

USC LANCASTER
FACULTY ORGANIZATION MEETING MINUTES
OCTOBER 4, 2013

NOTE: These minutes are reconstructed from an incomplete recording of the meeting and include reports that were emailed to the entire faculty prior to the meeting. Some verbal reports and contributions to discussions were too quiet to be heard clearly, and those moments are noted in brackets where necessary.

- I. Call to Order
- II. Correction/Approval of the Minutes—Minutes not approved, due to lack of quorum.
- III. Reports of Officers
 - a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
 - b. Associate Dean for Academic and Student Affairs—Dean Ron Cox –**REPORT ATTACHED (SEE APPENDIX #2)**
 - i. GUEST REPORT: Ashley Lloyd (Palmetto College Representative):
Asked to be on Academic Advisory Network; Participated in roundtable session on Advising in Columbia; Would like to have a similar discussion at USCL; possible Oct. 15 date—but flexible
(Cox) May need to offer several different options to accommodate teaching schedules.
(Lloyd) Yes, it will depend on number of responses and availability of participants. Please send email if you have any questions, concerns, or suggestions.
 - c. Academic Success Center –**REPORT ATTACHED (SEE APPENDIX #3)**
 - d. Human Resources (Mobley-Chavous):
 - i. Open enrollment Oct. 1-31
 - ii. Be mindful about information you share with students about Affordable Care Act—students need to educate themselves and make their own decisions.
 - iii. Student Assistants/Temp Employees: Think about whether you plan to renew the position in spring so you can get the paperwork submitted; if you would like to have a student assistant, contact Avis Clyburn for information.
 - iv. In Columbia, reviewing summer compensation policy; some possible changes include increasing percentage you can earn over the summer; may base it on annualized salary, rather than 9-month salary (currently no way for faculty to determine annualized salary right now, other than asking Tracey); summer grants may be considered in these calculations.
 - e. Law Enforcement/Security—John Rutledge—**REPORT POSTED IN “MINUTES” FOLDER ON “S” DRIVE**
 - f. Medford Library, Webmaster—Prof. Lori Harris
 - i. Information coming out soon about library book orders—check email.
 - ii. Monday, 10/7 at 12:15pm: Show What You Know—Brittany Taylor-Driggers, Photoshop
 - iii. Please donate mugs to "Show Your Mug" event, which will take place on Oct. 23
 - iv. Wednesday, 10/30 at 12:15: Faculty Colloquium—Dr. Kim Richardson

- g. Native American Studies---Prof. Stephen Criswell
 - i. Participating in NOLA on 10/25—storytellers, pottery demo
 - ii. Participating in lantern tour during Boo Fest on 10/31
 - iii. (Taylor-Driggers): Artist-in-Residence, Carolyn Sanders, will be there doing demos.
 - iv. Today is 1-year anniversary of NASC Opening; celebration at NASC immediately following faculty meeting.
- IV. Reports of USC System Committees
 - a. Regional Campus Faculty Senate
 - i. Executive (Nims)
 - 1. Moved acceptance of common curriculum proposed by Ad-hoc committee; later remanded to system affairs committee.
 - 2. Dr. Nesmith, due to promotion, stepped down as chair of senate; Vice-Chair Jolie Fontenot (USC Union) will be interim chair; at November meeting, senate will elect interim chair for spring semester. Currently accepting nominations from senators--send to Secretary Hennie van Bulck (USC Sumter).
 - ii. Rights and Responsibilities (Bonner)
 - 1. Bettie Obi-Johnson is new chair
 - 2. Heard presentation from librarians about tenure and promotion requirements; consulting outside sources about these requirements, will revisit in November.
 - 3. Contact Bonner or Obi-Johnson for questions about online T&P forms.
 - iii. System Affairs (Yingst)—**REPORT ATTACHED (SEE APPENDIX #4)**
 - 1. Charged with creating Curriculum Committee; unanimously voted to reject the charge, because System Affairs is already charged with dealing with courses and curriculum.
 - 2. Understood SACS requirement as "subset of core"; drafted a common subset of 15 core requirements, which committee will present to senate in November.
 - 3. Question:
 - a. (Criswell) That subset reflects what the campuses are already doing?
 - b. (Yingst) No, it almost reflects what we're almost doing. We won't be able to just keep our old degree plan under this subset..
 - c. (Criswell) There's a suggestion of priority in this; Associate's degree seems to privilege science over INF, for example.
 - d. (Yingst) INF is overlay course that is already fulfilled by ENGL 102; we could add a line about taking an overlay class, but it would not bring us to our goal of 15.
 - e. (Criswell) Concern that we're not communicating clearly to SACS what we're doing. What is our justification for prioritizing these core areas over others?
 - f. (Yingst) SACS report specified some minimum requirements for science, math, humanities, etc.
 - g. (Criswell) So, SACS has already prioritized them?

