

Faculty Meeting Minutes
December 1, 2017

PRESENT: Shemsi Alhaddad, Adam Biggs, Chris Bundrick, Li Cai, Jill Castiglia, Courtney Catledge, Tracey Mobley Chavous, Walt Collins, Ron Cox, Susan Cruise, Liz Easley, Stan Emanuel, Annette Golonka, Lisa Hammond, Kate Holland, Jason Holt, Ernest Jenkins, Chris Judge, Kaetrena Kendrick, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Erin Moon-Kelly, Godfrey Ndubuisi, Bettie Obi-Johnson, Allan Pangburn, Suzanne Penuel, John Rutledge, Ann Scott, Peter Seipel, Sarah Sellhorst, Brittany Taylor-Driggers, Andy Yingst

ABSENT: Brooke Bauer, Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Fernanda Burke, Steve Campbell, Mark Coe, Kim Covington, Stephen Criswell, Jerry Currence, Rebecca Freeman, Garane Garane, Fran Gardner, Darris Hassell, Claudia Heinemann-Priest, Claudine Jones, Pernell Lewis, Angela Neal, Phillip Parker, Leigh Pate, Babette Protz, Kim Richardson, David Roberts, Denise Roberts, Todd Scarlett, Mike Sherrill, Dick Van Hall, Tania Wolochwianski

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: November minutes approved

REPORTS OF OFFICERS AND SPECIAL GUESTS

Dean of Campus—Walt Collins:

Good afternoon. My report's submitted [page 7]. I'll add that we're in the very early stages of planning an Indian Land site for the campus. Questions?

Erin: Will adjuncts be considered?

Walt: Yes, absolutely.

Lynnette: Where does the USCL two-year ranking come from?

Walt: Niche.com. Academic rigor, student affairs, amenities, reviews. I don't know about the weighting.

Lynnette: Student reviews?

Walt: They're open, I think.

Associate Dean for Academic and Student Affairs—Ron Cox:

My report is submitted [page 9]. If you're teaching an overload this spring, please let your division chair know ASAP. Please also see the due dates for book orders, final grades, and FIFs. Questions? *[None.]*

Office of Undergraduate Research and USC Connect—Julie Morris and Amber Falluca:

Julie: We're here to help you help your students learn what it means to be a professional and to help you share your passion. Students often feel they can't do research. Any way we can help you communicate your passion, let us know. We also have money and can help you with expenses. Discover USC happens every spring. *Caravel*, too. We'd love to talk with you further.

Amber: I serve as Associate Director for USC Connect, which supports beyond-the-classroom experiences. We help you bring those to your students. Our most high-profile efforts for that is Graduation with Leadership Distinction. There are 22 GLD graduates from USCL. I'd like to give a shout-out to Liz Easley and Laura Carnes for that. We also help with the UNIV 401 E-portfolio. I've also got some cards for you to look at after we leave.

Director of Academic Success Center—Dana Lawrence:

My report is submitted [page 23]. Tutoring will be available through December 14th.

Assistant Director of Native American Studies—Chris Judge:

I'd like to introduced you to Ashley Lowrimore, our media coordinator. Come to the Center tomorrow between 9 and 4 for Native American crafts sales.

Director of Human Resources—Tracey Mobley Chavous:

I sent a report [page 25]. Reminder: if you want to donate annual sick leave, please do that by today. There may not be an extension. People from our campus have used it; it's appreciated.

Student Engagement and Success

Ron: Some people will do anything to get out of a faculty meeting.

REPORTS OF COMMITTEES

System committees—

Palmetto College Faculty Senate Executive Committee—Ernest Jenkins (Chair, PCFS):

I have a copy of the Chancellor's response to the Welfare resolution from April on raise requests. I have a copy of that [page 27]. We had a brief discussion on USCL's proposal for the revised AA—other campuses responded positively. There was no discussion of that on the senate floor, though.

Nick: About the welfare motion—tell us more?

Ernest: The motion was to ask for a plan from administrations for working toward raises to get competitive with peer institutions. What's the current process for talking about raises? I'll make sure that everyone has access to her response. That's step 1.

Andy: There's been a change to the external review process—the deadline to name names was June; it's now April. A line is getting added about course evaluation

summaries to the effect that we only have six years' data and faculty are responsible for other data. Also, we're reorganizing *Manual* appendices so that we spend less time in senate correcting factual information.

PCFS Rights and Responsibilities Committee—Pat Lawrence:

One, we proposed a change to the *Manual* that includes language clarifying when mid-year tenure-track hire terminations are effective. We were advised to use Columbia's dates. That passed. Two, we proposed a change to the *Manual* stipulating that third-year review no longer require the summary of teaching evaluations. Feedback?

Lisa: That's a good change. Does it clarify that the candidate can still seek data from the compiler?

Pat: It doesn't address that and doesn't forbid it.

Lisa: It's important for candidate to have access to comparative data. Implied encouragement doesn't work.

Ron: My major concern with this is that it's been helpful for me when I saw problems with the third-year review to address that before tenure.

Pat: The language in the motion only says it's not required.

Shemsi: The *Manual* also allows each campus to have its own policies. Our compiler policy says third-year-review candidate get data.

