

**UNIVERSITY OF SOUTH CAROLINA**  
**Regional Campuses Faculty Senate**  
**USC COLUMBIA**  
**Moore School of Business**  
**Daniel Management Center**

Friday, September 28, 2007

Coffee ..... 9:30 - 10:00 AM  
Daniel Management Center

Morning Session ..... 10:00 - 11:00 AM  
Room 801-A

Welcome

President Sorensen ..... 10:00 - 11:00 AM  
Provost Becker ..... 10:00 - 11:00 AM

Rosemary Booze, Associate Vice President for Research ..... 11:00 - 11:15 AM  
(Research Opportunity Programs)

Standing Committees ..... 11:15 - 12:30 PM

    I. Rights and Responsibilities  
        Room 857

    II. Welfare  
        Room 860

    III. System Affairs  
        Room 853

Special Committees ..... 11:00 - 12:30 PM

    I. Grievance Committee ..... 11:00 - 12:30 PM  
        Room 858

Executive Committee ..... 11:00 - 12:30 PM  
Room 801-A

Deans Meeting ..... 11:00 - 12:30 PM  
Room 801-J/K

Luncheon ..... 12:30 - 1:30 PM  
Dining Area behind Lumpkin Auditorium

Afternoon Session ..... 1:30 - 4:00 PM  
Room 801-A

## **AGENDA**

- I. Call To Order
- II. Correction/Approval of Minutes:           April 27, 2007  
  USC Salkehatchie, Allendale, SC
- III. Reports from University Officers
  - A. Dr. Chris P. Plyler, Vice Provost and Executive Dean
  - B. Regional Campus Deans
  - C. Assistant Vice Provost for Continuing Education Credit Programs
- IV. Reports from Standing Committees
  - A. Rights and Responsibilities – Professor Nancy Macdonald
  - B. Welfare - Professor Walt Collins
  - C. System Affairs - Professor Patrick Saucier
- V. Executive Committee - Professor Mary Hjelm
- VI. Reports from Special Committees
  - A. Committee on Libraries - Professor Bruce Nims
  - B. Committee on Curricula and Courses - Professor Robert Castleberry
  - C. Committee on Faculty Welfare - Professor Darris Hassell
  - D. Faculty-Board of Trustees Liaison Committee – Professor Teresa Smith
  - E. Regional Campuses Research and Productive Scholarship Committee – Professor Lisa Hammond
  - F. Regional Campuses Academic Advisory Council – Professor Teresa Smith
  - G. Other Committees
    - 1. Conflict of Interest Committee – Professor Noni Bohonak
    - 2. Grievance Committee
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

**REGIONAL CAMPUSES FACULTY SENATE MEETING**  
**28 September 2007**  
**USC Columbia, Columbia, South Carolina**

**MORNING SESSION**

Meeting called to order at 10:00 AM by Chair Teresa Smith (Sumter)

**1) President Andrew Sorenson**

- T & P process is working as it should, thanks to those who worked in the process
- Criteria for T&P needs to remain consonant with the institution and its mission.
- Recently visited Sumter, Salkehatchie, and Lancaster campuses and hopes to visit Union soon.
- Recent revision of funding distribution concerning Palmetto Program courses originating at USC Aiken and USC Upstate have resulted in a more equitable division of funds.

Questions:

Chris Plyler/RCO—Can you discuss the upcoming legislative agenda regarding the budget for 2008-09?

Working for a bond proposal and keeping a very aggressive public face but there is probably very little chance of getting a bond because it is a pre-election year. We have huge needs in deferred maintenance, salary inequities, and expansion. Have discussed these needs with CHE.

Ed Merwin/Salkehatchie—Can you clarify then that you don't expect any big influxes of money to come in for the next three years due to upcoming elections?

Yes, there is a minimal chance but I refuse to acknowledge that in public and insist that money can be found.

**2) Dr. Mark Becker, Provost**

- Follow up on President's speech—bond bill unlikely due to political reasons
- USC ranked highly on the CHE lists of things that need funding but political problems due to many factors will most likely prohibit any funding
- General Education Core Curriculum is a multi-year process. Accreditation is 2011 and all institutions in the system are tied together. Our report is due to them in 2010. Project to revamp entire system began 3 years ago in response to previous criticisms from SACS regarding Gen Ed. Phase one--focus groups meeting with stakeholders, thematic groups formed in 7 areas with representation from all institutions in system. USC is following a model used by UNC Chapel Hill of involving faculty in the front end rather than the end. Regional campus participation is strong and energetic. Phase two is about public input. Assessment/Outcome—moved towards measurable demonstrable measure on part of student. How will the curriculum teach and then assess the outcomes? Oversight committee is very pleased with results so far. New curriculum process leading to general education reform is necessary when SACS visits, not have the new program in place. We must keep moving and making stride towards development and implementation of new objections that will benefit students in a "life-long learning" fashion.

## Questions

Todd Scarlett/Sumter—Can you explain more about the Lifelong Learning Committee?

This group has more difficulty in determining how this might be factored into curriculum and then assessed for outcomes. Example: how do you use information technology? They need to reach the point of having the experience and the ability to go out and educate themselves in a non academic setting.

Chris Plyler/RCO—Can you discuss the recent data privacy breaches we've experienced lately?

