

**USC Lancaster Faculty Meeting Minutes  
December 1, 2023**

**PDF Index**

**Faculty Meeting Minutes**

**Appendix 1 -- Dean of the Campus Report**

**Appendix 2 -- Associate Dean for Academic and Student Affairs Report**

**Appendix 3 – Enrollment Management Report**

**Appendix 4 – Institutional Effectiveness and Research Report**

**Appendix 5 – Columbia Faculty Senate Report**

**Appendix 6 – NASC Committee Report**

**Appendix 7 – Student Affairs Report**

**Appendix 8 – Academic Success Center Report**

**Appendix 9 – Human Resources Report**

**Appendix 10 -- Student Success and Retention Report**

**Appendix 11 – Medford Library Report**

**Appendix 12 – TRiO Programs Report**

**CALL TO ORDER:** 12:30, PM, D. Lawrence

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the November Faculty Organization meeting were approved.

**REPORTS OF OFFICERS:**

***United Way Campaign*** – Mark Ammons

Holly Furr, Executive Director of the United Way of Lancaster County, gave a presentation on the work of the United Way in advance of the upcoming campaign. She discussed the A.L.I.C.E. program (Asset Limited, Income Constrained, Employed) target population, the focus on education, health, and financial stability, and 18 partner agencies and programs, including a partnership with the Lancaster Promise Neighborhood and local schools. She also discussed volunteer opportunities.

Mark Ammons affirmed the work of the United Way of Lancaster County, pointing to the fact that the funds stay local. You will see donation forms in your mailbox for payroll deduction. Holly Furr pointed to other ways to donate, such as Venmo and PayPal.

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

Page 1: Spring 2024 enrollment is at a 19% increase over this time last year. Faculty searches in History/African American Studies and Library/Director of Archives are beginning. The new Instructor of Business will be Brandon Newton, who is beginning in January. This position has oversight over the accreditation for the Associate in Business degree. Please see report for the men's and women's soccer recognitions. Please see the report for second year baseball players who have been picked up by 4-year universities.

Page 2: Because we were able to do more with pay increases, we are not going to do bonuses right now. We were able to extend increases to temporary staff. During the campus budget update Mr. Faile discussed the bookstore contract coming to an end. The new contract will be with Barnes and Noble moving forward. Follett will stay into the beginning of spring 2024 to deal with the transition to Barnes & Noble in March. Facilities: HVAC work at the Gregory YMCA began in November and will continue through the next couple of months. Please see the report for information on Lunch & Learns. Of note is Dr. Ero Aggelopoulou-Amiridis, first lady of USC, who will be discussing first generation college student concerns in January. Lancaster Players' *Silent Night* is playing through the weekend. We have had a productive and successful give local campaign.

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

Page 1: CCSSE survey from last spring pertains to 5 benchmark areas and has a comparison group of like institutions outside the USC system. In addition, we also did a DEI survey. Institutional Researcher Shemi Alhaddad said there are no statistically significant concerns, but there are some results that cause us to want to ask more questions. Student Affairs Committee discussed results. Going forward relevant staff and faculty groups will look at specific questions that will most likely involve getting more in-depth information from students – perhaps in a qualitative, back-and-forth manner. Full CCSSE Survey is on the website. Highlights: Student-Faculty interaction: talk to advisors about career plans – good. Students say they always come to class, completing readings and assignments. USCL does a good job providing students support they need to succeed in college. 9d was puzzling: helping them cope with non-academic responsibilities like work and family. What could we do to help with that? Participating in student organizations: we seem to have a committed core group, but also a big chunk of the students who are not. That may be because students are juggling work with college – we will want to look at those numbers. Participating in college-sponsored activities: we want more involvement. DEI questions: neutral or

disagreeing that we are diverse. The committee will be following up on this response. Courses, programs, organizations are inclusive: neutral or disagree. How can we be more inclusive? Students who feel discriminated against: we need to address that. So, overall, this survey has provided areas for follow up.

Responses:

--faculty have as much as we can handle – if supervisors push down on people to do more, we may suffer.

--student work and go to school, difficult for online students to participate in campus groups and activities.

--survey was only for degree-seeking students, and all surveys were completed in in-person courses. We need to hear from online and dual enrollment students as well.

Page 2: Advising and registration updates. 2024 academic calendar is out. Call for FIFs is out – see links for FIF submission due Jan 31, 2024. Redefined Load requests are due to division chairs by 1/16/24. Travel study proposals for summer 2025 have a March 15, 2024 deadline. Thanks to the scholarship committee for organizing Elite Lancer Scholarships. Final grades due Dec 20 9am.

Faculty Accomplishments: Sahar Aghasafari and Li Cai wrote articles and received grants; Susan Cruise is performing in *Silent Night*; Bettie Johnson facilitated Erwin Elementary's Career Day; Chris Judge was invited to submit a chapter on the Wateree Valley Mississippian to the Oxford Handbook on Mississippian Archaeology and has received the Community Advocate of the Year Award from the SC Indigenous Business Day Organizer; Evan Nooe presented papers, organized panels, and had a book signing. Kim Richardson authored articles in *The Americas: An Encyclopedia of Culture and Society* and authored a book review.

Events: NASC Annual Winter NA Arts and Crafts Festival 12/2/23. Lunch and Learn 12/8, *Silent Night* this weekend. Erin Moon Kelly's performances across the holidays.

Nick Lawrence: important to acknowledge the important service work on top of all the great scholarship.

Dana Lawrence: links for post tenure review are still in progress – we will notify as soon as links are ready.

Question: could CCSSE surveys go out at same time as the course evaluation surveys to perhaps get more participation?

T. Lekan: we do need to look at more ways surveying to reach more people – we do need to survey for accreditation purposes.

S. Alhaddad: CCSSE has a specific time frame for being distributed. PC chose it because it gives comparison data. Usefulness: using it to spur more questions. Also,

there is a mobile and online version. Will never include dual enrollment students (it excludes people under 18).

Question: any work on revising the course evaluations?

S. Penuel: instructional development through Columbia Faculty Senate has this task, so it will take some time.

**Director of Enrollment** – Aubrey Stewart, report submitted (Appendix 3).

Aubrey Stewart is our new director and started July 31. She was previously at UNCC and the University of Alabama. Fall enrollment: 2239 record enrollment, up 30% from year before. Spring is at 839 as of today, up from the year before at this time. Fall 24 applications trending down (we are down 2 recruiters and are searching for more recruiters and are starting a new ad campaign).

T. Lekan: this week there were open houses at homeowner's association clubhouses. There will be a mini open house at the Indian Land location in the spring.

K. Holland: will focus be on recruiting traditional-aged students to campus? A. Stewart: yes and also converting DE to new freshmen.

M. Williamson: are we tracking what schools they are coming from? A. Stewart: yes, will send report.

**Director of Institutional Effectiveness and Research** – Shemsi Alhaddad, report submitted (Appendix 4).

State house website has published the state agency accountability report on how data is used. The first 8 pages is a narrative report of the data. There is also internal reporting through the PC Chancellor's office (who still wants our info on teaching, scholarship, service for the provost). When this form comes out, see S. Alhaddad if you need help in interpreting/filling out the form. Numbers are reported to chancellor in aggregate – your name is not attached to your number. Will be sent out first week of January.

B. Johnson: do we include service outside of the university?

S. Alhaddad: yes

## **REPORTS OF COMMITTEES:**

### **USC SYSTEM COMMITTEES:**

**Columbia Faculty Senate** – S. Penuel, report submitted (Appendix 5).

**System Affairs** – J. Yarosh.

Committee is working on grievance procedures and policies beyond T&P procedures.

*Welfare* – N. Swails.

Committee is working on upcoming T&P workshop. Also there has been some focus on post tenure reviews.

### **LOCAL COMMITTEES:**

*Executive Committee* – D. Lawrence

Feb 15 save the date for a party. Line up for spring faculty forums is complete.

*NASC Advisory Committee* – E. Nooe, report submitted (Appendix 6).

Winter NA Artist Festival 12/2, vendors. Columbia College's Jess Moore dance demonstration 12-1 (pow wow style dances).

Stephen Criswell: Bill Harris will be back at the center more this semester.

*Student Affairs Report* – S. Cruise, report submitted (Appendix 7).

If you want to propose a travel study, anyone on committee is happy to talk to you; Elliott Springs Creative Writing Contest with \$100 prize – please promote to students. March 8 deadline.

N. Lawrence: discuss with your fall students, not just spring.

### **ANNOUNCEMENTS:**

Erin Moon-Kelly: Christmas in the City Musical Finale! Dec. 3, 2023 2:00 PM. Historic Springs House, 201 W. Gay St. Lancaster, SC 29720

Featuring Erin Moon-Kelly (flute and piccolo), Bette Acker (flute and Native American flute), and Charles Acker (voice/sing-a-long)

Produced by EMK Music and the Lancaster County Council for the Arts

Susan Cruise: Secret Angel Gifts for the children of USCL students who are parents. The deadline for student parents to sign up will be Friday, Dec. 8. The deadline for faculty and staff who would like to participate and support student parents in this way will be Friday, Dec. 15 (deadline for this can be a bit flexible, if needed).

Monetary gifts toward this need are appreciated, but if someone would like to sponsor a child or buy one or more items listed on a child's wish list, everything helps and makes a big difference for our student parents who are struggling to provide Christmas for their children this year.

