

Faculty Meeting Minutes
October 13, 2017

PRESENT: Adam Biggs, Chris Bundrick, Laura Humphrey Carnes, Walt Collins, Ron Cox, Susan Cruise, Annette Golonka, Late Holland, Ernest Jenkins, Kaetrena Davis Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley Chavous, Phillip Parker, Suzanne Penuel, David Roberts, John Rutledge, Todd Scarlett, Sarah Hunt Sellhorst

ABSENT: Howard Kingkade, Andy Yingst, Tania Wolochwianski

CALL TO ORDER: 1:00 p.m.

CORRECTION/APPROVAL OF MINUTES: September minutes approved

REPORTS OF OFFICERS

Dean of Campus—Walt Collins:

Good afternoon, everybody. The highlights of the submitted report [page 11]: we have historic enrollment this fall. Please thank Admissions. Ron has too. They've worked hard, especially with dual enrollment.

I want to thank Buddy Faile for helping us through the budget meeting. We can now seriously look at salary levels for faculty and staff. Also, thanks to Native American Studies for a great celebration, which Claudia coordinated. I heard wonderful things from attendees.

As for Gregory Health and Wellness Center and the YMCA: meetings have started. I'll send out emails with updates.

Questions?

Todd: Where's the enrollment growth coming from?

Walt: Largely from dual enrollment. Demand keeps increasing.

Associate Dean for Academic and Student Affairs—Ron Cox:

I sent out a report and clarification [page 15] yesterday. We've made a recommendation for Director of Enrollment Management—it's the first time we've used PeopleSoft for this kind of process. It's a learning curve but helps us be consistent. Questions?

Lynnette: This semester at least two students were on my roster at the start of the semester and dropped off in the fourth or fifth week. I haven't had that happen on that timeframe before. What's the change?

Walt: We dropped for nonpayment twice. Students have the opportunity for payment plans, but they have to take that initiative. We dropped about thirty students total.

Lynnette: Another one keeps telling me he's working on it. He's been dropped from Blackboard. This seemed different from before.

Ron: If they're working with the business office, we'll typically work with them to get back in classes. He may be misinforming you. I don't recommend putting them in Blackboard by hand, though, because then they have no incentive to get back in the course. Also, there are risk management problem involved for students who are only unofficially in a course.

Todd: About the job descriptions on advertisements: more and more I'm seeing ads for tenure-track assistant professor OR for instructor. Why do this for sociology?

Ron: Yes. If we have a really good candidate, we want flexibility. We really want assistant professors, but we can move instructors to assistant professor status. Advertising the job that way makes it easier for us to do that.

Director of Student Engagement & Success—Laura Humphrey Carnes:

I want to highlight the advising section of the submitted report [page 21]. The current list of advisers should be up to date. Please let us know of any mistakes. Postcards went out this week notifying students of adviser changes; they'll get emailed too. If you haven't done a DAPS request, please do that. Questions?

Sarah: Students now have an advising ticket time—what impact will we feel here? How is the time determined?

Ron: I don't know. Megan [Catoe] doesn't either.

Suzanne: Can advisers see the time?

Cox: No.

Suzanne: Can we get that changed?

Sarah: I see this as a potential work increase. Also, classes could fill up between advising time and registration time.

Phillip: At Winthrop, the system is based on class rank, with the more advanced students going first.

Director of Academic Success Center—Dana Lawrence:

I sent out my report [page X]—mostly numbers. We're finalizing the schedule for the second eight weeks. At latest, it will be published by next Thursday. We'll be open fall break.

Please don't require tutoring, though extra credit might work.. We don't have enough tutors for that. We have online tutoring available; Laura included instructions for accessing that. Questions?

Susan: Do you have a list of tutors and how many you have? My students don't know where it is. Does the list change every semester?

Dana: We have writing tutors all day, every day. We have three or four. They've been really busy lately, but that should improve.

Director of Human Resources—Tracey Mobley-Chavous:

It's open enrollment time; I sent a report [page X]. The open-enrollment period ends on October 31st. Some of the premiums have changed, so that affects compensation. Life insurance has changed to factor in the spouse's age. If you need a MoneyPlus account, you need to enroll annually. Also, the Equifax report—were we targeted specifically as USC employees, someone asked? No. USC sent out the info just as a courtesy; the problem had nothing to do with employment here. Questions?

Chris: The link told me I was probably part of the hack. I was vaguely unnerved about entering my social security number on the website. Can you make me feel better about that?

Tracey: I entered mine

Dana: I read that if you enroll in that thing, you opt out of future class-action lawsuits.

Tracey: That was initially true, but after protests, it no longer is.

Director of Law Enforcement and Security—John Rutledge:

I sent out our Clery Report—the Clery Act is a federal law requiring full disclosure of campus crimes. We're a very safe campus.

