

Faculty Organization Meeting

December 9, 2016

Present:

Alhaddad, Shemsi
Bauer, Brooke
Biggs, Adam
Bohonak, Noni
Brown, Dwayne
Bundrick, Christopher
Bundy, Bob
Burgin, Brent
Campbell, Steven
Castiglia, Jill
Collins, Walter
Cox, Ron
Criswell, Stephen
Cruise, Susan
Easley, Liz
Garane, Garane
Golonka, Annette
Hammond, Lisa
Heinemann-Priest, Claudia
Holland, Kate
Holt, Jason
Jenkins, Ernest
Judge, Chris
Kingkade, Howard
Lawrence, Dana
Lawrence, Nick
Lawrence, Patrick
Martek, Lynnette
Ndubuisi, Godfrey
Neal, Angela
Pangburn, Allan
Parker, Phillip
Pate, Leigh
Penuel, Suzanne
Roberts, David
Roberts, Denise
Scarlett, Todd
Scott, Ann
Van Hall, Richard
Yingst, Andy

Not Present:

Berry, Marybeth
Burke, Fernanda
Catledge, Courtney
Coe, Mark
Covington, Kimberly
Currence, Arthur
Emanuel, Stan
Freeman, Rebecca
Gardner, Frances
Hassell, Darris
Hunt-Sellhorst, Sarah
Jones, Claudine
Kendrick, Kaetrena
Lewis, Pernell
Obi-Johnson, Bettie
Protz, Babette
Richardson, Kim
Rutledge, John
Sherill, Mike
Taylor-Driggers, Brittany
Wolochwianski, Tania

Carnes, Laura
Catoe, Megan
Cole, Ken
Faulkenberry, Blake
Jones, John
Moon-Kelly, Erin

**Agenda for Faculty Organization Meeting
12/9/2016**

1. Call to Order—1:00pm

II. Correction/ Approval of Minutes

Nick Lawrence: Corrections to the minutes—typos were corrected

Minutes Approved

III. Reports of Officers

a) Dean of the Campus—Dr. Walter Collins (see attached appendices)

Question: Chris Bundrick—unclear who manages copy machine upstairs in Founders

Response: Walt Collins—Caleb takes care of that.

Response: Chris Bundrick—would like to put a sign up so that everyone knows how to handle stuff.

b) Associate Dean for Academic and Student Affairs—Dr. Ron Cox (see attached appendices)

Question: Annette Golonka—grades due officially Wednesday?

Response: Rox Cox—Yes, Wednesday. Whatever is on the report. Sometimes Columbia has a different date. The date is based on Columbia.

c) Academic Success Center (see attached appendices)

No comments

d) Human Resources (see attached appendices)

Comment: Share overloads for Spring with Division Chair

IV. Reports of Committees

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

- i) Palmetto Colleges Faculty Senate, Executive Committee
No comments
- ii) PCCFS, Rights and Responsibilities
No comments
- iii) PCCFS, System Affairs
No comments
- iv) PCCFS, Welfare
No comments
- v) Columbia Faculty Senate

Comment: Noni Bohonak—Global committee is trying to become internationally ranked University and mainstreamed in out-of-state funding.

Exchange program for faculty to teach overseas—STEM, Nursing, Business, interaction with foreign Universities

Question: Dana Lawrence—Curriculum changes?

Response: Noni Bohonak—Approved. Major changes to curriculum effective Fall 2017.

Response: Dana Lawrence—changes to Elementary Education; Cut part of the requirements.

Response: Shemsi Alhaddad—changes to overlay classes. (i.e. ENGL 102; added SOCY cleared for GSS)

Response: Stephen Criswell—committee move to rec. transfer courses—some debate; the proposal is to rec. transfer courses as core courses (unfair)

Response: Shemsi Alhaddad—motion went through in Dec.; 8 classes—overlay—even if transferred in. Not sure if there was another overlay of approval.

b) **Local Committees**

- i) USCL Faculty Search Committee (Chemistry): Castiglia

14 applicants; 5 phone interviews; 2 potential candidates will be invited to campus once references check out.

ii) USCL Faculty Search Committee (Philosophy): Roberts

74 applicants so far; long applications; most applications (so far) are focused on research.

V. Unfinished Business

No comments

VI. New Business

a) Curriculum Committee (Yingst)

Motion 1

Andy Yingst—Motion 1 moves that 2 year business degree be amended.

Nick Lawrence—sub. and actionable today since this went out more than 10 days before the meeting.

Andy Yingst—new version compared to old version—Business—AAS.; GSS opened up to anything and any AIU; course deleted that is no longer offered.