There are two kinds: malicious, trying to steal data and thieves looking for financial gains. In the area of theft, we've only had one successful penetration and not recently—we average 2/3 benign breaches per year in Columbia, mostly from faculty or graduate students not realizing information is not on a secure site. Basically they affect our use of social security numbers, and attack grade information or spread sheets. When we discover breaches, we admit the error. We are refining protocols about how to serve potential victims, we notify them and inform in writing and by website of problem. Problem will be aggressively responded to by professionals (not academics) who know how to deal with the fall out.

Chris Plyler/RCO—Because of a lot of discussion in the media about melding the two-year USC with technical college system, Please explain relationship with and bridge programs with technical college system.

Bridge program is a system by which we examine courses taught and make decisions about what is comparable between. For example, we are working with faculty at those schools to teach UNIV 101 to prepare students to come to the university. After students have completed a specific course of study and make an application, they can come to USC. These programs provide access to the university. Size of the transfer class is going up and schools are looking for more formal alliances to facilitate transfer by their students at a later date.

Nancy MacDonald/Sumter—Are the regional campuses being bypassed in this process? Are students being encouraged to consider Sumter as a possibility for transfer?

Not to bypass them but to increase access to regional campuses. There is no appetite at USC to exclude the regionals. There is a nascent specific program/partnership between Greenville Tech and USC Upstate to deliver four-year degrees, partly as a result of a strong demand to have a university in Greenville. Registration is growing at all the regional campuses and that trend seems to continue as more people want to go to college and there are fewer spaces available

Teresa Smith/Sumter—Can you comment on the T&P for last year?

Worked well, criteria developed seemed to work and I'm pleased.

### **3) Dr. Rosemary Booze, Associate VP for Research**

- Wanted to make you aware of what's available and encourage people to apply. (See handout).

- We'd be happy to visit your campus and give a workshop. We answer phone calls, etc. Because of previous interactions with faculty, I have a special interest in regional campuses.

Questions:

Todd Scarlet/Lancaster: I've been involved in the past, when it went to an ad hoc reviewer format, the reviewers are not familiar with regional campuses and react in a very negative fashion which pretty much took us out of the process. Has anything been done to avoid that?

Yes, funding is tough. We're revamped the review process to avoid "calibration" issues. We see our function as to rank the viability of a proposal rather than decide to fund this or that.

**11:00—break out into committee sessions.**

**AFTERNOON SESSION**

Minutes of April 2007 approved

**REPORTS FROM UNIVERSITY OFFICERS:**

***Dr. Chris Plyler, Vice Provost and Executive Dean***

**Legislative/Budget:** Reported in morning session by President Sorensen

**Report to Regional Campuses Faculty Senate on tenure and promotion results for academic year 2006 – '07: (See handout)**

The Regional Campuses Faculty Manual instructs me as Vice Provost to report the following:

After the Board of Trustees concludes its role in the tenure and promotion process, a report shall be generated by the Office of the Vice Provost and Executive Dean for System Affairs which is to include the recommendations of each level of review from unit (campus) reviewers up through the Board of Trustees. The report will be as complete as possible while protecting the confidentiality of each candidate. The report should be presented at the first fall meeting of the Regional Campuses Faculty Senate.

3 applicants for tenure and promotion; President agreed with campus committee, campus dean, System T&P committee, and Vice Provost on the question of tenure for two of the three; conversely, he agreed with all recommendations for promotion on two of three applicants. The UCS Board of Trustees concurred with the President's decisions.

With that said, I would like to extend congratulations to professors Howard Kingkade of USC Lancaster and Andrew Kunka of USC Sumter on being awarded tenure with

promotion to Associate Professor. We are proud to have you among our faculty and will continue to expect great things from you in the future.

**Announcements:** The Academic Affairs committee of the Board of Trustees approved a change in the name of our division from: Regional Campuses and Continuing Education to System Affairs and Extended University. They also approved a change in the official title of the deans from: Dean of the University to Regional Campus Dean. Full Board approval of these changes is expected in their meeting on October 18.

I outlined the organizational changes within the office of the Provost in our last Senate meeting and now recommend that you reference the improved and informative Provost's web site. The site features the responsibilities of each member of the Provost's Council/staff along with relevant news, developing academic policies, announcements and dean's searches. Again, I encourage you to visit the site regularly.

Questions:

Todd Scarlett /Lancaster—Who is making decisions for Palmetto Programs?

Sally Boyd: A meeting scheduled in a few weeks. Name change and mission change is anticipated.

Todd Scarlett /Lancaster—Is there anything in place or anticipated to help faculty to develop web-based courses for Palmetto Programs?

Nothing in place now, but Sally Boyd is investigating options for helping faculty

Robert Castleberry/Sumter—Isn't Aileen Trainer associated through your office looking to iron out ambiguous policies for SACS?

Yes, Aileen and others are working to clarify academic policy for web-based courses, etc.

***Dr. John Catalano, Lancaster***

**Students:** Once the Fall II session is entered the fall enrollment will exceed 1500 headcount and 1000 FTE. Enrollment is up approximately 25% this semester compared to Fall 2006. USCL now serves more students than USCB, at least in headcount. Our new women's soccer team is competing (men's golf - 2<sup>nd</sup> year). Baseball and softball are coming soon. USCL will sponsor a European trip with course credit during Maymester next spring. Every year we sponsor foreign travel for our students. There are several new academic programs coming on line: the new Palmetto Programs BLS degree, a new program offering USC's BS in Nursing, a new program offering USC Upstate's BAs in Early and Elementary Education (January '08).

