

USC-Lancaster  
Faculty Meeting Minutes  
9/5/2012

Minutes approved from April 2012 faculty meeting

**Officer's Reports:**

**Dean of the Campus** - (Catalano) – campus finances in red year ending 7/31/12 due to bad debt written off; no long term concerns. New building construction is being re-bid, likely break ground Jan 2013, projected finish 2014.

**Associate Dean for Academic Affairs** - (Cox) – new schedule proposed; see **Appendix 1**.

**Associate Dean of Students** - (Collins) – see **Appendix 2**.

**Academic Success Center** - (Dana Lawrence) – introduction of Elaine Connor; schedule of hours/programs.

**Admissions** – (English) – BANNER applications online Tuesday; reminder to check rolls; (Scarlett) When will students not be allowed to enroll?

**Advancement** – no report

**Business/Planning** – no report

**Computer/Information/Technology** – no report

**Counseling** – no report

**Facilities/Management** – no report

**Gregory Health & Wellness Center** – (Hunt-Sellhorst) – “crunch time” abdominal class available, Zumba renewed, see schedule for times.

**Law Enforcement/Security** – (Rutledge) – pedestrian accidents not speed related; 100+ speeding tickets issued last 5 months; Hubbard Dr. parking being eliminated.

**Medford Library** – (Harris) – see **Appendix 3**.

**TRIO** – no report

**Webmaster** – (Harris) – no report (Yingst) will be combined with “Medford Library” report in future meetings.

**Reports of USC System Committees:**

**Columbia Senate** – no report

**Regional Campus Faculty Senate** – no report, (Nims) Executive committee meets Friday 9/7

**Provost’s Advisory Council** – (Gardner) welcomes suggestions

**Local Committee Reports:**

None

**Unfinished Business:**

**Motion to postpone discussion of by-laws, passed.**

**New Business:**

**1. New Schedule Proposal:**

(Faulkner) - **Motion to change class schedule as per Cox’s proposal**; apply to other campuses?

(Cox) - Salkehatchie already adopted, will temporarily maintain Palmetto schedule

(Gardner) - Other campuses agreed?

(Faulkner) – Return to older schedule with fewer Friday classes.

(Gardner) – Always Friday classes.

(Catalano) – Some Friday classes required by Columbia, not specific on how many.

(Moon-Kelly) – Will proposal affect 8 week schedule?

(Cox) – No.

- (Burgin) – Future trend to online only, less in-class options even in Palmetto.
- (Bundy) – 75 minute classes means information overload for students.
- (Scarlett/Golonka/Hunt-Sellhorst) – Friday use of study day, doubts about student commutes.
- (Hammond) – 75 minute slots not a good fit for all classroom goals, 50 minute slots allow professors to choose format.
- (Van Hall) – object to 4 day per week schedule; 1 lengthy class session per week not viable for Freshmen learning; campus space issues used as excuse for professors to create 4 day work-weeks; SC legislators will be suspicious of professors working only 4 days.
- (Gardner) – long Friday courses suit some purposes like travel.
- (Guittar) – support big blocks of time over 16 weeks; SC legislators only work 3 days per week; Faculty should adopt what benefits students.
- (Criswell) – students appear willing to take lengthy classes; benefits working professionals.
- (Cox) – course offering on Saturday this Fall attracted only 1 student
- (Martek) – Friday blocks available now? Yes
- (Criswell) – Can Mon-Wed-Fri classes be accommodated?
- (English) – Yes, but limited availability.
- (Nims) – 8:00 am Mon-Wed-Fri classes unaffected, still available; unopposed to new schedule

After brief discussion about whether the motion was “Substantive” or “Non-Substantive”  
**Motion to adopt new schedule passed** by Voice Vote.

## **2. Ad Hoc Committee of Senior Instructors:**

(Yingst) - Ad Hoc Committee of Senior Instructors – to meet Sept 19<sup>th</sup>; contact Hassell or Yingst.

## **3. Contacting Students for Non-Academic Purposes:**

- (Guittar) – any way to contact students about non-academic issues via email?
- (Rutledge) – only in emergency/security situations.
- (English) – restricted to academic issues for privacy concerns.
- (Hunt-Sellhorst) – possible to inform, make announcements via Facebook.

## **Special Orders:**

None

**Announcements:**

1. Faculty Chair (Yingst) allowed question:  
(Gardner) – is funding available for creating online courses or only if it has not already been created.  
(Cox) – no funding available unless the course does not exist; not required to share online course materials.  
(Gardner) – concerned about academic freedom.
2. Request for Committee information, chairs, (Hunt-Sellhorst)
3. Recognition of Lisa Hammond for Service as Previous Chair, plaque awarded.
4. Ashley Lloyd hired to assist with Palmetto administration.
5. Human Resources Benefits Info flier sent out to faculty, see **Appendix 4**.

**Adjourned, 12:50pm**

**Attending:**

Alhaddad, Biggs, Bonner, Bundrick, Bundy, Burgin, Castiglia, Catalano, Catledge, Coe, Robert Collins, Walt Collins, Cox, Criswell, Davaut, Emanuel, Evans, Faulkner, Freeman, Garane, Gardner, Golonka, Nick Guittar, Hammond, Harris, Hassell, Holland, Holloway, Holt, Jenkins, Obi-Johnson, Stephanie Guittar, Nick Lawrence, Martek, Nims, Pangburn, Parker, Penuel, Priest, Richardson, Rutledge, Scarlett, Scott, Sellhorst, Taylor, Van Hall, Wolochwianski, English, Judge, Kendrick, Kingkade, Dana Lawrence, Mobley, Moon-Kelly.

