

MINUTES OF USC LANCASTER FACULTY MEETING ON SEPTEMBER 2nd, 2011

The minutes from April 1st, 2011 were approved.

Reports of Officers

Dean Catalano: A written report was submitted (see **Appendix I**). Dean Catalano addressed an email that he received regarding the Merit Bonus Plan that was approved for USC Columbia employees. The bonus will be disbursed in the October 31 paycheck and it is a one-time payment on average of 1.5% of the employee's base salary. There are numerous guidelines that must be met for this bonus, and not all employees will be eligible to receive the bonus (i.e. capped at \$3,000, maximum salary of \$100,000 and new hires are not eligible). Mrs. Tracey Mobley is working closely with the Dean's office to send a list of eligible employees to Chris Plyler's office for approval. This is a bonus not an increase in the base salary for employees.

Dean Catalano announced that the HETA (Higher Education Transparency Act) is now available online on the USCL website. You can view all expenses made throughout the campus by going to <http://usclancaster.sc.edu/busoffic/budget.htm>.

Dean Cox: A written report was submitted (see **Appendix II**). Dr. Criswell commented on the online course development that was included in Dean Cox's report. Michael Brown from CTE is available to help faculty create online courses, and there are various resources available from CTE for online course development. If you would like to get in touch with Michael Brown, please send an email to Dr. Criswell.

Student Affairs (Collins): A written report was submitted (see **Appendix III**). Dean Collins spoke on behalf of Mrs. Tracey Craig that questions regarding how to best assist students with disabilities can be found on the last two pages of his report. It is the student's responsibility to secure documentation stating that there is a need for additional time for test taking purposes. Students must have a documented disability on record and should request accommodations for exams at least two days in advance. Faculty may e-mail or call Mrs. Craig with questions or concerns.

Advancement (Dry/Gregory): Mrs. Sherri Gregory asked that faculty members who have received the RPS grant for 2011 finish spending their funds by the end of this year. The 2011 RPS grant will expire on December 31. RPS grants will be available for 2012 and the total amount for this grant program has been increased to \$50,000. The deadline and forms will be available shortly under <http://usclancaster.sc.edu/rps/index.html>. If you are looking to secure funding for the upcoming year, the Provost has announced the Internal Grant Program and USCL faculty are encouraged to apply for these grants by November 2011. In addition, if you have received a donation of equipment or supplies in the excess of \$500, you must contact Mrs. Gregory so that documentation may be filled out for the donor.

Mrs. Shana Dry presented the new USCL logo (see **Appendix IV**). The logo is available in the Disconnected Network Drive (S:) for use by faculty and staff. Please make sure to use all of your stationary with the old logo before ordering new ones. Mrs. Dry also announced that the USCL website will be changing in the next year to have a fresh new look. In addition, the Advancement webpage has been updated and can be accessed at <http://usclancaster.sc.edu/advancement/index.html>.

Law Enforcement (Rutledge): Mr. Rutledge announced that new faculty and staff parking spaces were added to the Hubbard parking lot and to the Starr Hall lot. In addition, the LYNX Emergency Notification System is now available in all office and classroom computers. You should see three new icons on the top left corner of the desktop corresponding to Law Enforcement, Emergency Fire Services and Emergency Health Services. Please exercise caution when using the system since we will be held responsible for false calls when we get linked to the police department. Training sessions will be held for faculty and staff on the use of the system and on intruder on campus response. Dates for these training sessions will be announced shortly. Finally, the BIT (Behavioral Intervention Team) referral form is available for use by faculty and staff that have identified students with erratic

behavior who pose a danger to either themselves or others on campus. If you have questions about the BIT, please contact Dean Collins.

System Committee Reports

Regional Campuses Faculty Senate: Dr. Lisa Hammond announced that the Executive Committee will meet on September 9th and the full senate will meet on September 30th.

Provost's Advisory Council: Dr. Fran Gardner reported that the committee met late in the spring semester, and the Provost was not in attendance due to an emergency. The meeting focused on re-accreditation and distributed learning. The next meeting will resume in the original format so please send any questions for the Provost to either Dr. Gardner or Dr. Bohonak.

Local Committee Reports

Current chairs for each of the local committees must call the committee for a meeting to elect a new chair for the upcoming year. Please do so as soon as possible and send the name of the new chair to the Faculty Organization Vice President, Dr. Andy Yingst. Committees without chairs will be called to order by the President of the Faculty Organization, Dr. Lisa Hammond.