I'm happy to say that in the next four weeks we're going to have a siren system. The problem with Carolina Alert is that we have no control over it. USC has promised us for five years that they'd fix the problem, but there's been no progress. It takes fifteen minutes to get an alert. A siren is old-fashioned but faster. We'll have two, one with a constant tone and one with an alternating tone. One is for weather, and one is for people problems. It will be loud—we had to get special permission from the city. We'll test it and warn you ahead of time. Normal testing will be on Saturdays at high noon.

Phillip: What will activate the alarm?

John: A button on the wall with battery backup.

Phillip: Will there be a button in every classroom? *[Laughter.]*

Rutledge. No. The on-duty security guard will be able to activate it, though. Lynx [in classrooms] sends out a message, too. Carolina Alert messages now automatically go to Facebook and Twitter. We're trying to get messages out within seconds and not minutes.

Also, I need your help getting out a message: please don't park in visitor parking.

We have a new person on campus, Mr. Hart, Veterans Affairs representative. He has an office in Bradley where Tracey Craig used to be. We have about twenty-eight veterans on campus this semester.

REPORTS OF COMMITTEES

System committees—

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

The library survey I mentioned at last meeting will probably come out this month. Please fill it out. It could give us more database access.

PCFS Rights and Responsibilities Committee—Jason Holt, Chair:

At our most recent meeting we sent forward a motion to update the reappointment policy for probationary tenure-track faculty. The motion is [online](#). Any questions? You can ask me now or later.

PCFS System Affairs Committee—Dana Lawrence:

We worked through the AS in Criminal Justice curriculum USCL sent us. It was sent back to USCL—that's coming up in the curriculum committee report.

PCFS Welfare Committee

Nick: We don't have a Welfare rep here today. Howard and Tania are on the committee. Ernest?

Ernest: Nothing much yet.

Local committees—

Curriculum Committee—Chris Bundrick, Chair:

We've met twice and discussed the AS in CRJU revision and we'll bring a motion about that and about our AA. I'll save the details for later. We also talked about no longer updating the course list on our degree templates. Self-Service now lets us search by

Carolina Core attribute (click on Degree Planner to do that) except for the math courses our students can use to meet their two-year degree ARP requirement.

The USCL website seems to be missing the degree programs.

Annette: They're under "Current Students." Antonio is fixing the misleading link that's elsewhere.

UNFINISHED BUSINESS—none

NEW BUSINESS

Curriculum Committee—Chris:

We have two motions [page X]. One: The AS in CRJU USCL approved in March: I'm excited to see that System Affairs took an active role and suggested that since it's a social science degree, they'd feel better about it if there were a GSS requirement that focused on human behavior.

Dana: Yes. Not just specifically a political science course, as in the proposed degree now.

Chris: Our curriculum committee felt that System Affairs was probably right. We're asking you to adopt the GSS requirement with a course coming from AFAM, PSYC, SOCI, or WGST. There are no other changes.

Nick: This is substantive. We'll vote next month. Questions?

Lynnette: Are these the only choices for GSS on our campus?

Chris: No. But the issue the committee had was that draft degree needed more emphasis on human behavior and human interaction.

Lynnette: One of my geography courses has culture in it.

Chris: We hadn't considered that. Committee would probably be thrilled to include more options focusing on human behavior and human interaction.

Pat: That's an additional course requirement. Does this mean the number of electives is reduced?

Chris: Yes.

Kate: Would you list approved PSYC courses?

Ron: PSYC 101 is the only one.

Kate: It would be nice to have a list of approved courses eventually.

Chris: Since we can now search by attribute we'll only list for math courses, which differ.

Motion Two is the AA degree. The rationale: our current AA is unbalanced compared to our other ones. Degree requirements should reflect the priority of the degree. Currently, the AA doesn't reflect an arts and humanities priority. It only requires 15 to 20% of required hours to come from arts and humanities. Our AS draws 30% from science-oriented areas. Changing the AA would allow the degree to do more of what it's supposed to do and distinguish between the AS and the AA more clearly.

Our proposal reduces the ARP requirement to three hours and the SCI requirement to four hours, retaining the lab hour. The GFL requirement is largely the same, but we're asking for 110-level instead of 109-level. This would translate to 0 to 6 hours. We've bumped the history requirement up to six hours and lowered GSS to three hours to make room for other additions.

We bump the AIU requirement up to six hours, three of which should be post-100-level English. Our current degree requires almost no prerequisites. Maybe a more important reason is that one of the things we talk about on campus is how much more work students need in terms of reading comprehension. We see this in BLS and BOL students, for example. By increasing GHS and ENGL, reading and writing practice will increase.

The overlay requirements are unchanged.

Nick: This is substantive. We'll have a brief discussion and vote in November.

Lynnette: Are the PHYS listings accurate?

Chris: We'll take that off because of the Self-Service search option for Carolina Core attributes.

Ron: PHYS 101 is still not officially approved for the Carolina Core. Question: Are CMW requirements included in that 15 to 20%?

Chris: No: Composition courses are substantively different from standard humanities.

[Dana and Pat concur.]