USCL Players: The USC Lancaster Players will present “Silent Night” on Dec. 1 & 2 at 7:30 p.m. and Dec. 3 at 2pm. in the newly renovated Stevens Theatre. Tickets can be purchased at <https://sc.edu/lancaster/players>. For more information, call 803-313-7000, text 803-386-8893, or email [usclplrs@mailbox.sc.edu](mailto:usclplrs@mailbox.sc.edu). May the light of the USC Lancaster Players kindle joy in your day!

SAVE THE DATE: Thursday, February 15, 6-8pm (Carole Ray Dowling Community Room)—The USCL FO Executive Committee is putting together a gathering for faculty to show some love and celebrate all of the great work everyone is doing on and off campus.

Kate Holland is taking over the assessment coordinator position this year. Everyone who needs a learning outcome for degrees in business and criminal justice, Kate will be contacting you to gather assignments and analyze them. This is for accreditation.

**ADJOURNMENT:** 1:50 pm

**ATTENDING:** Sahar Aghasafari, Shemsi Alhaddad, Mark Ammons, Connor Austell, Anthony Brockington, Chris Bundrick, Zoe Byrd, Li Cai, Andrea Campbell, Jill Castiglia, Courtney Catledge, Walt Collins, Kim Covington, Stephen Criswell, Susan Cruise, Jerry Currence, Liz Easley, Stan Emanuel, Rebecca Freeman, Holly Furr (United Way), Amy Gerald, Darris Hassell, Claudia Heinemann-Priest, Jason Holt, Kate Holland, Amy Hood, Ernest Jenkins, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, McKenzie Lemhouse, Fernanda Marques Burke, Lynette Martek, Sue Mazzullo, Tracey Moble-Chavous, Erin Moon-Kelly, Angela Neal, Evan Nooe, Bettie Obi-Johnson, Alan Pangburn, Phillip Parker, Suzanne Penuel, Bridgett Plexico, Jeff Rammage, Kim Richardson, David Roberts, Deborah Rowell, Tyrie Rowell, Todd Scarlett, Ashley Schryer, Peter Seipel, Mike Sherrill, Aubrey Stewart, Nahid Swails, Lauren Thomas, Matt Williamson, Jerrod Yarosh.

**ABSENT:**, Marybeth Berry, Steven Campbell, Mark Coe, Annette Golonka, Howard Kingkade, Sarah Sellhorst, Brittany Taylor-Driggers, Andrew Yingst.

***Faculty Secretary:*** Document submitted by A. Gerald on January 25, 2024, 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  
December 1, 2023

## People

### Enrollment

As of November 29, pre-registration for Spring 2024 stands at 792, a 19.1% increase over the same date last year. Thank you for your help with advisement and registration for next semester.

### Faculty search continuing:

Instructor of Business (with responsibilities for AS in Business accreditation oversight): work continues to finalize the offer on this position.

### Faculty searches:

Assistant Professor of History/African American Studies  
Assistant Professor of Library/Director of Archives

### Athletics

The following soccer players have been recognized for **All-Region Awards**:

#### Men Region X All Region Players:

##### First Team-

Sam Macy (MF)  
Oseas Andre (F)

##### Second Team-

Beckham Boomershine (GK)

##### Honorable Mention-

Wesley Mendoza (F)

#### Women Region X All Region Players:

##### First Team-

Lilly Lupton (Defender)  
Hadley Scherer (Defender)  
Julie Eskes (Midfielder)

##### Second Team-

Karol (Liz) Shaw (Defender)  
McKenzie Bundy (Midfielder)  
Sage Losee (Forward)

##### Honorable Mention-

Chloe Jewell (Forward)

The following **second year baseball players have already committed to study and to play at four-year institutions** next year. They are:

Tristan Hunt – Coker University Ron Robinson – Coker University

Brandon Langley – Western Carolina University

Dominic LaDuke – High Point University

Michael Royston – St. Andrews University

Joe Sperry – Winthrop University

## Financial and Facilities

**Update on pay increases:** We have initiated and processed all pay increases including most recently ones for temporary staff members as of November 1. Earlier in this process, we considered mid-year bonuses as well but have decided to wait on those for now since we were able to do more substantial pay increases for a larger number of employees than we initially thought. Please let us know if you have questions about your specific case.

**Thanks to Buddy Faile for the campus budget update presentations** on Thursday, November 16. In his presentation, it was announced that **our campus bookstore will be undergoing changes as the third-party vendor operating the bookstore will soon be Barnes and Noble** as they were selected in the competitive bidding process organized by university procurement based in Columbia. A tentative transition plan has been proposed and Follett Higher Education will remain in place for the beginning of the Spring 2024 semester to serve the campus community and most likely through late February. The transition to Barnes and Noble will occur after that in the second half of Spring 2024. I am sure you have lots of questions, and we will do our best to answer them. If there are follow-up questions, please be in touch with Buddy or me.

**Select facilities project updates:** We are in the beginning stages of **planning for upgrades to the Crawford Rose Garden** based on a conceptual design shared a while ago. The timeline would ideally have the project beginning in May after our 2024 Commencement ceremony. Additionally, earlier this month **work began on the air handler replacement** in the gymnasium section of the Gregory Family YMCA. Finally, while work has concluded on the **accessible entrance on the north side of Hubbard**, a similar project will soon be underway on the south side of the building.

## Other items...

- The next **Lunch and Learn at the NASC** is scheduled for Dec. 8 at noon with a talk entitled **"It's Happening Here: The Epidemic of Missing and Murdered Indigenous Women and Relatives in South Carolina."** by Terence Little Water, Chief Executive Officer, South Carolina Indian Affairs Commission. To attend via Zoom, register via this link: <https://bit.ly/44awQlX>

Additionally, the January 2024 **NASC Lunch and Learn** is scheduled for Jan. 26 at noon with a talk entitled **"Breaking Barriers: Navigating College and a Future Career as a First-Generation Student"** by Dr. Ero Aggelopoulou-Amiridis, First Lady of the University of South Carolina. To attend via Zoom, register via this link: [bit.ly/3QpKjBz](https://bit.ly/3QpKjBz)

- The **Holiday Luncheon for USC Lancaster faculty and staff** is on Tuesday, Dec. 12, 2023 from 11:30 to 1:30 in the Arnold Special Events Room.
- In the spirit of giving this holiday season, **USCL's annual workplace campaign for United Way of Lancaster County will begin next week.** Payroll deduction forms will be distributed to campus mailboxes next week and should be completed and turned in to Mark Ammons no later than Friday, December 15.
- The **USC Lancaster Players December production of *Silent Night*** begins tonight and continues through Sunday, December 3. Tickets can be purchased online by going to the Lancaster Players web page.

- USCL's 3<sup>rd</sup> **First-Generation College Student Celebration** was held on Wed., 11/8. Many thanks to TRiO for organizing the activities of the day.
- Please remember that **the university offers work-life balance and wellbeing support** through our [Employee Assistance Program](#). These services can be helpful in stressful times.
- **The Give Local community fundraiser took place on November 15 and gifts to the Educational Foundation of USC Lancaster totaled \$7,885 with 39 donors participating.** This was our largest giving day ever with Give Local. Thanks to all who were able to contribute.

**Happy holidays to all. Enjoy the upcoming Winter Break and celebrations with family and friends.**



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

Todd Lekan, Associate Dean for Academic & Student Affairs

**REPORT TO THE FACULTY ORGANIZATION**  
**December 1, 2023**

1. **CCSSE Surveys.** I have included some highlights of the survey at the end of this document.
2. **Spring 2024 Advising and Registration Update**
  - a. As of November 28, 2023, **396 traditional degree-seeking** students have been registered compared to **332** this time last year **Goal: 599**.
  - b. As of November 28, 2023, **343 Dual Enrollment Students** have been registered compared to **269** last year. Goal: 1250.
  - c. New DE Students register November 28<sup>th</sup>, 30<sup>th</sup>, and December 12<sup>th</sup> from 5:30pm-7:30pm.
3. **2024 Calendar.** A separate attachment of an academic calendar for spring/summer 2024 has been sent. The focus is on deadlines for faculty/student matters. Thanks to Jocelyn Furlos-Beristain for her work on this document.
4. **Faculty Information Forms for Annual Administrative Reviews.** These forms are due no later than *January 31, 2024*. Supporting documentation may also be submitted electronically. Links by academic division are given below. The annual administrative review is completed by the Division Chairs and Associate Dean. Please note that these FIF forms will also be forwarded to the relevant peer review committee. That committee will perform its own separate evaluation. If you have any questions, please do not hesitate to reach out to my office, your Division Chair, or a Peer Review representative.
5. **Links for FIF Submission**

**BBCE Division (includes Librarians this year)**

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#).

Instructors who wish to be reviewed on teaching and service, click [here](#)

**Humanities Division**

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

**MSN Division**

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

6. **Redefined Load Requests.** Applications for a redefined load **are due to Division Chairs by January 16, 2024.** A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure. Tenure-track faculty are expected to submit redefined load applications.
7. **Travel Study Requests.** The Student Affairs Committee reviews and recommends applications for travel study courses. Proposals for Summer 2025 courses are now being accepted. The deadline for submission is March 15, 2024. For more information please see this link: [Travel Study - USC Lancaster | University of South Carolina](#)
8. **Lancer Scholarship Update.** We are in the process of offering students who interviewed for the Lancer Scholar Scholarship an amount of \$3500/year. Thirty-two eligible students applied. Interviews were offered to 15. Special thanks to Ken Cole, Ashley Stevenson, Stan Emanuel, and members of the Scholarship Committee who participated in the interviews on campus on November 27 and 28.
9. **Final Examinations.** Please note the following from the PC Faculty Manual: “Final examinations each semester are given in accordance with a schedule published well in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the academic dean. All such deviations shall be reported to the office of the Palmetto College Campus Dean. This provision applies to all final examinations. It is recognized that this provision will cause occasional conflict (e.g., a student who has laboratories or once a week classes in two

different courses at the same hour on Monday and Wednesday or Tuesday and Thursday). Such cases clearly require special handling and may necessitate examinations at other than the scheduled time. These should be conducted with prior approval of the academic dean, and in no case should they occur outside the total examination period.”

