

**Academic Success Center Report  
For October 7, 2016 Faculty Meeting  
Submitted by Dana Lawrence**

**Please send all ASC-related questions and requests to [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or call 313-7023.**

**Fall Semester**

	<b>August 2015</b>	<b>August 2016</b>	<b>Sept. 2015</b>	<b>Sept. 2016</b>
<b>Number of Tutors</b>	10	9	10	9
<b>Total Number of Sessions</b>	28	42	181	146
<b>Tutoring Sessions/Day (avg)</b>	5.6 (5 operating days)	5.25 (8 operating days)	10.6 (17 operating days)	9.1 (16 operating days)
<b>Tutoring Sessions/Tutor (avg)</b>	2.8	4.7	18.1	16.2
<b>Appointment</b>	16	17	142	114
<b>Drop-in</b>	12	25	53	31

**Tutoring Sessions by Area**

	<b>August 2016</b>	<b>September 2016</b>
<b>Biology</b>	2	7
<b>Chemistry</b>	0	11
<b>Computer Science/RCAM 151</b>	2	10
<b>Economics</b>	0	3
<b>French</b>	0	0
<b>Italian</b>	0	2
<b>Math/RCAM 105</b>	18	62
<b>Spanish</b>	12	16
<b>Writing</b>	8 <ul style="list-style-type: none"> <li>• ENGL: 5</li> <li>• PALM: 1</li> <li>• PHIL: 1</li> <li>• Other: 1</li> </ul>	35 <ul style="list-style-type: none"> <li>• ENGL: 21</li> <li>• HIST: 1</li> <li>• MGMT: 2</li> <li>• MKTG: 1</li> <li>• MUSC: 4</li> <li>• PALM: 1</li> <li>• SPCH: 1</li> <li>• UNIV: 4</li> </ul>
<b>Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)</b>	0	0

**REMINDERS about 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!**

	<b>1 visit</b>	<b>2 visits</b>	<b>3-5 visits</b>	<b>5+ visits</b>	<b>Total</b>
<b># of individual students (AUG)</b>	19	4	2	1	26
<b># of individual students (SEPT)</b>	42	15	7	5	69

Please send all ASC-related questions and requests to [LawrenDE@mailbox.sc.edu](mailto:LawrenDE@mailbox.sc.edu) or call 313-7023.

#### Fall Semester

	August 2014	August 2015	August 2016
Number of Tutors	9	10	9
Total Number of Sessions	13	28	42
Tutoring Sessions/Day (avg)	2.6 (5 operating days)	5.6 (5 operating days)	5.25 (8 operating days)
Tutoring Sessions/Tutor (avg)	1.4	2.8	4.7
Appointment	6	16	17
Drop-in	7	12	25

#### Tutoring Sessions by Area

	August 2016
Biology	2
Chemistry	0
Computer Science/RCAM 151	2
Economics	0
French	0
Italian	0
Math/RCAM 105	18
Spanish	12
Writing	8 <ul style="list-style-type: none"> <li>• ENGL: 5</li> <li>• PALM: 1</li> <li>• PHIL: 1</li> <li>• Other: 1</li> </ul>
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0

#### REMINDERS about the ASC's booking system:

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- 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.
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# Medford Library

## FACULTY MEETING REPORT OCTOBER 7, 2016

### SERVICE STATISTICS AND PROGRAMS (AUGUST AND SEPTEMBER)

- **10,293** unique visits
- Taught **7** classes
- Processed **13** Interlibrary borrowing requests
- Processed **11** Interlibrary loan lending requests
- Fulfilled **47** PASCAL Delivers borrowing requests
- Fulfilled **49** PASCAL Delivers lending requests
- **1,905** LibGuide views
- **233** Community computer uses
- **8** Conference Room reservations
- **132** Study Room Reservations
- Answered **265** reference questions
- **4** items added to [Lancer Scholar Square](#)
- **3** Research Consultations
- Hosted Welcome Week @USCL (Medford) (August 22-24; four events)
- Hosted Show What You Know (September 20; Dr. John Rutledge)
- Hosted Faculty Colloquium (September 28; Dr. Courtney Catledge & Dr. Amber Williams)
- Presented “STEMing from Medford: The History of Technology” (Exhibit Series, September 1 – 30)
- Presented curated display: “The Issue of #Matter: Citizens, Communities, and Police in the United States” (September 25 – September 30)
- Celebrated Banned Books Week (September 25 – October 1) with “Trashed Books” display and information about censorship at local, state, regional, and nationwide levels.