Ron: You can't place into 110, so they'll either have to take none or six hours unless they take Italian. If you score a 2, you're out of this requirement.

Nick: It's my understanding that 0 to 6 includes 0, 4, and 6.

Allan: GSS has an unnecessary row in the form.

Sarah: We discussed this degree years ago ad nauseam. This proposal I personally am in support of even as science faculty. The lab requirement good. I find this a very balanced degree. It's at least half the SCI requirement of most non-science four-year degrees.

Ernest: I'd like to second Sarah's comments and thank the committee. I had some questions about what I saw happening with GHS when we approved the current AA. It went from 6 to 3. We didn't talk about it.

Chris: The degrees we approved at that point were supposed to be provisional.

Dwayne: Did you consider for the math that the requirement could be satisfied with just 111?

Chris: We're open to hearing arguments.

Dwayne: It's a weak requirement—really lacking for those who go to four-year programs for both the AA and the AS.

Chris: Faculty may want to address whether 111 and 115 should count for Core requirements on this campus.

Dwayne: The problem is that so many students place so low.

Chris: Sumter experimented with a higher math requirement that resulted in lower completion rates.

Dana, David, and Hunt: They can get out of math even now.

Adam: Is there some information about what courses people are taking for the AA?

Chris: I can't say there's been an extraordinarily scientific study. The committee had an immediate consensus that students were avoiding a lot of reading.

Kaetrena: When people work with us for their Capstone courses, students are failing Capstone because of difficulty with research, writing, and reading.

Ron: On history—I love going back to six hours. The historians need to discuss this. I'd like to see a mix of different histories, one non-US.

Annette: BA requirements often say this. Our requirements should align.

Chris: I agree. I'd love an amendment. But we don't think we're just here to match the four-year degrees.

Annette: Is this degree going to be applicable to all Palmetto College campuses? Do they have the resources

Chris: We'll just vote on whether USCL would prefer this AA to our current AA, understanding that a complicated procedure follows. To be one hundred percent honest, I don't know. I've been talking to Chris Nesmith and Don Miles. My position: We adopt

what we want and have basic faith that the system will do what it can to help our students. I can't make promises. If we don't approve a degree we like, we can't do anything with it.

Adam: Addressing Ron's point—what's the percent of students who graduate with the degree who already take courses that fall outside US history?

Ron: I'll offer a friendly amendment that three of the GHS hours be non-US.

Suzanne: I'd like to hear a devil's-advocate position.

Adam: That they don't know US history. And that if we're trying to inspire people to be lifelong learners, sometimes it's more effective to meet them where they are.

Brittany: They can take it as an elective.

Susan: If we compare our degree plans to other schools, the schools I've worked at in Texas all required two courses in non-US history. I think it's important for students to learn about other countries. Do other schools even matter?

Dana: I disagree with the devil's-advocate position one hundred percent. We should push them out of their comfort zone. Get over it, take it, learn something.

Adam: There's a presumption that US history courses don't include international subject matter. That depends on who teaches it.

Kaetrena: I agree with Dana. At a university, the point should be new experience.

Dwayne: Most of these students have algebra in high school, so why would we give them a degree which only requires that?

Adam: I'm saying this not as the devil's advocate: maybe we could say "at least three hours of non-US history."

Suzanne: How international is the US history here?

Ron. 112 is more international than 111.

Brooke: I start well before European contact. What I talk about is three continents involved in the settlement of the country—Europe, Africa, North America. It's world history as well as US history.

Nick: Other comments? Amendment vote?

[Several yesses and two nos; motion passes.]

SPECIAL ORDERS—none

ANNOUNCEMENTS

Susan: I emailed everyone about the *Journal of Ideology*. It's published through Scholar Commons at the Thomas Cooper Library, but it's our journal. It's been around more than 30 years, originally at Louisiana State University Shreveport. I encourage you to read it, and we'd love to consider your or your colleagues' submissions. It's interdisciplinary. We're interested in arguments counter to conventional theory, things that maybe don't fit in more specific journals. If you have any questions or suggestions, my Cleveland State co-editor and I are interested in that too. Let me know if you're interested in serving on our editorial board and please pass along this information.

Claudia: Have you already sent the email to Winthrop? They could help.

Nick: I'm proud to have this journal here.

I got an email from Chris Nesmith this morning [**page X**]. We need Lancaster associate professors to serve for Dawson Jones' T and P committee, since he's Extended University. Lancaster's getting a lot of help from Sumter for similar reasons, so it'd be nice if people volunteered.

Kate: There's only one full prof here who can do this; the others will have to be Sumter. We need a minimum of five for the committee. In the event that a campus can't provide members, the Executive Committee appoints members in consultation with the local committee, according to the *Manual*.

Ron: The local committee will still vote on our one tenure and promotion candidate.

Nick: Next meeting: Friday, November 3. Also, Professor Julia Elliott from Extended University will speak at ten a.m. She's a Pushcart Prize winner and a decent soul.