**Faculty:** We now have approximately 55 fulltime faculty members. Last year's (Calendar 2006) faculty scholarship included 12 External Grants (including 2 NSFs) – totaling over \$1,500,000, 15 National Presentations, 15 published articles, 2 books, & art shown in 8 Juried Art Exhibits.

**Facilities:** The new Richards Tennis Center is open to the community. The LTA and the LCSD have used it heavily. We have recently remodeled our bookstore (outsourced) and student center. HH will be closed next summer for a \$1,000,000 HVAC and lighting upgrade based upon SC DOE recommendations. Several landscaping projects are in the works. Student Housing is (100

beds) being planned for 2009 or 10. We are making progress in legal mediation that should result in substantial Bradley repairs. Unfortunately no repairs, cosmetic or otherwise, may be started until both sides have agreed on a settlement. The biggest facilities concern is that we are quickly running out of classroom space, office space, and storage space. At USCL we have always operated on the principle that every student capable of doing college level work should receive admission. That won't be possible if we were to have a couple more years of the kind of growth we are currently experiencing. We are investigating the possibility of an institutional bond to build another classroom building, but when you are operating a campus with nearly a \$1 million a year of one-time money, and students are paying tuition with lottery money that is not guaranteed to continue, that is a little scary.

**Safety & Security:** There is a security and safety study underway by Graham Consulting. A mock hostage exercise was staged on campus last week. It is part of an effort to upgrade overall safety and emergency response. We are working with local law enforcement, fire officials, and emergency responders to become better prepared to prevent, and if not prevent, to better respond to emergencies of all types. The recent shootings at Delaware State University are just another example of what could happen at any university, even (God forbid) USCL.

**Planning:** A major long range strategic planning process is underway for the first time since 1987. The first complete facilities master plan is underway since 1978. Our 50<sup>th</sup> anniversary campaign will begin later this fall.

**Community:** Approximately 300 outside events were held on campus last year alone. 2<sup>nd</sup> year of Bundy Performing Arts Series is underway – Ricky Skaggs performed last Friday. Planning for the 3<sup>rd</sup> season is already underway.

**Financial:** Since I've been Dean, the state of SC has gone from paying 66% of our operations to 43% this year (and that includes \$800,000 one-time money this year). USCL during that time has gone from total revenues (appropriation, tuition, and LC millage) of \$8300 per student to under \$7500 per student. There are economies of scale that help but remember that technology costs, salaries, utilities, infrastructure & maintenance costs never seem to go down. Until the state returns to a funding structure that rewards campuses for enrollment increases, USCL will be strapped financially. The inequities can be summed up best by comparing our campus to the Sumter campus. We have approximately 250 more students this fall than USC Sumter but their appropriation is \$832,000 more than ours. We are funded at \$1.5 million below the Mission Resource Requirement (MRR) and that includes one-time money and does not reflect this year's enrollment increases.

***Dr. Ann Carmichael, Salkehatchie***

Southern Carolina Regional Development Alliance celebrated their 10<sup>th</sup> anniversary on May 22<sup>nd</sup> at the USC Salkehatchie campus. Guest speaker was USC Board of Trustees member and Chairman of the Palmetto Institute, Darla Moore.

USC Salkehatchie was pleased to have The Honorable Herbert Adams, Chairman of the USC Board of Trustees, address students at the 2007 opening convocation ceremony.

Salkehatchie welcomed four new faculty to campus this fall. Dr. Tammy Wade-Galuska, Assistant Professor of Psychology, earned her Ph.D. from West Virginia University and completed post-doctoral fellow research at the University of Michigan. Dr. Bryan Love, Assistant Professor of English, earned his Ph.D. from the University of Maryland and previously taught at the University of Southern Indiana. Dr. Maureen Anderson, Assistant Professor of English, received her Ph.D. from Illinois State University where she also taught. In addition, Jeff Wicker, who joined the Salkehatchie staff two years ago as a recruiter and adjunct instructor, is now a full-time business instructor. Jeff earned his MBA from Winthrop University.

Dr. Roberto Refinetti recently published articles in four publications: *Research in Veterinary Science*, *Biological Rhythm Research*, *Journal of Physiological Sciences*, and *Journal of Comparative Physiology*. Dr. Mary Hjelm and collaborators published a chapter in the *Handbook of Juvenile Justice*. Dr. Sarah Miller published an article in the *Journal of Ohio History*. Dr. Hyunju Oh submitted an article for publication to the *Journal of Knot Theory and Its Ramifications*.

Over the spring and summer several professors presented at conferences in their specific disciplines. Dr. Carmela Gottesman made a presentation at the Annual Convention of the Association for Psychological Science in New York. Dr. Sarah Miller made a presentation at the Annual Meeting of the Ohio Academy of History in New Concord, Ohio. Dr. Hyunju Oh made a presentation at the Joint Mathematics Meeting in San Antonio, Texas. Dr. Roberto Refinetti made a presentation at the Meeting of the Society for Research on Biological Rhythms in Destin, Florida.

Cindy McClure, Nursing Coordinator, reports that 156 students have enrolled in the pre-nursing program. Sixteen USC Columbia senior nursing students participated in clinical rotations at Allendale County Hospital during the 2007 spring semester. These same sixteen participated in clinicals for the summer at Bamberg County Hospital. This program is made possible by funds from the BlueCross BlueShield of SC Foundation and The Duke Endowment (through Allendale County Hospital).