- h. (Yingst) Well, that's a long way from this list, but this list does include those things.
 - i. (Nims) Union, Salk, and Lifelong Learning have already met and approved curriculum put forward by Ad-hoc committee; the curriculum is going to put forward a motion for us [USCL] to approve; Sumter is going to vote; If all 5 campuses approve common curriculum, will System Affairs committee reject common curriculum?
 - j. (Yingst) No. But if degrees that come back are not identical, we can at least show that we're meeting SACS' requirement that we meet a common subset of the core. This will allow us to keep working toward a common curriculum, if we need to do so. Even if we do all accept identical degrees, the legwork of adapting the bylaws to prevent any campus from changing its degrees later has not happened. The committee would like this motion on the books, so that when the vote to change the bylaws comes up, someone on the floor can move that every campus has to have a common subset of the floor, which is what SACS asked for.
 - k. (Nims) I personally do not agree with the point that this notion of a common subset meets SACS requirements; System Affairs committee seems to think that it does; SACS has asked for a common set of learning outcomes; USC Columbia has come up with common set of learning outcomes and courses which meet those learning outcomes over 5 years; we didn't have 5 years; we've instead taken existing learning outcomes and tried to address them ourselves. Don't we need to address the issue presented by Ad-hoc committee for the curriculum, vote it up or down, and use this as a fallback only if we vote it down? I don't deny the sincerity or goodwill of System Affairs committee, but my sense is that we need to first address the issue of a common curriculum and decide whether or not we can live with it.
 - l. (Yingst) This is not being presented as an alternative to the common curriculum up for vote today; this is a reasonable alternative to some future motion to adapt the bylaws to prevent individual campuses from changing their degree plan.
 - m. (Nims) The Executive committee, I believe, is going to charge the R&R committee to take on the task of changing the bylaws and, perhaps, changing the language in the manual—changing the name of the Regional Campuses Faculty Senate to the Palmetto College Faculty Senate. I agree that the bylaws need to be changed, but we need a mechanism for dealing with curriculum issues at the senate level.
- iv. Welfare (Jenkins)
- 1. T&P workshop scheduled for January 17. Location TBD.

2. Continuing to solicit nominees for Duffy award.
 3. Survey will be distributed in spring—combination of job satisfaction and salary surveys.
 4. (Golonka) Job Satisfaction is Welfare survey; Salary survey is done by university.
 5. (Jenkins) Thanks
 6. (Criswell) Can T&P workshop be recorded and made available online?
 7. (Golonka) If Summer is notified ahead of time, she will have it recorded.
- b. Provost's Advisory Council
 - i. (Gardner) PAC has not met; has not been notified of next meeting
 - ii. (Nims) Since we have a Chancellor and don't report through the Provost, do we still need PAC?
 - c. Columbia Senate— **BRIEF REPORT ATTACHED (SEE APPENDIX #5)**
 - i. **Full report can be found on Google Docs:**
https://docs.google.com/file/d/0B2XLFNL6sE_hazVjzVhYYVZtb3M/edit?usp=sharing