10. **Final Grades.** Final grades for the full 16-week semester are due by **December 20 at 9:00 AM**. While you enter final grades on Self-Service, please also enter grades for high school students on the special spreadsheet provided Dominique Waller earlier in the term. E-mail that spreadsheet directly to her at: [WALLERDH@mailbox.sc.edu](mailto:WALLERDH@mailbox.sc.edu).

I hope that your holiday break is truly a break from grinding routines and unwanted surprises. May you experience peace and love.

### 11. Recent Faculty Accomplishments.

- a. **Sahar Aghasafari** published a peer-reviewed article: Safari, H., Aghasafari, S\*. (2023). Exploring Page Layout Principles in Iranian Manuscripts: A Comprehensive Review from Seljuk to Safavid Era. *IDA: International Design and Art Journal*, 5(2), 176-190. \*Corresponding Author
- b. **Li Cai** published an article: Kingsak, M.; Meethong, T.; Jongkhumkrong, J.; Cai, L.; Wang, Q. Therapeutic potential of oncolytic viruses in the era of precision oncology. *Biomaterials Translational* 2023, 4, 67-84.  
  
**Li Cai and Sahar Aghasafari** submitted a grant: with Dr. Aghasafari: "ChemArtistry: Integrating Media Arts into the Study of Fundamental Chemistry."
- c. **Susan Cruise** will be playing the mean old lady in the upcoming USCL Players production of "Silent Night."
- d. **Bettie Johnson** helped facilitate the USCL Chemistry Club's participation in Erwin Elementary School's Community Career Day Nov 17 doing chemistry experiments with 350 students throughout the day.
- e. **Chris Judge** has been invited to submit a chapter on the Wateree Valley Mississippian to the Oxford Handbook on Mississippian Archaeology. **Chris:**  
  
--received the 2023 Community Advocate of the Year Award from the South Carolina Indigenous Business Day Organizer.  
  
--presented "Are the Congaree Indians Descended from Cofitachequi" Lecture:

Kershaw County Library. SC Humanities Council Speaker Bureau for  
“Resilience and Revolution: Native Peoples in the 18th Century South Carolina”  
exhibit. November 30, 2023

- f. **Evan Nooe** presented a paper at the Southern Historical Association annual meeting in Charlotte, NC on Nov. 10 titled "Making History: Florida's Colonial Past and Settler Violence from the Perspective of Second Seminole War Volunteers." **Evan:**

-- was the organizer for the panel titled: "Violence within and against the Native South: Settler Colonial Violence in Federal Policy, Memory, and the Archive."

--presented a paper at the American Society of Ethnohistory annual meeting in Tallahassee, FL, on Nov. 4 titled "Sharing Jane Johns' Suffering: Florida Settler Memory and Seminole Dispossession."

--was the organizer for the panel titled: "Borders of Violence in Florida and the Native South."

--served as chair for the panel "Gender in the Native South, A Reinterpretation; Part 1" at the American Society of Ethnohistory annual meeting on Nov. 3.

--had his first book signing for *Aggression and Sufferings* hosted by the University of Alabama Press at the Southern Historical Association annual meeting on Nov. 10.

--currently has an article titled "Consecrating the Hampton Massacre: Native Resistance, Settler Memory, and the Coalescence of South Carolina" under peer review with the *South Carolina Historical Magazine*. **Kim Richardson** authored articles in *The Americas: An Encyclopedia of Culture and Society*, (ABC-CLIO, 2024; Submitted to Editor):

“Bolivia, Independence Movement”

“Brazil, Provinces of”

“Chile, Independence Movement”

“Colombia, Independence Movement”

“Ecuador, Independence Movement”

**Kim** authored a book review:

Pálffy, Géza, *Hungary Between Two Empires: 1526-1711*. Bloomington, Indiana: University of Indiana Press, 2021. Submitted to *World History Connected*, November 2023.

### Upcoming Events.

- The Native American Studies Center will be holding its annual Winter Native American Art @

Craft Festival from 9-4 on December 2. The next Lunch N Learn is on December 8 @noon. For information:

<https://nativeamericanstudiescenter.godaddysites.com/upcoming-events>

- **The Lancaster Players** will perform *Silent Night* on December 1st & 2nd @ 7:30pm; December 3rd @ 2pm. For information and tickets:

[https://sc.edu/about/system\\_and\\_campuses/lancaster/experience/clubs\\_and\\_organizations/lancaster\\_players/](https://sc.edu/about/system_and_campuses/lancaster/experience/clubs_and_organizations/lancaster_players/)

**From Erin Moon Kelly:**

Press Release:

**Christmas in the City Musical Finale!**

**December 3, 2023 2:00 PM**

**Historic Springs House**

**201 W. Gay St. Lancaster, SC 29720**

**Featuring Erin Moon-Kelly (flute and piccolo), Bette Acker (flute and Native American flute), and Charles Acker (voice/sing-a-long)**

Produced By EMK Music and the Lancaster County Council for the Arts

Want to start the 2023 holiday season with a bang and a twist? Look no further! **EMK Music** and the **Lancaster County Council for the Arts** team up to bring you a musical finale unlike any traditional music show around! Bette Acker will show off the beauty of the Native American flute with her own arrangements of traditional winter themed folk tunes. Erin Moon-Kelly shows off the beauty of the piccolo with a variation fanfare of “O Come, All Ye Faithful,” and showcases Matt Riley’s arrangement of “Carol of the Bells/God Rest Ye Merry Gentleman” that can give Tran Siberian Orchestra a run for their money! And, we are going to have a sing-a-long this year led by vocalist Charles Acker. Everybody gets to have fun! Yes, there will be lyrics sheets available for those who need help remembering the verses. **FREE ADMISSION AND PARKING!** DONATIONS FOR THE LANCASTER COUNTY COUNCIL FOR THE ARTS GREATLY APPRECIATED! Want to know more? Visit <https://www.artslancaster.com/> or [www.emk-music.com](http://www.emk-music.com) for more information. See you there!

**December 16, 2023 at 4:00 PM**

**“WORLDWIDE YULETIDE” at Christ Lutheran Church**

**4519 Providence Rd. Charlotte, NC 28226**

For Tickets, visit <https://www.charlotteconcertband.org/concerts.html>

**Description:**

**If Santa travels the world in one night, so can you! Catch the holiday spirit as the Charlotte Concert Band presents beloved Christmas tunes from around the globe. Our annual, family-**

**friendly wintertime concert features enchanting and riveting music selections that are sure to start your holiday season off right.**

## **Community College Survey of Student Engagement**

- The standard CCSSE survey involves question groups pertaining to five benchmarks. The comparison group for these questions are similar institutions in the survey cohort.
- USCL administered this survey to degree-seeking students during classes in the Spring 2023 semester.
- In addition to the standard survey, Palmetto College campuses opted to administer a survey treating matters of diversity, equity, and inclusion. The comparison group for that survey is only the four regional Palmetto College campuses.
- USCL's Institutional Researcher, Shemsi Alhaddad, has analyzed the survey data and concluded that overall, there are not statistically significant concerns for USCL's results.
- Results were discussed by the Student Affairs Committee on October 30.
- Relevant staff/faculty groups will follow up on some of the survey responses which may raise issues that could be addressed by action plans, for example, setting up some student focused groups. In some cases, responses require qualitative follow up because it is unclear how students interpreted the questions and the terms in them.
- What follows below are select highlights of the survey that indicate achievements and concerns. There is a lot to process in the survey.
- You are welcomed to examine the full survey and support documentations which are available on the S-Drive in the folder entitled CCSSE Survey.

### **Description of CCSSE Benchmarks of Effective Educational Practice**

*CCSSE* benchmarks are groups of conceptually related survey items that focus on institutional practices and student behaviors that promote student engagement—and are positively related to student learning and persistence. Standard benchmark scores are used to compare each institution's performance to that of similar institutions and with the *CCSSE* Cohort. Each individual benchmark score is computed by averaging the scores on survey items that make up that benchmark.

Benchmark scores are standardized so that the mean (the average of all participating students) always is 50 and the standard deviation is 25. The five benchmarks of effective educational practice in community colleges are active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners.

#### **Active and Collaborative Learning**

Students learn more when they are actively involved in their education and have opportunities to

think about and apply what they are learning in different settings. Through collaborating with others to solve problems or master challenging content, students develop valuable skills that prepare them to deal with the kinds of situations and problems they will encounter in the workplace, the community, and their personal lives.

**Student Effort**

Students’ behaviors contribute significantly to their learning and the likelihood that they will attain their educational goals. “Time on task” is a key variable, and there are a variety of settings and means through which students may apply themselves to the learning process.

**Academic Challenge**

Challenging intellectual and creative work is central to student learning and collegiate quality. Ten survey items address the nature and amount of assigned academic work, the complexity of cognitive tasks presented to students, and the standards faculty members use to evaluate student performance.

**Student-Faculty Interaction**

In general, the more interaction students have with their teachers, the more likely they are to learn effectively and persist toward achievement of their educational goals. Personal interaction with faculty members strengthens students’ connections to the college and helps them focus on their academic progress. Working with an instructor on a project or serving with faculty members on a college committee lets students see first-hand how experts identify and solve practical problems. Through such interactions, faculty members become role models, mentors, and guides for continuous, lifelong learning.