USC Salkehatchie was awarded over \$1.6 million in grant funds during the 2006-2007 fiscal year from funding sources such as the BlueCross BlueShield of SC Foundation, the Donnelley Foundation, SC Humanities Council, Sisters of Charity Foundation of SC, The Duke Endowment, USDA Rural Development and Health Resources and Services Administration.

The USDA recently awarded funds to renovate the old Carolina Theatre owned by Salkehatchie. This facility will be used for local community theatres and student events.

USC Salkehatchie added two new sports this fall, men's soccer and men's basketball, giving Salkehatchie six sports. There are currently 133 athletes enrolled. These students represent not only hometowns in the campus' five-county service area but various cities

and towns throughout the nation and beyond, hailing from Georgia, North Carolina, Virginia, Texas, Kentucky, Ohio, and New York, and even the Dominican Republic.

Salkehatchie was pleased to have President Andrew Sorensen visit the West Campus in Allendale on September 18th. He met with faculty and student groups and spoke at a luncheon with the Western Carolina Higher Education Commission and Educational Foundation Partnership Board.

The preliminary enrollment figures for Fall 2007 indicates a headcount of 905, which is a 4.75% increase over Fall 2006 and a 13.61% FTE increase over last fall.

Plans are underway to begin the construction of a 100-bed, 25-room facility on the Salkehatchie campus. This privately-owned complex will be managed by the Community Development and Improvement Corporation headquartered in Aiken, SC. If the project goes according to plan, they will break ground in 2008 and open in 2009.

*Dr. Anthony Coyne for Dr. Les Carpenter, Sumter*

Since my last report to the Regional Campuses Faculty Senate on April 27, 2007, there have been a number of notable events and activities at USC Sumter.

**Human Resources:** Following a national search for a tenure-track Assistant Professor of Biology, Dr. Kajil Goshroy has been appointed to this position. Other new faculty appointments for the 2007-08 academic year are Mr. James Borton as Instructor of English, Mr. Hunter Boyle as Instructor of Theater and Speech, and Ms. Megan Campbell as Instructor of English. At the June 28, 2007, meeting of the Board of Trustees, Dr. Andy Kunka was granted tenure and promoted to Associate Professor of English. Effective July 1, 2007, Dr. Hayes Hampton, Associate Professor of English, began a three-year term as Chair of the Division of Arts and Letters, and Dr. Jean-Luc Grosso, Associate Professor of Economics was re-appointed to a second three-year term as the McDavid Professor of Business Administration. Faculty re-appointed for one-year terms for the 2007-08 academic year are Mr. Stephen Castleberry as Instructor of English, Mr. Blane DaSilva as Instructor of Sociology, Mr. Joseph Delfin as Instructor of Speech Communication, Mr. Vern Disney as Instructor of Accounting, Mrs. Sherrie Grosso as Instructor of Economics, and Mr. Paul Hermann as Instructor of Computer Science. Recent new staff appointments include Ms. Erica McLeod as Director of Alumni Relations, Ms. Frances Dennis as Campus Receptionist and Switchboard Operator, Ms. Quiana Anderson as Admissions Counselor, Ms. Alicia Curtis as Admissions Counselor, and Ms. Kathleen Barnes as Director of the Shaw AFB Office. Since the inception of the TERI program, 27 USC Sumter employees have opted into the program. Of those 27, 18 have already retired, two are scheduled to retire before the end of FY 08, four in FY 09, one in FY 11, and two in FY 12.

**Student Enrollments:** Preliminary enrollment figures at USC Sumter for the 2007 Fall Semester, as of 9/21/07, indicate an 8.80% headcount enrollment increase compared to last year, and a 15.49% FTE enrollment increase compared to last year. USC Sumter is pleased to welcome dual/concurrent enrolled students from Sumter High School, Thomas Sumter Academy, Carolina Academy, Camden Military Academy, and Cardinal Newman High

School. USC Sumter faculty and staff continue to work hard on initiatives intended to continue improvements in recruitment and retention of students.

**Student Admissions:** As of the 2007-08 academic year, USC Sumter resumed intercollegiate athletics after an absence of 28 years. For USC Sumter Softball, 15 of the 17 recruited student-athletes were admitted for an 88% acceptance rate. For USC Sumter Baseball, 37 of the 45 recruited student-athletes were admitted for an 82% acceptance rate. Overall, for all applicants to USC Sumter for the 2007 Fall Semester, approximately 937 of the 1254 applicants were admitted for a 75% acceptance rate. This 75% acceptance rate tells us that USC Sumter is, indeed, the “moderately selective” institution which we claim to be. And, supported by the above acceptance rates, USC Sumter offers congratulations to Head Coaches Kim Evans and Tom Fleenor for their conscientious and successful efforts to recruit student-athletes who are academically qualified.

**Student Activities:** The ceremonial opening of the academic year, Opening Convocation, was well attended by new and returning students to hear keynote speaker Mrs. Beverly Gagne, President and CEO of SAFE Federal Credit Union, tell the audience about starting college at USC Sumter as a 30-year-old wife and mother and going on to earn bachelor’s and master’s degrees with honors from USC. After an absence of over 10 years, USC Sumter’s student newspaper has begun publication, again, under the new title *The Ant Hill*, and with expert faculty advice from Mr. James Borton. Students also are involved in a range of other activities, including MAD (Make A Difference) Friday Community Service projects, leadership development programs, formation of various student clubs and organizations, and attendance at exhibition baseball and softball games.

