

MINUTES OF USC LANCASTER FACULTY MEETING ON APRIL 6TH, 2012

Approval of Minutes

The minutes of the March 2nd, 2012 faculty meeting were approved with minor corrections sent by email.

Reports of Officers

Dean of the Campus (Dean Catalano): No written report was submitted; Dean Catalano made the following announcements:

- Congratulated Prof. Dick Van Hall on 40 years of service to the USC Lancaster campus and community!
- There was a slight increase in enrollment for the spring semester. The Lancaster campus is the only Regional Campus that had an increase in enrollment for the current semester.
- Bids for the new classroom building should be coming in this upcoming week.
- Native American Studies building on Main Street will be ready by the end of the summer.
- Master Naturalist Nature Walking Trail is now open!
- Studies are underway for traffic, parking and retention pond for the new classroom building.
- Evaluation forms for Deans and Faculty Organization Chair are in your mailbox. Please take the time to fill out these evaluations since changes to come from your suggestions. For instance, the implementation of the ASC/Writing Center and subsequent hiring of Prof. Dana Lawrence were direct results from comments received during the evaluations.

Associate Dean for Academic and Student Affairs (Dean Cox): A written report was submitted (See Appendix I). Dean Cox reminded the faculty about Commencement Exercises on Saturday, April 28, and the dos and don'ts for the last week of classes and final exam week. Also, he urged faculty to fill out the Tenure and Promotion Intent form and get it turn in as soon as possible. Dean Cox congratulated Prof. Noni Bohonak on receiving a Provost Grant for the upcoming year.

Associate Dean of Students (Dean Collins): A written report was submitted (See Appendix II).

Academic Success Center (Prof. D. Lawrence): Prof. Dana Lawrence announced that there will one last workshop for the spring semester. The topic of the workshop is "How to Proofread" and students from all subject areas are encouraged to attend. Please fill out the faculty survey that was sent to all by email a few weeks back. If you have any questions, please contact Prof. Lawrence at LawrenDE@mailbox.sc.edu.

Gregory Health and Wellness Center (Dr. Sellhorst): Dr. Sarah Hunt Sellhorst announced that Zumba classes will be offered this summer. The classes are opened to the public, and faculty/staff receive half off discount on the purchase of a 12-punch card (\$36 per card). Please call the Wellness Center for further information and pricing. In addition, Spinning classes are coming in the fall.

System Committee Reports

Columbia Senate: Prof. Bohonak reported that the wording on the Grade Forgiveness policy has been changed to reflect that Regional Campuses course grades should be accepted. An apology was received from USC Columbia regarding the derogatory comment made in regards to the quality of Regional Campuses courses.

Regional Campuses Faculty Senate Executive: Dr. Danny Faulkner announced that the Regional Campus Faculty Senate meeting will be held on our campus on Friday, April 20, and all faculty are invited for lunch. Please email Mrs. Trina McFadden at TAMcFadd@mailbox.sc.edu to RSVP for lunch on during the Senate meeting. Dr. Bruce Nims added that those elected as senators today are highly encouraged to attend.

Regional Campuses Faculty Senate Rights and Responsibilities: Dr. Danny Faulkner reported that the committee is working a change to the Bylaws to include a new position for editing/updating the Faculty Manual and acting as a liaison between the Senate and Provost's office. This position would receive either financial compensation or partial release of duties. Please check the minutes from the last Regional Campus Faculty Senate meeting for additional information.

Regional Campuses Faculty Senate System Affairs: Dr. Suzanne Penuel reported that the committee is working on the Academic Dashboard for the Regional Campuses and any suggestions and ideas are needed in the next two weeks. In addition, Dean Cox reported that the changes to AS degree were approved and they will be sent to Senate for voting at the next meeting.

Regional Campuses Faculty Senate Welfare: Dr. Chris Bundrick reported that the Job Satisfaction survey that was sent out and faculty responses are due by April 4. Please take the time to fill out the survey since faculty input is very important. If you did not receive the email with the link to the survey, please email Dr. Bundrick at cbundric@mailbox.sc.edu.

Provost's Advisory Council: Prof. Bohonak reported that the committee will meet on Friday, April 27. Please send any questions or concerns to Prof. Bohonak at NBohonak@mailbox.sc.edu.

