

USC LANCASTER
FACULTY ORGANIZATION MEETING MINUTES
November 7, 2014

- I. Call to Order: 12:04pm
- II. Correction/Approval of the Minutes—September and October minutes approved.
- III. Reports of Officers
 - a. Dean of the Campus---Dean Walt Collins—**REPORT ATTACHED (SEE APPENDIX #1)**
 - i. Discussion:

(Gardner) I noticed in your report that there was a resignation from the budget committee, and there is a newly appointed member. Who are the other members?

(Collins) Sherri Gregory, Stan Emanuel, Ron Cox
 - b. Academic and Student Affairs Dean—Dean Ron Cox—**REPORT ATTACHED (SEE APPENDIX #2)**
 - i. Discussion:

(Catalano) I am against the removal of PHIL 102 from the BLS curriculum—especially given the new required course on how to take an online class.

(N. Lawrence) It is odd that the Palmetto College Faculty Advisory Committee feels empowered to make such moves, since System Affairs is still in the process of changing the make-up of that body.

(Nims) Agree with N. Lawrence. Still in process of establishing governance over degrees. This is an advisory committee—recommendations only.

(Gardner) Whom does this committee advise?

(Hammond) Ron Cox and I are USCL reps. The only action taken was to make request to senate to constitute this as a committee made up of elected officials. No moves made until that is finished. Once committee is constituted, it will make its recommendations to System Affairs. I will convey Catalano's objection to the committee. There wasn't a clear consensus on the PHIL change, so I'm not sure if it will move forward. I will keep faculty organization updated on what is happening with this committee.

(Gardner) I am opposed to lowering the foreign language requirement. Please pass that along to committee.

(Hammond) The rationale for that is that we have a lot of non-traditional students coming back to school, and they took their foreign language courses a long time ago. A lot of programs only require 2 foreign language requirements. Suzanne suggested waiving the 122 requirement for students in that situation, rather than dropping the requirement. I will take that suggestion to the committee, as well.

(Gardner) They can retake 109, right?

(Hammond) Yes.

(Gardner) I want to hear further discussion on this; I'm still not in favor, but I'd like to hear the arguments.

(Hammond) I can provide a written document that Dr. Nesmith sent out. It includes some of the context for these changes. I want to wait until after the committee meets, though, so I can see what we're going to move forward on.

(Gardner) This committee will advise Nesmith and Senate?

(Hammond) Advise no one now—plan is that committee will report to senate.

(N. Lawrence) There is a motion to make this a standing committee, as described in the manual. It's not going to be a committee that meets at every meeting. My sense is that it's going to consist of all elected members—that seems to be the general preference. We just need to make it clear that we elect people who have a clear understanding of and interest in the BOL and BLS programs.

(Hammond) In the past, that's how this has been. Has been reporting to Columbia Senate because it is a Columbia degree. My understanding is that this committee is going to make recommendations to the System Affairs committee, and, at times, to the Faculty Senate.

(Hammond) That is how this has happened in the past. The committee has to go through Columbia faculty senate, because it is a Columbia degree. But it didn't forward this information to the regional campuses. There is a consensus that we need to have representation on this committee, too.

(Cox) The whole idea is to take feedback from this faculty body back to committee.

(Sellhorst) For science, only require 109 and 110 for foreign language.

(Cox) These are BA degrees. Requirement varies from college to college.

c. Academic Success Center—Dana Lawrence—**REPORT ATTACHED (SEE APPENDIX #3)**

i. Discussion

(Nims) Why do you think the numbers are down?

(D. Lawrence) Daily average is up—we aren't open on as many days or for as many hours as we were last year.

(Obi-Johnson) Can students still drop in without an appointment?

(D. Lawrence) Yes

d. Recruitment—Thomas Monroe-- **REPORT ATTACHED (SEE APPENDIX #4)**

i. Open to suggestions for recruitment efforts.

ii. Currently reviewing our master plan. Focus on promoting success of USCL.

e. Human Resources—Tracey Mobley-Chavous

i. B.S. in Nursing—fund temporary administrative assistant position to assist BSN faculty. Hoping to avoid advertising position. Send recommendations to Tracey or Courtney Catledge. Start in January. 25-28 hours per week.

ii. Discussion

(Gardner) Pay range?

(M-C) Probably \$10-12.50 per hour

- (Criswell) Qualifications?
- (M-C) Computer skills, interpersonal skills
- (Criswell) Not nursing?
- (M-C) Not necessarily
- (W. Collins) Position paid for by Columbia
- f. Law Enforcement—John Rutledge
 - i. Energy Efficient Parking Spaces
 - 1. Only vehicles with 4-cylinders or less
 - ii. Emergency Management
 - 1. Examining issue of evacuating people with limited mobility.
 - 2. We only have one wheelchair.
 - 3. More instructions forthcoming.
- g. Library—Lori Harris
 - i. See email for November events
 - ii. Come see new book displays in library
 - iii. Re: book orders—open email attachment for more specific info.
 - iv. Please let librarians know about assignments that will require your students to have certain materials so we can be sure to have relevant items. (Example: fairy tale collaboration with English faculty)
 - v. We are open to requests for electronic resources instead of print materials. For print resources, send requests to Rebecca. Send requests for electronic resources to Lori.
- h. NASC—Chris Judge
 - i. November is Native American Heritage Month
 - ii. Beckee Garris Lunch and Learn lecture on Nov. 21
 - iii. Craft Sale Dec. 6
 - iv. Congratulations to Brent for being awarded the 2014 Program Innovation Award by South Carolina Archival Association.
 - v. (Burgin) Veterans Day parade downtown tomorrow.
- i. Discussion

(Gardner) Facilities question: frustration with white boards in Founders Hall—is there anything that can be done?