Phillip Parker—I TEC 240 deleted

Ron Cox—I TEC 240 now ISPE 240 (essentially same course)

Nick Lawrence—2 separate motions floor open to discussion

Chris Bundrick—Why committee removed VSR.

Andy Yingst—Listing at the top of the header was this part. VSC course

Ron Cox—broadened course requirements for Business in 2009

Chris Bundrick—proposed degree would not req. VSR?

Andy Yingst—Yes

Suzanne Penuel—Why so much science req.

Ron Cox—Does not feel Science is more important than History. HIST 112 used to be req.

Shemsi Alhaddad—Is this supposed to be Moore School of Business?

Phillip Parker—Can lead to BLS, BOL, Moore School of Business; choose courses based on the path you choose.

Ron Cox—Goal for curriculum; are students Continuing Ed. Or working on BOL focused broadened degree to go to Moore School of Business.

Adam Biggs—wants to see old degree. Sec. VI and VII

Chris Judge—why is ANTH no under Global Cit.

Andy Yingst—It's in the new one

Nick Lawrence—Motion 1 to make adjustments to Associates in Science Business degree. All are in favor. Motion carries.

Motion 2

Ron Cox—procedural question—who will report to Palmetto College.

Andy Yingst—On System Affairs; will bring to them; 2nd proposal suggested to change Criminal Justice degree; PHIL 110 and PHIL 114; old version vs. new version. New version options spelled out more clearly; what is offered will count. New Version specifies exactly which courses should be taken.

Nick Lawrence: Comments...

Stephen Criswell—Why isn't the GSS specific.

Andy Yingst—These are most relevant for Criminal Justice degree

Rox Cox—I wish Criminal Justice faculty were here today. 2002 USCL Criminal Justice Associate in Science that did not require science. Concern that this is a very restrictive degree. Section 2: Why not any ARP courses? Students may not want Associate if Associate does not require same courses as Bachelor of Criminal Justice.

Chris Bundrick—agree w/ Ron; way too restrictive Hist. restrictive; very dist.

Ron Cox—POLI 201?

Concerned about listing a specific 5 courses that must be taken for this degree. Research Methods is important. Policing, Corrections, Criminal courts; Students would need more courses if going Bachelor route.

Dana Lawrence—Scroll up to Math. MATH 111 and MATH 122 fulfill 6 hours.

Andy Yingst—ARP is just a description of what this category is.

Suzanne Penuel—that is really going to confuse students.

Jason Holt—MATH 111 to MATH 170; MATH 111i to MATH 170? Acceptable?

Andy Yingst—I would have treated the same

Shemsi Alhaddad—CC —Columbia campus. Our classes referred to PC ARP to avoid confusion.

David Roberts—PHIL 114 would you take PHIL 115? Take PHIL 114 must take PHIL 115?

Nick Lawrence—Yes

Annette Golonka—Sounds like there is a lot of discussion that needs to go back to look at Bachelor's degree.

Annette Golonka—Motion to refer

Lisa Hammond—Motion second

Nick Lawrence—All in favor. Motion 2 referred back to curriculum committee

Next on the agenda is a Motion about our standing committees.

Motion 3

Liz Easley—cutting standing committees. Ad. Hoc committee for committees that do not meet that often. Limit the number of ad. Appointments to 1.

Shemsi Alhaddad—rationale for limiting administrative appointment?

Nick Lawrence—people are spread too thin. Scholarship & Special Events committee

Stephen Criswell—aren't admin. Appointments volunteer? Person's choice?

Chris Bundrick—argument that this protects younger faculty from volunteering; focus on getting work done on 1 or 2 committees.

Stephen Criswell—seems like there is a better way

Nick Lawrence—Not all committees allow for admin. Appointments plus committee rep.

Shemsi Alhaddad—we have cut back; if you want equitable representation, you need more than 1 person.

Chris Bundrick—argument is that there is enough work for all these people

Andy Yingst—rationale for deleting standing committees

Nick Lawrence—do we need to have a standing committee? If committees are not meeting, it's creating work on the Division Chair level; does not recognize what we actually do; superfluous committees.

Andy Yingst—My concern if there is a problem with the Bookstore etc. a committee already exists, problem can be addressed.

Nick Lawrence—What if we had...committees...

Stephen Criswell—it may be that the committees...

Annette Golonka—library committee needs to exist due to how library funds are dispersed.

Ron Cox—FIF's—faculty members would list committees that never meet. If committees never meet, should they be a valid form of service for faculty?

Adam Biggs—Bookstore committee has not met; the committee did not have any influence over the issue of concern.

Nick Lawrence—cannot vote on this until the Feb. meeting.

