

Faculty Meeting Minutes

December 6, 2019

PRESENT:

ABSENT:

CALL TO ORDER: 1:02 PM. Hammond: Welcome and thanks.

CORRECTION/APPROVAL OF MINUTES: November minutes approved.

REPORTS OF OFFICERS

Dean of Campus—Collins [report starting page 7]. Enrollment consistent with last year. Welcome new faculty Uday Neelakantan in January, biology instructor and lab manager. Thanks to committee. Offer out for CS. In the middle of Assoc. Dean search. Check out NAS tomorrow 9-4 for craft sale. Thanks to Dr. Deborah Cureton. Couldn't have done it without you.

Gardner: Update on salaries?

Collins: Figured in 2% raise to update data; first implementations January 2020. Should be hearing from Chancellor Elkins any day now.

Gardner: Was supposed to be presentation?

Collins: Yes. May come in form of email. I think before holidays.

Gardner: Will we get briefing of the report?

Collins: Yes. Also, five-year implementation.

Interim Associate Dean—Cureton [report starting page 9]. My last day is December 23. Grades due 9:00 a.m. December 18. Cola will run grades December 19. Please follow the timetable. Dominique will ask dual-enrollment faculty to send in numeric grades for high school. You'll get an Excel spreadsheet with their names. Really enjoyed working with you this semester. Thank you very much.

Director of Academic Success Center—D. Lawrence [report starting page 12]. We'll be open through Thursday of next week.

Medford Library [report starting page 15]

Student Engagement and Success—Carnes [report starting page 17].

Director of Human Resources—Mobley Chavous [report starting page 20]. Reiterating: check January paystubs to make sure open enrollment changes are reflected. If not, let me know as soon as possible.

Information Technology—B. Faulkenberry. Recent internet outages two Wednesdays in a row. Fiber cut repair times usually take four to six hours. I report problems to Todd in Columbia as soon as we're aware of them. We can't control the fix here.

Van Hall: Highway Department was out too. Are we linked with them?

B. Faulkenberry: Fiber cuts affect local public offices (e.g., DSS, DHEC) and sometimes residential too. Becoming larger problem for university system as a whole—Laurens, Upstate, Walterboro too.

REPORTS OF COMMITTEES

Palmetto College Faculty Senate Committees

Executive Committee—Jenkins. No updates.

Rights and Responsibilities—P. Lawrence. Motion 1 about which tenure and promotion cases Grievance Committee would handle. Possible for grievance to extend GC work into next academic year. Motion 2 about transfer of tenure and rank for Palmetto College faculty. Came up because of movements at admin level but could affect more people. Concerns, though, about creating unified tenure process that would take away local campus autonomy. Maybe viable: memoranda of understandings between faculty organizations rather than changing *Faculty Manual*. Individual campuses could opt out of reciprocity agreements. On screen summing up of discussion with Victoria Hollins about legal ramifications [see page 19]. We haven't discussed these as a committee yet; you're seeing them as we're seeing them.

Hammond: We didn't do all this to hire Li, no?

Others: Yes, we did.

Sellhorst: When he came in, we voted.

Cai: Full search through Board of Trustees

Mobley Chavous: yes, BOT agreement.

System Affairs—D. Lawrence. No new report.

Welfare—Taylor-Driggers. Tenure and promotion workshop January 17. Same format as last year, with third-year review table. Welfare webpage under revision; let us know if you have suggestions. Award nominations have been sent in. Looking into minor changes to process; welfare chair not able to be nominated. Welfare survey coming out later; similar format but individuals less easily identifiable. Workplace bullying and harassment question will be added.

Hammond: Sixta-Rinehart asking for attendance poll. How many will be at T and P workshop?

Columbia Faculty Senate [report starting page 21]

Gardner: Modifications to structure of Board of Trustees?

Bundrick: Loose understanding: Columbia faculty considering motion to contract number of members of board.

Judge: Reported in *The State*.

Local committees

Evaluation Committee—Coe [motion page 26]. Given changes to general faculty evaluation, we wanted to make First-Year review form consistent. Submitted document earlier. Uses FIF language for First-Year Review form. Questions?

Hammond: Coming from committee, requires no second. Committee asks that motion be ruled non-substantive; I'm inclined to agree. Ruled nonsubstantive, so under New Business.

UNFINISHED BUSINESS *None*

NEW BUSINESS

Hammond: Discussion of Evaluation Committee motion?

Bundrick: Removal of percentages about not having final score? Are we no longer going to think about three areas when evaluating?