Local committees determine their own business and charges, but this year a charge has come forward from the Faculty Organization Chair from USC Upstate regarding the leak of Social Security numbers at USC Sumter. A resolution was passed and we were asked to look at this resolution. The Faculty Welfare Committee will be in asked to take action on this resolution for our campus.

Academic Success Center Committee (D. Lawrence): Prof. Dana Lawrence included a report on the services available at the ASC and the creation of the Writing Center (see **Appendix V**). The ASC provides tutoring for all subjects and instructors are able to track students' attendance at the ASC by going to the ASC folder in the Disconnected Network Drive (S:). The Writing Center Consultants are available to help students with all aspects of their writing in any subject at any stage of the writing process. The Writing Center is looking for consultants if you know of any students who would be interested in a position. Please contact Prof. Lawrence if you have any questions.

Assessment Committee (Hammond): All the assessment reports are available on the Disconnected Network Drive (S:) in the Faculty Organization folder. If you have not yet reviewed the assessment reports for the degree program that you are associated with, you are encouraged to do so.

Special Order:

Voting was held for the general faculty nominations for the John J. Duffy teaching award. Dr. Andy Yingst solicited ballot nominations by email prior to the faculty meeting. This year, our campus (which is limited to 5 nominees) is choosing one nominee from each division and two from the general faculty. The nominees are:

- Nicholas Lawrence from Humanities
- Shemsi Alhaddad from Faculty
- Bettie Obi Johnson from MSN
- Suzanne Williams from Faculty

Announcements:

1. Dr. Gardner announced that the CTE workshop titled "Integrative Learning" will be held on Friday, November 4, during the Faculty Brown Bag lunch (noon in Bradley 121). If you have any CTE workshops that you would to see on our campus, please contact Dr. Gardner or contact the CTE directly.

2. Prof. Emmanuel announced the Rotaract Club car wash to be held in two weeks (Friday, September 16). The proceeds from the car wash will go towards the Barry Family Scholarship in Memory of Dr. Peter Barry.
3. Dr. Bohonak announced that the online section of the CSCE 102 course will be held during the second 8-week. Students should contact Dr. Bohonak if they would like to enroll in this course.
4. Dr. Scarlett asked that the new faculty be introduced by the division chairs.
 - Michael Bonner (History)
 - Adam Biggs (African American Studies)
 - Ernest Jenkins (History)
 - Dana Lawrence (English)
 - Nick Guittar (Sociology)
 - Dawn Marin (Biology and Chemistry)
 - Babette Protz (Criminal Justice)
5. Dr. Criswell announced that new commercial for the University of South Carolina will be aired during the USC vs. ECU football game. A link to the commercial is available on the homepage at <http://usclancaster.sc.edu/> and USCL faculty and students are featured in the new ad campaign.
6. Dr. Yingst suggested that faculty members that would like to serve on specific committees should contact Dean Cox. Administrative appointments are available for most committees if you are willing to serve.
7. Prof. Thurman announced the reception in Celebration of the new Wade Chittam Science Scholarship to be held this Thursday, September 8, at 4:30pm in the Hubbard Hall Lobby.
8. Dr. Hammond asked that faculty members send photos of their family summer vacations to be featured in an upcoming webpage linked to the USCL website. Please send pictures to Dr. Hammond.
9. Dr. Hammond raffled off a \$20 coupon to Auto Bell for a car wash given by the Chamber of Commerce as part of Teacher Appreciation Awards. Dr. Rutledge was the winner of the raffle.

Attending:

S. Alhaddad, N. Bohonak, C. Bundrick, R. Bundy, B. Burgin, F. Burke, J. Catalano, C. Catledge, R. Collins, W. Collins III, K. Covington, S. Criswell, N. Davaut, S. Dry, S. Eliades, S. Emanuel, D. Evans, D. Faulkner, F. Gardner, A. Golonka, S. Gregory, L. Hammond, L. Harris, D. Hassell, N. Hazam, K. Holland, J. Holt, K. Jackson, E. Jenkins, B. Obi Johnson, C. Judge, N. Lawrence, D. Lawrence, B. Nims, S. Penuel, T. Polenski, C. Priest, K. Richardson, D. Roberts, J. Rutledge, T. Scarlett, A. Scott, B. Taylor, W. Thurman, A. Yingst.

