

**PLEASE NOTE CHANGE IN TIME FORMAT!**

**UNIVERSITY OF SOUTH CAROLINA  
Regional Campuses Faculty Senate  
USC Union**

Friday, November 14, 2008

Coffee..... 9:00 - 9:30 AM  
Lobby, Main Building

Morning Session.....9:30 - 10:00 AM  
Auditorium, Main Building

Welcome

Standing Committees.....10:00 - 12:00 PM

I. Rights and Responsibilities  
Room 201, Main Building

II. Welfare  
Room 303, Main Building

III. System Affairs  
Room 202, Main Building

Executive Committee  
Auditorium, Main Building

Deans Meeting  
Room 203, Main Building

Luncheon.....12:00 - 12:45 PM  
Truluck Activity Center

Afternoon Session.....12:45 - 2:30 PM  
Auditorium, Main Building

## AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: September 26, 2008  
USC Columbia, Columbia, 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 Extended University
- IV. Reports from Standing Committees
  - A. Rights and Responsibilities – Professor Nancy Macdonald
  - B. Welfare - Professor Jean-Luc Grosso
  - C. System Affairs - Professor Patrick Saucier
- V. Executive Committee - Professor Steve Bishoff
- 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 Danny Faulkner
  - E. Regional Campuses Research and Productive Scholarship Committee – Professor Steve Bishoff
  - F. Regional Campuses Academic Advisory Council – Professor Danny Faulkner
  - G. Other Committees
    1. Conflict of Interest Committee – Professor Noni Bohonak
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

**UNIVERSITY OF SOUTH CAROLINA  
Regional Campuses Faculty Senate  
USC Union**

Friday, November 14, 2008

**Morning Session**

Professor Faulkner called the meeting to order. Dean Roland welcomed the Senators and announced the meeting sites for the committee. The committees were dismissed to meet.

**Afternoon Session**

- I. Call To Order
- II. Correction/Approval of Minutes: Delay to the next meeting.
- III. Reports from University Officers
  - A. Dr. Chris P. Plyler, Vice Provost and Executive Dean System Affairs and Extended University

Good afternoon. I would like to express gratitude to Dean Rowland and the USC Union faculty and staff for hosting this November meeting of the Senate and for the delicious lunch we enjoyed minutes ago.

**Report on the External Peer Review Process:** After my September report to the Senate, I was asked to comment on my observations of the External Peer review Process. I would remind you that this procedure was recommended by this body for inclusion in the *Regional Campuses Faculty Manual* in April 2007 and approved by the Board of Trustees in July 2007. Although it is strongly recommended that faculty applying for tenure and probation voluntarily comply with peer review, it will not become a requirement until the fall of 2012 for the faculty who were hired in the fall of 2007.

Looking back to last year and so far this year, those tenure and promotion (T&P) candidates who have sent their files their research and scholarship--for review by peers external to their institutions, the process has worked relatively well. The files have been strengthened as a result of these evaluations and readers beyond the local campuses have a much better appreciation and understanding of the full responsibilities of regional campuses' faculty in addition to the quality of their scholarship.

The one shortcoming experienced with this process has to do with communications between candidates, tenure and promotion chair on the regional campus, external reviewers and my office. Once the candidate identifies reviewers (minimum of 3; 5 recommended), the department or T&P chair contacts each reviewer to introduce them

to the process and ask if they will participate on behalf of the applicant. The chair then provides the Vice Provost with the names, addresses, etc. of the potential reviewers along with the T&P files to be sent. The Vice Provost confirms the participation of each reviewer in a letter which accompanies the T&P file.

In two cases so far, only two evaluations came back out of the required three as there was either a misunderstanding or miscommunication between chair/Vice Provost and evaluator. Two external evaluations are not as strong as the required three, and in 2012, a return of two will disqualify the file. The lesson here is to insure that five or six external evaluators are on board so as to yield the required three to satisfy the criteria.