Walt: Leigh Pate emailed campus about flu shots—see the flyer. It's first students, and if there are shots left over, staff too.

Sarah: Our Celebration of Research, not be to confused with Ron's event: We're looking to move this to the library—thanks to Kaetrena and Rebecca for agreeing to host. It'll be a week-long event. If you'd like to have your research displayed, we'd love faculty participation. We'll be asking for material around mid-March. We'll seek ideas, too.

Fernanda: The Chemistry Club is selling candygrams. Come look! We have some funny chemistry jokes too. At least *we* think they're funny. The candygrams are two dollars each.

Susan: The USCL Food Pantry in Hubbard 109 is “for students when they're in a bind”—I stole the idea from Kate. If they forgot lunch, or need a snack but have no money, they

can use it. Thanks for your restocking offers. You can donate anything students would like to eat, dire need or no. Encourage students who'd like to donate, too.

Allan: The Outdoor Club has painted wandering rocks for breast cancer awareness. Move a rock, take a photo, post it to our USCL Outdoors Club Facebook page.

Adam: We'll have introductory Argentine tango in the Student Center. I'll send an mail.

Allan: Don't hide the Rotaract pumpkins.

ADJOURNMENT 2:30



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

Report to the Faculty Organization of USC Lancaster
October 13, 2017

People

Enrollment

As of October 12, 2017, we have 1896 students (headcount) registered for Fall 2017. We are at 1172 in full-time equivalent students. We will also be registering Fall II students over the next week and a half. The final freeze of Fall 2017 enrollment will be around October 25, 2017.

Athletics

The women's soccer team hosts a home match at 2:00 today against Wake Technical Community College. Also, there are home volleyball matches this evening against USC Salkehatchie at 5:30 and 7:30 at the Buford Recreation Department and volleyball matches on Saturday at Buford Recreation Department at 12:00, 2:00, and 4:00 as we will be hosting Surry Community College and Spartanburg Methodist College.

Schedules are available at the following links.

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

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

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

Faculty/Staff

We will soon advertise for the following faculty and staff searches:

Computer Science

Sociology

Art

Fiscal technician (business office)

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

Budget

The first quarter budget meeting for the campus was held on Monday, Oct. 9. Attendees for these meetings, along with Mr. Buddy Faile and me, included the following system-wide personnel: the USC CFO, the Provost, the USC Controller, the USC VP for Student Affairs, the USC Bursar, the PC Chancellor, and various budget analysts and directors from the USC Budget Office. During the meeting, we reviewed the final numbers for last year and examined revenue and expenses to date for this fiscal year. The meeting went well, and we are on target with our budget so far this year. We

will continue to watch the delicate balance of revenue and expenditures and work closely on accounts receivable matters toward our goal of the equivalent of 3 months in general operations as a carryforward.

Salary and compensation continue to be a top concern for faculty as well as staff. With the assistance of Palmetto College and in conjunction with the salary study conducted by the Palmetto College Campuses Faculty Senate Welfare Committee we are developing a plan to identify how salary adjustments can be implemented to reduce the deficits compared to the peer/peer-aspirant institutions as funds permit. With the size of our faculty here at USC Lancaster this will be a multi-year process, but we will endeavor to seriously consider what might be done in order to raise pay levels. Likewise, we must consider the same for our staff members here at USC Lancaster. I will keep you updated on this process.

The Dean's Budget Advisory Group is scheduled to meet on Oct. 24, 2017 to go over FY 18 enrollment and revenue and to recap FY 17 numbers. A campus budget update has been scheduled for 12:20 and 2:30 (same information presented twice) on October 26, 2017 in Founders Hall 104.

Facilities

Renovations for the Gregory Center began on Monday, Oct. 9 with demolition of the showers and locker rooms. 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. The gymnasium project will begin in late November/early December. Please keep in mind that the renovation project is separate from the transition of operations to the YMCA.

Carpeting in Starr and Hubbard Halls has been completed.

If you notice facilities issues that need to be addressed, please report them to Mr. Butch Lucas or to me.

Other items...

- Thank you for your patience and suggestions regarding the **new website for USC Lancaster**. Please continue to communicate suggestions to Mr. Antonio Mackey as we fine tune our presence on the web.
- Information from Dr. Lisa Hammond (a separate email message from her is forthcoming as well): Guidelines for the **USC Lancaster Research and Productive Scholarship Grants** will be updated soon. The guidelines will be modified in very slight ways, so please feel free to begin to review last year's application materials in the meantime if you wish. Grant applications will be due by 5:00 p.m. on Thursday, 30 November 2017. Those members who were funded in last year's grant cycle will serve on this year's review panel, which will meet on Friday, 9 December 2017 at 10:00 a.m., so please mark your calendars.
- The press conference announcing the **transition of management and fitness operations of the Gregory Center to the Upper Palmetto YMCA** was held on Tuesday, Oct. 10 with about 40 campus and community members in attendance. Attached to the end of this report is the text of the official press release we shared that morning. More to come as we finalize the timeline for the transition.
- Sincere thanks to the faculty and staff at the Native American Studies Center, the Native American Studies Committee, and especially Prof. Claudia Heinemann-Priest, event chair for the planning and execution of an excellent **NASC Fifth Anniversary Celebration** on

October 5. Community member after community member have spoken to me about how impressive the Center is and how tremendous the evening of celebration was.