Faculty Secretary: Submitted as PDF on September 14th, 2011 by Fernanda Burke

USC Lancaster Dean's Report, September 2, 2011

Student Enrollment: It is still too early to predict final fall increases, but the numbers look encouraging. As of today we were up approximately 5% with final number expected somewhere between 5 - 10 %. We based our 2011-2012 budget on an increase of 3%, but have averaged 7% per year for about ten years. Each increase of 1% produces revenues of approximately \$66,000.

Faculty: As we welcome new tenure track professors of American history and sociology, and new instructors of criminal justice, medieval history, and British literature, I have already met with Dr. Scarlett about new faculty hires for the coming year. The new Writing Lab is intended to add to, not replace, the Academic Success Center. Our intention is that by combining all tutoring services under Dr. Dana Lawrence, USCL can begin to better plan and implement a best practices approach that helps all USCL students succeed.

Facilities: HH renovation is nearly complete. The Founders Hall project is on track. The Lancer Soccer Team will begin play on the new soccer field next month. We are currently recruiting for the addition of the new men's soccer team for 2012-13. Over the last year we have been working through a detailed deferred maintenance schedule. The major project this year is the replacement of the Gregory HWC chiller that is over 30 years old (\$140,000?).

Community Events: The Chamber of Commerce hosted an event on campus last week on the state of education in Lancaster. We are on track to host approximately 300 outside events again this year.

Financial update: Of course, the SC budget is dismal once again. USCL will be short \$359,000 from last year (that includes the loss of stimulus funding). That means that just to stay even with last year (one of the worst budget years on record) we will have to make that amount up by tuition and enrollment increases. The USC BOT has approved a tuition increase of 3.9%. That will make up approximately \$250,000. The remaining \$100,000 shortage, new hires, and increased expenses will have to come from enrollment increases. Each year we cut it very close and this year will be no different. I am proud that we continue to accept all qualified applicants and that during these hard times we have not laid off or furloughed any employees. Fortunately, several factors have helped:

- Careful spending, which is now available for you to view (HETA)
- Increased enrollments have been an annual blessing
- Palmetto Programs tuition split continues to increase each year
- Millage increases from the Lancaster County Council have been extremely important
- The City of Lancaster has been a huge help, especially in beautification efforts
- The EFUSCL has raised millions in support of this campus.



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

REPORT TO THE FACULTY
02 September, A.D. 2011

COURSE SYLLABI AND OFFICE HOURS: Please make sure that you have submitted a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. Remember that we need a **separate syllabus for each section you are teaching**, even if they are the same course. ***Please submit these even if you have posted your syllabi and office hours on your webpage or on Electronic Blackboard.*** We need them on file for SACS purposes.

PLEASE be sure to check your course rolls for accuracy. If students are attending your class who are not on the roll, please make sure that they check with the Admissions Office to determine the issue or problem at hand. It will save much time and effort (yours, the Admissions Office's, and the student's) if these issues are handled at the beginning of the semester and not after grades have been assigned. Many thanks for your help with this.

SPRING & SUMMER 2012 Academic Schedules. If they haven't already done so, your division chairs will be asking for your course schedule proposals for the Spring and Summer 2012 semester. We will begin working on the schedule next week, with the goal of having everything ready to begin **pre-registration when the students return from Fall Break (October 24).**

[Remember also that with the impending shift to the Banner registration system, we are asking that you also submit a "draft" schedule for the Fall 2012 semester.]

PALMETTO TRAINING 2012 – If you are interested in participating in training for teaching in Palmetto Programs, please notify your Division Chair as soon as possible. The training involves two days of instruction (mostly on the equipment) and time to develop course modules for your class, followed by a final day where each participant presents one or more modules to the class members. USC Lancaster faculty participating in the training receive a \$1000.00 stipend, and are expected to offer a course through Palmetto sometime during the 2012-2013 academic year.

BACK TO CAROLINA – Some of you may have heard that recently, USC Provost Michael Amaridis announced an online baccalaureate degree completion program – christened "BACK TO CAROLINA" – targeting USC students who began but never finished their degrees. According to the Provost, the program is scheduled to begin Fall 2012.