**Faculty:** Dr. Eric Reisenauer, Associate Professor of History and the Williams-Brice-Edwards Professor of Humanities, is scheduled to be on sabbatical leave during the 2008 Spring Semester. Dr. Christine Borycki, Associate Professor of Management, has been temporarily re-assigned to non-instructional duties for the 2007-08 year.

**Other:** USC Sumter was pleased to host a recent visit from President Andrew Sorensen on 8/2/07, to assist with the solicitation of a major gift from a donor. USC Sumter also was pleased to host a recent visit from Provost Mark Becker on 8/31/07, to discuss the Yardley Group Report regarding USC Sumter’s efforts to become the next four-year institution within the USC System. And, on the evening of 9/7/07, the Mid-Carolina Commission for Higher Education hosted the annual Fall Reception for about 350 donors, friends, and supporters of USC Sumter.

***Dr. Hugh Rowland, Union***

**Enrollment --** After breaking the all time record for spring enrollments in Spring 2007, we have done quite well this fall. Our headcount is 401, 36 or 9.9% more students than Fall 2006. Our FTE is 266, 28 or 12.1% more students than Fall 2006.

**Data Line Improvements --** Contractors are well on their way to completion of new data lines and in-building installations.

**Strategic Planning and Assessment** -- Submitted Baldrige Report in August. Baldrige Report is a lengthy self-assessment report required by the South Carolina Budget and Control Board. Strategic Planning Group will continue to work this year to integrate strategic planning and the Baldrige Report framework into all strategic planning and assessment, particularly planning and implementing the budget and human resource management.

Beginning this year, all student organizations submitting requests of Student Activities funds will have to follow good strategic planning and assessment practices. Simpson conducted a workshop for student leaders and faculty sponsors on March 30. Strategic plans were required to be submitted along with budget requests in the early summer of 2007.

**New Administrators and Staff Hired To Increase Enrollment** -- In support of our #1 goal of increasing enrollment, we have hired two new administrative staff. When the academic dean position was eliminated, we were permitted to create two new positions. We turned this into an opportunity to provide additional support for our goal to increase enrollments. Thus, we created an academic program manager and an admission recruiter. Over the summer, Dr. Les Bockow was hired as the new academic program manager and Zach Johnson was hired as the new admission director. The roles of the Institutional Effectiveness Officer Simpson have been increased, also.

**New OSP Counselor** -- The Opportunity Scholars Program (OSP) filled their vacant counselor position, welcoming on board Sabrina Sims.

**New Faculty Hires** -- New faculty hires are under consideration to prepare for our part in the nursing and robotics projects. Relating to nursing, we will likely need to hire an additional full-time faculty member in Biology/Chemistry; we may also need to assist USC Upstate in some fashion to hire a nursing faculty member as a first step towards developing a joint 4-year nursing program. Relating to robotics, we will likely need to hire a full-time faculty member in physics/math. We will also need to consider whether we can hire faculty in foreign languages, computer science, psychology, and English.

**Faculty and Staff Retreats** -- Dean Rowland lead two faculty retreats since spring semester, one in May and one in August. The May retreat focused on the mission, vision, strategic goals, advising, and classroom technology. The August retreat revisited the mission and vision, but focused on assessment.

Held a staff retreat in June dealing with mission and vision, improving services to student, revitalizing the campus, and other topics.

**Robotics Project** -- Key partners have submitted grant proposals to acquire funds to build the new building which will house the Robotics Center. It was decided by the county and the city that the building should be built on Rt. 176 North as originally planned. Thoughts of locating the new building on the USC Union campus or at an

adjacent site were put aside due to funding concerns. Union County will own the property and the building when the project is complete.

**Nursing Project** – Steady progress has been made in our discussions with the USC Upstate nursing dean.

**Preparation for Assessment and SACS Accreditation** -- Institutional Effectiveness Officer Simpson has taken the lead on identifying what we need to do in the domain of assessment to prepare for SACS Accreditation visit in 2011. Simpson conducted a segment on this at recent faculty retreat.

***Dr. Sally Boyd, Continuing Education***

Thumbnail definitions of “Palmetto Programs,” “BLS” degree

11 Palmetto Programs courses are scheduled for spring. Training workshop will be held again in May, I encourage the deans now to find people to participate.

Two searches ongoing: 1) new faculty position advertised as tenure track assistant professor to teach 3 required in BLS; 2) program/director of the evening program (assistant dean). Bob Hungerford is seeking other opportunities.

**REPORTS FROM STANDING COMMITTEES**

**Rights and Responsibilities—Nancy Macdonald (Sumter), Chair**

Janet Hudson, Continuing Education

Chris Judge, Lancaster

Martha McKevlin, Salkehatchie

Denise Shaw, Union

Ed Merwin, Salkehatchie

Mark Coe, Lancaster

- We discussed the motion to appear under Old Business pertaining to romantic relationships between faculty and students. Because there were several new members to the committee, there was a review of the motion and its status; we agreed to continue our recommendation of the motion as sent forward in April.
- We agreed to examine several possible changes to the policy manual, based on requests by Vice Provost Plyler. These changes originated in the Legal Department, and pertain to termination of tenured faculty, external review, animal care and use, and human subjects in research. The committee agreed to review the proposed changes, with the hope that a motion can be presented to the larger body at the November meeting.
- We examined the charge to consider changes to procedures for Third Year Review and Post Tenure Review. It was agreed that the higher priority would go to work on Third Year Review, as junior faculty are actively seeking additional guidance beyond their campuses.
- We agreed to cooperate with the Welfare Committee in the process of standardizing tenure and promotion files.

