

4-14-2017

FO Meeting Minutes

Not Present:

Alhaddad, Berry Bohonak, Burgin, Campbell, Catledge, Coe, Currence, Emanuel, Garane, Gardner, Hammond, Jones, Lawrence (P), Kendrick, Pernell, Martek, Obi-Johnson, Parker, Roberts (Da), Pate, Penuel, Protz, Richardson, Scott, Sherill, Taylor-Driggers, Catoe, Cole, Jones (J)

Present:

Bauer, Biggs, Bonner, Brown, Bundrick, Burke, Castiglia, Collins, Covington, Cox, Criswell, Cruise, Easley, Freeman, Golonka, Hassell, Heinemann-Priest, Holt, Jenkins, Holland, Hunt-Selhorst, Judge, Lawrence (D), Lawrence (N), Kingkade, Ndubuisi, Neal, Pangburn, Roberts (De), Rutledge, Scarlett, Van Hall, Wolochwianski, Yingst, Faulkenberry, Carnes, Mobley-Chavous, Moon-Kelly

Meeting Called to Order: 1:00pm

Previous Minutes Approved.

Reports of Officers

- Dean of the Campus: Collins
 - Written report submitted (attached below), a few additions
 - Typo on enrollment info Spring 2016 should read Spring 2017-04-17
 - Both Kaetrena D. Kendrick and Rebecca Freeman are both participating in the May 2017 LIBRIS conference.
 - Congratulations to Jill Castiglia for winning the 2017 John J. Duffy Excellence in Teaching Award
- Associate Dean for Academic and Student Affairs: Cox
 - Written report submitted (attached below), a few additions
 - Introduced Denise Roberts (first year nursing faculty)
 - Reminders about final exams and graduation
 - Today is the deadline for committing to T&P action
 - Bugs in the reminder emails re: electronic course evaluations-you're your students to check their university email
 - Summer course make/cancel rules have changed
 - The make number is officially 3
 - No more pro-rating pay
 - Philip Parker has been nominated to be the new division chair for BBC&E
 - Three items for the FO's consideration
 - Need a written process for selecting candidates for student division awards
 - Senior Instructor promotion process needs some sort of faculty approval
 - Asking for a motion to include Academic Dean in the local T&P process
- Student Engagement & Success: Carnes
 - Spring Fling is Monday (4-17)
 - Advisors from the 4-14 Advising Workshop should contact Megan for DAP(?) and Degree Works access
- Academic Success Center: D. Lawrence

- Written report submitted (attached below)
- Human Resources—Tracey Mobley Chavous
 - Written report submitted (attached below)
 - Faculty teaching should double check listings for their summer courses
 - Summer compensation letters are on the way—will detail summer pay and presumes (but doesn't guarantee) classes will make
 - Question: Susan Cruise—Can we make a list of all summer classes
 - The consensus seems to be that this is not something we can expect beyond the various ways of looking up classes on Banner
 - Discussion followed re: the percentage of allowed summer pay
 - The formerly inconsistent rules have apparently been fixed and the max is now 33.3% of nine month salary. Check with Tracey if you think you might be close.
 - Make sure to sign in with Tracey if you're doing summer advising (this is the only way to get paid \$100).
- Information Technology: Faulkenberry
 - Written report submitted (attached below)
 - There are a lot of security-oriented changes happening in the IT system on campus
 - Look for Multi-Platform Verification (special instructions coming about how to claim IDs)
 - We're migrating the server to the cloud associated with Office 365 (May 20th, but date subject to change)
 - The goal is to have the whole system migrated, patched, and ready by June 30th
 - On track to open new computer instruction lab in BRAD 112 for fall 2017
- Hiring Priorities Committee: Scarlett
 - Written report submitted (attached below)
 - Still working on final report and still accepting comments
- Palmetto College Campuses System Committees:
 - Palmetto Colleges Faculty Senate, Executive Committee: Jenkins
 - Motion to shrink the senate passed and will affect all campuses
 - Bundrick: question about rules for elections Jenkins says that fixing election process is first order of business for executive committee next year
 - N. Lawrence question about when shrink will begin. Jenkins says it needs approval from the Chancellor, so fall 2018 is the likely start.
 - PCCFS, Rights and Responsibilities: Holt
 - No report. No Questions
 - PCCFS, System Affairs: Yingst
 - A.S. in Business degree changed, formation of the Palmetto Core didn't pass,
 - Senate approved changes to the BLS degree regarding 400-level requirements for SOCY
 - Conversation re: other disciplines (ANTH, PHIL) that might benefit from similar treatment. Yingst says let system affairs know if there is a need for additional revisions
 -
 - PCCFS, Welfare: Burke

- Senate Awards were presented (Jill Castiglia Duffy Teaching Award, Melody Lehn Plyler Service Award, Julia Elliot Shaw Scholarship Award)
 - Welfare Report distributed
 - Salary Resolution passes
 - Cox comments on senate's "disturbing" actions at the previous meeting. Emphasized that governance is important. Conversation follows including Yingst, Bundrick, Jenkins, Criswell, and Cruise
- Columbia Faculty Senate: Easley
 - Written report submitted (attached below)
 - Changes to a series of classes in the areas of ITEC, PHIL, NURS, and PHIL
 - The discussion re: expanding Columbia senate to include reps for full-time instructors continues

Unfinished Business

- Motion to Amend the Associate in Science CRJU Degree
 - Rutledge concerned about pairing of ARP requirements. Holland and Cox voice concern about a degree that doesn't require math. Bundrick points out most of our two-year degrees don't require math. Rutledge argues for degree requirements that balances student needs and desires with more general preparation
 - Rutledge moves to amend to add "from below or any ARP course"
 - Motion passes
 - Cox concerned that there aren't enough elective hours, asks why those specific CRJU courses
 - Rutledge responds that they reflect the three key areas the professional organization identifies as necessary
 - Amendment made to broaden CMS requirement to include "or any approved CMS course"
 - Motion Passed
 - Chair calls the question
 - Vote passes

New Business

- Evaluation Committee Motions
 - Motion 1 presented by Cox
 - Discussion including a lot of faculty re: rationale and hoped for advantages of motion
 - Holland move to make motion state "not to exceed ten pages" J. Holt seconds
 - Discussion about how that does or does not improve the motion
 - Voice vote too close to call. Standing vote 11-11. Chair votes for the amendment.
 - Amendment passes
 - S. Criswell moves to exclude optional personal statement from the recommended maximum. D. Lawrence seconds
 - amendment fails
 - Criswell moves to amend recommended limit to 3000 words instead of 10 pages. Biggs seconds.
 - Amendment passes

- Chair Calls the Question
 - Motion fails
 - Motion 2 presented by Cox
 - Holt and Holland: the committee already does this through feedback and sharing their own FIFs
 - Biggs: that kind of “*ex post facto*” approach can lead to the formation of “old boy networks”
 - Yingst: this is the evaluation committee’s job
 - Yingst moves to charge the evaluation committee rather than T&P
 - Amendment passes
 - Chair calls the question
 - Motion passes

Special Order

- The chair asks for approval by acclamation to replace F. Gardner with L. Hammond on the system T&P committee
 - No objections, acclamation achieved

Announcements

- Martek: Earth Day activities on April 18 in BRAD 1:20-3:00. Martek will arrange extra credit signups on request
- Holt: T&P will distribute peer reviews immediately after meeting
- W. Collins: Take food when you leave
- Moon-Kelly: Concert on 4:23 at 3:00
- Sellhorst: Research club is having doughnut fundraiser
- Holland: PSYC labs needs more test subjects



ASSOCIATE IN SCIENCE (CRIMINAL JUSTICE) DEGREE WORKSHEET

NAME:			
Student Number:		MATH Placement:	
Anticipated Major:		FORL Placement:	

I. Communication/Written Component (CMW) – 6 hours		
ENGL 101 (grade of C or better)	03	
ENGL 102 (grade of C or better)	03	

II. Analytical/Problem Solving Skills (ARP) – 6 hours		
Any six hours chosen from below or any approved ARP courses: MATH 111/111i/115, MATH 122, MATH 141, MATH 142, MATH 170, MATH 174, CSCE 101, CSCE 102, STAT 110, STAT 201, PHIL 114, PHIL 115		

III. Scientific Literacy (SCI) – 4 hours		
4 hours total of lab science, (including at least one associated laboratory course) chosen from among the following or any approved SCI courses: BIOL 110, BIOL 120(L), BIOL 243(L), BIOL 244(L), BIOL 270(L), BIOL 101(L), BIOL 102(L), CHEM 101, CHEM 102, CHEM 105, CHEM 107, CHEM 111, ENVR 101(L), GEOG 202, GEOL 101, GEOL 103, GEOL 110, MSCI 101, MSCI 102, MSCI 210(L), MSCI 215(L), PHYS 201(L), PHYS 202(L), PHYS 211(L), PHYS 212(L)		

IV. Global Citizenship/Multicultural Understanding: Foreign Language (GFL) – 0-6 hours		
Foreign language courses (SPAN recommended) through the 110 level or a score of “2” or better on placement test.		

