **Dr. Dwayne Brown** organized the Summer 2017 Arts and Sciences Camp for middle schoolers in June and July. The camp hosted approximately 50 students.
- Sincere thanks to the members of last year's **Hiring Priorities Committee** who submitted their report on May 1, 2017. Dean Cox and I continue to use this important report and recommendations in making requests to the Palmetto College Administration for new faculty and staff positions.
- Next **Lunch and Learn at the NASC** is September 15, 2017 at noon. Topic: "1963: South Carolina's Year of Decision - Part II: Desegregating the University of South Carolina" by Dr. Ron Cox.



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 September 2017**

**COURSE SYLLABI AND OFFICE HOURS:** If you have not already done so, please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. Remember that we need a **separate syllabus for each section you are teaching**, even if they are the same course. *Please submit these even if you have posted your syllabi and office hours on your webpage or on Electronic Blackboard.* We need them on file for SACS purposes. 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>).

**PLEASE continue to check your course rolls for accuracy.** If students are attending your class who are not on the roll, ask them to check with the Admissions Office to determine the issue at hand. It will save much time and effort (yours, the Admissions Office's, and the student's) if these issues are handled at the beginning of the semester and not after grades have been assigned.

Please continue the "Excessive Absences Referral Form" online to report students who have stopped attending but who may still be on your roll. The last dates for students to withdraw from courses without a grade of "WF" is September 17 (Fall I); October 16 (16-week courses); and November 17 (Fall II).

The link for reporting excessive student absences (<https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>) has not yet been updated to allow for reporting Fall 2017 absences. Laura Carnes is also working on revisions to the form that will allow for a greater variety of options in reporting student problems early. In the meantime, if you have students who are already showing signs of academic trouble, please notify me or Laura. We want to try to intervene as early as possible in order to maximize the student's chances of success.

**FALL 2017 COURSE EVALUATIONS (16-week and Fall II).** Please notify Pam Ellis by **SEPTEMBER 22** if you wish to use online course evaluations. Otherwise, you will get the old timey (time honored) paper version.

**FACULTY SEARCHES for FALL 2018:** The Hiring Priorities Committee report has been received and reviewed, and after discussion with the academic division chairs and Dean Collins, we will be submitting RC-1 (permission to search) requests for:

- Sociology – instructor or assistant professor
- Computer Science – instructor or assistant professor
- Art – assistant professor

Once approval to search is received, we will begin the process of assembling search committees for these positions.

**REMINDER: IF YOU HAVE TO CANCEL A CLASS,** it is very important to notify both your Division Chair and the Office of Academic Affairs, preferably with both an e-mail and a phone call. Please include your division chair, me, and Pam Ellis. Please also send out a notification to your students utilizing Blackboard. We will try to get signs posted prior to the start of your class. There will, of course, be times where notice is “last minute” and we will do our best to accommodate.

If you wish to allow students to have access to your office when you are not present, please notify the Office of Academic & Student Affairs. Specify the student(s) who have permission to enter, and specify the terms of access (e.g., Can the student be left alone?). Our office will share this information with Campus Security, Maintenance, etc. **No student will be allowed access to your office unless notification has been provided.**

**CAROLINA CORE.** The Carolina Core committee will hold its first meeting of the year on Tuesday, September 12 at USC Columbia. I’m all a-twitter about it.

#### **A FEW UPCOMING DATES/EVENTS:**

- SGA Blood Drive – Tuesday, September 5; 11 am – 3 pm; Student Center
- USCL Volleyball Matches
  - Sept. 9 - USC Salkehatchie (@Walterboro) (
  - Sept. 13 -- Guilford Technical Community College (home) – 7 pm
- USCL Women’s Soccer Home Matches:
  - Sept. 11 – Stratford College (4 pm)
  - Sept. 21 – Cape Fear Community College (4 pm)
  - Sept. 23 – Oxford College of Emory (2 pm)
  - Sept. 26 – Louisburg College (4 pm)
  - Sept. 30 – Patrick Henry Community College (4 pm)
- USCL Men’s Soccer Home Matches :
  - Sept. 20 – Warren Wilson College (4 pm)
  - Sept. 23 – Richard Bland Community College (4 pm)
  - Sept. 26 – USC Sumter (1 pm)
  - Sept. 29 – Louisburg College (3 pm)
  - Sept. 30 – Patrick Henry Community College (2 pm)
- Lunch & Learn Series – “1963: South Carolina’s Year of Decision – Part 2: Desegregating the University of South Carolina”; Dr. Ron Cox. Friday, Sept. 15; 12:00 pm at the NASC.
- SGA Outdoor Movie – Tuesday, Sept. 26; at Sundown; outside Founders Hall

**SPRING 2018 Academic Schedules.** Thank you for your assistance in providing proposals for your teaching schedules for spring 2018. The division chairs and our office are working on the draft schedules. Pre-registration begins Monday, October 23.

Regarding Summer 2018, it appears that federal and state financial aid will be available for students during the summer (much like it was during the 2009-10 federal stimulus program). This is likely to have a considerable impact on the demand for summer courses, although it's impossible to anticipate the exact degree of that impact. But it is worth keeping in mind as you plan your summer teaching proposals.

