

MINUTES OF USC LANCASTER FACULTY MEETING ON DECEMBER 3, 2010

Approval of Minutes

The minutes of the November 5, 2010 faculty meeting were approved with minor corrections submitted by email prior to the meeting.

Reports of Officers

Dean Catalano: Report was submitted (See Appendix I).

Dean Catalano reported that expenses are holding steady and revenues are up due to the increase in enrollment for the past semester. The current budget looks good, but we need to increase carryover funds since we are looking at a 20% cut due to the loss of the stimulus for upcoming year and state appropriation is down to \$1,337.50 per full-time student per year. We are moving forward with renovations for Hubbard Hall (charts and samples were displayed during the meeting) in May, the soccer field will be ready for intercollegiate play in spring 2011, the classroom building project is moving along with a possible date of fall 2012, and housing and food service are being considered. In addition, we will be hiring several new faculty members for the upcoming year.

A question was once again raised regarding faculty salary and raises. There have been no raises and/or adjustments to faculty salary in the past 3 years. Dean Catalano responded that the issue was brought to the Provost and two questions were raised: 1) can we build in funds for raises into our own budget? 2) If so, what would be the maximum amount? The answer was that it may look bad or send the wrong message for a single campus to offer raises. Dean Catalano advised that faculty members raise this same question at any Regional Campus meetings.

Dean Cox: Report was submitted (See Appendix II).

Dean Cox announced that final exams will start the following Monday (12/6) and reminded faculty of the USC policy. Also, the bookstore needs your book orders to be placed as soon as possible, and if you are not planning on using the current textbook, please let the bookstore know.

Student Affairs (Collins): Report submitted (See Appendix III).

Gregory Health and Wellness Center (Hunt): Doctor Hunt mentioned that a newsletter should be coming out soon with information on the renovations to be made to the center and the dates the center will be closed in January. The improvements include a revamped cardio-theater with flat screens and FM tuners on every cardio machine as well as painting and cleaning to give the center a brand new look. There was a question about possibly removing the current signage that displays the rules of the conduct for the center. This will be looked into as the staff prepares for the renovations next month.

Law Enforcement (Rutledge): Dr. Rutledge reported that a bid is still out on the emergency notification systems that will be installed in every classroom. The system should be installed and ready for use by mid spring semester. The security station in Hubbard Hall will be moved during the renovations, and the same security schedule as Thanksgiving will be applied to the Christmas break.

System Committee Reports

Regional Campuses Faculty Senate: Met on Nov 19th.

- **Rights & Responsibilities (Dr. Hammond)** – Dr. Hammond reported that there will be some additional changes to the faculty manual, including the addition of the Family Friendly policy. The changes will be in effect July 2011.
- **Welfare (Dr. Bundrick)** – Dr. Annette Golonka was unable to attend the meeting, but Dr. Bundrick made an announcement about the new date for the Tenure & Promotion Workshop at USC Columbia. The event will be held on Monday, February 14th, 2011, in order to accommodate the changes made to the due date for tenure files for external review. Dr. Bundrick also announced the USCL nominees for the John J. Duffy Teaching in Excellence Award. They are Bob Bundy, Kate Holland, and Sarah Hunt.
- **Systems Affair (Dr. Alhaddad):** An updated draft of the Summary of Teaching Evaluations procedure for Section 7b in the Tenure and Promotion file was submitted by Dr. Alhaddad (see Appendix IV). This will be voted on in February 2001 so faculty members are encouraged to look at the draft and send any questions or comments to any member of the committee (Dr. Shemi Alhaddad, Dr. Suzanne Penuel, and Dr. David Roberts).
- **Provost's Advisory Council (Dr. Gardner):** The committee will meet next Friday (12/10) so please send any concerns or issues that you would like discussed at the meeting to our representatives: Dr. Fran Gardner and Dr. Noni Bohonak.

Announcements:

1. Dr. Nims found a set of three flash drives in Bradley 112. If you know of anyone who is looking for them, please have them contact him.
2. Dr. Criswell made an announcement that several potters will be on campus December 12th. If you would like to make a purchase, please stop by the Bradley Multipurpose Room between 9am-3pm.
3. Dr. Collins complimented Prof. Holloway and her students on their performance of "Euripides' Medea" presented by the USCL Players.
4. Prof. Taylor made an announcement about "The Language of Clay" exhibit that will be held December 18th with a preview on December 17th. Please contact Prof. Taylor for more information.
5. Dr. Darlene Roberts urged faculty members to serve on the search committees for the positions that we are hiring for next fall semester. If you are interested in serving, please contact your Division Chair as soon as possible.
6. Dr. Burke congratulated Dr. Bettie Obi Johnson and Dr. Annette Golonka on their Magellan Scholar Award. The award will fund Jon Freeman's research project titled "The Role of Nectar Inhabiting Yeast on Floral Scent in *Silene Caroliniana* Plants".
7. Dr. Faulkner commented on the decrease of evening courses being offered. He advised faculty members to consider teaching evening courses since there is a demand from students that are working full-time and attending courses at USCL.