Local Committees:

Tenure and Promotion Committee: Prof. Lori Harris announced that the committee has finished reviewing the Faculty Information Forms and that the peer reviews will be returned immediately following the Faculty meeting. The review must be signed, but your signature does not imply agreement with the review. You may respond to the review by May 31.

Spanish Faculty Search Committee: Dr. Bruce Nims reported that the committee has met today and narrowed down the pool of applicants to 3 candidates who will be invited to campus in the next few weeks.

Native American Studies Committee: Dr. Stephen Criswell reported that the NAS Week was a great success and highlights of the week's events are available on the disconnected S: drive. Dr. Criswell thanked Dr. Nick Guittar and Prof. Mike Bonner for their participation. The topic for the next NAS Week will be "Law and Order."

Scholarship and Special Events Committee: Dean Cox reported that the committee has been conducting interviews during the last few weeks. The interviews revealed some great students and approximately \$50,000-60,000 will be awarded as scholarship in the upcoming year.

Unfinished Business:

- The Evaluation Committee moves to adopt one of the following options concerning how we, the faculty of USCL, use Class Climate to administer online evaluations (see **Appendix III**). Please circle your choice and select only one of the options below.

1. Make a campus-wide switch from the current paper based version of the student evaluation to the online version beginning in fall 2012. All professors/instructors will then use the online format.
2. Keep the student evaluation process as it is, with paper-based evaluations handed out in-class near the end of the semester.
3. Allow each professor/instructor the option of using the current paper-based procedures already in place for administering student evaluations, or using the online format for completion of these evaluations.

Discussion: An issue with plurality was raised in regards to having 3 options to vote for, which could lead to one option winning with less than 40% of the total votes. The faculty manual states that a majority is required for election results and the voting for a motion should be considered an election.

The motion was amended to state “that each professor/instructor be given the option of using the current paper-based procedures already in place for administering student evaluations, or using the online format for completion of these evaluations.” If the motion above passes, the faculty would vote for the other two options listed above. The motion was seconded and discussion followed:

- Online evaluations are already on campus for online courses; therefore, to vote to bring the online evaluations to campus seems redundant.

Amended motion was retracted and a countermotion was presented stating that faculty members vote for one option only on the ballot. The option to be voted for would be #1, which aims “to make a campus-wide switch from the current paper based version of the student evaluation to the online version beginning in fall 2012. All professors/instructors will then use the online format.” The motion was seconded and discussion followed. The vote was conducted by show of hands and the motion was passed by 29 to 8 vote.

Discussion on the substance of this motion followed:

- Concerns on student participation were raised by several faculty members. Those that current conduct online evaluations had mixed reviews on student participation. Some faculty members have little to no participation and some have had similar participation to paper evaluations.
- Keeping both methods may be confusing to students and there is not much improvement in the online evaluation to warrant a change from the current format. Response suggests that the online evaluation is faster, more efficient, lower cost, less issues with machine that must read the paper forms making the process less accurate and time consuming.
- One faculty member polled his class on the issue and students replied that there would be less participation if the evaluation was conducted outside of class as an online survey. One research also suggests that response rates tend to degree for online evaluations compared to paper evaluations. Response does appear to be more valuable for online evaluations.

Motion “to make a campus-wide switch from the current paper based version of the student evaluation to the online version beginning in fall 2012. All professors/instructors will then use the online format” was proposed by the Evaluation Committee. Motion was seconded and the motion failed to pass with a 15 to 21 vote by show of hands.

Subsequently, the motion to vote on #3 from the original motion was presented. The motion would “allow each professor/instructor the option of using the current paper-based procedures already in place for administering student evaluations, or using the online format for completion of these evaluations.” The motion was seconded and discussion followed:

- How would we compare both evaluation methods? The data generated would be uniform for both methods and that should not be an issue.

Friendly amendment was introduced to change the above motion to add the following statement to the motion above: “Any professor who fails to opt for either method will by default be asked to conduct online evaluations.” The friendly amendment was seconded, discussion followed and it passed by a vote of 16 to 10.

The amended motion on the floor to “allow each professor/instructor the option of using the current paper-based procedures already in place for administering student evaluations, or using the online format for completion of these evaluations. Any professor who fails to opt for either method will by default be asked to conduct online evaluations.” Discussion followed and the motion passed by a vote of 23 to 11.