**Budget:** You are likely aware that recent reductions in state appropriations for higher education translate into a \$32.5 million funding cut for the University of South Carolina system. Campuses and USC Columbia units have already been made aware of their reductions and are making plans to manage the cuts. Unfortunately the reductions we have incurred so far this fall are only a continuation of more to come as the Board of Economic Advisors continue to have to adjust their forecasts downward in the face of declining economic indicators. We are all going to be lean and leaner over the foreseeable future.

**University:** The Bachelor of Arts in Organizational Leadership Summary Proposal was approved by the Advisory Committee for Academic Programs Committee of the CHE last October 9, and the full proposal is now in the office of the Provost prior to submission to the Academic Affairs Committee of the Board of Trustees. Once the full Board approves the degree, it will then move to the CHE's Committee on Academic Programs prior to consideration by the full CHE.

B. Regional Campus Deans

1. Hugh C. Rowland, Dean, USC Union

**a. Budget** Due to budget cutbacks since the beginning of the fiscal year and predictions of cutbacks in the latter part of this year and/or next fiscal year, we will be taking a hard look at some projects that we had planned to implement.

**b. Strategic Planning and Assessment** We continue to make progress on our strategic planning, particularly with respect to integrating our budget and financial side into the development of the blueprint for quality improvement, our annual budget, and our Baldrige Report.

**c. Enrollments** USC Union enrollments, contrasted with last fall, declined by 7.79% in headcount and 6.3% in FTE.

**Enrollment Initiatives** We are focusing much more on our student markets that desire

4-year degrees via Palmetto Programs and TSTM. As you drive through Union and Laurens, you will now see billboards featuring adult students with messages about 4-year programs and cost savings. We have hired a new admission recruiter to take the initiative on developing marketing approaches and data analysis, as well as traditional methods.

**Army ROTC** USC Union is in the process of starting an Army ROTC program under the umbrella of ROTC programs based out of Wofford College.

**Scholarships** USC Union received \$75,000 for student scholarships from the Whitener family. Most of the gift came from the estate of the brother of Col. Jack Whitener, the *Dean Emeritus* of USC Union.

**Associate Dean Position** With the assistance and support of Dr. Plyler, our associate dean position was restored. We have deemed this position to be critical to our mission and carrying out our strategic plan; our search will begin in the very near future.

**New Faculty Hires** All full-time faculty searches are on hold until we can assess better our budget situation for next year.

**Faculty Retreats and Adjunct Orientations** We regularly hold faculty retreats to deal with larger issues, such as mission and student learning outcomes. In January, we plan to combine our retreat with an adjunct faculty orientation at our Laurens Center. We held our second adjunct faculty orientation/retreat this fall at Union and need to do the same at our Laurens Center.

**Library** We are working vigorously to refresh and reinvigorate our library. This fall, we have put in a coffee/light eats lounge area. We have rearranged a number of areas to create a more student friendly environment. We have begun to convert our collection of music LPs into digital format to make the music more available to our clients.

2. C. Leslie Carpenter, Dean, USC Sumter

Since my last report to the Regional Campuses Faculty Senate on September 26, 2008, there have been a number of notable events and activities at USC Sumter.

**Budget:** As all of you already know, all public colleges and universities in South Carolina have experienced very severe cuts to our State appropriations, and we expect yet more cuts in December 2008 and early in 2009. At USC Sumter, the cuts to our State appropriation are approximately 22%, and when combined with an estimated shortfall in tuition revenue, amount to approximately \$1,134,159. Towards this goal, USC Sumter has identified cuts to expenses in FY 09 of approximately \$527,225, and of approximately \$829,317 for FY 10. USC Sumter is in the process of identifying additional cuts to expenses that can be made as the cuts to our State appropriation continue to increase.