V. Reports of Local Committees

- a. Assessment (Davaut)
 - ii. Davaut reinstated as chair of committee
 - iii. Requests for artifacts have been sent out for business, nursing, criminal justice; AA and AS degrees will come later, because we're doing those with the other regional campuses, and there have been some changes to process, etc.
 - iv. Deadline is Nov. 22, but if you prefer to submit final projects/exams, submitting by end of semester is fine.
 - v. Please remove student names from artifacts; assign numbers instead.
 - vi. Direct questions to Davaut.
- b. Curriculum Committee (Cox)
 - vii. Per the charge of the Faculty Organization chair, the curriculum committee met and has two motions forthcoming.
- c. Hiring Priorities Committee (Scarlett)—**REPORT ATTACHED (SEE APPENDIX #6)**
 - viii. Voted to move this process to spring (April) to get an earlier start on getting approvals, etc.
- d. Library Committee (Harris)—**REPORT ATTACHED (SEE APPENDIX #7)**
 - ix. Book budget: approx. \$400/faculty member
 - x. Discussed changing redefined teaching load policy to include workload of librarians
- e. Native American Studies Committee (Taylor-Driggers)
 - xi. [could not hear report on recording]
- f. Welfare and Grievance (Bonner)
 - xii. Taking suggestions for campus description for T&P; input from those who have already gone through the process welcome.
 - xiii. Some individuals have been asked to update the summary for their particular fields.
- g. Student Affairs —**REPORT ATTACHED (SEE APPENDIX #8)**
- h. T&P Committee (Nims)

- xiv. Met and went over internal deadlines
- i. Technology Committee (**Speaker unidentifiable on recording; report too quiet to transcribe from recording**)
 - xv. Elected new chair
 - xvi. Direct questions or concerns to...

(Yingst) That's as far as we can go without a quorum. Electing Duffy nominees is not a Faculty Organization election and does not require a quorum, so that election can go as planned. Elections for System Grievance Committee and Dean's Advisory Committee will be held until next meeting.

- VI. Unfinished Business
 - a. Motion to update the bylaws— **MOTION POSTED IN “MINUTES” FOLDER ON “S” DRIVE**
 - i. **No discussion or vote due to lack of quorum.**
 - b. Motion to adopt the proposed common curriculum.
 - i. **No discussion or vote due to lack of quorum.**
- VII. Special Orders
 - a. Elect Duffy Nominees—Results:
 - i. Bob Bundy
 - ii. Darris Hassell
 - iii. Dana Lawrence
 - iv. Kim Richardson
 - v. Dick Van Hall
 - b. Elect a representative to System Grievance committee
 - i. **No election due to lack of quorum**
 - c. Elect a representative to System Tenure and Promotion committee
 - i. Lori Harris elected by tenured faculty, of which a quorum was present.
 - d. Dean's Advisory Council
 - i. **No election due to lack of quorum**
- VIII. Announcements/For the good of the order [not on recording]
- IX. Adjournment [not on recording]

In Attendance: Bohonak, Bonner, Bundy, Castiglia, Catalano, Covington, Cox, Criswell, Davaut, Easley, Emanuel, Gardner, Golonka, Gonzalez Guittar, Guittar, Harris, Hassell, Holland, Jenkins, Lewis, Martek, Mobley Chavous, Nims, Parker, Priest, Protz, Richardson, Roberts, Scarlett, Taylor-Driggers, Van Hall.

Submitted by Dana Lawrence, Faculty Organization Secretary

APPENDIX #1: DEAN'S REPORT



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
October 4, 2013

Students

Enrollment

As of Oct. 3, 1552 students are registered for Fall 2013. Approximately 200 of our high school dual enrollment students have not yet been entered into the system, and our enrollment numbers are not final until Fall II numbers are considered. A strong enrollment in 2nd 8 weeks would be very beneficial to our final enrollment numbers. In addition, USC Lancaster is serving approximately 165 students in baccalaureate programs through Palmetto College degree completion programs and the USC College of Nursing.

Athletics

There is a men's soccer match this afternoon behind Carole Ray Dowling at 4:00 against Saint Andrews Presbyterian College. Please consider coming out to support our team. We continue to consider which women's sport(s) to add to our athletic programming. Fall soccer match schedules: <http://www.usclathletics.com/>

The **Fall 2013 Scholarship Luncheon** will take place on Thursday, Nov. 7 in the Bradley Building.

Faculty

The campus Hiring Priorities Committee has submitted this week their report of recommendations for faculty hires for AY 14-15.

Congratulations to Dr. Michael Bonner (History) who was offered a publishing contract from USC Press to co-edit a volume with Friedrich Hamer (Caroliniana Library) entitled *Civil War and Reconstruction Essays from the South Carolina Historical Association*.

Facilities

Construction of **Founders Hall** continues in the heart of campus. Construction is slated to conclude around mid-February 2014. Shortly, the sidewalk connecting Bradley and the rest of campus will be repaved and reopened.