V. Aesthetic and Interpretive Understanding (AIU) – 3 hours		
One course chosen from approved AIU courses, including: ARTE 101, ARTH 105, ARTH 106, ARTS 103, ARTS 104, ENGL 270, ENGL 282, ENGL 283, ENGL 284, ENGL 285, ENGL 286, ENGL 287, ENGL 288, MUSC 110, MUSC 140, THEA 170, THEA 181, THEA 200.		

VI. Effective, Engaged and Persuasive Communication: Spoken Component (CMS) – 3 hours		
SPCH 140 or any Approved CMS Course	03	

VII. Global Citizenship/Multicultural Understanding: Historical Thinking (GHS) – 3 hours		
One course chosen from approved GHS courses, including: HIST 101, HIST 102, HIST 104, HIST 108, HIST 109, HIST 111, HIST 112		

VIII. MAJOR AREA COURSES – 21 hours		
POLI 201	03	
CRJU 101	03	
CRJU 202	03	
CRJU 311	03	

CRJU 312	03	
CRJU 313	03	
One additional CRJU course at the 300 level or above.	03	

Electives		
Sufficient credit to have earned 60 hours total. No more than three (3) hours of PEDU credit may count		

Other requirements:

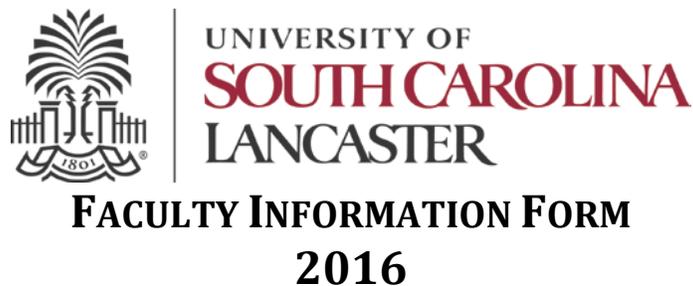
1. 2.00 GPA (minimum) required on all work attempted at USC
2. Final 15 semester hours must be earned at USC Lancaster

Evaluation Committee Motions and Report, April 2017

Mark Coe, Ron Cox, Godfrey Ndubuisi, Suzanne Penuel (chair), Brittany Taylor-Driggers

Motion 1. We move that the Faculty Information Form be amended to include the changes in red below (page 2).

Rationale: In February we were charged by the faculty with exploring a length cap. Our subsequent survey showed that among tenured faculty, 80% prefer a length cap. Of those 80%, the average preferred cap was 4600 words, or about six single-spaced pages. A majority of non-tenured faculty (57%) favor no length cap.



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.

For tenured faculty, it is recommended, though not required, that the Faculty Information Form not exceed 10 pages. This suggested limit is independent of supporting documentation.

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:

Motion 2. We move that the Evaluation Committee clarify what to include in FIFs, and for tenure-line faculty in particular, ways to be more concise. Such clarification could take the form of model FIFs online, workshops, or other means.

Rationale: We were also charged by the faculty with exploring the desirability of “additional training for FIF preparation.” Of the respondents whose FIFs are reviewed by the instructor committee, the most frequent requests were for a clearer sense of what to include. For the Local Tenure and Promotion Committee, the most frequent requests were for a clearer sense of what to include, what *not* to include, and ways to be more concise.

Full Report on FIF Survey Responses

Response rate. 72% (44 responses out of 61 voting faculty)

Relevant misconception. The survey revealed that more than one faculty member is under the mistaken impression that tenure and promotion files have no length cap. In fact, as the current *Faculty Manual* states, the “Personal Statement should not normally exceed 5 typed pages” (page 20) and “The narrative sections of the file [sections 5, 6, 7, and 8] normally should not exceed 30 typed pages” (page 21).

FIF length—response summary. Most faculty (60%) prefer a recommended length cap on FIFs. However, among the non-tenured faculty, only 43% prefer a cap at this point; among tenured faculty, 80% do.

FIF training—response summary. As for instruction in the subtle art of writing FIFs, responses were sometimes conflicting, and they varied depending on the respondents’ career stage and job category. Of the respondents whose FIFs are reviewed by the instructor committee, the most frequent request (4 or 5 out of 9 responses, depending on how one interprets the answers) was for a clearer sense of what to include. For the Local Tenure and Promotion Committee, the most frequent requests were for a clearer sense of what to include and ways to be more concise.

Survey questions and answers

1. *Which of the following best describes you?*

Instructor reviewed without research: 9 (20% of respondents)

Instructor reviewed with research: 5 (11%)

Tenure-track but not tenured: 9 (20%)

Tenured: 21 (48%)

2. *Have you served on the instructor peer-review committee?*

Yes: 3 (7% of respondents)

3. *Have you served on the local tenure and promotion committee?*

Yes: 16 (36% of respondents)

4. *If you have NOT served on the instructor peer-review committee or the tenure and promotion committee, have you done administrative review of FIFs?*

Yes: 2 (6% of respondents)

5. *What sort of recommended word cap would you prefer for the FIF, independent of the optional supporting documentation?*

- None; no cap: 17 (39% of respondents)
- 1500 words or fewer, equivalent to about two single-spaced pages: 17 (39%)
- 5000 words or fewer, equivalent to about seven single-spaced pages: 7 (16%)
- 8000 words or fewer, equivalent to about eleven single-spaced pages: 3 (7%)
- Other: 5 (11%). Details follow:
3000 words or fewer (four single-spaced pages)—1 respondent.

Ten pages—1 respondent.

Eleven pages, maybe—1 respondent.

3750 words (five single-spaced pages)—1 respondent.

“Length should vary [. . .] a tenure-track file [should] be longer than [that of] a full professor.”

Representative edited list of narrative responses

Comments about FIF length:

- Clarifying the point of the FIF might help make FIFs shorter [Three comments indicated uncertainty about the point of the FIF.]
- A length cap can be tricky because reviewers often ask people to elaborate (two respondents)
- Prefer bulleted lists with brief explanations (from administrative reviewers).
- “Long paragraphs” to be avoided (from at least one peer reviewer)
- Some feel the need to write a lot because of the numbers. Ditching the numbers or “normalizing them to a fixed center” or reporting the center and spread may help.
- Three divisions may not be enough; adding one would mean more people were evaluating fewer people.
- “We need to steer people away from listing every one of the criteria for effective teaching and from explaining what they do in every class.”
- “[Faculty need help with] file organization . . . for example, reviewers don’t need a lot of info on the details of your scholarship, but they need to know where you are with it, the degree to which it has been successful, and the plan going forward. Same with teaching. Reviewers don’t need your entire class structure and assignments, rather they need highlights of how it works, what was effective, and how the faculty member is updating, changing, revising to be more effective (with evidence of each).”
- We might consider not doing peer review every year for every faculty member.

Comments about FIF training:

From instructors—

- “what documentation is needed to support effectiveness as Instructor and Service”
- “what to include and what not to include for the instructor level”
- “clearly state[d] expectations”

- “the overall expectation of committees that review them, general do’s and don’ts and “how to” and “how not to” examples would be included. Maybe the importance of completing the document should be addressed too, since there are those we don’t receive on the Instructor Peer Review Committee.”
- “more specific guidelines for included topics”

From tenure-line respondents—

- “No idea . . . the reviewers change every year and they never seem to be looking at things the same way”
- “How is one set way of doing a FIF going to work for all disciplines? Maybe just the teaching section and the service section could be covered, but scholarship is so very different.”
- “how to explain things that don’t fit neatly into preset categories”
- “Exactly what to include”
- “Substantial format, more accessibility to succinct and model FIFs”
- “guidance as to which items fit which categories. Also, to what extent detail is needed to clearly explain all categories”
- “What kinds of items can be listed without additional explanation? How much (and what kind of) explanation is needed for scholarship and service?”
- “What the committee’s/administration’s expectations are and examples of FIFs that have met/exceeded them.”
- “Effective Ways to Discuss Teaching, since this is the section that always wants to run the longest on my FIFs.”
- “how to demonstrate effectiveness in teaching”
- “What type of info is extraneous . . . ways to be more concise and clear . . . suggested ways to [format and] organize”
- “how much detail to go into [in] certain sections of the file”
- “training for new faculty—what to include, what not to include”
- “template with more information about exactly what to include in the document”
- “the importance of the requirements in the faculty manual as well as seeing copies of tenure files that are considered to be strong”
- “format and organization”
- “I would like to see a peer reviewer explain how they chose the numbers.”