Earlier this summer, I convened a small committee which consisted of the academic division chairs, as well as representatives from Admissions, the Business Office, and Financial Aid, and we discussed the idea of taking the summer months and dividing them into three equal terms. For 2018, the draft looks like this:

**CALENDAR & FINAL EXAM SCHEDULE - DRAFT  
SUMMER 2018**

All Classes Meet Monday - Friday

<b>Time Blocks</b> (150 minutes per class for 3 credit hour courses)	8:00 AM – 10:30 AM 10:45 AM – 1:15 PM 1:30 PM – 4:00 PM 4:15 PM – 6:45 PM 7:00 PM – 9:30 PM								
	<b>Summer I</b>			<b>Summer II</b>			<b>Summer III</b>		
<b>Class Days</b>	5-14	5-21	5-28	6-11	6-18	6-25	7-09	7-16	7-23
	5-15	5-22	5-29	6-12	6-19	6-26	7-10	7-17	7-24
	5-16	5-23	5-30	6-13	6-20	6-27	7-11	7-18	7-25
	5-17	5-24	5-31	6-14	6-21	6-28	7-12	7-19	7-26
	5-18	5-25	6-01	6-15	6-22	6-29	7-13	7-20	7-27
<b>Reading Day</b> (no classes)	Saturday, June 02			Saturday, June 30			Saturday, July 28		
<b>Final Exams</b>	June 04	June 05		July 02	July 03		July 30	July 31	
	8 AM 1:30 PM 7 PM	10:45 AM 4:15 PM		8 AM 1:30 PM 7 PM	10:45 AM 4:15 PM		8 AM 1:30 PM 7 PM	10:45 AM 4:15 PM	
<b>Grades Due</b>	<b>Friday, June 08 by 9:00 AM</b>			<b>Friday, July 06 by 9:00 AM</b>			<b>Friday, August 03</b>		

15 classes X 150 minutes = 2250 minutes of instruction (allows for a 10 minute break and still maintains minimum of 2100 minutes of instruction)

Final Exams take place during their regularly scheduled class period (150 minutes).

**Please review this, thinking about how it could affect your classes, students, majors, etc., and share your thoughts with your academic division chair.**



A Palmetto College Campus

### **Student Engagement and Success**

**Laura Carnes**

**126 Starr Hall**

**803-313-7120**

[humphrlb@mailbox.sc.edu](mailto:humphrlb@mailbox.sc.edu)

**Updated Advisor List:** The updated advisor list is attached with this report. The Office of Admissions will have to manually change each student's advisor to reflect the new list. This process will begin soon. Students will receive notification via mail to check the website or with the Office of Admissions to identify their new advisor.

### **Excessive Absences Referrals**

Currently, our excessive absences referrals form allows faculty to submit information about students in their courses pertaining to number of absences and date of last academic activity. Counseling Services contacts these students to discuss their academic activity (or lack thereof).

I am currently investigating best practices to revamp this process and allow for the faculty member to share more information that would allow us to create a better communication and academic plan with the student. Additional information collected may include: excessive tardiness, incomplete/late assignments/avoids participation/failure to turn in assignments/low test scores/financial hardship/needs tutoring in addition to excessive absences. Additionally, Ms. Summer Harmon in Academic and Student Affairs will take on responsibility of contacting these students. Ideally, she will contact students and follow up to see that they are making progress.

Typically, early alert systems work best within the first 4-6 weeks of class, but we want to work with students at any stage in the process. It may also be appropriate to let students know you are concerned and have submitted their name to our office.

For now, please use this link <https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>  
I will keep everyone updated as changes occur.

## BIT Referrals

Please remember to make BIT referrals for students exhibiting concerning mental health behaviors. For your reference these behaviors may include:

- Self-injurious behavior/suicidal ideation or attempt
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of University students, faculty, staff, or community.
- Involuntary transportation to the hospital for alcohol and drug use/abuse.

The following table may help you identify observable behaviors that may warrant a BIT referral:

<b>Risk Level</b>	<b>You Might Observe ...</b>
<b>Mild Risk</b> <ul style="list-style-type: none"> <li>• Emotional distress</li> <li>• Traumatic events</li> <li>• Veiled threats</li> </ul>	<ul style="list-style-type: none"> <li>• Changes in academic performance</li> <li>• Test scores drop significantly</li> <li>• Changes in pattern of interaction</li> <li>• Changes in physical appearance</li> <li>• Problems concentrating and remembering things or making decisions</li> </ul>
<b>Elevated Risk</b> <ul style="list-style-type: none"> <li>• Behavioral disruptions</li> <li>• Unusual or bizarre behavior</li> <li>• Substance abuse</li> <li>• Specific threats</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated requests for special consideration</li> <li>• Disruptive behavior</li> <li>• Unusual or exaggerated emotional responses (venting, screaming)</li> <li>• Persistent sadness</li> <li>• Unexplained crying</li> <li>• High levels of irritability or inappropriate excitement</li> <li>• Destructive, harmful, or threatening behaviors/attitudes toward others</li> <li>• Any substance misuses and abuse</li> </ul>
<b>Severe Risk</b> <ul style="list-style-type: none"> <li>• Suicidal thoughts</li> <li>• Para-suicidal behaviors</li> <li>• Risk-taking behaviors</li> <li>• Hostile or aggressive behavior</li> <li>• Unable to regulate own behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Statements related to death or dying or feelings of hopelessness</li> <li>• Threats of harming self or others</li> <li>• Behavior that is highly disturbed</li> <li>• Outbursts of anger</li> <li>• Inability to communicate easily</li> <li>• Irrational conversation or speech that seems disconnected</li> <li>• Lack of contact with reality, i.e., seeing things that are not there</li> <li>• Suspiciousness, irrational feelings of persecution</li> <li>• Intimidation, verbally or nonverbally threatening</li> </ul>

*Adapted with permission from the Brookhaven College Care Team*

### First Generation College Student Committee:

Many of you may have seen the e-mail sent by Dr. Nick Lawrence concerning the First Generation Committee. First, I would like to thank:

Dr. Steven Campbell, Mr. Ken Cole, Professor Kaetrena Kendrick and Ms. Tracey Mobley-Chavous for agreeing to serve. We will be scheduling our first meeting for September. If anyone else is interested, please let me know by Friday, September 8. The committee description is as follows: The First Generation College Student Committee at USC Lancaster serves to advocate and educate the USCL community on First Generation Student issues. The committee shares and presents information to faculty and staff on first-generation college

student issues, updates, and best practices relevant to the USCL student population. The committee is comprised of both faculty and staff members at USC Lancaster.