Adam: Why the change?

Jason: There was confusion about whether the summary of teaching evaluations should be included. Also, it's only a local part of the process. Most people thought the other requirements were enough. If you require it, it raises the question of why we don't require external review of scholarship.

PCFS System Affairs Committee—Andy Yingst:

We brought forward the motion Lancaster sent about changing the AS in Criminal Justice. It's now on the floor of the senate.

PCFS Welfare Committee

Local committees—

Athletics Advisory Committee—Liz Easley:

I've submitted a report [page 28]. This semester we were in violation of rules about the maximum number of games for men's soccer. We reported the problem to NJCAA and Kevin Thompson suggested a self-imposed punishment for next time: we'll play three fewer games for playing three extra games.

Adam: Nineteen games next year?

Liz: Yes.

Research and Productive Scholarship Committee—Lisa Hammond:

We received nine RPS applications. The committee will be meeting soon; we'll make recommendations before Christmas, we hope.

Curriculum Committee—Chris Bundrick:

[Report at page 29]. We've stalled. At our meeting with Don Miles and the others from Columbia, I agreed to postpone forwarding our proposed AA to senate because of ongoing issues. Now, these issues seem to be not so interesting to them; they expect us to work the process through the senate and have all campuses approve the degree. Three primary questions:

- How can USC Columbia legally award associate degrees?
- If these are Columbia degrees, what's the proper mechanism for securing the Columbia faculty's approval and what role will regional campus faculty have?
- If the answer is to make regional campus faculty Columbia faculty for the purposes of accreditation, what are the other consequences of this change of status?

UNFINISHED BUSINESS—none

NEW BUSINESS

Assessment Committee—Shemsi Alhaddad:

Motion. The faculty organization shall abolish the Assessment Committee.

Motion seconded.

Nick: Discussion?

Shemsi: This is an administrative function: Ron said he'd do it.

Susan, Chris: What's the description? What does it do? [*Display—“Membership: One representative elected from each academic division for staggered two-year terms, the Academic Dean, and administrative appointments for one-year terms. Purpose: The Assessment Committee develops, recommends, reviews, and implements institutional*

policies and procedures regarding the assessment of student learning for the degree programs available at the University of South Carolina Lancaster.”]

Shemsi: The committee is just for the AS in Criminal Justice and the two-year degrees in business and in nursing. It used to be for the general degrees.

Allan: We could rename it instead of abolishing it.

Nick: But why have one for the entire faculty if it's just for specialized programs?

Adam: It takes a long time to get up to speed on assessment, and our rotating chair and membership system doesn't work for that. Given our current understanding of where our degrees come from, you're asking people to duplicate work with our current system.

Nick: We'll have a chance to have a full discussion on it in February.

Compiler—Shemsi Alhaddad:

I've submitted a report and motions [page 30]. I'm proposing more procedures so people will know who contacts whom, for example, and understand when they need to do things.

Nick: Let's do them one at a time. Motion 1—is there a second?

Lisa: Second.

Nick: We won't vote until February. Discussion?

Adam: Can you say more about AS4?

Shemsi: Anybody on campus can request data, but some procedures are required for T and P candidates.

Adam: “Most” is generic. Which?

Shemsi: The ones that use the word “candidate.”

Nick: Motion 2, adding timeline. Second?

Lisa, Suzanne: Second.

Nick: Motion 3: Second?

Lisa: Second.

Bettie: “Names used”?

Shemsi: If they got married, for example.

Andy: But it doesn't just mean that.

Nick: Motion 4, on anonymity. Second?

Several second.

Nick: Motion 5, on disciplinarity. Second?

Lisa, Chris Judge: Second.

Nick: Motion 6 on any other info.

Lisa, Suzanne: Second

Nick: Motion 7, language that's obsolete with timeline.

Several second.

Lisa: Todd Scarlett and I did the original version; Shemsi has done a great job on this.

Plyler Service Award—Nick Lawrence:

I withdrew my candidacy for the Plyler Service Award. The second highest vote-getter is Andy.

ANNOUNCEMENTS

John: I'll have somebody here between ten and nine if you need to get into your office during winter break. This Doesn't include the Native American Studies Center or Gregory. The phone number is listed on the door—the cell number is the best one to call. On January 1st and December 25th, there won't be people here except for checking the plumbing.

Erin: We're having a reception for Tim Smith of Christ Episcopal, 534 Plantation Road. It's December 14th, 7:00 p.m., a concert.

Lisa: The Evaluation Committee is meeting after this, in our usual spot.

Susan: Please email me or my student assistant Nathan if you want to sponsor a student for a holiday gift for children who otherwise couldn't afford it.

Kate: Thanks to faculty, including Lynnette, who helped with a research project.

Walt: Thanks to Liz and Sarah for the food today.

Adjourn 1:52.



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Dr. Walter P. Collins, III
Palmetto College Campus Dean

Report to the Faculty Organization of USC Lancaster
December 1, 2017

People

Enrollment

Pre-registration numbers for Spring 2018 are at 1088 as of November 30. Please continue to encourage students in your courses to see their advisors and register if they haven't already.