Appendix II (page 2 of 3) Dean Cox's Report, 09-02-11

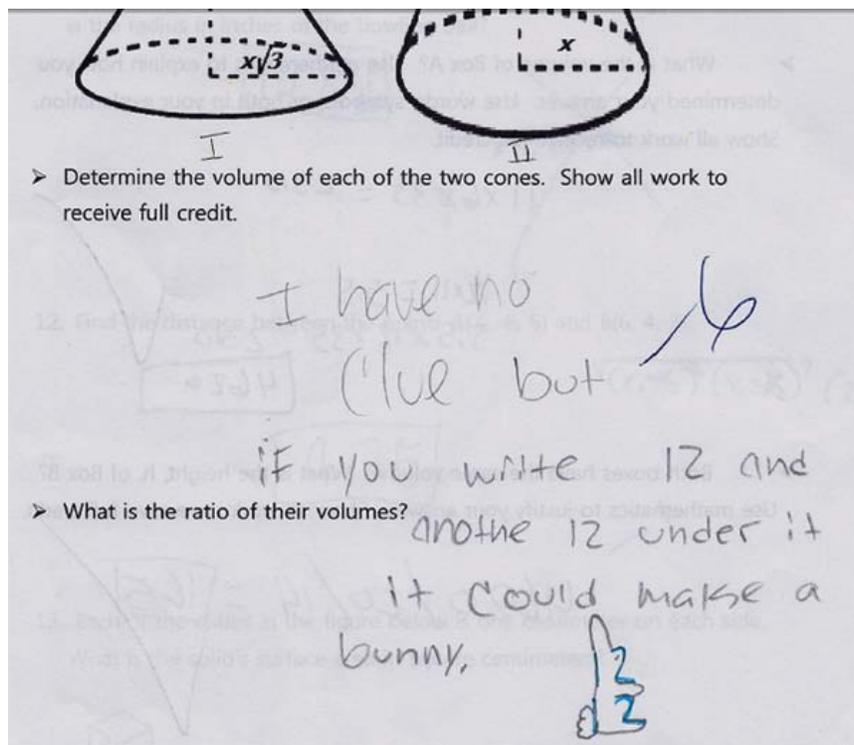
Dr. Amaridis and Vice Provost Lacy Ford, who is heading up distributed education (formerly distance education”), have decided that they want Back to Carolina to be part of Palmetto Programs, with the Bachelor of Arts in Liberal Studies (BLS) degree as the end product.

For this to be in place to accept students beginning in Fall 2012, much will have to happen very quickly, and many (MANY) details are still going to have to be worked out. From the academic perspective, one of our first tasks will be to increase the number of web-based courses available (and approved) for delivery. The Academic Deans on the Regional Campuses have been asked to identify faculty who might be interested in offering an upper-level online course next fall.

Because it will be impossible to offer online all of the various options currently available to BLS students, it has been decided that (at first) major options in the online program will be limited to PSYC/SOCY, CRJU/SOCY, or CRJU/PSYC (in the Social Behavioral Sciences track) or HIST/ENGL (in the Arts/Humanities track). The cognate area would have to be selected from one of the three academic areas not represented in the major option.

So, with a goal of having two (2) online courses ready in each discipline by August 2012, I am asking any faculty who teach CRJU, ENGL, HIST, PSYC, or SOCY to notify me if they are interested in developing (and later offering) an online course. (At this point, such notification is only to determine faculty interest in the project.)

FINALLY: The kind of answer I would expect to give on a geometry exam:



Can you believe the professor apparently gave no credit for the effort?



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

Report to Faculty September 2, 2011

- **Athletics**—The AD and coaching staff have been busy over the last several months recruiting and helping student-athletes get to campus and get adjusted. The ASC study hall policy continues for the '11-'12 AY. The **Athletics Advisory Committee** will be meeting soon to discuss matters of interest for this year. If you're interested in serving please let your Division Chair or me know. This year USC Lancaster will enter its sixth year supporting academics through athletics with approximately 120 student-athletes and will again field teams in six sports. Team rosters were e-mailed to faculty and staff on Wednesday, Aug. 31, 2011.
Support opportunities: 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**—Dr. Chris Bundrick and Dr. Nick Lawrence are planning a travel study trip for academic credit to New Orleans, LA for Summer I 2012. The first interest meeting for students will be Sept. 16, 2011 at 12:00 in Medford 233.
- **Student Life/Activities**—Campus organizations have been awarded funding based on budget requests submitted several weeks ago. A very successful **Back-to-School Blast** was celebrated on Aug. 30. Many thanks to the faculty sponsors of organizations who were present with recruiting tables and information regarding their efforts.
 - **9-11 Service of Remembrance**—Thurs., Sept. 8 at 12:20 PM, Rose Garden.