**Support for Learners**

Students perform better and are more satisfied at colleges that are committed to their success and cultivate positive working and social relationships among different groups on campus. Community college students also benefit from services targeted to assist them with academic and career planning, academic skill development, and other areas that may affect learning and retention.

**Active and Collaborative Learning.**

- *Highlight of Possible Achievement.*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
4a. Asked questions in class or contributed to class discussions	Never	1	0.6	6	1.5
	Sometimes	58	24.7	136	33.9
	Often	104	44.0	156	39.0
	Very often	73	30.8	103	25.6

- **Student-Faculty Interaction.**

- *Highlight of Achievement*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
41. Talked about career plans with an instructor or advisor	Never	47	20.2	92	23.2
	Sometimes	78	33.1	174	43.8
	Often	74	31.5	83	20.8

	Very often	36	15.2	49	12.2
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- **Student Effort.**

- *Highlight of Student Perception*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
4e. Come to class without completing readings or assignments	Never	89	39.1	101	25.3
	Sometimes	108	47.5	221	55.6
	Often	19	8.3	61	15.3
	Very often	12	5.1	15	3.8

- **Academic Challenge.**

- *Highlight of Possible Concern*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
5e. Applying theories or concepts to practical problems or in new situations	Very little	17	7.4	30	7.6
	Some	97	41.0	94	23.9
	Quite a bit	60	25.4	198	50.6
	Very much	62	26.2	70	17.9

- **Support for Learners.**

- *Highlight of Possible Achievement*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
9b. Providing the support you need to help you succeed at this college	Very little	5	2.1	9	2.3
	Some	46	20.1	88	22.4
	Quite a bit	86	38.0	146	37.3
	Very much	90	39.8	148	37.9

- *Highlight of Concern*

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
9d. Helping you cope with your non-academic responsibilities (work, family, etc.)	Very little	90	39.7	133	34.3
	Some	75	33.2	144	37.0
	Quite a bit	45	20.1	86	22.2
	Very much	16	7.0	25	6.5

- **Student Participation and Challenges of a Commuter Campus.**

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
12.1i. Student organizations	Never	134	63.5	248	67.6
	1 time	26	12.2	49	13.4
	2–4 times	22	10.2	50	13.7
	5 or more times	30	14.1	20	5.3

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
10c. Participating in college-sponsored activities (organizations, campus publications, student government, intramural sports, etc.)	None	142	63.6	203	52.7
	1–5	50	22.5	88	22.9
	6–10	9	4.1	13	3.3
	11–20	5	2.4	26	6.6
	21–30	5	2.2	7	1.9

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
10b. Working for pay	None	42	18.1	151	40.9
	1–5	25	10.8	27	7.3
	6–10	9	3.8	42	11.3
	11–20	45	19.5	39	10.6
	21–30	60	25.8	15	4.1

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
10d. Providing care for dependents living with you (parents, children, spouse, etc.)	None	98	43.3	204	52.5
	1–5	64	28.3	66	17.0
	6–10	20	8.9	25	6.4
	11–20	12	5.5	12	3.1
	21–30	9	4.1	29	7.5

- **DEI Supplemental Questions**

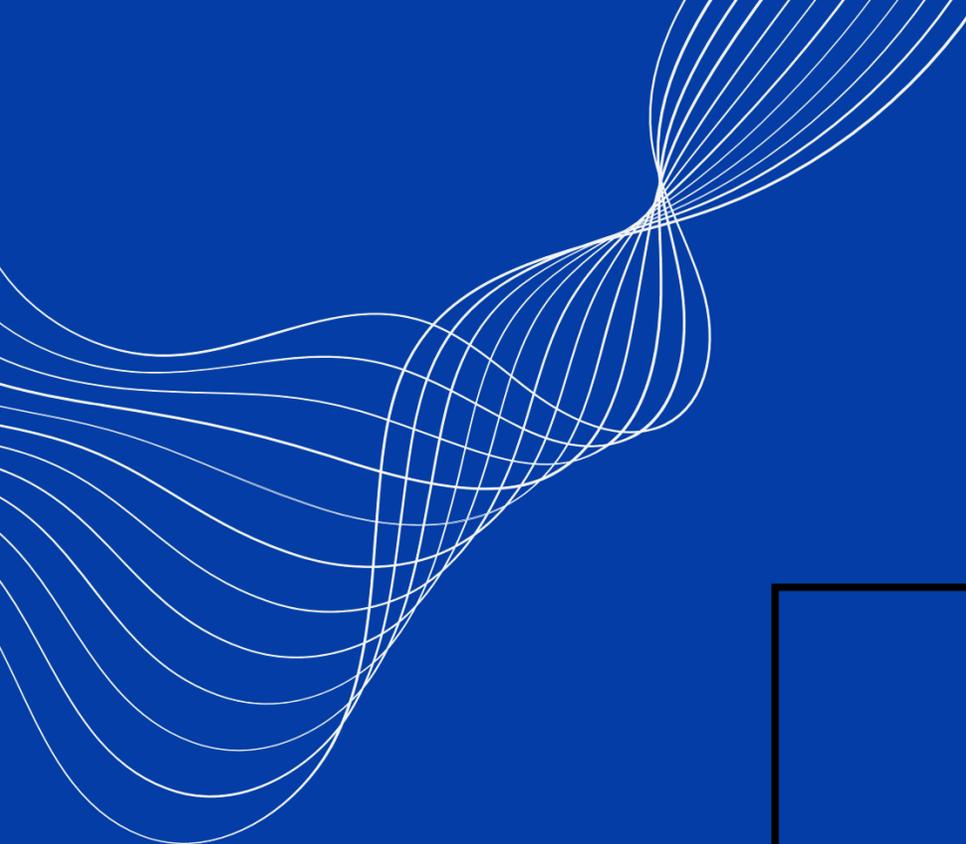
Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
6. Courses, programs, and organizations at this campus are diverse.	Disagree	38	16.4	32	9.3
	Neutral	75	32.7	133	39.2
	Agree	117	50.9	174	51.4

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
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7. Courses, programs, and organizations at this campus are inclusive	Disagree	38	16.5	21	6.2
	Neutral	84	36.0	109	31.8
	Agree	111	47.5	211	62.1

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
18. I know how to seek help if I am discriminated against.	Disagree	67	29.8	44	13.4
	Neutral	60	26.5	83	25.2
	Agree	99	43.7	201	61.3

Question	Response	USCL – Count	USCL - %	PC - Count	PC - %
20. I have a clear understanding of the mental health resources and services available to me at this campus.	Disagree	51	22.4	62	19.0
	Neutral	74	32.6	77	23.8
	Agree	158	45.0	186	57.2



# USCL LANCASTER ENROLLMENT



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

A Palmetto College Campus



# FALL 2023

Record enrollment!

# 2,239



\*Based off October 26th freeze date

# SPRING 2024

## CURRENT ENROLLMENT

	USC Lancaster	
	Spring 2023	Spring 2024
Change of Campus-System	3	3
Continuing	125	114
High School, Concurrent	262	339
New Freshman	188	221
Nondegree	2	6
Readmit, Returning	7	9
Transfer	32	29
<b>Total</b>	<b>619</b>	<b>721</b>

\*as of Monday 11/27

# COMPARISON OF SPRING TERMS



\*based of March 16th, 2023 freeze date

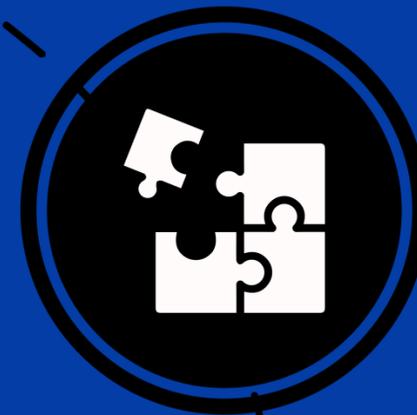
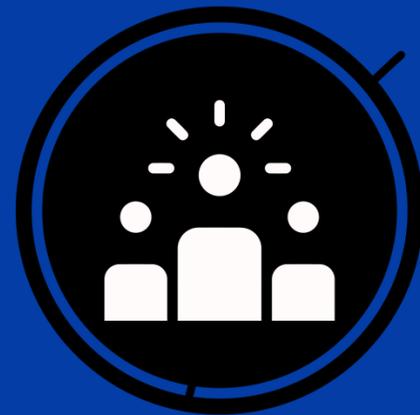
# FALL COMPARISONS

Fall 2023

We had  
**238**  
applications as of  
Nov. 28th, 2022.

Fall 2024

We have  
**171**  
applications as of  
Nov. 28th, 2023.