### CIRCULATION STATISTICS (AUGUST AND SEPTEMBER)

- **359** General collection items circulated
- **38** New Books circulated
- **29** reserve items circulated
- **5** equipment items circulated
- **1** AV item circulated

### UPCOMING or ONGOING PROGRAMS & SERVICES (OCTOBER AND NOVEMBER)

- **October 3 – Spring 2017:** Pop Up Tea Shop is OPEN!
- **October 12:** Framed by Fall Creative Venture (10A – 2P)
- **October 1 - 31:** STEMing from Medford Exhibit Series, “The Dark Side of Technology”

- **October 18:** Dr. Jason Holt presents Show What You Know: “New Uses of Technology in the Classroom: Tools & Techniques” (Library Conference Room, 12:15 – 12:45)
- **October 26:** Dr. Angela Neal presents at Faculty Colloquium: “Partner (Dis)Agreement on Relationship Conflict” (Library Conference Room, 12:15 – 12:45)
- **November 1 – 30:** STEMing from Medford Exhibit Series, “Thankful for the Thinkers”
- **November 14:** Prof. Kaetrena Davis Kendrick presents Show What You Know: “Using Canva” (Library Conference Room, 12:15 – 12:45)
- **November 16:** Prof. Chris Judge presents at Faculty Colloquium: “Searching for the Elusive Cheraw Indians” (Library Conference Room, 12:15 – 12:45)

**NEW! PRESENT A SPRING 2017 FACULTY COLLOQUIUM or SHOW WHAT YOU KNOW TALK:**

- New submission process available online
- Link available on library homepage under “Present @Medford”
- Submit a short proposal here: <http://bit.ly/2cSdXiH>

**VISIT... MEDFORD LIBRARY’S TUMBLR PAGE** <http://usclmedford.tumblr.com/>

- Book Mark(it)
- Browse forthcoming titles and request them for purchase

**PUBLISHED OVER THE SUMMER? LET US KNOW SO WE CAN BUY YOUR BOOK:**

- Contact Rebecca Freeman x67062; [rfreeman@mailbox.sc.edu](mailto:rfreeman@mailbox.sc.edu)

**PRESENTED OVER THE SUMMER/PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:**

- Contact Kaetrena Davis Kendrick, x67061; [kaetrena@mailbox.sc.edu](mailto:kaetrena@mailbox.sc.edu)

**JOIN US ON...SPOTIFY (follow @usclmedford):**

- Enjoy our monthly playlist of curated music
- Request songs to be added to monthly playlists: contact Kaetrena Davis Kendrick, x67061

**HELPFUL LINKS:**

- Is the Computer Lab available: <http://usclancaster.sc.edu/asc/calendar.htm>
- Request Library Instruction: <http://bit.ly/1MePeQQ>
- Faculty research support (Book A Librarian): <http://bit.ly/1iAfckX>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the conference room : <http://bit.ly/1NsfhEr>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/1iAfckX>

1. Call to Order

II. Correction/ Approval of Minutes

III. Reports of Officers

- a) Dean of the Campus—Dr. Walter Collins
- b) Associate Dean for Academic and Student Affairs—Dr. Ron Cox
- c) Center for Teaching Excellence Reps—Aisha Haynes and Carroll Casey
- d) Academic Success Center
- e) Student Engagement & Success

IV. Reports of Committees

a) **Palmetto College Campuses System Committees:**

- i) Palmetto Colleges Faculty Senate, Executive Committee
- ii) PCCFS, Rights and Responsibilities
- iii) PCCFS, System Affairs
- iv) PCCFS, Welfare
- v) Columbia Senate

b) **Local Committees**

- i) Executive Committee (Lawrence)