Kate Holland—Special Events and Lecture committee; people email Kate and don't want Kate's involvement. Falls under the category of ad-hoc. It's not a viable committee.

Dick Van Hall—It began when a grant came to bring a series of lecturers; any—to attract money to have a lecture series? Nationally recognized figures—a long time ago.

Nick Lawrence—not sure if this hinges on a standing committee.

Andy Yingst—wants a draft of what the changes would look like.

Nick Lawrence—would need 2/3 approval for this to New Business? No?

b) Executive Committee (Easley)

VII. Special Orders

VIII. Announcements

Susan Cruise—Food Pantry Student Sponsorship for Christmas gifts for children of students with financial need.

Steven Criswell—Native American Center—Chris Bundrick—guest speaker

IX. Adjournment



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Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
December 9, 2016

People

Enrollment

Spring 2017 enrollment (pre-registration) stands at 806 as of Thursday, December 8. Spring 2017 high school dual credit students are currently being registered.

Thanks to all academic advisors for your work in helping students register for classes for next semester.

Human Resources

Updates on the following classified (staff) personnel searches:

Financial Aid Counselor—an offer will be made to one of the finalists in the next several days.

Personal Counselor—Ms. Mary To has accepted our offer and will begin in the position of personal counselor in January.

Director of TRiO Programs—search will be closed and applicants will go to committee for consideration shortly.

Please welcome two new staff members:

Mrs. Darlene Denyer, Administrative Assistant to the BSN program (position paid for by the USC Columbia College of Nursing) who replaces Mrs. Crystal Knight who is now supporting Dual Credit programs being coordinated by the Office of Admissions and Records.

Mrs. Mary Faile, University Liaison to the Educational Foundation of USC Lancaster is replacing Mrs. Sherri Gregory who is transitioning out of the Office of Advancement to focus on a couple of community projects to which she has committed.

Follow up from November meeting: We have still not been given approval to search for faculty positions in CSCE and SPCH. However, a new adjunct in public speaking will teach two courses in Spring 2017. We will continue to explore options for meeting the demand of offering a variety of courses in these disciplines including the possibility of hiring full-time faculty in these areas.

Athletics

Congratulations to Ana Trabold (volleyball) who was named All-Region X Second Team.

Continue to check the athletics web page for news and information regarding USCL teams and student-athletes. Link to web page: <http://www.usclathletics.com/>

Budget and Facilities

We are in the beginning stages of preparations to use state-allocated deferred maintenance funding for two campus areas: Gregory and Bradley. Design work should start in the early-Spring with construction following in late-Spring and continuing through the summer months.

Renovations to the former Office of Admissions and Records space began on Monday, Dec. 5 and will be ongoing for 60 days. These renovations will include the faculty and staff restrooms in Starr Hall as well.

Other items...

- The annual **Big Thursday** event took place on the evening of November 17 on campus with many of you participating in and supporting the event. Big Thursday, Inc. contributed \$30,000 to their USCL Scholarship Fund last year. Each year Big Thursday Scholarships are awarded to students from each of the four Lancaster County high schools.
- **New partnership:** The campus has partnered with the J. Marion Sims Foundation, the Chester Healthcare Foundation, the Cabarrus Health Alliance, and Lancaster County School District's LearnTV to form the **Healthy Communities Strategic Alliance**.

As relayed in a recent press release: "The partnership is designed to accomplish four goals-- develop a deeper understanding of the community's indicators of health, create networks among community members for deeper investigation of healthy living gaps, pilot a new education pathway in health promotion, and create learning opportunities between Carolinas communities to improve health outcomes for all citizens."

Part of this pilot project includes the USC Lancaster Spring 2017 course HPEB 553—Community Health Problems (and Assets) taught by new adjunct, Prof. Lauren Thomas.

Many thanks to Dr. Ron Cox, Dr. Sarah Sellhorst, Dr. Liz Easley, and Dr. Lisa Hammond for their involvement with organizing the USC Lancaster aspects of this collaborative project. More to come.

- Thank you to those who have been involved in faculty and staff search committees this fall. I appreciate your help with these important processes.
- We wish our mid-year retirees well and extend to them a heartfelt congratulations for jobs well done—Prof. Bob Bundy, Nurse Lynn Baker and Ms. Renée Steele. Please drop by next Tuesday from 1:00 to 3:00 in the lobby of Hubbard Hall for a reception in their honor.

Best wishes for a happy, safe, and relaxing holiday season ahead.



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

REPORT TO THE FACULTY
09 December, A.D. 2016

Spring 2017 Course Overloads. Please make sure that your Academic Division chair is aware if you are teaching an overload in Spring 2017. We need to get this paperwork submitted in order to help ensure timely payment of stipends.