(Collins) We have asked—recommend special pens, erasers, fluid. I understand your frustration. Will ask again.
- IV. Reports of USC System Committees
 - a. Executive Committee—Lisa Hammond
 - i. Dr. Elkins hired Palmetto College faculty support person in that office. Will support faculty in Senate and T&P work. This is the first time having a dedicated support person. New hire's name is Jean Carrano; she starts on Nov. 17.
 - ii. There is a call forthcoming from Dr. Elkins for Chancellor's Innovation Grants
 - 1. Recruiting, retaining, graduating students
 - 2. Hope for recurring funds, but uncertain.
 - 3. \$250,000 available for grants.
 - b. Rights and Responsibilities—Christopher Bundrick
 - i. Discussion of R&R charges ongoing
 - ii. One concerns improving external review process.
 - iii. Suggested change to work on curriculum; committee defers to System Affairs

- iv. Concern with number of senators, representation for campuses.
- v. I'll have a more detailed report after next week's meeting.
- vi. Discussion
 - (N. Lawrence) Why was curriculum charge given to R&R?
 - (Bundrick) Question of whether R&R might pick up System Affairs overflow re: curriculum issues.
- c. System Affairs—Nicholas Lawrence
 - i. Nothing new since October report
 - ii. Send any questions or concerns to System Affairs reps
- d. Welfare—Bruce Nims
 - i. T&P workshop rooms have changed—pay attention to future announcements
 - ii. Discussion
 - (Golonka-Duker) Will workshops be available from a distance? We need a new recording or through two-way video.
 - (Burke) I'll be sure to bring this concern to the next meeting.
- e. Provost's Advisory Committee—Fran Gardner
 - i. Meeting scheduled for December
 - ii. Send concerns to Fran or Noni.
 - iii. Discussion
 - (Alhaddad) Will there be a name change for the committee [given structural changes]?
 - (Gardner) No.
 - (Alhaddad) There are different names on different websites
 - (Gardner) Unsure about that, since we haven't met.
 - (Hammond) The description on the Provost's website is incorrect. The one in the manual is correct. We've asked Provost's office to update website.
- f. Columbia Senate Report—Shemsi Alhaddad (read by Bonner)—**WRITTEN REPORT (SEE APPENDIX #5)**
 - i. Discussion
 - (Cox) Comment on change to +/- grades: just because the option is there doesn't mean faculty has to use it. You control the grade scale in your class.
 - (Alhaddad) It does change GPA calculations
 - (Nims) re: Curriculum changes: right now, prerequisite for ENGL 463 is ENGL 102. Proposed change will affect BOL and BLS students.
- g. Tenure and Promotion—Lisa Hammond
 - i. T&P files have been received in system and are out to committee for review
 - ii. Let Lisa know of any problems.
- V. Reports of Local Committees
 - a. Student Affairs—Christopher Bundrick
 - i. Committee met today
 - ii. Question re: updating student handbook to reflect changes in vaping/smoking policy. We elected to leave responsibility in hands of Student Life and Academic Dean.
 - iii. Question re: on-campus food service: will be conducting student survey soon; will report results to faculty.

- iv. Travel Study Workshop
 - 1. Nov. 21, 11:30-12:30; location TBD
 - 2. Hosting representatives from the Office of Student Engagement in Columbia.
 - 3. Will send details out early next week.
 - 4. Anyone who might be interested in travel study should attend.
- b. NASC—John Catalano
 - i. Committee sent request to BOL/BLS committee to add NAS to major list and to formalize cognate.
- c. RPS—Fran Gardner
 - i. USCL RPS grant applications due December 1
 - ii. New forms are online—linked on USCL homepage
- d. Special Events—Kate Holland
 - i. Annual holiday party will be held on Tuesday, Dec. 9 from 11:30-1:30. Will send invitation soon.
 - ii. We plan to continue Secret Santa tradition.
 - iii. Discussion
(Nims) That is the same day as my 65th birthday—feel free to bring gifts!
- e. Discussion
(Biggs) Question re: Dean's report: What is the Ebola Working Group?
(Collins) We were asked by the governor to register to get updates on Ebola cases. We decided to create working group.
(Catledge) Directive went to ALL schools, clinics, health practitioners.
(Rutledge) No confirmed SC cases right now.
(Collins) CDC.org site has live updates of national list.

VI. Unfinished Business:

- a. MOTION: Carolyn Harmon for faculty organization membership—Ron Cox
 - i. Motion seconded by multiple individuals.
 - ii. Motion passes by unanimous vote.
- b. MOTION to change bylaws—Chris Bundrick—**DOCUMENT ATTACHED (SEE APPENDIX #6 for original version and APPENDIX #7 for amended version)**
 - i. Seconded
 - ii. Discussion of motion
(Catalano) Amend to have two representatives from the division that is making the hire
(Sellhorst) Second
 - iii. Discussion of Amendment #1
(Cox) Friendly amendment to amendment: specify faculty search, to differentiate from staff searches.
(N. Lawrence) Second
(Nims) Call the Question
2nd AMENDMENT PASSES UNANIMOUSLY
- iv. Return to discussion of Amendment #1
(Criswell) This is for tenure-track, non-tenure-track?
(Cox) All faculty
(Criswell) What about part time?
(Cox) We don't do search committees for part-time faculty.

(Biggs) Can we clarify this to say that each division will elect one representative for each search committee?

(Bundrick) The intention was to make it clear that the division elects its representative; representatives are not elected from the entire faculty body.

(Cox) How are we defining "hiring authority"?

(Mobley-Chavous) Wording was changed to reflect Columbia policy language.

1st AMENDMENT PASSES UNANIMOUSLY

v. Discussion of Motion

(Bonner) Reminder: this requires a 2/3 vote.

(Harris) This change does not include librarians. I have not pushed for this, but I would hope that this could be handled through at-large membership as necessary. Requiring a library rep on every committee is a hardship, because there are only three of us. I'm still concerned about the last sentence. Would prefer if it stopped after "report to the faculty." Concerned about issues of timeline and confidentiality.

(Bonner) Amend?

(Harris) Yes, motion to amend.

(Cox) Second

vi. Discussion of Amendment #3

(N. Lawrence) Didn't we establish—through Tracey Mobley-Chavous—that this does not raise confidentiality issues?

(Mobley-Chavous) It depends on what is reported. Trust committee to know what's appropriate to share.

(Martek) Seems that someone could ask about process following report, then committee could decline to answer.

(Nims) A bit of ambiguity here. Search is not completed until Dean makes his recommendation.

(Collins) Yes, until contract is signed, background check finalized, search is not completed.

(N. Lawrence) Seems that once three names are submitted for campus visits, there shouldn't be a committee interview.

(Cox) Recommendations are not submitted until after campus visit.

(Harris) "Explaining" would require getting into qualifications, which brings up confidentiality issues. Not sure this information should be on record.

3rd AMENDMENT PASSES

vii. Discussion of Motion

(Nims) Intent is to increase transparency, correct?

(Bundrick) Yes.

(Nims) Where is concern that transparency is lacking?

(Bundrick) There have been searches in which I didn't know what was going on, etc. Example of summer SOCY search in which search was over before anyone knew it was happening.

(Bohonak) That was an issue of expediency.

(Bundrick) Better fast than proper?

(Bohonak) It was done properly. My division was aware.

(Hammond) This just clarifies the procedure for conducting searches. We don't need to assume ill intent to accept a charge that will make process better.

(Sellhorst) Summer search example shaky because of emergency situation.

(Rutledge) Yes, expediency was an issue, because so many students need SOCY 101. This was an exceptional situation.