Responses to the questions about FIF caps and length by job category

Instructors reviewed without research: no cap 56%; cap 44%

no cap (5 respondents)

1500-word cap (2)

5000-word cap (2)

Instructors reviewed with research: no cap 60%; cap 40%

no cap (3 respondents)

5000-word cap (2)

Tenure-track but not tenured: no cap 56%; cap 44%

no cap (5 respondents)

5000-word cap (4)

Tenured: no cap 20%, cap 80%

no cap (4 respondents)

1500-word cap (5)

3000-word cap (1)

3750-word cap (1)

5000-word cap (4)

7500-word cap (1)

8000-word cap (3)

About 11 pages single-spaced; did not favor *word* cap (1)

Should be longer for tenure-track faculty than for full professors (1)

Cap preferences by peer-review category

Respondents reviewed by the instructor peer-review committee (9): no cap 56%; cap 44%

Respondents reviewed by the tenure and promotion committee who clearly indicated

preference (34): no cap 35%, cap 65%

Cap preferences by peer-review service and job category

Respondents who have reviewed FIFs in any way (19 respondents): no cap 32%, cap 68%

Respondents who have not reviewed FIFs in any way (24): no cap 46%, cap 54%

Instructors who have not served on the instructor peer-review committee (11): no cap 55%;

cap 46%

Instructors who have served on the instructor peer-review committee (3): no cap 67%; cap

33%

Tenured faculty who have not served on the local tenure and promotion committee or otherwise reviewed FIFs (4): no cap 0%; cap 100%

Tenured faculty who have served on the local tenure and promotion committee and who

answered the length cap question (15): no cap 27%; cap 73%



UNIVERSITY OF
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LANCASTER

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Associate Dean for Academic & Student Affairs
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REPORT TO THE FACULTY

14 April, A.D. 2017

2017 USC LANCASTER COMMENCEMENT EXERCISES will be held at 2:30 p.m. on Saturday, April 29 in Bundy Auditorium. Full-time faculty are encouraged to participate, and all adjunct faculty are invited as well. There will be a VIP reception at 1:00 p.m. in the Multipurpose Room prior to the ceremony (faculty are invited), with a reception for graduates and parents following the commencement exercises. If you have not already done so, please let me know if you are going to be marching. It is very important that we have an accurate count so that we can make sure there are enough chairs on stage.

FINAL EXAMS will be held April 26 – May 03 (May 01 & 02 for 2nd 8 week classes). The exam schedule is online at <http://usclanaster.sc.edu/academics/exams.htm>.

Please remember that per USC policy:

- **No final examination may be held outside of the stated time without the special permission of the dean of the college concerned.**
- **In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period.**
- **In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period.**
- **If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.**
- **Students who are absent from any final examination will be given the grade of F on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of Incomplete, and may complete the course through a deferred examination (see below).**
- **Re-examinations for the purpose of removing an F or raising a grade are not permitted.**

SUMMER & FALL 2017 PRE-REGISTRATION. Thank you to all faculty & staff who have been working with students for advisement for Summer/Fall 2017. Please continue to reach out and encourage them to get advised before the end of the semester.

FRESHMAN ORIENTATION for FALL 2017. All fully-accepted incoming freshmen will receive an invitation to attend orientation, and they will be asked to register online for one of the four orientation sessions. The dates are:

- **Tuesday, June 20 & Wednesday, June 21**
- **Tuesday, July 11 & Wednesday, July 12**
- **Tuesday, July 25 & Wednesday, July 26**
- **Tuesday, August 08 & Wednesday, August 09**

Academic advisement will occur on the afternoon of each Wednesday, beginning at approximately 1:15 pm.

If you can be available to assist with advisement on those days, it will be extremely helpful. If you are not able to attend or assist, please let Laura know.

TENURE & PROMOTION INTENT FORMS have been distributed to all full-time faculty and are due in our office by Friday, April 14 (that's today).

If you are scheduled to undergo 3rd year review or post-tenure review, or if you are in your penultimate year on the T&P track, you will be required to submit a file and have been notified of this.

If you plan to pursue Tenure & Promotion, make sure you are working with your Division Chair or with the Office of Academic & Student Affairs to identify external reviewers for your file.

This process is outlined in the *Palmetto College Campuses Faculty Manual*, pp. 23ff.

The list of five potential reviewers is due in Columbia by June 01.

ANNUAL ADMINISTRATIVE EVALUATIONS. The division chairs and I are working on the annual administrative evaluations. The goal is to have these ready for you by the last week of classes (before final exams begin).

COURSE EVALUATIONS – SPRING 2017. Thank you to those who responded to our request regarding the format for your student course evaluations.

Please remember that unless you notified our office that you preferred online evaluations, you will receive the traditional paper versions to be administered prior to the last day of classes.

Evaluations will be distributed as follows:

- 16-week online evaluations were sent out on Monday, April 10 with a reminder sent to students every day beginning on April 11th. The evaluations will close on the last day of classes – April 24 at 11:00 pm.
- 16-week paper evaluations were sent out on Monday, April 10 and are due back to the Academic Affairs Office by April 24.
- Second 8-week online evaluations will be sent out on Friday, April 14 with a reminder sent to students every day beginning on April 15. The evaluations will close on the last day of classes – April 28 at 11:00pm.
- Second 8-week paper evaluations will be sent out on Friday, April 14 and are due back to the Academic Affairs Office on April 28.

REMINDER: For PAPER evaluations, please remind the students that the Academic Affairs Office is now located in Starr Hall 126.

For those using ONLINE evaluations, our office has received “error messages” regarding the reminders being sent to a few students. If a student has indicated an e-mail address other than their regular USC e-mail address, the system apparently cannot send them the notifications/reminders about course evaluations.

Faculty are encouraged to remind students of the importance of using their regular USC e-mail for all university-related matters.

FACULTY SEARCH COMMITTEE UPDATES:

- Chemistry: Dr. Li Cai will join the USCL faculty this summer (offering a Summer II section of CHEM 101), assuming his full-time position beginning in Fall 2017. The request to hire Dr. Cai with tenure at the rank of associate professor has been submitted to USC Columbia and is making its way through the bureaucratic chain. Dr. Cai was recently featured in the USC Office of Research publication, 2017 Breakthrough Awards for his achievements in both teaching and research.
- Philosophy: The philosophy search committee completed its work and submitted recommendations to our office and the Dean. An offer has been extended to one of the recommended candidates and we are hopeful to receive a reply of acceptance very soon.
- History/Native American Studies: The search committee for the assistant professor position in History/Native American Studies is reviewing applications and will be conducting interviews.

ASSESSMENT COMMITTEE. Thanks to all who have submitted artifacts, or who have agreed to serve as scorers for this year's assessment efforts. If you have not yet submitted a needed item, or if you have not yet completed your scoring, please try to do so as soon as possible.

Assessment of the general AA and AS degrees is being done collectively with the other USC Palmetto College campuses. USCL conducts its own assessment of our specialized associate's degrees in Business, Criminal Justice, and Nursing. Our report for this year is due by the first of June.