V. Unfinished Business

VI. New Business

VII. Special Orders

VIII. Announcements

IX. Adjournment



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

**Dr. John E. Rutledge**  
Director of Law  
Enforcement and Security

**Report to the Faculty**  
**October 2016**

- **Parking and Traffic Safety:** The City of Lancaster Police Department along with the SC Highway Patrol are patrolling Hubbard Drive targeting hazardous driving. Please watch your speed.
- **Emergency Planning:** We are monitoring the situation with hurricane Matthew. As a minimum we should expect some heavy rain over the weekend. A good source for info is <http://www.scemd.org/>. This web site will provide emergency information along with current situational data. Please make sure all of your emergency contact information is correct in Carolina Alert. Also familiarize yourself with the information contained in our campus Emergency Plan located at <http://usclanaster.sc.edu/facilities/EmergencyResponseGuide.pdf>.
- **Crime Related:** The campus Clery report for the past cycle that ended 30 Sep 2016 is located at <http://usclanaster.sc.edu/Security/statistics.htm>. We have had several domestic incident situations on our campus over the past couple of weeks. No arrests have been made and the incidents are isolated and are not considered a threat to the campus.
- **Other Issues:** If you notice behavior which indicates a need for possible intervention please use the BIT process or contact Dr. Cox or me.

## Welfare report

Even though the faculty meeting has been canceled we thought it might still be useful to report PCFS welfare's recent activities.

At the September 23 senate meeting in Columbia, welfare

- Continued planning the T&P workshop, scheduled for January 13, 2017 (9:30am – 3:30pm). Details (and invitations to participate) will follow before the end of the semester.
- Added definitions to help faculty navigate the demographic questions on the faculty satisfaction survey. A link to the survey should appear in your inbox around January 2017.
- Received and accepted a new charge to “investigate salary inequity within PC and also peers institutions” and to “report back to the senate body by February 10th, 2017.” If you have questions or items of particular interest regarding this issue, please let us know.
- Streamlined the senate-side selection process by requiring campuses to send only one candidate for each of the three Palmetto College awards (descriptions below). This decision was largely the result of two concerns.
  - There was a sense that asking faculty on three different committees to read 25 files, and select a short list of three so that Welfare could award the winner might be unfair to faculty who had the responsibility of reading all the files, but don't get the pleasure of awarding the prize.
  - More importantly, the committee felt that requiring the PCC Research and Productive Scholarship Committee and two additional committees to participate would require too many faculty to commit too many hours, especially at a time when we're already stretched so thin that we can't cover all the governance positions we already have.

Please direct any questions or comments to your PCCFS welfare committee representatives:

- **Christopher Bundrick**
- **Fernanda Burke**
- **Tania Wolochwianski**

# **JOHN J. DUFFY EXCELLENCE IN TEACHING AWARD FOR PALMETTO COLLEGE CAMPUSES**

## **INFORMATION ABOUT THE AWARD**

### **The Award**

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of teaching (candidates with less than three years at a USC campus may submit less). For example, for the 2015 award year, faculty may include information from Fall 2012 up to Fall 2015.

### **Eligibility**

1. Nominees must be full-time Palmetto College Campus faculty.
2. All full-time faculty members are eligible, even if they have less than three (3) years of full-time teaching experience at a Palmetto College Campus.
3. Previous Award recipients are not eligible for nominations for a period of three (3) years after receiving the Award.
4. Recipients of other teaching awards are still eligible for nomination for the Duffy Award.
5. The Palmetto College Campus Senate's Welfare Committee judges the files on the following criteria:
  - a. Student assessment and evaluations
  - b. Innovation in teaching
  - c. Professional development activities
  - d. Student involvement
  - e. Difficulty of course load

### **REQUIRED MATERIALS FOR NOMINEE'S FILE**

1. A 2-page vita (specific to teaching)
2. A narrative and summary of qualifications (5 page maximum)
  - a. Narrative: Summarizes the candidate's philosophy of teaching, involvement in teaching, advising, and mentoring of students.