Coe: On this form versus FIF, or in general?

Bundrick: Process reimagining expectations about kinds/amounts of scholarship or service, for example?

Coe: I don't think so, no.

Gardner: If that info is now removed, and we're asking new faculty to use these as guidance, how are they to know about our expectations of 60-20-20?

Hammond: That 60-20-20 only for local peer review; not in *Manual*. Already removed it from annual peer review because numeric calculation didn't go with our removal of the score. Last paragraph on second page emphasizes service in proposed version too.

Gardner: If we have reviewers who still use 60-20-20 formula, then that formula has to be made known, no?

Hammond: Do we have reviewers who still use that formula?

Coe: Lisa's description describes perspective of committee; not "we're still using that but it's not written anywhere."

Van Hall: Are we having a substantive change of a longstanding rule that emphasizes teaching more than scholarship or service? How would 60-20-20 ever be used? Still remain local practice?

Hammond: No. *Manual* language acknowledges three categories but not with percents.

Biggs: This wasn't already addressed when we passed the previous FIF motion? Current motion just updates language to match. Uncertainties not what current motion about.

Cai: I review based on my expectation for my own work. Could we, when FIFs are submitted, have expectation listed so reviewers can evaluate accordingly? What about numbers for instructors?

Taylor-Driggers and Judge: 80-20, with scholarship option.

Hammond: Criteria are in the *Manual*. Some faculty may have different strengths; this gives us flexibility.

Biggs: Not questions germane to this motion.

Vote; motion passes.

ANNOUNCEMENTS

Gardner: Urged students yesterday to do online evals. Several said they weren't getting links. Especially problem with DE students and possibly Palmetto students. Maybe problem with using two systems. Some students think that if they ignore online version, they'll get paper. Are others having this problem? If so, I think this needs discussion. I want students to know results are being counted.

Scott: No way to get notifications of responses? College of Nursing lets us know every other day how many responses we have, and they send us what they send the students. I get nothing from USCL.

Cruise: I have same problem with Palmetto College online course. I called Jean Carrano and she fixed it. I had emails from students saying they had problems getting the link.

Pangburn: Pam can tell you percentages.

Gardner: Lot of work for Pam. Maybe something Evaluation Committee needs to look at.

Criswell: I've been using paper. I've heard of problems with the online evaluations too. Who controls them for our campus?

Collins: Pam has contact in Columbia.

Sellhorst: addressing those concerns may alleviate reluctance to use a consistent system.

Castiglia: Paper evaluations are being given with incorrect instructions, students tell me.

Cureton: I have an announcement. All paper evaluations are due in the office today.

Easley: GLD apps due January 31; can complete UNIV 401 or find an adviser to work with them independently, which shortens timeline.

Cruise: If you want to donate toys or cash to Secret Angel, let me know. We have about six different students. Some faculty have already donated cash to buy tablets. If you're interested in contributing, let me know.

Judge: One week from today at NASC: "Jesus, Mary, and Frosty: The Art and Artistry of Christmas Yard Art," presentation by Stephen Criswell.

Biggs: New topic maybe New Business. Have others had this experience? Within six months, I've heard numerous accounts of sexual harassment from students. Some from soccer team, some related to being in classroom. From handful of informal conversations I've had with faculty in the last few days, sounding like might be common problem.

Collins: We've dealt with harassment allegations through our PC system. Faculty and staff complaints report to HR, where they are offered resources. Student complaints go to Office

of Student and Academic Affairs. Associate Dean and sometimes Laura Carnes listen. Students are offered resources.

Biggs: How routine an issue is this?

Collins: Usually two to three reports a year.

Cureton: Students determine whether they want us to follow up after documenting and reporting.

Biggs: How many others on campus that don't get reported?

Martek: Student reported to me not feeling safe sitting around other student. Talked with Ernesta, who talked to both and straightened it out. I don't hear about sexual harassment, though.

Hammond: We all have a responsibility to report.

Collins: Resources on Title IX page good idea to review. Updated.

Hammond: Even if students ask to keep report in confidence, we're obligated not to. No further questions?

Hammond: Reading groups Tuesday, January 7, at noon. Stephen Criswell and I have been trying to arrange faculty field trip to Van Gogh exhibit in Columbia January 10; will send out email.

Cureton: I think I promised you that I would increase scholarship donation. Here's a thousand dollars.

Hammond: Thank you. Holiday party next Tuesday.