- We will examine the timetable for presentation of tenure and promotion files to allow appropriate time for the circulation of files to external reviewers.
- At the request of a faculty member, we will examine the changes in hiring of librarians, who have been hired as faculty, but who are increasingly being hired as professional staff.

### **Welfare—Steve Criswell (Lancaster) for Walt Collins (Lancaster), Chair**

Annette Golonka (Lancaster) for Walt Collins  
 Nancy Washington, Continuing Education  
 Jean-Luc Grosso, Sumter  
 Mike Bacon, Sumter  
 Tarsem Purewal, Salkehatchie

Discussion of charges recommended by last year's committee and by the current president of the RCFS; decisions about which to take up

- We recommend a workshop for recent hires for a “meet-greet” to discuss expectations regarding tenure, make contact with others in their field, identify mentors, consider network at conferences for external review, CTE, grants, etc. Identify senior faculty in discipline specific areas to introduce to new faculty as possible mentors.
- We recommend the welfare committee be charged with revising and administering an on-line survey of **faculty welfare and workload issues**.
- Annual Tenure and Promotion workshop; logistics, panel, format; with an added evaluation to be completed by participants for feedback purposes.
- Annual faculty salary compilation and analysis of information.
- Discuss issue of Librarians hired as staff rather than tenure track faculty.
- Collaborate with Rights and Responsibilities to review page limit for tenure file. Guidelines for what should go in the main body and what goes in the appendixes.

### **System Affairs—Patrick Saucier (Continuing Education), Chair**

Mary Ellen Bellanca (Sumter)  
 Darris Hassell (Lancaster)  
 Todd Scarlett (Lancaster)  
 Robert Castleberry (Sumter)  
 Avery Fouts (Union)  
 Becky Hillman (Sumter)  
 Sarah Miller (Salkehatchie)  
 Bettie Johnson (Lancaster)

- Charge for old business concerning oversight of administration of Palmetto Programs. A rough draft will be circulated among committee and submitted to Senate later this year.
- New charges to do with helping new faculty develop research agendas, informal evaluations, and mentoring.
- Will accept in terms of “helping” usher new faculty towards tenure but will need to coordinate with Welfare committee.

## Regional Campuses Faculty Senate Executive Committee: Mary Hjelm

Executive Committee:

Terrie Smith (Sumter) Chair  
Kate Fritz, (Continuing Education) Past Chair  
Danny Faulkner, (Lancaster) Vice Chair  
Steve Bishoff (Sumter) At Large Member  
Mary Hjelm, (Salkehatchie) Secretary

Regional Campuses Faculty Senate Executive Committee met on 17 August 2007 with Terrie Smith, Steve Bishoff, Walt Collins, Danny Faulkner, Kate Fritz, Mary Hjelm, Nancy Macdonald, Chris Plyler, and guest David Hunter in attendance. The meeting was called to order at 10:00 am.

Chris Plyler, Vice Provost provided a short report on the reorganization of the Provost's office. He commended everyone for their work last year on committees, for new ideas concerning the external peer review, the review of manual, etc. There are issues needing attention in the coming year or need to be revisited or formalized, such as

- Termination of tenured faculty,
- Clarification of external review process
- Modification of duties for faculty members to be more family friendly (birth, adoption, overwhelming challenge to a family where a need for leave occurs)
- Extension of probationary period for tenure
- Consideration of dual accommodation of academic partners.
- Formalization of policies concerning animal care and human subjects used in research and to be included in faculty manual.

He hopes for and encourages an emphasis on revisiting Third Year Review and Post-Tenure Review policies.

- Should tenure workshop be moved to December?
- What are the core concerns for the post tenure review process?

Brief campus reports were made by the members of the committee.

Dates for upcoming meetings were set for:

Friday, September 28<sup>th</sup>—Moore School of Business, Daniel Business Center—Columbia

Friday, November 16<sup>th</sup>—Sumter

Ex Council: November 9<sup>th</sup> – Thornwell Annex, 1:30 pm

Friday, February 15<sup>th</sup>—Moore School of Business, Daniel Business Center—Columbia

Ex Council: February 8<sup>th</sup> –Thornwell Annex, 1:30 pm

Friday, April 18<sup>th</sup>—Lancaster

Ex Council: April 11<sup>th</sup> –Thornwell Annex, 1:30 pm

Charges for the year were discussed and established for the following committees:

**Systems Affairs:**

1. Mentoring new faculty and faculty development of projected research and writing objectives applicable for 1<sup>st</sup> year review and 3<sup>rd</sup> year review. Explore and create suggestions concerning the following:
  - Development of research agenda
  - Oversight of tenure questions/information
  - Informal Review after 1<sup>st</sup> year towards setting up official 3<sup>rd</sup> year review
  - Promote attendance at Tenure/Promotion Workshop
  - Workshop on how to put together annual review files/Faculty Information Sheet
2. Solicit recommendations concerning possible academic program developments for Palmetto Programs
3. Old Business: continued oversight of administration of Palmetto Programs continued from last year