Attending:

S. Alhaddad, N. Bohonak, D. Brown, C. Bundrick, B. Burgin, F. Burke, S. Campbell, J. Catalano, W. Collins, M. R. Cox, S. Criswell, N. Davaut, S. Eliades, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, L. Hammond, L. Harris, D. Hassell, K. Holland, M. Holloway, S. Hunt, B. Johnson, C. Judge, D. Lawrence, N. Lawrence, L. Martek, B. Nims, P. Parker, S. Penuel, C. Heinemann-Priest, K. Richardson, Darlene Roberts, J. Rutledge, T. Scarlett, A. Scott, B. Taylor, W. Thurman.

Faculty Secretary: Submitted as PDF on December 10th, 2010 by Fernanda Burke

Appendix I (page 1 of 1) Dean Catalano's Report, 12-03-10

USC Lancaster Dean's Report to the Faculty, December 3, 2010

Financial report:

Expenses are holding steady. Revenues are up due to enrollment increases. The state of the USCL budget looks good so far this year, but we need to increase carryover funds. The state appropriation is down to \$1337.50 per FTE per year (See chart below), and 2010-11 is the last year of stimulus relief. Predictions of a bad year for the state budget next year could mean the cut of up to another 20% added to the loss of the stimulus. Thank you for all you have done without complaint. I know that lack of complaint is not the norm on other campuses.

	HDCT/FTE	State Appropriation	Stimulus Proviso
2010-11 USCL	1593/1143	\$1,528,760	\$406,379
2009-10 (Including midyear cuts) USCL	1596/1080	\$1,935,139	\$356,295
2008-09 USCL	1666/1085	\$2,119,544	\$0

Facilities:

I have brought charts and samples detailing the HH renovation that will take place in May. The soccer field will be ready for intercollegiate play this Spring Semester. The classroom building project is going forward. USCL housing and food service are still being considered.

Planning:

I have asked Paul Johnson to update both the strategic plan and facilities master plan this year and I want to thank you in advance for your cooperation.

Appendix II (page 1 of 5) Dean Cox's Report, 12-03-10

M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY
03 December, A.D. 2010

SPRING 2010 Book Orders: If you haven't yet submitted your book order to the bookstore, please do so as soon as possible. If you are not planning to use a textbook for a particular course, please let them know this as well.

Palmetto Programs Training: Tentative dates have been set for the 2011 Palmetto Programs training workshop:

June 1	Columbia, Palmetto Room	Intro and hands-on (mandatory)
June 2	Home Campuses	Continuation of June 1 (mandatory)
July 26	Home Campuses	Recital Dress Rehearsal (optional)
July 29	Home Campuses	Recital (mandatory)

If you are interested in teaching for Palmetto Programs but have not undergone the training workshop yet, please let me know.

Outside Professional Activities: Just a reminder that your reports are due to the Office of Academic Affairs no later than 28 January 2011. The form for the Faculty Annual Report is found at: [http://www.orc.research.sc.edu/forms/OPA Faculty Annual Report 062707.pdf](http://www.orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf)

Final Exams – Please remember that per USC policy:

- No final examination may be held outside of the stated time without the special permission of the dean of the college concerned.
- In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period.
- In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period.
- If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.
- Students who are absent from any final examination will be given the grade of **F** on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of **I** (see "I" entry under "Grading System"), and may complete the course through a deferred examination (see below).
- Re-examinations for the purpose of removing an **F** or raising a grade are not permitted.

Redefined Teaching Load: Applications for 2011-2012 are due by **17 January 2011**. The form is included with this report.

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**FACULTY REQUEST FOR REDEFINED TEACHING LOAD
FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP**

REDEFINED TEACHING LOAD

A redefined teaching load is designed to allow tenured and tenure-track faculty members limited relief time from their normal teaching duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties.

To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal. (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

"Regular" Teaching Load	"Redefined" Teaching Load
<u>Humanities & Social Sciences</u> 24 credit hours (8 courses)	<u>Humanities & Social Sciences</u> 21 credit hours (7 courses)
<u>BBC&E</u> 24 credit hours (8 courses)	<u>BBC&E</u> 21 credit hours (7 courses)
<u>Natural Sciences</u> 22 credit hours (6 lectures, 4 labs)	<u>Natural Sciences</u> 19 credit hours (5 lectures, 4 labs)
<u>MATH</u> 24 credit hours (6-8 courses)	<u>MATH</u> 21 credit hours (6-7 courses)

Course distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

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1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are due no later than January 15 (for consideration for the following academic year).
2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:
 - a) What are the educational goals that will be achieved in terms of teaching or scholarship?
 - b) How will this redefinition of course load increase the faculty member's contributions to the mission of the University?
 - c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?
 - d) How will the results of this project be demonstrated?
3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.
4. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.

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Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2011 and Spring 2012

New Request**Renewal of Request**

If renewal, when was the original request for this project approved (AY Year)?