Please also make sure that you have notified your Academic Division chair if you are teaching an off-campus section of a course, either as a part of your regular teaching load or as an overload.

Late Advisement/Course Adjustment for Spring 2017:

- Will be held January 4 & 5, 2017; 8:30 am – 12:00 pm and 1:00 pm – 6:00 pm
- Office in Starr Hall will close 12:00 pm – 1:00 pm for lunch, but the building will NOT be locked down.
- Simple breakfast items/drinks will be available throughout the day.
- On both days, 12:00 – 1:00 pm, a catered lunch will be provided for faculty and staff working registration. Staying in for lunch is optional (i.e., you're free to go out to lunch on your own).
- USCL Security Guards will be on campus throughout the day, but no uniformed officer will be stationed in Starr Hall.
- Division Chairs are working with faculty in their respective divisions to provide advisement coverage for both days. Primary advisors will be stationed in the Student Center, and back-up advisors will be available in their offices. Division Chairs have been asked to stress the importance of advisors being available during the time(s) in which they have volunteered to serve.
- Tables & chairs will be set up in the Starr Hall lobby to provide a reception and basic directions.
- Chairs will be set up in the Student Center for students waiting for advisement.
- Brandon & Laura are working with various offices that may require the assistance of USCL PALs.
- Campus IT personnel will set up laptops and printers in the lobby area of Starr Hall and in the Student Center.
- Classes begin Monday, January 09, 2017.

Dates for the semester (including Spring I and Spring II) are online at <http://usclancaster.sc.edu/admissions/calendars/Sp2017.htm>.

Campus will close for Winter break at 5:00 p.m. on Wednesday, December 21 and will re-open on Tuesday, January 03.

FACULTY INFORMATION FORMS for 2016 are due no later than 31 January 2017. A copy of the form is attached to this report. If you have any questions about this form, do not hesitate to contact our office or a representative on the Peer Review Committee.

As you are aware, this year, we are asking for the FIFs to be submitted electronically. Supporting documentation is optional, but may also be submitted electronically. (Luddites who prefer to submit documentation in physical form may bring items to the Academic & Student Affairs Office.) The links for submitting the FIFs will be available on the USCL webpage, but are also included below. Please make sure you submit using the correct link:

<p><u>BBC&E Division</u></p> <p>Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here.</p> <p>Instructors who wish to be reviewed on teaching and service only, click here</p>
<p><u>Humanities Division</u></p> <p>Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here</p> <p>Instructors who wish to be reviewed on teaching and service only, click here</p>
<p><u>Librarians</u></p> <p>Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here</p> <p>Instructors who wish to be reviewed on teaching and service only, click here</p>
<p><u>MSN Division</u></p> <p>Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click here</p> <p>Instructors who wish to be reviewed on teaching and service only, click here</p>

APPLICATIONS FOR REDEFINED TEACHING LOAD FOR 2017-2018 are due to your division chairs by 15 January 2017. A copy of the application is attached to this report.

OUTSIDE PROFESSIONAL ACTIVITIES REPORT. Last year, USC switched to online reporting of Outside Professional Activities. As soon as the link for this report is shared with us, it will be distributed to all faculty.

Faculty Searches. The search committees are making progress in the faculty searches for PHIL and CHEM positions. In addition, we recently received permission to make the Visiting Professor of History and Native American Studies into a permanent tenure-track faculty position. Professor Fran Gardner has agreed to chair this search, and the academic divisions will be asked to elect representatives to the committee.

The advertisement for **TRiO Director** has also been posted. I will be chairing this committee and will be asking for faculty as well as staff representation. The goal is to fill this position early in the new year.

COURSE EVALUTATIONS. As you are aware, this Faculty Organization voted to retain the traditional paper course evaluations. Faculty members who wish to conduct these evaluations online must indicate this to the Office of Academic & Student Affairs.

We continue to have problems with the paper evaluations. The chief problem is that students are not filling out the forms properly. For example, many forms are completed in pencil, which the scanning machines will not read. On others, the boxes are completely filled in, which the scanning machines read as a blank. (The instructions clearly state that an "X" is to be placed in the box.)

When I was asked how I wanted these incorrectly-marked forms to be handled. After some thought, I directed her to remove such forms and replace them with correctly-marked duplicates, so that the scanning machines would give an accurate result of the evaluations submitted.

This semester our Office has already handled over 400 evaluation forms in this manner, just for Fall and Fall II 2016 classes – a tremendous expenditure of time and effort.