(Harris) If concern is that faculty is not kept up to date on progress, then "upon completion" doesn't help that.

(Gardner) Fixed by amendment to say "each search committee will make reports to faculty."

(Nims) Second

viii. Discussion of Amendment #4

(Rutledge) Will this work for summer?

(Gardner) Via email.

(Parker) How often?

(Gardner) Up to chair.

(Nims) Amend to amendment: add "regular" before "progress."

(Cox) re: transparency: this guarantees elected members rather than appointees.

4th AMENDMENT PASSES

ix. Discussion of Motion

(Catalano) These amendments make this an entirely new motion.

(Bonner) Refer to Parliamentarian

(Van Hall) I think a vote is in order.

(Bonner) I rule amendments non-substantive.

AMENDED MOTION PASSES

VII. New Business

a. MOTION from USCL Faculty Organization Executive Committee to change by-laws—**DOCUMENT ATTACHED (SEE APPENDIX #8)**

i. Summary of changes (Alhaddad)

1. Update "Regional" to "Palmetto College"
2. Update committee lists—separated local and system committees.
3. Update some committee descriptions to reflect changes in duties.
4. Update system committees based on PCFS bylaws.

ii. Discussion

(Bundrick) Do we still have control over Associate degrees?

(Cox) This does not say "propose changes".

(Freeman) Why the removal of library representatives from Assessment committee?

(Harris) Nothing handled by Assessment Committee that has to do with library. If committee works on Information Literacy, library membership can be handled by administrative appointments.

(Alhaddad) Yes, you still have the option of being on the committee.

TO BE VOTED ON AT DECEMBER MEETING

VIII. Special Orders--NONE

IX. Announcements for the Good of the Order

- a. (Collins) Thanks to SOCY search committee. Dr. Cruise has accepted our offer and will start in January.
- b. (Cox) Please submit Spring book orders to bookstore.
- c. (Nims) I wish to recognize Jason Holt and Chris Bundrick for completing Iron Man event last month. I also wish to recognize Lisa Hammond for her work on the faculty manual and the changes to the T&P process.
- d. (Hammond) Ray McManus poetry reading on Tuesday, Nov. 18 at 5pm in library.
- e. (Moon-Kelly) Free concert—check email.
- f. (Martek) GEOL 103 class open house on Tuesday, Nov. 25: Emergency Preparedness. Will keep a list of attendees if you want to offer extra credit. Will send more info via email.
- g. (Criswell) November 21: EQUAL field trip to Levine Museum to see Kinsey to Stonewall exhibit.

X. Adjournment: 1:35pm

IN ATTENDANCE: Alhaddad, Biggs, Bohonak, Bonner, Bundrick, Bundy, Burgin, Burke, Castiglia, Catalano, Catledge, W. Collins, Covington, Cox, Criswell, Easley, Freeman, Gardner, Golonka-Duker, Hammond, Harris, Hassell, Heinemann-Priest, Holland, Holt, Jackson, Jenkins, Jones, Judge, Obi-Johnson, D. Lawrence, N. Lawrence, Martek, Mobley-Chavous, Monroe, Moon-Kelly, Nims, Parker, Penuel, Roberts, Rutledge, Sellhorst, Van Hall, Williams, Wolochwianski.



Report to the USC Lancaster Faculty Organization
November 7, 2014

People

Enrollment

As of November 6, 1745 students are registered for Fall 2014. We are down in enrollment by approximately 3.5% compared to last Fall. Pre-registration for Spring 2015 currently stands at 335.

An offer of employment was extended to a Sociology candidate this week to begin in Spring 2015. As of Thursday morning, the candidate has accepted the offer and will begin in January. Thanks to the search committee for their diligent and efficient work to fill this position.

Congratulations to Dr. Bundrick and Dr. Holt for competing in and completing the Wilmington, NC Ironman Triathlon over the weekend of October 24.

Mr. Thomas Monroe has taken on full-time duties as campus recruiter. The search to fill a new position in the Admissions Office (application processing support) will conclude soon. The search to fill the Director of Enrollment Management will begin in the next several weeks. These last two positions will be paid for with Palmetto College funding.

Congratulations to Prof. Brent Burgin who was recently awarded the 2014 Program Innovation Award by South Carolina Archival Association.

Facilities

The following maintenance work was completed over the recent Fall Break:

1. Changed all HVAC filters
2. Abated the "hot" floor tile in Hubbard room 120 office
3. Repainted the parking lot stripes at Gregory
4. Began freshening the landscaping at Gregory (completed the last week in October)
5. Added a HVAC supply line to the research room, upstairs in Bradley
6. Bradley, 1st floor, cleaned coils in air handler 1-1
7. Bradley, painted rooms 212, 213 and 224

Projects have been established for **Bradley Science lab repairs and upgrades** as well as the **BSN Nursing Simulation Lab** (Hubbard Hall) construction work at Facilities headquarters in Columbia. Work will begin in a couple of months. Capital improvement funding was allocated for these projects this fiscal year.

Financial

BUDGET

USC Lancaster's first quarter budget meeting was held on Tuesday, October 14 in Columbia. The meeting went well, and there are no significant developments to report since our campus budget update meeting on October 10. We will continue to monitor the budget closely. I will schedule a mid-year campus budget update for faculty and staff in mid-January.

Dr. Bundrick has stepped down from the Dean's Budget Advisory Group after 18 months of conscientious service. This is an ad hoc group appointed by the Dean. I have asked Prof. Philip Parker to join the group, and he has accepted. The group will continue to meet to monitor the financial status of the campus.

Other items...

- The **Fall 2014 Scholarship Luncheon** took place on Thursday, Nov. 6 with approximately 275 people in attendance.
- I received the report of the **Hiring Priorities Committee** in early October. Sincere thanks to those on the committee whose work yielded such a useful report. Thanks as well to Dr. Scarlett for leading the committee. Dean Cox and I have discussed the recommendations in the report. Likewise, I have been discussing the possibility of new hires with the Dr. Plyler and the Palmetto College HR officer.
- Thanks to science faculty, Dr. Bohonak, Laura Carnes, Thomas Monroe and others for their efforts in organizing our first ever **Science Discovery Night** on Oct. 16. This event provided interactive and hands-on activities for prospective students and their families.
- With the help of community members and a faculty member I have made 10 visits with prospective donors since Sept. 15. I anticipate making 5 to 10 more visits over the next several weeks. The **Carolina's Promise Campaign** (greater USC initiative in which USC Lancaster has a part) concludes at the end of June 2015. During our visits we discuss giving to USC Lancaster in one of five different areas: Faculty Development, Endowed Student Scholarships, Founders Hall (remaining naming opportunities), Campus Beautification and Native American Studies.
- On October 27, about 8 science faculty members, Dr. Bohonak and I toured **Nutramax Laboratories** here in Lancaster. We discussed with some of their leaders future collaborations with the company including student internships.
- We have established an **Ebola Work Group** for USCL. Ron Cox, Courtney Catledge, Lynn Baker, John Rutledge, Shana Dry and I make up this group. We have registered with an Ebola awareness group for state agencies sponsored by SC DHEC which we were required to do. The purpose of the group is to monitor developments with the virus and to serve as a campus resource for any related concerns.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

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

REPORT TO THE FACULTY
07 November, A.D. 2014

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://usclanaster.sc.edu/academics/syllabi.htm>).