Planning and prioritizing is underway for spending the **\$400,000 deferred maintenance funding** allocated to USC Lancaster by the legislature this year. The money is targeted for renovations in Gregory.

Financial

BUDGET

Paul Johnson and I attended the second preparation meeting on Monday for our first quarter budget meetings which take place on Wednesday, October 9 in Columbia. Currently, there is a sizable gap in budgeted revenue and actual revenue. We were told that this is the case on every USC campus and that Banner is largely responsible. Resolution may still be weeks away. We will continue to watch the budget closely. Please monitor spending very carefully until we have a better idea about Fall enrollment and actual revenue.

AUDIT

The audit of the Native American pottery special collection has concluded with general overall good ratings. The audit studied and then rated the following areas: acquisitions, cataloging, inventory, loans, fire suppression, cameras and motions detectors, climate control, access control and alert system. The area with the lowest rating was cataloging. This area is already being addressed with the use of the new software system, Past Perfect. Three areas rated “partially complies with policies and control activities” include cameras and motion detectors, climate control and alert system. The alert system concerns are already being addressed and the other two areas, cameras and motion detectors and climate control, will be soon.

If you would like to see a copy of the full report, please see Prof. Brittany Taylor or me.

Other items...

Celebrating its first anniversary today, the **Native American Studies Center** is currently hosting a Smithsonian Institution exhibit entitled *Indivisible: African-Native American Lives in the Americas*. The exhibit remains open through Oct. 20.

USC Lancaster students celebrated **Constitution Day** on September 17 with special events in all sections of UNIV 101 and in the TRiO Learning Resource Center.

Two USC Lancaster BSN students—Ciarra Ellis and Katrina Graske—were featured in a recent newsletter of USC’s College of Nursing. Follow this link to see the stories:
http://issuu.com/uscnursing/docs/september_2013_enewsletter

RECRUITING

At the last faculty meeting Dr. Nims asked whether our lower enrollment numbers this semester might be the first evidence of a predicted high school graduate decline. I responded that I thought this might be the beginning of that period of 6-8 years when fewer students will graduate from SC high schools. I then talked about the importance of recruiting, and I mentioned the efforts of individuals in our Admissions and Records Office. While we look at the possibility of hiring a full-time recruiter in the near future, I want to ask you to consider what your role might be in recruiting for USC Lancaster. You are involved in very interesting areas of study that many high school students find intriguing and appealing. For example, two science professors have used their sponsorship of a USC Lancaster student organization to do chemistry magic shows for students of all ages. Over the years, several of you have attended the Fort Mill High School Career day to talk about your discipline or being a college professor. I believe one of the most rewarding and fruitful ways for faculty members to help recruit students to our campus is to facilitate discipline-specific interest during events like the upcoming Junior Scholars Day and Honors Day as well as during occasions in local and regional school systems. Professional staff

in our Admissions Office, the Associate Dean's and Dean's Offices will be glad to help you identify opportunities to share your professional interests in an effort to attract students to USC Lancaster. Please give thoughtful consideration to how you might aid in our recruiting efforts.

APPENDIX #2: ASSOCIATE DEAN'S REPORT



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

REPORT TO THE FACULTY 04 October, A.D. 2013

COURSE SYLLABI AND OFFICE HOURS: We are still missing a few course syllabi for 16-week and first 8-week courses (and the second 8-week session will begin October 21). Please submit a copy (**preferably electronic**) of your course syllabi and office hours to the Office of Academic Affairs. 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>).

October 11 is the last day for students to withdraw from 16-week courses without a grade of “WF.” If students are attending your class who are not on the roll, please make sure that they check with the Admissions Office. Please continue to use the “Excessive Absences Referral Form” (<https://saeu.sc.edu/apps/uscl/attendanceReporting/index.php>) so that our office is aware of students on the roll who are no longer attending.

2014 Academic Schedules. Thank you all for your support and cooperation with providing your proposed class schedules for Spring 2014. Please be sure to review the schedule drafts as they are made available, not only checking your own classes but also checking the courses needed for students majoring in your discipline or advisement area, and let us know IMMEDIATELY of any problems or conflicts you find. Please also make sure to **submit your textbook orders** to the USCL bookstore as soon as possible. If you do not plan to order a textbook, please notify the bookstore of that as well.