### **USC Connect:**

*USC Connect News:* Please submit information for the USC Connect database to Ms. Kristen Hammond, Student Life Director. I am attaching the form for submissions to this document. Please remember we need submissions *before* the event or activity occurs. The purpose of the database to help student identify engagement opportunities they may be interested in on our campus. Columbia does like for us to utilize the database, and it will be helpful when identifying engagement opportunities for SACS reporting.

*GLD News:* As a reminder, the GLD pathways are: Community Service, Diversity and Social Advocacy, Global Learning, Professional and Civic Engagement, and Research. Any student interested in pursuing Graduation with Leadership Distinction (GLD) should see me or email me at [humphrlb@mailbox.sc.edu](mailto:humphrlb@mailbox.sc.edu). Students interested in the research pathway may also contact Dr. Liz Easley. We are anticipating bringing Professor Lauren Thomas on board to work with GLD students for Spring 2017. Last year we had a total of 16 students complete GLD, the most of any Palmetto College Campus. Students who are graduating in the Spring, who meet the requirements for GLD will need to enroll in a UNIV 401 course Spring 2018 to complete their e-portfolio.

Congratulations to Professor Adam Biggs, whose AFAM 397 Desegregating Lancaster: An Oral History Project was approved for inclusion into the GLD Diversity and Social Advocacy Pathway.

### **Target X CRM**

Mrs. Amanda English will be on campus September 14 to train a few Office of Academic and Student Affairs and Admissions staff on Target X's CRM. Target X allows us to communicate and engage with incoming students more effectively throughout all phases of the student admission lifecycle. We plan to utilize this software heavily beyond recruitment into the orientation phase of new student enrollment. We have finished up our first year using the software for orientation purposes (admissions has also used for various recruitment features).

**Off Site Test Proctoring Policy:** With the popularity of online courses, the Office of Academic and Student Affairs is beginning to receive more requests for test proctoring from non-USC institutions. Over the summer, we developed an off site test proctoring policy. It is attached at the end of this document for your review and comment.

### **Career Services: Ms. Andrea Campbell**

*Marketing Materials:* Ms. Campbell will be putting updated Career Services flyers and post cards in your mailboxes very soon. She will also send the flyer via pdf in case you would like to post it on your Blackboard pages. Ms. Campbell is extremely thankful for your willingness to post this information and provide the cards to students who need to see her for career

counseling and/or job search assistance. The majority of students she sees are by faculty referral.

*Job Postings:* Please continue viewing the job listings she sends via email so you may inform students of new opportunities. This helps spread the word in case students are not checking the web page on a regular basis. A word of encouragement from a faculty member goes a very long way!

### **Disability Services: Ms. Annette Horton**

*Testing Center Updates:* Starr 125 E is in the process of being converted to a testing center for Disability Services Students. 4 computers and 8 desks will be located in this space along with video cameras to monitor all activity.

*Software Updates:* Disability Services will be utilizing software entitled Read and Write for students who are eligible for accommodations related to have tests read aloud to them. This software will be loaded onto computers for students to utilize in the testing center.

3 smart pens are available for loan to students requiring accommodations for note taking. Students may check these pens out and sign the user agreement at the Disability Services Office with Ms. Annette Horton

*National AHEAD Conference:* Annette Horton and I attended the National AHEAD Conference in Orlando, Florida over the summer. We received training related to laws/policies, online learning accommodations, and alternative formats. We plan to implement new ideas through this academic year to ensure we are in compliance with the Office of Civil Rights.

*Alternative Formats:* If you have a student in need of an alternative learning format, and you are unsure how to provide or accommodate please contact the Office of Disability Services. Examples of alternative formats may include: audio textbooks, Braille, text to speech online platforms, visual enhancements to educational technology software that is used as part of your course, closed captioning for any video and/or audio used as a part of your course.

*A message from our sign language interpreter:* **If possible**, a copy of professor lecture notes/ power points/ highlights/worksheets of what will be covered in class sent a few days before class is helpful. Any access to books for the classes: would be helpful as well. Interpreters must have a basic familiarity with the subject they are interpreting, and be willing to do their homework and preparation daily. By keeping in close communication with the classroom instructor, they can prepare the most efficient way to relay the material. They transmit in-depth educational information in science, mathematics, history, language, the arts, and advanced subjects such as physics, biology, chemistry, psychology, anthropology, and other complex **courses on a college or university level. As an individual team member, interpreters' signing skills and collaboration with students, teachers and colleagues, increases the chances of success for the Deaf student.**

*Registering for Disability Services:* As a reminder, the Office of Disability Services requires students with disabilities to officially register in order to receive support services. The registration process is now conducted online via the link: <https://sawebdev.wufoo.com/forms/m50ak2g1xqw1cc/>. Students must also provide official documentation of their disability (letter from a doctor or Individualized Education Plan from high school). Based on law, students must self-identify to receive assistance.

*Requesting Accommodations:* After a student has officially registered for disability services, Ms. Annette Horton will meet with the student to discuss accommodations that he/she is eligible for. Students must request accommodations each semester. Accommodations may vary from course to course. This process is also completed online via the link: <https://sawebdev.wufoo.com/forms/rw6x1in1o6i4sx/def/field822=L001&field823=Yes&field824=Lancaster>.

*Testing Policy:* Students must notify the Office of Disability Service a minimum of four days prior to the scheduled test to receive testing accommodations. Ideally, students will share their testing dates with the Office of Disability Services when the syllabus is distributed each semester.

## **Student Life**

Ms. Kristen Hammond is now coordinating student life efforts. Her email address is [hammonk@mailbox.sc.edu](mailto:hammonk@mailbox.sc.edu); 803-313-7066.