ADJOURNMENT: 2:04 PM

Submitted by Suzanne Penuel, Faculty Organization Secretary. Faculty chair: Lisa Hammond



Celebrating 60 years of Education and Service

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

Report to the Faculty Organization of USC Lancaster
December 6, 2019

PeopleUScl

Enrollment

Preregistration for Spring 2020 began on October 21. Our registered headcount for the Spring semester as of December 5, 2019 is 806. Thanks to all academic advisors for your help getting students registered for the next semester.

Searches in progress:

Psychology

Computer Science (offer has been extended; awaiting a response)

Biology/Biology Lab Coordinator (offer accepted; see below)

Associate Dean for Academic and Student Affairs (campus interviews in progress)

Volleyball coach

Soccer coach

Thank you to everyone who is serving on the various search committees. I appreciate your time and effort as you work to help choose our future colleagues.

In January 2020, we will welcome **Prof. Uday Neelakantan** who will serve as Instructor of Biology and Biology Lab Manager.

USC Lancaster in our Communities

The Native American Studies Center will host an Arts and Crafts Sale on Saturday, December 7 between 9:00 and 4:00 at the Center on Main Street. For more information, please follow this link: https://www.sc.edu/about/system_and_campuses/lancaster/documents/native_american_studies/dec_fest.jpg

Facilities

Expenditure of last fiscal year's deferred maintenance funding continues with the following ongoing projects:

- Physics lab renovation (set to conclude in the next two weeks)
- Hubbard Hall roof (set to conclude around the first week in January)
- Replacement of solarium window system in the Gregory natatorium (goes out to bid in February 2020)
- Parking lot paving from Starr Hall across the front and around the side of Hubbard Hall (Spring/Summer 2020)

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

Other items...

- **President Caslen visited USC Lancaster** midday on Wednesday, November 20, 2019 and met with faculty, staff, students, and community members. He took a campus tour which included a visit to the Native American Studies Center.
- The next **Lunch & Learn at the NASC** is December 13th at noon with a talk entitled "Jesus, Mary, and Frosty: The Art and Artistry of Christmas Yard Art" by Dr. Criswell.
- Congratulations to the **The Lancaster Players** on their excellent production of *Mamma Mia!* last month.
- The **holiday luncheon** for all USCL employees will be held on Tuesday, December 10, noon to 2:00 in the Arnold Room.
- The **Annual Richard Gannaway Scholarship Luncheon** was held on Wednesday, November 6 with over 300 in attendance.
- We expect a draft version of our **campus master plan update** in early 2020. The Master Plan Steering Committee will review and determine when we are ready to finalize it.
- The date for **Laps for Lancers 2020** has been set for March 21.
- The annual **Big Thursday** scholarship fundraising event took place on the evening of Nov. 20 on campus with many of you participating in and supporting the event. Big Thursday, Inc. contributed \$20,000 to their USCL Scholarship Fund last year. Each year Big Thursday Scholarships are awarded to students from each of the four Lancaster County high schools.
- The Upper Palmetto YMCA completed 2 years of management of fitness operations at the Gregory Center as of the end of November 2019. The **Gregory Family YMCA** membership was just shy of 2800 in mid-November, and finances continue to be stable.
- **SAVE THE DATE:** The **Sixtieth Anniversary Celebration Gala** will be held on Thursday, April 2, 2020 in the Arnold Special Events Room. More details forthcoming.

Best wishes for a smooth finish to the semester and a restful holiday season.

End of Semester Reminders

EVALUATIONS

If you chose paper for class evaluations, the evaluation packages are due in the Office of Academic and Student Affairs TOMORROW, December 6.

- The **Final Exam Schedule for FALL 2019** is online at https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/final_exam_schedule_fall.pdf.
- As you record final grades, please remember:
 - A grade of “F” means a student completed the course, including the final exam, but did not pass the course.
 - A grade of “FN” means a student stopped attending class, and due to absences, failed the course. This includes students who fail because they do not attend the final exam. The student’s last day of attendance in class must be reported with this grade.

Final grades will need to be recorded no later than 9:00 a.m. on Wednesday, December 18.

If you teach DUAL ENROLLMENT STUDENTS, you will receive an Excel spreadsheet on which to submit their final and numeric grades to Dominique immediately after recording final grades. Please contact Dominique Waller with questions regarding dual enrollment students.

If YOU fail to submit grades prior to the deadline...

1. Megan has no time to check to ensure that the grades for all classes are recorded in the system (and get that information back to you for completion)...because Columbia runs student records for the USC system on December 19.