PALMETTO COLLEGE SCHEDULE (Fall 2015). We are already looking at the courses that will be offered for Palmetto College (both online and two-way video courses) for FALL 2015. So if you are planning to teach a course for PC in Fall 2015 (or if you are obligated to teach one due to having received a course development grant), please notify your Division Chair and our office as soon as possible.

The **SOCY Search Committee** has completed its work and forwarded its recommendations to Dr. Collins. I am pleased to report that Dr. Susan Cruise has accepted our offer to join USCL’s faculty in January 2015 as an Assistant Professor of SOCY. My sincere thanks to the committee (and special kudos to Tracey Mobley Chavous) for their hard work in making this search successful.

Outside Professional Activities Report: Here is your annual reminder that USC Policy ACAF 1.50 (Outside Professional Activities for Faculty) requires annual reporting by faculty and local units. The policy may be viewed online at <http://www.sc.edu/policies/acaf150.pdf>. The reporting period is the calendar year (January 01 – December 31, 2014). The form for completing the Faculty report is found online at http://orc.research.sc.edu/images/forms/OPA_Faculty_Annual_Report_062707.pdf. The local unit summary reports must be ready by January 31, 2015, so please submit your individual form before then.

The exam schedule for FALL 2014 is online at <http://usclanaster.sc.edu/academics/exams.htm>. Please remember that final grades for FALL 2014 (both 16 week and Fall II courses) must be submitted no later than 5:00 p.m. on Thursday, December 18.

The Palmetto College (BLS/BOL) Faculty Advisory Committee will meet today at 2:00 pm. A number of items are under consideration (although I haven’t seen the actual agenda for today yet):

- A proposal from USC Lancaster to add Public Health (HPEB) to the major and cognate options in the BLS degree;
- A proposal from USC Lancaster to add Native American Studies to the major and cognate options in the BLS degree;
- Consideration of a lowering of the FORL requirement for BLS and BOL from its current level (completion of 122-level course) to a score of “2” on the placement exam OR completion of 109/110 (or 121, where applicable);
- Removal of PHIL 102 as a general education requirement in BLS and BOL;
- I will be recommending the creation of a 1-credit hour course (an RCAM course) as a general education requirement for both degrees, the focus of which will be “How to Take – and Succeed in – An Online Course.”

Having reviewed the report of the **Faculty Hiring Priorities Committee** (as well as having had discussions with numerous different faculty groups), I have forwarded by recommendations to Dr. Collins for faculty hires in FALL 2015. The request is currently under consideration.

THANK YOU to all the USCL Faculty and Staff who participated in the Olde English Junior Scholars Day (October 23) at USC Lancaster. I have heard nothing but compliments from Consortium members about their treatment on campus, and how impressed they were with the folks we have working here. This is nothing surprising to us, of course, but I did want you all to know how much I appreciate your efforts, even if I don't always remember to say so.

STUDENT AFFAIRS. Laura Humphrey has asked that you please remind your students that PAL Applications are now available online or in the student life office. They are due Dec 12 by 5:00 pm in the Office of Student Life. I would also ask that you please continue to submit your USC Connect activities to Laura or submit them yourself to the USC Connect database.

ATHLETICS. Kevin Thompson has asked me to note a few things:

- First, he wishes to express thanks to all of you who supported the Halloween event held last Thursday at the baseball field. By all accounts it was very successful and everyone had a great time.
- The Lancers baseball team is traveling today to USC Aiken to play a double-header against the Pacers. Game times are 3:00 pm and 5:30 pm.
- The baseball team will also play its annual Blue-Gold World Series, November 11 – 13, with games starting at 1:00 pm. The victorious team will win the highly coveted (and equally homemade) trophy made from Grizzly dip cans (courtesy of last year's sophomores).
- On Thursday, November 13, the Athletics department will be doing a fundraising event at the Lancaster Chick-Fil-A between 5:00 pm and 8:00 pm. Funds raised will help with both athletic scholarships, as well as the purchase of equipment for the teams. Flyers have been placed in all faculty & staff mailboxes. If you have any questions about this event, please call or e-mail Kevin Thompson.

As We Approach the Thanksgiving Holiday...

HOW TO COOK A TURKEY

- Step 1. Buy a turkey
- Step 2. Have a glass of wine
- Step 3. Stuff turkey
- Step 4. Have a glass of wine
- Step 5. Put turkey in oven
- Step 6. Relax and have a glass of wine
- Step 7. Turk the bastey
- Step 8. Wine of glass another get
- Step 9. Hunt for meat thermometer
- Step 10. Glass yourself another pour of wine
- Step 11. Bake the wine for 4 hours
- Step 12. Take the oven out of the turkey
- Step 13. Tet the sable
- Step 14. Grab another wottle of bine
- Step 15. Turk the carvey!

This year we're having a
Stress-Free Thanksgiving dinner.
I stuffed the turkey with prozac.



Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu or call 313-7023.

Fall Semester

	August/Sept 2013	August/Sept 2014	October 2013	October 2014
Number of Tutors	9	9 (10 as of 9/23)	9	10
Total Number of Sessions	180	192	187	159
Tutoring Sessions/Day (avg)	6.67 (27 operating days)	8.73 (22 operating days)	6.9 (27 operating days)	8.8 (18 operating days)
Tutoring Sessions/Tutor (avg)	20	21.33	20.7	15.9
Appointment	n/a	144 (12 no-shows)	n/a	139 (12 no-shows)
Drop-in	n/a	60	n/a	32

Tutoring Sessions by Area

	August/Sept 2014	October 2014
Biology	4	6
Chemistry	6	7
Computer Science/RCAM 151	n/a	7
Economics	1	0
French	0	2
Italian	0	
Math/RCAM 105	119	92
Physics	2	0
Spanish	5	2
Writing	54	43
	<ul style="list-style-type: none"> • ARTH: 3 • ENGL: 37 • HIST:3 • LANU/NURS:2 • SPCH: 1 • UNIV: 8 	<ul style="list-style-type: none"> • ECON: 1 • ENGL: 25 • HIST: 2 • MGMT: 4 • NURS: 3 • PSYC: 3 • UNIV: 5
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	1	0