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

Staff search updates:

Dual Credit Coordinator: Interviews with Deans to take place on Tuesday, Dec. 5, offer to follow shortly thereafter.

Director of Enrollment Management: Checking references, interviews very soon.

Athletics Trainer: Offer extended, waiting for response.

Many thanks to those who are serving or will serve on the various search committees. We will soon advertise for the following staff search: Fiscal Technician/AR (business office)

Budget

Campus finances are stable as we head from the Fall semester into the Spring semester. As I mentioned last time, enrollment is the number one factor and largest source of funding to our campus representing close to 70% of total funding. If you have ideas for discipline-specific programs for groups of high school students visiting campus, please see our recruiter, Mrs. Meagan Keown, in the Admissions Office. She is organizing high school group visits over the next several months, and they enjoy seeing presentations and demonstrations while interacting with faculty and staff. Participating in on-campus activities and connecting with campus personnel are strong recruiting practices.

The YMCA assumes management and fitness operations at the Gregory Center today, Dec. 1, 2017. Faculty and staff continue to have free access to the Center. New flooring and equipment for the Khoury Fitness Room is scheduled to be installed in mid-December.

Facilities

Renovations continue for the Gregory Center. Work in the gymnasium is set to begin during the second week of December. Work scope includes renovation of the men's and women's showers and locker rooms as well as a new floor, paint and lighting in the gymnasium. Please keep in mind that the renovation project is separate from the transition of operations to the YMCA.

Other items...

- The annual **Big Thursday** scholarship fundraising event took place on the evening of November 16 on campus with many of you participating in and supporting the event. Big Thursday, Inc. contributed \$20,000 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.
- Recently we were notified that **USC Lancaster was ranked number one in SC among two-year campuses and number four nationally**. Niche.com published the rankings. I attribute this great news to faculty and staff devotion to student success and achievement and to an unwavering dedication by our team to the betterment of our community through access to high quality higher education opportunities. This is the link to the rankings: <https://www.niche.com/colleges/search/best-community-colleges/s/south-carolina/>
- The next **Lunch and Learn at the NASC** is December 15, 2017 at noon. Topic: "Challenging the Narrative of Extinction: Reclaiming Taíno Heritage and Activism in Puerto Rico" by Dr. Sherina Feliciano-Santos.

The Winter edition of the *Native American Studies Quarterly* can be found at the following link:

http://www.sc.edu/about/system_and_campuses/lancaster/documents/native_american_studies/newsletter/v7_i4.pdf

- I begin my visits and presentations to area county councils across our service area on Wednesday, December 6 in Chesterfield County. I give a campus update and answer questions council members might have.
- The **USC Lancaster Board of Visitors** met on Nov. 8. The group elected officers and determined committees on which they are to serve.
- **Laps for Lancers**, the annual fundraiser for the Educational Foundation of USC Lancaster, has been scheduled for Saturday, March 24, 2018.
- We wish our **mid-year retirees**—Mrs. Cathy McGriff, TRiO and Ms. Anne Small, Aquatics—well and extend to them heartfelt congratulations for jobs well done. Ms. Small will be working for the Gregory Family YMCA.

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

01 December, A.D. 2017

Spring 2018 Course Overloads. Please make sure that your Academic Division chair is aware if you are teaching an overload in Spring 2018. 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.

Book Orders for Spring 2018. Elizabeth in the bookstore indicates that she has about 20 faculty members (full-time and adjunct) for whom she has no book orders for Spring 2018. If you are among that group, please get her your book orders (or let her know that you will not be using a book) as soon as possible. Many thanks.

Final Exams for Fall 2017 begin on Monday, December 11. 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 **I** (see "I" entry under "Grading System"), 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.

As you record final grades, please remember:

- A grade of "F" means that a student completed the course, including the final exam, but did not pass the course.
- A grade of "FN" means that a student stopped attending class, and due to the absences, failed the course. This includes students who fail simply because they do not attend the final exam. The student's last day of attendance in class must be reported with this grade.

The USC Lancaster campus will close for Winter break at 5:00 p.m. on Wednesday, December 20 and will re-open on Tuesday, January 02.

As has been our custom for many years, the Academic & Student Affairs Office will host a breakfast on Wednesday, December 20 beginning at 9:00 a.m. for any and all on campus who wish to partake. All are welcome.

Late Advisement/Course Adjustment for Spring 2018:

- Will be held January 10 & 11, 2018; 8:30 am – 12:00 pm and 1:00 pm – 6:00 pm
- Offices 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 area. PALs will be on hand to provide basic directions and to answer questions.
- Chairs will be set up in the Student Center for students waiting for advisement.
- Kristen Hammond is working with offices that may require the assistance of PALs.
- Campus IT personnel will set up laptops and printers in the lobby area of Starr Hall and in the Student Center.
- Classes begin Tuesday, January 16, 2017.

Dates for the semester (including Spring I and Spring II) are online at

http://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/admissions_records/academic_calendars/academic_calendar_17_18/index.php.

Faculty Searches. The faculty search committees are making progress in the faculty searches for ART, CSCE, and SOCY positions. Committees are convening (or have convened) to receive their initial charge and for committee members to be introduced to the new online job application system, through which candidates are reviewed.