NEWS FROM PALMETTO COLLEGE:

For SPRING 2017, 104 bachelor's degree applications have been submitted for the Palmetto College Campuses. USC Lancaster continues to lead the pack:

- USC Lancaster – 43 degree applications**
- USC Salkehatchie – 38 degree applications**
- USC Union & Non-Native – 15 degree applications**
- USC Sumter – 08 degree applications**

SUMMER 2017 Courses: In an effort to simplify the process and at the same time be fair to all faculty, Dr. Collins has approved the following:

- **Minimum enrollment in a course for it to “make” will be three (3) students. Courses with fewer than three enrolled students will be canceled.**
- **Exceptions for cancellations may be made by submitting a request through your Academic Division chair. Consideration may be given based on “average” enrollment (e.g., if a faculty member has 12 students in one class and 2 students in another, but wants to teach both courses).**
- **There will be no pro-rating of faculty stipends for teaching classes. If a class “makes,” the instructor will be paid the normal amount.**

PERSONNEL ITEMS:

- **Congratulations to Dr. Sarah Sellhorst and Dr. Liz Easley, whose proposal, “Increasing Potential & Widening Horizons: Promoting Undergraduate Research at a Two-Year Regional Campus” has been accepted for presentation at the 2017 CUR (Council on Undergraduate Research) Conference.**
- **Congratulations to Professor Kaetrena Kendrick and Professor Rebecca Freeman, whose presentation, “The Leaderless Library: Promoting Development, Services, and Advocacy in Uncertain Times,” will be presented at the 2017 LIBRIS (Library Resource Information Sharing) Conference.**

- **Congratulations to Professor Jill Castiglia, recipient of the 2017 John J. Duffy Excellence in Teaching Award for USC's Palmetto College campuses. Professor Castiglia was presented her award at the recent meeting of the Palmetto College Campuses Faculty Senate at USC Salkehatchie in Allendale, SC.**
- **Congratulations to Professor Phillip Parker, who has been nominated as Division Chair for BBC&E for 2017-2020. Professor Parker will assume his duties on July 01.**
- **On the same subject, sincere thanks to Professor Stan Emanuel for his service as Division Chair for BBC&E for the last five years. Stan assumed the position upon the retirement of Professor Darlene Roberts and has overseen the hiring of many new faculty within the division, helping to build upon the success of numerous academic programs. We wish him well in his "post-chair" days.**
- **Ms. Crystal Knight has submitted her resignation as coordinator for off-campus (i.e., Dual Credit) programs and has accepted another position elsewhere. (It's all very hush hush.) We thank Crystal for her hard work with this very challenging program and wish her well in her new endeavors.**

OTHER ITEMS (some of which might require Faculty Organization action):

- I. **Academic Division Awards – To my knowledge, there is no written policy/procedure by which the Academic Division awards are made. My first year as Academic Dean, I was handed a list of awards that USCL gives at Commencement and told that, in the case of the divisions, it was a simple election by the faculty members within the division. I understand that there have been some concerns expressed that the process is "unfair," so I would encourage any faculty members who have such concerns to express them within the Faculty Organization and to ask for the development of a written process that would address the concerns.**
- II. **Senior Instructor Status – Last year, a committee of instructors submitted to me a proposal for the awarding of the academic rank of Senior Instructor at USC Lancaster. (My proposal is attached to the end of this report – Appendix A).**

After reviewing their proposal, looking at USC policy, and discussion with my fellow Academic Deans, I have submitted back to this committee a proposed process, much in line with the Tenure & Promotion process outlined in the Faculty Manual, by which an instructor who meets specific criteria could apply for promotion to the rank of Senior Instructor.

It is my understanding that they are reviewing the proposal now.

It is my opinion that this proposal would need to be endorsed by the Faculty Organization, or at least by the voting members holding the rank of Instructor, in order to move forward.

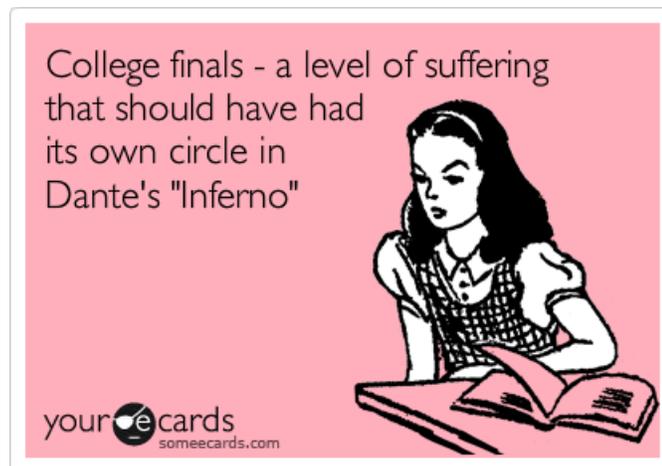
In essence, the proposal requires Instructors who meet the criteria to prepare a file documenting a recording of effective teaching and service. This file would be reviewed and voted on by a local faculty review committee, the Academic Dean, and the Campus Dean.

- III. Tenure & Promotion Process – On a related subject, as most of you know, the Academic Dean has not traditionally participated/voted on faculty files seeking Tenure & Promotion.

I have discussed this with many of you, and have received a variety of suggestions ranging from “Keep out of this” to “Well, the Manual allows the Academic Dean to vote and we don’t have anything saying you can’t vote, so just go ahead and do it.”

I would like to ask the Faculty Organization Chair to charge the USCL Evaluation Committee (since it could be argued that T&P is a form of evaluating the faculty) with the task of drawing up USCL’s local tenure and promotion procedure, and would additionally ask that when they do so, that they consider including the Academic Dean as a part of the process.

A SENTIMENT OFTEN SHARED
BY FACULTY & STUDENTS
ALIKE:



APPENDIX A



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER
A Palmetto College Campus

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

PROCESS FOR ATTAINING THE RANK OF SENIOR INSTRUCTOR **DRAFT** **03/09/17**

1. Qualification for Academic Rank: To be eligible for the rank of Senior instructor, a faculty member must have a record of highly effective teaching (or librarianship) and service to the campus/community, and strong potential for further professional development. The faculty member must hold at least a master's degree in the appropriate academic field, and have a minimum of six years of full-time faculty experience at the level of Instructor.
2. Criteria for Attainment of Rank of Senior Instructor: Relative to the central mission of the Palmetto College campuses, effectiveness as a teacher or librarian is of primary consideration for promotion decisions.
 - Effectiveness as a teacher or librarian
 - Service (Campus, Greater University, Community, Professional, etc.)

Both categories must be documented using the definition and parameters outlined in the "Guidelines for Standards of Tenure and Promotion" in the most recent edition of the Palmetto College Campuses Faculty Manual.

3. Notification of Intent: By April 1, the Dean or the Dean's designated academic administrator shall notify each faculty member eligible for promotion that he/she should file written intent of application. Candidates must respond to the notice in writing by May 1.
4. Preparation of Promotion File: Each faculty member wishing to be considered for promotion to the rank of Senior Instructor must create and submit a promotion file following the structure and procedures noted below.

The candidate bears primary responsibility for preparation of the file on which decisions will be based.

In preparing a file for promotion, it is the candidate's responsibility to determine where he/she wishes to place an item as evidence, and to provide justification as to how the item constitutes evidence of effective teaching or service.

5. File Structure: The Senior Instructor Promotion File (SIPF) will be arranged in the following order:

Section Number	Section Title	Commentary
SIPF-1	Cover Page & Criteria	Identifies file as SIPF; includes candidate's name, criteria for action, and candidate's signature.
SIPF-2	Voting Form	This is the form that will record the vote of the Faculty Review Committee.
SIPF-3	Education & Employment History	
SIPF-4	Personal Statement	Ideally, an overview of the candidate's career, teaching philosophy, and service activities addressing how the criteria has been met.
SIPF-5	Evidence of Effective Teaching or Librarianship	For teaching faculty, should include comprehensive listing of courses/sections taught. For librarians, should include evaluations documenting professional achievements. See Guidelines for Documentation of Standards for Tenure and Promotion.
SIPF-6	Evidence of Service	See Guidelines for Documentation of Standards for Tenure and Promotion.
SIPF-7	List of Supporting Materials & Documentation	
SIPF-8	Candidate's Curriculum Vitae	
SIPF-9	Other Items & Addenda	Items relative to specific campus policies, or items received as a consequence of actions taken prior to submission of file for consideration. May also include items not specifically required by the process, but which the candidate believes supports his/her case for promotion to the rank of Senior Instructor.
SIPF-10	Summary of Teaching Evaluations	Not prepared or inserted by candidate. Not applicable for librarians.
SIPF-11	A. Division Chair's Letter B. Academic Dean's Letter C. Faculty Review Committee's Letter & Committee Ballots D. Dean's Letter	As applicable

The narrative portion of the file (SIPF-4 through SIPF-6) should not exceed 20 typed pages.

6. Procedures: In addition to the file, the candidate may prepare a reference collection of documents which will accompany the file through the various levels of review. This collection may be scanned and submitted electronically. If a physical collection is submitted, it will be returned to the candidate at the end of the review process.

Instruments or mechanisms authorized by the campus for evaluating a candidate's teaching effectiveness or effectiveness as a librarian (e.g. student, peer, administrative evaluations) will be included in the reference collection and should be organized in reverse chronological order. The candidate may also include other evidence of teaching or librarianship effectiveness.

Letters written by outside reviewers or faculty members may be included, but the candidate must have the author's permission to use.