*Student Organizations:* Student Organization budgets were due in the Office of Student Life to Ms. Kristen Hammond on September 1, 2017. The Student Organization Budget Committee will meet soon to make decisions.

*Back to School Blast-* Held on August 29, this was a successful event. All clubs were offered the chance to set up a recruitment table and all students were provided with lunch from Hwy 55. A special thank you to the facilities and maintenance crew for set up and Mr. Antonio Mackey for DJ Services.

*General Student Life Timeline 2017-2018:*

### General Student Life Timeline

#### August

- Orientation
- Registration
- Back to School Blast 8/29/17 (11am-1pm)

September

- Blood Drive 9/5/17 (11am-3:30pm)
- SGA Senator apps out – first of September 9/1/17 (Friday)
- SGA Senator apps due – mid September 9/15/17 (Friday)
- Outdoor Movie 9/26/2017

October

- PAL apps out after fall break 10/23/17
- Human Zorb 10/26/17 11am-5pm
- Family Halloween Event 10/30/17
  - (Offices and Student Organizations set up tables and games)

November

- USC Lancaster Trivia Bowl 11/16/17 (11:30am-1pm)
  - Winner gets Gamecock Vs. Clemson Tickets

December

- Finals Week – Stress Free Zone in Student Center (frappé)
- PALS Apps Due Friday 12/8/17 by 5pm
- PAL Interviews Monday 12/18/17
- Spring Orientation Mail out

January

- Spring Orientation
- Registration
- Carolina Day

February

- Hypnotist – Wand Enterprises (<http://hypnotism.com>) 2/8/18
- Honors Day (Possibly 2/23/18)

March

- SGA and Teacher of the Year Elections 3/1/18
- Initial Summer Orientation Email sent through CRM
- Summer Orientation Save the Dates
- Outdoor Movie 3/22/18

April

- Spring Fling 4/9/18 (11am-1pm)
- Commencement

May

- Pal Work Week

- Final Summer Orientation Mailed

#### June

- Summer Orientation

#### July

- Summer Orientation

#### August

- Summer Orientation

#### **Backup Events**

- The Escape Unit (<http://www.escapeunit.com/>)
- Comedy, Magic, and Hypnosis – Josh McVicar (<https://mctrickster.com/>)

*Football Tickets:* Home USC football games are now upon us and therefore tickets to the events will be handed out at various campus events.

*SGA Senate Elections:* SGA Senate Elections will be held September 21. Applications are available online and in the Office of Student Life.

*Orientation:* Summer 2018 Orientation schedule has been set with the following dates: June 19 and 20, July 10 and 11, July 24 and 25, August 7 and 8.

Policy Number: SES Policy 1.00

Department: Academic and Student Affairs

Subject: Procedures for Testing from Other Sites

Date: May 30, 2017

Policy for: Office of Academic and Student Affairs – Lancaster Campus

Procedure for: Office of Academic and Student Affairs – Lancaster Campus

Authorized by: Walt Collins, Dean

## I.

## Policy

Students requiring proctored exams from off site institutions and universities may make an appointment with the Office of Academic and Student Affairs 10 business days prior to the exam date.

## II.

## Procedure

## Instructor's Responsibilities

- A. Arrange for the test to be securely sent to the Office of Academic and Student Affairs prior to the testing date. Tests may be sent via mail, fax, email, USPS, or courier service. Please be advised that USPS estimated times might be delayed by 1 or 2 days since the test must go through our campus mail system. We request all exams be received in the Office of Academic and Student Affairs at least two business days prior to the exam date.

The University of South Carolina Lancaster  
 Office of Academic and Student Affairs  
 P.O. Box 889  
 Lancaster, SC 29721  
 803-313-7101

- B. Discuss how the exam should be returned to the instructor from the Office of Academic and Student Affairs.
- C. Ideally, instructors will share a copy of the exam schedule with the Office of Academic and Student Affairs prior to the beginning of the semester in which a proctor will be needed.
- D. Notify students at the time of course enrollment of any projected costs associated with taking the exam at USC Lancaster.
- E. Notify the Office of Academic and Student Affairs of exam policies (i.e. use of notes, calculators, ink pens, time limits, technology, etc.).

- F. It is the student's responsibility to schedule the proctored exam with the Office of Academic and Student Affairs 10 business days prior to the scheduled exam.

### Student's Responsibilities

- A. The student must receive approval from the instructor.
- B. Students are responsible for arranging an appointment with the Office of Academic and Student Affairs for test proctoring. Requests for test proctoring must be made 10 business days prior to the date of the test. Requests made outside of this timeframe may not be accommodated due to availability of test proctors. Test proctors are available Monday-Friday 8:30 am – 5:00 pm. Ideally, students will share the dates and times of all proctored exams at the beginning of each semester.
- C. The student must ensure that his/her school or institution sends the test along with detailed proctoring and return instructions. Tests may be sent via mail, fax, email, USPS, or courier service. Please be advised that USPS estimated times might be delayed by 1 or 2 days since the test must go through our campus mail system.
- D. The student has responsibility to ensure exam materials are received by the Office of Academic and Student Affairs prior to any exam deadlines put in place by the student's institution. All tests must be received at least 2 business days prior to the testing date and must begin at least 2 hours prior to our closing time.
- E. Once the student has received permission to take the exam at USC Lancaster, he/she may set up an appointment in the Office of Academic and Student Affairs during normal business hours. We recommend you contact the Office of Academic and Student Affairs to confirm receipt of the exam prior to the testing date.
- F. The student must present a valid government issued photo ID.
- G. All scratch paper must be returned to the proctor before leaving the testing room.
- H. Children are not allowed in the testing rooms. There are no childcare facilities in the Office of Academic and Student Affairs.
- I. Food, drinks, and tobacco are not allowed during testing.
- J. Breaks are not permitted during the testing session.
- K. If using a computer to complete your exam, or for any reason you need an administrator, you may speak to the test proctor.
- L. All activity during the exam session is subject to recording.
- M. Failure, on the part of the student, to assume these responsibilities will be a matter to resolve with the instructor of the course.
- N. Basic Process
  - a. Contact the Office of Academic and Student Affairs to schedule the exam 10 business days in advance of requested testing date.
  - b. On the date of the exam arrive in the Office of Academic and Student Affairs.