- b. Summary: May include teaching, student research, advisement, mentoring activities, awards. Suggestions for the summary (in no particular order):
  1. Class sizes and formats
  2. Evaluation of student learning, student-generated products, and examples of completed assignments
  3. Delivery of instruction, syllabi, course requirements and assessment approaches
  4. Professional growth and Scholarship activities leading to improved teaching
  5. Community service activities leading to improved teaching
  6. Course or Program Development such as courses taught/developed, program development or revision, instructional materials developed for students, uses of current and emerging technologies
  7. Advisement and career counseling such as development of advisement materials, awards or recognitions
  8. Research or independent study supervision such as nature and quality of student performance, nature and quality of supervision, nature and quality of outcomes or products
  9. Mentoring and instructional support to colleagues, excerpts of letters from those assisted, description of support offered
3. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
4. Included with these materials—but not part of the page count—is a coversheet with the following information:
  - a. title of award
  - b. candidate's name, campus, and email address.
5. The committee will not consider applications that violate from the guidelines.
6. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

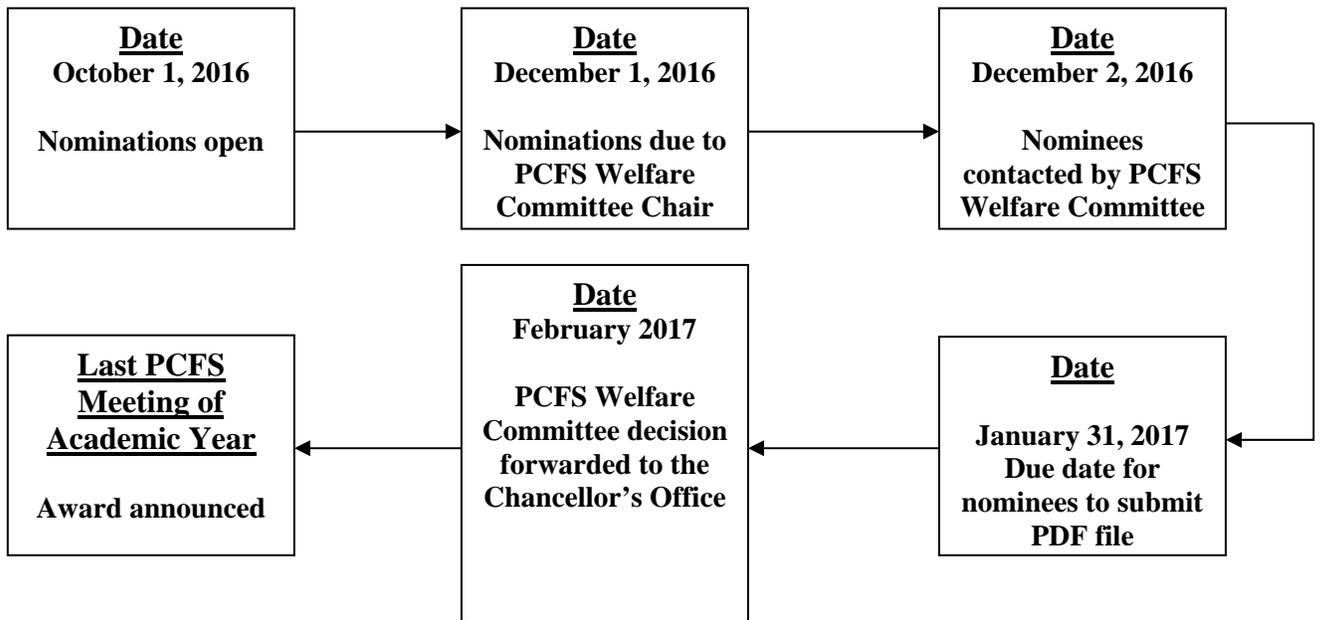
## NOMINATION PROCESS

Each Palmetto College Campuses including Extended University will submit nominations to the Palmetto College Campuses Welfare Committee. Each campus will decide how the nomination process takes place at the institutional level. **There is a maximum of one (1) nominee per campus.**

Nominations should be sent to the Chair of the Welfare Committee of the Palmetto College Campuses Faculty Senate no later than **December 1, 2016**.