Notes on the ASC's booking system:

- Students must book appointments at least 12 hours in advance.
- The booking page allows students to book a maximum of one week in advance (in an effort to allow as many students as possible to have access to tutoring services).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are welcome to work with tutors on a drop-in basis.
- **ALL students can still work with tutors on a drop-in basis!**

APPENDIX #4: RECRUITMENT REPORT

Recruitment Report for Nov. 7, 2014 Faculty Meeting
Thomas Monroe

Just wanted to give you a brief update on Recruiting: **October 2014**

November 3, 2014 (Office of Admissions & Records)

Campus Tours: **20**

Prospective Student Questionnaire online: contacts Total: **9**

2014-2015 Information Request cards total: **177**

College Application Days

October

- 1: York Prep.**
- 2: Fort Mill**
- 3: Rock Hill HS**
- 8: Indian Land HS**
- 9: Buford HS**
- 10: Lewisville HS**
Clover HS
- 16: Great Falls HS**
- 17: Chester HS**
- 23: Andrew Jackson HS**

Events

- 4: Rally for the Cure @ Edgewater**
- 6: Chesterfield Co. EDOP**
- 9: Lancaster Adult Education speaking engagement**
- 15: Indian Land HS senior visit**
- 16: Science Discovery Night**
- 18: Recruitment materials to the LA Council on ageing event**
(History Walk)
- 20: USC Aiken on campus**
- 21: South Pointe HS College Night**
- 27: Pageland Adult Education speaking engagement**
- 29: Dual-Credit programs/tours (Chester County high schools)**
- 30: Buford HS senior visit**

APPENDIX #5: COLUMBIA SENATE REPORT

Columbia Senate Report

Senators: Alhaddad, Bohonak, Campbell

Regarding the November 5, 2014 Columbia Senate meeting; presented at the Nov 7, 2014 USCL faculty meeting.

1. Curricula and Courses committee presented the following and the senate voted in favor of approving them. Details here: <http://www.sc.edu/faculty/senate/14/agenda/1105.cc.pdf>
 - Changes to the course titles of the various types of ENGL 438.
 - Change in prerequisite to ENGL 463. ENGL 101 and 102 are now sufficient.
 - Change in curriculum for English General Major.
 - Change in curriculum for English Intensive Major.
 - Change in curriculum for English Writing Concentration Major.
 - Change in title and description for HIST 308.
 - Change in title, description and prerequisite for MSCI 390.
 - New course: PHIL 315=RELG 334 (Asian Religious Philosophy).
 - Change in curriculum for Physics Major.
 - Change in bulletin for MT degree in Secondary Education to program admission.
 - Change in bulletin for College of Engineering and Computing.
 - Change in curriculum for BSE in Civil Engineering.
 - New course: ITEC 101 (Thriving in the Tech Age).
 - New course: ITEC 476 (Job Control Language).
 - Change in title and description for ITEC 444.
 - New major in Mass Communication.
 - Change in title for MUSC 130S.

2. The following have been approved for distributed learning. Details are here: http://www.sc.edu/faculty/senate/14/agenda/1105.Instructional_Development.pdf
 - PEDU 545. College of Education
 - ECON 406. **Palmetto College course.**

3. The following announcements were made.
 - The Columbia Welfare committee is working on a proposal to increase the dollar amount of the Faculty/Staff Dependent Scholarship.
 - There is work being done on enhancing the bullying policy.
 - The Columbia Faculty Advisory Committee is working on creating a committee to deal with technology issues that arise in online classes.
 - The Provost promoted his grant for visiting scholars.
 - Salary compression will be addressed again. (It was waylaid last year due to budget issues.)
 - The Provost is concerned about undergraduate student advising on the Columbia campus. They're implementing an advising portal in Columbia called SARS Grid to streamline advising for students. The faculty senators who spoke at the meeting seem to have similar concerns to those on our campus. For example, concern about implementing the Carolina Core, especially when

new classes continue to be added. Another was about helping students not lose much credit when they change majors. The Provost is creating an ad-hoc committee to explore the issue and complete the work within a 5-6 week period. The Provost mentioned the possibility of giving "credit" for advising. For example, having advising count (more than nominally) towards tenure and promotion, post tenure review, etc.

APPENDIX #6: ORIGINAL MOTION

Proposed Revisions to
Bylaws of the Faculty Organization
University of South Carolina at Lancaster

Proposal from Dr. Christopher Bundrick
Presented to the Palmetto USC Lancaster Faculty Organization
October 10, 2014

Rationale for Revision:

To help ensure broad representation of the faculty on search committees and to encourage greater communication between search committees and the faculty organization

Motion to add a fifth section to Article V, which reads as follows (addition in bold):

Article V – Committees

Section 1. The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

Section 2. Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

Section 3. Standing committee membership is determined at the divisional level. Other than those committees determined by appointment or by election by the faculty at large, each standing committee shall include representation from each division.

Section 4. The standing committees of the faculty organization shall be as follows:
[Descriptions of membership and purposes for each standing committees are at the end of this document.]

Section 5. Each division will elect one representative from its faculty for each search committee. The ~~academic dean~~ hiring authority may call for up to three additional at-large members (to be selected by the faculty) if there is a need to increase tenured, tenure-track, or non-tenure-track committee membership. Upon the conclusion of its search, each search committee will make a report to the faculty explaining its recommendations to the dean.

APPENDIX #7: AMENDED MOTION

Proposed Revisions to
Bylaws of the Faculty Organization
University of South Carolina at Lancaster

Proposal from Dr. Christopher Bundrick
Presented to the Palmetto USC Lancaster Faculty Organization
October 10, 2014

Rationale for Revision:

To help ensure broad representation of the faculty on search committees and to encourage greater communication between search committees and the faculty organization

Motion to add a fifth section to Article V, which reads as follows (addition in bold):

Article V – Committees

Section 1. The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

Section 2. Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

Section 3. Standing committee membership is determined at the divisional level. Other than those committees determined by appointment or by election by the faculty at large, each standing committee shall include representation from each division.

Section 4. The standing committees of the faculty organization shall be as follows:
[Descriptions of membership and purposes for each standing committees are at the end of this document.]

Section 5. Each division will elect one representative from its faculty for each faculty search committee, with the exception of the division in which the new faculty member will serve, which will have two. The hiring authority may call for up to three additional at-large members (to be selected by the faculty) if there is a need to increase tenured, tenure-track, or non-tenure-track committee membership. The search committee will make regular progress reports to the faculty.