## USC Connect Database Entry Form

RETURN COMPLETED FORM TO KRISTEN HAMMOND– hammonk@mailbox.sc.edu

**Title of the Activity:**

**Web Link (if applicable):**

**Description of the Activity:**

**Expiration Date:**

**Type of Opportunity (please check one):**

- |   |  |
|---|--|
| <input type="checkbox"/> Community/Service Engagement           | <input type="checkbox"/> International/Domestic Experience     |
| <input type="checkbox"/> Internships or Professional Experience |  |
| <input type="checkbox"/> Research/Inquiry                       | <input type="checkbox"/> Leadership Development and Experience |
| <input type="checkbox"/> Student Organization                   |  |
| <input type="checkbox"/> Diversity/Social Advocacy              | <input type="checkbox"/> Integrative Learning                  |

**When will the activity occur?**

**Participation Instructions:**

**Contact Email Address:**

**Contact Phone:**

Major	Current Advisor	Office	EXT
Accounting	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Advertising	Fran Gardner (A-M)	FH 006	7045
	Brittany Taylor-Driggers (N-Z)	FH 005	7036
African American Studies	Adam Biggs	FH 115	7035
Anthropology	Chris Judge	NASC	7445
Architecture	Noni Bohonak	HH 110	7136
Art Education	Fran Gardner	FH 006	7045
Art History	Fran Gardner (A-M)	FH 006	7045
	Brittany Taylor-Driggers (N-Z)	FH 005	7036
Art Studio	Fran Gardner (A-M)	FH 006	7045
	Brittany Taylor Driggers (N-Z)	FH 005	7036
Associate in Arts	Kim Covington (A-F)	FH 214	7041
	David Roberts (G-M)	FH 203	7457
	Darris Hassell (N-S)	FH 116	7021
	Annette Horton (T-Z)	SH 125D	7448
Associate in Science	Shemsi Alhaddad (A-F)	FH 201	7446
	Jason Holt (G-M)	FH 119	7462
	Andy Yingst (N-S)	FH 202	7196
	Annette Horton (T-Z)	SH 125D	7448
Associate in Science in Business	Allan Pangburn (A-M)	HH 203	7039
	Mike Sherrill (N-Z)	FH 114	7146
Associate in Science in Criminal Justice	John Rutledge	MB	7156
Athletic Training	Elizabeth Easley (A-M)	CRD	7441
	Sarah Sellhorst (N-Z)	CRD	7458
Biochemistry and Molecular Biology (last name A-M)	Annette Golonka	BB 211	7019
Biochemistry and Molecular Biology (last name N-Z)	Todd Scarlett	FH 113	7031
Biological Sciences (last name A-M)	Annette Golonka	BB 211	7019
Biological Sciences (last name N-Z)	Todd Scarlett	FH 113	7031
Biomedical Engineering	Noni Bohonak	HH 110	7136
BLS (Bachelor of Liberal Studies)	Pat Lawrence (A-C)	FH 219	7014
	Ernest Jenkins (D-F)	HH 111	7593
	Babette Protz (G-I)	HH 124	7594
	Suzanne Penuel (J—L)	FH 217	7034
	Susan Cruise (M-O)	FH 218	7074
	Kate Holland (P-R)	BB 223	7454
	Bettie Obi Johnson (S-U)	BB 224	7020
	Fernanda Burke (Y-Z)	BB 222	7463
BOL (Bachelor of Organizational Leadership)	Steven Campbell (A-G)	FH 216	7137
	Laura Carnes (H-N)	SH 126	7007
	Angela Neal (O-T)	BB 216	7025
	Allan Pangburn (U-Z)	HH 203	7039
Broadcast Journalism	Pat Lawrence	FH 219	7014
Business Economics	Mike Sherrill	FH 114	7146
Cardiovascular Technology	Sarah Sellhorst (A-M)	CRD	7458
	Liz Easley (N-Z)	CRD	7441
Chemical Engineering	Noni Bohonak	HH 110	7136
Chemistry	Fernanda Burke (A-M)	BB 222	7463

Major	Current Advisor	Office	EXT
	Bettie Johnson (N-Z)	BB 224	7020
Civil Engineering	Noni Bohonak	HH 110	7136
Classics	Garane Garane	FH 118	7159
Comparative Literature	Pat Lawrnece	FH 219	7014
Computer Engineering	Noni Bohonak	HH 110	7136
Computer Information Systems	Noni Bohonak	HH 110	7136
Computer Science	Noni Bohonak	HH 110	7136
Criminology and Criminal Justice (Bachelor Degree and USC Upstate)	Babette Protz	HH 124	7594
Dance	Fran Gardner	FH 006	7045
Early Childhood Education (last name A-H)	Dana Lawrence (A-H)	ML 214	7023
	Nick Lawrence (I-P)	FH 213	7167
	Claudia Priest (Q-Z)	NASC	7470
Economics (Liberal Arts)	Mike Sherrill	FH 114	7146
Electrical Engineering	Noni Bohonak	HH 110	7136
Elementary Education	Dana Lawrence (A-H)	ML 214	7023
	Nick Lawrence (I-P)	FH 213	7167
	Claudia Priest (Q-Z)	NASC	7470
Engineering Science	Noni Bohonak	HH 110	7136
English	Lisa Hammond	FH 204	7044
Environmental Engineering	Noni Bohonak	HH 110	7136
Environmental Sciences	Todd Scarlett	FH 113	7031
European Studies	Ernest Jenkins	HH 111	7593
Exercise Science	Liz Easley	CRD	7441
Film & Media Studies	Pat Lawrence	FH 219	7014
Finance (last name A-M)	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
French	Garane Garane	FH 118	7159
Geography	Richard Van Hall	HH 101	7038
Geological Sciences	Lynette Martek	BB 110	7129
Geophysics	Lynette Martek	BB 110	7129
German	Darris Hassell	FH 116	7021
Health Informatics	Ron Cox (A-M)	SH 126	7007
	Laura Carnes (N-Z)	SH 126	7007
Health Promotion (USC Beaufort)	Sarah Sellhorst	CRD	7458
History	Brooke Bauer	NASC	7440
Hospitality Management	Ron Cox (A-M)	SH 126	7007
	Laura Carnes (N-Z)	SH 126	7007
Human Services (USC Beaufort)	Laura Carnes (A-M)	SH 126	7007
	Ron Cox (N-Z)	SH 126	7007
Information Management & Systems (Upstate)	Ron Cox (A-M)	SH 126	7007
	Laura Carnes (N-Z)	SH 126	7007
Information Science	Ron Cox (A-M)	SH 126	7007
	Laura Carnes (N-Z)	SH 126	7007
Insurance and Risk Management	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Integrated Information Technology	Blake Faulkenberry	HH 233	7033
International Business	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444