Advisement & Pre-Registration for SPRING 2014 will begin on Monday, October 21. Enrollment in Palmetto College courses (those taught as Columbia classes, either online or through two-way video) will be restricted to fully admitted Palmetto College (mostly BLS & BOL) students for the first two weeks of registration. Overrides for students coded as Lancaster will be given on a first-come, first-served basis thereafter.

Olde English Consortium Junior Scholars Day at USC Lancaster will be Thursday, October 17 from 9:00 a.m. until 1:00 p.m. We will be hosting approximately 150 of the “best and brightest” high school juniors from schools in and beyond our service area. One of the day’s events includes students sitting in on “mini-lectures” provided by our faculty and staff. There will be two periods for these mini-lectures: 12:00 – 12:25 pm, and 12:30 – 12:55 pm. **If you are going to be around and would be willing to participate, please let me know as soon as possible.** I don’t know how many of these mini-lectures I will need, so at this point I am just

asking for a list of folks who would be willing to speak to a couple of groups of really good high school (and potentially, USCL) students.

The **Hiring Priorities Committee** has submitted its report. I will be meeting to discuss the recommendations with the Academic Division Chairs, as well as with Dr. Collins, so that we can begin looking at faculty hires for the 2014-2015 academic year. My sincere thanks to Dr. Scarlett and all committee members for their work on this important matter.

The **Student Affairs Committee** will meet this Friday, October 11 at 11:00 a.m. Location TBA.

Congratulations to Professor Kaetrena Kendrick for her recent online publication in *The Journal of Creative Library Practice*, “**Keeping the ‘L’ in Digital: Applying LIS Core Competencies to Digital Humanities Work**” (<http://creativelibrarypractice.org/2013/09/06/keeping-the-l-in-digitalapplying-lis-core-competencies-to-digital-humanities-work/>). Dr. Dana Lawrence is also mentioned in this article, regarding their collaboration in using Omeka to curate their students’ travel experiences in the “Shakespeare in Italy” course last Spring semester.

Congratulations to Professor Adam Biggs, instructor of African-American Studies, whose review of *Deluxe Jim Crow: Civil Rights and American Health Policy, 1935-1954* by Karen Kruse Thomas was published in the September 2013 issue of the *Journal of the History of Medicine and Allied Sciences*.

***** Important *** INFORMATION ABOUT FINAL GRADES FOR FALL 2013
Important**

Final Grades for Fall 2013 – both 16-week classes as well as those for the Fall II session – must be submitted by 5:00 p.m. on Tuesday, December 17. It is **absolutely critical** that these be submitted by the deadline in order for students to receive appropriate credit – including recognition for Dean’s List, President’s List, and graduation with honors – as well as for those who have not done as well and who are placed on probation or suspension. Some information on how to submit grades using Self-Service Carolina is attached to this report.

APPENDIX #3: ACADEMIC SUCCESS CENTER REPORT

Academic Success Center Report

October 3, 2013

Submitted by Dana Lawrence

REQUEST FOR WRITING ASSIGNMENT HANDOUTS:

Please email copies of frequently-used writing assignments to Dana (LawrenDE@mailbox.sc.edu), for use in a tutor-training workshop. We need assignments from **all disciplines** (as you can see below, our writing tutors are working with students in a wide variety of courses). Thanks in advance for your help (and thanks to those of you who have already provided samples).

August-September Stats (2012/2013 Comparison)

	2012	2013
Number of Tutors	17	9
Total Number of Sessions	198	187
Tutoring Sessions/Day (avg)	6.18	6.92
Available Tutoring Hours/Day (avg)	26	21.6
Tutoring Sessions/Tutor (avg)	11.6	20.7

The ASC lost several tutors after Spring 2013—peer tutors transferring to 4-year schools or needing to devote more time to their academic pursuits at USCL, and professional tutors pursuing personal and professional opportunities. We're so grateful to our new and returning tutors, especially since their jobs have become much more demanding than before—as you can see in the chart above (note that tutor duties go beyond actual tutoring to include monitoring the computer lab, documenting athlete study hours, checking out resources for student use, and generally assisting with day-to-day operations).