APPENDIX #8: USCL FO EXECUTIVE COMMITTEE MOTION TO CHANGE BY-LAWS

BYLAWS OF THE FACULTY ORGANIZATION
UNIVERSITY OF SOUTH CAROLINA
~~AT~~LANCASTER

Submitted to the USC Lancaster Faculty Organization, Accepted ~~April 11, 2014.~~

Preamble:

These bylaws are to supplement and to be consistent with the ~~Regional Palmetto College Campuses Faculty Manual.~~

Article I – Powers

The Board of Trustees is the governing body of the University, and the powers of the faculty organization are delegated by the Board in accordance with its policies. The USC Lancaster faculty organization, subject to review of the ~~Dean of the University~~ USC Lancaster Palmetto College Campus Dean, the Palmetto College Chancellor, the Provost ~~of the University,~~ ~~the Vice Provost for Regional Campuses and Continuing Education,~~ the President, and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, the requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, the discipline of students, the educational policies and standards of the USC Lancaster campus, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members. These policies are expected to be generally consistent with the educational policies and standards of the University and will differ only in meeting the specific requirements of the USC Lancaster campus.

Article II – Membership

Section 1. The USC Lancaster faculty organization shall consist of the Chief Executive Officer and the Deans of USC Lancaster, professors, associate professors, assistant professors, instructors, and such other persons as the faculty organization sees fit to elect.

Section 2. Adjunct professors may attend faculty meetings and speak on matters brought before the faculty organization. However, Adjunct professors are not voting members of the faculty organization. Adjunct professors are defined as any teaching personnel who are not employed by the University on a full-time basis (i.e., on a basis of nine months or more).

Section 3. Only members of the faculty organization, as defined in Sections 1 and 2 of this article, may present motions, hold office, and vote. Also, the President of the University, the Provost of the University, ~~the Vice Provost for System Affairs and Executive Dean for Extended University Palmetto College Chancellor~~, and other senior administrative staff officers of the University shall have privilege of the floor whenever they may be in attendance.

Section 4. Each member of the USC Lancaster faculty is assigned to one of three academic divisions or the library. The divisions are Business, Behavioral Sciences, Criminal Justice, and Education; Humanities; and Mathematics, Science, Nursing, and Public Health. The Business, Behavioral Sciences, Criminal Justice, and Education division includes the following disciplines: ~~;~~ anthropology, business administration, criminal justice, economics, education, technology support and training management, psychology, retailing, social work, and sociology. The Humanities division includes art, English, foreign languages, political science, history, journalism, music, philosophy, religious studies, African American studies and theatre and speech. Included in the Mathematics, Science, Nursing, and Public Health division are computer

science, engineering, exercise science, mathematics, natural sciences, nursing, and physical education.

Section 5. The voting members of the faculty in each division will hold an election to recommend a full-time faculty member from the division for a three-year term as division chair or until a successor is recommended by such an election. Such a recommendation must then be confirmed by the Dean of the University, who will make the official appointment. If the Dean chooses not to confirm a recommendation, the division will hold elections and recommend candidates until one is confirmed.

Section 6. A division chair may not serve more than two consecutive terms. However, by majority vote of its full-time faculty members, a division may choose to petition the faculty organization for a case-by-case exception to the term limits provision for division chairs. That person would serve for a full 3-year term.

Article III – Officers

Section 1. The officers of the USC Lancaster faculty organization shall be Chairperson, a Vice Chairperson, a Secretary, and a Compiler. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the USC Lancaster faculty organization. The Chairperson, Vice Chairperson and Secretary constitute the Executive Committee of the faculty.

Section 2. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Current officers are eligible for re-nomination and re-election. Procedures for elections are described in Article VI.

Section 3. The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempore. The Chairperson may appoint ad hoc committees as necessary. The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting.

Section 4. The Compiler shall be a faculty member with tenure or outside the tenure track 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 anonymity standards voted upon by the faculty. The procedures and anonymity standards to which the Compiler must adhere may be found in the document USCL Compiler Policies and Procedures.

Section 5. The officers of the USC Lancaster faculty organization retain their right to vote on any matter (including elections) brought before the faculty.

Article IV – Meetings

Section 1. Regular meetings of the faculty organization shall be scheduled by the Executive Committee of the faculty. The Chairperson of the faculty organization shall construct and distribute a calendar of regular meetings in accordance with the above provision.

Section 2. Special meetings of the faculty organization can be called upon written request of five members of the faculty or at the Chairperson's discretion. Also, the Chairperson shall call a special meeting of the faculty organization upon request from the Dean of the University.

Section 3. The order of business for regular meetings of the faculty organization shall be as follows:

1. Call to Order
2. Correction/ Approval of Minutes
3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Special Orders
8. Announcements
9. Adjournment

Section 4. A simple majority of the members of the faculty organization shall constitute a quorum.

Section 5. The faculty organization shall not give a final consideration to any substantive legislative matter unless the matter is submitted to the faculty organization at least ten working days prior to the meeting at which it is introduced, or unless by a two-thirds majority vote the faculty organization shall agree to consider the matter.

Section 6. The faculty organization may by a majority vote go into Executive Session for the conduct of any business. While the faculty organization is in Executive Session, only voting members of the faculty organization and special invitees may be present.

Article V – Committees

Section 1. The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

Section 2. Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

Section 3. ~~Standing committee membership is determined at the divisional level.~~ Other than those committees determined by appointment or by election by the faculty at large, each standing committee shall include representation from each division.

Section 4. The standing committees of the faculty organization shall be as follows:

[Descriptions of membership and purposes for each standing committees are at the end of this document.]

Academic Advisory Council (~~Local~~)
 Academic Honor Code Council
 Academic Success Center Committee
 Admissions, Petitions, and Grade Change Committee
 Assessment Committee
 Athletics Advisory Committee
 Bookstore Committee
~~Columbia Faculty Senate~~
 Curriculum Committee
 Disciplinary Committee
 Evaluation Committee
 Executive Committee
 Hiring Priorities Committee
 Honors Day Committee
 Instructor Peer Review Committee
 Library Committee
 Local Tenure and Promotion Committee
 Native American Studies Advisory Committee
~~Provost's Academic Advisory Committee~~
~~Regional Campuses Faculty Senate~~
~~Regional Campus Research and Productive Scholarship Committee~~
 Scholarships and Special Awards Committee
 Special Events and Lectures Committee
 Student Affairs Committee
~~System Grievance Committee~~
~~System Tenure and Promotion Committee~~
 Technology Committee
 Welfare and Grievance Committee

The composition of these committees shall be determined by a separate act of the faculty organization. Each year the first duty of each faculty committee will be to elect a chairperson for the year. The election will be presided over by the previous year's chairperson. The chairperson of the faculty organization will preside over these elections in case the previous year's chairperson is unavailable.