Submitted by Michael Bonner, Faculty Secretary

**APPENDIX 1:**

M. Ron Cox, Jr., Ph.D.

Associate Dean for Academic & Student Affairs

118 Hubbard Hall

**REPORT TO THE FACULTY**

**05 September, A.D. 2012**

**COURSE SYLLABI AND OFFICE HOURS:** Please submit 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. For Information about what needs to be included on your syllabus, see “Resources for Faculty” on the USCL webpage (<http://usclancaster.sc.edu/academics/syllabi.htm>).

**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.

We ask each professor to “police” his or her class rolls to ensure that students enrolled in a course have met any pre-requisites. With that in mind, however, we have always followed a policy of allowing students to stay in a course for which pre-requisites have not been met with the instructor’s permission. Many thanks for your help with this.

**2013 Academic Schedules.** Your division chairs soon will be asking for your course schedule proposals for all of 2013 – Spring, Summer and Fall. Our goal is to have everything ready for preregistration when students return from Fall Break (October 22). With the impending shift to the Banner registration system, we need to have a set schedule prepared so we can “test” it with the new system. (Spring and Summer advisement will be done utilizing the current IMS system. But for FALL 2013, we will shift over to Banner. Should be very interesting.)

**PALMETTO TRAINING 2013** – 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 2013-2014 academic year. Development grants are also available from the Palmetto Programs Office for those interested in developing online course offerings, provided that the course has not previously been “developed” by someone else.

If you have questions or concerns about the new **Print Management Policy** (which was announced at the August “non-retreat”), please direct them to me. Already we have reduced paper usage over this time last year (despite an increase in student enrollment) and have saved over \$225 in the first ten days of classes.

## APPENDIX 2:

Walter P. Collins, III, Ph.D.

Assistant Dean of Students Affairs

### Report to Faculty

September 5, 2012

#### Welcome back!

- **Athletics**—The men's soccer program begins play in Fall 2012 with 21 players. There are a total of 111 student-athletes as of today. Upcoming soccer competitions include matches today against Spartanburg Methodist College at 3:00 and 5:00 and next Tuesday (9/11) against USC Salkehatchie at 3:00 and 5:00. These matches will be held on the campus soccer field. **Student-athletes are selling raffle tickets to benefit the Lancers Club.** Tickets are \$20 and you'll have the chance to win either a 2012 Honda Civic or \$10,000. Drawing will be held in late October.

**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>>.

- **Travel Study**—A trip to Italy (Shakespeare in Italy) during Spring Break 2013 and a Civil War themed trip during Maymester 2013 are being planned. Courses in ENGL and HIST will be offered. Contact Dr. Dana Lawrence for more information on the Italy trip and Dr. Michael Bonner for more information on the Civil War trip. Scholarships for students will be available. The scholarship application is online and is due Oct. 1, 2012.

- **Student Life/Activities**—

**Blood Drive** in the Student Center; Tuesday, September 11; 9:00 to 1:00

**Annual Rotaract Car Wash** to Benefit Barry Scholarship Fund; Friday, Sept. 14

**Student Organization Budget Requests** are due by Sept. 17 at 5:00; Send electronically to Laura Humphrey

Student Life staff organized four Freshman Orientation Sessions in Summer 2012. Thanks to everyone for helping make them successful. Approximately 370 students attended.

- **Counseling Services**—Counseling Services will be staffed this year by Ms. Tracey Craig, Mrs. Teresa Ormand, and Mrs. Andrea Campbell with the assistance of Ms. Margaret Dixon. Staff is available for academic, personal and career counseling by appointment unless there is an emergency. Ms. Dixon is located in Bradley 128.
  - **Resume Workshop**, Tues., Sept. 11, 2012 & Wed., Sept. 12, 2012; 12:20—12:55; Starr Hall 124
  
- **Security and Law Enforcement**—Please use extreme caution when crossing any streets or roads adjacent to the USC Lancaster campus. Over the past week, we have taken the following steps to remind the USC Lancaster campus community about street crossing safety:
  - Email and text message through Carolina Alert to entire campus community
  - Safety message at the bottom of the homepage of the USC Lancaster website
  - Safety message on the USC Lancaster Facebook pageWe continue to work with the SCDOT to make Hubbard Drive safer for all.
  
- **Behavioral Intervention Team**—the team will meet a minimum of twice a month (and when emergencies arise) during the Fall 2012 semester to address the needs of students of concern and to take part in ongoing training and development. Referrals can be made at <http://usclancaster.sc.edu/BIT/index.html>

**APPENDIX 3:**

**MEDFORD LIBRARY**

**Report to the Faculty**

**September 5, 2012**

**Lori Harris**

1. Medford Library is pleased to announce the addition of 25 new electronic resources to our collections, effective on July 1. Please refer to the library website or the July 5 email from me for a three-page list of the new resources. A second email that same day listed 17 discontinued resources and their suggested alternatives.
2. The Library will have a modest book budget this year. More details will be forthcoming after the Library Committee meets, but please feel free to go ahead and submit any important book orders for your discipline.

The Library is now using web-based LibGuides as the primary subject arrangement for our electronic resources and the basis for our library instruction sessions as well. Please review our newly revamped LibGuides in your area and make any suggestions for useful resources or subject areas we can add.

**APPENDIX 4:**

**2012 Benefits Orientation**

**Friday September 21, 2012**

**Bradley Arts and Sciences Building Room 121**

**10:30am – 11:30am**

**Or**

**1:30pm – 2:30pm**

**Presented By:**

**Jennifer McKay, USC Benefits Counselor**

**Jennifer will answer any benefits related questions.**

***Please take advantage of these great opportunities to learn about your benefits.***

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**Annual Enrollment for benefits begins October 1, 2012 and ends on October 31, 2012.**

**Changes become effective January 1, 2013**