**Human Resources:** As all of you know, a System-wide hiring freeze was recently announced by President Pastides in anticipation of severe cuts to our State appropriations. Only one of seven faculty searches for FY 10 at USC Sumter, a tenure-track assistant professor of mathematics position, has been granted a mission critical exception to the hiring freeze. The other six searches will not be held. Most temporary staff positions will not be renewed when the current appointments conclude, and the remaining few temporary staff positions may be renewed at significant reduced hours. Several full-time staff positions recently vacated will not be filled. Other full-time staff positions will have portions of their salaries and benefits shifted out of the operating budget to other fund sources. Since the inception of the TERI program, 28 USC Sumter employees have opted into the program. Of those 27, 20 have already retired, four are scheduled to retire in FY 09, one in FY 11, two in FY 12, and one in FY 13.

**Student Enrollments:** Final official enrollment figures for the 2008 Fall Semester indicate a 5.20% headcount enrollment increase compared to last year, and a 1.30% FTE enrollment increase compared to last year. For the 2008 Fall Semester, USC Sumter is offering PACE (Program for Accelerated College Education) dual/concurrent enrollment courses in seven high schools. USC Sumter faculty and staff continue to work diligently on initiatives intended to increase enrollments through improved recruitment and retention of students.

**Student Activities:** USC Sumter's student newspaper, *The Ant Hill*, recently published its first issue of the 2008-09 year. Fire Ants Soccer for both men and women completed successful first seasons during the 2008 Fall Semester, with several players being named to the All Region 10 First and Second Teams. Both the Baseball Team and Softball Team are looking forward to beginning their second seasons during the 2009 Spring Semester. Fire Ants teams in all sports are eagerly anticipating spirited competitions with teams from USC Salkehatchie and USC Lancaster.

**Faculty Workload Adjustments:** Following the adoption of a Faculty Workload Adjustment Plan for USC Sumter, the 2008 Fall Semester marked the implementation of the first phase of this Plan for all junior tenure-track faculty, as well as selected senior tenured faculty identified as "productive scholars". The second phase of adjusted teaching loads for these two groups of faculty was originally scheduled to be implemented during the 2009-10 academic year, but instead will be delayed for at least one year due to the budget cuts and hiring freeze.

**Professional Travel:** As all of you know, President Pastides also announced a System-wide travel freeze in anticipation of severe cuts to our State appropriations. At USC Sumter, we are endeavoring to protect professional travel funds, as "mission critical", for faculty who are either presenting papers, serving on panels, or whose presence is expected as an elected officer in the professional association. All other professional travel must be approved on a case-by-case basis against the "mission critical" standard.

**Capital Improvements:** Bids have been received for construction of practice fields for baseball and softball. A new Instructional Laboratories Building continues to be the top priority for new buildings for USC Sumter, and currently is ranked #13 on the state-wide list of capital projects for higher education.

3. Ann C. Carmichael, Dean, USC Salkehatchie

Salkehatchie is pleased with the fall enrollment which shows a total headcount of 965 students, a 6.16% increase over last fall, and a full-time equivalent of 624, which is a 4.34% increase over last fall. This is the highest FTE in the history of the institution. Dr. Maureen Anderson, assistant professor of English, coordinated the publication of the first issue of *The Salkehatchie Way*, a collection of art, poetry, fiction, and photography created by Salkehatchie students, faculty, and staff. Copies of this publication are available upon request.

Student leadership through SGA and athletics has been active this year in civic organizations and university outreach projects. This fall our basketball team partnered with Northside Elementary School in Walterboro and was featured in the USC Times reading to the children. In Allendale the SGA participated in a Halloween carnival for local children.

The Salkehatchie softball shed which was damaged by a tornado last March was rebuilt, thanks to the donation of materials and funds from local businesses and citizens and the manpower of the Cooperative Baptist Fellowship of South Carolina.