Aside from material added by the candidate, only materials from division chairs, associate deans for academic affairs, faculty review committees, and campus deans may be added to the file. All such items should be placed in section SIPF-9, except for those items referenced in the file which are received after the review process has begun.

No person may bar or remove any document or other evidence duly filed and permitted by the process from a file.

7. Right of Withdrawal: The candidate has the right to remove the file from further consideration at any point on the process. Removal will be accomplished through a written request for non-consideration by the candidate, submitted to the Office of the Campus Dean, who will forward it to the level where the file is currently under consideration.
8. Summary of Teaching Evaluations (SIPF-10): Faculty members other than librarians applying for promotion to Senior Instructor will be responsible for selecting a senior faculty member to write a third-party narrative summary of teaching evaluations. The summary writer should hold the rank of Senior Instructor, Associate Professor, or Professor.

By June 1, the Campus Compiler (see [PCC Faculty Manual](#)) will provide a cumulative report of numerical data to the candidate and campus administration for use in the file.

By September 1, the candidate will provide the following material to his/her summary writer:

- A copy of the candidate's teaching responsibilities and SIPF-5
- The cumulative report of the candidate's numerical evaluation data along with all available written student evaluation comments
- Copies of other instruments or mechanisms authorized by the campus for evaluating a candidate's teaching

The summary writer will compose a succinct overview of no more than two (2) pages, and will submit the document to the Office of the Associate Dean for Academic & Student Affairs, who will be responsible for placing it in the candidate's file (SIPF-10) by November 01 or before the initial campus review.

9. Procedure:

- The completed file must be submitted no later than November 01.
[Electronically? To the Academic & Student Affairs Office?]
- The Division Chair's letter must be added no later than November 15.
- The Academic Dean's letter must be added no later than December 01.
- The Faculty Review Committee will consist of five (5) full-time faculty holding the rank of Senior Instructor, elected annually by the campus full-time instructors. [Until such time as the campus has five full-time faculty at the rank of Senior Instructor, the committee may include elected faculty at the rank of Associate Professor and Professor.]
- Committee meetings are closed to everyone except those eligible to vote on the candidate. The committee may, however, by rule, motion, or invitation of the chair, be opened to anyone the body wishes to be present at the meeting.
- Each member of the committee shall vote "yes," "no," or "abstain, with a majority of "yes" votes among those not abstaining constituting a favorable recommendation. Ballots with justifications must be provided by each voting member, but need not be signed. Ballots without justification will be voided.
- After the votes and been recorded and reported to the committee, the ballots and justifications will be added to the file (SIPF-11), and the vote will be recorded on the file form (SIPF-2). The committee will generate a letter, to be included with the ballots, indicating:
 - Recommended for promotion
 - Not recommended for promotion at this time
- By December 15, the chair of the committee will write a letter informing the candidate of the committee's recommendation.
- The file will then be forwarded to the Campus Dean.

- By January 31, the Campus Dean will forward the file and his/her recommendation to the Office of the Palmetto College Chancellor, and writes a letter informing the candidate of his/her recommendation.
- Per ACAF 1.06, Section I, C, 3, b, i, (b) – The file will be reviewed by the Palmetto College Chancellor and the Executive Vice President for Academic Affairs & Provost.
- The Chancellor will be responsible for notifying the Campus Dean of the decision, and the Campus Dean will notify the candidate.
- If approved, the promotion will take effect on the first day of the subsequent academic year (usually August 16).

10. Right of Access: After the process is completed, a candidate may request a redacted transcript of the written recommendations and justifications of all levels of review. The request should be made in the form of a letter to the Campus Dean expressing a desire to appeal through the grievance procedure.

11. Flow Chart of Process:

Date	Procedure	Candidate Notification
April 01	Dean or designate notifies eligible candidates	
May 01	Eligible candidates provide written notification of intent to seek promotion	
	Candidate begins preparation of file	
June 01	Campus compiler provides cumulative report of numerical teaching data to candidate and campus administration	
September 01	Candidate provides SIPF-5, teaching data, and other information to Summary Writer	
November 01	File is submitted for review	
November 15	Division chair adds recommendation & forwards to Associate Dean for Academic Affairs	Candidate notified of recommendation
December 01	Associate Dean for Academic Affairs adds recommendation and forwards to Faculty Review Committee	Candidate notified of recommendation
December 15	Faculty Review Committee votes	Candidate informed of vote and recommendation
January 31	Campus Dean adds recommendation and forwards to Palmetto College Chancellor	Candidate informed of recommendation
	File & Recommendations Reviewed by Chancellor and Provost	
	Campus Dean notifies Candidate of decision	
August 16	If approved, new rank becomes effective	

USC Lancaster Faculty Meeting

Campus Technology Report

February 3, 2017

Highlights

- **Classroom Technology: (Update from the 9/16/16 report) Multimedia technology for the Bradley Building Biology labs is on track for installation this calendar year.**
- **Media Signage: Reminder! Content you wish to share on the signs is submitted to me as a Power Point slide landscape oriented. I convert them to jpegs and public the image.**
- **Computer Labs: (Update from the 9/16/16 report) Additional fixed computer lab space was delayed and will be revisited when the Fall 2017 schedule is available. In the interim a 16 station laptop cart is on order and should be available for temporary use in the near future.**
- **Surveillance Technology: Additional camera locations will be considered in the FY17- 18 spending plan. Funds have exhausted for this initiative for the current fiscal year.**
- **Information Security Initiative: The Lancaster Campus information security action plan is now being implemented. IBM Bigfix and Identity Finder will be installed on campus computers in the coming months. Bigfix is a patch management tool and Identity Finder scans computers for SSNs and ACH numbers, but allows for self remediation. ID Finder will replace previous installed DLP scan software. The University of South Carolina has soft launched Microsoft OneDrive and is encouraging faculty and staff to adopt use of this resource. OneDrive is accessed at <http://portal.office.com> and your full e-mail address (username@mailbox.sc.edu) and password authenticates you this resource. What is OneDrive? OneDrive (previously SkyDrive, Windows Live SkyDrive, and Windows Live Folders) is a file hosting service that allows users to sync files and later access them from a web browser or mobile device. Each user has 5TB available to store data. OneDrive is compliant with the University's information security policies. You will also notice not all features are enabled.**

Blake Faulkenberry

Director of Computer Services and Information Technology

FROM: Tracey Mobley Chavous, Director of Human Resources
MEETING: Faculty Meeting
DATE: April 14, 2017
ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) If you are scheduled to teach a course for Maymester, Summer I or Summer II please be sure that your course appears on the Summer Schedule. If it does not please share the information with your Division Chair so that it may be submitted to the Academic and Student Affairs Department and our campus Registrar. Once it appears on the schedule the Academic Affairs Department will provide the Human Resources Department with an updated compensation report.**
- 2) Each faculty member who teaches during Maymester, Summer I or Summer II is required to sign a Palmetto College Summer Compensation Offer Letter. Once these letters are placed in your campus mailbox you will be alerted via email. Please sign and return the letters soon so it may be sent to Columbia for processing along with the hiring documents.**
- 3) The total compensation that may be earned by a faculty member from state entities during the summer months (beginning May 16 and ending August 15, 2017 is 33.3% of base salary. This percentage includes compensation for instruction and ECOM which includes grants and other duties not related to teaching in summer sessions.**
- 4) For those faculty members who advise during one or more of the summer orientation sessions please be sure that you sign in before beginning your advisement appointments during each session. The sign-in sheet will be shared with the Human Resources Department to process the hiring documents for \$100 per session. Laura Carnes and Pam Ellis will coordinate the sign-in process.**
- 5) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student or temporary employees during the summer months. Student employees must be preregistered for either a summer session or for Fall 2017 in order to be eligible to work during the summer.**
- 6) The university Employee Assistance Program has changed vendors from DeerOaks to the McLaughlin Young Group (My Group). Employees have access to counseling, legal access services, financial services, and education and training 24 hours a day, 365 days a year by calling 1-800-633-3353 or 704-529-1428, or through unlimited website access at mygroup.com (Username: USC Password: guest). This benefit is for employees and their dependents. Retirees or people who leave employment have access to the benefit for 90 days following their last day of employment with USC.**



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. Walter P. Collins, III
Regional Campus Dean

Report to the USC Lancaster Faculty Organization
April 14, 2017

People

Enrollment

As of March 20, 2017, 1511 students (headcount) are registered for Spring 2017. This is our official Spring semester freeze number. Final enrollment in Spring 2016 was 1470. Spring 2017 is up 2.79% in headcount. We are serving approximately 127 BOL/BLS students this semester. Currently Summer 2017 enrollment is currently up 15.58% over same date last summer.