## Report from Institutional Research

December 2023 meeting of the Faculty Organization

1. The State Agency Accountability Report has been published online.
  - It can be found on the State House website [H370.pdf \(scstatehouse.gov\)](https://www.scstatehouse.gov/reports/aar2023/H370.pdf)  
<https://www.scstatehouse.gov/reports/aar2023/H370.pdf>
  - The first eight pages give a narrative description of measured data we use as evidence of meeting our strategic goals. It also includes some non-measurable information about USCL.
2. The Palmeto College Chancellor's Office would like us to continue to collect information about faculty scholarship and service.
  - I will send out the survey in January, after we return to work. It will likely be open for 6-8 weeks, but I haven't been given a deadline yet.
  - The timeframe for reporting will be January 1, 2023 through December 31, 2023.
  - The survey is open to all faculty, full-time and part-time, regardless of classification or rank.
  - The survey will be a Google Form to be completed online. If you'd like a PDF in advance, for reference, let me know by email.
  - In the form you'll be asked to select a number of items in each category (number of peer reviewed publications, number of grants awarded, etc.) The default on Google Forms is 0-10. For most activities, the expected range is 0-2. For some categories, like service, faculty may exceed 10 activities. At the end of each section, there is an open-ended question where respondents can amend their responses if they exceed 10.
  - Scholarly activities are grouped as follows: publications, presentations/posters, creative works, grants, awards, and other scholarly activities. *Other scholarly activities* include evaluation of scholarship, editorships, consultations, and media appearances related to your area of expertise.
  - Service activities are grouped as follows: service to the campus, service to the greater university, and community service.
  - I ask for respondents' names at the end of the survey. This is so that I can keep track of who responded. Names are not used in the final report.
  - The numbers are reported to the Chancellor in aggregate. In the past, the numbers for each regional campus were reported to the Provost in a table that listed every category: published books were listed separately from peer reviewed papers; presentations were reported by scope of the conference, etc. In 2023, the Chancellor reported to the Provost all of the data for Palmeto College only using the broad groupings (publications, presentations, etc.).
  - The Blueprint format has been discontinued. The new format for internal reporting hasn't been announced yet. It is likely to consist of measurable outcomes, similar to the State Agency Report.

## USC Faculty Senate Meeting, 1 November 2023

No reports from the President or Provost. Of note:

- The [Committee on Instructional Development](#) is looking at ways to increase the response rate for student evaluations, including changing the evaluation format. USC's response rate is 23%. Any proposed changes will come to the USC Faculty Senate and the Provost's office before being instituted.
- Senate voted to approve the [recommendations of the Committee on Curricula and Courses](#). Most relevant: a few changes to the BS in Computer Science and the BS in Computer Information Systems. Also, USC will now offer a minor in Beverage Management.
- Senate voted to extend eligibility for grade forgiveness to dual-enrollment students.
- USC's Student Body President and Faculty Senate recommended against Barnes & Noble's First Day Complete proposal for the Columbia campus. (As you may have seen, the Provost accepted this recommendation.)
- If you'd like a fuller record of the meeting OR the Committee on Instructional Development's Teaching Assessment Report for our December 6 meeting, you can find those at [https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/meetings/](https://sc.edu/about/offices_and_divisions/faculty_senate/meetings/)

Report submitted: 29 November 2023

Native American Studies Advisory Committee  
Report to the Faculty, December 1, 2023

Native American Studies Advisory Committee members:

Stephen Criswell, Claudia Heinemann-Priest, Ernest Jenkins, Patrick Lawrence, Evan Nooe (chair), Allan Pangburn, Debbie Rowell, Brittany Taylor-Driggers, Andrew Yingst.

**Winter Native American Art & Craft Festival:**

Held in conjunction with Christmas in the City, shop for jewelry, Catawba pottery, baskets, quilts, and more one-of-a-kind artwork at the 10th annual Winter Native American Art and Craft Sale!

- Date: December 2, 2023
- Time: 9:00-4:00PM
- Location: Native American Studies Center

**Lunch & Learn:**

The NASC December Lunch & Learn welcomes Terence Little Water, Chief Executive Officer, South Carolina Indian Affairs Commission giving a presentation titled "[It's Happening Here: The Epidemic of Missing and Murdered Indigenous Women and Relatives in South Carolina](#)" on Dec. 8 from 12-1:00pm.

**Community Engagement:**

The NASC at the 2023 [Southern Historical Association Annual Conference](#).

- From Nov. 9-12, Native American Studies Center staff, affiliate USCL faculty, and members of the NAS Advisory Committee collaborated to staff a booth at the Southern Historical Association annual conference in Uptown Charlotte, NC. The NASC booth at the SHA annual conference helped promote resources at USC Lancaster and encourage critical scholarship on Native American history in the American South. Evan Nooe coordinated the event. NAS Committee members aided in planning the event. Ashley Lowrimore and Elisabeth Avelar prepared materials and social media. Crystal Angel-Melton, Pat Lawrence, Debbie Rowell, Stephen Criswell, and Evan Nooe staffed the booth for the duration of the exhibit.

The NASC at the 2023 Yap Ye Iswa Festival

- On Nov. 18, Native American Studies Center staff, affiliate USCL faculty, and members of the NAS Advisory Committee collaborated to staff a table at the annual Catawba Nation “Yap Ye Iswa” cultural celebration. The NASC table helped engage the local community with the center’s mission and public resources. Claudia Heinemann-Priest coordinated set up and staffing. Ashley Lowrimore and Elisabeth Avelar prepared materials and social media for the event. Claudia Heinemann-Priest, Ti’Anna Fletch, Sharon Simmers Norton, Evan Nooe, Christian Angel-Melton, Crystal Angel-Melton, Stephen Criswell, and Debbie Rowell assisted in staffing the table.

**Brief Report to USC Lancaster Faculty Organization—Student Affairs Committee**  
**Chair: Susan Cruise**

Proposals for Travel Study are coming up in a few months! Please reach out if you have questions about proposing a trip for the next academic year or in the future! The deadline to submit a proposal for the next academic year is: March 15! Also, check out our webpage for more information!

[https://sc.edu/about/system\\_and\\_campuses/lancaster/study/student\\_opportunities/travel\\_study/index.php](https://sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/travel_study/index.php)

Thanks to the artistic efforts of Nick Lawrence and Jeff Rammage, we have a number of wonderful posters to promote the Elliot Springs Writing Contest. The prize is \$100 for the winner! Please encourage your students to submit a creative writing piece! Deadline to submit is **March 8, 2024** (directly to Nick Lawrence [LAWRENNM@mailbox.sc.edu](mailto:LAWRENNM@mailbox.sc.edu))



## Report to the USC Lancaster Faculty Organization

### Academic Success Center

*Patrick Lawrence, Director*

#### Announcements

- The ASC will remain open for the first week of the fall exam period. The last day for tutoring is December 14<sup>th</sup>.
- The ASC will be closed 11/22 and 11/23 for Thanksgiving break. We will reopen on 11/27.

#### Recent and Upcoming Events Overview

During November, the ASC continued its normal operations, including a break for Thanksgiving. At this time we are planning for spring, including hiring a new nursing tutor, Caysen Horton to supplement our existing tutoring hours. We also hope to announce further spring programming in January.

The ASC will host another pathophysiology review on Tuesday, November 5<sup>th</sup>. These events, facilitated by Claire Stone and Zoe Bowers, typically draw 12-20 students and provide important opportunities for exam review in this challenging course.

The ASC would like to thank Dr. Jason Holt for hosting a special celebrity tutor edition of Math Lab on November 14<sup>th</sup>. Events like this help raise awareness of ASC services, in addition to providing tailored academic support. If any other faculty would like to host a studio-style review session at the ASC, we would be happy to have you.

#### Summary of Tutoring Data

**Year-to-year trends:** As with last month, November saw extraordinary levels of activity at the ASC, including a 125% increase in the number of tutoring sessions over November of 2022 and a 54% increase in the number of students we served. The continued increase is likely due to extensive faculty and student outreach efforts throughout the year and to return visits from students in Math and Nursing subjects.

**Session distribution trends:** The proportion of virtual appointments, studio visits, and in-person appointments varied only slightly from previous months. In-person appointments continue to be preferred by most ASC clients, but our studio and virtual options are popular enough that we intend to maintain them for the foreseeable future. The latter half of fall, in particular, has seen substantial growth in the number of students opting for Studio Services. The subjects we tutored tilted heavily toward Math, Nursing, and Biology subjects, which is typical, though the proportions are perhaps slightly higher than past months.

(See charts below for more complete data.)