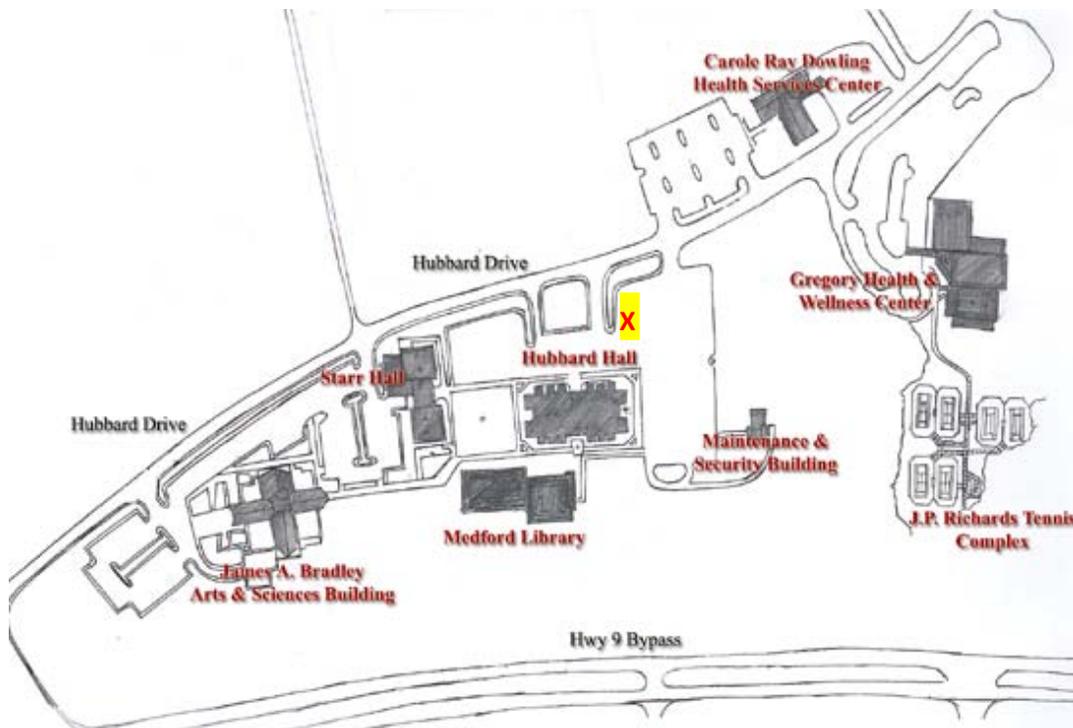
Other upcoming activities and events:

September 13:	Blood Drive @ 9-1:30 Starr Hall Student Center
September 20:	Safe Tailgating: Alcohol Awareness @ 11-1 Starr Hall Student Center Lawn
September 20:	SGA Representative Applications Due @ 4pm Office of Student Life SGA Representative Meeting @ 4:30 in the Student Center
September 27:	SGA Elections @ 12-2 Starr Hall Lobby

Finally, 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.

Appendix III (page 2 of 3) Dean Collins' Report, 09-02-11

- **Counseling Services**—Counseling Services welcomes Mrs. Andrea Campbell who will help students explore career options and paths. Her office is in Starr 125-E. Ms. Tracey Craig continues in her role as Coordinator for Disability Services within Counseling Services. Please see her FAQ list for Disability Services on pages 3 and 4 of this report. Ms. Craig's office has moved to Bradley 128.
- **UNIV 101**—Six instructors participated in refresher UNIV 101 training at USC Columbia in May. The Fall 2011 semester begins with 8 sections of UNIV 101 and 161 students enrolled and meeting TTh at 8:00 AM. There are generic sections, a health professions section and a second-eight weeks, evening section.
- **Behavioral Intervention Team (BIT)**—The BIT—a team of faculty and staff from counseling, academic and student affairs and the health clinics—will respond to cases of student crises (emotional, suicidal, behavioral, etc...). Please visit the BIT website which includes an online referral form. The form can be completed anonymously by faculty, staff or students. The BIT members participated in a training webinar in May 2011. On July 26 and 27, 2011, 30 USC Lancaster staff members took part in BIT training led by three members of the team. The team will continue to meet regularly throughout the AY and to participate in professional development opportunities.
- **Law Enforcement and Security**—The Lynx system—for immediate and direct notification of law enforcement, EMS or fire department services—has been installed on computers in offices and classrooms around campus. Please take note of the message regarding the system sent out earlier this week by Dr. John Rutledge.
 - **Parking**—Please try to avoid parking in designated visitor spaces around campus. Five new spaces for faculty have been located in the parking lot near the east end of Hubbard Hall adjacent to the main exit. See the **red X** on the map below indicating the location of the new spaces.



