

## MINUTES OF USC LANCASTER FACULTY MEETING ON NOVEMBER 13, 2009

The minutes from October 2, 2009 were approved.

### Reports of Officers

**Dean Catalano:** Written reports are attached in **Appendices I, II, and III.**

- Dr. Catalano discussed current and planned facilities improvements on campus.
- The carpet and paint in Bradley is scheduled to be replaced. Hubbard Hall will be closed for three weeks during the summer of 2010 for asbestos remediation and remodeling of the main lobby staircase. The offices in Hubbard will also receive new carpet and paint. This project is being funded by deferred maintenance money.
- A new sign for USCL is currently under construction. Another crosswalk will be added on Hubbard Drive to connect the new parking lot to the Bradley building lot. More sidewalks are also planned.
- A new picnic shelter near the tennis courts was completed with funds raised by Mr. Bobby Collins.
- \$1.7 million has already been raised for the new classroom building. More fundraising events are planned.
- Construction of new student housing buildings is on hold right now due to lack of financing. The project will be revisited in the fall of 2011 at the earliest.
- A 7% budget cut of \$250,000 was implemented. The stimulus funds have been received and totaled \$356,000. Between July and Oct 31, expenses will be cut by \$423,000. Larger class sizes will help with the budget cuts. No employee furloughs are planned or expected at this point.
- Final enrollment numbers for 2009 are in. Headcount is at 3,276 (increase of 0.8%) and FTE is at 2,143 (increase of 3.8%). These numbers exclude bachelor's degree students who are in the BSN, BLS, BOL, and TSTM programs.

**Dean Cox:**

- Dr. Cox asked that faculty get in touch with their advisees regarding spring registration.
- Faculty members also need to provide their schedules for summer, fall, and spring semesters to their division chairs.
- Redefined course load applications need to be turned in now for the next academic year.

**Student Affairs (Collins):** A written report was submitted, see **Appendix IV.**

**Law Enforcement (Rutledge):** For the Thanksgiving holiday, the afterhours watchmen will be on duty from 5:00 pm until morning. If you need to get into the building during the day over Thanksgiving break, call John Rutledge.

### System Committee Reports

**Regional Campuses Faculty Senate (Faulkner):** The next meeting of the Regional Campuses Faculty Senate is scheduled for Friday, November 20 at USC Sumter.

## Local committee Reports

**Athletics Advisor Committee (Hunt):** The committee requested faculty help on the issue of athletes dropping classes. The NJCAA regulations require that athletes maintain 12 credit hours each semester while participating in college athletics. Many of our athletes are dropping below 12 hours when they drop a course. The committee recommends that advisors give athletes 15 credit hours at the beginning of the semester, so that if they have to drop a course, they still have 12 credit hours. Also, there is a form they will need to fill out and have signed by their advisors before they are allowed to drop a course. An email will be sent to all faculty members regarding this issue.

**Admissions and Petitions Committee (Cox):** Dr. Cox moved that we adopt the changes to the 2-year registered nurse program admission requirements, per the motion outlined in **Appendix V**. This motion will be voted upon under “New Business” at today’s meeting.

**Assessment Committee (Hammond):** The committee is developing rubrics for assessing student work. Information on this will be sent out to faculty members. The motion to establish the Assessment Committee as a permanent committee (**Appendix VI**) will be voted upon under new business at today’s meeting. If passed, a recommendation from the committee on how it will be implemented in the 2010-2011 academic year will be developed.

**Local Welfare and Grievance Committee (Golonka):** Nominations for the John J. Duffy teaching award were accepted. Three nominees were forwarded to the regional campuses faculty senate: Dr. Stephen Criswell, Dr. Fran Gardner, and Dr. Kate Holland.

## New Business:

### **Changes to Admissions requirements for RN program:**

- The motion to change the RN program admission requirements (see **Appendix V**) was voted upon and passed.

### **Assessment Committee:**

- The motion to establish the assessment committee as a permanent committee (see **Appendix VI**) was voted upon and passed.

## Attending:

S. Alhaddad, G. Atim, P. Barry, N. Bohonak, D. Brown, C. Bundrick, A. Burg, B. Burgin, F. Burke, S. Campbell, J. Catalano, C. Catledge, R. Collins, R. Cox, K. Covington, S. Criswell, N. Davaut, S. Eliades, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, A. Golonka, L. Hammond, L. Harris, D. Hassell, J. Holt, S. Hunt, K. Jackson, B. Obi Johnson, L. Martek, S. Penuel, T. Polenski, K. Richardson, David Roberts, J. Rutledge, A. Scott, W. D. Thurman, S. Williams, K. Worthy, E. Moon-Kelly.