Dr. Roberto Refinetti, Associate Dean of Academic Affairs, has recently published a booklet entitled *Faculty Profiles*. The booklet highlights faculty who are actively engaged in research projects as well as those who are available for guest lectures on topics within their discipline. Copies of the booklet are available upon request.

The Salkehatchie campus will host its 26<sup>th</sup> annual dove shoot on November 24<sup>th</sup>. Prior to the shoot the athletic department will provide lunch for hunters for a small donation. Proceeds will be used to support the athletic program.

4. John Catalano, Dean, USC Lancaster

My November report will concentrate on budget concerns in order to bring the faculty up to date with recent developments on campus and in South Carolina. As you can see from the numbers below, we will receive approximately \$1.1 million less than last year and, once again, are the worst treated of the regional campuses. Please note that we are expected to compete with the other campuses while receiving far less in funding per student than they.

FTE	Appropriation	\$ per FTE	Appropriation	\$ per FTE with provisos	
2008					
USCL	1085	\$2,399,774	\$2211.77	\$2,499,774	\$2303.93
USCSumt	870	\$3,642,014	\$4186.22		
USCSalk	624	\$1,964,260	\$3147.85		
USCU	249	\$ 887,721	\$3565.14		
2007					
USCL	1003	\$2,770,893	\$2762.61	\$3,570,893	\$3560.21
USCSumt	859	\$4,408,690	\$5132.35		
USCSalk	598	\$2,375,512	\$3972.43		
USCU	266	\$1,070,688	\$4025.14		

The impact on the faculty thus far has been limited to the freeze on hiring and non-essential travel. We will not be able to search for new faculty this year, but all current faculty members should feel secure that their jobs are not subject to a reduction in force. We have not reduced the local research and productive scholarship grants and we have tried our best to honor all equipment purchase promises to the new faculty.

#### 5. Sally Boyd, Assistant Vice Provost for Extended University

The proposal for the Bachelor of Arts in Organizational Leadership has been passed by the Columbia Faculty Senate and the first stage at CHE. It is scheduled to go before the Board of Trustees December 15, and if it is approved it will go to CHE in the spring for final approval there, as well as to SACS. Our hope is that all approvals will be in place so the degree will be available to students by Fall 2009.

Ten students from regional campuses are scheduled to graduate in December with the BAIS.

Fifty-eight students are currently enrolled in BLS. We anticipate 12-15 more will be admitted effective Spring 2009. The first BLS degree was awarded Summer 2008. There are no graduates for this December, but some are expected next May.

Your academic deans are beginning to contact faculty on their campuses about participation in the Palmetto training next summer. While budget constraints are necessitating some modification from what has been done in the past, the training will maintain the same focus on establishing rapport with the technology and incorporating the technology in pedagogically sound ways. Next summer's training will have a stronger emphasis on independent, individual preparation and will rely on faculty with Palmetto experience to provide support and assistance to their colleagues.



Because of the most unusual nature of the BLS degree and the anticipated BOLD while students are physically taught on regional campuses by regional campuses faculty members, the degree is officially a Columbia degree policies governing them are outside the purview of this faculty senate. However, to assure that faculty involved in the program are providing guidance, Chris Plyler has appointed a Palmetto Programs Advisory Committee to address and make recommendations on policy issues. This committee, which has representation from each regional campus, met at the beginning of this semester and will meet again early in the spring semester.

IV. Reports from Standing Committees

A. Rights and Responsibilities - Professor Nancy Macdonald

**Motion on Standardization of Tenure and Promotion Files**

It is moved that the following new section be added to Appendix VI, Guidelines for Teaching Effectiveness, and that said appendix be renamed Guidelines for Documentation of Standards for Tenure and Promotion:

**Presentation of Candidate=s File**

To facilitate the evaluation process for dispersed evaluators, all files will be presented in binders with tabs provided by their local Office of the Academic Dean, as follows: [see following page]