- Our annual **Scholarship Luncheon** is scheduled for Wednesday, November 1, 2017 in the Arnold Special Events Room.
- The **USC Lancaster Board of Visitors** met on the evening of September 18. The body will meet again in November.
- The **USC Columbia Board of Visitors** met on the USC Lancaster campus on Thursday, October 5. The group includes USC first lady, Ms. Patricia Moore-Pastides. They held their regular business meeting, did a brief tour of the campus, visited the Nursing Simulation Lab, met with students, and attended the 5th Anniversary Celebration of the NASC.
- On September 26, I met with the following potential business partners to discuss giving opportunities at USC Lancaster: A principal investor in the The Pump House Restaurant in Rock Hill, Cardinal Health in Indian Land, and Springs Industries in Fort Mill.
- The **USC Lancaster Office of Advancement is hosting a Lunch and Learn** for area legal advisors and estate planners (lawyers, financial planners, etc...) on Tuesday, Oct. 17.
- Next **Lunch and Learn at the NASC** is October 20, 2017 at noon. Topic: "Archaeological Research in the Upper Portion of the Wateree Valley: Mounds, Mortars and Mysteries." by Prof. Chris Judge.

Upper Palmetto YMCA to assume fitness operations of the USC Lancaster Gregory Health and Wellness Center

FOR IMMEDIATE RELEASE

Lancaster, S.C. – On Tuesday representatives from the University of South Carolina Lancaster, the Lancaster County Chamber of Commerce, and the Upper Palmetto YMCA announced that the Upper Palmetto YMCA will assume management and fitness operations of the C. D. Gregory Health and Wellness Center beginning December 1, 2017.

The C. D. Gregory Health and Wellness Center, named after fundraising chair and local businessman C.D. Gregory, Jr., opened in 1981 and just recently celebrated its 36th anniversary of serving members of the USC Lancaster campus and the surrounding community. The Center features a gymnasium, 25-meter indoor pool, workout and yoga rooms, racquetball courts, as well as showers and locker rooms.

"For many years the Center has provided unparalleled access to fitness activities, physical education opportunities, aquatics instruction and competition, as well as positive campus and community interaction. We believe that now is the time to partner with an entity with a solid standing like the YMCA to expand offerings and services and to make the future of health and

wellness in Lancaster—for both our campus and the community—even more promising,” said Regional Campus Dean, Dr. Walter Collins.

The Lancaster County Chamber of Commerce approached USC Lancaster after conversations with the UPY considering the viability of a YMCA location in Lancaster County. Discussions quickly turned to the possibility of the UPY managing the operations at the Gregory Health and Wellness Center. After thoughtful consideration and discussions with community leaders, university officials issued a RFP solicitation to receive bids for the fitness operations of the Gregory Center, and the Upper Palmetto YMCA was awarded the bid on Monday, October 9.

Moe Bell, CEO of the Upper Palmetto YMCA, stated, “I am pleased that the University has chosen the Upper Palmetto YMCA to operate the Gregory Health and Wellness Center. Our YMCA began in 1913. With years of experience, we look forward to introducing new and innovative programs to the Lancaster County area while preserving the legacy of service that USCL has offered through the Gregory Health and Wellness Center.”

Chamber of Commerce President and CEO, Dean Faile, said “The Lancaster County Chamber of Commerce is very excited about this partnership between USC Lancaster and the Upper Palmetto YMCA to incorporate the Y brand into our Gregory Fitness Center. The YMCA philosophy to promote health, youth development and social responsibility along with their commitment to provide quality programming and facilities will allow the Lancaster community to have a top class center for years into the future. Sustaining this facility for our citizens, families and businesses has always been and remains a top priority for the Chamber of Commerce.”

While the building will remain property of the University, the arrival of YMCA operations later this year will bring new programming and activities, new workout equipment, and a new name—The Gregory Family YMCA. The building is currently undergoing renovations thanks to deferred maintenance funding approved by the state. In addition to expanding current services offered at the center, the UPY will provide access to the child, youth, and adult programs that they have offered for years in neighboring communities. The reciprocity membership offered through the YMCA will also enable families to join and use any Y location that best fits their personal needs.