Athletics

Congratulations to the Lancers baseball team for recent sweeps over USC Sumter and USC Salkehatchie. Baseball travels to Louisburg College Friday (4/14) and Saturday (4/15) for 4 region games.

Sophomore Jared Williams was named NJCAA Division I player of the week as he had a phenomenal weekend against USC Salkehatchie hitting .733 for the weekend with 4 homeruns, 2 doubles, and 11 runs batted in.

Eight Lancers baseball student-athletes have committed to four year universities to continue their academic and baseball careers:

David Dunlavey- Furman University
Harrison Smith- High Point University
Evan Edwards- North Carolina State University
Kipp Rollings- North Greenville University
Samuel "Tyrie" Blalock- Lander University
Jared Williams- North Greenville University
Tyler Ackard- Newberry College
Thomas DuRant- UNC Pembroke

The **Lancers Baseball Team is currently first in the Region X standings** with a 2 game lead over Spartanburg Methodist College. The last games of the regular season will be held on April 22-23 as we host Spartanburg Methodist College. Games start at 1:00 on both days.

Faculty/Staff

We have made an offer for the position in philosophy and believe we are close to an acceptance of that offer. Sincere thanks to those faculty and staff who served on the philosophy search committee.

We have been approved to fill our business manager position. The advertisement will be posted soon with expected filling of the position by August 1, 2017.

Congratulations to Prof. Jill Castiglia who was awarded the Dr. John Duffy Distinguished Teaching Award at the Palmetto College Campuses Faculty Senate meeting on April 7, 2017.

Congratulations to Dr. Susan Cruise for recently receiving an Online Course Development Grant from Palmetto College.

Congratulations to Dr. Sarah Sellhorst and Dr. Liz Easley for the acceptance of their presentation "Increasing potential and widening horizons: Promoting Undergraduate research at a 2 year Regional Campus" for the annual meeting of the Council on Undergraduate Research in June in Flagstaff, AZ.

Congratulations to Prof. Kaetrena Kendrick and Prof. Rebecca Freeman whose presentation proposal was accepted for the upcoming May 2017 LIBRIS conference.

Many thanks to Dr. Lisa Hammond for her work on a tight timeline to compile data, write, and finalize USC Lancaster's Blueprint for Academic Excellence. Our document was submitted on March 31 and will be linked to the Planning page of the campus website soon.

Budget

The recent 3rd quarter budget update meeting went well and the campus remains on track to add to our carryforward at the end of this fiscal year. Recall that we are working toward the equivalent of 3 months in general operations (\$2.4 million) as a carryforward.

The Dean's Budget Advisory Group met on March 21 to go over Spring 2017 numbers. We are in the process of building the FY 2018 budget with budget officers in Columbia.

Legislative Update: The Senate Finance Committee has allocated \$216,000 in recurring funding for USC Lancaster in their budget. If this budget passes, USC Lancaster would receive more recurring funding in FY 18 than any other USC campus except Columbia. A bond bill for building renovations and other capital projects is looking less and less likely this FY.

Facilities

Work remaining (bathrooms) in Starr Hall should be complete soon, and carpet will be put down in the hallways.

The following is a summary of other ongoing facilities work:

- Drawings and project bid package is being sent to the IDC mechanical contractors this week for the Carole Ray Dowling HVAC upgrade project.
- Design has begun on the Gregory Health and Wellness Center renovations. Anticipate construction documents completed the end of May with construction later this summer.
- Powerwashing will continue soon at Bradley and Gregory.

Regular **maintenance work** for several campus areas was completed over Spring Break. Work included:

- Cleaned chiller coils at Hubbard, Medford, roof units at Starr Hall, Hubbard and Founders.
- Deep cleaned all restroom floors at Founders.
- Deep cleaned restroom and kitchen floors in Carole Ray Dowling Meeting Area.
- Changed filters on air handlers on campus.

Other items...

- Many of you attended the announcement here on campus on Monday, April 10, about the advent of the **College Advising Corps (CAC)** to South Carolina. Here is more information regarding the project: Founded in 2005, CAC helps underserved high school students navigate the complex processes of college admissions. CAC operates in 15 states, works with 22 higher education partners, and places recent college graduates in high schools where they work as guidance counselors to assist students in preparing for college success. With \$2.2 million in funding from The Duke Endowment and the J. Marion Sims Foundation, guidance counselors will work with students in the 7 Lancaster and Chester high schools. As the exclusive local higher education partner, USC Lancaster will have the opportunity to host these high school students for campus tours, workshops, and sessions about higher education in general while they see first-hand what college life looks like at USC Lancaster. Other opportunities for USC Lancaster to be directly involved will undoubtedly become apparent as the five year pilot project progresses.
- The **Educational Foundation of USC Lancaster** held its annual fundraiser, the 5K and 10K **Laps for Lancers** on Saturday, March 25 here on campus. Thank you to those who participated and attended. The Foundation raised \$2800.
- **Give Local Lancaster**, a 24 hour online giving event, is scheduled for Tuesday, May 2. Over 40 local non-profits will participate, and this year the **Educational Foundation of USC Lancaster** will take part. If you're so inclined, please log in that day and support the cause of your choice. Thank you for your consideration. www.givelocallancaster.org
- USC Lancaster student government leaders and I will represent the campus on Friday, April 21 during the **Student-Trustee Liaison Committee** meeting of the USC Board of Trustees in Columbia.
- The implementation of **new websites for all PC campuses** was postponed due to the 5-year interim SACS review (USC Columbia and all PC campuses) which is currently in progress. Website rollout for all including USC Lancaster is being tentatively scheduled to take place in the month of June. More information to come as the rollout date is confirmed.
- Next **Lunch and Learn at the NASC**, April 21st at noon. Topic: "Cornwallis in Present Day Lancaster and York Counties" by Mr. Bill Anderson.

- **Dr. Susan Cruise is the new co-editor of *The Journal of Ideology***--a peer-reviewed bi-annual interdisciplinary publication that promotes innovation of ideologies that run counter to conventional theory and premises across the social sciences. The journal has been in circulation since the 1970's at a number of institutions including Auburn University and, most recently, at Louisiana State University Shreveport. However, after over 30 years of publications, the journal became inactive due to budget cuts and loss of interest at LSUS. Dr. Cruise and a colleague have recently been working hard to revitalize the Journal. On January 31, 2017, the first edition of *The Journal of Ideology*, in its new home at Scholar Commons at the University of South Carolina in Columbia, was published. Though published through Scholar Commons, *The Journal of Ideology* is now the legal intellectual property of the University of South Carolina Lancaster.

Best wishes to all as the semester concludes. Thanks for all you do for our campus and community. Safe and happy summer months ahead.

ADVISORS BY MAJOR at USC Lancaster (2017) - DRAFT

Major	Current Advisor	Proposed Change	COMMENT/EXPLANATION
Accounting (last name A-M)	Phillip Parker		This now includes options of USC Columbia and Palmetto College).
Accounting (last name N-Z)	Stan Emanuel		
Advertising	John Catalano	Fran Gardner Brittany Taylor-Driggers	Very few advertising majors; seems to make an alphabetical split (A-M; N-Z).
African American Studies	Adam Biggs		
Anthropology	Chris Judge		
Architecture	Noni Bohonak		Not listed as a major option at USC;
Art Education	Fran Gardner		
Art History	Fran Gardner	Fran Gardner Brittany Taylor-Driggers	Recommend alphabetical split (A-M; N-Z)
Art Studio	Fran Gardner	Fran Gardner Brittany Taylor-Driggers	Recommend alphabetical split (A-M; N-Z)
Associate in Science in Business (last name A-M)	Andy Yingst	Allan Pangburn	In most cases, students will be seeking a 4-year degree. Advisors will need to be familiar with degrees from commonly-sought Bachelor's degrees (e.g. USC Aiken, Palmetto College, etc.)
Associate in Science in Business (last name N-Z)	Bobby Collins	Mike Sherrill	
Associate in Science in Criminal Justice	John Rutledge		
Athletic Training	John Catalano	Elizabeth Easley Sarah Sellhorst	Recommend alphabetical split (A-M; N-Z)
Biochemistry and Molecular Biology (last name A-M)	Annette Golonka		
Biochemistry and Molecular Biology (last name N-Z)	Todd Scarlett		
Biological Sciences (last name A-M)	Annette Golonka		
Biological Sciences (last name N-Z)	Todd Scarlett		
Biomedical Engineering	Noni Bohonak		
LIBERAL STUDIES (last names A-G) (last names A-C)	Tracey Craig	Pat Lawrence	LIBERAL STUDIES continues to grow, and the Coordinator will be focusing more on major advising. In order to "spread the love," we will be assigning advisors to all last names. BUT – if they choose CRJU, for
LIBERAL STUDIES (last names D-F)		Ernest Jenkins	
LIBERAL STUDIES (last names G-I)		Babette Protz	