While my strong preference would be to adopt online course evaluations for all USCL classes, I am cognizant that there are very strong feelings and a sharp division of opinion among faculty about this issue – as demonstrated in numerous debates within this Faculty Organization. I do not believe that this is an issue that should be decided by an administrative decree.

Faculty will therefore continue to have the option of paper evaluations or online evaluations, with the former being the "default" method and the latter being employed only upon individual request or notification.

For those using paper, however, beginning in Spring 2017, our office will no longer review evaluations to make sure they are marked correctly. Forms will be sent for scanning exactly as they are submitted, so faculty using paper forms will need to ensure that they instruct students on the proper method of completing them (e.g., use of blue or black ink, correct marking of boxes, etc.). Incorrectly marked forms will not be read by the scanners and will affect the evaluation results.

Assessment – Thank you to all faculty who have provided artifacts for USCL's assessment efforts this year. (If you have been requested to submit an artifact and haven't yet done so, please do so as soon as possible.) Professor Protz will contact you about additional needs for our "local" degrees (CRJU, Business, A.D. Nursing), and you will hear from Dr. Nesmith about the general associate's degrees.

For the general AA & AS degrees, the various Specialty Team chairs will receive data from across the system about faculty teaching courses with outcomes to be assessed in Spring 2017 (AIU, GSS, INF, & GFL). The teams will review rubrics and update where necessary.

Professors teaching these classes should be contacted by early December (and hopefully already have been), given a copy of the rubric, and will be asked to identify an assignment that will be used and submitted for assessment purposes.

CAROLINA CORE COMPONENTS	SPRING 2017
AIU	Data Collection
GSS	Data Collection
INF	Data Collection
GFL	Data Collection
VSR	Review/Assessment of Artifacts from Spring 2016
SCI	Review/Assessment of Artifacts from Spring 2016
CMW	Review/Assessment of Artifacts from Fall 2016
GHS	Second Rater Review/Assessment of Artifacts from Fall 2016

In January, OIRAA will remind Specialty Team Chairs to distribute to faculty the instructions for creating assignments in Blackboard (if applicable), and also provide copies of the assessment rubrics. OIRAA will also plan to host a training session for faculty interested in serving as reviewers/raters for the artifacts. This should occur in February 2017.

FINAL GRADES for FALL 2016 (both 16 week and Fall II courses) **must be submitted no later than 12:00 noon on Wednesday, December 14.** Remember that Blackboard and Self-Service Carolina will probably be taken off-line after as USC Columbia does its end-of-semester processing.

I cannot stress enough how important it is that grades be submitted on time. USC does a “grade run” only once, and if a student’s grades haven’t been submitted, it can affect graduation, dean’s list recognition, probation or suspension status, and financial aid eligibility.





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Faculty Information Form 2016

This information is requested of each faculty member at USCL in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer and an administrative review (as mandated by University Policy). Information included in the Scholarship and Service (but NOT Teaching/Librarian Effectiveness) sections may be pulled and compiled for campus and Palmetto College reporting purposes, unless requested otherwise in writing by the faculty member.

Name of Faculty _____

Academic division of faculty member _____

Please select the one category most appropriate for your faculty status:

- Tenure-track / tenured / visiting faculty
- Tenure-track faculty undergoing first year review
- Tenured faculty undergoing post-tenure review (must include previous six years of professional activities)
- Full-time instructor (reviewed with scholarship component)
- Full-time instructor (reviewed without scholarship component)

PROFESSIONAL ACTIVITIES
 January 1, 2016 - December 31, 2016

Please include information from the current calendar year only. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Regional Campuses Faculty Manual*. For more specific guidelines on completing this form, see the faculty resources available on the USCL website.

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:



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**FACULTY REQUEST FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP**

Note: In the case of Faculty Librarians, the “teaching load” referred to herein will refer to the number of hours worked per week in librarianship duties. Also, where the Academic Division Chair is referred to herein, the Library Director will assume that same approval responsibility for faculty librarians.

A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal. (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

“Regular” Teaching/Librarianship Load	“Redefined” Teaching/Librarianship Load
<u>Humanities & Social Sciences</u> 24 credit hours (8 courses)	<u>Humanities & Social Sciences</u> 21 credit hours (7 courses)
<u>BBC&E</u> 24 credit hours (8 courses)	<u>BBC&E</u> 21 credit hours (7 courses)
<u>Natural Sciences</u> 22 credit hours (6 lectures, 4 labs)	<u>Natural Sciences</u> 19 credit hours (5 lectures, 4 labs)
<u>MATH</u> 24 credit hours (6-8 courses)	<u>MATH</u> 21 credit hours (6-7 courses)
<u>Library</u> 37.5 working hours/week	<u>Library</u> 30 working hours/week for one semester of the fiscal year

Distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member as well as the general needs of the campus.