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For more information, please contact:

University of South Carolina Lancaster – Shana Dry, Director of Public Information, 803-313-7008, drysf@sc.edu

The Lancaster County Chamber of Commerce – Dean Faile, Chamber President/CEO, 803-283-4105, deanfaile@lancasterchambersc.com

Upper Palmetto YMCA – Moe Bell, CEO, 803.242.8143, moebell@upymca.org



UNIVERSITY OF
SOUTH CAROLINA
 LANCASTER

M. Ron Cox, Jr., Ph.D.
 Associate Dean for Academic & Student Affairs
 118 Hubbard Hall

REPORT TO THE FACULTY ORGANIZATION
13 October 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://usclanaster.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" are October 16 (16-week courses) and November 17 (Fall II).

FACULTY SEARCHES for FALL 2018. We are proceeding with securing approval for the following faculty searches:

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

However, the process has changed somewhat. In a nutshell, we used to receive permission to conduct a search and then had to create/approve a search ad. Now the advertisement is a part of the permission request, so we have been working on the ads in hopes of securing permission to search.

The good news is that we have cleared two of the three hurdles – campus approval and Palmetto College approval – and, as near as I can figure, the requests are now in the hands of Salary Administration.

DIRECTOR OF ENROLLMENT MANAGEMENT SEARCH. The Search Committee has completed the interview process and has forwarded its recommendation to Dean Collins. The hope is to have the new Director on board within a few weeks.

DUAL CREDIT COORDINATOR. Megan Catoe and Danelle Faulkenberry will be co-chairing the search committee for a coordinator for USCL’s dual credit program. This committee will begin reviewing applications shortly.

SUMMER 2018 SCHEDULE. After lengthy discussion with division chairs, Financial Aid, Admissions, and a cast of thousands (a la Cecil B. DeMille), it looks like we are going to do a “test run” of the three-term summer schedule in 2018.

The latest incarnation looks like this:

**CALENDAR & FINAL EXAM SCHEDULE
SUMMER 2018**

All Classes Meet Monday - Friday

Time Blocks (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								
	Summer I			Summer II			Summer III		
Class Days	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
Reading Day (no classes)	Saturday, June 02			Saturday, June 30			Saturday, July 28		
Final Exams	June 04	June 05		July 02	July 03		July 30	July 31	
	8 AM	10:45 AM		8 AM	10:45 AM		8 AM	10:45 AM	
	1:30 PM	4:15 PM		1:30 PM	4:15 PM		1:30 PM	4:15 PM	
	7 PM			7 PM			7 PM		
Grades Due	Friday, June 08 by 9:00 AM			Friday, July 06 by 9:00 AM			Friday, August 03		

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 note that the time blocks are designed for a 3-credit hour class, and time blocks will have to be adjusted accordingly if the course you are teaching carries a different number of credit hours.

However, I would recommend that all classes start at one of the set time blocks, and that additional time be added to the end of the block. This will maintain consistency in terms of the scheduling of final exams.

JUNIOR SCHOLARS DAY 2017. USCL will host the OEC Junior Scholars on Thursday, October 19. The schedule will be as follows:

9:30 – 10:00 a.m.	Registration	Atrium
10:00 – 10:20 a.m.	Welcome from Dean Collins and Dean Cox	Bundy Auditorium
10:20 – 11:10 a.m.	Academic Quiz	Bundy Auditorium
11:10 – 11:50 a.m.	Lunch	Multipurpose Room
11:55 a.m. – 12:20 p.m.	Mini-Lecture Session I	Various
12:25 -12:50 p.m.	Mini-Lecture Session II	Various
12:50 – 1:00 p.m.	Announcement of Academic Quiz Winners	Bundy Auditorium
1:00 p.m.	Depart for Home	

Much thanks to the following faculty & staff who have agreed to provide “mini-lectures” to the Junior Scholars:

Faculty	Topic	Location
Ms. Danelle Faulkenberry	From Dual Credit to Palmetto College	TBA
Dr. Peter Seipel	The Ethics of Advertising	TBA
Dr. Ann Scott	BSN Demo	Simulation Lab (Hubbard)
Dr. Bettie Obi Johnson	Doctoral Studies in Chemistry	TBA
Dr. Li Cai	“My Sweet Journey” – Carbohydrate Chemistry Research	TBA
Dr. Ron Cox	Who Is the South Carolinian?	TBA

If you are interested in (or willing to) do a short presentation for two sessions on Thursday, please let me know.

This is an opportunity to highlight our outstanding faculty and staff and to reach out (and market ourselves) to some of the “best and brightest” students in the schools of our 6-county service area (plus some). I would particularly like to see us have a selection or two from the social sciences or business/professional studies areas.

ACADEMIC ADVISEMENT FOR SPRING 2018. Thank you for your assistance with the Spring 2018 academic schedule. If you have not already done so, please review your courses on Self-Service Carolina and make sure that everything is correct.

We will begin pre-registration for Spring on MONDAY, OCTOBER 23 (after students return from Fall break). **However, please be aware that ALL USC STUDENTS are now being assigned an advisement time ticket.**

This is generated by the records system and not by any particular office at USC or USCL. The time ticket informs students when they are allowed to begin registering for their Spring 2018 classes. And this will be the case for the foreseeable future.