- Adhoc Committee on Teaching Evaluation Summary proposed a motion to amend the Bylaws to include a new faculty officer data compiler position. This motion comes after the Regional Campuses Faculty Senate passed a motion formalizing a process by which tenure and promotion candidates’ teaching evaluations would be compiled in a format that allows for some comparative data (in other words, the candidate’s score would be compared to the campus average). The motion was presented at the last faculty meeting and it requires no second. Discussion followed:
 - Why must the compiler be a tenured faculty member or from outside the tenure track? It would not be appropriate for a person going up for tenure be the person compiling the data. It would protect the untenured faculty member and a tenured faculty would have more experience in the Tenure & Promotion process.

A friendly amendment was proposed to change the motion to state “the Compiler shall be a faculty member.” Amendment was seconded, discussion followed and the amendment passed by a vote of 27 to 4.

The amended motion from the Adhoc Committee on Teaching Evaluation Summary states that “the Compiler shall be a faculty member who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to the anonymity standards described below. Any faculty member is allowed to make such a request for any valid work-related purpose, but the primary purpose will be for third-year review, tenure, promotion, and post-tenure review purposes as described in the Regional Campuses Faculty Manual.” The motion was discussed and passed by a vote of 33 to 1. An election for the Compiler will take place during **Special Order** along with Faculty Committee elections.

New Business:

- The Faculty Organization Executive committee proposed a motion “to consider the updates to Bylaws that will be re-visited during the upcoming faculty meeting.” The list of proposed changes was sent out by email by Dr. Yingst. The motion was ruled substantive and the motion will be discussed and votes on during the September faculty meeting.

Announcements:

1. Dr. Hammond reminded the Division Chairs about nominations for representatives to the Honor Code Council. Each division must elect their representatives as soon as possible and have their names sent to the Faculty Secretary, Dr. Fernanda Burke, at burkefm@mailbox.sc.edu.
2. Dean Catalano announced that Prof. Wayne Thurman will be retiring at the end of the semester after 33 years of service to USC Lancaster. Congratulations!
3. Prof. Harris announced that next week is National Library Week and there will be a display and events throughout the week. Stop by the Medford Library!
4. Prof. Martek announced that USCL will be celebrating Earth Day on April 17 with several student presentations and projects. Also, please remember to close your windows especially on the first floor of Bradley.
5. Dr. Lawrence announced that the Carolina Emerging Scholars Conference will be held in Sumter on May 12 and there are currently 34 presenters registered for the event. If you would like to attend the conference, please contact Dr. Lawrence at lawrennm@mailbox.sc.edu.
6. Mrs. Moon-Kelly announced a free concert on April 14 and additional information was sent out by email.
7. Prof. Priest announced that there will be a play and a paw-wow this weekend.
8. Dr. Holland announced that 5 USCL undergraduates presented their original research at the ASPA Conference.
9. Dr. Nims announced that Prof. Darris Hassell was appointed as the Humanities Division representative on the Honor Code Council.

Special Order:

Elections for local and system committees were conducted at this meeting. The preliminary results were emailed to all faculty members immediately following the meeting on April 6, 2011. Due to some eligibility issues changes were made to the election results and an additional election was conducted for the Local Tenure and Promotion Committee. The final and official election results are listed below:

Faculty Chair

Andy Yingst

System Grievance Committee

Noni Bohonak

Faculty Vice-Chair

Sarah Sellhorst

Regional Campuses Research and Productive Scholarship Committee

Suzanne Penuel

Faculty Secretary

Mike Bonner

Regional Campus Faculty Senate

Mike Bonner

Local Tenure and Promotion Committee

Walt Collins

Nick Guittar

Nick Lawrence

Lisa Hammond
 Lori Harris
 Howard Kingkade
 Todd Scarlett
 Dick Van Hall

Alternates:
 Ernest Jenkins
 Dana Lawrence
 Brittany Taylor
 Andy Yingst

System Tenure and Promotion Committee

Stephen Criswell
 Fran Gardner

Provost's Advisory Committee

Stephen Criswell

Welfare and Grievance Committee

Shemsi Alhaddad	Brittany Taylor
Jason Holt	Karen Worthy

Columbia Senate

Shemsi Alhaddad
 Noni Bohonak

Attending:

S. Allhaddad, A. Biggs, N. Bohonak, M. Bonner, D. Brown, C. Bundrick, R. Bundy, B. Burgin, F. Burke, S. Campbell, J. Catalano, C. Cataledge, M. Coe, W. Collins, M. R. Cox, S. Criswell, S. Emanuel, D. Faulkner, N. Guittar, L. Hammond, L. Harris, K. Holland, J. Holt, K. Jackson, E. Jenkins, C. Judge, K. Kendrick, D. Lawrence, N. Lawrence, D. Marin, L. Martek, E. Moon-Kelly, B. Nims, A. Pangburn, S. Penuel, C. Priest, K. Richardson, David Roberts, S. Sellhorst, B. Taylor, W. Thurman, R. Van Hall, T. Wolochwianski, A. Yingst.

Faculty Secretary: Submitted as PDF on April 27th, 2012 by Fernanda Burke



UNIVERSITY OF
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 LANCASTER

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

REPORT TO THE FACULTY
06 April, A.D. 2012

2012 USC LANCASTER COMMENCEMENT exercises will be held Saturday, April 28 at 2:30 p.m. in Bundy Auditorium. ALL full-time faculty are expected to attend and participate in Commencement Exercises. The VIP reception will begin around 1:00 p.m. in the Multipurpose Room (faculty are invited), with a reception for graduates and parents following the commencement exercises.

Final Exams – Final exams will be held April 25 through May 2. The final exam schedule may be found online at <http://usclanaster.sc.edu/academics/exams.htm>. 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.

Tenure & Promotion Intent Forms have been distributed to all faculty and were due in our office on **Friday, March 30**. If you haven't yet returned your form, please do so as soon as possible.

FACULTY SEARCHES – Searches for an Assistant Professor of Spanish and an Assistant Professor of African American Studies, as well as for two Assistant Professor/Librarians (all tenure track positions) are underway. With the unexpected departure of Professor Dawn Marin (adjunct instructor of Chemistry), we are also going to be conducting a search for an Instructor of Chemistry. We are setting

Appendix I (page 2 of 2) Dean Cox's Report, 4-06-12

up the search committees for the Librarian and Chemistry positions and plan to have all jobs filled for FALL 2012.

FIF/COMMUNITY SERVICE: As you complete your FIFs, please remember to report your community service activities online as well. The link is found online at <http://usclancaster.sc.edu/commserv/index.html> (or you may go to the "Resources for Faculty" page on the USCL website. Many thanks.

Congratulations to Professors Stephen Criswell, Fran Gardner, and Howard Kingkade, all of whom were awarded grants from the USC Provost's Office in the most recent funding cycle. This is really a great result for USCL.



UNIVERSITY OF
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 LANCASTER

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

Report to Faculty

April 6, 2012

- **Athletics—The Lancers Club** supports academics through scholarships. If you would like to help support athletics at USCL please contact the athletics department at (803) 313-7094 or visit the web page at <<http://www.usclathletics.com/default.html>>.
- **Student Life/Activities—**
 - **New SGA officers:** President: Lauren Beam, Vice-President: Khori Hunter, Secretary/Treasurer: John Michael Catalano.
 - Blood Drive in the Student Center, April 10, 2012.
 - Spring Fling and Distinguished Teacher of the Year Presentation, April 19, 2012.
 - Lancaster Players will present Shakespeare's *As You Like It*, April 13-15, Stevens Auditorium, \$5.
 - Summer 2012 **Freshman Orientation** Dates are June 13, June 27, July 25 and August 15.
- **Counseling Services—**Mrs. Andrea Campbell, career counselor, is available through May 15 to meet with students. Feel free to refer students who are graduating or seeking summer jobs/internships for resume/job search assistance. She will be off during the summer but will return in August.
- **Behavioral Intervention Team—**the team continues to address students of concern. Referrals can be made at <http://usclanaster.sc.edu/BIT/index.html>

Have a great summer.

Appendix III (page 1 of 1) Dr. Holt's Report, 4-06-12

The Evaluation Committee moves to adopt one of the following options concerning how we, the faculty of USCL, use Class Climate to administer online evaluations. Please circle your choice and select only one of the options below.

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