Section 5. USC Lancaster is represented on the following committees whose descriptions and membership requirements are governed by bodies outside of the USC Lancaster Faculty Organization. The USC Lancaster Faculty Organization elects representatives to serve on each committee.

[A description of USC Lancaster representation and the purpose of each committee are at the end of this document.]

Columbia Faculty Senate

Palmetto College Campuses Faculty Senate

Palmetto College Campuses Grievance Committee

Palmetto College Campuses Research and Productive Scholarship Committee

Palmetto College Campuses Tenure and Promotion Committee

Provost's Palmetto College Campuses Advisory Committee

Article VI – Elections

Section 1. In the case of officers or other positions which are filled by election by the faculty organization, elections will normally be held at the end of the academic year.

Nominations will be taken before the second to last meeting of the year and will be taken

from the floor during that meeting, subject to review for eligibility by the executive committee. The election will then be conducted by secret ballot by mail (through faculty mailboxes) between the second to last and last meeting of the year, with ballots due before the end of the final faculty meeting.

Section 2. In the event that an election is necessary at another time of year, the election may be conducted by mail, by email, or during the faculty meeting, as appropriate.

Section 3. A candidate receiving the highest number of votes on the first ballot shall be declared elected.

Article VII – Parliamentary Authority

The current edition of *Robert's Rules of Order* shall serve as the parliamentary basis for the conduct of meetings of the faculty organization except in those cases in which they are inconsistent with these bylaws.

Article VIII – Amendment of Bylaws

These bylaws can be amended at any regular meeting of the faculty organization by a two-thirds majority vote, provided that the amendment has been submitted in writing at the previous meeting.

USC Lancaster Faculty Committees Descriptions

ACADEMIC ADVISORY COUNCIL (~~LOCAL~~)

Membership: One representative per division, the Academic Dean, and a library representative.

Purpose: *The Academic Advisory Council examines, discusses, and attempts to resolve faculty concerns regarding academic responsibility and behavior.*

ACADEMIC HONOR CODE COUNCIL

Membership: ~~One~~ One representative elected from each academic division, as well as one staff member and one student representative, both administratively appointed. One alternate elected by each academic division, as well as one alternate staff and student representative, both administratively appointed.

Academic Dean (ex-officio, nonvoting chair)

Purpose: *The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.*

ACADEMIC SUCCESS CENTER COMMITTEE

Membership: One representative per division, the head librarian, an ASC representative and up to two administrative appointees.

Purpose: *The Academic Success Center Committee advises the director of the Academic Success Center and provides faculty input on the services offered there.*

ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE

Membership: One representative per division, the Academic Dean, and up to two administrative appointments.

Purpose: *The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University.*

ASSESSMENT COMMITTEE

Membership: One representative elected from each academic division for staggered two-year terms, ~~a library representative,~~ the Academic Dean, and administrative appointments for one-year terms.

Purpose: *The Assessment Committee develops, recommends, reviews, and implements institutional policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster.*

ATHLETICS ADVISORY COMMITTEE

Membership: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the ~~Athletics-athletics~~ program, the Gregory Health and Wellness Center, TRIO, Admissions, and the ASC.

Purpose: *The Athletics Advisory Committee serves as a liaison between the athletics department and faculty/staff at USCL, oversees the academic, public-image ~~development~~, and athletic development of the student-athlete at USCL, promotes proper advisement for the student-athlete at USCL, and ensures that proper policies and procedures are upheld. ~~(The chair is elected for a two-year term or until a successor is elected.)~~*

BOOKSTORE COMMITTEE

Membership: One representative per division and the bookstore manager (non-voting).

Purpose: *The Bookstore Committee serves as a liaison between the faculty, campus administration, and bookstore management, and makes recommendations about faculty and bookstore management concerns.*

COLUMBIA FACULTY SENATE

USCL Membership: Elected from faculty for a term of three years or until a successor is elected. ~~(The number of senators is determined by the Columbia Faculty Manual).~~

Purpose: *The University Faculty has legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies, and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members. The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.; ~~executes these powers on behalf of the general faculty. The University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.~~*

CURRICULUM COMMITTEE

Membership: One representative per division, the Academic Dean, a library representative, Director of Enrollment Management or designee, and up to two administrative appointments.

Purpose: *The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. The committee may also investigate various other issues concerning the curriculum at USCL.*

DISCIPLINARY COMMITTEE

Membership: Academic Dean (ex-officio chair), Director of Campus Security, one faculty representative, one staff representative, one student representative (all administratively appointed to one year terms).

Purpose: *~~The Disciplinary Committee h~~Hears and reviews cases involving USCL ~~Students~~ students charged with violations of the ~~Student~~ USCL Code of ~~Student~~ Conduct (STAF 6.26) and will impose sanctions based on USC and USCL policies and procedures.*

EVALUATION COMMITTEE

Membership: One representative per division, the Academic Dean, and faculty chair appointment(s).

Purpose: *The Evaluation Committee determines methods of evaluation of faculty. This committee proposes or revises formal procedures and instruments for review as needed, offering guidelines for all levels of review in accordance with local campus procedures and the ~~Regional Palmetto College~~ Campuses ~~and Extended University~~ Faculty Manual. ~~The committee reports to the faculty and to the Dean of the University.~~*

EXECUTIVE COMMITTEE

Membership: The faculty chairperson, vice-chairperson, and secretary. ~~(Elected yearly by the faculty organization).~~

Purpose: *The Executive Committee represents the interests of the faculty in all matters related to the campus community. The committee initiates action when appropriate and responds to questions and concerns directed its way. The chairperson presides over faculty meetings and consults with the other officers on an as-needed basis.*

HIRING PRIORITIES COMMITTEE

Membership: One representative per division, a library representative, a representative from Human Resources, and up to two administrative appointments.

~~*Purpose: The Faculty and Staff Hiring Priorities Committee is a broadly representative faculty committee charged with studying studies campus hiring priorities for the short and long terms, and makes. The committee's recommendations will that address the staffing implications of retirements, and and new changes in academic programs and enrollments. and report to the faculty on a regular basis.*~~

HONORS DAY COMMITTEE

Membership: Two representatives per division and administrative appointment(s).

Purpose: The Honors Day Committee oversees all aspects of the annual Honors Day event, including events, competitions, awards, lunch, registration, publicity, and correspondence.

INSTRUCTOR PEER REVIEW COMMITTEE

Membership: Six members elected by the faculty. Each member must be at the rank of instructor with at least five consecutive years' full-time experience at USC Lancaster. ~~(No one who participates in administrative review of candidates may be elected to this committee).~~

Purpose: The committee conducts the annual peer review of instructors reviewed without scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member.