#### Contact Information

**Phone:** 803-313-7113

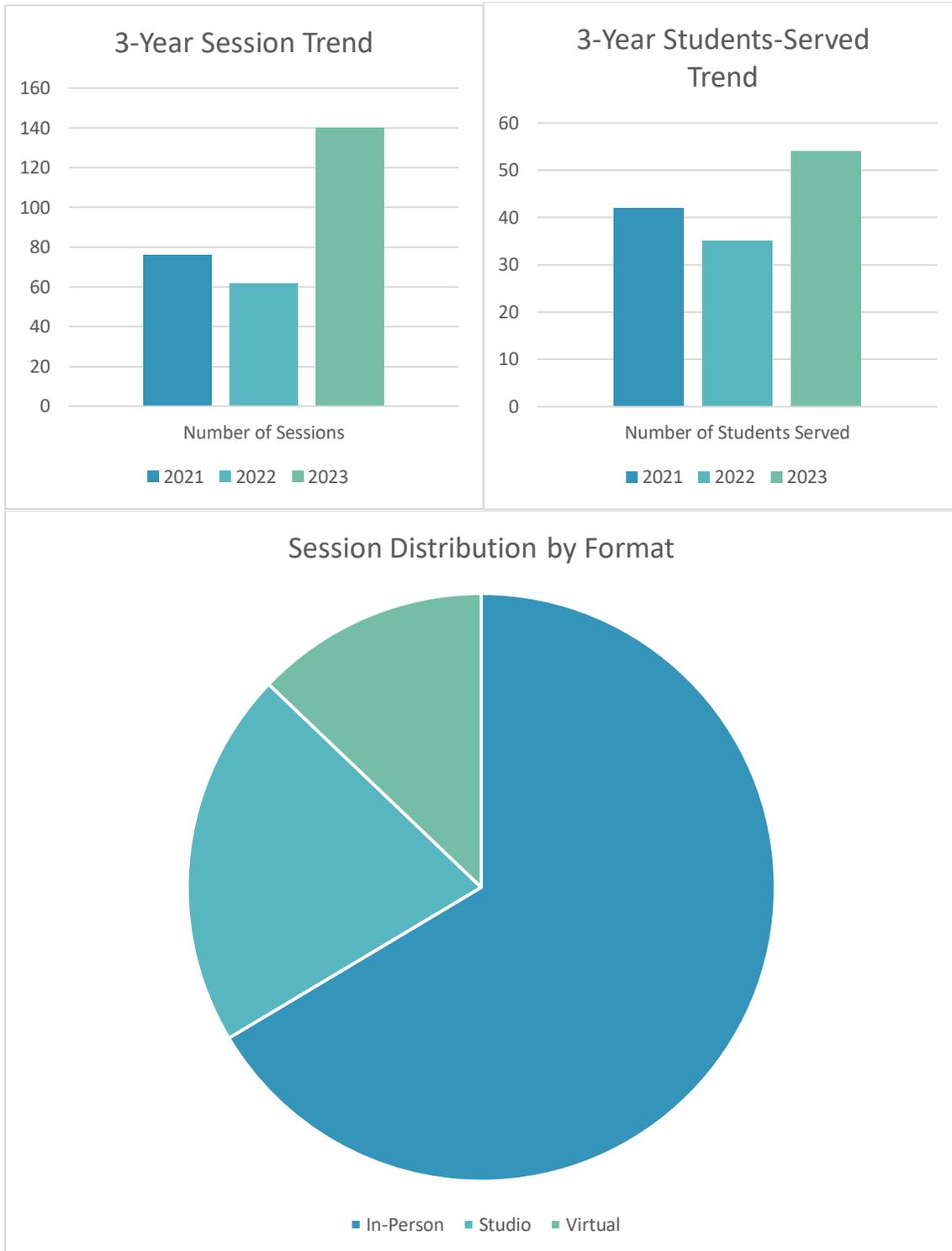
**Web:** [sc.ed/lancaster/asc](http://sc.ed/lancaster/asc)

**Twitter:** @USCLASC

**Patrick Lawrence, Director:** [pslawren@mailbox.sc.edu](mailto:pslawren@mailbox.sc.edu)

**Elaine Connor, Academic Success Coordinator:** [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu)

## Appendix: October Tutoring Data





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

**MEETING:** Faculty Organization Meeting- November 29, 2023

**TODAY'S DATE:** December 1, 2023

**ATTACHMENTS: 3**

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**INFORMATION ITEMS:**

**1) Donate Annual and Sick Leave**

Thank you to everyone who donated annual and/or sick leave to the USC Leave Pool. Your generosity is appreciated!

There is still time to donate if you have not had an opportunity to submit your request. Donations are due by 5:00pm on Friday December 1, 2023.

Leave donation requests are submitted through the Time and Absence system.

<https://hcm.ps.sc.edu>

The Leave Transfer Job Aid is located at this link

[https://www.sc.edu/about/offices\\_and\\_divisions/payroll/documents/time\\_labor/request\\_to\\_donate\\_leave\\_eetl\\_abs\\_6\\_12\\_final.pdf](https://www.sc.edu/about/offices_and_divisions/payroll/documents/time_labor/request_to_donate_leave_eetl_abs_6_12_final.pdf)

If you are unable to access the Job Aid through the link, please use the attachment.

**2) Update Regarding MoneyPlus Vendor Effective January 1, 2024**

During Open Enrollment it was shared that the MoneyPlus vendor would change for plan year 2024. The decision has now been made to remain with our current vendor, ASIFlex.

Effectively immediately, PEBA is **not** moving forward with Total Administrative Services Corporation (TASC). ASIFlex will be the third-party administrator for MoneyPlus through December 2025. All MSA participants, who have cards that are due to expire in December, will be issued renewal cards by ASIFlex prior to December 31.

**2024 Medical Spending Accounts and limited-use MSAs**

The Internal Revenue Service (IRS) recently announced an increase in the contribution limit for the 2024 Medical Spending Accounts (MSAs) and limited-use MSAs from \$3,050 to \$3,200. Because this decision was made after the end of open enrollment, employees who are eligible to contribute to an MSA may make a new election for 2024. Employees who elected to contribute to an MSA during open enrollment may also increase their contribution should they choose, but employee cannot decrease the contribution they elected during open enrollment.

The IRS also increased the carryover amount of unused funds for 2024 with a maximum carryover amount increased from \$610 to \$640. Participants may carry over up to \$640 in unused funds from their account into 2024, but they will forfeit funds over \$640 that remain in their account after the March 31, 2025, reimbursement deadline.

**To enroll or increase contribution, employees must complete a paper Notice of Election (NOE), sign it and return it to the Lancaster Campus Human Resources Department by Friday December 1, 2023.**

If you are satisfied with your current selections no further action is required.

The Notice of Election (NOE) Form is located at this link.  
[https://www.peba.sc.gov/sites/default/files/2024\\_active\\_noe.pdf](https://www.peba.sc.gov/sites/default/files/2024_active_noe.pdf)

If you are unable to access the NOE from the link, please use the attachment.

To process the change employees should complete numbers 1-19 and A or D under number 27.

Employees should initial and date the bottom of page one and Sign and Date as Employee Signature on the bottom of page 2. The initials and signatures must be handwritten by pen. Electronic initials or signatures are not acceptable.

### **Electronic Access to 2023 Tax Forms (W-2 and 1095-C) Consent**

Please take a few minutes to log into the Employee Self Service (HR/Payroll System) to consent to receive your 2023 W-2 Form and 2023 Form 1095-C Form electronically. The HR/Payroll System is located at <https://hcm.ps.sc.edu>

**(If you submitted consent forms in 2019, 2020, 2021, or 2022 you do not need to submit them again for the 2023 tax year.)**

The PeopleSoft HR/Payroll System allows for employees to receive the Form W-2 (wages and withholding) and Form 1095-C (health coverage) electronically.

- Employees who provide electronic consent can view, save and/or print a PDF of the selected form each year when it is available in the system.
- Employees must separately affirm their consent to receive their W-2 Form and 1095-C in an electronic format instead of a paper copy.
- If employees do not complete the consent form in PeopleSoft for the W-2 Form and/or Form 1095-C, they will receive these forms through the mail at the address on file.
- Once the consent forms have been submitted, they will remain valid until a Withdrawal of Consent Form is completed in Employee Self Service (HR/Payroll System). This means that the initial consent form will remain in effect for future years unless the employee wishes to change their consent or employment ends.

Employees will be notified in 2024 when the forms are available to review.

**The deadline to complete the electronic consent in time to receive your 2023 tax documents electronically is Friday, January 12, 2024.**

Please view the attachment for detailed information and instructions about electronic consent.

### **Gregory Family YMCA – Employment Verification**

The Gregory Family YMCA Corporate Office sent emails referencing the need for faculty and staff members to verify their employment status to continue or enroll in a free membership starting in January 2024.

I spoke with Caroline Poovey, Operations Director of Gregory Family YMCA, to agree upon acceptable documentations to verify employment.

We agreed that the easiest way would be for the employee to print out a paystub from December 2023.

Employees may redact all salary information, they only need to see your legal name, University logo, and the date on the paystub.

To retrieve a paystub:

- 1) Log into the HR/Payroll system <https://hcm.ps.sc.edu>
- 2) The heading should be Employee Self Service.
- 3) Select the Payroll Tile.
- 4) Choose the Paychecks Tile.
- 5) Click the Paycheck that you wish to print.
- 6) Print and redact before sharing with the YMCA

### **3) Rehire Student Assistants and Temporary Employees**

Please submit approved Personnel Request Forms to rehire student assistants and temporary employees for Spring 2023 as soon as possible.

#### **Students**

Remember the hourly rate for a student assistant on the Lancaster campus should be \$9.00 unless approval is received for a higher rate. Students may work up to 20 hours per week during the Spring semester. Student employment for Spring semester ends on May 15, 2024.

To be eligible for hire students must be pre-registered for at least 6-credit hours for Spring 2024.

Please view the Student Employment Policy for further information.

<http://www.sc.edu/policies/ppm/hr186.pdf>

### **Temporary Employees**

The Christmas break is only eleven (11) calendar days. If a temporary employee intends to take their annual 15-day separation during the break, please be sure that they have a full 15-day calendar break. If you want a temporary employee to return when the campus reopens on January 2, 2024, and have a separation their last working day should be on or before December 17, 2023.

### **Personnel Request Forms**

Personnel Request Forms are located on the USCL Human Resources website under the Forms heading.

[https://www.sc.edu/about/system\\_and\\_campuses/lancaster/internal/faculty\\_and\\_staff/human\\_resources/index.php](https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/human_resources/index.php)

All Personnel Request Forms must be approved by the Supervisor or Department Head, Associate Dean, Business Manager, and the Dean prior to being processed.

### **Campus Closure**

Our campus will close from Friday December 22, 2023 – Friday December 29, 2023 in recognition of Christmas.

In addition, we will also be closed on Monday January 1, 2024 in recognition of New Year's Day.

Campus will officially reopen on Tuesday January 2, 2024.

Faculty and FTE Staff are not required to make any submission on their timesheets in reference to the holidays.

Please be sure that students and temporary employees do not report working hours in the Time and Absence System on the days listed above unless they actually work.