DISABILITY SERVICES FREQUENTLY ASKED QUESTIONS

- **How will I know that a student qualifies for disability services?**
 - Students who qualify will present you with an accommodations letter from the Office of Disability Services stating that they are qualified for disability services. Only students with a **documented** disability are eligible to receive accommodations.
- **What instructions are students given regarding the accommodations letters?**
 - On the day the student is given the accommodations letter, he or she is instructed to make an appointment with you in order to discuss the accommodations requested. Students are discouraged from trying to discuss accommodations in the classroom, since privacy may be an issue.
- **How will I know what accommodations are requested?**
 - The letter the student presents to you will state the accommodations requested for the student.
- **Do I have to provide these accommodations?**
 - The accommodations are not requested unless the Office of Disability Services feels they are necessary to help the student have equal access to educational opportunities; however, if you feel that a requested accommodation gives the student an unfair advantage over other students, you do not have to give the accommodation.
- **What if a student asks me to give an accommodation (such as extended time on tests) but does not have an accommodations letter?**
 - It is up to your discretion to give students accommodations if they do not officially qualify for them.
- **How does a student qualify for accommodations?**
 - Students are required to provide documentation from doctors, psychologists, and other professionals explaining their disability and how it affects their ability to achieve their academic goals. Accommodations are based on the recommendations of those professionals.
- **Is it my responsibility to provide a proctor for extra time on tests and class assignments?**
 - **It is the student's responsibility to request a proctor for his or her classes through the Office of Disability Services.** Students must make this request two days prior to the test. If you are able to provide test proctoring, you are welcome to do so.
- **What if I have questions about disability services or a student's disability?**
 - Due to confidentiality laws, the student is the only person who can discuss the specifics of his or her disability with you. You may contact Tracey Craig at 6-7448 for questions about accommodations for the student.
- **What if I think a student needs special services?**
 - If you suspect a student has a disability that is interfering with his or her ability to function in your class, you should refer the student to Tracey Craig at 6-7448. It is the student's responsibility to seek out services, so you are not required to notify the Office of Disability Services of the referral. Please note that you may have students in your class who have difficulty understanding college level material. This does not necessarily indicate that the student has a disability.



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**Academic Success Center and Writing Center
Faculty Information Handout (FALL 2011)**

Writing Center Director:

Dr. Dana Lawrence
Medford 122
313-7023
lawrende@mailbox.sc.edu

ASC Coordinator:

Raquel Barros
Academic Success Center
313-7113
barros@mailbox.sc.edu

ASC/WC Hours: Monday-Thursday, 8 a.m.-9 p.m.; Friday, 8 a.m.-4:30 p.m.; Sunday, 2-6 p.m.

Mission: The mission of the ASC is to help all students enrolled at University of South Carolina Lancaster achieve college success by reinforcing and supplementing classroom instruction, improving learning efficiency and effectiveness, and ultimately supporting students in becoming independent learners.

The ASC strives to meet the following goals:

- Create an open atmosphere of learning for students
- Provide tutoring services to all USCL students
- Personalize tutoring services by utilizing a variety of tutoring techniques to address students' individual needs
- Work with students to develop confidence and competence in their academic work
- Promote academic success through strategic use of resources
- Increase student retention
- Improve graduation rates
- Work closely with USCL faculty, as well as other offices that support student services.