<b>Tab Label</b>	<b>Comment</b>
RCTP -1 Cover Page	Tab may not be needed for this page
RCTP 2 Criteria for Tenure and/or Promotion	This tab is CRITICAL!
RCTP 3 Voting Form	This is simply the form that lists the voting score at each level
RCTP 4 List of Supporting Materials	
RCTP 5 Curriculum Vitae	
RCTP 6 Personal Statement	
RCTP 7A Evidence of Effective Teaching	This would be the candidate's statement about how he/she has demonstrated teaching effectiveness
RCTP 7B Summary of Teaching Evaluations	This would be the summary done by someone other than the candidate
RCTP 8A Evidence of Scholarship	Recommend sub-tab by category (publications, presentations, grants, etc.)
RCTP 8B External Reviews of Scholarship	
RCTP 9 Evidence of Service	Some may wish to sub-tab Service to Campus/University (9A), Service to the Profession (9B), Service to the Community (9C), etc.
RCTP 10 Other	Added by Candidate PRIOR to submission (Sub-tab by category)
RCTP 11 Addenda	These are items added AFTER file is submitted
RCTP 11A Division Chair's Letter	If applicable
RCTP 11B Academic Dean's Letter	If applicable
RCTP 11C Local T&P Committee	Letter (or ballots)
RCTP 11D Campus Dean's Letter	
RCTP 11E System T&P Committee	Letter (or ballots)
RCTP 11F Vice Provost's Letter	
RCTP 11G Provost's Letter/Statement	

Rationale and comment: The rationale for the new material is contained in the motion; the rationale for renaming the appendix is that the proposed name more accurately reflects the material contained in the appendix, both currently, and with the proposed addition, and will facilitate the process for candidates.

Provision of tabs by local administrative offices will ensure professionalism and standardization of form.

B. Welfare - Professor Jean-Luc Grosso

The Tenure and Promotion Workshop will be on 12 May 2009. More details will be provided at the next meeting.

The committee will be bringing a proposal for the Teaching Excellence Award to the next meeting as well.

C. System Affairs - Professor Patrick Saucier

In attendance were: Patrick Saucier (Chair, Columbia Extended University), Erin Kilpatrick (Salkehatchie), Avery Fouts (Union), Becky Hillman (Sumter), Jason Holt (Lancaster), and Bettie Johnson (Lancaster). Minutes were recorded by Bettie Obi Johnson and reviewed / edited by Becky Hilman.

**Palmetto Programs Discipline Policy**

Motions were presented to the Faculty Senate at the September 08 meeting and the motions all passed. Since that meeting, Patrick met with the Executive Committee who informed him that this committee does not have the authority to change the Palmetto Programs manual. PP degrees are awarded and accredited by USC Columbia and are not under the jurisdiction of the Regional Campuses. Patrick will make a motion to resend these motions today to keep minutes updated.

**Faculty Evaluation Forms**

Another charge from our last meeting involved the development of faculty evaluation forms. Our committee's charge was to work with Rights and Responsibilities committee on issues related to these new evaluation forms, which were developed by a special ad-hoc committee chaired by Chris Nesmith. The first three sections (8 questions) of the form were mandated by the SC state legislature. The fourth section (5 questions) was written by the special ad-hoc committee with a representative from each campus. Feedback from all of the campuses was taken into consideration in writing these 5 questions. Each campus was given the ability to add additional questions as they see fit when they implement the form.

Danny Faulkner requested that our committee make a motion at today's senate meeting that the campuses implement this evaluation form (or a modification of it) by no later than Fall 2009 and preferably in Spring 2009 so that faculty reviews are based on a consistent form in one calendar year.

Becky Hillman noted that the Sumter faculty organization wants the implementation of this form to be delayed until Fall 2009 because they were not happy with a couple of the questions.

This committee discussed at length some possible changes to the evaluation form and decided on the following 2 changes.