2. If students’ grades are not in the system,

a. their transcripts may indicate that they lose their scholarships when they shouldn’t or retain scholarships when they shouldn’t;

- b. students might be placed on suspension when they should not be or not placed on suspension when they should be;**
- c. probation students may be suspended when they should not be or not suspended when they should be;**
- d. graduation eligibility can be placed in doubt;**
- e. and all of the issues and changes will have to be handled individually by Megan, (once she has been able to contact YOU) because YOU failed to submit your grades before 9:00 a. m. on Wednesday, December 18.**

It has been my blessing to reconnect with USC Lancaster during this special (limited-time) opportunity. You have heard me say that I credit USCL with helping me to gain competence and confidence in my abilities to create my future. It is obvious that you continue to devote your efforts to help students achieve those same goals today.

Thank you for allowing me to be a part of such important work again.

Deborah

Deborah B. Cureton, Ph. D.

Interim Associate Dean of Academic and Student Affairs

University of South Carolina Lancaster

P.O. Box 889, Lancaster SC 29721

803.313.7009



**Academic Success Center Report
For December 6, 2019 Faculty Meeting
Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu or call 313-7023.

The ASC will be open for tutoring through Thursday, 12/12!

Students can schedule tutoring appointments at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days 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 still welcome to work with tutors on a drop-in basis.

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

FALL 2019

	August 2018	August 2019	Sept. 2018	Sept. 2019	Oct. 2018	Oct. 2019	Nov. 2018	Nov. 2019	Dec. 2018	Dec. 2019
Number of Tutors	9	8	9	8	9	7	9	7		
Total Number of Sessions	24	27	111	137	139	175	143	141		
Tutoring Sessions/Day (avg)	4.8 (5 operating days)	5.4 (5 operating days)	7.4 (15 operating days)	8.6 (16 operating days)	7.7 (18 operating days)	9.2 (19 operating days)	9.5 (15 operating days)	10.1 (14 operating days)		

Tutoring Sessions/ Tutor (avg)	2.7	3	12.3	17.1	15.4	25	15.8	20.1	
# of tutor hours per week	85	68.5	85	68.5	85	70.5	85	70.5	
Appointment	24	21	98	127	128	168	137	133	
Drop-in	0	6	13	10	11	7	6	8	

Tutoring Sessions by Area

	August 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019
Biology	1	9	8	2	
Chemistry	2	4	1	1	
Computer Science/MGSC	9	24	58	37	
French	0	1	1	2	
Italian	0	2	2	0	
Math/PCAM 105	9	54	57	52	
Spanish	0	2	3	3	
Statistics	0	3	0	N/A	
Writing	6 • ENGL: 1 • PALM: 2 • PUBH: 1 • MUSC: 1 • Other: 1	38 • ANTH: 3 • ENGL: 17 • PALM: 13 • PUBH: 1 • SOCY: 2 • SPCH: 2	45 • ANTH: 8 • ENGL: 16 • HIST: 1 • HPEB: 1 • MUSC: 3 • PALM: 15 • PHIL: 1	40 • ENGL: 15 • MGMT:3 • MUSC: 2 • NURS: 1 • PALM: 14 • PHIL: 2 • PSYC: 1 • SPCH: 2	
Study Skills				4 • ARTE: 2 • BIOL: 1 • HPEB: 1	
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0	
TOTAL # OF SESSIONS FOR MONTH:	27	137	175	141	

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	11	4	2	0	17
# of individual students (SEPT)	19	13	10	6	48
# of individual students (OCT)	25	10	15	7	57

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (NOV)	22	11	15	5	53
# of individual students (DEC)					
# of individual students (Semester)					

# of student athletes (YTD) (self-identified)	# of Trio Participants (YTD) (self-identified)	# of Dual Enrollment Students (YTD) (self-identified)
8	36	11

Medford Library

FACULTY MEETING REPORT DECEMBER 6, 2019

SERVICE STATISTICS AND PROGRAMS

- **4,299** unique visits
- Processed **8** Interlibrary borrowing requests
- Processed **19** Interlibrary loan lending requests
- Fulfilled **20** PASCAL Delivers borrowing requests
- Fulfilled **30** PASCAL Delivers lending requests
- **1,955** LibGuide views
- **64** Community computer uses
- **148** Study Room Reservations
- **13** Conference Room reservations
- **13** Computer Lab Reservations
- Answered **11** reference questions
- Presented “Shelf Help Exhibit Series: Change Your Perspective” (November 1 – 30)

CIRCULATION STATISTICS

- **140** General collection items circulated
- **10** New Books circulated
- **31** Juvenile items circulated
- **27** Reserve items circulated
- **13** Special Collection item circulated
- **4** Oversize items circulated
- **1** Government Document items circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **127** New Books received

UPCOMING or ONGOING PROGRAMS & SERVICES

- **January 2020:** Shelf Help Exhibit Series: Prepare for Your Career”
- **October 2019 - March 2020:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.

VISIT... MEDFORD LIBRARY’S TUMBLR PAGE <http://usclmedford.tumblr.com/>

- Book Mark(it)
- Browse forthcoming titles and request them for purchase

PUBLISHED DURING THE FALL? LET US KNOW SO WE CAN BUY YOUR BOOK:

- Contact Rebecca Freeman x67062; rfreeman@mailbox.sc.edu

PRESENTED LATELY? PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Submit your content here: <http://bit.ly/2hueZlh>
- Contact Kaetrena Davis Kendrick, x67061; kaetrena@mailbox.sc.edu

HELPFUL LINKS:

- Is the Computer Lab available: <http://bit.ly/2zXsVv1>
- Request Library Instruction: <http://bit.ly/2h1Twir>
- Faculty research support (Book A Librarian): <http://bit.ly/2zoHqvE>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the Library conference room : <http://bit.ly/2xLdMwj>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/2ymm6Xm>



Student Engagement and Success

December 6, 2019

Laura Carnes

Re-enrollment

Week of Dec 6: SMS Blast and Roving Registration Cart

Week of Dec 6 and 13: Phone calls to cont students with 2.5 and above; students contacted who may not be enrolled in enough credit hours (S20) to continue LIFE (F20)

Week of Dec 13: Walk in Advising, schedule below:

Wed 12.11 from 9-12; Thurs 12.12 from 9-12 or 2-5; Fri 12.13 from 9-12 or 2-5.

Students will not need an appointment to be advised during this time. They may simply walk in. If you know students who still need assistance, please send them our way.

Week of Dec 6: Postcards Mailed

Jan 2: SMS Blast

Beginning Jan 2: Follow up with new freshman students with a fall GPA below 3.0

Weekly Re-enrollment Targets: *note these numbers are a combination of full and part time.

10/25: 5 (actual 35)

11/1: 10 (actual 43 as of 10/30)

11/18: 19

11/15: 55

11/22: 76

11/29: 117

12/6: 158

12/13: 208

12/20: 275

12/28: 559 *this is the week we predict fall 2019 new freshmen will roll into continuing in data warehouse

1/4: 557

1/11: 564

1/18: 585

1/25: 595

Current estimate: We are above our target number for the week by 26. However, it appears we are down date to date by 35. New Freshman numbers impact continuing numbers down the line. When adjusting for palmetto pathway students (who I do not count in continuing enrollment) we were down 43 new freshmen for Fall 2019. It stands to reason continuing enrollment may be down, numerically, date to date; however, I expect the percentage of students who reenroll from Fall to Spring to remain the same.

Excessive Absences

The last day to drop a fall 2 course has passed. Therefore, we no longer need to collect excessive absence information.

Student Life

December 10, 2019 – PAL applications due

December 18, 2019 – PAL Interviews

Lancers Boutique: Please remember to donate gently used clothes to the Lancers Boutique. We are looking for both professional and casual.

Disability Services: Test Proctoring

Please encourage students to book appointments for test proctoring as soon as they know final test dates. This time of year is extremely busy for test proctoring, and we have limited space and staff (Annette Horton is the only test proctor we have for disability services). Keeping in mind that most students with accommodations get time and a half for a test, space is a premium.

Transfer of tenure and rank for Palmetto College Faculty may occur when:

- Faculty FTE request has been approved by the Chancellor's Office the Palmetto College Regional Campus Dean is authorized to advertise the faculty FTE in print and online venues.
- Faculty position is posted in compliance with university academic, HR and EOP policies, procedures and diversity guidelines.
- Proper search has been conducted.
- Recruitment and selection of candidate has been completed, approved and the Palmetto College faculty member has signed the offer of employment letter.
- Faculty member's tenure would automatically transfer to the new Palmetto College campus.
- Transfer of tenure only applies to Palmetto College faculty that were granted tenure and/or promotion through the Palmetto College Campuses tenure and promotion process.
- Tenure only resides at the campus to which it was transferred once the faculty member begins employment at another campus. Once the faculty member begins employment at another campus, it would not be feasible for them to be able to decide to return to their original campus of their own free will. They would have to in effect be "re-hired" (in the same way as outlined above) by the original campus.

FROM: Tracey Mobley Chavous, PHR - Director of Human Resources
MEETING: Faculty Organization Meeting- December 6, 2019
DATE: December 6, 2019
ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) Thank you to everyone who has donated annual and sick leave to the USC Leave Pool. Your generosity is greatly appreciated! ☺
- 2) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees for the Spring semester if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.
- 3) Faculty Members who supervise staff or student assistants please be sure to approve timesheets as requested by the USC Payroll Department to ensure timely compensation and proper leave balances. Please refer to the email I sent on December 4, 2019 with subject line – Early Submission of December Weekly Timesheets and Semimonthly Timesheets.
- 4) Please review your pay stubs in the month of January in the HR/Payroll System <https://hcm.ps.sc.edu/> to ensure that deductions for your medical, dental, life insurance, and MoneyPlus benefits are accurately reflected. If you feel there is an error please share that information with me quickly so that the necessary departments may be contacted to correct the error.
- 5) The University of South Carolina recognizes December 24, 2019 through December 31, 2019 as holidays in honor of the December/Christmas Holiday.

The New Year's Day holiday is recognized on January 1, 2020.

Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

Campus will officially reopen on January 2, 2020.

Columbia Senate Report

USCL Members Reporting to USCL Faculty Organization

Date of Report: Dec 6, 2019 Faculty Meeting

Dates of Columbia Senate Meetings:

- Nov 6, 2019
- Dec 4, 2019

General

- Information about Provost search. Expected to be completed in Spring 2020. Hope to get 3-5 finalists. (Discussed at beginning of Nov meeting.)
- Discussion of issues with grants. The Office of the Controller wants to hear from PIs about grant accounting issues. If you are aware of an error on any of your grant accounts, please contact Assistant Controller Lindsay Anastasio (tedrickl@mailbox.sc.edu). The Controller also wants to ensure you are comfortable monitoring spending on your grant accounts. Email Lindsay Anastasio to schedule a one-on-one training session with a member of the post-award services team, or check out the training materials available on the Controller's website (https://sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/resources/index.php).
- Recommendations for modifying the Board of Trustees.
- Mike Kelly, executive director of teaching & learning technologies, and Katie Vaughn, e-learning consultant, discussed the Blackboard roadmap at the November 12 meeting of the Faculty Senate IT Committee. The December outage of Blackboard is scheduled for December 20-28. Although this period is longer than in recent years, the upgrade brings significant benefits. Ultra Base Navigation will improve the user experience for our faculty and students and bring a fresh user-interface. UofSC will also move to a Software-as-a-Service model with timely updates that should eliminate the need for extended December outages of Blackboard in future years. Note that it will be possible to enter grades into Banner during the outage period; be on the lookout for communications from DoIT about how to do this in the coming weeks.
- [Faculty Ombuds Report](#)
https://sc.edu/about/offices_and_divisions/faculty_senate/documents/committee_reports/annual_report_faculty_ombuds_2018-2019.pdf
- Call for volunteers for Columbia committees:
- The Columbia Faculty Senate is calling for volunteers for their committees. [The committee list is available here: https://www.sc.edu/about/offices_and_divisions/faculty_senate/committees/index.php](#). In general, membership is open to all full-time voting members of our faculty organization. Three committees have the restriction that the member has to be elected by Palmetto College Campuses Faculty Senate. These are: Curricula & Courses, Faculty/Board of Trustees Liaison, and Libraries. If you

are interested in serving on those committees, I suppose you should talk to a member of PCCFS. If you are interested in serving on any of the other committees, [there is a volunteer form available here: https://forms.office.com/Pages/ResponsePage.aspx?id=GUsqSzXRDkKLsrHNI4mYzEf9v7_29jNHkHeCDx1NmYBUQ1hUSIRVRzZfVv9aRUw5UE1TS1BQTIBOWC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=GUsqSzXRDkKLsrHNI4mYzEf9v7_29jNHkHeCDx1NmYBUQ1hUSIRVRzZfVv9aRUw5UE1TS1BQTIBOWC4u). The volunteer form is due Friday, December 6. In the spring, the Senate Steering Committee will look at the available slots and vote on membership. Their goal is to have broad representation from all of the colleges.

Curricula and Courses

[A public list of all proposed changes is available by following this link: https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php)

On that webpage, you may search or filter by status, course title/number, college/school, proponent or Carolina Core Learning Outcome. Each entry gives a detailed description of the proposed changes, justification, date it goes into effect, and the approval process.

The following is a summary of changes voted on in the November and December meetings.

- Change in Course:
 - PHYS 101 (lecture and lab) approved for Carolina Core SCI credit.
 - EXSC 410: Remove prerequisite and remove pass/fail option.
 - AFAM 202
 - ARTH 105: Online format
 - BIOL 460/460L
 - CRJU 341/SOCY 353
 - ENGL 437/WGST 437: Update prerequisite
 - ENGL 464, 465, 469, 491, 492, 493, and 494: Update prerequisite
 - SOCY 300, 308, 309, and 507: Remove prerequisite
 - CSCE 242
 - ITEC 233, 301 and 362.
 - EXSC 330/330L
- New Courses:
 - HIST 394: History of the Automobile.

- THEA 225: Intro to Stage Management.
- ITEC 293: Cybersecurity Operations.
- ANTH 342/ENVR 342: Environmental Anthropology
- ANTH 392/WGST 392: Global Women's Health
- BIOL 351: Animal Science
- BIOL 461/461L: Advanced Human Anatomy
- CRJU 551: Adolescent Mentoring
- ENGL 363: Intro to Professional Writing
- ENGL 445/WGST 445: LGTBQ+ Literature
- ENVR 348/AFAM 348: Environmental Justice
- MUSC 104: Intro to Piano
- MUSC 105: Intro to Singing
- Terminated Courses
 - ANTH 305, 308, 354, 370, and 516
 - ARTE 350, 465, 535, 555
 - ARTS 258
 - CHEM 340L, 590, 591, 592
 - GEOG 333, 337, 351
 - ITAL 101
 - SPAN 130, 207, 230, and 300
 - SOWK 342
- Change in Degree Program
 - Accounting concentration.
 - Management concentration.
 - Business school increased minimum passing score on CLEP.
 - Business school added MGSC 290 as a required course for the business minor.

- CSCE major.
- BSN: change in progression requirements.
- RN-BSN: removal of life GPA for progression.
- Anthropology BA
- Chemical Engineering BSE
- Civil Engineering BSE
- Art Studio BA
- Art Education BFA
- Media Arts BA
- Biological Sciences BS
- Chemistry BS
- Environmental Studies BA
- Spanish BA
- French BA
- Experimental Psychology BA and BS
- Geological Science BS
- ITEC minor
- ITEC BS
- Music Industry Studies minor
- Exercise Science BS
- HPEB Nutrition and Food Services minor
- Public Health BA and BS
- Social Work BSW
- New Degree Programs
 - English minor in Professional Writing and Communications
- Courses Approved for Distributed Learning Delivery

- MUSC 110
- RETL 330
- RETL 487
- HPEB 513
- IBUS 431
- MGMT 407
- MGMT 490
- SOCY 561

First-Year Tenure-Track Faculty Peer Review

UNIVERSITY OF SOUTH CAROLINA LANCASTER

PURPOSE

As stated in the *Palmetto College Campuses Faculty Manual*, the University of South Carolina is committed to annual review of all faculty. First-year review is a specialized form of annual peer review applicable to faculty in the first year of their tenure-track appointments. Administrators with faculty rank are urged to undergo first-year tenure-track faculty peer review in the first year of appointment, particularly if the administrator plans to pursue promotions and/or tenure in the future.

This evaluation is designed to introduce the faculty member to the basic procedures of the tenure and promotion process at the University of South Carolina Lancaster. In addition, the review will give faculty members constructive feedback on their initial performance in rank in terms of tenure and promotion criteria, specifically teaching, scholarship, and service.

RECOMMENDATIONS & SPECIAL CONSIDERATIONS FOR FIRST-YEAR REVIEW

The USCL Tenure and Promotion Committee will evaluate the first-year review file, as will the faculty member's division chair, and the Associate Dean for Academic and Student Affairs. A person undergoing first-year review is exempt from Annual Faculty Peer Review but may request that the first-year review file be sent to a higher level for an informal review.

Typically, the faculty member submitting a first-year review file has only been on campus for one semester. As a result, the file may be not only a description of work performed thus far, but also the strategy for future development. Ideally the file will include a plan for scholarly research, if not actual research conducted during that time period.

The faculty member should in this first year develop an appropriate mechanism for recording and documenting professional activities, which will facilitate the preparation of the files for third-year review and application for tenure and/or promotion. The faculty member should refer to the *Palmetto College*

Campuses Faculty Manual for a listing of appropriate documentation, and should be aware that documentation is more than simply listing but includes preservation and presentation of evidence. At this early stage in the faculty member's professional career, the most useful forms of evidence should include classroom peer visitations and a scholarship strategy.

First-year faculty are urged to work closely on this review procedure with a mentor. The new faculty member may request the Associate Dean recommend a mentor.

PREPARATION OF THE FILE

Annually each faculty member shall complete a Faculty Information Form (FIF) detailing the faculty member's professional activities conducted during the previous calendar year. First-year review also uses the format of the FIF, which is arranged according to the criteria for tenure and promotion found in the *Palmetto College Campuses Faculty Manual*. The faculty member is encouraged to consult the *Manual* closely in the preparation of the FIF. The criteria stated in the *Manual* recognize three broad areas: Effectiveness as a Teacher and/or Librarian, Scholarship, Service. In documenting effectiveness for these criteria, the faculty member should focus specifically on his or her contributions to the mission of USC Lancaster in the performance of each of these areas.

For a description of the criteria for each of these areas, please refer to the most recent edition of the *Palmetto College Campuses Faculty Manual*. It is important that the faculty member include activities in each of the three areas of the FIF, and the faculty member is encouraged to present limited narrative providing context and explaining the importance of the most significant activities included in the file. Faculty members should note that within the category of service, USC Lancaster sets a high priority on service to the community.

PROCEDURES AND DEADLINES

First-year faculty review shall be conducted according to the following schedule (the first date is the deadline for first-semester appointments, and the second is for second-semester appointments).

January 15/May 25

The faculty member shall have submitted a completed first-year review file to the office of the Associate Dean for Academic Affairs. The Associate Dean will retain one copy of the file for reference, forward one copy to the faculty

member's division chair, and forward six copies of the file to the Tenure and Promotion Committee (hereafter referred to as "the committee").*

February 7/June 10

The division chair will return the file to the Associate Dean, including a letter regarding his or her recommendation. The committee also will review the file and submit its recommendations to the Associate Dean.

February 21/June 22

The Associate Dean will review the file and submit a recommendation to the Dean of the University for whatever action is appropriate.

March 1/July 1

If during the first year of an appointment not expressly temporary in nature, it is deemed in the best interest of the University to terminate the appointment at the end of the first year, notice of such termination will be given in writing by March 1 for first-semester appointments and July 1 for second-semester appointments.

April 30/July 30

By this date, the new faculty member will have received from the committee a written evaluation on the Peer Review Form (PRF). Each faculty member must sign his or her PRF acknowledging that the evaluation has been completed. This signature does not necessarily constitute agreement with the evaluation, and every faculty member has the right to respond to the annual peer evaluation in writing. The original of the signed PRF shall be given to the faculty member, and a copy shall be given to the Associate Dean for Academic Affairs, who will maintain the copy as a part of the faculty member's personnel file.

May 31/August 30

By this date, any faculty member who wishes to respond to the annual peer evaluation in writing must have submitted the response to the Associate Dean for Academic Affairs. Any written response from a faculty member to the PRF must be attached to the copy maintained in the office of the Associate Dean for Academic Affairs.

* For second semester appointments, the tenure and promotion committee serving during the academic year of the new faculty member's hiring will review the file.

COMMITTEE PROCEDURES

First-Year Tenure-Track Faculty Peer Review will be conducted each year by the USCL Tenure and Promotion/Peer Review Committee. Evaluation of the faculty member will be based on the FIF submitted by that faculty member, and the evaluation will proceed in the following manner.

1. After review of the FIF, each member of the committees will evaluate the performance of each faculty member, producing brief comments for each of the areas of the criteria.
 2. The appropriate review committee will meet and discuss each of the areas, determining an overall ranking for the faculty member in each area as Effective or Not Effective, as well as an overall ranking for each faculty member. If the committee cannot determine a ranking by consensus, the committee will conduct a vote with a tie resulting in a ranking of Effective. The committee should also at this time discuss and justify individual narrative comments and edit those comments for clarity as the committee deems necessary. It is desirable that the committee reach consensus in the preparation of the narrative comments, but when necessary, dissenting comments shall be included.
 3. The Chair of each committee will collate the comments for each faculty member being evaluated and include these comments in the narrative section of the PRF.
 4. Each member of the appropriate review committee must sign the PRF. These signatures do not necessarily indicate that all members of the committee agree with all comments on the form or the overall ratings, but rather indicate that the committee members have reviewed the PRF and that their comments and ratings have been included in the process.
 5. Members of the committees may not participate in their own peer evaluations, and as such, members of the committees will not sign their own PRF's, except to acknowledge their receipt of the finished form at the completion of peer review.
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