Duffy Award submissions should be sent to the Chair of the Welfare Committee of the Palmetto College Faculty Senate no later than **January 31, 2017**.

The timeline is presented below.



# **CHRIS PLYLER EXCELLENCE IN SERVICE AWARD FOR PALMETTO COLLEGE CAMPUSES**

## **INFORMATION ABOUT THE AWARD**

### **The Award**

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of service (candidates with less than three years at a USC campus may submit less). For example, for the 2015 award year, faculty may include information from Fall 2012 up to Fall 2015.

### **Eligibility**

1. Nominees must be full-time Palmetto College Campus faculty.
2. All full-time faculty members are eligible, even if they have less than three (3) years of full-time teaching experience at a Palmetto College Campus.
3. Previous Award recipients are not eligible for nominations for a period of three (3) years after receiving the Award.
4. Recipients of other service awards are still eligible for nomination for the Plyler Award.
5. The Palmetto College Campus Senate's Welfare Committee judges the files on the following criteria as defined in the Palmetto College Campus Faculty Manual:
  - a. Community Service
  - b. Campus Service
  - c. Palmetto College Campus and Greater University Service
  - d. Professional Service

## **REQUIRED MATERIALS FOR NOMINEE'S FILE**

7. A 2-page vita (specific to service)
8. A narrative and summary of qualifications (Up to 5 pages maximum)
  - a. Narrative: Summarizes the candidate's service activities.
  - b. Summary: May include service activities in the community, on the campus, in Palmetto College and the greater university, and/or any professional activities.

A list of these categories and their relationship to service-oriented activities is located in the Palmetto College Campus Faculty manual. Suggestions for the summary (in no particular order):

1. Nature of service
  2. Function of service
  3. Evaluations from participants
  4. Statements and testimonies from supervisors, chairs, administrators
  5. Offices held
  6. Community service activities leading to improvement to agencies
  7. Number of people/groups served
  8. Sponsorships of student organizations
  9. Participation in University and student functions
  10. Mentoring and instructional support to government, industry, business, and/or public organizations
9. The submitted materials include the narrative of service project and/or summary of service projects (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file with 12 pt Times New Roman font, double-spacing, and 1-inch margins. Included with these materials, a coversheet with the following information should be included: title of award, and candidate's name, campus, and email address. All applications that are not following the guidelines will not be considered.
10. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