LIBERAL STUDIES (last names H-P) (last names J-L)	Suzanne Penuel		concentration, the LIBERAL STUDIES adv option of working with the student or dir
LIBERAL STUDIES (last names M-O)		Susan Cruise	Johnson & Burke are interested in workin
LIBERAL STUDIES (last names P-R)		Kate Holland	STUDIES students looking at pre-Pharm a major concentrations. Holland has exper choosing PSYC as a major field. Susan Cru students with a SOCY concentration. Law students using ENGL as a concentration.
LIBERAL STUDIES (last names R-Z) (last names S-U)	Lisa Hammond		
LIBERAL STUDIES (last names V-X)		Bettie Obi-Johnson	In other words, we'd have fluidity. The st responsible for letting Admissions know changed.
LIBERAL STUDIES (last names Y-Z)		Fernanda Burke	
ORGANIZATIONAL LEADERSHIP (last names A-G) (last name A-G)	Steven Campbell		
ORGANIZATIONAL LEADERSHIP (last names H-P) (last name H-N)	Laura Carnes		
ORGANIZATIONAL LEADERSHIP (last names R-Z) (last name O-T)	Ashley Lloyd	Angela Neal	
ORGANIZATIONAL LEADERSHIP (last name U-Z)		Andrea Campbell	
Broadcast Journalism	John Catalano	Pat Lawrence	Need to check with Pat to see if he's inter advisement as part of his service to USCL
Business Economics (last name A-M)	Phillip Parker		
Business Economics (last name N-Z)	Stan Emanuel		
CAP Student-PGPA 1.5-2.0 (last name A-D)	Mark Coe		A few issues here:
CAP Student-PGPA 1.5-2.0 (last name E-I)	Tania Wolochwianski		For one, TRiO no longer does advisement to be removed.
CAP Student-PGPA 1.5-2.0 (last name J-M)	Matt Williamson		Secondly, for the CAP students with predi they are assigned to regular advisors base
CAP Student-PGPA 1.5-2.0 (last name N-P)	Darris Hassell		Third, Megan says we have very few stud predicted GPAs below 1.5.
CAP Student-PGPA 1.5-2.0 (last name Q-V)	Steven Criswell		So - all students will be assigned a regula Admissions will identify incoming studen under 1.5. This list will be provided to th Success & Engagement, who will work wi direct them towards additional resources coaching, career counseling, etc.) to help success.
CAP Student-PGPA under 1.5 (last name A-F)	Thelathia Bailey		
CAP Student-PGPA under 1.5 (last name G-M)	Margaret Dixon		
CAP Student-PGPA under 1.5 (last name N-Z)	Max Bonek		
Cardiovascular Technology	Sarah Sellhorst	Sarah Sellhorst Liz Easley	Recommend alphabetical split (A-M; N-Z)
Chemical Engineering	Noni Bohonak		
Chemistry (last name A-M)	Fernanda Burke		
Chemistry (last names N-Z)	Bettie Johnson		

Civil Engineering	Noni Bohonak	
Classics	Richard Van Hall	Garane Garane
Comparative Literature	Walt Collins	Pat Lawrence
Computer Engineering	Noni Bohonak	
Computer Information Systems	Noni Bohonak	
Computer Science	Noni Bohonak	
Criminology and Criminal Justice (Bachelor Degree)	Babette Protz	
Dance	Fran Gardner	
Early Childhood Education (last name A-H)	Dana Lawrence	
Early Childhood Education (last name I-P)	Nick Lawrence	
Early Childhood Education (last name Q-Z)	Claudia Priest	
Economics (Liberal Arts)	Bobby Collins	Mike Sherrill
Electrical Engineering	Noni Bohonak	
Elementary Education (last name A-H)	Dana Lawrence	
Elementary Education (last name I-P)	Nick Lawrence	
Elementary Education (last name Q-Z)	Claudia Priest	
Engineering Science	Noni Bohonak	
English	Bruce Nims	Lisa Hammond
Environmental Engineering	Noni Bohonak	
Environmental Sciences	Todd Scarlett	Todd Scarlett Annette Golonka
European Studies	Ernest Jenkins	
Exercise Science	Sarah Sellhorst	Liz Easley
Film & Media Studies	Bruce Nims	Pat Lawrence
Finance (last name A-M)	Phillip Parker	
Finance (last name N-Z)	Stan Emanuel	
French	Walt Collins	Garane Garane
Geography	Richard Van Hall	
Geological Sciences	Noni Bohonak	Lynette Martek
Geophysics	Noni Bohonak	Lynette Martek
German	Bruce Nims	Darris Hassell

Protz would also advise for students pursuing a degree thru Palmetto, as well as Liberal Studies at CRJU as a major concentration or cognate.

Recommend alphabetical split (A-M; N-Z)

Health Informatics (USC Upstate)		Ron Cox	Recommend alphabetical split (A-M; N-Z)
		Laura Carnes	
Health Promotion (USC Beaufort)		Sarah Sellhorst	Bachelor's thru Palmetto
		Michael Bonner	Recommend alphabetical split (A-M; N-Z)
History	Michael Bonner	Brooke Bauer	
		Ron Cox	Bachelor's Through Palmetto; recommen
Hospitality Management (USC Beaufort)	Kim Richardson	Laura Carnes	
		Laura Carnes	Bachelor's thru Palmetto; recommend sp
Human Services (USC Beaufort)	Tracey Craig	Ron Cox	
		Ron Cox	Bachelor's thru Palmetto; recommend alp
Information Management & Systems (Upstate)		Laura Carnes	Z)
		Ron Cox	Bachelor's thru Palmetto; recommend sp
Information Science (Columbia)	John Catalano	Laura Carnes	
Insurance and Risk Management (last name A-M)	Phillip Parker		
Insurance and Risk Management (last name N-Z)	Stan Emanuel		
Integrated Information Technology	Blake Faulkenberry		
International Business (last name A-M)	Phillip Parker		
International Business (last name N-Z)	Stan Emanuel		
International Studies	Richard Van Hall		
Italian	Bruce Nims	Garane Garane	
Journalism	John Catalano	Pat Lawrence	
Latin American Studies	Kim Richardson		
Management (last name A-M)	Phillip Parker		This now includes USC Columbia's degree through Palmetto College.
Management (last name N-Z)	Stan Emanuel		
Management Science (last name A-M)	Phillip Parker		
Management Science (last name N-Z)	Stan Emanuel		
Marine Science	Pernell Lewis		
Marketing (last name A-M)	Phillip Parker		
Marketing (last name N-Z)	Stan Emanuel		
Mathematics	Dwayne Brown		

Mechanical Engineering	Noni Bohonak		
Media Arts	Fran Gardner		
Middle Level Education (last name A-H)	Dana Lawrence		
Middle Level Education (last name I-P)	Nick Lawrence		
Middle Level Education (last name Q-Z)	Claudia Priest		
Music	Fran Gardner	Erin Moon-Kelly	
Music Education	Fran Gardner	Erin Moon-Kelly	
Nuclear Engineering	Noni Bohonak		
Nursing (Associate Degree, last names A-M)	Claudine Jones		
Nursing (Associate Degree, last names N-Z)	Claudine Jones (temporary)	Denise Roberts	
Nursing (Bachelor Degree, last names A-J)	Courtney Catledge		
Nursing (Bachelor Degree, last names K-R)	Ann Scott		
Nursing (Bachelor Degree, last names S-Z)	Leigh Pate		
Nursing (Upper Division)	Courtney Catledge		
Pharmacy (last names A-M)	Fernanda Burke		
Pharmacy (last names N-Z)	Bettie Johnson		
Philosophy	John Catalano	David Roberts	
Physical Education	John Catalano	Sarah Sellhorst	
Physics	Noni Bohonak (temporary)	Shemsi Alhaddad Godfrey Ndubuisi	Recommend alphabetical split (A-M; N-Z)
Political Science	Steven Campbell		
Pre-Law		Ron Cox	This is not a major option at USC; student school pick an existing major that will help with thinking, reading, researching, and writing. This option should be listed here as an option...depending on whether this option exists in Banner when students apply.
Pre-Physical Therapy	Sarah Sellhorst	Liz Easley	
Pre-Professional (Dental, Medical, Veterinary, etc.) A-M	Annette Golonka		
Pre-Professional (Dental, Medical, Veterinary, etc.) N-Z	Todd Scarlett		
Print Journalism	John Catalano		This one no longer exists as a major at USC
Probationary Students	Tracey Craig		This will be removed. Students on probation must undergo academic coaching before they can be admitted to USC.
Experimental Psychology (last names A-M) (last names A-H)	Mark Coe		Listed in USC Columbia majors as Experimental Psychology