**Faculty Secretary: Submitted as PDF on December 3, 2009 by Bettie O. Johnson**

**Appendix I. 2001-2009 Fall FTE Appropriation**

	FTE	Appropriation	\$ per FTE	Appropriation with provisos	\$ per FTE
2009					
USCL	1080	\$2,036,988	\$1,886.10	\$356,295	\$2,216.00
USCSumt	888	\$3,222,438	\$3,628.87	\$575,463	\$4,276.92
USCSalk	645	\$1,635,555	\$2,535.74	\$310,271	\$3,016.78
USCU	332	\$ 785,264	\$2,374.29	\$138,095	\$2,781.20
Sector Average					
2008					
USCL	1085	\$2,119,544	\$1953.50	\$2,219,544	\$2045.66
USCSumt	870	\$3,358,011	\$3859.78		
USCSalk	624	\$1,809,052	\$2899.12		
USCU	249	\$ 818,301	\$3286.35		
Sector Average			\$2865.95		
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		
Sector Average			\$3897.94		\$4191.41
2006					
USCL	824	\$2,554,105	\$3099.64	\$3,504,105	\$4252.55
USCSumt	742	\$4,125,896	\$5560.51	\$4,177,165	\$5629.60
USCSalk	529	\$2,217,943	\$4192.71	\$2,317,943	\$4381.74
USCU	245	\$ 992,713	\$4051.89	\$1,008,919	\$4118.04
2005					
USCL	748	\$2,470,254	\$3302.48		
USCS	724	\$3,983,056	\$5501.46		
USCSalk	441	\$2,149,911	\$4875.08		
USCU	220	\$ 958,564	\$4357.11		
2004					
USCL	690	\$2,366,940	\$3430.38		
USCS	726	\$3,806,920	\$5243.69		
USCSalk	400	\$2,066,044	\$5165.11		
USCU	245	\$ 916,406	\$3740.43		
2003					
USCL	614	\$2,309,895	\$3762.04		
USCS	753	\$3,710,339	\$4927.41		
USCSalk	459	\$2,043,836	\$4452.80		
USCU	179	\$ 905,182	\$5056.88		
2002					
USCL	622	\$2,589,022	\$4162.41		
USCS	761	\$4,158,696	\$5464.78		
USCSalk	442	\$2,170,840	\$4911.40		
USCU	194	\$1,014,564	\$5229.71		
2001					
USCL	614	\$2,898,001	\$4719.87		
USCS	766	\$4,650,976	\$6071.77		
USCSalk	445	\$2,439,620	\$5482.29		
USCU	199	\$1,134,149	\$5699.24		

**Appendix II.**

**USC Lancaster Total Numbers by Calendar Year**

	<b>Headcount</b>	<b>FTE</b>
<b>2009</b>	<b>3276</b>	<b>2143</b>
<b>2008</b>	3250	2064
<b>2007</b>	2997	1916
<b>2006</b>	2565	1639
<b>2005</b>	2367	1501
<b>2004</b>	2230	1377
<b>2003</b>	2214	1298
<b>2002</b>	2083	1238
<b>2001</b>	2186	1225
<b>2000</b>	2161	1129
<b>1999</b>	2124	1131
<b>1998</b>	2184	1154

	<b>Spring</b>		<b>Summer I</b>		<b>SummerII</b>		<b>Fall</b>		<b>LCSD</b>
	<b>HDCT</b>	<b>FTE</b>	<b>HDCT</b>	<b>FTE</b>	<b>HDCT</b>	<b>FTE</b>	<b>HDCT</b>	<b>FTE</b>	<b>GRADS</b>
<b>2009</b>	1280	934	263	88	140	41	1593	1080	794
<b>2008</b>	1197	862	256	80	131	37	1666	1085	600
<b>2007</b>	1088	792	253	74	154	47	1502	1003	713
<b>2006</b>	1001	707	208	63	161	45	1195	824	685
<b>2005</b>	935	650	203	59	145	44	1084	748	594
<b>2004</b>	861	593	162	47	148	47	1059	690	593
<b>2003</b>	892	574	218	63	169	47	935	614	548
<b>2002</b>	817	527	181	48	142	41	943	622	531
<b>2001</b>	803	517	209	53	157	41	939	614	528
<b>2000</b>	881	515	155	39	122	30	837	545	608
<b>1999</b>	849	491	162	40	103	27	1010	573	551
<b>1998</b>	951	523	155	37	117	32	961	562	592

Numbers exclude students who are on campus working on bachelor's degrees in nursing (BSN), liberal studies (BLS), organizational leadership (BOL), and technology management (TSTM).