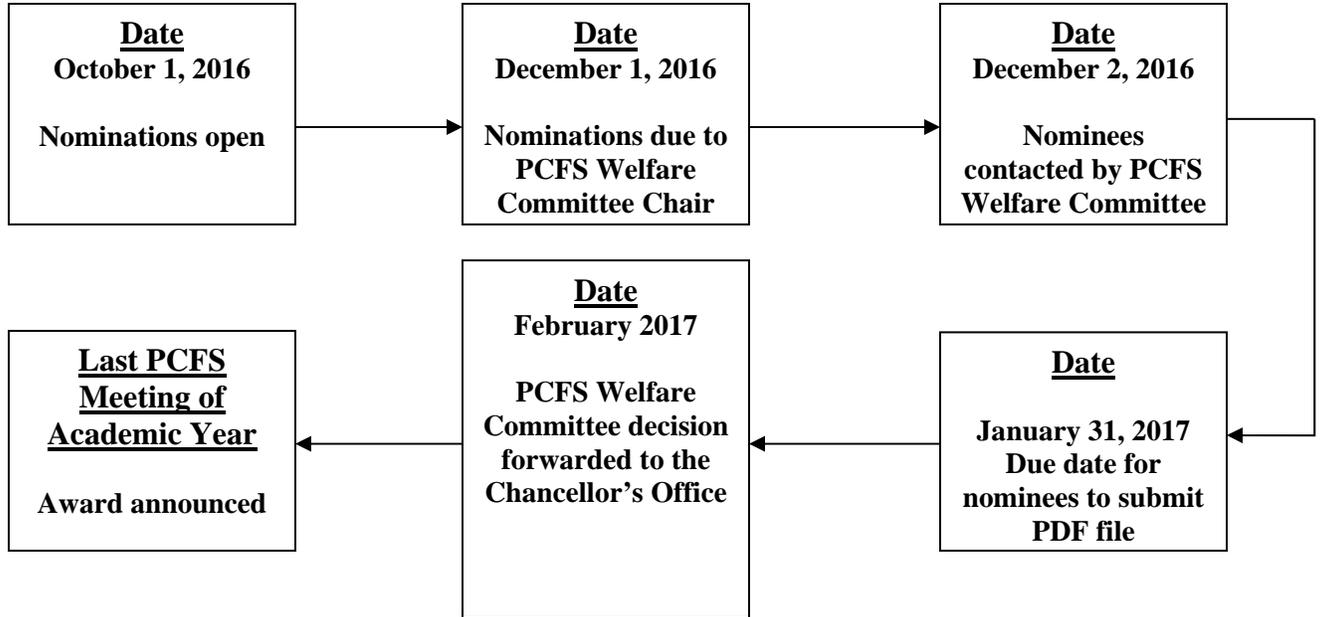
### **NOMINATION PROCESS**

Nominations will be submitted by each Palmetto College Campuses including Extended University to the Palmetto College Campuses Welfare Committee. Each campus will decide how the nomination process takes place at the institutional level. **There is a maximum of one (1) nominee per campus** (allowing each academic division on each campus to have a nominee—if desired).

Nominations should be sent to the Chair of the Welfare Committee of the Palmetto College Campuses Faculty Senate no later than **December 1, 2016**.

Plyler Award submissions should be sent to the Chair of the Welfare Committee of the Palmetto College Faculty Senate no later than **January 31, 2017**.

The timeline is presented below.



# **DENISE R. SHAW EXCELLENCE IN SCHOLARSHIP AWARD FOR PALMETTO COLLEGE CAMPUSES**

## **INFORMATION ABOUT THE AWARD**

### **The Award**

4. The award will be accompanied by a monetary stipend in the amount of \$2500.
5. The award will be announced at the last Palmetto College Senate meeting of the academic year.
6. The award file covers the previous three (3) years of scholarship, limited to work completed while a faculty member with Palmetto College. For example, for the 2016-2017 award year, faculty would include information from Fall 2013 up to, and including, Summer 2016.

### **Eligibility**

6. Nominees must be full-time Palmetto College Campus faculty.
7. Previous award recipients are not eligible for nominations for a period of three (3) years after receiving the award.
8. Recipients of other scholarship awards are still eligible for nomination for the Denise R. Shaw Award.
9. The Palmetto College Campus Senate's Welfare Committee judges the files, based on the initial recommendation of the Research and Productive Scholarship Committee. Both committees consider files using the following criteria:
  - a. Reflection of a clear scholarly agenda
  - b. Relative consistency of output
  - c. Contribution to the candidate's field(s)
  - d. Prestige of the venues for publication or presentation of scholarship