Add a yes/no question for 3.1 and change 3.1 to 3.2. The yes/no question for 3.1 is as follows:

**Change 3.1 to 3.2.**

**3.1 Were web sites, Blackboard, or other Internet resources a part of this course? Yes or No**

If the student answers no, then the score for 3.2 will be disregarded in calculating the instructor's average evaluation score.

Remove question 4.2 from the evaluation report. The special ad-hoc committee needs to come up with more specific questions regarding student participation. This question was too broad and could be misconstrued in a class that is mostly lecture.

**External Review Notification to Faculty as part of T&P**

At the April 2008 meeting, this committee discussed at length the fact that faculty members going through the T&P process are currently not receiving feedback concerning external reviews when they occur. A motion was made by this committee at the April 2008 meeting as follows:

“The RCFS directs the Vice Provost of System Affairs to inform each candidate for Tenure or Promotion of the number of external review letters received, and included in the candidate's file, and whether each is positive or negative. This notification will take place at the time the letters are added to the file.”

The motion was ruled substantive and should have been carried to the next meeting in September, but was not. At today's meeting, we discussed where in the manual these changes would be made. Three pages from the faculty manual were brought forward by Becky Hillman (pages C-20, C-17, and F-11).

**C-20 under Access to Progress of Files** (This would be the first bullet)

- **At or prior to the initial campus review, the office of the vice provost will inform each candidate for Tenure or Promotion of the number of external review letters added to the candidate's file, and whether or not the letters were supportive for tenure and promotion.**

**C-17 under External Reviews to be added to #8.**

**8. ...and notify the candidate that the letters were added, and whether or not they were supportive for tenure and promotion.**

**F-11 under Appendix V Flowchart**

Under Procedure: Candidate prepares file External Review Department Chair...

**Under Candidate Notification next to External Review: Candidate informed of recommendation**

Another point was made by this committee concerning the faculty manual. Becky Hillman noted that the manual has not yet been updated after the changes voted upon in the November 16, 2007 meeting. This point will be addressed with the Rights and Responsibilities committee.

Manual Change motions by System Affairs (Passed Nov 14 2008 meeting)

“The RCFS recommends the Vice Provost of System Affairs to inform each candidate for Tenure or Promotion of the number of external review letters received, and included in the candidate’s file. This notification will take place at the time the letters are added to the file.”

**In the manual:**

Page C-20 under Access to Progress of Files (This would be the first bullet)

- When External Review letters are added to the file, the Office of the Vice Provost will inform the candidate for Tenure or Promotion of the number of external review letters added to their file.

Page C-17 under External Reviews (to be added to #8)

8. ... and notify the candidate how many letters were added.

F-11 under Appendix V Flowchart

Under Procedure: Candidate prepares file External Review Department Chair...

Under Candidate Notification next to External Review: Candidate informed how many letters were added

VI. Reports from Special Committees

A. Committee on Libraries - Professor Bruce Nims

The committee met on 20 Oct 08. The addition to Thomas Cooper is continuing. The old card catalog is being removed. The experiment to keep the library open 24/7 was successful and those hours stand.

B. Committee on Curricula and Courses - Professor Robert Castleberry

The Courses & Curriculum Committee has met twice so far this semester

Please recall that the agenda for the meeting is forwarded to the administration of each of our campuses. They let me know if they have a concern about anything, **and I hope that they are passing along anything relevant to you.** The Committee vote is just a recommendation to the Faculty Senate; it is their action that really matters. . I remind you that the best way to keep up with the final changes to courses and curricula is to check the web page for the Columbia Faculty Senate.

There are a few things I would like to bring directly to your attention now:

1. POLI 201 and RELG 203 have been approved as internet courses. Of course, once approved as such, they are available to our campuses. The Provost's Academic Policy Group (among other things) is currently working to clarify the policies concerning distance/internet courses. Aileen Trainer of that Group has generated a list of courses that have already been approved as distance/internet courses. This list should eventually be published on the USC Columbia Webpage, but, to my knowledge, that hasn't been done yet.