**Appendix III.**

**ENTIRE STUDENT BODY PROFILE  
FALL 2009  
Official Totals**

<b>HIGH SCHOOL</b>	
LANCASTER	322
BUFORD	106
ANDREW JACKSON	96
CHAPIN	93
FORT MILL	72
RIVERSIDE	66
ROCK HILL	65
CLOVER	52
CENTRAL	47
INDIAN LAND	45
DUTCH FORK	44
NORTHWESTERN	38
CAMDEN MILITARY	36
CHESTER	34
LEWISVILLE	30
GREAT FALLS	30
NATION FORD	29
IRMO	28
AIRPORT	23
G D BROOME	23
GED	21
NORTH CENTRAL	15
PARKWOOD	8
HOMESCHOOLED	8
RICHARD WINN	6
SOUTH POINTE CHRISTIAN	6
SOUTHE POINTE	5
LEXINTON	4
ANDREWS	4
FAIRFIELD CENTRAL	3
CAROLINA CHRISTIAN	3
BIN LIPEN	3
GEORGETOWN	3
CHESTERFIELD	2
CALHOUN ACADEMY	2
MCBEE	2
LUGOFF ELGIN	2
JAMES L MANN	2
GREEN SEA-FLOYDS	2
BEAUFORT	2
A C FLORA	2
EAST CLARENDON	2
PIEDMONT (NC)	2
EAST GASTON (NC)	2
YORK COMPREHENSIVE	2
OTHER	201
<b>TOTAL</b>	<b>1593</b>

<b>ENROLLMENT BY COUNTY</b>	
LANCASTER	693
YORK	327
LEXINGTON	152
CHESTER	90
GREENVILLE	73
CHESTERFIELD	61
RICHLAND	45
KERSHAW	40
SPARTANBURG	25
FAIRFIELD	14
GEORGETOWN	7
NEWBERRY	6
SUMTER	4
ORANGEBURG	3
CLARENDON	2
FLORENCE	2
HORRY	2
NORTH CAROLINA	17
OUT OF STATE	14
INTERNATIONAL	2
OTHER	14
<b>TOTAL</b>	<b>1593</b>

Other Counties include: Aiken, Berkely, Cherokee, Colleton, Darlington, Dorchester, Pickens, Marlboro, and Union

<b>ENROLLMENT BY AGE</b>	
15	4
16	66
17	300
18	343
19	281
20	141
21	69
22	41
23	28
24	17
25-59	230
60+	73
<b>TOTAL</b>	<b>1593</b>

**ENTIRE PROFILE**

28% OF ENROLLMENT IS MINORITY  
 25% OF ENROLLMENT IS AFRICAN AMERICAN  
 60% OF ENROLLMENT IS FEMALE  
 OLDEST STUDENT IS 92  
 YOUNGEST STUDENT IS 15  
 50% OF ENROLLMENT IS FULL TIME  
 81% OF ENROLLMENT IS UNDER 25 YEARS OF AGE  
 14% ARE OVER 25 BUT LESS THAN 60  
 23 IS AVERAGE AGE

## **Appendix IV.**



Walter P. Collins, III, Ph.D.  
Acting Assistant Dean of Students

### **Report to Faculty**

**November 13, 2009**

- **Athletics**—The **Athletics Advisory Committee met on October 16 at 9:30 and again this morning at 9:30.** If you would like to help support athletics at USCL through the Lancer Club, please contact the athletic department at (803) 313-7094 or visit the web page at <<http://usclanaster.sc.edu/athletics>>.
  
- **Study Abroad**—We are planning a trip to China (Beijing, Xian and Shanghai) for Maymester 2010. Leaders are W. Collins, Humphrey, Hunt, and Judge. A Facebook page to chronicle the progress of and planning for the trip has been established. On Facebook, search for *University of South Carolina Lancaster Study Abroad* and become a “fan.” **A committee met this morning to look at applications for three study abroad scholarships in the amount of \$1500. each.** These will be awarded next week.
  
- **Student Life/Activities**—There are many activities planned for the last several weeks of the semester. Here’s a brief list:
  - Intramural Flag Football**—Nov. 16-18 beginning at 5:30, Lancaster High School.
  - Lancaster Players—*Our Town***, Dec. 4 and 5 at 8:00 PM and Dec. 6 at 2:00 PM, admission \$5.
  - Outdoor Recreation Club Camping Trip** to Stumpy Pond tomorrow; see Bob Bundy for details.
  - University 101** fundraiser for **Habitat for Humanity, Second Annual Womanless Beauty Review** on Dec. 3; noon; Bradley Multi-purpose; admission is by donation.
  - PAL applications** are due Dec. 1; applications are available in the Student Life office or online.
  - Chemistry Club**—Careers in Science lectures wrapped up yesterday. Contact Dr. Bettie Obi-Johnson for info on future lectures.

Student Life is coordinating the USC Lancaster chapter of **The National Society of Leadership and Success**. We are the first chapter in the USC system and have approximately 40 members in the founding chapter. Throughout the year members attend 3 online speaker sessions, 3 success networking meetings, and a day of leadership training. Speakers for the spring will be open to all USCL students; more info to follow.