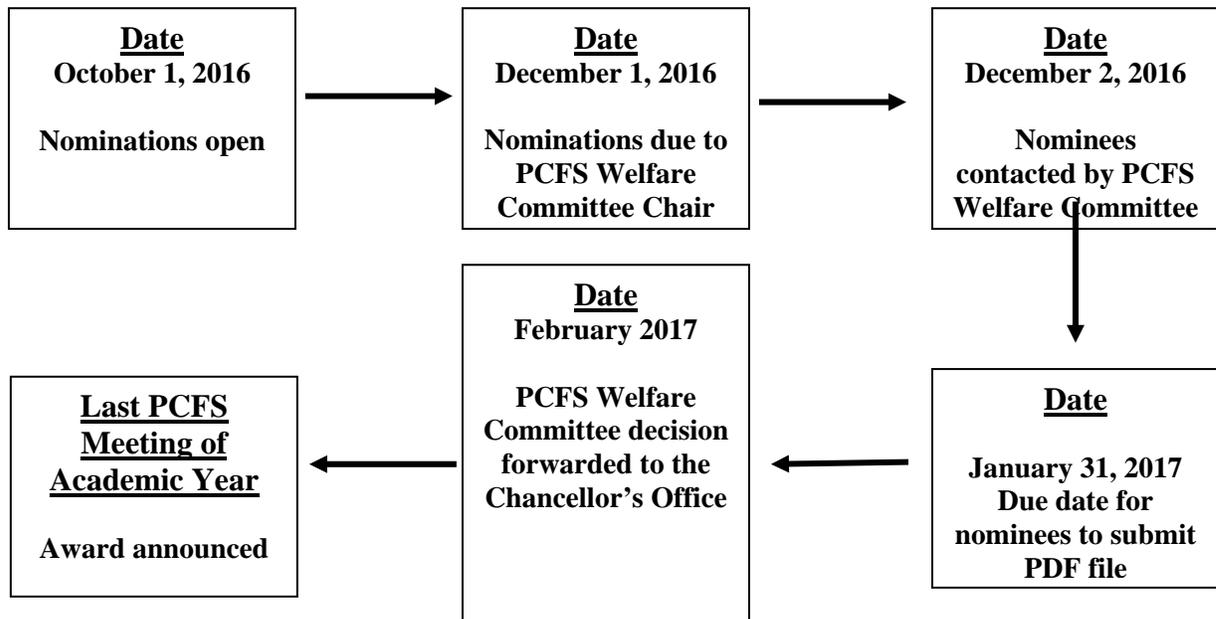
### **Definition of Scholarship**

As the *Palmetto College Campuses Faculty Manual* defines, "Scholarship is a function of one's field of academic expertise and includes the body of activities associated with the development, dissemination, application, and evaluation of knowledge or artistic expression." This can include, but is not limited to, peer-reviewed publications, conference presentations, panel presentations, grant awards, exhibitions, and performances.

## NOMINATION PROCESS

Nominations will be submitted by each of the Palmetto College Campuses, including Extended University, to the Chair of the PCFS Welfare Committee. Each campus will decide how the nomination process takes place at the institutional level, although, **there is a maximum of one (1) nominee per campus.**

The timeline is presented below.



## REQUIRED MATERIALS FOR NOMINEE'S FILE

All materials should be submitted as PDF files. With the exception of copies of the nominee's scholarship, these documents should be in 12 pt. Times New Roman font and double-spaced, with 1-inch margins. Applicants that do not follow the guidelines will not be considered.

11. A two (2) pages vita for the nominee's last three (3) years of scholarship. The vita should exclude teaching and service activities unless relevant to the nominee's scholarship.
12. A narrative and summary of scholarly achievement (5 page maximum)
  - a. Narrative: The narrative should present the nominee's scholarly agenda as part of her or his overall career as an academic. It should be written for a review panel composed of reviewers from a variety of disciplines and should explain the normal expectations for scholarship in the nominee's disciplines as well as the specific area of expertise in which the nominee works.

- b. Summary: The summary should be a detailed list of the scholarly activities of the nominee, as presented in the vita, with explanations of the significance of each accomplishment.
  1. For journal publications, the nominee may wish to detail a journal's readership, prestige, rate of acceptance, peer review practices, and indexing (or other method of gauging reach and reception). The nominee may also include citations of the article in other publications.
  2. For book publications, the nominee may wish to detail the publisher's significance for the field or general prestige, as well as note positive reviews.
  3. For conference presentations, the nominee may wish to highlight the significance of the conference for the field and the reception of the presentation. Similar information should be included for exhibitions and panel participation.
  4. For grants, the nominee may want to detail the competitiveness of the grant process and the impact on the nominee's scholarship.
13. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
14. Included with these materials—but not part of the page count—is a coversheet with the following information:
  - a. title of award
  - b. candidate's name, campus, and email address.
15. The committee will not consider applications that violate from the guidelines.
16. PDF copies of published scholarship and other relevant materials. For books, please scan, and save in PDF files, the front and back cover and the table of contents.