### **Rights and Responsibilities:**

1. Tighten up the 3<sup>rd</sup> year review and Post tenure Review policies. Explore and create suggestions concerning the following:
  - Should files be submitted to Regional Campuses office?
  - How to make people take Post Tenure Review seriously.
  - Collaborate with Welfare to review page limit for tenure file. Guidelines for what should go where in the main body and what goes in the appendixes?
  - Review suggested changes to Faculty Manual from Vice Provost.
2. Old Business: Tweaking language regarding “romantic relationships” entry for faculty manual.
3. Old Business: Review of Provost’s recommendations regarding External Review.
4. Old Business: Establish recommendations for fixing a timeline for contacting external reviewers prior to submission of the file but not requiring the file itself be submitted prior to the local submission date (generally Nov 1 of fifth year)

### **Welfare:**

1. Plan a workshop for recent hires for a meet/greet to discuss expectations regarding tenure, make contact with others in their field, identify mentors, consider network at conferences for external review, CTE, grants etc. Identify senior faculty in discipline specific areas to introduce to new faculty as possible mentors.
2. T&P Workshop in Spring. Perhaps develop an evaluation of the workshop to be completed by the participants for feedback purposes.
3. Annual Faculty Salary compilation and analysis of information.
4. Faculty Welfare and Workload Issues.
5. Discuss issue of Librarians hired as staff rather than tenure track faculty.
6. Collaborate with Rights and Responsibilities to review page limit for tenure file. Guidelines for what should go in the main body and what goes in the appendixes?

### **REPORTS FROM SPECIAL COMMITTEES**

*Committee on Libraries—Bruce Nims (Lancaster)—No report*

*Committee of Curricula and Courses—Robert Castleberry (Sumter)*

There are two items I would like to talk to you about today.

First, Sally Boyd, Avery Fouts, and I had a meeting with members of the USC Columbia Department of Religious Studies this morning. As background, at the August 17<sup>th</sup> meeting of the Courses and Curriculum Committee, Religious Studies sought to delete a number of courses including RELG 202 and RELG 335. We asked the Department to reconsider the deletion of these courses, and in today's meeting they did agree to keep them as part of the curriculum.

Related to this matter, let me remind you that I email the Committee's agenda to contact people on all of our campuses, asking them to respond with any concerns. I want to emphasize that it is critical that I get those responses. It is also somewhat important that as many eyes as possible see the Committee's agenda so that we can best protect our interests.

Second, Public Health is developing new BA and BS degrees. Their proposal and other matters before the Committee are available to all of you through the USC Faculty Senate web page.

*Committee on Faculty Welfare—Darris Hassell (Lancaster)—No report*

*Faculty-Board of Trustees Liaison Committee—Teresa Smith (Sumter)*

We met on September 14<sup>th</sup> in Columbia and Chris Plyler has told us of most changes.

*Regional Campuses Research and Productive Scholarship Committee—Lisa Hammond (Lancaster) –NR*

*Regional Campuses Academic Advisory Council—Terrie Smith (Sumter)*

Committee will meet 11/30

## **REPORTS FROM OTHER COMMITTEES:**

*Conflict of Interest—Noni Bohonak (Lancaster)--NR*

*Grievance Committee--NR*

## **UNFINISHED BUSINESS**

**Motion from Rights and Responsibilities: to be added to the portion defining teaching responsibilities: Section 7 “Instructional staff members shall refrain from engaging in romantic or sexual relations with students over whom they have academic or supervisory control.”**

Discussion:

Bettie Johnson (Lancaster)—Would this prohibit spouse taking class from spouse? There are many hypothetical situations. Is this an issue of control or relationship? Does this mean if students are not in your class you can have a relationship with them?

John Catalano (Lancaster)—does the words “shall refrain” mean you should stop rather than is forbidden?





## RESEARCH OPPORTUNITY PROGRAM

<http://rfp.research.sc.edu/>

### Question and Answer Handout

#### Description

Research Opportunity Program (*formerly the Research and Productive Scholarship Program or RPS*) funding is provided by ORHS to encourage faculty to develop individual research projects leading to the pursuit of external funding sources or the promotion of scholarly activities.

- **Category I** funds will be considered "seed" monies and will be awarded to faculty with the stated objective of enhancing the competitiveness of a subsequent submission of a new or renewal proposal for external funding. Priority will be given to researchers that have received optimistic reviewers' comments from a federal sponsor. (Include federal review comments as appendix, if available)
  - Mentors are expected to assist the PI (junior faculty only) with selecting an appropriate funding agency and program, and preparing and submitting an extramural grant application. It is not expected that mentors will necessarily have, or need, technical expertise in the proposed area. However, mentors are expected to have sufficient familiarity with the targeted funding source to be able to advise on the external grant proposal process. **All Category 1 proposals submitted by junior faculty must identify a grants mentor who is listed in USCeRA as a Co-PI.**
- **Category II** funds support the general development, expansion or enhancement of faculty research and creative activity. These funds are focused on research contributions that increase academic, intellectual and scholarly activity.
- **Category III** funds support the creative and performing arts. Support may include costs associated with creating an exhibit, a performance, a musical work, etc.

#### Eligibility

Eligible applicants include all full-time faculty, tenured, tenure-track, full-time clinical track and research track faculty who have independent research programs. Visiting faculty may be eligible only under exceptional circumstances, and with the expectation that their relationship with USC is ongoing.