2. What do you have to do if you would like to take one of the courses you teach and offer it as an internet course? Some things are clear, and some need to be clarified. The idea is that the Policy Group will develop the necessary policies. As is stands right now:

a. A special form has to be submitted to Courses & Curriculum (available on the USC Columbia Webpage).

b. A three-hour course has to have 2100 minutes of content. You need to document how you will handle that in a distance course. DEIS needs to approve your course structure.

c. I would presume that any of us wanting to offer a course on the internet should

clear this first with the appropriate Columbia department, college or school. **I suggest that we need to develop a formal strategy for helping with this.**

3. The Palmetto Programs BA in Organizational Leadership degree was approved by Committee and will be considered by the Senate at the next meeting.

4. The Committee also approved a new course: Phil 101-- Special Topics in Philosophy. The course is meant to offer training in philosophical reasoning for non-majors and to cover "non-traditional" topics of interest to students. The topic covered (and the exact title of the course) could differ across semesters and could be repeated. As a 100-level course, we should be able to offer this course. The only potential confusion I see is that the course topic is dynamic and would likely need to be coordinated with the Columbia Philosophy Department. **Is this really a problem? If so, how will it be handled?**

C. Committee on Faculty Welfare - Professor Dams Hassell (Submitted by Professor Fernandes)

#### **Faculty Welfare Committee Minutes**

October 22, 2008, 1:30 p.m.

McCutchen House Conference Room A

**Members present:** Charley Adams, Chair (Public Health), Augie Grant (Journalism and Mass Communication), Stephen Sheehi (Languages, Literatures and Cultures), Kate Boyd (University Libraries), Kevin Bennett (School of Medicine), Pearl Fernandes (USC Sumter) and Bob Best (ex-officio member as Chair of the Faculty Senate).

Issues discussed by the Committee at the meeting:

#### **Appointment of a Secretary**

Pearl agreed to continue to be the secretary for the rest of the academic year.

#### **Approval of Minutes**

Minutes from the September 24, 2008 meeting were approved unanimously by the committee.

#### **Early Career Faculty Network**

Charley passed a flyer on the Early Career Faculty Network to be held in the Russell House Ballroom on Thursday, October 30, 2008 from 9:30- 11:30 a.m. The network will focus on resources available to conduct research/scholarly activity.

#### **ISAD**

Charley as a faculty in the Department of Speech Disorders and Communication asked for a one minute silence to commemorate the International Stuttering Awareness Day which is intended to raise the public awareness of the millions of people who have this speech disorder.

### **Dr. Helen Doerphinghaus**

Dr. Helen Doerphinghaus in her capacity of Associate Provost and Dean of Undergraduate Studies was the invited guest to discuss faculty concerns on class scheduling and the available options. Discussions ensued on the physical location of classes on campus. Faculty had expressed concern regarding having to walk considerable distances from their offices to the classrooms. Dr. Doerphinghaus mentioned that presently there is going to be no changes in class scheduling and efforts will be made to accommodate special needs faculty.

Dr. Doerphinghaus also pointed out that with the recent budget cuts, there will be no new building activity and instead there would be an increase in number of deferred maintenance projects. This may lead to classes going offline, and if so, should classes be expanded to Friday? Research shows that many universities have expanded classes to Fridays and Saturdays, as this cuts down on drinking and partying by students on Thursday and Friday nights.

#### Options discussed by committee members:

Augie mentioned that undergraduate classes could be held within a certain radius on campus and the class day could be stretched until 5:30 p.m. Faculty had asked for more Monday and Wednesday classes and a plan for this had been developed in the past. Special software for scheduling is available.

Charley mentioned that these same issues had been discussed last year, and the committee had recommended that advisors work with students on smart scheduling and that more shuttle service be made available during critical times.

Bob suggested that incentives can be given to faculty that are willing to teach on non-traditional days/times or faculty take turns teaching on these days/times.