APPLICATION PROCEDURES

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are usually due in January (for consideration for the following academic year).
2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:
 - a) What are the educational goals that will be achieved in terms of teaching or scholarship?
 - b) How will this redefinition of load increase the faculty member's contributions to the mission of the University?
 - c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?
 - d) How will the results of this project be demonstrated?
3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.
4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.
5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.



UNIVERSITY OF
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**APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
 2017 – 2018 Academic Year**

Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2017 and Spring 2018

New Request

Renewal of Request

If renewal, when was the original request for this project approved (AY Year)?

**Proposed Teaching/Librarianship Load
 for Academic Year:**

Fall Semester

Spring Semester

**Title of Proposed Research
 Project:**

**Anticipated Result of Proposed Research Project
 (book, chapter, article, presentation, etc.):**

Detailed Description of Proposed Project: (use additional pages as necessary)

- 1. I have read and I understand the terms and conditions applicable to my request for a redefined teaching load.

(initials)

- 2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined teaching load.

(initials)

Faculty Member Signature

Date

This document must be submitted to the Faculty member's Division Chair no later than January 15, 2017.

If no form has been received, the Faculty member will be assumed to be performing a normal (full) load in 2017-2018.

ADMINISTRATIVE REVIEW OF REQUEST

_____	—	Approved	—	Not Approved
Division Chair/Library Director				
Date				

_____	—	Approved	—	Not Approved
Associate Dean for Academic & Student Affairs				
Date				

Academic Success Center Report
 For December 9, 2016 Faculty Meeting
 Submitted by Dana Lawrence

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

Fall Semester

	August 2015	August 2016	Sept. 2015	Sept. 2016	Oct. 2015	Oct. 2016	Nov. 2015	Nov. 2016
Number of Tutors	10	9	9*	9	9	9	10	9
Total Number of Sessions	28	42	181	146	131	121	176	106
Tutoring Sessions/Day (avg)	5.6 (5 operating days)	5.25 (8 operating days)	10.6 (17 operating days)	9.1 (16 operating days)	8.2 (16 operating days)	7.1 (17 operating days)	11 (16 operating days)	6.2 (17 operating days)
Tutoring Sessions/Tutor (avg)	2.8	4.7	20.1*	16.2	14.5	13.4	17.6	11.7
Appointment	16	17	142	114	76	106	131	90
Drop-in	12	25	53	31	55	15	45	16

*Corrected on 11/16/16

Tutoring Sessions by Area

	August 2016	September 2016	October 2016	November 2016
Biology	2	7	4	4
Chemistry	0	11	8	3
Computer Science/RCAM 151	2	10	23	30
Economics	0	3	0	0
French	0	0	0	0
Italian	0	2	1	0
Math/RCAM 105	18	62	32	28
Spanish	12	16	11	17
STAT			3	0
Writing	8 <ul style="list-style-type: none"> • ENGL: 5 • PALM: 1 • PHIL: 1 • Other: 1 	35 <ul style="list-style-type: none"> • ENGL: 21 • HIST: 1 • MGMT: 2 • MKTG: 1 • MUSC: 4 • PALM: 1 • SPCH: 1 • UNIV: 4 	39 <ul style="list-style-type: none"> • EDTE: 1 • ENGL: 16 • HPEB: 2 • MGMT: 5 • NURS: 6 • PALM: 5 • UNIV: 4 	25 <ul style="list-style-type: none"> • CRJU: 1 • ENGL: 9 • HIST: 2 • MGMT: 2 • MSCI: 1 • MUSC: 2 • Other: 1 • PALM: 3 • POLI: 1 • SPCH: 1 • UNIV: 2
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	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!**

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	19	4	2	1	26
# of individual students (SEPT)	42	15	7	5	69
# of individual students (OCT)	25	13	11	4	53
# of individual students (NOV)	24	6	7	5	42

FROM: Tracey Mobley Chavous, Director of Human Resources

MEETING: Faculty Meeting

DATE: December 9, 2016

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) If you are scheduled to teach a course that is considered an overload for Spring 2017 please be sure to share that information with your division chair. Your division chair will submit the overloads to the Academic and Student Affairs Department for review and approval. Once approved the information is shared with the Human Resources Department for preparation of dual employment hiring documents.

- 2) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.

- 3) The University of South Carolina recognizes December 22, 2016 through January 2, 2017 as the December/Christmas Holiday.

Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

Campus will officially reopen on January 3, 2017.