So even if an advisor removes an advisement hold, a student will not be able to add courses for SPRING 2018 prior to the time indicated on his or her time ticket.

We will also continue our policy from previous semesters regarding USC Lancaster's sections of courses being offered through Palmetto College (both online and two-way video). Lancaster's sections of these courses are designated P11 (or, if there is more than one option for the class, Lancaster is P21, P31, etc.).

For the first two weeks of pre-registration, only students who are already admitted to Palmetto College or who will be entering Palmetto College (BLS or BOL) in Spring 2018 will be allowed to register into these sections.

After the two-week period, however, they will be opened to any interested student at USC Lancaster who meets course prerequisites. (Please be aware, however, that an administrative override is still needed to allow a Lancaster-based student to enroll in a Palmetto section, or a Palmetto student to enroll in a Lancaster-based course.)

GRADE FORGIVENESS POLICY - CHANGE IN PROCEDURE. As many of you are aware, USC has a policy whereby undergraduate students may apply for grade forgiveness in any TWO (2) courses in which they may have received a grade of less than "C." (There are numerous additional restrictions noted in the policy.)

In a nutshell, where students used to go to the Admissions Office to use their grade forgiveness, the process now has to be completed online.

The link for the policy and the new application form is found online at:
http://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/grade_forgiveness/index.php

However, you may still direct students to the Admissions Office if they have questions, or if they need to use the computers in that office to complete and submit their forms.

SINCERE THANKS AND APPRECIATION to the faculty and staff of the Native American Studies Center for the recent **Fifth Anniversary Celebration** of the center that was held on October 05. Special recognition and thanks go to **Professor Claudia Heinemann-Priest**, who chaired the committee that planned the event. It was a wonderful occasion, incredibly well-attended, and a testament to the widespread community support that our campus enjoys as well as the important role that USCL plays within our community.

CONGRATULATIONS to **Professor W. Brent Burgin**, USCL Archivist, who received The Wilkerson Award in Academia from Charlotte American Indian Party at the Inaugural American Indian Art Showcase, Queens University, Charlotte on October 07. This award acknowledges the exceptional efforts of non-American Indians who have made extraordinary contributions to the American Indian community through either public service, journalism, academia or philanthropy.

CONGRATULATIONS to **Dr. Lisa Hammond**, Professor of English, whose poem “Lily Watch,” has been published in *Tributaries*, the weekly online publication of *The Fourth River*, a journal focused on nature and place, published by Chatham University in Pittsburgh, Pennsylvania. The poem may be found online at:
<http://www.thefourthriver.com/index.php/2017/10/tributaries-lily-watch>

CONGRATULATIONS to **Dr. Kate Holland**, Associate Professor of Psychology, whose paper, “Hostility and Cognitive Control: Evidence of Increased Cardiovascular Reactivity as a Function of Exposure to Affective Stress using a Dichotic Listening Paradigm” has been accepted for publication in the International Journal of Psychophysiology.

A FEW UPCOMING DATES/EVENTS:

- October 19 – OEC Junior Scholars Day @ USCL
- October 19 & 20 – Fall Break @ USC; No classes
- October 31 – Family Halloween Event (3:00 – 5:00 PM)
- November 06 – BSN Information Session (5:30 PM @ Carole Ray Dowling)
- USCL Volleyball Matches @ home
 - October 13 – USC Salkehatchie (5:30 PM & 7:30 PM)
 - October 14 – Surry Community College (noon)
 - October 14 – Spartanburg Methodist (4 PM)
 - October 18 – Catawba Valley CC (7 PM)
 - October 20 – Walters State CC (7 PM)
- USCL Women’s Soccer Home Matches:
 - October 13 – Wake Technical CC (2 PM)
 - October 19 – Florida College (2 PM)
 - October 27 – Kentucky Christian (3 PM)
- USCL Men’s Soccer Home Matches :
 - October 11 – Spartanburg Methodist College (3 PM)
 - October 19 – Florida College (4 PM)

From: COX JR., RON

Sent: Friday, October 13, 2017 9:03:50 AM (UTC-05:00) Eastern Time (US & Canada)

To: LANCASTER_Campus

Subject: Correction to Academic & Student Affairs Report to the FO Meeting

Good morning, all.

I have received a correction from the HR Office regarding the portion of my report on the upcoming faculty searches for 2018-19.

Specifically:

The process described in the report (involving the steps for approval) is the process for STAFF searches, but not for faculty searches.

From HR:

The process for approval of faculty searches is the same as done in years past requiring two separate and distinct approvals. The first approval is a Request for a New Position or Replacement. The second approval is an approval of the advertisement.

A) A Request for New Position or Replacement is submitted to Palmetto College. The request is reviewed for several things prior to approval including available faculty FTE for the campus, available funding to sustain the requested position, and the justification for the position. The request is either approved or denied.

B) Approval of the advertisement of the position.