Major	Current Advisor	Office	EXT
International Studies	Richard Van Hall	HH 101	7038
Italian	Garane Garane	FH 118	7159
Journalism	Pat Lawrence	FH 219	7014
Latin American Studies	Kim Richardson	FH 210	7447
Management	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Management Science	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Marine Science	Pernell Lewis	BB 219	7138
Marketing	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Mathematics	Dwayne Brown	HH 124A	7037
Mechanical Engineering	Noni Bohonak	HH 110	7136
Media Arts	Fran Gardner	FH 006	7045
Middle Level Education	Dana Lawrence (A-H)	ML214	7023
	Nick Lawrence (I-P)	FH 213	7167
	Claudia Priest (Q-Z)	NASC	7470
Music	Fran Gardner	FH 006	7045
Music Education	Fran Gardner	FH 006	7045
Nuclear Engineering	Noni Bohonak	HH 110	7136
Nursing (Associate)	Claudine Jones (A-M)	HH 211	7166
	Denise Roberts (N-Z)	HH 209	7154
Nursing (Bachelor)	Courtney Catledge (A-J)	HH 234	7459
	Ann Scott (K-R)	HH 219	7165
	Leigh Pate (S-Z)	HH 221	7439
Nursing (Upper Division)	Courtney Catledge	HH 234	7459
Pharmacy	Fernanda Burke (A-M)	BB 222	7463
	Bettie Johnson (N-Z)	BB 224	7020
Philosophy	David Roberts	FH 203	7457
Physical Education	Sarah Sellhorst	CRD	7458
Physics	Shemsi Alhaddad (A-M)	FH 201	7446
	Godfrey Ndubuisi (N-Z)	BB 214	7029
Political Science	Steven Campbell	FH 216	7137
Pre-Law	Ron cox	SH 126	7007
Pre-Physical Therapy	Liz Easley	CRD	7441
Pre-Professional (Dental, Medical, Veterinary, etc.) A-M	Annette Golonka (A-M)	BB 211	7019
	Todd Scarlett (N-Z)	FH 113	7031
Experimental Psychology (last name A-M)	Mark Coe (A-H)	ML 230	7057
	Angela Neal (I-P)	BB 216	7025
	Kate Holland (Q-Z)	BB 223	7454
Public Health	Sarah Sellhorst (A-M)	CRD	7458
	Liz Easley (N-Z)	CRD	7441
Public Relations	Pat Lawrence	FH 219	7014
Real Estate	Phillip Parker (A-M)	HH 215	7452
	Stan Emanuel (N-Z)	FH 215	7444
Religious Studies	David Roberts	FH 203	7457
Retailing	Stan Emanuel (A-M)	FH 215	7444
	Mike Sherrill (N-Z)	FH 114	7146
Russian	Walt Collins	HH 116	7001
Social Work	Susan Cruise	FH 218	7074
Sociology	Susan Cruise	FH 218	7074
Spanish	Darris Hassell	FH 116	7021
Sport & Entertainment Management	Kevin Thompson	CRD	7464

Major	Current Advisor	Office	EXT
Statistics	Shemsi Alhaddad (A-M)	FH 201	7446
	Andy Yingst (N-Z)	FH 202	7196
Theatre	Marybeth Berry	HH 117	7017
Tourism Management	Stan Emanuel (A-M)	FH 215	7444
	Mike Sherrill (N-Z)	FH 114	7146
Visual Communications	Pat Lawrence	FH 219	7014
Women and Gender Studies	Lisa Hammond	FH 204	7044



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

**Dr. John E. Rutledge**  
Director of Law  
Enforcement and Security

**Report to the Faculty**  
**August 2017**

**This report is composed primarily of reminders and updates on previous information.**

- **Parking and Traffic Safety:** Your cooperation is needed in not using visitor parking spaces. We continue to emphasize safety in the parking lots. Speed, backing up and inattention are the primary reasons for accidents. Vehicle speed should not exceed five miles per hour and in all cases pedestrians have the right of way.
- **Emergency Planning:** The Fall Semester is expected to create weather patterns which spawn thunderstorms, tornados and possibly icy conditions. Any time you are made aware of a hazard such as a tornado warning immediately take shelter. Do not wait for emergency notification. Please make sure all of your emergency contact information is correct in Carolina Alert. Delivery on our new audible siren system is expected over the next several months. An audible system will provide depth and timeliness to our on campus alert systems. Our campus Emergency Plan is located at <http://usclanaster.sc.edu/facilities/EmergencyResponseGuide.pdf>.
- **Crime Related:** Please remember to make sure you lock your offices when you leave. We are finding offices open and unlocked especially during the evening hours. The cameras are a valuable resource. On several occasions we have been able to locate lost and misplaced items. When you request a review to monitor covered areas by viewing past history please give us an accurate time.
- **Other Issues:** Please use our campus BIT team to deal with students who are showing signs of stress. An excellent web resource as to warning signs is <https://www.sa.sc.edu/bit/what/>. This document is a part of the strategies developed and used by Columbia. Remember to use our link to make reports which is located at <http://usclanaster.sc.edu/BIT/index.html>.