Tutoring Sessions by Area

Biology	1
Chemistry	12
French	7
Math <ul style="list-style-type: none">• MATH/RCAM: 84• MGSC: 2	86
Spanish	27
Writing <ul style="list-style-type: none">• Economics: 1• English: 29• ITEC: 3• NURS: 3• PALM: 1• PHIL: 3• PSYC: 9• SPCH: 2• UNIV: 3	54

Making Tutoring Appointments Online:

The ASC continues to be very busy, and students are taking full advantage of the ability to schedule tutoring appointments online. We are switching to a new, less complicated, appointment-making system (which we hope to have in place on Thursday, October 3). Students will still go to the main ASC website to make appointments, but now they'll be able to see very clearly when the individual tutors are available—without having to refer to the printed tutoring schedule.

APPENDIX #4: RCFS SYSTEM AFFAIRS COMMITTEE REPORT

THE PROPOSED CURRICULUM REQUIREMENTS FOR SHARED USC REGIONAL CAMPUSES ASSOCIATES OF ARTS AND ASSOCIATES OF SCIENCE DEGREES

	LEARNING OUTCOMES	AA DEGREE PROPOSED	AS DEGREE PROPOSED
1	CMW: Effective, Engaged, and Persuasive Communication: Written Component	6 Hours (ENGL 101 & 102)* *grade of “C” or better	6 Hours (ENGL 101 & 102)* *grade of C or better
2	ARP: Analytical Reasoning and Problem Solving	03 Hours (MATH, CSCE, PHIL, STAT) (including MATH 111)	06 Hours (MATH, CSCE, PHIL, STAT) (including MATH 111)
3	SCI: Scientific Literacy	07-08 Hours (must include at least 1 laboratory course)	08-12 hours (must include at least 2 laboratory courses)
4	GFL: Global Citizenship and Multicultural Understanding: Foreign Language	03 hours (or score of 2 or better on language placement test)	03 hours (or score of 2 or better on language placement test)
5	GHS: Global Citizenship and Multicultural Understanding: Historical Thinking	03 Hours	03 Hours
6	GSS: Global Citizenship and Multicultural Understanding: Social Sciences	06 Hours	06 Hours
7	AIU: Aesthetic and Interpretive Understanding	06 Hours	03 Hours
8	CMS: Effective, Engaged, and Persuasive Communication: Spoken Component	03 Hours from one of the three Learning Outcomes	03 Hours from one of the three Learning Outcomes
9	INF: Information Literacy		
10	VSR: Values, Ethics, and Social Responsibility		
	LEARNING OUTCOMES	8 TOTAL	8 TOTAL
	SPECIFIED CREDITS	37-38 Hours	38-42 Hours
	ELECTIVE CREDITS	22-23 Hours	18-22 Hours
	DEGREE TOTAL	60 Hours	60 Hours

Course Hours are from the Approved List of courses for each Carolina Core Learning Outcome:
<http://www.sc.edu/carolinacore/courses.php>

APPENDIX #5: COLUMBIA FACULTY SENATE REPORT

Columbia Senate Report

Senators: Alhaddad, Bohonak and Campbell

[FULL REPORT ON GOOGLE DOCS:

https://docs.google.com/file/d/OB2XLFNL6sE_hazVjzVhYYVZtb3M/edit?usp=sharing]

1. **Workplace bullying policy.** Currently in discussion. Proposed policy attached below.

2. **Salary compression.** The following resolution was passed in June.

The Faculty Budget Committee has resolved that salary compression for faculty members must be addressed. Salary compression relief must be given to faculty whose performance is satisfactory and whose salary is lower than the mean for the equivalent unit at peer/peer aspirant institutions.

In September the Provost provided an update on salary compression stating that “salary compression was most prevalent in the ranks of full professors or associate professors that have been with us for a number of years. We set up as a criterion a 10% difference from the average and we worked with the Faculty Welfare and the Faculty Budget committees in order to determine how to calculate the time in rank. As this is a multi-year process, as the years two and three come along we will adjust this number further to get us as close to average salaries as possible.”

3. **Change to the examination policy, regarding Reading Day.** See attachment for more detail.

The Examination Policy revisions clarifies the policy regarding activities scheduled on Reading Days. Some faculty are scheduling required classes on Reading Day which interferes with student exam preparation for other courses. (In some cases the requirement has been 6+ hours of attendance for the class on Reading Day.)