The CSCE and SOCY searches are being conducted as a result of the recommendation/report of the Faculty Hiring Priorities Committee. The ART search is being conducted as a result of a vote by the tenured and tenure-track faculty in Spring 2017 to change the current instructor of art position to a tenure track assistant professor position. The change in position requires USCL to conduct a search.

The **Director of Enrollment Management** search committee began round two of its task, with fifteen candidates being considered. After initial review, semi-finalists have been identified and committee members are calling references. Finalists will be invited to campus and hopefully, an offer can be made (and accepted) prior to Winter break.

The **Dual Credit Coordinator** search committee has submitted its recommendations to Dean Collins. He and I will be meeting with and interviewing the finalists on Tuesday, December 05.

My deep and sincere thanks to all members of these search committees for their work, and a special debt of thanks to HR Director Tracey Mobley-Chavous for her endeavors in coordinating these multiple searches, and special thanks for her patience with instructing all of us in how to use the online system.

MEDFORD LIBRARY. Professors Kendrick and Freeman have developed a proposed Vision Statement for the Medford Library, as well as a revised mission statement. Dean Collins and I have discussed these with them, and welcome constructive feedback and comments before we go forth with making them public:

Current Vision Statement:	N/A
Proposed Vision Statement:	Medford Library is the center of USC Lancaster’s scholarly and teaching culture, originating and supporting curiosity, discovery, and creativity while engaging and promoting inclusive communities centered on academic success, global citizenship, and lifelong learning.

Current Mission Statement:	Our mission is to support the teaching and scholarship endeavors of USC Lancaster; to acquire, organize, make accessible, maintain and preserve information resources; and to educate users about the library's services, resources, and access.
Proposed Mission Statement:	The Medford Library of the University of South Carolina Lancaster supports the curricular, scholarly, and pedagogical needs of USC Lancaster students, faculty, and staff. The Library acquires, organizes, and maintains information resources in traditional and contemporary formats and strives to utilize technological and pedagogical innovations to educate users about information services, resources, or access. In addition to providing access to information and services required for intellectual, professional, and personal development, the Library offers an environment conducive to learning, reading, and collaborative community building. The Library promotes these efforts with a commitment to excellent and ethical service to all users.

APPLICATIONS FOR REDEFINED TEACHING LOAD FOR 2018-2019 are due to your division chairs by 15 January 2018. A copy of the application is attached to this report.

OUTSIDE PROFESSIONAL ACTIVITIES REPORT. As you may recall, USC has 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.

LEADERSHIP LANCASTER will visit USCL as a part of its Education Day activities on Wednesday, December 13. They should arrive on campus around 1:30 pm.

FACULTY INFORMATION FORMS for 2017 are due no later than 31 January 2018. 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.

Once again, 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:

BBC&E Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#).

Instructors who wish to be reviewed on teaching and service only, click [here](#)

Humanities Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

Librarians

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

MSN Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service only, click [here](#)

For **newly-hired tenure track assistant professors**, your first-year review is due for submission by January 15. Information about this process can be found online at http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/first_year_review.pdf.

Guidelines for preparation of the Faculty Information form are also available online:

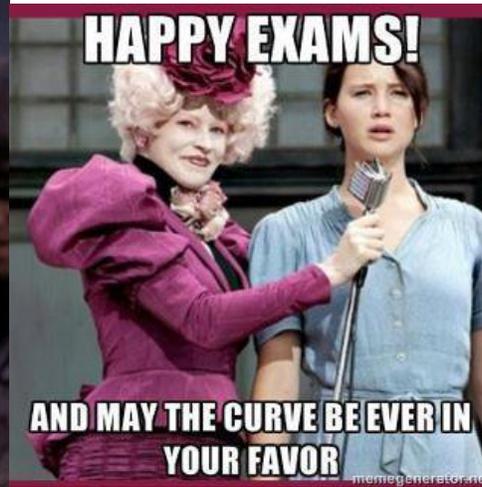
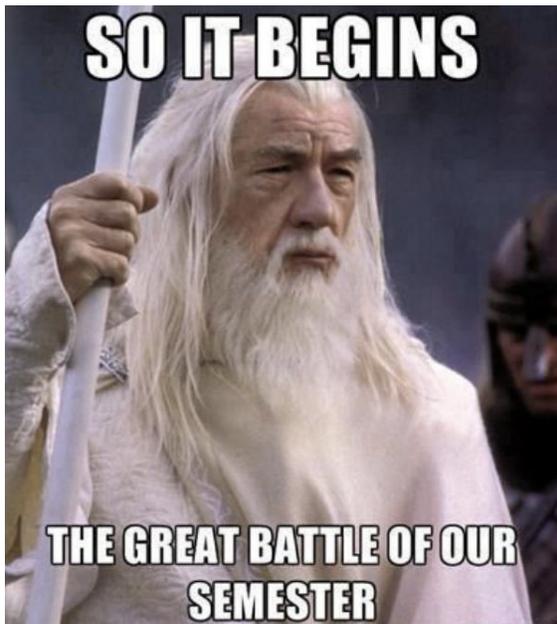
http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/fif_guide.pdf.