**Please send all ASC-related questions and requests to**

Dana Lawrence: [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or call 313-7023 or

Elaine Connor: [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu) or call 313-7113

**REMINDERS about the ASC's booking system:**

• **Students can now book appointments as late as ONE hour in advance.**

- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services, and to cut down on no-shows).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.

**ALL students can work with tutors on a drop-in basis!**

**FALL 2017**

	August 2016	August 2017
Number of Tutors	9	7
Total Number of Sessions	42	17
Tutoring Sessions/Day (avg)	5.25 (8 operating days)	3.4 (5 operating days)
Tutoring Sessions/Tutor (avg)	4.7	2.4
# of tutor hours per week	112	77
Appointment	17	9
Drop-in	25	8

**Tutoring Sessions by Area**

	August 2017
Biology	1
Chemistry	2
Computer Science/PCAM 151	1
Economics	0
French	0
Italian	0
Math/PCAM 105	8
Spanish	0
Writing	5
	<ul style="list-style-type: none"> <li>• CRJU: 1</li> <li>• ITEC: 1</li> <li>• PHIL: 1</li> <li>• SOCY: 1</li> </ul>

**ANNOUNCEMENTS:**

- **3 New Tutor Hires for the following courses/subjects (in process):**
  - BIOL 110 (pending approval)
  - CSCE 101 & 102
  - CHEM 101 (pending approval)
  - MATH 111, 122 (112 and 141 pending approval)
  - Writing
- **Course-specific Flyers**
  - We have posted course-specific flyers by the doors of the classrooms in which these courses meet.
  - Please encourage your students to utilize this valuable resource EARLY and OFTEN.
- **New Brochures**
  - Elaine Connor and Shana Dry worked to create new, professional-looking brochures to help promote the ASC on campus.
  - We have the brochures placed in various offices around campus.
- Elaine Connor promoted the ASC at three of four summer orientations and at Back-to-School Blast.
- Obviously, we are determined to make sure EVERYONE knows who we are, what we do, and where to find us!

	<ul style="list-style-type: none"> <li>• Other (non-course-related writing help): 1</li> </ul>
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0
<b>TOTAL # OF SESSIONS:</b>	<b>17</b>

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	8	2	1	0	11
# of individual students (SEPT)					
# of individual students (OCT)					
# of individual students (NOV/DEC)					
# of individual students (SEMESTER)					

### Spring 2017 Semester

	January 2016	January 2017	February 2016	February 2017	March 2016	March 2017	Apr/May 2016	Apr/May 2017
Number of Tutors	6	7	6	7	9	7	9	8
Total Number of Sessions	30	50	118	111	78-- including ONE Spring Break session	122— including ONE spring break session)	121	153
Tutoring Sessions/Day (avg)	2.7 (11 operating days)	3.8 (13 operating days)	6.9 (17 operating days)	6.9 (16 operating days)	4.1 (19 operating days— open 4 days during spring break)	7.6 (16 operating days— open 2 days during spring break)	6.7 (18 operating days)	8.5 (18 operating days)
Tutoring Sessions/Tutor (avg)	5	7.1	16	15.8	9.6	17.4	13.4	19.1
# of tutor hours per week	87	95	87	95	117 (60 during spring break)	111.5 (36 during spring break)	117	111.5

<b>Appointment</b>	23	31	86	88	80	103	n/a 32	137
<b>Drop-in</b>	7	19	32	24	36	19	n/a	16

### Tutoring Sessions by Area

	January 2017	February 2017	March 2017	April/May 2017	Spring 2017 Totals
<b>Biology</b>	4	6	6	4	20
<b>Chemistry</b>	3	8	2	0	13
<b>Computer Science/PCAM 151</b>	10	13	22	33	78
<b>ECON</b>	0	0	0	2	2
<b>French</b>	0	0	0	0	0
<b>Italian</b>	1	7	10	3	21
<b>Math/PCAM 105</b>	17	17	42	35	111
<b>Spanish</b>	1	8	3	4	16
<b>Statistics</b>	2	6	5	2	15
<b>Writing</b>	12 • ENGL: 8 • Other: 1 • SPCH: 1 • UNIV: 2	46 • ENGL: 26 • MGMT:1 • MUSC: 5 • Other: 4 • PALM: 2 • PSYC: 3 • SOCY: 1 • SPCH: 2 • UNIV: 2	29 • ENGL: 15 • HIST: 1 • MUSC: 1 • PALM: 2 • PSYC: 1 • SOCY: 1 • UNIV: 3 • Other (scholarship essays, etc.): 5	68 • ECON: 1 • EDTE: 1 • ENGL: 30 • MGMT: 1 • MUSC: 3 • PALM: 10 • PHIL: 4 • PSYC: 3 • POLI : 2 • UNIV: 13	155 • ECON: 1 • EDTE: 1 • ENGL: 79 • HIST: 1 • MGMT: 2 • MUSC: 9 • PALM: 14 • PHIL: 4 • PSYC: 7 • POLI: 2 • SOCY: 2 • SPCH: 3 • UNIV: 20 • Other: 10
<b>Other (Blackboard, Word help, non-course-related assistance, etc.)</b>	0	0	3	2	5
<b>TOTAL # OF SESSIONS:</b>	50	111	122	153	436