Student Engagement and Success

Laura Carnes

Report to Faculty: December 9, 2017

Advising: Columbia is working on a major maps repository. A major map is a layout of required courses in a given program of study, including suggested course sequences. The website may be found

here: http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/majormaps.php.

Jenn Tilford, Curriculum Coordinator, may be contacted for any questions regarding major maps. Her e-mail is tilfordj@mailbox.sc.edu; ph: 803-777-1685.

Foundational Courses: For advisement questions related to Carolina Core foundational courses, please refer to the following

website: http://www.sc.edu/about/offices_and_divisions/provost/academicpriorities/undergradstudies/carolinacore/courses/foundational-courses.php

Responses for the advising interest survey will be analyzed over the break, and responses will be shared with Dr. Ron Cox at the beginning of the Spring semester.

SACS: I have been working to update SACS documentation for 2.10 (student services) and 4.5 (student complaints). As part of this process, we have created a new Student Information website with links to specific policies on drugs, alcohol, sexual offenses, and student grievances.

The link may be found here: <http://usclancaster.sc.edu/studentengagement/index.html>.

Antonio Mackey and I have talked, and once the web upgrade is complete, we can make this a bit more fancy. Any suggestions for resources or links to this site would be appreciated.

USC Connect

GLD News: Students who will be completing the e-portfolio for Graduation with Leadership Distinction in Spring 2017 need to enroll in a UNIV 401 with Dr. Easley or myself. This is a one credit hour UNIV 401 course, and it should not be used to fulfill the UNIV 401 requirement for Palmetto College degrees.

USC Connect Database: The USC Connect database lists beyond the classroom opportunities for all students. If you are hosting an event or lecture outside of the classroom, please email Brandon Newton (newtonbm@mailbox.sc.edu) so that he may enter it into the database.

Students may then search for opportunities. The link the database may be found

at: https://sc.edu/about/initiatives/usc_connect/choose_experiences/search-the-database.php

Student Organizations: I am requesting that student organization advisors send me their meeting times for Spring 2017. I would like to get these posted on the Student Life Webpage. This will help us know how to direct interested students to future meetings.

UNIV 101: As you advise for Spring 2017, please do not forget to recommend UNIV 101 to students. For Spring 2017, we have two sections. TR 9:30-10:45 AM (16 weeks) and MW 5:30-8:00 PM (8 weeks). Please try to pay special attention to students who may be bordering on academic probation/suspension and have not had this course. The skills and fundamentals learned in this course should be especially beneficial to them. Ideally, we would like to see students in their first semester as a preventative/retention measure.

If you have a Master's degree, and you are interested in teaching a section of UNIV 101, please let me know. All UNIV 101 instructors are required to go through a training process (usually in May). We are in need of additional fall instructors.

Academic Coaching

First year students who fall below a 2.0 GPA at the end of the fall semester will have holds placed on their accounts for Academic Coaching. These students will be notified by the Office of Academic and Student Affairs. Students may make academic coaching appointments with Ms. Annette Horton or Ms. Andrea Campbell.

Career Services (Andrea Campbell)

Andrea Campbell is planning a Career Fair for February 28, 2017. She is currently working to send out invitations. She has contacted Lancaster County Chamber of Commerce President, Dean Faile, to identify businesses who may be interested in participating. If you have any suggestions for businesses or non-profits who may wish to be invited, please e-mail Ms. Campbell before Winter Break.

Please continue to refer students to Ms. Campbell for Career Services Related items. As a reminder, she maintains current job listings for students at: <http://usclancaster.sc.edu/careers/openings.htm>.

Counseling Services

Mary To will be joining the USC Lancaster family as our new personal counselor in Spring 2017. A formal welcome is forthcoming.

Disability Services (Annette Horton)

Registering for Disability Services: As a reminder, the Office of Disability Services requires students with disabilities to officially register in order to receive support services. The registration process is now conducted online via the link: <https://sawebdev.wufoo.com/forms/m50ak2g1xqw1cc/>. Students must also provide official documentation of their disability (letter from a doctor or Individualized Education Plan from high school). Based on law, students must self-identify to receive assistance.

Requesting Accommodations: After a student has officially registered for disability services, Ms. Annette Horton will meet with the student to discuss accommodations that he/she is eligible for. Students must request accommodations each semester. Accommodations may vary from course to course. This process is also completed online via the link: <https://sawebdev.wufoo.com/forms/rw6x1in1o6i4sx/def/field822=L001&field823=Yes&field824=Lancaster>.

Testing Policy: Students must notify the Office of Disability Service a minimum of two days prior to the scheduled test to receive testing accommodations. Ideally, students will share their testing dates with the Office of Disability Services when the syllabus is distributed each semester.