4. **Change to the attendance policy.** See attachment for more detail.

The Attendance Policy revisions clarify existing policy. A few faculty are making more restrictive attendance rules which are unreasonable for students with flexibility needs due to health issues, religious observances, court dates, etc.

5. **Changes to courses and curricula, including adding some courses to the Carolina Core.** See attached.

APPENDIX #6: HIRING PRIORITIES COMMITTEE REPORT

Hiring Priorities Committee Preliminary Report

2 October, 2013

The Hiring Priorities Committee has completed its final recommendations for hiring this year. We have received and considered input from the Deans, Division Chairs and faculty. From this input we have compiled a list of recommended hires and a synopsis of justifications for each hire. This year the list contains three recommended hires which are reported in order of importance with the most urgent need first.

In addition to our normal hiring recommendations, the committee has also considered a change in the timing of our recommendation process for next year. We have decided to make our recommendations at the end of the spring semester rather than at the beginning of the fall semester. This should allow the administration to seek approval for hires sooner, thus allowing searches to begin earlier. It is not uncommon for us to make job offers late in the spring semester after most applicants have received and often accepted offers from other schools. By moving the process up, we anticipate a broader selection of qualified applicants to choose from. This change will take effect in spring 2014.

RECOMMENDED HIRES

Physics – Last year our campus ran a search to fill the slot vacated by Danny Faulkner. The search was unsuccessful. A new search is being conducted. Since the search has not been completed, the committee has decided to include this position in our recommendations. One justification for the position is that it is a replacement hire. Four of the classes previously taught by Danny are required for many science majors and are generally taken within the first two years of their degree program. Danny also taught astronomy, which was useful as a non-majors lab science course. PHYS 101 could also be taught by a physics professor and would be a good replacement for the astronomy courses.

A concern was brought to the committee about whether we need a physics professor at USCL. The concern was mostly based on the fact that the required courses taught by a physics professor have, in the past, had fairly low enrollments, thus serving fewer students than someone hired in another discipline. Also, it was suggested that some students who need physics could wait until after they leave USCL to take the course. These are valid points, but after receiving input from faculty advising in science programs and from the engineering department in Columbia, it seems that although students in some majors, such as biology, could wait until their junior year to take physics, students in many majors could not and would be better served starting their programs elsewhere if they didn't have the ability to take physics here in their first two years. In particular, pre-pharmacy and engineering majors would be negatively impacted. Certainly, a physics professor would not serve as many students as, say, a computer science professor, but physics seems to occupy a key position in many of our science programs and if we didn't have physics available, most of the science programs we try to support would be significantly impacted.

Computer Science – Computer science has been a need for some time now. Though many degrees require a programming course, much of the CSCE load comes from students trying to meet the quantitative reasoning part of their gen ed requirements (Now ARP in the Carolina Core). In part, this need has been met by having Dr. Currence teach CSCE 101 and Dr. Bohonak teach 102, recently offering online versions of these courses with very high enrollment. Even in terms of credit hours, both Noni and Jerry carry overloads each semester. The curricula for both

CSCE 101 and 102 have been changed to meet the math requirement more completely. It is unclear how these changes and the implementation of the Carolina Core will impact enrollment in CSCE courses. In addition, the number of computer science majors has increased, potentially leading to a demand for higher level computer science courses. The committee believes that demand for CSCE courses is sufficient to justify an instructor hire in computer science. PhDs in computer science would be very difficult to attract or to pay for, thus the instructor level hire. Some of the other regional campuses have computer science instructors who also help manage IT needs. We don't know if that would be a good fit here, but it may be worth considering.

Speech/Theater – SPCH 140 courses are typically full or nearly full. Demand for theater classes has also increased and Professor Holloway has developed a very active and successful theatre program which produces 2 plays per school year. These plays and students have been regionally recognized. Some students involved in the theater program choose majors, such as BLS, that allow them to stay here for four years so that they can continue their involvement in theater. A tenure-track hire in theater and speech would help meet course demand, allow us to expand course offerings and further develop the theatre program. A candidate who has a background in the technical aspects of theatre production and who was qualified to teach SPCH 140 would be preferred.