Pam Ellis, the Academic Division Chairs, and I recently held a video conference with Bob Dyer regarding the **25LIVE Program**, an online room scheduling system that we hope will help our campus improve the efficiency of course and room scheduling.

FINAL GRADES for FALL 2017 (16 week and Fall II courses) **must** be submitted no later than **9:00 AM on Monday, December 18.**

Remember that Blackboard and Self-Service Carolina will be taken off-line after as USC does its end-of-semester processing.

It is **EXTREMELY IMPORTANT** that final 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 2017

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, 2017 - December 31, 2017

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

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
2018 – 2019 Academic Year**

Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2018 and Spring 2019

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)

**Academic Success Center Report
For December 1, 2017 Faculty Meeting
Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to

Dana Lawrence: LawrenDE@mailbox.sc.edu or call 313-7023 or

Elaine Connor: etconnor@mailbox.sc.edu or call 313-7113

REMINDERS about the ASC's booking system:

- **Students can now book appointments as late as ONE hour 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, and to cut down on no-shows).
- 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 work with tutors on a drop-in basis!**
- **The ASC will offer fall tutoring through Thursday, December 14**

FALL 2017

	August 2016	August 2017	Sept. 2016	Sept. 2017	Oct. 2016	Oct. 2017	Nov. 2016	Nov. 2017
Number of Tutors	9	7	9	8	9	10	9	10
Total Number of Sessions	42	17	146	142	121	172	106	124
Tutoring Sessions/Day (avg)	5.25 (8 operating days)	3.4 (5 operating days)	9.1 (16 operating days)	10.1 (14 operating days)	7.1 (17 operating days)	9.6 (18 operating days)	6.2 (17 operating days)	7.8 (16 operating days)
Tutoring Sessions/Tutor (avg)	4.7	2.4	16.2	17.8	13.4	17.2	11.7	12.4
# of tutor hours per week	112	77	112	85	112	96	106	89
Appointment	17	9	114	120	76	156	90	114
Drop-in	25	8	31	22	55	16	16	7

Tutoring Sessions by Area

December 2017 Faculty Meeting Minutes 24

	August 2017	September 2017	October 2017	November 2017
Accounting	n/a	3	2	0
Biology	1	9	12	6
Chemistry	2	16	8	7
Computer Science/PCAM 151	1	17	15	27
Economics	0	0	0	0
French	0	1	0	2
Italian	0	1	0	0
Math/PCAM 105	8	53	51 • Review for math placement test: 1	43 • Review for MATH placement test: 3
Spanish	0	6	5	2
Statistics	0	1	0	0
Writing	5 • CRJU: 1 • ITEC: 1 • PHIL: 1 • SOCY: 1 • Other (non-course-related writing help): 1	35 • AFAM: 1 • ARTE: 2 • ENGL: 15 • ENVR: 1 • HIST: 1 • ITEC: 3 • MKTG: 2 • MUSC: 2 • PHIL: 1 • SOCY: 5 • UNIV: 2	79 • ENGL: 25 • ENVR: 1 • HIST: 1 • PALM: 4 • PHIL: 3 • POLI: 40 • PSYC: 2 • SOCY: 2 • Revise SAP appeal letter: 1	37 • ARTE: 1 • BIOL: 1 • CRJU: 1 • ENGL: 22 • HIST: 1 • MUSC: 2 • PHIL: 2 • POLI: 3 • SOCY: 2 • UNIV: 1 • Scholarship letter: 1
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0
TOTAL # OF SESSIONS:	17	142	172	124

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	8	2	1	0	11
# of individual students (SEPT)	45	10	14	4	73
# of individual students (OCT)	52	18	7	7	84
# of individual students (NOV)	25	10	10	6	51
# of individual students (DEC)					
# of individual students (SEMESTER)					

FROM: Tracey Mobley Chavous, Director of Human Resources
MEETING: Faculty Meeting
DATE: December 1, 2017
ATTACHMENTS: 1

INFORMATION ITEMS:

- 1) Thank you to everyone who has donated annual and sick leave to the USC Leave Pool. Your generosity is greatly appreciated! ☺

Additional donations of Annual and Sick Leave may be made by completing a Leave Donation Request Form and delivering it to the Human Resources Department today.

Remember the maximum number of annual leave days that may be carried forward to a new calendar year is 45 (337.5 hours) and you must maintain at least 15 days of sick leave (112.5 hours) after making a sick leave donation.

- 2) Please review your pay stubs during the month of December in the Visual Information Processing System (VIP) <https://vip.sc.edu/> to ensure that deductions for your medical, dental, life insurance, and MoneyPlus benefits are accurately reflected. If you feel there is an error please share that information with me quickly so that the necessary departments may be contacted to correct the error.
- 3) If you are scheduled to teach a course that is considered an overload for Spring 2018 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.
- 4) 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.
- 5) The University of South Carolina recognizes December 21, 2017 through December 29, 2017 as holidays in honor of December/Christmas Holiday.

The New Year's Day holiday is recognized on January 1, 2018.

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 2, 2018.