Student Life (Brandon Newton)

Spring Orientation will be held January 3.

Carolina Day at the State House will be held January 25.

The Schmoozing and Smoothie dates for Spring are as follows: January 24, February 28, and March 28.

February 20 – Bongo Ball in the Gregory Health and Wellness Center. This event is similar to paintball, but instead uses nerf guns. This event is free for all students. Further details will be forthcoming.

April 3 – Spring Outdoor Movie

April 17 – Spring Fling

Orientation Dates- Next Summer's Orientation schedule has been set with the following dates. June 20th and 21st, July 11th and 12th, July 25th and 26th, and August 8th and 9th.

Medford Library

FACULTY MEETING REPORT DECEMBER 9, 2016

SERVICE STATISTICS AND PROGRAMS (OCTOBER AND NOVEMBER)

- **11,058** unique visits
- Taught **7** classes
- Processed **40** Interlibrary borrowing requests
- Processed **30** Interlibrary loan lending requests
- Fulfilled **57** PASCAL Delivers borrowing requests
- Fulfilled **39** PASCAL Delivers lending requests
- **1,371** LibGuide views
- **138** Community computer uses
- **20** Conference Room reservations
- **193** Study Room Reservations
- Answered **161** reference questions
- **4** items added to [Lancer Scholar Square](#)
- Hosted “Framed by Fall” Creative Venture event (October 12)
- Hosted Show What You Know (October 18 ; Dr. Jason Holt)
- Hosted Faculty Colloquium (October 26; Dr. Angela Neal)
- Presented “STEMing from Medford: Dark Side of Technology” (Exhibit Series, October 1 – 31)
- Hosted Faculty Colloquium (November 16; Prof. Chris Judge)
- Presented “STEMing from Medford: Thankful for the Thinkers” (Exhibit Series, November 1 – 30)
- Hosted Study Snacks (November 28 – December 2)

CIRCULATION STATISTICS

- **343** General collection items circulated
- **13** New Books circulated
- **62** reserve items circulated
- **5** equipment items circulated
- **7** AV item circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **174** New Books processed
- **42** Gift books processed
- **22** New DVDs processed

UPCOMING or ONGOING PROGRAMS & SERVICES

- **January 2017:** STEMing from Medford Exhibit Series, “Ice Cold Tech”
- **January 2017:** New Borrowing Service: [The Library of Things at Medford](http://www.usclmedford.edu/library/)
- **Pop Up Tea Shop** is open through Mid-March 2017

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

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

PUBLISHED THIS SEMESTER? LET US KNOW SO WE CAN BUY YOUR BOOK:

- Contact Rebecca Freeman x67062; rfreeman@mailbox.sc.edu

PRESENTED THIS SEMESTER/PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Contact Kaetrena Davis Kendrick, x67061; 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>

Native American Studies

Report to the Faculty Organization

Dec. 2016

NAS faculty and staff participated in over two dozen events around the state this past November. Highlights include our newest colleague Dr. Brooke Bauer's presentation at the American Society for Ethnohistory, Prof. Chris Judge's Native American Heritage Month lecture at the Georgetown County Library, Prof. Brent Burgin's lecture on Catawba history and culture at the Columbia Museum of Art, and my own talk on Catawba pottery for the Nations Ford Daughters of the American Revolution.

NAS faculty attended a rally for Standing Rock, the Santee and Waccamaw powwows, the 18th Annual Native American Film and Video Festival, Blythewood Schools' Native American Days, and several other events. In addition to these off-campus activities, Prof. Judge discussed his research for a USCL faculty colloquium, Dr. Bauer gave November's Lunch and Learn lecture, several faculty guest-lectured in Prof. Burgin's course at Sun City: Carolina Lakes, and Burgin lectured on Catawba history for Dr. Bauer's class. Meanwhile, Prof. Brittany Taylor-Driggers and Guest Services Coordinator Beckee Garris organized a very successful Native Art and Craft sale, Professors Burgin and Judge continue work on their project to develop a SC Native American Digital Archive, and Prof. Claudia Heinemann-Priest is steadily making progress toward her Ph.D.

In 2017, we are looking forward to hosting an exhibit of work by our Fall 2016 artist-in-residence, Keith "Little Bear" Brown and mounting Prof. Judge's major exhibit on South Carolina Prehistory. Our 2017 Native American Studies Week, focused on prehistory, looks to be very interesting and informative. We will also be offering Native American Studies courses in Spring 2017 and over the summer to support our new NAS track in the Palmetto College Bachelor of Liberal Studies degree.