- A template is shared with the Division Chairs for any proposed position within their division

- The final version of the advertisement from the Division Chair is given to the Lancaster Campus Human Resources Department

- The advertisement is input into the People Admin system and sent to Palmetto College for approval, then forwarded to the Salary Administration Department for edits and approval. The Salary Administration Department then sends it to the USC Employment Division for edits, approval and posting to USCJOBS.

- Once posted on USCJOBS the Lancaster Campus Human Resources Department may then forward it to other journals and websites for additional advertising.

By way of this e-mail, I am asking the FO secretary to amend my report for the minutes by adding this e-mail as an appendix.

My apologies for any confusion, and my thanks to Tracey Mobley-Chavous for the clarification.

RC



A Palmetto College Campus

Student Engagement and Success

Laura Carnes

126 Starr Hall

803-313-7120

humphrlb@mailbox.sc.edu

Advising: Students are being notified via postcard of potential changes to their advisor. These are in the process of being produced and mailed. Additionally, students will be notified through the Target X CRM system (e-mail). Antonio Mackey has updated the advisor list on the new website. It may be found here:

http://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/academic_student_affairs/academic_advising/advisors/index.php.

BIT Referrals

Please remember to make BIT referrals

(http://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/bit_referral/) 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.

First Generation College Student Committee:

The First Generation College Student Committee co-chairs for 2017-2018 are: Dr. Steven Campbell, Professor Kaetrena Kendrick, and Dr. Kim Richardson. The committee has met, and is interested in creating an institutional definition of first generation college student. The committee is also working to create a survey that will be given to first generation college students at USC Lancaster. Ideally, the survey will have multi-prong (social, academic, career) outcomes to inform decision making and resources available for students who are first generation. The survey questions will be designed to assist in understanding and intervening, holistically, when tackling first generation issues. Additionally, once the committee has gained an initial understanding of USC Lancaster's first generation student population defined by their

own characteristics, the committee will be offering training to faculty and staff to become part of a first generation “safe zone”.

Brainfuse Online Tutoring:

Brainfuse is an online tutoring service offered to all students located on a Palmetto College Campus. Brainfuse offers 24/7 online tutoring for all courses offered through USC. Students may access the Brainfuse service by following these steps:

1. Logging into their Blackboard account
2. Selecting the course in which they would like tutoring
3. Selecting “Tools”
4. Selecting “Brainfuse HelpNow”
5. Selecting “Brainfuse”
6. Clicking Submit

Students should then be successfully logged into the Brainfuse website. As an instructor of a course, you may also log into Brainfuse following the same steps using the course you are teaching.

USC Connect:

GLD News: There is still time for students interested in pursuing GLD for May 2018 to register. Please have students contact Laura Carnes (humphrlb@mailbox.sc.edu) for more information.

Course Approvals: If you believe you teach a course which could be approved for one of the GLD pathways please contact Laura Carnes. GLD need 3-6 credit hours in approved courses with a B to be eligible for GLD.

Academic Bulletin:

With the advent of the new website, Dr. Cox and I have been working to update the Academic Bulletin. This has proven to be a very tedious process, and one we hope we can finish before the end of the semester.

Disability Services: Ms. Annette Horton

Testing Center Updates: Starr 125 E has been converted in a testing center. The space has computer and desks and is monitored. This space is being utilized for students who have testing accommodations as part of their registration with disability services. Please remind students they are to notify disability services 48 *business* hours in advance if they wish to utilize the space for testing.

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>.

Counseling Services: Mary To Lee will be out on extended leave beginning next week (the week of October 16, 2017). In her absence, we are partnering with McLaughlin Young (MY Group) Employee Services Student Assistance Program. As soon as we are able to get all paperwork through legal, we will begin promoting their services to our students. To qualify, students must be enrolled in a minimum of three credit hours each semester (for summer, students must either be enrolled for summer courses or pre-registered for fall). The program will provide personal counseling services to our students at no cost. Additionally, counselors are able to make referrals to appropriate specialized care facilities if necessary. All counselors have the appropriate education, training, are licensed, and have been practicing in the mental health field for a minimum of 5 years. In addition to counseling services, MY Group may also provide students with legal and financial services.

Student Life

Ms. Kristen Hammond is now coordinating student life efforts. Her email address is hammonk@mailbox.sc.edu; 803-313-7066.

Family Fun Halloween Event: We will be hosting a family Halloween Event on October 31, 2017 from 3:00-5:00. This event will be very similar to the event we hosted last year. We are currently looking for faculty, staff, and student organizations interested in sponsoring a table with either games/candy/fun stuff. Please let Kristen Hammond or Laura Carnes know by October 23 if you would like a table. Additionally, we urge you to bring your children for the event!

USC Connect Database Entry Form: Please see the form attached to this report and return to Kristen Hammond if you believe you are sponsoring an event that related to USC Conenct.

October

- PAL apps out after fall break 10/23/17
- Human Zorn 10/26/17 11am-5pm
- Family Halloween Event 10/31/17
 - (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.

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.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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: