

## **USC Lancaster Faculty Meeting Minutes February 12, 2021**

**Please note:** To access the recordings of previous Faculty Organization meetings, do the following:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click Tools on the left-hand menu.
4. Click on Blackboard Collaborate Ultra on the right.
5. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
6. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. These minutes are not verbatim.

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Chair**

## USC Lancaster Faculty Meeting Minutes February 12, 2021

**CALL TO ORDER:** S. Penuel, 12:01 PM

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the Dec 4, 2020 faculty meeting were approved as submitted.

### **REPORTS OF OFFICERS:**

**Dean of the Campus** – Dr. Walter Collins, report submitted ([see Appendix 1](#)).

- COVID19 update – no new cases this week
- Reminders:
  - Any kind of campus meetings, no one should feel they have to be in person, so rededicate ourselves to using virtual two-way platforms to reduce transmission risks
  - Mask wearing and physical distancing are important.
  - Butch and staff continue to work hard to clean and sanitize things.
- NO new information about vaccination date. He submitted every employee (part-time and full-time temps included) that we have for a vaccination, so everyone has a choice.
- Enrollment is strong
- Congratulations to
  - Dr. Adam Biggs – PhD Defense Dec. 2020.
  - Prof. Fran Gardner – retiring – she said some things. Please see the recording.
  - Dr. Ernest Jenkins – recognition of service.
- Updates on facilities – happy to answer questions about those.
- Book publications information – need by next Monday.
- Commencement 2021 information

### **Questions/comments from the floor:**

No questions.

**Associate Dean for Academic and Student Affairs** – Dr. Todd Lekan, report submitted ([see Appendix 2](#))

- Page 1
  - Course planning for Fall 2021
  - Spring 2021 advising update – more to come.
  - Headcount and Revenue from Palmetto College – headcount is up, revenue is down from Spring 2020 due to logistics of home campus location and faculty teaching.
- Page 2
  - Marketing and promoting BOL/BLS – working on better web presence and will be using a marketing firm, FLARE.

- USCL automatic acceptance for Dual Enrollment high school seniors – proposal to accept students who have completed 12 USCL credits as DE student
- Internships – if you are connected to businesses or other community organizations, please forward information to Bridgett Plexico to expand contacts listed on Handshake program.
- Page 3
  - Congratulations to colleagues – please see file.

Questions/comments from the floor:

Alhaddad – clarification of summer and fall, it seems like the information you gave us indicates we are going back to pre-covid. The provost at the Columbia senate meeting, made it sound like the vaccination will be widely available and we have options. Especially in Summer, we are not going back to face-to-face. What is plan B? And also for the summer, we have some math classes that have not been approved for online and they are on the schedule. Are those just going to be cancelled or what?

Lekan – Let me try to answer the summer questions – the approval ends on May 15<sup>th</sup>. He does not have an easy answer for the courses that have not been approved. He suggested that we go to higher admin to see if we can approve those courses for distance learning. For the summer, we probably want to be as safe as possible and no strong feeling about maximizing face-to-face. The goal for Fall is to resemble the 2019. We do have to have the ability to pivot if the variants are raging. For now, working with the division chairs, we are trying to get as much as a normal as possible. No one has a firm number for what is face-to-face in the fall. The provost has suggested we do not go above 25% of classes as online.

Collins – This is about what we have discussed and he echos what Dr. Lekan has said. The vaccine roll out is key as a factor.

Yingst – in chat – “If it turns out not to be safe to return to face-to-face in the fall, when will be allowed to move our courses online? The fall plans you've sent don't seem to acknowledge that this is even a possibility. Waiting until the last second didn't work so great last fall.”

Collins – From the Chat, Andy asked: when will we know if we have to pivot to online again? we'll follow the roll out of vaccines and we have to watch a number of factors.

Biggs – in chat: “As we imagine returning f2f, are we considering the possibility of creating spaces/classrooms that will allow for students to be present both f2f and virtually? Might we, for example, consider installing cameras in our classrooms?”

Lekan – we don't have that currently as a strategic plan and are working with Blake as a possible plan. In theory, having a camera in the classroom may be a good idea, but Blake may have more on that.

Moon-Kelly – If we have to quarantine and we are teaching face to face, can we switch to online just for the quarantine period if we have documentation proving the necessary to quarantine? She has structured her courses for the possibility of switching to online if needed. If her household has to quarantine or any faculty have to quarantine, can she teach online if the course has not been approved.

Lekan – quick answer – yes, if faculty need to quarantine, they can switch to online, but not for the rest of the term.

Sellhorst – Wanted to circle back to Shemsi’s questions about summer. The division chairs have been working on Fall for the last few weeks, but she wanted to let faculty know they will look at Summer after fall is dealt with. There were several decisions that had to be made that were not spelled out by Palmetto or the Provost. Within the next two weeks, Summer will be looked at again.

Seipel – Fall – are we planning to social distance the classrooms?

Lekan – yes, we are trying to social distance the classrooms, but we are not working on the six-foot rule. High touch classes, studio classes, lab classes, are offered in a hybrid or online format. For the lecture classes, we hope that the students are not on top of each other. They set an 18 student cap to see how to manage things. As much distance as possible.

Moon-Kelly – chat: “Can we structure our tests/papers be exclusively online submission if we teach face to face?”

Lekan – Yes, that’s totally acceptable, even without a pandemic. All the homework exchange can occur through Blackboard. That’s a great reminder that we might want to do that.

Yingst – chat “If our students aren't going to be vaccinated by August, why would we not be using the same safety plan we're using this semester?”

Lekan – He does not have an easy answer to that question. This is a public health answer, and he does not feel he has a good answer to that.

Rutledge – In regards to Andy’s question – he heard that this is an important consideration. HIPPA and state department, etc.

Castiglia – If we asked to teach on line for medical reasons and medical evidence is requested, what evidence would be required?

Lekan – no medical evidence, but if you are health compromised or have medical concerns, you can provide a reasonable request about this. Lekan will not ask for a doctor’s excuse and we’re not sure what can be asked for that will not violate your rights.

Sellhorst – waiting on HR to give us some criteria. This may come in April – as well as for staff at home work requests. Guidelines have really not been given yet. At the forethought of their consideration is the safety of everyone. They’ve asked for clarifications to help.

Roberts, David – for anyone with health concerns that have told us for course requests, they have taken that into consideration and taken those seriously.

Lekan – David is right, that the division chairs and I have been taken into these considerations. It looks like we are close to the 25% online course requests. He acknowledged the chat comments. At this time, the best thing they can do is have an open conversation, be considerate of faculty concerns, and do the best they can.

Seipel – Students are required to have some vaccinations, but they do not have to get all the vaccinations. So, are students going to be required to have the covid vaccine?

Lekan – This is probably a Columbia student policy. He does not know if the Palmetto College administration say anything about a vaccine program for our campuses

Collins – this probably applies to the Columbia campus which has student health services to coordinate this.

Yingst – chat; Why are we pushing to move face to face at all? The spring plan has been working. Our enrollments haven't gone down. And the students we get in fall will be even MORE used to online classes than the ones we got last year.

Lekan – speaking from what he has seen in discussions, the push for face-to-face is base din part of student satisfaction and desire. This is in part, but also this is in line with our mission statement. This is in line with the type of education we offer.

Collins – this is about what he would have said.

Lawrence, N. – the questions Andy and Shemsi are asking are particularly important and I appreciate them. But how much of this is even up to us – the push to go face-to-face, etc. Chancellor and Senate.

Lekan – in a sense these are our “marching orders” and the division chairs are working on this. There are different schools around this system and he does not think we’re working towards 2019 conditions.

Sellhorst – good time to utilize the Provost Advisory group and senate. To use those resources.

Lekan – these are the types of things to bring to those groups.

Moon-Kelly – Anybody hear anything about if the LCSD is going back 5 days a week Fall 2021?

Collins – they have not finished determining this semester, so they have not even looked at next semester.

Penuel – reminder that USCL gets more money if we teach the capstone and USCL Palmetto courses here at USCL. Also, that these courses were not designed as humanity courses and we do not “own” them. Individuals who have taught them may have information for faculty interested in potentially teaching them.

*In chat – relevant to the vaccination questions:*

Castiglia - Students are currently required to confirm vaccinations for other illnesses (or paperwork religious objection). Will Covid be added to the requirement?

Alhaddad - Jill, at Columbia senate the provost said they're still discussing whether or not they're going to require students and/or faculty/staff to be vaccinated

**Academic Success Center** – Dr. Dana Lawrence, report submitted ([see Appendix 3](#))

**IT** – Flake Faulkenberry, report submitted ([Appendix 4](#))

- Address the camera question that came up earlier – they ordered enough web cameras to put in the classrooms. We can get the kind of capability discussed, but it is rudimentary. You would have faculty face, but it would not be student interactive. Anything more elaborate would require more set up.
- Adoption of Zoom application. Wonderful investment and thrilled that it is being widely used. When a meeting is set up without improper security, Blake gets a notification that there is no security for a meeting. In his report, he has a link on how to secure your meetings and what you should and should not do.

- Technology Initiatives – due to upgrade computer labs, network infrastructure, etc. Founders Hall opened in 2014 and the multimedia equipment in that building is 7 years old. They will be discussing a plan to upgrade the equipment in that building.
- In chat: Forgot to mention in my report that the meeting link shared on Twitter and Facebook wasn't disrupted or Zoom "bombed"

Questions/comments from the floor:

Blackmon – What about microphones if we are walking around the room?

Faulkenberry – that would be a major upgrade.

Blackmon – would I need to stay near the computer?

Faulkenberry- the webcams pick up quite a bit in the room, in terms of vocal. Project your voice. Stay near the front of the room, about 6 feet from the webcamera they should be able to pick you up.

**TRIO** – Andrea Campbell, no report submitted.

- Recruiting TRIO emails – these have been sent out.
- Thank you for the support.
- We want you to be aware of what is happening. Because of COVID, it is harder to get students involved and want to be a part of something. Participation is a tough thing. TRIO is doing as much as they can virtually. The lab is open and student occupation is limited.
- TRIO is having a difficult time with recruitment. Past recruitment has been based on the labs and having events with food. They're reaching out even more to post invitations to OSP.
- TRIO needs at least 165 students and we are below that number. For the grant, this is particularly important.

Questions/comments from the floor:

Heinemann- Priest – who qualifies?

Campbell, A. – they have to be a first generation (neither parent has a bachelor's degree), in a financially needy group, or have a disability. She sees the ideas in the chat – she'll take note of them.

Hassell -- Is it too late in the semester to join or is there a deadline?

Campbell, A. – no it is not too late. They have until the end of the summer to get students in for the grant deadline. The application is now online and available on the TRIO webpage.

**Human Resources**—Tracey Mobley Chavous, report submitted ([see Appendix 5](#))

**REPORTS OF COMMITTEES:**  
**USC SYSTEM COMMITTEES**

**Palmetto College Campuses Faculty Senate**

1. **Executive Committee** – Ernest Jenkins  
Last senate meeting was a week ago on Friday.

- USC System Faculty Leadership Council to assist in communicating and discussion across campuses, information from board of trustees, etc. Being designed and processed. Not ready for a motion.
- Communicating and collaborating with the people in Columbia. We're looking into ways to do that.

## 2. **Rights and Responsibilities Committee** – Andy Yingst

- We presented a motion to senate that changes the grievance procedure to tenure. Now it goes through the chancellor and the Provost is out of the grievance procedure. There was wording added to make it clear that campuses could have local grievances, but there is now wording that allows the individual to bypass the local and go to the system grievance committee.

## 3. **System Affairs Committee** – Jerrod Yarosh

Three things discussed:

1. Blackboard action – quick form to be sent out to everyone to have cross collaboration across faculty via virtual forums, discussion boards, and dedicated virtual spaces. Link was submitted in chat (below).

Chat: Here is a link to a quick Form (2 questions) to gauge interest in having virtual forums/discussion boards/dedicated virtual spaces for cross campus faculty interaction: [bit.ly/2LwIWn3](http://bit.ly/2LwIWn3)

2. Virtual Palmetto Colleges Faculty Meetings? Should these continue to be held on line to help with travel time or other issues faculty may have. Link submitted in chat (see below).

Chat: Here is a link to a quick Form (2 questions) to gauge interest from current, possible future, and even past PCFS members as to the idea of Virtual PCFS meetings: [bit.ly/3aAI40](http://bit.ly/3aAI40)

3. Student moratorium, grade suspensions, and probations.

## 4. **Welfare Committee** – Peter Seipel

- First virtual T&P meeting – 46 people in attendance. PowerPoint presentations and recordings of the meeting online.
- Duffy, Plyler, and Shaw awards – 13 applications, discussed, etc.
- 2020 Faculty Welfare Survey – discussed changes and additions due to Covid19. Will send out in early March.
- 2020-2021 charge – consider the financial concerns of the faculty including salary, benefits, and support for teaching and research.
- Faculty, Welfare Resources webpage – they will be adding link to website for reporting workplace concerns and will include question box for submission of anonymous questions.

## **OTHER SYSTEM COMMITTEES**

**Columbia Faculty Senate** – Report submitted by Shemsi Alhaddad ([Appendix 6](#))

- One of the questions that came up was the distance of 4 feet being used in Columbia, rather than 6 feet that was recommended for physical distancing.
- Vaccinations for students and faculty – they do not know if they will mandate these for faculty and/or students.
- Once they open phase 1B, do not wait for the university to make the vaccine available, sign up where you can.
- Instructional Development Committee Chair – when he was making his report, he was asked about proposals. He said to go ahead and submit the requests to instructional development to get approval.

**Palmetto College Academic Advisory Committee** – Lisa Hammond & Suzanne Penuel

- They have met more frequently than previous years.
- One issue discussed focused on the advising for the BLS and BOL which has been centralized in Columbia now, but implementation of this advising has been bumpy. Two student advisors were hired. The group has not been consulted prior to the hires. Some concerns:
  - o There are only two advisors and the concern is that that two advisors will not be enough to accommodate the student numbers
  - o The student population for these degrees tends to be different than professional tutoring services in Columbia may encounter. The students may need more support and in-person interactions with advisors. Concern also that faculty are not part of the advising now.
  - o Programs that may be of interest may have less participation, such as the Native American Studies degree program and some humanities degrees.
- Cultural studies proposal – information was sent out previously on this – Both Lisa and Suzanne, and several of our faculty, feel that the Native American Studies Degree proposal may be successful as a proposal compared to a general cultural studies proposal which was pushed over the NAS degree proposal.
  - o No other institution is offering a Native American Studies Degree option within SC, so this may be a better proposal.
  - o The proposal is being tabled for now until feedback from faculty.
  - o They can consider more than one proposal at a time.

**Provost's Advisory Committee** - Stephen Criswell, report submitted ([Appendix 7](#))

- Discussed the minutes and what was discussed at the meeting in general.
- Communication with Columbia counterparts, approval of courses, etc.

Questions/comments from the floor:

Alhaddad – what was said about the labs?

Criswell – it was more that the lab faculty in Columbia wanted to come back and were following the CDC guidelines.



Berry – grants and that they were suspended and wanted to know if they were doing them again?

Criswell – that did not come up.

Lawrence, P.- RISE grants? Is that what Prof Berry was referring to?

Criswell – at one point there were Provost grants and this was what she was referring to.

Hammond- They were Humanities, Sciences, grants funded through the Provost's office

Berry - they were the grants that were up to \$20000 and they had different areas like humanities and creative arts

Criswell - Provost grants seem to have been suspended.

[https://sc.edu/about/offices\\_and\\_divisions/provost/faculty/grants/internalgrants.php](https://sc.edu/about/offices_and_divisions/provost/faculty/grants/internalgrants.php)

### **LOCAL COMMITTEES:**

#### **DEI Committee – Adam Biggs & Dana Lawrence**

- Met with the systemwide DEI Committee about a week or so ago.
- Sent some announcements about some of the programs that are available or information about the programs through CTE, etc.
- Discussion about the large proportion of DE students that are contributing to our student body, and that some of these DE students have a different type of socioeconomic status than some of our FTE students. The FTE students are paying more than our DE students. When we think about what and how we are doing things in the classroom, embrace these inclusivity programs being offered.
- The Committee is considering the use of an external group that focuses on DEI.
- Discussion about having an art faculty endeavor, on the scale of the Black Lives Matter murals.

**UNFINISHED BUSINESS:** None currently

### **NEW BUSINESS:**

#### **Motion to approve a third-term for a division chair in MSNPH (Appendix 8)**

Scarlett – spoke about the motion. This comes from the Executive Committee on behalf of the MSNPH division.

- 44 voting faculty attending.
- Vote today by 5 PM.
- **Results – motion passed.**

### **SPECIAL ORDERS:**

**Election** for Faculty Representative for the newly formed Palmetto College Policy Advisory Committee

- People running: Chris Bundrick and Claudia Heinemann-Priest.
- 44 voting faculty attending
- Questions about where this committee would meet and would it meet face-to-face. The answers to these questions are not known.
- Vote open until 5 PM.

- Results – Chris Bundrick was elected.

**ANNOUNCEMENTS:**

USCL Research Club – still conducting year long virtual conference. We'd love to feature your work. Please contact either Liz or Sarah. Also, please access the content as it is still available. They have prizes as well – faculty, staff, and students for trivia questions all month long.

- Linktree Page for Research Club: [linktr.ee/USCL\\_Research\\_Club](https://linktr.ee/USCL_Research_Club)

**Adjournment:** 2:02 PM

**ATTENDING:** Shemsi Alhaddad, Brooke Bauer, Marybeth Berry, Adam Biggs, Albert Blackmon, Brent Burgin, Fernanda Burke, Li Cai, Andrea Campbell, Jill Castiglia, Courtney Catledge, Walter Collins, Stephen Criswell, Susan Cruise, Jerry Currence, Todd Day, Liz Easley, Pam Ellis, Stan Emanuel, Rebecca Freeman, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Kate Holland, Jason Holt, Ernest Jenkins, Chris Judge, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Uday Neelakantan, Allan Pangburn, Phillip Parker, Leigh Pate, Suzanne Penuel, Kim Richardson, David Roberts, John Rutledge, Todd Scarlett, Asheley Schryer, Peter Seipel, Sarah Selhorst, Nahid Swails, Suzette Taylor, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst.

**ABSENT:** Noni Bohonak, Dwayne Brown, Chris Bundrick, Steven Campbell, Mark Coe, Kim Covington, Garane Garane, Howard Kingkade, Pernel Lewis, Bettie Obi Johnson, Babette Protz, Denise Roberts, Ann Scott, Mike Sherrill, Brittany Taylor-Driggers, Dick Van Hall,

**Faculty Secretary:** Document submitted by A. Golonka on Feb 18, 2021 for faculty and staff review.



UNIVERSITY OF  
**South Carolina**  
LANCASTER

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

Report to the USC Lancaster Faculty Organization  
February 12, 2021

## COVID-19

**Campus Status:** The campus is operating under guidelines set forth in the following documents:

[USC Lancaster Reopen and Operations Plan](#) (updated 1/18/21)

[Palmetto College Risk Mitigation Plan Document](#) (updated on 1/8/21)

**Palmetto College COVID-19 Case Dashboard:**

[https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/announcements/2020/covid\\_dashboard.php](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/announcements/2020/covid_dashboard.php)

### Important Reminders:

- Any campus meetings (even between as few as two people) should be conducted virtually using a two-way video platform of your choice in order to lower the risk of the transmission of COVID-19.
- Please remember the importance of mask wearing and physical distancing.
- Campus classrooms and spaces continue to be thoroughly cleaned and sanitized on a regular and routine basis. Larger areas are fogged with our mister as needed.

**Regular on-campus testing:** Student Health Services at USC Columbia will come to USCL every other Wednesday to administer free COVID testing for students, faculty, and staff. The next testing session is February 24, 2021. Likewise, we have had 5 USCL representatives trained to facilitate COVID testing on alternating weeks and at special times outside of the times Student Health Services is here. More information will be forthcoming.

**SC DHEC continues drive through COVID testing** for the community on the USC Lancaster campus in the parking lot on the east side of Carole Ray Dowling. Testing is available Monday-Friday, 8:30 to 4:30.

Please remember that the university offers work-life balance and wellbeing support through our [Employee Assistance Program](#) (EAP). These services are helpful in times of adjustment.

## People

### Enrollment

As of February 11, 2021, USCL headcount enrollment stands at 1622 (up 16.27% over Spring 2020 enrollment). Thank you to all who assisted with advisement and registration for this semester.

### Search in progress

Assistant Librarian (tenure track, first round of interviews, all campus interviews/visits were virtual and have concluded; offer extended; position to begin in August 2021)

**Congratulations to Dr. Adam Biggs** on the successful completion at Harvard University of his Ph.D. dissertation defense in December 2020.

**Congratulations to Prof. Fran Gardner** as she plans to retire from USC Lancaster in August 2021 after 32 years of devoted service to the institution.

**Congratulations to Dr. Ernest Jenkins** for being recognized by the Lancaster Breakfast Rotary Club as a Paul Harris Fellow for his dedication to and support of the ideals of Rotary International—Service above Self.

## Athletics

**From our Athletics Director:** Volleyball hosted two home games this past week. On February 3rd, they hosted Davidson County CC, then on February 5th, they hosted Fayetteville Tech. All Region 10 COVID procedures were followed, and two successful matches were played. Then on Saturday, February 6th the USCL baseball team traveled up to Patrick Henry CC in Martinsville, VA and played a double header. USCL lost both games (10-3 and 6-2). USCL baseball hosts Southeastern-Whiteville CC this weekend, Saturday, February 13th and Sunday, February, 14th.

## USC Lancaster in our Communities

The **Town-Gown Advisory Group** will hold its next meeting on Thursday, February 25. The conversation will be focused on arts and the possibility of an arts incubator in the community and what if any USCL's role might be in such an undertaking.

### Corporate Partnership and Engagement, updates from Albert Blackmon

- Increased exposure with the Rotary Club of Indian Land Lunch via assignment as an at-large board member.
- The USCL Indian Land Business Advisory Board held its second meeting on January 26. We had great engagement and focus from all board members and we sincerely expect great things from this board of professionals. Going forward the board will meet quarterly.
- USCL has representation via a Chamber Ambassador assignment with the Lancaster County Chamber of Commerce.

## Facilities

Our contracted lawn maintenance company has installed the **inscribed bricks** in their temporary home in front of Hubbard Hall. The inscribed brick program remains open and active, so if you would like to purchase a brick at a reduced price for faculty and staff, please contact Mrs. Shana Dry for instructions.

### Updates:

**Gregory Family YMCA** pool deck resurfacing (under new glass) – Award was recently made and the vendor will be onsite soon for an inspection; work is scheduled to commence in the next week or so. This will complete all the work associated with the solarium replacement project we started last summer. HVAC—We've been working with an HVAC consultant to develop the scope of work and order of magnitude to address HVAC issues in Gregory. This will be a complex project in terms of scope, and we're looking to begin sometime in Fall 2021 if everything stays on track.

**Starr Hall** – We have a tentative date to start the major portion of work in Starr Hall on June 1st which will include a new fire alarm system, front lobby remodel and Business Office renovation. There may be some preliminary work taking place before June 1st with respect to the fire alarm system. As for the Student Center, our plan is to also replace the lighting and fabric wall, then repaint the entire Student Center. Substantial completion should be before we start Fall 2021 classes.

**Hubbard Hall and Starr Hall parking lots** – Construction documents are complete and have been delivered to DHEC for review. Once approved, the bid process should take about 60 days so work would begin in late May or early June on the repaving and new curbing work. Work should be completed before Fall 2021 classes begin.

**Hubbard Hall and Medford Library elevators** – An elevator engineer will be on campus this month to evaluate elevators in Hubbard and Medford. Inspections will determine next steps.

**Gregory tennis courts** – Community fundraising is complete, and we're in the process of scheduling resurfacing for all of the tennis courts. Work will likely begin in late spring or early summer.

We also have future projects on the books for Bradley and Stevens Auditorium in Hubbard, but we're not yet far enough along to have details or timelines. More to come on those.

### Other items...

- Regarding the email I disseminated on Wednesday, February 3, 2021...please let me know by email of any **book publications** within the specified window (August 1, 2019 to January 31, 2021) by Monday, February 15, 2021 so that I can get these to Columbia by the deadline. Authors will be spotlighted by Provost Tate at a Fall 2021 reception. Please note that an autographed copy of any book publication is requested in the Provost's Office by February 26, 2021 as well. **Note:** If you do not have an extra copy, please let me know and I can help with the cost of the book purchase for donation.

- The next virtual **Lunch & Learn at the NASC** is February 19 at noon with a talk entitled “An Indigenous Analysis of the Grotesques of the Southeast” by Dr. Maggie Spivey-Faulkner, Assistant Professor, Department of Anthropology, University of Alberta. To join the program, please send an email to [usclnasp@mailbox.sc.edu](mailto:usclnasp@mailbox.sc.edu) and a password and ID required to join the meeting will be sent to you.
- Mr. Colby Jones has been working on a **campus app for mobile devices**. He has presented his work in progress to an administrative group and the Dean’s Faculty Advisory Group to receive feedback and input. The timeline for app roll out is as follows: continued development with added functionality (calendar, chat, mapping), testing on devices in May and June, release in app store in July, full access in August as we begin the new academic year.
- Mrs. Shana Dry has been working on a project that will create a **campus virtual visit and tour** with Educational Advisory Board’s YouVisit platform. This professional campus tour will feature 360° images, videos, photos, and voice-over narratives of ten destinations and 30 featured spots on campus and at the NASC. Many people across campus have assisted with scripting the visit, and we are appreciative of your time and contributions toward the success of our tour. It should launch near the end of March or early April. If you’re interested in getting an idea of the functionality of virtual tours, check out this one at [USC Beaufort](#).
- There is still no update on **Commencement 2021** at this time. There have been discussions about a virtual event in Columbia for all campuses, but nothing has been decided yet.
- We will meet with local school district partners on Monday (2/15/21) to discuss renovations to the permanent building we are to use for **USCL’s Indian Land Location**. We have been using classrooms in the 700 hallway of the main school building since 2018. We anticipate that the stand-alone building branded to USCL will be set to occupy next academic year.
- **USC Lancaster’s Research Club is sponsoring a year-long [Virtual Research Conference](#)**. Everyone across Palmetto College is invited to participate and attend. Here is information related to the events associated with the conference:
  - **What is it?** – This is a Virtual Conference to help with student engagement and education across the campus and community during the era of social distancing and COVID-19.
  - **Why is it important?** - This will give us a platform to reach students through social media to further our mission of educating and engaging students and the community about scholarly work, undergraduate research, and the Graduation with Leadership Distinction program.
  - **Opportunities for Students** – Weekly, we will be announcing various beyond the classroom activities and presentations that students can engage in to further their knowledge about a vast array of scholarly work and productions. All of the material is prerecorded and available to the students at any time.

**Where do you access the conference? Starting November 1<sup>st</sup>.**

***Instagram:*** @uscl\_research\_club\_

***Facebook:*** @usclresearchclub

***Website:*** sites.google.com/view/usclresearchclub

**Dr. Sarah Sellhorst and Dr. Liz Easley** (exercise science) are the faculty sponsors for the Research Club, and here is their video introducing the conference:

<https://fb.watch/1w4k5-Y7DM/>



Todd Lekan, Associate Dean for Academic & Student Affairs

## **REPORT TO THE FACULTY ORGANIZATION February 12, 2021**

### **Fall 2021 Course Planning.**

The main message that we have received from both Columbia and Palmetto College upper administration is that we want to approximate, as much as possible, the course formats offered in fall 2019. I want to thank you all for your cooperation with Division Chairs as we prepare next fall's schedule in the context of some uncertainty about the pandemic's future status. The Division Chairs and I will be carefully examining the master schedule over the next few days. The goal is to work out room assignments early next week so that the Registrar has time to load these into Banner. Our guidelines for course planning, sent to the faculty on February 2, are included at the end of this report.

### **Spring 2021 Advising Update.**

In accordance with best practices, our advising plan will utilize a two-tiered approach. Staff advisors will orient and advise students in their first year. In their second year, students will be assigned faculty advisors according to their academic focus. First-year advising goals include helping students to access resources and to find community at USCL. By the time they enter the second-year, students will focus on discerning their vocations, drawing on faculty expertise to advance their personal and career goals. This semester we are taking our first steps towards implementation of this model. Asheley Schryer, our Director of Student Success and Retention, is working with the Division Chairs to generate an up-to-date list of USCL faculty advising areas. She will be reaching out to faculty with the list of their potential advisees. Thanks for your help with this endeavor. We intend to share more details about the advising plan with the Faculty Organization before the end of this academic year.

### **Headcount and Revenue from Palmetto College.**

Program	Spring 2020 (Final)	Spring 2021 (2/10)
Liberal Studies	46	55
Org Leadership	47	43
Total	93	98

Although headcount is up, the SP21 PC tuition revenue is down \$31,802 or 9% from SP20. Fiscal year-to-date, PC revenue is down 14.3%. Even though this particular revenue stream is down, the overall budget is stable, and we don't anticipate any related budget concerns this year. The explanation for the discrepancy between higher headcount and lower revenue has to do with the fact that revenue is determined, in part, by the home campus of the students and the faculty instructors. *Along these lines, it would be helpful if*



*we had more USCL faculty teaching PALM 401 (Senior Capstone Experience), PALM 493 (South Carolina Studies), PALM 494 (Internship), and PALM 495 (Service-Learning). Please contact me if you are interested in seeking approval for teaching these PALM courses.*

### **Marketing and Promoting BOL/BLS.**

I have been working with some staff to develop fresh marketing strategies to recruit students into the BOL/BLS programs. Special thanks to Danelle Faulkenberry, Shana Dry, and Buddy Faile for their good work in this area. In addition to recruiting students taking USCL classes either as traditional two-year degree seeking students or dual enrollment high school students, we are particularly interested in recruiting *working adults* who are seeking a flexible track for completing a bachelor's degree. Palmetto College provides USCL with a recruiting budget which we can use for marketing initiatives. To that end, we are enlisting the help of FLARE--a marketing firm already being used by Palmetto College. *We could use your help! If you know of students who have had good experiences in the Organizational Leadership or Liberal Studies programs, and who you think could do a good job in articulating their stories in brief video testimonials recorded on mobile devices, please forward their names to either me or Danelle Faulkenberry.*

### **USCL Automatic Acceptance for Dual Enrollment Highschool Seniors.**

Justin Pearson, Executive Director of Enrollment Management, has developed a proposal to automatically accept first-year students who have completed a minimum of 12 credit hours in the Dual Enrollment program and are LIFE scholarship eligible (3.00 GPA). Such students must be current graduating seniors and they must matriculate during the fall semester following high school graduation. The proposal has been considered, and favorably received, by the Admissions, Petitions, and Grade Change Committee. Thanks to Director Pearson for this forward-looking initiative which has potential to increase first-year enrollment.

### **Possible Changes to APGC Committee.**

The Admissions, Petitions, and Grade Change Committee is discussing a proposal to include an Admissions staff member in its membership. In my view, this would be a good development that would facilitate communication between faculty and admissions. It is likely that a formal proposal to change the Bylaws will come before the Faculty Organization at one of its upcoming meetings.

### **Internships.**

USCL has joined the online platform of Handshake. This is a nationwide college recruiting tool that connects students and alumni directly to employers. This system allows employers to directly post full-time/part-time employment, volunteer opportunities, and internships. Students will have the ability to view and apply to applicable job postings from companies nationwide. Please spread the word to your students. If you have contacts with local businesses or organizations, please ask them to sign up. For more information, contact Bridgett Plexico, USCL Internship Coordinator ([BPLEXICO@mailbox.sc.edu](mailto:BPLEXICO@mailbox.sc.edu)).

## **Bookstore Hours and Monday Holiday.**

Next week the Bookstore is on reduced hours. It is closed Monday and Friday. It will be open 9-12 Tuesday-Thursday. We expect it to return to normal operating hours on Monday, February 22. Please note that there are no classes on Monday, February 15; however, campus offices are open usual hours.

## **Events.**

Please support the Undergraduate Research Club's virtual conference and other activities. Check out their YouTube page for the latest!

[https://www.youtube.com/channel/UCcmZHGH91aAc9LtA8\\_D3nfA/video](https://www.youtube.com/channel/UCcmZHGH91aAc9LtA8_D3nfA/video)

Please consider attending the next NASC Brent Burgin Lunch and Learn lecture at noon on Friday, February 19. The topic is "An Indigenous Analysis of the Grotesques of the Southeast," presented by Dr. Maggie Spivey-Faulkner, Department of Anthropology, University of Alberta.

## **Recent Faculty Accomplishments**

**Mary Beth Barry's** piece "On the Spectrum" was accepted and performed by the Boulder International Fringe Festival in Colorado.

**Adam Biggs** was invited to take part in a roundtable discussion hosted by the Harvard Medical School Center for Bioethics on January 22, 2021. The title and subject of the event was: "[\*\*If Racially Concordant Care Is a Benefit for Black Patients, How Should Health Care Organizations Respond?\*\*](#)"

**Adam** successfully defended his dissertation in December and will be awarded his Ph.D. in May from Harvard University. Congratulations Adam!!!

**Fran Gardner** received an artist's project grant from the South Carolina Arts Commission for the installation of her piece "The Intersection Between Mark Making and Mark Leaving." The grant assisted with expenses related to the production of this piece.

**Leigh Pate** and **Ann Scott** did a virtual presentation for a Sigma Theta Tau International conference this month with another CON faculty member Joan Creed. The theme of the conference was Creating Healthy Work Environments and we presented and submitted a virtual oral presentation about Leadership in Academia During a Pandemic.

Creed, J., Scott, A., Pate, L., Cone, A., Davis, V., Gibbs, S., Vick, L., Harris, E., Custer, S., Miles, H., & Jackson, J. (2020). Leadership in academia during a pandemic. Virtual oral presentation at Sigma Theta Tau International *Creating Healthy Work Environments*. Austin, Texas, February, 19 2021.

Recently, Leigh and Ann have been notified of the acceptance of a manuscript in *the Journal of Nursing Education*. The manuscript describes their experience during the initial start of the pandemic and how they transitioned from a F2F model to virtual online in a 2 week period (this included all clinical experiences as well). They discussed how

students were still successful with graduation, passing boards, and progressing in the program.

Scott, A., Cone, A., Creed, J., Custer, S., Davis, V. Gibbs, S., Harris, E. H., Jackson, J. R., Pate, L., & Vick, L. (2020). Rapid transition to online learning for baccalaureate students: Teamwork during a pandemic. *The Journal for Nursing Education*. Accepted for publication.

## **Conclusion.**

Frederick Douglass on how to respond to the celebration of history: “We have to do with the past only as we can make it useful to the present and to the future. To all inspiring motives, to noble deeds which can be gained from the past, we are welcome. But now is the time, the important time. Your fathers have lived, died, and have done their work, and have done much of it well. You live and must die, and you must do your work. You have no right to enjoy a child’s share in the labor of your fathers, unless your children are to be blest by your labors. You have no right wear out and waste the hard-earned fame of your fathers to cover your indolence.” –Frederick Douglass, “Oration Delivered in Corinthian Hall, Rochester, July 5, 1852.”

### **Guidelines for Preparing Summer and Fall 2021 Course Schedules**

1. ! We will keep face-to-face classes for FA21 at 18 *for now* with the idea that they could increase in order to maximize social distancing.
2. ! We strongly recommend that laboratories, studio classes, and computer classes use hybrid approaches in order to minimize close physical interactions.
3. ! The default expectation is that faculty will offer their classes face-to-face in FA21. If there are health and safety concerns these should be expressed as soon as possible to the Division Chair and Associate Dean.
4. ! Only courses approved for online delivery can be offered in that format. The blanket exemption expires May 15.
5. ! Faculty are neither obligated nor expected to offer online versions of face-to-face courses in response to student requests.
6. ! Faculty have a responsibility to abide by the course modality advertised to students in Self Service. We seek to minimize modality changes to courses after registration has begun. It is the faculty member’s responsibility to check their classes and delivery methods in [my.sc.edu](https://my.sc.edu) and alert their division chairs of any discrepancies before we begin advising students.
7. ! For Summer sessions in 2021, we will continue largely as we have for SP21. Any summer term courses that are being offered online must be on the approved distance delivery list.

**Academic Success Center Report  
For February 12, 2021 Faculty Meeting  
Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu)

The Spring 2021 Tutoring Schedule can be found here:

[https://www.sc.edu/about/system\\_and\\_campuses/lancaster/documents/academic\\_success\\_center/tutor\\_schedule.pdf](https://www.sc.edu/about/system_and_campuses/lancaster/documents/academic_success_center/tutor_schedule.pdf)

If you would like to received electronic versions of your students' tutoring session reports, please fill out [this \(very short\) form](#).

**ALL TUTORING SESSIONS ARE BY APPOINTMENT—STUDENTS CAN SCHEDULE ONLINE USING 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 15 minutes 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).

**Spring 2020**

	Jan 2020	Jan 2021	Feb 2020	Feb 2021	March 2020	March 2021	Apr. 2020	April 2021	May 2020	May 2021
<b>Number of Tutors</b>	8	6	9		Pre-SB: 9 Post-SB: 4		4		2	
<b>Total Number of Sessions</b>	38	24	100		Pre-SB: 31 Post-SB: 13		38		3	
<b>Tutoring Sessions/Day (avg)</b>	3.5 (11 operating days)	2.2 (11 operating days)	6.3 (16 operating days)		Pre-SB: 3.4 (4 operating days)		2.1 (18 operating days)		1.5 (2 operating days)	

				Post-SB: 2.1 (6 operating days)			
<b>Tutoring Sessions/Tu- tor (avg)</b>	4.75	4	11.1	Pre-SB: 3.4 Post-SB: 3.25		9.5	1.5
<b># of tutor hours per week</b>	79.5	54	75.5	Pre-SB: 75.5 Post-SB: 54		54	36
<b>Appointme- nt</b>	33	24	93	42		38	3
<b>Drop-in</b>	5	n/a	7	2		n/a	n/a

### Tutoring Sessions by Area

	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021
Biology	0				
Chemistry	2				
Computer Science/MGSC	11				
French	0				
Italian	1				
Math/PCAM 105	2				
NURS	0				
Spanish	3				
Statistics	1				
Writing	3 • ENGL: 1 • PALM: 2				
Study Skills	1 • Other: 1				
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0				
<b>TOTAL # OF SESSIONS FOR MONTH:</b>	<b>24</b>				

	1 visit	2 visits	3-5 visits	6+ visits	Total
<b># of individual students (JAN)</b>	7	0	1	2	10
<b># of individual students (FEB)</b>					
<b># of individual students (MAR)</b>					
<b># of individual students (APR)</b>					
<b># of individual students (MAY)</b>					
<b># of individual students (Semester)</b>					

**FALL 2020**

	August 2019	August 2020	Sept. 2019	Sept. 2020	Oct. 2019	Oct. 2020	Nov. 2019	Nov. 2020	Dec. 2019	Dec. 2020
<b>Number of Tutors</b>	8	6	8	6	7	5	7	5	8	5
<b>Total Number of Sessions</b>	27	31	137	55	175	77	141	38	59	17
<b>Tutoring Sessions/Day (avg)</b>	5.4 (5 operating days)	6.2 (5 operating days)	8.6 (16 operating days)	3.1 (18 operating days)	9.2 (19 operating days)	(17 operating days)	10.1 (14 operating days)	2.5 (15 operating days)	7.4 (8 operating days)	2.8 (6 operating days)
<b>Tutoring Sessions/Tutor (avg)</b>	3	5.2	17.1	9.3	25	15.4	20.1	7.6	7.4	3.4
<b># of tutor hours per week</b>	68.5	70	68.5	70	70.5	60	70.5	60	76	60
<b>Appointment</b>	21	31	127	56	168	77	133	38	57	17
<b>Drop-in</b>	6	n/a	10	n/a	7	n/a	8	n/a	2	n/a

**Tutoring Sessions by Area**

	August 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020
<b>Biology</b>	2	4	9	2	0
<b>Chemistry</b>	4	3	7	2	1
<b>Computer Science</b>	5	9	5	3	1
<b>French</b>	0	0	0	0	0
<b>Italian</b>	0	0	1	0	0
<b>Math/PCAM 105</b>	13	18	19	8	3
<b>NURS</b>	0	1	1	1	0
<b>Spanish</b>	0	0	0	1	1
<b>Statistics</b>	0	0	0	0	0
<b>Writing</b>	7 • ENGL: 2 • POLI: 1 • SPCH: 3 • Other: 1	21 • ENGL: 14 • PALM: 2 • POLI: 2 • SPCH: 2 • Other: 1	35 • ENGL: 31 • HIST: 2 • NURS: 1 • PALM: 1	21 • ECON: 1 • ENGL: 17 • NURS: 3	11 • AFAM: 2 • ENGL: 9
<b>Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)</b>	0	0	0	0	0
<b>TOTAL # OF SESSIONS:</b>	<b>31</b>	<b>56</b>	<b>77</b>	<b>38</b>	<b>17</b>

	<b>1 visit</b>	<b>2 visits</b>	<b>3-5 visits</b>	<b>6+ visits</b>	<b>Total</b>
<b># of individual students (AUG)</b>	<b>10</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>16</b>
<b># of individual students (SEPT)</b>	<b>13</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>25</b>
<b># of individual students (OCT)</b>	<b>21</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>30</b>
<b># of individual students (NOV)</b>	<b>18</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>26</b>
<b># of individual students (DEC)</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>12</b>

# USC Lancaster Faculty Organization

## Campus Technology Update

February 12, 2021

### Highlights

- **Zoom and Webcams:** Faculty and Staff are utilizing 49 of the 50 enhanced Zoom Licenses, more will be added if needed. IT Staff has distributed 79 webcams and more are available. Please continue to send requests for Zoom license upgrades or webcams to the [uscltech@mailbox.sc.edu](mailto:uscltech@mailbox.sc.edu) e-mail address. As Zoom is being adopted for use, please follow Zoom's best practice recommendations for securing your scheduled meetings. I have included the link from ZOOM.US to that information below. A few unsecured meeting links have been shared on social media and remember the meeting information can easily be forwarded. Unsecured Zoom meeting links shared on social media increase the probability of the meeting being disrupted.  
<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>
- **Student, Faculty and Staff Tech Support:** Please continue use the IT Service Desk number (803-313-7122) or e-mail address([uscltech@mailbox.sc.edu](mailto:uscltech@mailbox.sc.edu)) to request items and services from the IT Department. Also, please direct students requiring assistance to the Service Desk number and e-mail account. This enables the IT team to serve everyone quicker!
- **Spring/Summer 2021 Technology Initiatives:** Looking ahead to the Spring and Summer months, computer lab upgrades, classroom multimedia equipment and additional network infrastructure upgrades are projects being prioritized.



**FROM:** Tracey Mobley Chavous, PHR, Director of Human Resources

**MEETING:** Faculty Organization Meeting (02/12/2021)

**DATE:** February 11, 2021

**ATTACHMENTS:** 0

**INFORMATION ITEMS:**

- 1) 2020 W-2s were made available to employees on January 31, 2021.

All employees who consented to receive their W-2 electronically may access the form in the HR/Payroll System. <https://hcm.ps.sc.edu/>

Once you are logged into the system Select the Payroll Tile, then View W-2/W-2c Forms. To view, print or save the W-2 Form choose Year End Form. Filing instructions gives directions for using the W-2 to file your 2020 taxes.

Employees who did not electronically consent or did not meet the deadline will receive their form in the mail to the address listed in the HR/Payroll System.

Form W-2s for former employees will be mailed to the last known address listed in the HR/Payroll system.

Any questions regarding W-2 forms should be directed to the USC Payroll Department via email [uscpay@mailbox.sc.edu](mailto:uscpay@mailbox.sc.edu) or telephone 803-777-4227. Include your legal name and USC ID in your email correspondence. The USC Payroll Department is open Monday – Friday from 8:30am – 5:00pm.

- 2) The COVID-19 Relief Bill, which was signed on December 27, 2020, allows for changes to flexible spending accounts.

To make changes to a Medical Spending Account and/or Dependent Care Spending Account an Active Notice of Election Form should be completed and returned to the Human Resources Department.

The Active Notice of Election Form must be received by PEBA Benefits prior to November 30, 2021 for the changes to be processed.

Active Notice of Election Forms are located on the PEBA website.

<https://www.peba.sc.gov/forms>

3) IRS Regulations require a new Form W4 for any employee claiming full tax exemption from federal taxes on an annual basis. Therefore, employees who meet this requirement must submit a new "exempt" Form W4 for tax year 2021 to the Payroll Department by February 16, 2021 if both of the following conditions apply:

1) The employee filed an exempt 2020 Form W4 because his/her 2020 tax liability was \$0, and

2) The employee is not required to pay any federal taxes in 2021.

If the Payroll Department does not receive the new exempt Form W4s timely, then wages paid with the February 26th payroll and forward will be subject to federal income tax withholding until a new 2021 tax exempt Form W4 is received in our office. The IRS instructs users who meet this requirement to write "Exempt" in the space below Step 4(c) on the 2021 W4 form. Exempt W4's can be submitted via Peoplesoft Employee Self-Service by clicking the "claim exemption" check box. The same steps should be followed for those wishing to claim exemption from South Carolina withholding as well. Please ensure that you have qualified to complete an exempt W4 by carefully reviewing the conditions above prior to submitting the form. A majority of employees do not meet these qualifications.

## Columbia Senate Report

### *USCL Members Reporting to USCL Faculty Organization*

Date of Report: Feb 12, 2021 Faculty Meeting

Dates of Columbia Senate Meetings: Dec 9, 2020 and Feb 3, 2021

### General

**Dec 9, 2020 Special Called Meeting** There were two items on the agenda. The first doesn't affect Palmetto College. It was related to unit-level governance. The second was a report from an ad-hoc committee on curriculum approval process improvements. The full report is available by following this link [https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/faculty-toolbox/documents/facsen\\_meetings/20201209\\_curriculum\\_approval\\_process.pdf](https://sc.edu/about/offices_and_divisions/faculty_senate/faculty-toolbox/documents/facsen_meetings/20201209_curriculum_approval_process.pdf) The video for the meeting is also available online and can be accessed by following this link and clicking on **Dec 9, 2020 Recording** [https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/meetings/meeting-archive.php](https://sc.edu/about/offices_and_divisions/faculty_senate/meetings/meeting-archive.php).

### Provost Tate, Feb 3 Meeting:

1. **The plan for Fall 2021** In early January the provost sent a letter to faculty at the Columbia campus saying that the campus will resume normal, pre-pandemic operation in the fall. (I didn't see the letter and so I don't know exactly what was written.) The provost addressed some of the faculty's concerns during the Faculty Senate meeting. He said that he made some assumptions when he wrote the letter. He assumed that there would be robust distribution of the vaccine and that the vaccine would be effective against variants. He said that vaccine distribution currently isn't as robust as he expected, and if it doesn't meet his expectations by the fall they will reevaluate the reopening plan. He said that they will also look at K-12 reopening. He said that if there is in-person classes in the fall precautions will be in place. There were several questions. I've summarized them below. The recording of the meeting isn't available yet and these are taken from my brief notes. These may not be worded exactly as they were during the meeting.
  - Q: Will the university provide 1B vaccines? A. UofSC hasn't received much vaccine so far. Get an appointment anywhere you can get it and don't wait on the university to provide it.
  - Q: What will the classroom capacity be? Will students be 6 ft apart or 4 ft? A. Look at the [Return to Learn plan](https://www.sc.edu/safety/coronavirus/messages/2021/jan_4_return_to_learn.ph)

p. The distances are set at 4 feet. The provost said that 4 ft apart works and they don't expect to reevaluate that requirement.

- Q. Will vaccines be optional or mandatory? A. They haven't decided yet. They're still discussing whether or not to mandate vaccines for faculty and/or students. The expectation is that faculty will want to be vaccinated.
- Q. Who qualifies for phase 1B? All faculty or only the ones teaching face-to-face? A. They are prioritizing people who have to go to campus regularly, for teaching, research, advising, etc.

2. **Strategic plan:** The provost discussed plans for increasing diversity at UofSC, including funding projects with HBCUs.

## Curricula & Courses and InDev

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 February meeting.

- Change in Course:
  - AFAM 200 (Freedom Papers).
  - SOCY 460 (Sociology of Mental Health).
  - SOWK 201, 222, 303, 304 and 307.
- New Courses:
  - ACCT 475 (Integrated Business Processes)
  - ANTH 497 (Internship in Anthropology).
  - BIOL 303L (Fundamentals of Genetics Lab).
  - SOCY 356 (Sociology of US Poverty).
  - THEA 390 (Beginning Acting for the Camera).
  - THEA 590 (Advanced Acting for the Camera).
- Terminated Courses

- ARTH 365/
  - PSYCH 524 and 525.
  - THEA 480
- Change in Degree Program
  - Aerospace minor.
  - BA in English.
  - Military Science minor.
  - Social Work BSW.
- New Degree Programs
  - BS in Neuroscience.
  - Minor in Journalism in Social Media and Mass Communications.
- Courses Approved for Distributed Learning Delivery
  - ACCT 475
  - FINA 464
  - HRSM 401
  - NURS 502
  - SOCY 356
  - SOWK 201, 222, 303, 304 and 307.
- Courses Approved for Graduation with Leadership Distinction: See online document [https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/documents/facsen\\_meetings/2020-12-02.cc\\_usc\\_connect\\_approved\\_elos.pdf](https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2020-12-02.cc_usc_connect_approved_elos.pdf)

Members: Francis Burns (Salk), Stephen Criswell (Lancaster), David Dangerfield (Salk-substituting Sarah Miller), Julia Elliott (Columbia), Frances Gardner (Lancaster) Kajal Ghoshroy (Sumter), Andy Kunka (Sumter), Shelley Jones (Columbia), Helene Maire-Afeli (Union), Christine Sixta Rinehart (Union)(Chair)

He is responsible for these things, but he needs to consult different offices under him for information on the questions.

1. Palmetto College campuses face the same lengthy processes required for hiring faculty that the Columbia campuses do but with additional layers of complexity since paperwork must be processed through several stages on the local campus and then through Palmetto College before it reaches Columbia for additional processing. These hiring processes regularly encounter delays with two significant detrimental effects. First, and particularly critical at this moment, new faculty cannot gain access to University systems such as Blackboard, even at times after courses have started. This affects new faculty's ability to prepare and conduct classes, a serious problem when many classes are being conducted online through Blackboard. Second, new faculty salary is often delayed. What recourse is there for our campuses to either expedite these processes or gain temporary access to University Learning Management Systems while paperwork is being processed?

It is possible during the hiring process to give a person network access by providing a specific kind of ID. Talk to Cheryl Addy about the process—something like affiliate status. If the hiring goes bad, we then have someone with access that we don't want. Identity Management is not now a part of HR, but could be linked in the future.

There is a one-pay-period lag in payroll.

Shelley brought up that a committee has been formed to look into this issue as well. Tate: Academic credentials will have to be approved first. The sticking point with the affiliate status will be if someone does not have the credentials and then has access to the system.

2. How can your office facilitate better communication with our Columbia counterparts so that our students have access to a wide range of courses and our faculty have fair and reasonable options for their teaching? As you may be aware, all Palmetto College faculty are reviewed before hire and approved by the corresponding academic unit in Columbia. Our faculty are approved to teach courses at that time at the discretion of Columbia departments and must seek additional approvals as desired again from Columbia departments. Most departments do not have a relationship with the faculty on the campuses, and we have had consistent problems with these interactions, including especially faculty hiring approval, curriculum changes, and faculty course approvals.

The following are contextual examples:

- Columbia departments have at times refused to approve faculty to offer courses because of seemingly arbitrary criteria (for example, refusing to approve faculty with a Master's and 18 hours, the SACSCOC requirement, and approving only doctoral candidates or

PhDs, or refusing to approve faculty who teach in newly developing areas because they lack graduate hours in those areas, when there are not yet graduate programs). In addition, departments have refused to respond to requests altogether.

- Changes to courses, curricula, and programs are required to go through the Academic Programs Proposal System (APPS), which mandates that any affected unit be consulted about proposed changes. The approval process includes a checkbox response, “Impact on Other Units or Palmetto College Campuses,” which some departments check off as “No, this course does not impact other units and campuses” when the course is taught on our campuses or when it is a Carolina Core foundational course that may well be offered on the Palmetto College campuses.

Write to Sandra Kelly if we are not getting a response from a department. He can't tell a department that they can't say no, but the lack of response is a real problem. He asked if there are Columbia faculty on search committees. If not, we should make sure that this is happening. It also helps to build a bridge between Columbia and the PC campus. He will also look into it if a department has a history of rejecting candidates, or if they do not provide a committee member.

On proposals, there is a PC representative on Courses and Curriculum Committee who should be checking on this. New system called Coursefly will also help to head off some of these problems and oversights.

3. Thank you for the extension on tenure and promotion due to Covid. Could the Provost provide clarification on the one-year extension on the tenure clock and on how the extension applies to third-year review and post-tenure review? When does a faculty member make the decision to request an additional year? Where is this information located for faculty reference?

Chancellor Elkins sent the message out that is in line with Columbia's accommodations for COVID. We received this message after the questions were sent. Cheryl Addy described the policy and accommodations. The COVID extension does count toward the maximum of three extensions. A second extension can be approved as well. It can be applied to third year and post-tenure review. Check with Cheryl Addy for any specific issues or questions. Provost Tate would like to be as flexible as possible with such accommodations.

4. With the hiring of Joel Samuels from the Law School as Interim Vice Provost for Interdisciplinary Studies, is there a possibility that new interdisciplinary Bachelor's degree offerings, such as Native American Studies, would be considered at this time?

Native American Studies would need to go through Arts and Sciences. Start with those colleagues in like-minded areas. Provost Tate encourages doing this and will not get in the way for any such plans.

5. Can the Provost provide any information about budget issues related to possible furloughs, layoffs, hiring freezes, department and program-consolidation concerning the Covid crisis?

Layoffs are school/department specific—nothing system-wide. Furloughs: looking into revisiting the furlough issue. Enrollment was better than predicted across the system for fall. Hiring freeze: emergency hires can be approved. He is pleased with the rationales for the emergency hires. If you could hire someone that you might not be able to hire under other circumstances, he will also consider that rationale. Program consolidation: not seeing this happening yet. The committee of 9 is continuing to look into these matters and are submitting reports. Evidence shows that consolidations don't provide a high level of cost savings or improvement. You can't cut your way to excellence.

6. This is not a Palmetto College question specifically, but one about faculty, particularly faculty who earned their graduate degrees at the University of South Carolina. Recent graduates have been required to allow the University to post their dissertations on the University's Scholar Commons page, which can hamper their ability to publish revised scholarship from those dissertations. We bring this to the Provost's attention to ask the University to reconsider this policy and/or create an easier embargo process.

Cheryl Addy said that there is a button that allows you to embargo your dissertation to keep it from being published on the Scholar Commons.

Francis Burns asked about Open Educational Resources (OER) and tenure and promotion. Can they count as scholarship? This should be addressed at the unit level.

Kajal asked about labs. Chemistry labs have been brought back face-to-face in Columbia. Can we ask faculty to do this? How do we go about making this happen? Graduate students were back and working in labs, following CDC guidelines. The science departments wanted to return to live labs. He doesn't feel comfortable requiring someone to teach face-to-face under the current conditions. Determine what safe looks like in the space you have and then ask colleagues what they want to do. Things will change once the vaccine is widely available. The survey of students from spring was significant in wanting the face-to-face college experience.

Christine: Asked for more communication and connection between Columbia and Palmetto College. He is committed to this relationship. Normally, he would not understand the relationship beyond accreditation. What isn't obvious is how that relationship is supposed to work. In the end, he's only interested in how many people in SC who we would not have touched, we could touch if we worked together. If we think that adding another meeting would make communication better, we should do it.



University of South Carolina Lancaster Faculty Organization

Brief Title of Motion	Approve third consecutive term as MSN Division Chair
Committee Proposing Revision	Executive Committee
Date of Presentation to Faculty Organization	February 12, 2020
Faculty Organization Approval Date	

According to USCL Faculty Organization Bylaws, Article 2, Section 6:

"A division chair may not serve more than two consecutive terms. However, by majority vote of its full-time faculty members, a division may choose to petition the faculty organization for a case-by-case exception to the term limits provision for division chairs. That person would serve for a full 3-year term."

On February 9, Prof. Todd Scarlett, on behalf of the MSN Division, shared the results of the MSN faculty vote on whether to allow Prof. Sarah Sellhorst to serve a third consecutive term as Division Chair. The faculty voted unanimously in favor of allowing a third term.

The Executive Committee, in response to the MSN Division's petition, is presenting this motion to the Faculty Organization for approval.