Experimental Psychology (last names I-P)	Angela Neal		
Experimental Psychology (last names N-Z) (last names Q-Z)	Kate Holland		
Public Health	Sarah Sellhorst	Sarah Sellhorst	Recommend split (A-L; M-Z)
		Liz Easley	
Public Relations	John Catalano	Pat Lawrence	
Readmits (GPA under 2.0)	Tracey Craig		This will be removed. Readmits are no longer a separate advisement category.
Real Estate (last name A-M)	Phillip Parker		
Real Estate (last name N-Z)	Stan Emanuel		
Religious Studies	Richard Van Hall	David Roberts	
Retail Management Retailing	Kim Richardson	Stan Emanuel	Recommend alphabetical split (A-L; M-Z)
		Mike Sherrill	
Russian	Walt Collins		
Social Work	Tracey Craig	Susan Cruise	
Sociology	Ron Cox (temporary)	Susan Cruise	
Spanish	Darris Hassell		
Special Education (USC Aiken)		Ron Cox	Bachelor's through Palmetto; recommend split (A-L; M-Z)
		Laura Carnes	
Sport & Entertainment Management	Kim Richardson	Kevin Thompson	
Statistics	Noni Bohonak	Shemsi Alhaddad	Recommend split (A-L; M-Z)
		Andy Yingst	
Theatre	Marybeth Lee Berry		
Tourism Management	Kim Richardson	Stan Emanuel	Recommend alphabetical split (A-L; M-Z)
		Mike Sherrill	
Undecided (last name A-B)	Kim Covington		Undecided is no longer an option. Student interest must still identify a general association goal (e.g. Arts or Science).
Undecided (last name C-E)	Shemsi Alhaddad		
Undecided (last name F-I)	David Roberts		
Undecided (last name J-M)	Chris Bundrick		
Undecided (last name N-Q)	Jason Holt		
Undecided (last name R-T)	Adam Biggs		
Undecided (last name U-Z)	Allan Pangburn		
Associate in Arts (last name A-F)		Kim Covington	

Associate in Arts (last name G-M)

Associate in Arts (last name N-S)

Associate in Arts (last name T-Z)

Associate in Science (last name A-F)

Associate in Science (last name G-M)

Associate in Science (last name N-S)

Associate in Science (last name T-Z)

Visual Communications

Women and Gender Studies

David Roberts

Darris Hassell

Annette Horton

Shemsi Alhaddad

Jason Holt

Andy Yingst

Annette Golonka

Pat Lawrence

~~John Catalano~~

Lisa Hammond

Student Engagement and Success

Laura Carnes

Report to Faculty: April 14, 2017

Advising: The first advisement training session will be held on April 14 at noon in the Bradley Arts and Sciences Computer Lab. This is a DAPS request session, and the intention is to complete the necessary forms to gain access to release advisement holds and use DegreeWorks. Dr. Ron Cox circulated a list of proposed advisors at the last faculty meeting. That list will be attached at the end of this report. If you are on this list and were unable to attend the DAPS request session, please contact me so we can begin working to get data access for your role as a USC Lancaster advisor. We will host another training session in early Fall that will contain general information and best practices.

Summer Advisement Center: The Office of Student Engagement and Success will be piloting a walk-in summer advisement center in Starr Hall 126. The advisement center will be open MWF 12:00 p.m. to 4:00 p.m. and TR 9:00 a.m. – 1:00 p.m. This walk-in center will be offered as a resource for students who may not be able to communicate with their advisors over the summer.

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

Major Maps: A major map is a layout of required courses in a given program of study along with a suggested course sequence. USC Columbia is working to build major maps for all disciplines. You may access major maps at:

http://sc.edu/about/offices_and_divisions/advising/advising_toolbox/major_maps/index.php

Student Affairs Committee:

2017-2018 Travel Study: Congratulations to Professors Brittany-Taylor Driggers, Stephen Criswell, and Brooke Bauer on being selected as the 2017-2018 travel study program for USC Lancaster. They will be teaching ARTS 399, ENGL 429, and ANTH 317, respectively. The travel study course will take students to Town Creek, Pamunkey, Jamestown, Colonial Williamsburg, Washington D.C., Cherokee, and Catawba Nation. The program destinations and courses will highlight Native American studies.

Elliot White Springs Prize: The student affairs committee will meet on Tuesday, April 18 to choose the winner of the Elliot White Springs Fiction Writing Contest.

USC Connect

Graduation with Leadership Distinction: Congratulations to the following students for earning Graduation with Leadership Distinction for Spring 2017:

Graduation with Leadership Distinction in Professional and Civic Engagement

Chandler Roy Cauthen
Hannah Alicia Danen
Margo Elizabeth Lawson

Alexandra Mackenzie Nauert
Teyanna Resha Nichols
Ashely Brooke Parker

Ariana Ki'Shana Sanders
Katlyn Nicole Taylor
Summer Mae Truesdale
Adam Tyler Whetstone

Graduation with Leadership Distinction in Diversity and Social Advocacy

Savannah Morgan Williams
Anna Maria Parker

Graduation with Leadership Distinction in Research

Jesse Ryan Adams
Molly Noel Melton

De'Aaricka De'Shay Wilkes

Dr. Easley and I will be taking these students to the Graduation with Leadership Distinction Cording Ceremony on April 24 at 5:00 pm at USC Columbia in the Russell House University Union Ballroom. All faculty and staff are invited to attend.

Discover USC: USC Lancaster will have several students attending Discover USC, formerly known as Discovery Day. The event will have a keynote speech, two presentation sessions, and award ceremonies. You can see a copy of the schedule and find presenters at: http://www.sc.edu/about/annual_events/discover/usc/schedule/index.php

UNIV 101: If you have a graduate 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.

Requesting Lance: If you are interested in requesting Lance for any university or personal events, please visit the following website:
<http://usclancaster.sc.edu/studentlife/Lance.html>

Disability Services

Disability Services has a newly updated testing procedures. They may be found on the website at: <http://usclancaster.sc.edu/ods/Testing.pdf>. I am also attaching a copy with this report.

Student Life

Congratulations to the newly elected SGA officers: President – Adam Whetstone, Vice President – Brittany Stanton, Secretary – Katie Coates

April 17th- Spring Fling and Distinguished Teacher of the Year Presentations; 11-1; Starr Hall Student Center and Lawn. Lunch will be provided by Pig and Vittles.

March 21st – Student Liaison Committee of the Board of Trustees Meeting; USC Columbia

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.

Policy Number: LODS 9.00

Department: Disability Services
Subject: Testing Procedures
Date: February 27, 2017
Policy for: Office of Disability Services –
Lancaster Campus Procedure for: Office of
Disability Services – Lancaster Campus Authorized by:
Walt Collins, Dean

I. Policy

All students registered with the Office of Disability Services (ODS), who require accommodations related to academic testing will adhere by the following procedures.

II. Procedure

In order to use any academic accommodations, related to academic testing, that have been approved by the ODS the student must:

- A. Make a request to the ODS no later than 48 hours prior to the scheduled test. This request may only be made Monday-Friday between the hours of 8:30 a.m. and 5:00 p.m. Requests that are made within 48 hours, but outside of Monday-Friday; 8:30 a.m. – 5:00 p.m. may not be approved.**
- B. A valid student ID or government issued ID is required to test.**
- C. All personal items must be secured in a separate location prior to testing. This includes hats or clothing with attached hoods, outerwear of any type (jackets, coats, pullovers, sweaters, etc.), sunglasses, backpacks/purses, and digital and analog watches.**
- D. Testing aids prohibited during test include (but are not limited to): cell phones, pagers, electronic or photographic devices, pens, calculators, watch calculators, books, notes, rulers, dictionaries, food/candy, and beverages (unless otherwise noted in the test instructions).**
- E. All scratch paper must be returned to the Proctor before leaving the testing room (unless otherwise noted in the testing instructions).**
- F. No other people (including children) are allowed in the testing room.**
- G. If the university is closed due to an emergency or weather related event, you will need to reschedule your testing appointment with the ODS. We are not authorized to reschedule your test for you.**