# Student Success and Retention

## USCL Faculty Organization Report

December 1, 2023

### IN THIS REPORT

- Academic Advising (p. 1)
- Counseling Services (p. 2)
- Disability Services (p. 3)
  - Math placement and foreign language placement exams
- Leadership Distinction (p. 3)
- Study Travel (p. 4)

### STUDENT SUCCESS & RETENTION AREAS

- Academic Success Center (*report provided by Dr. Pat Lawrence, ASC Director*)
- Academic Advising and Coaching
- Counseling Services
- Disability Services
- Leadership Distinction (GLD)
- Study Travel

### ACADEMIC ADVISING

#### **Faculty advisors:**

- If you are having issues connecting with your advisees, please let our office know! We can follow up with the student via email, text, and/or phone.
- Updates to your advisees records (e.g., changing majors, etc)? Please let our office know so we can connect them with the correct advisor and/or update our records.

#### **No Open Advisement/Late Advisement:**

In the past, we hosted *Open Advisement and Registration/Late Advisement and Registration* events that took place at the beginning of each semester. The purpose of the events was to provide a drop-in experience for students that needed to register (either continuing or newly admitted). In the past few years, we have seen the numbers for these events to diminish. We have also noticed that some students attending these events are learning they are on probation or suspension status. With these things in mind, in the fall of 2022, we changed how we offer advisement and registration during these important periods of time. Instead of hosting an event in the Student Center, students may come to Starr Hall 126 to speak with an advisor any time that our office is open (Monday-Friday, 8:30am-5:00pm). If there are continuing students that are assigned to a faculty advisor, we will contact them to confirm any advising options.

**\*\*NURSING DROP-IN HOURS:** Nursing will host advisement drop-in hours on Wednesday, January 3 and Thursday, January 4 from 8am-11am and 1pm-3pm in Hubbard 124 and 211. \*\*

## COUNSELING SERVICES

(November Report)

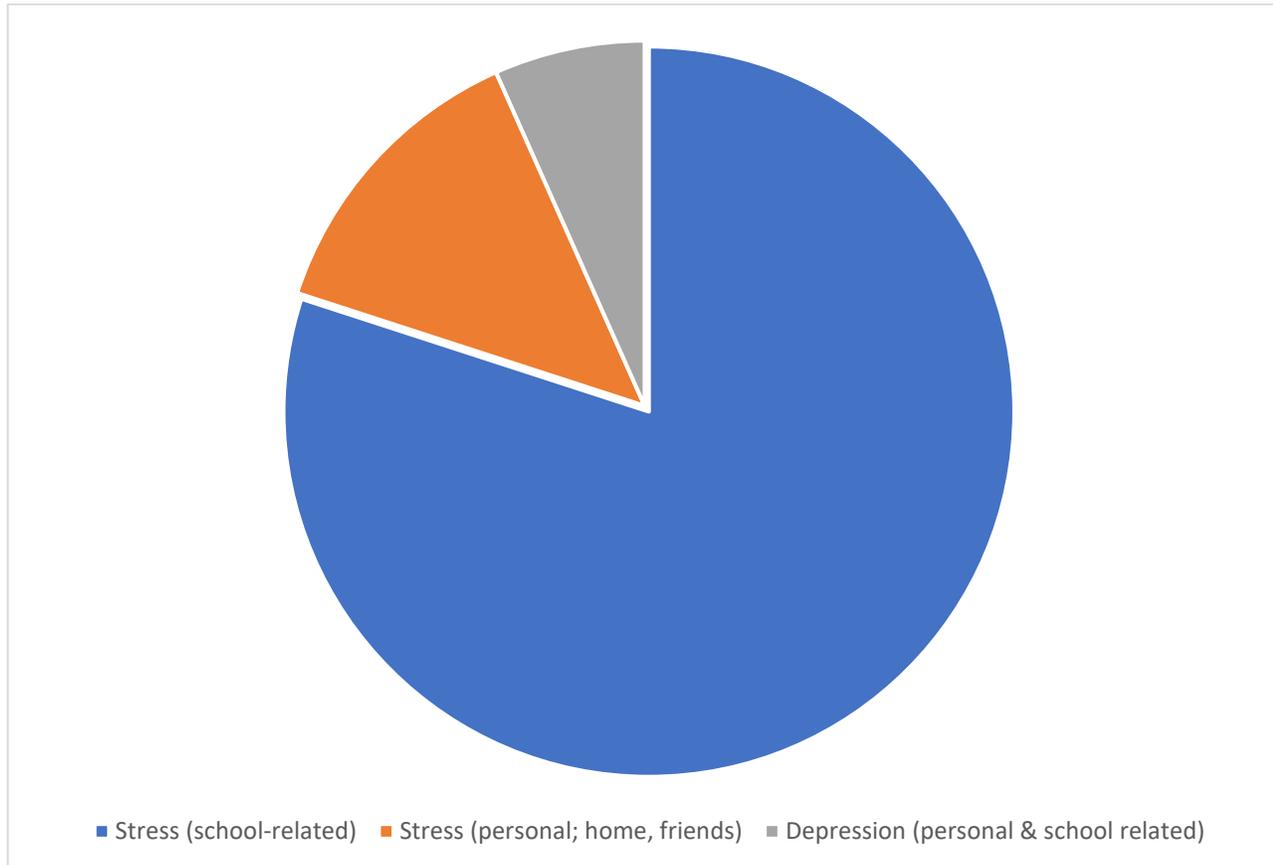
### Appointments:

In-person: 11/Tele-Health: 8

Drop-ins: 4

Scheduled: 19

**Total Sessions: 23**



\*Like previous months, the majority of scheduled sessions were due to school related stress. In addition to these appointments, there were sessions also scheduled for personal stress and depression. Anxiety, stress and depression continue to be the primary concerns plaguing our students. Also during the month of November, Counseling Services completed the final Mental Health Presentation for our University 101 students and hosted a Chat & Chew Appreciation drop in for USCL faculty and staff.

## DISABILITY SERVICES

### Website Updates Coming

- Providing more registration information for students
- Guidelines for students and instructors for Alternative Testing Process including creating accessible exams and submitting exam materials to the Office of Disability Services
- A toolbox of resources for faculty and staff to assist in ensuring all students have equal access to academic success addressing classroom, document, and web accessibility.
- A student referral form for faculty and staff if concerns arise regarding safety and/or the benefit of accommodations for a student not registered with the Office of Disability Services.

### Accommodations for Temporary Conditions and Injuries

- Creating a process to assist USCL students who are experiencing a temporary condition or injury and may qualify for assistance if the condition or injury negatively impacts their ability to succeed in the classroom.

### Testing Center

- **Book a room for testing:** With Rebecca Freeman's assistance, students can now reserve a room for testing through the following link which is also found on the Office of Disability Services website: <https://usclancaster.libcal.com/space/163652>.
- **Math Placement Test:** 72 students have registered to take the MAP test this Fall.
- **Foreign Language Placement Test:** Students can now register to take the Foreign Language Placement Test through the testing center. The same link as above can be used, and it is also found under the Foreign Language Placement Test on the USCL website.
- **Numbers:** In September, the Testing Center had 7 students who combined reserved 12 rooms for a total of 23 hours. In October the Testing Center had 21 students who combined reserved 50 rooms for a total of 87 hours.

### Education

- The Fall 2023 Disability Awareness Week was a great success. Thank you to all who participated and showed support for the Disability Support Group. Special thanks to Dr. Obi-Johnson and her PCAM 299 class (SC LEND training).
- Reminder the last day to donate and be entered into the drawing for outdoor furniture is December 7<sup>th</sup>. The drawing will take place December 8<sup>th</sup> at 12:15 in the Student Center in Starr Hall.
- Planning for the Spring Disability Awareness Week has begun. The focus will be educating students about the different careers that involve working with individuals with disabilities. If you, your department, or student group is interested in being a part of next semester's Disability Awareness Week, please feel free to reach out to the Office of Disability Services.

## LEADERSHIP DISTINCTION (GLD)

### UNIV 401: Graduation with Leadership Distinction

Students graduating in May 2024 that are interested in pursuing GLD can take UNIV 401. This course is designed to walk students through the process of creating their ePortfolios. If a student is interested, please have them email Asheley Schryer at [schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu).

### Need a Leadership Distinction presentation?

Want to schedule a presentation for your student organization or class? Contact Liz Easley ([EASLEYEA@mailbox.sc.edu](mailto:EASLEYEA@mailbox.sc.edu)) or Asheley Schryer ([schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu)).

*Note: Graduation with Leadership Distinction is a program through the Center for Integrative and Experiential Learning (CIEL) at Columbia, formerly USC Connect. Asheley Schryer and Dr. Liz Easley are the CIEL Fellows for the Lancaster campus.*

## STUDY TRAVEL

### Study Travel Application is Open

Want to take your course beyond the classroom? The Student Affairs Committee is now accepting travel study proposals! Please complete and submit the online form (<https://tinyurl.com/travelstudyproposal>) by 5 pm on March 15, 2022. *\*Note: You will be prompted to log-in with your USC username and password.*

Questions? Contact Asheley Schryer at [schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu) or (803) 313-7120.

### Upcoming Study Travel Opportunities

There are opportunities for students to participate in study travel programs. Please help us encourage students to take part in these exciting experiences.