LIBRARY COMMITTEE

Membership: One representative per division, librarians, a representative from the Academic Success Center, and up to two administrative appointments.

Purpose: The Library Committee acts as an advisory body on matters such as library hours, security, computer policies and procedures, and materials budget allocations.

LOCAL TENURE AND PROMOTION COMMITTEE

Membership: Six tenured members elected by the faculty. ~~(No one who participates in administrative review of candidates or who serves on the System Palmetto College Campuses Tenure and Promotion Committee or Regional Palmetto College Campuses Grievance Committee may be elected to this committee).~~

Purpose: The Local Tenure and Promotion Committee has several primary responsibilities. The first duty is the consideration of tenure and promotion applications from our campus, using the ~~Regional Palmetto College Campuses and Extended University~~ Faculty Manual for the procedures to follow. Secondly, the committee conducts the annual peer review of tenure-track faculty and instructors with scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member. Finally, the other responsibilities are to conduct first-year review, third-year review, and post tenure review of the faculty.

NATIVE AMERICAN STUDIES ADVISORY COMMITTEE

Membership: One representative per division, the Native American Studies Director and up to three of his or her appointments, and up to two administrative appointment(s).

Purpose: Native American Studies Advisory Committee advises the Native American Studies Director.

~~**PROVOST'S ACADEMIC ADVISORY COMMITTEE**~~

~~Membership: Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.~~

~~Purpose: The Academic Advisory Committee is constituted and its business conducted at the will of the Provost. The purpose of this committee is to provide recommendations regarding the academic mission~~

~~of the University and academic issues affecting more than one campus to the President, Provost, or other committees and governing bodies.~~

REGIONAL-PALMETTO COLLEGE CAMPUSES FACULTY SENATE

USCL Membership: Elected by faculty for a term of three years, or until a successor is elected. ~~(The~~ most current version of the ~~Regional-Palmetto College Campuses and Extended University Faculty Manual~~ describes specific requirements for membership.)

Purpose: ~~The Palmetto College Campuses Faculty Senate has authority to establish minimum educational standards for the Regional-Palmetto College Campuses, to include review and approval of any changes to the curriculum requirements for the common degrees awarded by the USC Palmetto College Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the Regional-Palmetto College Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the Regional-Palmetto College Campuses.~~

REGIONAL-PALMETTO COLLEGE CAMPUSES RESEARCH AND PRODUCTIVE SCHOLARSHIP COMMITTEE

USCL Membership:— Two members elected by faculty on alternate years for a term of two years or until a successor is elected.

Purpose: ~~This committee advises the Vice President for Research and Health Sciences on strategies to encourage and support research and productive scholarship performed by faculty members of the regional campuses Palmetto College Campuses. The committee submits reports to the Palmetto College Campuses Faculty Senate. The Palmetto College Campuses representative to the Columbia Research and Productive Scholarship Committee is also a member of the PCC RPS Committee.~~

PROVOST'S ACADEMIC PALMETTO COLLEGE CAMPUSES ADVISORY COMMITTEE

Membership: ~~Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.~~

Purpose: ~~The Academic Advisory Provost's Palmetto College Campuses Advisory Committee is constituted and its business conducted at the will of the Provost. The purpose of this committee is to provide recommendations regarding the academic mission of the University and academic and academic support issues affecting more than one campus the Palmetto College Campuses to the President, Provost, or other committees and governing bodies.~~

SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE

Membership: Two representatives per division, Academic Dean, administrative appointments, and one student representative (usually the SGA president).

Purpose: ~~The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who's Who and the recipients of certain other awards.~~

SPECIAL EVENTS AND LECTURES COMMITTEE

Membership: One representative per division ~~and the Public Information Officer.~~

Purpose: ~~The Special Events and Lectures Committee plans and organizes cultural events, such as concerts, performances, and guest lectures.~~

STUDENT AFFAIRS COMMITTEE

Membership: One representative per division, the Academic Dean, the Director of Student Services, administrative appointments, and one student representative.

Purpose: *The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, approves applications for travel study courses, judges submissions to the annual Elliott White Springs Writing Contest, and recommends changes to the administration in an attempt to meet the needs of the USCL community.*

SYSTEM PALMETTO COLLEGE CAMPUSES GRIEVANCE COMMITTEE

USCL Membership: One tenured member elected by faculty for a one-year term or until a successor is elected. Members cannot be persons who are serving on the local or Palmetto College Campuses Tenure and Promotion Committee.

Purpose: *The Grievance Committee considers individual grievances brought before the committee by members of the faculty. The committee examines alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it attempts to resolve the matter through mediation or other appropriate action. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment. Grievance procedures are detailed the Palmetto College Campuses Faculty Manual.*

SYSTEM PALMETTO COLLEGE CAMPUSES TENURE AND PROMOTION COMMITTEE

USCL Membership: Two tenured members elected by the faculty for a term of one year or until a successor is elected. ~~(No one who participates in administrative review of candidates or who serves on the local Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee.)~~ No member shall serve for more than three consecutive years. At least one representative shall be at the full professor level. No faculty member may serve on the committee during the year in which the member's case receives active consideration. If a campus is unable to meet the membership rules exceptions may be made subject to approval by the local faculty organization, the Palmetto College Campuses Faculty Senate Executive Committee and the Office of the Palmetto College Chancellor.

Purpose: *The ~~Regional Palmetto College~~ Campuses Tenure and Promotion Committee receives from the Vice Provost all files of faculty and professional librarians being considered for promotion or tenure. The ~~RPCCTP~~ committee reviews each file and determines whether it supports the conclusions and recommendations of the campus tenure and promotion committees and campus deans. This review includes an examination of decisions to determine consistency with the criteria published in the Manual.*

TECHNOLOGY COMMITTEE

Membership: One representative per division, the Academic Dean, the webmaster, a library representative, the Director of Information Resource Management or designee, and up to two administrative appointments.

Purpose: *The Technology Committee initiates studies and make recommendations to the faculty and administration on enhancing the practice of teaching and research through the use of technology and student access to technology.*

WELFARE AND GRIEVANCE COMMITTEE

Membership: Four members eElected ~~by faculty~~ for a term of one year or until a successor is elected; Vice-Chair of the USCL #Faculty Organization is the chairperson.

Purpose: *The ~~Local~~ Welfare and Grievance Committee considers grievances brought before the committee by members of the USCL faculty. If a grievance is determined to exist, the committee attempts to resolve the matter through mediation or other appropriate action. This committee also considers*

university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. This committee serves to enhance faculty welfare. Specific duties include updating the campus description for external review, facilitate the application process for the John J. Duffy Excellence in Teaching award, and coordinate classroom observations. This committee also considers other matters that may be assigned by the Executive Committee of the Faculty Organization.