Any campus activities can be publicized in the weekly **Campus News**. Send news items to Ms. Laura Humphrey (<[humphrlb@gwm.sc.edu](mailto:humphrlb@gwm.sc.edu)>) by Friday the week before you’d like them to appear.

- **Security**—There have been a few minor security issues on campus since my last report. **Be reminded that if an emergency occurs—health related, fights, suspicious behavior—simply dial 9-911 from a campus phone and identify the building on campus where you’re located.** Don’t try to find Dr. Rutledge or any other campus security personnel as they may be in class or off-campus at the time.
  
- **Behavioral Intervention Team (BIT)**—Planning continues for the eventual implementation of BIT—a team of faculty and staff from counseling, academic and student affairs and the health clinics who will

respond to cases of student crises (emotional, suicidal, behavioral, etc...). A protocol (adapted from USC Columbia) is in place and a website has been designed (although it is not yet active) to support the intervention process. The team will be meeting again on Tuesday, Nov. 17, 2009. **Members took part in a suicide intervention workshop last Tuesday called QPR. Thanks to Prof. Alexis Sanders for arranging this for the team.**

- **H1N1 and seasonal flu Information**— There are a good number of **H1N1 flu mist doses for students** left in the Health Center. Students can show up between 3:00 and 5:00 Mondays, Wednesdays and Thursdays through Nov. 23 (with a valid student ID). After the 23<sup>rd</sup> students will need to make an appointment. USC Columbia has established a web page with information regarding minimizing the effects of flu outbreak. Follow this link for more information: <[http://www.sa.sc.edu/shs/H1N1\\_flu.shtml](http://www.sa.sc.edu/shs/H1N1_flu.shtml)>.

**Appendix V. Motion from the Admissions and Petitions Committee**

**MOTION:** The Admissions & Petitions Committee moves that the following changes be adopted to the Associate Degree Nursing program admission requirements:

1. Require SAT scores current within the last five years. Effective date: Fall 2010
2. Require an increase in SAT and ACT Math scores
  - a. SAT MATH = 540
  - b. ACT MATH = 23
3. Require students to achieve a grade of “C” or better on the first or second attempt of the following science courses to meet the curriculum requirements for the ADN program:
  - BIOL 243
  - BIOL 243L
  - BIOL 244
  - BIOL 244L
  - BIOL 250
  - BIOL 250L”

\* \* \* \* \*

**Explanation:** These changes raise the bar on admissions requirements into the Associate’s Degree Nursing program by

- 1) Making sure that student’s MATH skills have been assessed fairly recently (i.e., SAT scores from 25 years ago are not accepted).
- 2) Raising the MATH score requirement (for students who seek entry to the program based solely on SAT scores) – students not making these scores would still have to pass MATH 111 or 111L with a grade of “C” or better before they could enter the program.
- 3) Allowing a student to repeat these required science courses no more than once. (Currently students can take these sciences courses over and over and over until they earn a “C” or better. Under this new proposal, they would have only two opportunities – and a “W” or “WF” could count as an unsuccessful attempt, the same as would a score of “D+” or “D” or “F.”

## **Appendix VI. Assessment Committee Motion**

To: The Faculty Organization of the University of South Carolina Lancaster

From: Lisa Hammond, ad hoc Assessment Committee Chair

Date: 2 October 2009

Re: Establishing the Assessment Committee as a permanent committee

At the request of the Executive Committee of the USC Lancaster Faculty Organization, the Assessment Committee met to discuss establishing the Assessment Committee as a standing committee. The Committee functioned last year as an ad hoc committee appointed by the Academic Dean, but given the ongoing nature of assessment of student learning, the Executive Committee recommended making the committee permanent.

We therefore move that the following description of the committee be included on page 8 in our Faculty Bylaws:

### **ASSESSMENT COMMITTEE**

Membership: One representative elected from each academic division for staggered two-year terms, the Academic Dean (ex-officio), and administrative appointments.

Purpose: The Assessment Committee will develop, recommend, and review institutional policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster. The Committee will work closely with all levels of USCL administration and with faculty to ensure successful student learning and appropriate documentation for reaccreditation by the Southern Association of Colleges and Schools Commission on Colleges.

### **Committee Implementation**

If the motion is approved, we recommend implementing the committee in the 2010-2011 election as follows:

2010-2011 Division 1 (elected a one-year term for this time only)

2010-2012 Division 2 (elected for a regular two-year term)

2010-2013 Division 3 (elected for a three-year term for this time only)

The Assessment Committee, Division Chairs, and Executive Committee would consult to determine which divisions take the shortened and extended terms until a regular rotating committee is fully established.