Our Tutors: The ASC employs professional and peer tutors to assist USCL students. Professional tutors are required to have one letter of recommendation from a USCL faculty member from the field in which they want to tutor. Our professional tutors have educational and/or professional backgrounds in their tutoring subject areas. Peer tutors must submit two letters of recommendation from USCL faculty members, one of which must be a professor in the field in which the applicant wants to tutor. The faculty recommenders indicate in their letters the specific courses in which they believe the applicant is qualified to tutor. Peer tutors must have a minimum G.P.A. of 3.5 and must have earned a grade of A or B in the course(s) they tutor. **NOTE: We're always looking for qualified tutors, so please recommend any notable students that you may encounter in your courses.**

What We Do:

In the ASC, located on the second floor of Medford Library, we offer students the following resources:

- One-on-one and group tutoring services in Chemistry, Math, Physics, Spanish, and Writing
- Access to the ASC computer lab
- Space for independent study
- Academic Success handouts
 - o Test Preparation
 - o Reading Strategies
 - o Time Management
 - o Listening Skills

Appendix V (page 2 of 3) Dr. Dana Lawrence's Report, 09-02-11

- Sparkchart study guides for students to checkout
 - Biology - Math - Political Science
 - Chemistry - Music - Psychology
 - English - Nursing - Spanish
 - French - Philosophy - Speech
 - History - Physics

- **We hope to offer the following by Spring 2012:**
 - Discipline-specific writing guides
 - Student Success Workshops
 - Discipline-specific review workshops

What We Don't Do:

- The tutors in the ASC do not:
 - do students' homework for them
 - edit student papers (though we will help them learn how to better proofread their own work)
 - write on student papers
 - "fix" student papers (Instead, we counsel students about the choices they have as writers)
 - discuss specific faculty members
 - discuss grades
 - help students with take-home tests (unless the instructor has given express permission for them to do so)

- The ASC cannot :
 - give make-up exams

RESERVING ASC COMPUTER LAB: Please give us at least 24 hours notice if you wish to reserve the computer lab for your class. We cannot reserve the lab for both morning and afternoon hours, because our students rely on having access to these computers.

How can I encourage my students to use Writing Center services?

- Add a description of Writing Center services and your view of them to your syllabus. Feel free to copy the following paragraph and paste it into your syllabus:

The Academic Success Center offers free, one-on-one and group tutoring in **Chemistry, Math, Physics, Spanish, and Writing**. Our Writing Consultants help with all aspects of writing in any subject at any stage in the writing process. Located on second floor of Medford Library, the Academic Success Center is open for walk-in tutoring Monday through Thursday from 8:00 AM until 9:00 PM, Friday from 8:00 AM until 4:30 PM, and Sunday from 2:00 PM to 6:00 PM. To make the best use of your time there, please bring a copy of your assignment with you. The Academic Success Center staff will not talk with you about grades. Many students find visits to the Academic Success Center well worth their time.

- Bring your class on a tour of the Academic Success Center at the beginning or end of a class period. We welcome such visits and can give a 5-10 minute overview of our services and answer questions.

Appendix V (page 3 of 3) Dr. Dana Lawrence's Report, 09-02-11

Email Dana Lawrence (lawrende@mailbox.sc.edu) or Raquel Barros (barros@mailbox.sc.edu) to set up a time for a tour. These visits acquaint students with our location and our friendly faces, and they clarify the nature of our services for those who are reluctant or skeptical. Alternatively, we'd be happy to come to you and give a brief presentation in your classroom.

- Remind students that you receive tutor conference summaries from the ASC each time they visit **(THIS SERVICE IS AVAILABLE THIS SEMESTER BY FACULTY REQUEST ONLY AND REQUIRES STUDENT PERMISSION)**. Reinforce for them that you value these summaries and see them as evidence of initiative and seriousness about the course.
- Describe your own writing process and when and why you seek feedback from others. Bringing in multiple drafts of your work can provide a powerful visual illustration of the writing process.
- Pick up a flyer from the Academic Success Center to post on your office door.
- Post the Academic Success Center schedule on your office door.

Accessing Records of Student Visits to the ASC and Writing Center: Records of student visits to the ASC will be posted in the ASC folder on the “Disconnected S Drive” as a Microsoft Excel Worksheet. **ONLY STUDENTS WHO IDENTIFY A COURSE AND INSTRUCTOR WHEN SIGNING IN WILL HAVE THEIR VISITS RECORDED.** Only student names, course #s, instructor names, service used (tutoring, computer lab, independent study), and length of visit will be included in record.