**USC System Leave Transfer Pool
 Leave Donation Request**

Instructions and Guidelines

Employees should complete the top portion of this form and submit it to the Human Resources' Benefits Office. Please refer to the following guidelines or [HR Policy 1.10](#) for more information.

- 1) Any donations to the Leave Pool must be made prior to the established deadline in December each calendar year.
- 2) No more than one-half of the sick or annual leave earned during a calendar year may be donated during the calendar year.
- 3) Employees must maintain at least 15 days of sick leave after making a sick leave donation.
- 4) July 1, 2017 – June 30, 2018, employees may request to designate leave to a specific employee (subject to approval).
- 5) After leave is transferred, it may not be returned or restored to the donor.

To Be Completed by Employee

Name (Last, First, Middle): _____

SSN: _____	Department Name: _____
Department Number: _____	Campus: _____
I wish to donate _____ hours of annual leave.	I wish to donate _____ hours of sick leave.

If you are donating leave to a specific employee, please list the employee's full name: _____

I am scheduled to work _____ hours a day, _____ days a week, _____ months a year.

Faculty Staff

Employee Signature: _____	Date: _____
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To Be Completed by Human Resources/Payroll

Class/Slot: _____	Hourly Rate: _____
Leave Balance Prior to Donation: Annual: _____ Sick: _____	
Leave Balance After Donation: Annual: _____ Sick: _____	
If donating sick leave, is the donor left with 15 days of sick leave balance? Yes <input type="radio"/> No <input type="radio"/>	
Is leave allowed to be designated to a specific employee? Yes <input type="radio"/> No <input type="radio"/>	
Donation: <input type="radio"/> Approved <input type="radio"/> Disapproved	
Reason: <input type="radio"/> Error in Completing the Form <input type="radio"/> Insufficient Leave <input type="radio"/> Other	
Comments: _____	
Division of Human Resources Signature: _____	Date: _____
Route to: Payroll, Human Resources, Employee, Campus/Department	



UNIVERSITY OF
SOUTH CAROLINA
PALMETTO COLLEGE

OFFICE OF THE
CHANCELLOR

MEMORANDUM

TO: USC Palmetto College Faculty Senate Welfare Committee
Dr. Matt Rashotte, Chair

FROM: Dr. Susan Elkins, Chancellor, USC Palmetto College
Dr. Walt Collins, Dean, USC Lancaster
Dr. Ann Carmichael, Dean, USC Salkehatchie
Dr. Michael Sonntag, Dean, USC Sumter
Dr. John Catalano, Dean, USC Union
Dr. Chris Nesmith, Dean, Extended University

A handwritten signature in blue ink, appearing to read "Susan Elkins".

DATE: November 9, 2017

SUBJECT: USC Palmetto College Campuses Faculty Senate Resolution on Salary Inequity

In response to the Palmetto College Campuses Faculty Senate Resolution on Salary Inequity motion approved on April 7, 2017, below are the University of South Carolina system-wide policies, procedures, and processes for requesting and obtaining a salary increase at all campuses.

Tenure and Promotion Regulations and Policies located at:

http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/faculty_manual/manual2017.pdf

Pay for Performance (HR 1.37) located at:

<http://www.sc.edu/policies/ppm/hr137.pdf>

Bonuses (HR 1.77) located at:

<http://www.sc.edu/policies/ppm/hr177.pdf>

Dual Employment (HR 1.78) located at:

<http://www.sc.edu/policies/ppm/hr178.pdf>

Summer Compensation (HR 1.81) located at:

<http://www.sc.edu/policies/ppm/hr181.pdf>

Salary Supplements (HR 1.79) located at:

<http://www.sc.edu/policies/ppm/hr179.pdf>

sjy



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Liz Easley
Athletic Advisory Committee
Report to the Faculty
December 1, 2017

- During the Fall 2017 semester, Men's Soccer Team was in violation of the NJCAA sanction (Section 3- Junior Varsity, Maximum number of games, B.2) on maximum number of games for the season
 - Maximum allowed games/scrimmages: 22
 - Games scheduled and played: 25

- Kevin Thompson reported the violation to the NJCAA and suggested a self-imposed punishment
 - USCL Men's Soccer did not participate in the National Championship Tournament
 - USCL Men's Soccer will play 3 games less (for a total of 19) next season
 - There were no other required penalties and the matter is now considered resolved



Lancaster Curriculum Report 12-1-2017

The process has seemed to stall on our new A.A. degree plan. At our 11/3 meeting with the folks from Columbia, Donald Miles (OIRAA) asked us to delay sending the proposal to senate until he and his office could clear up some lingering questions with the Provost's office.

At the time, it was my understanding that these questions had to do with whether the provost wanted to continue all-though-Columbia accreditation or pursue separate accreditation as well as how to reconcile the apparent SACS requirement that the A.A. and A.S. be Columbia degrees with the CHE requirement that they only be awarded through the regional campuses.

After Lancaster Curriculum asked for updates on the process, Miles reply included the following statement:

OIRAA is not responsible for University policy or drafting policy. All of the existing SACSCOC policies are available on the SACSCOC website and University policy is on the University website. Again, my role is that of an advisor so it would not be appropriate for me to call for a vote on any measures/plan. As we discussed during the meeting when we came to Lancaster... the path forward is for the regional campuses to develop a procedure/process to move curriculum changes through for the AA and AS degrees.

Subsequent conversations suggest that the OIRAA is determined not to take up these issues.

Curriculum will meet again sometime after the break and determine its next course of action, but I believe the only potential direction left is to work directly with some combination of local FOs, PCCFS, Columbia Senate, the Provost and Chancellor's office, SACS, and the CHE to press for clarification on key issues surrounding the A.A./A.S. curriculum, which are:

- How can USC Columbia legally award associate degrees?
- If these are Columbia degrees, what's the proper mechanism for securing the Columbia faculty's approval and what role will regional campus faculty have?
- If the answer is make regional campus faculty Columbia faculty for the purposes of accreditation, what are the other consequences of this change of status

Report from Campus Compiler

For Dec 2017 Faculty Organization meeting

Background on the Campus Compiler position

- In 2011 the Regional Campuses Faculty Senate created a policy for reporting teaching evaluations in tenure and promotion files that included the creation of the position of compiler. The policy gives each campus some flexibility in how the compiler position is filled and what information the compiler provides to each candidate.
- In May 2012, Lisa Hammond and Todd Scarlett served as co-compilers and presented a report to the Faculty Organization that included procedural recommendations.
- In December 2012, the Faculty Organization approved local compiler policies and procedures that comply with the Faculty Manual policies.
- Most of the work of the compiler is done after the April Faculty Organization election results are announced and before June 1.

2017 Reports

- I compiled 31 reports (in total) for five candidates who are undergoing third year review, tenure, promotion or post-tenure review.
- I also requested and received 12 reports from Palmetto College administration.
- I received no requests from other faculty members.

Issues for Consideration

- Only six years of data are available through the Class Climate database. There is no current policy (locally or systemwide) regarding the compilation of course evaluations that are not available through Class Climate.
- The Lancaster compiler's access is limited to classes that are evaluated using the Lanc09 course evaluation form. This means that the compiler doesn't have access to course evaluations that Lancaster faculty members teach as "Columbia Regional Palmetto" courses. These, and all other multiple-campus comparative data, are compiled by Palmetto College administration. There is some slight variation in the wording of questions from campus to campus. These variations may have an effect on how students respond to the questions.
- The database contains course evaluations for adjuncts and dual-credit high school teachers. There is no current policy stating whether adjunct and dual-credit high school teachers should be included in the compilation.
- The Faculty Manual only requires compilation of the candidates' course evaluation numbers as well as the campus' for the same time period. It allows each campus to create policies that require additional information. The local policy also requires numerical summaries for the candidate's discipline, both at the Lancaster campus and throughout the regional campuses.
- The candidates' data is included in all datasets. This is not likely to be an issue when being compared to the campus since the candidate's own data is likely to represent a small proportion of the average (probably < 4%). However some candidates may unduly influence the average within their discipline.
- Both the Faculty Manual and the local policies only require the compiler to provide numerical data without contextual information like the time-frame, the number of respondents, and the notion of discipline.

Compiler Policies and Procedures

*Approved by the Faculty, 5-December-2012*****

This document describes the ~~faculty organization~~ approved policy for the compilation of course evaluations. It is subject to amendment under the same procedures as the Faculty Bylaws.

Comment [AS1]: Motion 1

The compiler shall be a ~~faculty member~~ member of the Faculty Organization who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to the anonymity standards described below. Any faculty member is allowed to make such a request for any valid work-related purpose, but the primary purpose will be for third-year review, tenure, promotion, and post-tenure review, ~~purposes~~ as described in the ~~Regional~~ Palmetto College Campuses Faculty Manual.

Comment [AS2]: Motion 1

For faculty ~~member~~ going through these processes (referred to as "the candidate" below), the compiler will create a report ~~for the faculty member which that~~ includes the following:

Comment [AS4]: Motion 1

- ~~1-~~ An average of the course evaluations of the ~~faculty member~~ candidate,
- ~~2-~~ The campus-wide average for the same time-frame,
- ~~3-~~ The average of the candidate's discipline on the campus, ~~and~~

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The compiler will also request from Palmetto College administration the following:

Comment [AS5]: Motion 1

4.

- The average of courses in the candidate's discipline across the regional campuses for the same time-frame.

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Timeline

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Within one week after the Faculty Organization election results are announced, the following will occur:

- The outgoing compiler will provide the elected compiler with all login and training information.
- The elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion or post-tenure review.

Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below.

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By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual.

Comment [AS6]: Motion 2

~~(Suitable alternatives will be chosen by the compiler when any of these four reports do not conform to the below anonymity standards, or are otherwise unavailable or unsuitable. For those candidates who teach across multiple disciplines, the candidate will determine what notion of discipline is appropriate above.) Additionally, the compiler will provide any other information requested by the faculty member, provided this to the below anonymity standards and is requested with 15 days notice. The compiler will provide these to the faculty member on June 1, and if appropriate, will also provide these directly to the campus administration and to the faculty member's chosen summarizer.~~

-Information Requested from the Candidate

It's the candidate's responsibility to provide the following information to the compiler by May 15. The compiler may request additional information in order to complete all requests.