OTHER HIRES CONSIDERED BUT NOT RECOMMENDED FOR THIS YEAR:

Psychology – Of the five people teaching psychology at USCL, only two are tenured or on the tenure-track. One instructor, Professor Evans, retired. Psychology is the most popular area of specialization in the BLS degree and is in high demand in Palmetto Programs. There are more upper division courses taught in psychology on our campus and through Palmetto Programs than any other area. This has been a popular discipline at USCL for a long time and demand for psychology courses is consistently high. The committee recommended a tenure-track hire in psychology last year and a search was initiated. The search was started late and there were budget concerns that led to a decision to discontinue the search. We are currently meeting the need for psychology courses with our faculty and adjuncts. Given the budget situation, the committee recommends no hire this year, but this should be reconsidered next year.

Statistics – We have a long demonstrated need for a statistician. The need is still there and still urgent; however, Dr. Alhaddad has been taking the necessary courses to be approved to teach our STAT classes and should have them completed by fall 2014. Therefore, no hire has been recommended.

Exercise Science – Concerns were brought to the committee about whether we need an additional hire in exercise science. The concern stems from Dr. Sellhorst's pending maternity leave in the spring and to changes in the nursing program. These are significant concerns in the short term, but would not require a permanent hire. An attempt is being made to hire an instructor to meet the current needs.

History – Though we don't appear to have a need for an additional person in history, a suggestion has been made to change an instructor position to a tenure track position. We currently have three tenured or tenure track faculty teaching full-time in history as well as Dean Cox who teaches one course per semester. The committee supports building the tenure track faculty, but did not consider this among the highest priorities at this time.

Native American Studies – The Native American Studies Center has become a focal point for USCL and an important partnership between the campus and the local community. With the

opening of the new Native American Studies Center, current NAS faculty have taken on new responsibilities and have less time for curricula development. While the Center has attracted attention from the community, the Columbia campus, regional scholars, and potential students, new opportunities to study Native American history and culture have not kept pace with other elements of Native American Studies. Hires in areas related to NAS (particularly in history, social science, ethnomusicology, theater/performance studies, and political science) are important to keep the momentum the new center has developed. While a Cognate in Native American Studies is currently available, there is interest within the Palmetto College administration to develop 4-year degrees that include components related to the NAS program. Given the current financial situation of USCL, Native American Studies would, at this time, benefit from the addition of a visiting scholar and/or a graduate assistant from one of Columbia's programs.

Committee Members:

Todd Scarlett (Chair)
Lori Harris
Marybeth Holloway
Paul Johnson
Tracey Mobley
Bruce Nims
Suzanne Penuel
John Rutledge
Andy Yingst

APPENDIX #7: LIBRARY COMMITTEE REPORT

Library Committee Report for October Faculty Organization Meeting Submitted by Dana Lawrence, Chair

The Library Committee met on September 19 and elected Dr. D. Lawrence chair. If you have any questions or concerns you would like to bring to the committee please contact your representative from the list below.

- 1) Dana Lawrence – ASC Director, **Chair**
- 2) Claudia Heinemann-Priest – Humanities Representative
- 3) Courtney Catledge – MSNPH Representative
- 4) Annette Golonka – Administrative appointment
- 5) Kate Holland – BBCE Representative
- 6) Adam Biggs – Administrative appointment
- 7) Lori Harris – ex officio
- 8) Kaetrena Kendrick – ex officio
- 9) Rebecca Freeman – ex officio

The Library Committee met on Thursday, October 3 and approved the following items:

- 2013-2014 Library Book Budget Allocations to Faculty/Divisions
- Revision to Redefined Teaching Load policy to include Tenure-Track Librarians

Please direct questions about the above items to Lori Harris, Head Librarian

APPENDIX #8: USCL STUDENT AFFAIRS COMMITTEE

Lancaster Campus Student Affairs Committee Report 9/30/2013

The student affairs committee met on 9/20 and elected Dr. Bundrick chair. The committee will be meeting again soon to determine a 2013-2014 agenda. If you have any questions or concerns you would like to bring to the committee please contact your representative from the list below.

Chris Bundrick – Humanities Representative, Chair
Brittany Taylor – Administrative appointment
Sarah Hunt-Sellhorst – MSNPH Representative
John Rutledge – BBCE Representative
Kaetrena Kendrick – Administrative appointment
Laura Humphrey – Student Life Coordinator
Ron Cox – Dean of Students/Academic Affairs