Proposed Teaching Load for Academic Year:

Fall SemesterSpring Semester

Title of Proposed Research Project:

Anticipated Result of Proposed Research Project
(book, chapter, article, presentation, etc.):

Detailed Description of Proposed Project: (use additional pages as necessary)

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- 1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

(initials)

- 2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

(initials)

Faculty Member Signature

Date

This document must be submitted to the Faculty member's Division Chair no later than Monday, January 17, 2011.

If no form has been received, the Faculty member will be assumed to be teaching a normal (full) teaching load in 2011-2012.

ADMINISTRATIVE REVIEW OF REQUEST

Academic Division Chair

Date

Approve Deny

Associate Dean for Academic & Student Affairs

Date

Approve Deny

Appendix III (page 1 of 1) Dean Collins' Report, 12-03-10



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

**Report to Faculty
December 3, 2010**

- **Athletics**—Support opportunity: Please be reminded that **The Lancer Club** supports academics through scholarships. If you would like to help support athletics at USCL please contact the athletic department at (803) 313-7094 or visit the web page at <<http://www.usclathletics.com/default.html>>.
- **Study Abroad**—Planning for the trip to Dublin and London continues. **Four students have been selected for Study Abroad scholarships. They include: James Williams, Megan Miller-Willard, Stacy Stallard, and Daniel Hinson.** Currently 10 students have signed up to go on the trip. 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.”
- **Student Life/Activities**—**PAL applications** were due on Wed., Dec. 1, and interviews will be conducted on Fri., Dec. 10. The **Student Affairs Committee** will meet again on Dec. 9 to discuss potential revisions/additions to the student handbook. Be reminded that any campus activities/events can be publicized in the weekly *Campus News*. Send news items to Ms. Laura Humphrey (<humphrlb@gwm.sc.edu>) by Friday the week before you’d like them to appear.
- **BIT**—POINT OF CLARIFICATION: The BIT informational folders that were distributed at November’s meeting were basically a vehicle to disseminate BIT referral information to Faculty and Staff. Questions have been asked as to whether or not referrals should be physically turned in using these folders and exactly how the folders are to be used. As a reminder, referrals are made online at this page: <http://usclanaster.sc.edu/BIT/index.html>, and you can use the folders however you wish. The team wanted to get important referral information out to faculty and staff and decided to do this by using a folder instead of a flyer. We hope you find the information as well as the folder quite useful. If you have any further questions, please contact me at 6-7191

HAPPY HOLIDAYS TO ALL!

Appendix IV (page 1 of 2) D. Alhaddad’s Report, 12-03-10

System Affairs Committee
 Regional Campuses Faculty Senate

Summary of Teaching Evaluations
 for Tenure and Promotion Files (RCTP-7B)

1. Tenure-track faculty members applying for promotion and/or tenure will be responsible for selecting a senior faculty member to write a third-party narrative summary of their teaching evaluations. The purpose of the summary is to provide an interpretation of the data in the context of local campus conditions separate from that provided by the candidate.

The summary writer should hold a higher rank than the candidate, i.e., should be an associate or full professor for a candidate seeking tenure and promotion to associate professor, and when possible, a full professor for a candidate seeking promotion to full professor. Writing the narrative summary does not exclude the writer from participating in other aspects of the promotion and tenure process.

2. Each campus will designate an individual to be responsible for compiling cumulative teaching evaluation data for tenure and promotion candidates. The compiler will create a table with the candidate’s average scores as well as the campus scores for each of 15 questions on the student evaluation, excluding the question concerning the use of Blackboard and other technology. Additional summarized data may be requested by the campus and/or academic unit on the candidate’s behalf for this table (Table 1).

Table 1. Summary of Teaching Evaluations Dataset

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15
Faculty															
Campus															

By June 1, the compiler will provide a cumulative report of the numerical data (such as a table or chart) to the candidate and campus administration for use in the T&P file.

3. By September 1, the candidate should provide the following material to the summary writer:
- a copy of the candidate’s RCTP-5 (Item #5 - Teaching Responsibilities) and RCTP-7A
 - the cumulative report of the candidate’s numerical evaluation data along with all available written comments on the student evaluations
 - copies of other instruments or mechanisms authorized by the local campus for evaluating a candidate’s teaching, such as peer evaluations

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4. Referring to the candidate's materials, the summary writer will compose a succinct overview of no more than two (2) pages. The summary should provide the context needed to interpret the evaluations fairly, enabling readers of the file outside the candidate's discipline and campus to understand his or her teaching responsibilities, including any special circumstances. The summary writer may also provide contextual information that he or she deems pertinent. Examples may include the following:

- proportion of required to elective courses or general education to upper-level courses
- student population (majors, non-majors, or mix)
- course difficulty, discipline-specific challenges
- notably small class size (which affects reliability of data pool) or large class size
- trends or changes such as improvement over time responses to patterns of student criticism, etc.

5. The writer will send the narrative summary of teaching evaluations to the local campus administrators, who will be responsible for placing it, accompanied by a copy of the cumulative report of numerical data and the student evaluation instrument, in the candidate's file (tab RCTP-7B) by November 1 or before the initial campus review.