Stephen pointed out that any solution should take into consideration carbon footprints and sustainability issues.

#### Recommendations by the committee:

- 1) Have a task force which includes tenure track and non-tenure track faculty, undergraduates and graduates bringing in representation from all the stakeholders.
- 2) Have a written document with voices from all the stakeholders.
- 3) Bring in faculty from the campus that has expertise in sustainability issues.
- 4) Have a website where minutes from the Faculty Welfare Committee are posted, so that faculty can review, voice their concerns and make recommendations.
- 5) Have Dr. Doerphinghaus chair the taskforce.

### **Faculty Enrichment Fund**

The FWC is in charge of this fund. Charley passed the budget sheet for this fund. On reviewing the sheet it was observed that more money is being expended than coming in. Bob asked Charley to talk about the Faculty Enrichment Fund at the Faculty Senate meeting and its role in funding flu shots and cardiovascular screenings.

### **Sasaki Plan**

Under the Sasaki Plan faculty that have offices in the Vista may have to pay increased parking fees, and this may affect faculty disproportionately. Incentives can be given to



faculty that bike or walk to campus. Sustainability issues must be integrated in the Sasaki plan. The committee recommended that an Office of Sustainability be set up made consisting of representatives from the campus. Faculty issues regarding the plan should also be discussed with interested members from the Board of Trustees. A recommendation was made that the plan be presented to the Faculty Senate by Dr. Ted Moore, Vice- President of Planning.

### **Salary/ Salary Compression**

The recent budget cuts will affect salary raises and merit pay. Questions were raised as to whether productive faculty would get merit pay raises or incentives, and how the cuts would affect faculty promotion, recruitment and retention. A recommendation was made that salary incentives be built into the system to reward productive faculty.

### **Capital Campaign**

Discussion by faculty members on how the campaign would affect existing faculty, since the goal of the campaign is to recruit new faculty.

Meeting ended around 3:30 p.m. Next meeting will be held on Wednesday, Nov. 26 at the same place. The time for the meeting is presently in discussion.

- D. Faculty-Board of Trustees Liaison Committee - Professor Danny Faulkner No report
- E. Regional Campuses Research and Productive Scholarship Committee Professor Steve Bishoff No report
- F. Regional Campuses Academic Advisory Council - Professor Danny Faulkner No report
- G. Other Committees
  - 1. Conflict of Interest Committee - Professor Noni Bohonak No report

### **VII. Unfinished Business**

- A. System Affairs: Motion: External Review Notification to Faculty as part of T&P (see committee report above).

Discussion challenged the appropriateness of the supportive or non-supportive assessment. This prompted a motion to amend: Moved to strike that portion of the motion. The amendment passed.

After a non-substantive change of the wording from “direct” to “recommend”, the amended motion passed.

- B. Rights and Responsibilities: Motion: Standardization of the T&P files [tabbing].  
The motion was amended successfully changing “RCTP 11B Academic Dean’s Letter” to “RCTP 11B Office of the Academic Dean’s Letter”.

The amended motion passed.

VIII. New Business

A. System Affairs: Motion on the students' teaching evaluations (see above).  
After a spirited discussion, a motion to amend by excluding the actual instrument from the Faculty Manual passed, 17 to 3.

The discussion continued and focused on the establishment of an authoritative body from the regional campuses and reporting to the RCFS to oversee the evaluations. Also, concern was expressed that the use of the data was unclear.

The amended motion was tabled.

B. Motion to use the instrument this Spring was defeated.

C. Motion to rescind the 3 motions on Grievance procedure for Palmetto College passed. [Nota bene: procedures were already established and were not under the RCFS anyway.]

D. In view of the difficulties with the teaching evaluation motion, the Chair charged Rights and Responsibilities to come up with concrete language at the next committee meeting.

IX. Announcements None

X. Adjournment