- **England (June 2024)**
  - ENGL 283/419 (Crosslisted): Literature and Tourism in England (Professor Dana Lawrence) [AIU Carolina Core]
- **Greece (May 2024)**
  - PHIL 103: Greek Philosophy and the Art of Living Well (Professor Peter Seipel) [VSR Carolina Core]

# Medford Library Faculty Meeting Report

## December 1, 2023

### SERVICE STATISTICS AND PROGRAMS

- 2856 unique visits
- 1122 LibGuide views
- 129 Study and Lounge Area Reservations
- 14 Conference Room uses
- 8 Computer Lab uses
- 12 Community computer uses
- 4 Instruction Classes
- 5 Book a Librarian

### CIRCULATION STATISTICS

- 100 General collection items circulated
- 1 AV collection items circulated
- 22 Juvenile collection items circulated
- 6 New Book collection items circulated
- 5 Oversize collection items circulated
- 18 On Display items circulated
- 76 Special Collection items circulated
- 8 Reserve items circulated

### UPCOMING EVENTS

- Join us on December 5 at 5:00pm for the Read-A-Thon Awards Ceremony.
- Study Snacks will be December 4-8 or while supplies last.
- Library Hours during the intersessions
  - December 19-21 - 8am to 6pm
  - January 2-4 – 8am to 6pm
  - January 5 – 8am to Noon

### GENERAL AND ADMINISTRATIVE ACTIVITIES

- Library will be closed December 22 – January 1
- Instruction classes are available in person and virtually. [Request a library instruction class](#) today.
- [Book a Librarian](#) is available for you and your students.

### PUBLISHED? LET US KNOW SO WE CAN BUY YOUR BOOK!

- [Request we purchase materials.](#)

## HELPFUL LINKS

- Place materials on [Reserve](#)
- Reserve the [library computer lab](#)
- Reserve the [library conference room](#)
- Document the impact of your scholarly activities with these [Tools for Tracking Tenure & Promotion](#).
- Check out [resources for faculty and staff](#).

**Matt Williamson, Director  
Office of Federal TRiO Programs**

**REPORT TO THE FACULTY ORGANIZATION  
December 1, 2023**

**Opportunity Scholars Program**

- Our OSP project is in year four of a five-year grant cycle which will conclude on August 31, 2025. We are currently serving 132 freshmen and sophomores from first-generation, low-income, or disabled backgrounds. Recruitment is going well, and as a result, we are in a good position to more than meet our enrollment requirement of 165 qualifying students prior to the end of the current reporting period on August 31, 2024.
- The Department of Education (ED) requires that 2/3 of our official enrollment must consist of students who are double qualifiers, i.e., students who are either low-income/first-generation or low-income/disabled. Please forward any potential recruits to **Andrea Campbell** at [acampbell@sc.edu](mailto:acampbell@sc.edu).
- We were thrilled to host the **Careers in Science Lecture** on November 7 with **Dr. Linda Bell**, State Epidemiologist and Director of South Carolina DHEC's Bureau of Disease Control. Dr. Bell presented "Insights About Applied Epidemiology" (see photo below).



- Special thanks to **Dean Collins** for providing food trucks from **Roam Local** and **Wilbur's Last Ride**, and to **Antonio Mackey** for providing the music for **USCL's 3<sup>rd</sup> Annual First-Generation College Celebration** on November 8. We filmed some great testimonials from faculty, staff, and students, which will be posted to social media throughout the remainder of the year.

- We hosted **Dr. Shemsi Alhaddad** and the **USCL Research Club** on November 13. Dr. Alhaddad had an outstanding presentation on “Introduction to StatCrunch: Data Analysis on the Web.”
- **Todd Day** presented “Professor Todd Day on the Life & Legacy of Bayard Rustin: A Forgotten Civil Rights Icon” on November 16. We were honored to host this event.
- Our annual **OSP Holiday Movies & Treats** will take place next week, December 4-7, in the TRiO Learning Resource Center. Students may enjoy drinks and popcorn during their final week of classes. Two movies, favorite selections of our OSP project team, will be shown each day – one in the morning and another in the afternoon.

### Upward Bound

- Our Upward Bound project is in year two of a five-year grant cycle which will conclude on May 31, 2027. We are currently serving 41 students from first-generation and low-income backgrounds at **Andrew Jackson, Buford, and Lancaster High Schools**. We must increase our official enrollment to a minimum of 62 by the end of the current reporting period on May 31, 2024. An additional 55 pending applications have been reviewed and additional qualifying participants will be added to our roster in 2024. This puts us in good shape to reach our target enrollment.
- Several of our participants will be attending the ACT / SAT Workshops with **Lancaster Promise Neighborhood (LPN)** on December 2 and 9. We appreciate **Dr. Dwayne Brown** and **Dr. Pat Lawrence** for facilitating these sessions.
- We are in the process of preparing our seniors for the 2024-25 FAFSA, which should be available at some point in December.

### Student Organizations

- The **G.E.N.T.S.** organization held the **Students vs. Staff Basketball Fundraiser** on November 11. Proceeds collected from this event will go to a local non-profit at the conclusion of the 2023-24 academic year. The G.E.N.T.S. team fell 85-72 to several of our USCL student-athletes, who were led by team captains **Antonio Mackey** and **Jeff Rammage**. We appreciate the **Gregory Family YMCA** for hosting this event (see below).



- The **D.E.F.I.N.E.** organization met on November 27. They are planning a holiday gathering for next week, as well as a fundraiser for Valentine’s Day 2024.
- **Gary Robinson** of **Engaging Men & Boys**, an organization founded by **Palmetto Citizens Against Sexual Assault (PCASA)** and currently under the direction of **Faith, Hope & Victory Christian Church**, presented to **G.E.N.T.S.** on November 28. Engaging Men & Boys exists to challenge young men to change the narrative of domestic violence and sexual assault. Mr. Robinson presented on “The Six Purposes of Men” (see below).



### **Data Management and Performance Reports**

- According to the **Council for Opportunity in Education (COE)**, the Annual Performance Reports (APRs) for both the OSP and Upward Bound projects are anticipated to be due in early January 2024.
- The APR for the OSP project will measure the following objectives: (1) Persistence rate; (2) good academic standing rate; (3) percentage of students who earned an associate degree or certificate; (4) percentage of students who earned an associate degree or certificate and transferred to a four-year HEI; and (5) overall project enrollment.
- The APR for Upward Bound will measure the following objectives: (1) percentage of participants who have earned a 2.5 GPA or above; (2) percentage of participants who have achieved at the proficient level on state assessments in language arts and math; (3) retention and graduation rates; (4) secondary school graduation rates via a rigorous program of study; (5) postsecondary enrollment rates; and (6) postsecondary completion rates.
- If anyone would like a copy of the final reports for either of these grant projects (once they become available), please contact **Matt Williamson** at [mwilliam@mailbox.sc.edu](mailto:mwilliam@mailbox.sc.edu).

### **Community Service and Holiday Giving Opportunities**

- Initial donations from the **USCL Cares Annual Food Drive** were delivered to the **United Way of Lancaster County** (UWLC) and the **USCL Student Food Pantry** on November 21 (see below). Items delivered to UWLC will go to support the **Lancaster Area Coalition for the Homeless** (LACH). We appreciate **Nick Calhoun** and **Jeff Rammage** for assisting us in getting additional students to donate this year. The Food Drive will continue into December with 30 additional boxes of canned and dry goods currently stored in the TRiO LRC. 30 small hams are being donated to accompany each box. With UWLC's assistance, **Lancaster Promise Neighborhood** is working to identify 30 needy families of students from **A. R. Rucker Middle School, Clinton Elementary School, and Lancaster High School** (10 boxes per school). LPN representatives will visit us next week to pick up their **USCL Cares Holiday Meal Box** and complimentary ham.



- Kudos to **Dr. Susan Cruise** and her SOCY 101 students for putting together 34 **Thanksgiving Baskets** for our maintenance and security staff, as well as a select group of USCL students in need. Dr. Cruise will also be leading the **USCL Student Secret Angel Tree** to benefit USCL students who are also parents now through Friday, December 8.
- We also applaud the Student Nursing Association (SNA), who will be collecting toys for **Levine Children's Hospital** in Charlotte as part of their **SNA Toy Drive**. Donations are being collected in Founders Hall and Starr Hall now through Friday, December 8.
- USCL's annual workplace campaign for **United Way of Lancaster County** will begin this month. Payroll deduction forms will be placed in campus mailboxes next week. Once completed, those may be brought to **Mark Ammons** at his office in TRiO (Medford 132) no later than Friday, December 15.
- The **USCL Cares Angel Tree Campaign** is underway and will conclude on Tuesday, December 12. Gifts are being collected for children at **Brooklyn Springs** and **Clinton Elementary Schools**, as well as **Southside Early Childhood Center**. Angel Tree cards may be picked up in the TRiO LRC.



### **Legislative Updates**

- On November 16, H.R. 6363, the “Further Continuing Appropriations and Other Extensions Act, 2024” was signed into law. This averted a government shutdown on November 17, and continues to fund the federal government at FY23 levels. This Continuing Resolution (CR) uses a two-tiered structure for keeping the government running. Funding for four appropriations bills expires on January 19, 2024. The remaining eight bills, including the “Labor, Health and Human Services, Education, and Related Agencies Appropriations Act, 2024” (LHHS–Education), which funds the Federal TRiO Programs, will expire on February 2, 2024.
- The House debated and voted on over 100 amendments to H.R. 5894, the FY24 LHHS–Education appropriations bill. This bill cuts ED funding by 28%, eliminates funding for the Federal Work-Study program and Supplemental Educational Opportunity Grants (SEOG) programs while level-funding the Federal TRiO Programs, GEAR UP, and Federal Pell Grants at FY23 levels. Further debate and votes were postponed until after the Thanksgiving recess. It is unclear if this bill will have the votes needed to pass.
- Your advocacy for TRiO can make a difference. If anyone is interested in learning how you may support bipartisan funding efforts to assist our TRiO grant projects at the USC Lancaster campus, please contact **Mark Ammons** at [rmammons@email.sc.edu](mailto:rmammons@email.sc.edu).