



January 9, 2020

## Minutes

- Dean's Report: Dr. Catalano is unable to attend, but he sends the following report: "I regret that I'll miss in order to attend the CHE and related Committees that are meeting Thursday in Columbia. On the bright side, in 2019 USC Union billed PC \$66,157 to reimburse the campus for my time spent serving as Associate Provost. That has allowed the campus to do several things that we couldn't have afforded otherwise. I am available for questions anyone might have."
- Academic Dean's Report: See below
- Dr. Sixta Rinehart: Provost Search Committee Report
  - The search is going well and the committee is currently looking through candidate files. We are expecting campus visits the week of February 10th and February 18th. There might be another week of campus visits after that depending on the number of people we bring in but we do expect a Provost in place by May. By state law, we will bring in at least 3 candidates.
  - Regarding "Courses & Curriculum": please notify Dr. Rinehart if active courses are voided/invisible from online scheduling.
- Dr. Aziz: OSP/TRIO Grant Report & Student Success Center
  - OSP Grant is nearing completion. There's a need for proof-readers prior to the 1/27 deadline. Please contact Dr. Aziz before 1/17 if you're interested in proof-reading the grant prior to submission. There's a tight turnaround time, so please be advised that the grant (65+ pages) would need to be reviewed with suggestions/comments submitted to Dr. Aziz by the end of the day on 1/20.

- The Student Success Center will have 12 tutors for Spring 2020. The sciences are fully covered; at least six tutors are capable of doing writing instruction. The complete schedule is forthcoming.
- USCU Blood Drive on 2/10

In Attendance:

Dr. Schafer  
 Kevin Torres  
 Lynn Edwards  
 Gale Ashmore  
 Dr. Aziz  
 Dr. Anderson  
 Brandon Simpson  
 Neill Hance  
 Prof. Emswiler  
 Dr. David Hudson  
 Dr. Pisano  
 Dr. Debbie Hudson  
 Dr. Fouts  
 Dr. Sixta Rinehart  
 Dr. Charles  
 Dr. Lowell  
 Prof. Ivey  
 Greta Bailey  
 Dr. Lowe  
 Dr. Maire-Afeli  
 Dr. Morris

Academic Dean's Report – 1/9/2020

Syllabi, Textbook Orders, and Attendance Tracking

- If you haven't already, remember to submit a copy of the syllabus for each class that you are teaching this Spring as soon as possible to Academic Affairs (send to Randy [lowell@mailbox.sc.edu](mailto:lowell@mailbox.sc.edu); and Christen [englance@mailbox.sc.edu](mailto:englance@mailbox.sc.edu)).
- Also, if you haven't already, be sure to submit your Spring textbook information to Tanja in the bookstore so that she will know what to tell students who go to her looking for their Spring books. She had emailed out a link to the online form for that, so please use that form so that you include all of the necessary information. This includes up-to-date ISBN info that you should verify with the publisher prior to sending to her. So even if you are using the same thing you have used before, or are not requiring students to purchase any textbooks, she needs to know so that she knows what to tell them about each class on the schedule for their required materials.
- Remember to closely monitor your class attendance over the first few weeks of class, and by the end of the second week of classes, send in an attendance report to Academic Affairs, noting any students who are on the roster and not attending (or any students who are attending, but not on the roster). We will attempt to contact those students to resolve any issues as early as possible.

Summer/Fall 2020 Schedule Planning

- Keep an eye out for requests for summer/fall teaching preferences later in January or early February.

#### Outside Professional Activity Reports

- I sent an email to all full-time (slotted) faculty regarding the annual submission of Outside Professional Activity online via the AIRS system. These need to be completed online by the end of January to be reviewed for approval. Note that these need to be completed for those designated faculty, whether there are any outside activities or not.

#### New Faces in Academic Affairs and Admissions

- Former Union student and BOL Graduate, Kayla Burton, will join Academic Affairs to provide additional administrative/faculty support, starting January 21. Kayla will be working 20 hours a week, which will help the office with coverage as Christen Mayes expands her role into Coordinator duties in the Academic Success Center, working closely with Dr. Aziz.
- In Admissions, we now have a new full-time Student Activities staff member, Anita Whitney. She will work closely with SGA and the other student organizations/clubs, to help coordinate and enhance the student experience on campus.

#### Lactation Room Update

- The new lactation room on campus will be in room M302 in the Main Building, formerly the location of my PALM Psyc Lab. The PALM Lab's new location will be in the Central Building, in the room that was formerly the Union/Laurens CHE Room. M302 has been cleared out, and is ready to be converted to this lactation room. Lynn Edwards has agreed to help Ducky in setting this new room up to ensure it has what it needs for this new use.

#### TAO Self-Help/Self-Enroll Update

- Our USC Union TAO is active for campus wide use. It is available for free unlimited use by any USC Union faculty/staff/student, just by using the USC Union email address to register. Details on registration had been emailed out and are in regular rotation on the screens around campus, but let me know if you want me to resend them to you directly. If you want to use some of the modules in your class in some way as a kind of assignment or extra credit activity, I can help you get that set up as well.

#### Important Dates:

- Start of Classes: 1/13
- Last Day to Drop a class without getting a 'W' (first-8-weeks class): 1/16
- Dr. Martin Luther King, Jr. Service Day (no classes): 1/20
- Last Day to Drop a class without getting a 'W' (full semester class): 1/21
- PC Faculty Senate: 2/14 (Salkehatchie)
- Last Day to Drop a class without getting a 'W/F' (first-8-weeks class): 2/19
- Spring Break (no classes): 3/8-3/15
- Last Day to Drop a class without getting a 'W' (second-8-weeks class): 3/19
- Last Day to Drop a class without getting a 'W/F' (full semester class): 3/28
- USC Union Awards Night: 4/7, 6:30pm
- PC Faculty Senate: 4/10 (Sumter)
- Last Day to Drop a class without getting a 'W/F' (second-8-weeks class): 4/15
- Last Day of Classes: 4/27
- Final Exams Week: 4/29-5/6
- Commencement: May 2, 6:00pm (faculty arrive around 5:15)

#### Research Club

- We will have our next Club meeting on January 16, 12:00-1:00, in the Community Room, where we will make our Spring plans for Club events, fundraisers, and outings.
- We will have our next Club field trip on January 24, getting a tour of the CAST facility at Upstate, with the tour scheduled from 2:00-4:00.

- There are 3 different experiments running currently in the PALM Psyc Lab, and all are still looking for more volunteer participants. This includes Tomi LaChance's experiment on social media/personality/meditation, which she is getting some help with by a Union County concurrent student, Nicole Lee. The other experiment is Kelsey Granger's experiment on perceptions of sexual assault using the eyetracker, with her getting some help from Dani Bradley on that data collection. And the third experiment is Katie Sligh's, which she can run multiple people in simultaneously in any room that has a projector screen. If you are open to offering extra credit for students who participate in either/both of these experiments, all the better. These students have had their preliminary findings accepted for presentation at the upcoming annual meeting of the Southeastern Psychological Association, as part of the undergraduate CEPO session, in New Orleans the first week of April. So they are aiming to have the remaining data collected by Spring Break to have time to put those posters together for the Conference.