#### Funds Available

Funding for exceptional projects that exceed the funding range may be submitted, but must be well defined and justified.

- Category I projects may not exceed \$25,000\*.
- Category II projects may not exceed \$10,000.
- Category III projects may not exceed \$7,000.

An applicant may request a project period of 15 months beginning February 1, 2008, and ending April 30, 2009. Under certain conditions, exceptions to these dates may be requested. Proposals may be submitted by more than one investigator, but only one investigator can be designated the project manager.

\*Faculty submitting Category I proposals may request an additional \$10,000 if their research involves the Roche LifeSciences 454 FLX Genome Sequencer system in the Environmental Genomics Core Laboratory (EnGenCore). For information on this system, please go to <http://www.sc.edu/rref/research.php>, click “Search Database” and enter “454 Genome Sequencer FLX” in the Name/Description Field.

## Budget Information

Budgets will be presented in general categories and require detailed explanation. Although the Research Council intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount depending on the number of proposals received and funds available.

### Allowable Costs

- Salary and fringe benefits of undergraduate students, graduate students, and technicians (NOT faculty)
- Equipment (The formal definition of “capital equipment” is any article of non-expendable, tangible property having a useful life of more than one year and an acquisition, or valuation cost of at least \$5,000.)
- Project supplies
- Animal maintenance
- Photocopying
- Travel essential to conduct the project
- Salaries (Requests for faculty salaries, not to exceed two months, (1) are allowable only for faculty from the regional/senior campuses and (2) must have strong justification.)
- Computers (Requests for computers must demonstrate that computers are essential to the project and not otherwise available to the project.)
- Faculty submitting Category I proposals may request an additional \$10,000 if their research involves the Roche 454 FLX Genome Sequencer. For information on this system, please go to <http://www.sc.edu/tref/research.php>, click “Search Database” and enter “454 Genome Sequencer FLX” in the Name/Description Field.

### Unallowable Costs

- Costs in connection with faculty degree requirements
- Travel to professional meetings
- Tuition
- Faculty salary and fringe on the Columbia campus

## Application Procedure

1. Develop a three to five page proposal that provides:
  - a. A brief discussion of the background and significance of the proposed idea, including its relation to the present state of knowledge in the field.
  - b. A detailed narrative of the project that includes the objectives, significance of the research, the research task and expected accomplishments during the course of the project, the specific outcome of the project, and a discussion of potential external funding sources.
2. Attach the following supporting documentation to the end of the proposal packet:
  - a. References (should be included as appropriate, but will not be counted in the narrative page limitation).
  - b. Biographical sketch/curriculum vitae (should list the most current information and use NIH, NSF, NEA or other standard agency formats if applicable, otherwise a maximum of two pages that include current and pending support).
  - c. A detailed budget and budget justification for total project costs (see allowable and unallowable items under the Funds Available section above).
  - d. Category I: Prior federal review comments if available.
3. Submit the completed proposal packet:

- a. Through USCeRA (<https://sam.research.sc.edu/uscera/>) and APPROVED by your chair, dean and/or chancellor **before 5:00 pm on deadline date. Application Receipt Date:** November 12, 2007
  - \*If you are unfamiliar with USCeRA or need guidance, please refer to the USCeRA e-learning course, available at: [http://grant.sc.edu/elearning\\_courses.shtml](http://grant.sc.edu/elearning_courses.shtml)
- b. Select "Internal Request" VP for Research" and choose the category type (**Research Opportunity Program**) from the USCeRA drop down menu to ensure proper proposal routing
- c. The Internal Commit Form should be used to list the amount that you are requesting from the VPRHS. Do not enter an amount in the Start-Up box. Enter in the amount that you are requesting for each year in the corresponding box. The total will calculate automatically for you. Do NOT use the Internal Commit Form to enter cost share. For more detailed instructions, please go to [http://rfp.research.sc.edu/doc/Internal\\_Commit\\_Instructions.pdf](http://rfp.research.sc.edu/doc/Internal_Commit_Instructions.pdf).
- d. Upload your proposal as ONE file using Adobe PDF or MSWord formats.

## Review Process

Applications that are complete and responsive to this announcement will be evaluated for merit by the Research Council. The Research Council will then provide a prioritized list of recommendations for funding to the Vice President for Research and Health Sciences based on the quality of the proposals per the review criteria (see below). The Vice President for Research and Health Sciences will make awards based on Research Council's recommendations and available funds.

### Research Merit:

- Does the proposal provide a compelling argument for the research?
- Does the proposed project represent a significant contribution to the investigator's field of study? If so, how?
- Is there a probability of publication or public dissemination? If so, who is the audience for the proposed work, and why will they value it?

### Nature of Proposal:

- Does the proposal provide a clear statement of overall project objectives?
- Are the proposed methodologies appropriate and accurate?
- Does the proposal provide a sound justification with clear and specific budget information?
- What is the likelihood of definitive results and conclusions?
- Is the text of the proposal well-written?
- Is the timeline and budget proposed feasible?

### Leverage:

- Will the project lead to further scholarly activity?
- Does it improve chances for funding from existing sources?
- Does the project offer opportunities for funding from new sources?
- Does the project help build research networks?

### Reporting:

- If the investigator(s) has received previous funding from the Research Office, have all required reports been appropriately completed?