	1 visit	2 visits	3-5 visits	6+ visits	Total
<b># of individual students (JAN)</b>	27	7	3	0	37
<b># of individual students (FEB)</b>	40	17	8	1	66
<b># of individual students (MAR)</b>	32	3	14	3	52
<b># of individual students (APR/MAY)</b>	27	8	18	6	59
<b># of individual students (SEMESTER)</b>	51	30	24	21	126

**SUMMER 2017**

	Summer I	Summer II	Summer Totals
Biology	1	0	1
Chemistry	0	0	0
Italian	0	6	6
Math/PCAM 105	1	0	1
Spanish	0	2	2
Statistics	0		0
Writing	39 • ENGL: 30 • PSYC: 2 • SPCH: 1 • UNIV: 6	6 • ENGL: 6	45 • ENGL: 36 • PSYC: 2 • SPCH: 1 • UNIV: 6
Other (Blackboard, Word help, non-course-related assistance, etc.)	0	0	0
<b>TOTAL # OF SESSIONS:</b>	<b>40</b>	<b>14</b>	<b>54</b>

**SUMMER I COURSES TUTORED**

BIOL 101, 243/243L, 250/250L  
 CHEM 111/111L  
 ITAL 121  
 MATH 111/111i, 141  
 SPAN 109, 121  
 STAT 201  
 Writing (all)

**SUMMER II COURSES TUTORED**

BIO 244/244L  
 CHEM 112/112L  
 ITAL 122  
 MATH 122  
 SPAN 110  
 Writing (all)

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (SUMMER I)	12	2	5	1	20
# of individual students (SUMMER II)	2	2	2	0	6
# of individual students (SUMMER 2017)	13	3	8	1	25

**FROM:** Tracey Mobley Chavous, Director of Human Resources  
**MEETING:** Faculty Meeting  
**DATE:** September 1, 2017  
**ATTACHMENTS:** 0

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#### INFORMATION ITEMS:

- 1) Please remember that I serve as the Title IX Coordinator for our campus. If you have students, who share information with you, verbally or written, in reference to sexual harassment, sexual misconduct, sexual assault, or sexual violence that has taken place on or off campus please report that to me immediately so that I may respond to the situation on behalf of the university. **Please do not report these incidents to the Behavioral Intervention Team.**

As the Title IX Coordinator one of my major concerns is that students feel safe and are aware of available resources both on and off campus. I also want to ensure that the situation has been handled in a timely manner so that students are able to focus primarily on their academic goals. In addition, if a crime needs to be reported I can assist in helping the student or others in reporting to the proper authorities.

I presented information about Title IX to incoming students at each orientation session this summer. I also spoke with students enrolled in the Early Start Program, as well as an evening session of UNIV 101 to provide clarification, detail, and additional information in reference to Title IX.

If you desire additional training for yourself or for students please refer to the University of South Carolina Office of Equal Opportunity Programs website <http://sc.edu/eop> and select the link for trainings provided on the left side of the screen. Certainly call or email me for additional information as needs arise.

- 2) Please be sure that you have shared information about course overloads with your Division Chair so that you will appear on the Overload Report received from the Academic and Student Affairs Department.
- 3) Open Enrollment for Benefits will take place from October 1- 31, 2017. Changes will take effect on January 1, 2018.

More details about open enrollment will come after the Benefits-At-Work Conference scheduled for September 11-12, 2017.

- 4) Campus will be closed on Monday September 4, 2017 in celebration of Labor Day.

A gigantic **THANK YOU** and sincere appreciation to Deborah McCullough, Human Resources Specialist, for her diligent work in preparing and processing hiring documents for student employees, temporary employees, and adjunct faculty for a smooth start for the Fall semester!

## USC Lancaster Faculty Meeting

### Campus Technology Report-Summer upgrades and Fall initiatives

September 1, 2017

#### Highlights

- **Microsoft Office 2016/365 and OneDrive:** University Technology Services postponed the migration of faculty and staff e-mail from Exchange to Office 365. Many of the technical aspects of the conversion are still being finalized. I will notify faculty and staff when I learn Lancaster Campus' migration dates. Microsoft Office 2016 with Outlook 2016 is recommended to access the Office 365 based e-mail system as well as OneDrive. IT staff is working on getting Office 2016 installed for faculty and staff during the Fall semester. The software can be self-installed by logging in to <http://portal.office.com> and clicking the "Install Office 2016" link. The previous version of Office will need to be uninstalled from the computer control panel. IT staff will provide assistance.
- **Information Security Initiative-Multifactor authentication:** Multifactor authentication went into effect June 5, 2017. The campus received hundreds of calls across multiple departments to provide assistance to students with the enrollment process.
- **Information Security Initiative-Patch and identity management:** The IBM Bigfix and Identity Finder implementation is 95% complete, there are about 20 computers still in need of the software and we are still working on a number of multiuser access computers on campus. IT staff will be replacing unsecured faculty laptops with disk drive encrypted laptops this Fall.
- **Computer Lab and Science Lab AV:** Bradley Arts and Sciences room 112 was converted to an instructional computer lab during the summer months and Hubbard Hall 204 was reconfigured to comply with the ADA accessibility requirements. Installation of Multimedia presentation technology was successfully completed in the Biology Labs. All of the fully analog AV equipment in Bradley, Hubbard and Medford Library will need to be upgraded to digital capability to be compatible with Display port, HDMI and USB-C devices. The plan is to upgrade 3-5 per year starting FY17-18.
- **Digital Message Board:** Just a reminder we have digital message monitors in every building on campus and to e-mail any information you wish to share using the message boards to [blakef@sc.edu](mailto:blakef@sc.edu) as a landscape oriented Powerpoint slide. Please remember the most effective messages using digital signage are short messages that use larger fonts with bold lettering. The industry recommendation suggests the message should be at a length where it can be read in 5-10 seconds.

Blake Faulkenberry  
Director of Computer Services and Information Technology