- An appropriate time-frame.
- All names used by the candidate during that time-frame.
- An appropriate notion of discipline.
- Any classes taught within the USC system but outside of the Lancaster campus, including Columbia Regional Palmetto courses, during the time-frame.

Notes

- Suitable alternatives will be chosen by the compiler and candidate when the discipline-specific reports do not conform to the anonymity standards, or are otherwise unavailable or unsuitable.
- The candidate will determine what notion of discipline is appropriate.
- The compiler will provide work-related data requested by any faculty member, provided this data conforms to the anonymity standards and is requested with 15 days' notice.

Conflict of Interest

In the event that a particular candidate creates a conflict of interest, the Faculty Chairperson will appoint a faculty member to perform these duties instead.

Anonymity Standards

The compiler will at all times comply with the following anonymity standards: Any report in which fewer than four instructors' evaluations ~~have been~~are averaged will not be distributed without the permission of each of these instructors, or permission of the Academic Dean in the event that the instructor is no longer an employee of USC. These permissions shall be collected by the person requesting the report.

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Comment [AS7]: Motion 3

Comment [AS8]: Motion 4

Comment [AS9]: Motion 5

Comment [AS10]: Motion 1

Comment [AS11]: Motion 6

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Motions Related to the Campus Compiler Policies

Motion 1

Modify the Campus Compiler Policies and Procedures document by making the changes listed in the document in comments AS1, AS2, AS3, AS4, AS5 and AS8, as well as formatting changes.

Rationale

- AS1: Proper name of the organization.
- AS2: The position is elected by the Faculty Organization and is described in the Bylaws.
- AS3: Updated name of the faculty manual.
- AS4: Clarify that most of these procedures apply to faculty undergoing tenure and promotion.
- AS5: Clarify that the compiler doesn't have access to data outside of the Lancaster campus.
- AS8: Added apostrophe.

Motion 2

Add the following timeline to the document.

Timeline

Within one week after the Faculty Organization election results are announced, the following will occur:

- The outgoing compiler will provide the elected compiler with all login and training information.
- The elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion or post-tenure review.

Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below.

By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual.

Rationale

- No current document determines the person who initiates contact in this procedure.
- Contacting candidates before the end of spring term increases the likelihood of reaching them.
- The Faculty Manual requires the Summary of Teaching Evaluation Dataset to be prepared and submitted by June 1. Setting the May 15 deadline for returning contact allows the compiler 15 days to complete the summary.

Motion 3

Add the following statements to the Compiler Policies and Procedures document:

Information Requested from the Candidate

It's the candidate's responsibility to provide the following information to the compiler by May 15. The compiler may request additional information in order to complete all requests.

- An appropriate time-frame.
- All names used by the candidate during that time-frame.
- An appropriate notion of discipline.
- Any classes taught within the USC system but outside of the Lancaster campus, including Columbia Regional Palmetto courses, during the time-frame.

Rationale

This information is required in order to complete searches in the database.

Motion 4

Change the statement

"Suitable alternatives will be chosen by the compiler when any of these four reports do not conform to the below anonymity standards or are otherwise unavailable or unsuitable"

to

"Suitable alternatives will be chosen by the compiler **and the candidate** when ~~any of these four~~ **the discipline-specific reports** do not conform to the ~~below~~ anonymity standards or are otherwise unavailable or unsuitable"

Rationale

1. The role of the compiler, as described in the faculty manual, is to provide data for candidates. The role doesn't include making decisions on behalf of the candidate. The candidate is knowledgeable about what data is useful. The compiler can provide the candidate with information about the availability of data.

2. The compiler is required by the Faculty Manual to provide a summary of the candidate's own course evaluations and the campus averages. There isn't likely to be any restriction in gaining access to these data. There may be issues with providing the candidate with discipline-specific data.

Motion 5

Change the statement

"For those candidates who teach across multiple disciplines, the candidate will determine what notion of discipline is appropriate"

to

~~"For those candidates who teach across multiple disciplines, the~~ The candidate will determine what notion of discipline is appropriate."

Rationale

The current policy gives consideration to candidates who teach classes with different prefixes. The motion allows faculty who teach a subset of classes within a prefix to limit the notion of discipline to that subset.

Motion 6

Change the statement:

"Additionally, the compiler will provide any other information requested by the faculty member, provided this data conforms to the below anonymity standards and is requested with 15 days' notice."

to

"The compiler will provide work-related data requested by any faculty member, provided this data conforms to the anonymity standards and is requested with 15 days' notice."

Rationale

Most of the document describes policies that apply to candidates for third year review, tenure, promotion, and post-tenure review. The 15-day notice policy applies to all requests. I also changed "information" to "data" since the compiler provides data with very little context and so it may or may not be informative.

Motion 7

Delete the statement

"The compiler will provide these to the faculty member on June 1, and if appropriate, will also provide these directly to the campus administration and to the faculty member's chosen summarizer"

Rationale

This was incorporated into the timeline in Motion 2.